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Derry Township School District Board of Directors Meeting September 12, 2022 Summary Minutes - IV

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:04 p.m. The meeting was conducted both in-person and virtually.

1.b. Roll Call

Minutes

Members in Attendance: Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Ericka Schmidt, and Terry Singer

Members in Attendance Virtually: Mike Rizzo

Members Absent: Donna Cronin, and Kathy Sicher

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

Solicitor: William Zee

Staff/Public in Attendance In-Person: Phil Ayala, Tracy Brown, Sarah Karpel, Larry Lenovich, John Miller, Sheryl Pursel, Jason Reifsnyder, Aaron Shuman, and Marty Stabley

Staff/Public in Attendance Virtually: Lisa Balanda, Mark Balanda, Tracy Brown, Catherine Burys, Michael Davies, Katherine English, Jena Funck, Anna Gawel, Scott Harman, Colby Hollinger, Cindy Jackson, Melissa Kaminski, Kristin Leiss, Andrea Mitchell, Kim O'Connell, Jennifer Renz, Angie Shipper, Leanne Shoemaker, Melissa Shultz, Carol Smith, Sarah Smith, Heidi Stine, Peggy Taylor.

Press in Attendance: 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 Mrs. Memmi and a second by Mr. Singer the board agenda for this evening's meeting was approved.

Vote Results

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

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

There were no citizens requesting recognition by the board.

2.c. Standing Committee Meeting Report

Minutes

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

- 2022-23 Meeting Dates
- Three textbook recommendations for second read

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

- Review of Board Operating Guidelines in comparison to the Board Policies to match language
- Revisions were made note of, fewer revisions were made than were expected.
- Review and revision of policies from PSBA, approval for 30 day review on an upcoming Board Meeting Agenda

2.d. Community Correspondence Report

Minutes

Ms. Karpel reported that there was a total of 17 submissions during the month of August.

2.e. Recognition of Student Club Name Change - Helping People, Period!

The listed High School Student Club Name Change is recognized. No Limited Service Contract is associated with this club. The club does handle funds through a Student Activity Account.

- Helping Women, Period!, changes to, Helping People, Period!

Minutes

The club Helping Women, Period! was recognized as having a name change to Helping People, Period!

2.f. 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 September 12, 2022 Board of Directors Summary Minutes
2. Presenter Contract - Moritz Consulting
3. Staff Development Conference
4. Student Club - Tech Deck Club
5. Asset Panda Agreement Renewal

6. Central Susquehanna IU - PA Trust
7. Hershey Entertainment 2023 Prom Venue
8. Kenbrook Agreement
9. PowerSchool Group
10. Telesystem Agreement
11. Turf, Track, & Court LLC
12. Edupoint
13. Slaymaker Rentals
14. Partnership for Career Development Services
15. Casting Votes PSBA Officers 2023

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. Memmi and a second by Dr. Koch the Consent Agenda items were approved.

Vote Results

Yea: 7 Robert Bennett, Lindsay Drew, Lindsay Koch, Maria Memmi, Michael Rizzo, Ericka Schmidt, Terry Singer

Nay: 0

Abstain: 0

Not Cast: 2 Donna Cronin, Kathy Sicher

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

4.b. 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: Courtyard of Honor

Date/Time: Saturday, October 15, 2022 7:30 a.m. - 9:30 a.m.

Requested Facility: High School Parking Lot

Event: Michael Horrocks Motorcycle Ride
Fee: None

Group: Deer Run of Hershey Homeowners Association
Date/Time: Thursday, November 10, 2022 5:00 p.m. - 9:00 p.m.
Requested Facility: Middle School LGI
Event: Homeowners Association Meeting
Fee: None

Group: Harrisburg Area YMCA (Retroactive)
Date/Time: Monday, August 22, 2022 - Thursday, June 2, 2023 (or last day of school)
Requested Facility: Elementary School Cafeteria
Event: Before & After School Child Care Program
Fee: None

Group: State YMCA of PA Youth & Government
Date/Time: Saturday, September 24, 2022 8:30 a.m. - 2:30 p.m.
Requested Facility: High School LGI, Classrooms G142, G146, G148, G150, G152 & Cafeteria
Event: Youth & Government Delegation Leaders Training Day
Fee: Custodial \$44.09 per hour (Approximately \$264.54)
Total Fees: Approximately \$264.54

4.c. Approval of Field Trip/Excursions - Music Department Overnight Field Trips

The Administration recommends the approval of the proposed overnight field trip/excursions as listed:

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	10
<i>Grade Level:</i>	9-12

<i>Destination:</i>	Cumberland Valley High School, 6746 Carlisle Pike, Mechanicsburg, PA
<i>Purpose:</i>	PMEA District 7 Orchestra Festival
<i>Depart:</i>	January 26, 2023
<i>Return:</i>	January 28, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	10
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Hershey Middle School, Hershey, PA
<i>Purpose:</i>	PMEA District 7 Band Festival
<i>Depart:</i>	February 9, 2023
<i>Return:</i>	February 11, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	6
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Bloomsburg University, 400 E. 2nd Street, Bloomsburg, PA
<i>Purpose:</i>	PMEA Central Region Orchestra
<i>Depart:</i>	March 9, 2023
<i>Return:</i>	March 11, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	6
<i>Grade Level:</i>	9-12
<i>Destination:</i>	TBD
<i>Purpose:</i>	PMEA Region V Band
<i>Depart:</i>	March 23, 2023
<i>Return:</i>	March 25, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh

Group:	Music Department
<i>Number of Participating Students:</i>	5
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Boiling Springs HS, 21 Academy Street, Boiling Springs, PA
<i>Purpose:</i>	PMEA District 7 Jazz Band Festival
<i>Depart:</i>	March 31, 2023
<i>Return:</i>	April 1, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh
Group:	Music Department
<i>Number of Participating Students:</i>	5
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Kalahari Resort, Poconos, PA
<i>Purpose:</i>	PMEA All-State Conference
<i>Depart:</i>	April 19, 2023
<i>Return:</i>	April 22, 2023
<i>Trip Leader:</i>	Mr. Buterbaugh

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

4.d. Approval of Textbooks

The Administration recommends the approval of the following textbook for use in the 2022-2023 school year:

Middle School	
<i>Curricular Area:</i>	Middle School, Social Studies
<i>Subject/Course:</i>	Social Studies
<i>Grade Level(s):</i>	6
<i>Title:</i>	Caminar
<i>Publisher:</i>	Candlewick Press
<i>Author:</i>	Skila Brown
<i>Copyright:</i>	2014

<i>Curricular Area:</i>	Middle School, English Language Arts
<i>Subject/Course:</i>	7th Grade ELA
<i>Grade Level(s):</i>	7
<i>Title:</i>	Drums, Girls, and Dangerous Pie
<i>Publisher:</i>	Scholastic
<i>Author:</i>	Jordan Sonnenblick
<i>Copyright:</i>	2004
<i>Curricular Area:</i>	Middle School, English Language Arts
<i>Subject/Course:</i>	7th Grade ELA
<i>Grade Level(s):</i>	7
<i>Title:</i>	Refugee
<i>Publisher:</i>	Scholastic
<i>Author:</i>	Alan Gratz
<i>Copyright:</i>	2017
<i>Curricular Area:</i>	Middle School, English Language Arts
<i>Subject/Course:</i>	7th Grade ELA
<i>Grade Level(s):</i>	7
<i>Title:</i>	They Called Us Enemy
<i>Publisher:</i>	Top Shelf Productions
<i>Author:</i>	George Takei, Justin Eisinger, Steven Scott, and art by Harmony Becker
<i>Copyright:</i>	2019
<i>Curricular Area:</i>	Middle School, English Language Arts
<i>Subject/Course:</i>	7th Grade ELA
<i>Grade Level(s):</i>	7
<i>Title:</i>	The Wednesday Wars
<i>Publisher:</i>	Harper Collins

<i>Author:</i>	Gary D. Schmidt
<i>Copyright:</i>	2005

The textbooks were reviewed and approved at the June 13, 2022 Curriculum Council meeting. The funding for the recommendation is included in the 2022-2023 Curriculum Budget.

4.e. Approval of Activity Account for Student Club - Tri-M Music Honors Society

The Administration recommends the addition of a student activity account for the Tri-M Music Honors Society club. No Limited-Service Contract is associated with this club.

4.f. Hammel Associates Architects, LLC

The Administration recommends the Board approve the agreement with Hammel Associates Architects, LLC to include a preliminary evaluation, assessment, recommendations and preparation of the exterior masonry of the Granada Building. The estimated proposal cost is \$22,690.

4.g. Americhem Renewal Rental Agreements

The Administration recommends the Board approve the renewal rental agreements with Americhem to provide equipment to be used by maintenance staff to clean floors throughout the District.

4.h. PowerSchool Group, LLC

The Administration recommends the Board ratify the agreement with PowerSchool Group, LLC to provide 15 hours of training time at a cost of \$3,575 to business office staff using the eFinance accounting system.

4.i. Zoom Video Communications, Inc. Agreement

The Administration recommends the Board ratify the agreement with Zoom Video Communications, Inc. at an additional cost of \$11,508.68 to purchase zoom licenses for all professional staff in the 2022-2023 school year.

5. NEW BUSINESS

5.a. Van Purchase

The Administration recommends the purchase of One (1) 2022 - 9 Passenger Ford Transit School Student van through Whitmoyer Auto Group to replace our 2004 school student van used for custodial purposes in the amount of \$44,235.00.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Koch the purchase of a 9 passenger Ford Transit School Student van was approved.

Vote Results

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

5.b. Approval of Service Agreement with Capital Area Intermediate Unit (Title I)

The Administration recommends the Board approve the Title I Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for the 2022-2023 School Year.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Koch the Service Agreement with Capital Area Intermediate Unit (Title I) was approved.

Vote Results

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

5.c. Tax Collector Agreement

The Administration recommends the approval of the Tax Collector Agreement with Derry Township Tax Collector and Dauphin County/Office of County Treasurer for the collection of school district real estate taxes beginning July 1, 2023.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Koch the Contract Agreement was approved.

Vote Results

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

5.d. Resolution 2022-01 Authorizing Collection of School District Real Estate Taxes

The Administration recommends the adoption of Resolution 2022-01 authorizing and designating Dauphin County and the County Treasurer for the collection of school district real estate taxes beginning July 1, 2023.

Minutes

Following a motion by Mr. Singer and a second by Mrs. Memmi the Resolution 2022-01 authorizing collection of school district real estate taxes was approved.

Vote Results

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

5.e. Software Usage Agreement with Dauphin County

The Administration recommends the approval of the Software Usage Agreement with Dauphin County to view and generate reports of real estate tax payments.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Koch the software usage agreement with Dauphin County was approved.

Vote Results

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

5.f. Approval to issue Request for Proposal for Local Service Tax and Occupation Tax Collection

The Administration recommends the Board approve the Request for Proposal for Local Service Tax and Occupation Tax Collection.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Koch the issuance of request for proposal for local service tax and occupation tax collection was approved.

Vote Results

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

5.g. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Classified:

Brizuela, Jessica

Administrative Assistant

High School

Reason: Personal

Effective: 09/06/2022 (retroactive)

Kelly, Suzy

Library Aide

High School

Reason: Personal

Effective: 09/08/2022 (retroactive)

Limited Service Contract:

Elmore, Ayana

Head Coach - M.S. - Volleyball - Girls

Reason: Personal

Effective: 09/04/2022 (retroactive)

Painter, Mark

Assistant Coach - M.S. - Wrestling

Reason: Personal

Effective: 08/25/2022 (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, Michael Rizzo, Ericka Schmidt, Terry Singer
Nay: 0
Abstain: 0
Not Cast: 2 Donna Cronin, Kathy Sicher

5.h. Personnel - General

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

Professional:

Crocker, Rachel (replacing Kimberly Leader/Alicia Bohn)
Grade 2 Teacher/Kindergarten
Primary Elementary/Early Childhood Center
Long-Term Substitute
Bachelors, Step 1
Salary: \$55,765 (pro-rated)
Effective: 08/26/2022 through the end of the 2022-23 school year
(retroactive)

Davidson, Jessica (replacing Jennifer Lentine)
Kindergarten Teacher
Early Childhood Center
Long-Term Substitute
Bachelors, Step 1
Salary: \$55,765 (pro-rated)
Effective: To be determined

Transfer of Professional Staff:

Ozimok Miller, Megan* (replacing Mindy Smith)
From: Grade 2 Teacher
To: Instructional Coach - Mathematics
Primary Elementary School
Effective: 12/12/2022

Classified:

Albright, Caleb (replacing Justin Allison)
Groundskeeper
District-wide
Full-time, 8.0 hours per day
Salary: \$19.10 per hour
Effective: 08/29/2022 (retroactive)

Amparano Morales, Griselda (replacing Wendy Remsnyder)
Food Service Worker
Middle School
Level A, 4.5 hours per day
Salary: \$17.20 per hour
Effective: 09/06/2022 (retroactive)

Derr, Katie (replacing Amy Macfarlane)
Food Service Worker
High School
Level A, 4.5 hours per day
Salary: \$17.20 per hour
Effective: 09/06/2022 (retroactive)

Geppert, Michael*
Summer Technical Support
Up to 29 hours per week
Salary: \$14.02 per hour
Revised Effective: 06/14/2022-08/19/2022 (retroactive)

Gilmore, Janette (replacing Katherine Mace)
Cafeteria/Recess Aide
Primary Elementary School
Level A, 3.0 hours per day
Salary: \$17.20 per hour
Effective: 09/13/2022

Holte, Samuel*
Summer Technical Support
Up to 29 hours per week
Salary: \$14.02 per hour
Revised Effective: 06/14/2022-08/19/2022 (retroactive)

Longreen, Deborah (replacing Seyde Oyola)
Food Service Worker
Middle School
Level A, 4.5 hours per day
Salary: \$17.20 per hour
Effective: 09/13/2022

Martin, Joseph (replacing Christopher Grudi)
Bus Driver
Transportation
Level A, 5.5 hours per day
Salary: \$21.11 per hour
Effective: 09/13/2022

Mumma, Austin*

Summer Technical Support

Up to 29 hours per week

Salary: \$14.02 per hour

Revised Effective: 06/14/2022-08/19/2022 (retroactive)

Payne, Megan

Substitute Food Service Worker

District-wide

Salary: \$12.93 per hour

Effective: 09/13/2022

Sickler, Donald (replacing Terry Eckert)

Bus Driver

Transportation

Level A, 5.5 hours per day

Salary: \$21.11 per hour

Effective: 09/21/2022

Zarra, Linette (replacing Linda Cikovic)

Food Service Worker

Middle School

Level A, 4.5 hours per day

Salary: \$17.20 per hour

Effective: 09/06/2022 (retroactive)

Transfer of Classified Staff:

Light, Ken* (replacing Richard Santiago)

From: Custodian (2nd Shift)

District-wide

Full-time, 8.0 hours per day

To: Custodian (2nd Shift)

Middle School

Full-time, 8.0 hours per day

Salary: \$18.60 per hour

Effective: 09/13/2022

Ricker, Christine*

From: Administrative Assistant (replacing Stacey Orth)

Middle School

Full-time, 7.5 hours per day

To: Administrative Assistant (replacing Krista Dickerson)

Middle School

Full-time, 7.5 hours per day

Salary: \$20.95 per hour
Effective: 09/07/2022 (retroactive)

Limited Service Contract:

Bangert, Eric

Assistant Coach - M.S. - Football
Group F, Step 15
Salary: \$4,255
Effective: 09/13/2022

Curcio, Vaughn*

Head Coach - M.S. - Wrestling
Group D, Step 9
Salary: \$4,681
Effective: 09/13/2022

Finkill, Robert*

Web Crew Advisor - M.S. (1)
Group E, Step 3
Salary: \$2,918
Effective: 09/13/2022

Hammer, Dorinda*

Web Crew Advisor - M.S. (2)
Group E, Step 3
Salary: \$2,918
Effective: 09/13/2022

Henning, Angela*

Department Coordinator - Library
Salary: \$2,000
Effective: 09/13/2022

Owens, Renee*

Web Crew Advisor - M.S. (3)
Group E, Step 3
Salary: \$2,918
Effective: 09/13/2022

Painter, Mark*

Assistant Coach - H.S. - Wrestling
Group D, Step 15
Salary: \$5,957
Effective: 09/13/2022

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

Minutes

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

Vote Results

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

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

No reports were shared by the board members.

7.b. Superintendent's Report

Minutes

Dr. Winslow did not have a report to share.

7.c. Board President's Report

Minutes

Ms. Drew did not have a report to share.

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 spoke to the equity policy and requested a SEL workshop

- Larry Lenovich, Bob Welsch, and Marty Stabley spoke to the Shine a Light article in The Sun
- Jennifer Renz shared the great experience of her son this year at the high school
- Kim O'Connell spoke to The Sun article and her experience with administration

9. ADJOURNMENT

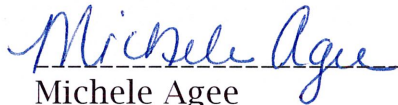
Minutes


The meeting was adjourned at 7:47 p.m. following a motion by Mrs. Memmi and seconded by Dr. Koch.

Vote Results

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

Respectfully submitted,


 Michele Agee
 Secretary to the Board
 September 26, 2022


 Maria Memmi
 Board Vice President

Derry Township School District
Board Meeting
September 12, 2022

Please Sign In AND Print Your Name

Signature

Printed Name

Sample Signature

Sample Name Printed

Signature

Printed Name

Marty Stabley

Marty Stabley

Signature

Printed Name

Larry Lenovich

Larry Lenovich

Signature

Printed Name

John Miron

John Miron

Signature

Printed Name

Tracy Brown

Tracy Brown

Signature

Printed Name

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Virtual Attendance September 12, 2022 Board Meeting
Lisa Balanda
Mark Balanda
Tracy Brown
Catherine Burys
Michael Davies
Katherine English
Jena Funck
Anna Gawel
Scott Harman
Colby Hollinger
Cindy Jackson
Melissa Kaminski
Kristin Leiss
Olivia Lewis
Andrea Mitchell
Kim O'Connell
Jennifer Renz
Angie Shipper
Leanne Shoemaker
Melissa Shultz
Carol Smith
Sarah Smith
Heidi Stine
Peggy Taylor



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 Directors

From: Lindsey Schmidt, HHS Principal

Re: Student Club Name Change Request

Date: August 8, 2022

On behalf of HHS student Priyanka Nambiar and faculty advisor Emily Hoover, I would like to present a modification to an existing HHS club to the Derry Township Board of School Directors.

- Change the current name of the Helping Women, Period! club to Helping People, Period! club.
- The Helping Women, Period! club does handle funds, so the name change will need to be reflected to the corresponding “student activity account”.

To whom it may concern,

June/July 2022

Helping Women, Period! Name Change Proposal

The following is a name change proposal for the Helping Women, Period! club. We request the club name to change from “Helping Women, Period!” to “Helping People, Period!” Our account name will also need to be changed. Thank you so much for your time and consideration of our proposal. With any questions or concerns, please feel free to contact Kristina Chroneos (Helping Women, Period! Secretary) at kchroneos@hershey.k12.pa.us or Julia Toyer (President) at jultoyer@hershey.k12.pa.us.

