

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of March 12, 2018

A. Opening

1. Call to Order: Mr. Craig Allen, Vice President, called the meeting to order at 7:00 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Harry Brungard, Mrs. Michelle Stemler, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mr. John Pecchia, Mrs. Mary Thomas, and Dr. Jill Wenrich, Superintendent

Others Present: Austin White, Esq., Solicitor, Benjamin Enders, Board Secretary, Dr. Kenneth Dady, Assistant Superintendent and Isabella Hale Student Representative

Members Absent: Mr. Christopher Fravel and Mrs. Kelley Wasson

3. Pledge of Allegiance: Led by Karter Peacock, Elizabeth Schall, Ryan Thompson and Colin Nichols representing the Middle School.

B. Presentations

1. Communications:

- a. Williamsport Lycoming Chamber annual Education Celebration held on March 1st recognized, JSASD student of the year, Dominic Williams and JSASD teacher of the year, Mr. Bob Fox.
- b. PIAA state championships are being held currently.
- c. VEX Robotics had a wonderful showing at a recent Western PA Championship.
- d. Mifflin Township Board of Supervisors letter.

2. President's Report:

- a. Research information on state funding, shows that the average state funding to school districts in the US is at 47%, JSASD receives 36%.

3. Student Representative Report: None

4. Intermediate Unit Report: None

5. Superintendent's Report:

- a. "Music in Our Schools" month presentation - Lindsey Eischeid and Melissa Becker
- b. Middle School Boalsburg Museum and Chapel Field Trip presentation - Middle School 8th Graders
- c. Boys Soccer Booster Club presentation - Doug Moore
- d. Jersey Shore Education Foundation presentation - LouAnne Gasperine
- e. Building the American Republic e-book presentation - Tim Greene

- f. Students at the Center Book Study Chapter 6 - Reed Mellinger
- g. Iron Mountain Imaging Agreement for the High School at first read - Ben Enders (Attachment)
- h. BLaST IU 17 proposed 2018-2019 General Operations Budget at first read - Ben Enders

C. Approvals:

1. Minutes:

Motion: A motion was made by Karen Stover and seconded by Mary Thomas to approve the following Minutes as listed on the Agenda:

- | | |
|----------------------|--------------------------|
| a. January 15, 2018 | Capital Projects Meeting |
| b. February 12, 2018 | Disciplinary Hearing |

The vote was a unanimous yes. Motion carried.

D. Courtesy of the Floor:

Charlotte Bierly-High School – commented on Youth Art Month and the student Art Show held on Saturday, March 17, 2018 in the JSASD Board Room.

John Shireman-JS Boro – commented on dead trees on MS property and confidentiality of Iron Mountain.

Deb Reese-Pine Creek Twp. – commented on Book Study presentation and gave statistics on the district's ranking and what that means to new families moving into this area and the growth in business in this area.

Beatrice Hall-Mifflin Twp. – commented on classroom size and iPads.

Justin Wall-Anthony Twp. – submitted list of questions

Dustin Moore-Crawford Twp. – commented on resource stewardship

Andy Lyon-JS Boro – commented on schools as assets, he bought an old school building that was closed.

Don Lomison-Pine Creek Twp. – commented on closing school.

Robert Pryor-Mifflin Twp. – commented on student decreases and solution to long term budget deficit.

Josh Williams-Rauchtown Road – commented on football program using primetime advertising and Real Estate taxes.

Colin Best-JS Boro – provided a hand out commenting on iPads and Apple TV's.

E. Personnel

1. Personnel Items:

Motion: A motion was made by Mary Thomas and seconded by Merrill Sweitzer to approve the following Personnel items as listed on the Agenda:

- a. a day without pay for Pamela Farr, Food Service employee, on Monday, May 14, 2018.
- b. Joshua Ewing as a Volunteer Varsity Softball coach, effective March 13, 2018.

The vote was a unanimous yes. Motion carried.

F. Curriculum and Instruction: None

G. Building and Grounds: None

H. Finance

1. Finance Items:

Motion: A motion was made by Merrill Sweitzer and seconded by John Pecchia to approve the following Finance Items as listed on the Agenda:

- a. removal of the iPad 1:1 Initiative (K-2) from the 2018-2019 budget.

The vote was a unanimous Yes. Motion carried.

