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**Derry Township School District
Board of Directors Meeting
November 7, 2022
Summary Minutes - VIII**

BOARD OF DIRECTORS MEETING - NOVEMBER 7, 2022

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:00 p.m. The meeting was audio recorded and conducted both in-person and virtually.

1.b. Roll Call

Minutes

Members in Attendance: Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Kathy Sicher, and Terry Singer

Members in Attendance Virtually: Ericka Schmidt

Members Absent: Donna Cronin, and Mike Rizzo

Non-Voting members in Attendance: Michele Agee and Stacy Winslow

Student Board Representatives in Attendance: Faizaan Aziz, and Olivia Fosterer

Solicitor: William Zee

Staff/Public in Attendance In-Person: Jason Dudzic, Sarah Karpel, John Miller, Jared Nicholson, Sheryl Pursel, Jason Reifsnyder, Aaron Shuman, and Parker Shuman

Staff/Public in Attendance Virtually: Lisa Balanda, Mark Balanda, Catherine Burys, Lauren Doliner, Jacqueline Fuentes-Gillespie, Anna Gawel, Scott Harman, Colby Hollinger, Melissa Kaminski, Missy Kunder, Ashley Mantheiy, Lindsey Schmidt, Angie Shipper, and Heidi Stine

Press in Attendance Virtually: Olivia Lewis

1.c. Flag Salute

1.d. Approval of Board of Directors Agenda

Approval of the Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mr. Singer and a second by Mrs. Sicher the board agenda for this evening's meeting was approved.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

2. INFORMATIONAL AND PROPOSALS

2.a. President Communications

Minutes

Ms. Drew announced the Board met in Executive Session prior to tonight's meeting to discuss the following:

- Informational Items

2.b. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Citizens wishing to speak should come to the microphone or raise their virtual hand. If attending virtually, you must have registered individually with your first and last name to be recognized. Once recognized or un-muted, please state your full name and address for the record. This is a reminder that public comment is not a forum for personal attacks, antagonistic behavior, or harassment. Please be advised that you are accountable for any legal ramifications and liability that results from statements that misrepresent the truth, defame individuals, or disclose personal information that is not of public concern.

To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting.

Minutes

The following citizens were recognized by the board:

- John Miller shared comments regarding - the request for use of facilities by the Hershey Pharmacy, Threat Assessment Policy, and a showcase at the high school
- Cathy Burys and Melissa Kaminski shared comments regarding the request for use of facilities by the Hershey Pharmacy

2.c. Community Correspondence Report

Minutes

Ms. Karpel reported that there was a total of ten submissions during the month of October.

2.d. Standing Committee Meeting Report

Minutes

Dr. Koch, in Dr. Cronin's absence, gave a report on the Curriculum Meeting that met prior to this evening's meeting and discussed the following:

- Welcomed new members - that included citizen advisors, student advisors, and teaching staff
- Summer curriculum work
- Data presentation on testing scores

Ms. Drew gave a report on the Policy Meeting that met prior to this evening's meeting and discussed the following:

- Policy 119, Controversial Issues, was tabled for further discussion under unfinished business on the February 13, 2023 meeting
- Policy 800. Records Management, was tabled for further discussion under unfinished business on the February 13, 2023 meeting
- Policies 800.1, 801, 802, 803, 804, 805, 805.1, 806, 807, 808.1, and 810 were all approved as reviewed.
- Policies 810.1, 810.2, 810.3, 811, 812, 813, 814, 815, 815.1, 818, 819, 819.1, 822, 824, 827, 828, 829, 830, and 831 were held for review at the next available meeting.

2.e. Student Representatives' Report

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

Minutes

Faizaan Aziz, and Olivia Fosterer gave a report that included the following:

- Trojan 10 for the month of October

- Powder Puff Game for Mini-Thon this Thursday
- Veterans Day Celebration
- ASVAB test postponed to January 2023
- Collegiate Level Signing Day is this Thursday
- Congrats to Fall Sports Teams
 - Soccer won District Championship
 - Girls Cross Country received 7th and Boys received 11th at States
 - Field Hockey was 2nd at District Playoffs
- Millersville Instant Decision Day took place with 14 of the 15 applicants being accepted on the spot
- Fall Play - Importance of Being Earnest - 11/18 and 11/19 at 7:00 p.m.

2.f. Recognition of New Extracurricular Activity/School Club - Stock and Exchange Club

In compliance with Policy 122 - Extracurricular Activities, the listed additions of the High School Student Clubs are recognized:

- Stock and Exchange Club

Minutes

In compliance with Policy 122 - Extracurricular Activities, the Stock and Exchange Club addition of the High School Student Clubs is recognized.

2.g. Anticipated Agenda Items for the Next Board of Directors Meeting

The following items will be on the Agenda for the next Public Board of Directors Meeting:

1. Approval of November 7, 2022 Board of Directors Summary Minutes
2. Eastern Time Renewal
3. Haller Enterprises Renewal
4. Keystone Services Renewal
5. Lancaster-Lebanon IU 13 CAFCO Renewal
6. Living Unlimited Music Therapy Services Agreement
7. R.J. McCarville Associates Contracts - ECC, HS, MS
8. Telesystem Renewal
9. Township of Derry Agreement - Swimming
10. Dual Enrollment - Harrisburg University
11. Club Recognition - Dungeons and Dragons Club - MS

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Following a motion by Mrs. Sicher and a second by Mrs. Memmi the Consent Agenda items excluding item 4-f were approved. See item 4-f. for details.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

4.a. Approval of Summary Board of Directors Meeting Minutes

4.b. Approval of Policies

The Administration recommends the approval of the following policies of the Derry Township School District Policy Manual which have been on public display for thirty-days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- 003.1 - Board Communications
- 004 - Membership
- 005 - Organization
- 236.1 - Threat Assessment
- 805 - Emergency Preparedness
- 805.2 - School Security Personnel
- 808 - Food Services
- 913 - Non-school Organizations/Groups/Individuals

4.c. Approval of Board Operating Guideline Revisions

The Administration recommends the approval of the following Board Operating Guideline revisions of the Derry Township School District Policy Manual which have been on public display for thirty-days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- 005-BOG-0 Duties of Board Officers
- 005-BOG-1 Board Standing Committees
- 005-BOG-3 Board Relations

- 007-BOG-1 Board Member Training

4.d. Approval of Policy (Reaffirmation)

The Administration recommends the approval of the following Policy (reaffirmation) of the Derry Township School District Policy Manual which has been on public display for thirty-days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- 918 Title I Parental and Family Engagement

4.e. Approval of Student Club - Math Circle

The Administration recommends the addition of the Math Circle Club. No Limited-Service Contract is associated with this club. The club is requesting a Student Activity Account.

4.f. Request for the Use of School Facilities

The Administration recommends the approval of the following Requests for the Use of School Facilities. This approval is contingent upon Government regulations/restrictions regarding gatherings/meetings at the time of the event as a result of COVID-19:

Group: Cocoa Kitties

Date/Time: March 25, 2023 7:00 a.m. - 4:00 p.m.

Requested Facility: High School - cafeteria, hallways from cafeteria to auditorium, auditorium lobby

Event: Spring Vendor & Craft Fair

Fee: Custodian: \$44.09 per hour - approximately \$440.90

Total approximate cost - \$440.90

Group: Hershey Pharmacy

Date/Time: Sunday, November 13, 2022 9:00 a.m.- 5:00 p.m.

Requested Facility: Granada Gym

Event: COVID 19 Vaccination Clinic

Fee: Gym Fee: \$80.00 per hour (approximately \$640.00)

Fee negotiated by Stacy Winslow, Mark Anderson, and Chuck Kray of Hershey Pharmacy

Custodian \$44.09 per hour (approximately \$352.72)

Total Fees: Approximately \$992.72

Group: Hershey Youth Basketball Association (HYBA)

November 8 & 10, 2022 6:00 p.m. - 9:00 p.m.

Date/Time: November 28, 2022 - February 24, 2023 M-F 6:00 p.m. - 9:00 p.m.

December 3, 2022 - February 25, 2023 Saturdays 9:00 a.m. - 6:00 p.m.

Requested Facility: ECC Gym

Event: Basketball Practices & Games

Fee: Custodian (Saturdays Only): Approximately \$44.09 per hour (Approximate Total \$4,849.90)

Total Fees - Approximately \$4,849.90

Group: Trojan Youth Wrestling

Mondays & Wednesdays, November 28, 2022 - February 8, 2023 5:30 p.m. - 8:00 p.m.

Date/Time: Fridays, December 2, 2022 - February 10, 2023 5:30 p.m. - 6:30 p.m.

Requested Facility: High School Mat Room

Event: Wrestling Practice

Fee: None

Minutes

Mr. Bennet requested item 4-f be pulled from consent agenda items for further discussion. After discussion a motion was made by Mrs. Sicher and a second by Mrs. Memmi, item 4-f, Requests for the Use of School Facilities, was approved.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer

Nay: 0

Abstain: 0

Not Cast: 2 Donna Cronin, Michael Rizzo

4.g. Announcement of Staff Development Conferences

Staff Member:	Lisa Whiston
Conference:	Pennsylvania Education Technology Expo & Conference
Location:	Kalahari Resorts & Conventions, Pocono Manor, PA
Dates:	February 12-15, 2023

4.h. Eaton Agreement

The Administration recommends the approval of the Eaton UPS Service agreement for the battery backup solution in the data center.

4.i. Approval of Presenter Contract - Fennimore Consulting

The Administration recommends the Board approve the listed presenter contract:

Service Provider	Dates	Cost
Fennimore Consulting	October 10, 2022 through October 11, 2022	\$500.00

4.j. Approval of Presenter Contract - Solution Tree

The Administration recommends the Board approve the listed presenter contract:

Service Provider	Date	Cost
Solution Tree	July 11, 2023	\$9,200.00

5. NEW BUSINESS

5.a. CAIU Cybersecurity Letter of Commitment

The Administration recommends the approval of the Capital Area Intermediate Unit Cybersecurity Letter of Commitment.

Minutes

Following a motion by Mrs. Sicher and a second by Dr. Koch the CAIU Cybersecurity Letter of Commitment was approved.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

5.b. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Classified:

Leister, Michael

Bus Driver

Transportation

Reason: Personal

Effective: 10/24/2022 (retroactive)

Minutes

Following a motion by Dr. Koch and a second by Mrs. Memmi the Personnel Resignations were approved.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

5.c. Personnel - General

1. The Administration recommends the approval of the following appointments and recognition of the following transfers:

Professional:

Bopp, Amanda (replacing Marielys Pagan-Stacks)

Grade 1 Teacher

Early Childhood Center

Long-Term Substitute

Bachelors, Step 1

Salary: \$55,765 (pro-rated)

Effective: 11/08/2022 through the end of the 2022-23 school year

Classified:

Blair, Kameren (replacing Jessica Brizuella)

Administrative Assistant

High School

Level C, 7.5 hours per day

Salary: \$20.95 per hour

Effective: 11/08/2022

Marcheskie, Carrie (replacing Kristy Holley)
Paraprofessional (Self-Contained Classroom)
Primary Elementary School
Level B, 6.5 hours per day
Salary: \$18.34 per hour
Effective: 11/08/2022

Peters, Emily (new position)
Custodian (2nd shift)
Buildings and Grounds
Full-Time, 8.0 hours per day
Salary: \$18.60 per hour
Effective: 11/08/2022

Rineman, Victoria
Substitute Cafeteria/Recess Aide
District-wide
Salary: \$13.59 per hour
Effective: 11/08/2022

Shenk, Alicia* (replacing Jennifer Walker)
Cafeteria/Recess Aide
Primary Elementary School
Level A, 2.75 hours per day
Salary: \$17.20 per hour
Effective: 11/08/2022

Sheppard, Michelle (replacing Suzy Kelly)
Library Aide
High School
Level C, 7.5 hours per day
Salary: \$17.20 per hour
Effective: 11/08/2022

Zipp, April* (replacing Nicole Lockwood)
Cafeteria/Recess Aide
Primary Elementary School
Level A, 2.75 hours per day
Salary: \$17.20 per hour
Effective: 11/08/2022

Transfer of Classified:

Long, Amanda* (replacing Emilie McVey)
From: Seasonal Substitute Food Service Worker
Elementary School

To: Food Service Worker
Elementary School
Level A, 4.0 hours per day
Salary: \$19.49 per hour
Effective: 11/08/2022

Zarra, Linette*
From: Food Service Worker
Middle School
Level A, 4.5 hours per day
Salary: \$17.20 per hour
To: Substitute Food Service Worker
District-wide
Salary: \$12.93 per hour
Effective: 10/27/2022 (retroactive)

Limited Service Contract:

Bryant, Samantha*
Mentor to Jennifer Koliscak (Library Science Teacher, Middle School)
Salary: \$500
Effective: 11/08/2022

Ortiz, Heather*
Mentor to Amanda Bopp (Grade 1 Teacher-LTS)
Salary: \$1,500
Effective: 11/08/2022

Schwalm, Joseph
Assistant Coach - H.S. - Basketball - Girls
Group D, Step 5
Salary: \$3,830
Effective: 11/08/2022

***This individual is currently an employee. Certifications are on file.**

Minutes

Following a motion by Dr. Koch and a second by Mrs. Memmi, the Personnel - General items were approved and transfers were recognized.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

A report was made by the following board members:

- Mr. Singer shared comments regarding the Hall of Fame Luncheon held mid-October

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- An email sent out to families today regarding snow days
 - will receive a text first followed by emails and phone calls
 - posted on website and social media outlets
 - first full snow day will actually be a snow day
 - any days following the first snow day will be FID (Flexible Instruction Days)

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- Dr. Cronin and Ms. Drew were the voting delegates attending the PSBA delegate assembly this past Saturday. A hybrid event that they both attended virtually. A report from Dr. Cronin on this event is forthcoming.

