

OCTORARA AREA SCHOOL DISTRICT WORK SESSION

**January 8, 2024– 7:00 p.m.
Jr. High School Multi-Purpose Room**

DISCUSSION GUIDE

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Visitors' Comments – Agenda Items Only
5. Presentations
6. Information Items
7. Presentation of Agenda Items for the January 16, 2024 Regular Monthly Public Meeting:
 - A. That the Octorara Board of School Directors elect _____ as Board Treasurer from January 16, 2024 through June 30, 2024.
 - B. That the Octorara Board of School Directors approve the Health and Safety Plan.
 - C. That the Octorara Board of School Directors approve the Agreement with the County of Chester for space and equipment at the Chester County Public Safety Training Campus effective October 15, 2023 through September 14, 2024.
 - D. That the Octorara Board of School Directors approve the low bid from Spectra Electrical Construction to perform upgrades to the electrical system at the Octorara Senior High School Weld Shop at a cost of \$73,900.
 - E. That the Octorara Board of School Directors approve the Agreement with PowerSchool for Human Resource services at a cost of \$27,448.40 and Finance services at a cost of \$36,166 effective January 17, 2024 with an implementation fee of \$199,930.
 - F. That the Octorara Board of School Directors approve the CoStars Agreement with Premium Power Services, LLC for a Gillette generator for the Sr. High School at a cost of \$51,641 with an installation/start up fee of \$14,625.
 - G. That the Octorara Board of School Directors approve the Agreement with Always Safe Sidewalks for District sidewalk repair at a cost of \$19,601.60.
 - H. That the Octorara Board of School Directors approve the use of the Octorara Jr. High and Sr. High gymnasiums beginning at 8:00 a.m. on Sunday, February 4, 2024 for an Octorara Youth Wrestling tournament.
 - I. That the Octorara Board of School Directors approve the request for unpaid family medical leave for the purpose of child rearing for Ms. Lauren Morlando from

approximately April 29, 2024 through the end of the 2023-2024 school year. (Ms. Morlando is a Learning Support Teacher at the Octorara Intermediate School.)

- J. That the Octorara Board of School Directors approve the Addendum to Agreement Between Parties for student "A".
- K. That the Octorara Board of School Directors approve the following bus drivers for Althouse Transportation for the 2023-2024 school year:
Jennifer Turnier, Bus #24
Sharon Pierce, School Vehicle #70
- L. That the Octorara Board of School Directors approve the following policies, first reading:
101 *Mission Statement/Vision Statement/Shared Values*
819 *Suicide Awareness, Prevention and Response*

Resignation Approvals:

- M. That the Octorara Board of School Directors accept the resignation of employee "A".
- N. That the Octorara Board of School Directors accept the resignation of Ms. Diane Tyman as an Instructional Assistant at the Octorara Intermediate School effective December 7, 2023. (Hired December 7, 2023)
- O. That the Octorara Board of School Directors accept the resignation of Ms. Savannah Fitzgerald as an Instructional Assistant at the Octorara Jr./Sr. High School effective January 2, 2024. (Hired February 21, 2023)
- P. That the Octorara Board of School Directors acknowledge the no response of the following employees:
Kimberly Lacock, Food Service
Phillip Brandon, Instructional Assistant at the OIS

Hiring Approvals:

- Q. That the Octorara Board of School Directors approve Mr. Ryan King as an Ag Mechanics Teacher at the Octorara Jr./Sr. High School effective the start of the 2024-2025 school year pending completion of employee related documents required by law and the District. Mr. King's salary will be \$65,387 which is Step 10 to MAX of the Bachelor's +15 scale. (Replacing Charles Graydus who retired.)
- R. That the Octorara Board of School Directors approve Ms. Theresa Arrington as a Utility Custodian as per the attached job description effective TBD pending completion of employee related documents required by law and the District. Ms. Arrington's salary will be \$27,216, pro-rated. (This is a new position.)
- S. That the Octorara Board of School Directors approve the transfer of Ms. Bettye Thomas from an Instructional Assistant in the PM Program to an Instructional Assistant for the Life Skills Program at the Octorara Jr./Sr. High School effective January 9, 2024. Ms. Thomas' rate will be \$17.06 per hour for 5.75 hours per day, Monday through Thursday. (Replacing Wendy Zeffert who resigned.)
- T. That the Octorara Board of School Directors approve the transfer Ms. Sarah Danforth from an 8th grade Math Teacher to a long term substitute 8th grade Math Teacher effective January 2, 2024 through the end of the 2023-2024 school year.

U. That the Octorara Board of School Directors approve Ms. Sarah Morrissey as a substitute Athletic Trainer for the 2023-2024 school year. Ms. Morrissey's substitute rate will be \$50 per hour. (Ms. Morrissey is a nurse at the Octorara Jr./Sr. High School.)

V. That the Octorara Board of School Directors approve the following changes in supplemental contracts for the 2023-2024 school year:

Drew Duggan - mentor for Michael Smith – 2 pts @ \$620 – originally approved Cathy Smith as mentor

Adam Udell – Character Club Advisor – 1 pt @ \$620 – originally approved at 2 pts – splitting with Jennifer Watson

Jennifer Watson – Character Club Advisor – 1 pt @ \$620

Eric Sifford – National Honor Society Advisor – change from 1 pt to 4 pts @ \$620

W. That the Octorara Board of School Directors approve the following supplemental contracts for the 2023-2024 school year:

Julianna Kocher	Secondary Music Accompaniment	3 pts @ \$620	\$1,860
Holly Hayes	Jr High Girls Asst Basketball Coach	4 pts @ \$620	\$2,480

X. That the Octorara Board of School Directors approve the following substitute support staff for the 2023-2024 school year:

Brianne McGovern, Instructional Assistant

Elizabeth Meyer, Instructional Assistant

Devon Holm, Instructional Assistant

Y. That the Octorara Board of School Directors approve the following change in salary due to graduate credits earned:

Tammy Simmon	From B (\$57,427) to M (\$62,012)	Step 15 to MAX
Caitlin Cracchiolo	From B (\$56,389) to B+15 (\$58,889)	Step 17 to MAX

8. Policy Committee Report

9. Facility Committee Report

10. Other Items/Concerns

11. Visitors' Comments – General

12. Administrator Comments/Announcements

13. Board Comments

14. Adjournment

Policy/Facility Committee Meeting – Monday, January 8, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Executive Session for Personnel - Monday, January 8, 2024 – Prior to the Work Session in room 102 at the Jr. High School

Finance Committee Meeting – Tuesday, January 16, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Tuesday, January 16, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, January 22, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room



ARP ESSER Health and Safety Plan Guidance & Template

The Federal Health Emergency (PHE) for COVID-19, declared under Section 319 of the Public Health Service (PHS) Act, expired at the end of the day on May 11, 2023.

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;

3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:
 - a. Universal and correct wearing of [masks](#);
 - b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding); c. [Handwashing and respiratory etiquette](#);
 - d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
 - e. [Contact tracing](#) in combination with [isolation](#) and quarantine, in collaboration with State and local health departments;
 - f. [Diagnostic](#) and screening testing;
 - g. Efforts to provide COVID-19 [vaccinations to school communities](#);
 - h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
 - i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021. * The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC Guidance](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: OCTORARA AREA SCHOOL DISTRICT

Initial Effective Date: January 17, 2023; replaces plan approved on July 19, 2022.

Date of Revisions: January 16, 2023, July 17, 2023

Date of Last Revision: January 16, 2024

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The Octorara Area School District (OASD) implemented a health and safety plan during the 2020-2021 school year using mitigation strategies supported by the Center for Disease Controls, Pennsylvania Department of Health, CHOP Policy Lab, and the Chester County Health Department. These strategies were successful in supporting the larger public health initiative to slow the spread of COVID-19 and to protect the school community, especially those at high risk for severe illness. Octorara also partnered with the Chester County Intermediate Unit to provide vaccination clinics to teachers and staff and shared information about vaccine clinics with families.