I. Miscellaneous:

1. Miscellaneous Item

Motion: A motion was made by Harry Brungard and seconded by Mary Thomas to approve the following Miscellaneous Items as listed on the Agenda:

- a. a donation of Baseball team uniforms from the Baseball Booster Club as presented at the February 12, 2018 School Board Meeting.
- b. a donation of Softball team uniforms from the Softball Booster Club as presented at the February 26, 2018 School Board Meeting.

The vote was a unanimous Yes. Motion carried.

J. Old Business:

1. Discussion

- a. donation of Panasorio SDR-550 SD video cameras, 3 Digipower video tripods TP-TR 62, 1 SD reader adaptor, 1 Macbook, and 8 Kingston SD 4gb cards; for use with Science curriculum from David B. Morgan, at first reading.

K. Executive Session: An Executive Session was held beginning at 9:06 p.m. for personnel and legal matters after which no business will be conducted.

L. Adjournment

The March 12, 2018 Regular Board Meeting was adjourned at 11:08 p.m.

Respectfully submitted,

Benjamin J. Enders
Board Secretary



IRON MOUNTAIN®

CUSTOMER AGREEMENT

IRON MOUNTAIN INFORMATION MANAGEMENT, LLC

Address of Iron Mountain Branch/District Office:

1201 Freedom Road

Cranberry Twp PA 16066

Contract Effective Date: January 17, 2018

FOR IRON MOUNTAIN PURPOSES ONLY

Account Number:

NAICS Code:

Branch/District Cost Ctr. No.: 02003

CUSTOMER: JERSEY SHORE AREA SENIOR HIGH SCHOOL			BILLING ADDRESS (If Different):		
Street Address: 175 A and P Dr			Street or Box No.:		
City: Jerrey Shore	State: PA	Zip + 4: 17740	City:	State:	Zip + 4:
Primary Contact and Title: Reed Mellinger			Billing Contact:		
Telephone: 570-398-5600 E-mail: rmellinger@jsasd.org		Fax:	Telephone:		Fax:
E-mail:			E-mail:		

Iron Mountain Information Management, LLC ("Iron Mountain" or "IM") will perform the services described on schedules annexed to this Agreement, either physically or by reference (each a "Schedule"), and Customer will pay IM for such services according to the rates and provisions in the Schedules. All services will be provided subject to this Agreement, which consists of this page, the Basic Terms and Conditions, the Schedules and the Glossary of terms that can be found at <http://cic.ironmountain.com>.

VALUE OF DEPOSITS. Customer declares, for the purposes of this Agreement, that (a) with respect to hard-copy (paper) records, microfilm and microfiche stored pursuant to this Agreement, the value of such stored items is \$1.00 per carton, linear foot of open-shelf files, container or other storage unit, and (b) with respect to round reel tape, audio tape, video tape, film, data tape, cartridges or cassettes or other non-paper media stored pursuant to this Agreement, the value of such stored items is equal to the cost of replacing the physical media. Customer acknowledges that it has declined to declare an excess valuation, for which an excess valuation fee would have been charged.

LIMITATION OF LIABILITY. Iron Mountain's liability, if any, for loss or destruction of, or damage to, materials stored with Iron Mountain ("Deposits" or "Items") is limited to the value of each Deposit as described above, or as otherwise set forth herein. Iron Mountain's maximum liability with respect to services not related to storage is the amount paid by Customer for a discrete project or, if the loss is related to service of an ongoing and continuing nature, six months of fees paid by Customer for such service. Other limitations on Iron Mountain's and/or Customer's liability are set forth on the following pages.

CUSTOMER: JERSEY SHORE AREA SENIOR HIGH SCHOOL	IRON MOUNTAIN
Individual Signing: [print name]	Individual Signing: [print name]
Signature:	Signature:
Title:	Title:
Signing Date:	Signing Date:

In order to keep Customer apprised of Iron Mountain's service offerings, new regulations that may be of interest to customers and similar information, Iron Mountain will add Customer's representative to its informational mailing list, if an email address is provided above, to receive newsletters and communications through email or postal delivery. Customer may elect to unsubscribe any time after receiving the first newsletter or communication.

BASIC TERMS AND CONDITIONS

(Based on terms and conditions promulgated by Professional Records & Information Services Management)

The following terms and conditions shall apply to this Agreement.

