FREEPORT AREA SCHOOL DISTRICT
Freeport, Pennsylvania

BOARD OF SCHOOL DIRECTORS
SPECIAL MEETING AGENDA

Wednesday, November 4, 2026, at 7:00 pm

1. CALL TO ORDER BY THE BOARD PRESIDENT

a. Roll Call:

Christine A. Davies	Dino A. DiGiacobbe
Shane Hinderliter	Michael J. Huth
Sylvia R. Maxwell	Gary L. Risch, Jr.
Daniel Ritter	Gregory J. Selinger
Melanie A. Zembrzuski	

b. Pledge of Allegiance

c. Welcome to the Public

Meeting participants are reminded to please silence their mobile devices.

Public Comment

Comments from the public on any agenda items will be presented at this time under the direction of the Board President. Board Policy No. 903 provides that individual public comment shall not exceed five (5) minutes and the portion of the meeting during which the public is invited to speak shall not exceed 30 minutes. Completed Public Participation forms will be collected as required by Policy 903.

Attachment

2. REPORTS

3. PERSONNEL

a. Action on accepting the attached resignation from Erica A. Schweiger, Educational Assistant, effective October 28, 2026. Tab A

Attachment

b. Action on accepting the attached resignation from Julynda J. Sanchez, Educational Assistant, effective December 21, 2026. — Tab B

c. Action on approving the request of Employee No. 3840 for Family and Medical Leave Act (FMLA) Leave.

4. CURRICULUM AND TECHNOLOGY

5. ATHLETICS AND ACTIVITIES

6. POLICY

7. OTHER BUSINESS

a. Action on accepting the attached proposal from Intertech Ci for access control system hardware upgrades and a one-year license to the control system software, for four District buildings, at a cost not to exceed **$28,066**. — Tab C

b. Action on approving the attached letter agreement with EI US, LLC, dba LearnWell, for education services to be provided to a resident student beginning October 22, 2026, at an hourly rate of $57.20. — Tab D

c. Action on accepting the attached proposal from Cunningham & Son's Tree Care for tree removal services at Buffalo Elementary School at a cost of $2,000. — Tab E

8. FINANCE

9. NEXT MEETINGS

10. ADJOURNMENT

FREEPORT AREA SCHOOL DISTRICT

Administration Office
Post Office Box C
Freeport, Pennsylvania 16229
(724) 295-5141
www.freeport.k12.pa.us

November 10, 2026

Erica A. Schweiger
116 Ekastown Road
Sarver, PA 16055

Dear Ms. Schweiger:

I am writing to confirm that at its special meeting on November 4, 2026, the Freeport Area School District Board of School Directors voted to accept your resignation effective October 28, 2026. Thank you.

Sincerely,

Ian M. Magness
Superintendent

cc: Donald W. Dell, Jr., Special Services Coordinator
Personnel File

FREEPORT AREA SCHOOL DISTRICT

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Post Office Box C
Freeport, Pennsylvania 16229
(724) 295-5141
www.freeport.k12.pa.us

November 10, 2026

Julynda J. Sanchez
206 Cole Road
Sarver, PA 16055

Dear Ms. Sanchez:

I am writing to confirm that at its special meeting on November 4, 2026, the Freeport Area School District Board of School Directors voted to accept your resignation effective December 21, 2026. Thank you.

Sincerely,

Ian M. Magness
Superintendent

cc: Donald W. Dell, Jr., Special Services Coordinator
Personnel File

FREEPORT AREA SCHOOL DISTRICT

Administration Office
Post Office Box C
Freeport, Pennsylvania 16229
(724) 295-5141
www.freeport.k12.pa.us

November 10, 2026

Andrea R. Gray
113 Hibbs Lane
Sarver, PA 16055

Dear Andrea:

I am writing to inform you that the Freeport Area School District Board of School Directors voted at its special meeting on November 4, 2026, to approve your request for Family Medical Leave Act (FMLA) leave.

Please let me know if you have any questions. Thank you.