Octorara will continue to monitor the latest guidance from the Center for Disease Controls, Pennsylvania Department of Health, CHOP Policy Lab, and the Chester County Health Department. This information will help the district determine the effectiveness of its mitigation strategies. As required by the Pennsylvania Department of Education, the Health and Safety Plan will be reviewed by the board of school directors every six months. The table found in subsequent pages describes the strategies, policies, and procedures the Octorara Area School District will employ during the 2023-2024 school year.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The Octorara Area School District resumed full in person learning for grades K-12 on Monday, August 30, 2021. Students wishing to attend school remotely were offered instruction through the Octorara Virtual Academy. Octorara's PDE approved emergency instructional time waiver included a combination of in person, synchronous remote, and asynchronous remote to in order to meet the minimum 180 days of instruction and hour requirements at the elementary and secondary levels.

During the 2021-2022 school year the district employed 7 full-time counselors, 5 full time intervention specialists, and 6 reading specialists. Psychologist services were provided by independent contractors while the district search for a permanent employee. ESSER funds were encumbered to: create elementary acceleration and intervention classrooms to support student success, add a temporary reading specialist at Octorara Elementary School to provide interventions to students who were not reading at grade level, and continue the mathematics coach initiative at the secondary level, an action step in the Junior Senior High School's ATSI plan. To support math intervention and acceleration at the elementary level, teachers participated in job embedded professional development to support the implementation of the math workshop model. These initiatives will continue during the 22-23 school year. An additional ESSER funded ELA interventionist has been added at OIS to support struggling readers.

During the 21-22 school year, Octorara also used ESSER funds to contract with CCIU and Devereux Behavioral Health for mental health therapists, a social worker, and behavior coaches. These individuals shared intervention strategies to staff and provided individualized services to students in need of social, emotional, and mental health supports. A social work intern was provided by West Chester University. The district became a site for Nita M. Lowery 21st Century Community Learning Centers Program. This grant funded program provided afterschool programming to students in grades K-12. All of these initiatives will continue during the 22-23 school year.

Staff professional development, also paid for with ESSER funds, included refresher courses in Learning Focused Schools (LFS), with an emphasis on training the district's Professional Learning Community Leaders to implement the "Catching Kids Up Acceleration Strategies" model with all learners. Octorara continued to work with the Chester County Intermediate Unit to implement PBIS and MTSS, especially at the secondary level. These initiatives, with additional support from the National Center on Education and the Economy, will continue during the 22-23 school year. The district will also provide professional development in trauma informed instruction.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement Strategies, Policies, and Procedures	
1. Universal and correct wearing of masks ;	<p>Masks will be considered as a mitigation strategy, per school board approved Health and Safety Plan and most recent board action, based on recommendations from PDE, DOH, and/or CCHD.</p> <p>At this time, masking is optional across all settings in OASD.</p> <p>Octorara will provide masks or face shields to any staff member, student, or visitor as requested</p>
2. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding) ;	<p>School buildings and offices will allow for full occupancy.</p> <p>Octorara will consider additional recommendations and mitigation strategies from PDE, DOH, and CCHD, to the greatest extent practicable, as new information becomes available.</p>
3. Handwashing and respiratory etiquette ;	<p>Octorara will teach and reinforce frequent and proper hand washing and respiratory etiquette, including how to properly cover coughs and sneezes.</p> <p>Octorara will encourage hand washing: prior to meals and snacks, after meals and snack, transition back to class from being outside, after using the bathroom, and after blowing nose, coughing, or sneezing. Hands should be washed with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used.</p> <p>Octorara will have available hand sanitizer in classrooms and strategic locations of high traffic areas.</p> <p>Octorara will post signs in buildings reminding students, staff, and visitors of proper respiratory etiquette.</p>

<p>4. Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<p>Octorara will continue to use COVID-19 specific EPA approved disinfectants.</p> <p>Octorara will continue to clean high touch surfaces as needed.</p> <p>When appropriate, classrooms, hallways, offices and common areas will be disinfected with a backpack sprayer with applicable disinfectant and/or electrostatic fogger.</p> <p>Devices and materials that must be shared should be cleaned between uses.</p> <p>The American Industrial Hygiene Association publication “Reducing the Risk of COVID-19 using Engineering Controls” indicates a relative risk reduction (in the transmission of the SARS-CoV-2 virus) of 95% is achieved by establishing 6 air changes per hour (ACH). A relative risk reduction of 99% is achieved by 10 ACH.</p> <p>-Per ASHRAE HVAC, systems will continue to run as engineered having up to 15 cubic feet per minute (CFM) per occupant and up to 10 air changes per hour only at the direction of the facilities director. The district will ensure systems operate properly. Increased circulation of outdoor air by opening windows and doors may be permitted only at the direction of the facilities director.</p> <p>Indoor Air Quality parameters will be monitored to include temperature and relative humidity for appropriate thermal comfort conducive to a work environment as part of COVID-19 mitigation and general indoor environmental quality due diligence.</p>
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<p>5. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p>	<p>When required, Octorara will report all probable and confirmed cases of COVID-19 identified in school to the Chester County Health Department on the prescribed template for such incidents.</p> <p>When required, Octorara will provide to the health department a list of close contact(s) of individuals who were in contact with the COVID 19 positive individual while at school.</p> <p>-When required, Octorara will implement public health guidance on isolation and quarantine.</p> <p>Student, staff, or contractors, who have tested positive for COVID-19 or are identified as a probable case due to exposure outside of school, are encouraged to notify the school nurse immediately. Individuals will be referred to the Chester County Health Department for assistance.</p> <p>Individuals in close contact with a COVID-19 positive case due to exposure outside of school are encouraged to notify the school nurse immediately. Individuals will be referred to the Chester County Health Department for assistance.</p>
<p>6. Diagnostic and screening testing;</p>	<p>Octorara will encourage staff, students, visitors, and contractors to stay home when sick.</p> <p>Staff, students, and visitors shall be sent home if they become ill while on campus.</p> <p>Octorara will maintain adequate personal protective equipment for use when individuals become ill: gowns, N95, surgical, and KN95 masks, eye protection, gloves, etc.</p>
<p>7. Efforts to provide vaccinations to school communities;</p>	<p>Octorara will provide information to families about vaccination clinics and/or how get a COVID-19 vaccine for their child or family member, as requested.</p> <p>Visitors, employees, and students will not be required to be vaccinated against COVID-19.</p> <p>Octorara will not inquire about the COVID-19 vaccination status of any visitor, employee, or student, unless such an inquiry is medically necessary as determined by the school district's physician and/or school nurse.</p>

<p>8. Appropriate accommodations for students with disabilities with respect to health and safety</p>	<p>Accommodations for students with disabilities will be addressed on an individual basis. IEP's and 504 plans will be modified as needed.</p>
<p>9. Coordination with state and local health officials.</p>	<p>Octorara will consult with state and local health departments as needed for COVID related concerns.</p> <p>Octorara will continue to monitor school and community transmission levels, positivity rates, and other metrics to determine prevention and mitigation protocols.</p> <p>Octorara will continue to coordinate response efforts through the Chester County Intermediate Unit.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the Octorara Area School District reviewed and approved the Health and Safety Plan.

The plan was approved by a vote of:

Yes -

No -

Affirmed on: January 16, 2024

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

COUNTY OF CHESTER
FACILITY AND EQUIPMENT USAGE AGREEMENT
FOR
Chester County Public Safety Training Campus

This AGREEMENT (hereinafter made and entered into this _____ day of _____, by and between the **Octorara Area School District**, 228 Highland Road, Atglen, PA 19310, (hereinafter "OASD") and the **County of Chester**, 313 W. Market Street, West Chester, PA 19380, (hereinafter "County") (hereinafter "Agreement")

WITNESSETH THAT:

WHEREAS, the County of Chester owns the Public Safety Training Campus (hereinafter "Campus") located at 137 Modena Road, Coatesville Pennsylvania, and

WHEREAS, the OASD wants to enter into an Agreement with the County to allow OASD students and staff to utilize space and equipment at the Campus for educational and training purposes (hereinafter "Usage")

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. SCOPE OF SERVICES: The County agrees to provide and the OASD agrees to accept space and equipment at the Campus in accordance with the terms of Usage attached hereto and incorporated herein as if fully set forth and marked as Exhibit "A".
2. TERM OF AGREEMENT: The contract period shall be for twelve (12) month period commencing on the 15th day of October 2023, and terminating on the 14th day of September 2024.
3. COMPENSATION AND METHOD OF PAYMENT:
 - a. The OASD agrees to pay the County the sum of Thirty-three Thousand Nine Hundred and Ninety-five Dollars (\$33,995) (hereinafter "Base Fee") for the twelve (12) month term of the Usage contemplated in this Agreement. The OASD further agrees to pay any additional charges that are incurred as set forth in Exhibit A. Payment of the Base Fee will be made on an annual basis as invoiced by the County. Should this Agreement be terminated prior to the end of the initial term, compensation due the County shall be prorated.