1. **Term.** The term of this Agreement shall commence on the date of Customer's signature or, if later, the Effective Date set forth on the first page of this Agreement. The initial term of this Agreement shall continue for one (1) year after commencement. Upon expiration of the initial term, the term will continue with automatic renewals for additional one (1) year terms, unless written notice of non-renewal is delivered by either party to the other not less than thirty (30) days prior to the expiration date. In the event that IM continues to hold Deposits after the expiration or termination of this Agreement, the terms of this Agreement shall continue to apply until all Deposits have been removed from IM's facility, except that IM may adjust rates upon thirty (30) days' written notice.
2. **Charges.** Rates and charges shall be as specified in the Pricing Schedule (Schedule A) and/or other Schedules. Rates and charges for storage and services shall remain fixed for the first year of this Agreement, and may thereafter be changed at any time by IM upon thirty (30) days' written notice. Transportation surcharges apply and change monthly without notice in accordance with IM's fuel surcharge policy, which may be found at <http://cic.ironmountain.com/fuelsurcharge/>.
3. **Customer Instructions.** Customer warrants that it is the owner or legal custodian of the Deposits and has full authority to store the Deposits and direct their disposition in accordance with this Agreement. IM will perform services pursuant to the direction of Customer's agent(s) identified pursuant to IM's standards. Authority granted to any persons on standard authorization forms shall constitute Customer's representation that the identified persons have full authority to order any service, including disposal or removal of Deposits. Such orders may be given in person, by telephone or in writing (fax, email or hard-copy). Customer releases IM from all liability by reason of the destruction of materials pursuant to Customer's authorization.
4. **Operational Procedures.** Customer shall comply with IM's reasonable operational requirements, as modified from time to time, regarding cartons, carton integrity, delivery/pickup/account closing volumes, preparation for pickup, security, secure shredding protocols, access and similar matters. Extraordinary volume requests (defined as 125% of the average volume over the immediately preceding three month period) may involve additional costs, such as overtime, which Customer will pay at IM's overtime rates, provided Customer consents to such costs in advance.
5. **Force Majeure.** Neither party shall be liable for delay or inability to perform caused by acts of God, governmental actions, labor unrest, acts of terrorism, riots, unusual traffic delays or other causes beyond its reasonable control.
6. **Governmental Orders.** IM is authorized to comply with any subpoena or similar order related to the Deposits, at Customer's expense, provided that IM notifies Customer promptly upon receipt thereof, unless such notice is prohibited by law. IM will cooperate with Customer's efforts to quash or limit any subpoena, at Customer's expense.
7. **Confidentiality.** "Confidential Information" means any information (i) contained in the Deposits, (ii) concerning or relating to the property, business and affairs of the party disclosing such information that is furnished to the receiving party, and (iii) regarding this Agreement, its Schedules and IM's processes and procedures; except for information that was previously known to the receiving party free of any obligation to keep it confidential, is subsequently made public by the disclosing party or is disclosed by a third party having a legal right to make such disclosure. Confidential Information shall be used only in the manner contemplated by this Agreement and shall not be intentionally disclosed to third parties without the disclosing party's written consent. IM shall not obtain any rights of any sort in or to the Confidential Information of Customer contained in Deposits. IM shall implement and maintain reasonable safeguards designed to protect Customer's Confidential Information.
8. **Limitation of Liability.**
 - a. **Liability for Loss or Damage to Deposits.** IM shall not be liable for any loss or destruction of, or damage to, Deposits, including costs resulting from a loss of a Deposit constituting a breach of data security or confidentiality, unless such loss or damage resulted from IM's negligence. If liable, the amount of IM's liability is limited as provided on the first page hereof. Deposits are not insured by IM against loss or damage, however caused. Customer may insure Deposits through third-party insurers for any amount. Customer shall cause its insurers of Deposits to waive any right of subrogation against IM. If Deposits are placed in the custody of a third-party carrier for transportation, the carrier shall be solely responsible for any loss or destruction of, or damage to, such Deposits while in the custody of the carrier.
 - b. **Liability for Non-Storage Services.** With respect to services not related to the storage of Deposits, IM shall not be liable for any loss or default unless such loss or default is due to the negligence of IM. If liable, the amount of IM's liability is limited as provided on the first page hereof. IM shall not be liable for the loss of contents of shredding bins unless and until the contents are in the custody and control of IM.

