Combined Work/Business Meeting

Monday, August 17, 2026 7:00 PM
Community Room, 250 West Avenue, Jenkintown, PA 19046

1. **OPENING**

1.1. Call to Order — Mrs. Carolyn Riley
The meeting was called to order at 7:00 pm
1.2. Open Public Meeting Statement — Mrs. Carolyn Riley
1.3. FLAG SALUTE

1.4. Roll Call — Board Secretary
Attendance Taken at 7:00 PM.

Nancy Campbell (Ms. Nancy Campbell):	Present
Katie Costandino (Mrs. Katie Costandino):	Present
Laura Igoe (Dr. Laura Igoe):	Present
Jonathan Litwinowicz (Mr. Jonathan Litwinowicz):	Present
Carolyn Riley (Mrs. Carolyn Riley):	Present
Nina Russakoff (Mrs. Nina Russakoff):	Present
Lisa Smith (Mrs. Lisa Smith):	Present
Jason Tucker (Mr. Jason Tucker):	Present
Patrick Wicks (Mr. Patrick Wicks):	Present

1.5. Announcement of Executive Session(s) — Mrs. Carolyn Riley

2. BUSINESS MEETINGS: COMMENTS FROM STUDENT REPRESENTATIVES - NONE

3. **BOARD MEETING PRESENTATION**

3.1. Student Prevention Programming Presentation — Mrs. Ashley Geary
3.2. PAYS Survey 2025-26 Presentation — Mr. Thomas Roller

4. PUBLIC COMMENTS - AGENDA ITEMS ONLY

Name	Address	Topic
NONE		

5. APPROVAL OF MINUTES — Mrs. Carolyn Riley — 4

6. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - FINANCE**

6.1. **Real Estate Assessments and Appeals Update**

6.1.a. 430 Clement Road Assessment Appeal

6.1.b. 821 Homestead Road Assessment Appeal

6.2. Acceptance of Donations

6.3. Resolution for the School District of Jenkintown to request a Public School Facility Improvement grant from the Commonwealth Financing Authority
6.4. Approval of Transportation Services for Eastern Center for Arts & Techology for the 2026–2027 School Year — 12

6.5. Approval of the contract with the Montgomery County Intermediate Unit (MCIU) for Payroll and Child Accounting support services. 13

7. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - FACILITIES/OPERATIONS**

7.1. Facilties Use Request 16

7.2. Maintenance Reports 35

8. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - SPECIAL EDUCATION**

8.1. Approval of Educational Services Agreement, as presented.

8.2. Behavior Interventions Professional Services Agreement 38

8.3. Approval of the Independent Contractor Agreement with The Center for Family Empowerment, LLC. 44

8.4. Approval of ProCare Therapy Addendum 51

8.5. Approval of Extended School Year Tuition with Overbrook School for the Blind

8.6. Approval of the Alternative Transportation Services Agreement 52

9. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - TECHNOLOGY**

9.1. Approval of the Devine Brothers Inc Service Work Order. 69

10. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - EDUCATION

11. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - PERSONNEL**

11.1. Personnel Report 71

11.2. Tenure Report

11.3. Secretary to the Elementary School Principal Position Description 76

11.4. Approval of the Contract with Scott Eveslage, Ed.D. and The School District of Jenkintown

12. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - POLICIES AND REGULATIONS

13. **RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) - SAFETY REPORTS**

13.1. Safety Report 79

14. OLD BUSINESS (DISCUSSION)

15. **NEW BUSINESS (DISCUSSION)**

15.1. Liaison Reports

16. BUSINESS MEETING : SUPERINTENDENT'S REPORT Dr. Brea D'Angelo

17. PUBLIC COMMENTS - NON AGENDA ITEMS

Name	Address	Topic
Kelly Hudson	Wyncote Rd	Legacy Park

18. **EXECUTIVE SESSION**

18.1. Resolution for Executive Session — Mrs. Carolyn Riley
18.2. Return to Public Meeting

19. **ADJOURNMENT**

19.1. Adjourn the meeting — Mrs. Carolyn Riley
The meeting was adjourned at 8:06 pm.

Respectfully Submitted,



_____
Board Secretary

COMBINED WORK SESSION/BUSINESS MEETING AGENDA (Monday, June 8, 2026)
Generated by Lieu Kim on Monday, June 8, 2026

1. OPENING

1.1 Call to Order - The meeting was called at 7:01 PM

1.2 Open Public Meeting Statement
Recommended Action: Notice is hereby given that the Board of School Directors of the School District of Jenkintown (the "Board") shall convene its Combined Work Session/Business Meeting on Monday, June 8, 2026 at 7:00 PM in the Community Room. The Pennsylvania Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The School District of Jenkintown School Directors has caused notice of this meeting to be given by having the date, time and place advertised in The Intelligencer newspaper on December 21, 2025, as well as posted on the School District's website and in the Administration Office.

FLAG SALUTE
ROLL CALL

Board Members:	
Mrs. Carolyn Riley	Present
Mrs. Nina Russakoff	Present
Ms. Nancy Campbell	Present
Mrs. Katie Costandino	Present
Mrs. Lisa Smith	Excused
Mr. Patrick Wicks	Excused
Mr. Jason Tucker	Present
Dr. Laura Igoe	Present
Mr. Jonathan Litwinowicz	Excused
OTHER STAFF MEMBERS IN ATTENDANCE:	
Steven Van Mater, Acting Superintendent	Present
Mr. Justin O'Donoghue, Esq. Solicitor	Present
Dr. Ernesto Ortiz, Jr., Elementary Principal	Absent
Mike Nickerson, Facility Manager	Present
Lieu Kim, Board Secretary/Business Administrator	Present
Steve Van Mater, HR/Curriculum Director	Present
Michele Glennon, Director of Special Education/Pupil Services	Absent
Jim Cummins, Director of Technology	Absent
Tom Roller, MS/HS Principal	Present

1.3 Business Meeting: Comments from Student Representatives – Audrey Loomis and Anthony Ash

1.4 Business Meeting: Superintendent's Report

1.5 Business Meeting: Administrators' Reports

1.6 Comments from the members of the public and staff -- Agenda Items Only
Recommended Action: This meeting will now be open to the public for comments on specific Agenda Items only. District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy. If your comment pertains to students, personnel, litigation or negotiations, we ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public. Community input at all regular, special and committee meetings is limited to three (3) minutes per speaker unless extended by the Board President or by the majority of the Board upon motion by a Board member. After the initial three-minute comment period ends, the Board will respond to questions or comments raised during that time when a response is appropriate and feasible. If the Board provides a response and you wish to ask a follow-up question or clarify your point, you may use an additional two minutes. This follow-up opportunity is optional, and the Board will manage the process to ensure that all speakers have a fair chance to participate. We recognize that this may extend the length of our public comment periods. We will review the effectiveness of this pilot after we have used it for a period of time. Our intent is to improve public dialogue in a manner that allows for more back-and-forth while maintaining an equitable and orderly process for everyone. Before you begin, please state your name and address.

Name	Address	Topic
NONE		

2. BOARD MEETING PRESENTATIONS

2.1 Before & After School Care Program Presentation with Carmen Taylor

2.2 2025-2026 School Climate Presentation with Steven Van Mater

3. APPROVAL OF MINUTES

3.1 Approval of minutes of Technology Committee on May 11, 2026
Recommended Action: It is recommended that the Board of School Directors approve the minutes as presented.

3.2 Approval of minutes of Work Session on May 11, 2026
Recommended Action: It is recommended that the Board of School Directors approve the minutes from the work session of May 11, 2026 as presented.

3.3 Approval of minutes of Business Meeting on May 18, 2026
Recommended Action: It is recommended the Board of Directors approve the minutes for the Business Meeting on May 18, 2026 as presented.

Upon the motion by Ms. Nancy Campbell, second by Dr. , the Board voted to approve Items 3.1-3.3 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

4. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) FINANCE/OPERATIONS -- SUMMARIES

4.1 Payment of Bills Reports
Recommended Action: It is recommended that the Board of Directors approve the monthly payment of bills listing as presented.

4.2 Real Estate Tax Collector's Reports
Recommended Action: It is recommended that the Board of Directors review and acknowledge the monthly Real Estate Tax Collector's report as presented.

4.3 County Reports of Real Estate Transfer Tax
Recommended Action: It is recommended the Board of Directors approve the monthly reports of Real Estate Transfer Taxes collected as presented.

4.4 Treasurer's Reports for May 2026
Recommended Action: It is recommended that the Board of Directors approve the monthly treasurer’s reports, as presented.

4.5 Student Activity Fund Report Through May 2026
Recommended Action: It is recommended that the Board of Directors approve the monthly High School student activity fund report as presented.

4.6 Scholarship Fund Activity Report Through May 2026
Recommended Action: It is recommended that the Board of Directors approve the monthly Scholarship Fund activity report as presented.

4.7 Cafeteria Operations Report through May 2026
Recommended Action: It is recommended that the Board of Directors approve the monthly cafeteria report as presented.

4.8 Real Estate Assessments and Appeals Update
Recommended Action: It is recommended that the Board of Directors review the Real Estate Assessment and Appeals Update.

4.9 General Fund Revenues & Expenditures Financial Report May 2026
Recommended Action: It is recommended that the Board of Directors approve the General Fund Revenues & Expenditures Financial Report, as presented.

4.10 Before and After School Child Care Program Operations Report May 2026
Recommended Action: It is recommended that the Board of Directors approve the monthly Before and After School Child Care Program report as presented.

4.11 Acceptance of Donations
Recommended Action: It is recommended the Board of Directors accept the donations to the District as presented: Glenn Morris recurring monthly donation through PayPal $ 10.00, minus PayPal fee (May 2026)

4.12 Authorization of Payment of Bills Through August 2026
Recommended Action: It is recommended that the Board of Directors authorize the Business Office to pay bills that are due in June, July and August 2026, with a bill list to be presented to the Board of Directors' at the September 2026 Board Meeting.

4.13 Adoption of the 2026-2027 Final General Fund Budget
Recommended Action: It is recommended that the Board of Directors approve the Final 2026-27 General Fund Budget as presented.

4.14 Adoption of the 2026-2027 Real Estate Tax Levy Resolution
Recommended Action: It is recommended that the Board of Directors approve the 2026-27 Real Estate Tax Levy Resolution as presented.

4.15 Adoption of the 2026-2027 Homestead/Farmstead Exclusion Resolution
Recommended Action: It is recommended that the Board of Directors approve the 2026-27 Homestead/Farmstead Exclusion Resolution as presented.

4.16 Approval of Insurance Proposal for Alive Risk for Insurance for Athletes
Recommended Action: It is recommended that the Board of Directors approve the Insurance Proposal for Alive Risk for Insurance for Athletes, as presented.

4.17 Approval of Jenkintown Crossing Guard Hourly Wages
Recommended Action: It is recommended that the Board of Directors approve an increase in the hourly rate of pay for Jenkintown Crossing Guards from $20.00 per hour to $25.00 per hour, effective for the 2026-2027 school year, beginning July 1, 2026.

Upon the motion by Mrs. Nina Russakoff, second by Mrs. Katie Constandino , the Board voted to approve Items 4.1-4.17 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

5. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) FACILITIES

5.1 Facilities Use Request
Recommended Action: It is recommended the Board of Directors approve the facility use requests, as presented.

5.2 Maintenance Reports for June 2026

5.3 Approval to Dispose of Obsolete Books and Furniture

Upon the motion by Mrs. Nina Russakoff , second by Mrs. Katie Costandino , the Board voted to approve Items 5.1 & 5.3 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

6. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) SPECIAL EDUCATION

6.1 Approval of ESY Programs - Summer 2026
Recommended Action: It is recommended that the Board of Directors approve the listed programs for ESY Summer 2026, as presented.

Upon the motion by Ms. Nancy Campbell , second by Mr. Jason Tucker , the Board voted to approve Items 6.1 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

7. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) TECHNOLOGY

7.1 Approval of the PowerSchool Contract with the School District of Jenkintown and the Montgomery County Intermediate Unit (MCIU)
Recommended Action: It is recommended that the Board of Directors approve the PowerSchool Contract with the Montgomery County Intermediate Unit (MCIU), as presented.

7.2 Approval of the VMWare VCF Quote
Recommended Action: It is recommended that the Board of Directors approve the VMWare VCF Quote, as presented.

7.3 Approval of the Agreement with Dynamic Control Systems Inc. for the Controls Maintenance and Service from June 30, 2026 to May 31, 2027
Recommended Action: It is recommended that the Board of Directors approve the Agreement with Dynamic Control Systems Inc. for the Controls Maintenance and Service from June 30, 2026 to May 31, 2027, as presented.

7.4 Approval of ParentSquare Communication Platform Agreement
Recommended Action: It is recommended that the Board of Directors approve the agreement with ParentSquare as the district's unified school-to-home communication platform for the term and cost, as presented.

7.5 Approval of the Magic School, Inc Quote
Recommended Action: It is recommended the Board of Directors approve the renewal of the MagicSchool, Inc license for the 2026-2027 school year, as presented.

7.6 Approval of Athletic Trainer Software
Recommended Action: It is recommended that the Board of Directors approve the purchase of the Athletic Trainer Software (ATS), as presented.

Upon the motion by Mrs. Nina Russakoff , second by Mrs. Katie Constandino, the Board voted to approve Items 7.1-7.4, 7.6 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

Upon the motion by Mrs. Nancy Campbell , second by Dr. Laura Igoe, the Board voted to approve Items 7.4 as presented:

Ayes: ALL (5) Nays: (1) Absent : (3)

8. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) EDUCATION

8.1 Approval of the Memorandum of Understanding (MOU) with JSD and the Jenkintown Police Department
Recommended Action: It is recommended that the Board of Directors approve the Memorandum of Understanding (MOU) with JSD and the Jenkintown Police Department, as presented.

8.2 Approval of the Jenkintown & BCIU Comprehensive Planning Services Agreement
Recommended Action: It is recommended that the Board of School Directors approve the Comprehensive Planning Services Agreement between the Jenkintown School District and the Bucks County Intermediate Unit (BCIU), as reviewed and approved by the District Solicitor.

8.3 College Matriculation 2026

8.4 Approval of the Montgomery Virtual Program (MVP) Agreement with MCIU and the School District of Jenkintown
Recommended Action: It is recommended that the Board of Directors approve of the Montgomery Virtual Program (MVP) Agreement with MCIU and the School District of Jenkintown, as presented.

8.5 Approval of the Virtual High School (VHS), Inc. Student-Only Partnership
Recommended Action: It is recommended that the Board of School Directors approve the Student-Only Partnership Agreement with Virtual High School (VHS), Inc., as reviewed and approved by the District Solicitor, for a three-year term. The agreement includes an initial 10-student enrollment package at an annual cost of $3,825, with additional enrollments available as needed at the discounted rate of $382.50 per enrollment, subject to budgeted appropriations.

8.6 Approval of the Operation Protocols for The School District of Jenkintown Athletic Trainer
Recommended Action: It it recommended the Board of Directors approve the Operation Protocols for The School District of Jenkintown Athletic Trainer, as presented.

