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# Derry Township School District

## Board of Directors Meeting

### January 8, 2024

### Summary Minutes - XII

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#### 1. OPENING ITEMS

##### 1.a. Call to Order

###### Minutes

The meeting was called to order by Ms. Drew at 7:02 p.m.  
The meeting was conducted both in-person and virtually.

##### 1.b. Roll Call

###### Minutes

**Members in Attendance:** Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, and Ericka Schmidt

**Members Absent:** Robert Bennett

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

**Student Board Representatives in Attendance:** Lucy Barto, Natalie Colarossi, Shiza Saad

**Solicitor:** William Zee

**Staff/Public in Attendance In-Person:** Phil Ayala, Sheryl Pursel, Jason Reifsnyder, and Aaron Shuman,

**Staff/Public in Attendance Virtually:** Lisa Balanda, Mark Balanda, June Benten, Catherine Burys, Scott Harman, Missy Kunder, Julie Quirk, Kirsten Scheurich, Melissa Shultz, Carol Smith, Tim Smith, Drew Weidman

##### 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. Schmidt and a second by Mr. Rizzo, the board agenda for this evening's meeting was approved.

#### *Vote Results*

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**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 1 Robert Bennett

## 2. INFORMATIONAL AND PROPOSALS

### 2.a. Presentation - District Data

#### Minutes

Dr. Shuman provided a data snapshot of the mandated state testing.

### 2.b. President Communications

#### Minutes

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

- Matters of Personnel
- Consultation with attorney or other professional advisers
- Informational Items

### 2.c. 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, if in person, should complete and turn in a registration form to the Board Secretary, Mrs. Agee. Registration forms can be found on the sign-in table adjacent to the boardroom entrance. When your name is announced, come to the microphone. If online, you must have registered individually with your full name, and address, to be recognized. Raise your virtual hand for recognition. Once recognized or un-muted, it is only necessary that you identify yourself by providing your full name.

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.d. Community Correspondence Report**

#### **Minutes**

There were no submissions for the month of December.

### **2.e. Student Representatives' Report**

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

#### **Minutes**

Lucy Barto, Natalie Colarossi, and Shiza Saad gave a report that included the following:

- Madeline, of HHS, visited Playful Pups Dog Retreat in Elizabethtown for a job shadow experience with Lead Trainer Maria Stouffer.
- Babe's Grill House owner Kylie Deimler guided our students through a cooking activity and gave them firsthand experience working in a restaurant kitchen.
- On December 15, the Trojan Buddies Club watched Elf, wrapped gifts, and sipped hot chocolate with their High School or Middle School buddy.
- On December 16, Hershey's Tri-M Music Honor Society hosted a holiday celebration with a French Toast Feast.
- The Science for All club held an event of festive science experiments in the Hershey Public Library on Wednesday, December 20th for all Hershey community students grades K-3.
- Congratulations to the HHS Music Department for putting forth a very successful season of performances!
- 8th - 11th graders have begun the course selection process.
- The Hershey High School Swimming and Diving Team is competing against State College and Carlisle this week.
- The HHS basketball teams face off against Mifflin County tomorrow night.
- Derry Township School District is part of the GIANT Feeding School Kids initiative! From January 1 - March 31, you can round up at the register to support our school district's efforts working to eliminate childhood hunger.



- During the 8th grade career fair on December 15, Hershey's 8th graders had a chance to connect, interview, and learn about a wide range of professions.
- The elementary school's STEAM class (science, technology, arts and math) created a zoo full of different robotic animals equipped with movement and lights and showed the creations to the kindergarten students.
- On December 15, select orchestra students from Hershey Elementary School traveled to Harmony at Hershey retirement home.
- Prior to winter break the kindergarteners worked with the chef Mr. Scott to make a gingerbread man.
- Hershey Elementary School's PBIS Committee is hosting their 2nd Annual Community Fun Night on January 11, 2024, at Hershey Elementary School. There will be games, snacks, and crafts.

## **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:

- Approval of January 8, 2024, Board of Directors Summary Minutes
- Course Revision - Accounting I and II
- Trip Request - Band

## **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 Dr. Cysyk and a second by Mr. Rizzo, the Consent Agenda items were approved.

## ***Vote Results***

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**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

**Nay:** 0

**Abstain:** 0

**Not Cast:** 1 Robert Bennett

## **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.:

<b>Group:</b>	Dauphin County Music Educators Association (DCMEA)
<b>Date/Time:</b>	Friday, April 12, 2024, 2:30 p.m. - 10:00 p.m.
<b>Requested Facility:</b>	Middle School Auditorium, Band & Orchestra Rooms
<b>Event:</b>	DCMEA Jazz Festival
<b>Fee:</b>	None

#### **4.c. Approval of Policy**

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

- Policy 819 Suicide Awareness, Prevention and Response

#### **4.d. Approval of Policies (Reviewed Only)**

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

- Policy 901 Public Relations Objectives
- Policy 902 Publications Program
- Policy 903 Public Participation in Board Meetings
- Policy 904 Public Attendance at School Events
- Policy 905 Citizen Advisory Committees
- Policy 906 Public Complaints Procedures
- Policy 907 School Visitors
- Policy 908 Relations With Parents/Guardians
- Policy 909 Municipal Government Relations
- Policy 910 Community Engagement
- Policy 911 News Media Relations
- Policy 912 Relations With Educational Institutions
- Policy 912.1 Harrisburg Area Community College
- Policy 913 Nonschool Organizations/Groups/Individuals
- Policy 913.1 Commercial Partnerships and Sponsorships
- Policy 914 Relations With Intermediate Unit
- Policy 915 Booster Clubs
- Policy 916.1 Megan's Law
- Policy 917 Parent/Family Involvement

- Policy 918 Title I Parental and Family Engagement
- Policy 920 Athletic Hall of Fame

#### 4.e. Announcement of Staff Development Conferences

<b>Staff Member:</b>	David Lillenstein
<b>Conference:</b>	2024 National Association of School Psychologists Conference
<b>Location:</b>	New Orleans, LA
<b>Dates:</b>	February 12 - 16, 2024

#### 4.f. ACCO Brands USA Agreement

The Administration recommends the approval of the ACCO Brands USA five-year agreement for laminator maintenance at the high school.

#### 4.g. Mixed Impressions Agreement

The Administration recommends the approval of the Mixed Impressions Agreement to provide DJ services for the 4 Diamonds dance marathon.

#### 4.h. Regional Arena Management Agreement

The Administration recommends the approval of the Regional Arena Management (RAM) Agreement for use of the Giant Center venue for graduation on May 29, 2024.

#### 4.i. The Vista School Agreement

The Administration recommends the approval of the Vista School Agreement to provide student placement for the 2023-2024 school year.

### 5. NEW BUSINESS

#### 5.a. Early Retirement Incentive

The Administration recommends the district offer a \$5,000 early retirement incentive to individuals within the HEA Bargaining Unit. This offer applies to employees who retire between the conclusion of the 2023-2024 school year and the end of the 2024 calendar year. To be eligible, employees must submit a written notice of retirement on or before February 7, 2024, and accept retirement under PSERS.

#### Minutes

Following a motion by Mr. Rizzo and a second by Dr. McCarver, the Early Retirement Incentive for was approved.

#### ***Vote Results***

**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

Nay: 0  
Abstain: 0  
Not Cast: 1 Robert Bennett

## 5.b. 2024 Committee/Delegate Assignments

### Minutes

Following a motion by Mrs. Schmidt and a second by Mr. Rizzo, the 2024 Committee/Delegate Assignments were approved.

## ***Vote Results***

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Yea: 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt  
Nay: 0  
Abstain: 0  
Not Cast: 1 Robert Bennett

## 5.c. Personnel - Resignations

The Administration recommends the approval of the following resignations:

### **Professional:**

#### **Gehman, Allison**

Grade 4 Teacher

Intermediate Elementary School

Reason: Personal

Effective: No later than 02/16/2024

### **Classified:**

#### **Shenk, Alicia**

Bus Driver

Transportation

Reason: Personal

Effective: 01/05/2024 (retroactive)

#### **Shenk, Alicia**

Cafeteria/Recess Aide (secondary classification)

Early Childhood Center

Reason: Personal

Effective: 01/05/2024 (retroactive)

## Minutes

Following a motion by Dr. Cysyk and a second by Ms. Romberger, the Personnel Resignations were approved.

## ***Vote Results***

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**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

**Nay:** 0

**Abstain:** 0

**Not Cast:** 1 Robert Bennett

### **5.d. Personnel - General**

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

Professional:

**Bacigalupo, Michael** (replacing Emily Mylin)

Special Education Teacher

Middle School

Long-Term Substitute

Bachelors, Step 1

Salary: \$57,276.73 (pro-rated)

Effective: 01-09-2024 through the end of the 2023-24 school year

**Weaber, Danica\*** (replacing Chelsea Gavin-Hauschildt)

Grade 3 Teacher

Primary Elementary School

Long-Term Substitute

Bachelors, Step 1

Salary: \$57,276.73 (pro-rated)

Extension Effective: 03/01/2024 through the end of the 2023-24 school year

### **Change in Hours for Classified Staff:**

**Schneier, Chanakarn\***

Bus Driver

Transportation

From: Level A, 5.5 hours per day

To: Level A, 5.25 hours per day

Salary: \$21.66 per hour

Effective: 01/02/2024 (retroactive)

**Stahl, Timothy\***

Bus Driver

Transportation

From: Level A, 5.25 hours per day

To: Level A, 5.5 hours per day

Salary: \$21.66 per hour

Effective: 01/03/2024 (retroactive)

**Transfer of Classified Staff:**

**Burkhart, Tammy\*** (replacing Alicia Shenk)

From: Paraprofessional (Self-Contained Classroom)

Early Childhood Center

Level B, 6.5 hours per day

Salary: \$21.21 per hour

To: Bus Driver

Transportation

Level A, 5.25 hours per day

Salary: \$23.49 per hour

Effective: 01/08/2024 (retroactive)

**Limited Service Contract:**

**Clark, Caitlyn\***

Mentor (building transfer in-district) for Lindsay Betza, Grade 1 Teacher-LTS

Salary: \$500

Effective: 01/09/2024

**Martin, Robert\***

Head Coach - Volleyball - Girls

Group F, Step 15

Salary: \$4,361

Effective: 01/09/2024

**Whiston, Lisa\***

Mentor (Year 1) for Andrew Fink, Social Studies Teacher (.5 LSC)

Salary: \$750

Effective: 01/09/2024

2. The Administration recommends the approval of the following request in accordance with Section 6.10 of the HEA Collective Bargaining Agreement:

**Felty, Molly\***

Speech & Language Pathologist

Early Childhood Center

Childrearing Leave

Effective: 01/09/2024 through approximately 02/29/2024 (end of 2nd Trimester)

**Gavin-Hauschildt, Chelsea\***

Grade 3 Teacher

Primary Elementary Teacher

Childrearing Leave

Extension Effective: 03/01/2024 through the end of the 2023-24 school year

3. The Administration recommends the approval of the following request in accordance with District Policy 338:

**Mylin, Emily\***

Special Education Teacher

Middle School

Restoration of Health

**Extension Effective:** 01/11/2024 through the end of the 2023-24 school year

4. The Administration recommends the approval of the following request in accordance with District Policy 339:

**Crispino, Ceci\***

Cafeteria/Recess Aide

Primary Elementary School

Uncompensated Leave

Effective: 11/28/2023 through 01/01/2024 (retroactive)

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

**Minutes**

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

***Vote Results***

**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

**Nay:** 0

**Abstain:** 0  
**Not Cast:** 1 Robert Bennett

## 6. DELEGATE REPORTS

### 6.a. CAIU

#### Minutes

The CAIU report is attached to the agenda. Dr. Cysyk attended his first meeting at the IU and shared that they did a really good job of going through all the departments and what everybody does. He encourages the reading of the All in Newsletter.