- c. **Indemnification.** In the event Iron Mountain is in material breach of its obligations under this Agreement, and such breach results in loss or damage to a third party who brings a claim to recover such loss or damage against the Customer, Iron Mountain shall indemnify Customer from such claim and shall, as Iron Mountain's sole obligation and as Customer's sole remedy, pay direct damages awarded against Customer (or included in any settlement agreement) resulting therefrom, but only to the extent that such damages were caused solely by Iron Mountain's material breach of this Agreement. Iron Mountain's liability in connection with any court awarded damages shall be triggered only upon the exhaustion of all appeals by the parties and a final adjudication by a court of competent jurisdiction. Iron Mountain shall not be obligated to indemnify Customer for any portion of such award or settlement resulting from Customer's violation of law or this Agreement, Customer's negligent or intentional acts or omissions or Customer's failure to use commercially reasonable efforts to mitigate or avoid any loss or damage resulting from such material breach. Customer hereby grants to Iron Mountain the option to control the defense and/or settlement of the claim or demand. In the event Iron Mountain exercises such option (i) it shall not settle any claim requiring any admission of fault on the part of Customer without its prior written consent, (ii) Customer shall have the right to participate, at its own expense, in the claim or suit and (iii) Customer agrees to cooperate with the Iron Mountain as may be reasonably requested. In the event Iron Mountain does not exercise its option to control the defense and/or settlement, then Iron Mountain shall pay Customer only those reasonable attorney's fees incurred by Customer with respect to the defense or settlement of the direct damages caused by Iron Mountain's breach of this Agreement and included in the award or settlement. Iron Mountain shall have no indemnity obligation hereunder if (i) both IM and Customer are sued as co-defendants by the third party plaintiff, or (ii) Customer shall implead Iron Mountain into the litigation as a third party defendant. In no event will Iron Mountain's cumulative, aggregate liability arising out of or in connection with this indemnity exceed twelve (12) months fees paid by Customer for such services. The foregoing states Customer's sole and exclusive remedy and Iron Mountain's sole liability for any loss, damage, expense or liability of Customer for any third party claim brought through or under this Agreement, or otherwise in connection with the Services.
- d. **No Consequential Damages.** In no event shall either party be liable for any consequential, incidental, special or punitive damages, or for loss of profits or loss of data, regardless of whether an action is brought in tort, contract or under any other theory.
9. **ITAR/EAR Compliance.** Customer represents that none of the Deposits stored by Iron Mountain pursuant to this Agreement require protection from access by foreign persons because they contain technical information regarding defense articles or defense services within the meaning of the International Traffic in Arms Regulations (22 CFR 120) or technical data within the meaning of the Export Administration Regulations (15 CFR 730-774). If any of Customer's Deposits do contain any such information, Customer shall notify Iron Mountain of the specific Deposits that contain such information and acknowledges that special storage and service rates shall apply thereto.
10. **Non-Custodial Status.** Unless Iron Mountain shall have explicitly agreed in writing, Iron Mountain's performance of services shall not cause Iron Mountain to be deemed a "custodian" of the records or "designee" of Customer under state or federal law with respect to such records.
11. **Notice of Claims.** Claims by Customer must be presented in writing within a reasonable time, in no event longer than ninety (90) days after delivery or return of the Deposits to Customer, or ninety (90) days after Customer is notified of loss, damage or destruction to part or all of the Deposits.
12. **Notice of Loss.** When Deposits have been lost, damaged or destroyed, Iron Mountain shall, upon confirmation of the event, report the matter in writing to Customer.
13. **Payment Terms.** Payment terms are net, thirty (30) days. Customer shall be liable for late charges totaling one percent (1%) per month of the outstanding balance. At any time during the term of this Agreement, IM may require Customer to enroll in electronic payment (including auto-pay) at no additional charge to Customer if: (i) Customer fails to pay its charges pursuant to the payment terms herein; or (ii) Customer's annual account charges meet IM's requirement for electronic payment. Prior to delivery of Deposits upon expiration, termination, or substantial withdrawal, IM may require full payment in advance.
14. **Customer Default.** If Customer fails to pay IM's charges (other than disputed charges) within sixty (60) days after the date of an invoice, IM may suspend service. If Customer fails to pay IM's charges (other than disputed charges) for six (6) months or longer, IM may securely destroy Deposits, provided IM shall have provided ninety (90) days' written notice to Customer; Customer shall pay IM's standard price for such secure destruction. A final notice will be sent to Customer ten (10) days prior to secure destruction of the Deposits. IM shall have other rights and remedies as may be provided by law. In the event IM takes any actions pursuant to this Section, it shall have no liability to Customer or anyone claiming by or through Customer.