Very truly yours,

Ian M. Magness
Superintendent

cc: Charles M. Shipman, Jr., Principal
Personnel File

PROPOSAL

Lenel Access Control Elements Upgrade

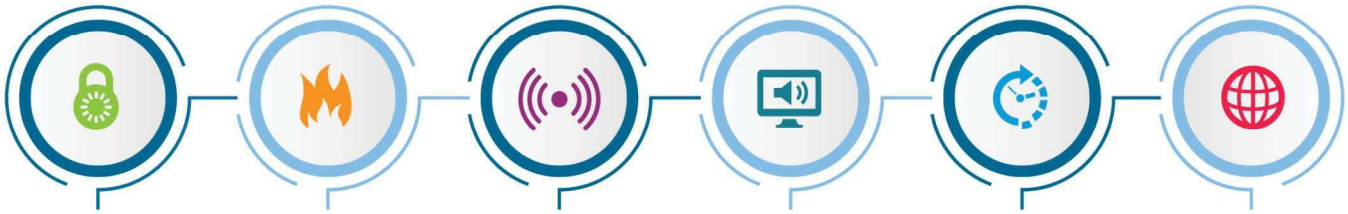
Freeport Area School District

621 S Pike Rd
Sarver, PA 16055 United States
(724) 295-5141

Project #: PA-25-0455
Date: 11/5/26

Improving your safety, security, productivity and performance since 2000.

OUR **SOLUTIONS**



OUR **INDUSTRIES**



Presented By:

Intertech Ci

1501 Preble Avenue
Pittsburgh, PA 15233 United States
412-246-1200
www.intertechci.com

INTERTECH Ci
Secure, Connect & Protect

Executive Summary

Freeport Area School District
ATTN: Mary Dobransky
621 S Pike Rd
Sarver, PA 16055 United States
(724) 295-5141

Intertech Ci is pleased to present this proposal to convert the existing Lenel OnGuard access control system to the Lenel Elements Cloud access control platform for Freeport Area School District, located at 621 S Pike Road, Sarver, PA 16055. Our goal is to deliver a seamless transition to a modern, cloud-based access control solution that enhances system accessibility, simplifies administration, and supports the district's daily security operations.

The project will utilize Lenel's Professional Services to convert the existing access control database to the Lenel Elements Cloud platform. As part of this transition, the district will have the opportunity to review and clean up existing user groups, remove former employees, and deactivate outdated or non-functioning credentials. Intertech Ci will supply and install a gateway at each school to integrate the existing access control panels and readers with the new cloud-based system.

The solution will provide each school principal with access to the system, enabling authorized personnel to manage users, credentials, and access permissions based on the operational needs of their respective buildings. Intertech Ci will provide the necessary equipment, installation, programming, system testing, and user training to support a successful implementation.

Intertech Ci is committed to delivering a reliable, functional, and user-friendly solution while minimizing disruption to the district's existing security infrastructure. The proposed scope is based on the information and design requirements currently identified. Any additional equipment, design modifications, code-related requirements, or after-hours and weekend labor not included in the original scope may result in additional charges and will require an approved change order.

We appreciate the opportunity to partner with Freeport Area School District on this important security system upgrade. Intertech Ci looks forward to providing a smooth transition to Lenel Elements Cloud and establishing a solution that supports the district's ongoing security and access management needs.

System	Installed Price
Hardware 4 Buildings (One Time)	$16,883.00
Hardware High School (One Time)	$4,679.00
Cloud Subscription - 4 Buildings (1 Year)	$5,184.00
Cloud Subscription - High School (1 Year)	$1,320.00
Grand Total:	**$28,066.00**

Scope of Work

Lenel OnGuard to Lenel Elements Cloud Access Control System Conversion

Freeport Area School District

1. Project Overview

Intertech Ci will provide the equipment, installation, programming, and testing required to convert the existing on-premises Lenel OnGuard access control system to the cloud-based Lenel Elements access control solution. The conversion of the existing OnGuard database to the Elements Cloud platform will be performed with assistance from Lenel's Professional Services team.

Intertech Ci will supply and install five (5) Lenel gateways throughout the district's school buildings and administration building. These gateways will integrate the existing access control panels and readers with the Lenel Elements Cloud solution, allowing the district to continue utilizing its existing field devices.

Each gateway will be installed in the designated MDF or IDF telecommunications closet and connected to the school's network. Freeport Area School District will be responsible for providing the required network connection, IP address, and 110-volt power at each gateway location.

All conversion, installation, programming, and testing activities will be scheduled during normal business hours, Monday through Friday, from 7:00 a.m. to 4:00 p.m.