## 7. SPECIAL REPORTS

### 7.a. Board Members' Report

#### Minutes

A report was made by the following board members:

- Mr. Rizzo shared the following:
  - Dauphin County Tax Collection Committee will have a vote on the 17th regarding the audit.
  - Dauphin County Tech School will have their budget proposals shortly. The representatives from this Board will be the voting members for the Board at Dolphin County Tech School instead individual voting.

### 7.b. Superintendent's Report

#### Minutes

Dr. Winslow gave a report that included the following:

- Thank you to the Building and Grounds staff for working over the weekend to clear the grounds and have it ready for staff and students this morning.
- Thursday is PBIS Community Night at the Elementary School - 6:00 p.m.
- Winter Sports is underway, come out and support our students.

### 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 in the initial public comment portion of our meeting.

### Minutes

There were no citizens requesting recognition by the board.

## 9. ADJOURNMENT

### Minutes

The meeting was adjourned at 7:46 p.m. following a motion by Mr. Rizzo and seconded by Mrs. Renz.

## *Vote Results*

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**Yea:** 8 Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

**Nay:** 0

**Abstain:** 0

**Not Cast:** 1 Robert Bennett

Respectfully submitted,

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Michele Agee  
Secretary to the Board  
January 22, 2024

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Lindsay K. Drew  
Board President

<b><u>Virtual Attendance - January 8, 2024 School Board Meeting</u></b>
Lisa Balanda
Mark Balanda
June Benten
Catherine Burys
Scott Harman
Missy Kunder
julie quirk
Kirsten Scheurich
Melissa Shultz
Carol Smith
Tim Smith
Drew Weidman



# 2023 Data Snapshot

PSSA

KEYSTONES

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GRADUATION PATHWAYS

# PSSA – District by Subject

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Subject	2017	2018	2019	2022	2023
Math	66%	64%	63%	59%	65%
ELA	79%	80%	79%	79%	79%
Science	83%	84%	83%	83%	85%

# PSSA – District by Grade & Subject

Grade	Math	ELA	Science	State Math	State ELA	State Science
3	75	74	N/A	52	54	N/A
4	78	80	90	47	52	74
5	60	76	N/A	43	54	N/A
6	57	83	N/A	37	56	N/A
7	65	82	N/A	33	55	N/A
8	57	79	79	26	53	57

# Math PSSA: 2016 - 2023

Grade	2015-16	2016-17	2017-18	2018-19	2021-22	2022-23
8	54%	58%	59%	56%	49%	57%
7	61%	67%	58%	67%	52%	65%
6	65%	56%	62%	57%	56%	57%
5	60%	70%	64%	64%	59%	60%
4	69%	75%	66%	72%	63%	78%
3	70%	76%	77%	72%	77%	75%

# ELA PSSA: 2016 - 2023

Grade	2015-16	2016-17	2017-18	2018-19	2021-22	2022-23
8	79%	82%	83%	79%	86%	79%
7	82%	82%	80%	82%	82%	82%
6	88%	78%	84%	83%	81%	83%
5	75%	75%	81%	83%	79%	76%
4	77%	85%	78%	84%	71%	80%
3	76%	80%	83%	74%	74%	74%

# Statewide Comparison by School: Math

PSSA Math Spring 2023				
Statewide Ranking by Grade Level - Percent Proficient and Advanced				
Grade	% Proficient and Advanced	Rank	Total Number of Schools	Percentile Rank
3	75%	277	1560	82%
4	78%	123	1531	92%
5	61%	306	1409	78%
6	57%	144	995	86%
7	65%	29	885	97%
8	57%	32	883	96%



# Statewide Comparison by School: ELA

PSSA ELA Spring 2023				
Statewide Ranking by Grade Level - Percent Proficient and Advanced				
Grade	% Proficient and Advanced	Rank	Total Number of Schools	Percentile Rank
3	74%	267	1560	83%
4	80%	130	1531	92%
5	75%	202	1409	86%
6	83%	47	995	95%
7	82%	37	885	96%
8	79%	44	883	95%

# Statewide Comparison by School: Science

PSSA Science Spring 2023				
Statewide Ranking by Grade Level - Percent Proficient and Advanced				
Grade	% Proficient and Advanced	Rank	Total Number of Schools	Percentile Rank
4	90.4	263	1531	83%
8	79%	72	883	92%

# Keystones – Biology & Algebra (2023)

Biology	Grade	Total Tests	Perf Level %	Total % Adv and Prof	State
	9 -11	277	Adv – 48% Prof – 28% Basic – 14% BB – 11%	76%	39%

Algebra I	Grade	Total Testers	Perf Level %	Total % Adv and Prof	State
	6-11	293	Adv – 45% Prof – 26% Basic – 21% BB – 8%	70%	29%

# Keystones – Literature (2023)

Literature	Grade	Total Tests	Perf Level %	Total % Adv and Prof	State
	10	250	Adv – 31% Prof – 54% Basic – 9% BB – 6%	85%	53%

# Spring Keystone Assessment 2018-2023

Assessment	2018	2019	2022	2023
Algebra	80%	85%	74%	76%
Biology	86%	87%	73%	70%
Literature	86%	88%	83%	85%




# Statewide Comparison by School

Keystone Accountability Data 2023 (11 <sup>th</sup> Grade Class)				
Statewide Ranking - Percent Proficient and Advanced				
Subject	% Proficient and Advanced	Rank	Total Number of Schools	Percentile Rank
*Algebra	58%	59	737	92%
Biology	80%	25	737	97%
Literature	86%	38	737	95%
*Data is skewed due to COVID year Algebra Assessment Numbers				


# PVAAS Growth Data: PSSA



# PVAAS Growth Data

Subject	← Year	← Grade	Growth Color Indicator
Keystone Algebra I	2023	N/A	 Well Above
Keystone Biology	2023	N/A	 Well Above
Keystone Literature	2023	N/A	 Well Above

Did not meet the growth standard ← Met the Growth Standard → Exceeded the growth standard

Growth Index extends past graph —  — Growth Index extends past graph

Growth Index



# Act 158: Graduation Pathways

<b>Keystone Proficiency</b>	<b>196</b>	<b>69%</b>
<b>Keystone Composite</b>	<b>11</b>	<b>4%</b>
<b>Alternate Assessment</b>	<b>24</b>	<b>8%</b>
<b>IEP Goals</b>	<b>34</b>	<b>12%</b>
<b>Did not Complete Pathway</b>	<b>7</b>	<b>4%</b>
<b>Did not Graduate</b>	<b>6</b>	<b>2%</b>
<b>Total</b>	<b>284</b>	<b>100%</b>

# What are we doing?

## **Curriculum Work:**

- Essential Learning Targets
- Aligning Assessments to Standards
- Implementation of Eureka Math K-5
- Implementation of Carnegie Learning Mathematics at the Middle School
- Intervention Period at HMS
- Math WIN at the Elementary
- ELA and Math Intervention in Elementary and Middle Levels

## **Professional Learning:**

- On-Site Coaching with Carnegie Learning
- Professional Learning/Support for Eureka Teachers
- Act 55 Training Elements
- Continued PLC Development & Implementation
- Continued Commitment to job embedded professional learning through the instructional coaching model

# What are we working toward?

## **Four Critical PLC Questions** – for EVERY student

What do we want students to know and be able to do? (*Curriculum*)

How do we know if students have learned? (*Quality assessments*)

How do we respond when students don't learn?

How do we respond when students have learned?



## EQUIPMENT MAINTENANCE AGREEMENT (EMA) RENEWAL QUOTE

Attention:	Donna Gordner	Date:	11/8/2023
Email	dgordner@hershey.k12.pa.us	Previous Contract:	NEW CONTRACT

This letter is to offer you a GBC/ACCO BRANDS Equipment Maintenance Agreement (EMA).  
Coverage details and pricing are outlined below.

	Model And Description	Serial#	Start Date	End Date	(1) Year Renewal Price	(3) Year Renewal Price	(5)Year Renewal Price
1	V,EMA ULTIMA65	TH2210300139	01/19/2024	01/18/2029			\$2201.40
2							
3							

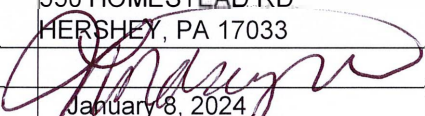
**\*\*This quote is valid for 90 days from the date issued\*\***

Note that without coverage, you will be responsible for labor, travel, and parts for each service call placed on your equipment.

GBC/ACCO BRANDS offers the same reliable service on many other products such as Collators, Paper Cutters, Folding machines and lots more! Discounts are also offered for multi-machine and multi-year contracts.

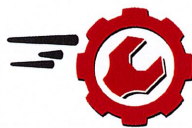
Contact me for additional information and/or to process your agreement. For your convenience, I have also included your service technician's contact information for you below.

Thank you – GBC/ACCO BRANDS appreciates your business!

Customer Acct Name	HERSHEY HIGH SCHOOL/5045145 550 HOMESTEAD RD HERSHEY, PA 17033		
Authorized Signature		Phone	
Date	January 8, 2024	P.O. Number	

**\*\*All contracts with a value of \$650 or higher require a signature\*\***





**SERVICE  
SOLVED**  
powered by *GBC*

*Allison Pardue*

Equipment Maintenance Agreement Specialist

Email: [allison.pardue@acco.com](mailto:allison.pardue@acco.com)

Phone: 888.449.5927\*\*\*Direct :662.480.3354

## EQUIPMENT MAINTENANCE AGREEMENT (EMA) TERMS AND CONDITIONS

1. Upon payment of the Total Invoice and subject to the terms and conditions contained herein, ACCO BRANDS will use commercially reasonable efforts to maintain in good working order the electrical and mechanical parts and components of the Equipment.
2. Whenever service is required, ACCO BRANDS will use commercially reasonable efforts to repair the Equipment without charge for labor or parts. ACCO BRANDS may use new, used, refurbished, remanufactured, or reconditioned parts when providing such service. Not covered are consumable supply items, including but not limited to modular punching dies, wide format laminator rollers, cut sticks, cutter knives, trimmer blades or optional accessories purchased for the Equipment. Also not covered are parts damaged by the customer through abuse or misuse. All replaced parts will become the property of ACCO BRANDS.
3. All service will be provided during ACCO BRANDS's normal business hours, 8:30 A.M. to 5:00 P.M., Monday through Friday. For service outside of normal working hours additional charges shall be paid by Customer in accordance with then prevailing ACCO BRANDS rates.
4. For all new Equipment, Customer will have the Equipment set up in the location it is to be used. ACCO BRANDS does not allow its Technicians to lift equipment greater than 60 lbs. and ACCO BRANDS's Technicians must seek additional assistance if equipment weighing greater than 60 lbs. needs to be lifted for any reason.
5. Customer agrees to give ACCO BRANDS at least thirty (30) days prior written notice of any change in location of the Equipment.
6. Maintenance hereunder does not include repair of damage resulting from abuse, accident, failure or reduction of electric power, improper installation or storage, improper Equipment operating environment, misuse, neglect, transportation, failure to operate within performance specifications, or failure to operate according to instructions and documentation. If persons or entities other than ACCO BRANDS service personnel shall perform maintenance on or repair the Equipment, and as a result further repair or maintenance by ACCO BRANDS is required to restore the Equipment to good operating condition, any such further repair or maintenance shall be subject to additional charge by ACCO BRANDS in accordance with the prevailing ACCO BRANDS rates.
7. **Renewals shall be governed by then prevailing ACCO BRANDS rates unless terminated by either party upon thirty (30) days written notice.**
8. If any Equipment is regularly used by more than one shift of personnel, the maintenance total charge for that Equipment will be increased 100 percent for each additional shift regularly using the Equipment.
9. If the Equipment becomes obsolete because components to complete the repair are no longer available, ACCO BRANDS will refund the remaining prorated portion of the Agreement to the Customer.







