

DSW TAX OFFICE

**DOROTHY WHITE MERTZ
TAX COLLECTOR**

To Jamie Mowrey; South Williamsport School Board

The Borough of South Williamsport Ordinance approved 2019-01 which authorizes them to enter into a Local Economic Revitalization Tax Assistance Act (LERTA) with new businesses. This also affects the School Real Estate Tax Bill.

They have extended this agreement to the business listed below, and revised tax bills have been issued .

Please exonerated me, Dorothy White Mertz, Tax Collector from the difference in the tax bills as listed

Original Assessed Amount (Tax)	243,800	(\$ 4,534.68)
New Assessed Amount (Tax)	11,710	(\$ 217.81)
Difference to be Exonerated (Tax)	232,090	(\$ 4,316.87)
Parcel Number	51-0020-0512	
Bill Number	330	
Owner Name	Stoltzfus, Leroy and Alicia	
Date requested	Aug 8,2023	

I have attached copies of both the Original and Revised Tax Bills.

Thank you for acting upon this request at your next Board meeting, and issuing me a copy of the Board minutes showing this exoneration for settlement purposes.

Should you have any questions please contact me without hesitation.



Dottie White Mertz

23ExonStoltzfus

DUBOISTOWN AND SOUTH WILLIAMSPORT REAL ESTATE TAX COLLECTOR
REAL ESTATE (TUE AND THUR) PHONE 570-327-0620 FAX 570-327-0614
DSWTAXOFFICE@GMAIL.COM
2655 EUCLID AVE DUBOISTOWN, PENNSYLVANIA 17702

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To Jamie Mowrey; South Williamsport School Board

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They have extended this agreement to the business listed below, and revised tax bills have been issued .

Please exonerated me, Dorothy White Mertz, Tax Collector from the difference in the tax bills as listed

Original Assessed Amount (Tax)	1,521,090	(\$ 28,292.27)
New Assessed Amount (Tax)	33,570	(\$ 624.40)
Difference to be Exonerated (Tax)	1,487,520	(\$ 27,667.87)
Parcel Number	51-001-214	
Bill Number	42	
Owner Name	Muncy Bank and Trust Co	
Date requested	Aug 8,2023	

I have attached copies of both the Original and Revised Tax Bills.

Thank you for acting upon this request at your next Board meeting, and issuing me a copy of the Board minutes showing this exoneration for settlement purposes.

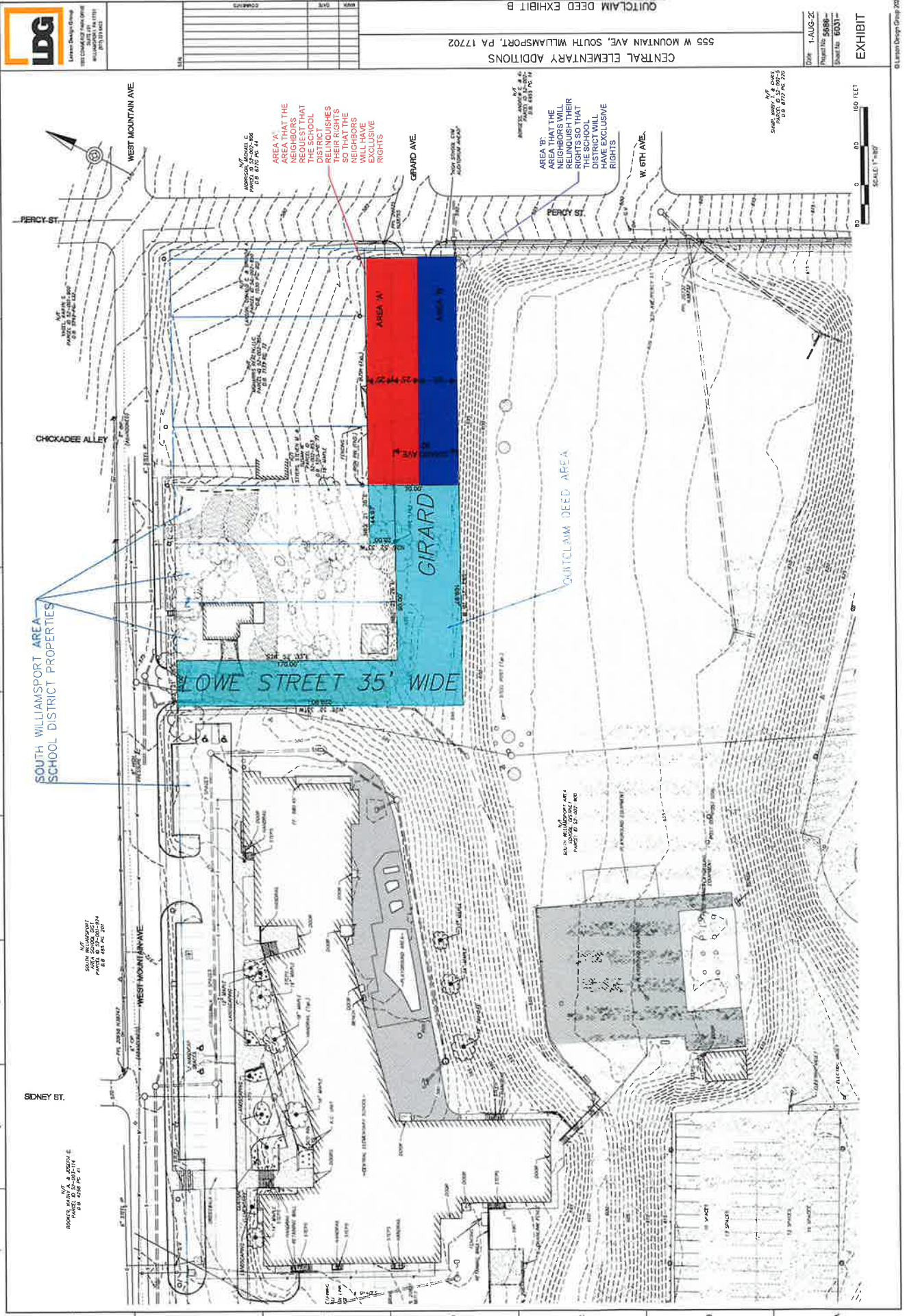
Should you have any questions please contact me without hesitation.



Dottie White Mertz

23ExonMuncyBank

DUBOISTOWN AND SOUTH WILLIAMSPORT REAL ESTATE TAX COLLECTOR
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Proposal to Provide Construction Materials Testing & Inspection Services Central Elementary School Renovations and Additions Project



Attn:

Mr. Bill Reifsnyder
South Williamsport Area School District
515 West Central Avenue
South Williamsport, Pennsylvania 17702
breifsnyder@swasd.org
chuck.levkulich@sitelogia.com

Submitted by:
Christopher Moyer
Jerome Guy
Hillis-Carnes Engineering Associates, Inc.
2929 Stewart Drive
State College, Pennsylvania 16801
cmoyer@hcea.com
jguy@hcea.com

HILLIS-CARNES
ENGINEERING ASSOCIATES

July 27, 2023

Mr. Bill Reifsnyder
Director of Operations
South Williamsport School District
515 West Central Avenue
South Williamsport, Pennsylvania 17702

**Re: Construction Materials Testing & Special Inspection Services Proposal
Central Elementary School Renovations and Additions
HCEA Proposal No. P230151STC**

Dear Mr. Reifsnyder:

Hillis-Carnes Engineering Associates (HCEA) is pleased to submit the attached Proposal for Construction Materials Testing & Special Inspection Services for the Central Elementary School Additions and Renovations project in South Williamsport, Pennsylvania. HCEA brings decades of local experience in providing materials testing and inspection services for projects in Central & Western Pennsylvania and the Mid-Atlantic Region.

- ☐ **Proven Performance:** HCEA has completed thousands of Special Inspections projects. We are thoroughly familiar with the project specifications and local building codes. Our diverse team of women and men who will staff this project have first-hand knowledge of the area's business, regulatory, and geologic conditions. Our experience on K-12 projects is vast and we have a very good working relationship with SitelogIQ.
- ☐ **Bench Strength:** All services for this project will be managed and directed by the HCEA State College, PA Office. This office is staffed with local and experienced individuals to take the project from beginning to end. HCEA has 17 other offices in the Mid-Atlantic Region, including locations Pittsburgh and Harrisburg that are available to provide support at a moment's notice.
- ☐ **National Expertise/Local Response:** Our team of nationally recognized experts are an asset to you when an unusual situation arises. If materials for your project are being produced outside of the local area, our regional offices are available to quickly provide assistance which can result in significant project cost savings.
- ☐ **Project Success Commitment:** Our team of certified and highly motivated engineers, technical staff, and inspectors will be focused on your satisfaction before and after the completion of the project.
- ☐ **Hillis-Carnes Field Access:** HCFA is a proprietary and sophisticated system used by all HCEA field technicians. The system developed by HCEA's IT department is an advanced quality control software package developed for the use in the geotechnical and construction materials testing industry. This system allows us to monitor project budgets, electronically enter field testing data on-site, and quickly review and disseminate testing and inspection reports, as well as provide our client with "real-time" project data which keeps the project on track.

For this project, the points of contact will be Mr. Chris Moyer, State College office Branch Manager and Mr. Shawn McCauley, Assistant Project Manager, State College office. Mr. Moyer can be reached by cell phone at 814-380-6636, or by email at cmoyer@hcea.com. Mr. McCauley can be reached at smccauley@hcea.com and by cell phone at 240-357-6036. Mr. Jerome Guy will provide administrative support and can be reached at 443-867-6336. Please feel free to contact us at the information provided above with any questions regarding this proposal. Thank you for your time and consideration, Hillis-Carnes greatly appreciates the opportunity.

Respectfully Submitted,

Hillis-Carnes Engineering Associates (HCEA)



Principal Engineer
Stephen Simonette, PE



Assistant Vice President
Jerome Guy

SCOPE OF SERVICES

The following scope of services was developed for this project based on review of the documents provided by SitelogIQ. The documents were emailed to this office on July 25, 2023, via a link to a share file site, Procore. The documents include the RFP, the civil and structural drawings and specifications.

SOILS/EARTHWORK

- A. Mass Grading/Fill Placement:
 - 1. An HCEA Engineering Technician, under the direction of a geotechnical or materials testing engineer, will monitor the proofrolling of areas prior to structural fill placement, verify near surface soil suitability, and test and monitor structural fill and backfill placements using the nuclear method (ASTM D6938). Fill materials and field tests will be evaluated according to the requirements of the specifications and Geotechnical Report.
- B. Utilities:
 - 1. An HCEA Engineering Technician will visually examine utility trenches for soil suitability and test and monitor structural backfill placement using the nuclear method (ASTM D6938). Fill materials and field tests will be evaluated according to the requirements of the specifications and the Geotechnical Report.
- C. Storm-Water Management Facilities: Three (3) Basins Noted On Civil Drawings;
 - 1. HCEA will provide an Engineering Technician to perform the following services during the construction of storm-water management ponds:
 - a. Observe construction of cut-off trench and dam embankment. Conduct field classifications of soil material and perform compaction tests;
 - b. Perform density testing on the Infiltration Basin (#1 and #4) embankments and core trenches;
 - c. Perform laboratory testing on soil samples proposed for use in the embankment and core trench (CL or ML);
 - d. Observe the installation of amendment soils and perform lab testing as requested;
 - e. Cast concrete cylinders on the fresh concrete for the principal spillway collar, riser, anti-seep collar and head and end walls. One (1) set of three (3) cylinders will be cast on the fresh concrete placed. Concrete specimens will be tested for compressive strength; one (1) at seven (7) days and two (2) at 28 days unless otherwise noted in the specifications.
- D. Modular/Segmental Retaining Wall Monitoring:
 - 1. HCEA will provide an experienced engineering technician under the direction of a registered engineer to monitor the installation of the Modular/Segmental Earth Retaining Wall during construction. Specifically the following items will be checked and reviewed during this monitoring period:
 - a. The bearing pressure of the near surface soils at the base of the purposed granular or concrete foundation for adequate design bearing pressure;
 - b. The installation of the block and geo-grid for proper placement, embedment length against the approved design drawings;
 - c. The soils used for backfill for adequacy in compaction, type and characteristics as denoted in design drawings;

- d. The installation of any drain tile or gravel used for drainage behind the wall as called for the design drawings.
- E. Foundations - Spread Footings:
 - 1. HCEA field personnel will perform dimensional measurements of the as-built foundation dimensions for compliance with the approved foundation drawings, and test and observe the near surface soils or rock for adequate bearing in accordance with the project geotechnical soils report and generally accepted geotechnical methods.