2. Database Conversion and User Cleanup

Lenel's Professional Services team will assist with converting the existing Lenel OnGuard database to the Lenel Elements Cloud platform. Freeport Area School District will provide access to the existing database and an updated list of active employees and authorized users.

As part of the conversion, Intertech Ci will coordinate with the district to help streamline the new database by identifying and removing former employees, inactive users, and outdated or non-functioning credentials, as appropriate.

The district will also identify any required changes to existing schedules, access levels, and user groups to ensure the new system supports the operational needs of each school and administrative building.

3. Equipment and Services Provided by Intertech Ci

Intertech Ci will provide the following equipment and services as part of this project:

- **Two (2) controller boards** to replace existing outdated Series 1 controller boards.
- **Three (3) output boards** to replace existing outdated Series 1 output boards.

- **Five (5) Lenel gateways** to integrate the existing access control panels at the district's schools and administration building with the Lenel Elements Cloud solution.
- **Lenel Professional Services** to assist with converting the existing Lenel OnGuard database to the Lenel Elements Cloud platform.
- **Programming, testing, and 8 hours training** for the new Lenel Elements Cloud software.

Intertech Ci will install the specified equipment, perform the required system programming and testing, and provide training to designated district personnel on the operation and administration of the new cloud-based access control system.

The system will be configured to allow authorized personnel, including each school's principal, to manage users and make appropriate changes to access permissions and other system settings for their respective buildings, subject to the system's assigned permissions and capabilities.

4. Existing Downstream Hardware Compatibility

Based on information provided by Lenel engineers, the district's existing downstream LNL-1300 boards are expected to be compatible with the Lenel Elements Cloud conversion.

If any of these LNL-1300 boards are determined to be incompatible with the new system, replacement or upgrade work will be required at an additional cost of $1,293.00 per downstream LNL-1300 boards if needed to be replaced

5. Responsibilities of Freeport Area School District

To facilitate a successful conversion and minimize delays, Freeport Area School District will provide the following:

Database and System Information

- Access to the existing Lenel OnGuard database for Lenel Professional Services to perform the database conversion.
- An updated list of active employees and authorized users to be included in the new system.
- Information regarding any required updates or changes to existing access schedules, user groups, and access permissions.

Network and Infrastructure Requirements

- Adequate space within the MDF or IDF telecommunications closet at each school and the administration building for installation of the Lenel gateway.
- A network drop from the nearest network switch to each gateway location.
- A designated IP address for each gateway.
- 110-volt electrical power at each gateway location.
- A high-speed internet connection and the required network configuration to permit communication with Lenel's cloud servers.

Workstations and Remote Access

- Compatible workstations at each designated location for accessing and administering the Lenel Elements Cloud software.
- Any smartphones and/or tablets that require configuration for remote access to the Lenel Elements Cloud system, enabling principals and other authorized personnel to make permitted additions or changes to their respective building systems.

On-Site Coordination

- A designated district representative, either Mary Dobransky or Eric Mailki, to be available on-site during equipment installation and software conversion to answer questions and coordinate with Intertech Ci and Lenel technicians as needed.

6. Project Schedule and Working Hours

All project work included in this scope will be performed during normal business hours, Monday through Friday, from 7:00 a.m. to 4:00 p.m., subject to coordination with the district and Lenel Professional Services.

The district must ensure that the required network connections, IP addresses, electrical power, database access, and other prerequisites are available before the scheduled installation and conversion activities.

Any work requested outside the stated business hours will be subject to additional labor charges and must be coordinated and approved in advance.

7. Scope Clarifications and Additional Work

This proposal is based on the existing system configuration and the equipment and services specifically identified in this Scope of Work.

Any additional equipment, hardware replacements, programming, labor, or other work determined to be necessary beyond the specified scope will be quoted separately and performed upon receipt of an approved change order.

Intertech Ci will coordinate with Freeport Area School District regarding any compatibility issues or additional requirements identified during the conversion process.

