Conrad Weiser Area School District
Robesonia, PA 19551

BUDGET & FINANCE COMMITTEE AGENDA
Conrad Weiser High School LGI
November 11, 2026
7:30 p.m.

Budget & Finance Committee
Joshua Speirs, Chairperson
Francis Kaczmarczyk
Dennis J. Manbeck
Bret A. B. Sabold
Scott Wilson
Amy E. Light, Administrative Liaison

1. WRK approves an E-Rate Consulting Agreement with Lincoln Intermediate Unit 12(LIU) beginning July 1, 2027 through June 30, 2028.
(Attachment A-1)
Note: There is no increase from the prior year.

2. RGG approves the establishment of the Weiser Nation School Spirit Student Activity club account at the High School.

3. AEL approve the Conrad Siegel ACA Proposal for Benefits Consulting in the amount of $6,400.
(Attachment A-2)
Note: There is no increase from the prior year.

4. AEL Budget 2027-2028
(Attachment A-3)

5. AEL Other

6. *Public Comment*

Conrad Weiser Area School District
Robesonia, PA 19551

CURRICULUM COMMITTEE AGENDA
Conrad Weiser High School Library
November 11, 2026
7:00 p.m.

Curriculum Committee
Bret A. B. Sabold, Chairperson
Michael Barth
William T. Carl Jr.
Mark Leidich
Stephen V. Burnham, Administrative Liaison

1.	SVB	Presentation- Instructional Coaches Amy Arnold, Christy Crammer, Kimberly Eshleman and Tamara Griffith	Presentation
2.	SVB	approves an affiliation agreement with Grand Canyon University for the 2026-27 school year. (Attachment A-4)	Grand Canyon University Agreement
3.	SVB	approves an affiliation agreement with Western Governors University for the 2026-27 school year. (Attachment A-5)	Western Governors University Agreement
4.	SVB	approves an affiliation agreement with Eastern University for the 2026-27 school year. (Attachment A-6)	Eastern University Agreement
5.	SVB	approves the PA HELPS Grant and PHEAA Agreement of Participation. (Attachment A-7)	PA HELPS Grant/ PHEAA Agreement
6.	SVB	approves the following student interns, teachers or clinical placements for the 2026-27 school year: a. Julie Krall, Western Governors University, at East Elementary School, from January 12 through April 30, 2027, with Kristy Vassallo, Elementary Teacher. b. Heather Schittler, Grand Canyon University, at West Elementary School, from January 11 through March 7, 2027, with Danell Schoemaker, Elementary Teacher. c. Lindsay Benulis, Eastern University, at the High School, with Kristen Simons, Counselor.	Student Teachers, Interns & Clinical Placements
7.	SVB	approves the 2027-28 Conrad Weiser Area School District Academic Calendar. (Attachment A-8)	Academic Calendar
8.	SVB	Other	
8.		Public Comment	

Conrad Weiser Area School District
Robesonia, PA 19551

EXTRA-CURRICULAR COMMITTEE AGENDA
Conrad Weiser High School Library
November 11, 2026
7:00 p.m.

Extra-Curricular Committee
Joshua Speirs, Chairperson
Scott Wilson
Christopher R. Kline, Administrative Liaison

1. CRK approves the following volunteer coaches for the 2026-27 school year: Volunteer Coaches

Sport	*Coaches Name*	*Position*
Wrestling	Mike McDermott	HS/JH Volunteer
	Owen McDermott	HS/JH Volunteer
	Eric Keppley	HS/JH Volunteer
	Peter Chamberlain	JH Volunteer
	Dave Molnar	HS/JH Volunteer
	Max Gaston	HS Volunteer
	Davis Keppley	HS Volunteer
	Kaleb Britting	HS Volunteer
	Brandon Naveiro	HS/JH Volunteer
	Dylan Shoemaker	HS Volunteer
Boys' Basketball	Meghan Pagan	JH Volunteer

2. CRK approves the following game help for the 2026-27 school year: Game Help
   Elizabeth Clark — Kristen Simons
   Ellen Cerasoli — Dave Molnar

3. RGG approves the establishment of the Weiser Nation School Spirit Student Activity Club at the High School. Club Establishment

4. RGG approves the following high school unpaid advisors for the 2026-27 school year: Unpaid Advisors

Advisor		*Activity*
Ashley Proietto	Co-Advisor	Weiser Nation School Spirit Student Activity Club
Lainie Brautigam	Co-Advisor	Weiser Nation School Spirit Student Activity Club

5. CRK Other

6. Public Comment

Conrad Weiser Area School District
Robesonia, PA 19551

FACILITIES/PROPERTY COMMITTEE AGENDA
Conrad Weiser High School LGI
November 11, 2026
7:00 p.m.

Facilities/Property Committee
Gary G. Neider, Chairperson
Francis Kaczmarczyk
Dennis J. Manbeck
Eric A. Lutz, Administrative Liaison

1.	EAL	Facilities Conditions Assessment	FCA
2.	EAL	Entech Project Development Update	Entech Project Update
3.	EAL	approves the attached proposal with Berkshire Systems Group, Inc. for Genetec access control system upgrades in the amount of $82,720. (Attachment A-9) Note: This will be funded with grant funds.	Proposal Berkshire Systems Group
4.	EAL	Other	
5.		Public Comment	

Conrad Weiser Area School District
Robesonia, PA 19551

HUMAN RELATIONS COMMITTEE AGENDA
Conrad Weiser High School Library
November 11, 2026
7:30 p.m.

Human Relations Committee
Gary G. Neider, Chairperson
Michael Barth
William T. Carl Jr.
Mark Leidich
Ryan R. Giffing, Administrative Liaison

1.	RRG	approves tuition reimbursement for faculty. (Attachment A-10)	Faculty Tuition Reimbursement
2.	RRG	approves tuition reimbursement for administration and staff. (Attachment A-11)	Admin/Staff Tuition Reimbursement
3.	RRG	rescinds the board approval on October 21, 2026 approving the employment of Flavio Marcial, Sinking Spring, PA as an academic year Paraprofessional, full-time (7 hours/day), at the middle school, at an hourly rate of $16.85, effective pending receipt of all required documentation. Note: This is a replacement for Jill Margiotti, resigned.	Rescind- New Hire- Paraprofessional
4.	MAH	ratifies and approves the transfer of Stephen Mercer from Food Service Worker Part-time (4 hours/day) at East Elementary School to Floating Food Service Worker Part-time (4.75 hours/day) at the Middle School, at his current hourly rate, effective October 26, 2026. Note: This is a replacement for Kasey Smith, transferred.	Transfer FSW
5.	MAH	ratifies and approves the employment of Jennifer Walker, Lebanon, PA as a Food Service Worker Part-time (4.0 hours/day) at East Elementary School, at an hourly rate of $15.85, effective October 27, 2026. Note: This is a replacement for Stephen Mercer, transferred.	New Hire- FSW
6.	MAH	accepts, with regret, the resignation of Jennifer Walker, Food Service Worker Part-time at East Elementary School, effective October 28, 2026.	Resign- FSW
7.	RRG	approves the employment of Paula Bookmiller, Womelsdorf, PA as an academic year Paraprofessional, full-time (7 hours/day), at the high school, at an hourly rate of $16.85, effective pending receipt of all required documentation. Note: This is a replacement for Lora Metri, resigned.	New Hire- Paraprofessional

8. EAL ratifies and approves the employment of Jessica Wagner, Reinholds, PA as a Crew Leader (Evening) full-time (8 hours/day, 12-Months) at the middle school, at an hourly rate of $19.85, effective November 16, 2026. New Hire- Crew Leader

Note: This is a replacement for Michelle Putt, resigned.

9. MAH ratifies and approves the employment of Tanya Reinhart, Robesonia, PA as a Food Service Worker Part-time (4.0 hours/day) at East Elementary School, at an hourly rate of $15.85, effective pending receipt of all required documentation. New Hire- FSW

Note: This is a replacement for Jennifer Walker, resigned.

10. RRG approves the updated position guide for the Director of Special Education. Position Guide

(Attachment A-12)

11. RRG receives the following leave requests: Leave Requests

1. Employee 8694 is being placed on an unpaid leave starting October 14, 2026.
2. Employee 3143 is being placed on paid leave starting October 20, 2026, once all PTO days have been exhausted this will become an unpaid leave.
3. Employee 3502 is being placed on paid leave starting October 26, 2026, once all PTO days have been exhausted this will become an unpaid leave.
4. Employee 7223 is being placed on paid leave starting November 4, 2026, once all PTO days have been exhausted this will become an unpaid leave.
5. Employee 3226 is being placed on paid leave starting November 4, 2026, once all PTO days have been exhausted this will become an unpaid leave.
6. Employee 3440 is being placed on paid leave starting November 19, 2026.
7. Employee 3156 is being placed on paid leave starting December 7, 2026.
8. Employee 4867 is being placed on paid leave starting January 28, 2027, once all PTO days have been exhausted this will become an unpaid leave.

12. RRG Possible additional approvals on November 18, 2026:

- Paraprofessionals
- Coaches
- PT Food Service Worker
- Long-term Substitute Teacher (East)
- Long-term Substitute English Teacher (HS)

13. RRG Other

14. Public Comment

Information Items:

1.	RRG	The first day of employment for Jahaira Martinez, Paraprofessional at West Elementary School, was October 26, 2026.	Start Date
2.	RRG	The first day of employment for Gabrielle Bowdy, Food Service Worker at West Elementary School, was November 2, 2026.	Start Date
3.	RRG	The first day of employment for Barbie Yuschock, Paraprofessional at West Elementary School, was November 3, 2026.	Start Date
4.	RRG	The first day of employment for Heather Shirk, Paraprofessional at West Elementary School, was November 4, 2026.	Start Date

LINCOLN INTERMEDIATE UNIT
E-RATE CONSULTING AGREEMENT

Funding Year 2027
July 1, 2027 through June 30, 2028

THIS AGREEMENT is entered into by and between **Conrad Weiser Area School District**, hereinafter "the school", and the Lincoln Intermediate Unit 12 "LIU".

SCOPE OF WORK

LIU Responsibilities

The LIU will work with the school to perform the following:

- Understand the school's telecommunications/broadband configuration and identify services and equipment that may be eligible for E-rate discounts.
- Provide E-rate advice relevant to any Request for Proposal planned by the school and review any such Requests for Proposal prepared by the school before they are released for bidding.
- Prepare and submit all E-rate forms during the entire E-rate cycle. This includes the Form 470 Description of Services Requested, Form 471 Description of Services Ordered, Form 500 Modification of Services, Form 486 Receipt of Service Confirmation, and the Form 472 Billed Entity Applicant Reimbursement Form.
- Prepare and submit any required responses to USAC Program Integrity Assurance (PIA) Inquiries in the EPC Portal while Funding Requests are under review.
- Analyze all service provider invoices provided by the school for eligible charges. All eligible charges will be totaled and used to request program reimbursement(s).
- The LIU will assist with eligible equipment purchases and basic maintenance of internal connections by providing the following:
  - Information regarding Category 2 E-rate eligible equipment and services.
  - Assist in calculating school's Category 2 budget caps to estimate the amount of funding available in the funding year.
  - Guidance regarding competitive bidding options and requirements.
- Ensure SLD audit compliance by maintaining files of all documentation required by SLD and provided by the school for a period of ten years following the last date of E-rate funded service. Document requirements are listed in the tables that follow in the School Responsibilities section of this agreement. In the event of a USAC audit, the LIU will provide, at no additional charge, all documentation necessary to allow the school to prepare and respond to the Audit. The LIU will offer additional Audit Assistance Services to the school at a billable rate of $135.00/hour.