CONCRETE

- A. Cast-in-Place Concrete:
 - 1. An HCEA Engineering Technician will perform field tests on the cast-in-place concrete for slabs on grades, tilt up walls, footings, loading docks and miscellaneous concrete. Tests will include slump, temperature, air entrainment and mix duration where required using ASTM and ACI guidelines in addition to the requirements of the project specifications, industry and municipal standards. Additionally, HCEA will cast one (1) set of five (5) cylinders for every 50 cubic yards of concrete placement, or fraction thereof. Lab cured cylinders will be tested for compressive strength as follows: 1 at 7 days, 3 at 28 days and 1 reserved unless otherwise specified in the contract documents.
- B. Reinforcing Steel:
 - 1. Reinforcing steel incorporated in cast-in-place concrete will be checked for proper size, placement, spacing, tying, lap length and cleanliness prior to the placement of concrete using the structural plans and approved shop drawings as a reference.
- C. Floor Flatness and Levelness:
 - 1. HCEA will provide a FACE certified Inspector to measure floor flatness and levelness using a FACE Dipstick, according to ASTM E1155. HCEA will prepare a report that contains a hand-sketch of the test surface; a description of the location tested, and associated attachments (i.e., computer generated data from test runs, which include floor flatness and floor levelness numbers). The field report does not include professional opinions, interpretation of the data, and/or recommendations; however, these services can be provided if requested

STEEL ERECTION

- A. Structural Steel Field Inspection:
 - 1. A certified HCEA Structural Steel Inspector will observe the following:
 - a. Check members placed for proper size and location in accordance with approved shop, erection, and contract drawings;
 - b. Check field welders' qualifications by examining their certifications;
 - c. Check installation of high strength bolts in accordance with AISC standards for fastener tension;
 - d. Perform visual weld inspection in accordance with AWS Structural Welding Code;
 - e. Observe steel joist placement;
 - f. Observe and test shear studs and metal deck;
 - g. Observation for column plumbness;
 - h. Perform shop inspections if required;

- i. Ultrasonic and Magnetic Particle testing as needed.
- B. Light-Gauge Structural Framing:
 - 1. An HCEA field representative will:
 - a. Check light gauge structural framing for proper size, gauge, and erection tolerances;
 - b. Check for adequate bearing, number and placement of fasteners;
 - c. Check field welding in accordance with AWS and shop drawings for adequate size and penetration.
- C. Sprayed Fireproofing:
 - 1. An HCEA Senior Engineering Technician will perform the following:
 - a. Measure for adequate thickness of sprayed fireproofing coatings in accordance with UL standards for columns, beams, and deck;
 - b. Test for bond per ASTM E 736 and requirements specified in UL's "Fire Resistance Directory" about coating materials;
 - c. Verify density per ASTM standards.

MASONRY (STRUCTURAL LOAD BEARING MASONRY ONLY)

- A. HCEA will provide an engineering technician to sample and test components of the structural reinforced masonry in the field as follows:
 - 1. ASTM C 780 - Compressive strength testing for mortar in the field. A set of three (3) 2"x2" cubes will be cast for each day's placement on an intermittent basis while CMU block is laid.
 - 2. ASTM C 1019 - Compressive strength testing for grout in the field. A set of 3½" x 3½" x 7½" grout prisms will be cast for each day's placement on an intermittent basis while grouting is being placed.

PAVEMENT

- A. An HCEA representative will monitor the proofrolling of the subgrade prior to installation of stone base-course. Soft or loose areas within the subgrade will be delineated by the HCEA representative for stabilization by the contractor. HCEA will monitor and document the location of the soft or loose areas requiring remediation and monitor/test the remediation process utilized by the contractor. An HCEA representative will test the stone base-course materials for density. Field density testing will be performed utilizing a nuclear density gauge to determine the percent compaction of the stone base-course against the appropriate Proctor maximum dry density. HCEA will monitor the lay down temperature and density of the asphalt being placed.

ENGINEERING SERVICES

- A. Hillis-Carnes will provide a project engineer or project manager to review, analyze, compile and evaluate test results in addition to providing technical recommendations as needed. All reports will be submitted on a schedule prearranged with the client and project team. Our field reports will be issued within 24 hours of the work. If an HCEA field representative observes issues on site they will immediately notify the SiteLogIQ field manager. Concrete break results will be issued the day of the compressive strength test.

Noteworthy Items;

- HCEA has significant experience providing geotechnical engineering and construction testing and inspection services on similar K-12 projects. Several project profiles for K-12 projects we have completed are included in the SOQ that was submitted as part of this package.
- HCEA was founded in 1989, has 18 office locations and 425 staff members.
- Our lab and field equipment are appropriately calibrated, our personnel appropriately experienced and certified. Concrete will be tested by an ACI certified technician, structural steel will be inspected and tested by a CWI and Level II NDT Technician.
- HCEA personnel will be available for site visits if notified 24 hours in advance. If less than 24 hours notification is given, we will make every effort to service the project. The field manager should contact Shawn McCauley for scheduling of our personnel. Shawn's phone number is 240-357-6036.
- Field reports will be issued no later than 24 hours after our site visits however, we expect field reports to be issued within 24 hours. Field reports that include deficiencies will be issued within 24 hours of the work. If there are non-compliances observed during construction, our field personnel will provide immediate verbal notification to the appropriate individuals including the SIQ site representative, and other stake holders as directed.
- HCEA personnel will adhere to the project safety requirements along with its own policy and will abide by the SIQ and Owner's safety requirements.
- Prevailing wages do not apply to construction testing and special inspection services.
- HCEA's insurance limits likely exceed industry standard. That includes Commercial General Liability and Professional Liability policy limits.
- Our personnel have approved Act 34, Act 151 and Child Abuse Protection Act clearances.
- HCEA proposes Mr. Michael Glantz as Lead Technician. Mr. Glantz's resume can be found in the attached SOQ.

INTRODUCTIONS, APPROACH, REFERENCES, QUALIFICATIONS, ROJECT EXPERIENCE;

Construction Materials Testing & Inspection

Hillis-Carnes Engineering Associates, Inc. (HCEA), is a Mid Atlantic based engineering firm that provides geotechnical engineering, environmental consulting and construction testing and special inspection services. Founded in 1989, HCEA generated over \$45 million dollars in sales in 2022. With eighteen (18) branch office locations (all of which offer construction materials testing and special inspection services) and about 425 employees, HCEA provides on-call testing and inspection services on thousands of projects each year. HCEA employees over twenty-five (25) Professional Engineers, many of whom are registered in Pennsylvania. Our field personnel carry the required certifications (ACI, CWI, EIT, GIT, NECEPT, Floor Flatness etc.).

Materials testing and special inspection work is inherently an 'on-call' service and regular (daily at least) communication with the clients scheduling personnel (often the CM/General Contractors field manager) occurs daily. We are diligent in scheduling our personnel and have a best-in-class digital platform that promotes timely scheduling, reporting and provides critical information to our field staff. HCEA offers a complete suite of construction materials testing and special inspection services including soils compaction and fill observation, concrete, shallow and deep earth foundations, masonry, structural steel, EIFS/wood framing/light gauge framing, hot mix asphalt and we offer the full complement of lab analysis. Our engineers and geologists offer recommendations to contend with project issues as needed. The work

under the contract for the Central Elementary School project will be 100% self- performed by HCEA personnel. Our field staff are equipped with a Microsoft Surface tablet that is used to receive work duties, review project documents and requirements and prepare and issue field reports. The tablets are touch screen enabled. If the client would like the SIQ's field representative to confirm our time on site with a signature, we can accommodate that request. We have worked on all manner of projects ranging from professional sports stadiums (Heinz Field, Nationals Ballpark, M&T Bank Stadium) to projects in the healthcare, municipal, industrial, commercial, residential and education sectors. We perform our work with certified and experienced field staff and project engineers as well as certified and calibrated equipment.

Our approach is relatively simple. If we win the work the first order of business will be to ensure we have a complete set of up-to-date contract documents. We will more thoroughly familiarize ourselves with the contract documents and specific testing requirements. When the work commences, we would ask that you initially contact either Jerome Guy (443-867-6336), jguy@hcea.com or Chris Moyer (cmoyer@hcea.com). Matthew Decker, PE, will serve as our Project Engineer; mdecker@hcea.com. After our first visit to the site scheduling communications can be made with Shawn McCauley; smccauley@hcea.com; cell number 240-357-6036. During the project, the HCEA team will provide adequate staffing to support the Central Elementary School Additions and Renovations project, SWASD, SitelogIQ and the entire Team through this contract. We are able to provide manpower on a short notice. HCEA is committed to servicing our clients with quality and efficient services, as well as building a solid working relationship with project Team members. Our team is well seasoned in the various disciplines that are required, and we have the versatility and experience to be an added value to the project team. HCEA will provide one point of contact (Shawn McCauley) to the site manager/superintendent to facilitate scheduling and increase efficiency. We understand that our attendance on projects at the time our services are required is critical. Therefore, we make absolutely every effort to be on site as scheduled, even if called for services the same day.

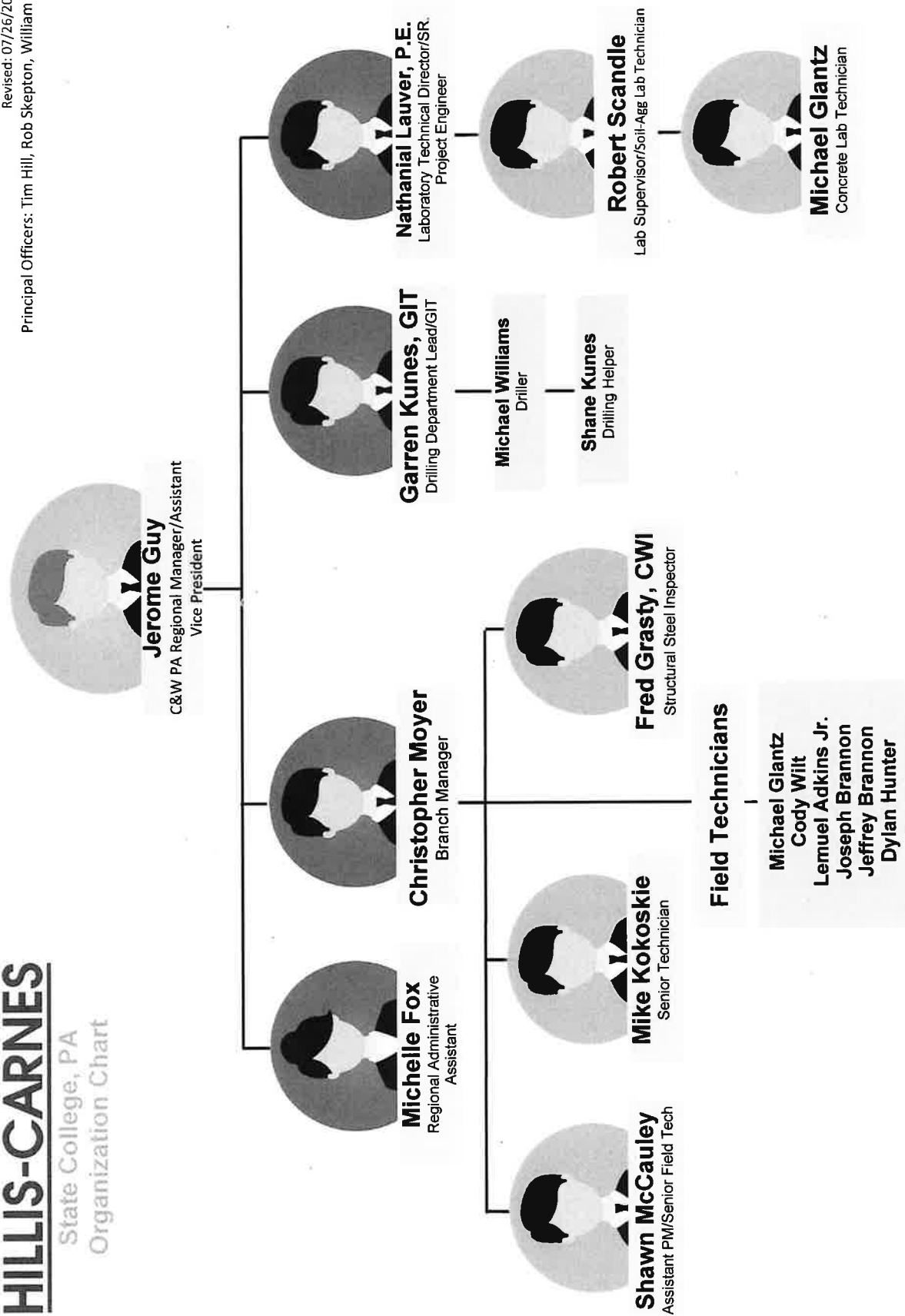
Construction Materials Testing & Inspection Field Communication and Reporting:

If non compliances are noted on site, the HCEA representative will immediately notify the on-site SIQ field manager. HCEA personnel will not direct any contractor or subcontractor to perform any portion of the work nor will we accept, revoke or reject any work. We will communicate with SIQ and SWASD appropriately. Issues are often identified and addressed on site quickly, however, any significant issues would be presented to the appropriate stakeholders. Our reports/logs will be issued to the Team (distribution list established by the client or Client's representative) no later than 24 hours after the work date. Concrete cylinder compressive strength test results will be issued daily. If low concrete breaks are noted, the Team will be notified on the day of the test.

