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**Derry Township School District
Board of Directors Meeting
March 11, 2024
Summary Minutes - XVI**

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:03 p.m. The meeting was conducted both in-person and virtually.

1.b. Roll Call

Minutes

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

Members Absent: None

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: Sarah Karpel, Jared Nicholson, Angie Persing, Sheryl Pursel, Jason Reifsnyder, Kirsten Scheurich, Aaron Shuman, and Jennifer Sloppy

Staff/Public in Attendance Virtually: Marilyn Carter, Lisa Dalto, Alex DeCicco, Scott Harman, Angie Shipper, Carol Smith, Tim Smith, and 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. Renz and a second by Dr. Cysyk the board agenda for this evening's meeting was approved.

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz,
Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay: 0
Abstain: 0
Not Cast: 0

2. INFORMATIONAL AND PROPOSALS

2.a. Presentation - Crabtree, Rohrbaugh, & Associates

Minutes

Anthony Colestock of Crabtree, Rohrbaugh, & Associates gave an update on recent activities for starting the process of determining the districts vision for the elementary school project.

2.b. Presentation - Laurel Life

Minutes

Mrs. Scheurich and Mrs. Persing gave a presentation for the board to consider adding services from Laurel Life to the middle and high school.

2.c. President Communications

Minutes

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

- Personnel

2.d. 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 may do so either in person or electronically. If in person, a registration form, that may be found on the sign-in table, should be completed and submitted to the Board Secretary, Mrs. Agee. When your name is announced, come to the microphone. If you are participating online, you must have registered individually with your full name and address, to be recognized, and you may raise your virtual hand for recognition. For all speakers, once you are recognized, 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

The following citizens were recognized by the board:

- Jennifer Sloppy spoke to education services outside of the district
- Dave Weaver spoke to community awareness of the potential elementary build and also the Granada building

2.e. Community Correspondence Report

Minutes

Ms. Karpel reported that there was a total of four submissions during the month of February.

2.f. Standing Committee Meeting Report

Minutes

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

- elected new board representative co-chair, Mrs. Royo
- textbook recommendation

Mr. Rizzo gave a report on the Finance Meeting that met prior to this evening's meeting and discussed the following:

- finance review with Lou Verdelli - cost scenarios of elementary build
- unexpected state revenue
- pause to see regularity of yearly revenue funds post covid
- working with Fidevia
- audit wrap up items
- tax office audit
- budget

2.g. 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:

- Boys' Hockey won the Bears Cup at the Hershey Park Arena
 - they are preparing to play their second game in the Flyers cup after a win during their first game of the bracket
- Boys' basketball competed in both the District Championships and the first round of the State Playoffs
 - unfortunately, both games ended in defeat
 - the team had an insanely successful season! Congratulations boys
- HHS swimming had a successful show at Districts last week
 - 9 swimmers, 5 girls and 4 boys, move onto the state competition
 - we leave tomorrow for Bucknell and compete in various events on Wednesday and Thursday
 - you can watch finals on PCN
- spring sports have officially begun and all the teams are already working hard at practices in preparation for successful seasons
- Seussical the musical was a huge success
- the music department traveled to Chicago on Thursday and Friday of last week
 - while in the city they were able to explore places such as - museums, a symphony concert, and they had the chance to sit in on a master class
- we celebrated National School Social Worker Week by shining a spotlight on our incredible school social worker, Dr. Stalnecker
 - with unwavering dedication and compassion, Dr. Stalnecker continuously supports and provides guidance for our students and families
- the Hershey Powerlifting team competed at the State Teenage Championships at Parkland High School
 - the team was successful on 80% of their lifts on the day, set many personal records and qualified 18 lifters for High School Nationals
 - Dayvon Williamson deadlifted 620 pounds at a bodyweight of 202 pounds, the highest deadlift in our 20-year team history
 - Umragil Abakarova squatted 350 pounds and bench pressed 160 pounds for new records at a bodyweight of 142 pounds
- February Trojan Ten: Phoebe Boger, Maggie Brannigan, Manoj Chauhan, Nathaniel English, David Jin, Maple Kao, Jack Martin, Dhyane Patel, Colin Ritchie, and Mathias Van De Louw.
- the junior class took a day trip to Washington DC to explore the museums
- the 1st Annual Aspiring Teacher & Counselor Summit was hosted at Shippensburg University
 - an opportunity for high school juniors and seniors interested in teaching math, science, special education or becoming school counselors to learn more
- congratulations to HHS freshman, Vivienne Dotts, for placing third in the 2023 Hershey Rotary Club Four Way Test Essay Contest
- the Buildings and Grounds team worked with students interested in carpentry from the High School for a practical learning experience of crafting letters for Hershey Elementary School

- congratulations to all elementary students who showcased their hard work and creativity in the Annual Science Fair last week
- a great opportunity for students to express their knowledge and interests through their projects

2.h. 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 March 11, 2024, Board of Directors Summary Minutes
- String Ensemble - Music in Our Schools
- Staff Development Conferences:
 - Maria Mrozowski - Link Crew Coordinator Training
 - Erin Rosensteel - Link Crew Coordinator Training
- Trip - Kenbrook, Middle School
- Online Bus Auction
- Laurel Life Contracts
- Comprehensive Plan 2024-2027

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 Mrs. Renz, the Consent Agenda items were approved.