10. All applicable federal, state and local taxes (except taxes based on income) shall be borne by the Customer when and if levied on the services performed hereunder.
11. This Agreement shall constitute the entire agreement between the Customer and ACCO BRANDS irrespective of inconsistent or additional terms and conditions in the Customer's purchase order or other documentation. Any alteration or additions to the terms and conditions of this Agreement as enumerated and printed herein, shall not be binding on ACCO BRANDS unless the Agreement as altered shall have been approved in writing by an officer of ACCO BRANDS.
12. **CUSTOMER AGREES THAT ACCO BRANDS SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OR ANY LOSS OF BUSINESS HOWEVER CAUSED NOTWITHSTANDING ADVICE TO ACCO BRANDS OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES RESULTING FROM THE IMPROPER FUNCTIONING OF THE COVERED EQUIPMENT.** No action arising out of this Agreement or services performed hereunder may be brought by either party more than one (1) year after the cause of action has accrued.
13. **In cases when ACCO BRAND's standard insurance certificate does not meet Customer's insurance requirements, all insurance (including any landlord's insurance requirements) required from ACCO BRANDS, must be specified at the signing of this Agreement, agreed to in writing by ACCO BRANDS, and attached to this Agreement. The attachment must be affirmatively indicated on the front side of this Agreement.**

## AGREEMENT COVERAGE

### Three - Point

- Toll-Free number to call in for service.
- Four (4) business hour phone response from Technician.
- Two business day on-site service.
- Unlimited parts, labor, and Travel.

## BILLING INFORMATION

### Remit to address:

ACCO Brands USA LLC  
PO Box 203412  
DALLAS TX 75320





# Mixed Impressions DJs

390 Stony Battery Road  
Landisville, PA 17538  
(717) 892-1226  
E-mail: midj4u@yahoo.com

• Proms • Special Events  
• Homecomings • MC Services  
• School Dances • Mini-Thons  
• Junior High Dances

## BOOKING CONTRACT

Agreement made on Sunday, November 19, 2023 by and between  
**Mixed Impressions DJ's Entertainment and:**  
**Elizabeth Bosky ( 5797359 )**  
**Hershey High School**  
PO Box 898 Homestead Road, Hershey, PA 17033  
Home: 534-2501

1. Employment: We shall provide, and you shall hire the services of  
**Mixed Impressions DJ's Entertainment**  
for which we will provide the following services at your event as agreed upon. Said services are set forth herein:

Event Type: **Special Event** ----- Times: **1:00 PM till 11:00 PM**

Event Date: **Friday, March 22, 2024** ----- Package: **Special \$400.00**

Event Location at: **Hershey High School in Hershey, PA**

2. Compensation: MIDJ will be paid for services rendered as follows:

**\$400.00** minus **\$0.00** non-refundable deposit leaving a balance of: **\$400.00**

3. Event Details: **4 Diamonds Dance Marathon - No deposit required. Amount may be paid the night of the event.**

4. Mixed Impressions will be permitted to set up equipment at: **10:00 AM.**

5. Additional services will be performed at: **\$0.00** per hour. ----- Attire: **Polo Shirt (Staff)**

The undersigned has agreed to the total amount listed above, minus the deposit, (non-refundable) leaving the balance. Final payment is due no later than the day of the event. (**Gratuities is not included in price**) It is to be understood that Mixed Impressions has the right to substitute any member of staff and/or any piece of equipment. It is also understood that the area in which you wish our staff to set-up be prepared for us with a minimum of two 6- or 8- foot tables. MIDJ respectfully requests to have access to the facility at the time designated to set-up equipment; otherwise, we are not liable for not beginning the event on time. It is also understood that any photographs taken may be used in promotional materials which would include our website.

**Gratuities paid to the DJ/Entertainer(s) are the sole property of those individuals.**

**Please sign and return one copy of the contract along with the deposit to the address above. Unless other arrangements have been made all contracts must include deposits or some form of payment with a signed copy of the contract. Further payments may be made at any time and mailed to MIDJs. If any discrepancies or additions to the contract, please contact MIDJs immediately. If a contract is not returned within the allocated time frame, Mixed Impressions DJs has the right to consider this contract null and void.**

**PLEASE RETURN CONTRACT WITHIN 20 DAYS OF DATE SENT.**

Mixed Impressions DJ: *Mark H. H.* Date: 12/1/23

Authorized Signature: *[Signature]* Date: January 8, 2024





## VENUE USE AGREEMENT

**THIS VENUE USE AGREEMENT ("Agreement")** is entered into on October 30, 2023 by and between REGIONAL ARENA MANAGEMENT, LLC, a Pennsylvania limited liability company with its principal place of business at 550 West Hersheypark Drive, Hershey, Pennsylvania 17033, (hereinafter referred to as "RAM") and **Hershey High School, 30A E. Granada Ave., Hershey, PA 17033**, (hereinafter called **HERSHEY HIGH SCHOOL**).

### BACKGROUND:

The Township of Derry Industrial and Commercial Development Authority ("Authority") is a public instrumentality validly existing under the laws of Pennsylvania and the owner of GIANT Center, which is a multi-use venue, located in the Township of Derry, Pennsylvania (the "GIANT Center"), and

The Authority has contracted with RAM to serve as its agent in managing GIANT Center. The Management Agreement between the Authority and RAM authorizes RAM to, among other things, enter into agreements for entertainment and sporting events at GIANT Center, and

HERSHEY HIGH SCHOOL desires to use GIANT Center, upon and subject to the provisions of this Agreement, for the event set forth in Paragraph 1 of this Agreement (the "Event").

**NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and intending to be legally bound, RAM and HERSHEY HIGH SCHOOL agree as follows:**

### 1. EVENT INFORMATION:

EVENT:	Hershey High School
EVENT DATE(S):	Wednesday, May 29, 2024
EVENT TIME (S):	tbd
DOORS OPEN:	5:30 PM
LOAD-IN:	Day of Event after 6:00 AM
LOAD-OUT:	IMMEDIATELY AFTER EVENT CONCLUDES.

### 2. FEE / DEPOSIT:

FEE:	In consideration for the use of GIANT Center, HERSHEY HIGH SCHOOL agrees to pay RAM a fee of <b>NINE THOUSAND THREE HUNDRED FOURTY FIVE DOLLARS (\$9,345.00) PLUS ALL EXPENSES</b> . All monies are payable in United States currency at settlement on the day of Event, or immediately upon receipt of invoice following Event.
DEPOSIT:	A deposit of <b>FOUR THOUSAND, SIX HUNDRED, SEVENTY TWO DOLLARS (\$4672.00)</b> is due and payable to RAM in United States currency upon signing of this Agreement. HERSHEY HIGH SCHOOL agrees to forfeit full deposit if the Event is cancelled or postponed. In addition, RAM shall be reimbursed for all management expenses and other incurred expenses.

If RAM has reasonable grounds for insecurity as to HERSHEY HIGH SCHOOL's ability or willingness to perform the Event, RAM shall have the right, in its reasonable discretion, to require HERSHEY HIGH SCHOOL to furnish a bond guaranteeing the faithful performance of the Event.



**3. CONCESSIONS / MERCHANDISE / PARKING:**

- 3.1. RAM reserves all concessions and concession rights, including, but not limited to, food, beverage, parking, and all catering functions.
- 3.2. RAM will receive thirty percent (30%) commission of gross sales net of six percent (6%) Pennsylvania Sales Tax from all merchandise (programs, books, souvenirs, etc.) sold by RAM vendors or HERSHEY HIGH SCHOOL vendors. Six percent (6%) Pennsylvania Sales Tax will be retained and paid by RAM. RAM will receive a minimum guarantee of not less than One Thousand Two Hundred Dollars (\$1,300.00) from all merchandise sales.
- 3.3. RAM will receive ten percent (10%) commission of gross sales net of six percent (6%) Pennsylvania Sales Tax from all sales of CD's sold. Six percent (6%) Pennsylvania Sales Tax will be retained and paid by RAM.
- 3.4. RAM has final approval of all merchandise displays or product sold within GIANT Center. If vendors other than GIANT Center vendors are used, HERSHEY HIGH SCHOOL agrees that they will be dressed appropriately in keeping with RAM's policy of creating a good public image and abide by all GIANT Center rules and policies.

**4. USE OF GIANT CENTER / CONDITIONS / RESTRICTIONS:**

- 4.1. HERSHEY HIGH SCHOOL shall provide RAM at least fifteen (15) business days before the first day of the Event, a full and detailed outline for approval by RAM of all Event and rider requirements, including stage, seating setups, and all such other information as may be required by RAM concerning the Event.
- 4.2. Events at GIANT Center shall end no later than 11:00 PM. HERSHEY HIGH SCHOOL covenants and agrees that the Event will not continue beyond the time specified above, Eastern Standard Time or Eastern Daylight Saving Times, whichever is then in use, and further agrees that should such Event continue beyond such time, HERSHEY HIGH SCHOOL shall pay to RAM, above and beyond that set forth in Paragraph 2 hereof, the sum of Five Hundred Dollars (\$500.00) for each hour, or any fraction thereof, that the Event extends beyond the aforesaid time.
- 4.3. HERSHEY HIGH SCHOOL agrees that every public performance that is not staged within a single hour will have at least one (1) intermission period of not less than fifteen (15) minutes.
- 4.4. HERSHEY HIGH SCHOOL acknowledges that Pennsylvania has a public No Smoking law which prohibits anyone from smoking inside buildings. HERSHEY HIGH SCHOOL agrees to abide by and actively enforce the No Smoking law inside GIANT Center.
- 4.5. HERSHEY HIGH SCHOOL agrees that no tickets will be sold unless RAM receives in advance of the scheduled Event, a signed copy of this Agreement, technical rider, and insurance certificate.
- 4.6. In addition to the amounts listed above, HERSHEY HIGH SCHOOL shall pay and reimburse RAM for all other expenses, all necessary staffing, and any and all help necessary for the Event. RAM retains the right to determine the appropriate source and number of all staff and security personnel to operate the Event. The amount of the reimbursable expense, covered by this Paragraph shall include the cost referred to on the attached staffing and services estimate, identified as Event Estimate, which by this reference is incorporated herein, and shall be paid no later than the time of settlement for the Event or such earlier time as is specified by RAM. The amounts reflected on the attached Event Estimate staffing and services estimate are based on information provided to RAM at the formation of this Agreement and are subject to change.
- 4.7. HERSHEY HIGH SCHOOL is responsible for the proper use and care of GIANT Center. HERSHEY HIGH SCHOOL agrees to pay for the cost of any damage or repairs that may be necessary as a result of the use of GIANT Center by HERSHEY HIGH SCHOOL, reasonable wear and tear customary for such Event excepted.
- 4.8. Except as otherwise agreed to by RAM and HERSHEY HIGH SCHOOL, HERSHEY HIGH SCHOOL is responsible for providing, at its sole cost and expense, all materials, supplies, equipment, and props necessary for the Event (the "HERSHEY HIGH SCHOOL Property"). RAM shall not be responsible or liable for any HERSHEY HIGH SCHOOL Property that is lost, stolen, or damaged. HERSHEY HIGH SCHOOL is responsible for insuring the HERSHEY HIGH SCHOOL Property against any and all such loss or damage.
- 4.9. HERSHEY HIGH SCHOOL agrees to remove all HERSHEY HIGH SCHOOL Property or other effects immediately after the completion of the Event. Any property that is left in, on, or around GIANT Center by HERSHEY HIGH SCHOOL after a period of seven (7) days following the Event shall be deemed abandoned and become the property of RAM to be used or disposed of at the discretion of RAM.
- 4.10. RAM shall manage and control the operation of GIANT Center at all times, including but not limited to enforcement of all rules and regulations and/or applicable law.