The OASD may, subject to availability and in addition to the Base Fee, utilize additional classroom space at a rate of Two Thousand Five Hundred Dollars (\$2,500) per month, per classroom. Additional classroom fees shall be billed by the County as incurred and subject to payment under the terms of this Agreement on a monthly basis.

- b. Payment by OASD is due thirty (30) days following receipt of the invoice as submitted by the County. If an invoice remains unpaid for a period in excess of sixty (60) days, the County shall have the right to pursue all appropriate legal remedies which includes termination of this Agreement or any subsequent extensions. The County will provide the OASD with a written invoice in the last month of the term created herein.
 - c. The County shall maintain appropriate time and cost records during the term of the Agreement regarding any additional charges contemplated in Exhibit A. Such records shall be in conformance with generally accepted accounting principles. Upon request by the OASD, the

County shall promptly provide access to or written copies of said records that support any invoice for additional charges as determined and requested by the County.

4. CHANGES: Changes to this Agreement, may be made subsequently as mutually agreed by the OASD and the County and must be confirmed in writing as an amendment.
5. STAFF PERSONNEL: The following provisions shall apply regarding the OASD Usage of the Campus by its employees, students, and authorized guests:
 - a. The OASD agrees that the OASD and its employees are not covered by worker's compensation or unemployment compensation insurance provided by the County to its employees. The OASD further agrees to provide worker's and unemployment compensation coverage to its employees as may be required by law including the payments of premiums with respect to said coverage. The OASD further agrees that it is solely responsible for the withholding of any taxes whatsoever for the OASD, its employees, and for subcontractors and their employees. The OASD understands and affirms that the OASD personnel are not acting in any capacity as a County employee and are not entitled to any County employment or related benefits.
 - b. All employees and volunteers of OASD shall fully comply with Pennsylvania's Child Protective Services Law regarding mandated reporting (23 Pa.C.S.A. § 6311) and clearance requirements (23 Pa.C.S.A. § 6344). Failure to comply with said statute may result in criminal action against OASD. Please complete and return the attached PA Child Protective Services Compliance Verification Form (Exhibit B).
 - c. RIGHT-TO-KNOW LAW: A). The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, applies to this Agreement. B). Unless the Contractor provides the County, in writing, with the name and contact information of another person, the agency shall notify the Contractor using the Contractor information provided by the Contractor herein if the agency needs the Contractor's assistance in any matter arising out of the Right to Know Law ("RTKL"). The Contractor shall notify the agency in writing of any change in the name or the contact information within a reasonable time prior to the change. C). Upon notification from the County or the Right to Know Requestor that the County requires the Contractor's assistance in responding to a RTKL request for records in the Contractor's possession, the Contractor shall provide the County, within ten (10) calendar days after receipt of such notification, access to, and copies of, any document or information in the Contractor's possession which arises out of the Contract that the County requests ("Requested Information") in order to comply with the RTKL. If the Contractor fails to provide the Requested Information within ten (10) calendar days after receipt of such request, the Contractor shall indemnify and hold the County harmless for any damages, penalties, detriment or harm that the County may incur as a result of the Contractor's failure, including any statutory damages assessed against the County. D). The County's determination as to whether the Requested Information is a public record is dispositive of the question as between the parties. Contractor agrees not to challenge the County's decision to deem the Requested Information a Public Record. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, the Contractor will immediately notify the County, and will provide a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL within seven (7) calendar days of receiving the request. If, upon review of the Contractor's written

statement, the County still decides to provide the Requested Information, Contractor will not challenge or in any way hold the County liable for such a decision. E). The County will not reimburse the Contractor for any costs associated with complying with this provision. F). Contractor agrees to abide by any decision to release a record to the public made by the Office of Open Records, or by the Pennsylvania Courts. The Contractor agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL. Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.

6. ASSIGNMENT: This Agreement or any part thereof may not be assigned by any party to it without written permission of all parties.
7. RECORDS: The OASD shall be responsible for the retention of all records applicable to the Agreement in the event of future audits for seven (7) years from the expiration date of the Agreement.
8. INDEMNIFICATION:
 - a. The OASD, its successors and assigns shall indemnify the County, its Commissioners, officers, officials, employees, representatives, and agents and shall hold them harmless from any and all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties and losses, of any nature, including reasonable attorney's fees and costs, which may arise against the County, its Commissioners, officers, officials, employees, representatives and agents from or related to an act or omission of the OASD, its officials, employees, representatives, students or guests stemming from this Agreement, to the extent any such claim is not otherwise barred by the immunity protections set forth in the Political Subdivision Tort Claims Act, as amended, 42 PA. C.S.A. S 8541 et seq., or other applicable laws.
 - b. The County, its successors and assigns shall indemnify OASD, its officials, employees, representatives, students, guests, and agents and shall hold them harmless from any and all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties and losses, of any nature, including reasonable attorney fees and costs, which may arise against OASD, its officials, employees, representatives, students, guests, or agents from or related to an act or omission of the County, its officials, employees, representatives, guests, or agents stemming from this Agreement, to the extent any such is not otherwise barred by the immunity protections set forth in the Political Subdivision Tort Claims Act, as amended, 42 PA.C.S.A. S8541 et seq., or other applicable laws.
 - c. If any claim of negligence is asserted against either party for with the party seeks indemnification, the party with the obligation to indemnify shall be entitled to assume the defense of or compromise and settlement of such claim with counsel selected by the party with the obligation to indemnify. If the party with the obligation to indemnify elects to assume the defense of the claim, such party will not be responsible for any expense incurred by the other party in retaining counsel to monitor the defense.
9. LIABILITY AND OTHER INSURANCE: The OASD, at OASD's sole cost and expense, shall maintain: (1) commercial general liability insurance and automobile liability against any claims for bodily injury, death or property damage, (2) worker's compensation insurance to the extent necessary under applicable law. All policies of insurance, including policies for any amounts carried in excess of the required minimum, shall be written by companies of recognized financial

standing legally qualified to issue such insurance and shall be maintained continuously in full force and effect.

Minimum Liability Insurance requirements (per occurrence):

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 disease each employee
Bodily Injury by Accident	\$100,000 each accident
Automobile Liability	\$1,000,000 combined single limit
General Liability with following minimum coverage:	
General Aggregate	\$2,000,000
Products-Comp/Ops Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Medical Expense (any one person)	\$25,000
Umbrella Liability	\$1,000,000

10. GENERAL REQUIREMENTS FOR INSURANCE: Except as otherwise approved by County in writing, the following provisions shall apply to each and every policy of insurance, which is required hereunder to carry:

- (a) The form, amount and coverage of each policy, and the insurer under each policy which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Ins. Company Rating Organization)
- (b) The OASD shall deliver suitable proof of insurance to the County upon execution of the AGREEMENT and upon request by the County;
- (c) The OASD shall provide the County with thirty (30) days' notice of any non-renewal, cancellation or material change in insurance policies required by paragraph 9 and provide the County with copies of renewal or replacement policy certificates;
- (d) OASD shall not permit any condition to exist and shall not commit any act or omission, which would wholly or partially invalidate any insurance required in paragraph 9.
- (e) "County of Chester" shall be endorsed as an additional insured on the General Liability coverage.