- The LIU's capability and responsibility to represent the school's interest in all E-rate matters is contingent upon timely and satisfactory receipt of all required documents and information as described in the School Responsibilities section of this agreement. Failure of the school to respond in a timely manner to these listed responsibilities may result in a loss of E-rate funding.

Out of scope work:

- The LIU will not be expected or required to perform any tasks not specifically detailed herein or in any subsequent formal Scope of Work. Any work requested by the school that is beyond the scope of this engagement, will require the completion of a supplemental agreement which will be drafted and executed at the time and will be exclusive of any account setup fees.

No Legal Services:

- The school understands and acknowledges that LIU provides technical and administrative services only. LIU does not provide any legal services. If legal questions should arise during the terms of this Agreement, the school should seek independent legal counsel regarding such issues.

School Responsibilities

The School agrees to:

- Designate an employee of the school as the Account Administrator (AA) for the school, and maintain the E-rate Productivity Center (EPC) account for the school. The LIU Consultant will not approve or certify any forms on the behalf of the customer. Therefore this (AA) should have a working knowledge of the EPC System in order to carry their certification responsibilities.

- Link the school's EPC account to the LIU and an individual member of the LIU's staff as the school's consultant using the following instructions: http://e-ratepa.org/wp-content/uploads/2015/08/Adding-a-Consulting-Firm-to-EPC.pdf

- Maintain the school's EPC account with current information for all school buildings and Non-Instructional Facilities (NIFs).

- Maintain the school's EPC account with current entity information, student enrollment and NSLP information.

- Provide password, MFA (multi-factor authentication), or PIN (Personal Identification Number) access to USAC online filing systems as needed.

- Use the BEAR (Billed Entity Applicant Reimbursement) process rather than the SPI (Service Provider) discount process for invoice reimbursements involving recurring services. As an LIU E-rate services recipient, the customer agrees to waive the discounted bills option for recurring services. Failure to waive this option may nullify this agreement, or result in additional fees. (See Out of Scope Work).

- Service Provider (SPI) discount may be utilized for one-time, non-recurring services such as equipment purchase or basic maintenance of internal connections.

The School will work with the LIU to provide the following:

- Be knowledgeable about, and provide all required documentation to explain their telecommunications/ broadband configuration.

- Provide signatures, certifications and copies of all required documentation in a timely manner. Documentation requirements will vary depending on the types of funding being requested by the school as follows:

  Applicant Schools will provide the following:

  USAC LETTERS & CERTIFICATIONS

Document	Frequency/Schedule
E-rate Letter of Agency	One time – Form enclosed to accompany the acceptance of the LIU E-rate Consulting Agreement.
E-rate Application Information Request(s)	Any time they are received at time of receipt. These letters, usually referred to as PIA requests, will be received by the school's E-rate contact any time the Schools and Libraries Division (SLD) has questions regarding an application. They are usually provided by email to the school's E-Rate contact. These information requests should be promptly forwarded to the LIU. As your E-rate consultant, the LIU will work with the SLD and the school to appropriately answer the request.
Remittance Statements	Any time they are received within 5 days of receipt. Provide the Remittance Statement that is emailed to the Remittance Contact listed on the

Funding Year 2027
July 1, 2027 through June 30, 2028

Document	Frequency/Schedule
	banking Form 498.These are received once per year following the Form 472 BEAR Invoice process.
BEAR Notification Letters/Quarterly Reimbursement Statements	One time--as they are received following the Form 472 BEAR Invoice or SPI reimbursement process.

REQUIRED DOCUMENTATION FOR RETENTION

Document	Frequency/Schedule
Requests for Proposal	One time—if the school is issuing a Request for Proposal (RFP), an electronic copy of the RFP must be submitted to the LIU before the Lincoln Intermediate Unit can submit a Form 470 for school approval.
Service Provider Quotations	One time—quotations received by the school must be dated after the Form 470 posting date. If the school is using the PEPPM contract process (Category 2 equipment purchases only), a Form 470 is not issued and this date criteria does not apply. Regardless, copies of all quotations (PEPPM or 470 processes) must be provided prior to the Lincoln Intermediate Unit submitting a Form 471 Funding Application for school approval.
Bid Evaluation Matrix	One time—a bid evaluation matrix noting price as the most heavily weighted vendor selection criteria must accompany all service provider quotations and must be provided prior to the Lincoln Intermediate Unit submitting a Form 471 Funding Application for school approval.
Service Provider Contracts	One time—provide a fully executed copy of any written contract for E-rate funded services between the school and the service provider. Copies are to be provided at time of execution. Contracts that cover multiple funding years need to be provided only once during the contract term.
Service Provider Invoices/Purchase Orders	Any time they are received or generated within 30 days of receipt. Provide a pdf image of all recurring service invoice pages. Generally, these are monthly receipts. However, a few invoices are only issued by service providers once a year. Also provide a copy of any invoice or purchase orders documenting payment made to an E-rate approved funding application.

LINCOLN INTERMEDIATE UNIT
E-RATE CONSULTING AGREEMENT

Funding Year 2027
July 1, 2027 through June 30, 2028

Applicant Schools requesting funding for Internet Access will also supply the following:

CHILDREN'S INTERNET PROTECTION ACT DOCUMENTATION

Document	Frequency/Schedule
Internet Safety Policy (ISP)	One time—provide the most recent copy of the policy that includes the following minimal language: **"The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response."** This policy must be dated on or before the start of the funding year. Provide copies of any revisions as they occur thereafter.
ISP Approval	One time—provide minutes of the public or appropriate constituent group meeting where the above ISP was considered and voted upon. Provide minutes of any subsequent meetings where changes to the ISP are considered and voted upon as they occur thereafter.
Internet Filtering Status	Annually—provide either of the following on an annual basis for each funding year. **Option 1:** Snapshot report from the school's Internet Filter demonstrating that the filter is active and that filtering is taking place. **Option 2**: Copy of the Purchase Order sourcing an Internet Filtering Service for the duration of the funding year.
Internet Safety Training Curriculum	One time—provide the most recent copy of the Internet Safety Training Curriculum Plan. Provide copies of any changes as they occur thereafter.
Internet Safety Training Delivery	Annually—provide records of when education occurred and to whom. This may be in the form of sign-in sheets, teacher lesson plans, etc.

Funding Year 2027
July 1, 2027 through June 30, 2028

TERM

This Agreement applies to the 2027 E-rate Funding Year only, and all activities associated with the funding year as described above. The cycle for the 2027 E-rate Funding Year begins with the Form 470 Filing Window which began on July 1, 2026. The cycle continues through the conclusion of Form 472 (BEAR) Invoicing, or the SPI reimbursement process which ends as late as January, 2029 based on USAC rules.

PAYMENT AND FEES

Fees will be invoiced under Net 30 terms upon finalization of reimbursement, either BEAR method for recurring services, or SPI for non-recurring services. **Total fees for Funding Year 2027 are not to exceed $8,000.00 regardless of E-rate reimbursement** (with the exception of Dark/Self-Provisioned Fiber FRNs).

Category 1 Services (Data Transmission, and Internet Access)

In consideration for **Category 1** services rendered under this agreement, the school shall pay the LIU $1,400 for the first Form 471 Funding Application and $1,100 for each additional Form 471 filed by the LIU for the school during the Funding Year, regardless of USAC funding decision. This amount will be invoiced by the LIU following the conclusion of the Form 472 (BEAR) Invoicing or Service Provider (SPI) reimbursement process which ends as late as January, 2029 based on USAC rules.

In the event that the E-rate reimbursement is less than the LIU fee, the LIU will cap the fee for that Funding Request at 100% of the E-rate reimbursement for that Funding Request.

Category 2 Services (Broadband Equipment Purchase) or Category 1 Dark/Self-Provisioned Fiber

In consideration for **Category 2** services or **Category 1 Dark/Self-Provisioned Fiber** services rendered under this agreement, the school shall pay the LIU $1,400 for the first Form 471 Funding Application and $1,100 for each additional Form 471 filed by the LIU for the school during the Funding Year, regardless of USAC funding decision. Fees for Category 2 Services or Category 1 Dark/Self-Provisioned Fiber Funding Requests will incur an additional 2 percent of USAC approved **reimbursement**. This amount will be invoiced by the LIU following the conclusion of the Form 472 (BEAR) Invoicing or Service Provider (SPI) reimbursement process which could end as late as January, 2029 based on USAC rules.

In the event that the E-rate reimbursement is less than the LIU fee, the LIU will cap the fee for that Funding Request at 100% of the E-rate reimbursement for that Funding Request.

LINCOLN INTERMEDIATE UNIT
E-RATE CONSULTING AGREEMENT

Funding Year 2027
July 1, 2027 through June 30, 2028

Please note that Funding Requests are defined as the individual, itemized requests for E-rate funding by service provider, not the filing of overall applications. Each Funding Request is assigned a unique FRN identifying number by USAC. The count of Funding Requests for which the LIU will receive this fee can be verified by the number of unique Funding Requests on the school's FCC Form 471 Application(s) filed for the funding year.

ACCEPTANCE

The clients named below verify that the terms of the Agreement are acceptable. The parties Hereto are each acting with proper authority by their respective companies.

Conrad Weiser Area School District	Lincoln Intermediate Unit 12
	Ben Smith
Full name	Full name
	Director of Educational Technology
Title	Title
Signature	Signature
Date	Date

Lincoln Intermediate Unit 12

E-rate Letter of Agency

RE: Universal Service Support Mechanism for Schools and Libraries, 47 C.F.R. Part 54

To whom it may concern:

Please be advised that the **Conrad Weiser Area School District** has retained the Lincoln Intermediate Unit 12 to serve as a consultant, to prepare and file E-rate forms, for all E-rate eligible services related to the Federal E-rate program for the E-rate Funding Year 2027. **Conrad Weiser Area School District** authorizes Lincoln Intermediate 12 designees to communicate with vendors, the Fund Administrator (the Schools and Libraries Division of the Universal Service Administrative Company) and anyone else with whom Lincoln Intermediate Unit 12 may need to confer, in order to provide such E-rate consulting services to the district.