5. **ALTERATIONS:**

- 5.1. HERSHEY HIGH SCHOOL shall make no alterations or improvements of, or attachments of any kind to GIANT Center, without the prior approval of RAM, which may be withheld or conditioned in its sole discretion.
- 5.2. RAM may, at any time, remodel, make alterations, additions, improvements, and repairs to the whole or any part of GIANT Center.

6. **INDEMNIFICATION:**

- 6.1. To the fullest extent permitted by law, HERSHEY HIGH SCHOOL shall indemnify, defend and hold harmless RAM, the Authority, Hershey Entertainment & Resorts Company (owner of RAM), and the owners, directors, officers, employees, agents, and affiliated and related entities of each ("RAM Indemnitees") from and against any and all claims, liability, injury, damage or expense incurred, including reasonable attorneys' fees, expert fees, and costs of litigation (collectively referred to as "Claims") to the extent such Claims arise out of or relate to HERSHEY HIGH SCHOOL and/or artist's use of GIANT Center, which shall include, but is not limited to: (i) any breach by HERSHEY HIGH SCHOOL of this Agreement or any of HERSHEY HIGH SCHOOL warranties or representations contained herein, (ii) any acts or omissions by HERSHEY HIGH SCHOOL, artist, or their employees, agents, subcontractors, or any other person or member of the Event production, (iii) any merchandise or products distributed or sold by HERSHEY HIGH SCHOOL and/or artist, and (iv) Claims made by third parties against the RAM Indemnitees alleging that any intellectual property provided to RAM by HERSHEY HIGH SCHOOL for use in connection with advertising and promoting the Event infringes a patent, trademark, or copyright held by such parties.
- 6.2. To the fullest extent permitted by law, RAM shall indemnify, defend, and hold harmless HERSHEY HIGH SCHOOL, its owners, directors, officers, employees, and agents ("HERSHEY HIGH SCHOOL Indemnitees") from and against any and all Claims to the extent such Claims arise out of or related to: (i) any breach by RAM of this Agreement or any of RAM's warranties or representations contained herein, (ii) any acts or omissions by RAM, its employees, agents, or subcontractors, and (iii) Claims made by third parties against the HERSHEY HIGH SCHOOL Indemnitees alleging that any intellectual property provided to HERSHEY HIGH SCHOOL by RAM for use in connection with advertising and promoting the Event infringes a patent, trademark, or copyright held by such parties.

7. **INSURANCE:**

- 7.1. HERSHEY HIGH SCHOOL, at its sole cost and expense, shall carry and maintain throughout the load in and load out dates, adequate insurance to cover its obligations under this Agreement. Such insurance shall include, but is not limited to:
- (i) Commercial General Liability Insurance (including coverage for intellectual property infringement claims) for limits of not less than Three Million Dollars (\$3,000,000.00) for each single occurrence and Five Million Dollars (\$5,000,000.00) aggregate;
  - (ii) Statutory Workers' Compensation and as approved self-insurer by the Commonwealth of Pennsylvania.
  - (iii) Automobile Liability Insurance with a limit of not less than One Million Dollars (\$1,000,000.00) combined and covering all owned, non-owned and hired vehicles;

Insurance must be with companies licensed to do business in the United States and have an A. M. Best's Financial Strength rating of A- VII or better. All insurance policies must be written on an occurrence policy form. HERSHEY HIGH SCHOOL shall provide RAM with a Certificate of Insurance as evidence of the insurance required in this Paragraph. **HERSHEY HIGH SCHOOL shall name Regional Arena Management, LLC, The Township of Derry Industrial and Commercial Development Authority, and Hershey Entertainment & Resorts Company as additional insureds on its liability policies.** HERSHEY HIGH SCHOOL shall give RAM reasonable, but in no event less than thirty (30) days written notice before any cancellation, modification or material change to any policy(ies) required under this Paragraph and renewal certificates shall be provided at least ten (10) days prior to policy expiration. Neither the requirement of HERSHEY HIGH SCHOOL to carry and maintain insurance nor RAM's acceptance of evidence of insurance will in any manner limit or qualify the liabilities and obligations assumed by HERSHEY HIGH SCHOOL under this Agreement.

8. **FORCE MAJEURE EVENTS:**

- 8.1. Neither party shall be held liable or responsible for any failure or delay in the performance of its obligations under this Agreement to the extent such failures or delays are caused by (i) acts of war, (ii) terrorism, (iii) civil riots, (iv) acts of government, or (v) Acts of God (including, but not limited to, floods, windstorms, and tornadoes) which make performance illegal or impossible (collectively referred to as "Force Majeure Events"). The parties expressly acknowledge that Force Majeure Events specifically exclude financial inability to perform, economic conditions, and events relating to a party's fault or negligence. Upon the occurrence of a Force Majeure Event, the parties' respective obligations hereunder will be excused fully, without any penalty, for the duration of the Force Majeure Event and each party shall bear its own costs incurred in connection with the Agreement. HERSHEY HIGH SCHOOL understands and agrees that the RAM Indemnitees shall not be responsible or liable for any loss or damage to the HERSHEY HIGH SCHOOL Property as a result of a Force Majeure Event.

**9. NOTICE OF BREACH:**

- 9.1. Each party agrees to give the other party prompt written notice of any alleged breach of the Agreement, including any and all riders and addenda attached thereto, together with a reasonable opportunity to respond and to cure and/or resolve the same. In the event of an uncured breach, the non-breaching party may, upon written notice, terminate the Agreement. Each Party shall have, in addition to and not in lieu of the remedies set forth herein, the right, if there is an uncured breach, to exercise all of its rights and remedies against the defaulting party, at law or in equity. All such rights and remedies may be exercised cumulatively or singly, at the sole discretion of the non-defaulting party.

**10. ADVERTISING / SIGNS / POSTERS:**

- 10.1. If advertising is placed by RAM, RAM shall receive a fifteen percent (15%) handling charge of the total amount of advertising dollars spent for the Event. If RAM does not place any advertising, there will not be a charge.
- 10.2. If advertising is not placed by RAM, all advertising must be submitted to RAM for review and approval before placement.
- 10.3. HERSHEY HIGH SCHOOL agrees to use the RAM approved GIANT CENTER logo on all printed advertisements.
- 10.4. HERSHEY HIGH SCHOOL will not post or allow to be posted, any signs, cards or posters except upon such display areas as RAM may provide. Use of such areas is a non-exclusive right. All material is subject to prior written approval of RAM. RAM retains the right to sell and receive advertising monies and sponsorships relating to the venue, as it deems appropriate in its sole discretion.
- 10.5. HERSHEY HIGH SCHOOL shall notify RAM, in writing, of all national tour sponsors for the Event upon the execution of this Agreement. All other sponsors for the Event must be approved by RAM and cannot conflict with any existing or future exclusive sponsorship of RAM and/or GIANT Center.
- 10.6. No stickers or materials with adhesive backing will be distributed under any circumstances.
- 10.7. Helium balloons are not permitted in GIANT Center without RAM's prior written approval. Balloon removal will be an additional expense to HERSHEY HIGH SCHOOL.

**11. COPYRIGHT LICENSES / PERMISSION:**

- 11.1. HERSHEY HIGH SCHOOL represents and warrants to RAM that all copyright or trademark protected programming/content to be presented during the Event is owned by HERSHEY HIGH SCHOOL or has been duly licensed to HERSHEY HIGH SCHOOL by the owners of all respective intellectual property or their representatives. In addition, HERSHEY HIGH SCHOOL shall obtain, at its own expense, any licenses and pay any royalties which HERSHEY HIGH SCHOOL may owe for the sale or distribution of copyright or trademark protected material during the Event.
- 11.2. If music is involved, HERSHEY HIGH SCHOOL agrees to pay all music license fees, such as SESAC, ASCAP, and BMI fees, as necessary. In the event HERSHEY HIGH SCHOOL does not pay the applicable music license fees, RAM will withhold such fees from the Event settlement amount and pay the appropriate performing rights organization(s).
- 11.3. HERSHEY HIGH SCHOOL agrees to indemnify, defend, and hold harmless the RAM Indemnitees from and against any and all Claims that may arise in connection with HERSHEY HIGH SCHOOL representations, warranties, and obligations set forth in this Paragraph, including any fines, interest, or penalties assessed by third-parties.

**12. ANNOUNCEMENTS:**

- 12.1. RAM reserves the right to make announcements during intermission, or at another pre-determined time as decided by RAM, which would relate briefly to future events at GIANT Center. RAM is also entitled to make such announcements, as it may deem necessary at any time in the interest of public safety. HERSHEY HIGH SCHOOL agrees that it will cooperate and will cause artist and their employees, subcontractors, agents and all other people or members of the Event production to cooperate with the delivery of such announcements for public safety, including, but not limited to, announcements to require patrons to return to their seats.

**13. SERVICES PROVIDED:**

- 13.1. RAM will provide at its sole cost, heating and overhead lights for ordinary use. RAM will provide one (1) daily cleaning of all public areas prior to the Event and between performances for Events with more than one (1) performance on a single day. Available dressing rooms and production offices will be provided as part of the normal rental fee.

13.2. All additional or special services, including, but not limited to, technical staff, set-up of temporary floor chairs, erection of stage, rigging, barriers, stagehands, or equipment rental requested by HERSHEY HIGH SCHOOL shall be mutually agreed upon and paid for by HERSHEY HIGH SCHOOL at the published rates on the Event Estimate.

**14. PUBLIC SAFETY:**

14.1. HERSHEY HIGH SCHOOL agrees that at all times it will conduct its activities with full regard to public safety, and will observe and abide by all applicable laws, rules, and regulations and requests by duly authorized governmental agencies responsible for public safety and with RAM to assure such safety.

14.2. All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises shall be kept unobstructed by HERSHEY HIGH SCHOOL and shall not be used for any purpose other than ingress or egress to and from the premises by HERSHEY HIGH SCHOOL, unless prior written permission is obtained from RAM.

14.3. HERSHEY HIGH SCHOOL agrees not to bring onto the premises any material, substances, equipment or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon, including, but not limited to, pyrotechnic displays, without the prior written approval of RAM, which may be withheld or conditioned in RAM's sole discretion. All material brought in must meet Fire Department and local regulations, and it will be the sole responsibility of HERSHEY HIGH SCHOOL to obtain approval of such material from the jurisdiction having authority.