11. TERMINATION OF AGREEMENT: The County shall have the right to terminate this Agreement for any reason with six (6) months advance written notice to OASD. The County shall also have the right to terminate this Agreement in the event that the OASD breaches any of the terms or conditions of this Agreement; provided, however, that the County shall provide the OASD with thirty (30) days written notice of the OASD's alleged breach of this Agreement; and provided, further, that the OASD shall be entitled in those thirty (30) days to correct or cure any alleged breach of this Agreement. Should the Agreement be terminated any time during the initial term, the annual sum due the County as compensation shall be prorated.

In the event either party needs to terminate or defer the Agreement for its duration or any portion thereof, due to unforeseen circumstances, either manmade or natural, such may be done without any further financial obligation.

12. EQUAL EMPLOYMENT OPPORTUNITY: The OASD shall not discriminate against any of its employees in connection with this work or against any applicant for such employment due to race, color religion, sex, age, handicap, or national origin.
13. LAWS: The OASD shall comply with all federal, state, and local laws during the Usage contemplated by this Agreement.
14. JURISDICTION: This Agreement is governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue shall be in the Court of Common Pleas of Chester County, Pennsylvania or in the Federal Court for the Eastern District of Pennsylvania.

IN WITNESS WHEREOF, THE COUNTY and the OASD have executed the AGREEMENT as of the date above first written, intending to be legally bound hereby.

ATTEST:

CHESTER COUNTY COMMISSIONERS

CHIEF CLERK

CHAIRMAN

DATE

COMMISSIONER

DATE

COMMISSIONER

DATE

ATTEST:

OCTORARA AREA SCHOOL DISTRICT

NAME & TITLE

DATE

**Chester County Department of Emergency Services
Public Safety Training Campus**

FACILITY AND EQUIPMENT AGREEMENT

EXHIBIT A

County Provided Facility Space and Equipment:

1. One (1) classroom/training areas.
2. Workstation Area for one (1) Instructor
3. Space in Apparatus Bay for supplies, training equipment, gear and miscellaneous items.
4. Shared use of copy machine and office support equipment.
5. Use of Tactical Village as specifically permitted, authorized and supervised by the County.
6. Use of portable fire training equipment as specifically permitted, authorized and supervised by the County.
7. Use of facility fire apparatus as specifically permitted, authorized and supervised by the County.

Requirements and Expectation of Octorara Area School District

1. Flexibility to move classes into different room/area of the facility based on utilization of the facility as requested by the campus point of contact.
2. Octorara Area School District Instructors shall work with the campus point of contact to schedule facility and equipment needs for the upcoming school year.
3. Octorara Area School District will develop and ensure compliance of a code of conduct policy to include an appropriate dress and sexual harassment.
4. Octorara Area School District will develop and maintain a written discipline policy, which all students shall adhere to with enforcement provided by the Octorara instructors. Octorara Area School District may utilize on staff disciplinarians as needed and permitted by the County.
5. Octorara Area School District Instructors shall monitor and be accountable for all Octorara student activities while on the facility grounds including the parking lot, classrooms, hallways and other areas utilized by the students.
6. No Octorara students are to be in un-authorized areas of the facility without direct supervision of an Octorara instructor.
7. Scheduling of portable training aids/equipment and fire apparatus must be made thirty (30) days in advance of the required Usage date campus point of contact. Failure to schedule thirty (30) days in advance may result in aids/equipment and/or fire apparatus not being available.
8. Scheduling of County of Chester instructors and or employees to be used as instructors or assistants must be made thirty (30) days in advance of the required Usage date campus point of contact.

Failure to schedule thirty (30) days in advance may result in the instructor or employee not being available. Instructors and/or employees will be billed directly to OSD on a monthly basis at \$35.00 per hour per employee. Instructors and/or employees shall be scheduled for a minimum period of four (4) consecutive hours.

9. All training aids/equipment and/or fire apparatus used by Octorara Instructors or Students (hereinafter "Equipment") shall be cleaned, inspected and returned to their proper storage location in a state of readiness at the conclusion of each day unless authorized by the campus point of contact. An equipment inspection form (hereinafter "Equipment Inspection Form"), provided by the County, shall be completed by the Instructor at conclusion of each school day. The OASD shall be financially responsible for the replacement cost of any Equipment noted on the Equipment Inspection Form.
10. Any room used by the Students in the Octorara Area School District program will be kept clean at all times. At the conclusion of each school day, all trash will be pickup and properly disposed of, floors will be swept, dry erase boards cleaned tables, chairs and desks to be straight and organized in their proper locations. Students will assist with room changes, configurations, with rooms that are utilized as requested by campus staff.
11. Students are not permitted to sit on desks or tables at any time.
12. Students shall not disassemble, alter, deface, or abuse, any equipment, structure, structure components, and furniture items within the facilities.
13. Students driving private vehicles to the facility shall park in designated student parking areas.
14. Use of the copier by Octorara Area School District employees or students will be tracked by a department code. The Octorara School District will be invoiced for all copies in excess of 100 per month at the rate of \$.020 per page.
15. Octorara Area School District employees and students will adhere to all County Information Technology Security Policies and Practices. No computer or network equipment will be attached to the County's network connections without the approval from the County IT department. The Octorara School District will ensure that any Octorara School District owned computer will have up to date Anti-Virus protection installed and running properly.
16. Octorara Area School District employees and students shall comply with any additional building protocols, procedures, restrictions or requirements, related to the Public Safety Training Campus as adopted and noticed by the Chester County Department of Emergency Services.

EXHIBIT B

County of Chester

PA Child Protective Services Compliance Verification Form

Date: _____

Business or Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor: _____ Subcontractor: _____ (check one)

Contract/Bid/Project Number: _____

Project Description: _____

Project Location: _____

As a contractor/subcontractor for the above referenced County of Chester project, I hereby acknowledge that performance of this job may cause me or my employees to have direct contact with children.

Furthermore, I affirm that our company will comply with Pennsylvania's Child Protective Services Law regarding clearance requirements (23 Pa.C.S.A. §6344) for all employees who will work on this job.

This includes, but is not limited to, obtaining the following clearances for every employee who will enter County of Chester property to work on this project:

- Pennsylvania Child Abuse History Clearance (Childline)
- Federal Bureau of Investigation (FBI) Criminal History Record
- Report of criminal history from the Pennsylvania State Police

These clearances must be obtained prior to the employee beginning work on this project, unless the requirements for provisional employment have been met pursuant to 23 Pa.C.S.A. §6344(m). Should staffing requirements change during the course of performance of the job, the requisite clearances shall be obtained for any new personnel before they can begin employment. These clearances must be renewed every 60 months.

The County of Chester reserves the right to request and inspect, at any time, the clearances for any employee that has worked on the project, is working on the project, or will be working on the project. Should our company fail to provide clearances for that employee, that employee must immediately cease work until clearances are obtained.

I acknowledge that failure to comply with the provisions of the Child Protective Services Law may result in criminal action against our company. In addition, a violation will constitute breach of contract and the contract may be terminated by the County of Chester.

I, _____, an authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

Authorized Representative Signature



IS PLEASED TO PRESENT THIS BID PROPOSAL TO

Octorara Area School District

228 Highland Rd
Atglen, PA 19310

PROJECT:

Weld Shop Electrical

228 Highland Rd
Atglen, PA 19310

BID PACKAGE:

Electrical Scope

Spectra Electrical Construction LLC
2703 Bellows Ct, Wilmington, DE 19810
(302) 287-0473

SPECTRA

ELECTRICAL CONSTRUCTION

Date Submitted: December 20, 2023
Submitted To: Octorara Area School District
Contact: Scott Domowicz, District Business Manager
Project: Weld Shop Electrical
Proposal #: 23-090

Base Bid:

We are pleased to provide this quote to furnish and install the required material & labor for the following.