If you have any questions, please contact:
Hans Kirchner
Lincoln Intermediate Unit 12
65 Billerbeck Street
PO Box 70
New Oxford, PA 17350
Phone: (717)624-6406
Fax: (717)624-6617
Email: hgkirchner@iu12.org

Authorization:

Signature	Print Name	Date
Title	**Conrad Weiser Area School District**	

AUN	School District	County	2026-27 MV/PI Aid Ratio	2027-28 Adjusted Index	
114061103	Conrad Weiser Area SD	Berks	0.5197	4.6%	BASE INDEX IS 3.6%
114061503	Daniel Boone Area SD	Berks	0.5343	4.6%	
114062003	Exeter Township SD	Berks	0.5739	4.8%	
114062503	Fleetwood Area SD	Berks	0.5336	4.6%	
114063003	Governor Mifflin SD	Berks	0.5355	4.6%	
114063503	Hamburg Area SD	Berks	0.3414	3.6%	
114064003	Kutztown Area SD	Berks	0.3680	3.6%	
114065503	Muhlenberg SD	Berks	0.6745	5.1%	
114066503	Oley Valley SD	Berks	0.3730	3.6%	
114067002	Reading SD	Berks	0.8884	5.9%	
114067503	Schuylkill Valley SD	Berks	0.4409	4.3%	
114068003	Tulpehocken Area SD	Berks	0.2293	3.6%	
114068103	Twin Valley SD	Berks	0.3957	3.6%	
114069103	Wilson SD	Berks	0.5250	4.6%	
114069353	Wyomissing Area SD	Berks	0.3800	3.6%	

CONRAD WEISER AREA SCHOOL DISTRICT

Calculation of 2027-2028 Max Index

Millage Rate		Adj Index		Max Index Incr
37.4459	x	4.60%	=	1.7225

Coll Mill		Max Index Incr		Max Dollar Incr
$990,836	x	1.7225	=	$1,706,725.55

Timeline for Events Related to 2027-2028 Budget Process

Special Session Act 1 of 2006

Dates in Timeline Apply to All School Districts except Philadelphia City SD, Pittsburgh SD, and Scranton SD

Date	Description	Section
September 1, 2026 *(Annual deadline)*	***Department of Education*** publishes the 2027-2028 base index in the Pennsylvania Bulletin.	Section 333(l)
September 30, 2026 *(Annual deadline)*	***Department of Education*** notifies school districts of their 2027-2028 adjusted index.	Section 313(2)
December 15, 2026 *(Annual deadline)*	***School districts*** with residents paying tax on compensation imposed by Philadelphia under the authority of the Sterling Act certify to the Department of Education the total amount of 2025 tax credits provided based on the tax rate of the school district. (Applies only to school districts that had an earned income and net profits tax in the 2025 calendar year.)	Sections 503(b)(2); 324(2)
December 29, 2026 *(30 days prior to preliminary budget public inspection deadline)*	***Department of Education*** deadline to notify school districts of school year of AFR data to be used when calculating referendum exception in Section 333(f)(2)(v).	Section 333(j)(4)
December 31, 2026 *(60 days prior to March 1 application deadline)*	***School Districts*** send notification, by first class mail, to owners of each parcel of residential property – which can be limited to owners who are not currently approved or whose approval is due to expire – stating that the owner must submit a completed application to county assessor to qualify for homestead exclusion. Mailing must include application, instructions, and deadline to apply.	Section 341(b)
January 28, 2027 *(110 days prior to primary election)*	***School district*** deadline to make 2027-2028 proposed version of preliminary budget available for public inspection **or** adopt resolution pursuant to Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index.	Section 311(c); 311(d)(1)
February 2, 2027 *(5 days after resolution adoption)*	***School district*** deadline to submit a copy of resolution adopted pursuant to 311(d)(1) and proposed tax rate increases to Department of Education in the Consolidated Financial Reporting System (CFRS) application.	Section 311(d)(2)
February 7, 2027 *(10 days prior to preliminary budget adoption deadline)*	***School district*** deadline to give public notice of the intent to adopt the 2027-2028 preliminary budget unless resolution was adopted under Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index.	Section 311(c)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2027-2028 Budget Process

Date	Description	Section
February 12, 2027 *(10 days after receipt of resolution)*	***Department of Education*** deadline to notify school districts that adopted a resolution pursuant to Section 311(d)(1) whether the 2027-2028 proposed tax rates are equal to or less than their Index.	Section 311(d)(4)
February 17, 2027 *(90 days prior to primary election)*	***School district*** deadline to adopt the 2027-2028 preliminary budget unless resolution adopted under Section 311(d)(1).	Section 311(a)
February 22, 2027 *(85 days prior to primary election)*	***School district*** deadline to submit 2027-2028 preliminary budget containing proposed tax rate increases to Department of Education in the CFRS application.	Section 333(e)
February 25, 2027 *(1 week prior to filing of request for referendum exception)*	***School district*** deadline to publish notice in newspaper of intent to request approval from Department of Education for a referendum exception.	Section 333(j)(2)
No later than March 1, 2027 *(Annual deadline)*	Deadline for ***homeowners*** to file a homestead application (and, if applicable, a farmstead application) with county assessor indicating property is owner-occupied. Resubmission of application required no more than one time every three years. No application fee for filing. (See December 31, 2026)	Section 341(c), (e), (i)
March 4, 2027 *(75 days prior to primary election)*	***Department of Education*** deadline to notify school districts that submitted the 2027-2028 preliminary budget whether the proposed tax rates are equal to or less than their Index.	Section 333(e)
March 4, 2027 *(75 days prior to primary election)*	***School district*** deadline to seek approval from Department of Education for referendum exceptions requiring their approval.	Sections 333(j)
March 19, 2027 *(60 days prior to primary election)*	***School district*** deadline to submit referendum question seeking voter approval of tax rate increase in excess of index to the county board of elections (for each county in which the school district is located), unless request for referendum exception has been submitted to Department of Education. If the school district's proposed tax rate increase would exceed their Index even if all its referendum exception requests were approved, and if it intends to submit a referendum question for that part of the tax rate increase, it must do so by this date.	Section 333(c)(3)
March 24, 2027 *(55 days prior to primary election)*	Deadline for ***Department of Education*** to issue ruling on school district's petition for referendum exception.	Sections 333(j)(5)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2027-2028 Budget Process

Date	Description	Section
March 29, 2027 *(50 days prior to primary election)*	***School district*** deadline, if the Department of Education denies all or a part of the school district's request for referendum exception, to submit to the county board of elections referendum question seeking voter approval of tax rate increase in excess of index for the portion of the referendum exception request denied.	Sections 333(j)(5)
April 15, 2027 *(Annual deadline)*	***Secretary of the Budget*** certifies the total amount of revenue in the Property Tax Relief Fund and the Property Tax Relief Reserve Fund and the total amount available for distribution in 2027-2028.	Section 503(a)(1), (e)
April 20, 2027 *(Annual deadline)*	***Secretary of the Budget*** notifies Department of Education whether it is authorized to provide school districts with property tax allocations under Section 505.	Section 503(d)
May 1, 2027 *(Annual deadline)*	***Department of Education*** notifies school districts of the amount of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2027, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2027-2028.	Section 505(a)(4)
May 1, 2027 *(Annual deadline)*	***Assessor*** provides each school district with a certified report with information on homestead and farmstead properties, as provided in 53 Pa CS §8584(i).	Section 341(g)(3)
Prior to May 18, 2027	***Municipal Primary election***. County election officials, in conjunction with board of school directors, shall draft a non-legal interpretive statement to accompany referendum question that references items of expenditure for which tax rate increases are being sought. (See March 19 or March 29, 2027)	Section 333(c)(4)
No later than May 31, 2027 *(Optional action)*	Deadline for ***school district board of directors*** electing to adopt resolution rejecting 2027-2028 property tax allocation. This action can only occur if the Department of Education has notified school districts by May 1, 2027, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2027-2028. (This action applies only if a school district has not rejected a previous state property tax allocation.)	Section 903(a)
No later than May 31, 2027	***School district*** deadline to adopt 2027-2028 proposed version of final budget and upload the signed Certification of Use document in the CFRS application.	Section 687(a)(1) (School Code)
June 5, 2027	***School district*** deadline to submit copy of resolution (if adopted) rejecting 2027-2028 property tax allocation to Department of Education. (See May 31, 2027.)	Section 903(b)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2027-2028 Budget Process

Date	Description	Section
June 10, 2027 (*20 days prior to final budget adoption deadline*)	***School district*** deadline to make 2027-2028 proposed final budget available for public inspection on the General Fund Budget from the CFRS application.	Section 312(c)
June 20, 2027 (*10 days prior to final budget adoption deadline*)	***School district*** deadline to offer public notice of its intent to adopt the 2027-2028 final budget.	Section 312(c) Section 687(a)(2)(i) (School Code)
June 30, 2027 (*Annual deadline*)	***School district*** deadline to adopt the 2027-2028 final budget.	Section 312(a)
June 30, 2027 (*Annual deadline*)	***School district*** deadline to adopt a resolution implementing the homestead/farmstead exclusion. For school districts whose voters did not approve a local income tax for the purpose of providing homestead/farmstead exclusions, this only occurs if the Department of Education has notified school districts by May 1, 2027, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2027-2028.	Section 321(d), 342, 505(a)(4)
July 15, 2027 (*Annual deadline*)	***School district*** deadline to submit 2027-2028 final budget to Department of Education in the CFRS application.	Section 687(b) (School Code)
No later than August 4, 2027 (*60 days after receipt of resolution*)	***Department of Education*** deadline to notify election officials of each county of the school districts in that county that have taken action to reject their 2027-2028 property tax relief allocation under Section 903(a). (See May 31, 2027.)	Section 904(b)
August 26, 2027	***Department of Education*** pays school districts 50 percent of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2027, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2027-2028.	Section 505(b)
October 28, 2027	***Department of Education*** pays school districts 50 percent of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2027, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2027-2028.	Section 505(b)
December 1, 2027	Deadline for ***school districts*** to report to the Department of Community and Economic Development, tax enactments, repeals, and changes to require withholding of a new tax, withholding at a new rate or to suspend withholding of such tax effective January 1, 2028.	Section 351(f)(2)

AFFILIATION AGREEMENT
BETWEEN
GRAND CANYON UNIVERSITY
AND
CONRAD WEISER AREA SCHOOL DISTRICT

THIS AFFILIATION **AGREEMENT** (**"Agreement"**) is made this 29th day of October 2026, by and between Grand Canyon University (hereinafter referred to as **"College"**), and Conrad Weiser Area School District (hereinafter referred to as **"School District"**). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE

a. *Selection of Students.* The College shall have sole responsibility for the selection of qualified students enrolled in the College's teacher-preparation program (the **"Program"**), which includes academic coursework and supervised clinical experiences designed to prepare students for teacher certification. The student teaching experience at the School District (the **"Student Teaching Experience"**) is a supervised clinical component of the Program, during which selected students enrolled in College will observe, assist, and, under the supervision of the School District's cooperating teacher (**"Cooperating Teacher"**) and the College's assigned supervisor (**"College Supervisor"**), participate in classroom instruction and related educational activities (**"Student Teachers"**).

b. *Education of Students.* The College shall be responsible for the administration of the Program, and the School District shall retain sole responsibility for classroom instruction, classroom management, and the education of students in its classrooms.

c. *Submission of Candidates.* The College shall submit the names of the proposed Student Teachers to the School District or a designated representative at least two (2) weeks prior to anticipated start date of each Student Teacher's student teaching assignment.

d. *Advising Students of Rights and Responsibilities.* Each Student Teacher shall be responsible for complying with the policies arid procedures of the School District and maintain in strict confidence, in accordance with FERPA, 20 U.S.C. § 1232g, any personally identifiable information received regarding School District students and shall release no information absent written consent of the School District student unless otherwise permitted to do so by law. Should any Student Teacher fail to abide by any policy and/or procedure, he or she may be expelled from the Student Teaching Experience. The School District shall advise Student Teachers of these obligations before the Student Teaching Experience begins.

e. *Supervision of Students.* The College shall assign a College Supervisor to act as a liaison among the Student Teacher, cooperating teacher and the College. The School District shall assign a Cooperating Teacher who will supervise student activities and the Student Teacher during the Student Teaching Experience.

f. *Insurance.* The School District understands that the College's general liability policy applies to Student Teachers who are performing services on behalf of the College. It would cover allegations of bodily injury or property damage to a 3rd party caused by the Student Teacher while performing services on behalf of the College. These policies will remain in full force and effect for the duration of the Student teaching assignment

g. *9. PA Criminal History Check, Child Abuse Clearance, FBI Criminal Record Check and TB Test.* Pursuant to 24 P.S. Section 1-111, the College shall require each Student Teacher to obtain a Pennsylvania State criminal record check, Pennsylvania Child Abuse Clearance, a Federal Bureau of investigation criminal history record check, and a TB test. Each Student Teacher shall secure and provide all required clearances and test results before beginning the Student Teaching Experience and all clearances must be less than one (1) year old. A Student Teacher who fails to satisfy these requirements will not be permitted to participate in the Student

Teaching Experience.

