AGREEMENT AND LEASE

This lease, made as of the 21st day of August, 2019 by and between the Shaler Area School District, hereinafter called “Lessor”, and the Young Men’s Christian Association of Greater Pittsburgh, hereinafter called “Lessee”.

Witnesseth

Lessor, for and in consideration of the rent to be paid and covenants and agreements to be performed by Lessee as hereinafter set forth, does hereby lease unto Lessee that space (hereinafter called the “Premises”) situated in designated locations within Lessor’s primary school buildings and elementary school as follows:

A. Scott Primary – cafeteria, playground/ball field (school year) (also, access to the gym to be provided when available upon advance request and Lessor approval)
B. Burchfield Primary – classroom G14, playground/ball field and gym (school year) and classroom G14, playground/ball field and gym (summer) and will have an end date three weeks prior to the start of the school year.

The said premises to be occupied and used only as a PA state licensed Before and After School Enrichment (BASE) program during the school year and a summer day camp/care program during the summer months. The school year BASE program and summer program will be operated by Lessee to care for children enrolled as students in Lessor’s school. Arrangements will be made independently with the parents and guardians of these children, together with a nonexclusive license for the benefit of Lessee and Lessee’s employees, agents and invitees, for access to and from the lease premises through the schools and school grounds. Use of other public areas of the schools may be required, including such areas as washrooms, kitchen, elevators, and parking areas (employee and parent drop off and pick up) all on the following terms and conditions:

1. The term hereof shall begin the 28th day of August 2019 and shall end at 12 midnight on the 29th day of August 2020, and thereafter extend from year to year under the same terms and conditions, provided, however, that either party may terminate this lease by giving written notice of its intention ninety (90) days before the end of any term.

2. As annual rent for the premises, Lessee shall pay the Lessor the sum of one dollar ($1.00) and other good and valuable consideration.

3. It is agreed between Lessor and Lessee that,
a. *Lessor* during the heating season shall provide such heat for the leased premises.
b. *Lessor* shall provide such ordinary custodial service for the leased premises.
c. *Lessor* shall maintain and provide for Lessee’s use other utilities necessary to Lessee as are normally maintained at the various schools in which the premises are located.

4. *Lessee* agrees to conduct its BASE program and summer day care/camp accordance with the guidelines, which are attached hereto, marked [Exhibit A](#), and incorporated herein. Lessee further agrees to comply with all rules, regulations, and policies of the *Lessor* as applies to leased premises.

5. If *Lessee* fails to keep or comply with any of the covenants, terms or conditions of this lease, or with any notice given under the terms hereof, this lease may at the option of *Lessor*, be terminated following written notice to Lessee of such failure or noncompliance followed by a thirty (30) day period. During this time the *Lessee* may have the opportunity to correct said failure or abate said noncompliance and, if corrected or abated, this Lease may continue in full force and effect; provided, that, if *Lessor* deems it necessary for any reason deemed to be compelling by *Lessor*, this Lease may be, at the complete discretion of *Lessor*, terminated forthwith.

6. If, during the term of this Lease, a school building is so damaged or impaired that the premises located within that school building are rendered unfit for *Lessee’s* occupancy, as determined by the Lessor this Lease shall cease and terminate forthwith as to that school building.

7. *Lessee* shall hold *Lessor* harmless for any loss or damage, which *Lessee*, or its agents or employees, may sustain by strike, lockout or other labor disturbance, energy curtailment, war, state or national emergency, civil commotion, sudden adverse act or nature or termination of this Lease at any time by *Lessor* for reasons, which *Lessor* deems to be compelling.

8. It is agreed between *Lessor* and *Lessee* that,
   A. *Lessee* shall not make any alterations or additions to the premises.
   B. *Lessee* shall, at the expiration of the Lease, return the premises to *Lessor* in as good condition as received, ordinary wear and tear expected.
   C. *Lessee* shall not assign this Lease or sublease the premises.
   D. *Lessee* shall hold *Lessor* harmless from any loss or damage which *Lessee*, its agents or employees may sustain:
1. theft or burglary in or about the premises
2. interruptions in any utility service, from any cause whatsoever
3. loss, damage or injury due to fire, water, rain, snow, steam sewage, gas or odors, from any source whatsoever
4. other damage or injury.