8. RECOGNITION OF CITIZENS

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak are asked to follow the same guidelines outlined at the initial public comment portion of our meeting.

Minutes

The following citizens were recognized by the board:

- John Miller shared comments on an article in the Hummelstown Sun, dated May of 2020 in comparison to a recent article in the Hummelstown Sun.

9. ADJOURNMENT

Minutes

The meeting was adjourned to at 7:44 p.m. following a motion by Dr. Koch and seconded by Mrs. Memmi.

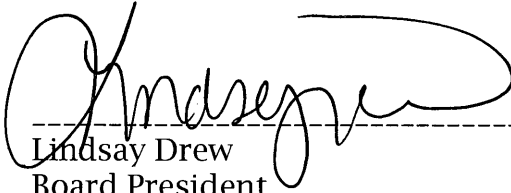
Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, Kathy Sicher, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Michael Rizzo

Respectfully submitted,



Michele Agee
Secretary to the Board
November 21, 2022



Lindsay Drew
Board President

<u>Virtual Attendance November 7, 2022</u>
Lisa Balanda
Mark Balanda
Catherine Burys
Lauren Doliner
Jacqueline Fuentes-Gillespie
Anna Gawel
Scott Harman
Colby Hollinger
Melissa Kaminski
Missy Kunder
Olivia Lewis
Ashley Mantheiy
Lindsey Schmidt
Angie Shipper
Heidi Stine

Derry Township School District
Board Meeting
November 7, 2022

Please Sign In AND Print Your Name

Signature

Printed Name

Sample Signature

Sample Name Printed

Signature

Printed Name

[Handwritten Signature]

John T. Miller

Signature

Printed Name

[Handwritten Signature]

Jason Duetzic

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Derry Township School District

Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Director

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: October 17, 2022

On behalf of HHS students James Campbell, Eli Cohen, Andrew Preputnick & Joey Kupprat, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Stock and Exchange Club. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, Mike Gustantino.
- Based on the proposal, the club supports the vision of Hershey High School and DTSD.
- The group does not have a desire to handle funds.
- Participation in the Stock and Exchange Club would be open to all HHS students.
- This program does not entail a Limited Service Contract (LSC) and will therefore not include a stipend/payment to the sponsor.

Enclosures: Proposal for HHS Stock and Exchange Club

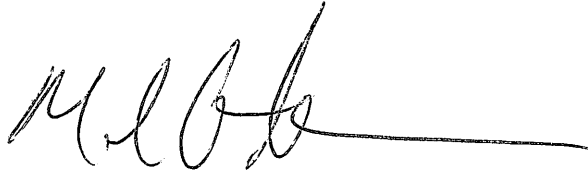
Dear Ms. Schmidt,

My name is James Campbell and the other leaders of the club we are proposing include Eli Cohen, Andrew Preputnick, and Joey Kupprat. The name of the club we would like to create is called Stock and Exchange Club. In the Stock and Exchange Club we will teach our club members what the stock market is, how it works, and how to invest. We have all been using an app called Webull to paper trade stocks. Paper trading stocks is the same thing as regular trading stocks, but in paper trading there is no real money involved. It teaches people how to make good decisions when investing without the fear of losing real money. There is a possibility of us needing to raise funds in the future, but we are uncertain of it as of now. People who are eligible to join our club are students of Hershey High School who want to learn more about stocks. We estimate that 20 students would be the most optimal amount of people for our club to learn and teach effectively. Mr. Gustantino has offered to be the faculty advisor of our club, and he has also allowed us to use his room. Thank you for your consideration of our club.

Sincerely,

James Campbell, Eli Cohen, Andrew Preputnick, and Joey Kupprat

James Campbell
Andrew Preputnick
Eli Cohen
Joey Kupprat

A large, stylized handwritten signature, likely belonging to Mr. Gustantino, the faculty advisor mentioned in the letter. The signature is written in dark ink and features a long horizontal line extending to the right.



Derry Township School District

Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Director

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: October 10, 2022

On behalf of HHS students Faryal Aziz, Violet Foley, Claire Li & Kamalini Nagarajan, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Math Circle. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, John Walizer.
- Based on the proposal, the club supports the vision of Hershey High School & DTSD.
- The group does have a desire to handle funds, so a corresponding “student activity account is requested.

With board approval, the Math Circle would be required to function in compliance with the Board Policy #618 (Student Activity Funds) regarding the management of their funds.

- Participation in the Math Circle would be open to all HHS students.
- This program does not entail a Limited Service Contract (LSC) and will therefore not include a stipend/payment to the sponsor.

Enclosures: Proposal for HHS Math Circle

Claire Li, Faryal Aziz, Kamalini Nagarajan, Violet Foley

The Math Circle's mission is to foster interest in mathematics and related disciplines through collaborative problem solving. In each meeting, we plan to go over a different topic in math contests by sharing strategies and explaining applications of a technique in contest problems from past years. Every year, we plan to have several individual and group math contests to apply our knowledge.

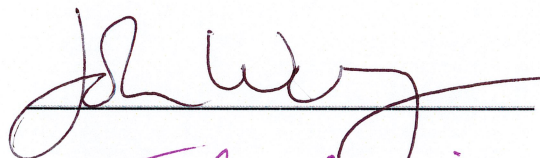
"Engaging all students every day to help them achieve their greatest potential as global citizens."

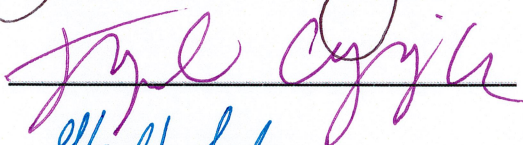
This club will contribute to the mission of Hershey High School by allowing students to explore branches of mathematics outside of the school curriculum and by cultivating an interest in math deep enough to extend outside of the classroom. This will allow students to reach greater potentials as young mathematicians and future pioneers in STEM fields.


Occasionally, the Math Circle may need funds in order to pay the fees for participation in certain math competitions and the travel that may accompany it.

We anticipate that around 15 students will be interested in the Math Circle at first, however we hope to expand that number to 30 through extensive community outreach. All students at Hershey High School are eligible to participate in the club.

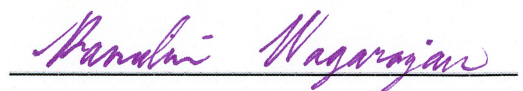
Mr Walizer has agreed to serve as the faculty advisor to this club.

 John Walizer

 Faryal Aziz

 Violet Foley

 Claire Li

 Kamalini Nagarajan



Powering Business Worldwide

Eaton UPS Service Quote: 236009-6
Quote Date: 10/3/2022
Quote valid for **45 days**
Contract # 86849

Brei Bax
Eaton Corporation
7 Chelsea Parkway
Boothwyn, PA 19061
484-624-9793
Email: breibax@eaton.com

Prepared For:

Phil Ayala
DERRY TOWNSHIP SCHOOL DISTRICT
30 EAST GRANADA AVE
HERSHEY, PA 17033
717-534-2501 ext 3232
payala@hershey.k12.pa.us

We are pleased to provide the following services proposal for your power quality equipment.

Quantity (1), Eaton 93E-30kVA, Serial Number: BH125LXX06
Battery Type: VRLA Sealed, Qty (Internal)
Battery Date Code: 01/2019

Eaton Flex Service Plan:

- Corrective Maintenance, 7x24
- Parts & Labor Coverage Included*
*Battery, Capacitor, and Fan replacement excluded from parts coverage
- Guaranteed 8 Hour On-Site Emergency Response Time
- Qty (1) UPS Preventive Maintenance per year, (7x24)
- Qty (1) Sealed Battery Preventive Maintenance per year, (7x24)
- EOSL Status Active: Active

Coverage Start Date: 10/26/2022 Coverage End Date: 10/25/20____

Annual Renewal Price	\$3,499.00
Two/Three Year Billed Annually	\$3,499.00/year
Two Year Agreement (Billed Upfront 4% Discount)	\$6,718.08
Three Year Agreement (Billed Upfront 8% Discount)	\$9,657.24

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at Eaton.com/UPSservices



Powering Business Worldwide

Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation. Eaton Corporation cannot be held liable, and Buyer shall not be entitled to any damages and/or indemnifications, in case Eaton Corporation is prevented, hindered or delayed from or in performing any of its obligations resulting from the impact of the outbreak of COVID-19 for reasons not attributable to Eaton Corporation.

- **Supporting Documents: T-0, X-1, R-2, R-5, R-30, R-10**
- Contract Payment Terms: Net 30 days, Billing Cycle: Payment Upfront
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below. Return all attachments with purchase order to: Brei Bax, breibax@eaton.com; tel: 484-624-9793
- Make Payments to: Eaton Corporation, 29085 Network Place, Chicago, IL 60673-1290

Board President November 7, 2022

Accepted By: Name

Title

Date

Purchase Order Number

Print Name: Lindsay Drew

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at [Eaton.com/UPSservices](https://www.eaton.com/UPSservices)

EATON CORPORATION
UPS SERVICES – TERMS AND CONDITIONS (T-0)

TERMS AND CONDITIONS: These terms and conditions, the quotation and Scope(s) of Work (the “Agreement”), are the final expression of the contract for the sale of UPS services by Eaton Corporation and its affiliates and wholly owned subsidiaries (“Contractor”), and supersede all prior terms, quotations, statements(s) of work, purchase orders, correspondence or communications whether written or oral between Eaton Corporation and the customer. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY CUSTOMER (THE “CUSTOMER”), ARE REJECTED UNLESS EXPRESSLY AGREED TO IN WRITING BY CONTRACTOR.

1. DEFINITIONS: The terms listed below shall have the following meanings:

- “Battery” is the electric storage portion of a UPS.
- “Covered Equipment” is the equipment as listed on the quote.
- “CPM” is the Contracted Period of Maintenance or Hours of Service.
- “Drop Ship Items” are capacitors, fans, equipment upgrades (modifications), batteries, battery monitoring systems, battery containment, battery materials, racks and cabinets.
- “Emergency Service” is all services provided on an as needed basis that is not scheduled in advance.
- “PCS” is Pre-Contract Survey inspection.
- “Power Module” is the electronic portion of a UPS or other power quality device.
- “Scope of Work” is the services, procedures, methods, exclusions and coverage as purchased by the Customer
- “Service” is the installation, maintenance (including Preventive Maintenance as defined in Scope of Work Attachment R-2), repair, inspection, adjustment, and remote monitoring services (including the PredictPulse Service as defined in Scope of Work, Attachment R-32, R-36 or R-37) performed on the Covered Equipment by Contractor or otherwise provided by Contractor in connection with the Covered Equipment.
- “UPS” is an Uninterruptible Power Supply which is comprised of the Power Module and Batteries.