II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

a. *Establishment of Student Teaching Experience.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the College for the Student Teaching Experience. The Student Teaching Experience is for Student Teachers enrolled in the Program.

b. *Policies of School District.* The College will inform each Student Teacher to review, prior to the Student Teaching Experience, any and all applicable policies, codes or confidentiality issues related to the Student Teaching Experience. Prior to the Student Teaching Experience, the School District will provide the College with all applicable policies, codes or confidentiality issues related to the Student Teaching Experience.

c. *Administration.* The School District will have sole authority and control over all aspects of its student services. The School District will be responsible for and retain control over the organization and operation of its programs.

d. *Removal of Noncompliant Student Teacher.* The School District shall have the authority to immediately remove a Student Teacher who fails to comply with its policies and procedures. If such a removal occurs, the School District shall immediately contact the College.

e. *Supervision of Student Teachers.* The School District shall provide a Cooperating Teacher who will supervise Student Teacher activities during the Student Teaching Experience. Cooperating Teachers mentoring Student Teachers shall be tenured and have a minimum of three (3) years of instruction within the School District Cooperating Teachers shall collaborate with College Supervisors. Each Cooperating Teacher shall teach, provide feedback, and conduct informal and formal evaluations of the Student Teachers' teaching practice. The District shall ensure that the Cooperating Teacher/Mentor/SC Site Supervisor provides oversight, feedback and mentoring to GCU's participating candidates. Cooperating Teacher/Mentor/SC Site Supervisor expectations are outlined in the applicable program manual. (See Appendices.)

The District shall provide the participating candidate prior to the start of the field placement with any District policies and procedures to which the candidate is expected to adhere to during the candidate's field placement while on District premises.

The District shall allow a GCU faculty supervisor (the "GCU Faculty Supervisor") virtual and/or in-person access to the host school and classroom for the specific purpose of observing the participating candidate or consulting with the SC Site Supervisor.

The District shall through the involvement of the Cooperating Teacher/Mentor/SC Site Supervisor, communicate with the GCU Faculty Supervisor and candidate to provide feedback on the candidate's performance which will be used by the GCU Faculty Supervisor for completion of the candidate's formal evaluation.

GCU shall not provide compensation to Mentors or SC Site Supervisors hosting candidates for Practicum/Field Experiences, Educational Administration Internships, SC Practicum/Internships, or Student Teaching in the instance where the candidate is employed as a full-time teacher of record.

GCU shall pay a $500 stipend to Cooperating Teachers hosting student teaching candidates per each 15/16-week session of full-time service. Longer or shorter sessions will be paid on a pro-rated basis.

GCU shall pay the stipend upon the completion of the student teaching semester provided all paperwork has been submitted.

g. *Reporting Student Teacher Progress.* The School District shall provide all reasonable information requested by the College on a Student Teacher's work performance. If there are any Student Teacher evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the School District.

h. *Student Records.* The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the School District student unless otherwise permitted to do so by law or as dictated by the terms of this Agreement.

III. MUTUAL TERMS AND CONDITIONS

a. *Video Recordings.* The School District acknowledges that, as a tool for becoming an effective teacher, a Student Teacher or the College's designee may collect audio/video recordings of the Student Teacher's teaching within the classroom environment (**"Recordings"**). The purpose of the Recordings is to provide reflection and feedback for the Student Teacher, professional development of College faculty, and training for Cooperating

Teachers. The Recordings may contain the first name, image, and voice of a School District student in the classroom in which the Student Teacher is teaching as part of the Student Teaching Experience. The School District approves the collection and use of the Recordings upon the following conditions: (i) to protect School District student privacy, School District students will be identified only by their first names on any Recording; (ii) the Recordings will be viewed only by College faculty, Student Teachers participating in the Program, Cooperating Teachers, and the College's school officials and, upon written request, the School District's school officials; (iii) the Recordings will be treated as confidential, used only for the purposes stated in this Agreement, and will not be used for any other purpose; and (iv) the Recordings will be stored by the College in a secure computing environment. It is expressly understood that any information revealed in any Recording may be the subject of a court order or lawful subpoena, and the College and/or the Student Teacher may not be able to avoid compliance with the order or subpoena If the College is required to disclose any Recording pursuant to a lawful requirement of any governmental agency or by any subpoena, summons, order, or other judicial process, the College shall notify the School District in writing of the requirement to disclose and reasonably cooperate with the School District's lawful efforts to resist, limit, or delay disclosure. Unless otherwise agreed by the parties in writing, the School District shall be responsible for obtaining and maintaining all consents, permissions, and authorizations required for the Student Teachers' participation in the Student Teaching Experience, including any consents related to classroom activities, access to facilities, and any audio recordings contemplated under this Agreement. If the required consent for any School District student is not obtained, is limited, or is revoked at any time, the School District shall promptly notify the College in writing.

b. *Number of Participating Student Teachers.* The parties will mutually agree upon the number of Student Teachers that shall be assigned to the School District for the Student Teaching Experience.

c. *Term of Agreement.* The term of this Agreement shall be one (1) year from the date of execution. This Agreement may not exceed a period of one (1) year.

d. *Termination of Agreement.* The College or the School District may terminate this Agreement for any reason with ninety (90) days' notice. Either party may also terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all Student Teachers enrolled at that time may continue their Student Teaching Experience until it would have been concluded absent the termination.

e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

f *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement

g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.

g. *Relationship of Parties.* The relationship between the parties to this Agreement is that of independent contractors. The relationship of the parties to this Agreement shall not be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.

h. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.

1. *Entire Agreement.* This Agreement represents the entire understanding between the parties regarding the subject matter hereof. No other prior or contemporaneous oral or written understanding or promises exist in regards to this relationship.

j. *Notices.* All notices and other communications by or to a party shall be in writing and shall be given to each party at the address shown on the signature page of this Agreement, and to any other person at the address shown on the signature page of this Agreement. Any required notice shall be deemed properly given when: (a) hand delivered with delivery acknowledged in writing; (b) sent by U.S. Certified Mail, return receipt requested; (c) sent by overnight delivery service (FedEx, UPS, or similar service) with receipt; or (d) sent by email on the date sent, provided that electronic delivery shall be deemed given on the next business day if sent on a non-business day or after 5:00 p.m. in the receiving party's time zone, unless an electronic undeliverable message has been received. As used in this Agreement, "business day" means a weekday other than a U.S. federal holiday.

IN **WITNESS WHEREOF,** the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

GRAND CANYON UNIVERSITY

BY: Emily E. Pottinger

Name: Dr. Emily Pottinger

Title: Associate Dean, College of Education

Date: 10/29/2026

Notice: Grand Canyon University

COE Affiliations
COEAffiliations@gcu.edu

Copy to: _____

_____

_____

_____

CONRAD WEISER AREA SCHOOL DISTRICT

BY: _____

Name: Stephen V. Burnham, Ed.D.

Title: Assistant Superintendent

Date: Nov. 4, 2026

Notice:
Conrad Weiser Area School District
44 Big Spring Rd
Robesonia, PA 19551

Copy to: _____

_____

_____

_____

Western Governors University
4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement ("Agreement") is made between Western Governors University, a Utah nonprofit corporation ("University" or "WGU"), and **_Conrad Weiser Area School**("District"), and is effective as of the date of District's signature below ("Effective Date"). WGU and District may be referred to herein individually as a "Party" and collectively as the "Parties."

WGU is nationally accredited by the Northwest Commission on Colleges and Universities ("NWCCU"). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation ("CAEP") and the Association for Advancing Quality in Educator Preparation ("AAQEP"). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **"Candidate"** means a student enrolled in a University program that leads to an education credential.
2. **"Mentor Teacher"** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **"Clinical Supervisor"** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **"Initial Licensure Program"** means a program that results in a professional license.
5. **"Advanced Program"** means an advanced licensure or endorsement program that may result in an additional license.
6. **"Clinical Experience"** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
   a. **"Early Clinical"** means a Candidate's first supervised opportunity to observe a classroom setting.
   b. **"Advanced Clinical"** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
   c. **"Student Teaching One"** and **"Student Teaching Two"** (collectively **"Student Teaching"**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **"Practicum"** means the University Clinical Experience requirements for advanced licensure programs.
8. **"Professional Dispositions and Responsibilities"** means standards of behavior expected of Candidates and University faculty and staff, as follows:
   - o All Individuals Can Learn
   - o Belonging
   - o Empathy
   - o Growth Mindset
   - o Communication
   - o Integrity
   - o Professionalism
   - o Intellectual Courage
9. **"LEA"** means Local Education Agency.
10. **"SEA"** means State Education Agency.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate's licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. **Mutually Beneficial Activities**. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's Employer Recruiting & Guidelines.
    - Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. University will notify District of learning opportunities where University will provide optional professional development to District's employees for their career and skill enrichment.
5. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
6. University may invite District employees to participate in a focus group to:
    - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
    - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
    - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. **Recordings**. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. **University Responsibilities**. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with an honorarium for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required, Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

F. **District Responsibilities**. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
    - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
14. Adhere to any then-applicable state requirements related to training/professional development.
15. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment*. Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

G. **Mentor Teacher Standards**. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.
3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Responsibilities.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.
8. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment*. Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

H. **Clinical Supervisor Standards.** The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Responsibilities.

I. **Advanced Programs Practicum.**

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
    - identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
    - identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
    - complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
    - comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
    - Educational Leadership – a minimum of four (4) evaluations
    - English Language Learning – a minimum of three (3) observations or evaluations.

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on the Effective Date and shall continue for one (1) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. Right to Accept or Terminate a Placement. District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. Insurance.
    - University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
    - Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) $1,000,000 per occurrence and $3,000,000 annual aggregate, or (ii)$2,000,000 per occurrence and $2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY

By: Bonnie Stay
Bonnie Stay (Oct 28, 2026 14:06:21 MDT)

Title: Senior Manager, Clinical Experience, School of Education

10/28/2026

Point of Contact:
District and Funded Partnerships
Email: tc_outreach@wgu.edu

For notice purposes:
Attn: Contracts Manager
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: contracts@wgu.edu

DISTRICT

By: [signature]

Title: Assistant Superintendent

Date: Nov. 2, 2026

Point of Contact:

Email: S_burnham@conradweiser.org
Phone: (610) 693-8542

For notice purposes:

Email:

Exhibit A
Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. Clinical Observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

   Teacher Candidate Guidelines for Video Recordings

   - Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
   - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
   - You must follow appropriate protocol to submit recordings to University.
   - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
   - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
   - You must destroy all video recordings once the evaluation is complete.