- Furnish and install select electrical demo in Weld Shop.
- Furnish and install cord and plug for existing lathe's and connect in existing panel SMP on spare breakers.
- Furnish and install (6) 20A GFI breakers in existing panel SP.
- Furnish and install conduit, wire and receptacle for iron works machine.
- Furnish and install disconnect switch and receptacle for welding booths.
- Furnish and install bus duct disconnect switches.
- Furnish and install panel SLP and associated feeder conduit and wire.
- Furnish and install (1) 20A breaker in existing panel SMP for band saw.
- Furnish and install 30A disconnect and branch wiring for band saw.
- Furnish and install ceiling receptacle for booth fume extractor.
- Furnish and install wiring, device, and cable reel drops.
- Provide labels on all new devices and disconnects.
- Provide new panel directory cards.
- Permits and inspections included.

Total cost amount for the above scope of work: \$73,900.00
SEVENTY THREE THOUSAND NINE HUNDRED DOLLARS

Clarifications:

1. Normal working hours Monday-Friday 7AM-3:30PM

Excluded:

- Overtime / Premium time work
- Dumpsters (our trash to your dumpster)

Spectra Electrical Construction LLC
2703 Bellows Ct, Wilmington, DE 19810
(302) 287-0473

SPECTRA

ELECTRICAL CONSTRUCTION

- Welding booth provided and installed by others.
- Booth Fume Extractor provided and installed by others.
- Iron works machine provided and installed by others.
- Band saw provided and installed by others.
- Lathe and grinder provided and installed by others.

The above-listed proposal is good for 30 days and is based upon a mutual agreement of contract, price, terms, and conditions. Thank you for this opportunity and we look forward to performing this work for you.

Please call with any questions

Vince Cedrone

Vince Cedrone
610-636-5007

Spectra Electrical Construction LLC
2703 Bellows Ct, Wilmington, DE 19810
(302) 287-0473

OCTORARA AREA SCHOOL DISTRICT
228 Highland Rd, Atglen, PA19310

BID FORM

TO PERFORM ELECTRICAL UPGRADE WORK AT OCTORARA SENIOR HIGH SCHOOL WELD SHOP

Contractor's Name: Spectra Electrical Construction LLC

Address: 2703 Bellows Ct

Wilmington, DE 19810

Phone Number: 302-287-0473

Fax Number: 302-351-8654

Pursuant to the Request for Proposal, the undersigned proposes and agrees to furnish, deliver, and perform such services and materials of this bid as Octorara Area School District may accept, in full accordance with the Plans and Specifications, Request for Proposal, General Requirements, and Standard Form of Agreement, and at the prices set forth below.

This proposal is subject to all the terms of the specifications and bid instructions and general conditions herewith printed and we hereby agree to furnish such items as may be awarded to us. **No cash allowances for any purpose are included in the specifications of this project. All bids must be submitted through a cooperative purchasing network approved by the Pennsylvania department of Education.**

If submitting bid for only one project, enter "NO BID" on this form for other project. DO NOT LEAVE BLANKS.

1. BID SCHEDULE

PROJECT

BID

BASE BID – Octorara Senior High School: Electrical Service Upgrade in Weld Shop. Bid includes all labor, inspection fees, warranty charges AND materials.

BASE BID as per job specifications herein: \$ 73,900.00

Cooperative Purchasing Network

Please Provide the co-op that will be utilized _____

2. TIME OF COMPLETION

If awarded a contract, the undersigned agrees to complete the job no later than March 31, 2024 pending availability of materials and supply chain concerns.

3. ADDENDUM RECEIPT

Receipt of the following addenda, if any, to the bidding documents is hereby acknowledged:

Addendum No. _____, Date _____.



PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-881910 - 1
Quote Expiration Date: 22-DEC-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Andrew Mills	Customer Contact:	Kelley Vance
Customer Name:	Octorara Area School District	Title:	Interim Human Resources Manager
Enrollment:	2,038	Address:	228 HIGHLAND RD STE 1
Contract Term:	41 Months	City:	ATGLEN
Start Date:	17-JAN-2024	State/Province:	Pennsylvania
End Date:	30-JUN-2027	Zip Code:	19310
		Country:	United States
		Phone #:	(610)593-8238

Product Description	Quantity	Unit	Extended Price
Initial Term 17-JAN-2024 - 30-JUN-2025			
License and Subscription Fees			
ATS with Enhanced Candidate Portal	2,038.00	Students	USD 3,991.64
Records	2,038.00	Students	USD 13,305.47
Records Data Export Custom	1.00	Each	USD 0.00
Records Data Import Custom	1.00	Each	USD 0.00
Records One Time Discount	1.00	Each	USD -1,995.82
Applicant Tracking One Time Discount	1.00	Each	USD -598.74

License and Subscription Totals: **USD 14,702.55**

Professional Services and Setup Fees			
Applicant Tracking Implementation-Comprehensive	1.00	Each	USD 4,113.75
Records Data Export Setup	1.00	Each	USD 0.00
Records Implementation - Comprehensive	1.00	Each	USD 7,185.00

Professional Services and Setup **USD 11,298.75**
Fee Totals:

Training Services			
Applicant Tracking Training Remote	1.00	Day	USD 1,447.50

Training Services Total: **USD 1,447.50**

Subscription Period Total

PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:

Total Discount	USD 8,765.21
Initial Term	17-JAN-2024 - 30-JUN-2025

Amount To Be Invoiced	USD 27,448.80
------------------------------	----------------------

Due Date	Payment Amount
17-FEB-2024	USD 15,526.50
1-JUL-2024	USD 11,922.30

Annual Ongoing Fees as of 1-JUL-2025 - Fees subject to an annual uplift, which will be reflected on renewal quote

ATS with Enhanced Candidate Portal	2,038.00	Students	USD 2,751.30
Records	2,038.00	Students	USD 9,171.00
Records Data Export Custom	1.00	Each	USD 0.00
Records Data Import Custom	1.00	Each	USD 0.00

Annual Ongoing Fees Total: **USD 11,922.30**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Notwithstanding anything to the contrary in the Main Services Agreement, if Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement.

Subject to Octorara Area School District Board approval, which approval is expected to occur no later than January 16, 2024, by execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_Feb2022/ as amended by Customer and PowerSchool in writing and executed by the Parties.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE

POWERSCHOOL SUP LLC

Octorara Area School District

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 15-DEC-2023

Date:

Sales Quote - This Is Not an Invoice



PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-876942 - 1
Quote Expiration Date: 22-DEC-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Andrew Mills	Customer Contact:	Scott Domowicz
Customer Name:	Octorara Area School District	Title:	Business Manager
Enrollment:	2,046	Address:	228 HIGHLAND RD STE 1
Contract Term:	36 Months	City:	ATGLEN
Start Date:	17-JAN-2024	State/Province:	Pennsylvania
End Date:	16-JAN-2027	Zip Code:	19310
		Country:	United States
		Phone #:	

Product Description	Quantity	Unit	Extended Price
Initial Term 17-JAN-2024 - 16-JAN-2025			
License and Subscription Fees			
eFinancePlus Core SaaS	2,046.00	Students	USD 25,575.00
eFinancePlus PD+ Administration	2,046.00	Students	USD 3,150.00
Analytics Dashboards Subscription SaaS	2,046.00	Students	USD 2,046.00
Analytics Dashboards Managed Service Standard	1.00	Year	USD 5,395.00

License and Subscription Totals: **USD 36,166.00**

Professional Services and Setup Fees			
PowerSchool Suite Implementation Services	1.00	Each	USD 199,930.00

Professional Services and Setup **USD 199,930.00**
Fee Totals:

PowerSchool Suite Implementation Services Contains: eFinancePlus Deployment Custom (1 Each), Analytics Dashboards Deployment Standard (1.00 Each), eFinancePlus Project Mgmt (2.00 Hour)

Subscription Period Total

PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:

Total Discount	USD 21,840.00
Initial Term	17-JAN-2024 - 16-JAN-2025
Amount To Be Invoiced	USD 236,096.00

Due Date	Payment Amount
17-JAN-2024	USD 0.00
17-FEB-2024	USD 236,096.00

eFinancePlus Core SaaS	2,046.00	Students	USD 25,575.00
eFinancePlus PD+ Administration	2,046.00	Students	USD 3,150.00
Analytics Dashboards Subscription SaaS	2,046.00	Students	USD 2,046.00
Analytics Dashboards Managed Service Standard	1.00	Year	USD 5,395.00

Annual Ongoing Fees Total: **USD 36,166.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Notwithstanding anything to the contrary in the Main Services Agreement, if Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement.