**15. PERFORMANCE APPROVAL:**

15.1. RAM retains the right to approve the performance, exhibition, or entertainment to be offered pursuant to this Agreement and HERSHEY HIGH SCHOOL agrees that no such activity or part thereof shall be given or held if RAM delivers to HERSHEY HIGH SCHOOL written objection on the grounds the activity violates criminal statutes, fails to uphold event advertising claims, or violates content restriction imposed by RAM in good faith.

**16. COMPLIANCE WITH LAWS AND REGULATIONS:**

16.1. HERSHEY HIGH SCHOOL agrees to comply with all applicable laws, ordinances (including, but not limited to the Derry Township Transient Retail Business Ordinance, if applicable), rules, and regulations adopted or established by federal, state, or local governmental agencies or bodies and with all GIANT Center rules and regulations.

**17. ASSIGNMENT AND SUBLETTING:**

17.1. HERSHEY HIGH SCHOOL shall not encumber or assign this Agreement or any part thereof or sublet GIANT Center or any portion thereof, without the prior written consent of RAM, which may be withheld or conditioned in its sole discretion.

**18. STATUS OF PARTIES:**

18.1. The relationship of the parties shall be that of landlord and tenant and nothing herein shall be construed to make RAM and HERSHEY HIGH SCHOOL partners or joint venturers.

**19. BINDING EFFECT:**

19.1. This Agreement becomes null and void if not signed and returned within sixty (60) days of issue date or thirty (30) days before Event date, whichever occurs first. If a signed copy of this Agreement is not received by such dates, the Event date(s) will be released and become available for other events.

19.2. This Agreement shall be binding on the parties and their respective successors and assigns.

**20. GOVERNING LAW / VENUE:**

20.1. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. The parties hereto consent and agree that all legal proceedings relating to the subject matter of this Agreement shall be maintained in the Court of Common Pleas of Dauphin County, Pennsylvania, or, if applicable, the United States District Court for the Middle District of Pennsylvania (Harrisburg division), and both parties consent and agree that jurisdiction and venue for such proceedings shall lie exclusively with such courts.

**21. SEVERABILITY / NO WAIVER:**

21.1. The provisions of this Agreement are severable, and should any provision thereof be determined to be invalid, that shall not set aside any other provision of this Agreement.

21.2. No waiver by either party of a breach or default under this Agreement shall be deemed a waiver by such party of a subsequent breach or default of like or similar nature.

22. **SURVIVAL:**

22.1. The obligations of the parties set forth in this Agreement that by their terms extend beyond or survive the termination or expiration of the term of this Agreement shall not be affected or diminished in any way by the termination or expiration of the Event or this Agreement.

23. **ENTIRE AGREEMENT:**

23.1. This Agreement represents the entire understanding between the parties and supersedes all previous representations, understandings, or agreements, oral or written, between the parties with respect to this subject matter and cannot be modified except by a written instrument signed by both parties.

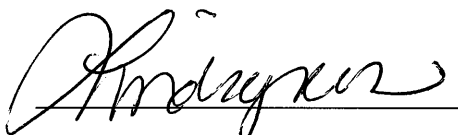
23.2. The parties agree that receipt by fax or email of this Agreement signed by the other party is legally binding and such fax or email copy is legally equivalent to the original for any and all purposes, including litigation. This Paragraph does not apply if the fax or email copy of the Agreement is not legible and easily readable.

**IN WITNESS WHEREOF**, and intending to be legally bound, the parties have executed this instrument as of the date of the last signature below.

REGIONAL ARENA MANAGEMENT, LLC,

HERSHEY HIGH SCHOOL

\_\_\_\_\_



Name: Vikki Hultquist  
Title: Vice President, Operations

Name: Lindsay K. Drew  
Title: President, School Board

Date: \_\_\_\_\_

Date: January 8, 2023

## 2024 GIANT CENTER ESTIMATE SHEET

Event: Hershey High School Graduation 2024

Date: 5/29/2024

FACILITY RENT:			\$9,345.00
RENT TOTAL:			\$9,345.00
STAFFING:			
Changeover		REDUCED	\$2,550.00
Cleanup		REDUCED	\$1,775.00
Custodial (During event)	hours @	\$55.25 /hour	\$0.00
Electrician*	15 hours @	\$70.25 /hour	\$1,053.75
Forktruck & Operator*	hours @	\$70.25 /hour	\$0.00
Labor Crew	hours @	\$61.00 /hour	\$0.00
Nurse and/or EMT	15 hours @	\$32.00 /hour	\$480.00
Riggers	24 hours @	\$93.75 /hour	\$2,250.00
Security	100 hours @	\$20.25 /hour	\$2,025.00
Stagehands			TBD
Ushers/Head Ushers/Ticket Sellers & Takers	42 hours @	\$15.75 /hour	\$661.50
STAFFING TOTAL:			\$10,795.25
EQUIPMENT RENTAL:			
Audio (Rental)			\$800.00
Backdrop	@	\$700.00 /flat	\$700.00
Motors & Truss for Backdrop	1 @	\$900.00	\$900.00
Barricade:			
Bike Rack	pieces @	\$15.00 /each	\$0.00
Chairs	375 chairs @	\$3.00 /each	\$1,125.00
Cones	cones @	\$3.00 /each	\$0.00
Dashboard Cover	1 @	\$130.00 /Flat	\$130.00
Easels	easels @	\$10.00 /each	\$0.00
Electrical Hookups	hookups @	\$100.00 /each	\$0.00
Fencing			\$0.00
Garbage & Cleaning			
Parking Lot Prep			
Pipe & Drape:			
In-house (limited supply)	feet @	\$3.75 /foot	\$0.00
Rental		Quoted based on requirements	\$0.00
Portajohns		Quoted based on requirements	\$0.00
Refrigerators			\$0.00
Risers	3 @	\$45.00 /each	\$135.00
Seminar Table			\$0.00
Spotlights (not including operators)	2 spotlights @	\$85.00 /each	\$170.00
Stage	1 @	\$725.00 /Flat	\$725.00
Tables	2 tables @	\$13.00 /each	\$26.00
Tables w/ Skirts	12 tables @	\$18.00 /each	\$216.00
Telecommunications:			
Internet (unlimited connections)	@	\$275.00 /flat	\$0.00
Phones	lines @	\$125.00 /line, plus long distance	\$0.00
Tent Rental		Quoted based on requirements	\$0.00
Ticket Booths			\$0.00
Towels:			
White	towels @	\$3.50 /each	\$0.00
Colored	towels @	\$6.00 /each	\$0.00
Turnstiles	turnstiles @	\$55.00 /each	\$0.00
Two-way Radios (limited number)	radios @	\$75.00 /each	\$0.00
Videoboard		Quoted based on requirements	\$2,185.00
Water & Sewage			\$0.00
EQUIPMENT RENTAL TOTAL:			\$7,112.00
MISCELLANEOUS:			
Advertising Buy	15% of total placement, if placed by GIANT Center		\$0.00
Amusement Tax	\$.85 per ticket sold		\$0.00
BMI / ASCAP / SESAC / GMR			\$0.00
Catering	Quoted separately based on requirements		\$0.00
Credit Card Fees	4.0% of credit card sales		\$0.00
Merchandise			\$0.00
Lighting Rentals			TBD
MISCELLANEOUS TOTAL:			\$0.00
TOTAL EXPENSES:			\$27,252.25
Please Note:			
*IATSE and staffing are subject to minimum requirements and rates			
^30% related payroll costs added			
Equipment rates and hourly rates may change from the date this estimate was generated until the date of the event			
Time and one-half will be charged on Sundays and any time over 8 hours			

# Derry Township School District

# Standing Committees and Delegate Assignments

<b>Athletic &amp; Activities</b>	<b>Term Exp.</b>
Robert Bennett	
Stewart McCarver	
Tracey Royo	
Ericka Schmidt	
Mike Montedoro	

<b>Citizen Advisor:</b>	
Serdar Ural	6/30/2024
Jennifer Wallace	6/30/2024

<b>Communication &amp; Community Engagement</b>	<b>Term Exp.</b>
Robert Bennett	
Honestia Romberger	
Tracey Royo	
Ericka Schmidt*	
Sarah Karpel	
<b>Citizen Advisor:</b>	
Julie Kiser	6/30/2024
Andrea Mitchell	6/30/2024
Valerie Pantanelli	6/30/2025
Megan Rowe	6/30/2025

<b>Curriculum Council</b>	<b>Term Exp.</b>
Robert Bennett	
Joshua Cysyk	
Honestia Romberger	
Tracey Royo	
Aaron Shuman*	
<b>Citizen Advisor:</b>	
Lauren Doliner	6/30/2024
Susan Glod	6/30/2024
Cynthia Liu	6/30/2025
Michelle Trostle	6/30/2025

<b>Finance</b>	<b>Term Exp.</b>
Lindsay Drew	
Stewart McCarver	
Jennifer Renz	
Michael Rizzo*	
Sheryl Pursel	
Stacy Winslow	

<b>Citizen Advisor:</b>	
Michael Bunn	6/30/2025
David Katz	6/30/2024
Brian Ostella	6/30/2025
Joshua Smith	6/30/2024

<b>General Services</b>	<b>Term Exp.</b>
Robert Bennett	
Joshua Cysyk	
Jennifer Renz	
Ericka Schmidt	
Stacy Winslow	
Sheryl Pursel	
John Fready	
<b>Citizen Advisor:</b>	
Elizabeth Claypoole	6/30/2025
John Fowler	6/30/2024
Nicholas Stoops	6/30/2025
Sofia Vidalis	6/30/2024

<b>Human Resources</b>
Lindsay Drew*
Jennifer Renz
Michael Rizzo
Honestia Romberger
Stacy Winslow

<b>Policy</b>	<b>Term Exp.</b>
Joshua Cysyk	
Lindsay Drew	
Stewart McCarver	
Tracey Royo	
Jason Reifsnnyder	

<b>Citizen Advisor:</b>	
Colby Hollinger	6/30/2024
Donna Griffith	6/30/2025
Geurline Laurore	6/30/2024
Beth Ann Olmsted	6/30/2025

<b>Adopt a Building - HS</b>
Lindsay Drew
Mike Rizzo
Tracey Royo

<b>Adopt a Building - MS</b>
Robert Bennett
Stewart McCarver
Honestia Romberger

<b>Adopt a Building - K-5</b>
Joshua Cysyk
Jennifer Renz
Ericka Schmidt

<b>Athletic Hall of Fame</b>
Honestia Romberger

<b>Better Together Hershey</b>
Honestia Romberger
Tracey Royo

<b>CAIU</b>
Joshua Cysyk

<b>Comprehensive Plan</b>
Lindsay Drew
Mike Rizzo
Stewart McCarver
Tracey Royo

<b>Dauphin Co. Tax Collection Committee</b>
Mike Rizzo
Sheryl Pursel

<b>Dauphin Co. Tech School</b>
Stewart McCarver
Michael Rizzo
Ericka Schmidt (Alt)

<b>Downtown Hershey Association</b>
Jennifer Renz

<b>HACC</b>
Lindsay Drew

<b>Joint Group</b>
Lindsay Drew
Jennifer Renz
Stacy Winslow

<b>Pandemic Team</b>
Lindsay Drew
Stewart McCarver
Tracey Royo
Ericka Schmidt

<b>Parks and Rec</b>
Robert Bennett
Jennifer Renz

<b>PSBA Delegate &amp; Legislative Liasion</b>
Josh Cysyk
Lindsay Drew (Alt.)