HILLIS-CARNES

State College, PA
Organization Chart

Revised: 07/26/2023
Principal Officers: Tim Hill, Rob Skepton, William Carnes



PROPOSAL TERMS & CONDITIONS

BILLING AND PAYMENT

Personnel time for site visits, site meetings, reports, conferences or regularly scheduled progress meetings will be billed on site only. Principal Engineers assigned to the project for problem resolution only will be billed at the rate of \$175.00 per hour portal to portal. Technician time will be billed as on site with a 4 hour daily minimum. The daily minimum does not apply to site visits for sample pick-ups only. No mileage or trip charges will be incurred. Hourly rates will be rounded up to the closest whole hour. Overtime will be billed when on site time exceeds 8 hours per day, nights (7PM-5AM), Saturdays, Sundays, and Holidays. These prices are subject to change after 90 days from the Project Fee Schedule date unless one executed copy of the Project Work Order is signed and returned to HCEA within those 90 days.

Invoices will be submitted as the work proceeds on a monthly basis. Payments will be due and payable in full upon receipt of an invoice without retainage and will not be contingent upon receipt of funds from third parties. If fees are not paid in full within thirty (30) days of the date of the invoice, HCEA reserves the right to pursue all appropriate remedies, including withdrawing certifications, stopping work, and retaining all documents without recourse. If at any time an invoice remains unpaid for a period in excess of thirty (30) days, a service charge of one and one-half (1-1/2%) percent per month, an effective maximum rate of eighteen (18%) percent per annum simple interest will be charged on past due accounts. In the event a lien or suit is filed or arbitration is sought to enforce overdue payments under this agreement the Client agrees to pay HCEA any and all reasonable fees, expenses, and costs incurred by HCEA, including, but not limited to, arbitrator's and attorney's fees, and other claim-related expenses.

SCHEDULING

Please notify HCEA before 2:30 p.m. the day before our services are required for the scheduling or canceling of technicians. After that time, we will make every effort to schedule or cancel, but we cannot guarantee attendance of our technicians. If an HCEA Technician has been dispatched to your project as scheduled, and the required inspection is canceled without your representative notifying the HCEA scheduling office of this cancellation prior to the departure of our Technician from our office, portal to portal technician time and trip at the unit rates stated above will be assessed.

OTHER

Miscellaneous materials and supplies requested by the client, not normally provided, such as photographic film, patching materials, etc. required to complete the assigned tasks will be charged to the client at cost +15%.

HCEA requests two copies of the applicable approved structural plans, shop drawings, and specifications prior to construction, for our information or use.

The Client holds HCEA harmless for delays in construction caused by unanticipated conditions at the subject project. HCEA will not make any judgments concerning, and will not assume responsibility for, work performed outside the presence of an HCEA Technician or other HCEA Representative.

PROPOSAL ACCEPTANCE SHEET

**PROPOSAL FEE SCHEDULE
AND TERMS ACCEPTED BY:**

Client Signature	Date
Print Name	Title
E-mail address	

PAYMENT TERMS: Payment for services is due 30 days upon receipt of the invoice, and subject to the provisions outlined in the Terms and Conditions of this contract. In an effort to promote environmentally sustainability practices, HCEA is providing an option for Clients to receive invoices electronically, in lieu of hard copies of the invoices being mailed. If you would like to receive electronic invoices in lieu of hard copies, please select from the options below.

- ☐ For this project, submit electronic invoices only
- ☐ For this project and for all future projects for Client Account, submit electronic invoices only

For Payment of Invoice via Client's Account: Charge Invoice to the Account of: (If any errors appear, please make corrections):

Client:	Office #:
Address:	Fax #:
	Cell #:
Attention Name:	E-mail:

For Approval of Charges by Another Party: If the invoice is to be submitted for approval by a party other than the "Attention Name" above (to an Accounts Payable Representative, for example), please indicate in the space below.

Firm: _____

Address: _____

Attention: _____ E-Mail: _____ Phone: _____

REPORT DISTRIBUTION AND RELIANCE: In an effort to promote environmentally sustainability practices, HCEA will provide digital copies of all reports, unless otherwise specified. Please indicate the name(s) and e-mail address(es) of those who are to receive copies of the reports.

Attention Name: _____ E-Mail Address: _____

Names and E-mail address of Additional Parties Who Are to Receive Reports:

Name: _____	E-Mail Address: _____
Name: _____	E-Mail Address: _____

If hard copies of the report are to be distributed, please list below the applicable report distribution information. Please note that the distribution of reports to a party other than the Client does not infer reliance on the report by that third party, unless expressed in writing by HCEA. There may be a charge if hard report copies are requested, either at the original time of completion of the report or after.

Name: _____ Address: _____

Name: _____ Address: _____

This is a legal and binding contract between the Client and HCEA, as referenced in the attached proposal, including the terms and conditions included in the proposal.

REQUEST FOR PROPOSAL
FOR
TESTING AND INSPECTION SERVICES

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

CENTRAL ELEMENTARY SCHOOL RENOVATIONS AND ADDITIONS PROJECT

555 WEST MOUNTAIN AVE
SOUTH WILLIAMSPORT, PA 17702

REQUEST FOR PROPOSAL INFORMATION

1.0 GENERAL INFORMATION

The OWNER, **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT (SWASD)**, is soliciting proposals for testing services for the Central Elementary School Renovations and Additions project.

1.1 PROJECT SCOPE AND SCHEDULE

The project shall include renovations to the existing elementary school plus two additions bid as alternates. Work to take place from August 21, 2023 to December 31, 2024.

1.2 TYPES OF CONTRACTS IN PLACE

SWASD has entered into an agreement with SitelogIQ (Clerk of the Works), Larson Design Group (Site/Civil/Structural/MEP Engineer) and McKissick Associates (Architect) for the project. The successful firm will be expected to function as part of this team and will be contracted directly with SWASD.

An AIA C103 document agreement would be executed between the SWASD and Testing & Inspections services company.

1.3 ISSUING OFFICE

SitelogIQ is issuing this proposal for the Testing and Inspection Services that will be contracted through SWASD. Questions concerning the scope of the project should be submitted in writing, via email to SitelogIQ attention Chuck Levkulich at chuck.levkulich@sitelogiq.com.

1.4 SUBMISSIONS

All Proposals, including the bid form with attachments, shall be emailed and address to Bill Reifsnyder, South Williamsport Area School District, Director of Operations breifsnyder@swasd.org with a copy to chuck.levkulich@sitelogiq.com.

1.5 RESPONSE DATE

Proposals must be received by: 12:00pm, Tuesday, August 1, 2023.

1.6 PROPOSAL AWARD

The proposal award may be made within one hundred twenty (120) days of opening date.

1.7 ADDENDA TO THIS RFP

Any addenda to this RFP will be issued as detailed in the Instructions to bidders from SitelogIQ by Chuck Levkulich and must be acknowledged as being received on the bid form.

2.0 QUALIFICATIONS/OBLIGATIONS/RESPONSIBILITIES

A. The SWASD reserves the right to examine submitting firm qualifications and to ask

submitting firm to provide additional information or data that the SWASD may require. It is presumed that the submitting firm has thoroughly examined and investigated all plans and documents as well as the site and that his proposal is made with full knowledge and understanding of the conditions of the work.

- B. All submitting firms shall have resident on staff, a registered professional engineer licensed to do work in the state of Pennsylvania.
- C. Testing Laboratory Qualification: Shall have been inspected by a nationally recognized inspection agency, acceptable to Architect/Engineer. Evidence of such inspection and current status shall be provided to Architect/Engineer and Construction Manager. In addition, the approved lab shall document participation in a nationally recognized soils and concrete reference testing program during the twelve (12) months preceding the start of work on this project. Results of reference testing shall indicate an average or above rating for the laboratory to be acceptable.
- D. Provide qualified personnel at site after due notice. Cooperate with Architect/Engineer and Construction Manager in performance of duties.
- E. Perform specified inspections, sampling, and testing in accordance with specifications and specified standards.
- F. Ascertain compliance of materials and mixes with requirement of contract document.
- G. Promptly notify Construction Manager of observed irregularities or non-conformance of work or products.
- H. Testing Agency shall respond having received 24-hour notice from Construction Manager or OWNER.
- I. Provide all equipment needed to make test samples, in addition all equipment is calibrated to manufacturer requirements. Provide for proper storage and curing of test samples. Include curing box(es) for the project site.
- J. Field Technician shall be qualified and prepared to perform asphalt, concrete, mortar, grout, and soil tests in a single day. Field Technicians shall possess at a minimum the following certifications:
 - i. Concrete and Masonry Technicians – ACI Field Technician Level 1
 - ii. Welding and Structural Steel Inspections – AWS Certification
 - iii. Nuclear Density Probe – Training and certification by an agency acceptable to the NRC or other appropriate governing agency
- K. Any time over eight (8) hours on site will be charged time and one half.
- L. If more than one (1) testing service is performed on one (1) day the full day rate or half-day rate will prevail with a charge for the additional reports as provided for in the Unit Prices.
- M. The Testing Agency shall provide a Technician with a minimum of 5 years of experience

that will be assigned as the Lead Technician. The Lead Technician will become familiar with the Project and be the Testing Agencies main representative throughout the entire project. The Lead Technician will also be responsible for attending pre-installation meetings and coordination meetings as directed by the Construction Manager.

2.1 INSURANCE

Provide insurance as detail in the project general conditions as per spec 007200.

Certificates of Insurance must be provided for the following coverage and will not be canceled or changed during the term of the Testing and Inspection Services without thirty (30) days prior written notice to the South Williamsport School District and the Construction Manager.

A. General Liability Insurance

The Consultant shall provide the OWNER with proof of General Liability Insurance and shall hold SitelogIQ, Larson Design, McKissick Associates, and the SWASD, its employees, and other Consultants harmless against claims arising out of the Consultants services to for the OWNER for damages in law and equity, and for property damages and personal injury, including wrongful death. The Consultant's Comprehensive General Liability Insurance and Automobile Liability Insurance shall be in the amount no less than \$1,000,000 for injuries, including accidental death to any person and subject to the same limit for each person, and in an amount not less than \$1,000,000 for each occurrence. The Consultant's Property Damage Liability Insurance shall be in an amount not less than \$1,000,000 for each occurrence.

B. Professional Liability Insurance

The Consultant shall provide the OWNER with proof of Professional Liability Insurance and shall hold SitelogIQ, Larson Design, McKissick Associates, and the SWASD, its employees, and other Consultants harmless against claims arising out of the Consultants services to/for the OWNER. The Consultant's Professional Liability Insurance shall be in the amount not less than \$1,000,000 for each occurrence and 2,000,000 aggregate.

C. Umbrella Excess Liability

Waived.

D. Workers Compensation

Statutory provisions must be met. Worker's Compensation Insurance must be sufficient to cover all employees of the firm working to fulfill this Contract.

E. Certificate of Insurance

The Consultant shall furnish to the OWNER periodically, as requested during the active terms of this Agreement, a Certificate from their Insurance carriers, which shall be an Insurance Company(ies) authorized to do business in the State of Pennsylvania, indicating the existence of the required insurance, the amount of the deductible and full coverage of

such insurance, which shall be subject to the approval of the OWNER for adequacy of protection, and as within the limits such carrier may lawfully provide. Include as named insured, the SWASD, SitelogIQ, Larson Design and McKissick Associates.

F. Failure to Comply with Insurance Requirements

During any period in which the Testing and Inspection Agency is not in compliance with the terms of the insurance requirements herein stated, no compensation shall be paid by the OWNER to said Agency.

2.2 SUBMITTALS

- A. Submit laboratory name, address, telephone and fax number of the assigned, registered engineer and responsible officer to the Construction Manager. Also, provide a resume for the proposed Lead Technician. Include qualification data to demonstrate their capabilities/experience. Submit this information with your proposal.

3.0 LIMITS ON TESTING LABORATORY AUTHORITY

- a) Laboratory may not approve or accept portions of work.
- b) Laboratory may not assume duties of contractor.
- c) Laboratory has no authority to stop work.