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt

Nay: 0

Abstain: 0

Not Cast: 0

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.:

Group: Hershey Girls Soccer Booster Club

Date/Time: July 29 - August 1, 2024, 4:00 p.m. - 6:00 p.m.

Requested Facility: 322 Turf Field
Event: Youth Soccer Camp
Fee: None

Group: Hershey Youth Basketball Association (HYBA)
Date/Time: Tuesday, March 12, & 19, 2024 , 7:00 p.m. - 9:00 p.m.
Requested Facility: ECC Gym
Event: Basketball Practice
Fee: None

Group: St. Joan of Arc Track Team
Date/Time: Thursdays, March 21-May 23, 2024, 6:00 p.m. - 7:15 p.m.
Requested Facility: Memorial Cinder Track
Event: Track Practice
Fee: None

Group: Trojan Youth Wrestling
Date/Time: Thursdays, April 4, 18, May 2, 16, & 30, 2024, 5:30 p.m. - 6:30 p.m.
Requested Facility: Middle School Mat Room
Event: Open Mats Practice
Fee: None

4.c. Announcement of Staff Development Conferences

<i>Staff Member:</i>	Cara Garner
<i>Conference:</i>	LRP
<i>Location:</i>	Savannah GA
<i>Dates:</i>	May 5-9, 2024
<i>Staff Member:</i>	Leanne Shoemaker
<i>Conference:</i>	LRP
<i>Location:</i>	Savannah GA
<i>Dates:</i>	May 5-9, 2024

4.d.Approval of Field Trip/Excursion - Youth & Government

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

<i>Group:</i>	Youth & Government
<i>Number of Participating Students:</i>	40 early, 90 later
<i>Grade Level:</i>	8-12
<i>Destination:</i>	Harrisburg, PA
<i>Purpose:</i>	Annual Youth & Government Model Conference
<i>Departure:</i>	4/18/2024
<i>Return:</i>	4/21/2024
<i>Trip Leader:</i>	Chris Boggess, Kim West, & Rachel Bitner

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

4.e. Approval of Hershey Little League Memorandum of Understanding

The Administration recommends the approval of a Hershey Little League Memorandum of Understanding to permit the League to use the School District facilities and to memorialize the relationship between the Parties.

4.f. PrimeroEdge Agreement

The Administration recommends the approval of the PrimeroEdge Agreement. This is the annual license subscription renewal for Food Service's point of sale system.

4.g. Edupoint Agreement - Retroactive

The Administration recommends the retroactive approval of the Edupoint Agreement to provide training for secondary staff during in-service on March 7, 2024.

4.h. PASBO - Retroactive

The Administration recommends the retroactive approval of the PASBO Agreement to provide interim services for the business office until the assistant business manager position is filled.

4.i. School Gate Guardian add-on Agreement - Retroactive

The Administration recommends the retroactive approval of the add-on School Gate Guardian Agreement to allow human resources to manage volunteer clearances in the visitor management platform.

5. NEW BUSINESS

5.a. Apple Renewal Agreement

The Administration recommends the approval of the Apple Renewal Agreement. A four year agreement enabling us to give new iPads for secondary students in the 2024-25 school year.

Minutes

Following a motion by Mrs. Renz and a second by Mrs. Royo, the Apple Renewal Agreement was approved.

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay: 0
Abstain: 0
Not Cast: 0

5.b. Drexel University Field Placement Memorandum of Understanding

The Administration recommends the Board approve the Memorandum of Understanding with Derry Township School District and Drexel University effective April 1, 2024.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Royo, the Drexel University Memorandum of Understanding was approved.

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay: 0
Abstain: 0
Not Cast: 0

5.c. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Professional:

Dininni-Parker, Caitlin

Spanish/ESL Teacher

High School

Reason: Personal

Effective: 06/03/2024

Lynch, Natalie

Special Education Teacher

Early Childhood Center

Reason: Personal
Effective: 06/04/2024

Classified:

Cerullo-Frick, Kathleen

Substitute Nurse's Assistant/RN
District-wide
Reason: Per Reasonable Assurance Not Returned
Effective: 03/12/2024

Lin, Geraldine

Substitute Cafeteria/Recess Aide
District-wide
Reason: Per Reasonable Assurance Not Returned
Effective: 03/12/2024

Lockwood, Nicole

Substitute Cafeteria/Recess Aide
District-wide
Reason: Per Reasonable Assurance Not Returned
Effective: 03/12/2024

Martin, Sarah

Substitute Food Service Worker
District-wide
Reason: Per Reasonable Assurance Not Returned
Effective: 03/12/2024

Mountain, Janice

Substitute Administrative Assistant
District-wide
Reason: Personal
Effective: 02/15/2024 (retroactive)

Mowery, Donna

Paraprofessional (Self-Contained Classroom)
High School
Reason: Retirement
Effective: 03/01/2024 (retroactive)

Payne, Megan

Substitute Food Service Worker
District-wide
Reason: Per Reasonable Assurance Not Returned
Effective: 03/12/2024

Sheppard, Michelle

Library Aide

High School

Reason: Personal

Effective: 03/27/2024

Wolfe, Marie

Alternate Route Bus Driver

Transportation

Reason: Retirement

Effective: 06/30/2024

Minutes

Following a motion by Mrs. Renz and a second by Dr. McCarver, the Personnel Resignations were approved.