   . **Video Recording and Parental/Guardian Consent**
4. If the College/University requires the student teacher to record instructional lessons for observation, evaluation, or other educational purposes, the student teacher shall be responsible for obtaining written permission from the parent(s) or legal guardian(s) of any student who may appear or be identifiable in the recording. The written consent shall clearly disclose that the recording may be reviewed by the College/University professor, supervisor, or other authorized College/University personnel for purposes related to the student teacher's preparation, supervision, and evaluation. All required consent forms must be obtained prior to recording, and copies shall be provided to the cooperating school district upon request. The student teacher shall comply with all applicable district policies, student privacy requirements, and procedures governing the recording, storage, use, disclosure, and deletion of such recordings. No recording shall take place without the required written consent and prior authorization from the school district.

Unsigned WGU Education Placement Agreement (1)

Final Audit Report 2026-10-28

Created:	2026-10-28
By:	Shanita Aaron (shanita.aaron@wgu.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAt0Hi0EX4u7jwDa7QYM2sRbrQetM27CBG

"Unsigned WGU Education Placement Agreement (1)" History

Document created by Shanita Aaron (shanita.aaron@wgu.edu)
2026-10-28 - 7:30:59 PM GMT

Document emailed to bonnie.stay@wgu.edu for signature
2026-10-28 - 7:31:07 PM GMT

Email viewed by bonnie.stay@wgu.edu
2026-10-28 - 8:05:00 PM GMT

Signer bonnie.stay@wgu.edu entered name at signing as Bonnie Stay
2026-10-28 - 8:06:19 PM GMT

Document e-signed by Bonnie Stay (bonnie.stay@wgu.edu)
Signature Date: 2026-10-28 - 8:06:21 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.
2026-10-28 - 8:06:21 PM GMT

Adobe Acrobat Sign

Letter of Agreement (LOA)
Eastern University & Conrad Weiser Area School District

PURPOSE OF AGREEMENT

This agreement is made on October 30, 2026, and is intended to outline and formalize the partnership and site-based agreements between Eastern University and Conrad Weiser Area School District, pertaining to programs in the College of Education and Behavioral Sciences which required field experience hours, student teaching placements and internship/practicum experience. The agreement begins on October 30, 2026, and ends on July 31, 2027.

This agreement is entered into by and between **Eastern University** and **Conrad Weiser Area School District** hereinafter referred to as the "cooperating school district."

1.0 Scope of Agreement

1.1 This agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with Eastern University and of any student enrolled at the university, while such student is assigned as a counseling intern, student teacher or gaining hours through field experiences in the cooperating educational agency. The assignment for student teaching is for the full school day for at least 14 weeks unless divided into two seven week periods while the assignment for field experiences will vary from 4-6 observations hours to 110 hours (field experience placement) depending on the program.

2.0 Duties and Responsibilities of the University

2.1 *Selection of Students*. The University shall be responsible for the selection of qualified students to participate in the field experience. Selected students must have the appropriate educational background and skills consistent with the contemplated education experience offered by the School District.
2.2 *Education of Students*. The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.
2.3 *Advising Students of Rights and Responsibilities*. The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.
2.4 *University Student Records.* The University agrees that for purposes of Family Educational Rights and Privacy Act (FERPA), School District will be considered an educational institution official with a legitimate educational reason to have access to limited personally identifiable information from University student records. The University agrees to provide authorized representatives of School District limited personally identifiable information about University students in field experience that is reasonably necessary for participation in the field experience. No other information from University student's education record will be provided unless School District provides a written consent from the University student to the release of such information, and/or School District otherwise establishes to the University's satisfaction

that the need for such information is related to the field experience or the release of such information is in compliance with FERPA. School District agrees that it will not further disclose personally identifiable information about any University student that it receives from the University pursuant to this agreement, unless the University student consents in writing to such disclosure or unless School District can otherwise legally disclose the information under FERPA. In consideration for the personally identifiable information, School District expressly warrants and represents that it will not use the student information provided by the University for any purpose other than to comply with the terms of its agreement with the University.

2.5 *Student Liability Insurance*. The Student shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $1,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field experience.

3.0 Duties and Responsibilities of School District

3.1 *Establishment of Field Experience*. The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a field experience center. This field experience is for students enrolled in the University's Education College. This field experience is required and authorized by law.

3.2 *Policies of School District*. The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Should any field experience student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.

3.3 *Administration*. The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.

3.4 *Designation of Representative*. The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).

3.5 *Supervision of Students*. The School District shall provide a cooperating/mentor teacher/staff member who will supervise student activities during the field experience assignment.

3.6 *Reporting Student Progress*. The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

3.7 *School District Student Records*. The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

3.8 Eligibility *Requirements*. Each cooperating/mentor teacher/staff member selected to supervise the field experience student shall hold a current Pennsylvania certificate in the subject area/grade level to which the field experience is assigned. The cooperating teacher will have a minimum of three (3) years of full time experience and in his/her current assignment in a school district for a minimum of one year.

3.9 *Substitute Teaching*. The School District shall comply with the appropriate Pennsylvania statutes prohibiting field experience students to be used as substitute teachers at any time during their field experience assignments.

3.10 *Right to Refuse Placement.* The cooperating school system reserves the right to refuse placement of any given student; however, said decisions shall not be based on race, creed, color, sex, national origin, handicap, age, or veteran status. Further, the cooperating school system shall not refuse placement of any given student because of his or her sexual orientation or marital status.

4.0 Placement of Students.

4.1 *The placement of counseling students, student teachers/field experience students*. Placement shall be accomplished on a cooperative basis involving both Eastern University and the cooperating school system.
4.2 *Placement requests*. Requests to the cooperating school system shall be initiated by the Director of School Counseling, Director of School Psychology, Director of Field Experience or the Director of Student Teaching.
4.3 *Suggested requests*. The request for placement may be accompanied by the names of cooperating/mentor teachers suggested to the University supervisors.
4.4 *Submission of clearances and other required documentation*. The request for field placement (110 hours) and student teaching placement will include the following collateral material:

- A copy of student transcripts
- Resume
- Act 34 Clearance – Criminal Record Check
- Act 151 Clearance – Child Abuse Clearance
- Act 114 Clearance – FBI Fingerprint Clearance
- TB test results/Health Form

4.5 *Collection of documentation.* Eastern University is responsible for collecting and securing the collection of the above documentation.

5.0 Termination or Change of Assignment.
5.1 *Termination or change of assignment of student*. Either the cooperating school system or the Directors of Student Teaching/Field Experience may terminate or change assignments of any student teacher or field experience student. Prior to doing so, the party seeking termination or change shall make reasonable efforts to consult with all parties concerned regarding reasons for the termination or change in assignment.
5.2 *Agreement Termination*. This agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

6.0 Supervision of College of Education Students.
6.1 *University Supervision.* Members of the University faculty will serve as supervisors of the students in conjunction with the cooperating teachers who guide, direct, and assist in the evaluation of the student.
6.2 *Compliance with Rules and Regulations*. The students shall be subject to the rules and regulations of the cooperating school and to those established by the Directors of Student Teaching/Field Experience as well as the Code of Ethics of the profession.

7.0 Status and Legal Protection of College of Education Students.
7.1 School Counseling students, student Teachers and field experience students shall have status and authority in accordance with the PA School Code.

7.2 School Counseling students, student teachers and field experience students actually engaged under the terms of this contract shall be entitled to the same protection under provisions of the School Code as is afforded to officers and employees of the school district, during the time they are so assigned.

8.0 Remuneration to Cooperating School Systems.

8.1 Eastern University agrees to remunerate the student teacher cooperating/mentor teacher as follows:

- One three (3) credit course voucher will be awarded for each student teacher taken whether over a full or partial semester. These will be valid for both on ground and online classes. No compensation is awarded for having field experience students.
- Mentor teachers are permitted to request ACT 48 credits for hosting a student teaching candidate. A mentor/cooperating teacher can receive 15 hours per inductee or student teacher regardless of the length of the student teaching experience. Mentors/supervisors may receive up to 15 hours per inductee or student teacher totaling no more than 45 hours in a compliance period. Once the 45 hours is reached in a compliance period additional credit hours cannot be awarded.

Approved: _____ 10/28/2026

District Administration Date

Approved: Jennifer Q. Cipollone 10/28/26

Eastern University Date

Director of School Counseling Program

Local Education Agency Application

PA Mental Health Education Learning Program in Schools (PA HELPS)

2026-27 Award Year

Pennsylvania Higher Education Assistance Agency

Program Overview

PA HELPS was created to encourage students to complete their school-based mental health internships in Pennsylvania and to obtain their employment in a Pennsylvania school. The Pennsylvania Higher Education Assistance Agency (PHEAA) administers the funding to support individuals while they complete their Educational Specialist Preparation Program requirements so they can complete certification to become a school nurse, school psychologist, school counselor, or school social worker.

PHEAA requires LEAs to provide the information requested on the following pages for internship programs to be considered for PA HELPS. PHEAA collects, shares, and processes this information solely for the purposes of administering PA HELPS.

Instructions

Section I. LEA Demographic Information

1. **Local Education Agency (LEA)**: Indicate the name of the school district, intermediate unit, area career and technical school, charter school, regional charter school, or cyber charter school.
2. **Employee ID Number (EIN)**: Insert the EIN associated with the LEA.
3. **School Entity Type**: Choose one that best describes your school entity.
4. **Address and County**: Indicate the address and county for the school identified earlier in this section.
5. **Telephone and Fax Numbers**: Indicate the primary telephone number that PHEAA should share as your contact number. Also indicate your fax number.
6. **LEA Official Point of Contact (POC)**: Indicate the name, telephone number, and email address of the individual who will be the POC at the school identified earlier in this section. The LEA POC is the individual who has the authority to sign the agreement with PHEAA for the employment of individuals receiving the PA HELPS awards.

   NOTE: If you are providing an addendum to an existing application, you must complete Section I at a minimum. Once Section I is complete, you may fill in any changes needed as an addendum to the original application received.

Section II. PA HELPS Program

1. **Supervisors**: Indicate the name (as listed on the Teacher Information Management System), title, telephone number, and email address of the site supervisor for the intern. The site supervisor must be certified by the PA Department of Education as a school nurse, school counselor, school social worker, or school psychologist.
2. **Internship Requested**: Select the number of available internships, specify if interns have been selected, and indicate length of internship.

LEA Certification

Provide your name, dated signature, title, and telephone number.

The statements are determined based upon program criteria and are tailored specifically to the application process and its additional requirements upon approval. All correspondence will be addressed to the POC the LEA has indicated in Section I.

1. **Agreements**: All organizations are required to sign a program agreement with PHEAA. The agreement provides assurance that the organization will adhere to program guidelines. The organization listed in Section I must sign the agreement.

2. **Notices**: Notices and rosters, such as correspondence advising of a student's eligibility, ineligibility, or completion, must be read and addressed in a timely manner. PHEAA requires organizations to complete agreements to have access to PHEAA's system for ease of delivery of communications.
3. **Disbursements**: All PA HELPS funds are disbursed to the LEA via electronic funds transfer, which requires the organization to have an approved PHEAA Automated Clearing House (ACH) Authorization Agreement on file. The agreement will need to be completed before funds will be disbursed to the school. The entire PA HELPS award must be used to compensate the intern.