4.0 GENERAL

- A. These conditions and instructions shall be considered an integral part of all proposals. Any proposals submitted shall be in accordance with the laws of the State of Pennsylvania and applicable Federal regulations.
- B. The SWASD School Board reserves the right to accept or reject any or all proposals received and to waive any irregularities or technicalities in proposals.
- C. No proposal shall be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the proposals without the consent of the OWNER.
- D. The testing agency will be reporting directly to the Owner and the Construction Manager. All written correspondence and reports shall be submitted via Submittal Exchange. Daily Field Reports shall be prepared immediately following the days work and shall be distributed to all parties within 24 hours via Submittal Exchange.
- E. Daily slips must be signed by Construction Manager indicating time and each test provided for that day. Monthly invoice shall be submitted to Construction Manager, with copies of daily slips relating to that specific invoice. Complete accounting, indicating consecutive billing from beginning to end, will be required on a monthly basis. Invoices are due by the 25th of the month sent electronically to the Construction Manager for review and sign-off. Once approved, the invoice will be sent to the Owner for processing.

5.0 **TESTING AND INSPECTION SERVICES SCOPE OF WORK**

- A. The work of this package consists of testing in the following Specification Sections. Unless specifically noted, all testing work to be performed shall consist of providing all labor, material, equipment, and supervision and whatever is necessary to complete the work in accordance with the Contract Documents and applicable codes.
- B. Specification Sections and drawing notes:
1. General Civil, Architectural and Structural notes issued with and on the drawings.
 2. Specification Sections as required in the following Divisions:
 - a. Division 3 – Concrete
 - b. Division 4 – Masonry
 - c. Division 5 – Steel
 - d. Division 7 - Spray fireproofing
 - e. Division 31 – Earthwork
 - f. Division 32– Exterior Improvements
 - g. Division 33 - Utilities
 3. The mention of the above Division does not alleviate the Testing Agency of any requirements of other Divisions or of the General Requirements. The Division is provided; each proposing firm must read the appropriate sections in each Division.
- C. Narrative Description of Testing Package: The work of this Contract shall include but not be limited to the following items:
1. Coordinate testing with the Construction Manager.
 2. In the event that access is not provided by the Contractors, the Testing Agency shall provide all scaffolding, hoisting, ramps, etc., as required to do your work.
 3. Provide safety and protection of persons and property per OSHA, local, state, and federal requirements. Follow all site requirements noted in Public Safety specification section 015600 of the project documents.
 4. Provide testing of the following as specified and as described in the Quality Requirements specification section 014000-1.6:
 - a. Earthwork & Subgrade preparation
 - b. Asphalt Paving
 - c. Concrete (foundations & walls, site walls, slab on grade, curbs, ramps, sidewalk, light pole bases)
 - d. Masonry (grout)
 - e. Steel
 - f. Sprayfireproofing
 5. Insurance Certificate as described in "Insurance," Section 2.1 of the RFP, shall be submitted in duplicate to the OWNER, OWNER'S ADDRESS.
 7. All employees on site must have an approved Act 34 Employee Background Check, Criminal History Report and Act 151, Child Abuse Protection Act Clearance,

Conviction & Arrest Form, and a copy of the driver's license (or state issued identification). This information must be submitted to the Construction Manager. All employees on site must have background clearances approved by the owner prior to arrival on site. Testing & Inspection company shall meet all requirements noted in the PA Department of Education Requirements specification section 008030.

8. Refer to the Instructions to Bidders section of the specifications for additional information and requirements for submission of proposals.
 9. Submittal Exchange will be used to house all project documentation. The Testing & Inspection company shall upload all reports, inspections, and summary of delivery tickets to this medium at the designated location. All inspections **MUST** be uploaded on a weekly basis and reports **MUST** be uploaded with 24 hours of test being performed. There is no fee to access the system as McKissick will provide access to the project. All documentation related to the project is included within Submittal Exchange and the inspection company can access all drawings, specifications, RFIs and submittals for the project.
 10. Provide soil Analysis reports as per spec 329300-1.5C.
 11. Asphalt cores shall be taken only at the request of the Construction Manager, final quantity and locations are to be field determined. All asphalt cores are being tested to confirm thickness and specific gravity.
 12. Testing Agency shall plan on taking five (5) cylinders of concrete for each set of concrete tests. {2 for 7-day, 2 for 28-day, 1 for 56-day}.
 13. All reinforcement shall be checked for type & placement within the structure as per the Project documents (masonry & concrete floors/walls).
 14. All earthwork involving underground utilities will be inspected, including stormwater, sanitary, water, gas, electric.
 15. All structural steel shall be checked, including welds, torque of bolts, steel studs, and spray fireproofing. Refer to the notes on the Structural drawings.
 16. The retaining wall shall be checked for compaction and installation requirements as per the manufacturer requirements.
- D. Additional Information: Enclosed within this RFP is the Pre-bid Construction Schedule for reference purposes. The actual dates and durations are subject to change once construction has commenced.

END THIS SECTION

PROPOSAL FORM

FOR

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
CENTRAL ELEMENTARY SCHOOL RENOVATIONS AND ADDITIONS PROJECT**

TESTING AND INSPECTION SERVICES

Date: August 1, 2023

(Firm to insert date Proposal submitted)

Firm Submitting: (Company Name) Hillis Carnes Engineering Associates, Inc.

(Address) 2929 Stewart Drive State College, PA. 16801

(Telephone) 814-231-0552 - Office, Chris Moyer Cell - 814-380-6646, Jerome Guy Cell - 443-867-6336

Contact Person: Chris Moyer - Branch Manager, Jerome Guy - Regional Vice President

Gentlemen:

This proposal is submitted in accordance with your Invitation requesting that proposals to be received for Testing and Inspection Services for the South Williamsport Area School District in South Williamsport, PA.

Having carefully examined the Contract Documents (including the Addenda enumerated in the proposal, which are incorporated herein by reference) and being familiar with the Specifications, indicating various conditions affecting this Contract, the undersigned herein agrees to furnish all materials, perform all labor and do all else necessary to complete the testing and inspection services for the above-named project in accordance with Base Proposal and Unit Prices per this Proposal Form.

Please Note Addenda to the RFP that were Received:

Addendum No.:	<u>1</u>	Date Received:	<u>7-20-23</u>
Addendum No.:	<u>2</u>	Date Received:	<u>7-26-23</u>
Addendum No.:	<u>3</u>	Date Received:	<u>7-27-23</u>
Addendum No.:	<u>4</u>	Date Received:	<u>7-27-23</u>

- ☐ Include the submittal information noted in section 2.2 of the RFP as an attachment.
- ☐ Include the Contractors qualification as per spec 004515.

PROPOSAL FORM

BASE PROPOSAL – TESTING SERVICES \$ 35,680.00
(figures)

Base Proposal Price Includes:

One Hundred Fifty (150) hours of soils technician time (performance of testing and visual inspections)

Sixty (60) hours of concrete technician time (performance of testing and visual inspections of concrete and rebar placement)

Sixty (60) hours of masonry technician time (performance of testing and visual inspection of masonry construction)

One (1) modified proctor tests

Twenty (20) concrete cylinder sets, including breaks, molds, and trips to pickup

Sixty (60) hours of visual inspection of asphalt

Eight (8) hours of Asphalt core removals

Five (5) core test of paving

Sixteen (16) hours of steel technician time (performance of testing and visual steel inspections)

Twenty (20) certified engineer provisions hours

One (1) Topsoil Analysis Reports

All associated reporting to be sent via email as noted above to complete the base proposal testing.

Base proposal shall include all travel expenses, hours are only applicable when work is being performed onsite not when the technician is driving to the project. This will be backed up with daily tickets being signed.

Unit prices will be used on an Add/Deduct basis to adjust the Base Proposal to actual quantities.

ALTERNATE #1 – TESTING SERVICES FOR GYM/KITCHEN ADDITION

\$ 69,370.00
(figures)

Alternate Proposal includes:

Five Hundred (500) hours of soils technician time (performance of testing and visual inspections)

One Hundred (100) hours of concrete technician time (performance of testing and visual inspections of concrete and rebar placement)

Forty (40) hours of masonry technician time (performance of testing and visual inspection of masonry construction)

One (1) modified proctor tests
Twenty (20) concrete cylinder sets, including breaks, molds, and trips to pickup
Sixty (60) hours of visual inspection of asphalt
Eight (8) hours of Asphalt core removals
Five (5) core test of paving
Forty (40) hours of steel technician time (performance of testing and visual steel inspections)
Sixteen (16) hours of spray fireproofing inspections
Twenty (20) certified engineer provisions hours
One (1) Topsoil Analysis Reports

ALTERNATE #2 – TESTING SERVICES FOR CONVERTING EXISTING KITCHEN INTO CLASSROOM SPACE

\$ 8,537.00
 (figures)

Alternate Proposal includes:

Forty (40) hours of concrete technician time (performance of testing and visual inspections of concrete and rebar placement)
Sixteen (16) hours of masonry technician time (performance of testing and visual inspection of masonry construction)
Five (5) concrete cylinder sets, including breaks, molds, and trips to pickup
Sixteen (16) hours of steel technician time (performance of testing and visual steel inspections)
Ten (10) certified engineer provisions hours

ALTERNATE #3 – TESTING SERVICES FOR CLASSROOM ADDITION

\$ 64,905.00
 (figures)

Alternate Proposal includes:

Five Hundred (500) hours of soils technician time (performance of testing and visual inspections)
One Hundred (100) hours of concrete technician time (performance of testing and visual inspections of concrete and rebar placement)
Twenty (20) hours of masonry technician time (performance of testing and visual inspection of masonry construction)
One (1) modified proctor tests
Fifteen (15) concrete cylinder sets, including breaks, molds, and trips to pickup
Sixty (60) hours of visual inspection of asphalt
Eight (8) hours of Asphalt core removals
Fifteen (15) core test of paving

Twenty-four (24) hours of steel technician time (performance of testing and visual steel inspections)

Sixteen (16) hours of spray fireproofing inspections

Twenty (20) certified engineer provisions hours

One (1) Topsoil Analysis Reports

HOURLY RATES / UNIT PRICES

Rates shall be all inclusive, i.e., fringe benefits, travel time, travel expenses, mark-up, tools, equipment, reporting, etc. Unit Prices and hourly rates are presented as Add/Deduct for adjustment of the Base Proposal to account for actual quantities. Unit prices as provided below shall be used to calculate base proposal.

1. On site services: Includes observation and documentation of all fill and backfill placement and compaction, subgrade preparation footing excavations and retaining wall; including related field tests (labor) in accordance with the project specifications (per hr.)

	\$ <u>77.00</u> straight
	\$ <u>107.00</u> overtime
	\$ <u>107.00</u> weekends

2. On site services: Includes observation and documentation of concrete placement in accordance with the project drawings and specifications, ACI requirements including required field tests (slump, air content, temperature, etc.) and sampling (using an ACI-certified Tech. per hr.)

	\$ <u>77.00</u> straight
	\$ <u>107.00</u> over time
	\$ <u>107.00</u> weekends

3. Proctors on soils – each proctor

	(standard)	\$ <u>140.00</u> per each
	(modified)	\$ <u>155.00</u> per each

4. Breaking cylinders (per cylinder)

	\$ <u>19.00</u> per cyl.
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5. Cost of molds (per each)

	\$ <u>0.00</u> per each
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6. On site services: Include observation and documentation of all masonry placement, mortar, grout and rebar placement in accordance with the project drawings and specifications. (per hr.)

	\$ <u>77.00</u> Straight
	\$ <u>107.00</u> Overtime
	\$ <u>107.00</u> weekend

7. On site services: Include observation and documentation of steel placement and weld inspections as per the project drawings and specifications. (Per Hr)

	\$ <u>130.00</u> straight
	\$ <u>150.00</u> overtime
	\$ <u>150.00</u> weekend

8. On site services: Include observation and documentation of all spray fireproofing including all field tests in accordance with the Project drawings and specifications. (per hr)

	\$ <u>130.00</u> Straight
	\$ <u>150.00</u> overtime

(Hourly rate Includes SFRM lab density tests & field thickness & adhesion/cohesion)

9. On site services: Include observation and documentation of all asphalt placement and compaction including all field tests in Accordance with the Project drawings and specifications. (per hr)

	\$ <u>77.00</u> Straight
	\$ <u>107.00</u> overtime
	\$ <u>107.00</u> weekends

- | | | |
|-----|---|-----------------------------|
| 10. | Take asphalt cores | \$ <u>240.00</u> per hour |
| 11. | Testing of bituminous paving (core test) /Bulk Specific Gravity | \$ <u>80.00</u> per core |
| 12. | Certified Engineer Provisions | \$ <u>115.00</u> per hour |
| 13. | Topsoil Analysis Report Per Specification Section 329300, 1.5, C. | \$ <u>475.00</u> per report |
| 14. | Project Manager (Review reports, consult, analysis) | \$ <u>90.00</u> per hour |

The undersigned hereby certifies that this Proposal is genuine and not shame or collusive or made in the interest of or in behalf of any person, firm or corporation not herein named and that the undersigned has not directly or indirectly inducted or solicited any firm to refrain from submitting a proposal and that the undersigned has not in any manner sought by collusion to secure for himself any advantages over any other firm.