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay: 0
Abstain: 0
Not Cast: 0

5.d. Personnel - General

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

Professional:

Hamm, Janelle (replacing Megan Dickinson)

Grade 2 Teacher

Primary Elementary School

Long-Term Substitute

Bachelors, Step 1

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

Effective: 03/12/2024 through the end of the 2023-24 school year

Mase, Kendra (replacing Caroline Garner)

Kindergarten Teacher

Early Childhood Center

Long-Term Substitute

Bachelors, Step 1

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

Effective: Approximately 03/25/2024 through the end of the 2023-24 school year

Classified:

Marcovecchio, Adrian (replacing Jack Dile)

Bus Driver

Transportation

Level A, 5.5 hours per day

Salary: \$21.66 per hour

Effective: 03/12/2024

Osborne, Jalil

Custodian (2nd Shift)

District-wide

Full-time, 8.0 hours per day

Salary: \$19.09 per hour

Effective: 03/12/2024

Yeager, Molly

Substitute Cafeteria/Recess Aide

Primary Elementary School

Hours as needed

Salary: \$13.94 per hour

Effective: 03/12/2024

Change in Hours for Classified Staff:

Godino, Joseph*

Bus Driver

Transportation

From: Level A, 5.5 hours per day

To: Level A, 5.25 hours per day

Salary: \$23.49 per hour

Effective: 02/26/2024 (retroactive)

Transfer of Classified Staff:

Overby, Kimberly* (replacing Donna Mowery)

From: Paraprofessional

District-wide (Primary)

Level A, 5.75 hours per day

Salary: \$18.82 per hour

To: Paraprofessional (Self-contained Classroom)

High School

Level B, 6.5 hours per day

Salary: \$18.82 per hour

Effective: 03/11/2024 (retroactive)

Rineman, Victoria* (replacing Maranlleline Quiros)
From: Paraprofessional (Self-contained Classroom)
Early Childhood Center
Level B, 6.5 hours per day
Salary: \$18.82 per hour
To: Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: \$17.64 per hour
Effective: 03/11/2024 (retroactive)

Limited Service Contract:

Bitner, Rachel*
Assistant Coach - H.S. - Softball
Group E, Step 3
Salary: \$2,991
Effective: 03/12/2024

Dunlop, Alicia*
Assistant Coach - M.S. - Track & Field - Boys & Girls
Group G, Step 12
Salary: \$3,115
Effective: 03/12/2024

Groff, Kayla*
Assistant Coach - M.S. - Track & Field - Boys & Girls
Group G, Step 10
Salary: \$2,866
Effective: 03/12/2024

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

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

Greene, Adam*
Kindergarten Teacher
Early Childhood Center
Childrearing Leave
Effective: 08/19/2024 through the end of the 2024-25 school year

Minutes

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

Vote Results

Yea: 9 Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz,
Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay: 0
Abstain: 0
Not Cast: 0

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda. Dr. Cysyk shared that the members voted to approve the IU budget for 2024-25 and that the amount Derry Township School District is responsible for has not changed from this year. Also, April 12th is their Bingo Fundraiser.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

A report was made by the following board members:

- Mrs. Renz shared that she attended the PBIS Minute to Win it today at the elementary school and had fun playing a game of cups with the fifth graders who are highly competitive

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- School Board Representative Natalie Colarossi is one of our swimmers going to the State Championships - Congratulations
- Also at the elementary school's PBIS Minute to Win for Dance Party with the kindergarten and first grade students
 - danced 11 times to Shake It Off

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- Good luck to Natalie going to swimming championships
- Recognition for Dr. Dee Stalnecker for her work in the District - goes above and beyond

8. RECOGNITION OF CITIZENS

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

Minutes

The following citizens were recognized by the board:

- Jennifer Sloppy spoke to inclusive education

9. ADJOURNMENT

Minutes

The meeting was adjourned at 8:11 p.m. following a motion by Mrs. Renz and seconded by Dr. Cysyk.

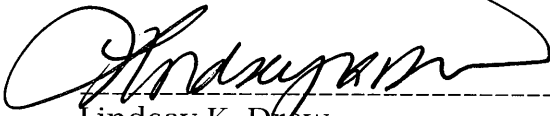
Vote Results

Yea:	9	Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

Respectfully submitted,



Michele Agee
Secretary to the Board
March 25, 2024



Lindsay K. Drew
Board President

Derry Township School District
Board Meeting
March 11, 2024

Please Sign In AND Print Your Name

Signature

Printed Name

Sample Signature

Sample Name Printed

Signature

Printed Name

Jz 8/m

Jennifer Sloppy

Signature

Printed Name

K. Scheunich

Kristen Scheunich

Signature

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Angie Persiy

Angie Persiy

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Virtual Attendance - March 11, 2024 School Board Meeting
Marilyn Carter
Lisa Dalto
Alex DeCicco
Scott Harman
Angie Shipper
Carol Smith
Tim Smith
Drew Weidman