Helping Women, Period! is a club devoted to collecting and providing menstrual care products, reducing stigma surrounding menstruation, and educating our school community about menstruation – all in the hopes of contributing to the fight for menstrual equity among all communities. To achieve this goal, however, improving our language is fundamental; as advocates for menstrual equity, we must be inclusive of all those who menstruate. We must recognize that not all women menstruate and it is not *just* women who menstruate, but also those with gender queer, gender non-conforming, and transgender identities. For this reason, we are proposing to change our name from being “Helping Women, Period!” to “Helping People, Period!” As our club has an account attached to it, the account name will also need to be changed to match. The change from the initial usage of “women” to “people” ensures that every member inside and outside of our club and student body is included in our advocacy for menstrual equity.

Thank you again!

Sincerely,

The Helping Women, Period! Team

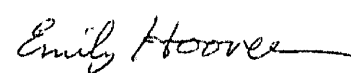
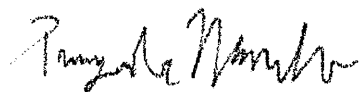
President: Julia Toyer

Vice President: Priyanka Nambiar

Secretary: Kristina Chroneos

Treasurer: Olivia Forester

Advisor: Emily Hoover



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Derry Township School District
Hershey, Pennsylvania

Textbook Recommendation and Adoption

Curricular Area Middle School Social Studies	Subject/Course Social Studies
Grade Level(s) 6	Copyright Date 2014
Recommended Title: Caminar	
Author: Skila Brown	Publisher Candlewick Press
<p>Reasons for selection: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)</p> <p>We recommend that Skila Brown's Caminar be adopted for the sixth grade social studies curriculum. This book has received numerous accolades including: Winner, IRA Notable Books for a Global Society, 2015; 2015 Paterson Prize for Books for Young People Honor Book; School Library Journal's Top Ten Latino Books of 2014 selection; 2015 Capitol Choices selection; 2015 Américas Award Commended Title; Latino Literacy Now International Latino Book Award winner; ALA Notable Books for Children 2015, Older Readers; and became a Junior Library Guild selection.</p> <p>The novel uses poetry to tell the story of Carlos, a boy from Guatemala that lives through the country's civil war in 1981. This book is a work of fiction, but it is based on what really happened in Guatemala. He begins a self discovery journey that takes him away from his childhood village to save his grandmother from the military. Brown combines history, fiction, and poetry in this novel, which she dedicates to the "memory of the more than 200,000 people who were killed or disappeared in Guatemala between 1960-1996.</p> <p>There is a note to the author preceding the first poem that summarizes the background of this novel. "In 1954, the democratically elected government of Guatemala was overthrown by a group of military men who were unhappy with the way the government had been passing laws to help poor farmers in rural communities. Forty horrible years followed, in which the people of Guatemala tried to resist, organize, and bring about change, all while the Guatemalan army did everything they could to discourage the "rebels" or "guerillas," as they called the organizers. The army went into the mountains of rural Guatemala, where they tried to prevent villagers from joining the rebels. Many lives were lost. And many more were never the same."</p> <p>Caminar is the story of Carlos, although really, it's the story of what happens to Carlos' village, Chopan, when an army invades with the intent of eventual genocide, as told from the perspective of a young boy. It's a coming-of-age story and it's a historical narrative and it's a work of art. The violence is never graphic and Brown is smart enough to keep much of the horror "off-screen," while still telling the truth about what happened. And while it is a civil war, fueled by politics, Brown does not support or condemn any side. Instead, more than anything, it's about the ability of the human spirit to survive and persevere.</p>	

Caminar would fit perfectly into a middle school social studies curriculum for students. Relating to curriculum, this book would be a read-aloud that would supplement the Latin America Unit in which they explore the various countries and learn about the people and geography. The author's website provides educators resources and activities to using the book. Students will be answering guided reading questions before, during, and after reading different parts of the book that support types of reading and critical thinking skills involving these some of these key words: analyze, infer, describe, support, explain, summarize, compare, contrast, and predict.

The book is recommended for students ages 10-14 and provides important information about the culture and physical features of Guatemala. Parts of the novel are in Spanish, and this exposes another language with our students as well as a different global perspective. In addition, an advantage of free verse novels is that it can be read quickly, even by middle school standards, so adding this text to our work as middle school social studies teachers adds a rich resource without sacrificing time for other curricular priorities in our Latin America Unit.

Caminar, a novel in verse inspired by actual events during Guatemala's civil war, is the moving story of a boy who loses nearly everything before discovering who he really is. This novel is unique in several ways. First, a novel written in lyrical verse for middle school students is very rare. Second, the topic of survivor's guilt is not a common theme in middle school books these days. But, perhaps this novel's greatest uniqueness is in that it is telling history that we don't normally tell. It offers children world history, not just American history, not just the slice of who we are as a people, but also who our neighbors are.

Cost per book vs. number of books needed:

\$0

Cost: \$0. The HMS library has a copy and the other two social studies teachers have a copy.

Selection Personnel	Sarah Smith Ashley Gorman	JoAnn Delaney
Program Leader <i>Nath RB</i>	Date 7/21/22	
Principal <i>Kim L</i>	Date 7/25/22	
Assistant Superintendent: <i>C</i>	Date 8-8-22	
Approved Superintendent <i>Stacy L. Kessler</i>	Board Approval Date 9/12/22	

Date 9/12/22



Derry Township School District
Hershey, Pennsylvania

Textbook Recommendation and Adoption

Curricular Area English Language Arts	Subject/Course 7 th Grade ELA
Grade Level(s) 7 th Grade	Copyright Date 2004
Recommended Title: Drums, Girls, and Dangerous Pie	
Author: Jordan Sonnenblick	Publisher Scholastic
<p>Reasons for selection: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)</p> <p>We would like to have the realistic fiction novel <i>Drums, Girls, and Dangerous Pie</i> by Jordan Sonnenblick available as a read aloud choice during our first unit. We want to be responsive to student needs and interest when selecting our fall read aloud each year. Our fall read aloud is used to review elements of literature and integrate our Unit 1: Literary Elements Vocabulary into a larger text beyond short stories. Students in middle school can relate to the humor and topic in the books.</p> <p><i>Drums, Girls, and Dangerous Pie</i> is listed with an interest level 6-9th grade and a Lexile of 940L. The book follows the protagonist's journey through eight grade after finding out that his brother has leukemia. Students can relate the character's struggles with school, family, friends and fitting in. This book is a good connection to our school's Mini-Thon, and the author is from and lives in Pennsylvania.</p> <p><i>Drums, Girls, and Dangerous Pie</i> has won the following honors and recognition:</p> <ul style="list-style-type: none">● Popular Paperbacks for Young Adults selection● 2007 Black-Eyed Susan Award-Grades 6-9● 2008 Isinglass Teen Read Award- Grades 6-8● 2008 Maud Hart Lovelace Book Award-Grades 6-8● Rebecca Caudill Young Readers Book Award-Grades 4-8● 2009 Grand Canyon Reader Award-Tween● 2009 Pennsylvania Young Reader's Choice Award-Grades 6-8 <p>In the fall, 7th Grade ELA teachers would like to have the choice between the following texts for read aloud and connection to Unit 1 skills and strategies based on student ability, need, and interest each year:</p> <ul style="list-style-type: none">● <i>Drums, Girls, and Dangerous Pie</i> by Jordan Sonnenblick● <i>Refugee</i> by Alan Gratz● <i>The Giver</i> by Lois Lowry (already board approved)● <i>The Wednesday Wars</i> by Gary D. Schmidt	

Cost per book vs. number of books needed: 0	Cost: 0
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Selection Personnel	Caroline Shearer	Kate Frentz	
	Greg Eckert		
Program Leader	Alicia L. O'Brien		Date 5/4/22
Principal	Eric L.		Date 5/4/22
Assistant Superintendent:	A. L.		Date 5/4/22
Approved Superintendent	Stacy L. Linder	Date 9/12/22	Board Approval Date 9/12/22



Derry Township School District
Hershey, Pennsylvania

Textbook Recommendation and Adoption

Curricular Area English Language Arts	Subject/Course 7 th Grade ELA
Grade Level(s) 7 th Grade	Copyright Date 2017
Recommended Title: <i>Refugee</i>	
Author: Alan Gratz	Publisher Scholastic

Reasons for selection: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)

We would like to have the historical fiction novel *Refugee* by Alan Gratz available as a read aloud choice during our first unit. We want to be responsive to student needs and interest when selecting our fall read aloud each year. Our fall read aloud is used to review elements of literature and integrate our Unit 1: Literary Elements Vocabulary into a larger text beyond short stories. This book follows the perspectives of three different characters representing a Jewish family during WWII escaping Germany, a family escaping Cuba in the 90s, and a family escaping Syria in 2015. These stories of refugees weave together as excellent examples of how conflict is developed and furthered in historical fiction while these stories also remind students of universal themes about how we are all connected and how important it is to help others in need.

This novel has a Lexile of 800L which makes the text accessible, but the format of the book with the three intertwining stories makes the text more of a challenge along with its connection to history allowing for more complex background knowledge connections and point of access to develop new knowledge. Unfortunately, conflicts around the world have created and will continue to create refugees, so the content stays relatable. It was published in 2017, and Alan Gratz continues to publish new and engaging historical fiction that students go on to enjoy after reading this text. Scholastic recommends *Refugee* for grades 6-9 based on reading level and content complexity, while it is also recommended for as young as 8 years old and up based on its accessibility and the way tough topics are presented in an approachable manner.

In the fall, 7th Grade ELA teachers would like to have the choice between the following texts for read aloud and connection to Unit 1 skills and strategies based on student ability, need, and interest each year:

- *Drums, Girls, and Dangerous Pie* by Jordan Sonnenblick
- *Refugee* by Alan Gratz
- *The Giver* by Lois Lowry (already board approved)
- *The Wednesday Wars* by Gary D. Schmidt

The following resources are available:

- Scholastic Discussion Guide:
<https://www.scholastic.com/teachers/teaching-tools/articles/12-discussion-and-writing-prompts-to-help-students-better-unders.html>
- Author Website: Alan Gratz – <https://www.alangratz.com>

Refugee is a New York Times Bestseller and has earned the following awards and recognition:

YALSA Quick Picks for Reluctant Young Readers

YALSA Best Fiction for Young Adults

2018 National Jewish Book Award Winner for Young Adults

New York Times Notable Middle Grade Children's Book 2017

2018 YALSA Quick Pick for Young Readers

YALSA 2018 Best Fiction for Young Adults

2017 Cybils Middle Grade Fiction Award Winner

2018 Judy Lopez Memorial Award Winner

2018 Indies Choice/E.B. White Read-Aloud Award Finalist

2018 NCTE Charlotte Huck Outstanding Fiction for Children Honor Book

2017 Malka Penn Award for Human Rights in Children's Literature Honor Book

Global Read Aloud Book 2018

2018 Notable Book for a Global Society

Kirkus Reviews Best Middle Grade Historical Books of 2017

Publishers Weekly Best Middle Grade Books of 2017

NPR's Book Concierge Great Reads of 2017

Publishers Weekly Best Audiobooks of 2017

Booklist Editors' Choice: Top 10 Audio for Youth 2017

Center for the Study of Multicultural Children's Books Best Books of 2017

New York Public Library Top 100 Best Books for Kids 2017

Chicago Public Library Kids Best Fiction for Older Readers 2017

Amazon Top 20 Best Children's Books of 2017

Junior Library Guild Selection

Cost per book vs. number of books needed:

0

Cost: 0

Selection Personnel	Caroine Shearer	Kate Frentz
	Greg Eckert	
Program Leader <i>Stacy R. O'Brien</i>	Date <i>5/4/22</i>	
Principal <i>Mike</i>	Date <i>5/4/22</i>	
Assistant Superintendent: <i>Caroline</i>	Date <i>5/4/22</i>	
Approved Superintendent <i>Stacy R. O'Brien</i>	Date <i>9/12/22</i>	Board Approval Date <i>9/10/22</i>



Derry Township School District
Hershey, Pennsylvania

Textbook Recommendation and Adoption

Curricular Area English Language Arts	Subject/Course 7 th Grade ELA
Grade Level(s) 7 th Grade	Copyright Date 2019
Recommended Title: They Called Us Enemy	
Author: George Takei, Justin Eisinger, Steven Scott, and art by Harmony Becker	Publisher Top Shelf Productions
<p>Reasons for selection: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)</p> <p>We would be adding Takei's graphic novel memoir <i>They Called Us Enemy</i> to the Seventh Grade ELA curriculum, specifically to our non-fiction analysis unit. This text is a graphic novel memoir from actor and activist George Takei that describes his family's experiences in Japanese American Internment Camps during WWII. We have used this as a whole class read-aloud and utilized mini-lessons introducing non-fiction analysis skills, and it allows us to explore many different primary and secondary sources and nonfiction texts related to the topic of Japanese American Internment. Students expressed that they were previously completely unaware of Japanese American Internment and the events of WWII, which created natural interest and curiosity surrounding the text and topic. Takei's message about not repeating the mistakes of the past and what it means to be American also resonated with students, and led us into our next unit of research.</p> <p>This graphic novel format allows students of all reading ability levels to connect and interact with the text. The nature of a graphic novel requires students to continue to practice key literacy skills including inferencing, source evaluation, objective summary, primary and secondary sources, author's purpose, and point of view in a real life context. We share the book through document cameras, our iPads projecting to our screens, and excerpts of frames we can annotate.</p> <p><i>They Called Us Enemy's</i> lexile is GN680L, and it is listed as suitable for the age range from 10-17. While the graphic novel format makes the content accessible, the complexity of the events and connected historical and legal documents included increases the text's complexity. The novel connects with several other books and articles of the same topic, so it makes a good foundation for class discussions and instruction with articles from other sources on similar topics.</p> <p>When looking for resources in our curriculum revision, we consider other historical graphic novels with similar plots but we found the perspective of George as a child to be the most relatable for middle school students.</p> <p><i>They Called Us Enemy</i> is a New York Times Bestseller and winner of the following awards:</p>	

Winner of the Will Eisner Award for Best Reality-Based Work
 Winner of the Asian/Pacific American Award for Young Adult Literature
 Winner of the American Book Award
 Winner of the National Cartoonists Society Award for Excellence in Graphic Novels
 Winner of the Dwayne McDuffie Award for Diversity in Comics
 Winner of the Mike Wieringo Award for Best Non-Fiction Comic Work
 Winner of the BookPal "Outstanding Work of Literature" Award for Biography & Memoir
 One of YALSA's Top 10 Great Graphic Novels for Teens

The following online resources are available to support the teaching of the graphic novel memoir and its connection to nonfiction primary and secondary sources.

- *A Teacher's Guide to They Called Us Enemy* from the Japanese American National Museum
- Teaching Japanese-American Internment Using Primary Resources from the New York Times
- Densho Learning Center (Civil Rights and Japanese American Incarceration)
- Educator Guide for Righting a Wrong: Japanese Americans and World War II from Smithsonian's History Explorer

Cost per book vs. number of books needed: 0

Cost: 0

Selection Personnel	Caroline Shearer	Kate Frentz
	Greg Eckert	
Program Leader	<i>Harah J O'Brien</i>	Date <i>5/4/22</i>
Principal	<i>Erin</i>	Date <i>5/4/22</i>
Assistant Superintendent:	<i>A. M.</i>	Date <i>5/4/22</i>
Approved Superintendent	<i>Stacy R. Llewellyn</i>	Board Approval Date <i>9/12/22</i>
	Date <i>9/12/22</i>	



Derry Township School District
Hershey, Pennsylvania

Textbook Recommendation and Adoption

Curricular Area English Language Arts	Subject/Course 7 th Grade ELA
Grade Level(s) 7 th Grade	Copyright Date 2007
Recommended Title: The Wednesday Wars	
Author: Gary D. Schmidt	Publisher: Harper Collins
<p>Reasons for selection: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)</p> <p>We would like to have the historical fiction novel <i>The Wednesday Wars</i> by Gary D. Schmidt available as a read aloud choice during our first unit. We want to be responsive to student needs and interest when selecting our fall read aloud each year. Our fall read aloud is used to review elements of literature and integrate our Unit 1: Literary Elements Vocabulary into a larger text beyond short stories. This book is, “a poignant coming-of-age story involving the funny misadventures of Long Island, New York, seventh-grader Holling Hoodhood and his unlikely discovery of Shakespeare in the turbulent academic year of 1967-68” (CommonSenseMedia).</p> <p>This novel has a lexile of 990L, and Scholastic gives it an age range of being appropriate for 6th-8th grade. The book contains relevant universal themes like, “Don't let the limitations of your family hold you back. Keep hope alive. Don't let bullies keep you down. Shakespeare isn't boring” (CommonSenseMedia).</p> <p>In the fall, 7th Grade ELA teachers would like to have the choice between the following texts for read aloud and connection to Unit 1 skills and strategies based on student ability, need, and interest each year:</p> <ul style="list-style-type: none">• <i>Drums, Girls, and Dangerous Pie</i> by Jordan Sonnenblick• <i>Refugee</i> by Alan Gratz• <i>The Giver</i> by Lois Lowry (already board approved)• <i>The Wednesday Wars</i> by Gary D. Schmidt <p>The following resources are available:</p> <p><i>The Wednesday Wars</i> has earned the following awards and recognition:</p> <ul style="list-style-type: none">• 2008 Newbery Honor• 2010 Rebecca Caudill (nominated)	
Cost per book vs. number of books needed: 0	Cost: 0

Selection Personnel	Caroline Shearer	Kate Frentz
	Greg Eckert	
Program Leader	<i>Harah L O'Brien</i>	Date <i>5/4/22</i>
Principal	<i>Greg Eckert</i>	Date <i>5/4/22</i>
Assistant Superintendent:	<i>Greg Eckert</i>	Date <i>5/4/22</i>
Approved Superintendent	<i>Stacy L. Kewele</i> Date <i>9/12/22</i>	Board Approval Date <i>9/12/22</i>



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 Directors

From: Lindsey Schmidt, HHS Principal

Re: Request for Student Activity Account

Date: August 9, 2022

On behalf of HHS students Yuxuan Liu, Matthew Mailman, Jesse Mullins, Alicia Xie, Vincent Yee and faculty advisor Brandon Buterbaugh, I would like to present a modification to an existing HHS club to the Derry Township Board of School Directors.

- The Tri-M Music Honors Society club would like to begin handling funds; therefore, they are submitting a request for a “student activity account”.

Aug. 7, 2022

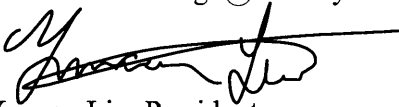
To Whom It May Concern:

We are the Hershey High School Tri-M Music Honors Society. Our club has been growing substantially in the past several years, growing the number of opportunities for students to participate through music and service. As such, we are looking to have our own club account. The funds raised for and utilized from our club account will be used to spread our club's service culture through music opportunities in order to give back to the Derry Township School District and the Hershey community. The account will give us the opportunity to raise funds that directly go towards our community performances and musical outreach. Furthermore, the separate account from other music clubs will allow us to better manage our financial needs. Thank you for your time and kind consideration, and we look forward to hearing back from you.

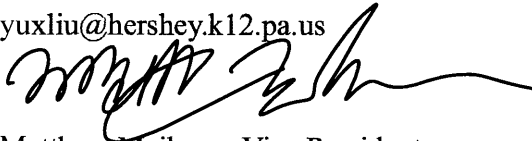
Sincerely,



Brandon Buterbaugh, Advisor
brandonbuterbaugh@hershey.k12.pa.us



Yuxuan Liu, President
yuxliu@hershey.k12.pa.us



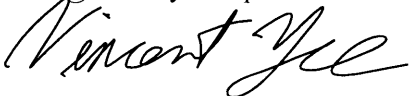
Matthew Mailman, Vice President
mmailman@hershey.k12.pa.us



Jesse Mullins, Secretary
jmullins1@hershey.k12.pa.us



Alicia Xie, Treasurer
axie@hershey.k12.pa.us



Vincent Yee, Membership Chair
vinyee@hershey.k12.pa.us

SCOPE OF SERVICES AND FEE PROPOSAL

30 E. Granada Avenue Masonry Rehabilitation Assessment; Prepared for the DTSD

Project Summary

The project will include preliminary evaluation, assessment, recommendations and preparation of a project budget for rehabilitation of the exterior masonry at 30 E. Granada Avenue, Hershey, PA.