The undersigned, intending to be legally bound, agrees that this Proposal shall be irrevocable and shall remain subject to your acceptance for one hundred twenty (120) days after date set for proposal opening, except as provided by Act 317 of 1978, approved November 16, 1978, which provided for possible extension of the holding period.

Proposals shall be officially signed in accordance with Instructions to Bidders, using applicable portions of Signature Pages.

SIGNATURES

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

Individual Bidder

Witness

(Signature of Individual)

Trading and doing business as *

Business Address

* If fictitious or trade name is employed in conduct of business, insert name and complete address, as appropriate, by deletion, the following statement: Foregoing fictitious or trade name (has) (has not) been registered as a (Partnership) (Individual) under Pennsylvania law.

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

Partnership Bidder

(Name of Partnership) *

Witness

By:

(Partner)

Witness

By:

(Partner)

Business Address

The partners' constitution of the Partnership herein named are:

_____(Partner)
Address

_____(Partner)
Address

* If fictitious or trade name is employed in conduct of business, insert name and complete address, as appropriate, by deletion, the following statement: Foregoing fictitious or trade name (has) (has not) been registered as a (Partnership) (Individual) under Pennsylvania law.

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

Corporation Bidder

** Hillis Carnes Engineering Associates, Inc. (Name of Corporation)

By: Jerome Guy *Jerome Guy* (Vice President)

Attest: Michelle Fox (Secretary)

Business Address

OR (If appropriate)

** _____ (Name of Corporation)

By***: _____ (Authorized Representative)

By: _____ (Witness)

Business Address

** (1) Complete, as appropriate, the following statement:

The Corporation has been organized and is existing under Laws of the Maryland

(2) If Corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete, as appropriate, by deletion, the following statement:

The Corporation (has) (has not) been granted a Certificate of Authority to do business in the Commonwealth of Pennsylvania under applicable laws.

*** Attach appropriate proof, dated as of the date of the Proposal, evidencing authority to execute on behalf of the Corporation in accordance with requirements of the Contract Documents.

GENERAL TERMS & CONDITIONS

1. SCOPE OF WORK

Hillis-Carnes Engineering Associates, Inc. (HCEA) shall perform the services described in this contract and shall invoice the Client at the associated unit rates described in this proposal. Any fee or cost estimate is based on the assumed schedule, scope of work and documents provided at the time this proposal was developed. Any changes in the scope or design may result in additional fees. HCEA will provide additional services under the contract, if requested by the Client, and invoice the Client for those additional services in accordance with the rates in the contract or at rates negotiated at the time of the request of the additional services. Services not expressly set forth in writing in the contract are excluded from HCEA's scope of work and HCEA assumes no duty to the Client to perform such services or to provide professional opinions related to such services.

2. STANDARD OF CARE

Services performed by HCEA under this contract will be conducted in accordance with industry standards and generally accepted professional practices in the same or similar localities related to the nature and circumstances of the work at the time the services are performed. No warranty, express or implied, is made. HCEA's services and reports are solely for the use and benefit of the Client and do not relieve the contractor or others of their obligations under the contract documents or construction documents. HCEA assumes no responsibility for construction means, methods, techniques or sequences, or for jobsite safety or for the health and safety of person's other than HCEA's direct employees.

3. RIGHT OF ENTRY

The Client shall be fully responsible for obtaining the necessary authorizations to allow HCEA, its agents, subcontractors and representatives to have access to the site and buildings thereon, including interiors, at reasonable times throughout performance of work by HCEA. HCEA will take reasonable precautions to minimize damage to the site from use of equipment, but unintentional damage or alteration may occur and the Client agrees to assume responsibility for such unintentional damage or alteration. If the site contains wooded land or areas of significant undergrowth, HCEA will not perform clearing of vegetation that could be considered impassable by the individual(s) performing the site work, unless otherwise stated in the contract.

4. DELAYS IN WORK

HCEA will pursue the work in an efficient and expeditious manner consistent with good quality practices. HCEA will not be responsible for delays in the work caused by the Client or its agents, consultants, contractors, or subcontractors. Stand-by or non-productive time for delays in HCEA's work caused by others will be charged as work time in accordance with the rates in the contract or at rates negotiated at the time of the delay.

5. SAFETY

HCEA is only responsible for the on-site safety of its own employees. However, this shall not be construed to relieve the Client or any of its contractors from their responsibilities for maintaining a safe job site. Neither the professional activities of HCEA, nor the presence of HCEA's employees, shall be construed to imply HCEA has any responsibility for the safety of on-site personnel other than HCEA's employees.

6. OWNERSHIP OF DOCUMENTS/RELIANCE

Client will furnish HCEA such reports, data, studies, plans, specifications, documents, and other information necessary for proper performance of HCEA's services. HCEA may rely upon documents provided by the Client or other third parties in performing the services under this contract; however, HCEA will not conduct an independent evaluation of the accuracy or completeness of such information, and shall not be responsible for any errors or omissions contained in such information. Unless requested by the Client, HCEA will retain for its own purposes, the documents provided by the Client. Reports, recommendations, and other materials resulting from HCEA's services are intended for the sole use of the Client. The Client may provide the reports, recommendations, and other materials generated by HCEA to third parties; however, the contents thereof may not be relied upon by any third party, without the express written consent and authorization of HCEA as to the specific nature, extent and scope of reliance desired for any given third party. Drawings, sketches, reports, and other documents, including those in electronic format, which are prepared by HCEA are Instruments of Service to which HCEA retains the exclusive common law and statutory copyright. So long as the Client is not in breach of its obligations pursuant to this proposal or agreement, HCEA grants to Client a nonexclusive license to use such Instruments of Service for the project for which the services are rendered and for no other project. HCEA will retain all pertinent records relating to services performed for a minimum period of three years following submission of a report, during which period the records will be made available to Client at all reasonable times. Normal report distribution is three (3) copies to the Client. There may be a charge if additional report copies are requested, either at the original time of completion of the report or after, to cover the costs of color copies, shipping and labor (e.g., retrieval of archived files, re-assembly of report, copying of report, etc.). The distribution of reports to a party other than the Client does not infer reliance on the report by that third party, unless expressed in writing by HCEA.

7. FAILURE TO FOLLOW RECOMMENDATIONS

HCEA will not be held liable for problems that may occur if HCEA's recommendations are not followed or if HCEA is not requested in writing to provide recommendations. Accordingly, the Client waives any claim against HCEA, and agrees to defend, indemnify and hold HCEA harmless from any claim or liability for injury or loss, including attorney's fees, that results from failure to implement HCEA's recommendations, or from implementation of HCEA's recommendations in a manner that is not in strict accordance with them, or from the use/reliance of a report which did not include unrequested recommendations. The Client also agrees to compensate HCEA for any time spent and expenses, including attorney's fees, incurred by HCEA in defense of any such claim, with such compensation to be based upon HCEA's prevailing fee schedule and expense reimbursement policy.

8. INSURANCE/GENERAL LIABILITY

HCEA represents that it and its staff and consultants are protected by workers' compensation insurance and that HCEA has such coverage under public liability and property damage insurance policies which HCEA deems to be adequate. Certificates for all such policies of insurance shall be provided to the Client upon request in writing. HCEA shall not be responsible for any loss, damage, injury or liability arising from acts by the Client, its agents, staff and other consultants or contractors of any tier employed by the Client.

9. INDEMNIFICATION

To the fullest extent permitted by law, Client agrees to defend, indemnify, and hold HCEA, its agents, subcontractors and employees harmless from and against any and all claims,

defense costs, including attorney's fees, damages, and other liabilities arising out of or in any way related to the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the site, provided that such does not result from the sole negligence or intentional misconduct of HCEA, its agents, subcontractors or employees. Further, Client shall indemnify, defend and hold harmless HCEA, its agents, subcontractors and employees against any and all claims, damages, liabilities and costs, including defense costs and attorney fees ("Claims") to the extent caused in whole or in part by Client or its personnel, agents consultants, contractors or subcontractors of any tier, provided that the Claim is not caused by the sole negligence or intentional misconduct of HCEA, its agents, subcontractors or employees.

10. SPECIAL OR CONSEQUENTIAL DAMAGES

Client and HCEA agree that, to the fullest extent permitted by law, HCEA shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether caused by HCEA's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

11. FORCE MAJEURE

Neither party to this contract will be liable to the other party in performing the services nor for the direct or indirect cost resulting from such delays that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control or contemplation of either party.

12. CONFLICTS

Should any element of these General Terms and Conditions be deemed in conflict with any provision of term of the contract, unless the contract clearly voids the conflicting provision of term in the General Terms and Conditions, wording of the General Terms and Conditions shall govern. Any provision of term of this agreement later held to violate a law or regulation shall be deemed void to the minimum extent necessary to bring the offending parts of the provision into compliance with the law or regulation, but all remaining provisions shall continue in force.

13. ASSIGNMENT

Neither the Client nor HCEA may delegate, assign, sublet or transfer its duties or interest in this contract without the written consent of the other party.

14. TERMINATION

Either party may terminate this contract by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of the contract by the other party through no fault of the terminating party. If this contract is terminated, it is agreed that HCEA shall be paid for total charges for labor performed through the termination notice date plus reimbursable charges.

15. GOVERNING LAW

The terms and conditions of this contract are to be governed by the laws of the State of Maryland.

16. CLAIMS AGAINST HCEA

If the Client asserts a claim against HCEA but fails to prove such claim, the Client shall pay all costs incurred by HCEA, including counsel and expert fees, in the defense of such action.

17. STATUTE OF LIMITATIONS

Any cause of action between the parties pertaining to acts or failure to act, whether based on breach of contract, negligence

or otherwise, shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the last date on which HCEA provides services pursuant to this proposal or agreement.

18. MILEAGE SURCHARGE

HCEA will add an additional \$0.05 /mile charge on all invoices if the average mid-Atlantic fuel price on AAA's website goes above \$3.50/gallon, with an additional \$0.05 for every additional increase of \$0.50 in the average gallon price above \$3.50/gallon.

19. LIMITATION OF LIABILITY

The Client recognizes and assumes the inherent risks connected with construction and particularly in connection with sampling activities and services associated with subsurface and earthwork analysis and/or construction. For its part, HCEA will strive to perform its services in accordance with generally accepted principles and practices. HCEA's liability for damages arising out of professional negligence, including errors, omissions, or other professional acts, and including unintentional breach of contract, will be limited to an amount not to exceed HCEA's fees on this project. The Client further agrees to require of the contractor and his subcontractors an identical limitation of HCEA's liability for damages suffered by the contractor or the subcontractors arising from HCEA's professional acts, errors, or omissions. HCEA will not be liable for consequential damages, including, without limitation, loss of use or loss of profits, regardless of whether such damages are caused by breach of contract, willful misconduct, reckless negligent act or omission, or other wrongful act.

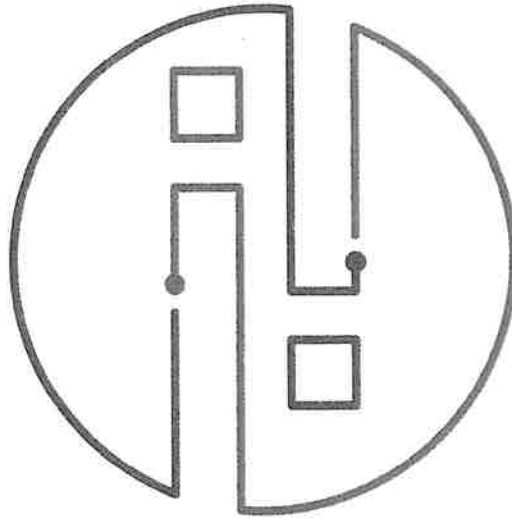
No employee or agent of HCEA shall have any individual principal, liability to the Client in addition to, or in excess of, HCEA's liability under these contract terms and conditions. The work product(s) generated under the scope of this Agreement are for the sole and exclusive use of the Client. Use and reproduction of any documents produced as instruments of service without the express permission of HCEA is unauthorized and is at the sole risk of the user.

20. UTILITY CLEARANCE

HCEA will notify Miss Utility or the appropriate agency to locate public utilities on the Site. In addition, HCEA will speak with the Client to verify that any private utilities do not interfere with the proposed areas of investigation. If the Client, or Client's representative, is not able to verify that the private utility locations do not interfere with the proposed areas of investigation, a private utility locator can be retained, if requested, at an additional cost. Hillis-Carnes will not be responsible for damage to utilities not delineated properly by Miss Utility, private utility locators or the Client prior to field work.