Next Steps

Once your application has been received and processed, you will receive an email from **pahelps@pheaa.org** with useful information and documents for new enrollment. If approved, a letter will be sent including the approved terms for your LEA. If denied, PHEAA will notify you. Please note awarding will be based on a first-come, first-served basis, upon receipt of your application. For internships starting in the fall, the application window will remain open until December 31, 2026. For internships starting in the spring, the application window will remain open until March 31, 2027. If additional funds become available, the application window may be reopened.

If you have any questions concerning the completion of this application, you may contact PA HELPS staff by emailing **pahelps@pheaa.org** or calling 1-800-443-0646.

Local Education Agency Application

PA Mental Health Education Learning Program in Schools (PA HELPS)
2026-27 Award Year

PHEAA
Pennsylvania Higher Education Assistance Agency

Section I. LEA Demographic Data (See instructions before completing this section.)

Local Education Agency Name: Conrad Weiser Area School Distrct		
LEA Type: ◉ School District ○ Intermediate Unit ○ Area Career and Technical School ○ Charter School ○ Regional Charter School ○ Cyber Charter School		
Street Address: 44 Big Spring Road	City: Robesonia	
	State: PA	ZIP Code: 19551
Federal Employer ID Number (EIN): 23-6005756	County: Berks	
Telephone Number: (xxx-xxx-xxxx) 610-693-8542	Fax Number: 610-693-8586	
LEA Official Point of Contact		
First Name: Stephen (until April, 2027) then Alissa	Last Name: Burnham then Sweigart	
Email: s_burnham@conradweiser.org then a_sweigart	Telephone Number: 610-693-8542	
Title: Assistant Superintendent		

Section II. Internship Program Data (Complete this section to identify your site supervisor and the internship available at your school)

School Psychologist		
Site Supervisor First Name:	Site Supervisor Last Name:	
Site Supervisor Title:		
Site Supervisor Email:	Site Supervisor Telephone Number:	
Does the site supervisor hold a valid certification as a school psychologist? ○ Yes ○ No		
Number of Available Internships:	Intern Selected: ○ Filled ○ Unfilled ○ Partially Filled	Length of Internship: (mm/dd/yyyy-mm/dd/yyyy) –

Local Education Agency Application

PA Mental Health Education Learning Program in Schools (PA HELPS)

2026-27 Award Year

Pennsylvania Higher Education Assistance Agency

School Nurse		
Site Supervisor First Name:	Site Supervisor Last Name:	
Site Supervisor Title:		
Site Supervisor Email:	Site Supervisor Telephone Number:	
Does the site supervisor hold a valid certification as a school nurse? ◯ Yes ◯ No		
Number of Available Internships:	Intern Selected: ◯ Filled ◯ Unfilled ◯ Partially Filled	Length of Internship: (mm/dd/yyyy-mm/dd/yyyy) -

School Social Worker		
Site Supervisor First Name:	Site Supervisor Last Name:	
Site Supervisor Title:		
Site Supervisor Email:	Site Supervisor Telephone Number:	
Does the site supervisor hold a valid certification in any of the following: (Select all that apply) ☐ School Social Worker ☐ PA Home and School Visitor ☐ Licensed Social Worker (LSW) ☐ Licensed Clinical Social Worker (LCSW)		
Number of Available Internships:	Intern Selected: ◯ Filled ◯ Unfilled ◯ Partially Filled	Length of Internship: (mm/dd/yyyy-mm/dd/yyyy) -

Local Education Agency Application

PA Mental Health Education Learning Program in Schools (PA HELPS)
2026-27 Award Year

Pennsylvania Higher Education Assistance Agency

School Counselor		
Site Supervisor First Name: Nicole	Site Supervisor Last Name: Moore	
Site Supervisor Title: Principal		
Site Supervisor Email: n_moore@conradweiser.org	Site Supervisor Telephone Number: 610-693-8542	
Does the site supervisor hold a valid certification as a school counselor? (●) Yes ( ) No		
Number of Available Internships: 1	Intern Selected: (●) Filled ( ) Unfilled ( ) Partially Filled	Length of Internship: (mm/dd/yyyy-mm/dd/yyyy) 1/19/2027 – 5/3/2027

LEA Certification

I declare under penalty of the laws of the Commonwealth of Pennsylvania and of the United States that this form has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I understand that submission of this form does not guarantee that this LEA will be approved to receive funding for each internship requested. I agree to return all 2026-27 Award Year Intern Applications by December 31, 2026. I agree to adhere to the PA HELPS ACH Authorization Agreement and Remote Access Agreement and to respond and check notices within a timely manner. I also understand that an agreement will be sent to me outlining the awarded amount per each approved individual receiving the internship program award along with its requirements. If at any point, I decide I no longer want my LEA's participation posted publicly or otherwise, I will revoke my consent through the **pahelps@pheaa.org** mailbox to document the revocation. This request must be performed per award year. Lastly, any agreements must be completed and returned to PHEAA before any funds will be disbursed to the participating parties.

Applicants may choose to use paper or electronic documentation. PHEAA will accept electronic signatures from an applicant. A document outlining how to create acceptable signatures is available upon request or at **pheaa.org/sgspResources**.

First Name: Stephen	Last Name: Burnham	Title: Assistant Superintendent
Signature: 	Telephone Number: 610-693-8542	Date: 10/13/2026

Please return this form via email to **pahelps@pheaa.org**, via fax at 717-720-3786, or via mail to:

PHEAA/PA HELPS
PA State Grant and Special Programs
1200 North Seventh Street
Harrisburg, PA 17102-1444

Participation Agreement Addendum: School Counselor

PA Mental Health Education Learning Program in Schools (PA HELPS)

Instructions: Initial indicating agreement with each statement.

_____ A Pennsylvania Local Education Agency (LEA) is required to provide the Pennsylvania Higher Education Assistance Agency (PHEAA) with a copy of the agreement establishing the internship between the LEA and the school the intern is attending for their Educational Specialist Preparation Program.

_____ The internship will build on postsecondary classroom learning experiences using best practices.

_____ The site supervisor will be provided with time for activities related to the direct supervision of the intern.

_____ The internship will provide a variety of opportunities for the intern across various student age ranges, student need areas, and service delivery models.

_____ All funds disbursed must be used to pay the intern for work performed during the internship. The funds may be used to pay all legally required payroll deductions as a result of the intern's employment with the LEA.

_____ The intern will be supervised by an individual holding an active Pennsylvania Department of Education School Counselor Certification.

2027-2028 School Calendar

Conrad Weiser Area School District
44 Big Spring Road
Robesonia, PA 19551

Go Scouts!

Aug 16-17	New Teacher Orientation
Aug 18,19, 23	No School (K-12 In-service)
Aug 24	First Day of School for Students
Sept 3-Sept 6	No School K-12 / Labor Day Weekend
Sept. 20	No School (K-12 In-service)
Oct 7	HS Parent Teacher Conference
Oct 8	Early Dismissal (K-12 In-service)
Oct 11	No School (K-12 In-service)
Nov 5	Early Dismissal K-12
Nov 22-23	Early Dismissal K-12
Nov 22-23	Elementary & Middle Parent/Teacher Conf.
Nov 24	Early Dismissal (K-12 In-service)
Nov 25-29	No School K-12 / Thanksgiving Vacation
Dec 23	Early Dismissal (K-12 In-service)
Dec 24-31	No School K-12 / Winter Holiday
Jan 13-14	Early Dismissal (K-12 In-service)
Jan 17	No School K-12 / MLK Day
Jan 18	No School (K-12 In-service)
Jan 19	Start of 2nd semester
Feb 11	Early Dismissal (K-12 In-service)
Feb 14	No School (K-12 In-service)
Feb 21	No School K-12 / President's Day
Feb 21	Possible snow make-up day
Mar 2	HS Parent Teacher Conference
Mar 17	Early Dismissal K-12
Mar 20	No School (K-12 In-service)
April 12-17	No School K-12 / Spring Holiday
April 12-13	Possible snow make-up day
May 26	Early Dismissal K-12
May 29	No School / Memorial Day
May 31 - June 1	Early Dismissal K-12
June 2	No School (K-12 In-service)
June 2	Graduation

Early Dismissal Times:
HS: 10:40; MS: 10:45; Elem: 11:40

Testing Dates	
Keystone-Winter Wave 1	Dec. 6-17, 2027
Keystone-Winter Wave 2	Jan. 3-14, 2028
PSSA-ELA	April 24-28, 2028
PSSA-Math/Science/Make-ups	May 1-5, 2028
PSSA-Math/Sci/Make-ups (optional)	May 8-12, 2028
AP Exam Dates	TBD
Keystone Spring	May 15-26, 2028
Keystone Summer	July 24-28, 2028

July 2027

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August 2027

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September 2027

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October 2027

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November 2027

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December 2027

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January 2028

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February 2028

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March 2028

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April 2028

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May 2028

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June 2028

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	No School K-12 (In-Service)
	No School K-12
	New Teacher Orientation
	First & Last Days of School
	Elementary/ Middle School Parent/Teacher Conferences & Early Dismissal K-12
	Early Dismissal K-12 (In-Service)
	9-12 - Finals Early Dismissal K-12
	In-Service Day K-12 Graduation

*** NOTE: IN-SERVICE DATES AND START OF 2ND SEMESTER DATE ARE SUBJECT TO CHANGE**

BSGI
Berkshire Systems Group, Inc

Proposal For:

Conrad Weiser School District
Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Prepared By:

Eric Wittendorf, Senior Applications Specialist
Email: ewittendorf@bsgi.com

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

Customer Name: **Conrad Weiser School District**

Project Location: **Conrad Weiser SD - West Elementary School**

Contact Name: **Eric Lutz, E_Lutz@conradweiser.org**

Scope of Work

Berkshire Systems Group, Inc. (BSGI), is pleased to present the Conrad Weiser School District (CWSD) with our proposal for the conversion of the district's Lenel OnGuard access control system to Genetec's Synergis access control platform. This conversion will affect the High School, Middle School and East Elementary Schools.

This proposal includes PEPPM level pricing for the Genetec listings (35% off MSRP) and applicable labor rate. The remaining items are open market pricing (10% off MSRP). The details of the work to be provided are outlined below.

BSGI will start the process by accessing the SQL database of the Lenel OnGuard system to retrieve pertinent data to import into the Genetec database. That information consists of the following:

- **Cardholders**
* **Cardholder pictures**
- **Cardholder groups**
- **Credentials (except for PINs)**
- **Doors (entities)**
- **Access Control Hardware**

Once the exported data is acquired and brought into the Genetec server (located at the Weiser Decisions MDF), BSGI will recreate the above fields and work with Facilities and IT Groups with the door naming nomenclature. CWSD management is responsible for defining the access level architecture that BSGI will upload in Genetec. BSGI will provide guidance and collaborate and provide recommendations for these newly defined fields.

BSGI in partnership with Facilities and IT Department management, will define time schedules, holidays, input events and output actions. The inputs would be any form of manual or automatic initiating device the activates an event or action. An "event" could be a lockdown for example. An action could be the momentary unlocking of a door. The full database rebuild will be completed prior to the actual conversion moving from the Lenel equipment controlling badge access to the Genetec system fulfilling these operations.