Scope of Services

1. Provide initial onsite survey to review existing conditions and determine extent of masonry rehabilitation. Survey will include measurement of typical window sizes for purposes of creating a budget window replacement.
2. Provide annotate drawings, on backgrounds provided by DTSD to indicate scope of masonry rehabilitation and window schedule.
3. Prepare outline specification for exterior rehabilitation, including masonry rehabilitation, window replacement and other associated exterior repairs.
4. Provide one follow up site visit to confirm extent of rehabilitation indicated on drawings.
5. Provide and coordinate the services of a professional cost estimator (International Consultants, Inc.) to prepare an Opinion of Probable Construction Cost.
6. Provide and coordinate the services of a hazardous materials consultant (EHC Associates) to provide onsite survey, testing and reporting to identify suspected asbestos, lead or PCBs on the building exterior.
7. Attend design review meeting with owner's representatives in person or virtually to review recommended scope of work and cost opinion.
8. Quality control and administration of the contract

Proposal Assumptions

1. MEP and structural engineering will not be required.
2. Cost estimating will be provided by International Consultants, Inc.
3. Hazardous materials consulting will be provided by EHC Associates, Inc.
4. Reimbursable expenses will be billed in accordance with the attached rate schedule.
5. At the completion of this assessment phase, a separate proposal will be prepared to prepare contract documents, technical specifications and associated bidding and construction administration services required to execute the recommendations of this phase.



SCOPE OF SERVICES AND FEE PROPOSAL

30 E. Granada Avenue Masonry Rehabilitation Assessment; Prepared for the DTSD

Fee Proposal

Estimated Hours:		HAMMEL ASSOCIATES ARCHITECTS			
		Principal	PM	D/T I	D/T II
1	Onsite survey		8	8	
2	Scope drawings and schedules	2	28	22	
3	Outline specifications		8		
4	Confirmation survey		8		
5	Cost opinion		2		
6	Hazmat survey coordination		2		
7	Design review meeting		2		
8	QC and administration	2			2
	TOTAL	4	58	30	2
<u>Fee Calculation:</u>		hours	rate		
	Principal	4	\$135 hr		\$540.00
	Registered Architect/Project Manager	58	\$110 hr		\$6,380.00
	Designer / Technical I	30	\$95 hr		\$2,850.00
	Designer / Technical II	2	\$85 hr		\$170.00
	Stipulated Sum, Architectural Fee Total				\$9,940.00
	Professional Cost Estimator				\$6,800.00
	Hazardous Materials Consultant				\$5,950.00
	Stipulated Sum, Professional Fee Total				\$22,690.00
	Estimated Reimbursable Expenses				\$350.00



SCOPE OF SERVICES AND FEE PROPOSAL

30 E. Granada Avenue Masonry Rehabilitation Assessment; Prepared for the DTSD

Rate Schedule

Additional services may be billed hourly in accordance with the rate schedule provided for this project, or a proposal may be presented for approval, as directed by the Owner. All additional services will be approved in writing prior to the work being started.

RATE SCHEDULE FOR PROFESSIONAL SERVICES

Principal	\$ 135.00
Design Manager/Senior Project Manager...	\$ 120.00
Registered Architect/Project Manager.....	\$ 110.00
Designer/Technical I	\$ 95.00
Designer/Technical II	\$ 85.00
Administrative	\$ 50.00

Hourly Billing Rates are based upon payroll costs plus an allowance to cover overhead and profit. Payroll costs include direct salaries paid to personnel in addition to customary and statutory benefits including but not limited to:

Employer Social Security Contributions	Health & Medical Benefits
Employer Unemployment	Holiday and Paid Leave Time
Workman's Compensation	

Hourly rates are adjusted periodically to reflect changes in price indices and pay increases.

Reimbursable expenses will be provided in accordance with the following rate schedule:

REIMBURSABLE RATES

Black & White Prints/Photocopies	\$.15/copy
Color Prints/Photocopies	\$.30/copy
Plots	\$4.50/sheet
Digital Photos	\$.15/photo
Mileage	IRS rate
AIA Documents	\$ 1.00/credit
Postage	Cost
Telecommunications Fee	1.5% of the professional fee
Fees	Cost
Expenses from Consultants	Cost
Graphic Presentation Materials	Cost
Outsourced Printing	Cost

Reimbursable expense costs will be billed as listed above times a multiplier of 1.15

Board approved September 12, 2022
Michelle Ager, Board Secretary



Date: September 15, 2022

EQUIPMENT RENTAL AGREEMENT

OWNER:

Americhem Intl.
1401 AIP Drive
Middletown PA 17057

RENTER:

Derry Township School District
550 Homestead Road
Hershey Pa 17033

EQUIPMENT RENTED

ITEM: Rider Burnisher

SERIAL NUMBER: TBD

DESCRIPTION: Tennant B10

Place of Use: School Buildings

Rental Rate: \$570.00 per month for rental period of 48 months thru 9/15/2026

RENTAL TERMS AND CONDITIONS

1. The **OWNER** (Americhem) shall maintain the rented equipment during the terms of the rental at his own cost and expense. He shall follow Tennant Gold Plan service guidelines, keeping the equipment in a good state of repair, normal wear and tear excepted. This includes wearable items on the unit, including batteries, with the exception of any pads and or brushes on the unit.
2. The **RENTER** shall pay the **OWNER** full compensation for replacement if the unit is lost or stolen.
3. The **RENTER** shall not remove the equipment from the address of the **RENTER** or the location shown herein as the place of use of the equipment without prior written approval of the **OWNER**. The **RENTER** shall inform the **OWNER** upon demand of the exact location of the equipment while it is in the **RENTERS**'s possession.
4. Periodic rental rate charged by **OWNER** are to be billed to the **RENTER** for each period or portions of the period from the time the equipment is delivered to **RENTER** until its return. Rental charges are to be billed to the **RENTER** for the full 48-month term, unless the School Board denies appropriations for all and any rental automatic scrubbers.
5. The **RENTER** shall allow **OWNER** to enter **RENTER**'s premises where the rented equipment is stored or used at all reasonable times to locate and inspect the state and condition of the rented equipment.
6. The **RENTER** shall not pledge or encumber the rented equipment in any way. The **OWNER** may terminate this agreement immediately upon the failure of **RENTER** to make rental payments when due, or upon **RENTER**'s filing for protection from creditors in any court of competent jurisdiction.
7. The **OWNER** makes no warranty of any kind regarding the rented equipment, except that **OWNER** shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer's specifications and operation instructions. Such replacement shall be made as soon as practicable after **RENTER** returns the non-conforming equipment.
8. **RENTER** indemnifies and holds **OWNER** harmless for all injuries or damage of any kind for repossession and for all consequential and special damages for any claimed breach of warranty.
9. The **RENTER** shall pay all reasonable attorney and other fees, the expenses and costs incurred by **OWNER** in protection its rights under this rental agreement and for any action taken **OWNER** to collect any amounts due the **OWNER** under this rental agreement.
10. These terms are accepted by the **RENTER** upon delivery of the terms to the **RENTER** or the agent or other representative of **RENTER**.

Board approved September 12, 2022
Michelle Ague, Board Secretary

Date: December 1, 2022

EQUIPMENT RENTAL AGREEMENT

OWNER:

Americhem Intl.
1401 AIP Drive
Middletown PA 17057

RENTER:

Derry Township School District
550 Homestead Road
Hershey Pa 17033

EQUIPMENT RENTED

ITEM: Rider Scrubber

SERIAL NUMBER: TBD

DESCRIPTION: Tennant T7

Place of Use: Hershey Middle School

Rental Rate: \$570.00 per month for rental period of 48 months thru 12/1/2026

RENTAL TERMS AND CONDITIONS

1. The **OWNER** (Americhem) shall maintain the rented equipment during the terms of the rental at his own cost and expense. He shall follow Tennant Gold Plan service guidelines, keeping the equipment in a good state of repair, normal wear and tear excepted. This includes wearable items on the unit, including batteries, with the exception of any pads and or brushes on the unit.
2. The **RENTER** shall pay the **OWNER** full compensation for replacement if the unit is lost or stolen.
3. The **RENTER** shall not remove the equipment from the address of the **RENTER** or the location shown herein as the place of use of the equipment without prior written approval of the **OWNER**. The **RENTER** shall inform the **OWNER** upon demand of the exact location of the equipment while it is in the **RENTERS**'s possession.
4. Periodic rental rate charged by **OWNER** are to be billed to the **RENTER** for each period or portions of the period from the time the equipment is delivered to **RENTER** until its return. Rental charges are to be billed to the **RENTER** for the full 48-month term, unless the School Board denies appropriations for all and any rental automatic scrubbers.
5. The **RENTER** shall allow **OWNER** to enter **RENTER**'s premises where the rented equipment is stored or used at all reasonable times to locate and inspect the state and condition of the rented equipment.
6. The **RENTER** shall not pledge or encumber the rented equipment in any way. The **OWNER** may terminate this agreement immediately upon the failure of **RENTER** to make rental payments when due, or upon **RENTER**'s filing for protection from creditors in any court of competent jurisdiction.
7. The **OWNER** makes no warranty of any kind regarding the rented equipment, except that **OWNER** shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer's specifications and operation instructions. Such replacement shall be made as soon as practicable after **RENTER** returns the non-conforming equipment.
8. **RENTER** indemnifies and holds **OWNER** harmless for all injuries or damage of any kind for repossession and for all consequential and special damages for any claimed breach of warranty.
9. The **RENTER** shall pay all reasonable attorney and other fees, the expenses and costs incurred by **OWNER** in protection its rights under this rental agreement and for any action taken **OWNER** to collect any amounts due the **OWNER** under this rental agreement.
10. These terms are accepted by the **RENTER** upon delivery of the terms to the **RENTER** or the agent or other representative of **RENTER**.

*Board approved September 12, 2022
Michelle Agee, Board Secretary*



PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-686987 - 1
Quote Expiration Date: 30-SEP-2022

Prepared By:	Joel Hill	Customer Contact:	Sheryl Pursel
Customer Name:	Derry Township School District	Title:	Business Manager
Enrollment:	3,461	Address:	P. O. Box 898
Contract Term:	12 Months	City:	Hershey
Start Date:	9-AUG-2022	State/Province:	Pennsylvania
End Date:	8-AUG-2023	Zip Code:	17033
		Phone #:	(717) 534-2501

Product Description	Quantity	Unit	Extended Price
Initial Term 9-AUG-2022 - 8-AUG-2023			
Professional Services and Setup Fees			
Unified Admin eFinancePlus Keys to Ownership	15.00	Hour	USD 3,375.00

Professional Services and Setup **USD 3,375.00**
Fee Totals:

Quote Total	
Initial Term	9-AUG-2022 - 8-AUG-2023
Payment Total	USD 3,375.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:

https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:

Derry Township School District
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 9-AUG-2022

Printed Name: Stacy L. Winslow

Title: Superintendent

Date: 8/9/22



Amendment Form Number: Q1545835
Valid Until: 08/19/2022

Zoom Video Communications Inc. ('Zoom')
55 Almaden Blvd, 6th Floor
San Jose, CA

Billed To

Customer: Derry Township School District
Contact Name: Philip Ayala
30 E. Granada Avenue
Hershey, Pennsylvania
17033, United States
Email Address: payala@herschey.k12.pa.us
Phone: (+1) 7175342501x3232

Auto Renew: Yes
Term End Date (co-terminus with the existing contract): 05/11/2023
Initial Paid Subscription Term: 12 Month
Renewal Subscription Term: 12 Month
Paid Period Start Date: 08/03/2022

Sold To

Customer: Derry Township School District
Contact Name: Philip Ayala
30 E. Granada Avenue
Hershey, Pennsylvania
17033, United States
Email Address: payala@herschey.k12.pa.us
Phone: (+1) 7175342501x3232

Billing Method: Email
Currency: USD
Payment Term: Net 30

This Zoom Amendment Form is for adjusting or amending an existing Order Form, or for the purchase of the Zoom subscriptions and / or services set forth below. The use and delivery of any services provided for herein shall be governed by Zoom Terms of Service found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern).

AMENDMENT	NAME	BILLING PERIOD	QUANTITY	EFFECTIVE PRICE	EXTENDED TOTAL	ESTIMATED PRORATED AMOUNT
New Rate Plan "Education Annual"	Education Annual	Annual	340	USD 59.85	USD 20,349.00	USD 15,665.94
Removed Rate Plan "Education Annual"	Education Annual	Annual	-60	USD 90.00	USD -5,400.00	USD -4,157.26
(Before Taxes)						
Annual Incremental Spend:						USD 14,949.00
Associated Invoice Amount:						USD 11,508.68

Other Terms & Notes

Special Notes:

The first invoice amount from this Quote will be prorated based on the existing subscription billing cycle date and thus invoice amount will be different from the above Monthly and Annual Incremental Spend.

Should Customer's existing subscription term be extended via this Amendment order, the revised subscription term will apply to Customer's entire existing subscription.

Other:

Named Host - means any subscribed host who may host an unlimited number of meetings during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a subscription) will not exceed 300 per meeting. Named Host subscription may not be shared or used by anyone other than the individual to whom the Named Host subscription is assigned.

Zoom EDU subscriptions are intended for student and faculty and pedagogical interaction within a classroom environment, or the administration thereof and may not be used for any commercial purpose. Zoom EDU subscriptions may not be purchased by hospitals, medical centers, clinics, or other affiliated organizations not specifically involving student and faculty and pedagogical interactions within a classroom environment or the administration thereof.

Fees - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud

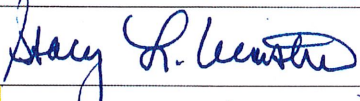
recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term and date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

The customer acknowledges that the Estimated Prorated Amount reflected in the Order Form herein may be subject to change (e.g. based on the provisioning date of the Order Form and other applicable factors) and is provided for informational purposes only.

All prices shown for Zoom and Zoom Phone services are exclusive of indirect taxes (e.g. U.S. state and local taxes, VAT, GST, and HST or any other consumption taxes), digital taxes and environmental taxes to the extent they apply.

Professional Services, if purchased, will be presented in a separate Order Form.

Accepted and agreed as of the date specified below by the authorized representative of Customer

Signature:	
Print Name:	Stacy L. Winslow
Date:	8/11/22
Zoom Service Effective Date: 08/03/2022	
PO # (If Applicable):	
VAT # (If Applicable): 23-6003648	

The Services will be activated within 48 hours of order signature or Zoom Service Effective Date, whichever is later.

If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within 5 days of the service effective date via email to purchase-orders@zoomus.zendesk.com. Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.



AGREEMENT FOR TITLE I NONPUBLIC PROGRAMS AND SERVICES

This Agreement for TITLE I NONPUBLIC Services (hereinafter “Agreement”) is made this 25th day of August, 2022, by and between the **Capital Area Intermediate Unit** (hereinafter “CAIU”), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*, with its principal place of business at 55 Miller Street, Enola, PA 17025, and **Derry Township School District** (hereinafter “Client”), a PUBLIC SCHOOL DISTRICT with its principal place of business at 30 East Granada Avenue, Hershey, Pennsylvania 17033.

1. Scope of Work.

1.1 CAIU agrees to provide NONPUBLIC TITLE I READING, MATH, AND/OR COUNSELING services as follows:

The CAIU will provide the services to all Title I participating nonpublic schools having low income students enrolled from the SCHOOL DISTRICT in accordance with ESSA requirements for Title I Nonpublic programs and services.

See Title I 2021-2022 Statement of Work, attached hereto and incorporated by reference hereby, for a breakdown of program and services. The parties further agree that the detailed invoices provided quarterly by the CAIU are herein incorporated by reference to reflect the exact supplementary support services provided to students in Title IA participating nonpublic schools as well as Tasks and Deliverables outlined in the Statement of Work.

See Title I 2021-2022 Intent to Participate, attached hereto and incorporated by reference hereby, for a breakdown of allocation of funds.

Virtual Delivery of Services During School Closures and Curtailment:

In the event of school closures or curtailment of in-person instruction, the parties agree to negotiate in good faith to assess whether and to what extent remote, virtual services can be provided in place of the in-person services contemplated hereby. Any such services will comply with applicable Pennsylvania Department of Education remote instruction and reopening guidelines and may be updated at any time during the term of this agreement.

Parties further agree to comply with Centers for Disease Control sanitation standards operative, released, and updated at any time during the original term of this Agreement.

- 1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as “work.”

2. Responsibilities of the Parties.

- 2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:

- Perform the Scope of Work as indicated above.
- Assure all financial and legal responsibilities involved in providing the instruction (salary and benefits, instructional and diagnostic materials)
- Provide the School District with the addresses of students served
- Provide the School District with the data necessary to complete their Title I responsibilities including assessment data and related data
- Provide the School District access to the program at any time
- Assume any other responsibilities necessary to conduct the program as intended

2.3 Client shall:

- Provide the CAIU names of private schools identified to participate in Title I programs
- Assist the CAIU in identifying addresses of students who reside in Title I attendance areas
- Inform the CAIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept, \$105/hour (One hundred five dollars per hour) up to \$19,626.00 (Nineteen thousand six hundred twenty-six dollars). This amount has been determined by the per-pupil allocation times the number of low income private school children residing in the school district. The amount also includes a Family Engagement set-aside if applicable. Additional cost terms, if any, shall be addressed in Section 25 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) quarterly basis for the costs incurred to provide the Services. All invoices are due within 45 days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every 30 days past the 45 days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

- 5.1 The term of this Agreement shall commence August 20, 2022, and shall terminate effective September 30, 2023, unless otherwise agreed upon in writing.

6. **Notice.**

- 6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

Contact Name: Lisa Klingler

Address: 55 Miller Street, Enola, PA 17025

Phone: 717-732-8400

Fax:

Email: lklingler@caiu.org

- 6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact

Name: Jason Reifsnyder

Address: 30 East Granada Ave., Hershey, PA 17033

Phone: 717-534-2501 ext. 3201

Fax:

Email: jreifsnyder@hershey.k12.pa.us

7. Mutual Release from Liability.

- 7.1 Except as otherwise provided in this Agreement, Client, on behalf of itself, its agents, employees, directors, officers, affiliates, consultants, and/or contractors (collectively "Client") hereby releases CAIU and its agents, employees, directors, officers, affiliates, consultants, and/or contractors "CAIU"), and CAIU hereby releases Client, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever during the performance and execution of this Agreement.
- 7.2 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. Mutual Indemnification.

- 8.1 Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement.
- 8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. Insurance Coverage.

- 9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances, shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance.

10. **Limitation of Relationships.** Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture.

11. **Work Product.**

11.1 All work products, whether tangible or intangible, and regardless of medium, that are created, produced, engineered or otherwise devised by CAIU during the course of this Agreement are solely owned by the CAIU and may not be used, sold, or otherwise distributed by the Client in any manner which exceeds the scope of the relationship between the Client and the CAIU as described herein or as described in a contract made hereunder.

11.2 Any unauthorized use or infringement of work product by Client shall be considered a material breach.

11.3 Unless otherwise expressly stated herein, no license for use, whether expresses or implied, is given to Client by this Agreement.

