

AMENDMENTS TO THE BOARD AGENDA

9. NEW BUSINESS

D. Facilities

5. Action Items

- b. PlanCon Part I, Interim Reporting, for the campus revitalization project. This is required PDE submission as a result of change orders exceeding a cumulative total of \$300,000.*

F. Policy and Human Resources

5. Action Items

- c. Appointments
Dr. Charles Malone – Acting Superintendent – Salary: Stipend \$1000/month
 - i. Terminations
Erin Behe—Instructional Assistant—Effective May 23, 2018
 - j. Contract with the Bucks County Intermediate Unit to perform the Superintendent Search.*
-

**PART I: INTERIM REPORTING
BOARD TRANSMITTAL**

DISTRICT/CTC: New Hope Solebury School District COUNTY: Bucks
PRJT BLDG NAME: High School/ Middle School PROJECT #: 3833

- PAGE #
- X I02 (a) - I02 (b) Cumulative List of Change Orders and Supplemental Contracts
* * * FOR CHANGE ORDERS ONLY * * *
- X I03 Application for Change Order Approval
For Change Orders: # _____

* * * FOR SUPPLEMENTAL CONTRACTS ONLY * * *
- N/A I04 Application for Supplemental Contract Approval
For Supplemental Contracts: # _____
* * * FOR NEW BUILDINGS OR SUBSTANTIAL ADDITIONS ONLY * * *
- N/A I05 Project Accounting Based on Actual Costs
N/A I06 Act 34 of 1973: Maximum Building Construction Cost
N/A I07 Act 34 of 1973: Requirement for Second Public Hearing

This project (is/is not) not subject to the requirements of Act 34 of 1973.

The architectural firm for this project is: Godshall Kane O'Rourke Architects, LLC
The architect to be contacted if there are any questions about Part I is:
Kevin Godshall, AIA, Principal 215-646-2003 215-646-5707
Architect's Name and Position Phone Number Fax Number

The architect's e-mail address is: kevin@gkoarchitects.com

The architectural firm's address is: 300 Brookside Avenue, Ambler, PA 19002

The district/CTC administrator to be contacted about Part I is:
Andrew Lechman, Business Manager 215-862-5372 215-862-2906
District/CTC Administrator's Name and Position Phone Number Fax Number

The district/CTC administrator's e-mail address is: alechman@nhsd.org

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education prior to entering into contract for the attached change order(s)/supplemental contract(s) by board action.