Project Summary

Grand Total:	**$28,066.00**

Payment Terms

Price Includes:

- Bill Of Materials as indicated
- Miscellaneous material and supplies required to install Bill of Materials
- Standard shipping and freight
- Engineering labor, project drawings, equipment submittals and manuals
- Installation labor (unless proposal is for parts and programming only)
- Project Management labor
- Training as included in Scope of Work

PAYMENT SCHEDULE A (for projects valued over $25,000.00): Unless otherwise noted by Intertech Ci, progress invoices will be submitted in monthly draws, with an initial progress invoice for mobilization and/or equipment, to be delivered upon execution of contract. Progress invoices will be issued according to the schedule below:

- **Invoice #1** will be issued within five (5) days upon execution of this proposal/agreement – 30% for presales, engineering, CAD and design
- **Invoice #2** will be issued when the equipment is ordered and resource planning takes place – 30%
- **Invoice #3** will be issued when the cabling commences and the equipment is delivered – 30%
- **Final invoice** will be issued at substantial completion – 10% final invoice

PAYMENT SCHEDULE B (for projects valued under $25,000.00): Unless otherwise noted by Intertech Ci, progress invoices will be submitted in monthly draws, with an initial progress invoice for mobilization and/or equipment, to be delivered upon execution of contract. Progress invoices will issued according to the schedule below:

- **First invoice** will be issued within five (5) days upon execution of this proposal/agreement – 60% for presales, engineering, CAD and equipment procurement
- **Second invoice** will be issued upon substantial completion – 40% final invoice

All invoices are due net upon receipt unless otherwise noted by Intertech Ci. Upon receipt of payment for the initial progress invoice and a signed purchase order, a Project Manager will contact the client to schedule the project. Work on site will not begin until the initial progress payment is received. Intertech Ci reserves the right to charge interest for any invoice over 30 days old. The interest rate charged will be the full amount allowed by law.

All equipment is covered by the standard manufacturer's warranty* which the client may optionally upgrade to one of Intertech Ci's Signature Service Plans. All installation labor is warranted for 12 months after job completion which the client may optionally upgrade to one of Intertech Ci's Signature Service Plans. (Warranty provisions do not apply to existing systems and equipment; *new equipment is warranted by the manufacturer or, if the manufacturer coverage is less than 12 months, by Intertech Ci for the balance of 12 months from job completion.) This proposal does not include tax. Intertech Ci requires a copy of Tax-Exempt Certificate to provide services on a tax-exempt basis.

Client: _____ **Intertech Ci:** _____

Freeport Area School District
Board Secretary Dated: 11/4/2026

Terms & Conditions

https://intertechci.com/legal/proposal-terms-and-conditions/

https://intertechci.com/legal/monitoring-agreement/

Acceptance of Terms & Service Agreement

Client's Authorized Signature of Acceptance

Signature:  **Date:** 11/4/2026

Name: Mary Dobransky **Title:** Board Secretary

Company: Freeport Area School District

Intertech Ci Authorized Signature of Acceptance

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

LearnWell

Date: 10/23/2026
To: Rick Burns and Mary Dobransky
Fax Number/Email: dobransky@freeport.k12.pa.us
From: Olivia Smith, osmith@learnwelleducation.com
File Number: Ref-556490

A student from your district has been admitted to a medical facility we partner with to provide educational services. Following this cover page is a one page agreement that must be signed and returned.

At the bottom of this page is additional information you may find helpful.

If you have any questions, please contact our office and someone will gladly assist you.

We look forward to working with both your school district and students.

Sincerely,

Kathleen Egger
VP Teaching Operations
ph: 508-732-9101

PROCEDURE: Students assigned to LearnWell receive direct instruction and continuous administrative support. Instructors are assigned within 24 hours of our company's notification of the requirement for services. For each student served, LearnWell makes its best effort to obtain the student's individual course work from his or her school, complete the assignments with the student in a classroom setting, and return the course work to the student's school system to ensure the student remains up to date with their academics. A session report for each class session with the student is completed to document the details of the session and can be provided to the district at any point in time, upon request.

BILLING: LearnWell submits an invoice to the school system, on a weekly or monthly basis (depending on preference), and payment is expected within 30 days of receipt of invoice.

COMMITMENT: *THERE IS NO REQUIRED MINIMUM COMMITMENT FROM YOUR SCHOOL SYSTEM.* LearnWell will work with one student or one hundred students. We work in conjunction with any existing instructors and only provide services to those students assigned to our program. We will accept any preexisting assignments, or handle all issues, for which schools feel our support would be beneficial to the students.