2. ELIGIBILITY: All Covered Equipment that has a lapse in Service or warranty coverage greater than ninety (90) days is subject to a PCS prior to eligibility for Service under this Agreement. Customer will be charged at Contractor’s current Time and Material Service Rate Schedule (Exhibit 1-PCS and Attachment X-1). A list of the equipment requiring a PCS will be incorporated into this Agreement.

3. HOURS OF SERVICE: Contractor will provide scheduled and emergency services portal-to-portal 8:00AM to 5:00 PM Monday-Friday (“5X8 Service”) excluding all observed holidays. The Customer may purchase extended hours of scheduled and Emergency Service coverage (“7x24 Service”) including Emergency Service being provided on public holidays (5 U.S.C. 6103). Scheduled services are not available on observed holidays.

4. ON-SITE RESPONSE TIME: Upon Service request the Contractor will arrive at the location of the Covered Equipment the next business day. If purchased by Customer and the Covered Equipment is located within one hundred (100) miles of a Contractor service location, Contractor will arrive at location of Covered Equipment within eight (8), four (4) or two (2) CPM hours. Response time does not include battery replacement service.

5. LABOR AND MATERIAL RATES: Customer shall be billed at Contractor’s current Time and Material Rate Schedule (Attachment X-1) for Service purchased outside the Scope(s) of Work. This excludes any flat-rate quoted by Contractor representative.

6. ENGINEERING CHANGES: All engineering changes deemed necessary by Contractor will be installed during scheduled Service visits during the CPM. Any engineering changes deemed optional by Contractor will be offered to Customer on an as-available, per charge basis.

7. CUSTOMER’S RESPONSIBILITY:

A. Communication and Scheduling - Customer shall contact Contractor’s Customer Reliability Center (1-800-843-9433) to schedule all Service and other requests. Preventive Maintenance or Services is deemed fulfilled if (i) the Customer fails to schedule or (ii) does not permit Service to be completed within ninety (90) days of the scheduled service date.

B. Movement - If Covered Equipment is moved to another location within the United States, Service coverage will continue at Contractor’s option if: (i) Customer notifies Contractor in writing at least thirty (30) days in advance of power-down of Covered Equipment and, (ii) Contractor supervises the power-down, disconnection, rigging, packing, movement, unpacking, reinstallation and re-start of the Covered Equipment and Customer will be charged at current Time and Material Service Rate Schedule.

C. Escort - During the provision of Service, Customer will have a representative present at Service site at no cost to the Contractor.

D. Access - Customer shall grant unobstructed access to the Covered Equipment to be serviced, as well as adequate working space in the immediate vicinity as may be required for the Contractor to perform Services. Prior to a site visit, the Customer and

Contractor must agree on site access requirement costs. These costs will be invoiced by the Contractor following completion of Services.

8. TERM AND TERMINATION: The initial term of this Agreement shall be the service period defined on the applicable quote. Following the expiration of the initial term, this Agreement shall automatically renew for successive twelve (12) month periods. Contractor will provide notice of updated pricing prior to the expiration of the initial term or any subsequent renewal term. Customer or Contractor may terminate this Agreement at any time upon thirty (30) days written notice to the other, subject to Section 16.

9. BATTERIES AND DROP SHIP ITEMS: Prices stated in a quote do not include installation, freight, and handling charges unless these items are listed and priced in the quote. Prices stated in a quote are F.O.B. factory (unless otherwise stated) and title and risk of loss to each article sold by Contractor to Customer shall pass to Customer upon delivery at the F.O.B. point.

Shipment estimates are after receipt of Customer's purchase order. If approval of drawings are required, then shipment estimates are after receipt of written approval. If the Customer cannot accept delivery of batteries, Customer will arrange for storage. Contractor is not be liable or responsible for any damages or loss for delay or default in delivery due to force majeure. Customer may not cancel its purchase order because of such delays.

Customer may cancel its purchase order with prior written notice to Contractor subject to cancellation charges for capacitors, fans, equipment upgrades (modifications), batteries and Drop Ship Items as follows: (i) between 0-30 days prior to shipment, 100% of the total invoice, and (ii) greater than 30 days prior to shipment, 50% of the total invoice. Changes made to an order may be subject to increase or decrease in purchase order amount, change order charges, and changes in schedule date. Customer is responsible for return freight charges related to cancellation.

10. END OF SERVICE LIFE ("EOSL"): Contractor may designate a Power Module as "End of Service Life" which means limited parts are available and Service will be provided on a best efforts basis. This designation will be indicated on the quote for Service renewal and will serve as Contractor's notice of limited service support and its recommendation to replace or decommission the Power Module. If Contractor cannot perform or complete a covered repair, Contractor may terminate coverage subject to Section 8. Customer may request a pro-rated refund for the terminated portion of this Agreement, subject to Section 16.

11. INSURANCE: During the term of this Agreement, Contractor, at its own cost and expense, shall maintain in full force and effect the following insurance with sound and reputable insurers: (i) worker's compensation insurance in accordance with the statutory requirements of the state where the Service is to be performed; (ii) automobile liability insurance on all motor vehicles licensed for highway use, both owned and non-owned; and (iii) commercial general liability insurance for bodily injury and property damage.

12. WARRANTY: Contractor shall perform all Service in a professional and workmanlike manner. Contractor warrants repairing or replacing defective parts or materials and correcting defective workmanship reported to Contractor and/or diagnosed by Contractor's personnel during the term of this Agreement. Contractor warrants its corrective maintenance per the scope of work and replacement parts to be free from defects in material and workmanship for the term of this Agreement or for a period of ninety (90) days from the completion date of the repair or replacement of parts or materials, whichever is longer. In the event the parts or materials fail to meet published specifications due to a defect in parts or materials or workmanship covered by this Warranty, Contractor, at its discretion, will repair or replace the warranted parts or materials at no cost to Customer. This Warranty shall not apply to any Power Module and/or Battery that has been: (i) subject to damage caused by accident, fire, flood, lightning, vandalism, acts of God, Customer's neglect, misuse, misapplication, incorrect connection or external damage; (ii) subject to repair or alteration by Customer (or a third party) not authorized by Contractor in writing; or (iii) moved without thirty (30) days' notice to Contractor. Contractor reserves the right to supervise the move. THIS WARRANTY IS EXCLUSIVE EXCEPT FOR WARRANTY OF TITLE. CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CORRECTION OF NON-CONFORMITIES IN THE MANNER AND FOR THE PERIOD OF TIME PROVIDED ABOVE SHALL CONSTITUTE CONTRACTOR'S SOLE LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDY FOR FAILURE OF CONTRACTOR TO MEET ITS WARRANTY OBLIGATIONS, WHETHER CLAIMS OF CUSTOMER ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE. Parts or materials supplied, but not manufactured by Contractor, are warranted solely by the manufacturer. Contractor's obligation under this Warranty is conditioned upon receipt of all payments due from Customer.

13. ASSIGNMENT: Neither party shall assign this Agreement or any of its rights and interests without the prior written consent of the other party. Upon written notice to the other party, either party may assign this Agreement or any of its rights and interests to: (i) any parent, subsidiary, affiliated or successor corporation; or the purchaser of any of these entities; (ii) any corporation to which the party has sold all or substantially all of its assets (including the purchaser of any of the party's subsidiaries); or (iii) any corporation or legal entity with which the party may merge or consolidate.

14. INDEMNITY: Contractor shall defend, indemnify and hold harmless Customer, its officers, employees and agents (Indemnified Parties), from and against any and all claims, causes of action or suits brought against the Indemnified Parties to the extent they result directly from (1) bodily injury to or death of any person or damage to or destruction of any property caused by the negligent acts or willful misconduct of Contractor, its agents or employees, and (2) any violation of federal or state law.

regulation, order, rule or of any other governmental authority having jurisdiction by Contractor, its employees or agents, while Contractor is performing work on site. The Indemnified Party shall cooperate in a reasonable manner to provide information and access to personnel related to the defense of any indemnified claim.

15. LIABILITY: The remedies of the Customer set forth in this Agreement are exclusive and are its sole remedies for any failure of Contractor to comply with its obligations hereunder. IN NO EVENT SHALL CONTRACTOR OR CUSTOMER, OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS BE LIABLE TO THE OTHER FOR ANY AND ALL CLAIMS ARISING OUT OF (A) DAMAGE TO PROPERTY OR EQUIPMENT, OTHER THAN DIRECT DAMAGES TO EQUIPMENT SOLD OR SERVICED HEREUNDER, OR (B) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, DELAY DAMAGES, LOST PROFITS OR REVENUE, LOSS OF DATA, LOSS OF USE OR LOST OPPORTUNITY THAT RESULT FROM OR IN CONNECTION WITH ANY CLAIM(S) OR CAUSE(S) OF ACTION, WHETHER BROUGHT IN CONTRACT OR IN TORT, EVEN IF CONTRACTOR OR CUSTOMER KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. WITH THE EXCEPTION OF THIRD PARTY CLAIMS FOR BODILY INJURY, PROPERTY DAMAGE DEATH, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE TOTAL CUMULATIVE LIABILITY OF CONTRACTOR ARISING FROM OR RELATED TO THIS AGREEMENT WHETHER THE CLAIMS ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, SHALL NOT EXCEED THE PRICE OF THE PRODUCT OR SERVICES ON WHICH SUCH LIABILITY IS BASED.

16. PAYMENT: All payments are due net thirty (30) days in full from the date of invoice, unless otherwise mutually agreed upon in writing. Customer shall be invoiced for, and shall pay for, all Service not expressly provided for by the terms, such as site calls involving no-fault found inspections where no corrective maintenance was required. Contractor reserves the right to refuse to provide any further Service until all due payments have been received. In the event of an early termination: i) Customer is liable for any Service performed prior to the effective date of termination; and (ii) Contractor, at its discretion, will provide a credit against any advance payments received as follows: a) for fixed-rate Agreements, a pro-rated amount based on the terminated portion of the fixed-price fee due Contractor; or b) for any new work outside of the Services provided in this Agreement, an amount based on the difference between the amount paid by Customer prior to the effective date of early termination and the actual cost of Service completed (including emergency repair calls) by Contractor prior to the effective date of early termination, or c) for pre-paid multi-year contracts if Customer terminates the Agreement partway through the Agreement term, Customer will be entitled to a refund of the unused portion of the contract MINUS the applied discount for the pre-payment.

17. TAX: Contractor's price is exclusive of any applicable tax. All orders will be subject to applicable sales tax unless a current tax exemption certificate is on file with Contractor covering the state where Covered Equipment under this Agreement is located.

18. PARTS: Unless otherwise agreed to by the parties in writing, all parts removed for replacement shall be Contractor's property. Parts used from Customer-owned spare parts kit shall be replaced by Contractor at no cost. Replacement parts shall be new or of the same quality as new.

19. FORCE MAJEURE: Contractor shall not be liable for failure to perform or delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority or of the Customer, riot, embargo, fuel or energy shortage, car shortage, wrecks or delays in transportation, or due to any other cause beyond Contractor's reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

20. CHOICE OF LAW: This Agreement shall be construed in accordance with and governed by the laws of the State of Ohio, or in the jurisdiction where the Service has been performed.

21. MODIFICATION OR WAIVER: The terms and conditions of this Agreement cannot be modified or waived except by a writing signed by the parties and waiver by Contractor or Customer of any provision in any one instance shall not constitute a waiver as to any other instance. If a provision of this Agreement is invalidated for any reason, this Agreement remains binding except for such invalid provision.

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Electronics (UPS Power Module, DC, PDU, Flywheel) Preventive Maintenance

Scope of Work

Attachment R-2

This scope of work is shared by the following power quality equipment types: **Eaton UPS, Eaton PDU/PDR/RPP/STS, Eaton DC, Vycon Flywheel and Non-Eaton equipment (MVS)**. Note the applicable features vary by type of equipment being contracted and additional scopes of work may be required.

The following is an outline of general checks performed during an Eaton® Preventive Maintenance of the Eaton UPS Power Module normally performed by Eaton field service personnel. All checks are designed to be performed during off line operation, in the bypass mode. All checks or processes may not be applicable to all equipment types or models.