<b>Tax Increment Financing (TIF) Economic Development**</b>
Robert Bennett
Stewart McCarver
Jennifer Renz
Sheryl Pursel
** When Necessary

<b>Trojan Foundation</b>
Honestia Romberger

<b>Wellness</b>
Ericka Schmidt

\* Denotes Chairperson





*All-in!*

NEWSLETTER

Executive Director's Report | December 2023



## CAIU Board of Directors

Melanie Gurguiolo, *President, Camp Hill*  
John Kaschak, *Vice President, Lower Dauphin*  
David Barder, *Upper Dauphin*  
Richard Bradley, *Mechanicsburg*  
Gabrielle Brandt, *West Perry*  
Paula Bussard, *Carlisle Area*  
Scott Campbell, *Susquehanna Twp.*  
Seth Cornman, *Big Spring*  
Dr. Joshua Cysyk, *Derry Twp.*  
Alyssa Eichelberger, *Northern York County*  
Dennis Helm, *East Pennsboro Area*  
Jaime Johnsen, *Harrisburg*  
Phillip Lehman, *Susquenita*  
Jason Miller, *Millersburg Area*  
Michelle Nestor, *Cumberland Valley*  
Patrick Shull, *Newport*  
Micheal Wanner, *Steelton-Highspire*  
Vacant, *Central Dauphin*  
Vacant, *West Shore*

## CAIU Executive Team

**Dr. Andria Saia**  
*Executive Director*

**Dr. Kevin Roberts**  
*Assistant 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

# Inside this issue

- 3 From the Executive Director's Desk: Communicating the Alignment of What We Do to Our Strategic Plan
- 4 American Education Week
- 5 A Successful Transition
- 6-7 Noteworthy: Nurturing Growth: The Role of Comprehensive Mentoring Programs in Educational Organizations
- 8 ThoughtExchange; Situational Awareness Spotlight
- 9 Mission Moments: Service Projects; Think BIG!
- 10 New Hires
- 11 Compliment Corner



**On the Cover:** Students playing in the leaves at Capital Area Early Learning Center

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](mailto:communications@caiu.org).

**Deadline for January All-In: Friday, December 29**

## All-in! NEWSLETTER

Executive Director Report  
All-In! Newsletter  
December 2023  
2023-2024, Issue 6  
©Capital Area Intermediate Unit



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Phone: 717-732-8400

**Please like us on social media!**



# Communicating the Alignment of What We Do to Our Strategic Plan



As you might be aware, each year the CAIU engages in a process of strategic planning. Through this process, we identify the goals and action steps that are necessary to move our organization in the direction that fulfills our mission: to provide innovative support and services in partnership with schools, families, and communities; to build capacity and model courageous leadership to help them be great; and to carry us closer to our vision of being recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area.

The 23-24 plan has three goals:



The CAIU will make it easier to do business with us - with a focus on internal and external improvement, as demonstrated by evidence outlined in team, program, and individual goals by June 30, 2024.



The CAIU will improve staffing by creating internal processes that improve retention, recruitment and recognition, as demonstrated by evidence outlined in goals, by June 30, 2024.



The CAIU will foster a culture of dignity and belonging, as demonstrated by evidence outlined in goals, by June 30, 2024.

[View the 23-24 Plan Here](#)

To better communicate how our daily work moves us forward towards meeting our goals, we are adding the above icons to our communications. Similar to how we now regularly reference our vision, mission, and values, the icons will identify where the actions/work/projects/updates align with our goals. We are doing this to:

- Increase the comprehensiveness of our communication, both in content and audience. The leaders of the organization are frequently talking about and working on

our strategic plan, however frontline staff will likely not have the same level of contact, requiring us to improve our communication about the plan.

- Make the goal work personal. The stories in All-in! generally highlight the amazing work of our staff. Understanding how the work of others align to the goals may help others to see the connection between the plan and their own work.
- Matching our message to our Mission Moments. We can describe our strategic plan – process and intended outcomes – through slide shows and other less engaging presentations, or we can ignite our passions through the mission moments highlighted. There is nothing more powerful than the impact of the work we do. Therefore, we think messaging our strategic plan by connecting it to the work is the best way to bring the plan to life for everyone.
- Empowerment through transparency. Often, the communication about strategy is limited to a handful of people. By sharing the connection between the plan and the work, we are co-opting everyone exposed to the information to be part of the communication strategy, crowdsourcing by sharing.
- Continuous communication. By ensuring that we consistently communicate strategy, we bring our attention and focus back to the plan and the work, refreshing and renewing our collective understanding. Pair this with the new monthly single survey question – Thought Exchange, we can accelerate the changes we are seeking, and ensure that we reinforce positive outcomes.

Finally, through increasing communication and connection to our plan, we hope to maintain interest and encourage commitment. Please let us know what you think, through the Thought Exchange question on [page 8](#) of this All-in! or by emailing your suggestions [here](#). 🍏



*Andria Saia*  
**Dr. Andria Saia,**  
Executive Director

# Celebrating American Education Week

American Education Week (AEW) was created by the National Education Association (NEA) in 1919, in an effort to generate public support for education for all. The first observance of the AEW occurred in 1921, cosponsored by the NEA and the American Legion.

AEW presents all Americans with the opportunity to celebrate public education and to honor the countless individuals who are changing lives by ensuring that every student receives a quality education. This is a great time to inform the community of the accomplishments and needs of public schools, and to find ways to collaborate with our communities.

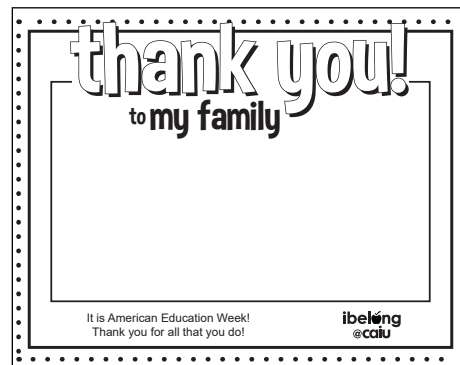
## Monday:

CAIU kicked off the week by encouraging all to celebrate and recognize their colleagues by submitting a CAIU Compliment to spotlight and celebrate all the unsung heroes of education!



## Tuesday:

The spotlight was shone on the families of our students. CAIU students joined us in thanking all our family partners for all that they do as children's first teachers with a personalized certificate and thank you letter. Students sent home an appreciation letter and an individually colored certificate.



## Friday:

Substitute Educators Day – a big shout out to our floater subs, swooping in like superheroes, supporting our programs anytime, anywhere we have a need.

Thank you to everyone that makes public education work! 🍏

## Wednesday:

We expressed appreciation to all of our support staff, without whom we could never #BeGreat!

## Thursday:

Educator For a Day! Many CAIU staff experienced a snippet of a day in the classroom by going out and reading books to our students. Thank you to our teachers and classroom staff!







# A Successful Transition

By Rima Wilson, EI Teacher at CAELC

At the end of the 2022-23 school year, George Peslis transitioned from the CAIU Early Intervention Program to Kindergarten. He had made great gains in his progress over the past year and a half while receiving speech and occupational therapy in a specialized classroom.

His mother, Sarah, expressed joy in seeing her son's progress, so the company she worked for wanted to further support the CAIU's ability to continue helping student success. They asked for a wish list from teachers located at CAELC where this child received services. Each teacher submitted items and all of the requests were received. It was so exciting to receive these new toys and supplies for our classrooms.

A huge THANK YOU to Syncreon, a 3rd party logistics company that specializes in Technology, and Sarah for your support of our program! We greatly appreciate it! George, we wish you much success in Kindergarten and beyond! 🍏



“My son George Peslis started at the CAIU in 2020 for his speech delay and occupational therapy. Throughout the one and a half years at the CAIU, I got to see George **improve greatly** with his speech, interaction with others, and occupational therapy. George enjoyed coming to school, seeing his teachers and friends, and of course the gym. **I couldn't be more grateful for their dedication** to my son and his needs. He is now in Kindergarten and speaking full sentences and it's because of his teachers at the CAIU who all helped him get there. **Special shout out to Rima Wilson, Stacy Paul** (SLP), and **Kristen Schreiber** (Occupational Therapist) who have all been with him along the way.”



*Nurturing Growth*

## The Role of *Comprehensive Mentoring Programs* in Educational Organizations

By **Maria Hoover**, *Director of Educational Services*

In the ever-evolving landscape of education, where the success of an institution is intricately linked to the growth and satisfaction of its staff, the implementation of a comprehensive mentoring program emerges as a strategic imperative. Such programs not only contribute to individual professional development but also play a pivotal role in supporting organizational growth and staff retention.

A cornerstone of comprehensive mentoring programs is their ability to foster professional growth among educators. In an environment where pedagogical methodologies, technological advancements, and educational trends are in constant flux, the guidance of experienced mentors provides invaluable support for all educators. Mentoring relationships facilitate the transfer of best practices, as well as, next

### *A Letter of Gratitude...*

We would like to express our **sincere appreciation and gratitude** for the training provided to our elementary staff members by the CAIU team. This was quite an undertaking, and your team completed the task in a **top-notch fashion**. They should each be commended for their efforts. As a district we are **very thankful to have developed this partnership** with the Intermediate Unit and once again offer our **extreme gratitude**.

- Gregory Milbrand,  
*Assistant Superintendent,  
Cumberland Valley School District*

practices, innovative teaching strategies, and a deep understanding of the nuances of effective classroom management.

As educators navigate the complexities of their roles, mentors offer insights into teaching strategies, student engagement strategies, and personalized approaches to address diverse learning needs. The result is a cadre of educators who are not only well-equipped to navigate the challenges of the modern educational landscape but are also committed to continuous improvement.

Comprehensive mentoring programs are particularly effective in facilitating the smooth onboarding and integration of new staff members. The transition into a new educational environment can be overwhelming and having a mentor provides newcomers with a dedicated guide who can help them acclimate to the organizational culture, policies, and procedures. This not only reduces the learning curve for new staff but also fosters a sense of belonging and commitment from the outset.

The CAIU has had a mentor program specifically for new teachers who need induction. This year, we have added the CAPT program to our repertoire, and those engaged in this program are also afforded a mentor. The CAPT program mentors are helping their mentees as they are working in our schools and programs, navigating new learning, working toward gaining their teaching certification. The development of the mentor/mentee relationship is key in a participant's success within this particular program. We are also in the process of developing a comprehensive mentor program for all new employees to couple with new employee orientation. Each prong of this program will serve a different population of new employees or those working with our CAPT program.

People need people, and educators are in the people business. Having a comprehensive mentor program is essential to ensure that new employees are equip with connection, communication, and the ability to collaborate so that they can learn and grow within their role and be the best they can be for the students and families in our region. 🍏



### First Pathway: Associate's Degree (AA)

Designed for those who have not yet earned a post-secondary degree The AA will take practicing paraprofessionals with some or no college credits and provide them with the pathway to a 62-credit degree in Early Childhood and Elementary Education. This program is delivered in a mix of competency-based courses and virtual synchronous/asynchronous classes. We have partnered with HACC to make this first step towards a degree and teaching certification a possibility. This program can be completed in two years or less and is funded by the employer.