Crabtree, Rohrbaugh & Associates

DERRY TOWNSHIP SCHOOL DISTRICT

**ARCHITECTURE /
ENGINEERING SERVICES**

March 11, 2024

AGENDA

1 DAO Program

2 Educational Specs

3 Next Steps



DAO PROGRAM

Programming of Spaces

EDUCATIONAL PROGRAM

Derry Township School District District Office					
District Office Spaces					
		District Office Current Specs		District Office Renovation	
		Existing		Proposed	
Curriculum	Quantity		Quantity	SF Each	SF Subtotal
Assistant to the Superintendent	1	192	1	250	250
CIA specialist (Admin Asstnt)	1	126	1	125	125
Director Of Professional Learning And Innovation	1	315	1	250	250
Total Net Area	3	633	3		625
Superintendents Office	Quantity		Quantity	SF Each	SF Subtotal
Superintendent	1	345	1	350	350
Administrative Assistant	1	192	1	125	125
Small conference room	1	144	1	350	350
Bathroom w/ shower	0		1	100	100
Total Net Area	3	681	4		925
Human Resources	Quantity		Quantity	SF Each	SF Subtotal
Assistant to the Superintendent	1	216	1	250	250
AA - HR Specialist	1	145	1	125	125
Records closet	1	200	1	200	200
HR Supervisor	1	170	1	200	200
Onboarding room	1	120	1	125	125
Bathroom w/ shower	0		1	100	100
Total Net Area	5	851	6		1,000
Special Education	Quantity		Quantity	SF Each	SF Subtotal
Dirctor of Special Education	1	220	1	250	250
Assistant Director of Spec Ed	1	160	1	200	200
Administrative Assistants	2	350	2	125	250
Registrar	1		1	125	125
File Storage	1	105	1	200	200
Total Net Area	6	835	6		1,025
Communications	Quantity		Quantity	SF Each	SF Subtotal
Director of Communications	1	250	1	250	250
Total Net Area	1		1		250

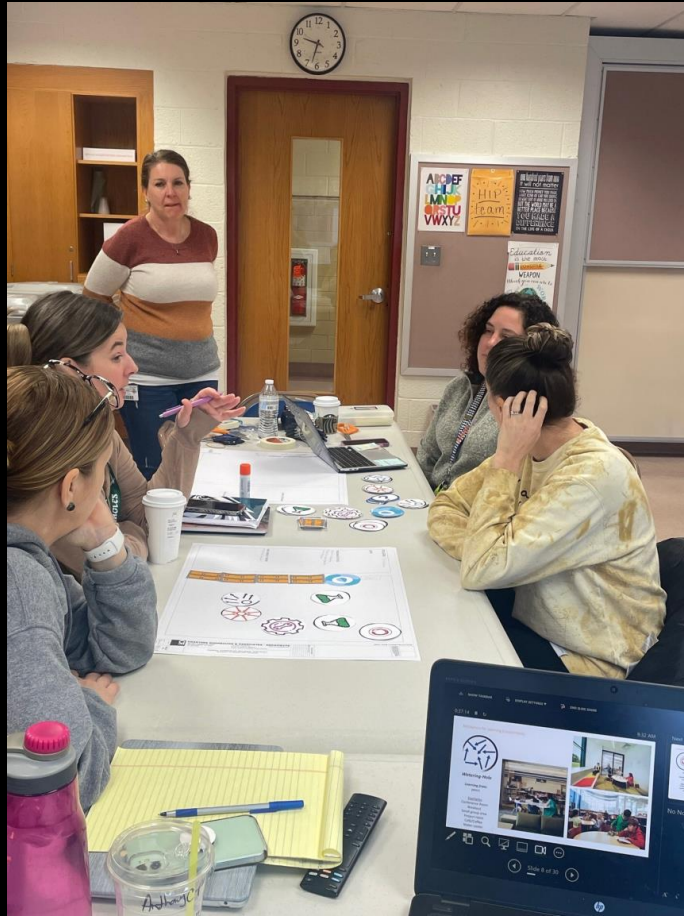
Technology	Quantity		Quantity	SF Each	SF Subtotal
Director of Technology	1	220	1	250	250
Systems analyst	1	450	1	150	150
PIMS Administrator/Data Analyst	1	125	1	150	150
Server Room	1	740	1	600	600
Print Shop	1	170	1	500	500
IT storage/repair room	2	250	1	800	800
Total Net Area	7	1955	6		2,450
Safe Schools	Quantity		Quantity	SF Each	SF Subtotal
Director of Safe & Supportive Schools	1		1	250	250
Total Net Area	1		1		250
Food Service	Quantity				
Director of Food Services	1		1	250	250
Administrative Assistant	1		1	125	125
Total Net Area	2		2		375
Business Office	Quantity				
Business Manager	1	200	1	250	250
Assistant Business Manager	1	160	1	200	200
Payroll	1	90	1	150	150
Accounts Payable	1	132	1	150	150
Accountant	0		1	175	175
Storage Room	1	210	1	200	200
Director of Buildings and Grounds			1	250	250
Administrative Assistant			1	125	125
Total Net Area	5	792	8		1,500
Misc. Spaces	Quantity				
Receptionist Desk	1	360	1	450	450
Conference Room A	1	885	1	500	500
Conference Room B	1	750	1	300	300
Conference Room C	1	322	1	300	300
PAES Lab	1		1	900	900
Administrative Team Meeting Room	1	890	1	1,000	1,000
Storage Closets	5	50	5	200	1,000
Board Room	1	1,330	1	1,400	1,400
Training Rooms	2		2	900	1,800
Archives	1	1,500	1	1,500	1,500
Cleaning Closet	1	25	1	75	75
Mailroom	1	120	1	120	120
Lunch Room	1	200	1	450	450
Public Restrooms		800	4	250	1,000
Total Net Area	18	7,232	51		10,795
Totals					
Subtotal - Net Floor Area		12,979			19,195
Grossing Factor	x 2.3		x 1.5		
Total - Gross Floor Area		30,165			28,793