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

CWSD - Genetec Access Control Conversion:

In the field, BSGI will provide battery enclosures at the High School and Middle school at the main LSP (Life Safety Power) enclosures locations installed in the 2022 upgrade. The backup batteries will be relocated to these enclosures to make room for the Genetec's Cloudlink2 appliance installations. A Cloudlink is required at each location. Installing these in the LSP enclosures places them in a controlled environment. These appliances require a CAT6 connection with static IP, subnet and gateway address.

The Cloudlink2 is an intelligent, PoE IoT gateway and edge processor appliance that provides hardware bridging to Mercury, Axis and 3rd party electronic locking equipment. It also runs local decisions, threat level responses and peer-to-peer I/O logic if the server connection is severed. BSGI will provide CAT6 cable from the IDF to each Cloudlink2 appliance.

The Cloudlink2 appliances, when initiated, will take over the existing Lenel X3300 intelligent controllers. The 3300 boards manage the card holder data for all down-stream reader boards and card readers. This re-imaging converts the Lenel hardware OEM code to Genetec's access hardware. This future proof's the district's investment in the new technology and creates additional security options moving forward. All existing enclosures, devices and wiring will remain in place. New CAT6 cable is required for the Cloudlink2 units which BSGI will provide to the designated patch panel as per the IT Department.

CWSD - Genetec Access Control Licensing:

BSGI will provide the necessary card reader licensing and ADV (Genetec's Advantage Technical Support) as part of their K-12 EDU package. Both Weiser Decisions and West Elementary schools are on the Genetec platform and the HS, MS and East Elementary will be added to that program. The SSA (Software Support Agreement), will reflect these 54 additional card readers. Genetec's SSA is a 5-year license.

When each controller is converted to Genetec, BSGI will test all card readers connected to that controller. This will be done by performing a card read at each door to see that the "card admit" shows in Genetec. We will hold the door open to receive a "door held open" alarm. We will perform a "door forced" procedure to register a "door forced open" alarm in Genetec and "card reject" test by presenting a card to the card reader that is not listed in the Genetec system. These procedures will be conducted for all the access doors in the HS, MS, and East Elementary. We will run a report in Genetec once each school has been converted.

CWSD - Genetec Programming and Training:

BSGI will provide user training of Security Center to Facilities, Administrative and Security personnel. This training will be coordinated and conducted by BSGI's Technical Trainer. The training will be on site and/or remote for those not able to attend in person. This training will demonstrate day-to-day operation as well as higher level administrative use for HR and Senior Management. BSGI will provide hand-out, documentation as part of the on-site training. Client licenses are included to deploy five (5), full client connections, mobile or web browser connections.

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

CWSD - East Elementary LSP Enclosure:

BSGI will replace East Elementary's two existing legacy access enclosure/power supplies that contain Lenel access control boards and transfer them to a new Life Safety Power, managed E8M2 Series Panduit, ProWired enclosure. Life Safety Power supplies are deployed at West ES, Weiser Decision, HS and MS. This will standardize the district on the same solution and negate the need for different replacement parts at one location as compared to all others. Deploying this solution also provides space for future expansion with also allowing space to mount the Genetec Clouldlink and Aiphone IX relay module. New 12V 12Ah batteries and battery enclosure will also be installed. BSGI will provide a CAT6 cable to the IDF as needed.

CWSD - High School Office Vestibule Release Button:

BSGI will provide a desktop, 2-Button station that will be used to momentarily unlock the vestibule door at the main office. This will be wired to a local terminal enclosure (TE) above the ceiling and from the TE we will provide a multi-conductor cable back to the two LSP enclosures in the IDF room. BSGI will connect the desktop button directly to the access control board that the vestibule card reader is associated to. When the button is pressed, this will activate and "event" that will momentarily unlock the door.

CWSD - Multi-technology ID Credentials:

BSGI will provide 600 Wavelynx, 4K, EV2 ISO blank credentials to replace the district's legacy, proximity only credentials. The cards are BSGI's reserved format from Wavelynx so that no one card in this format will be duplicated. These can be printed on both sides and have read/write capabilities. They can be utilized on the existing proximity card readers throughout the district as well as on the office copier card readers and the time and attendance systems.

CWSD - Multi-technology Card Readers:

BSGI strongly recommends the move from legacy card readers to multi-technology card readers to mitigate the vulnerability issues associated with LF low frequency credentials and card readers. Changing credentals to multitechnolgy allows the use of the HF (High frequency) portion and eventual shutdown of proximity portion of the new card readers.

Copier and Time and Attendance systems will continue to use LF proximity of the multi-technology credentials. BSGI will replace 33 priority determined card readers to reduce the aging technology exposure.

Once deployed, the new Wavelynx readers will utilize (High-frequency) along with the BLE (Bluetooth) and NFC (Near Field Communications) capabilities.

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

Clarifications:

- **All work to take place during normal business hours (7:00AM - 3:30PM, M-F)**
- **BSGI to have free access to all work areas described in SoW**
- **All on-site labor is quoted at Davis Bacon prevailing wage rate**
- **BSGI will revise this proposal if after-hours installation is required by CWSD**
- **CWSD IT Department to provide IP, subnet and gateway address for the Cloudlink2 appliances**
- **Permits and Fees are not included**
- **PEPPM pricing utilized**
- **All equipment and labor is covered by a 1-year warranty**
- **Pricing is valid for 30 days from the date on this proposal**

We thank you for the opportunity to provide you with our security solution and services.

01 - Genetec Access Control Conversion

QTY	Manufacturer	Description
3	Genetec	Synergis™ Cloud Link with 4GB of RAM, 16GB Flash, second generation, installed with Synergis™ access control firmware, four RS-485 ports, PoE.
1	Genetec	1 DMP intrusion panel connection. With SC 5.10 or earlier, requires the GSC-AP-Base and one of Standard, Pro and Enterprise packages. Mandatory Genetec Advantage. 1 Part per panel.
4	Life Safety Power	Expansion enclosure for top or bottom of E4
1	BSGI	Installation
1	BSGI	System Commissioning
1	BSGI	Drawing Update
1	BSGI	One Year On Site Warranty

02 - Genetec Licensing

QTY	Manufacturer	Description
54	Genetec	1 Synergis Education reader connection for K12 - 5 Years
1	Genetec	Genetec Advantage for 1 intrusion alarm panel – 5 Years

03 - BSGI Genetec Programming and Training

QTY	Manufacturer	Description
1	BSGI	Project Management
1	BSGI	Installation
1	BSGI	System Programming
1	BSGI	System Commissioning
1	BSGI	On-Site End User Operator Training, 4+ Sessions
1	BSGI	One Year On Site Warranty

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

04 - HS Office Vestibule Release Button

QTY	Manufacturer	Description
1	Alarm Controls	DESK TOP CONSOLE M1 BLACK 2 SPDT MOM SW -GRN -NON ILLUM
1	Windy City Wire	18/4 Unshielded Stranded CMP, Request-To-Exit, Motion Sensor, Keypad Wire
1	Space Age Electronics	TC1 18 PT TERM CAB BLACK, W/SCREW 6.5 X 8.5 X 2.5 W/CUSTOM SCREEN (Replaces SSU01635 - NT)
1	BSGI	Consumables (Wiremold/Raceway, anchors, P-clips, Spiral wrap

05 - East Elementary LSP Enclosure

QTY	Manufacturer	Description
1	Life Safety Power	Mercury Hardware,16-Door Capacity, ProWired, Network Managed 400W, E8 Series, 1502/MR-52 30"x36"x6.5"
1	Life Safety Power	LSP ConnectPRO SDU-06D / USB/DVI KVM Cable /6FT DVI-D M/M W/USB A/B Dual Link 2-in-ONE KVM Cable
1	Life Safety Power	Expansion enclosure for top or bottom of E8, 8.1 x 30 x 6.5"
3	Power Sonic	12 Volt 12Ah Battery
1	BSGI	Consumables (Conduit, Unistrut)
1	BSGI	Installation

06 - Secure Credential Upgrade

QTY	Manufacturer	Description
600	Wavelynx	Wavelynx EV2 4K ISO Cards - BSGI Format

07 - Wavelynx - Multi Technology Card Reader Deployment

QTY	Manufacturer	Description
25	Wavelynx	APEX STANDARD SINGLE GANG READER WITH PIGTAIL, SUMMIT, HF, PROX, BLE, NFC
8	Wavelynx	APEX STANDARD MULLION READER WITH PIGTAIL, SUMMIT, HF, PROX, BLE, NFC
1	BSGI	Installation
1	BSGI	One Year On Site Warranty

Financial Summary

Total Proposal Amount **$82,720.00**

*****Price Valid for 30 Days *****

PROJECT DETAILS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

BSGI offers systems under the terms and conditions of PA COSTARS (Cooperative Purchasing Program) contracts:

Security, Surveillance, & Fire Maintenance ITQ # 4400032957 (New effective 6/1/26)
Theater Furniture, Fixtures, Audio/Visual Equipment #034-E22-133
Security, Surveillance & Fire Alarm Systems and Services #040-E22-129

Berkshire Systems Group Federal EIN #232218930 SAP #125369 DGS Contractor #4400000185

PEPPM Genetec Berkshire Systems Group, Inc. 548722-080

PROJECT ACCEPTANCE:

Berkshire Systems Group, Inc.

Eric Wittendorf

Conrad Weiser School District

Signature Date

PO#

INCLUSIONS & EXCLUSIONS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

Proposal includes only checked items below.

Included		Included	
☐	Lifts	☐	Network Cabling
☐	Trenching	☐	Network Configuration & Programming
☐	Patching & Painting	☐	Network Support
☐	AC Power Circuits	☐	Network Server Connectivity
☐	Door Hardware	☐	Network Hardware
☐	Electrified Door Hardware	☐	Switches
☐	Elevator Work	☐	Routers
☐	Roof Penetrations	☐	Servers
☐	Fire Stopping	☐	Patch Panels
☐	Ceiling Tiles	☐	Routers/Firewall
☑	Testing	☐	Equipment Racks
☑	Field Terminations	☐	Telephone Lines
☐	Head End Terminations	☐	Fiber Optic Cable
☑	Training	☐	Fiber Optic Connectors
☐	Coordination with Subcontractors	☐	Fiber Optic Splicing
☑	Installation Labor	☐	Fiber Optic Patch Cables
☐	After Hours Labor	☐	Fiber Optic Patch Panel
☐	Lodging, Meals & Travel Expenses	☐	Data Back Ups
☑	Prevailing Wages Rates	☐	Data Input (such as Card Holder Data)
☐	Permits	☐	Sales Tax
☑	Drawings	☐	Use Tax
☐	Submissions to the AHJ	☑	Shipping
☐	Traffic Control	☐	Monitoring Service
☐	Acoustical Treatments	☐	Opening & Closing Reports
☐	ICRA Tents	☐	Runner Service
☐	Project Storage	☑	One Year Warranty
☐	Toilet Facility	☐	Two Year Warranty
☐	Room Sealing for Clean Agent Suppression	☐	Three Year Warranty
		☐	Five Year Warranty