12. **Confidentiality.**

12.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

12.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and the business associate and subcontractor privacy rules of the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA), and all other applicable State and federal laws.

12.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 12 and its subsections shall not apply

with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

12.4 The provisions of this Section 12 and its subsection shall survive termination or expiration of the Agreement.

13. Warranties.

13.1 Unless otherwise expressly stated in Section 25 herein or in an Addendum hereto, CAIU MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IN REGARDS TO THE SERVICE(S) AND/OR PRODUCT(S) IT PROVIDES TO CLIENT, AND

13.2 CLIENT ACCEPTS THE SERVICE(S) AND/OR PRODUCT(S) PROVIDED BY CAIU "AS IS," WITH NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. The CAIU assumes no liability for losses, damages, or legal judgments resulting from Client's use of any product or service provided to Client under this Agreement.

13.3 CAIU does not warrant that any product provided by it will perform without error or that it will run without immaterial interruption. Moreover, CAIU provides no warranty regarding, and shall therefore have no responsibility for any claim arising from a modification made by Client unless CAIU approves such modification in writing; and/or use of the product in combination with or on products other than as specified in writing by the CAIU.

13.4 CAIU shall (a) "pass through" to Client any warranty right it receives from any third party provider of system components not authored or manufactured by CAIU ("Third Party Components"); and (b) reasonably cooperate with Client in enforcing such rights. CAIU provides no warranties, express or implied, with regard to Third Party Components, and CAIU shall not be liable for any failure of any Third Party Component to function as expected or intended.

14. **Audit.** All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

15. Severance; Full Force and Effect.

15.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

15.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

16. Governing Law and Venue.

16.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

16.2 Client hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

17. Non-Discrimination. The Client agrees to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by the Provider because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

18. Compliance with Law and Policy. During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

19. Clearances. As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and*

consultants who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

20. Termination.

20.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days written notice.

20.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

21. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

22. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

23. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

24. Entire Agreement and Modification.

24.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

24.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1*, *Addendum, 2, en sic*. To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of both parties, and dated.

24.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

24.4 It is specifically understood and agreed that every Addendum must be separately negotiated and a revised price agreed upon, in writing, by both parties.

24.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

25. Additional Terms and Conditions Specific to this Agreement.

25.1 The School District and CAIU agree to pool funds for instruction in the nonpublic schools. The pooled funds are used to serve the private school students most at risk who reside in participating public school attendance areas regardless of the amount of funds that was generated based on the number of children from low-income families attending that nonpublic school.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT



Authorized Signature

Dr. Andria Saia

Printed Name

Executive Director

Title

DERRY TOWNSHIP SCHOOL DISTRICT


Authorized Signature

Lindsay Drew

Printed Name

President, School Board

Title

Rev. 4/3/2018



Statement of Work

Client: Derry Township School District [School District]

Project: Title I, Part A Support Services in CAIU Nonpublic Schools

Effective Date: August 20, 2022 – September 30, 2023

Purpose

Capital Area Intermediate Unit 15 will provide supplementary support services to Title IA participating nonpublic schools having low income students enrolled from the School District. This service will provide equitable services as outlined in Every Students Succeeds Act (ESSA), to eligible private school children residing in participating Title I public school attendance areas.

Scope

Supplementary services in the nonpublic schools will be provided by staff who fulfill Pennsylvania Department of Education (PDE)'s state certification and licensure requirements. The CAIU will send the School District quarterly updates on students who receive services within their attendance area.

Tasks Conducted by CAIU

- Review of nonpublic schools' referrals of potential educationally disadvantaged students (Multiple criteria: Standardized test scores, benchmark assessments, teacher referral, and administrator referral)
- Screening and assessment of potential educationally disadvantaged students
- Parental permission process
- Benchmark assessments and stakeholder reporting two or three times per year using *FastBridge*
- Student scheduling
- Instructional services in reading, math, and/or school counseling (two times per week for 30 minutes per student, during school hours)
- Progress monitoring and progress reporting as requested
- Quarterly monitoring of school district students, if no educationally eligible students are identified

- Parent and family engagement activities including: Nonpublic School Title I Parent and Family Engagement Night or Summer Books and Activities, School/Parent Compacts (for school, parent and student), Annual Family Engagement Survey
- Performance goal progress
- Annual program evaluation and reporting to all stakeholders based on student improvement, as requested
- Annual educator effectiveness evaluation of CAIU instructional staff
- Nonpublic school visitation coordination and documentation
- Annual assessment plan review and revision
- Technical assistance with federal program monitoring
- Coordination with Pennsylvania Act 89 services
- Coordination with other federal programs, whenever possible

Deliverables

- Deliverables will be provided on a quarterly basis with the detailed services invoice including content areas, amount of service, and assessment results (if available)

Performance Goals

Nonpublic Performance Goals 2022-2023

Title I Reading/Math Performance Goal- Capital Area Intermediate Unit	
Target Date	End of 2022-2023 School-Year
Measurable Goal	50% of CAIU Nonpublic students receiving Title I services in reading or math will have 95% growth or better when comparing Attained Rate of Improvement (ROI) to Target ROI using the <i>FastBridge</i> Assessment from fall to spring or winter to spring 2023.
Data Source	<i>FastBridge</i> Assessment administered 3 times per year at each nonpublic school
Baseline Data	Fall or Winter benchmark assessment data in reading or math will provide baseline data (depending on when the student enters the program)
Target Data Goal	Spring benchmark assessment data in reading or math will be used to determine the level of success of Tier II services toward the attainment of the goal.

Title I School Counseling Performance Goal- Capital Area Intermediate Unit	
Target Date	End of 2022-2023 School-Year
Measurable Goal	The number of teacher referrals for individual counseling or classroom developmental counseling lessons will increase by 10% from December 1 st , 2022 to May 1, 2023.
Data Source	Counseling request forms from teachers.
Baseline Data	Number of requests on December 1 st 2022
Target Data Goal	May 1, 2023

Respectfully Submitted,



Lisa Klingler

Supervisor of Nonpublic & ESL School Services

AGREEMENT

This agreement is made this 12th day of August, 2022, among and between Lou Paoletti, elected tax collector for Derry Township (hereinafter referred to as "Tax Collector"); Derry Township School District (hereinafter referred to as "District"); Janis Creason, elected treasurer of Dauphin County (hereinafter referred to as "County Treasurer"); and Dauphin County, a third class county existing under the laws of the Commonwealth of Pennsylvania (hereinafter referred to as "County").

BACKGROUND

WHEREAS, Township Tax Collector was elected tax collector at the election held on November 5, 2021, and under separate agreement has appointed the County and the office of the County Treasurer as the deputy tax collector and depository for the purpose of receiving and collecting real estate taxes for the County and Township.

WHEREAS, Township Tax Collector desires to appoint the County and the office of County Treasurer to collect District real estate taxes and County Treasurer agrees to accept the appointment to collect taxes and agrees to do so on the terms set forth herein.

NOW, THEREFORE, intending to be legally bound hereby, the parties agree as follows:

1. **Appointment as Agent.** Township Tax Collector appoints County and County Treasurer to act as agent and depository for District for the purpose of receiving and collecting all taxes levied upon real estate by District. County and County Treasurer accept the appointment as agent and depository and agree to use best efforts to collect taxes and abide by the terms set forth herein. Township concurs in this appointment and agrees to cooperate with the parties hereto.

2. **Term.** The term of this agreement shall begin July 1, 2023 and shall extend through the first Monday of January, 2026.

3. **Collection and Payment Over.**

A. County Treasurer shall keep a correct account of all moneys collected as taxes and, on or before Monday of each week, shall provide a true, verified statement in writing to the business manager of District giving names of all persons and entities taxed, the amounts collected from each, the discounts granted and penalties applied and the total amount of taxes received.

B. County, on or before Monday of each week, shall pay over to District all moneys collected as taxes during the previous week on behalf of the District. Funds will be electronically wired directly to the checking account designated by the District's Board of Administration.

C. County Treasurer, on or before the fifteenth day of each January, shall prepare a final and complete settlement of all taxes collected for the prior calendar year for review, certification and submittal by the Tax Collector and deliver the same to Township Tax Collector and to District.

D. County Treasurer agrees to provide staff to collect and receive payment of taxes within the Treasurer's Office located at the Dauphin County Courthouse, Room 105, Harrisburg, PA 17101.

E. County Treasurer shall perform administrative duties on behalf of District in respect to the collection of real estate, such as, but not limited to, issuance of tax certifications, telephone and mail inquiry, etc. The duplicates of the tax collector are open to inspection by the taxing district at any time. Retention and disposition of tax collectors' records are governed by the Municipal Records Retention and Disposition Schedule promulgated under the Municipal records Act of 1968. County Treasurer's office will retain records based on the aforesaid act on behalf of Township Tax Collector.

F. Certifications for real estate may be requested of County Treasurer who will provide certification tax receipts in person, by mail, fax and email as requested. Charges for certification shall be as established by enactment of the Township. The fee expected to be established at the initiation of the contract is \$10.00 per certification. The certification fee will be retained by the County for services rendered.

G. The Local Tax Collection Law requires the tax collector to furnish a receipt for all payments. Where payment is made by mail, a receipt is required only when the taxpayer encloses with the payment a self addressed stamped envelope for the return of the receipt. County Treasurer's office will furnish tax receipts by mail when an envelope is provided by the taxpayer. Faxed and emailed copies will be provided by County Treasurer to the property owner or resident at no charge on reasonable request of the taxpayer or his or her agent.

H. The property owner and/or resident may make their payment by mail to County Treasurer's office or they may deliver their payment in person to the Dauphin County Courthouse during regular business hours. In addition, the taxpayer may make payment online or over the telephone with their American Express, Visa, MasterCard or Discover credit card or via eCheck. Payments made by credit card or eCheck will incur an additional surcharge paid solely to the payment processor. All funds, regardless of payment method, will be deposited into the County's concentration account held at M&T Bank until disbursement to the District.

4. **Reimbursement for Expenses.** The Dauphin County Tax Assessment Office shall prepare and print all real estate tax notices for the District at the prevailing rate for printing and postage. The District agrees to provide the Dauphin County Tax Assessment Office with approved final millage rates in sufficient time to mail bills no later than July 1 each year. The District shall bear all expenses related to the printing and mailing of District real estate tax bills, as well as an annual reminder notice.

5. **Waiver of Compensation from the County.** Since the County, in cooperation with County Treasurer, will be collecting all real estate levied within the School District, the Tax Collector waives all rights which he has to receive commissions, compensation and expenses from the School District for the collection of such taxes. Township Tax Collector shall assign all his rights to and payments for all such commissions, compensation and expenses to the County.

6. **Compensation.** The District shall compensate the County at the rate of \$1.85 per bill plus \$500.00 annual stipend to cover expenses associated with collecting the real estate tax payments.

7. **Compliance with the Law.** The parties shall provide all tax collection services and otherwise comply with all applicable laws of the Commonwealth of Pennsylvania pertaining to the collection of taxes, including Local Tax Collection Law, Act of May 25, 1945, P.L. 1050, 72 P.S. Section 5511.1 et seq.

8. **Surviving Responsibilities.** Township Tax Collector remains responsible under the Local Tax Collection Law to annually make final and complete settlement with the taxing districts for all taxes collected by County Treasurer. In this regard, Township Tax Collector shall cooperate with County Treasurer in accounting to and making final and complete settlement with the taxing districts for all taxes collected on behalf of the taxing districts by County Treasurer. County shall supply bonds required by law of the Township Tax Collector, the cost of which will be shared equally among the taxing districts. Given the surviving responsibilities of the Tax Collector, he shall continue to provide a bond to secure the taxing districts against any losses of tax funds.

9. **Authorization by School District.** The parties acknowledge that the Derry Township School District has authorized the appointment of the County and/or the County Treasurer to act as depository or agent for the collection of real estate taxes for the School District by Resolution No. 2022-01 passed September 12, 2022.

10. **Headings.** The headings preceding the paragraphs and sections of this agreement are inserted for convenience only and shall have no effect in determining the rights or obligations of the parties.

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written.

WITNESS/ATTEST

DERRY TOWNSHIP
TAX COLLECTOR

Lou Paoletti

DAUPHIN COUNTY TREASURER

Janis Creason

DAUPHIN COUNTY BOARD OF
COMMISSIONERS

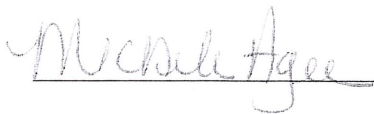
Scott Burford, Chief Clerk

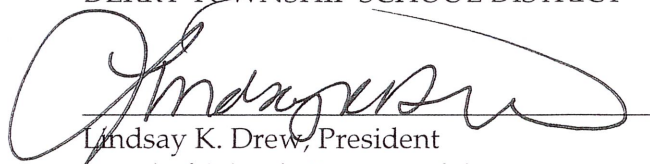
Michael Pries, Chairman

Chad Saylor, Vice Chairman

George P. Hartwick, III, Secretary

DERRY TOWNSHIP SCHOOL DISTRICT

_____


Lindsay K. Drew, President
Board of School Directors of the
Derry Township School District

** Agreement revised December 2022 *
Michele Agee, Board Secretary*

**DERRY TOWNSHIP SCHOOL DISTRICT
DAUPHIN COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2022-01

**A RESOLUTION AUTHORIZING AND DESIGNATING DAUPHIN COUNTY AND
THE COUNTY TREASURER TO ACT AS THE COLLECTOR, DEPOSITORY AND
AGENT FOR THE COLLECTION OF REAL ESTATE TAXES FOR DERRY
TOWNSHIP SCHOOL DISTRICT, THE DERRY TOWNSHIP TAX COLLECTOR AND
DAUPHIN COUNTY**

WHEREAS, the Board of School Directors of the Derry Township School District, Dauphin County, Pennsylvania wishes to transfer the service of real estate tax collection to Dauphin County and the Office of the County Treasurer; and,

WHEREAS, the Township Tax Collector was duly elected at the general election held on November 5, 2021, and has the right to appoint Dauphin County and the Office of the County Treasurer as the deputy tax collector and the collector and depository for the purpose of receiving and collecting real estate taxes for the School District, the Township and the County; and,

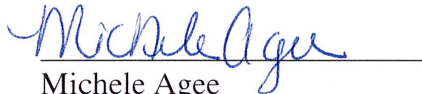
WHEREAS, all tax collection services provided by Dauphin County and the Office of the County Treasurer shall be provided in a manner consistent with the Local Tax Collection Law, Act of May 25, 1945, P.L. 1050, 72 P.S. Section 5511.1 et. seq. as amended.

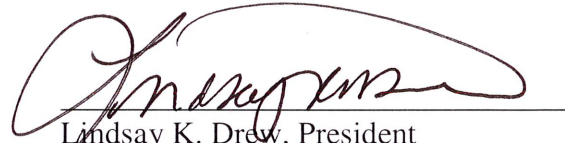
NOW THEREFORE, BE IT RESOLVED, that the following is hereby approved, authorized and/or otherwise adopted by the Derry Township School District Board of School Directors:

1. By approval of this Resolution and the attached Agreement between the Derry Township School District, The Township of Derry Tax Collector, the Dauphin County Treasurer and Dauphin County, a copy of which is attached hereto and marked as Exhibit A, the Derry Township School District specifically approves the transfer of real estate tax collection services to Dauphin County and the Office of the County Treasurer, effective July 01, 2023.
2. The proper officers and/or representatives of the Derry Township School District are authorized to execute the Agreement attached hereto and marked as Exhibit A.

3. Derry Township School District approves and authorizes the Dauphin County Treasurer and Dauphin County to be appointed and designated the deputy tax collector and further approves and authorizes the Dauphin County Treasurer and Dauphin County to be appointed the collector and depository for the purpose of receiving and collecting real estate taxes for the School District.

CERTIFICATION OF ADOPTION. The undersigned certifies that the above Resolution was adopted at a public meeting on this date: September 12, 2022.


Michele Agee
Secretary


Lindsay K. Drew, President
Board of School Directors of the
Derry Township School District

[Seal]



SOFTWARE USAGE AGREEMENT

This Agreement is hereinafter referred to as the “Agreement” dated as of August 12, 2022, by and between **DERRY TOWNSHIP SCHOOL DISTRICT** (the “District”) and **THE COUNTY OF DAUPHIN**, by and through the **COMMISSIONERS OF DAUPHIN COUNTY** (the “County”).

RECITALS

WHEREAS, the County is a licensee entitled to utilize Devnet billing and collection software (the “Software”) for the purposes, among others, of billing, collecting and accounting for real property taxes imposed upon real estate owners in Dauphin County; and

WHEREAS, the County presently prepares real estate tax bills for the District for use by District’s tax collector and his agent in collecting school real estate taxes; and

WHEREAS, the Software, as currently utilized, allows the County and the District to view and generate reports of tax payments; and

WHEREAS, the District and the County have determined to import and enter all of District’s tax bills into the Devnet program, and to provide for the inputting, by electronic means, of bills issued and payments received by the District’s tax collector or his agent, and

WHEREAS, the District and the County desire to implement a system whereby all of the District’s tax bills and collections will be available to review through the Software by all interested and permitted parties.

NOW, THEREFORE, intending to be legally bound hereby, and in consideration of the County releasing the Software to District, and granting the District the right to use such Software for the purposes identified below, the parties further agree as follows:

1. RECITALS INCORPORATED. The foregoing Recitals are incorporated herein as though set forth in their entirety.

2. TERMS AND CONDITIONS. The District agrees to implement, maintain and utilize the Software in the following manner, and under the following circumstances and conditions:

(a) It will not directly accept or enter any payments from taxpayers or otherwise at any school district installation or office, agreeing in this manner only to use the software to view records and prepare reports;

(b) It will establish efficient Software log-in and password safeguards, so as to restrict access only to those individuals who have been identified to the County as authorized users of the Software;

3. FEES. Fees for use of the Software shall be waived on the District during its first full or portioned fiscal year during which the District utilizes the Software; beginning in the second fiscal year, in this case, July 1, 2024, and all subsequent fiscal years thereafter, the District shall pay a \$100.00 fee per month, which fee shall be debited against District quarterly through an electronic funds transfer deduction or paid to the County Treasurer by invoice.

4. PROPRIETARY INFORMATION. The Software is licensed to the County and its formatting remains the proprietary information owned by the County.

5. LIMITATIONS. As formatted by the County, the Software is not in the public domain and nothing in this Agreement shall be construed as permitting the Software to be made available to the public without restriction. The Software shall be released only to District and shall be used only for purposes related to billing and collection of real estate taxes by the District, and its designated tax collectors.

6. NO DISTRIBUTION. There shall be no further distribution or publication of the software by the District, neither the source code, executable code, nor associated run-time applications, whether standalone or embedded, to or for use by any third party without the express prior written approval of the County.

7. NO PUBLICATION. The Software and/or any modified or enhanced version therefore supplied by the County to the District, shall not be published by the District, given or transferred to another entity or in any manner offered for sale to any other entity.

8. LICENSED PROPERTY. The Software remains the licensed property of the County.

9. NO MAINTENANCE RESPONSIBILITY. The County shall be neither liable nor responsible for any maintenance or updating of the provided Software, nor for correction of any errors in the Software, and the provisions of this section are not waived by any action on the part of the County to, from time to time, provide updates, maintain or assist the District in its utilization of the Software.