21. DISPUTE RESOLUTION

Any and all claims, demands and dispute arising out of or relating to this agreement, or to HCEA's services in connection with the Project, with the exception of mechanics lien proceedings, shall be resolved exclusively in American Arbitration Association arbitration under the Construction Industry Arbitration Rules. AAA mediation shall be a condition precedent to arbitration. HCEA may join its subconsultants or subcontractors in any such mediation or arbitration; however, no construction contractors or subcontractors may be joined or impleaded.



ILLUMINATED INTEGRATION

CHANGE ORDER

Proposal To:

South Williamsport Area School District

ILLUMINATED-INTEGRATION.COM

For:

2900 CANBY STREET
HARRISBURG, PA 17103

JR/SR High School - Auditorium Renovation

717 996 4596

TODAYS DATE

August 11, 2023

LVP AISLE & ENTRY FLOORING

SCOPE

Katanga 5mm Loose Lay w/ performance pad LVP flooring to be furnished and installed in existing carpeted areas of the Auditorium.

ADDITIONAL COSTS

QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT	TOTAL
	Illuminated Integration Floor refinishing Custom Quote Katanga 5mm				
1	Loose Lay w/ performance pad to be furnished and installed in all existing carpeted areas of the Auditorium.	\$27,580.00	\$27,580.00	\$0.00	\$27,580.00
ADDITIONAL COSTS TOTAL					\$27,580.00
SHIPPING AND TAXES					\$0.00
SUMMARY					
EQUIPMENT TOTAL					\$27,580.00
LABOR					\$0.00
SHIPPING					\$0.00
SALES TAX					\$0.00
LVP AISLE & ENTRY FLOORING TOTAL					+\$27,580.00

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
To be determined

EQUIPMENT TOTAL	\$27,580.00
SHIPPING TOTAL	\$0.00
ENGINEERING	\$0.00
INSTALLATION	\$0.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$0.00

CHANGE ORDER SUBTOTAL	\$27,580.00
TOTAL SALES TAX	\$0.00
CHANGE ORDER TOTAL	\$27,580.00

TERMS

I accept this proposal and hereby authorize Illuminated Integration to proceed with the installation of the included systems at the facilities of South Williamsport Area School District constructing at 700 Percy Street South Williamsport, PA 17702 as described in the totality of this document. I further authorize Illuminated Integration to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Illuminated Integration. In keeping with the Terms of Payment listed above: It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until South Williamsport Area School District and Illuminated Integration agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by South Williamsport Area School District or their staff, construction, other building trades or any other party, and additional costs may be incurred by South Williamsport Area School District from Illuminated Integration. If such delays result in additional costs that are not covered by the pricing in this proposal: I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by South Williamsport Area School District and Illuminated Integration. This proposal is valid only if accepted in writing by South Williamsport Area School District and deposit payment received no later than September 11, 2023.

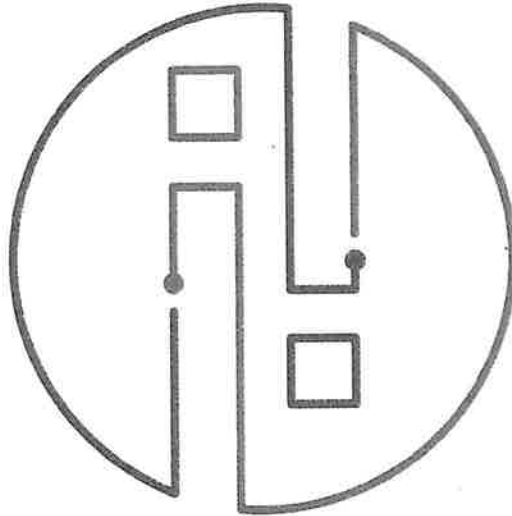
ACCEPTANCE

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

SIGNED_____
DATE_____
PRINT NAME_____
TITLE

ILLUMINATED INTEGRATION

SIGNED_____
DATE_____
PRINT NAME_____
TITLE



ILLUMINATED INTEGRATION

CHANGE ORDER

Proposal To:

South Williamsport Area School District

ILLUMINATED-INTEGRATION.COM

For:

2900 CANBY STREET
HARRISBURG, PA 17103

JR/SR High School - Auditorium Renovation

717 996 4596

TODAYS DATE

August 11, 2023

LEVELING OF CONCRETE

SCOPE

Concrete leveling of the existing front two rows of seating to match the height of the aisle concrete.

ADDITIONAL COSTS

QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT	TOTAL
1	Illuminated Integration Floor refinishing Custom Quote Remove and dispose of (+/-125sqft) of 4" thick concrete SOG at front of house. Prep, pour, and trowel finish (+/-125sqft) of 4" thick concrete SOG. TOC to match lower carpet area. 4000psi concrete. 10ga welded wire reinforcement. 1/2"x12" dowels at 24" OC into existing concrete slab. Vapor barrier (6mil)	\$10,870.00	\$10,870.00	\$0.00	\$10,870.00
ADDITIONAL COSTS TOTAL					\$10,870.00
SHIPPING AND TAXES					\$0.00
SUMMARY					
EQUIPMENT TOTAL					\$10,870.00
LABOR					\$0.00
SHIPPING					\$0.00
SALES TAX					\$0.00
LEVELING OF CONCRETE TOTAL					+\$10,870.00

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

To be determined

EQUIPMENT TOTAL	\$10,870.00
SHIPPING TOTAL	\$0.00

ENGINEERING	\$0.00
INSTALLATION	\$0.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$0.00

CHANGE ORDER SUBTOTAL	\$10,870.00
TOTAL SALES TAX	\$0.00
CHANGE ORDER TOTAL	\$10,870.00

TERMS

I accept this proposal and hereby authorize Illuminated Integration to proceed with the installation of the included systems at the facilities of South Williamsport Area School District constructing at 700 Percy Street South Williamsport, PA 17702 as described in the totality of this document. I further authorize Illuminated Integration to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Illuminated Integration. In keeping with the Terms of Payment listed above: It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until South Williamsport Area School District and Illuminated Integration agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by South Williamsport Area School District or their staff, construction, other building trades or any other party, and additional costs may be incurred by South Williamsport Area School District from Illuminated Integration. If such delays result in additional costs that are not covered by the pricing in this proposal: I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by South Williamsport Area School District and Illuminated Integration. This proposal is valid only if accepted in writing by South Williamsport Area School District and deposit payment received no later than September 11, 2023.

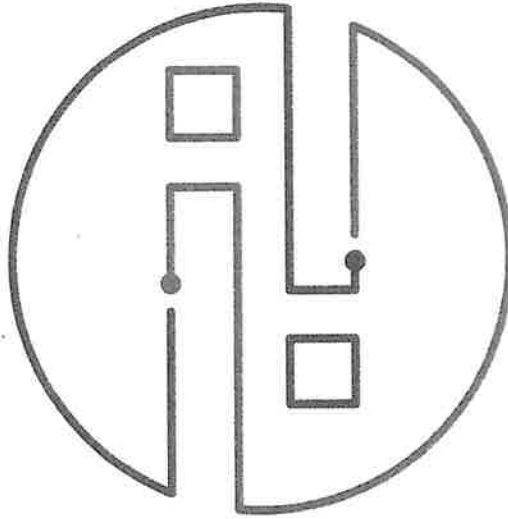
ACCEPTANCE

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

SIGNED_____
DATE_____
PRINT NAME_____
TITLE

ILLUMINATED INTEGRATION

SIGNED_____
DATE_____
PRINT NAME_____
TITLE



ILLUMINATED INTEGRATION

CHANGE ORDER

Proposal To:

South Williamsport Area School District

ILLUMINATED-INTEGRATION.COM

For:

2900 CANBY STREET
HARRISBURG, PA 17103

JR/SR High School - Auditorium Renovation

717 996 4596

TODAYS DATE

August 11, 2023

SIDE STAIRWAY COVERS

SCOPE

Furnish and installation of rubber or vinyl tread/riser covers on both stage right and stage left 6-step stairways.

ADDITIONAL COSTS

QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR EXT	TOTAL
1	Illuminated Integration Floor refinishing Custom Quote Furnish and install rubber or vinyl tread/riser covers on (2) 6-step stairways entering the house	\$4,430.00	\$4,430.00	\$0.00	\$4,430.00
ADDITIONAL COSTS TOTAL					\$4,430.00
SHIPPING AND TAXES					\$0.00
SUMMARY					
EQUIPMENT TOTAL					\$4,430.00
LABOR					\$0.00
SHIPPING					\$0.00
SALES TAX					\$0.00
SIDE STAIRWAY COVERS TOTAL					+\$4,430.00

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
To be determined

EQUIPMENT TOTAL	\$4,430.00
SHIPPING TOTAL	\$0.00
ENGINEERING	\$0.00
INSTALLATION	\$0.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$0.00
CHANGE ORDER SUBTOTAL	\$4,430.00
TOTAL SALES TAX	\$0.00
CHANGE ORDER TOTAL	\$4,430.00

TERMS

I accept this proposal and hereby authorize Illuminated Integration to proceed with the installation of the included systems at the facilities of South Williamsport Area School District constructing at 700 Percy Street South Williamsport, PA 17702 as described in the totality of this document. I further authorize Illuminated Integration to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Illuminated Integration. In keeping with the Terms of Payment listed above: It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until South Williamsport Area School District and Illuminated Integration agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by South Williamsport Area School District or their staff, construction, other building trades or any other party, and additional costs may be incurred by South Williamsport Area School District from Illuminated Integration. If such delays result in additional costs that are not covered by the pricing in this proposal: I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by South Williamsport Area School District and Illuminated Integration. This proposal is valid only if accepted in writing by South Williamsport Area School District and deposit payment received no later than September 11, 2023.

ACCEPTANCE

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

SIGNED

DATE

PRINT NAME

TITLE

ILLUMINATED INTEGRATION

SIGNED

DATE

PRINT NAME

TITLE

CENTRAL EL SCH

555 W Mountain Ave

TSI Title 1 School Plan | 2023 - 2024

VISION FOR LEARNING

Educate every child, to a very high level, in every classroom, every day. Central Elementary School's vision is to create a safe, positive culture that focuses on enhancing student achievement and wellness through a comprehensive and aligned curriculum.

STEERING COMMITTEE

Name	Position	Building/Group
Eric Briggs	Administrator: Schoolwide Plan	South Williamsport Area School District
Michele Loomis	Building Principal: Schoolwide Plan	Central Elementary/South Williamsport Area School District
Kristin Bastian	Special Education Director/Specialist: Schoolwide Plan	South Williamsport Area School District
Sarah Ireland	Elementary School Teacher - Regular Education: Schoolwide Plan	Central Elementary/South Williamsport Area School District
Kelsey Shannon	School Counselor	Central Elementary/South Williamsport Area School District
Melanie Rojas	Education Specialist	Central Elementary/South Williamsport Area School District
Jodi Nolan	Parent	Central Elementary/South Williamsport Area School District
Alisia Hertwig	Parent	Central Elementary/South Williamsport Area School District
Staci Thiel	Other	JusticeWorks
Diane Cramer	Board Member	Central Elementary/South Williamsport Area School

Name	Position	Building/Group
Josh Hertwig	Parent	District Central Elementary/South Williamsport Area School District

ESTABLISHED PRIORITIES

Priority Statement

Although the pandemic resulted in sporadic educational experiences in the primary years of literacy instruction, a standards aligned curriculum pilot in first grade lessened the impact on that group of students. This curriculum will be in place for a second year, and an emphasis on intervention for those students who need it will be put in an MTSS system.

Outcome Category

Essential Practices 1:
Focus on Continuous
Improvement of
Instruction

English Language
Arts

Tier I team will be meeting continuously with the PaTTAN and IU representatives to improve fidelity and PBIS program.

Essential Practices 3:
Provide Student-
Centered Support
Systems

The team will meet regularly with the coach in order to improve fidelity of instruction with the IM program.

Essential Practices 1:
Focus on Continuous
Improvement of
Instruction

Attendance, especially for the students with disabilities group, must improve to improve achievement.

Regular Attendance

ACTION PLAN AND STEPS

Evidence-based Strategy

PBIS Tier One Update

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
PBIS Tier One Classroom Data	The Central Tier One PBIS Team will review and revise the PBIS program at Central Elementary by the beginning of the 2023/2024 school year in order to lessen the number of ODRs in the classrooms by 10% from the 2022/2023 school year to the 2023/2024 school year.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
PBIS Tier One Team will meet over the summer months to revamp and review the Tier One plan for Central Elementary.	2023-06-14 - 2023-08-10	Michele Loomis	Kelly Swartwood & Andrea Schmucker PBIS handbook/flow chart/matrix
Each member of the PBIS team will take their assignments and complete them remotely prior to meeting on August 10, 2023.	2023-08-10 - 2023-08-10	Michele Loomis	All new materials and powerpoints from each person.
Meet on August 10 to prepare boosters and presentations for other faculty/staff/parents/all stakeholders.	2023-08-10 - 2023-08-10	Michele Loomis	Each person needs their notes and the Action Plan created during the June 14 meeting.