9. **Lessee** represents and warrants that during the period of its use and occupancy of the premises, and will comply with all laws, licensing requirements and applicable regulations of local, state and federal governments, including those of the Pennsylvania Department of Human Services, Office of Child Development.

10. **Lessee** shall indemnify, hold harmless and defend **Lessor** from and against any and all costs, expenses (including reasonable counsel fees) from any liabilities, losses, damages, suits, actions, fines, penalties, claims or demand of any kind and asserted by or on behalf of any person or government arising out of, or in any way connected with the before & after school enrichment program. **Lessor** shall not be liable to **Lessee** on account of: (i) any failure by **Lessee** to perform any of the agreements, terms, covenants or conditions of this **Lease** required to be performed by **Lessee**; (ii) any failure by **Lessee** to comply with any statutes, ordinances, regulation or orders of any governmental authority; or (iii) any accident, death or personal injury or damage to or loss or theft of property which shall occur on, in or about the premises.

11. **Lessee** shall maintain and have in full force and effect during the periods of this **Lease** the following insurance:
   
   **A.** Policies of comprehensive general liability insurance, including public and property damage liability coverage with the following limits:
   1) Public liability insurance in an amount of not less than one million dollars (1,000,000.00) for bodily injury and/or wrongful death, to any one person.
   2) Property damage insurance in an amount of not less than one million dollars (1,000,000.00) per occurrence.
   3) Umbrella liability coverage for property damage and bodily injury in an amount not less than three million dollars (2,000,000.00).
   4) Non-owned and or hired automobile liability insurance in an amount not less than one million dollars (1,000,000.00).
   5) **Lessor** shall be named as an additional insured party and policies or certificates shall provide for a minimum of thirty- (30) days written notice to **Lessor** prior to cancellation of any of the insurance.

   **B.** **Lessee** represents and warrants that during its period of use and occupancy of the premises, it will comply with all applicable
workers’ compensation, unemployment compensation, and other employee insurance programs required by law.

C. Prior to the date of original occupancy, Lessee shall furnish to Lessor written proof of Lessee’s compliance with the above insurance provisions.

12. Lessor shall maintain and have in full force and effect during the periods of this Lease the following insurance:
   A. Standard fire and hazard insurance with extended coverage on the school buildings involved in the before/after school child care with limits designed to avoid the effects of the co-insurance clause of the insurance policy.
   B. This also includes comprehensive general liability insurance with limits of coverage normally carried by school districts for elementary schools.

13. Neither Lessor nor Lessee shall be liable to the other nor to any insurer of the other party claiming by way of subrogation through or under either one with respect to any loss, damage, injury or death to the extent either party shall be reimbursed or has the right to be reimbursed out of hazard insurance carried or obligated to be carried by Lessor of Lessee, as the case may be, with respect to such loss, damage, injury or death. In the event their respective insurance policies do not already provide for waiver or subrogation, Lessor and Lessee each agree to obtain a waiver of subrogation endorsement from their respective insurers.

14. In the event the Lessor becomes subject to any real estate, business privilege, or other federal, state or local taxes by virtue of the lease of the previously mentioned premises, Lessee agrees to pay or reimburse the Lessor for the full amount of the taxes applicable to this Lease or the use of the premises.

15. Lessor’s name and the name of the building may be used as an element in promotion and advertising Lessee’s before and after school enrichment program.

16. Each school building principal shall represent Lessor at the school building level in administering this Lease. Provided, however, that any notice or demand hereunder shall be sufficiently given or made upon Lessor of mailed by first class postage, or personal delivery, to the Lessor’s superintendent.

17. Any notice or demand hereunder shall be sufficiently given or made upon Lessee if addressed to Lessee at One Gateway Center, 420 Ft. Duquesne Blvd. Suite 625 Pittsburgh, PA., 15222 and deposited in the
mail with first class postage affixed, or by personal delivery to the same address.