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

Signature, Board Secretary Board Secretary's Name, Printed or Typed

District/CTC Address Date

CUMULATIVE LIST OF CHANGE ORDERS AND SUPPLEMENTAL CONTRACTS

District/CTC: New Hope Solebury School District		Project Name: High School/ Middle School	Project #: 3833	
ROUND FIGURES TO NEAREST DOLLAR				
PROJECT COSTS		NEW	EXISTING	TOTAL
A. STRUCTURE COSTS - TOTAL CONTRACT AWARD PLUS ACCEPTED ALTERNATES BASED ON BIDS (PlanCon Part G, Page G02, Line A-9)		8,508,465	14,755,792	23,264,257
B. ESTIMATED TECHNOLOGY CONTRACTS REPORTED ON PLANCON PART G (PlanCon Part G, Page G04, Line G) AND/OR ESTIMATED ASBESTOS ABATEMENT (PlanCon Part G, Page G04, Line C-3)				
C. ADJUSTED STRUCTURE COSTS (Line A minus Line B)		8,508,465	14,755,792	23,264,257
D. CHANGE ORDERS/SUPPLEMENTAL CONTRACTS REPORTING REQUIREMENT CALCULATION (C-TOTAL times ± 0.03; max = ± \$300,000)		X X X X X	X X X X X	± 300,000
E. CHANGE ORDER/SUPPLEMENTAL CONTRACT SUBTOTAL FROM PREVIOUS PART I SUBMISSIONS		-30,400	-66,204	-96,604
F. C.O.#/S.C.# AND DESCRIPTION	SITE DEV - *	X X X X X	X X X X X	X X X X X
#: GC-04 casework and carpet changes		-6,900	-47,430	-54,330
#: GC-05 add waterproofing and new ceiling in cafeteria			69,328	69,328
#: GC-06 rock removal at sanitary grinder pump	101250		101,250	101,250
#: GC-07 2A phasing change				
#: GC-08 unsuitable soil and wall repair	14551		50,438	50,438
#: GC-09 ASI-69A 120 and 132 modifications			8,922	8,922
#: GC-10 RFC-119, 130, 136, 139, 141, 143, 145-147			34,005	34,005
#: GC-11 RFC-148-152			-27,006	-27,006
#: GC-12 RFC-144, 153-159				
#: GC-13 RFC-162			7,780	7,780
#:				
#: PC-03 2A phasing change				
#: PC-04 RFP-027			4,500	4,500
#:				
#: MC-03 credit for alternate pipe fittings and roof curb			-34,000	-34,000
#: MC-04 2A phasing change				
#: MC-05 chilled water pipe rerouting			85,483	85,483
#:				
#:				
#:				
G. Page I02(b) Total	X X X		156,804	156,804
H. TOTAL - Change Order/Supplemental Contract	X X X	-6,900	410,073	403,173
I. CUMULATIVE TOTAL - Change Orders and Supplemental Contracts (E plus H-TOTAL)	X X X	-37,300	343,869	306,569

SUBMIT PART I FOR ANY CHANGE ORDER OR SUPPLEMENTAL CONTRACT GREATER THAN +/- \$10,000

After the cumulative total of all change orders or supplemental contracts exceeds or reduces the total contract award by more than 3% or \$300,000, whichever is lesser, an Application for Change Order Approval (I03) or an Application for Supplemental Contract Approval (I04) must be submitted prior to entering into contract for any change order or supplemental contract greater than ± \$10,000.

* - Enter "X" in this box if the change order or supplemental contract is for site development.

APPLICATION FOR CHANGE ORDER APPROVAL

District/CTC: New Hope Solebury School District	Project Name: High School/ Middle School	Project #: 3833	Change Order #: PC-#03-04; MC-#03-
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CHECK ALL THAT APPLY:

CUMULATIVE TOTAL EXCEEDS ± 3% or \$300,000 AND CHANGE ORDER GREATER THAN ± \$10,000

ACT 34 REFERENDUM OR SECOND ACT 34 HEARING REQUIRED

CHANGE ORDER AFFECTS ONE OR MORE OF THE FOLLOWING:
REIMBURSABLE CAPACITY, ACT 34 CAPACITY, SCHEDULED AREA, ARCHITECTURAL AREA

DESCRIPTION OF PROPOSED WORK:

Various miscellaneous changes made throughout entire facility, including but not limited to: revised scope of new interior finishes, and modifications or changes to new work as a result of unforeseen conditions discovered during construction.

REASONS FOR PROPOSED CHANGE:

Coordinate and response to existing unforeseen conditions and to help improve overall project phasing and scheduling

JUSTIFICATION FOR NOT USING SUPPLEMENTAL CONTRACT:

Related to proposed work already under contract

EXPECTED DATE OF CONTRACT EXECUTION (M/D/YYYY) : 12/23/2016

COST BREAKDOWN OF PROPOSED WORK	NEW	EXISTING
A. General	(6,900)	197,287
B. Heating and Ventilating		51,483
C. Plumbing		4,500
D. Electrical		156,804
E. Asbestos Abatement	X X X X X	
F. Other: _____		
G. Other: _____		
H. Owner Controlled Insurance Program/Builder's Risk Insurance on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)		
I: TOTAL COST OF PROPOSED WORK	(6,900)	410,074

COMPLETE THIS SECTION ONLY IF REQUESTING AN EXCEPTION TO THE 3%/\$300,000 REIMBURSEMENT LIMIT FOR CHANGE ORDERS

Upward adjustments to reimbursement are limited to costs not greater than \$300,000 or three percent (3%) of allowable structure costs (base bid and accepted alternates) for work done within three (3) years of the receipt of original bids. Exceptions must be requested and approved in writing.