### Second Pathway: Bachelor's Degree (TAP)

Also known as the Teacher Apprenticeship Program, this pathway provides practicing paraprofessionals (with an Associate's degree) the opportunity to earn college credit, which can lead to a fully-accredited Bachelor's Degree in Elementary Education or Special Education and ultimately teacher licensure in Pennsylvania. Participants will complete 20 skills-based courses (60 credit hours) while working in a classroom. This learn-by-doing program is designed for current paraprofessionals with regular access to students. Participants will be required to create artifacts from their classroom practice and upload them to the platform for assessment. This program can be completed in two years or less and is funded by the employer.

### Third Pathway: Initial Teaching Certification and/or Master's Degree

Designed for educators currently teaching with a Bachelor's degree in a field other than education, this program provides the opportunity for them to earn an initial teaching certification and/or a Master's degree in an education related field, all while working in a classroom. Participants must have regular access to students and will be required to create artifacts from their classroom practice and upload them to the platform for assessment. This program can be completed in 12-18 months and is funded by the employer.



# ThoughtExchange



Share



Star



Discover

The CAIU is interested in hearing your feedback! As a reminder, ThoughtExchange is a unique tool that gathers feedback in three distinct phases: **Share**, **Star**, and **Discover**. Please take some time to complete the survey and, once you have answered the question, be sure to rate each other's thoughts on a scale of 1-5 stars (1 star = little agreement; 5 stars = total agreement). You will also be able to review trends that are apparent from the feedback after completing the previous two phases.

Thank you for completing the survey and for taking the time to provide us with meaningful feedback!

What is one change that could be made to make the CAIU an even better place to work, learn, or partner?

[Submit an Answer](#)

## Situational Awareness

### Points2Ponder

- ▶ Where is the Safety & Security page on the CAIU Connect site?
- ▶ What resources are available there?

*Hint: It's Under the Administrative Services tab on the Connect site.*

Learn more about Safety & Security at the CAIU on the [CAIU Connect site](#).

**caiu**  
**CONNECT**



REFER FAMILY  
OR A FRIEND



AND WE'LL  
PAY YOU **\$250**\*

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Capital Area Intermediate Unit

[CLICK HERE  
FOR DETAILS](#)

FOR AVAILABLE POSITIONS VISIT  
[WWW.CAIU.ORG/EMPLOYMENT](http://WWW.CAIU.ORG/EMPLOYMENT)

\* YOU WILL RECEIVE A **\$250.00 AMAZON GIFT CARD** AFTER  
THE NEW EMPLOYEE HAS BEEN SUCCESSFULLY ONBOARDED.



# Mission Moments



Several CAIU Staff recently participated in a service project for Ryan's Case for Smiles, an organization that helps kids feel and heal from various events by making and delivering pillow cases to local hospitals.



The ANPS department, along with the Nativity School of Harrisburg and Joshua Group of Harrisburg, partnered once again with Homes with Julie Hess to provide families with Thanksgiving baskets. This year, they surpassed their goal and collected over 75 baskets for families!



The CAIU is excited to announce the expansion of the Think BIG! program in the Harrisburg area. In partnership with Phoenix Contact, the CAIU is embarking on a year-long collaboration to formalize and expand the curriculum for schools within the IU footprint.

[LEARN MORE HERE](#)



# Welcome *New Hires!*

**ibelong**  
**@caiu**



**Logan Adams** is an EPP at Hill Top Academy. He has a motorcycle.



**Molly Atkinson** is a Teacher at PPI. She is a big Philadelphia sports fan.



**Micah Bias** is a Systems Administrator at the Enola office. He teaches capoeira.



**Genesis Bonner** is a PCA at Hill Top Academy. She enjoys writing poetry.



**Richard Davis** is a Job Coach at Project SEARCH. He loves cats.



**Dayna Fessler** is a PCA at Hill Top Academy. She is friendly and likes to meet new people.



**Hylise Flemister** is a EPP at PA Steam. Her birthday is all 2s.



**Jenny Hartman** is a SBAP Assistant at the Enola office. She was born and grew up in Jos, Nigeria.



**Deanna Kimmel** is an EPP at Yellow Breeches. She enjoys taking pictures.



**Rocco Matriccino** is a PCA at Hill Top Academy. He took an individual into his home 30 years ago who has disabilities and still has that individual living with him.



**Jennifer McPoyle-Callahan** is an Educational Coach at various locations. She is a recreational runner, but didn't start until her 40s.



**Aiyana Smith** is an EPP at various locations. She has a tiny 4lb. dog named Blueberry.



**Rachel Snyder** is an Inclusion Consultant at various locations. She is a wedding photographer.



**Tracy Veres** is an EPP at PPI. She has 3 kids and 3 grandchildren.



**Ashley Wagner** is a Program Assistant at the Enola office. She loves the beach and PSU.

**YOU'RE** *one of* **US NOW**

## Compliment Corner!

**#ChangingLives**

Here at CAIU we like to brighten someone's day with a compliment. CAIU Compliments is a Capital Area Intermediate Unit initiative that allows CAIU staff the opportunity to share words of thanks, tout successes, or tell a story about what makes us great as an organization, our people.

## #Dedication

### El Assessment Team

The El Assessment Team is dedicated to analyzing and refining how we process, evaluate, and turn around referrals to get eligible children services as soon as possible. Their input, collaboration, and flexibility has been critical as we continue to build capacity within our system of assessment. Thanks team! #Begreat

- Keith Watson, Assistant Director of Student Services





# Compliment Corner!

## #Service

### **Alison Ruello, Early Intervention EPP**

Evan Gabler and I needed assistance in the hoteling area. I needed toner replaced in the copier. Evan needed laminate. Allison stopped what she was doing to help us! She was truly supportive of her peers. She helped make our day a little easier.

- Jean Foley and Evan Gabler, *EI Educational Consultant & EI Service Coordinator*

## #Dedication

### **Marina Woodall, Help Desk Team Lead**

Marina consistently responds to and provides assistance with the myriad and multitude of questions and requests I send her way. From Apple pencils to creating email groups, she always comes through. Marina makes work life easier with her dedication to helping our organization. Cheers, Marina!

- Jennifer Lyden, *CAIU Program Supervisor*

## #Dedication

### **Lisa Smiley, Educational Consultant**

So much gratitude goes to Lisa Smiley for being a bright light for the CASTL board. She has been the CASTL treasurer for several years and has established the financial viability of our non-profit organization. Without her, we would not be able to collect funds for so many great projects including I'm Fine, Mr. Music, CAIU Innovation Grants and the Dolly Parton's Imagination Library. Sincere thanks to a true leader and a dedicated CAIU employee.

- Geri Schaffer, *CASTL Vice-President*

## #Partnership

### **Emily Swanic, Clerical and Filing Clerk**

I am new to my position here at Harrisburg and have reached out to Emily many times to locate records for students. Emily is always courteous and prompt to respond to my requests. I usually have what I need within minutes of sending her an email. The IU is fortunate to have an employee such as Emily who understands the importance of student records and the collaboration required with districts to meet student needs.

- Sheri Moyer, *Coordinator of Special Education Student Services*

## #Expertise

### **Deb Harro, Accounting Program Assistant**

We would like to thank Deb Harro for being a major contributor in keeping things running for our team over the past few months with the many changes our office has endured. Deb has stepped up in numerous ways to support the staff within our organization and has been a key player in helping our new team members. Thank you for sharing your knowledge and expertise to help the business office #begreat!

- Dawn Scott, *Assistant Business Manager*

## #Service

### **Larkin Layne, Help Desk/Technology Support**

Larkin has been absolutely fabulous in helping us with technology set up for our trainings! He is so responsive and is always there when we start to make sure everything is working properly! We are very thankful for his expertise and time!

- CAIU TaC Team

## #Service

### **Mary Fair, Teacher**

Mary demonstrates the CAIU value of service everyday. She serves staff by making a multitude of supplies for their classroom, and her willingness to help in any capacity. She creates beautiful art for our building that makes both family and students feel welcomed. She is dedicated to serving both staff and students with a smile!

- Sheridan Nelson, *Paraprofessional*

## #Dedication

### **Jennifer Yingling, Educational Consultant**

Jen demonstrates the value of Dedication daily. She goes above and beyond to support not only our team but also the families and children we serve. She demonstrates flexibility, passion, knowledge, and empathy. I am grateful to work with her each and every day!

- Jennifer Benshoof, *EI School Psychologist*

# Training and events



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

All events and conference offerings are available in the [Frontline Registration System](#) or in Eventsforce.

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

## Here are some of our upcoming trainings:

### 1/9/2024-1/10/2024 - [Structured Literacy-Trainer of Trainers](#)

*Audience: Reading Specialists, Interventionists, Classroom Teachers, ELL Teachers, Special Education Teachers*

*This training is designed to support districts in implementing Structured Literacy training as set forth in the new Chapter 49 Guidelines. The two-day program will provide an opportunity for districts to send selected personnel to become trainers of Structured Literacy for their district.*

### 1/11/2024 - [High Impact Strategies \(Virtual\)](#)

*Audience: Students who are preparing to student teach*

### 1/11/2024 - [Refugees In Our Schools](#)

*Audience: Educators and Non-Core Educators (Elementary and Secondary Educators)*

*Participants will (1) Better understand this culturally diverse group of students (2) Hear the voices of our students and families: What are their needs? (3) Become familiarized with resources to equip both educators and refugee families.*

### 1/19/2024 - [Engaging Everyone: Strategies and Tips for the Inclusive Teacher](#)

*Audience: Instructional Coaches, General Education Teachers, Special Education Teachers, Administrators, and anyone who designs instruction for students*

### Multiple Dates Available - [CAPT New Leader Training](#)

*Audience: District and building leaders*

*Participants will receive an overview of the CAPT program as well as their role in supporting employees who are working toward earning their teaching degree while on the job.*



# Opportunities to *do good*

## CAIU Service Projects! (July 2023 – January 2024)

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.



### ALL STAFF DAY **Kid's Shop at Fort Hunter**

*Multiple dates/times available in December!*

**Audience:** CAIU Staff

Helpers will serve as "elves" to assist children in shopping for gifts for family members. Other "elves" will help with wrapping gifts in gift bags. Seasonal attire is welcome! [SIGN UP HERE](#)



### ALL STAFF DAY **Live Nativity Participation**

*Multiple dates/times available in December!*

**Audience:** CAIU Staff

Help with the production of a Live Nativity display. Your participation will include set-up/clean-up, assisting with costumes, greeting and directing spectators, serving hot chocolate and cookies, and assisting with the live animals during the event. [SIGN UP HERE](#)



### ALL STAFF DAY **Wreaths Across America**

*December 16, 2023*

**Audience:** CAIU Staff

Volunteers will lay wreaths on the graves of US service men and women who are interred there. A small ceremony precedes the laying of wreaths. [SIGN UP HERE](#)

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

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 14, 2023** meeting, held in the Board Room of the Capital Area Intermediate Unit.