ED SPECS

Educational Specifications

FACULTY WORKSHOP

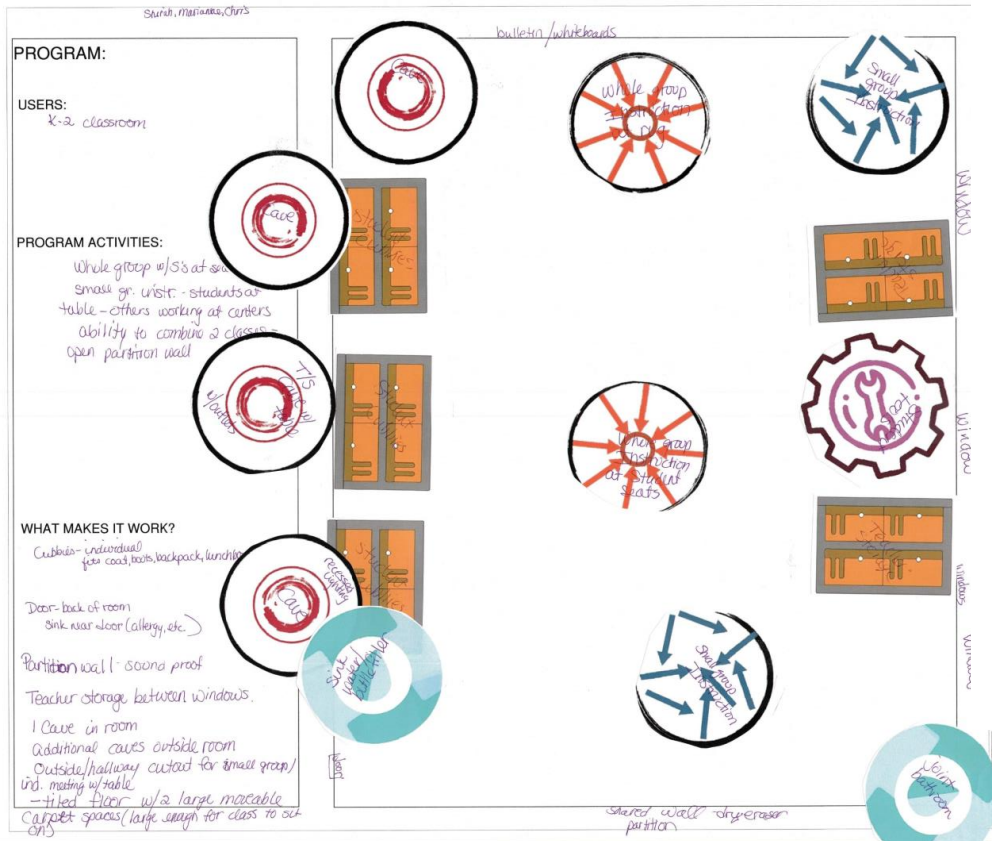


Design Principles for Learning Environments

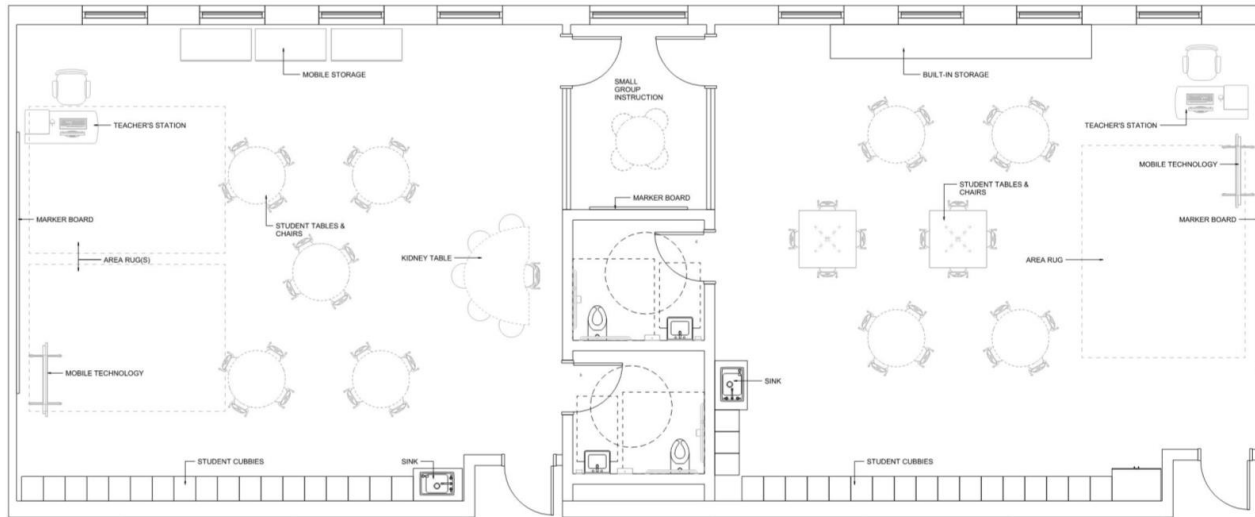
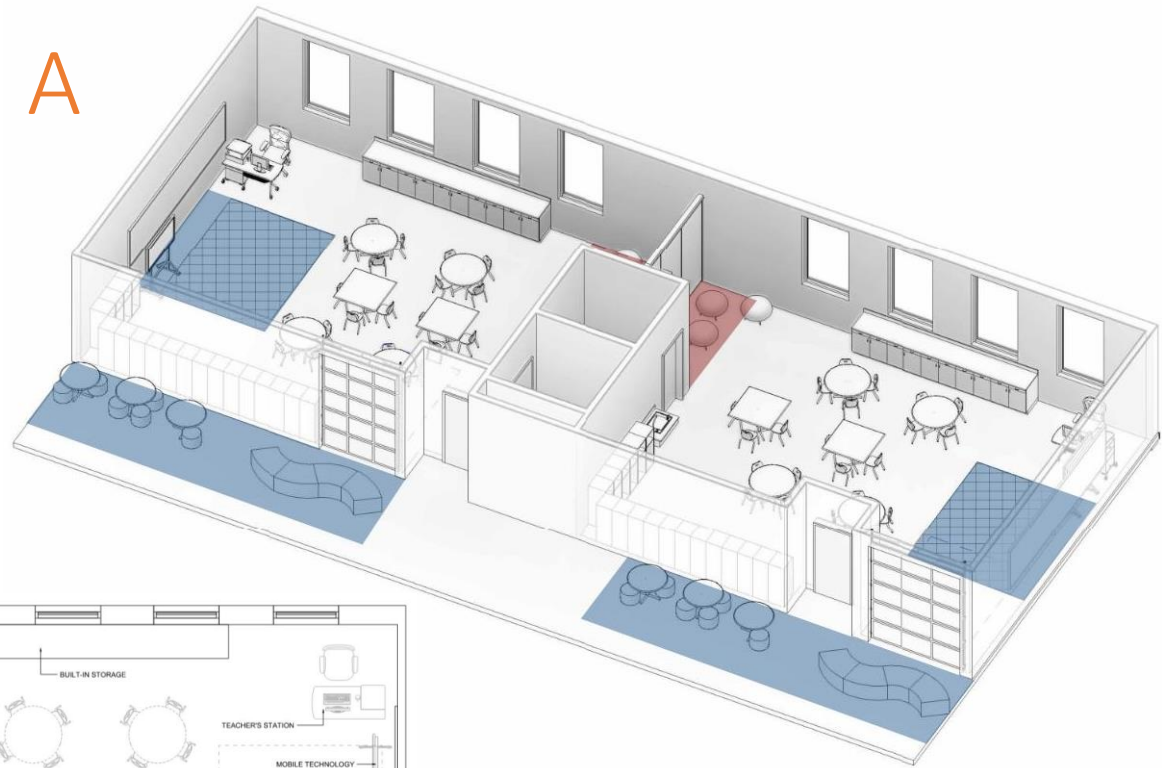
1. Adaptable Layout
2. Flexible seating
3. Areas suited to specific tasks
4. A small teacher work area
5. Resources that are easily accessible to students
6. Ubiquitous technology
7. Storage
8. Daylight
9. Transparency