Dr. Mark Hoffman, Executive Director

705 N. Shady Retreat Rd.
Doylestown, PA 18901
Tel: 215-348-2940
www.BucksIU.org

May 21, 2018

Board of School Directors
New Hope–Solebury School District
180 West Bridge Street
New Hope, PA 18938

Dear Board of School Directors:

The Bucks County Intermediate Unit (Bucks IU) is honored to present this outline in response to the district's request for a Superintendent Search Consultant. As an experienced provider of Superintendent search services for more than ten years, the Bucks IU takes seriously its commitment to provide high quality, professional, comprehensive, and ethical searches that lead to the successful appointment of district leaders. In the last few years alone, we have had the honor of facilitating superintendent searches for the Bensalem, Bristol Township, Centennial, Central Bucks, Council Rock, Morrisville, Pennridge, and Pennsbury school districts. If appointed as your search consultant, the Bucks IU fully understands that a change in leadership can be a challenging time for a Board of School Directors, district staff, students, and the community. The Bucks IU is fully committed to providing experienced and knowledgeable staff dedicated specifically to your district to help you through this process. The staff members who will be working with you are:

- Dr. Mark Hoffman, Executive Director
- JoAnn Perotti, Director of Strategic Service
- Rebecca Roberts-Malamis, Esq., Deputy Executive Director and In-House Legal Counsel

Resumes are available upon request.

Introduction

This document captures the procedures that the Bucks IU has utilized with great success in many surrounding school districts. While this outline consists of our recommendations for a successful, Board-led search process based on previous experience, we do believe in the uniqueness of each search and are happy to discuss any specific changes, revisions, or customizations that the Board might request in advance of signing an agreement.

The Bucks IU believes in the power of the Board of School Directors to select the ideal candidate to lead the New Hope-Solebury School District into the future. We see ourselves as the facilitators of the overall process that offers guidance and direction. As a team, we will progress through the following steps to build consensus on the ideal candidate for your district; intentionally seek input from your district's various stakeholder groups; promote and advertise the position in all appropriate venues; personally recruit candidates as may be applicable; review all applications; help you conduct rigorous interviews; thoroughly vet finalists; and coordinate the appropriate negotiations, community outreach,

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and board approvals to secure your next superintendent. A more detailed description of these steps follows below:

Setting the Stage

As we begin the journey, the Bucks IU will work with the Board to review the process from-start-to-finish, to ensure that everyone understands and is comfortable with the proposed process. We will begin with an agreement to provide services; this will need to be approved by both the New Hope-Solebury School District Board of School Directors and the Bucks IU Board of School Directors. (A draft agreement is attached for your reference.) Questions for consideration include (but are not limited to):

- Will a Board subcommittee or committee-of-the-whole conduct the search?
- By what start date would the Board like the new superintendent to begin his/her tenure?
- What salary range is the Board willing to pay to the chosen candidate?
- Will the Board wish to visit the finalist's current district prior to offering a contract?
- How would the Board like to keep the community informed of its progress?
- What role, if any, will district administrators play in the search process?

The Bucks IU will facilitate a visioning exercise with the Board to identify the district's current priorities for the new Superintendent. This process will also develop a list of the central characteristics, attributes, and skills that the Board members would like to see in their ideal candidate.

Next, the Bucks IU will develop a survey for local district stakeholders. This survey will be open to all community members, students, and district employees. Similar to our visioning exercise with the Board, the survey will ask two major questions: First, it will identify the primary concerns and priorities for the district that the new superintendent will need to address. Second, it will identify which skills, traits, and attributes of a superintendent that the various stakeholders value most. This information will then be analyzed and shared with the Board in order to provide specific data points and related information to help shape priorities during the search process.