10. NO WARRANTIES. The Software is provided "AS IS" without any warranty of any kind, either expressed, implied or statutory, including, but not limited to, any warranty that the Software will conform to specification, any implied warranties of merchantability, fitness for particular purpose, and freedom from infringement, and any warranty that the documentation will conform to the Software, or any warranty that the Software will be error free. In no event shall the County be liable for any damages, including, but not limited to, direct, indirect, special or consequential damage, arising out of, resulting from, or in any way connected with this Software, whether or not based upon warranty, contract, tort, or otherwise, whether or not injury was sustained

by person or property or otherwise and whether or not loss was sustained from, or arose out of the results of, or use of the Software or services provided hereunder.

11. INDEMNIFICATION. District agrees to waive any and all claims against the County and shall indemnify and hold harmless the County for any damage that District may incur from District's prior or future use of the provided Software, including any damages from products based on, or resulting from the use thereof.

12. NON-EXCLUSIVITY. This Agreement does not, in any manner, constitute an exclusive release of the Software to District. The County's distribution of the Software to other entities is in no manner limited by this Agreement.

13. UNAUTHORIZED USE. Any use of the Software by District other than that authorized in this Agreement may result in liability of the District to County.

14. CHOICE OF LAWS. This Agreement shall be construed and the legal relations between the parties hereto shall be determined in accordance with the laws of the Commonwealth of Pennsylvania.

15. AMENDMENT. This Agreement constitutes the entire understanding and Agreement between the parties hereto relating to release of the Software and may not superseded, modified or amended accept by further written agreement duly executed by the parties.

16. TERM AND TERMINATION. This Agreement shall be considered to have terms of one (1) year automatically renewing annually. Either the County or District may terminate this Agreement, at any time, by written notice to the other party thirty (30) days before the desired date of termination.

17. MISCELLANEOUS. The District's acceptance of the subject Software, constitutes the District's acceptance of the above terms. The effective date of this Agreement shall be as set

forth above. The person signing on behalf of each party represents that he or she is so authorized on behalf of the respective party to sign this Agreement.

COUNTY OF DAUPHIN
By its Commissioners

Mike Pries, Chairman

Chad Saylor, Vice Chairman

George P. Hartwick, III, Secretary

Scott Burford, Chief Clerk

ACKNOWLEDGEMENT

TREASURER OF DAUPHIN COUNTY

DERRY TOWNSHIP SCHOOL DISTRICT



Name: Lindsay K. Drew

Title: President, School Board

REQUEST FOR PROPOSALS

The Derry Township School District
Invites qualified vendors to submit proposals

To Provide Local Service Tax and Occupation Tax Collection Services for the Derry Township School District

PROPOSAL INFORMATION

**Submittal Deadline:
October 14, 4PM EST**

**Derry Township School District
30 East Granada Ave.
Hershey, PA 17033**

**Sheryl Pursel
Business Manager
717-531-2243
spursel@hershey.k12.pa.us**

REQUEST FOR PROPOSALS:

Local Service Tax and Occupation Tax Collection Services for the Derry Township School District

The Derry Township School District will accept proposals for Local Service Tax and Occupation Tax Collection Services until **4:00 p.m. October 14, 2022.**

All proposals shall be prepared in accordance with the Request for Proposal (“RFP”) specifications and required information herein defined and described. Proposals shall contain all required information, documentation, attachments, and supplementary details. Failure to submit any or all materials may result in a disqualification of the proposal.

The Derry Township School District Board of Directors is expected to consider the proposals and possibly take action and award the contract at its regular scheduled meeting on Monday, October 24, 2022.

This RFP does not commit Derry Township School District to award a contract. Any response by any respondent to the RFP shall become property of Derry Township School District and may be subject to public disclosure.

This is a request for proposals for a professional service and therefore is not being bid out under the competitive bidding process and shall not be required to comply with such competitive bidding process. The School District is not proceeding with competitive bidding for the anticipated professional services described herein and specifically reserves the right not to proceed with the competitive bidding process. The School District may award the contract for such professional services to the Contractor determined to be in the best interest of the School District.

DERRY TOWNSHIP SCHOOL DISTRICT

REQUEST FOR PROPOSALS:

**To Provide Local Service Tax and Occupation Tax Collection Services
for the Derry Township School District**

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I. GENERAL INFORMATION

A. PURPOSE

Derry Township School District (hereinafter referred to as the “School District”) is requesting proposals from qualified companies to provide collection and administration services of the School District’s Local Service Tax and Occupation Tax. For purposes of this RFP, the term “Contractor” shall mean the qualified company proposing tax collection services in response to this RFP.

- The Contractor shall collect, administer, receive and enforce the aforementioned Taxes and enforce the provisions of any and all Resolutions and Ordinances, the Local Tax Enabling Act (Act 511) and any successor laws.
- The Contractor shall be granted all of the powers of the School District Tax Officer for the purposes of the collection of Local Service Tax and Occupation Tax.

The Contractor will be required to enter into an agreement with the School District for services further described below in Section C (Scope of Services). This RFP will be awarded to one successful Contractor. Services shall be rendered for the 2023, 2024 and 2025 tax years, with an option to extend the services for two (2) additional one (1) year terms.

B. BACKGROUND

Derry Township School District, located in Dauphin County, PA, is governed by a board of nine School Directors who are citizens of Derry Township. The Superintendent, who is appointed by the Board, is the chief administrative officer of School District, with overall responsibility for all aspects of operations, including education and finance. The Business Manager will be the primary point of contact for oversight of tax collection services.

The School District provides educational services to approximately 3,200 students in Derry Township which has approximately 28,000 residents. The School District’s 2022-2023 anticipated operating revenue is approximately \$71,403,671. Act 511 taxes provide 15% of the 2022-2023 anticipated revenues, while real estate taxes provide 55% of the 2022-2023 anticipated revenues.

The School District and Derry Township jointly formed the Derry Township Tax Association in 1993 to collect all taxes levied by each entity (note in 2008 all Earned Income Taxes were mandated to be collected on a County wide basis). The Derry Township Tax Association is currently located in a portion of the Derry Township School District property located at 600 Clearwater Road Hershey, PA 17033. The Derry Township Tax Association provides full-service collection, with regular office and collection hours.

Derry Township does have an elected tax collector, and the tax collector has been an integral part of the Derry Township Tax Association since its inception. The School District and Township have an agreement with the Derry Township Tax Collector for the operation of the Derry Township Tax Association.

B. BACKGROUND (Continued)

Taxes Imposed – Derry Township School District

The Derry Township School District imposes the following taxes that would be collected by the selected Contractor:

Occupation Tax – Flat \$250 tax levied on each person with an occupation living in Derry Township School District. Assessed to any resident age 19-65 making more than \$12,000/year. Estimated revenue for the 2022-2023 school year is \$2,325,000.

Local Services Tax - \$52/year tax levied on anyone working in Derry Township making more than \$12,000 per year. Amount is withheld and remitted by employers. Derry Township receives \$47 of the tax, and the School District receives \$5 of the tax. Estimated revenue for 2022 is \$160,000.

C. SCOPE OF SERVICES

I. Tax Collection - Required Services

- Provide, at Contractor's expense, do and perform all of the work/labor and furnish all of the necessary supervision, equipment, facilities, supplies, forms, notices, postage (at the current rate), and the records necessary to assess, collect, administer, receive and enforce the provisions of any and all Resolutions and/or Ordinances with respect to the collection of the Local Service and Occupation Taxes;
- Collect and receive taxes, fines, interest and penalties levied and imposed thereon by of any and all Resolutions and/or Ordinances of the School District in relation to the above referenced taxes, and maintain a record showing the amount received by it from each person, business, taxpayer or employer paying the same and the date of such collection and receipt
- Indicate the turnaround time (minimum and maximum) between the Contractor receiving tax revenue and the deposit of tax revenue into the designated School District bank account.

II. Tax Collection - Required Services

- Provide the School District with monthly reports by the 10th day of each calendar month separately identifying the following for prior month collection activity:
 - Tax Monies
 - Interest
 - Penalties
 - Fines
 - Commission Charged
 - Prior Year Collections

III. Contractual Prerequisites

- Provide the School District with a Tax Collector Surety Bond and/or other bond of a type and form acceptable to the School District equal to the amount expected to be collected by the Contractor in the span of a typical tax year, of such taxes to the School District, for disbursement to the School District by the Contractor/Collector at any given time, jointly and severally with one or more corporate sureties, which shall be surety companies authorized and duly licensed by, or otherwise approved or permitted to sell insurance in Pennsylvania by the Insurance Commissioner of the Commonwealth. Said Bond shall be delivered by the Contractor to the School District Business Manager as the custodian of the Bond.
- Provide the School District with an annual Certified Public Accountants statement attesting to the solvency of the Contractor serving as Collector, to be delivered as soon as available, but no later than June 1st. Collector Solvency Testing must conform to Generally Accepted Accounting/Auditing Standards or other standards utilized to measure fiscal strength and ongoing viability of the Collection Agent.
- Submit System of Organization Controls (SOC) 16 audit to the School District annually.
- Contract with a firm of Certified Public Accountants to have a financial audit of the tax records conducted on an annual basis. Such audit is to occur on a calendar year basis and results delivered to the School District on or before June 30th of each year for the preceding year.
- The School District may, at its own expense, undertake either the current generally accepted Standard Auditing Statement (SAS) audit or the AT-C Section 320 audit of the tax collector. The Collector, at no expense to the School District, shall make available the information and personnel needed to complete this audit.

IV. Depository and Remittance Standards to Be Followed

- All Tax, Fines, Interest and Penalties collected are to be treated as public funds and shall be deposited into a federally insured national depository bank trust account and secured by collateral pledged by the depository pursuant to Act 72 (1971) or other applicable state laws.
- All Tax and related amounts are to be distributed in compliance with the Pennsylvania Local Tax Enabling Act, 53 P.S. § 6924.513, provided, however, distributions shall be disbursed to the Township on a weekly basis. The Contractor shall provide electronic notification (e-mail) when funds are disbursed to the School District's Bank Account.

D. CONTRACT TERM

The contract shall be effective for three (3) years from the date of execution of the agreement and shall include the collection of tax for tax years 2023, 2024, and 2025, with the option of two (2) one (1) year extensions to collect taxes for tax years 2026 and 2027, if mutually agreeable. The anticipated agreement will provide for early termination if deemed necessary by the School District.

E. PROPOSAL ELEMENTS

General Requirements

- All questions regarding this proposal must be e-mailed to Sheryl Pursel at spursel@hershey.k12.pa.us by 4:00 p.m. on Thursday, September 29, 2022. Responses to all questions received will be provided to all interested vendors by 4:00 p.m. on Tuesday, October 4, 2022.
- Responses will not be made to telephone, mail, or fax inquiries.
- Final proposals must be submitted no later than **4:00 p.m. EST on October 14, 2022:**

Mail or deliver proposal to the following address:

**Derry Township School District
Attn: Business Manager – Derry Township SD RFP Tax Collection Services
30 East Granada Ave.
Hershey, PA 17033**

OR

Email proposal:

**Sheryl Pursel, Business Manager
spursel@hershey.k12.pa.us**

Subject Line: DERRY TOWNSHIP SD – RFP TAX COLLECTION SERVICES

Minority Proposer – The Derry Township School District encourages all qualified businesses, including minority owned and women-owned businesses to respond to all Invitations for Requests for Proposals.

Preparation Costs – The Derry Township School District will not be responsible for any costs associated with the preparation, submittal or presentation of any proposal.

Open Records Law/Public Information – Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., Section 67.101, ET seq., a record in the possession of the School District is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception. Any contract dealing with receipt of or disbursement of funds by the School District, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law.

Format of Technical Proposal

- A Title Page showing the RFP subject; the Contractor’s name, the name, address, telephone number and email address of the contact person; and the date of the proposal.
- Table of Contents identifying matters submitted by section and page number.

- Signed Transmittal Letter briefly stating the proposer’s understanding of the services to be performed; the commitment to perform the services within the specified time period; and the person authorized to represent the proposal.
- A statement that the Contractor has no relationship with any elected official of the School District, appointed official or any member of School District staff that would create a conflict of interest.
- Detailed proposal organized in the order set forth below.
- All signed and certified documents supplied in the Appendix section of this RFP.

Contents of Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the Contractor seeking to provide assistance to the Derry Township School District regarding the collection of Local Service and Occupation Taxes in conformity with the requirements of this RFP. As such, the substance of the proposals should demonstrate the qualifications of the Contractor and of the particular staff to be assigned to the engagement.

The Technical Proposal should address all points outlined in the RFP, excluding any cost information, which should be included in the submittal. The Technical Proposal should be prepared in a straightforward and economical manner, providing a concise description of the proposer’s capabilities to satisfy the requirement of this RFP. While additional information may be presented, the following items must be included. They represent some of the criteria against which the proposal will be evaluated.

- Company Qualifications and Experience
 1. To qualify, the Contractor must have comprehensive experience in Local Service and Occupation Tax collection for local governments in general and Pennsylvania local governments in particular. Additional consideration will be given to the Contractor’s qualifications and experience with tax collection administration. The proposal should state the Contractor’s size, the office location from which the work will be conducted, and the number and nature of the professional staff to be employed in this engagement.
 2. The Contractor must identify the principal management, supervisory and professional staff that will be assigned to the engagement; including resumes, as well as the number, qualifications, experience, training and hourly rate of the specific staff to be assigned.
 3. The Contractor must provide a list of all current local government clients for its Local Service and Occupation Tax collection services in the Commonwealth of Pennsylvania.

- Similar Engagements with Other Government Entities
 1. For the Contractor's office that will be assigned responsibility for the collection(s), the list of the most significant engagements (maximum of five) performed in the last three (3) years that are similar to the engagement described in the RFP.
 2. Provide a list of not less than five (5) client references for which services similar to those outlined in this RFP are currently being provided. For each reference listed, provide the name of the organization, dates for which the service(s) are being provided, the name, address and telephone number of the responsible person within the reference client's organization. The School District reserves the right to contact any or all of the listed references regarding the collection services performed by the proposer.
- Specific Approach to Collection and Administration
 1. The Contractor should set forth a work plan, including an explanation of the methodology to be followed, for the Services as described in this RFP.
 2. Contractors must provide information regarding their approach to be taken to gain and document an understanding of the School District's administrative processes and procedures related to local service and occupation tax collection.

Format and Contents of Cost Proposal – The cost proposal should identify the detailed pricing information relative to the Services the proposer will provide. If a contingency fee structure is proposed, the specific contingency percentage and methodology must be described.

F. RFP SCHEDULE (subject to change without notice)

This Request for Proposal will accommodate the following tentative schedule:

<u>DATE</u>	<u>EVENT</u>
September 12, 2022	RFP Issued and Advertised
October 14, 2022	Submission Deadline (4:00 p.m.) Review and Evaluation
October 24, 2022	Anticipated Consideration and Action by Board of School Directors

All questions should be submitted via email at: spursel@hershey.k12.pa.us

G. PROPOSAL EVALUATION PROCESS

Review of Proposal - A School District evaluation team consisting of various members of the School District will evaluate all proposals based on the criteria identified below. The School District's evaluation team will make a recommendation to the School Board of Directors, which will have the ultimate authority to decide which Contractor will be awarded a contract. This is considered a professional service RFP and therefor this is not intended to be, nor should it be considered a competitive bid.

Evaluation Criteria – The School District will consider the following criteria, among other things, when selecting the successful proposal:

- The Contractor's professional qualifications for performing the work described in this RFP.
- The Contractor's past experience and performance with comparable engagements.
- The Contractor's success in enabling other clients to improve their Local Service and Occupation Tax collection processes and achieve enhanced efficiency.
- The quality of the Contractor's professional personnel to be assigned to the engagement and the quality of the Contractor's management support personnel to be available for technical consultation.
- Thoroughness of approach to conducting the Local Service and Occupation Tax collection and demonstration of understanding best practices.
- Fees to be charged for conducting the collections and producing the required reports, specified for each of the taxes to be collected.

Complete Appendix G: Fee Table

Oral Presentations - During the evaluation process, the School District's evaluation team may, at its discretion, request any or all Contractors to make oral presentations. Such presentations will provide Contractor with an opportunity to answer any questions on the Contractor's proposals. All Contractors may not be asked to make such oral presentations. Key personnel from the Contractor, who will be assigned to the work, must be present for the oral presentation.

H. RESERVATION OF RIGHTS - The School District reserves and may at its sole discretion, exercise the following rights with respect to this RFP and all proposals submitted pursuant to this RFP:

- To reject all proposals and reissue the RFP at any time; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.

H. RESERVATION OF RIGHTS (Continued)

- To reject any proposal if, in the School District's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set for in this RFP or the School District otherwise determines that rejection of any proposal is in the best interests of the District.
- Accept or reject any or all items in any proposal and award a contract for the whole or any part of any proposal if the School District determines, in its sole discretion, it is in the School District's best interest to do so.
- To reject the RFP of any Proposer that, in the School District's sole judgment, has been delinquent or unfaithful in the performance of any contract with the School District, is financially or technically incapable or is otherwise deemed to be not a responsive proposer.
- To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the School District's sole judgment, material to the proposal.

This is a professional service RFP and is not intended to be nor should it be considered a competitive bid.

I. MISCELLANEOUS

1. This RFP does not, under any circumstances, commit and/or bind the School District to any cost incurred by any Contractor prior to the execution of a final agreement with the School District.
2. The School District reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing Contractors.
3. Contractor may submit questions prior to submitting a proposal. Questions must be submitted by email to [the email provided herein](#) at least five (5) business days prior to the day and time specified for the receipt of proposals.
4. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Contractor's ability to meet the requirements of this RFP.
5. Contractor may be asked to make an oral presentation to the Derry Township School District Board of Directors.
6. Please be advised that all responses to this request are subject to the Pennsylvania Right-to-Know Law through the School District's Open Records Officer.
7. Contractor shall identify the point person for the School District to contact in relation to this request.
8. This is neither a contract nor a promise of the School District to enter into a contract. This is a request for proposals from Contractors to provide tax collection services to the Derry Township School District as set forth herein. No decision has been made regarding the withdrawing from its current agreement for the collection of taxes. Nothing contained herein is to be considered a commitment on the part of the School District to award any contract to any Contractor responding hereto.

II. GENERAL CONDITIONS

Definitions and Headings

- The Request for Proposal, the proposal, the notification of award and the purchase order (if any) or contract constitutes the complete agreement between the parties (hereinafter the “Agreement”). References to the Agreement include these General Conditions. “Derry Township School District” and “Contractor” are the parties identified as such in this Agreement. “Contractor” means the selected respondent to the RFP. “Services” means the services identified in this Agreement as being the services to be performed by Contractor under the Agreement. The “Goods” means the equipment or items to be supplied by Contractor under this Agreement.
- All headings of the Articles of these General Conditions are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

Precedence – Where conflict exists between the Request for Proposal, the Contractor’s Proposal and any other signed document, the terms of this request for Proposal shall prevail unless specifically stated to the contrary in the subsequently signed contractual document.

Availability of appropriated fund – The parties agree that any and all payment due from the School District that may be required under the terms of the Agreement are contingent upon the availability of appropriated funds.

Taxes – The School District is exempt from all Federal excise and transportation taxes and Pennsylvania sales and use tax. The School District’s IRS Employer Identification Number is 23- 6003648. No exemption certificates are required, and none will be issued. Nothing in this paragraph is meant to exempt a Contractor from the payment of all applicable Federal, State and Local taxes.

Warranty – Contractor warrants to the School District that work performed under this Agreement shall be done in a skilled manner and shall comply with industry standards. Contractor shall promptly re-perform Services after receiving notice from the School District of defects or nonconformance with such standards.