Subject to Octorara Area School District Board approval, which approval is expected to occur no later than January 16, 2024, by execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/ as amended by Customer and PowerSchool in writing and executed by the Parties.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 15-DEC-2023

Octorara Area School District
Signature:

Printed Name:

Title:

Date:

Sales Quote - This Is Not an Invoice



November 10, 2023

Mr. Jim Durborow
Octorara School District
228 Highland Rd
Atglen, PA 19310

Generator Supply and Installation Proposal

Dear Jim:

Premium Power Services, LLC is pleased to submit the following proposal to provide the equipment and services listed below.

Location

Octorara High School

Equipment/Scope of Services

Premium Power Services, LLC will provide the labor, supervision, and equipment necessary to perform the following:

Equipment

1 150 kW Gaseous Generator
Output- 150 kW, 187 KVA, 277/480 Volt, 225 Amps, 60 Hz, Three Phase
Fuel Type – Natural Gas
Enclosure – N/A Open Skid Mounted
Warranty - 1 Year Standard
Estimated Leadtime - TBD

Services

- Remove and dispose of the failed Generac Generator Set
- Provide all of the necessary rigging equipment for removal and installation of all equipment
- Supply and install the new generator set.
- Connect and phase all wiring between the gen and ATS
- Connect the exhaust system and ductwork to the new generator
- Perform factory authorized start up and commissioning on the new equipment.

Pricing

We will perform the specified scope of services for a total price of:

<u>Equipment:</u>	<u>Cummins</u>	<u>Kohler</u>	<u>★ Gillette</u>
Price:	\$48,875.00	\$52,250.00	\$51,641.00
Installation/Start up:	\$14,625.00	\$14,625.00	\$14,625.00
Lead Time:	46 Weeks	36 Weeks	4 Weeks

Scope/Pricing Assumptions

1. Pricing is based on performing the scope of services during normal business hours.
2. Certified field technicians will perform the commissioning.
3. Taxes are additional if applicable.
4. Permits and inspection fees are not included in this pricing.

Thank you for the opportunity to provide a proposal for these projects. If you have any questions, please do not hesitate to contact me at 610-444-1232.

Sincerely,

Keith Eller

Keith Eller
PPS Proposal # OCT-KEE111023
Costars ID # 008-568

Acceptance:

Please provide the following information authorizing Premium Power Services, LLC to proceed with the proposed scope of services:

Authorized Signature: _____ Printed Name: _____

Date of Acceptance: _____ Purchase Order Number: _____



TRIP HAZARD REPAIR AGREEMENT / AUTHORIZATION TO PROCEED

PART 1. GENERAL

Date: This Agreement made as of the 31st, day of October 2023

1.1

Contractor.

Contractor (herein called "Contractor"): Always Safe Sidewalks
Physical Address: 821 North Bethlehem Pike
Mailing Address: P.O. Box 60
City, State Zip: Springhouse, PA 19477-0060
Telephone: (267) 228-3421
Fax: (215) 367-5521
Representative: Tom Sweitzer

2

Client.

Client (herein called "Client"): Octorara Area School District
Address is located at: 228 Highland Rd, Atglen, PA 19310
Telephone: (610) 593-8238

Now, therefore, for good and valuable consideration, the sufficiency of which is hereby acknowledged the parties agree to the following:

1.3 Project.

A. Repair of sidewalk Trip Hazards (approximately 1/2" and greater) at various locations within the property defined as The Octorara Area School District by the Client (the "Project"). Method shall involve Saw-Cutting the sidewalks and removing debris from the area using our Patented Technology.

PART 2. SCOPE OF WORK

2.1 Generally.

A. Contractor shall furnish all labor, materials, equipment, insurance and incidental expenses to complete the Project, consisting of cutting, removing and disposing of concrete sidewalk Trip Hazards designated to Contractor in writing from time to time as set forth in the contract documents. All concrete shall be disposed of as required by law. All insurance policies shall be in amounts satisfactory to the Client and name Client as additional insured.



PART 3. PAYMENT / AUTHORIZATION

3.1 Contract Price.

- A. The Contract Price includes the cost of the Work specified in Section 2.1.
- B. Upon satisfactory completion of the Project, the Client shall pay the Contractor **\$19,601.60**. Total amount is due within 30 days of invoice submittal by Contractor. Late payment of 10% is added for any invoice over 30 days late.
- C. Other terms: Contractor is NOT bidding replacing any sections of concrete. Per the terms of the ESCNJ or KPN contract, Contractor October implement a Mobilization and Set-Up Fee, when suitable. This Agreement and said pricing is good for 30 days from the date in this Agreement.

3.2 Legal.

A. Contractor will repair only those Trip Hazards specifically requested by the Client, and, therefore, makes no guarantee that the property is completely free of Trip Hazards after the Work has been completed. Additionally, it is recognized that after completion of the Work, concrete / sidewalk Trip Hazards October and probably will continue to occur over time due to tree roots, erosion, drainage, settling, and other natural and man-made causes outside of Contractor's control. Sidewalks require continuous inspection. Contractor recommends inspecting/auditing all completed work as well as surveying Client's sidewalks on regular basis as part of a comprehensive sidewalk maintenance program. Upon completion of the Work, Contractor will NOT be responsible to repair Trip Hazards and is not liable for any related claims, losses, or damages.

B. If Client is unable to sign this agreement and will provide a Purchase Order, please call Tom Sweitzer at 267-228-3421 to discuss any of the conditions mentioned in Section 3.1, Paragraph C.

By signing below, I attest that I am the legal representative for the Client and have read and understand completely the contents of this Agreement. By my signature and authorization, Contractor is approved to schedule the Work and complete it according to the agreed upon completion date of _____, 2023.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day and year set out at the top of this Agreement.

Client: Octorara Area School District

By: _____

Title: _____

Please mark the box if you would like to discuss an annual walkway maintenance program ☐

Contractor: Always Safe Sidewalks, LLC

By: Tom Sweitzer

Title: Owner





Book	Policy Manual
Section	100 Programs
Title	Mission Statement/Vision Statement/Shared Values
Code	101
Status	First Reading
Adopted	February 17, 2020

District Mission Statement

The mission of the Octorara Area School District, ~~through a partnership among school, community, and family, is to promote educational excellence in a safe, secure environment, empowering our students with the skills necessary to be successful, responsible members of society.~~ in partnership with community and family, is to foster a culture of high expectations where students are empowered to become lifelong learners who positively contribute to their communities.

District Vision Statement

~~Octorara Area School District is a community of learners which nurtures in each person the skills necessary to shape the future with respect and integrity.~~ Empowering students to build successful futures.

District Shared Values

The Octorara Area School District holds the following shared values:

1. **Bold** - Confident in oneself.
2. **Responsible** - Accountable for choices, actions, and attitude.
3. **Ambitious** - Motivated to set goals and achieve them.
4. **Virtuous** - Honorable in words and actions.
5. **Energetic** - Committed to school and community.
6. **Selfless** - Concerned about the rights and feelings of others.

Legal Pol. 100



Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	First Reading

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community; **promoting healthy development; and safeguarding against the threat or attempt of suicide.** This policy supports the provision of a comprehensive district program of **education, training and resources** designed to promote **school connectedness and** behavioral health, and prevent suicide.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; methods of prevention, intervention and response to suicide attempt or suicide; **and reporting procedures.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The district is committed to providing access to age and developmentally-appropriate youth suicide awareness and prevention supports and resources to all district students, without bias or discrimination.[\[2\]](#)[\[3\]](#)

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[\[1\]](#)

Definitions

Behavioral health - the emotion, behaviors and biology related to a person's mental well-being, their ability to function in everyday life and their concept of self.