15. **Termination.** Either party may terminate this Agreement upon written notice to the other party in the event that the other party shall have breached any of its material obligations hereunder and shall not have cured such default within forty-five (45) days after written notice of such default, subject to the fees set forth in the applicable Schedule(s).
16. **Safe Materials and Premises.** Customer shall not store with IM or place in shredding bins any material that is highly flammable, may attract vermin or insects, or is otherwise dangerous or unsafe to store or handle, or any material that is regulated by federal or state law or regulation relating to the environment or hazardous materials. Customer shall not store negotiable instruments, jewelry, check stock or other items that have intrinsic value. Customer warrants that it shall only place paper-based materials in the shredding bins. Customer shall reimburse IM for damage to equipment or injury to personnel resulting from Customer's breach of this warranty.
17. **Purchase Orders.** In the event that Customer issues a purchase order to IM covering the services provided under this Agreement, any terms and conditions set forth in the purchase order which are in addition to or establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by IM.
18. **Miscellaneous.** IM may subcontract its obligations under this Agreement, in whole or in part, to an affiliate. Neither party may assign this Agreement in whole or in part, except to an affiliate, without the prior written consent of the other party. An affiliate means any entity controlling, controlled by, under common control with, or having a common parent with IM or Customer. Any notice made pursuant to this Agreement may be given in writing at the addresses set out on the first page hereof until written notice of a change of address has been received. Notices to IM shall be sent to the attention of its General Manager. IM may exercise all rights granted to warehousemen by the Uniform Commercial Code as adopted in the state where the Deposits are stored. In the event of inconsistency between these Basic Terms and Conditions and a Schedule, the Basic Terms and Conditions shall prevail as to the services covered thereby. This Agreement shall be governed by the laws of the state in which Customer's office identified in this Agreement is located except for conflicts of laws principles.

Approved as to Form and Legal Content
Iron Mountain Legal Department



Toi Wilson, Corporate Counsel
Date: January 17, 2018
Customer: Jersey Shore H S



IRON MOUNTAIN DOCUMENT CAPTURE SERVICES

STATEMENT OF WORK

FOR

JERSEY SHORE AREA SENIOR HIGH SCHOOL

STATEMENT OF WORK



Jersey Shore Area Senior High School

This Statement of Work ("SOW") is hereby incorporated into and made part of the Conversion Services Agreement by and between Jersey Shore Area Senior High School ("Customer" or "Company Name") and Iron Mountain Information Management Services, Inc. ("Iron Mountain"), dated January 17, 2018 (the "Agreement")

Capitalized terms used but not otherwise defined in this SOW shall have the same meaning as set forth in the Agreement. In the event of any inconsistency between the provisions of this SOW and the Agreement, the Agreement shall prevail.

The duly authorized representatives of Customer and Iron Mountain have each affixed his or her signature below with the effective date of this SOW being the later signature date ("Effective Date")

Accepted and Agreed to as of the Effective Date:

Jersey Shore Area Senior High School	Iron Mountain
Authorized by (signature)	Authorized by (signature)
Name of Individual Signing (Print):	Name of Individual Signing (Print)
Title	Title
Signing Date	Signing Date
Address	Address: One Federal Street Boston, MA 02110

CONVERSION OVERVIEW



PROJECT DETAILS

Conversion Type

The following are the types of paper documents/originals to be converted:

- 100% 8.5x11 and/or 8.5x14
- 0% Small Sized

Project Type

This conversion project consists of the following:

- Backfile

Requirements

Please note: Turnaround time is defined as the time Iron Mountain receives the documents for processing to the time the converted images and data are made available to the Customer.

- Backfile Turnaround: Minimum 10 business days required for conversion of this backfile project.
- Customer will be contacted within 10 business days of signature by an Iron Mountain representative.