Indemnity – Contractor agrees to indemnify and hold harmless the School District, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens and judgments (including reasonable attorney’s fees) of whatever nature, including but not limited to injuries to or death of any person or persons, or loss or damage of property, to the extent attributable to the negligent acts of Contractor, its subcontractors or respective agents, servants, or employees of such parties’ failure to perform in accordance with the provisions of this Agreement. Contractor shall indemnify and hold the School District harmless from any and all claims relating to the Contractor’s services and/or lack of services provided for the collection of the above-referenced taxes under this RFP and the anticipated agreement.

Force Majeure –Neither party shall be liable for any failure or delay in performance resulting from any cause beyond its reasonable control including, but not limited to acts of God, acts or omissions of civil or military authority; fires; floods; unusually severe weather; strikes or other labor disputes; embargos; wars; political strife; riots; delays in transportation; sabotage; or fuel, power, material or labor shortages; provided that the affected party notifies the other party, in writing within forty-eight (48) hours subsequent to the commencement of the occurrence of Force Majeure.

Termination for convenience – The School District reserves the right, at any time for its convenience to terminate the Agreement in whole or in separable part by written notice to Contractor. Such notice shall be provided, in writing, at least thirty (30) days prior to the intended termination date. Contractor shall be compensated for Goods accepted or Services performed in accordance with the provisions of this Agreement up to the effective date of the termination, less any payments previously made by the School District for such Goods or Services, but in no event shall Contractor be entitled to recover loss of profits.

Termination for Cause - In the event that either the Contractor or the School District defaults in the performance of any obligations specified herein, the non-defaulting party shall notify the other party in writing and may suspend the Agreement, in whole or in part, pending the remedy of the default. If such default is not remedied within fifteen (15) days from the receipt of such notice, or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the Agreement immediately by providing written notice of termination to the other party.

If during the term of this Agreement, Contractor shall be adjudged bankrupt, make a general assignment for the benefit of its creditors, or become insolvent, Contractor shall give the School District written notice of such occurrence as soon as is legally permissible. If such occurrence or proposed occurrence is unacceptable to the School District, the District may terminate this Agreement immediately upon written notice thereof to Contractor.

Notices - All notices required under the Agreement resulting from the award of this RFP shall be in writing. Written notices shall be effective if delivered by hand, or if sent by registered or certified mail, by verified facsimile, or by confirmed courier to the address specified for each party in the Agreement.

Time is of the essence - Time is of the essence in the performance of this Agreement. In the event delivery of Goods or completion of Services is delayed, the School District reserves the right, without liability, and in addition to its other rights and remedies, to terminate the Agreement by written notice to the Contractor, and to purchase substitute Goods or Services elsewhere and charge Contractor with any loss of additional cost incurred.

Ownership of Work Product - The School District, its departments, employees, or agents shall have the unrestricted right and authority to reproduce, distribute and use in whole or in part any submitted report or written materials generated by the Contractor in the performance of this Agreement.

Records, Audit and Inspection - Contractor shall maintain such records as may be necessary to adequately reflect the accuracy of Contractor's charges and invoices for reimbursement under this Agreement and such other additional records as the School District may reasonably require in connection with this Agreement. Contractor shall preserve such records in accordance with statutory requirements, but in no case for less than three (3) years after the date of final payment. The School District and its duly authorized representatives shall have the right, from time to time, and upon reasonable notice, to audit, inspect and verify the records kept by Contractor in connection with the Agreement. The School District and its duly authorized representatives shall have the right to visit, observe, audit, and inspect, during the Contractor's normal business hours, Contractor's production and related facilities utilized to perform its obligations under this Agreement.

Assignment - Contractor shall not assign the Agreement in whole or in part nor delegate any duties, without the prior written consent of the School District. Any assignment consented to by the School District shall be evidenced by a written assignment agreement executed by the Contractor and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the original Agreement and to assume the duties, obligations, and responsibilities being assigned. In the event of an assignment, the Contractor shall remain responsible for the performance of the services under the Agreement.

Publicity - Neither Contractor nor any assignee shall use the name of the Derry Township School District or quote the opinion of any District employee in any advertising, publicity, endorsement or testimonial, without the prior written approval of the School District.

Compliance with laws - In the performance of this Agreement, Contractor shall comply with all applicable laws, ordinances, rules and regulations of governmental authorities and shall further specifically comply with those sections related to Equal Employment Opportunity.

Independent Contractor - The employees, methods, facilities, and equipment used by Contractor shall be at all times under Contractor's direction and control. Contractor's relationship to the School District under this Agreement shall be that of an independent contractor, and nothing in this Agreement shall be construed to constitute Contractor, its assignees or any of their employees as an employee, agent, associate, joint venture, or partner of the School District.

Governing Law - This Agreement shall be interpreted under the substantive law of the Commonwealth of Pennsylvania, without giving effect to any choice of law provision.

Contractor Certification - Contractor certifies that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania or federal government, and if the Contractor cannot so certify, then it agrees to submit along with the proposal a written explanation of why such certification cannot be made. If the Contractor assigns this Agreement to any assignee who is currently suspended or debarred by the Commonwealth of Pennsylvania or federal government during the term of this Agreement or any extensions or renewals thereof, the School District shall have the right to require the Contractor to terminate such assignment or employment, at no cost to the School District. The Contractor agrees to reimburse the School District for costs and expenses incurred due to the Contractor's noncompliance with the terms of this certification requirement.

Severability - The provisions of this Agreement shall be deemed to be severable. Consequently, in the event that any provision of this Agreement is found to be void or unenforceable, such findings shall not be construed to render any other provision of this Agreement either void or unenforceable, and all other provisions shall remain in full force and effect unless the provisions which are void or unenforceable shall substantially affect the rights or obligations granted to or undertaken by either party.

Entire Agreement - This Agreement contains the complete and entire Agreement between the parties and may not be altered or amended except in a writing executed by a duly authorized official of the School District and by a duly authorized individual of the Contractor.

III. LEGAL ADVERTISEMENT

REQUEST FOR PROPOSALS

Notice is hereby given that the Derry Township School District, Dauphin County, PA will receive proposals from qualified tax collection entities and/or companies interested in collecting two (2) Act 511 taxes for Derry Township School District – Local Services Tax and Occupation Tax - for tax years 2023, 2024, and 2025, with the option for two (2) one-year extensions. The anticipated start date of the contract is January 1, 2023. This is a professional service RFP and is not intended to be nor should it be considered a competitive bid.

Proposals are due Friday, October 14, 2022, at 4:00 p.m. EST. Proposals may be submitted via email to spursel@hershey.k12.pa.us or hard copy to:

Sheryl J. Pursel
Business Manager

Derry Township School District
30 E Granada Avenue
Hershey, PA 17033

IV. APPENDIX

A. BONDING AND INSURANCE

1. Tax Collector Surety Bond (and/or other bond of a type and form acceptable to the School District)

- A. Contractor shall provide the School District with a Tax Collector Surety Bond and/or other bond of a type and form acceptable to the School District, equal to amount expected to be collected by the Contractor in the span of a typical tax year, of such taxes to the School District, for disbursement to the School District by the Contractor at any given time, jointly and severally with one or more corporate sureties, which shall be surety companies authorized and duly licensed by, or otherwise approved or permitted to sell insurance in Pennsylvania by the Insurance Commissioner of the Commonwealth. Said Bond shall be delivered by the proposal winner to the School District Business Manager as the custodian of the Bond. The form and type of bond to be provided shall be subject to the review and approval of the School District and intended to provide acceptable coverage for the tax collection services proposed to be provided to the School District, including but not limited to a Tax Collector Surety Bond.

2. Insurance

- A. The Contractor is required to maintain Workmen's Compensation Insurance in the amounts required by law, for all employees employed at any site under this Contract. In no event will the amount of the policy be less than \$100,000; Bodily Injury by Accident: \$100,000 Each Accident; Bodily Injury by Disease: \$100,000 Each Employee; Bodily Injury by Disease: \$500,000 Policy Limit.
- B. The Contractor is required to maintain General Liability, Professional Liability, and Umbrella Liability Insurance in amounts deemed acceptable to the School District and shall have the School District named as an additional insured under such policies.
- C. Within seven (7) calendar days from the mailing of the Notice of Acceptance, the Contractor will submit copies of all policies and Certificates of Insurance for all coverages detailed above. The Certification of Insurance must clearly stipulate that the insurer will notify the School District, in writing, ten (10) days prior to the cancellation of the policy.
- D. The Contractor will indemnify and hold harmless the School District of all claims made by employees of the Contractor arising from the execution of work required under the Agreement.

B. NONCOLLUSION AFFIDAVIT

NONCOLLUSION AFFIDAVIT

I state that I am _____ of _____
Title Name of Firm

and that I am authorized to make this affidavit on behalf of my firm and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other firm or person who is a proposal or potential proposal and they will not be disclosed before proposal opening.
- (2) Neither the price(s) nor the amount of this proposal and neither the approximate price(s) nor approximate amount of this proposal have been disclosed to any other firm or person who is a proposal or potential proposal and they will not be disclosed before proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from submitting proposals on this contract or to submit a proposal higher than this proposal or to submit any intentionally high or non-competitive proposal of other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from any firm or person to submit a complementary or other non-competitive proposal.
- (5) _____, its affiliates, subsidiaries, officers, directors and
Name of Firm

employees are not currently under investigation by a governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding or submitting on any public contract, except as follows:

I state that _____ understands and acknowledges that the
Name of Firm

above representations are material and important and will be relied on by the Derry Township School District in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and will be treated as fraudulent concealment from the Derry Township School District of the true facts relating to the submission of proposals for this contract.

By: _____
Printed Name

Sworn to and subscribed before me this

Title: _____
Signature

C. HOLD HARMLESS CLAUSE

HOLD HARMLESS CLAUSE

The contractor shall indemnify and save harmless the Derry Township School District from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought against or recoverable from the Derry Township School District by reason of any act or omission of the contractor, its agents, employees, assigns, and any entity acting in the contractor's behalf and on the contractor's direction in the execution of the work or in consequence of any negligence or carelessness connected with the execution of any work and any activities directly or indirectly incidental thereto.

The contractor shall assume all risk and bear any loss or injury to the property or any person which is caused by the negligence of the contractor. The contractor shall also assume all responsibility for any and all loss by reason of the contractor's negligence or violation of any local, state or federal law, regulation, practice, or order.

The contractor, in executing this Agreement, represents to the Derry Township School District that the contents of this hold harmless clause has been communicated to any subcontractors or employees and that this representation is made on behalf of both him/herself and all persons or organizations acting in the contractors' behalf including any subcontractors.

ATTEST:

NAME OF FIRM

WITNESS

SIGNATURE

PLEASE PRINT NAME

D. NONDISCRIMINATION CLAUSE

NONDISCRIMINATION CLAUSE

During the term of the contract, contractor agrees as follows:

A. Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.

Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, or handicap. Such affirmative action shall include, but is not limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

B. Contractor shall, in advertisements or request for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, or handicap.

C. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by contractor.

D. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that contractor had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

E. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination clause, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

F. Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination clause of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and contractor may be declared temporarily ineligible for further Commonwealth contracts, and other sanctions may be imposed, and remedies invoked.

G. Contractor shall furnish all necessary employment documents and records to and permit access to its books, records and accounts by the contracting agency for purpose of investigation to ascertain compliance with the provisions of this clause. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency.

H. Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

I. Contractor shall include the provisions of this nondiscrimination clause in every subcontract so that such provisions will be binding upon each subcontractor.

J. Contractor obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

E. CURRENT RATES AND COLLECTION HISTORY

Act 511 Tax Revenue	Current Rates	Revenue History by Year						
		7/1/22 - 6/30/23 (Budgeted)	7/1/21 - 6/30/22 (Prelim)	7/1/20 - 6/30/21	7/1/19 - 6/30/20	7/1/18 - 6/30/19	7/1/17 - 6/30/18	7/1/16 - 6/30/17
Local Service - current	\$5 per person/year	\$160,000	\$150,353	\$137,321	\$147,207	\$134,302	\$151,311	\$152,746
Occupation - current	\$250.00 per resident/year	\$1,875,000	\$1,879,635	\$1,807,273	\$1,814,696	\$1,790,871	\$1,792,916	\$1,790,467
LST & Occupation - delinquent		\$450,000	\$344,264	\$471,726	\$409,602	\$419,882	\$433,107	\$411,371

Local Services Tax – \$52/year tax levied on anyone working in Derry Township making more than \$12,000 per year. Amount is withheld and remitted by employers. Derry Township receives \$47 of the tax, and the School District receives \$5 of the tax.

Occupation Tax - Flat \$250 tax levied on each person with an occupation living in Derry Township School District. Assessed to any resident age 19-65 making more than \$12,000/year. Similarly, Derry Township also levies \$250.00 from all residents who are employed and earn over \$12,000 per year. The School District tax is mailed in July each year.

F. FEE TABLE

Act 511 Taxes	Proposed Fee (%)	Proposed Fee (Flat \$)	Other Applicable Fees (% or \$)
Local Services			
Occupation			

ADDITIONAL NOTES:



All-in!

NEWSLETTER

Executive Director's Report
August 2022

CAIU Board of Directors

Jean Rice, President
Judith Crocenzi, Vice President
David Barder
Jesse Biretz
Richard Bradley
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: School-Age Continuum of Academics Programming
- 6-8 Noteworthy: #BeGreat and #ChangingLives
- 9 Opportunities To Do Good
- 10 Welcome New Hires!
- 11 CAIU Compliments

Front cover photo: Students enjoy making slime (and playing with our brand colors) as part of CAIU summer camps.

Do you have a story about staff or students living our values out loud, being great, 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 September All-In: Friday, Sept. 2

All-in!
NEWSLETTER

Executive Director Report
All-In! Newsletter
August 2022
2022-2023, Issue 2
© 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



Elements of Dignity

I hope by now you have heard the word belonging as part of the CAIU ethos and understand that we desire to co-create a culture in which everyone feels that they belong. Honoring dignity is at the core of this belonging. Dignity is our unconditional and inherent value and vulnerability as human beings. It is the desire to be seen, heard, listened to, and treated fairly; to be recognized, understood and to feel safe in the world. We don't all experience the same harm to dignity that others do, but we can understand it. We can choose to honor or violate dignity with every action we take or word we speak.

Donna Hicks believes that dignity consciousness requires "connection, connection, connection." Connection to the dignity of self, connection to the dignity of others, and connection to the dignity of something greater than ourselves, something that contributes to the greater good. Our mission to #begreat, and our vision to ensure we are #changinglives both require that we connect and honor dignity by being the guardians of that dignity. Donna Hicks identified the following 10 elements of dignity, which represent what each of us wants from one another and can provide to someone else, as well as, what it means to lead, teach, and interact with dignity:

1. Acceptance of Identity - Treat others as neither inferior nor superior; with the freedom to express their authentic selves without judgment; accept that characteristics such as race, religion, gender, etc. are at the core of their identities.
2. Recognition - Validate others for their talents, hard work, thoughtfulness, and help; be generous with praise; give credit to others for their contributions, ideas, and experiences.
3. Acknowledgment - Give people your full attention by listening, hearing, validating, and responding to their concerns and what they have been through.
4. Inclusion - Make others feel that they belong, at all levels of relationship (family, community, organization, and nation).

5. Safety - Put people at ease physically, free from the possibility of bodily harm, and psychologically, free from being shamed or humiliated; free to speak without fear of retribution.
6. Fairness - Treat people justly, with equity.
7. Independence - Encourage people to act on their own behalf so that they feel in control of their lives and experience a sense of hope and possibility.
8. Understanding - Believe that what others think matters; give them the chance to explain their perspectives and express their points of view; actively listen in order to understand them.



9. Benefit of the Doubt - Treat people as if they are trustworthy; start with the premise that others have good motives and are acting with integrity.
10. Accountability - Take responsibility for your actions; apologize if you have violated another person's dignity; make a commitment to change hurtful behaviors

These elements live within an interconnected framework in which our capacity for empathy, patience, openness and listening impact the experience of people when dignity is honored, leaving them feeling appreciated, validated, accepted and treated fairly.

Finally, the standards for dignity require that we build partnerships and community, repair harm and restore relationships, affirm differences and uniqueness and presume competence and positive intent. Together the framework looks like this.

How can you honor dignity today?

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

Giving Voice to Our Values

Dedication

School Age Continuum of Academic Programming

By: Chrissy Derr, Cynthia Lupold, Karen Williams, and Keith Watson

When looking at school age curriculum throughout the CAIU, two themes are apparent across all of our programming, differentiated and individualized.

School age programming provides explicit and direct instruction in a variety of educational settings including district classrooms throughout the IU footprint, our center based school - Hill Top Academy, Diakon Center Point Day Treatment Program, and Loysville Youth Development Center. Depending on post- graduation goals, student need, and IEP team decisions, our staff focus their efforts on aligning instruction to the Pennsylvania Core and Academic standards with appropriate accommodations and modifications to foster progress and success.

In addition to academic instruction, school age programs emphasize social emotional learning skills through partnership and collaboration with service providers such as speech and language therapists, occupational therapists, and social workers. School age staff have access to a wide variety of evidence based materials to provide instruction and intervention to students of all ability levels.

Each program collaborates with our curriculum experts and leadership team to hone in on student deficits and cater instruction to progress through the curriculum and prepare for a number of post-secondary education and employment options.

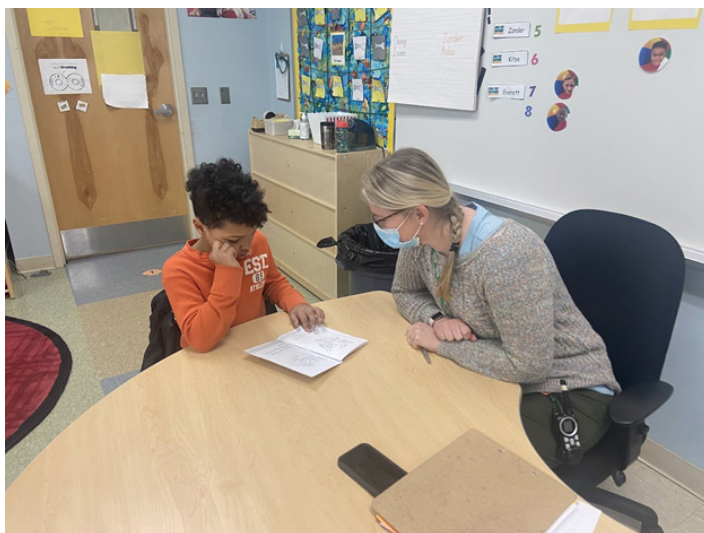


Service

Loysville Youth Development Center (LYDC)

Loysville Youth Development Center (LYDC) serves adjudicated youth from across the Commonwealth of Pennsylvania. Students range in ages from 12 to 21. The time in which students are enrolled at LYDC varies by individual; anywhere from four months to four years.

LYDC School offers students a variety of education programs. Emphasis is placed on core educational course work, including math, language arts, science, and social studies. All students participate in career and technology courses as well as an employability course. Building Trades is one of the CTE courses available. In this class students learn home improvement skills, as well as competencies needed to obtain employment in the construction fields.



Students enrolled in the automotive program learn small engine repair, how to change oil, and auto body skills. The culinary arts course aims to teach students the basics needed to cook at home. Students are introduced to knife skills, reading recipes, converting recipes, cooking, and baking. During this course students are presented with the information needed to pass a ServSafe Exam. In addition to cooking, students learn general plant care in the greenhouse, where they plant and grow vegetables and herbs used in their recipes.

While most students enrolled at LYDC earn credits towards a traditional high school diploma, there are students who will earn an alternative based diploma. Students who enter the school behind in credits are eligible to take CAOLA courses. A sizable number of students are enrolled in a GED Prep course and are encouraged to take the GED course before leaving LYDC.