Behavioral service providers – include, but are not limited to, state, county or local behavioral health service providers, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[4\]](#)[\[7\]](#)

Bias – the attitudes or beliefs we have about a person or group that affect our understanding, actions and decisions in a conscious or subconscious manner.[\[4\]](#)

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment. The Individualized Management Plan is developed primarily for documentation and communication purposes.[\[4\]](#)

Postvention – a multi-component crisis response to provide support, promote healing after a tragic loss and to minimize risk of contagion after a suicide.

Prevention - refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support and protect the behavioral health and wellness of individuals.

Protective factors - refer to characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.

Resilience - the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress, or "bouncing back" from difficult experiences.

Risk factors - refer to characteristics at the biological, psychological, family, community or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide.

Safety Plan – an agreement developed between the student, parent/guardian, appropriate team members and behavioral health professionals, following a suicide screening or assessment, that documents communications, conveys an understanding of the seriousness of the student's distress and provides a set of skills and resources the student can use in a crisis.

School connectedness - the belief by students that adults and peers in the school district care about their learning as well as about them as individuals.

School District personnel –include, but may not be limited to, administrators, teachers, school-based behavioral health professionals (e.g., school counselor, school district psychologist, school district social worker), paraprofessionals, support staff, coaches, bus drivers, custodians and cafeteria workers.

Self-harm – behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either suicidal or nonsuicidal.

Suicide - death caused by self-directed injurious behavior with intent to die as a result of the behavior.

Suicide attempt - a potentially self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves.

Suicide threat - a verbal or nonverbal communication that an individual intends to harm themselves with the intention to die but has not acted on the behavior.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school district employees, school district facilities, the community or others.
[4]

Warning signs - evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.

Delegation of Responsibility

The Superintendent or designee, in collaboration with designated school district personnel, shall develop administrative regulations regarding the district's protocols for response to suicide threats, suicide attempts and suicide.

Guidelines

SUICIDE AWARENESS AND PREVENTION EDUCATION^[1]

Suicide Awareness and Prevention Education for Students

Students shall receive age **and developmentally**-appropriate, **student-centered lessons** on the importance of safe and healthy choices, coping strategies **focused on resiliency**, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage **school district** resources.

These lessons shall be integrated into the curriculum of health classes and other classes as appropriate. The lessons may be taught by health and physical education teachers, classroom teachers, student services staff or community service providers.

{ } Programming related to suicide prevention shall be delivered in small group or classroom settings; not in a large group or auditorium setting.

{X} District staff shall provide resources and access to counseling staff for students participating in programming, who may struggle with the topic of suicide prevention.

Lessons shall **contain information on comprehensive health and wellness, including emotional, behavioral and social skills development by:**

1. **Informing** students about broader behavioral health issues such as depression and substance **use**, as well as specific risk factors, protective factors and warning signs for suicide.
2. **{X} Encouraging** students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer **or other individual**.
3. **{X} Adhering** to safe and effective messaging guidelines, **while** avoiding graphic testimonials and **including research-based** suicide prevention resources.
4. **{X} Promoting** a healthy school climate where students feel connected to and can identify trusted adults in the building.
5. **{X} Providing local, state and/or national resources for seeking help.**

Suicide Awareness and Prevention Education for **School District** Personnel

All **school district** personnel shall receive **written** information about the **district's protocols for suicide awareness and prevention, including** risk factors, warning signs, response **and communication** procedures, referrals and resources.

{ } School District personnel shall also receive information regarding strategies to enhance protective factors, resilience and school connectedness.

As part of the district's professional development plan, professional educators in **school district** buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.^{[1][8][9]}

{X} The district shall make required training and refresher training available on an ongoing basis, so that educators may fulfill training requirements throughout the required timeframe.

{X} The district may also require training of professional staff in grades K-5, as well as ancillary **school district-wide staff, and may increase the training requirement.**

School District safety and security training for employees may include suicide awareness.[9]

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school district behavioral health professionals such as school district crisis response/intervention team members, **threat assessment team members**, designated administrators, school district counselors, school district psychologists, school district social workers and school district nurses.

{ } Resources for Parents/Guardians

{ } The district **shall** provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs, and information about local, **state and national** behavioral health resources.

METHODS OF PREVENTION[1]

The district shall utilize a multifaceted approach to suicide prevention which integrates school district and community-based supports.

The methods of prevention utilized by the district include, but are not limited to, **education, training and awareness**; early identification and support for students at risk; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, **the threat assessment team and/or crisis response/intervention team** or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy, **in accordance with applicable law, regulations and Board policy.**[4][10][11][12][13][14][15]

Suicide Prevention Coordinators

District-Wide -

A district-level suicide prevention coordinator shall be designated by the Superintendent **or designee**. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building-Level -

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

{X } , who may also be a member of the threat assessment team.[4]

Early Identification Procedures

Early identification of individuals with warning signs or suicide risk factors **that appear to adversely impact the student** is crucial to the district's suicide prevention efforts. To promote awareness, **school district personnel**, students and parents/guardians should be educated about suicide risk factors and warning signs.

Referral Procedures

Any **school district personnel** who observes a student exhibiting a warning sign for suicide, or **who** has another indication that a student may be contemplating suicide, shall **immediately** refer the student for suicide risk screening and/or assessment and intervention in accordance with **Board policy and** district procedures.[4][15][16]

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, **or other indications of self-harm**, should be referred to **an appropriate team or staff member (e.g., principal, school district counselor, Student Assistance Program team)** for support and follow-up.

When a student's behavior indicates a threat to the safety of the student, school district personnel shall report the student to the threat assessment team, an appropriate member of the team or the suicide prevention coordinator. The threat assessment team, crisis response/intervention team and designated staff responsible for conducting or arranging suicide risk screening and assessment shall coordinate to provide assessment and intervention in accordance with Board policy and district procedures.[4][15][16][17].

School District personnel shall arrange for or provide continuous adult supervision to ensure the student's safety.

Safe2Say Something

When the district receives a report through the Safe2Say Something program, members of the Safe2Say Something team shall coordinate with the appropriate emergency dispatch center(s), local law enforcement and/or district team, in accordance with district procedures.[9]

Documentation

The district shall document the referral, including specific **reasons** identified as indications that the student may be at risk.[4]

METHODS OF ASSESSMENT AND INTERVENTION[1]

The methods of **assessment and** intervention utilized by the district include, but are not limited to, responding to threats **of suicide or self-harm**, suicide attempts in school, suicide attempts outside of school and suicide.

The district shall maintain a trained school district crisis response/intervention team. Team members may include, but not be limited to, designated administrators, school district counselors, school district nurse, school district psychologist, social worker, school district security personnel, members of the Student Assistance Program team and others as designated by the district such as community behavioral health agency resources.

{ } The district's threat assessment team shall serve as a crisis response/intervention team, and may coordinate with district behavioral health staff and community behavioral health agency resources as needed.[4]

The Superintendent or designee shall establish administrative regulations for coordination of appropriate teams and staff in suicide assessment and intervention.

Suicide intervention procedures shall involve collaboration and coordination with the student, the parent/guardian, suicide prevention coordinator, the threat assessment team and/or the crisis response/intervention team and additional support services as needed.