Business Hours

The project will be completed by Iron Mountain during normal business hours: Monday through Friday 8:00 AM to 5:00 PM local time excluding weekends and holidays.

LOGISTICS



LOCATION OF DOCUMENTS

LOCATION: Customer

The information below refers to records/documents stored at a Customer facility

ATTN: Reed Mellinger

175 A and P Dr Jersey shore, PA 17740

Additional Details

- Iron Mountain will pick up the records at the address above.
- Documents will be picked up one time
- The estimated number of boxes is 68.

Disposition of Originals

- The documents post conversion will be inbound to the Iron Mountain Record Center with an undefined retention period unless a previous retention date exists or otherwise defined by Customer. This will require Customer to have an Iron Mountain Records Management storage contract in place.

EXPECTED VOLUMES



HARD COPY

Backfile

Number of Files.....	2,700
Average Documents per File	1
Average Pages per Document	50
Percent Duplexed.....	5%
Estimated Total Number of Images	141,750

PREPARATION



DOCUMENT PREPARATION REQUIREMENTS

Document preparation includes the removal of all fasteners and bindings, flattening bent corners, document orientation, making minor repairs, repositioning of smaller documents, inserting applicable separator sheets, and tearing tri-folds when necessary. Documents will be prepared by Iron Mountain prior to scanning according to the details outlined in the following section.

Document Preparation Details

- This project has been identified as requiring medium preparation. Medium preparation is defined as having moderately fastened documents (less than 1 fastener every 5 pages), 95% bond paper, remaining office type documents; 95%+ letter size and less than 1% require repair or mounting to the carrier sheets. Between 5 to 10 manual sorts. Less than 1% outsort (non-scan documents)

Separation Details

- Iron Mountain will insert the applicable separator sheets

REASSEMBLY



This section provides the reassembly details of the original hard copy material post conversion.

- No reassembly is required; the scanned documents will be replaced into the receiving container in the order scanned.

SCANNING



SCANNING REQUIREMENTS

This section outlines the setup of the scanner and related functions for all hard copy conversion. All scanning will be performed in duplex mode set with automatic blank page deletion at 5kb or less per page. Images over 5kb that contain no appreciable information will not be considered rejects. Iron Mountain standard scanning features include deskewing, automatic brightness, density and threshold settings, despeckle, auto orientation and edge cleanup will be an automated process. The output of the automated process will be accepted "as is" unless otherwise noted in the Quality Assurance

SCANNING DETAILS

- This project will be scanned in bitonal.
- Images will be created at 300 DPI.

QUALITY ASSURANCE



QUALITY ASSURANCE REQUIREMENTS

Quality Control consists of a paper to image comparison, a review of image quality and document separation. The level of quality control selected for this project is identified below.

- Statistical (Standard) = Iron Mountain will perform statistical quality control utilizing the ANSI/ASQC (American National Standards Institute/American Society for Quality Control) standard Z1.4 at a 1.0 Acceptable Quality Level (AQL) to establish the sample size(s), acceptance, rejection and re-sampling parameters.

INDEXING



Indexing creates necessary metadata fields to support standard search functionality to access the documents.

- Iron Mountain will perform indexing in accordance with the following requirements and table that follows.
- Iron Mountain will use double key verification on the appropriate fields as identified in the indexing table
- Iron Mountain achieves 98.2% index field accuracy.
- Customer will provide examples of the documentation with index fields identified prior to implementation of project. Samples will be complete and representative of documents Iron Mountain will receive during the course of the project. Any document type or variation not included in this sample will be indexed at best effort, but not applicable to Iron Mountain quality requirements.
- For manually indexed fields, Iron Mountain will only capture data present on image. Blank or default values will be provided for missing or illegible data as defined by Customer.

INDEX FIELDS



#	Index Field Name	Level of Index	Indexing Source
1	Student Name	Per File	From Paper

HARD COPY AND DIGITAL RELEASE



The following information outlines the disposition of the original hard copy materials as well as the requirements for the converted image destination and image format.