LearnWell

TO: Donald Dell
INSTRUCTION FOR: Alyssa Paulsen
ADMISSION DATE: 10/21/2026
SERVICES TO BEGIN: 10/22/2026
LOCATION: Belmont Pines Hospital - North Adolescent Inpatient
INSTRUCTION (hrs/wk): 10
File Number: Ref-556490

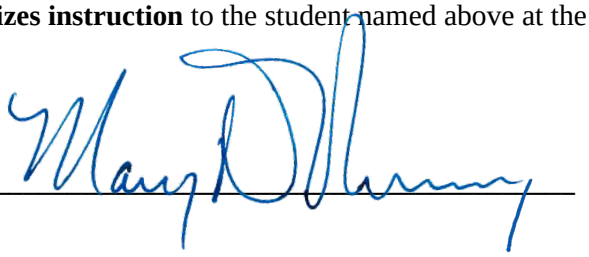
Additional Notes:

LearnWell will perform the following specific actions to support your student:

1. 10 hours of educational services per week, delivered individually or in a classroom setting, by a certified teacher who is a direct employee of LearnWell
2. Ongoing communication via phone, fax, or e mail, with the applicable school officer to receive, complete and return the student's school work.
3. A Session Report that documents details of each teaching session (i.e. length of session, goals, student's attitude, etc.) will accompany all invoices, upon request.

Absence Policy: Our policy is to ensure all students that are cleared and capable of being seen in class sessions, are seen with 95% accountability.

Your signature below authorizes instruction to the student named above at the rate of **$57.20** per hour of instruction.

APPROVAL SIGNATURE: 

PRINT NAME: Mary Dobransky, Board Secretary 10/23/2026

AFTER SIGNING, PLEASE RETURN THIS PAGE VIA FAX (508-732-9998) or EMAIL (intel@learnwelleducation.com).

Mary Dobransky

From: Mary Dobransky
Sent: Wednesday, November 4, 2026 9:55 PM
To: 'Bradley Walker'
Cc: 'Eric Mailki'
Subject: RE: Buffalo storm damage
Attachments: Tab E - Cunningham and Sons Tree Care - 2026-11-04.pdf

Brad, as you know, the agenda item below and its attachment were approved at this evening's School Board meeting. Please let me know if there is anything further I need to do or if you have any questions. Thank you.

Action on accepting the attached proposal from Cunningham & Son's Tree Care for tree removal services at Buffalo Elementary School at a cost of $2,000.

From: Bradley Walker <bwalker@freeport.k12.pa.us>
Sent: Friday, October 30, 2026 11:17 AM
To: Mary Dobransky <dobransky@freeport.k12.pa.us>
Cc: Ian Michael Magness <magness@freeport.k12.pa.us>
Subject: Re: Buffalo storm damage

Yes that looks good, thanks Mary.

The invoice, aside from the $2K, was for work already performed and was not done so via Board approval because of the emergency factor, tree down, damage, and immediate need.

Thank you!

On Fri, Oct 30, 2026 at 11:09 AM Mary Dobransky <dobransky@freeport.k12.pa.us> wrote:

> Brad, Is the agenda item below correct? I wasn't sure if the $1600 invoice amount is included in the $2000 proposal.
>
> *Action on accepting the attached proposal from Cunningham & Son's Tree Care for tree removal services at Buffalo Elementary School at a cost of $2,000.*

From: Bradley Walker <bwalker@freeport.k12.pa.us>
Sent: Friday, October 30, 2026 10:55 AM
To: Eric Mailki <mailki@freeport.k12.pa.us>; Mary Dobransky <dobransky@freeport.k12.pa.us>; Melissa Stapel

<stapel@freeport.k12.pa.us>
Subject: Fwd: Buffalo storm damage

Looks like the previous summary included charges already incurred for the initial service when the tree first went down.

Cunningham is the low proposal forward, correct, Eric?

As far as the date of Board Agenda acknowledgement, I would say the sooner the better if we could have it on for the 4th I can certainly speak to it for the reason(s) and timing.

---------- Forwarded message ---------
From: **Eric Mailki** <mailki@freeport.k12.pa.us>
Date: Fri, Oct 30, 2026 at 10:39 AM
Subject: RE: Buffalo storm damage
To: Bradley Walker <bwalker@freeport.k12.pa.us>

Brad, I just found this email with a revised quote and Invoice.