Giving Voice to Our Values

Expertise

Leadership

Innovation

Hill Top Academy

Hill Top Academy (HTA) is a K-12 center-based school operated by the Capital Area Intermediate Unit (CAIU). Our students come to us from school districts throughout Dauphin, Cumberland, Perry and Northern York Counties. Currently, there are 18 classes at Hill Top that represent several programs providing services to students in emotional support, Capital Area Therapeutic Educational Services (CATES), multiple disabilities support, autism support, and the diagnostic classroom. We maintain a safe and supportive learning environment designed to support each student's unique individual needs.

Students at HTA participate in a general education curriculum as they would in their home districts. Classroom teams work together to accommodate the needs of each student. As students transition to secondary education, the focus shifts from solely academics to a combination of academics and preparing to pursue individual goals to life upon graduation. With this, comes the opportunity for students to participate in activities to determine their pathway.



At the elementary level, teams work hard to provide students explicit instruction based on a student's specific needs as determined by an IEP and additional data collected. Teachers provide instruction through whole group, small group, individual, and digital modes. Teams also work together to plan larger group cooperative STEAM

activities. Grade levels are planning monthly STEAM activities for the upcoming school year.

Secondary classrooms begin to shift their focus to helping students meet their post-secondary goals. Some groups of students are learning gardening skills through working in the HTA garden. Other groups of students spend time in the Life Skills Lab planning and preparing meals for themselves and classmates. Many students also have the opportunity to leave the building to participate in immersive opportunities to learn job skills that will help them meet their goals to graduate.

Center Point Day Program

Center Point Day Program is based at the Diakon Wilderness Center, The Center Point Day Program is a day treatment program that strives to nurture change and grow in a challenging and supportive environment. The community-based program features individualized programming for students who struggle in a traditional school environment.

Participating students choose from either a career and academic approach or a school-based focus. Both offer training and experience in vocational training and employment; evidence-based family and competency development emphases; on-site drug and alcohol/mental health counseling; and therapeutic leadership development through adventure-based activities. Students have access to grade-level core curriculum with intervention materials to meet student needs.

The goal of the program is for every student to be a successful graduate and a productive, connected, and law-abiding member of society and the community.



Noteworthy

#BeGreat #ChangingLives

District-Based Classroom Programs

The district based classroom programs consist of classrooms in Autism Support, Deaf and Hard of Hearing, Capital Area Mental Health Program, and Multiple Disabilities Support and range from Kindergarten to 12th grade. Each classroom has access to related service providers, educational coaches, and mental health services.

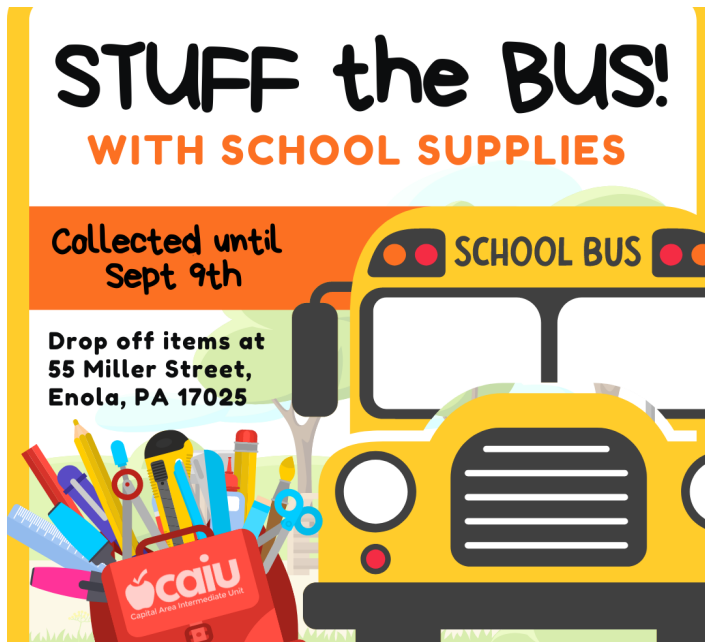
Each program focuses in specific areas that meet the needs of each individual student consisting of communication, social engagement, self-regulation, executive functioning, functional living, career readiness, social emotional learning, pre-vocational, vocational, and post-secondary skills. Each program uses a core curriculum utilizing supplemental material to target specific skills. Teachers and related service providers work to provide instruction in academic content and in skill areas related to their core deficits.

CAIU Champions For Children Golf Outing Successful

CAIU's 24th Annual Champions for Children Golf Tournament fundraising event held Monday, July 25, was a HUGE success. There were approximately 45 participants. Sunshine and camaraderie greeted us on the course!

CAIU would like to say a giant THANK YOU to the amazing 2022 title sponsor, EdisonLearning, and our refreshment sponsor Gallagher.

Among the other sponsors are Conrad Siegel, Accelerate Education, Brown Schultz Sheridan & Fritz BSSF, CPAs, Redd's Smokehouse BBQ, 4imprint, CAIU Student Service Leadership Team, Capital Blue Cross, PNC Bank, StrongMind, Capital Area Online Learning Association (CAOLA), and Genius SIS. The fundraising event would not have been possible without the support of sponsors.



Looking for an easy way to support the needs of students as they head back to school? Support the United Way Stuff the Bus event by dropping off new or gently used school supplies in the collection bin located in the main lobby at the Enola office. These items will be collected through Sept. 9 and then distributed to local schools.



Noteworthy

#BeGreat #ChangingLives

Community Mural Mosaic Unveiled at Harrisburg High School's John Harris Campus

The Capital Area Intermediate Unit (CAIU) Arts in Education (AIE) program and the City of Harrisburg have partnered to bring a community mosaic mural to Harrisburg High School (John Harris Campus).

During this year's ArtsFest, community members were able to create a unique, colored glass tile to be incorporated in the mosaic. Local artist Linda Billet used her artistry to create mosaic panels depicting unity in the community through art.



When work is complete, there will be four mosaic panels of art installed as part of the project. All four representing the work of community members and the artist, will be mounted on the main floor of Harrisburg High School (John Harris Campus.)

An Open House for Harrisburg High School (John Harris Campus) is planned for Aug. 25, 2022, at 1:00 p.m. during which time the Community Mural Mosaic will be unveiled in a special ceremony, and the public is invited to attend. The school is located at 2451 Market Street.

For more information about the Community Mural Mosaic contact Brandon Carter, CAIU Special Projects Supervisor, at 717-732-8427 or at bcarter@caiu.org.

The Arts in Education (AIE) division enables artists to help others explore and develop their creativity and artistic skills in various educational, community, and institutional settings. Teachers select and collaborate with qualified artists who spend at least 10 days in a school conducting an artist residency. Residencies integrate the arts into a teacher's core curriculum to provide a customized experience for their students.

The Capital Area Intermediate Unit (CAIU) is a Pennsylvania Council on the Arts regional Arts in Education partner that works in a three-county region: Cumberland, Dauphin, and Lebanon. The 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.

CAOLA
Stay the Course

caiu
Capital Area Intermediate Unit

English Language Development & CAOLA SERVICES

We provide a comprehensive program that complies with state and federal ESL requirements from highly motivated certificated staff.

Starting with the 2022-2023 school-year, CAOLA will now offer direct English Language Development (ELD) Services, which include:

- Initial and ongoing assessment(s)
- Individual or small group direct instruction with ESL certificated staff
- ELD support to families for student success
- Supervision and student tracking

Services are offered to member districts at \$120/hr

Have questions? Contact: [Holly Brzycki](mailto:Holly.Brzycki@caiu.org) at HBrzycki@caiu.org or [Lisa Klingler](mailto:Lisa.Klingler@caiu.org) at LKlingler@caiu.org

Noteworthy

#BeGreat #ChangingLives

CAIU Wellness Committee Update

The CAIU Wellness Committee strives to create a culture where all employees feel healthy, engaged, and supported at work, offering a variety of fun Wellness Programs based on humanity and compassion, in addition to the standard health and wellness programs.

We strive to encourage and share information based on the 8 Facets of Wellness: Emotional, Financial, Social, Spiritual, Occupational, Physical, Intellectual, and Environmental.



The CAIU Wellness Committee is small but mighty, composed of just 10 cross-team committee members who are dedicated to developing wellness initiatives to better assist you in your health and well-being.

We are always looking for new members to join the committee, ideally would love to have staff from every location, role, or program in our organization.

We need YOU to help ensure all activities and programs are accessible to as many employees as possible to help us all flourish and feel that belonging that we are all striving for!

"People actually flourish when they're treated well and they suffer when they're treated badly." Dr. Donna Hicks.

Here is a teaser of some of our exciting upcoming Wellness events and initiatives: COMING SOON, in September and October, personal training & group fitness classes led by certified expert, A'Mas, beginner's yoga classes with Evolution Power Yoga, flu shot clinics, belonging sessions, various wellness challenges such as nutrition, movement, gratitude, walking, to name a few. You can also look forward to financial literacy workshops, initiatives in support of national wellness awareness events, and lots of helpful resources and information along the way!

Keep your eyes open for program details and helpful resources and information throughout the year. Please contact us at wellness@caiu.org if interested in supporting the committee or visit our website for committee information, wellness resources and programs. #changinglives #bewell

2022

UPCOMING CAIU WELLNESS EVENTS

SEPTEMBER	GROUP FITNESS CLASS BEGINNER'S YOGA CLASS WALKING PROGRAM SUICIDE PREVENTION WEEK
OCTOBER	PERSONAL TRAINING FLU SHOT CLINICS IMMUNITY BOOST CHALLENGE MINDFULNESS CAMPAIGN BREAST CANCER AWARENESS
NOVEMBER	GRATITUDE CHALLENGE DIABETES MONTH WORLD KINDNESS DAY
DECEMBER	HEALTHY HOLIDAY CAMPAIGN
COMING 2023	FINANCIAL HEALTH SESSIONS MORE WELLNESS CHALLENGES CANCER PREVENTION AMERICAN HEART MONTH SPRING FITNESS CLASSES

FOR MORE INFORMATION VISIT:
<https://caiu-employee.caiu.org/welcome/committees/wellness-sub-committee>

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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.

Here are some of our upcoming trainings:

- **1/11/2022 to 6/30/2023** - [Career Connections HUB](#)
Audience: All Schools/Districts Staff and Faculty
- **7/1/2022 to 6/30/2023** - [Guest Teacher Asynchronous Course](#)
Audience: Individuals who are interested in becoming a certified guest teacher who have at least a Bachelor's degree from an accredited college or university and have obtained Act 34, Act 151 and act 114 Clearances.
- **9/1/2022 to 9/29/2022** - [Classroom Management for Monitors - Act 91](#)
Audience: Anyone who is interested in becoming a certified Classroom Monitor
- **9/2/2022 to 5/5/2023** - [Morning Math Mixer](#)
Audience: Educators interested in mathematics education K-12
- **9/7/2022 to 9/8/2022** - [Introduction to Universal Design for Learning with CAST](#)
Audience: Co-teaching teams, Instructional Coaches, Administrators
- **9/15/2022 to 5/18/2023** - [Book Study: Effective Math Interventions by Robin S. Coddling, Robert J. Volpe, & Brian C. Poncy](#)
Audience: Educators interested in mathematics education
- **10/25/2022** - [Belonging Through a Culture of Dignity](#)
- **10/27/2022** - [Belonging Through a Culture of Dignity](#)
- **11/3/2022** - [Belonging Through a Culture of Dignity](#)
- **11/10/2022** - [Belonging Through a Culture of Dignity](#)



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:

- **9/12/2022** - [ALL STAFF DAY - Jayla's Rainbow Charity: Hospital Busy Bags for Children](#)
- **10/4/2022** - [ALL STAFF DAY - Stitch Night for UPMC Pinnacle Auxiliary](#)
- **10/8/2022** - [ALL STAFF DAY - Harrisburg Out of the Darkness Walk 2022](#)
- **10/12/2022** - [ALL STAFF DAY - Stitch Night for UPMC Pinnacle Auxiliary](#)

Upcoming CAIU Events

SAVE THE DATE! October 29, 2022 CAIU 2nd Annual Fall Fest. See back page for more information.



Welcome July New Hires!



Amy Diehm

is a Math Teacher at KSCA. She really enjoys doing puzzles.

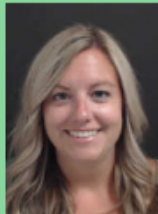
Matthew Everett

is a Social Studies Teacher at KSCA. He took his first steps in Switzerland.



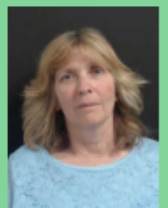
Britny Hopkins

is a HR Generalist at the Enola office. She worked in pharmacy for 13 years before HR. She has 2 kids – a 6 year old son and a 2 year old daughter.



Vicki Keener

is a Science Teacher at KSCA. She is a certified dog trainer.



JULY SOCIAL MEDIA REPORT CARD



Followers:
376
Growth:
+4
Mthly Reach:
238



Followers:
1,307
Growth:
+6
Mthly Reach:
2.2K



Followers:
858
Growth:
+7
Mthly Reach:
626K



Capital Area Intermediate Unit



JULY SOCIAL MEDIA REPORT CARD



Followers:
266
Growth:
+2
Mthly Reach:
912



Followers:
29
Growth:
+1
Mthly Reach:
161



CAOLA
Stay the Course



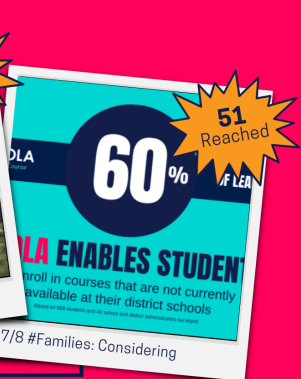
Followers: 2,317
Page Likes: 2,139
Growth: +14
Monthly Reach: 24,788K



POPULAR POSTS



Total Fans: 626
Growth: +0
Monthly Reach: 191



POPULAR POSTS

Marcus Woodall, IT #Dedication I am truly grateful for all of Marcus' help this year with my tech needs. Thank you for helping me figure out my video recording/viewing challenges. Thank you for staying too late to help set up a presentation and making yourself available after hours if help was needed! Without you, the Hanen program would not have been able to present our PowerPoint presentation. The CAIU is lucky to have such a dedicated and patient employee. *Submitted by: Kerrie Richardson, Speech-Language Pathologist*

Elizabeth Chiodo, Speech Therapist #Dedication I have learned so much from Liz since I started working with her and Becky Boone. She has helped to make me a better EPP. I appreciate all the help she gives and understanding when I have a million questions to ask. *Submitted by Lyndsay George, EPP*

Becky Boone, Teacher #Dedication I could not have asked for a better teacher to work with. Becky has taught me so much and for that I am a better EPP. She is understanding and always keeps things fun for the kids and staff. I appreciate her 100% for everything she does for the kids and her staff in the room. She is amazing! *Submitted by Lyndsay George, EPP*

Michele Dempsey, Speech Therapist #Service Michelle was so kind to take time to make a speech visual support for me to utilize. She was at CAELC when I had a question regarding this particular speech support. Although this was for a child she does not share with me she went out of her way to offer and make this for me (to save me time from finding another way to create it.) I so appreciate her dedication and willingness to help a coworker and to help all the students we as an IU service, not just those on her caseload. *Submitted by Emily Robenolt, Physical Therapist*

Elizabeth Chiodo, Speech/Language Pathologist #Expertise Many thanks to Liz Chiodo for getting our Smart Board up and running! This is a new form of technology for us and in her usual Liz Chiodo style, she stepped up to the plate and figured it out. The

technology has been very beneficial to the children who have loved seeing videos and our Book of the Month on the big screen. *Submitted by Becky Boone, Early Intervention Specialist*

Myisha Freeman, Social Worker #Service Myisha exemplifies dedication to great service in her down-to-earth approach to social work. Myisha has perfected the balance of meeting her students where they are at while maintaining accountable and achievable standards to encourage self-esteem and empathy development. Myisha uses many creative strategies to achieve growth in these areas, such as reading "The Hate U Give" with students. Myisha offers a fresh perspective to social work with her humanistic approach to her work with students! *Submitted by Julie Mestemaker, Social Worker Coach*

Jackie Schubert, Speech Therapist #Dedication I love working with Jackie in the classroom. She is always giving me tips and tools on how to better communicate with the children who may have few words. She is amazing at her job and I'm so happy to be able to be on the team with her! *Submitted by Lyndsay George, EPP*

Bridget Madden, Social Worker #Innovation Bridget's dedication to great social work led her to researching, requesting, and securing a sand tray for therapeutic intervention for students at HTA. Bridget's excitement and knowledge for the sand tray is infectious. Kudos to Bridget for her hard work in obtaining this creative intervention for students! *Submitted by Julie Mestemaker, Social Work Coach*

Lindsey Stauffer, Mental Health Worker #Service Lindsey dedication to supporting staff and students via the support team at HTA is something to aspire to! She seamlessly moves from one support situation to the next, while maintaining a calm demeanor and always demonstrating care and respect for students. Lindsey's sense of humor also helps boost staff morale. Thanks for all you do! *Submitted by Julie Mestemaker, Social Work Coach*



A FREE Event

Fall fest

A family fun event!

Save the date

OCTOBER 29, 2022
11am - 4pm

55 Miller Street, Enola, PA

DJ Music

Pumpkin Painting

Food Trucks

Inflatable Activities

Flea Market & Crafts

Goat Petting

Trunk-or-Treat

Face Painting

Costume Parade

Balloon Artist

and MORE!

A FREE family event to celebrate our staff, families, and community. All proceeds benefit Imagination Library, Operation Warm, and Champions for Children. Come dressed up in your favorite costume and be a part of our costume parade! All activities are free; food can be purchased from food trucks. There will be local vendors, including crafts and artisans, with items for sale as well.

The Capital Area Intermediate Unit provides expertise in the development, coordination and delivery of a diverse array of services and educational programs for children in Cumberland, Dauphin, Perry and Northern York Counties.

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **August 25, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

EXECUTIVE SESSION

- Executive Session was held to discuss personnel matters.

REPORTS/UPDATES

- **Announcement of CAIU Retiree: James Peake**, Inclusion Consultant, Early Intervention, retirement after 38 years of service.
- **CAIU Strategic Plan Update**
- **CAIU Team Reports:**
 - **Dr. Andrew McCrea, Director of Student Services**, reported on a successful start to the 22-23 school year. Student enrollment numbers are up with 224 students in K-12, Hill Top student enrollment increased this year to 101 and will likely hit capacity much quicker this year. Student Services has hired a lot of new staff thanks to our Human Resources department. Dr. McCrea highlighted the cover article in *All In on Continuum of Academic Programming*. Our staff work hard to provide individualized instruction for approximately 250 students.
 - **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported that Phase 1 of the remodeling of CAIU's conference and public spaces is almost complete. We are currently experiencing some product delays. Transportation update: We are still in need of drivers and continue to try to meet this challenge on a daily basis.
 - **Mr. Blake Wise, HR Manager**, reported that the Human Resources team has been very busy and productive this summer. The new HR Generalist has been doing a fantastic job with recruiting and onboarding of new staff. Blake is working on addressing department inefficiencies and on a compensation management philosophy and structure to try to recruit and retain the best employees we can.
 - **Mr. David Martin, Director of Technology Services**, reported that he is also very appreciative of the work our human resources department has done for his technology team. The technology team has pulled together to address multiple staffing changes, the construction project at Enola, the increasing amount of technology at the districts and at the CAIU, as well as taking on the cyber security initiative for our region. Dave provided an overview of the 22-23 CAIU Cyber Security Initiative Road Map. The main goals are: 1. Collect data from school districts, state, and cybersecurity companies to make informed decisions. 2. Training for district technology staff 3. Implementation of regional network intrusion detection system and disaster recovery solution and 4. Annual vulnerability assessments. Proudly, Dave and the committee has been recognized for their work on this initiative and the CAIU is considered a leader in the state. Due to the work of the committee, Dave has been asked to be on an advisory board with homeland security to represent intermediate units and school districts in PA regarding the federal cyber security initiative. We are doing everything we can do to protect our students and staff in our region.

