

SCOPE OF CONSULTATIVE WORK
WARWICK SCHOOL DISTRICT

DEVOPAR
CONSULTING
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certified WBENC WOMEN'S BUSINESS ENTERPRISE

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Scope of Consultative Work for Warwick School District
Capital Planning Services

A. Background

Devopar Consulting is an educational consulting firm based out of Lititz, Pennsylvania. Devopar Consulting covers academics, leadership development and school operations with a focus on Pre-K through 12.

Devopar Consulting has over (20) twenty consultants with extensive experience in the areas of School Operations (Food Service/Facilities/Transportation/Grant Development/Financial Analysis), Leadership Development, Capital Planning and Academics. What makes Devopar Consulting unique is our one call one support model. Please review the website at www.devopar.com for additional information about our services and team.

In addition to Devopar Consultants, under the proposed scope, Devopar Consulting has partnerships with subconsultants in the areas of: Information Technology, Safety and Security, Finance, Insurance, Human Resources, Special Education, Construction and Communications. The essence of our consulting model is to allow school districts to have an array of consultative supports by contracting with Devopar Consulting.

B. Devopar Leadership and Senior Consultant

1. **Mr. Chris Celmer, M.S. Ed, President/Senior Consultant**

   Mr. Chris Celmer, President, will be the point of contact for any contractual matters pertaining to this agreement. He will lead grant alignment, personnel utilization, documentation review and district coordination. Mr. Celmer has over 23 years in the educational field offering unique and extensive administrative, financial and operational experience from his work as a Receiver Appointed Superintendent / CEO, Assistant Superintendent and Chief Operations Officer. Mr. Celmer also served as an Adjunct Professor for the Reading Area Community College. Chris has provided the following consultative services for 20+ school entities: financial planning and budget analysis, capital planning, facilitation of building assessments, school capacity and enrollment reviews, procurement strategies, educational foundation planning, grant development, and leadership coaching focused on strategic planning and school operations. Chris also assists school districts with the retention of students through charter school recapture efforts, implementing charter school approval processes, and expert witness services. Chris has presented at numerous local and state conferences and leadership development forums in the areas of school operations, healthcare, strategic partnerships, and capital planning.

2. **Cori Cotner, M.Ed., Consultant / Grants**

   With over three decades in education, Ms. Cotner offers extensive administrative and instructional leadership experience from her work as a Director of Curriculum and Instruction, including thirteen years at an Intermediate Unit serving nineteen districts across four

Pennsylvania counties, as well as state-level project work with the Pennsylvania Department of Education. She also holds a Pennsylvania Letter of Eligibility. Leading professional learning and building capacity within learning organizations has been the focus of her career — from guiding science-of-reading implementation and evidence-based math adoption to developing the instructional leaders and teams who sustain that work long after she's gone. Ms. Cotner can provide consultative support with curriculum development and implementation, academic systems audits, elementary and secondary literacy and math initiatives, professional learning design, and leadership coaching.

C. Scope of Services

Capital Planning Services: (Not to Exceed an Average of Ten (10) Hours per Month)

- Provide support with districtwide procurement strategies and capital planning.
    - Support the administration in finalizing the development of a districtwide capital plan which includes targeted facility condition assessments including but not limited to windows, playgrounds, roofing, building envelope, etc.
    - Create a budget tracker with cost estimating.
    - Update the tracker and add new years to the schedule as projects are completed.
    - Support the analysis and evaluation of alternate procurement strategies such as leasing, joint procurement and GESA to address future infrastructure needs.
    - Support the development of grant applications targeted at addresses the identified needs.

D. Pricing Models

Hourly Billing Model for Consulting

	2027	2028	2029
Senior Consultant - Billed in 15-minute increments with portal to portal for in person	$144.93	$146.38	$147.84
Consultant	$136.35	$137.71	$139.09
If any outside facility assessments are required, those proposals would be brought to the school district for approval and direct payment.			

E. Term

The term of this agreement would be one year with two optional one-year extensions.

F. Termination Clause

The agreement can be terminated by either party with 30 days' written notice. Devopar Consulting will be paid for all work completed.

G. Miscellaneous

Devopar Consulting understands new initiatives may arise throughout the term of this agreement. Devopar Consulting acknowledges the current situation is fluid and has built a proposal understanding scope adjustments may be necessary at the agreement of both parties.

Devopar Consulting has several consultative partnerships with firms in the K-12 educational marketplace as noted earlier in the proposal. If Devopar Consulting believes it is in the best interest of the project to engage any of those partner consultants under its current scope of work and cost structure, Devopar Consulting must have written approval from the Warwick School District. The work structure for the contract will be hybrid (onsite and virtual).

H. Next Steps

If the proposal and contract is approved by the Board of Directors, the new agreement will commence on January 1, 2027.

SERVICES & EXPERIENCE

Services provided by Devopar consultants include, but are not limited to:

- **Enrollment Study:** Key components of a study include the following:
  - Analyzing Current Enrollment Figures and Trends to Inform Future Planning
  - Review Current and Historical Enrollment Patterns and Projected Trends
  - Review of PDE Enrollment Figures
  - Review October 1 Student Counts for the Prior Five Years
- **Capacity Planning / Reconfiguration Analysis**
- **Long-Term Operational Planning**
- **Capital Budget Analysis / Debt Service Planning**
- **School Operations – Student Transportation Analysis**
- **Facility Condition Assessments**
- **Academic Programming Review**

For a full listing of our services, please visit www.Devopar.com

DEVOPAR HAS PROVIDED EDUCATIONAL CONSULTATIVE SERVICES TO THE FOLLOWING ORGANIZATIONS:

Antietam School District
Allentown School District
BCIU Berks County Intermediate Unit an educational service agency
Berks Career & Technology Center
Boyertown Area School District
Brandywine Heights Area School District
Chester County Intermediate Unit
Huntingdon Area School District – Bearcats – Engage • Educate • Excel
Chambersburg Area School District
Central Dauphin School District
Chester Upland School District
Coatesville Area School District – Pride and Power – 1877
Devereux – Unlocking Human Potential
Derry Township School District
North East School District
Ridgway Area School District
ELCO School District
Exeter Township School District
Fleetwood Area School District
Fort Cherry School District
Governor Mifflin School District
Harrisburg School District – Mighty Cougars
Mahanoy Area School District
Mid Valley School District – Est. 1969 – Olyphant • Throop • Dickson City
Northeastern School District
Octorara Area School District
The School District of Philadelphia
Reading School District
School District of Lancaster – Together We Can!
St. Marys – SMA – Flying Dutchmen – Saint Mary's Area School District
S H
State College Area School District – We are the future!
Sto-Rox School District
Schuylkill Valley School District
Conestoga Valley School District
Upper Dauphin Area School District
Seal of the Wyoming Area School District – Pennsylvania
Kennett Consolidated School District
Wyomissing Area School District
Thaddeus Stevens College of Technology
Twin Valley School District – 1966
Lebanon County Career and Technology Center
Erie County Technical School
Penncrest – Empowering Life-Long Learners