Group A

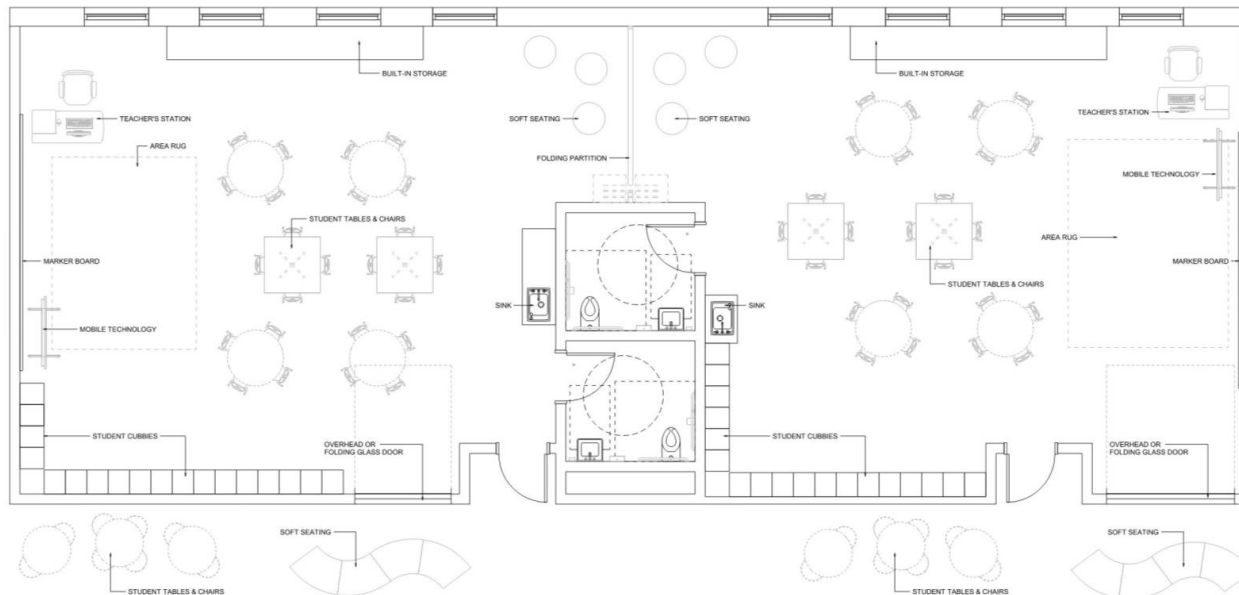
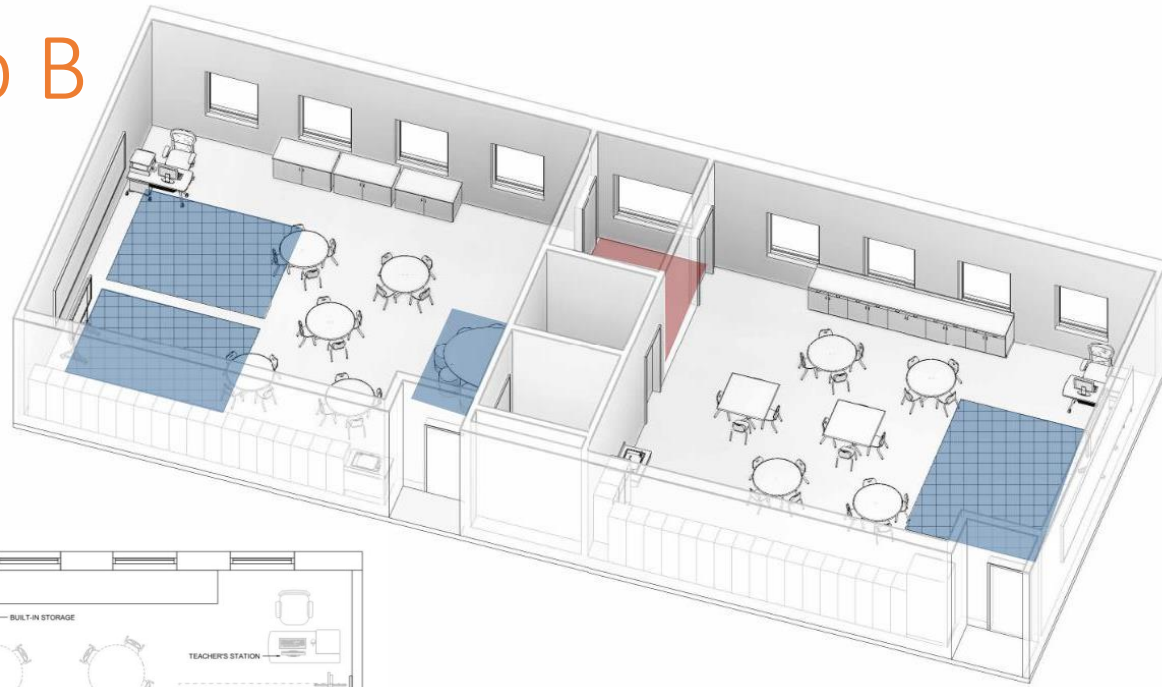