Disposition of Originals

- The documents post conversion will be inbound to the Iron Mountain Record Center with an undefined retention period unless a previous retention date exists or otherwise defined by Customer. This will require Customer to have an Iron Mountain Records Management storage contract in place

Digital Release Details

- The image output will be Searchable PDF
- The index output will be a .CSV
- There will be one index file created per batch for this project. A record will be created within the index file for each image file contained within a batch.
- Released images will be at 300 DPI
- The image and index files will be released to a CD/DVD, which consists of a user and an archive version. Customer's Technical Contact, as shown in this SOW, will receive the encryption key via email.

Digital Delivery Frequency

- Files will be delivered in a single release, following completion of the project.

PRICING



PRICING DESCRIPTION

For Customer's convenience, the Document Capture Services for the specific project are priced below. The pricing is based on the project assumptions shown herein. In the event that any of the actual project characteristics are shown to be materially different from the project assumptions, the parties will negotiate a mutually agreeable price change and document such change in a Change Order. In the event that a mutually agreeable price cannot be agreed upon, the SOW without further obligation, except that Customer shall pay Iron Mountain for conforming services rendered up until the date of termination at the pricing shown below. All pricing is shown in US Dollars and is payable in US Dollars and does not include taxes.

The terms and conditions set forth in this SOW, including the pricing offered herein, is only valid for acceptance by Customer for a period of thirty (30) calendar days from January 17, 2016.

Pricing Details

Total estimated images	141,750
Price per image	\$0.106
Minimum Project Fee	\$1,000.00
Estimated total project price	\$15,025.50

Note: This is a project estimate of the number of images. Customer will be invoiced on the actual number of images scanned. Iron Mountain cannot be held responsible for any delays caused by Customer or for incorrect information provided by Customer. Such delays may impact Iron Mountain's ability to perform the services and may result in added costs.

If the actual amounts invoiced to Customer under this SOW do not meet or exceed the minimum project fee commitment of 80% of the Estimated Total Project Price, Customer agrees to pay the difference between the actual amount billed and the minimum project fee commitment, to be invoiced in full within 180 days of the Effective Date of this SOW.

Any materials received for processing after this period shall be considered outside of the project scope of this SOW and will be quoted separately and outlined under an additional Statement of Work or a Change Order to this SOW. Any amounts paid by Customer toward the difference between the minimum project fee commitment and actual amount billed under this SOW may not be applied toward future services under a new Statement of Work or a Change Order to this SOW. Iron Mountain cannot be held responsible for any delays caused by Customer or for incorrect information provided by Customer. Such delays may impact Iron Mountain's ability to perform the services and may result in added costs. These prices are only for the Conversion Services outlined in this SOW; any Records and Information Management services fees are in addition to the Conversion Services fees and are covered in a separate Schedule A.

SPECIAL INSTRUCTIONS



- Payment terms - \$9,000 upon the approval of the agreement with the remaining balance due the latter of July 1, 2018 or upon accepted completion of the project.

CHANGE CONTROL



A change order documents any changes to the resource requirements, engagement scope or schedule that materially change Iron Mountain's estimated fees and must be mutually agreed by the parties ("Change Control"). A Change Control will require a review of the SOW and financial arrangements as follows:

- Each party must mutually agree to any changes to the SOW scope or deliverables and review the workday impact based on an agreed estimating model. Iron Mountain will determine the cost impact based on the additional work required.
- Any mutually agreed and approved changes to the SOW scope or deliverables will be reflected in addenda to this SOW, or in a new SOW, which shall be duly executed by each party.
- Changes will only be accepted in writing according to the Change Control process. Verbal changes are not accepted as formal approved changes.

CONTACT INFORMATION



CUSTOMER CONTACTS

Primary Contact

Reed Mellinger (rmellinger@jsasd.org)

Jersey Shore Area Senior High School
175 A and P Dr, Jersey shore PA 17740
1-570-398-5600

rmellinger@jsasd.org

Technical Contact

Reed Mellinger (rmellinger@jsasd.org)

Jersey Shore Area Senior High School
175 A and P Dr, Jersey shore PA 17740
1-570-398-5600

rmellinger@jsasd.org

IRON MOUNTAIN CONTACT

Business Relationship (Sales Rep)

Heather Sweesy

CDE

1201 Freedom Road
Cranberry Twp PA 16066
724-679-0672

heather.sweesy@ironmountain.com

Brian Flaherty Brian Flaherty
cn=Brian Flaherty, o, ou,
email=brian.flaherty@ironmountain.com, c=US
2018.01.17 16:43:04 -05'00'