8.7 Approval of the Professional Development Service Agreement with the MCIU for the Multi-Tiered Systems of Support framework with the Middle/High School
Recommended Action: It is recommended that the Board of School Directors approve the Professional Development Service Agreement between the Jenkintown and the Montgomery County Intermediate Unit (MCIU) for professional

development services supporting the implementation of the Multi-Tiered Systems of Support (MTSS) framework at the Middle/High School.

8.8 Approval of Purchase of Amplify Math Curriculum Materials (Grades K–8)
Recommended Action: It is recommended the Board of Directors approve the purchase of Amplify Math curricular materials, instructional resources, and related professional development supports for grades K–8 quotes, as presented.

8.9 Approval of Purchase of Curriculum Associates i-Ready Partner Services
Recommended Action: It is recommended the Board of Directors approve the purchase of Curriculum Associates i-Ready Partner Services in an amount not to exceed $5,250, with final service details, scheduling, and pricing subject to administrative review and vendor confirmation.

8.10 Approval of Purchase of Wilson Language Training Curricular Materials
Recommended Action: It is recommended the Board of Directors approve the purchase of curricular materials, instructional resources, and related implementation supports from Wilson Language Training Corporation in an amount not to exceed $9,000, with final pricing and quantities subject to receipt of vendor quotations and administrative review.

Upon the motion by Mrs. Nina Russakoff , second by Ms. Nancy Campbell , the Board voted to approve Items 8.1-8.10 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

9. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) PERSONNEL

9.1 Personnel Report
Recommended Action: It is recommended that the Board of Directors approve the Personnel Report, as presented.

9.2 Authorization of Personnel Appointments by Superintendent During the Summer of 2026
Recommended Action: It is recommended that the Board of Directors authorize the Superintendent to appoint personnel during the Summer of 2026.

9.3 Approval of Ken Rodoff's Employment Contract for 2026-2027
Recommended Action: It is recommended that the Board of Directors approve the contract with Ken Rodoff's Employment Contract for 2026-2027, as presented.

9.4 Approval of Michael Nickerson's Employment Contract for 2026-2027
Recommended Action: It is recommended that the Board of Directors approve the contract with Mike Nickerson's Employment Contract for 2026-2027, as presented.

9.5 Approval of proposal from PAETEP for staff evaluation software and tools
Recommended Action: It is recommended that the Board of Directors approve the invoice from PAETEP/Tyler Technologies (formerly Edulink) for staff evaluation software and tools, as presented.

9.6 Approval of the Contract with Trapani Communications and The School District of Jenkintown
Recommended Action: It is recommended that the Board of Directors approve the contract with Trapani Communications and The School District of Jenkintown, as presented.

Upon the motion by Ms. Nina Russakoff , second by Ms. Nancy Campbell , the Board voted to approve Items 9.1-9.6 as presented:

Ayes: ALL (6) Nays: NONE Absent : (3)

10. RECOMMENDATIONS OF THE SUPERINTENDENT (Agenda Items) POLICIES AND REGULATIONS

10.1 None

11. RECOMMENDATIONS OF THE SUPERINTENDENT (Information Items) SAFETY REPORTS

11.1 Safety Reports

12. OLD BUSINESS (Discussion)

13. NEW BUSINESS (Discussion)

13.1 Liaison Reports

Committee	Board Liaison

Jenkintown Borough Council	Katie Costandino
Montgomery County School District Legislative Committee (MCSDLC) - **NONE**	Lisa Smith
Eastern Center for Arts & Technology - **NONE**	Carolyn Riley
Jenkintown Home & School Association	Nina Russakoff
Jenkintown Education Foundation	Nancy Campbell
Safety & Wellness Committee	Dr. Laura Igoe
Pennsylvania School Boards Association (PSBA) - **NONE**	Patrick Wicks
Property Committee	Jason Tucker
Legacy Park Committee	Nina Russakoff

14. COMMENTS FROM THE MEMBERS OF THE PUBLIC

14.1 Comments From the Members of the Public (Non Agenda Items)
Recommended Action: This meeting will now be open to the public for comments on Non-Agenda Items only. District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy. If your comment pertains to students, personnel, litigation or negotiations, we ask that you see the Superintendent after the meeting since the Board does not generally discuss such items in public. Community input at all regular, special and committee meetings is limited to three (3) minutes per speaker unless extended by the Board President or by the majority of the Board upon motion by a Board member. Please state your name and address.

Name	Address	Topic
Jillian Greenberry		AI use - students

15. EXECUTIVE SESSION

15.1 Resolution for Executive Session
Recommended Action: RESOLVED, that the Jenkintown Board of Directors shall meet in Executive Session for the purpose of discussing assessment appeal and informational items. FURTHER RESOLVED, that the discussion of such subject matter in Executive Session will be disclosed to the public when the matter has been resolved, unless such is otherwise prohibited by law.

15.2 RETURN TO PUBLIC MEETING
Recommended Action: The Board of Directors will not reconvene the public meeting after the executive session and not votes will be held.

16. ADJOURNMENT

16.1 Adjourn the meeting
Recommended Action: Motion to adjourn the meeting

The meeting was adjourned at 8:52 PM

Respectfully Submitted,

Lieu Kim
Board Secretary

COMMITTEE MEETING - FINANCE (Monday, June 08, 2026)

1. OPENING

1.1 Call to Order

The meeting was called to order at 6:30 PM

2. AGENDA ITEMS

2.1 2026-27 FINAL BUDGET

2.2 2025-2026 Year-End Financial Projections

3. PUBLIC COMMENT

3.1 Comments from the members of the public and staff

NONE		

The meeting was adjourned at 6:43 PM

Respectfully submitted,

Lieu Kim

The School District of Jenkintown
West and Highland Avenue
Jenkintown, PA 19046-2698
Phone 215-885-3722
Fax: 215-885-2090

August 10, 2026

Dear Philly Trans,

On behalf of Jenkintown School District, this letter serves as our commitment to accept your proposed transportation rate of $165.00 per trip/journey, or $330/day for transportation services for our Eastern students.

This commitment is effective beginning September 1, 2026, and will remain in effect through the end of the 2026-2027 school year.

The anticipated daily transportation schedule is as follows:

- **Morning Pickup**: Arrive at Jenkintown High School at 11:20 a.m. for an 11:30 a.m. departure.
- **Afternoon Pickup:** Pick up students at Eastern at 2:45 p.m. at dismissal and transport them back to Jenkintown High School.
- **Vehicle:** 72-passenger van.

Please note that the attached addendum includes:

- The dates on which transportation services will not be required during the 2026-2027 school year.
- The current list of students who will be utilizing this transportation service.

We appreciate your partnership and look forward to working with you to providing safe and reliable transportation services for our students throughout the school year. If you have any questions or require additional information, please feel free to contact me.

Sincerely,

Lieu Kim

Lieu Kim

Board Secretary/Business Administrator

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23
2 West Lafayette Street | Norristown PA 19401 | 610-755-9400 | www.mciu.org

PAYROLL ADMINISTRATION SERVICES AGREEMENT

This Agreement ("Agreement") is made as of this 22nd day of July 2026 by and between Montgomery County Intermediate Unit No. 23, a Pennsylvania intermediate unit, with its principal place of business at 2 West Lafayette Street, Norristown, Pennsylvania 19401 ("MCIU") and the School District of Jenkintown, a Pennsylvania public school entity, with its principal place of business at 325 Highland Avenue, Jenkintown, PA 19046 ("District").

BACKGROUND

MCIU, as a regional educational service agency, provides support to school entities in Montgomery County for various needs. The District has requested MCIU to provide payroll administration/accounting support services to the District based upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties intending to be legally bound hereby agree as follows:

1. Provision of Payroll Administration/Child Accounting Support Services. MCIU shall furnish a worker ("Worker") to the District for payroll administration/child accounting support services in accordance with mutually agreed upon hours and supports.

2. Rate. MCIU shall bill the District for the Worker provided to the District pursuant hereto, an amount of $109,800 for the work to be performed under this contract beginning on July 1, 2026 and ending June 30, 2027.

3. Term. The term of this Agreement shall be valid July 1, 2026 until June 30, 2027, subject, however, to the right of either party to terminate this Agreement upon thirty (30) days' written notice to the other.

4. Independent Contractor. MCIU understands that in performing this Agreement, MCIU is acting in the capacity of an independent contractor, and the MCIU shall not be an agent, servant, partner, or employee of the District. District hereby indemnifies and holds the MCIU, its agents, servants, employees, board members and assigns, harmless from any and all claims, assessments, or liabilities associated with any investigation, litigation or administrative action relating to the District's utilization of the MCIU's services covered by this Agreement.

5. Insurance. The MCIU and the District will both carry appropriate insurance coverages throughout the entire term of the performed services. The District will add the MCIU Single Point of Contact as an additional insured on the District liability policy.

6. Force Majeure. The MCIU shall not be deemed in breach of this Agreement if the MCIU is unable to complete the services or any portion thereof by reason of fire, earthquake, labor dispute, act of God or public enemy, death, illness, or incapacity of the principal employee assigned by the MCIU to handle this service or any local, state, federal, national, or international law, governmental order, or regulation or any other event beyond the MCIU's control (collectively, "Force Majeure Event"). Upon occurrence any Force Majeure Event, the MCIU shall give notice to the District of its ability to perform or of delay in completing the services and shall propose revisions to the schedule for completion of the services.

7. Severability. If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect and the invalid provision shall be given the greatest degree of force and effectiveness possible, given the intent of the parties.

8. Consents. MCIU and District acknowledge and agree that all necessary approvals and consents have been obtained in connection with the execution of this Agreement and that each party signing this Agreement on behalf of the District and the MCIU has the full and complete authority to do so.

9. FERPA. MCIU and its agents, employees, and independent contractors understand that MCIU and its employees will have access to certain confidential information, including, but not necessarily limited to student records and information, and disability records and information and that "personally identifiable information" in those records is confidential and may not be disclosed without written consent of the District and the parent or eligible student. MCIU and its agents, employees, and independent contractors agree to use the data and documents obtained, collected and created in the course of performing services under this Agreement or the personally identifiable information contained therein for no purpose other than to perform services under this Agreement for the student whose personally identifiable information is at issue. MCIU and its agents, employees, and independent contractors further agree not to share data or documents received during the course of performing services under this Agreement with any other entity, except to the extent required to comply with the terms of this Agreement. MCIU and its agents, employees, and independent contractors agree to maintain all data and documents and copies thereof, including any modifications or additions to the data or documents from any source that contains personally identifiable information of students, obtained in the course of performing services under this Agreement in a secure computer environment and not copy reproduce or transmit data and documents obtained except as necessary to perform services under this Agreement. MCIU and its agents, employees, and independent contractors further agree to destroy all data obtained when it is no longer needed for the purpose for which it was obtained and will not maintain data beyond the time period reasonably needed to perform services under this Agreement. All data and documents no longer needed shall be returned to the District or destroyed in compliance with 34 CFR Section 99.35(b)(2).

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement on the day and year first above written.

Date _____ Montgomery County Intermediate Unit #23

Attest: _____ By: _____

Name: _____ Name: Zachary Trump

Title: Director of Business Services

Date _____ School District of Jenkintown

Attest: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

The School District of Jenkintown
250 West Avenue
Jenkintown, PA 19046-2698
Phone 215-885-3722
Fax: 215-885-2090

Application for Use of School Facilities

Date(s) of Use: 8/31/2026- 11/1/2026 Time: M-Th 5:30-Dusk Sat 9am-1pm (note the beginning & end times)

Facilty Requested

___ MS/HS Auditorium	___ Elementary Gymnasium	___Tennise Courts
___ MS/HS Gymnasium	___ Pit Gymnasium	___ Cafeteria ___Kitchen
___ Upper Baseball Field	___ Stadium/Track	✓ Florence Avenue Field
✓ T-Ball Field	___ Classroom	___ Other _____

Number of Participants: 10-20 per hour

Will there be an admission charge? ☐ Yes ☑ No

Organization: Jenkintown Youth Activities

Contact Name: Mark Heere

Contact Address: 620 Greenwood Ave Jenkintown, PA 19027

Contact Phone Number: 267-699-8466

Attach a copy of your organization's insurance provider naming the School District of Jenkintown as an additionally insured in the amount of $1,000,000 Each Occurrence/$2,000,000 Aggregate for General Liability, attach a copy of the signed affirmative action statement provided.

In submitting this application, I have read and agree on my behalf of my organization to comply fully with the School District of Jenkintown's Facility Use Policy #707. Failure to comply with the above named Policy will among other things result in cancellation of my approved permit for use of school property. I, the user, am aware that building, staffing and energy fees may be applicable in order for my organization to execute their use.

Mark Heere Verified by pdfFiller 07/28/2026

Signature of Applicant

07/28/2026

Date

Attachment:

Policy 707
Nondiscrimination Statement
Facilities Memo
Hold Harmless
Fee Schedule

Revised 2025

The School District of Jenkintown
250 West Ave
Jenkintown, PA 19046-2698

USE OF DISTRICT FACILITIES BY COMMUNITY ORGANIZATIONS

STATEMENT OF NONDISCRIMINATION

This is to certify that Jenkintown Youth Activities
(name of entity or person)

Assures equal access and opportunity in membership and activities regardless of race, color, religion, sex, age, national origin or handicap, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Mark Heere Verified by pdfFiller 07/28/2026

Signature

Mark Heere JYA Vice-President

Name and Title

Date: 07/28/2026

The School District of Jenkintown
250 West Ave
Jenkintown, PA 19046-2698

I, (We) the undersigned, the duly authorized representatives of JYA

In consideration of the permission given to use the facilities of the School District of Jenkintown do agree to defend and save harmless the School District, its directors, employees, and agents from all suits, claims, demands, charges costs and expense whatsoever, in any way arising from our use of the School District's facilities.

Mark Heere Verified by pdfFiller 07/28/2026

Signature

Mark Heere JYA Vice-President

Name and Title

Date: 07/28/2026

The School District of Jenkintown
250 West Ave
Jenkintown, PA 19046-2698

Facility Set Up Request

Event: _____ Date: _____

Setup Start Time: _____ End Time: _____

Event Start Time: _____ End Time: _____

Group Contact

Name: _____ Phone: _____

Email Address: _____

Facilities Needed:

___ HS Auditorium
___ HS Gym
___ Upper Field
___ Elem Classroom
___ Florence Ave Field
___ HS Classroom
___ Stadium Field/Track
___ Tennis Courts
___ Elem Gym
___ T-Ball Field
___ Pitt Gym
___ Media Center
___ Cafeteria
___ Community Room
___ Other _____

# of Folding Tables Needed: _____ # of Chairs Needed: _____

Additional Services Needed:

Needed Doors Unlocked Time Open: _____ Time Closed: _____

___ Cafeteria ___ Link ___ HS Auditorium ___ HS Gym Lobby

Cafeteria:

Will Food be Served: ☐ Yes ☐ No (may incur additional cost for cleanup)

HS Auditorium:
___ Overhead Presentation ___ Stage Use ___ Sound Light/Booth (may incur additional cost

Class Room:
___ Smartboard ___ Overhead Presentation

Bathrooms:
___ Elem Cafeteria ___ HS Auditorium ___ HS Gym Lobby

Trash Removal Needed: ☐ Yes ☐ No (may incur additional cost)

Other Needs: _____

Please include a diagram of needs/layout if you feel it is useful for our preparation.