Posting the Position

The Bucks IU will leverage the feedback from the Board visioning process and from the community survey to craft a customized job posting/advertisement for this search. The posting will draw directly from the priorities established by the Board and community to attract the highest-quality candidates.

The job posting will be shared throughout the region, state, and nation using a wide variety of strategies. The Bucks IU will post the position through national and state associations for school administrators, well-respected universities, educational services agencies, and both traditional and social media. (Sample job postings can be shared upon request.)

Selecting a Candidate

The Bucks IU will provide each member of the Board with access to an online portal that will host each candidate's application. Prior to providing login credentials, each Board director will be expected to sign a "Commitment to Confidentiality". The Bucks IU application portal is web-based and available 24/7. All members of the Board will have equal access to review all applications.

The Bucks IU will also prepare a matrix that lists each applicant according to his/her qualifications and experience. The matrix will be searchable and sortable to more easily compare candidates. The Bucks

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IU will verify that all certifications and related qualifications are met for any candidate that advances to the interview process.

The Board will then work with the Bucks IU to identify approximately ten (10) candidates to interview in a first round process that we call “Meet and Greets”.

Conducting Interviews

The first round meet-and-greet interviews are twenty-five-minutes. These abbreviated first round interviews allow the Board to see a greater number of initial candidates without dedicating hours of time and resources. The questions for this first round will be developed by the Bucks IU team in concert with the Board to capture topic areas most relevant to the Board and district needs.

Based on the outcomes of the first round, the Bucks IU will conduct a process that has the Board rank each candidate. A second, lengthier round of interviews will be scheduled with a smaller subset of candidates. These second-round interviews are usually between sixty (60) and ninety (90) minutes, with questions jointly developed in advance by the Bucks IU and the Board to address district priorities. (The Bucks IU has a “bank” of more than 150+ questions that have been successfully developed and utilized over the years in previous Superintendent searches. These questions are categorized by “themes” and questions relating to the unique needs of New Hope-Solebury will be shared with the board to be customized for the district’s exclusive use. In addition, if necessary, the Bucks IU team will work with you to develop your own exclusive questions relevant to the district’s own needs.)

Following the second round of interviews, the Bucks IU will help the Board identify an even smaller group of applicants to meet again in a third round of interviews. This is another rigorous round of candidate evaluation, usually based on very specific scenarios unique to the New Hope-Solebury School District. In this round, the Bucks IU will work with the Board to develop a hypothetical scenario that candidates will be expected to address through formal presentations to the Board. The scenario will be mutually developed working with the Board and will address some pressing need identified within the district. This is to provide the Board with a realistic, hands-on, direct observation of how each candidate solves problems, leverages data to make decisions, and formally communicates recommendations to the Board. If the Board is unable to identify a finalist at this point, additional rounds of interviews and scenarios may be conducted.

Once a finalist is identified by the Board, he/she will be asked to sign a waiver of confidentiality, and his/her name can be fully vetted with all references checked. In addition to checking the references provided by the candidate, the Bucks IU will also check public and certain private sources to ascertain additional information that may be of interest to the Board.

If requested by the Board, site visits may also be conducted at the finalist's place of current employment.

Introducing the Finalist

Once a finalist is selected, the Bucks IU will facilitate the public relations and communications components of making your announcement. This process includes crafting a press release that shares the finalist’s name and credentials with the community for the first time. The announcement will also indicate the future Board meeting date at which the Board intends to approve the finalist’s employment contract. In addition, the announcement will invite all community members to a public forum to hear directly from the finalist. The forum, usually held at night in a school auditorium, is an opportunity for all interested members of the district community to meet the candidate and learn more about him/her

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through a question and answer dialog. To involve the community, a survey will be developed by the Bucks IU to solicit questions. The Bucks IU will collect community input and ultimately synthesize the issues into approximately eight (8) to ten (10) questions that will be posed by the Executive Director of the Bucks IU as the facilitator of the forum. The Board President will introduce the finalist candidate to the community and the Executive Director will then pose the questions to the candidate on the stage. Based upon years of facilitating such community forums, the Bucks IU has learned that it is best for questions to be posed from a single source, rather than allow community members to ask the finalist questions from the audience. Usually, prior to the forum, the finalist will also have had opportunities to meet with the district's staff and community members, visit schools, and introduce him/herself to students and educators.