Anticipated Outcome

PBIS will be revamped to better reflect student needs. Classroom level ODRs will decrease by 10% from the 2022/2023 school year to the

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
and end of year to determine if students are meeting growth projections.	2024-05-17	Pierce/Director of Student Services	assessments

Anticipated Outcome

Teachers will teach the IM curriculum with fidelity. Coach will co-teach with teachers to model fidelity of implementations. 70% of third graders will meet the projected growth from the beginning of the year to the end of the year benchmark in math on the NWEA MAP assessments.

Monitoring/Evaluation

MAP assessment data will be analyzed by the third grade team after each benchmark. Team meeting agendas will be signed by participants each meeting. Data from MAP will be used to determine if the goal was met after the EOY benchmark.

Evidence-based Strategy

Kindergarten and 1st Grade ELA

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Acadience K and 1	Students in Kindergarten and Grade 1 will be able to score at or above benchmark for Reading Composite scoresby the End of Year Acadience assessment.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Analyze data with Kindergarten and First Grade teachers to determine where changes could be made to Tier One instruction.	2023-08-31 - 2023-09-29	Michele Loomis	Acadience Data from 2022/2023 School Year Questions for analysis of overall data
Use professional and paraprofessional staff from Title I and other to support instruction in grades K and 1.	2023-08-30 - 2024-05-31	Melanie Rojas/Title I Reading Specialist Michele Loomis/Principal	Staff members Planning and scheduling time Research-based interventions

Anticipated Outcome

80% of students in grades K and 1 will be at or above benchmark in Reading Composite Scores by the End of Year benchmark.

Monitoring/Evaluation

Melanie Rojas/Michele Loomis/All K and 1 teachers will analyze data at each benchmark and during progress monitoring.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The math coach will create a schedule to meet regularly with the third grade team to discuss and analyze practice, student assessment data, and fidelity of implementation of Illustrative Math. This will help to improve growth for students to at least 70% of students making growth projections on the MAP EOY benchmark. (Third Grade Math Practice)	Grade 3 Math Growth	Third Grade team will meet regularly regarding research-based best practice and fidelity of implementation of IM program.	08/30/2023 05/31/2024

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Students in Kindergarten and Grade 1 will be able to score at or above benchmark for Reading Composite scores by the End of Year Acadience assessment. (Acadience K and 1)	Kindergarten and 1st Grade ELA	Use professional and paraprofessional staff from Title I and other to support instruction in grades K and 1.	08/30/2023 05/31/2024

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that the school level plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Reflects **evidence-based strategies that meet the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student achievement**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we, therefore, request the Pennsylvania Department of Education grant formal approval to implement this school level plan.

Signature (Entered Electronically and must have access to web application).

Chief School Administrator

School Improvement Facilitator Signature

Building Principal Signature

Michele Loomis

2023-07-13

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

The percentage of students meeting the goal within the economically disadvantaged subgroup for math increased from the prior year.

All Student Group meets the standard demonstrating growth for ELA

From the 2021/2022 academic year to 2022/2023 academic year the number of Second Grade students that scored at or above DIBELS benchmarks for the Reading Composite Score increased from 56% to 79%.

From the 2021/2022 academic year to 2022/2023 academic year the number of Third Grade students that scored at or above DIBELS benchmarks for the ORF Accuracy Score increased from 77% to 80%.

From the 2021/2022 academic year to 2022/2023 academic year the number of Fourth Grade students that scored at or above DIBELS benchmarks for the Reading Composite Score increased from 56% to 68%.

In the all student group for the Science PSSA, 28.9% scored

Challenges

The All Student group did not meet the standard for attendance.

Economically Disadvantaged Student and Students with Disabilities Groups did not meet Interim Goal/Improvement Target in Math

Economically Disadvantaged Student and Students with Disabilities Groups did not meet Interim Goal/Improvement Target in ELA

54% of fourth graders who were administered the Math MAP K - 12 scored Average, Low Average, or Low.

62% of third graders who were administered the Math MAP K - 12 test scored Average, Low Average, and Low.

From the 2021/2022 academic year to 2022/2023 academic year the number of First Grade students that scored at or above DIBELS benchmarks for the Reading Composite Score decreased from 77% to 71%.

The All Student Group did not meet the interim goal for performance in science.

Strengths

advanced.

When administered the NWEA MAP for Math grades 2 - 5, 71% of fourth graders met their Projected Growth from Fall 2022/2023 to Spring 2022/2023.

The total number of students earning only 1 ODR in the 2022/2023 school year was 66, while the total number of students earning only 1 ODR in the 2021/2022 school year was 67.

Identify professional learning needs through analysis of a variety of data.

For the 2022/2023 school year 83.97% of students had 1 or fewer behavior reports (ODR), 12.24% had 2 to 5 behavior reports, and 3.80% had 6 or more.

Align curricular materials and lesson plans to the PA Standards

Implement an evidence-based system of schoolwide positive behavior interventions and supports

The third grade Math MAP District Mean Achievement RIT score for spring of 2023 was 201.1 compared to a grade level mean RIT of 201.08.

Fourth grade students in the economically disadvantaged group increased the percentage of students meeting the performance

Challenges

The PBIS team recognizes the need to adjust Tier I to serve the needs of more students.

Further developing Tier III of PBIS in order to meet the needs of students whose needs are not being met through Tiers I and II.

Further developing Tier II of PBIS in order to meet the needs of students whose needs are not being met through Tier I.

Adjusting Tier I of PBIS to be more responsive to the needs of all students.

From the 2021/2022 academic year to 2022/2023 academic year the number of Kindergarten students that scored at or above DIBELS benchmarks for the Reading Composite Score decreased from 80% to 64%.

The recognition by staff of the effects of trauma on the behavior of students.

Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices.

The All Student Group did not meet the target for growth in science.

Strengths	Challenges
<p>goal.</p> <p>Fourth grade students in the economically disadvantage group increased the percentage of students making growth.</p> <p>The Central Tier I PBIS team, consisting of teachers, school counselor, behavior specialist, and building administration meet bi-weekly in order to continue to increase fidelity of the program and plan for the development of advanced tiers.</p> <p>The Advanced Tiers PBIS team, consisting of teachers, school counselor, behavior specialist, and building administration meet bi-weekly in order to implement supports for students for whom Tier I supports are not effective.</p> <p>The fourth grade Math MAP District Mean Achievement RIT score for spring 2023 was 212.7 compared to a grade level mean RIT of 210.5.</p> <p>The total number of minor ODRs for disrespect fell from 20% of total ODRs to 14.5% of total ODRs.</p> <p>The Central Tier I PBIS team met this summer with IU and PaTTAN staff to update our Tier I system to create more consistency.</p>	<p>Implement evidence-based strategies to engage families to support learning.</p> <p>Partner with local businesses, community organizations, and other agencies to meet the needs of the school.</p> <p>The recognition by staff of the function of the behavior of students that are frustrated by academic challenges.</p>

Most Notable Observations/Patterns

As student social emotional needs have increased, finding evidence based strategies to support children is critical for success. Tiers II and III of PBIS will allow for further support within the school. Considering learning loss due to various barriers to learning during the pandemic students will need an increase in evidence based reading and math instruction. This instruction will take into consideration missing elements from prior years while also keeping students in appropriate current grade level content.

Challenges	Discussion Point	Priority for Planning
Adjusting Tier I of PBIS to be more responsive to the needs of all students.	Behaviors of students have increased over the last year. Our SWIS data reflects more ODRs in almost every category and location.	✓
62% of third graders who were administered the Math MAP K - 12 test scored Average, Low Average, and Low.	The pandemic resulted in sporadic educational experiences in the primary years of math instruction.	✓
From the 2021/2022 academic year to 2022/2023 academic year the number of Kindergarten students that scored at or above DIBELS benchmarks for the Reading Composite Score decreased from 80% to 64%.	Last year was the first year in a new curriculum, which can lead to a drop in scores.	✓
The All Student group did not meet the standard for attendance.	Post-COVID attendance rates have dropped.	✓

ADDENDUM B: ACTION PLAN

Action Plan: PBIS Tier One Update

Action Steps	Anticipated Start/Completion Date		PD Step
PBIS Tier One Team will meet over the summer months to revamp and review the Tier One plan for Central Elementary.	06/14/2023 - 08/10/2023		
Monitoring/Evaluation	Anticipated Output		
Michele Loomis, Kelsey Shannon, and PBIS coaches Marissa Blaise and Lauren Reynolds with the Tier One team will analyze the goal and data toward it quarterly. Michele Loomis will complete observations in October 2023 to determine the use of the 4-1 positive to negative comments to students.	PBIS will be revamped to better reflect student needs. Classroom level ODRs will decrease by 10% from the 2022/2023 school year to the 2023/2024 school year. An increase in teachers using 4 to 1 positive to negative behavior comments to students.		
Material/Resources/Supports Needed			
Kelly Swartwood & Andrea Schmucker PBIS handbook/flow chart/matrix			no

Action Steps	Anticipated Start/Completion Date
Each member of the PBIS team will take their assignments and complete them remotely prior to meeting on August 10, 2023.	06/14/2023 - 08/10/2023
Monitoring/Evaluation	Anticipated Output
Michele Loomis, Kelsey Shannon, and PBIS coaches Marissa Blaise and Lauren Reynolds with the Tier One team will analyze the goal and data toward it quarterly. Michele Loomis will complete observations in October 2023 to determine the use of the 4-1 positive to negative comments to students.	PBIS will be revamped to better reflect student needs. Classroom level ODRs will decrease by 10% from the 2022/2023 school year to the 2023/2024 school year. An increase in teachers using 4 to 1 positive to negative behavior comments to students.
Material/Resources/Supports Needed	PD Step
All new materials and powerpoints from each person.	no

Action Steps	Anticipated Start/Completion Date
Meet on August 10 to prepare boosters and presentations for other faculty/staff/parents/all stakeholders.	08/10/2023 - 08/10/2023
Monitoring/Evaluation	Anticipated Output
Michele Loomis, Kelsey Shannon, and PBIS coaches Marissa Blaise and Lauren Reynolds with the Tier One team will analyze the goal and data toward it quarterly. Michele Loomis will complete observations in October 2023 to determine the use of the 4-1 positive to negative comments to students.	PBIS will be revamped to better reflect student needs. Classroom level ODRs will decrease by 10% from the 2022/2023 school year to the 2023/2024 school year. An increase in teachers using 4 to 1 positive to negative behavior comments to students.
Material/Resources/Supports Needed	PD Step
All new materials and powerpoints from each person.	no

Action Plan: Grade 3 Math Growth

Action Steps	Anticipated Start/Completion Date
Third Grade team will meet regularly regarding research-based best practice and fidelity of implementation of IM program.	08/30/2023 - 05/31/2024
Monitoring/Evaluation	Anticipated Output
MAP assessment data will be analyzed by the third grade team after each benchmark. Team meeting agendas will be signed by participants each meeting. Data from MAP will be used to determine if the goal was met after the EOY benchmark.	Teachers will teach the IM curriculum with fidelity. Coach will co-teach with teachers to model fidelity of implementations. 70% of third graders will meet the projected growth from the beginning of the year to the end of the year benchmark in math on the NWEA MAP assessments.
Material/Resources/Supports Needed	PD Step
IM Materials Schedule created by Ann Neely	yes

Action Steps	Anticipated Start/Completion Date
NWEA MAP benchmarks will be taken at the beginning, middle, and end of year to determine if students are meeting growth projections.	09/18/2023 - 05/17/2024
Monitoring/Evaluation	Anticipated Output
MAP assessment data will be analyzed by the third grade team after each benchmark. Team meeting agendas will be signed by participants each meeting. Data from MAP will be used to determine if the goal was met after the EOY benchmark.	Teachers will teach the IM curriculum with fidelity. Coach will co-teach with teachers to model fidelity of implementations. 70% of third graders will meet the projected growth from the beginning of the year to the end of the year benchmark in math on the NWEA MAP assessments.
Material/Resources/Supports Needed	PD Step
NWEA apps Schedule of assessments	no