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Legal	1. 20 U.S.C. 7905 2. 24 P.S. 775 3. 24 P.S. 511 4. 61 PA Code 901.701 5. 20 U.S.C. 7182 6. 20 U.S.C. 7183 7. 10 P.S. 328.101 et seq 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 20 U.S.C. 7181 et seq Pol. 000
Adopted	March 3, 2003
Last Revised	March 18, 2019

Purpose

The Board desires to make its facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. However, the Board recognizes that the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment. Therefore, school facilities of this district shall be made available for the community provided that such use does not conflict with the school programs.

Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Board in accordance with the following order of priority:

1. Requests by school-related organizations.
2. Requests by nonschool-related community activities.
3. Requests by private interest groups.

The use of school facilities shall not be granted for:

1. Partisan political activity.
2. Private social functions.
3. Any purpose which is prohibited by law.

Equal Access

Pursuant to federal law, the district shall not deny access or a fair opportunity to meet, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the U.S. Code (as a patriotic society), that wishes to conduct a meeting, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the U.S. Code (as a patriotic society).[1]

Delegation of Responsibility

The Superintendent shall ensure that this policy and the accompanying administrative regulation is posted on the district's publicly accessible website.

Guidelines

School facilities will be made available to the community according to the following guidelines:

1. All extra-school use of school facilities must be scheduled in a manner which does not conflict in any way with the curricular and cocurricular activities of the school.

2. *Agreement and Insurance* – The using group is expected to complete and sign a written application which, if approved by the district, causes that group to be financially responsible for any damages to district property related to the group's use of the facilities, for any liability action taken as a result of the activity, and for proper supervision. The group may be required to post evidence of insurance against damage or liability from the use of school facilities.

3. *Fees and Payment* – Rental will be charged for the facility according to the schedule of fees approved by the Board. Payment shall become due upon receipt of billing for the use of the facility from the district office.[2]

4. *Engagement* – The Superintendent or the Superintendent's designee will establish procedures for requesting use of facilities that ensure consistent implementation and enforcement of Board policy.

5. If appropriate under the circumstances, the Board may arrange usage of facilities by a third party through a lease or license agreement, subject to mutually agreeable terms. Considerations regarding whether to pursue a lease or license agreement, as opposed to the normal facility use procedure, include but are not necessarily limited to a preference for non-for-profit organizations over for-profit organizations; whether the usage will generate revenue for the user; impact on the district community; whether user resides or has a principal place of business in the district; whether the usage requires the district to incur more than incidental costs; the availability of the facility sought to be used; the potential for wear and tear of the facility and whether the intended use of the facility is consistent with the mission and policies of the district. Notwithstanding these criteria, the Board retains sole discretion as to whether and to whom it leases or licenses district facilities.

6. Users understand that the district's facilities exist primarily to serve the district's educational and related programs. If use of a facility is granted but the Superintendent determines that the district has a need for the use of the facility or that the use of the facility by the third party will interfere with some aspect of the district's operations, then the Superintendent may cancel the use and refund any portion of the facility use fee paid by the third party.

Provisions for the Use of School Grounds

The Board is interested in making its school grounds and other outdoor facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. Citizens must realize, however, that school property is not public property, and is subject to reasonable regulations of the Board. The recreational facilities of the district are available to district residents according to the following guidelines:

1. The facilities of the district set aside as playground shall be freely available to the use of district residents, except that playgrounds will be closed to the public:

    a. During school hours,

b. Between dusk and dawn and

c. When otherwise posted or arranged by school officials.

2. The playing fields and other outdoor facilities of the district shall be reserved for the scheduled use of the district's athletic teams. The emergency use of the grounds for school purposes preempts any other reservations granted for nonschool use.

3. The use of the playing fields or other outdoor facilities of the district by an organized group must be scheduled and approved by the offices of the Athletic Athletics Administrator or his/her designees. Use may be approved or denied based upon the condition of the field or facility; the wear and tear to which the field or facility will be subjected; the need for recovery time before the next use by the district's program; the time of the activity or the nature of the activity. The district has the authority to discontinue the use of the field or facility at any time that excessive damage comes into evidence. The Athletics Administrator, his/her designee or any school administrator may deny the use of a field when the playing surfaces are too wet or soft or when use could reasonably unduly damage the surface.

4. Groups requesting the use of the playing fields or other facilities will be charged for their use based on the Fee Schedule attached to the accompanying administrative regulation and will be responsible for damage to the field or facility and pay for its restoration to pre-use condition.

5. Groups using the fields or other facilities shall be responsible to leave all school equipment as it was found and to remove all litter from the facilities. Groups may not remove or move school property such as portable backstops, pitchers' mounds, home plates, benches, bleachers, base pegs etc. without permission.

6. School fields may be open to the community when not being used by high school, middle school or elementary school programs for games, practices or activities, subject to the restrictions and guidelines contained in this policy.

7. School fields will not generally be scheduled for public use on Sunday, unless such use is authorized by the Superintendent or the Superintendent's designee. No district-sponsored or approved athletic contests or practices may be scheduled on Sunday.

8. Driving or parking vehicles on unpaved surfaces and vulgar or abusive language is prohibited. Violators may be restricted from school property and may be prosecuted under law.

9. The fields will not be open to the public during baccalaureate or commencement.

10. Athletic fields shall not be used for pets due to health concerns.

11. Individuals who use the school facilities or fields but are not associated with an organized group are also subject to the conditions and guidelines of this policy.

12. All activities shall terminate by 10:00 p.m. unless special permission is granted by the Superintendent or the Superintendent's designee.

Prohibited Activities

The following activities are strictly prohibited in school facilities and on school grounds when individuals and community groups are granted written permission to use said school facilities and/or grounds:[3]

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.

2. Possession of weapons.

3. Conduct that would alter, damage or be injurious to any district property equipment or furnishings.

4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.

5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or

administration.[4][7]

6. Use of tobacco, nicotine or nicotine delivery products products.[5][6]

Establishment of Fee Schedule

The administration shall develop, for the Board's review and approval, a schedule of fees for the use of school facilities based upon the following classifications:

Class I - Jenkintown Educational Programs; this includes school groups with administrative approval (no rental fee, no service charge, no application or certificate of insurance required).

Class II - School Related Nonprofit Groups (no rental fee, no service charge, application or certificate of insurance may be required).

Class III - All other Nonprofit Groups whose activities directly include at least seventy-five (75%) of Jenkintown students/residents (rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class IV - All other Nonprofit Groups whose activities do not directly include at least seventy-five (75%) of Jenkintown students/residents (rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class V - All other For-Profit Groups whose activities directly include at least seventy-five (75%) of Jenkintown students/residents (rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class VI – All other For-Profit Groups whose activities do not directly include at least seventy-five (75%) of Jenkintown students/residents (rental fee, weekend/holiday service charge may apply, application and certificate of insurance required, security deposit may be required).

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities and/or grounds, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

The School District of Jenkintown
250 West Ave
Jenkintown, PA 19046-2698

Attachment A - Fee Schedule

Fee Schedule for Use of School Facilities

	Class I/II	Class III	Clas IV	Class V	Class VI
HIGH SCHOOL					
Stadium (5 hrs.)	No Charge	$700	$2,500	$5,000	$7,000
Track Only (5 hrs.)	No Charge	$100	$200	$400	$700
Auditorium (4 hrs.) Performance	No Charge (includes one rehearsal)	$300	$500	$1,000	$2,000
Auditorium (4 hrs.)	No Charge (Additional rehearsal)	$100	$200	$300	$500
Gym (4 hrs.)	No Charge	$400	$700	$1,000	$2,000
Pit Gym (4 hrs.)	No Charge	$150	$300	$400	$500
Classroom (4 hrs.) (Per Room)	No Charge	No Charge	$50	$100	$150
Upper Field (4 hrs.)	No Charge	$100	$150	$300	$500
Tennis Courts (4 hrs.)	No Charge	$100	$200	$400	$700
ELEMENTARY SCHOOL:					
Gym (4 hrs.)	No Charge	$100	$450	$700	$1,000
Cafeteria (4 hrs.)	No Charge	$150	$350	$500	$750
Cafeteria (4 hrs.) (with kitchen)	No Charge	$200	$500	$750	$1,000
Classroom (4 hrs.)	No Charge	No Charge	$50	$100	$150
Florence Ave Field (4 hrs.) (Field/Playground/ T-Ball)	No Charge	$100	$200	$400	$700
LINK:					
Community Room (4 hrs.)	No Charge	$100	$200	$300	$500

Weekend/Holiday Service Charge - additional $200/4 hours

Multi-Use Discounts may apply

School District of Jenkintown

325 Highland Avenue

Jenkintown, PA 19046

Application for Use of School Facilities

Date(s) of Use: 10/24/26 Time: 10am-3pm (note the beginning and ending time)

Facility Requested:

___MS/HS Auditorium	____Elementary Gymnasium	____Tennis Courts
X MS/HS Gymnasium	____Pit Gymnasium	____Cafeteria ___Kitchen
X Upper Baseball Field	____Stadium/Track	____Florence Avenue Field
___T-Ball Field	____Classroom	____Other_____

Number of Participants: 50 Will there be an Admission Charge? Yes (No) (circle your answer)

Organization: Jesse Hill Memorial

Contact Name: Andrew Plumly

Contact Address: 620 Lindley Rd

Glenside PA 19038

Contact Phone #: (215) 983-6525

Attach a copy of the your organizations insurance rider naming the School District of Jenkintown as an additionally insured in the amount of $1,000,000 Each Occurrence/$2,000,000 Aggregate for General Liability, attach a copy of the signed affirmative action statement provided.

In submitting this application, I have read and agree on my behalf of my organization to comply fully with the School District of Jenkintown's Facility Use Policy #707. Failure to comply with the above named Policy will among other things result in cancellation of my approved permit for use of school property. I, the user, am aware that building, staffing and energy fees may be applicable in order for my organization to execute their use.

Andrew Plumly
Signature of Applicant

8/11/26
Date

Attachment:
Policy 707
Nondiscrimination Statement
Facilities Memo
Hold Harmless
Fee Schedule

Rev 052012

USE OF DISTRICT FACILITIES BY COMMUNITY ORGANIZATIONS

STATEMENT OF NONDISCRIMINATION

This is to certify that Andrew Plumly

(name of entity or person)

assures equal access and opportunity in membership and activities regardless of race, color, religion, sex, age, national origin or handicap, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Andrew Plumly

Signature

Andrew Plumly

Name and Title

Date: 8/11/26

I, (We) the undersigned, the duly authorized representatives

of Jesse Hill Memorial,

in consideration of the permission given to use the facilities of the School District of Jenkintown do agree to defend and save harmless the School District, its directors, employees, and agents from all suits, claims, demands, charges, costs, and expense whatsoever, in any way arising from our use of the School District's facilities.

Andrew Plumly

Signature

Andrew Plumly

Name and Title

Date: 8/11/26

TO: Class Sponsors/Event Sponsors

FROM: Business Administrator

RE: Regulations for Use of Building/Facilities

Date: May 7, 2010

In order to maintain our buildings and facilities in the best possible condition, please be advised of the following regulations:

SUPERVISION

1. Persons must be supervised at all times. No child is to be left unsupervised in any part of any building or District property.

2. Activity participants are to be instructed to arrive promptly. Exterior doors are not to be left open after hours.

3. The designated supervisor/monitor-on-location (identified in writing) must be the last person to leave the building at the end of the planned activity.

4. The designated supervisor/monitor-on-location will be the contact person with staff on location, designated by the District or its agent.

5. The facilities must be cleared within fifteen minutes after the scheduled activity has concluded.

6. Any equipment brought into the buildings must be promptly removed. If assistance is required, please request this assistance in advance and in writing, being as specific as possible.

7. Only trained individuals may use lighting or audio equipment.

8. Any questions or concerns should be forwarded to the School District's Business Administrator at (215) 885-3722 as soon as possible.

The Board of School Directors requests that participants abide by regulations noted above. The failure of one or more participants to abide by these regulations and to otherwise conduct themselves appropriately may result in the revocation of the approval.

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	Active
Legal	1. 20 U.S.C. 7905 2. 24 P.S. 775 3. 24 P.S. 511 4. 61 PA Code 901.701 5. 35 P.S. 1223.5 6. 20 U.S.C. 7182 7. 20 U.S.C. 7183 8. 10 P.S. 328.101 et seq 24 P.S. 779 22 PA Code 403.1 61 PA Code 901.1 20 U.S.C. 7181 et seq Pol. 000
Adopted	March 3, 2003
Last Revised	May 15, 2017

Purpose

The Board desires to make its facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. However, the Board recognizes that the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment. Therefore, school facilities of this district shall be made available for the community provided that such use does not conflict with the school programs.

Authority

The Board will provide for the use of school facilities when permission has been requested in writing and has been approved by the Board in accordance with the following order of priority:

1. Requests by school-related organizations.

2. Requests by nonschool-related community activities.

3. Requests by private interest groups.

The use of school facilities shall not be granted for:

1. Partisan political activity.

2. Private social functions.

3. Any purpose which is prohibited by law.

Equal Access

Pursuant to federal law, the district shall not deny access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the U.S. Code (as a patriotic society), that wishes to conduct a meeting, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the U.S. Code (as a patriotic society).[1]

Guidelines

School facilities will be made available to the community according to the following guidelines:

1. All extra-school use of school facilities must be scheduled in a manner which does not conflict in any way with the curricular and cocurricular activities of the school.

2. Agreement and Insurance – The using group is expected to complete and sign a written application which, if approved by the district, causes that group to be financially responsible for any damages to district property related to the group's use of the facilities, for any liability action taken as a result of the activity, and for proper supervision. The group may be required to post evidence of insurance against damage or liability from the use of school facilities.

3. Fees and Payment – Rental will be charged for the facility according to the schedule of fees approved by the Board. Payment shall become due upon receipt of billing for the use of the facility from the district office.[2]

4. Engagement – The Superintendent or the Superintendent's designee will establish procedures for requesting use of facilities that ensure consistent implementation and enforcement of Board policy.

5. If appropriate under the circumstances, the Board may arrange usage of facilities by a third party through a lease or license agreement, subject to mutually agreeable terms. Considerations regarding whether to pursue a lease or license agreement, as opposed to the normal facility use procedure, include, but are not necessarily limited to: a preference for non-for-profit organizations over for-profit organizations, whether the usage will

generate revenue for the user, impact on the district community, whether user resides or has a principal place of business in the district, whether the usage requires the district to incur more than incidental costs, the availability of the facility sought to be used, the potential for wear and tear of the facility, and whether the intended use of the facility is consistent with the mission and policies of the district. Notwithstanding these criteria, the Board retains sole discretion as to whether and to whom it leases or licenses district facilities.

6. Users understand that the district's facilities exist primarily to serve the district's educational and related programs. If use of a facility is granted but the Superintendent determines that the district has a need for the use of the facility or that the use of the facility by the third party will interfere with some aspect of the district's operations, then the Superintendent may cancel the use and refund any portion of the facility use fee paid by the third party.