Click [HERE](#) for the Board Agenda & Attachments

**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

## REPORTS/UPDATES

- The CAIU Board of Directors announced and recognized the following December 2023 CAIU Retirees:
  - **Susan West**, Occupational Therapist, retirement after 15 years of service
  - **Barbara Frey**, Floater Teacher, retirement after 10 years of service.
- **CAIU Team Reports/Updates:**
  - **Dr. Andrew McCrea, Director of Student Services**, welcomed the new Board Members in attendance. He highlighted the *A Successful Transition* article in the *All In* newsletter. The article was written by Rima Wilson, an Early Intervention Teacher at the Early Learning Center. The article was about a student's successful transition into Kindergarten and his mother's expression of gratitude for the work of the team. Dr. McCrea attended the ELECT holiday program on Tuesday. ELECT stands for Education Leading to Employment and Career Training program which assist in providing support and responding to the specific needs of pregnant and parenting youth to help them be successful in school and in parenting. In addition, Dr. McCrea is working to set rates for the 2024-25 budget.
  - **Blake Wise, Human Resources Manager**, discussed how the CAIU Human Resources department works with all of the school district's Human Resources Managers. Each quarter, we host a Human Resources Advisory Council job-alike group which meets and discusses current hot topics and issues. Some examples are: trends in collective bargaining agreement discussions, new solutions such as Informed K12 - which allows you to put paper copy forms into an electronic process (our HR team is currently using them for many of our forms), evaluation systems being used, and tracking certifications. The group also serves as a support system for new directors as the group has a wealth of knowledge and experience. The HR listserv group is another tool organized by the IU to support on-going collaboration among our regional district HR professionals.



- **Maria Hoover, Director of Educational Services**, her team handles the majority of professional development and Statewide Systems of Supports. The SAS conference was held this week; featured topics were Science, Reading and Structured Literacy, and PDE updates. The school district Curriculum Advisory Council group meets monthly to discuss hot topics such as: AI, Structured Literacy and new science standards for K-12 (STEEL). We have recently partnered with Phoenix Contact and local businesses to create an off the shelf curriculum for 4<sup>th</sup> graders with a focus on STEM. Maria visited Foose Elementary last week to see Phoenix Contact working with their 4<sup>th</sup> graders on making their own windmills. In addition, she is heavily involved in work to create a comprehensive mentoring program along with CAPT.
- **Dave Martin, Director of Technology Services**, The Technology Advisory Council group, made up of school district tech directors, meets monthly. The group is having their monthly meeting today and plan to discuss A.I., copyright, and cyber security. Mark Walz will provide legal advice. Many of our services are now consortium based services which helps to increase efficiencies and support and also cuts costs for our districts. We've created a very large cyber security consortium to help expedite the process of getting a district back up and running after an attack and to also meet the insurance requirements. We also provide supports to our district in assisting them to apply for eRate federal reimbursement which is a significant savings of 60-90%. The budget prep sheets for 2024-25 school year have been sent out to the districts.
- **Daren Moran, Director of Business**, reported that the school district's business directors also meet monthly to discuss current issues and new solutions. Last month, Informed K12 did a presentation on a possible new solution to move paper forms to an efficient electronic process. We are working on leveraging the buying power of our region to negotiate a great price. The group also discussed Collective Bargaining agreements. In addition, the Facility Managers job-alike group meets monthly. We host the South Central Trust; nine districts currently participate in the trust. There was a Board meeting yesterday to discuss the landscape of health care and the 2024-25 insurance rates. This is budget season and we are currently working on the 2024-25 General Operating budget. This budget is the only IU budget that is approved at all district local boards because of the district contribution. There will be a Board Finance Committee meeting scheduled for early January 2024.
- **Len Kapp, Supervisor of Operations & Transportation**, reported that there are currently no large projects happening. Len highlighted transportation. The CAIU works very closely with all of our school districts to meet the needs of our students. Homeless and displaced students continues to be an issue and it is challenging to meet their needs as these children often get spread far and wide – York, Waynesboro, Selinsgrove – well out of our area. We currently have over 90 passenger vans on the road every day transporting students.
- **Rennie Gibson, Board Secretary**, shared that there will be a New Board Member Orientation held next month immediately following our Regular Meeting to have more in depth conversations about the IU and your role and expectation as a CAIU Board member. The photographer will also be here. New Members

should plan to stay if able; existing Board Members are always welcome to join, if interested.

- **David Walker, Solicitor**, shared that all Board Members have been invited to the Annual School Law 101 event for Board members on January 17. The event will be held in York, includes dinner, and is free to attend. Please let David know if you did not receive an email invite.
- **Dr. Kevin Roberts, Assistant Executive Director**, welcomed the new Board Members and is looking forward to working with them. He offered an invitation to answer any questions that they may have. In addition, Dr. Roberts shared appreciation to all of the Board Members that continue to serve on our Board and to those that have stepped into new roles. Dr. Roberts reported that we are at the mid-year point of our Strategic Planning and he will provide an update on our goal work next month. We have been intentional in aligning our goals to the work. An example of this is the new icons highlighted in the Executive Director's report in this month's *All In*. Yesterday, we hosted a CAOLA Advisory Council meeting with several of our local superintendents. CAOLA, Capital Area Online Learning Association, is CAIU's online learning platform/program that was started about 15 years ago. We are working strategically with this superintendents group to continue to provide this platform as a valuable learning option for their students. We will continue to provide updates.
- **Dr. Andria Saia, Executive Director**, also spoke about our CAOLA program and discussed the changing needs and desires of our learners. Students are looking for more flexibility in the way that they learn. CAOLA does provide this flexibility. Information, technology, and learning are all moving fast and it is imperative that our programs continue to change and evolve. Dr. Saia highlighted the *All In* newsletter and Executive Director's report. The newsletter aligns all of the great things our staff are doing with the CAIU Strategic Plan. In the Executive Director's article on the CAIU Strategic Plan, we have created icons to help identify how the work we do aligns with our goals. There are several great articles this month that demonstrate this alignment such as the *Successful Transition* article by Rita Wilson, *Comprehensive Mentoring Programs* article, written by Maria Hoover. This mentoring program is a work in progress. We have identified a lead mentor that currently provides training. We are very excited about where we are headed and are already hearing positive feedback. Please take a moment to participate in the Thought Exchange feedback tool on page 8. We are asking one single question, participants will then rate other comments that they agree on which will produce an overall theme. Dr. Saia is available to visit your school district board meetings to highlight some of the great things we are doing. In addition, we are happy to do a tour of any of our locations and programs, if interested.

## APPROVED ACTION ITEMS

- Appointment of New Board Members:
  - **Seth Cornman, Big Spring School District**, to an unexpired term of December 14, 2023 to June 30, 2024.

- **Dr. Joshua Cysyk, Derry Township School District**, to an unexpired term from December 14, 2023 to June 30, 2024.
- **Gabrielle Brandt, West Perry School District**, to an unexpired term of December 14, 2023 to June 30, 2024.
- **Michelle Nestor, Cumberland Valley School District**, to an unexpired term of December 14, 2023 to June 30, 2024.
- **Brenda Cox, West Shore School District**, to an unexpired term of December 14, 2023 to June 30, 2024.
- **Approval of Minutes** – November 16, 2023
- **Treasurer's Report for November 2023** – a total of \$11,115,963.55 in receipts and \$7,072,874.58 in expenses.
- **Payment of Bills – November 2023**
- **Summary of Operations for November 2023** showing revenues of \$52,115,726.99 and \$38,068,216.98 in expenses.
- **Budget Administration**
  - Proposed 2023-24 Original Budget - Paraeducator Preparation Pathways Grant
  - Proposed 2023-24 Original Budget - Statewide System of Support
- **Other Fiscal Matters**
  - Approval of Final Audit Report - 6/20/23
- **Other Business Items**
  - Contracts - December 2023
  - Acceptance of the resignation of Alyssa Eichelberger, Northern York School District, from the CAIU Board of Directors, effective December 14, 2023.
- **Policies & Programs**
  - Second Reading, New Policy #719 - Facility & Therapy Dogs in CAIU Programs
- **Job Descriptions**
  - Second Reading, New Job Description - Student Information Support Specialist
- **Personnel Items**
  - See attached Personnel report

## EXECUTIVE DIRECTOR'S REPORT

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

## UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, January 25, 2023 8:00 a.m., Board Room, CAIU Enola Office.**

### 2023-2024 Capital Area Intermediate Unit Board Meeting Dates

Regular meetings are held in person in the Board Room of our Enola Office Center, 55 Miller Street, Enola, PA, 17025 and posted on our website, at [www.caiu.org](http://www.caiu.org).

**Time of Meetings: 8:00 a.m.**

- |                     |                  |
|---------------------|------------------|
| ○ January 25, 2024  | ○ March 21, 2024 |
| ○ February 22, 2024 | ○ April 25, 2024 |

○ May 23, 2024

○ June 27, 2024 *Reorganization Meeting*

## December 14, 2023 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **DENISHA JAMIESON**, Personal Care Assistant, Autism Support Program, effective November 17, 2023. Reason: Personal.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

**KALIE ARVEY**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,025 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.

**HEATHER BARTO**, Part-Time Temporary Professional, effective date to be determined. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters + 60/PhD, Step 15, \$82,384 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 EANS II budget.

**VIRGINIA GAMBLE**, Custodian, Administrative Team - Operations, effective date to be determined. Base salary of \$31,400 + \$1,950 stipend for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the Building and Grounds budget. Experience: 10.5 years of similar or related experience.

**CARTER HAMLIN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 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.

**AYVA LACOCO**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,025 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.

**LARKIN LAYNE**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$49,970 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Ops - DPGO budget. Experience: 4.5 years of similar or related experience.

**YISENIA MALDONADO RUIZ**, Paraeducator, effective January 8, 2024. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$25,840 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.

**JAMIE MATTHEWS**, Professional, effective date January 3, 2024. Assignment: Occupational Therapist, Early Intervention Program with base salary of Masters + 45, Step 4, \$60,965 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 MAWA budget.

**JORDAN NASH**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840



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 budget.

- **GABRIEL REISINGER**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$49,970 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Ops - DPGO budget. Experience: A little more than 4.5 years of similar or related experience.
- **MICHELLE TROSTLE**, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consulting Program with base salary of Masters + 45, Step 15, \$80,961 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 CSPD budget.

### CHANGES OF STATUS:

- **ASIA HITCHCOCK**, Educational Paraprofessional, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective November 30, 2023.
- **CHRISTINE LYNCH**, from Educational Paraprofessional, Student Services Team to Program Assistant, Educational Services Team, effective December 14, 2023. This change in status results in a change of salary to \$40,680.
- **KRIS MAXWELL**, Cafeteria Worker, from active to inactive status due to rescinding acceptance of employment offer, effective November 30, 2023.
- **KIERA MINAYA**, Intern, change from active to inactive status due to failure to complete new hire requirements, effective November 29, 2023.
- **KYLA SULLIVAN**, from Long Term Substitute Teacher to Floater Teacher, effective January 3, 2024. Change of status results in a change of salary to 80% of Bachelor's, Step 2, \$42,244 for 190 days of service and will be prorated for a total of 103 days.
- **LINDSEY STAUFFER**, from Mental Health Worker to Behavior Consultant, Student Services Team, effective November 15, 2023. This change of status results in a change of salary to \$55,332 which is based on a Masters, Step 1 placement on the current salary scale.
- **SIERRA TRUNICK**, from Mental Health Worker to Teacher, Emotional Support Program, effective January 3, 2024. This change of status results in a change of salary to \$52,305 which is based on a Bachelors, Step 1 placement on the current salary scale. This is for 190 days of service and will be prorated for a total of 103 days.
- **MERCEDES VAZQUEZ**, Intern, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective November 29, 2023.

### CHANGES OF SALARY:

- **ROCCO MATRICCINO**, Personal Care Assistant, Emotional Support Program, change of salary to HS, \$25,840, effective November 30, 2023. This salary adjustment is being made after further review of his educational transcripts.

### LEAVE OF ABSENCE:

- **HANNAH ROHRS**, Floater Teacher, Student Services Team, child-rearing leave of absence effective March 4, 2024. Return to work date is to be determined. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).