Action Plan: Kindergarten and 1st Grade ELA

Action Steps	Anticipated Start/Completion Date	PD Step
Analyze data with Kindergarten and First Grade teachers to determine where changes could be made to Tier One instruction.	08/31/2023 - 09/29/2023	
Monitoring/Evaluation	Anticipated Output	
Melanie Rojas/Michele Loomis/All K and 1 teachers will analyze data at each benchmark and during progress monitoring.	80% of students in grades K and 1 will be at or above benchmark in Reading Composite Scores by the End of Year benchmark.	
Material/Resources/Supports Needed		
Acadience Data from 2022/2023 School Year Questions for analysis of overall data		no

Action Steps	Anticipated Start/Completion Date
Use professional and paraprofessional staff from Title I and other to support instruction in grades K and 1.	08/30/2023 - 05/31/2024
Monitoring/Evaluation	Anticipated Output
Melanie Rojas/Michele Loomis/All K and 1 teachers will analyze data at each benchmark and during progress monitoring.	80% of students in grades K and 1 will be at or above benchmark in Reading Composite Scores by the End of Year benchmark.
Material/Resources/Supports Needed	PD Step
Staff members Planning and scheduling time Research-based interventions	yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The math coach will create a schedule to meet regularly with the third grade team to discuss and analyze practice, student assessment data, and fidelity of implementation of Illustrative Math. This will help to improve growth for students to at least 70% of students making growth projections on the MAP EOY benchmark. (Third Grade Math Practice)	Grade 3 Math Growth	Third Grade team will meet regularly regarding research-based best practice and fidelity of implementation of IM program.	08/30/2023 05/31/2024
	Kindergarten and 1st Grade ELA	Use professional and paraprofessional staff from Title I and other to support instruction in grades K and 1.	08/30/2023 05/31/2024

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Third Grade Professional Learning Communities PD	Third grade instructional team	Using assessment to direct instruction Using Illustrative Math with fidelity Appropriate use of manipulatives for students

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Agendas with topics and signatures of attendance at meetings.	08/31/2023 - 05/31/2024	Ann Neely/Math Coach

Danielson Framework Component Met in this Plan: **This Step meets the Requirements of State Required Trainings:**

- 3d: Using Assessment in Instruction

Teaching Diverse Learners in Inclusive Settings
- 2b: Establishing a Culture for Learning

Teaching Diverse Learners in Inclusive Settings

- 3c: Engaging Students in Learning
- 1a: Demonstrating Knowledge of Content and Pedagogy
- 2b: Establishing a Culture for Learning
- 1a: Demonstrating Knowledge of Content and Pedagogy
- 3d: Using Assessment in Instruction
- 3b: Using Questioning and Discussion Techniques

Professional Development Step	Audience	Topics of Prof. Dev
Paraprofessional and Professional Staff Training on Research-Based Interventions for WIN	Paraprofessional Staff and Professional Staff	Using research based interventions for WIN Planning for reading interventions
Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Data from Acadience will be used to determine effectiveness of WIN lessons	08/31/2023 - 05/31/2024	Michele Loomis/Principal
Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:	
1c: Setting Instructional Outcomes	Language and Literacy Acquisition for All Students	
1d: Demonstrating Knowledge of Resources		
1e: Designing Coherent Instruction		
1a: Demonstrating Knowledge of Content and Pedagogy		

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Post on district web page Share with stakeholder group	Title I Schoolwide Program	District Web Page	District Parents and Caregivers Community Members at large	September 2023

SOUTH WILLIAMSPORT AREA JSHS

700 Percy St

TSI non-Title 1 School Plan | 2023 - 2024

VISION FOR LEARNING

"Achieving Educational Excellence through Partnership: Collaborating with Families, Educators, and the Community to Support Student Success."

STEERING COMMITTEE

Name	Position	Building/Group
Dr. Eric Briggs	Chief School Administrator	SWASD
Mr. Jesse Smith	Principal	Junior/Senior High School
Mr. Scott Hill	Principal	Junior/Senior High School
Mrs. Kelly Shearer	Teacher	Junior/Senior High School
Mr. Matt Easley	Teacher	Junior/Senior High School
Mr. Jamie Bloom	Teacher	Junior/Senior High School
Mrs. Jessica Kaledas	Teacher	Junior/Senior High School
Mrs. Joann Kennedy	Teacher	Junior/Senior High School
Mrs. Heather Bower	Parent	Parent
Mrs. Cathy Bachman	Board Member	SWASD School Board
Mr. Todd Engel	Board Member	SWASD School Board
Mrs. Brandi Smith	Paraprofessional	SWASD
Mr. Fred Wood	Community Member	Community Member

Name

Mrs. Cindy Sullivan

Position

Parent

Building/Group

Parent

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
The South Williamsport Area School District intends to meet the attendance goals, developed by PDE for all students in the Junior/Senior High School.	Regular Attendance Mathematics
The district will develop a system to support students so they will have artifacts between all grade spans (3 - 5, 6-8, and 9-11).	Career Standards Benchmark

ACTION PLAN AND STEPS

Evidence-based Strategy	
Development of building level goal for student attendance	
Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
Attendance	By the end of the academic year, student will achieve attendance rate of 90% in all my classes.
Mathematic Achievement	By the end of the academic year, 50% of 7th and 8th-grade students will achieve a proficient or advanced score on the PSSA math assessment.

The administration team and school counseling staff will create a schedule and system of gathering the required amount of career artifacts per grade level span implementing the SMART Futures program.

2023-09-01 -
2024-06-03

Superintendent SMART Futures Program

Anticipated Outcome

School Counselors and teaching staff will record artifacts in SMART Futures program so the district has real time data on career benchmark and artifact collection.

Monitoring/Evaluation

The school counseling staff and building principal will review the artifact data quarterly in the SMART Future program.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By the end of the school year, The SWASD will ensure that 90% of the students collect 100% of the career artifacts for their grade span level as defined by the Pennsylvania Department of Education. (Career Benchmark)	Development of a system for gathering career artifacts across all grade level spans	The administration team and school counseling staff will create a schedule and system of gathering the required amount of career artifacts per grade level span implementing the SMART Futures program.	09/01/2023 06/03/2024

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that the school level plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Reflects **evidence-based strategies that meet the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student achievement**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we, therefore, request the Pennsylvania Department of Education grant formal approval to implement this school level plan.

Signature (Entered Electronically and must have access to web application).

Chief School Administrator

School Improvement Facilitator Signature

Building Principal Signature

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Career Standard Benchmark: White (91.4%) and Economically Disadvantaged (88.1%) subgroups

Industry-Based Learning: White (16.5%) and Economically Disadvantaged (18.4)

With the implementation of the CKLA (K-5) curriculum, our goal is to improve both academic growth and achievement in ELA

We have a new school counseling staff who is eager and excited and have identified the problem and is willing to work with administration and teaching staff to develop a system for artifact collection.

With the expansion of our Illustrative Mathematics curriculum, we hope to improve the achievement and growth data in the area of Math.

We recently adopted a new math curriculum for grades K-8th that we believe will address the math deficiencies.

Through our informal observation evaluation system, we have determined that our teachers are implementing the curriculum with fidelity.

Challenges

Regular Attendance

English Language Arts/Literature: Achievement

English Language Arts/Literature: Growth

Because attendance continues to be an issue, we are unable to collect artifacts for students. This is especially an issue with students who are using our online program (Mountie Academy)

Currently, there is no formal system in place to collect the career artifacts. Once a system is in place, we will be able to address the career artifact issue.

Attendance rates continues to be an issue at our high school. If we can improve attendance, we believe we will improve achievement and growth in the area of statewide assessments.

If we can put a system in place to support our teachers and school counselors, we believe we can improve in the collection of artifacts for the career benchmark scores.

The greatest challenge we have is finding time in the schedule for students to take this course.

Strengths

Our students, through informal surveying, have shared a great interest in their STEM elective.

We just started this elective for the 2022-2023 school year and believe the creative problem solving in this course will benefit students in all classes.

During the 2022-2023, the district started to create a framework to ensure they are collecting artifacts by meeting with teachers and outlining the artifact collection process.

The district will be partnering with the Lycoming/Clinton Joinder to have a full-time county caseworker to deal with attendance issues.

We believe over time, as students have the full scope and sequence of our math and ELA curriculum results will improve. Our local data in ELA (Acadience) is supporting this.

Through our informal observation process, we have determined administratively that the teachers are implementing the math and ELA curriculum with fidelity.

The district has attempted to provide professional development opportunities that are relevant to the student learner. In the last year, there has been a strong emphasis on trauma and poverty and building relationships with students who experience these

Challenges

If we could provide students with more support in grades in K-6th, we feel our students could perform better in this area.

If we could hire additional staff to support the students and staff in the areas of ELA and math (instructional coaches), we believe this would have a positive impact on student achievement and growth.

If we could consistently implement our ELA and Math curriculum without any major disruptions (renovations and pandemics), I we believe we will see academic growth and increase in academic achievement.

If our budget could support Title math support, that would also help in supporting students in math.

The high school is looking to expand a behavioral framework (PBIS) to better support students who are Tier II or Tier II level students.

The high school is also looking to implement a schoolwide goal for administrators and teachers to improve the attendance of students at the high school. This will be done through the Act 13 process.

Strengths

issues in the classroom.

Based on survey data collected from students and staff, the parents and students truly believe teachers care about them, and push them academically to do the best they can in their classrooms.

The district has entered a partnership with Nittany Learning services to provide additional support to Tier II students.

Most Notable Observations/Patterns

Challenges

Discussion Point

Priority for Planning

Regular Attendance

The district will update their policy and improve attendance through the development of goals from teachers and administrators.

✓

Because attendance continues to be an issue, we are unable to collect artifacts for students. This is especially an issue with students who are using our online program (Mountie Academy)

Currently, there is no formal system in place to collect the career artifacts. Once a system is in place, we will be able to address the career artifact issue.

The district will develop and design a system so students are attaining career artifacts from grades 3rd through 11th.

✓

If we can put a system in place to support our teachers and school counselors, we believe we can improve in the collection of artifacts for the career benchmark scores.

ADDENDUM B: ACTION PLAN

Action Plan: Development of building level goal for student attendance

Action Steps	Anticipated Start/Completion Date	Anticipated Output	PD Step
Each staff member and the building principal will develop an Act 13 goal around improving student attendance for the 2023-2024 school year.	09/01/2023 - 06/03/2024	Staff will be required to maintain a phone log citing dates, times, and summaries of student conversations on a weekly/monthly basis.	no
Monitoring/Evaluation			
The building principal will meet with each staff member to review the logs quarterly to ensure fidelity of implementation.			
Material/Resources/Supports Needed			
Act 13 goal template			

Action Plan: Development of a system for gathering career artifacts across all grade level spans

Action Steps		Anticipated Start/Completion Date
The administration team and school counseling staff will create a schedule and system of gathering the required amount of career artifacts per grade level span implementing the SMART Futures program.		09/01/2023 - 06/03/2024
Monitoring/Evaluation	Anticipated Output	
The school counseling staff and building principal will review the artifact data quarterly in the SMART Future program.	School Counselors and teaching staff will record artifacts in SMART Futures program so the district has real time data on career benchmark and artifact collection.	
Material/Resources/Supports Needed		PD Step
SMART Futures Program		yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By the end of the school year, The SWASD will ensure that 90% of the students collect 100% of the career artifacts for their grade span level as defined by the Pennsylvania Department of Education. (Career Benchmark)	Development of a system for gathering career artifacts across all grade level spans	The administration team and school counseling staff will create a schedule and system of gathering the required amount of career artifacts per grade level span implementing the SMART Futures program.	09/01/2023 06/03/2024

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
We will be completing professional learning with SMART Futures program.	Superintendent, Building Principals, Supervisor of Special Education, Director of Innovative Learning and Information, School Counselors	Roll out of the program, implementation of the program, Power Schools alignment

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Meeting Agenda, artifact production in the SMART Goals program	07/11/2023 - 06/03/2024	Superintendent

Danielson Framework Component Met in this Plan:

- 1d: Demonstrating Knowledge of Resources
- 1f: Designing Student Assessments
- 3a: Communicating with Students
- 4b: Maintaining Accurate Records
- 1a: Demonstrating Knowledge of Content and Pedagogy
- 4e: Growing and Developing Professionally

This Step meets the Requirements of State Required Trainings:

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
The Superintendent will notify the steering committee of a steering committee meeting in August of 2023.	The meeting will: Have committee members review the plan prior to final board approval	Email, social media	Steering Committee	August 2023
Superintendent will review the plan with administration team at Administration Meeting	Review of Plan	in-person meeting	Administration Team	August 2023
Superintendent will communicate plan to staff and community stakeholders	Overview of plan	email, social media, website	staff, community stakeholders	September/October 2023
Provide a mid-year update to school board, faculty, and community	Mid-Year Review Check-in	school board meeting, email, social media	faculty and community stakeholders	January/February 2024
End of the Year Summary; results of the plan	Review the Outcomes of the plan with school board and community	school board meeting, social media, email	faculty and community stakeholders	June 2024