Provisions for the Use of School Grounds

The Board is interested in making its school grounds and other outdoor facilities available for community purposes that serve the educational mission of the district and promote the notion of the district being a focal point for community spirit. Citizens must realize, however, that school property is not public property, and is subject to reasonable regulations of the Board. The recreational facilities of the district are available to district residents according to the following guidelines:

1. The facilities of the district set aside as playground shall be freely available to the use of district residents, except that playgrounds will be closed to the public (a) during school hours, (b) between dusk and dawn and (c) when otherwise posted or arranged by school officials.

2. The playing fields and other outdoor facilities of the district shall be reserved for the scheduled use of the district's athletic teams. The emergency use of the grounds for school purposes preempts any other reservations granted for nonschool use.

3. The use of the playing fields or other outdoor facilities of the district by an organized group must be scheduled and approved by the offices of the Athletic Athletics Administrator or his/her designees. Use may be approved or denied based upon the condition of the field or facility, the wear and tear to which the field or facility will be subjected, the need for recovery time before the next use by the district's program, the time of the activity, or the nature of the activity. The district has the authority to discontinue the use of the field or facility at any time that excessive damage comes into evidence. The Athletics Administrator, his/her designee, or any school administrator may deny the use of a field when the playing surfaces are too wet or soft or when use could reasonably unduly damage the surface.

4. Groups requesting the use of the playing fields or other facilities will be charged for their use based on the Fee Schedule attached to the accompanying Administrative Regulation and will be responsible for damage to the field or facility and pay for its restoration to pre-use condition.

5. Groups using the fields or other facilities shall be responsible to leave all school

equipment as it was found and to remove all litter from the facilities. Groups may not remove or move school property such as portable backstops, pitchers' mounds, home plates, benches, bleachers, base pegs, etc., without permission.

6. School fields may be open to the community when not being used by high school, middle school, or elementary school programs for games, practices, or activities, subject to the restrictions and guidelines contained in this policy.

7. School fields will not generally be scheduled for public use on Sunday, unless such use is authorized by the Superintendent or the Superintendent's designee. No district-sponsored or approved athletic contests or practices may be scheduled on Sunday.

8. Driving or parking vehicles on nonpaved surfaces, and vulgar or abusive language are prohibited. Violators may be restricted from school property and may be prosecuted under law.

9. The fields will not be open to the public during Baccalaureate or Commencement.

10. Athletic fields shall not be used for pets, due to health concerns.

11. Individuals who use the school facilities or fields but are not associated with an organized group are also subject to the conditions and guidelines of this policy.

12. All activities shall terminate by 10:00p.m. unless special permission is granted by the Superintendent or the Superintendent's designee.

Prohibited Activities

The following activities are strictly prohibited in school facilities and on school grounds when individuals and community groups are granted written permission to use said school facilities and/or grounds:[3]

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.

2. Possession of weapons.

3. Conduct that would alter, damage or be injurious to any district property equipment or furnishings.

4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.

5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.[4][8]

6. Use of tobacco products.[5][6][7]

Establishment of Fee Schedule

The Administration shall develop, for the Board's review and approval, a schedule of fees for the use of school facilities based upon the following classifications:

Class I - Jenkintown Educational Programs This includes school groups with administrative approval. (No rental fee, no service charge, no application or certificate of insurance required).

Class II - School Related Non-profit Groups (No rental fee, no service charge, application or certificate of insurance may be required).

Class III - All other Non-profit Groups whose activities directly include at least 75% of Jenkintown students/residents (Rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class IV - All other Non-profit Groups whose activities do not directly include at least 75% of Jenkintown students/residents. (Rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class V - All other For-profit Groups whose activities directly include at least 75% of Jenkintown students/residents. (Rental fee, weekend/holiday service charge may apply, application and certificate of insurance required).

Class VI – All other For-profit Groups whose activities do not directly include at least 75% of Jenkintown students/residents (Rental fee, weekend/holiday service charge may apply, application and certificate of insurance required, security deposit may be required).

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities and/or grounds, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

Attachment A – Fee Schedule

THE SCHOOL DISTRICT OF JENKINTOWN
FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

	CLASS I/II	CLASS III	CLASS IV	CLASS V	CLASS VI
HIGH SCHOOL					
Stadium (5 hrs.)	No Charge	$700	$2,500	$5,000	$7,000
Track Only (5 hrs.)	No Charge	$100	$200	$400	$700
Auditorium (4 hrs.) Performance	No Charge (includes one rehearsal)	$300	$500	$1,000	$2,000
Auditorium (4 hrs.)	No Charge (Additional rehearsal)	$100	$200	$300	$500
Gym (4 hrs.)	No Charge	$400	$700	$1,000	$2,000
Pit Gym (4 hrs.)	No Charge	$150	$300	$400	$500
Classroom (4 hrs.) (Per Room)	No Charge	No Charge	$50	$100	$150
Upper Field (4 hrs.)	No Charge	$100	$150	$300	$500
Tennis Courts (4 hrs.)	No Charge	$100	$200	$400	$700
ELEMENTARY SCHOOL:					
Gym (4 hrs.)	No Charge	$100	$450	$700	$1,000
Cafeteria (4 hrs.)	No Charge	$150	$350	$500	$750
Cafeteria (4 hrs.) (with kitchen)	No Charge	$200	$500	$750	$1,000
Classroom (4 hrs.)	No Charge	No Charge	$50	$100	$150
Field/Playground (4 hrs.) (Includes T-Ball Field)	No Charge	$100	$200	$400	$700
LINK:					
Community Room (4 hrs.)	No Charge	$100	$200	$300	$500

Weekend/Holiday Service Charge may apply- $200/4 hours
Multi-Use Discounts may apply

TESTING RESULTS THROUGH 8/5/2026

Item	Type of Test	Frequency	Completed	Results	Date Scheduled
1	Replacement of HVAC Filters	Tri-Annual	4/1/2026	In Progress	Next service scheduled for August 2026
2	Grease Pit Cleaned and Cleared	Semi-Annual	1/7/2026	In Progress	Service to be scheduled for August 18, 2026
3	Monthly Elevator service	Monthly	7/24/2026	Completed	Service scheduled for 3rd week of the month
4	Industrial Water Treatment testing	Monthly	7/8/2026	Completed	Service scheduled for 1st week of the month
5	High School gym floor refinished	Annual	8/15/2025	In Progress	Service is scheduled for August 18, 2026
6	Pest Control	Monthly	7/16/2026	Completed	Service scheduled for 3rd week of the month
7	Semi-annual state elevator inspection	Semi-Annual	2/25/2026	In Progress	Next inspection is scheduled for August 2026
8	Service and Cleaning of Café & Sports Trainer Ice Machines	Semi-Annual	3/11/2026	Completed	Next service scheduled for September 2026
9	Kitchen Fire Suppression	Semi-Annual	3/11/2026	Completed	Next inspection is scheduled for September 2026
10	Boiler System Service	Annual	9/22/2025	Completed	Service to be scheduled for October 2026
11	Fire Inspection	Annual	10/2/2025	Completed	Inspection to be scheduled for October 2026

12	AHERA Training	Annual	12/22/2025	Completed	Training is scheduled for December 2026
13	Act 39 Water Sampling (Lead)	Annual	1/16/2026	Completed	One location (gym concession stand) exceeded the EPA Action level of 15 ppb. Result was 15.4 ppb. The sink has been turned off for now, as it does not get used. Next sampling will be January 2027.
14	Fire Extinguishers	Annual	1/13/2026	Completed	Service will be scheduled for January 2027
15	AHERA 6-month Surveillance	Semi-Annual	2/12/2026	Completed	Next inspection will be February 2027
16	Stage Inspection	Annual	4/21/2026	Completed	Next inspection is scheduled for April 2027
17	Backflow Prevention Devices - 3 in Link Tunnel; 1 in Stadium	Annual	3/30/2026	Completed	Scheduled for Spring break 2027
18	Backflow Prevention Devices - 1 in playground pit; 1 in stadium pit	Annual	4/15/2026	Completed	Next service scheduled for May 2027
19	Sprinkler System Inspection	Annual	7/7/2026	Completed	Next service scheduled for July 2026
20	Cleaning of Hood/Vent Exhaust System in Kitchen	Annual	7/16/2026	In Progress	Next service scheduled for July 16, 2026
21	Generator Annual Inspection/Fuel Test	Annual	7/27/2026	Completed	Next service scheduled for July 2027
22	Fire Alarm System Test	Annual	7/10/2026	Completed	Next inspection scheduled for July 2026

23	Gym bleachers and aerial inspections	Annual	8/4/2026	Completed	Service to be scheduled for Summer 2027
24	HVAC and Duct Cleaning	Every 5 yrs.	4/2/2026	Completed	Selected units will be inspected July 2027
25	PA State Boiler Inspection	Biennial	8/11/2025	Completed	Next service scheduled for August 2027
26	Stage Curtain - HS Auditorium	Every 5 yrs.	7/28/2022	Completed	Service will be scheduled in 2027
27	Refrigeration PM (walk-in units)	Annual	8/11/2025	Completed	No PM service needed over summer 2026. These units were replaced
28	Radon Testing	Biennial	2/19/2026	Completed	All results are less then the EPA Guideline of 4.0 pCi/l. With three consecutive years of less than 4.0 pCi/L, we will be switching to biennial monitoring. The next round will be scheduled for January 2028
29	Stage Curtain - ES Gym	Every 5 yrs.	1/7/2023	Completed	Service will be scheduled in 2028
30	AHERA 3-year Reinspection	Triennial	8/4/2026	Completed	Next 3-yr inspection is due July 2029.

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F



BehaviorInterventions

Web: behaviorinterventions.org | Phone: 1-877-933-9932 | Email: info@behaviorinterventions.org

Professional Services Agreement

THIS PROFESSIONAL SERVICE AGREEMENT (this "Agreement")
is entered into for
July 1st, 2026 - June 30, 2027 (School Year)

by and between:

The School District of Jenkintown
West & Highland Avenues, Jenkintown, PA 19046
(hereinafter referred to as "Provider")
and
Behavior Interventions, Inc. (hereinafter referred to as "Consultant")
610 W Germantown Pike, Suite 400, Plymouth Meeting, PA 19462

The parties hereby agree to the following terms and conditions in connection with such services.

SERVICES

Consultant was organized to provide an array of services to support the development of children, adolescents, and adults while providing team members with training in the principles of Applied Behavior Analysis. These services may include but are not limited to the following:

o Functional Behavior Assessment: A comprehensive report to identify the function of challenging behaviors and limited skill sets. Through direct observation and interviews, an individualized plan is developed to teach appropriate replacement behaviors using positive approaches, thus decreasing challenging behaviors.

o Behavior Therapy: Treatment is provided to support the child's development during structured play-based learning activities. This behaviorally based program may occur in the home, school, and community. The intensity of the program is determined on the specific needs of the child.

o Behavior Consultation: Consultation is provided to teachers and other professionals and offered for a specific student, classroom, team, and/or school. Recommendations are developed to address areas of need and may be provided during consulting sessions and/or during team meetings. These recommendations incorporate a variety

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F

of positive approaches including motivational strategies, curriculum modifications, proactive/reactive strategies, visual supports, and staff training.

o Program Supervision: This service provides training and support to direct service staff and other professionals. Ongoing supervision is provided to develop and facilitate the implementation of a student's individualized program in the classroom and/or home. Program modifications and recommendations are developed based on the child's progress in meeting program objectives.

o Training Workshop: Training can be presented on a range of topics. Some topic ideas are as follows: Understanding the Principles of ABA, Completing Functional Behavior Assessments, Developing Behavior Strategies in the Classroom, and Developing Inclusive Programming. Training can vary in length and be tailored to meet the needs of the audience.

STANDARDS

Services provided under this agreement are supervised by a Board Certified Behavior Analyst. As such, standards and procedures as established by Behavior Analyst Certification Board, Inc. will be followed.

COMPENSATION

The parties agree that the Consultant is compensated by Provider for services provided. The compensation rate is **$1,476** (flat rate) for the Functional Behavior Assessment (FBA), **$1,230** (flat rate) for the Verbal Behavior Milestones and Placement Program (VBMAPP), **$738** (flat rate) for the Assessment of Functional Living Skills (AFLS), **$738** (flat rate) for the Promoting Emergence of Advanced Knowledge (PEAK) assessment, **$123** per hour for the Board Certified Behavior Analyst (BCBA), **$87.13** per hour for the Assistant Behavior Analyst, **$64.58** per hour for the Registered Behavior Technician (RBT), **$41** per hour for the Personal Care Assistant (PCA). If any service(s) needs non-English language interpretation support, a surcharge of **$61.50** per hour will be invoiced to the provider. Provider agrees to pay invoice within 30 days of invoice date. Shall any dispute arise regarding fees charged, the Provider must notify the Consultant in writing before the invoice due date.

CONFIDENTIALITY

Any information regarding students will remain confidential. The Consultant agrees to disclose confidential information only to those parties approved.

TERM

The Consultant shall begin services on 07/01/2026 . Either party may terminate this Agreement by giving written notice. In the event of any such termination, the Consultant shall be compensated for services provided through the termination date.

WORK PRODUCT

The Provider shall have a perpetual, irrevocable, non-transferable, paid-up right and license to use and copy the written recommendations, teaching/behavior plans, training materials, reports, and goal/objectives for their internal use, within the Student's team.

CLIENT ACKNOWLEDGEMENT

It is the practice of the Consultant to serve multiple clients within classrooms, schools, and community groups,

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F

including those with opposing interests. The Consultant is committed to maintaining the confidentiality of each client's information in all such situations.

INDEPENDENT CONTRACTOR

The parties agree that the Consultant is an independent contractor to the Provider and will not be deemed an employee of Provider for any purpose whatsoever. Without limiting the foregoing, all income taxes arising from or in connection with professional fees paid by the Provider to the Consultant for the services provided under this Agreement shall be borne by the Consultant.

LIABILITY

All services provided by the Consultant, when working with students, must be conducted with the Provider present and or such person(s) designated ("Caregiver") by the Provider. The Caregiver must be 18 years of age or older. The Consultant shall not be liable for Student, Parent, and/or Caregiver's behavior resulting in harm and/or property damage. Consultants shall maintain Professional Liability Insurance in accordance with state regulations.

SEVERABILITY

If any part(s) of this Agreement are found to be void, the remaining provisions of this Agreement shall be binding on all parties to this contract.

ORAL EVIDENCE

This Agreement constitutes the entire Agreement between the parties and supersedes all prior oral and written agreements between the parties with respect to the subject matter hereof. This Agreement may not be changed, waived, discharged, or terminated orally, except by a statement in writing signed by the party or parties with an acknowledgement of receipt of such writing.

AMENDMENT

Consultant shall obtain all current criminal history (state and federal) background checks and child abuse clearances as required by law in the Commonwealth of Pennsylvania, of all employees providing services pursuant to this Agreement. Consultant shall forward copies of all clearances to School District Director of Human Resources within ten (10) days of receipt, and at other times, upon the reasonable request of School District.

DocuSigned by:
Mary Miller
455B50745FF140C...