1. Visual Inspection

- a. Inspect all printed circuit board connections for cleanliness, swab contacts if necessary.
- b. Inspect all power connections for signs of overheating
- c. Inspect all subassemblies, bridges and legs for signs of component defects or stress
- d. Inspect all DC capacitors for signs of leakage
- e. Inspect all AC capacitors for signs of leakage
- f. Inspect and inventory all customer-owned spare parts
- g. Inspect for, and perform as required, any open engineering changes
- h. If work is completed under a PowerTrust™ Ultra contract, inspect battery monitoring system

2. Internal Operating Parameters

- a. DC Ground Detection Offset (if applicable)
- b. Inverter leg current average balance (if applicable)
- c. Output filter current average phase balance
- d. Rectifier bridge current average leg balance
- e. AC Protection settings are checked
- f. DC Protection settings are checked
- g. Input and Output Frequency and Voltage Bandwidth settings are checked
- h. Verify DC filter capacitance
- i. Verify AC tank and trap filter capacitance
- j. Power Supply voltages and waveforms
- k. Update firmware as necessary with customer approval (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)
- l. Evaluate Field Service Bulletins (FSBs) for potential updates (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)

3. External Operating Parameters

- a. System Input Voltages (all phases)
- b. System Input Currents (all phases)
- c. DC Charging Voltages (float and equalize), record settings, adjust to nominal
- d. Rectifier phase on and walk up
- e. Inverter phase on and walk up



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- f. Adjust all panel meters to measured values
- g. System Bypass Voltages (all phases)
- h. Manual and UV Transfer Testing, verify uninterrupted transfer waveform (if applicable)
- i. Outage simulation, and battery capability testing, and verify charger current limit
- j. Generator operation and interface verification (if applicable)

4. Environmental Parameters

- a. UPS area ambient temperature and condition of ventilating equipment
- b. General Cleanliness of UPS Power Module
- c. General Cleanliness of UPS area
- d. Replace air filters as applicable and necessary (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)
- e. Clean outside of UPS including control panel/CRT screen
- f. Flywheel only: Drain oil and change oil and filters **NOTE: One (1) oil and filter change per year.**

5. Battery Cabinet Checks

- a. General appearance of Battery System (all types)
- b. General cleanliness of Battery System area (all types)
- c. Inspect cells for physical abnormalities
- d. Inspect all DC connections for abnormalities
- e. Battery System area ambient temperature and condition of ventilating equipment
- f. For internal batteries only measure and record:
 - i. Overall battery float voltage
 - ii. Charger output current and voltage
 - iii. Negative terminal temperature of one cell/battery per battery cabinet shelf or rack tier
 - iv. Momentary load testing of cells < 100 watts (e.g. 9E, 9x55, not 9330)

6. Monitoring System Parameters

- a. Alarm archive review and printing
- b. Alarm lamp test-local and remote (if applicable)
- c. Replace all open monitor bulbs
- d. If work is completed under a PowerTrust Ultra contract, inspect battery monitoring system
- e. Review Battery Test in history (if applicable)

7. General

- a. Customer Consultation
- b. Verbal Recommendations
- c. General Observations

Following the Preventive Maintenance inspection, a written report will be provided detailing the results of the inspection, and making specific recommendations toward future remedial action, upgrades, or sparing.

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Eaton Valve Regulated (Sealed) Battery System Preventive Maintenance Scope of Work Attachment R-5

Battery Maintenance of Battery Equipment includes, and is expressly limited to, those tasks set forth below based on IEEE 1188. Due to the size and type of battery, testing and work procedures vary between battery jars above and below 100 watts per battery; work procedures may vary by UPS and battery type and may be limited by safety requirements. All additional work will be billable at the applicable rates per Attachment X-1.

Performed During Each Preventive Maintenance Visit¹:

A. Measure and Record the following:

	Below 100W/Jar	100W+/Jar
1. Individual cell/battery float voltages or overall float voltage	Yes	Yes
2. Charger output current and voltage	Yes	Yes
3. AC ripple current and voltage imposed on the battery	Yes	Yes
4. Internal ohmic values of each cell/battery or perform a continuity test of each cell/battery	No	Yes
5. Connection Resistance of 100% of the inter cell/battery connection	No	Yes
6. Ambient temperature and ventilation status	Yes	Yes
7. Negative terminal temperature of all cells/batteries	No	Yes

B. Visually inspect conditions and appearance of the following:

1. Connection terminals inter cell/battery connectors, cables and associated hardware	Yes	Yes
2. Cell/battery covers, containers, and post seals	Yes	Yes
3. Battery racks or cabinets and associated components and hardware for structural integrity	Yes	Yes
4. Inspect cleanliness / corrosion of batteries, cabinet, rack and area	Yes	Yes
5. Battery monitoring equipment (if present)	Yes	Yes
6. Cell/battery jar or cover, noting any excessive distortion	Yes	Yes

C. Perform cleaning of all accessible surfaces as required

Yes	Yes
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D. Performed Once Per Calendar Year:

The yearly maintenance procedure should include all of the above with the addition of the following:

1. Measure and record the connection resistance of 100% of the inter cell/battery connections.	No	Yes
2. Refurbish and re-torque any connection where the resistance is above 20% of the average.	No	Yes

E. Reporting Each Preventive Maintenance Visit:

1. The technician(s) will issue the customer a verbal report summarizing the condition of the battery and identifying any critical issues before leaving the customer's site.	Yes	Yes
2. A detailed report containing all readings and observations will be sent to the customer within five business days.	No	Yes

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Eaton Ancillary Device Parts and Labor Coverage

Scope of Work

Attachment R-10

If Customer has purchased Corrective Maintenance Coverage for the UPS "Power Module" and ancillary devices are directly connected to the covered equipment, parts and labor coverage may extend to the ancillary device based on the device type. "Directly connected" is defined as electronically controlled or interfaced to a Power Module. Ancillary devices may be eligible for optionally purchased parts and labor coverage.

Regardless of ancillary device parts and labor coverage, preventive maintenance of these ancillary devices is limited to inspection and testing via an optionally purchased UPS Power Module (or other device) preventive maintenance scope of work. There shall be no separate field activity report beyond the relevant comments from the UPS preventive maintenance report (FAR).

Covered ancillary device types (if connected to covered equipment, these devices assume parts and labor coverage of covered equipment):

- SBM (System Bypass Module), which includes UL 1778 "Uninterruptible Power Systems" version – Ancillary coverage includes static switch but only if parts and labor coverage is purchased on all associated UPS modules
- SSBM (Switchboard System Bypass Module), which includes UL 891 "Switchboards" version or UL 1558 "Metal-Enclosed Low-Voltage Power Circuit Breaker Switchgear" version – Ancillary coverage includes static switch but only if parts and labor coverage is purchased on all associated UPS modules
- MBP – Maintenance Bypass Panel
- IAC – Integrated Accessories Cabinet
- Remote monitor panel
- Hot Tie
- Parallel cabinet
- Battery cabinet and battery breakers (excludes battery jars, cells or battery parts)

Covered components within covered ancillary devices shall include the electronic control portion designed and built by Eaton (Powerware series) for metering, monitoring, and controls for transferring of loads. Items covered include logic boards, power supplies, relays, and control circuitry, SSBM displays, Hot-Tie Display and programmable logic controllers (PLC).

Excluded components within covered ancillary devices shall be: circuit breakers, power quality metering, transient voltage surge suppressors (TVSS), metering and switches, non-UPS operation related control circuitry, non-UPS operation related programmable logic controllers (PLC).

Excluded ancillary device types (parts and labor coverage may be optionally purchased):

- Batteries (EBM, EBC)
- Battery Monitoring Systems
- IDC – Integrated Distribution Cabinet
- Switchgear (coverage not available for purchase)
- Standalone STS – Static Transfer Switch device (e.g., Cyberex Switch)
- PDU – Power Distribution Unit



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- PDR – Power Distribution Rack
- RPP – Remote power Panel
- EMS-UGK
- Battery Disconnect Circuit Breaker
- Flywheel
- ATS/MTS – Automatic or Manual Transfer Switch
- TVSS – Transient Voltage Surge Suppressor
- PFC – Power Factor Correction
- ePDU
- Racks and cabinets
- Software (e.g., Foreseer)

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Eaton UPS Flex Onsite Service Parts and Labor Coverage

Scope of Work

Attachment R-30

This scope of work is shared by the power quality equipment types listed in the below table. Note the applicable features vary by type of equipment being contracted and additional scopes of work may be required. All checks or processes may not be applicable to all equipment types or models.

Equipment Type	Electronics Corrective Maintenance Coverage	Battery Corrective Maintenance Coverage	Tech Support
Eaton 3 Phase UPS	Yes	No	Yes
Eaton 1 Phase UPS	Yes	Yes	Yes
Eaton DC	Yes	No	Yes
Eaton PDU/PDR/RPP/STS	Yes	No	Yes
Flywheel	Yes	No	Yes
Non Eaton equipment (MVS)	Yes	No	Yes

If optionally purchased by Customer within the first three (3) years of a Eaton® 3 Phase UPS installation date (first startup) OR,

If optionally purchased by Customer in conjunction with one or more annual on-site UPS Power Module Preventive Maintenance SOW R-2 of the same duration, Contractor will provide:

1. **Electronics Corrective Maintenance Coverage:** Inspection and repair of the electronic portion of the UPS (or other equipment type), or "Power Module" shall be performed as needed during the contracted period of maintenance at no extra charge to Purchaser. Remedial maintenance provided by Contractor shall include, and be expressly limited to, maintenance to the Power Module, travel expenses, all necessary parts replacement, adjustments and repairs. If the Purchaser maintains Eaton spare parts at the maintenance site, Contractor may, at its option, use those spare parts in the performance of Corrective Maintenance and shall replace the spare parts, which it so uses, at no cost to the Purchaser. **Exclusions:** certain wear parts are excluded from electronics corrective coverage including batteries and full capacitor replacement. All Corrective Maintenance to Battery System, if any, will be in accordance with battery manufacturers' warranty or separate agreement, if any. For Flywheel coverage: any failure due to lack of recommended bearing replacement, vacuum pump replacement (or "major maintenance" per manufacturer recommendation) will not be included under corrective maintenance coverage and will be billable at current time and material rates. Eaton 93PM, 9390 and 9395 UPS models have a special policy on capacitor replacements: DC link capacitors are eligible for inspection and repair at no extra charge (excludes AC capacitors).



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2. **Battery Corrective Maintenance Coverage (Limited to 1 Phase UPS Models and BladeUPS):** Inspection and repair of the internal battery portion of the UPS (or other equipment type), or "Internal Battery" shall be performed as needed during the contracted period of maintenance at no extra charge to Purchaser. Remedial maintenance provided by Contractor shall include, and be expressly limited to, maintenance to the Internal Battery, travel expenses, all necessary parts replacement, adjustments and repairs. External battery coverage, if applicable, must be purchased separately if external batteries or battery cabinets exist.
3. **7x24 Technical Support:** technical support via telephone or email to Contractor shall be available to answer product or support questions.
4. **Customer Web Account Access:** Contractor will provide Purchaser with web-based access to account information and site service records. Access will be password restricted for maximum security of Purchaser records. A history of service performed, as well as scheduled service calls will be available.

The Purchaser shall, from the commencement date of the Service Agreement, maintain the UPS Power Module in accordance with the published operating specifications for the Power Module at the time of purchase. The Purchaser shall, unless otherwise specified in the Service Agreement, maintain the Battery System in strict accordance with the Battery System manufacturer's recommended maintenance guidelines.

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Time and Material Service Rate Schedule Attachment X-1

The following rate schedule applies to all services rendered on non-contracted and non-warranty equipment and to all services performed on contracted equipment where the service performed is outside the scope of the contracted coverage. Labor rates are based on the actual time of delivery. Specific contract customers may be eligible for discounts on time and material charges.

Portal to Portal Labor per Hour (On-site and Travel Time)

Mon. – Fri., Business Hours (8AM – 5PM):	\$330
Mon. – Fri., After Business Hours (5PM – 8AM):	\$424
Weekends and Holidays (Saturday 12:01AM – Sunday Midnight):	\$526
WA State Electrician Adder Per Hour for On-Site Work Done in State of Washington	\$180

Minimum Labor Billing (minimum value range equal to above rates x hourly min.)