TERMS & CONDITIONS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

1. LIMITATION OF COMPANY'S LIABILITY. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, IFCOMPANY IS FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE TO BREACH OF CONTRACT OR WARRANTY, ANY DEGREE OF NEGLIGENCE OF COMPANY IF PERMITTED BY APPLICABLE LAW, STRICT PRODUCT LIABILITY, SUBROGATION, INDEMNIFICATION OR CONTRIBUTION, OR ANY OTHER THEORY OF LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT, THE SYSTEM, OR ANY SERVICES CONTRACTED-FOR UNDER THIS AGREEMENT, COMPANY'S MAXIMUM LIABILITY WILL BE LIMITED TO THE SUM OF TWO THOUSAND FIVE HUNDRED DOLLARS ($2,500.00), AND THIS LIABILITY SHALL BE EXCLUSIVE. COMPANY MAY ASSUME A GREATER LIABILITY, BUT ONLY FOR AN ADDITIONAL CHARGE TO BE AGREED UPON BY CUSTOMER AND COMPANY IN WRITING. THIS LIMITATION OF LIABILITY SPECIFICALLY COVERS LIABILITY FOR, AMONG OTHER THINGS, LOST PROFITS; DAMAGED OR DESTROYED PROPERTY, OR LOSS OF USE OF PROPERTY; GOVERNMENT FINES AND CHARGES; PERSONAL INJURIES, PAIN AND SUFFERING AND DEATH; LOSS OF WAGES AND EARNING CAPACITY; CROSS-CLAIMS AND CLAIMS FOR INDEMNITY AND CONTRIBUTION; AND THE CLAIMS OF THIRD PARTIES. ALSO COVERED BY THIS LIMITATION ARE THE FOLLOWING TYPES OF DAMAGES: DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL AND PUNITIVE DAMAGES. THROUGHOUT THIS AGREEMENT, THE COMPANY INCLUDES ITS EMPLOYEES, SUBCONTRACTORS (INCLUDING THE MONITORING SUBCONTRACTOR). NOTHING CONTAINED HEREIN SHALL BE CONSTRUED IN A MANNER WHICH WOULD RENDER OR MAKE THIS CLAUSE, IN WHOLE OR IN PART, VOID AND/OR UNENFORCEABLE.

2. INSURANCE WAIVER OF SUBROGATION. Customer understands that the COMPANY IS NOT AN INSURER. Customer is responsible for obtaining all insurance Customer believes is necessary. The payments Customer makes under this Agreement are not related to the value of the Premises or Customer's possessions, but based on the cost of the System and Company's services only. To the fullest extent permitted by applicable law, Customer and Customer's insurance company release Company from any liability for any loss, event or condition covered by Customer's insurance. THIS IS A WAIVER OF SUBROGATION PROVISION.

3. LIMITED WARRANTY. (Does Not Apply to Take Over)

(a) For 12 months from the date of this Agreement and for New Sales only, Company warrants that if any part of the System actually sold and installed by Company does not work because of a defect or because of ordinary wear and tear, Company will repair or replace that part at no charge to Customer. The Limited Warranty does not cover batteries, nor does it apply if the System has been damaged by Customer, accidents, power surges, misuse, vandalism, lack of proper maintenance, or unauthorized changes or acts of God (such as fires, earthquakes, floods, tornadoes, etc.).

(b) This Limited Warranty is the only warranty Company makes, is made only if Company installed the System, and takes the place of all other warranties whether express or implied. NO EXPRESS OR IMPLIED WARRANTIES EXTEND BEYOND THE FACE OF THIS AGREEMENT. THE COMPANY MAKES NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ANY AND ALL SUCH WARRANTIES BEING EXPRESSLY WAIVED UNDER THIS AGREEMENT.

(c) Company will only provide Limited Warranty service if Customer notifies Company of a problem or need of service. Once notified, Company will service the System as soon as it reasonably can during normal business hours (9:00 a.m. to 5:00 p.m.), excluding Saturday, Sunday and Holidays. Company makes no promise that there will be no interruption of services after a service request has been made and before service is complete.

4. CUSTOMER'S PROTECTION OF COMPANY. THIS AGREEMENT IS INTENDED ONLY FOR CUSTOMER'S BENEFIT. THEREFORE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, CUSTOMER SHALL PROTECT, INDEMNIFY, DEFEND, RELEASE AND HOLD HARMLESS COMPANY FROM ALL LIABILITY AGAINST ALL THIRD PARTY CLAIMS OR LOSSES (INCLUDING PAYMENT OF COMPANY'S ATTORNEYS' FEES AND COSTS) BROUGHT AGAINST COMPANY ARISING FROM OR RELATING TO THIS AGREEMENT AND/OR THE SYSTEM, BUT (a) ONLY TO THE EXTENT CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENT ACTS OR OMISSIONS OF THE CUSTOMER OR ANY THIRD PARTY, AND (b) FROM THE COMPANY'S OWN NEGLIGENCE, BUT ONLY IF PERMITTED BY APPLICABLE LAW. NOTHING CONTAINED HEREIN, INCLUDING (b) ABOVE, SHALL BE CONSTRUED TO REQUIRE ANY INDEMNIFICATION WHICH WOULD RENDER OR MAKE THIS CLAUSE, IN WHOLE OR IN PART, VOID AND/OR UNENFORCEABLE.

5. CUSTOMER'S AGREEMENTS. Customer has the authority to sign this Agreement and in doing so will not violate any other agreement. It is the sole responsibility of Customer to test the operation of the system Central Station Monitoring at least weekly, and immediately notify Company of any problem or need of any service. To the extent the applicable Township requires a construction, electrical or any other permit for any of the installation or other services contracted-for under this Agreement, Customer authorizes Company to apply for said permits as its agent. Customer understands that the System is designed to reduce, but not eliminate, certain risks. Company does not guaranty that the System will prevent personal injury, property damages, or unauthorized entrances into the Premise.

Customer understands and agrees that any subcontractor retained by Company to provide any of the services under this Agreement (including the Monitoring Subcontractor), are independent contractors and independent operating companies. There is no partnership, joint venture, employer/employee, master/servant, or other similar relationship between them.

Customer agrees to pay Company its charges on a per-call time and materials basis for (i) any service to the System not covered by any Warranty service or otherwise requested on an emergency basis; and (ii) time spent by Company, waiting at the Premises for the local authority having jurisdiction or applicable Township inspector to inspect and/or approve any installation of other services contracted for under this Agreement. All of Customer's duties and obligations under this Agreement continue even if the Customer sells or leaves the Premises. Customer agrees to register the System, if required by the local county, township or municipality.

6. REMEDIES. If Customer fails to perform its obligations under this Agreement, Company will give Customer written notice of default. If Customer does not cure the default in full within 10 days of the date of the notice, Company may terminate this Agreement and Customer must pay Company, to the fullest extent permitted by applicable law: (a) all amounts then due; (b) 50% of the amount due the Company for the remainder of this Agreement (as an agreed-upon amount of damages and not as a penalty); and (c) Company's reasonable collection costs, including attorney's fees and costs. If this Agreement is terminated, Company will not provide any other services, including Monitoring Services, after that date. If Company waives any default, Company is not waiving other defaults. Any waiver by Company must be in writing. Company reserves the right to terminate the Monitoring, with no further obligation to Customer, upon 14 days advance written notice to Customer in the event of (i) excessive runaway and/or false signals, or (ii) non-monetary material breaches of this Agreement, or the reasonable policies and procedures of the Monitoring Subcontractor. Any default by the Customer under this Agreement is a cross-default under any and all other agreements between the Customer and Company, and the Company has all of the rights and remedies available to it under any other such agreement.

TERMS & CONDITIONS

Conrad Weiser SD - High School - Middle School & East Elementary Genetec Access Conversion Rev.3

Proposal: 15433-9-0

7. LATE CHARGES/PRICE INCREASES. All invoices from Company are due within 30 days of receipt, unless otherwise stated in writing. If Customer is more than 15 days late with payment, Company can charge Customer interest of 1.5% per month (18% per annum), or the maximum amount permitted by applicable law.

8. ASSIGNMENTS/SUBCONTRACTORS. Customer cannot transfer or assign this Agreement without Company's prior written consent. COMPANY MAY SUBCONTRACT THIS AGREEMENT (IN WHOLE OR IN PART) AND, IF COMPANY DOES SO, THE SUBCONTRACTOR WILL HAVE THE RIGHT TO ENFORCE, AND RECEIVE THE BENEFIT OF, ALL TERMS & PROVISIONS OF THS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE LIMITATION OF COMPANY'S LIABILITY, CUSTOMER'S PROTECTION OF COMPANY, AND WAIVER OF SUBROGATION. COMPANY MAY ASSIGN OR SELL THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW.

9. LIMITATIONS ON LAWSUITS; JURY TRIAL. Customer must bring any lawsuit against Company within 1 year after the act, omission or event occurred upon which the lawsuit is based. If Customer does not, Customer has no right to sue Company. Time is of the essence. The discovery rule shall not apply to toll this one (1) year limitation period. TO THE FULL EXTENT PERMITTED BY LAW, COMPANY AND CUSTOMER BOTH GIVE UP THE RIGHT TO A JURY TRIAL.

10. FALSE ALARM CHARGES. In the event a fine, penalty or fee is assessed against Customer or Company by any governmental or municipal authority, department or agency as a result of any false or other alarm condition, Customer agrees to be solely responsible for payment, and shall reimburse the Company for any related fines, penalty or fees it pays.

11. MISCELLANEOUS. This Agreement contains the entire understanding between Customer and Company relating to the subject matter hereof, and replaces any earlier discussions or agreements. This Agreement cannot be changed except by a writing signed by Customer and Company. If any provision of this Agreement is found to be invalid, the remaining provisions are still effective. The law of the State where the Premises is located governs this Agreement. The terms and conditions of this Agreement shall prevail over any other terms and conditions of any order form, proposal, purchase order, or other agreement submitted by Customer, even if signed by Company. EXCEPT FOR SUBCONTRACTORS AND ASSIGNEES UNDER SECTION 9 ABOVE, THERE ARE NO THIRD PARTY BENEFICIARIES TO THIS AGREEMENT.

Any repair, service or equipment which Company provides to Customer in the future is subject to the terms of this Agreement, including the Limitation of Liability, Customer's Protection of Company, and Waiver of Subrogation, unless otherwise expressly stated in another written agreement. This Agreement is not binding on the Company until the earlier of: (i) Company signs this Agreement; or (ii) services are commenced under this Agreement.

CUSTOMER INITIALS _____

* I HAVE READ AND AGREE TO THE GENERAL TERMS

Conrad Weiser Area School District
Tuition Reimbursement - Faculty

Last Name	First Name	COURSE	COLLEGE	TOTAL	80%	50%
James	Mary	Differentiated Instruction	Western Governors University	$515.00	$412.00	
Reber	Krysta	Curriculum and Instruction	Wilkes University	$1,764.00	$1,411.20	
Reggiani	Lisa	Differentiated Instruction	Western Governors University	$515.00	$412.00	
			Totals:	**$2,794.00**	**$2,235.20**	**$0.00**

Conrad Weiser Area School District
Tuition Reimbursement - Administration/Staff

Last Name	First Name	COURSE	COLLEGE	TOTAL	100%	80%
Holota	Jonathan	Doctoral Dissertation	Drexel University	$ 1,586.00	$ 1,586.00	
			Total:	$ 1,586.00	$ 1,586.00	$ -