6/29/2026

Mary Miller, Chief Operating Officer **Date**
Behavior Interventions, Inc.
610 W Germantown Pike, Suite 400
Plymouth Meeting, PA 19462

6/26/2026

Signature of Provider **Date**
Jenkintown School District
West & Highland Avenues
Jenkintown, PA 19046

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F

ADDENDUM TO AGREEMENT WITH BEHAVIOR INTERVENTIONS, INC.

This Addendum amends and modifies the Professional Services Agreement ("Agreement") between the Behavior Interventions, Inc. ("Contractor") and the School District of Jenkintown (the "District") (collectively, the "Parties"), entered into on this same date, pursuant to which Contractor will provide certain services and the District will compensate Contractor based upon the stated hourly rate.

A. Confidentiality of Records

1. In the performance of their duties under this Agreement, Contractor, its employees and subcontractors will have access to certain District records, including, but not limited to, student records ("District Records").

2. Contractor acknowledges that in performance of their duties under this Agreement and in particular, when they have access to District Records, Contractor' employees and contractors are acting as agents of the District.

3. Contractor agrees not to copy, duplicate, retain or disclose any District Records or any information contained therein to anyone in any format, other than to a District administrator for purposes related to Contractor' duties for the District;

4. To the extent that Contractor has access to District Records, it will be under the direct control of the District.

5. Contractor agrees that it will indemnify, defend and hold the District harmless from any claim or loss, including, but not necessarily limited to any claim for damages or loss of funding, arising from Contractor' copying, duplication, retention or disclosure or alleged copying, duplication, retention or disclosure of any District Records or information contained in any District Records.

B. Termination for Convenience

The District may terminate this Agreement for convenience upon written notification to Contractor.

C. Claims and Insurance

1. Contractor shall maintain insurance of the types and with minimum limits deemed acceptable to the District. Required General Liability policies must name the District, its employees and administrators and the Board of School Directors as additional insureds and a certificate of insurance evidencing the required coverages, limits and provisions, stating that it will not be canceled without thirty (30) days advance notice to the District, must be provided. Such insurance shall include, a minimum, the following:

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

   .2 Commercial General Liability Insurance, including coverage for, among other things, claims for bodily injury, sickness, disease or death of any person or damage to any property, including loss of use resulting therefrom, in an amount

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F

not less than $1,000,000 combined limit. This coverage shall be on an "occurrence" basis.

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

.4 Professional Liability/Errors and Omissions Insurance, covering errors and omissions in professional services, in an amount not less than $1,000,000 per claim and $1,000,000 aggregate, with a deductible not exceeding $50,000.

2. Contractor agrees to indemnify, defend and save harmless the District, its directors, officers, agents, servants and employees from and against any and all liability, loss, claims, actions, damages, demands and expenses (including, without limitation, legal fees of attorneys, investigators and experts) on account of injury to persons including death resulting therefrom and damage to property arising out of or relating to the negligence or willful misconduct of Contractor, its agents or employees.

D. Employee Background Checks and Clearances, Arrest Information, and Non-Discrimination

1. All employees, agents and subcontractors that Contractor assigns to perform services for the District under this Agreement must have current satisfactory Pennsylvania and federal criminal history reports and child abuse clearances, copies of which must be provided to the District in advance of the employee, agent, or subcontractor having any direct contact with children. For purposes of this Agreement, a "current" report or clearance is one that no older than sixty (60) months old at any point in time during the time that the individual will perform services under this AgreementFor purposes of this Agreement, a report or clearance is "satisfactory" at the sole discretion of the District. The District reserves the right to reject any employee or contractor based upon any documented conduct that the District deems unacceptable. The District may reject an employee or a contractor for conduct that would not disqualify the individual from being employed by any public or private school under Pennsylvania law.

2. Contractor shall notify the Superintendent any time that any of its agents, employees, or independent contractors who are performing work on behalf of the District are either arrested or charged with a criminal offense. Such notice shall be provided in writing on form PDE-6004 and within seventy-two (72) hours of the arrest or conviction.

3. Contractor agrees that in the performance of services under this Agreement, Contractor will not discriminate against students, employees, or other persons on the basis of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap, disability or use of guide or support animal.

4. As a provider of contracted services, Contractor certifies that prior to providing services under this Agreement, Contractor has performed the employment history review required by Act 168 of 2014 and will provide the District with access to such records upon request. If any affirmative response is provided to the abuse and sexual misconduct background questions, Contractor will notify the District in writing in advance of that individual's assignment to the District and if the District objects to the assignment, then Contractor may not assign the employee to the school entity.

Docusign Envelope ID: 0B18AA53-978B-880F-8109-71B592DDE32F

Behavior Interventions, Inc.

DocuSigned by:
Mary Miller
455B50745FF140C...

By: Mary Miller

Date: 6/29/2026

School District of Jenkintown

Michele Glennon

By:

Date: 6/26/2026

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered this ___ day of September, 2026 ("Effective Date"), by and between the **School District of Jenkintown**, a public school district located at 250 West Avenue, Jenkintown, Pennsylvania 19046 (the "District") and **The Center for Family Empowerment, LLC,** a Pennsylvania limited liability company located at 602 Willow Street, Jenkintown, Pennsylvania 19046 (the "Contractor").

WITNESSETH:

WHEREAS, the District desires to retain the services of Contractor, and Contractor desires to render services to the District upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, do hereby agree as follows:

1. **SERVICES:** The District hereby retains Contractor, and Contractor hereby agrees to render mental health services to students in the District, as more fully set forth in the attached Exhibit A.

2. TERM: The term of this Agreement shall be for period from the Effective Date to the end of the 2026-2027 School Year, on or about June 30, 2027.

3. COMPENSATION: The District agrees to pay compensation to Contractor for all services to be rendered under this Agreement as set forth in Contractor's Fee Schedule which is attached hereto as **Exhibit B.**

4. RELATIONSHIP: Nothing in the Agreement shall be considered to create the relationship of employer and employee between the parties hereto and Contractor shall be deemed at all times an independent contractor.

5. SECURITY: If a student reports to Contractor a safety issue, Contractor shall communicate directly with the student's guidance counselor, who will ensure safety steps are taken by the District.

6. CONFIDENTIALITY: Contractor acknowledges that this Agreement creates a relationship of confidence and trust on the part of Contractor for the benefit of the students of the District. During the term of this Agreement, Contractor may be responsible, in whole or in part, for the creation of, or may acquire, certain confidential information concerning students of the District, including, but not limited to, protected health information under the Health Insurance Portability and Accountability Act of 1996, Pub. L. 104-191. During the term of this Agreement and at all times thereafter, Contractor will keep all of such confidential information in confidence and will not disclose any of the same to any other person, except Contractor's

personnel who are entitled thereto and other persons who have been authorized and consented to receive such protected health information in writing by the District and the student and/or parents or guardians of the student whose protected health information is subject of the disclosure. Contractor shall take all reasonable action that the District deems necessary or appropriate to prevent the unauthorized use or disclosure of, or to protect the students' interests in such confidential information.

7. CONSENTS: The District will require all students participating in sessions with Contractor to provide consents for participation from the student and/or the student's parents or guardians, where appropriate.

8. COMPLIANCE WITH POLICY/LAW: Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including, but not limited to, the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67. 1 01 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable the District compliance with the Pennsylvania Right to Know Law.

9. INSURANCE: Contractor shall, at Contractor's expense, procure and maintain the following types and minimum limits of insurance: (a) General liability - $1,000,000 per claim/ $3,000,000 per year; Professional liability - $1,000,000 per claim/ $3,000,000 per year; Workers' Compensation - statutory limits.

10. INDEMNITY: The parties agree to indemnify, defend and hold harmless each other from and against all claims, demands, suits, costs, penalties, losses, expenses and damages of any kind, including attorneys' fees and court costs, in any way arising out of the performance or non-performance of this contract or from a breach of this contract. This indemnity shall include claims, demands, suits, costs, penalties, losses, expenses and damages of any kind, including attorneys' fees and court costs, to the extent the claims directly or indirectly arise or allegedly arise in whole or in part by the negligence or willful misconduct of either party.

11. NOTICE: Any notice required by this Agreement shall be in writing and shall be delivered as follows, with notice deemed given as indicated: (a) by personal delivery, when delivered personally; (b) by overnight courier, upon written verification of receipt; (c) by facsimile transmission, upon acknowledgment of receipt of electronic transmission; or (d) by certified or registered mail, return receipt requested, upon verification of receipt. Notice shall be sent to the addresses set forth above or to such other address as either party may specify in writing.

12. WAIVER: The waiver either party of a breach of any provisions of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the other party.

13. BINDING EFFECT: The Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, representatives, successors and assigns, but shall not be assignable by the either party.

14. ENTIRE AGREEMENT: This Agreement shall be deemed to express, embody and supersede all previous understandings, agreements and commitments, whether written or oral, between the parties hereto with respect to the subject matter hereof and to fully and finally set forth the entire agreement between the parties hereto. No modifications shall be binding unless stated in writing and signed by both parties hereto.

15. GOVERNING LAW: This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

16. COUNTERPARTS. This Agreement may be executed in counterparts, by manual or facsimile signature, each of which will be deemed an original and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below, each intending to be legally bound.

DISTRICT
SCHOOL DISTRICT OF JENKINTOWN

BY: _____ Name:
Title:

Date: _____
CONTRACTOR
THE CENTER FOR FAMILY EMPOWERMENT, LLC

BY: _____ Name:
Title:
Date: _____

EXHIBIT "A"
SERVICES

Program Details
Contractor will provide to the District the following services mental health services on site ("Services"):

A. Closed group sessions to be held weekly during a period of six (6) weeks.
B. Open group sessions to be held weekly.
C. Individual sessions to be held weekly or biweekly.
D. Classroom lessons and workshops.

Scope of Practice
The Services are psychoeducational services and do not involve the diagnosis of or treatment of mental disorders as defined by the American Psychological Association. By participating in these sessions, students and their parents and/or guardians must indicate an understanding that this group is not a substitute for counseling, psychotherapy, mental health care, or substance abuse treatment and that students and their guardians will not use it in place of any form of diagnosis or therapy.

All students and parents and/or guardians shall execute a Consent form to be provided by Contractor.

EXHIBIT "B"
FEE SCHEDULE

A. Closed groups - $185 per hour.

B. Open groups - $185 per hour.

C. $185 per hour for individual sessions, classroom lessons, and workshops.

ADDENDUM TO AGREEMENT BETWEEN
The Center for Family Emplowerment ("Contractor") &
SCHOOL DISTRICT OF JENKINTOWN ("District")

Contractor and the District hereby agree that the Independent Contractor Agreement between the parties is hereby amended and supplemented to include the following provisions. To the extent that the terms of this Addendum conflict with the terms outlined in the Service Agreement, the parties agree that the terms of this Addendum shall control.

1. Paragraph 6 is hereby amended by adding the following to the end of the first sentence: "and/or the Family Educational Rights and Privacy Act."

2. Paragraph 8 is hereby amended by adding the following to the end of the existing language:

   Additionally, Contractor shall provide the following required certifications to the District, which must be dated no earlier than one year prior to the date presented to the District:

   1. PA State Police Background Check;
   2. PA Child Abuse History Clearance; and
   3. FBI Report — must be through the Pennsylvania Department of Education.

   Contractor will provide the District with an executed PDE-6004 disclosure form for every employee or agent who performs work for the District pursuant to this Agreement. The form shall be supplied to the District prior to the employee/agent coming onto District property. Additionally, Contractor will notify the District in writing within 72 hours if any employee or agent of Contractor performing services under this Agreement is arrested or convicted of any crime.

   Contractor agrees to provide all employees and agents performing services under this Agreement with mandatory child abuse training in accordance with Pennsylvania law. Additionally, Contractor shall ensure that its agents and employees performing services under this Agreement are familiar with the requirements of District policies and regulations regarding Harassment of Students by Non-Students and Maintaining Appropriate Boundaries with Students, which may be found on the District's publicly accessible website.

   Contractor employees/agents who will have direct contact with students must undergo an employment history review, which shall be conducted by Contractor, in accordance with Act 168 of 2014. Such records of the review shall be made available to the District upon request, and Contractor shall notify the District of receipts of any affirmative response(s) with respect to any of the abuse and sexual misconduct background questions.

Contractor is not currently relying upon and will not rely upon any Clearance that is older than 60 months.

Contractor certifies that it has performed the employment history review required by Act 168 of 2014 and will provide the District with access to such records upon request. If any affirmative response is provided to the abuse and sexual misconduct background questions, the Contractor will notify the District in writing in advance of that individual's assignment to the District and if the District objects to the assignment, then the Contractor may not assign the employee to the school entity.

3. The following paragraphs are added to the Agreement:

17. Non-Discrimination. The parties to this Agreement agree that no person shall be excluded from participation in the services and total access to the services provided hereunder on the grounds of gender, sex, color, religion, race, national origin, disability, sexual orientation, gender identity or expression, or due to membership in any other class protected by law.

Intending to be legally bound hereby, the parties have set their hands and seals the date set forth below.

SCHOOL DISTRICT OF JENKINTOWN

By:_____ _____
Date

ATTEST:

By:_____

THE CENTER FOR FAMILY EMPOWERMENT, LLC

By:_____ _____
Date

ATTEST:

By:_____

ADDENDUM A
Client Assignment Confirmation

This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare" or "the Company"). Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Sandra Blumenthal PID: *

School District Name (Client): Jenkintown School District

Start Date: 07/31/2026 End Date: 06/11/2027

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.

Position: Occupational Therapist

Bill Rate: $92.00 Minimum Hours: 20

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Friday

Miscellaneous: Start Date subject to change based on Onboarding

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by ProCare in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

-

-

Account Representative Information: Camille Savage
camille.savage@procaretherapy.com
904-539-4119

New Direction Solutions, LLC dba ProCare Therapy

Rachel Jones

Rachel Jones
Division Director
August 11, 2026 17:49 UTC
IP: 38.142.164.10

By: 121599 - Jenkintown School District

Print Name: _____

Title: _____

Date: _____

Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.

ALTERNATIVE TRANSPORTATION SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into as of the _____ day of _____ 2026, by and between The School District of Jenkintown with principal offices at 250 West Avenue, Jenkintown, PA 19046, (hereinafter called "District"), and First Student, Inc., with its principal place of business at 191 Rosa Parks Street, 8th Floor, Cincinnati, Ohio 45202 and local business offices for purposes of this Agreement at _____ (hereinafter called "Contractor") (each a "Party" and collectively, the "Parties").

W I T N E S S E T H

WHEREAS District selected Contractor to provide the student transportation services described herein; and

WHEREAS Contractor desires to provide such transportation services.

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the Parties agree as follows:

SECTION 1: TERM

1.1 The term of this Agreement shall commence on _____, 2026 and shall continue through June 30, 2029 ("Term"). Except as otherwise provided herein, District agrees to compensate the Contractor at the rates specified in Exhibit A.

1.2 This Agreement may be extended by mutual written agreement for three (3) additional one (1) year periods, with written notice at least 30 days prior to the upcoming school year. For purposes of this Agreement, the term "Contract Year" shall mean each one-year period commencing on July 1 and ending on June 30 during the Term of this Agreement.