- **Mrs. Maria Hoover, Director of Educational Services**, reported that supervisors on her team have been very busy with the start of the school year providing supports to our districts such as literacy and math support, multi-tiered system of support, and belonging and dignity trainings. We recently received some amazing feedback from Cumberland Perry Technical School on a recent Belonging training provided by Brandon Carter. He will continue his work with them on a monthly basis. Maria reported that she is very excited and proud of the start-up of the new program, Keystone State Challenge Academy. The program started with 20 cadets enrolled who receive academic instruction in a military environment. About 50% are receiving special education services, are gifted, or have a 504 plan. 12 students are preparing for their GED and 8 are using CAOLA. We are currently looking for applicants for next cycle. We will have an Open House in October and students will graduate on December 16. Some of the facilities are still under construction.
- **Mr. Daren Moran, Director of Business**, provided a staffing update. We have struggled to fill a maintenance and custodian vacancy and are trying to be more creative with how we post and support applicants. Another position will be opening up as long time employee, Jenny Heffner, will be retiring after 30 years of service. On the flip side, we have successfully hired many positive administrative positions and feels that we are heading in the right direction. Financial/Operations Update: The business office is ramping up for the year-end audit. It has been challenging with many additional revenue sources related to Covid. We recently held our Annual Champions For Children Golf Tournament. Although sponsorship was down this year, the fundraiser was a huge success. C4C is an educational foundation that supports students in our area that have extraordinary needs. This is our biggest fundraiser of the year.
- **Ms. Rennie Gibson, Board Secretary**, reported that a new Board Member Orientation is scheduled for our new members, and anyone else that would like to attend, immediately following today's Board meeting. In addition, the professional photographer will be here to take Board Member photos for our website.
- **Dr. Andria Saia, Executive Director**, shared that CAIU is working to create a culture of belonging and dignity and all staff will be attending belonging trainings this fall. In addition, CAIU is working with four school districts to provide training to their staff and students. We are very happy to help any district that would like to get involved. Dr. Saia also reported that The Early Learning Center is now fully occupied by all of the intended class locations. There will be a Social Emotional Wellness Night and Open House this fall. This is a community event and Board members are invited to attend - we will announce details soon. Dr. Saia provided an overview of the CAIU 2022-23 Strategic plan and spoke about the process of developing this plan. The CAIU Cabinet and Leadership team worked this summer on the development of the plan and is now being implemented at the team level. In addition, the CAIU Blueprint for Belonging was distributed for the Board's review. We will share information on an upcoming Safety/Belonging training being held across the state this fall.

APPROVED ACTION ITEMS

- **Ratification/Approval of Action Items of the July 28, 2022 Board Meeting**
 - **Approval of Minutes - June 23, 2022**
 - **Treasurer's Report - June 2022**
 - Treasurer's Report - June 2022 - a total of \$7,712,909.50 in receipts and \$ 23,888,757.08 in expenses
 - Payment of Bills - June 2022
 - Summary of Operations - June 2022 - a total of \$120,192,086.65 in revenue and \$116,769,313.45 in expenses
 -

- **Other Business Items**
 - Contracts - July 2022
- **Policies & Programs**
 - Second Reading, Revised Policy #218 - Student Discipline
 - Second Reading, Revised Policy #237 - Electronic Devices
- **Job Descriptions**
 - Second Reading, Existing Position, Revised Description - Assistant Supervisor, ANPS
 - First Reading, Existing Position, New Description - ESL Teacher
 - First Reading, New Position, New Description - Family Engagement Consultant
- **Personnel Report and Addendum - July 2022** - See attached Personnel report and Addendum
- **July 2022 Treasurer's Report** – a total of \$6,183,738.34 in receipts and \$8,203,656.35 in expenses.
- **Summary of Operations for June 2022** showing revenues of \$126,644,422.50 and \$128,054,883.02 in expenses.
- **Summary of Operations for July 2022** showing revenues of \$3,157,994.88 and \$5,054,360.58 in expenses.
- **Budget Administration**
 - Proposed 2022-23 Original Budget - Title I, Part D – Neglected & Delinquent Subpart 2
- **Other Business Items**
 - Contracts – June 2022
 - Acceptance of Board Member Resignation - Jesse Biretz, Lower Dauphin School District, effective 8/22/22.
 - Resolution for Conveyance of Property - Miller House
- **Policies & Programs**
 - 2022-23 Emergency Instructional Time Template
 - Revised CAIU Health & Safety Plan
 - First Reading, Revised Policy #913 - Non-school Organizations, Groups and Individuals
 - First Reading, Revised Policy #103 - Discrimination/Title IX Sexual Harassment Affecting Students
- **Job Descriptions**
 - Second Reading, Existing Position, New Description - ESL Teacher
 - Second Reading, New Position, New Description - Family Engagement Consultant
 - First Reading, New Position, New Description – Classroom Monitor
 - First Reading, Existing Position, Revised Description – Assistant Executive Director
 - First Reading, Existing Position, Revised Description - Technical Business Analyst
- **Personnel Items**
 - See attached Personnel report and Addendum
 - MOU Between CAIU and CAEA – Classroom Monitor Supplemental Contract Rate

EXECUTIVE DIRECTOR'S REPORT

- Click [HERE](#) for the All In Executive Director's Report:

PRESIDENT'S REPORT

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

NEXT MEETING: Thursday, September 22, 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	

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*

August 25, 2022 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **REBECCA BENDER**, Educational Paraprofessional, Autism Support Program, effective June 10, 2022. Reason: Personal.
- **JIL DESSO**, Teacher, ESL Program, effective June 7, 2022. Reason: Personal.
- **VALERIE GREEN**, Educational Paraprofessional, Early Intervention Program, effective September 30, 2022. Reason: Personal.
- **JENNY HEFFNER**, Custodian, Administrative Team - Operations, effective September 15, 2022. Reason: Retirement after more than 30 years of CAIU service.
- **AMBER KELLER**, Teacher, ESL Program, effective May 27, 2022. Reason: Personal.
- **KELLY MYERS**, Social Worker, ANPS Program, effective June 14, 2022. Reason: Personal.
- **ABBY REHKAMP**, Teacher, Autism Support Program, effective October 4, 2022. Reason: Personal.
- **ANN TENAN**, Educational Consultant, ESL Program, effective August 9, 2022. Reason: Retirement after more than 7 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **AMY ANDERSON**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 2, \$41,136 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Floaters budget.
- **RASHELL BOWMAN**, Temporary Professional, effective date to be determined. Assignment: School Nurse, Nursing Program with base salary of Masters, Step 5, \$56,629 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 new position funded through the Nursing budget.
- **DANIEL CANNADAY**, Temporary Professional, effective date to be determined. Assignment: Teacher, Center Point Program with base salary of Bachelors, Step 2, \$51,420 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 Center Point budget.
- **TAMARA HADE**, Temporary Professional, effective date to be determined. Assignment: Social Worker, CATES Program with base salary of Masters, Step 8, \$60,961 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 CATES budget.
- **KAREN HOLLOWAY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$24,985 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 Emotional Support budget.
- **VANESSA JIMENEZ-DIAZ**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$24,985 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 new position funded through the MAWA budget.
- **SARAH KNOUSE**, Temporary Professional, effective date to be determined. Assignment: Teacher, Center Point Program with base salary of Bachelors, Step 2, \$51,420 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 Center Point budget.

- **MEGAN MCCARTNEY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS+48, \$27,075 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 Multiple Disabilities Support budget.
- **MAGDALENA MORALES**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$27,075 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 Emotional Support budget.
- **MACKENZIE NEAL**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$24,985 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 new position funded through the Autism Support budget.
- **ELAINA NORDONE**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Therapist, School-Age Speech Program with base salary of Masters+30, Step 1, \$56,653 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 School-Age Speech budget.
- **NATASHA PARRISH**, Temporary Professional, effective date to be determined. Assignment: Social Worker, 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.
- **JENNIFER RIVERA**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$24,985 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 Emotional Support budget.
- **DAMIAN SALGADO**, Application Architect, Technology Team, effective date to be determined. Base salary of \$93,682.75 for 260 days of service will be prorated based on the number of days worked through June 30, 2023. This is a replacement position funded through the Application Development budget.
- **ABIGAIL SPIEGEL**, Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+30, Step 9, \$63,375 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 MAWA budget.
- **ABIGAIL WHITEHEAD-ZIMMERS**, Temporary Professional, effective date to be determined. Assignment: Teacher, Keystone State Challenge Academy with base salary of Masters, Step 2, \$54,447 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 new position funded through the Keystone State Challenge Academy budget.
- **ERIKA WILSON**, Professional, effective date to be determined. Assignment: Teacher, ESL Program with base salary of Masters+15, Step 14, \$74,386 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 ESL budget.

CHANGES OF STATUS:

- **JOSEPHINE ARENA**, from Personal Care Assistant to Job Coach, Future Ready Work Immersion Program, effective for the 2022-2023 school year. Change of status results in payment of an annual \$2,950 stipend.
- **REBECCA DIXON**, from Application Support Generalist to Technology Support Specialist, Technology Team, effective August 8, 2022. Change of status results in a change of salary to \$43,901.54 for 260 days of service days and will be prorated based on the number of days worked through June 30, 2023.
- **LENA ENGLE**, from Teacher to Educational Paraprofessional, Emotional Support Program, effective for the 2022-2023 school year. Change of status results in a change of salary to \$27,075 which is based on a HS+48 placement on the current salary scale. This is based on 190 days of service.
- **EBONE JACKSON**, from Mental Health Worker to Social Worker, ANPS Program, effective for the 2022-2023 school year. Change of status results in a change of salary to \$55,447 which is based on a Masters, Step 4 placement on the current salary scale. This is based on 190 days of service.
- **TERRI MANDIA**, Remedial Specialist, ANPS Program, from full-time to part-time status, effective for the 2022-2023 school year.
- **CHRISTA MCMAHON**, from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program, effective August 22, 2022. Change of status results in a change of salary to \$50,920, which is based on a Bachelor's, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated based on the number of days worked.
- **GLORIELY SANTIAGO CRUZ**, Part-time Cafeteria Worker, from active to inactive status due to rescinding acceptance of employment offer, effective August 11, 2022.
- **AIMEE SHEVA**, Teacher, ESL Program, from part-time to full-time status, effective for the 2022-2023 school year.

CHANGES OF SALARY:

- **AARON SICA**, Technology Support Specialist, Technology Team, change of salary to \$51,648.87, effective August 8, 2022. This salary adjustment is being made to align his experience to the market pay rate of his position.
- **MARY LOU SWARTZ**, Part-time Program Secretary, Administrative Team – Business, change of salary to \$18.39 per hour, effective July 1, 2022. This salary adjustment is being made to reflect the mid-point of the Program Secretary range for the 2022-2023 school year.

LEAVE OF ABSENCE:

- **HILLARY KROKONKO**, Communication Facilitator, Deaf/Hard of Hearing Program, unpaid leave of absence effective September 6, 2022 – December 2, 2022. Leave is requested in order to complete student teaching.

July 28, 2022 APPROVED RATIFIED PERSONNEL REPORT:

RESIGNATIONS

- **THOMAS CALVECCHIO**, Assistant Executive Director, Administrative Team, effective July 29, 2022. Reason: Personal.
- **AARON CLARKE**, Online Learning Account Manager, CAOLA Program, effective August 5, 2022. Reason: Personal.
- **DANIEL CONWAY**, Software Engineer, Technology Team, effective July 5, 2022. Reason: Personal.

- **KELLY FORTNEY**, Educational Consultant, Training and Consulting Program, effective September 9, 2022. Reason: Employee accepted a job offer with Lincoln Intermediate Unit.
- **ELIZABETH GOEDKOOP**, Teacher, Early Intervention Program, effective June 30, 2022. Reason: Personal.
- **RITA HARVEY**, Mental Health Treatment Specialist, CATES Program, effective September 1, 2022. Reason: Retirement after more than 19 years of continuous CAIU service.
- **HOPE HOOVER**, Program Secretary, Student Services Team, effective October 30, 2022. Reason: Retirement after more than 35 years of continuous CAIU service.
- **DANIELLE LARGMANN**, Teacher, Autism Support Program, effective June 10, 2022. Reason: Personal.
- **RACHEL MILLARD**, Teacher, ESL Program, effective June 9, 2022. Reason: Personal.
- **DARIANN PASTELOK**, Speech and Language Therapist, Early Intervention Program, effective July 28, 2022. Reason: Personal.
- **ADAM SHANK**, Application Support Specialist, Technology Team, effective July 14, 2022. Reason: Personal.
- **VICTORIA SLEMMER**, Speech and Language Therapist, Early Intervention Program, effective July 28, 2022. Reason: Personal.
- **THERESA STAMBAUGH** Teacher, Capital Area Mental-health Program, effective June 2, 2022. Reason: Personal.
- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, effective July 28, 2022. Reason: Personal.
- **DEBRA WANCHO**, Educational Paraprofessional, Early Intervention Program, effective October 31, 2022. Reason: Retirement after more than 30 years of continuous CAIU service.
- **KRISTA WERNER**, Teacher, Center Point Program, effective June 6, 2022. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **APRIL AMOS**, Professional, effective for the 2022-2023 school year. Assignment: School Counselor, ANPS Program with base salary of Masters+60, Step 15, \$80,999 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 new position funded through the EANS budget.
- **KAITLYN ANDREWS**, Temporary Professional, effective date to be determined. Assignment: School Counselor, ANPS Program with base salary of Masters+30, Step 1, \$56,653 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 ANPS budget.
- **CORINNE BENNETT**, Temporary Professional, effective date to be determined. Assignment: Social Worker, Center Point Program with base salary of Masters, Step 8, \$60,961 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 Center Point budget.
- **MATTHEW BRELSFORD**, Professional, effective date to be determined. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+60, Step 15, \$80,999 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 new position funded through the Student Services budget.
- **KIMBERLY DAUKSHA**, Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Masters+60, Step 12, \$74,137 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 Autism Support budget.

- **AMY FALVO**, Temporary Professional, effective August 8, 2022 until the end of the 2023-2024 school year. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+30, Step 9, \$65,375 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 new position funded through the EANS budget.
- **ANYA FOX**, 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.
- **EMILY HOLLAND**, Temporary Professional, effective August 8, 2022 until the end of the 2023-2024 school year. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+30, Step 2, \$57,153 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 new position funded through the EANS budget.
- **SALLY LOPEZ**, Professional, effective date to be determined. Assignment: Educational Consultant, ESL Program with base salary of Masters+15, Step 14, \$74,386 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 ESL budget.
- **CASEY MATTEO**, Paraeducator, effective date to be determined. Assignment: Floater EPP, Early Intervention Program with base salary of HS, \$24,985 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 MAWA budget.
- **JENNIFER MCGEORGE**, Temporary Professional, effective July 11, 2022. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 6, \$57,942 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 MAWA budget.
- **GLORIELY SANTIAGO CRUZ**, part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$13.49 per hour. This is a replacement position funded through the Food Services budget.
- **KIMBERLY SHANK**, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consulting Program with base salary of Masters, Step 11, \$66,476 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 new position funded through the Training and Consulting and ANPS budgets.
- **TRACY WILKERSON**, Temporary Professional, effective August 8, 2022 until the end of the 2023-2024 school year. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+30, Step 1, \$56,653 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 new position funded through the EANS budget.
- **RENEE YALE**, Professional, effective August 8, 2022 until the end of the 2023-2024 school year. Assignment: Long Term Substitute Remedial Specialist, ANPS Program with base salary of Masters, Step 10, \$64,506 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 new position funded through the EANS and ANPS budgets.
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CHANGES OF STATUS:

- **KELLY EVANS**, from Guidance Counselor to Assistant Supervisor (Act 93), ANPS Program, effective July 18, 2022. Change of status results in a change of salary to \$95,688 for 260 days of service and will be prorated for a total of 249 days through June 30, 2023.
- **NYLA KATER**, from Contracts Coordinator to Safety and Security Coordinator, Administrative Team, effective July 1, 2022. Change of status results in a change of salary to \$50,357.65 for 260 days of service days.
- **ANDREW RHOADS**, from Application Support Administrator to Technical Business Analyst, Technology Team, effective July 21, 2022. Change of status results in a change of salary to \$66,574.18 for 260 days of service days.
- **JAYDE WELSH**, from Custodian to Administrative Services Secretary, Administrative Team, effective date to be determined. Change of status results in a change of salary to \$34,426 for 260 days of service and will be prorated based on the number of days worked through June 30, 2023.

CHANGES OF SALARY:

- **JOEI ASKEY**, Mental Health Worker, change of salary for completion of Bachelor's Degree, effective for the 2022-2023 school year. Salary will be based on a MHW Bachelors, Step 9, \$42,507 for 190 days of service.
- **ALLISON BARBER**, Speech and Language Therapist, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 2, \$55,726 for 190 days of service.
- **JASON BOES**, Counselor, change of salary for completion of Masters+30 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+30, Step 15, \$78,153 for 190 days of service.
- **KORRYN BOGDAN**, Teacher, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 10, \$65,786 for 190 days of service.
- **SARA CRUSHA**, Speech and Language Therapist, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 3, \$56,226 for 190 days of service.
- **WENDY GRAHAM**, Inclusion Consultant, change of salary for completion of Masters+60 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+60/PhD, Step 11, \$72,037 for 190 days of service.
- **JULIE HARMAN**, Teacher, change of salary for completion of Masters+60 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+60/PhD, Step 15, \$80,999 for 190 days of service.
- **STEPHANIE KLINEDINST**, Teacher, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 11, \$67,755 for 190 days of service.
- **KELLY MORRIS**, Social Worker, change of salary for completion of Masters+30 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+30, Step 5, \$59,335 for 190 days of service.
- **MARIE MUSKEY**, Teacher, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 15, \$76,731 for 190 days of service.
- **ANNETTE NEBEL**, Counselor, change of salary for completion of Masters+60 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+60/PhD, Step 15, \$80,999 for 190 days of service.

- **AVERIANNA NEUDER**, Social Worker, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 6, \$59,221 for 190 days of service.
- **ANISSA RITCHIE**, Remedial Specialist, change of salary for completion of Masters+30 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+30, Step 15, \$78,153 for 190 days of service.
- **BRIANNA ROWE**, Occupational Therapist, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 3, \$56,226 for 190 days of service.
- **LAUREN ROYER**, Psychologist, change of salary for completion of Masters+30 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+30, Step 7, \$62,092 for 190 days of service.
- **REBECCA SWARTZ**, Social Worker, change of salary for completion of Masters+15 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+15, Step 3, \$56,226 for 190 days of service.
- **ERIN WALTZ**, Counselor, change of salary for completion of Masters+30 credits, effective for the 2022-2023 school year. Salary will be based on a Masters+30, Step 15, \$78,153 for 190 days of service.

LEAVE OF ABSENCE:

- **AMY COOK**, Occupational Therapist, Early Intervention Program, sabbatical for restoration of health effective July 1, 2022 – December 31, 2022. Leave is in accordance with and provided for under the PA School Code.