Board Approval and Appointment

The Bucks IU will assist the Board and district solicitor as needed with making a salary offer and negotiating a contract with the selected candidate. In addition, the Bucks IU will help the Board, if needed, in formally making the appointment and voting on necessary items at a publicly advertised Board meeting.

Costs

There is no fee for this service, as the Bucks IU does not charge in-county districts for Superintendent searches. Facilitating Superintendent searches is a service that we offer to our county school districts free of charge as part of the overall comprehensive services you receive from the Bucks IU. While not charging a fee, the Bucks IU will seek reimbursement from the district for all expenses made out of pocket specific to this search (for example, the cost of posting job advertisements, etc.). (Traditionally these type of costs are between \$1,000 to \$2,000, and have not exceeded \$5,000. A more specific estimate will be given to you prior to starting the search based on your specific search requirements.)

Conclusion

The Bucks IU is honored to present this proposal to conduct a search for a new superintendent for the New Hope-Solebury School District. I am confident that our knowledge, experience, and qualifications will provide your district with high quality choices for your next school superintendent. References are also available upon request. If you have any questions, please feel free to contact me at mhoffman@bucksiu.org or call 215-348-2940, Ext. 1100.

Sincerely,



Mark Hoffman, Ed.D.
Executive Director

AGREEMENT

THIS AGREEMENT, is entered into this _____ day of _____, 2018 by and between the **New Hope Solebury School District**, located at 180 West Bridge Street, New Hope, PA 18938, hereinafter referred to as “**District**” and the **Bucks County Intermediate Unit #22**, located at 705 North Shady Retreat Road, Doylestown, PA 18901, hereinafter referred to as “**Bucks IU**”.

WITNESSETH

WHEREAS, the New Hope Solebury School District has received the resignation of its current Superintendent; and

WHEREAS, the New Hope Solebury School District will need to hire a new Superintendent to serve during the 2018-2019 school year and beyond; and

WHEREAS, the Bucks IU has offered to provide the District with search and consultation services in order to help the District select a qualified and experienced school Superintendent;

THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the parties agree as follows:

1. This Agreement shall commence on _____, 2018 and shall terminate no later than _____, 2018 provided that both parties to this Agreement may extend this agreement by mutual consent by providing written notice no later than _____, 2018. In addition, either party may also terminate this Agreement or any extension at any time by providing thirty (30) days written notice.

2. For valuable consideration as expressed herein, the Bucks IU shall provide Superintendent Search services consisting of the following:

- A. Facilitate a meetings with the Board to determine key issues facing the district and develop insight on key attributes desired in a new Superintendent;
- B. Develop a community survey for the New Hope Solebury community to share community insight on key issues facing the district and attributes desired in a new Superintendent;
- B. Develop a job posting based on a job description targeted to key attributes and provided by the district;

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- C. Advertise the posting in national, state, and regional publications and websites for purposes of attracting highly qualified Superintendent candidates;
- D. Establish an online application portal through the Bucks IU website for interested applicants to apply. Individual board members will be given login credentials to access to the online site in order to review all applications;
- E. Based on review of all applications by the District Board of School Directors, and per the direction of the District Board of School Directors, the Bucks IU will arrange initial interviews or brief “meet and greets” for candidates the Board selects to interview;
- F. Following initial interviews, the Board will determine the candidates they wish to bring back for a second and third interviews. The Bucks IU will arrange for second interviews with the Board and will facilitate the interview process providing a process consisting of interview questions, scenarios, and rating forms. If subsequent interviews are requested by the Board the Bucks IU will make these arrangements as well;
- G. Following all interviews, it is understood that the District Board of School Directors has sole responsibility to select a finalist candidate(s). The Bucks IU will obtain a release and check all references for all finalist candidate(s) selected by the Board;
- H. The Bucks IU will facilitate a forum with the school district community. This forum will be an opportunity for the Board to introduce their final choice for the position of Superintendent to the community.