SECTION 2: SCOPE OF SERVICES REQUIRED

2.1 Contractor shall, during the term of this Agreement, agree to provide alternative transportation services as requested by the District by coordinating with local, qualified subcontractors. Contractor's obligations under this Agreement are subject to subcontractor availability. In the event of a conflict between the documents concerning the relationship between local qualified subcontractors and the Contractor and the provisions of this Agreement, the Agreement will control.

2.2 District and Contractor will consult on a regular basis concerning the Transportation requirements of District. In the event of increases or decreases in the number of students requiring Transportation, or in routes or schedules, the number of vehicles will be adjusted accordingly. District may increase or decrease services to be provided by Contractor upon agreement of the parties. However, where such increases or decreases impact the service levels, personnel levels, or equipment levels required of Contractor under the assumed routes, schedules, and vehicle requirements, the parties shall negotiate in good faith to adjust the rates at

which services are provided to cover increase or decreases in cost structure associated with such changes by District. If the parties are unable to reach agreement regarding an adjustment, either party may terminate this contract upon not less than thirty (30) days written notice to the non-terminating party.

2.3 District represents, warrants and covenants that from and after the effective date of this Agreement, District will use Contractor for some or all of District's home-to-school, special education, or other transportation at rates as set forth in Exhibit A. The cost of transportation shall include any and all costs of tolls, if applicable.

SECTION 3: COMPENSATION AND BILLING

3.1 In consideration for all services rendered hereunder, District shall pay to Contractor all sums due and owing for transportation services in accordance with the rates set forth in Exhibit A.

3.2 Contractor will submit to District a monthly statement of its services rendered during the prior month. District shall pay all undisputed amounts due to the Contractor on or before the 10th business day following the date on which the statement has been submitted.

If any portion of the billed service in the statement is disputed by District or the District seeks a revised invoice, District shall deliver written notice specifying the disputed amount or requested revisions to the Contractor within five (5) business days of receipt of the statement by District. In the absence of District timely providing said written notice, District waives any right to dispute said statement or reject the invoice in the future. All disputes shall be resolved pursuant to the Dispute Resolution clause of this Agreement.

In the event that District fails to make payment on any sums due hereunder, and such sums remain unpaid for 30 days, Contractor shall be entitled to charge interest on unpaid amounts at the rate of the lesser of 1.5% per month or the maximum amount allowed by state law. In the event of repeated delinquency by District, Contractor shall have the right to request a deposit or payment bond from District before resuming service. Without limitation, Contractor shall be entitled to court costs, litigation expenses and attorneys' fees incurred in any attempt to collect unpaid amounts due under this Agreement.

SECTION 4: ESCALATION

4.1 District and Contractor recognize that certain of Contractor's costs are subject to change during the term of this Agreement. As such, District and Contractor have negotiated escalation amounts set forth in Exhibit A.

4.2 In the event of unusual circumstances, such as changes in local, state, or federal taxes, laws or regulations, District directives or specifications, increased insurance or surety premiums, or any other condition which causes any of Contractor's operating costs hereunder to increase at a rate in excess of any negotiated escalation, then the Parties shall determine a reasonable and proportionate amount to cover such increase, and rates of Contractor compensation set forth in Exhibit A shall be adjusted to reflect such increase.

SECTION 5: RESERVED

SECTION 6: ROUTES AND SCHEDULES

6.1 Contractor shall be primarily responsible for planning all routes, stops and schedules unless District specifies otherwise in writing. Contractor shall furnish District a list of routes for their approval on or before the first the specified date, first day of each school year or when a new route is requested.

6.2 District shall furnish Contractor with a list of student names and addresses not later than 30 days prior to the start of each school year, from which Contractor will construct a complete route map on or before the first day of enrollment of each school year. Contractor shall use the route information provided by District to calculate the approximate time of pick up and drop off for each stop. Contractor shall then provide a list of such times to District for their review and approval. District and/or Contractor shall inform parents, guardians and/or families of these times. Performance of the services under this Agreement may entail the disclosure of personally identifiable information from student education records protected by FERPA the Family Educational Rights and Privacy Act (FERPA) ("Student Information"). For the purposes of this Agreement, Contractor will be designated as a "school official" with "legitimate educational interests" in Student Information, as those terms have been defined under FERPA and its implementing regulations, and will abide by the limitations and requirements imposed by 34 CFR 99.33(a) on District. To that end, any personally identifiable information, as that term is defined by FERPA, may be used by Contractor only for the purposes for which disclosure was made.

6.3 District reserves the right to establish the routes and schedules to be followed and to make changes therein from time to time. District shall notify Contractor whenever changes are necessary in routes or time schedules, and Contractor shall make a reasonable effort to adjust its operations to incorporate such changes within five (5) business days after notice is received from District. In the event District changes routes or schedules once service has begun or been published, District will assist in republication of changes or other notification to those patrons whose service has been changed. Contractor shall consult with District as to stops or portions of routes that Contractor considers to be a safety concern due to traffic patterns or configurations. In the event any stop or portion of a route remains unchanged by District after such discussions, and Contractor believes such stop or route presents an unacceptable safety risk to Contractor's property or students, Contractor may reject the stop or route portion and provide District with alternative designations by written notice.

SECTION 7: RECORDS AND REPORTS

7.1 Contractor shall provide within thirty (30) days of any request, those reports and records which may be reasonably requested by District pertaining to students, routes, stops, mileage audits and other information having to do with daily operations. In reviewing Contractor's records, District shall protect the confidentiality of Contractor's proprietary or confidential information included in the data provided by using the same degree of care used to protect its own confidential information.

7.2 Contractor shall maintain such records and submit such reports, as are deemed necessary by District and as negotiated between Contractor and District from time to time. All reports required by District shall be submitted on forms mutually agreed upon by both Parties. Contractor will not be responsible for filing on behalf of District any state or regulatory reports concerning ridership or reimbursement.

7.3 Contractor shall notify the district transportation contact, by telephone and confirmed in writing, as soon as practical in writing, of the occurrence of any escalated incident involving student riders, or an accident reportable by law that involves a vehicle with passengers that is being used to provide transportation services pursuant to this Agreement. Written notification shall contain a full and complete statement of all relative facts including police case number when available.

7.4 If Contractor provides District with audio or video recordings or any other records that include private or personally identifiable information, District shall handle such records in accordance with applicable local, state, and federal law and shall hold harmless, indemnify, and defend Contractor for any failure to comply with applicable law.

7.5 Contractor shall treat information it obtains through the performance of its contract in a confidential manner and shall not disclose such information to any third part unless required to do so by law or authorized in writing by the Superintendent or designee.

SECTION 8: INDEMNIFICATION

8.1 Contractor agrees to indemnify, hold harmless, and defend District, its governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused (1) by the negligence or willful misconduct of Contractor, its agents, or employees in the performance of this Agreement and (2) any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against the District by any of Contractor's employees or, in the event of death, by their personal representatives, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees; student upon student violence; routing or scheduling; or Contractor's good faith adherence to District's policies, procedures, or directives.

8.2 District agrees to indemnify, hold harmless, and defend Contractor, its directors, officers, employees, subcontractors, and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused the negligence or willful misconduct of District, its agents, or employees in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

8.3 Notwithstanding the foregoing, (a) each Party shall advise the other Party in writing of any claims, notices, or additional information received by it or of which it becomes aware for which such Party will seek indemnification hereunder, in such time and manner as not to impair or prejudice the ability of the indemnifying Party to defend such claims or investigate such notice, (b) each Party shall provide

the indemnifying Party with the cooperation and assistance necessary to defend such claim requested by the indemnifying Party, and (c) neither Party shall settle or compromise any claim admitting the fault, liability, or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld, conditioned or delayed. The obligations set forth in this paragraph shall survive the termination of this Agreement. As it applies to both Parties, nothing in this Agreement shall be construed to prevent or reduce the immunities from civil liability granted by applicable law.

SECTION 9: INSURANCE

9.1 Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement for claims arising under this Agreement, General Liability and Automobile Liability Insurance to protect Contractor, its drivers and other personnel. Contractor shall provide General Liability- including Bodily Injury, Property Damage, Personal Injury, and Advertising Injury with limits of $1,000,000.00 each Occurrence/$3,000,000.00 General Aggregate; Automobile Liability limits of $1,000,000.00 combined single limit for bodily injury and damage to property for all owned, hired, and non-owned autos. Upon request, Contractor agrees to provide to District a certificate of insurance evidencing such coverage and designating District as an additional insured. but only with respect to liability for bodily injury, property damage, or personal injury arising directly out of Contractor's negligent or willful acts or omissions. Insurers shall maintain a minimum A.M. Best's & Company rating of A. Upon request, Contractor shall provide District with a certificate of insurance as evidence of having statutory workers' compensation coverage at levels and in forms required by the laws under which Contractor shall operate for this Agreement.

SECTION 10: FORCE MAJEURE

10.1 In the event Contractor is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, cyber-attack, power or communications outage, picketing, strike, pandemic, epidemic, labor dispute, labor shortages, supply chain disruption, fuel shortage, governmental action or any other condition or cause beyond Contractor's control (each a "Force Majeure Event"), District shall excuse Contractor from performance under this Agreement for the duration of such Force Majeure Event.

SECTION 11: SCHOOL CLOSINGS OR CHANGES IN SCHEDULE

11.1 Whenever (a) inclement weather or impassability of roads occurs, (b) school is canceled or delayed, (c) the school day is scheduled for other than regular start or end times, or (d) school is dismissed early for any reason, District shall notify Contractor not later than 5:00 a.m. on the day of such cancellation or delay or not later than two (2) hours before early dismissal or the cancellation of Supplemental Transportation.

11.2 District shall pay Contractor full price of trip if two (2) hours' notice isn't given to the Contractor. Notwithstanding the foregoing, in the event of circumstances in the operation of any school which necessitates early dismissal for student health or safety reasons, the Contractor and District shall cooperate

to facilitate orderly transportation of students in the most efficient manner possible in light of the circumstances presented.

SECTION 12: SAFETY PROGRAM

12.1 Contractor shall be responsible for implementing, maintaining, and reviewing annually a comprehensive student transportation safety program.

12.2 Contractor's employees shall not be required to perform any medical functions for passengers, including but not limited to administering an Epi Pen.

SECTION 13: MANAGEMENT PERSONNEL

13.1 Contractor shall employ management personnel who shall be responsible for the efficient operation of the transportation services furnished hereunder and act as Contractor's liaison to District. Prior to the start of the school year, Contractor shall inform District of the name(s), contact telephone number(s) and address(es) of such management personnel.

13.2 District shall designate management personnel who shall be responsible for coordination of the student transportation requirements of District and act as District's liaison to Contractor. Prior to the start of the school year, District shall inform Contractor of the name(s), contact telephone number(s) and address(es) of such management personnel.

SECTION 14: OPERATIONS PERSONNEL/DRIVERS

14.1 Contractor shall provide a sufficient number of qualified subcontracted drivers and support personnel to assure District of continuous, reliable, safe, and on time service.

14.2 Contractor shall take reasonable steps to ensure that its employees and subcontracted personnel act professionally and appropriately around all students and District staff. Contractor shall not knowingly permit drivers to smoke on a vehicle, or to violate any federal or state law related to the operation of a vehicle while intoxicated or under the influence of any prohibited substance.

14.3 Contractor shall be responsible for providing and discharging subcontractors to perform its obligations hereunder. However, District shall have the right to request Contractor to remove from service to District any employee or subcontractor who, in District's sole discretion, is deemed unsuitable for the performance of transportation services for District; provided that District shall make such request in writing, state the reasons therefore and include any supporting documentation, and provided further that such request does not violate applicable local, state or federal laws, rules or regulations.

14.4 Contractor shall provide drivers that are fully qualified, trained and licensed as required by applicable law. Contractor agrees that each driver shall:

14.4.1 Possess a valid drivers' license or permit required for any smaller passenger vehicle.

14.4.2 Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent required by applicable law.

14.4.3 Prior to employment and periodically thereafter, contracted drivers will, undergo such drug and alcohol testing to verify that the driver is not engaged in any prohibited or unsafe vehicle operations. Any driver that fails a drug or alcohol test or refuses to take such test will be subject to immediate disqualification.

14.5 All drivers must have a properly working cell phone with them while providing transportation services for the District.

14.6 Immediately after dropping off the last student from each run, each driver must conduct a visual inspection of the inside of the vehicle to confirm that no students remain on the vehicle. The driver must also check vehicles for materials students may have left behind (such as lunches, money, hats, jackets, books, etc.) at the conclusion of each run.

14.7 No person other than a District student shall be transported in a school vehicle except that a teacher, school official, authorized transportation aide or other person (such as a parent) may ride when designated by the District. Nothing except passengers and their belongings shall be transported in a school vehicle while it is engaged in transporting students to or from school. This does not include supervisory staff members.

SECTION 15: TRAINING REQUIREMENTS/ CERTIFICATIONS, DISCLOSURE FORMS, AND EMPLOYEMENT HISTORY REVIEW

15.1 Contractor shall provide thorough instruction to drivers in compliance with state and federal safety and operations guidelines and regulations. Upon request, District shall have the right to review course content.

15.2 Contractor shall provide the following require certifications to the District for each driver: (1) PA State Police Background check; (2) PA Child Abuse History Clearance; and (3) Federal Criminal History Background check – FBI Report.

15.3 Contractor will provide the District with an executed PDF-6004 disclosure form for each driver. The form shall be supplied to the District prior to the driver coming into District property or having direct contact with District students. Additionally, Contractor will notify the District in writing with 72 hours if any of its drivers are arrested or convicted of any crime.

15.4 Contractor agrees to provide all drivers with mandatory child abuse training in accordance with Pennsylvania law or to confirm that such employees/agents have otherwise undergone such training, Contractor must provide evidence of satisfactory completion of such training prior to the driver performing services for the District.

15.5 All Drivers must undergo an employment history review, which shall be conducted by Contractor, in accordance with Act 168 of 2014. Such records of the review shall be made available to the District upon request, and Contractor shall notify the District of receipts of any affirmative response(s) with respect to any of the abuse and sexual misconduct background questions.

SECTION 16: VEHICLES AND EQUIPMENT

16.1 All vehicles supplied by Contractor in performance of this Agreement shall meet or exceed the standards established by the applicable laws and regulations. Contractor shall require subcontractors to maintain the vehicles used to provide transportation services under this Agreement in accordance with law and accepted industry maintenance standards.

SECTION 17: PUPIL DISCIPLINE/VANDALISM

17.1 The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Subcontracted drivers are responsible only for such discipline as is required to operate Contractor's vehicles properly and safely. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a vehicle for misbehavior except in the event of an extreme emergency endangering the safety of other students or drivers and then only after radio notice to Contractor's terminal and to the student's building or school principal. In all cases of disciplinary ejection, the vehicle shall remain at the approximate area of student discharge until authorities arrive on site and authorize it to proceed on route. All discipline problems shall be reported in writing by the next school day following completion of the route. District and Contractor will, in the event Contractor determines that a student poses a danger to himself/herself or other passengers, cooperate to provide a safe transportation environment prior to Contractor being required to transport such student. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

17.2 Student vandalism or damage to Contractor's or subcontractor equipment or facilities shall be the responsibility of Contractor. District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities where damage is determined to be caused by District students or personnel. Contractor may, with the written concurrence by District, refuse to provide a student with transportation services until vandalism damages caused by such student are paid. If cleaning of a vehicle is necessitated by passenger conduct, with the exclusion of ordinary debris or routine messes, including, but not limited to, food wrappers, crumbs, etc. Contractor reserves the right to pass through the cost of cleaning to District.