IN WITNESS WHEREOF, the Lessor and Lessee, Having read the same in its entirety and intending to be legally bound hereby, subscribe the same as of the day and year first above written.

Attest: Shaler Area School District
(Lessor)

_______________________________
Superintendent

Attest: Young Men’s Christian Association
of Greater Pittsburgh
(Lessee)

_______________________________
President and CEO
Operation

1. **Hours of Operation**

   A. The BASE Program will be conducted at Burchfield Primary Center and Scott Primary School between the hours of 7:00 – 9:00am and 3:15 – 6:00pm, Monday through Friday.

   B. The program will operate on weekdays when school is in session. The YMCA will abide by the dates approved by the Shaler Area School District Building and Grounds Supervisor.

   C. If an early dismissal of students from school occurs, the Lessee will operate the before/after school enrichment program from the hour of dismissal until 6:00pm or until the last child is picked up. If an emergency closing of school requires the evacuation of the building, the Lessee, along with parents will arrange for transportation to student’s homes. (All transportation costs shall be borne by the parents or legal guardians.)

   D. All employees of Lessee who work directly with children must have acceptable state and federal criminal history reports, child abuse clearance and Act 168 employment history review in compliance with applicable law. Employees also will have a health screening conducted annually with a TB test by Mantoux method at initial time of hire.

   E. All correspondence intended for distribution among parents or the general public will be provided to the assistant superintendent of elementary education for approval prior to distribution through the schools.

2. **Enrichment, Attendance and Transportation**

   All arrangements for enrollment, attendance and transportation to and from the program location are the responsibility of the parents or other legal guardians and Lessee.

3. **Program Activities**

   A. The School Year site directors will submit monthly lesson plans and written communications, i.e. parent newsletters, to the building principal upon request.
B. The program is designed to promote out-of-school learning opportunities for children and youth in the designated locations in the Shaler Area School District Schools. The programs are designed to meet the needs of children and youth.

1. Programs are based on educational principals appropriate for each child’s developmental level. Age appropriate activities are offered in both large and small group settings.

2. On a daily basis, children will be exposed to activities that incorporate fun, enrichment programming for out-of-school learning that focuses on the fidelity components that derive from the YMCA of USA that include:
   - Literacy
   - Creative Expression
   - Health education and physical activity
   - Social Studies/Math/Science
   - Developmental Assets/Values Programming
   - Inclusion and Global Awareness
   - Leadership Development
   - Parent and Family Engagement

3. The programs offer security and protection during the day when parents are not available.

4. Opportunities for outdoor and recreational activities are provided.

5. School age children have a high level of interest in task-oriented activities, such as craft and cooking, these types of activities are included in the curriculum to challenge their present abilities and teach them new skills.

6. A physical education program, Food for Fun and HEPA (Healthy Eating and Physical Activity), HOST (Healthy Out-of-School Time) so that children and their families can develop healthy habits and physical fitness. Fresh fruit or vegetables and a whole grain are served at snack time.

7. The children will have opportunities to learn appropriate social behavior through group discussions and projects, positive adult modeling and individual conduct evaluations and values clarification.

8. The YMCA is committed to serving the community by providing high quality programs, which strengthen the family unit. The YMCA will support and engage the family unit by planning monthly opportunities throughout the year for children and parents to spend quality time together.

**Discipline**

Staff facilitates the development of self-control in the school age child by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity and setting clear limits. Occasionally staff may use positive incentive programs to assist in the development of desired behavior.

**First Discipline:** Disciplinary Report: Parents are notified and the staff and parent will agree upon a plan of action.
Second Discipline: Disciplinary Report: After parent notification, the staff and parent will agree upon a plan of action. The YMCA reserves the right to suspend the child for an unlimited amount of time.

Third Discipline: Disciplinary Report: Parents are notified and the YMCA reserves the right to remove the child from the program permanently.

Not all children flourish in a group setting. A child’s participation in the program is subject to their ability to assimilate with the program format. The BASE director and parent will work together to benefit the child if alternate arrangements need to be made.