Equipment below 200kVA, Five day or less response (4 hour min.):	\$1,311 to \$2,098
Equipment 200kVA and above or Multi Module, Five day or less response (6 hour min.):	\$1,967 to \$3,148
Equipment 200kVA and above or Multi Module, Two day or less response (8 hour min.):	\$2,622 to \$4,197
Any overnight stay due to quarantine or offshore work (16 hour min.):	\$5,280 to \$8,416

Travel & Living Expenses

Transportation:	Automobile mileage included in labor rates
All others (air fare, car rental, tolls, etc.):	Actual
Lodging & Meals:	Actual

Calculation of Labor and Mileage Charges:

Portal to Portal (travel labor and mileage)

Materials/Spare Parts:

Minimum billing:	Current List Price \$180 Domestic, \$418 International
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Parts Expedite Fees

Mon. – Fri., Business Hours (8AM – 5PM):	\$180
Mon. – Fri., After Business Hours (5PM – 8AM):	\$393
Weekends and Holidays:	\$625

Freight Expense

Freight – FOB Factory:	\$119 Minimum
Same Day Delivery:	\$299 plus freight

Depot Repair Labor:

Minimum Billing:	\$180 per hour \$180
Expediting Fee:	\$149

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

Customers should be advised that offshore and marine T&M requests may incur a minimum 16-hour daily labor charge when CSE's are unable to return due to customer restrictions (i.e., remote offshore locations with no commercial travel, or onboard a ship that has left port, etc.).

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Attachment X-1 Time and Material Rate Schedule

FENNIMORE CONSULTING

CONSULTANT/PRESENTER CONTRACT

This AGREEMENT is made between Derry Township School District ("Client") and Fennimore Consulting ("Consultant").

I. **Engagement**

The Client engages the services of the Consultant under the terms and conditions outlined in this Agreement and Consultant accepts such engagement in accordance with terms and conditions.

II. **Term of Agreement**

This Agreement shall become effective on October 10, 2022 through October 11, 2022 unless terminated in accordance with section IV.

III. **Scope of Work**

Consultant and its subcontractor(s) agree to provide *two one-hour collaborative learning sessions on restorative practices with district professional staff*. Each of the sessions of the following topic (for a total of two workshops):

TOPIC #1

Fill in Title and description here...

"Restorative Practices in Your Classroom" is the title of this presentation.

Teachers K-12 Conflict is a part of every healthy relationship. In addition, conflict is a part of every classroom setting. Learning how to navigate, reflect upon, change behavior, and grow from conflict takes time and the application of specific skills. Presenter will introduce basic restorative practices as a manner to develop peace building in the classroom setting. Particular attention will be paid to a trauma informed lens for classroom expectations, explicit teaching of expectations, de-escalation strategies, the basics of running a classroom circle/meeting, and structured teacher-learner, teacher-caregiver, teacher-

teacher, teacher-administration, administration-learner, and administration-caregiver communication strategies for de-escalation, healthy communication, and restorative communication regarding learner needs.

IV. Cancellation

Either party reserves the right to cancel this Agreement with thirty (30) days written notice to the other party.

V. Compensation

A. Client agrees to pay the Consultant a fee of \$500 (all-inclusive).

B. Payment for the services rendered per this Agreement will be due and payable upon receipt of the invoice.

VI. Independent Contractor Relationship

Consultant shall not be considered an employee, servant, agent, partner or joint-venture of Client for any purposes whatsoever and shall not represent Consultant's opinions to be that of Client. Consultant shall receive an IRS-1099 at the end of the calendar year for services rendered.

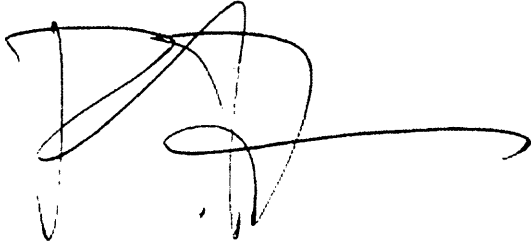
VII. Confidential Information

Consultant acknowledges that during the course and scope of performing work for Client, the Consultant may have access to certain confidential information. Consultant shall not disclose any such confidential information to any person during or after the termination of this Agreement without the prior written authorization of Client. Client agrees that Consultant's finished work products will not be shared, forwarded or transmitted to any other program without the express written permission of the Consultant.

VIII. Indemnification

Each party, to the extent permitted by law, agrees to indemnify, defend and hold harmless the other, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees and expenses), claims, suits, actions, damages, liability, and expenses occasioned wholly or in part directly or indirectly from any act or omission or negligence or fault of agents, subcontractors, independent contractors, suppliers, employees, or servants under failure to perform the duties specified in this Agreement.

Please sign and date below and return this agreement to Robert Fennimore. Retain a copy for your files.

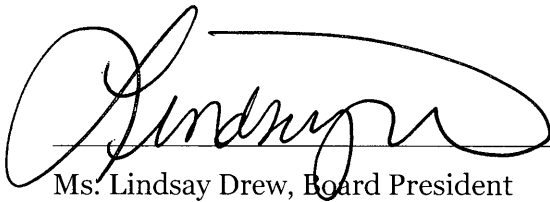


10/10/22

Robert Fennimore

Date

Derry Township School District



Ms. Lindsay Drew, Board President

11/7/22

Date



Solution Tree, Inc. Purchase Agreement

Effective September 29, 2022, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Derry Township SD ("Customer") located at 30 E Granada #200 Hershey, PA 17033 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$9,200.00
Total	\$9,200.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$1,840.00	Upon execution of Agreement
Onsite Professional Development	\$7,360.00	Incrementally after each date

3. Onsite Professional Development

- 3.1. **Description of Services:** Solution Tree agrees to provide a speaker, Anthony Muhammad ("Associate"), to disseminate information for Customer on the topic of *PLC at Work®* on July 11, 2023.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.

4. General Terms

- 4.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated



reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

4.2. Force Majeure: If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

4.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Onsite Professional Development Services.

4.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

Ms. Lindsay Drew
School Board President
Derry Township SD

November 7, 2022
Date

DocuSigned by:

AC5A6CA77B4C485...

Ali Cummins

11/8/2022

Date

Director of Professional Development
Solution Tree, Inc.



September 8th, 2022

Letter of Commitment– Cybersecurity Solution

School District: Derry Township School District

Background: Cybersecurity incidents are increasing exponentially, and governmental entities and school districts have become prime targets. The CAIU established a cybersecurity goal as part of their strategic plan, to acknowledge the importance of addressing cyber threats.

CAIU Strategic Plan Goal: Develop a cyber security regional solution for the CAIU and our member districts by June 30, 2022, that includes a 3-year timeline for implementation of core services.

Part of the goal was to partner with the districts in our footprint and develop a plan that would allow for consortium services to help contain costs. We formed a regional team consisting of CAIU technology staff and district technology staff, aimed to develop the Capital Area Taskforce Protecting Against Cybercrime (CATPAC).

Through this collaborative process the regional team:

- Selected the Center for Internet Security (CIS) controls as the regional security framework
- Agreed that cybersecurity implementation is a multi-year approach
- Determined 5 key steps to begin the process

This year, as we implement items that were identified as Year 1 measures (outlined below), the regional team will identify Year 2 measures to be implemented during 2023-2024.

Overview of Model (Year 1): The consortium identified 5 specific steps to be developed in the CATPAC consortium for year 1. They are as follows:

1. Collect data from individual districts, state, and cybersecurity companies to make informed decisions.
2. Contract with vendors to provide training sessions on CIS controls and best practices.
3. Implement regional Albert Sensor.
4. Implement a regional disaster recovery and backup solution.
5. Annual vulnerability assessment.

CATPAC Solution Pricing

Year 1 (2022-2023)	\$15,500	Reduced with use of CAIU ESSERS funds for 2022-2023
Year 2 (2023-2024)	\$23,000 + (OS)*	Annual cost to cover year 1 services plus any additional optional services added in subsequent years
Year 3 (2024-2025)	\$23,000 + (OS)*	Annual cost to cover year 1 services plus any additional optional services added in subsequent years
Year 4 (2025-2026)	\$23,000 + (OS)*	Annual cost to cover year 1 services plus any additional optional services added in subsequent years
Year 5 (2026-2027)	\$23,000 + (OS)	Annual cost to cover year 1 services plus any additional optional services added in subsequent years

Before the CAIU enters into agreements with vendors for services, we need to understand the number of districts that can commit to a consortium model for cybersecurity services. Therefore, a letter of commitment is being requested so that the consortium can plan appropriately and the CAIU can sign contract(s) with vendors.

As the consortium continues to develop, adding optional services (OS)* that have been identified as critical to cybersecurity, you may incur additional costs above the base. Additional cost will be dependent on each district's choice of utilized services. The costs of these services will be added as an addendum to the WAN and internet agreement.

State and Local Cybersecurity Grant Program:

The federal government has committed \$1,000,000,000 to state and local government entities over the next 5 years. Pennsylvania is utilizing these funds in a consortium-based/ shared services model. As a consortium member of CATPAC, our goal is to utilize the shared services model. Any money received or shared services offered through this grant will be reflected in the CATPAC solution. The government is still rolling out the details, but the CAIU will provide regular updates as they become available.

Commitment: I commit to being part of the CATPAC consortium and entering into a 5-year agreement as outlined in the table above. I understand that by signing below, I plan on moving forward with this partnership.

Lindsay K. Drew

Printed Name

Board President

Title

Signature, Superintendent or Approved Designee

November 7, 2022

Date

Return completed form to CAIU, Attention Joy Forry at the address below or via email to jforry@caiu.org by July 30, 2022.

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **October 27, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

REPORTS/UPDATES

➤ **Announcement of CAIU Retirees:**

- **Hope Hoover**, Program Secretary, retirement 35 after years of service
- **Debra Wancho**, EPP, EI, retirement after 30 years of service
- **Renee Wesner**, Reading Specialist, retirement after 15 years of service

➤ **CAIU Team Reports:**

- **Dr. Andrew McCrea, Director of Student Services**, recognized the retirement of Hope Hoover and Deb Wancho. Dr. McCrea highlighted the All In article on the pilot program at Loysville Youth Development Center and HACC which allows high school graduates and GED holders the opportunity to attend an online HACC course to earn three credits. He also highlighted one of the goals of the Student Services School Based Access Program staff to say “thank you” to their providers.
- **Mr. Blake Wise, HR Manager**, highlighted the Onboarding article in All In. This year, CAIU is making an organizational effort to improve recruitment and retention. Our goal at the CAIU is to be an employer of choice in our region and improve the employee experience, creating a positive and engaging environment at every stage of an employee’s career starting from day one. We have been making an effort to get out to local career fairs. Blake attended Messiah College’s Career Fair yesterday with the main goal of educating people about what we do and to promote the CAIU as an employer of choice. In addition, his team is gearing up for open enrollment which starts November 1 and also is working on creating more efficient processes and systems.
- **Mrs. Maria Hoover, Director of Educational Services**, reported that the Education Services team continues to be busy with providing trainings and support to our teachers and administrators. Brandon Carter is working on a Poetry Out Loud competition and on a Leadership series beginning in January. The Training and Consultant Supervisor team is busy providing needed supports to our districts in content area and professional development. Maria reported that she just returned from the Curriculum Advisory Council’s fall retreat. The group held a very interactive and exciting conference on future focused leadership. She provided a PDE update; federal programs are being audited. Keystone State Challenge Academy’s Open House had to be pushed back due to the multipurpose room is not yet complete. Keystone State Challenge Academy’s graduation ceremony will be held on December 16, 2022 from 11am – 12pm. Recognized the retirement of Renee Wesner, ANPS Reading specialist. Lisa Klingler, Supervisor, shared that Renee is truly one of the best teachers and it will certainly be a huge loss for the CAIU and ANPS program.
- **Dave Martin, Director of Technology**, reported on the Capital Area Taskforce Protecting Against Cybercrime (CATPAC). We have received 16 letters of

commitment from school districts. If you haven't seen a board presentation and would like one, please let us know. An informational flyer on CATPAC was distributed. Last week the National Guard performed a vulnerability assessment. Each month at the Technology Advisory Council, the group discusses current hot topics led by district tech directors in order to provide additional support and take a deeper dive into these challenges.