SECTION 18: ASSIGNMENT

18.1 This Agreement shall not be assigned by the Parties hereto, without the written consent of District, which consent shall not be unreasonably withheld, conditioned or delayed; provided, however, that Contractor may, without approval, assign the Agreement to a parent company, subsidiary, related or affiliated company. Furthermore, a Contractor shall have the right to assign or otherwise transfer this Agreement in connection with a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all its assets.

SECTION 19: TERMINATION

19.1 If either Party violates any of the covenants or duties imposed upon it by this Agreement, such violation shall entitle the other Party to terminate this Agreement in accordance with the following procedure: The non-defaulting Party shall give the offending Party thirty (30) days' written notice of default and the opportunity to remedy the violation or take steps to remedy the violation. If at the end of such 30-day default notice period, the Party notified has not remedied the purported violation or taken steps to do so, the non-defaulting Party may terminate this Agreement as follows: within ten (10) business days following the last day of the 30-day default notice period, the non-defaulting Party shall give the defaulting Party not less than thirty (30) business days' notice of termination. If the non-defaulting Party does not provide the notice of termination within ten (10) business days, the default notice shall be deemed rescinded.

19.2 Either Party may terminate this Agreement for convenience upon not less than sixty (60) days' prior written notice to the other Party.

SECTION 20: DATA RIGHTS

20.1 District hereby grants to Contractor the right and license to (a) use, store, create derivative works from, sublicense, translate, format, distribute, and otherwise process Service Data as required in the performance of Contractor's obligations under this Agreement; (b) use Service Data to improve, enhance, and support the nature, quality and features of Contractor and Contractor affiliate products, software, and services; and (c) create and develop adaptations, analyses, derivatives, modifications, reports, and summaries of Service Data, provided that Contractor complies with applicable privacy law and the resulting materials do not contain personally identifiable information. All adaptations, analyses, derivatives, modifications, reports, and summaries of Service Data described in the foregoing subsection (c) shall be deemed to be Contractor data. "Service Data" means data collected by, provided to, or processed by Contractor, or input by or on behalf of District, through or in connection with District's use of the Services, including location and routing data generated by, collected by and/or transmitted through products installed in vehicles.

SECTION 21: SURVIVAL

21.1 The mutual obligations described in Compensation and Billing, Data Rights, and Indemnification hereof shall survive the termination or expiration of this Agreement.

SECTION 22: STATUS OF CONTRACTOR

22.1 In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor employed to provide transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an agent, employee or official of District. Contractor shall be responsible for and hold District harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes. Contractor understands and agrees that Contractor and its employees, contracted services providers, and/or subcontractors, are always acting as independent contractors while performing the services pursuant to this Agreement and are not agents, partner, or employees of District by virtue of this Agreement. No employee, contracted service provider, or subcontractor of Contractor shall be considered an employee or agent of District. Contractor and its employees, contracted services providers, and/or subcontractors are not entitled to the benefits provided by District to its employees, including, but not limited to, group insurance, pension plan enrollment, vacation, leaves of absence, workers' compensation insurance, or unemployment compensation insurance. Notwithstanding anything herein to the contrary, Contractor shall indemnify, save, and hold harmless District for any and all claims, actions, and expenses, including court costs and reasonable attorneys' fees, and against all liabilities, losses, damages, suits, actions, fines, penalties, or demands of any kinds arising out of or in any way connected with the allegation or assertion that an employee of Contractor is an employee of District and/or entitled to any of the benefits to which a District employee would be entitled, including workers' compensation.

SECTION 23: SEVERABILITY

23.1 In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of this Agreement shall remain in full force and effect.

SECTION 24: MODIFICATION

24.1 Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the Parties.

SECTION 25: NOTICE TO PARTIES

25.1 All notices to be given by the Parties to this Agreement shall be in writing and served by depositing the same in the United States mail, postage prepaid, registered, or certified mail.

Notices to District shall be addressed to:

_____

_____

_____

_____

_____

Notices to Contractor shall be addressed to:

First Student, Inc.
2103 S. El Camino Real, Ste. 103
Oceanside, CA 92054
Gregg.Prettyman@firststudentinc.com

With a copy to:

First Student, Inc.
191 Rosa Parks Street, 8th Floor
Cincinnati, OH 45202
Attention: General Counsel

25.2 District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

SECTION 26: ENTIRE AGREEMENT

26.1 This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this Agreement.

SECTION 27: COMPLIANCE WITH THE LAW

27.1 Notwithstanding any contrary provision in this Agreement, the Contractor shall comply with federal, state, and local laws, rules and regulations in providing transportation services described herein.

SECTION 28: DISPUTE RESOLUTION

28.1 The Parties shall negotiate in good faith to resolve any dispute that may arise under this Agreement. Disputes that cannot be resolved by negotiation within sixty (60) days of dispute shall be submitted to mediation using a mutually agreed upon mediator. In the absence of an agreement on a mediator, each Party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. If mediation is not successful, the Parties may pursue their remedies as they choose. Nothing in this Agreement shall be deemed to prevent the Parties from agreeing in the future to submit a dispute to arbitration.

SECTION 29: PLACE OF CONTRACT/CONTROLLING LAW

29.1 This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Pennsylvania, without regard to conflict of law principles. The Parties agree that any action at law or equity instituted against either Party to this Agreement must be commenced only in the Montgomery County, Pennsylvania Common Pleas Court or the United States District Court for the Eastern District of Pennsylvania. District irrevocably consents to the personal jurisdiction of the state and federal courts of Pennsylvania as set forth above.

SECTION 30: PRICING

Refer to "Exhibit A. Pricing Overview"

SECTION 31: AUTHORITY

31.1 Both Parties warrant that they are properly authorized to enter into this Agreement.

SECTION 32: NON DISCRIMINATION

32.1 The parties to this Agreement agree that no person shall be excluded from participation in the services and total access to the services provided hereunder on the grounds of sex, sexual orientation, gender identity or expression, color, religion, race, national origin, non-disqualifying disability or due to membership in any other class protected by the law.

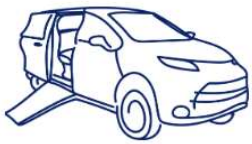
[Remainder of page left blank intentionally]

IN WITNESS WHEREOF, the parties hereto have executed the Agreement the day and year first hereinabove written.

First Student, Inc.		The School District of Jenkintown	
By:	Gregg Prettyman	By:	
Title:	SVP, First Alt	Title:	
Signature:		Signature:	
Date:	08.13.2026	Date:	

Exhibit A. Pricing Overview

The pricing matrix includes the associated fees for the following vehicle types:






PROPOSED PRICING	
BASE TRIP ELEMENTS	**CHARGE**
Trip Minimum	$87.55
Mileage Included in Trip Minimum	8 miles
Cost Per Mile > Miles Included	$2.65
ADDITIONAL TRIP ELEMENTS – AS NEEDED	**CHARGE**
Equipment Service Fee (Car Seat, Booster, Safety Vest, Buckle Guard, Etc.)	$5.15
Camera Fee (With District approval)	$2.50
Wheelchair Service Fee	$51.50
Monitor Fee (Per hour, 2-hour minimum)	$30.90
District Approved Wait Time (Per hour, billed in 15-minute increments)	$61.80
Hard to Service Trips (With District approval)	TBD
Late Cancel (Less than two hours prior to scheduled pick-up time)	Full Price of Trip
No-Show (100% of the students on a trip are not present)	Full Price of Trip

TRIP ELEMENTS AND PRICING DEFINITIONS

All pricing is applied per one-way trip and not per student. The trip minimum also includes as many students as can be routed into the vehicle. Most vehicles carry one to four students.

As additional students are added to existing routes there is no additional charge other than any additional mileage over the included mileage or needed equipment. Vehicle type and capacity are determined by student requirements and vehicle availability.

The district will only be charged for miles incurred while a student or monitor is on board the vehicle. When no student or monitor is on board the vehicle, no mileage charges will be assessed.

Trip Charges

One-way transportation from home-to-school (inbound trip) or school-to-home (outbound trip) with a student or monitor continually on board. A trip is a collection of students combined into one vehicle with all pick up/drop off and other needs accounted for. Customers are billed on a per trip basis. A trip may contain any of the following: a single student, multiple students, monitor, special equipment. Billable elements of a trip may include - a trip minimum fee, trip mileage, monitor, equipment, and any other applicable considerations. The total number of trips a district is charged for is determined by adding together each of the one-way trips.

Trip Minimum

The minimum charge for any trip regardless of miles, equipment, etc.

Mileage Charges

The district will only be charged for miles incurred while a student or monitor is on board the vehicle. When no student or monitor is on board the vehicle, no mileage charges will be incurred. Mileage charges are calculated on driving distance through a third-party provider such as Google or MapQuest. We determine the mileage based on the most efficient route for the district and students. The total mileage is rounded up to the next whole mile. All mileage will be calculated based on approved student and school addresses provided by the district. When monitors are riding on the vehicle the mileage rate will continue until the monitor is returned to their point of origin.

Miles Included

The number of miles included in the trip minimum. If additional students are added to a trip and the miles remain under the “miles included” number, no additional charge will be incurred.

Wheelchair Vehicle

An additional cost is charged when a wheelchair vehicle is required, the cost is applied per wheelchair.

Student Equipment

Per student/per trip cost for students requiring additional equipment such as a car seat, safety vest, etc.

Monitor

If the district provides the monitor, there is no additional monitor charge, other than any additional mileage that might be added to the trip. A monitor charge (per trip) will be applied for any monitor supplied by FirstAlt, in addition to any added mileage to the trip.

Standard Wait Time

Drivers will wait three minutes past the regular scheduled pick-up time if students are not ready for pick-up at the scheduled pick-up time. If the students are still not ready after the three minutes of wait time, the student will be marked as a no-show and the driver will move on to their next scheduled stop.

When returning home, if the parents or responsible party are not available to receive the student, we will contact the responsible party by phone for further instructions. If they are unavailable, we will contact the school district for instructions. If we are directed to return the student to school or are unable to reach either party, we will return the student to a school district representative at the student's school.

If we contact the school district and are advised to wait onsite, we will then bill according to the school district's approved wait time.

District Approved Wait Time

Wait time will only be charged upon the district's request and/or approval. Wait time will be billed per hour, in 15-minute increments. Wait time is utilized when a district requests a driver to wait at the home or school beyond the scheduled pick-up/drop-off time.

No-Shows and Late Cancels

Late Cancel

A late cancel charge is incurred when FirstAlt has been notified of a trip cancellation less than two hours prior to the scheduled pick-up time.

No-Shows

A no-show is incurred once the driver has arrived at the pick-up location within the scheduled pick-up window and having waited the designated time to pick-up the student, no student is present. A trip is marked as a no-show when 100% of the students on a trip are not present. All trips will remain active unless the district indicates otherwise.

Travel Time

Per most school district and state standards, the expected travel time for students we are transporting will not exceed one hour for each one-way trip unless approved by the school district. However, we fully understand some children may live quite a distance from school, have adverse weather, traffic or other unusual conditions, and therefore will need more than one hour of travel time.

ADDING AND REMOVING STUDENTS

We recognize that a district's student transportation needs are constantly changing. Examples include new students needing transportation, students moving out of the district or to a new address within the district, students no longer needing transportation, etc. When it becomes necessary to make changes to a previously routed trip, FirstAlt will provide the district with the updated details including the updated cost of trip, the new order of student pick-ups and the updated pick-up times. FirstAlt will then await district approval of the cost impact before proceeding.

New student transportation requests or changes to existing trips often take up to two (2) business days, and at times may take up to three (3) business days to implement. If FirstAlt staff believes the requested addition or change could take more than three (3) business days, we will communicate with the school district to determine a reasonable amount of time.

STUDENT CANCELLATIONS

There are two types of student cancellations, temporary and permanent.

Temporary Student Cancellation

If a student is sick or will not be attending school temporarily (5 days or less), the parent or district can reach out to FirstAlt directly to make this request. If a student is a single rider and is temporarily cancelled there will be no trip charge. If the student is part of a multiple rider trip, the district will be charged the normal trip rate.

Permanent Student Cancellation

The permanent cancellation of a student from a trip requires district notification and approval. If the student is a single rider, then the trip will be permanently cancelled, and no additional costs will be incurred by the district. If the student is part of a multi-rider trip, FirstAlt will consolidate the route, remove any mileage or equipment charges associated with the cancelled student and provide the district with the updated trip and cost information.

HARD TO SERVICE TRIPS

If a particular trip is determined to be "hard to service," FirstAlt will work closely with the district to determine the best method to service these trips and what additional costs will be needed to assist drivers in servicing these trips. Examples might include students that urinate or vomit on a regular basis during the trip, trips that are in remote service areas, etc. The purpose of this additional pricing is to provide FirstAlt and the district with a method and approach to service trips that include exceedingly challenging circumstances.

AMENDMENT OF RATES

Rates for services provided under this agreement shall be adjusted at an increased rate of 3% each year.