3. The District is located in the geographic area of Bucks County and is served by the Bucks IU; as such, the fee for services for this search is hereby waived. This service is considered to be a part of the services regularly and routinely provided by the Bucks IU to Bucks County public school districts.

4. The District agrees to reimburse the Bucks IU for all out of pocket costs associated with the Superintendent search including the costs of advertising, marketing materials, postage, and travel. These expenses are estimated to be approximately \$1000 with total costs not to exceed \$5000.

5. It is understood and agreed by the parties hereto that the Bucks IU, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an officer, agent, or employee of the District. As such, neither the Bucks IU nor any of its employees or contractors or subcontractors are entitled to any of the benefits provided by the District to its employees, including, but not limited to, medical insurance, pension plan enrollment, and vacation, leaves of absence, workers ’

Bucks County Intermediate Unit

compensation insurance or unemployment compensation insurance. It is understood that Bucks IU may also provide similar Superintendent or other search services to other school districts when the Bucks IU is not performing work under this Agreement for the District.

6. It is understood and agreed by the parties hereto that confidentiality is an important aspect of a successful Superintendent search process. It is understood and agreed that during the course of the search the parties may receive information about an applicant's background, education, experience, and other relevant factors including possible wishes to leave current assignments or placements. It is agreed that all members of the District associated with the search process will keep such information confidential until it is mutually agreed by the Board of School Directors and the Bucks IU that information on the finalist candidate(s) will be released. It is agreed that information related to any other applicant or candidate(s) other than the finalist candidate(s) will remain confidential and will not be released.

7. The Bucks IU agrees to comply with all Pennsylvania and federal laws and regulations which apply to the services to be performed, and any internal policies or procedures of the District enacted to comply with said state and federal laws and regulations. The Bucks IU shall ensure that any person assigned to the District to assist in the Superintendent search has all required federal and state criminal history clearances, FBI, child abuse and other required clearances.

8. The Bucks IU represents and warrants to District that the staff assigned to the District to assist with the Superintendent search is experienced and competent to provide the services, and that the staff is familiar with all federal, state, or regulatory laws, ordinances and regulations which may affect the services provided. If the Bucks IU should violate any terms or conditions of this Agreement or should otherwise fail to perform in accordance with this Agreement, the District may, without prejudice to any other right or remedy, terminate the Agreement and make other appropriate arrangements for the Services to be provided hereunder.

9. This Agreement shall be binding upon the District and the Bucks IU, and their successors and assigns.

10. The District and the Bucks IU agree to indemnify and hold harmless each other and each other's employees, officers, agents, contractors, subcontractors, attorneys and representatives from and against any and all claims, demands, costs, including attorneys' fees, suits and damages for any reason including bodily injury and property damage for which either one of them become liable that arise out of or result from negligent or intentional acts or omissions of the other, or the other's employees, agents, contractors, subcontractors, and/or representatives.

11. This Agreement consists of four pages and constitutes the entire understanding and agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by a duly authorized agent or representative of both parties.

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IN WITNESS WHEREOF, the District and the Bucks IU have executed and delivered this Agreement as of the day and year written on the first page hereof.

New Hope Solebury School District

Bucks County Intermediate Unit #22

By: _____
Signature of Authorized Representative
Of School District

By: _____
Ada Miller
President, Bucks IU Board of School Directors

Print Name and Title of Authorized Representative

Attest: _____
New Hope Solebury School District

Attest: _____
Beth Bittenmaster
Secretary, Bucks IU Board of Directors

Date: _____

Date: _____