

LAMPETER-STRASBURG SCHOOL DISTRICT

Administration Building

Academic Committee Agenda

Monday, May 2, 2022

6:30 p.m.

Administration Building

Item for Discussion:

1. Agreement for Services: IU13 Instructional Audit
2. Before/After School Program Report
3. Curriculum Overview Series: How a Standard Becomes Curriculum

Items from the Group:



Proposal for Teaching and Learning Services

Prepared for
Dr. Andrew Godfrey, Lampeter-Strasburg School District

Prepared by
Dr. Kelly Galbraith
Lancaster-Lebanon Intermediate 13

1020 New Holland Avenue
Lancaster, PA 17601

Tel: (717) 606-1667
Email: kelly_galbraith@iu13.org

Submitted on
April 22, 2022

Dear Dr. Godfrey,

Lancaster-Lebanon Intermediate Unit 13 is pleased to present Lampeter-Strasburg School District with this proposal for teaching and learning services. We understand the desire for an instructional audit and behavioral health assessment and recognize the opportunity to provide an instructional program review and behavioral health assessments as solutions. We believe that we are uniquely positioned to successfully offer these services to Lampeter-Strasburg School District based upon the breadth and depth of curriculum, instruction, content-area, and behavioral health and school climate expertise of the consultants at IU13.

Having discussed your requirements, we are confident that our proposed instructional program review and behavioral health assessment will effectively address your district's needs. Our goal is to provide you with a final report that includes data, commendations, and recommendations that you can use to set priorities and develop a plan for continuous improvement. This proposal is for the 2021-2022 and 2022-2023 school years for a total cost of \$31,875.

We are confident that our proposal offers an effective solution for your school district's needs. We sincerely hope that you consider us a long-term partner in the pursuit of educational excellence and continuous improvement. I am available to answer any questions that you may have about this proposal and look forward to discussing this opportunity further.

After reviewing the proposal, the following steps should be performed in order to come to a final agreement:

- Submission of questions/suggestions
- Negotiation of final fees, terms, and timeline
- Request a Contract from IU13

We look forward to working with the staff at Lampeter-Strasburg School District. Thank you for contacting us regarding this opportunity.

Sincerely,



Dr. Kelly Galbraith
Program Director of Teaching and Learning
Lancaster-Lebanon Intermediate Unit 13
(717) 606-1667
kelly_galbraith@iu13.org

STATEMENT OF WORK

Contractor: Lancaster-Lebanon IU13 1020 New Holland Pike Lancaster, PA 17601	Customer: Lampeter-Strasburg School District 1600 Book Road Lancaster, PA 17602
Supervisor: Dr. Lauren Beal	Contact: Dr. Andrew Godfrey
Contact: Stephanie Fyock Phone: (717) 606- Email: stephanie_fyock@iu13.org	Phone: (717) 464-3311 Email: andrew_godfrey@l-spioneers.org

Project Start: May 15, 2022

Project Completion: April 15, 2023

Duration of Services: 11 months

Description of Work:

IU13 will conduct an instructional program review and a behavioral health assessment in grades K-12 in Lampeter-Strasburg School District.

Timeline:

May 15 – July 30, 2022	Observation Instrument Development
Sept 15 – Dec 15, 2022	Data Collection
Jan 15 – March 15, 2023	Data Analysis and Written Report Draft
April 15, 2023	Delivery of Final Report(s)

Limitations:

1. The Services shall be provided only to the employees of the Customer. Under no circumstances will the Customer permit non-employees to participate in, benefit from, or receive materials related to the Services, unless otherwise agreed to by both parties. Audio/video recording of the Services is not permitted. Copying and/or modifying any portion of the online course is strictly prohibited. Any exceptions to this clause must be requested and granted in writing or email correspondence.
2. Lancaster Lebanon Intermediate Unit 13 (d.b.a. IU13) retains all rights to the content and materials used in its workshops and services. All content is protected by copyrights, trademarks, or other rights, which are owned by IU13 or by other parties.
3. You may use workshop content and materials only for your own in-district, non-commercial use. Content and materials may not be modified, published, reproduced, duplicated, copied, uploaded, downloaded, posted, transmitted, sold, or otherwise exploited for any commercial purpose that is not expressly permitted in writing by IU13 or under copyright law.
4. The IU is protected under the Commonwealth of Pennsylvania’s Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify,

and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law.

5. The Customer shall not use, issue or release for publication any articles, photographs, or similar materials including or implying the name of IU13, or any advertising or publicity matter including or implying the name of IU13 or relating to the subject matter of this engagement, without first securing written consent from IU13, which consent may be withheld in the IU13's sole discretion.
6. Either Party may terminate this Agreement with 30 days written notice. In the event both Parties wish to mutually terminate this Agreement, the date of termination shall be as agreed by the Parties without regard to the notice provision.
7. **Force Majeure.** Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. The Contractor shall orally notify the Customer within forty-eight (48) hours and notify in writing within five (5) days of the date on which the Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, the Customer may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the Contractor's delay.
8. At least one week prior to the scheduled face-to-face educational consultation, observation, or professional development session(s), the IU13 staff member(s) and the host contact(s)/administrator(s) will discuss health and safety guidelines and expectations to reduce the spread of COVID-19, and face-to-face professional development and/or consultation is contingent upon mutual agreement of these precautions.
9. The person signing this Agreement on behalf of the Customer individually warrants that he or she has full legal power to execute this Agreement on behalf of the Customer, and to bind and obligate the Customer with respect to all provisions contained in this Agreement.

10. This contract cannot be modified or changed without a contract Amendment signed by both the Customer and the Contractor.

Costs:

Lancaster-Lebanon Intermediate Unit 13 establishes hourly and daily rates for teaching and learning services on an annual basis. This estimate is based upon the execution of a contract within the 2021-2022 and 2022-2023 fiscal years. Lampeter-Strasburg School District will be invoiced in 2 installments:

1. December 15, 2022 - \$16,075
2. May 15, 2023 - \$15,800

Task/ Deliverable	#	Unit	# Staff	Rate	Cost
Initial Consultation	2	Hours	3	--	\$0
Research and Development of Data Collection Tool	7	Days	1-3	\$600	\$4,200
Finalize Data Collection Tool	1	Day	1	\$950	\$950
Classroom Observation Data Collection	11.5	Days	2	\$950	\$10,925
Behavioral Health/School Climate Assessment	4	Buildings	1	\$1,900	\$7,600
Data Analysis	6	Days	2	\$600	\$7,200
Final Report	1	Report	2	--	\$1,000
Report Delivery to L-S Administrative Team	.5	Days	2	--	\$0
Total Cost Not to Exceed					\$31,875

Agreement and Terms:

1. The Customer shall return a signed copy of this Contract to reserve and initiate services.
2. Payment for the services rendered shall be made upon the receipt of invoice(s) issued by the Contractor following the delivery and/or performance of the agreed upon services.

Printed Name of Customer

Printed Name of Authorized IU13 Agent

Signature of Customer

Signature of Authorized IU13 Agent

Date

Date