FUEL SURCHARGES

When the average fuel price exceeds $5.00 per gallon, the mileage rate will be increased by calculating 50% of the fuel price that exceeds $5.00 and adding it to the base mileage rate. Thus, if the price of fuel, according to the average fuel price index, is $5.60, the increase would be 50% of the 60 cents or 30 cents. Such surcharges apply for the miles included in the ride base price. The fuel price index to be used shall be found under the category of "[Your Specific State or Region] U.S. and an Average Fuel Prices (dollars per gallon) to be calculated from the following website: https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm



Devine Brothers Inc

600 Clark Avenue

King Of Prussia, PA 19406

Ph: (484)674-8500

SERVICE WORK ORDER

WORK ORDER: **38600**

DATE: 07/29/2026

CUSTOMER:	JENKINTOWN SCHOOL DISTRICT (AR#:JENKINTO)
STREET:	325 HIGHLAND AVENUE
CITY:	JENKINTOWN, PA 19046
CONTACT:	JIM CUMMINS

DESCRIPTION:	IT/Server room "spot cooler" unit is in alarm and not resetting.
CALL TYPE:	01 - PA T&M Call
TROUBLE REPORTED:	No Cooling
WORK PERFORMED:	7-29-26: Leak checked the evaporator, line set and the condenser coil. The only leak found was a leaking shraider on the suction service port. Repaired leak by replacing the core. I strongly recommend replacing this unit due to the age, condition and decreasing reliability of available refrigerant parts and electrical components. The unit is 20 years old and the refrigerant (R-22) is no longer manufactured so the price is increasingly growing. This system is beginning to develop refrigerant leaks due to the copper pipes walls weakening from the rusted steel tube sheets that holds the coil tubes together. The humidification portion of this unit no longer works due to being rusted and rotted out. Price to replace the IT/server/data room unit will be sent to be reviewed and approved by Jenkintown School Officials. HIGGINS; TOM on Jul 29, 2026 7-7-26: Data room unit was not cooling due to being low on refrigerant (R-22). Looked through Mikes parts and material stock and found a partial bottle of R-22 in the mechanical room. Added what was left in the bottle (Approximately 13lbs.) to the system. The refrigerant pressures are good enough to restore cooling operation and clear the alarm but the system will need to be leak checked and repaired where the refrigerant is leaking out from. Before the system is finally charged, the condenser coil must be acid washed and rinsed thoroughly due to air flow being restricted and causing false high discharge pressures. Cooling is restored but a refrigerant leak check/repair needs to be scheduled. HIGGINS; TOM on Jul 7, 2026

LABOR

DATE	LABOR	TECHNICIAN/DESC
Jul 29, 2026	2 (1REGULAR)	CARR, KOREY (2 - Repair)
Jul 29, 2026	1 (1REGULAR)	HIGGINS, TOM (2 - Repair)

IS JOB COMPLETE? **Yes**

Customer

Name:

Date: 07/29/2026 05:11 PM

Comments:

Employee

Name: TOM HIGGINS

Date: 07/29/2026 05:11 PM

Comments:

Email

cumminsj@jenkintown.org,
nickersonm@jtowndrakes.org,

TERMS AND CONDITIONS

TERMS 30 DAYS NET FINANCE CHARGE 1½ PER MONTH THEREAFTER

THE SCHOOL DISTRICT OF JENKINTOWN
JENKINTOWN, PA 19046
PERSONNEL REPORT

August 17, 2026

NOMINATIONS: *All personnel are approved to be hired provisionally pending the satisfactory receipt of all documentation required by law and District policy, including, but not limited to, the results of background checks and evidence of proper certification.*

1.0 APPOINTMENT(S): Professional

1.1 Name: Balmer, Kendra
Classification: Professional
Assignment: Music Teacher
Reason: To fill vacancy
Effective Date: August 24, 2026
Compensation: Master's, Step 7 ($67,765)

1.2 Name: Thomas, Mary
Classification: Professional
Assignment: Special Education Teacher
Reason: To fill vacancy
Effective Date: August 24, 2026
Compensation: Master's, Step 9 ($71,775)

1.3 Name: Lafratta, Nina
Classification: Professional
Assignment: Elementary School Teacher
Reason: To fill vacancy
Effective Date: August 24, 2026
Compensation: Bachelor's, Step 1 ($57,743)

1.2 Name: May, Samantha
Classification: Professional
Assignment: Extended School Year (ESY) Speech Pathologist
Reason: Revised Hours
Effective Date: Summer 2026
Salary: $49.36/hour for up to 23 hours

2.0 APPOINTMENT(S): Support Staff

2.1 Name: Weymouth, Monica
Classification: Support
Assignment: Secretary to the Elementary Principal
Reason: To fill vacancy
Effective Date: August 3, 2026
Compensation: $41,132 Prorated (12-month, 260 days)

2.2 Name: Jonathan, Christina
Classification: Support
Assignment: Instructional Assistant
Reason: To fill vacancy
Effective Date: August 24, 2026
Compensation: $20.00/hour

2.3 Name: Farhana, Johan
Classification: Support
Assignment: Lunch and Recess Aide
Reason: To fill vacancy
Effective Date: August 31, 2026
Compensation: $15.00/hour

3.0 APPOINTMENT(S): Athletics

3.1 Name: Saxman, Kelly
Classification: Co-Curricular
Assignment: Varsity Golf Head Coach
Reason: Fall 2026 Appointment
Compensation: $3,250

3.2 Name: White, Joe
Classification: Co-Curricular
Assignment: Varsity Soccer Head Coach
Reason: Fall 2026 Appointment
Compensation: $5,500

3.3 Name: Gutgesell, Jeff
Classification: Co-Curricular
Assignment: Varsity Football Assistant Coach 2
Reason: Fall 2026 Appointment
Compensation: $4,625

4.0 APPOINTMENT(S): Co-Curricular

4.1 Name: Boutcher, John
Classification: Co-Curricular
Assignment: Co-Ed Intramural Flag Football Coach/Program Coordinator
Reason: To fill need
Effective Date: Fall 2026
Compensation: $1,000

4.2 Name: Balmer, Kendra
Classification: Co-Curricular
Assignment: Bell Tones
Reason: To fill need
Effective Date: 2026-2027 School Year
Compensation: $1,122

4.3 Name: Balmer, Kendra
Classification: Co-Curricular
Assignment: Vocal Music (Elementary Youth Chorale)
Reason: To fill need
Effective Date: 2026-2027 School Year
Compensation: $337

4.4 Name: Balmer, Kendra
Classification: Co-Curricular
Assignment: Show Choir (Just the Guys)
Reason: To fill need
Effective Date: 2026-2027 School Year
Compensation: $1,122

4.5 Name: Davidson, Alyssa
Classification: Co-Curricular
Assignment: Set Design (Fall Musical)
Reason: To fill need
Effective Date: 2026-2027 School Year
Compensation: $1,496

4.6 Name: Davidson, Alyssa
Classification: Co-Curricular
Assignment: Theater Arts Musical, Director (Fall)
Reason: To fill need
Effective Date: 2026-2027 School Year
Compensation: $4,263

5.0 BEFORE & AFTER SCHOOL PROGRAM:

5.1 Name: Farhana, Johan
Classification: Before & After School Care Program
Assignment: Part-Time Assistant Group Supervisor*
Reason: To fill need
Effective Date: August 24, 2026
Hourly Rate: $18.00/hour

5.2 Name: Smith, Isabella
Classification: Before & After School Care Program
Assignment: Part-Time Assistant Group Supervisor*
Reason: To fill need
Effective Date: August 24, 2026
Hourly Rate: $18.00/hour

* This position follows The Department of Human Services' (DHS) regulations for working in a licensed child care facility.

6.0 LEAVE OF ABSENCE(S):

6.1 N/A

7.0 RECLASSIFICATION(S):

7.1 Name: Struck, Sarah
Classification: Professional
Assignment: Elementary School Teacher to Librarian
Reason: To fill vacancy
Effective Date: August 24, 2026

8.0 VOLUNTEER(S):

8.1 Bridge, Nathan
8.2 Terminello, Michael

9.0 INTERN(S):

9.1 Pistilli, Luke (Arcadia University)
9.2 Holland, Jordan (Arcadia University)
9.3 Hawes, Mya (Arcadia University)
9.4 Keita, Asha (Arcadia University)

10.0 MENTOR(S):

10.1 Dr. Louis Kugelman mentor for Kendra Balmer
10.2 Theresa Profit mentor for Mary Thomas
10.3 Leslie Durkin mentor for Nina Lafratta
10.4 Dr. Laura Mazza mentor for Megan Garner (50% through January, 2027)
10.5 Jackie Ozga mentor for Taylor Spoerl
10.6 Tamara Craven mentor for Joanna Ford
10.7 Christina Johnson mentor for Stephanie Beck
10.8 Theresa Profit mentor for Melanie Nitkiewicz (English Language Development)

11.0 CURRICULUM WRITING

11.1 Name: Maluk, Dr. Holly
Classification: Professional
Reason: Curriculum Writing - Financial Literacy
Effective Date: Summer 2026
Compensation: $42.25/hour (not to exceed ten (10) hours)

11.2 Name: May, Samantha
Classification: Professional
Reason: Curriculum Writing - Safety Care Trainer
Effective Date: 2026-2027 School Year
Compensation: $42.25/hour (not to exceed twelve (12) hours)

12.0 SABBATICAL(S):

12.1 N/A

13.0 RESIGNATION(S)/RETIREMENT(S):

13.1 Name: Butler, Lisa
Classification: Professional
Assignment: Special Education
Reason: Resignation
Effective Date: August 10, 2026

13.2 Name: Parisi, Suellen
Classification: Support
Assignment: Instructional Aide
Reason: Retirement
Effective Date: August 1, 2026

13.3 Name: Osborne, Bridget
Classification: Athletics
Assignment: Middle School Girls' Soccer Assistant Coach
Reason: Resignation
Effective Date: August 1, 2026

14.0 WAGE ADJUSTMENT(S)

14.1 Name: DeFazio, Allison
Classification: Support
Assignment: Secretary to the Middle/High School Principal
Reason: Market Adjustment
Effective Date: August 3, 2026
Compensation: $45,318 Prorated (12-month, 260 days)

The School District of Jenkintown
Secretary to the Elementary School Principal Position Description

POSITION TITLE:	Secretary to the Elementary School Principal
CLASSIFICATION:	Administration – Staff Support
SUPERVISED/EVALUATED BY:	Elementary School Principal
TERM OF EMPLOYMENT:	12 Month (260 days)

Position Summary

The Secretary to the Elementary School Principal serves as the principal administrative support for the Elementary School. As the primary office professional and first point of contact for students, families, staff, and visitors, this position plays a critical role in ensuring the efficient operation of the school. Responsibilities include management of attendance and student records, substitute and staffing coordination, communication and customer service, student support, purchasing and records management, and coordination of school programs and events. The position requires a high degree of professionalism, confidentiality, organizational skill, responsiveness, and sound judgment while supporting a positive and welcoming school environment.

Working Conditions

- Fast-paced school office environment with frequent interruptions and changing priorities.
- Requires independent judgment, multitasking, and effective time management.
- Daily interaction with students, staff, families, community members, and outside agencies.
- Frequent use of computers, telephones, office equipment, and student information systems.
- Requires periods of sitting, standing, walking, and occasional lifting of office supplies and materials up to 25 pounds.
- Time-sensitive responsibilities related to attendance, student safety, staffing coverage, and school operations.
- Work daily from 7:30-3:30, including a one-hour unpaid lunch.

Qualifications

- Proficiency preferred in Google Workspace and district software systems.
- Strong communication, organizational, and interpersonal skills.
- Ability to manage multiple priorities with accuracy, professionalism, and attention to detail.
- Knowledge of office management procedures and recordkeeping systems.
- Demonstrated ability to exercise sound judgment and independent decision-making within established district procedures.
- Ability to maintain confidentiality regarding student, personnel, and district information in accordance with applicable laws, regulations, and district procedures.
- Ability to establish and maintain positive working relationships with students, families, staff, administrators, and community members.

Core Responsibilities

1. Office Operations & Administrative Support

- Coordinate a variety of activities in support of the Elementary School Principal; assist with the implementation of school policies, procedures, and planning initiatives; and help ensure efficient daily office and school operations.
- Organize and coordinate communications among the Principal, staff, students, families, and community members; provide information regarding District policies and procedures; maintain

strict confidentiality when handling sensitive student, staff, and district information; and resolve concerns or refer matters to the appropriate staff member or administrator in accordance with established guidelines and procedures.

- Serve as the primary customer service representative for the Elementary School, responding to parent inquiries and facilitating communication between home and school.
- Serve as the primary receptionist and first point of contact for students, families, staff, and visitors.
- Answer incoming calls, respond to inquiries, and direct communications as appropriate.
- Maintain office files, records, calendars, and shared electronic resources.
- Manage incoming and outgoing mail, deliveries, and general office operations.
- Assist teachers and staff with daily requests and provide building-wide clerical support.
- Maintain office equipment, supplies, and purchasing records.

2. Attendance & Student Information Management

- Coordinate coverage for staff absences; prepare substitute materials, attendance rosters, and related documentation; maintain absence records and timesheets; and communicate staffing assignments and coverage needs in accordance with established procedures.
- Manage all building attendance procedures in accordance with district policy and state requirements, including attendance reporting, Safe at Home calls, and early dismissals.
- Run absence and tardy reports and communicate findings with administration, counselors, case managers, and the school nurse as needed.
- Provide supporting documentation to the district truancy office and SAIP Coordinator for court hearings.
- Maintain accurate student records including homeroom assignments, parent contact information, student schedules, enrollment records, and final report card filing.

3. Substitute Coordination & Staff Coverage

- Coordinate daily substitute assignments and staff coverage through Frontline (AESOP) and communicate staffing needs to administration as appropriate.
- Communicate with substitutes to fill current and future absences.
- Reconcile absences weekly in Frontline (AESOP).
- Maintain substitute and coverage records in accordance with district procedures.

4. Student Support & Daily Operations

- Assist students with daily needs and support a positive and welcoming school climate.
- Support the school nurse by assisting with student triage and non-medical student care when appropriate.
- Coordinate student arrivals, dismissals, and parent pick-up procedures.
- Assist administration and staff in locating students and supporting daily building operations.
- Provide supervision and operational support during school activities as needed.

5. Communication & Coordination

- Serve as a liaison among students, families, staff, administration, maintenance personnel, security staff, and community members.
- Foster positive school-family relationships through professional and responsive communication.
- Coordinate communications related to school operations, events, and student needs.
- Maintain communication with maintenance and security personnel regarding building operations and student safety.

- Serve as a key operational liaison for the Elementary School and independently resolve routine issues while referring matters requiring administrative action to the Principal.

6. Events, Promotion & School Activities

- Support student recognition programs, assemblies, and special events.
- Assist with planning and execution of Sixth Grade Promotion activities and ceremonies.
- Prepare diplomas, awards, certificates, programs, and recognition materials.
- Maintain graduation records, plaques, displays, and student recognition programs.

7. Technology & Data Systems

- Maintain proficiency in PowerSchool, Frontline, DaRTS, and other district software systems.
- Generate reports and maintain accurate electronic records.
- Troubleshoot routine system issues and coordinate with technology staff as needed.

8. Gifted Education & Student Program Coordination

- Coordinate gifted education processes, including meeting scheduling, record maintenance, compliance documentation, and management of the DaRTS system.
- Facilitate communication among administrators, teachers, families, and gifted education staff.
- Maintain gifted education records and schedule annual review meetings in accordance with district procedures and applicable regulations.

9. Records Management, Purchasing, and Additional Duties

- Process purchase orders and requisitions and assist with building purchasing procedures.
- Coordinate transportation requests for field trips and school-sponsored activities.
- Process Pennsylvania working papers in accordance with state regulations and district procedures.
- Obtain and process records for incoming and transferring students.
- Coordinate summer office operations, including ordering, receiving and distributing materials, archiving records, and preparing student files and enrollment materials for the upcoming school year.
- Perform other duties and responsibilities as assigned by the Elementary School Principal or designee.

This position description is intended to provide a general overview of the nature and scope of the work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified or assigned as necessary to meet the operational needs of the School District.

The School District of Jenkintown is committed to providing a welcoming and inclusive workplace where all students and staff can thrive. The District values the diverse backgrounds, perspectives, and experiences of its community and is proud to be an Equal Opportunity Employer.

Presented to the School District of Jenkintown Board of Directors on August 17, 2026.

Jenkintown Middle/High School

Office of the MS/HS Principal

To: Mr. Steve Van Mater, Interim Superintendent

From: Thomas Roller, MS/HS Principal

Re: Fire Drill – June 22, 2026

This is to notify you of the successful completion of a fire drill on June 22, 2026 at 8:40 AM. All staff members were evacuated and accounted for in the front of the building.

Authorized Signature: Thomas Roller

Date: 6/22/26