- **Mr. Daren Moran, Director of Business**, reported on the recent Business Manager's job alike meeting. Health care was the hot topic of discussion. Daren gave a shout out to Len Kapp and the Operations Staff for their integral part in the Enola building project which is nearing completion. We have one vacancy in our custodial department - evening custodian position. We recently made a large purchase of a floor cleaning machine making the job of our custodians much more efficient. The auditors are wrapping up and there will be a Board Audit presentation next month. Champions for Children report: the C4C Foundation Committee recently held a great meeting thanks to the direction of committee chair Kelly Custer. C4C Community Aid: please use our code 10213 when dropping off items, a portion of the revenue goes to C4C kids. Shout out to Emily Corchado who has taken on the contract management duties in addition to her regular duties – she is doing a great job! The RFP for a new solicitor went out immediately following last month's Board meeting. They are due this Monday. Mr. Thompson and Mr. Campbell have volunteered to assist.
- **Bob Frankhouser, Board Solicitor**, shared that per the school code, IUs are not permitted to own space and therefore must lease classroom space. Office space can be owned.
- **Dr. Andria Saia, Executive Director**, shared that she recently attended the Early Learning Center Open House. It was a great event. She gave a shout out to the entire CAIU facilities team who has been managing moves, construction, assisting with Fall Fest set up, and addressing staff's daily requests. Shout out to Kellie Custer for bringing Champions for Children's bingo fundraiser back. Dr. Saia highlighted her article in All In on Connecting through Better Conversations; it's the little things that make a big impact. Human Resources and hiring challenges are some of the unconference topics at our SAC Conference next week. She highlighted the Keystone State Academy Challenge program. It is a tremendous program that is making a huge difference. Dr. Saia also highlighted the article on one of our CAOLA student and the Early Intervention program, Speech Links to Literacy. You're invited to the CAIU Fall Fest event this Saturday and to Monte Carlo fundraiser event on November 26, 2022. In addition, there are two upcoming Belonging Trainings that you are welcome to attend.

APPROVED ACTION ITEMS

- **September 2022 Treasurer's Report** – a total of \$9,914,622.25 in receipts and \$11,953,187.86 in expenses.
- **Summary of Operations for June 2022** showing revenues of \$126,493,033.44 and \$125,650,468.04 in expenses.
- **Summary of Operations for September 2022** showing revenues of \$25,740,943.05 and \$18,693,625.83 in expenses.
- **Budget Administration**
 - 2022-23 Original Budget - EANS II
 - 2022-23 Original Budget - Health & Physical Education Grant
- **Other Business Items**
 - October 2022 Board Contracts

- General Mutual Release of lease for 4 Flowers Drive, Mechanicsburg, PA 17050
- **Policies & Programs**
 - First Reading, Revised Policy #805 - Emergency Preparedness
 - First Reading, Revised Policy #236.1 - Threat Assessment
 - First Reading New Policy #805.2 - School Security Personnel
- **Personnel Items**
 - See attached Personnel report and Addendum
 - Appointment of Assistant Executive Director - Dr. Kevin Roberts to a 4-year term beginning on January 30, 2023
 - Approval of Contract for Employment of Assistant Executive Director

EXECUTIVE DIRECTOR'S REPORT

- Click [HERE](#) for the *All In* Executive Director's Report
- Executive Director's 2022-23 Goals were available for review

PRESIDENT'S REPORT

- Mrs. Jean Rice thanked the Board for their attendance.

NEXT MEETING: Thursday, November 17, 2022, 8:00 a.m., Board Room, CAIU Enola Office

Board Meeting Dates for 2022-2023

Time of Meetings: 8:00 a.m.

August 25, 2022	February 23, 2023
September 22, 2022	March 23, 2023
October 27, 2022	April 27, 2023
November 17, 2022	May 25, 2023
December 15, 2022	June 22, 2023 <i>Reorganization Meeting</i>
January 26, 2023	

October 27, 2022 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

DONNA BURKE-BADU, Educational Paraprofessional, Autism Support Program, effective January 3, 2023. Reason: Retirement after more than 30 years of continuous CAIU service.

ZACHARY FEISTER, Educational Paraprofessional, Early Intervention Program, effective September 9, 2022. Reason: Personal.

JENNIFER HALBLEIB, Educational Paraprofessional, Early Intervention Program, effective October 12, 2022. Reason: Personal.

MEGAN MCCARTNEY, Educational Paraprofessional, Multiple Disabilities Support Program, effective October 28, 2022. Reason: Personal.

NICOLLE REYES, Personal Care Assistant, Multiple Disabilities Support Program, effective November 4, 2022. Reason: Personal.

CODY WELSH, Custodian, Administrative Team - Operations, effective October 20, 2022. Reason: Personal.

NICOLE YOUNG, Occupational Therapist, OT/PT Program, effective November 11, 2022. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

THOMAS BREIGHNER, Temporary Professional, effective date to be determined. Assignment: Teacher, Capital Area Mental-health Program with base salary of Masters, Step 1, \$53,947 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Capital Area Mental-health Program budget.

NICOLE CALBRESE, Paraeducator, effective date October 3, 2022. Assignment: Educational Paraprofessional, Educational Services Team with base salary of HS+48, \$27,075 for 190 days of service will be prorated for a total of 161 days with additional new hire days as required. This is a new position funded through the EANS II budget.

MEGAN FRANZEN, Intern, Student Services Team, effective date to be determined until June 2, 2023. Hourly rate will be \$15.00. This is a temporary intern position funded through the Classroom budget.

DELANEY KLEPPER, Professional, effective October 11, 2022. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$53,947 for 190 days of service will be prorated for a total of 153 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

DANIEL MALINICH, Intern, Administrative Team - Communications, effective date to be determined until May 26, 2023. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.

ELIZABETH MIRIELLO, Temporary Professional, effective October 24, 2022 – May 26, 2023. Assignment: Long Term Substitute Remedial Specialist, ANPS Program with base salary of Masters+30, Step 6, \$60,648 for 190 days of service will be prorated for a total of 137 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.

KEVIN ROBERTS, Assistant Executive Director, Administrative Team, effective January 30, 2023. Salary will be \$156,000 for 260 days of service, prorated based on the number of days worked. This is a replacement position funded through the General Operating budget.

PAMELA SCHOENLY, Temporary Professional, effective date October 31, 2022. Assignment: Floater Teacher, Early Intervention Program with base salary of 80% of Bachelors, Step 4, \$41,936 for 190 days of service will be prorated for a total of 128 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

ROSA SOTO, Paraeducator, effective date to be determined. Assignment: Communication Facilitator, Deaf/Hard of Hearing Program with base salary of HS+48, \$27,075 + \$2,950 annual

stipend for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.

DOROTHEE VEIT-MURRAY, Temporary Professional, effective October 17, 2022. Assignment: Speech and Language Therapist, Early Intervention Program with base salary of Masters+60, Step 1, \$59,507 for 190 days of service will be prorated for a total of 139 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CODY WELSH, Custodian, Administrative Team - Operations, effective October 17, 2022. Base salary of \$27,849.04 + \$1,950 stipend for 260 days of service will both be prorated for a total of 185 days worked through June 30, 2023. This is a replacement position funded through the General Operating budget.

HEATHER WELSH, Custodian, Administrative Team - Operations, effective date October 10, 2022. Base salary of \$29,241.49 + \$1,950 stipend for 260 days of service will both be prorated for a total of 189 days through June 30, 2023. This is a replacement position funded through the General Operating budget.

CHANGES OF STATUS:

NICOLE FICKES, from Mental Health Worker to Teacher, Capital Area Mental-health Program, effective October 3, 2022. Change of status results in a change of salary to \$50,920 which is based on a Bachelors, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 156 days.

KIRBY HOKE, from Custodian to Maintenance Technician/Custodial, Administrative Team - Operations, effective October 31, 2022. Change of status results in a change of salary to \$31,205.52 for 260 days of service and will be prorated for a total of 175 days through June 30, 2023.

ANGIE KEEFER, Educational Paraprofessional, ANPS Program, from full-time to part-time status, effective November 1, 2022.

LEEANN LETERSKY, from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program, effective October 17, 2022. Change of status results in a change of salary to \$50,920 which is based on a Bachelors, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 138 days.

SEAN TANEY, from Long Term Substitute Mental Health Worker to full-time Mental Health Worker, Emotional Support Program, effective October 17, 2022.

***Our Mission:** Provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. #BeGreat*

***Our Vision:** Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives*



All-in!

NEWSLETTER

Executive Director's Report
October 2022

CAIU Board of Directors

Jean Rice, President
Judith Crocenzi, Vice President
David Barder
Richard Bradley
Kevin Busher
Paula Bussard
Terry Cameron
Scott Campbell
Alyssa Eichelberger
Melanie Gurguiolo
Barbara Geistwhite
Dennis Helm
Jaime Johnsen
Jason Miller
Ericka Schmidt
Patrick Shull
William Swanson
Ford Thompson
Micheal Wanner

CAIU Executive Team

Dr. Andria Saia
Executive Director
Maria Hoover
Director of Educational
Services
Dr. Andrew McCrea
Director of Student Services
Daren Moran
Director of Business and
Operations
David Martin
Director of Technology Services
Blake Wise
Manager of Human Resources

Our Mission

CAIU provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. #BeGreat

Our Vision

Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives

In This Issue

- 3 From the Executive Director's Desk
- 4-5 Giving Voice to Our Values: A Fresh Look at Onboarding
- 6-8 Noteworthy: #BeGreat and #ChangingLives
- 9 Opportunities To Do Good
- 10 Welcome New Hires!
- 11 CAIU Compliments

Front cover photo: CAIU OTs and PTs had training recently, held at the CAIU Enola campus.

Do you have a story about staff or students living our values out loud, being greating, and changing lives?

Share your Giving Voice to Our Values stories, student successes, #begreat and #changinglives moments and more! Email stories for All-In or social media to communications@caiu.org.

Deadline for November All-In: Friday, Oct. 28

All-in!
NEWSLETTER

Executive Director Report
All-In! Newsletter
October 2022
2022-2023, Issue 4
© Capital Area Intermediate
Unit



Capital Area Intermediate Unit
CAIU MAIN OFFICE

55 Miller St.
Enola, PA 17025
www.caiu.org
Email: info@caiu.org
Phone: 717-732-8400

From the Executive Director's Desk



Connecting Through Better Conversations

Have you ever wished a conversation had gone better or planned for a future conversation hoping it would go well?

A new book from Heather Holleman called "The Six Conversations: Pathways to Connecting in an Age of Isolation and Incivility" speaks directly to our desire and ability to connect more deeply with others through better conversations.

Let's start with the question, "Do I want to have better conversations?" Maybe your first answer is "my conversations are just fine," and that may very well be true.

Before you determine your final answer, think about the last conversation you had where you felt loved, understood, and connected to the other person or group. Where you thought "WOW! That was a great conversation!" Now ask yourself, did you feel that the other person was genuinely interested in you? Liked and cared about you? Did you feel like the other person shared in the conversation and that a closeness was created? Great conversations are built on the vital fundamentals of interest, liking, caring and sharing. Like all skillsets, we can foster these conversational fundamentals through cultivating the following four mindsets:

- Interpersonal curiosity ("Be curious")
- Positive Regard ("Believe the best")
- Investment ("Express concern")
- Mutual Sharing ("Share your life")

These mindsets help you learn the aptitude for positive conversations, those that include asking, complimenting, disclosing, encouraging, listening, and inspiring.

In the research world, these arts are aligned with the "closeness-enhancing behaviors" of openness, attention, and involvement. Let's look at these behaviors a bit more deeply.

Be Curious. So simple and yet so important. Writer Dale Carnegie authored a book called "How to Win Friends and Influence People." He found that, "You can make more friends in two months being genuinely interested in other people than you can in two years by trying to get other people interested in you." How can you become more curious? Start with getting excited about all you can discover. Not sure how to start? Think about what would you ask if you were curious.