Eric

From: Bradley Walker <bwalker@freeport.k12.pa.us>
Sent: Friday, October 30, 2026 10:29 AM
To: Eric Mailki <mailki@freeport.k12.pa.us>; Melissa Stapel <stapel@freeport.k12.pa.us>; Ian Magness <magness@freeport.k12.pa.us>; Mary Dobransky <dobransky@freeport.k12.pa.us>; Tim Walters <walters@freeport.k12.pa.us>
Subject: Fwd: Buffalo storm damage

Eric,

Agreement to move forward with Falling Timber, considering the price? If so, can we please ADD this to the Board's Agenda for the 3rd party service approval?

---------- Forwarded message ---------
From: **Eric Mailki** <mailki@freeport.k12.pa.us>

Date: Fri, Oct 30, 2026 at 10:26 AM
Subject: Buffalo storm damage
To: Bradley Walker <bwalker@freeport.k12.pa.us>
Cc: Melissa Stapel <stapel@freeport.k12.pa.us>

Tree Clean up quotes for the fallen tree at Buffalo elementary School.

Eric

Contractor	Quoted price
Falling Timber Landscaping LLC 200 McKay Road, Saxonburg, PA 16056	$ 2,450.00
Vaughans Tree Service Inc. PO BOX 30 Tarentum, PA 15084	$ 2,500.00
Cunningham and Sons Tree Care 190 Harvey Road Sarver , PA 16055	$ 2,000.00 + $1200 Invoice

--

Bradley T. Walker, MBA, PCSBA

Director of Finance & Operations

Freeport Area School District

724-295-5141 Ext.1226

bwalker@freeport.k12.pa.us

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Bradley T. Walker, MBA, PCSBA

Director of Finance & Operations

Freeport Area School District

724-295-5141 Ext.1226

bwalker@freeport.k12.pa.us

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Bradley T. Walker, MBA, PCSBA

Director of Finance & Operations

Freeport Area School District

724-295-5141 Ext.1226

bwalker@freeport.k12.pa.us

FREEPORT AREA SCHOOL DISTRICT
Freeport, Pennsylvania

REQUEST FORM
PUBLIC PARTICIPATION IN BOARD MEETINGS

All persons wishing to participate in an open Board Meeting shall register their intent by filling out this form. It will be collected by order of the Board President at the time specified in the agenda for use in recognizing each potential speaker. Forms collected in this manner will also be retained for the District's records as prescribed under the Sunshine Act.

Please complete the following information:

Name MATT FREEMAN

Address 115 WOODHAVEN
(Street)

SARVER
(City) (State) (Zip Code)

Group Affiliation (if any) _____

Date Submitted 4 NOV 2026

Topic(s): Please briefly identify the topic(s) on which you will comment.

BUTLER COUNTY School RANKS

#1 MARS AREA 110.00 Mills
#2 SENECA VALLEY 148.88 Mills
#3 FREEPORT AREA 191.5 Mills
#4 SLIPPERY ROCK AREA 112.65 Mills
#5 BUTLER 109.64 Mills
#6 KNOCH 97.57 Mills
#7 KARNS CITY 108.92 Mills
#8 MONITEAU 105.38 Mills
#9 Allegheny-Clarion Valley 106.09 Mills

Visitors are welcome to make comment within reasonable limits of time and under the rules pertaining to parliamentary procedures as provided in District Policy (Section 903).

FREEPORT AREA SCHOOL DISTRICT

Board Happenings

*During the **Special Meeting** of the Freeport Area School District Board of School Directors held on Wednesday, **November 4, 2026**, the following agenda items were **approved**:*

Personnel

The resignation of Erica A. Schweiger, Educational Assistant, effective October 28, 2026.

The resignation of Julynda J. Sanchez, Educational Assistant, effective December 21, 2026.

Other Business

A proposal from Intertech Ci for access control system hardware upgrades and a one-year license to the control system software.

A letter agreement with EI US, LLC, dba LearnWell, for education services to be provided to a resident student beginning October 22, 2026.

A proposal from Cunningham & Son's Tree Care for tree removal services at Buffalo Elementary School.

Next Meeting

Wednesday, November 11, 2026 - Regular Meeting