4. Food and Snacks

The after-school program will include a daily, nutritious snack between the hours of 3:30-4:30pm. The snacks will include two selections from the four basic food groups. The Lessor will provide access to proper refrigeration for storage of perishable products.

5. Health

A. Health regulations are important for all the children and staff in the program. They are meant to protect from communicable illness and to protect those who are sick from becoming even sicker.
   1. Lessor will provide soap and running water for hand washing.
   2. For children who become ill while at the program, parents are contacted, and the child is sent home with parent or authorized individual. Until the parent arrives, the child will rest in a quiet area, supervised by a staff person.
   3. Emergency files are kept for each child. Parents are notified of any severe illness or accident by telephone by the program staff. The staff will expect parents to respond as soon as possible in an emergency.
   4. Parents may not send a child to the program if:
      - The child was not permitted to attend school that day due to illness.
      - The child has a communicable illness and the incubation period has not expired. Return to the center will require a doctor’s permission slip.
      - The child is too ill to participate in the program. In every case, the parents have the responsibility to inform the program staff of the reason for their child’s absence.

5. We have an obligation under the Department of Human Services regulations and the YMCA of Pittsburgh policies to enforce health care policies.
B. Emergency Medical Care Procedures

In case of a serious injury or medical emergency, the staff member in charge will:

1) Contact the parent by phone.
2) If unable to reach a parent, the staff member in charge will contact the emergency person listed as the emergency contact in the child’s file. If unable to reach the emergency contact, the staff member will contact the doctor listed on the medical form in the file and an emergency contact person listed in the child’s records.
3) If emergency treatment is needed, the staff member will call the local paramedic or ambulance for transportation to the hospital. A report will be filed and a copy will be maintained in the facility.

C. Suspected Child Abuse

Program staff that either suspect or are informed by a child or other informant that child abuse may have occurred, are under legal obligation by the Commonwealth of Pennsylvania to inform the proper authorities.

D. Medication

Generally, medication is not administered to children. However, under very limited circumstances, the staff will administer personal prescriptions billed by a pharmacist that have a label bearing the physician’s name, child’s name and dosage, plus time of medication. A parental permission slip must be on file with the Lessee.

6. Equipment

A. The Lessee will provide all necessary equipment, supplies and materials for the implementation of the program, other than the physical grounds.

7. Evaluation

A. The program requires an evaluation process every year that includes the children and the parents.
B. A minimum of one evaluation meeting will be scheduled between the building principal and program staff each year.

The YMCA reserves the right, at any facility location during the year, to edit or cancel any program hours that financially burden the YMCA.
214 - CLASS RANK INDEX

The following policy will remain in effect for and applicable to the graduating Class of 2019 and 2020. Beginning with the Class of 2021, the Shaler Area School District will no longer determine or report Class Rank. Following the graduation of the Class of 2020 and without the necessity of further action of the Board of School Directors, this policy shall be considered to be rescinded and of no further effect.

1. Purpose

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents, and others of their relative academic placement among their peers under relatively similar circumstances.

2. Authority

The Board authorizes a system of class ranking, by grade point average, for students in grades 9, 10, 11, and 12. All students shall be ranked together.

The class rank index shall be computed by assigning the final grade in all subjects in accordance with the following formula:

\[
CRI = GPA \times CDW \\
CRI = \text{Class Rank Index} \\
GPA = \text{Grade Point Average} \\
CDW = \text{Cumulative Difficulty Weight}\]

*CDW is determined by the following formula:

\[
CDW = \frac{X(1.0) + Y(1.17) + Z(1.35)}{G} \\
X = \text{Number of Regular Courses} \\
Y = \text{Number of Honors Courses} \\
Z = \text{Number of AP/CHS Courses} \\
G = \text{Number of Credits to Graduate (Currently 25)}
\]

Any two (2) or more students whose computed class rank indexes are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

A student's overall grade point average and class rank index shall be entered on his/her record and shall be subject to the Board's policy on release of student records.
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