Student Assessment and Intervention

When a student has been referred for assessment, designated members of the threat assessment team and/or crisis response/intervention team shall coordinate with appropriate behavioral health staff to assess and respond to the student's behavior,

which may include development or update of an Individualized Management Plan and/or Safety Plan, where appropriate, in accordance with Board policy and administrative regulations.[4]

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as **school district** counselors, psychologists **or** social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the **building principal or designee** and informed of crisis and community resources. If the **school district** suspects that the student's risk status is the result of abuse or neglect, **school district** staff shall immediately notify Children and Youth Services, **in accordance with applicable law and Board policy.[4][6]**

The district shall identify **and develop agreements with** behavioral service providers to whom students **may** be referred for further suicide risk screening and/or assessment and **intervention.**

If the student **has been** identified as being at increased risk of suicide, the district shall **develop** a new, or update a previous, Safety Plan to support the student and the student's family. The Plan should be developed collaboratively with input from the student, **the student's parents/guardians, appropriate team members and behavioral health professionals.**

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the **team receiving the referral or other district staff shall notify the appropriate Individualized Education Program (IEP) team or Section 504 team to** address the student's needs in accordance with applicable law, regulations and Board policy.[3][4][18][19][20][21]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians, **appropriate team members** and behavioral service providers.[4]

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE[1]

The district's crisis response/intervention team shall coordinate with first responders, district behavioral health staff and/or community behavioral health resources in response to a suicide attempt or suicide.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

- 1. Acting in accordance with professional development and crisis response training including, but not limited to:**
 - a. The rendering of first aid until professional medical services and/or transportation can be received.**
 - b. Supervision of the student and movement of all other students out of the immediate area.**

2. **Coordinating with the threat assessment team to document or follow up on the threat assessment process, in accordance with Board policy, where applicable.**[4]
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

Re-entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations, **and in accordance with Board policy.**[3][18][19][20][22][23]

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, **member(s) of the threat assessment team**, the building principal **or designee** shall meet with the parents/guardians of the student and, if appropriate, meet with the student to **discuss the student's return** to school and to create an individual re-entry plan.[4]

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral **service** providers, request **releases of information** and written documentation from the treating facility and encourage their involvement in the re-entry **process**.

A school district behavioral health professional shall periodically check in with the student **and** monitor the student's **re-entry plan, which may include strategies and supports to facilitate the student's progress and** transition back into the school community, **including referrals to other school district-based teams or programs (e.g. Student Assistance Program).**

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

Response to Suicide (Postvention)

Upon confirmation of a suicide, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at-risk youth; and providing resources and supports for students, staff and families.

DOCUMENTATION PROCEDURES[1]

Effective documentation assists in preserving the safety of the student and ensuring communication among **school district** staff, parents/guardians and behavioral service providers.

When **school district personnel** take notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, **school district personnel** shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response, **in accordance with applicable laws, regulations and Board policy.**[4]

Reports and information shall be maintained confidentially and made available to appropriate district staff in accordance with applicable laws, regulations and Board policy.[4][11][12][13][14][24][25]

SUICIDE AWARENESS, PREVENTION AND CRISIS RESOURCES^[1]

Crisis Resources:

- National Suicide & Crisis Lifeline: 988 or visit <http://988lifeline.org>
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741741** or visit <http://www.crisistextline.org/>

National:

- [**Centers for Disease Control and Prevention – Risk and Protective Factors**](#)
- [**Suicide Prevention Resource Center – Risk and Protective Factors**](#)
- [**Substance Abuse and Mental Health Services Administration \(SAMHSA\) Preventing Suicide: A Toolkit for High Schools**](#)
- Suicide Prevention Resource Center - [**Safe and Effective Messaging for Suicide Prevention**](#)
- Suicide Prevention Resource Center - [**After a Suicide Toolkit**](#)
- [**Recommendations for Reporting on Suicide**](#)

Pennsylvania:

- [**Suicide Prevention Task Forces**](#) - groups of dedicated individuals that are committed to reducing the number of suicides and offering support to those who have been touched by suicide within their communities/counties in Pennsylvania.
- [**Suicide Prevention Guide**](#)
- [**List of Crisis Intervention contact information by county**](#)
- [**List of County CASSP and Children's Behavioral Health Contact Persons**](#)
- [**Prevent Suicide PA's Act 71 Information**](#)
- [**STAR Center's Postvention Manual**](#)

National and State Organizations

National:

- [**American Association of Suicidology \(AAS\)**](#)
- [**American Foundation for Suicide Prevention \(AFSP\)**](#)
- [**Suicide Prevention Resource Center \(SPRC\)**](#)

Pennsylvania:

- [**Prevent Suicide PA**](#)
- [**Jana Marie Foundation**](#)
- [**Aevidum**](#)
- [**Services for Teens at Risk \(STAR-Center\)**](#)
- [**Pennsylvania Department of Education**](#)
- [**Pennsylvania Network for Student Assistance Services \(PNSAS\)**](#)

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Legal [1, 24 P.S. 1526](#)

2. Pol. 103
3. Pol. 103.1
4. Pol. 236.1
5. Pol. 249

6. Pol. 806

[7. 24 P.S. 1301-E](#)

8. Pol. 333

9. Pol. 805

[10. 22 PA Code 12.12](#)

[11. 20 U.S.C. 1232g](#)

[12. 34 CFR Part 99](#)

13. Pol. 207

14. Pol. 216

15. Pol. 236

16. Pol. 146

[17. 24 P.S. 1302-E](#)

18. Pol. 113

19. Pol. 113.2

20. Pol. 113.3

21. Pol. 114

22. Pol. 117

23. Pol. 204

24. Pol. 113.4

25. Pol. 209

Pol. 146.1

Pol. 816

Pol. 911

Octorara Area School District

228 Highland Road • Atglen, PA 19310 • Phone: 610-593-8218

~Maximize Every Learner's Opportunities For Success~

Job Title:	Utility Custodian
Reports to:	Director of Maintenance
Terms of Employment:	8 hours per day, 260 days per year
Supervises:	N/A

Job Description

Performs custodial work required for the routine cleaning and upkeep of buildings, grounds, and assigned equipment. Performance must be done in a satisfactory manner and in a reasonable amount of time.

Requirements for Position

- High School diploma
- Valid driver's license preferred
- Required background clearances for PA school employees

Core Responsibilities and Competencies

- Mop, scrub, clean, and disinfect classrooms, offices, lavatories, locker rooms, corridors, walls, etc.
- Wax and polish floors, furniture, and other surfaces.
- Remove and renew floor surface finishes as directed by custodial foreperson.
- Empty waste paper baskets and dispose of trash.
- Clean exhibit cases, doors, fixtures, and glass surfaces, including windows, doors, and showcase glass.
- Sweep and clean sidewalks.
- Remove snow/ice from sidewalks, steps, and parking areas as directed by the custodial foreperson. Overtime may be necessary to achieve this.
- Move furniture and equipment.
- Mow assigned grass areas, trim shrubbery, rake and dispose of leaves. Pick up other debris and otherwise maintain school grounds.
- Possess ability to operate boilers, hot water circulators.
- Perform necessary tasks to insure building security.

- Perform minor maintenance tasks as directed by the Custodial Foreperson or Custodial/Maintenance Supervisor, including replacing receptacle covers and ceiling tiles, changing and cleaning filters on unit ventilators.
- Assist in the distribution of supplies and the loading and unloading of supply vehicles.
- Responsible for basic upkeep of cleaning equipment, i.e. scrubbers, burnishers, wet/dry vacs, floor vacs, etc.
- Report any safety problem on prescribed form to the custodial foreperson and perform any necessary tasks to insure safety of all occupants in buildings.
- Follow proper safety procedures and regulations in the performance of duties, handling of chemicals, supplies, and equipment.
- Know location of the Right-To-Know compliance materials and how to use this information.
- Must have knowledge of location of asbestos containing materials (ACM) and report any deterioration of ACM to Custodial/Maintenance Supervisor or the school-designated Asbestos Program Manager.
- Make periodic checks of playground equipment for needed repairs and/or safety problems. Report problems to the Building Principal and Custodial Foreperson and make needed minor repairs.
- Maintain a good work attendance. Notify Director of Maintenance, who then notifies Custodial Maintenance Supervisor, when reporting off work.
- All requests for vacation, personal days, or other leaves of absence must be submitted to the Director of Maintenance in advance of the leave.
- A specific list of tasks and task guidelines to be performed by each custodian will be developed by the Director of Maintenance and Custodial/Maintenance Supervisor. This list of specific duties will be reviewed with the custodian at evaluation conferences and/or at the initial training phase for new employees.
- Set-up and clean up after all school related activities and outside groups that use the school facilities. Overtime may be needed.
- Perform other related tasks as assigned by the Director of Maintenance, Custodial/Maintenance Supervisor, or Building Principal.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Evaluation

- Evaluated by the Director of Maintenance annually

Revised January 2024