Bob Tiede, author of "Now that's a great question," suggests that if you are stuck, begin the conversation with the following: "I'm so curious. Tell me about _____."

Believe the Best. Without believing the best, curiosity doesn't become the superpower it can be. Your curiosity rings false, or self-serving, if you do not have positive regard for your conversation partner. Imagine entering into a conversation with someone you feel judges or criticizes you, and think about your willingness to open up in that situation. If you need to practice, Bob suggests starting a conversation with "I'm so happy to be talking with you" or "I really enjoy connecting with you."



Express Concern. Investing in your conversation and your conversation partner means you are invested in the outcome and you are investing time in the conversation because you care about what happens to the other person. Investment does not mean you take another's problems as your own; rather that you position yourself to be a support to others, care about them, and imagine your interconnectedness. Wondering how to do this? Find out what others are celebrating or concerned about.

Mutual Sharing. This may be the most challenging skill. Mutual sharing requires you to be vulnerable and share, in addition to, expressing your interest in others. Be honest in answering the question "How are you today?" Be aware of what you are excited or worrying about. Sharing about yourself has the magical effect of making it easier for your conversational partner to share.

We all want to feel seen, heard, and understood. It is the core of our work around belonging. By practicing these skills, we can have more meaningful conversations, develop deeper, more satisfying relationships, and satisfy our biological need to connect. What might you do to improve your conversations today?

A handwritten signature in blue ink that reads "Andria L. Saia".

Dr. Andria Saia (she/her/hers)
Executive Director

Giving Voice to Our Values

#Dedication

#Service

#Partnership

A Fresh Look At Onboarding

By: Blake Wise, Director of HR

Do you remember the last time you accepted a position with a new employer? How did you feel during the first day, week, or month on the job? The start at a new organization can be exciting, invigorating, or even overwhelming.

This year, as part of our annual [strategic planning process](#), the CAIU is putting its organizational effort behind improving recruitment and retention efforts to address the ongoing staffing issues all educational agencies are facing. Additionally, as part of our collective goal to foster a culture of belonging and dignity, we wanted to make sure we were creating that environment from the very first contact that a prospective employee has with our organization.

Ultimately, our goal at the CAIU is to be an employer of choice in our region and improve the employee experience, creating a positive and engaging environment at every stage of an employee's career starting from day one. To ensure we are meeting employee needs throughout the onboarding process, which is the first time a new employee is really engaging with the HR team and their new supervisor, we felt we needed to gather feedback from staff who have recently joined our Team. This feedback is critical to informing us what we are doing great and where there might be opportunity for improvement.

Our first step was to create a New Employee Survey asking questions ranging from how the employee heard about the job opening they applied for to what information they believe would have been valuable to know prior to starting their new position.

This data is important to understanding what if any challenges there are for new employees, as well as to remove or reduce any barriers in our recruitment process that could lead us to losing highly qualified candidates to other employers.

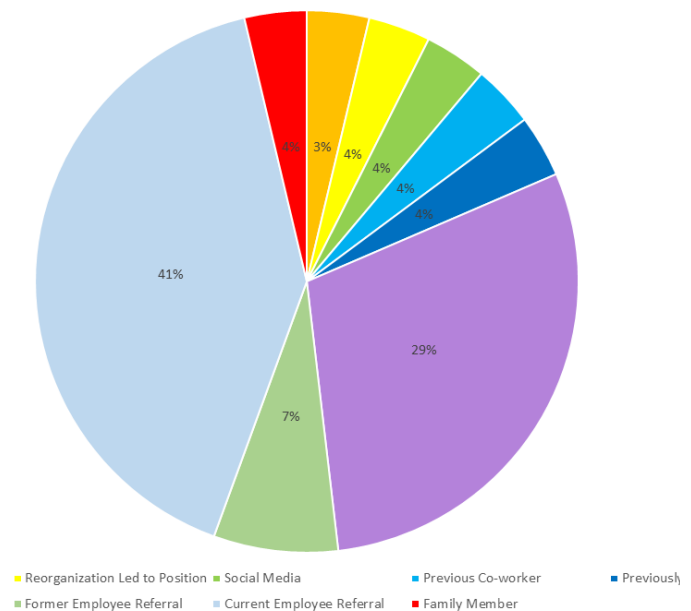
Some possible barriers are:

- Candidates having difficulties completing our online application
- Length of time it takes to complete the application
- Delays reviewing resumes and scheduling interviews

Out of 44 new hires, 27 responded to the survey. The next step is analyzing data we receive and sharing it with team leaders across the IU. This collaboration process has

already begun during a recent CAIU Student Services goal planning meeting where members of the HR Team joined in the discussion of promoting the CAIU as an employer of choice in our local communities and not just a service provider.

How Did You Find Out About the Job?



As can be seen in the pie chart, our employee referral program has been a huge success in creating brand ambassadors out of our current staff members. The program allows our employees to earn an amazon gift card for candidates they refer who are successfully hired. These referrals have accounted for more than 40 percent of our new hires over the past year and are being referred by individuals that can provide a firsthand account of what it's like to work at the CAIU.

One outcome from our discussions is the need to widen the scope of our recruitment efforts by participating in additional career and job fairs hosted by local colleges and universities. Some upcoming events that we will be participating in will be hosted at Indiana University of Pennsylvania, Messiah University, and Cumberland Valley High School.



Giving Voice to Our Values

#Expertise #Leadership #Innovation

In addition, we have begun posting all job openings to the online job board, Indeed.com, which is the #1 job site in the world with more than 250 million visitors each month. The great thing about this is that it is taking place automatically every time we post a job through our Application Tracking System, Frontline.



Another actionable step we are working towards is creating and implementing a consistent communication protocol to be used with all new employees, regardless of the position they fill or team they have joined.



Leadership is in the planning stages of communication templates that include valuable information for new hires such as address of starting location, contact number for the person who will be greeting them, and the name of a mentor who they can connect with to start building interpersonal relationships and access for support.

The upcoming introduction of the CAIU's new intranet site will also play an important role in making policies, procedures, and other valuable information easy to access no matter where the staff member is located. The HR FAQ page is an excellent resource to get answers to your frequently asked questions.

The final stage of the initiative to improve our employee onboarding experience is to evaluate the feedback we receive from the onboarding survey and identify other actionable

steps to #BEGREAT from the first moment a candidate decides to apply.

Another way we are looking to boost our postings for open positions is to utilize the words of our own staff. Volunteers are asked why they love working at the CAIU. Their answers to this question and their picture are then turned into a social media post.



Why use our staff in an employment campaign? We recognize that people chose employers for a variety of reasons, and that sometimes that reason is about being part of something great, that provides the ability to be a positive impact in the world. No one can give voice to our values and explain the best reasons to work for the CAIU better than our staff.

#YouBelongHere

Why do you Love working for the Capital Area Intermediate Unit (CAIU)?

"The wonderful staff that I work with at the CAIU make coming to work enjoyable." Not our words, but those of our staff.

#CAIUFamily #BeGreat #ChangingLives
#LoveWhereYouWork #NowHiring #GoTeamCAIU
#GreatPerks #YourPlaceToBelong

It's an exciting time to be a part of the CAIU family and we want to spread the word throughout the communities we serve. We are truly #ChangingLives of our students, families and our staff!

Noteworthy

#BeGreat

#ChangingLives

Keystone State Challenge Academy Confers Awards

The Keystone State Challenge Academy (KSCA) had its first round of academic awards on September 30.

The Academic Excellence Award for the highest overall academic score went to Cadet Moroz.



The Instructor's Award for the cadet showing the greatest academic progress (as nominated by the teachers) went to Cadet Kangar.

We also had seven cadets receive the Academic Star Award for maintaining a cumulative grade of 85 or higher. They were Cadets Knapp, Knapp, T., Moroz, Noecker, Taylor, Valdes, and Wagner.

We are just over half way through our first class cycle. So far, our CAOLA students have completed 13 courses (each course is equal to either one marking period or one semester).

CAIU Reading Network

By: Ami Healy

The CAIU Reading Network kicked off its first session of the year on Sept. 29 with more than 100 Reading Specialists/Interventionists in attendance.

There was representation from 15 member districts, as well as charter schools, non-public schools, and a few LEAs outside of the CAIU 15 region.

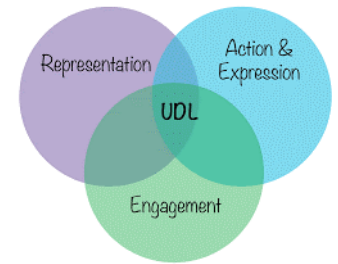
The CAIU Reading Network started in 2017 and quickly became the largest IU-run network focused on bringing the science of reading to educators.

The network maintained high attendance throughout the pandemic when forced into a virtual format. CAIU now offers two sessions for each meeting date, an in-person and a virtual session. For more information, [email Michelle Davis](#).

UDL: Walk In The Park

The Training and Consultation team experienced a unique professional learning day focused on Universal Design for Learning, led by TaC consultants Lisa Smiley and Samantha Forsythe.

The group met at Adams-Ricci Park to explore the UDL Guidelines through a community setting lens for learning.



The CAIU is offering the UDL: Walk in the Park workshop on October 28 for LEAs to join in, develop a UDL mindset, explore how design is connected to intention, and make connections with UDL based on individual roles.

HACC Courses at LYDC

By: Cynthia Lupold

As you all may know, the CAIU provides educational services to students from ages 12 to 21 who have been adjudicated to the Loysville Youth Development Center (LYDC) in western Perry County. While most students at LYDC are still working on their high school graduation requirements, occasionally students have already earned their high school diploma or GED but are still required to attend school. To address their unique academic needs, LYDC began a pilot program with the Harrisburg Area Community College (HACC), which allows high school graduates and GED holders the opportunity to attend an online HACC course.



The course is funded by the state, and allows students to earn three college credits. This semester, the students are taking a 12-week course in Health and Wellness. All instruction is online and taught by a HACC instructor. CAIU teachers Alison Howard and Meggan Morrison facilitate their learning in person.



So far there are two students enrolled and they are working hard and experiencing success! Next semester LYDC and HACC plan to offer and English class as well. This is another great example of how CAIU partnerships benefit our students!

Noteworthy

#BeGreat

#ChangingLives

CAOLA Student Participates in NY Fashion Week

A Newport High School student who is enrolled in the Newport Cyber Academy Program, powered by CAOLA, recently had a unique experience by participating in CAOLA and Cumberland Perry Career Tech Center.

She was selected to participate in fashion week in NYC for cosmetology as a makeup artist. This great news highlights the strong partnership that CAIU and CAOLA have with our schools and CTC programs and how it is benefitting our students!



"I take CAOLA courses because it allows me to have more time towards my cosmetology career. Not having

to be in the Newport school building allows me to go out on job shadows and go into the salon I work at (Nailed it with Style) to get more hands-on experience and learn from the stylist before going to VoTech for the second half of my day," the student said.

"I attend Cumberland Perry CTC for Cosmetology. Growing up, I always loved playing with people's hair and painting nails, so in my ninth-grade year, I enrolled to attend VoTech for my tenth-grade year. Now I'm a level 3 and I have no regrets about taking this class," she added.

Her advisor, Tammy True, said, "She began taking CAOLA courses during the 2021-22 school year. She is an excellent student and maintains a high GPA in her courses."

Suicide Prevention Rock Drop

In support of Suicide Prevention Awareness, the Training and Consultation team painted rocks with positive images and messages for the Out of the Darkness Walk on Oct. 8 at City Island, Harrisburg.

Painted rocks were placed along the walk route to send positive messages to walkers and passersby.



This is the second year in a row that the TaC team has participated in this activity. A young lady came up to the table who was incredibly moved by the rock she had found. It had a favorite phrase of a person she lost painted on. She was so grateful.

Early Intervention

As you probably know, CAIU has an Innovation Grant program that encourages employees to submit a great idea through the innovation grant process with the goal of obtaining resources to get their idea up and running.



This year, CAIU Early Intervention Speech-Language Pathologist Heidi Haas, was awarded one of five Innovation Grants. Heidi's program, "Speech Links to Literacy,"

is a pilot of a community-based, parent coaching speech therapy group. Early literacy skills, such as phonological awareness and letter knowledge, are the best predictor of later achievement in reading. Young children with speech sound disorders are at an increased risk of delays in reading skills without intervention.

To address this concern, Heidi proposed a co-taught group that focuses heavily on phonemic awareness and emergent literacy activities.



In collaboration with the director of children's services of Dauphin County Library System, five students with speech disorders and five peers with typically developing speech will participate in group story time with opportunities for individual and small group work focusing on evidenced-based therapeutic approaches.

In partnership with the Dauphin County Library System, the group will meet at the Madeline Olewine Library.

Children will be able to [register online through the DCLS](#) monthly. #partnership #innovation #expertise

Noteworthy

#BeGreat

#ChangingLives



A huge thank you to the CAIU students at the Loysville YDC who made this amazing book storage unit which the students and families at the Capital Area Early Learning Center are enjoying.

Goals in Action

By: Amy Cserny

The Student Services School Based Access Program (SBAP) set a personal goal to connect with many of the providers who work alongside the SBAP program each year.

The team, composed of Rosemary Braught, Leslie Barnes, and Vania Jaroch, review submitted paperwork and track provider logs for medically eligible services that a student receives on their IEP.

Along with the paperwork tracking, the team often reaches out to the providers for clarification or additional information as needed. The idea for the goal was to simply say "thank you" for the tireless work that the providers put forth throughout the school year and that their work is recognized and appreciated by our team.

The team began their goal work by researching clever ways to say thank you. The ladies ultimately decided that everyone loves chocolate, and what better way to deliver a kind message than on a Hershey bar?

Labels were designed and put on each chocolate bar then passed out in conjunction with the IU Celebration Calendar events.



In the past, Occupational Therapists were given their treats for Occupational Therapy Month in April and SLPs, Nurses, and THI/DHH teachers were celebrated in May. The group is currently planning on surprising (sshhh!) Physical Therapists, Audiologists, and School Psychologists for celebrations in the months of October and November.

The SBAP team sincerely hopes that as providers receive their treats, that they take a moment to recognize how thankful we are for all that they do and the help they provide the department each and every year. We appreciate you!!

Supporting Champions for Children

During to restrictions resulting from COVID-19, our partners at Community Aid were required to re-evaluate the donation bin locations. Locations that could not be serviced on a regular basis were removed.

Donations will now be accepted at all Community Aid stores. Please provide our **Partner ID Number: 10213** when making your donation in person.

When you drop off your donation and provide our partner ID number, Champions for Children will receive money from your donation.

The partnership with Community Aid allows C4C to meet the needs of students receiving services through the CAIU. C4C has provided funding for clothing, medical bills, equipment, food, and many other necessities.



Opportunities to do good

Training & Events

The Capital Area Intermediate Unit (CAIU) hosts numerous innovative events and conferences throughout the year. Our team of consultants, staff, and specialists values and supports lifelong learning.

All events and conference offerings are available in the Frontline Registration System or in Eventsforce.

Check out our [Events & Conference](#) page often to see what opportunities are available to you!

Here are some of our upcoming trainings:

- 11/1/2022 to 12/15/2022 [Google Summit 1.0 2022 \(Asynchronous\) November Edition](#)
- 11/1/2022 to 12/6/2022 [Classroom Management for Monitors - Act 91](#)
- 11/8/2022 to 3/20/2023 [Initial Tier 1 PBIS Training](#)
- 11/9/2022 [Becoming a Trauma-Sensitive School](#)
- 11/16/2022 [School Safety Conference](#)
- 11/17/2022 [AT Options for Communication](#)
- 11/17/2022 [Listening to Understand Lunch-and-Learn Series, The Trouble with My Name](#)
- 11/30/2022 Cultivating Student Belonging and Engagement



CAIU has partnered with The Period Project in Harrisburg to collect menstruation management supplies for women and girls in the capital region who lack access or funds. For more information, [click here](#).



CAIU Service Projects

(July 2022 – January 2023)

CAIU staff are encouraged to give back to the community by participating in a CAIU Service Project. These projects must be completed after July 1 and on or before our CAIU All Staff Day in January. In exchange for your participation, you get the afternoon of All Staff Day off!

Service projects are not just about doing good things, they are also about building relationships and community.

Click [HERE](#) for CAIU Service Project Process and Forms.

Here are some upcoming Service Projects:

- **11/7/2022** - [ALL STAFF DAY - Care Packages for the Troops](#)
- **12/3/2022** - [ALL STAFF DAY - Holiday Kids' Shop at Fort Hunter](#) (more dates/times available)
- **12/9/2022** - [ALL STAFF DAY - Live Nativity Participation](#) (more dates/times available)

Upcoming CAIU Events

- **10/29/22** 11am-4pm – CAIU Fall Fest, CAIU, 55 Miller St, Enola, PA. More information [here](#).
- **11/26/22** Monte Carlo Night fundraiser. More information [here](#).

Welcome New Hires!

- **Kimberly Dauksha** is a teacher at South Mountain Elementary.
- **Kimberly Shank** is an educational consultant.
- **Priscilla Tanco** is a special projects coordinator at the Enola Office.
- **Diane Sipe** is an EPP at Bishop McDevitt.

Farewell, Retirees!

- **Rita Harvey**, retiring after more than 19 years of service.
- **Patricia Merrill**, retiring after more than 14 years of service.
- **Jenny Heffner**, retiring after more than 32 years of service.
- **Hope Hoover**, retiring after more than 35 years of service.
- **Debra Wanchow**, retiring after more than 30 years of service.
- **Renee Wesner**, retiring after more than 15 years of service.



A large, dark-themed poster for a Monte Carlo Casino Night fundraiser. The poster features a large, stylized gold outline of a roulette wheel on the left side. The text "MONTE CARLO" is written in large, bold, gold letters across the middle of the wheel, with "CASINO NIGHT" in smaller gold letters below it. In the top right corner, the text "SATURDAY NOV 26 at 6PM" is written in gold, with "at" in a script font. Below this, "WHITAKER CENTER" is written in white. In the bottom right corner, there is a QR code with a small apple logo in the center, and the text "GET TICKETS & EVENT INFORMATION" above it. Below the QR code is the CASTL logo, which consists of a stylized apple with a gear inside, and the text "CASTL Center for Advanced School Teaching and Learning" below it. At the very bottom, the text "A CASTL AND CAPITAL AREA INTERMEDIATE UNIT FUNDRAISER" is written in white.

**SATURDAY
NOV 26 *at* 6PM**

WHITAKER CENTER

**MONTE
CARLO**
CASINO NIGHT

GET TICKETS
& EVENT INFORMATION


CASTL
Center for Advanced
School Teaching and Learning

A CASTL AND CAPITAL AREA INTERMEDIATE UNIT FUNDRAISER

Sally Fike, Front Desk Receptionist #Service After work one recent day, I discovered my badge had fallen off my lanyard. The next afternoon, an envelope was delivered to me. Upon opening it, I discovered someone found the badge outside the Enola office and returned it to the front desk. Sally not only returned my badge but also took the initiative to make me a new one, as she noticed the top of the original was damaged. Your act of kindness made my day. Thank you so much, Sally! *Submitted by Mary Jane Fledderjohn, SLP/Educational Consultant*

Lyndsay George, Educational Paraprofessional #Dedication Lyndsay came on board during a stressful time of moving from our location in Lemoyne to the Capital Area Learning Center. She managed all the changes with humor and grace and quickly became a very important member of our preschool team. Thanks to Lyndsay for all your help during a year full of changes and challenges! *Submitted by Becky Boone, Early Intervention Specialist*

Amy Caldwell, Assessment Specialist/Service Coordinator #Service Amy went above and beyond the call of duty to help me with an assessment. I needed to have a quick turnaround time on the report, and within just a few days, Amy had arranged for an interpreter, evaluated the student, and wrote the assessment summary. I'm so grateful to her for her willingness to help me on such short notice. Thank you, Amy! *Submitted by Heidi Haas, Speech-Language Pathologist*

Kelly Daniels, Teacher #Dedication With the continual increase of new students, it is very easy to get into a routine with IEPs, but not for Kelly. She did a FANTASTIC job of ensuring that a new family understood what their child's services would look like upon beginning when she turns 3. Kelly took the time to explain each component as well as address and ensure the parents questions and concerns were met. Knowing she has this relationship with her students and their families is such an honorable quality. A truly spectacular co-worker. I am grateful to be part of IEP teams with her! *Submitted by Emily Robenolt, Physical Therapist*

Norman Dixon, Teacher of the Visually Impaired #Service It has been great to collaborate with Norm on various occasions to develop an interdisciplinary approach for a particular student with significant vision challenges. He is quick to respond and implement ideas, as well as provide various braille resources to allow this student better access when participating in the classroom and during Physical Therapy. His service to the students and team involvement is truly appreciated. *Submitted by Emily Robenolt, Physical Therapist*

Greer Aukstakalnis, Occupational Therapist #Partnership Greer and I share a school district. She provides OT to the school age students; I provide speech therapy to the pre-K students. I do not have a dedicated space and usually am given whatever room is empty. Last week, there were no empty rooms. Greer graciously offered to share her space and has been very generous in sharing any supplies I may have forgotten. This is easy for a traveling therapist to do! Thank you, Greer, for being such a great colleague! *Submitted by Lisa Brittingham, Speech Pathologist*

Jackie Ford, Program Assistant #Partnership Jackie has been a wonderful addition to the Educational Services team. Jackie dove right into her work as a member of the Summer Camps team and has been eager to learn and help the program grow and flourish. Should a problem arise, Jackie always provides a solution and handles it with professionalism and grace. Her dedication to her work and compassion towards her team has not gone unnoticed. She truly is one of a kind! *Submitted by Beth Cappello, former Special Projects Coordinator*

Haley Burkholder, Accountant #Expertise Haley has helped me with CAOLA invoicing on many occasions and she is always available and more than willing to help me out with whatever I need (whether the need is large or small). Her expertise with Excel is great and I have been able to learn from her based on her expertise. I am very grateful for her knowledge. Thanks, Haley, for being there for me and an asset to the Business Office for sure! *Submitted by Sally Mentzer, Program Assistant*



ENOLA CAMPUS
55 MILLER STREET
ENOLA PA

Fall fest

A family fun event!

**A FREE family event to celebrate
our staff, families and community.**

*All proceeds benefit Imagination Library,
Operation Warm, and Champions for Children.*

We have **more than 50 booths**, including:
Cupcakes | Pottery | Baked Goods | Wood Crafts
Custom T-shirts & Tumblers Hand-painted Crafts
Hair Accessories | Beauty & Skincare Products
3-D Printed Toys | Resin Items | Gourmet Popcorn
Tastefully Simple | Thirty-One Products | Hot Cocoa
Bombs | LuLaRoe Clothing | Candy | STEAM Activities
Usborne Books & More | Jewelry | Wreaths | Candles
Pampered Chef | AND MORE!

***Please bring non-perishable food
and personal hygiene items for
The Giving Pantry.***

Activities Include: DJ Music | Food
Trucks | Trunk-or-Treat | Chili Cook-Off
Inflatable Activities | Critter Connection
Petting Zoo | Face Painting | Balloon
Artist | Pumpkin Painting | Caricature
Artist | and MORE!

**SATURDAY
OCTOBER 29, 2022
11 AM - 4 PM
WWW.CAIU.ORG/FALLFEST**



FALL FEST SCHEDULE

Event Opens

11:00 am

Booths Open

DJ Starts

Fall Photo Op

Balloon Artist

Caricature Artist

Face Painting

Fire Trucks

Pumpkin Painting

Inflatable Activities

1:00 pm

Trunk or Treat Begins

2:00 pm

Food Trucks Close

Trunk-or-Treat Ends

Trunk-or-Treats Awards
for Best Decorations

Costume Parade
followed by Top Three
Costume Awards
& Participation Prizes

Fire Trucks Depart

3:00 pm

Chili Cook-off Voting
and Winner Announced

4:00 pm

All Activities Close
Booths Close

THANK YOU SPONSORS!



12:00 pm

Food Trucks Open

1:30 pm

Chili Cook-off Opens

2:30 pm

Chili Cook-off Ends
Balloon Artist Departs

3:30 pm

Raffle Basket
Winners Announced
Pumpkin Painting
Ends