K – 2nd Grade: Group A



-  Cave - Individual
-  Watering Hole – Small Group

K – 2nd Grade: Group B

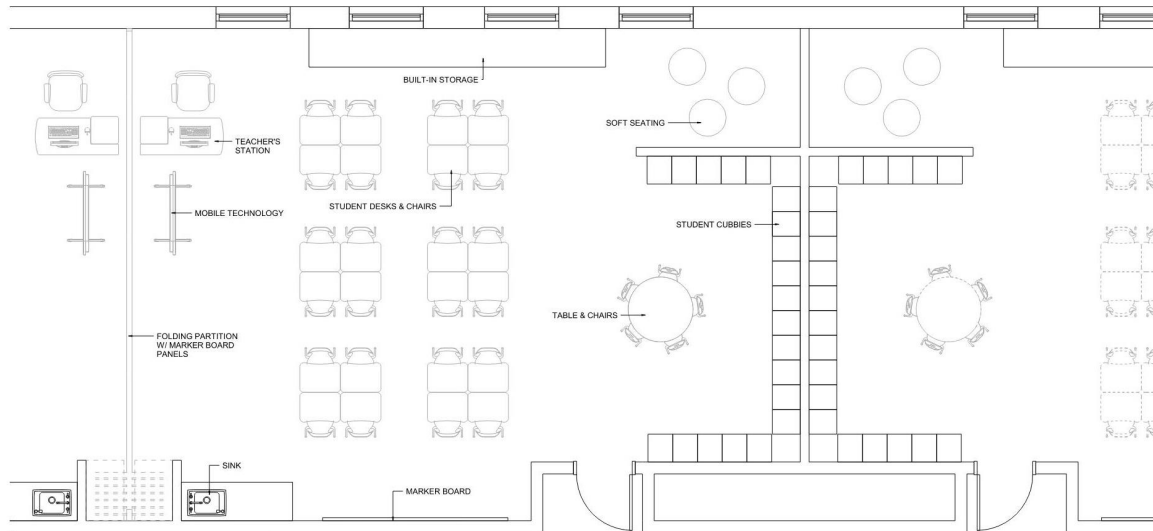
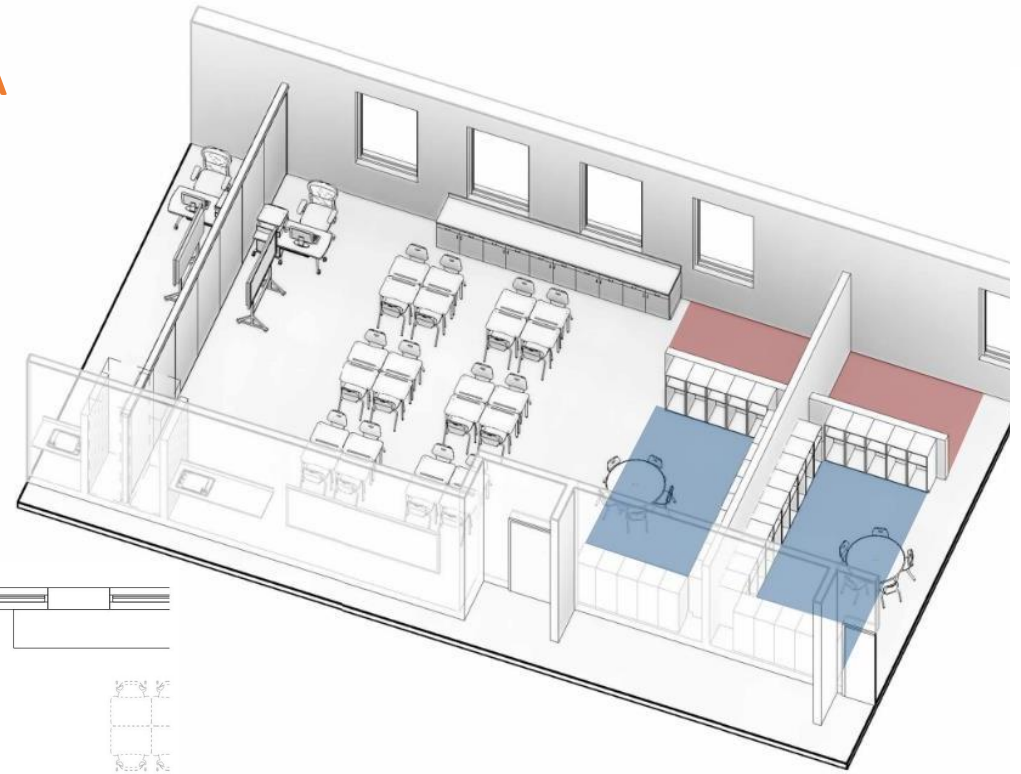




-  Cave - Individual
-  Watering Hole – Small Group

Group A

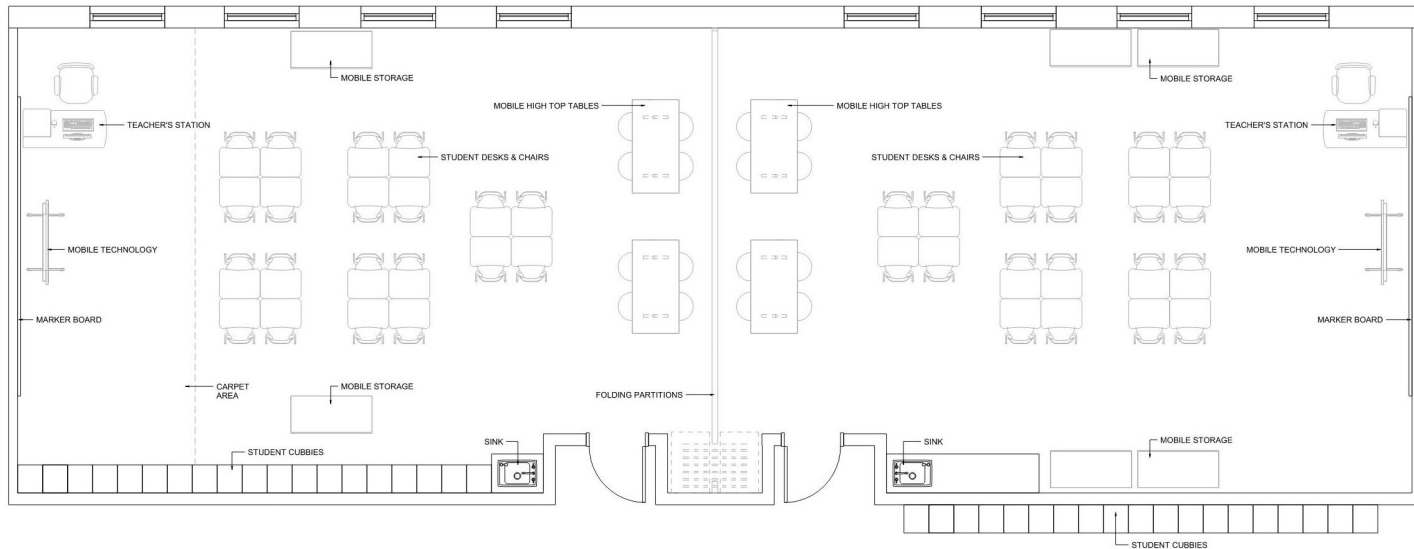
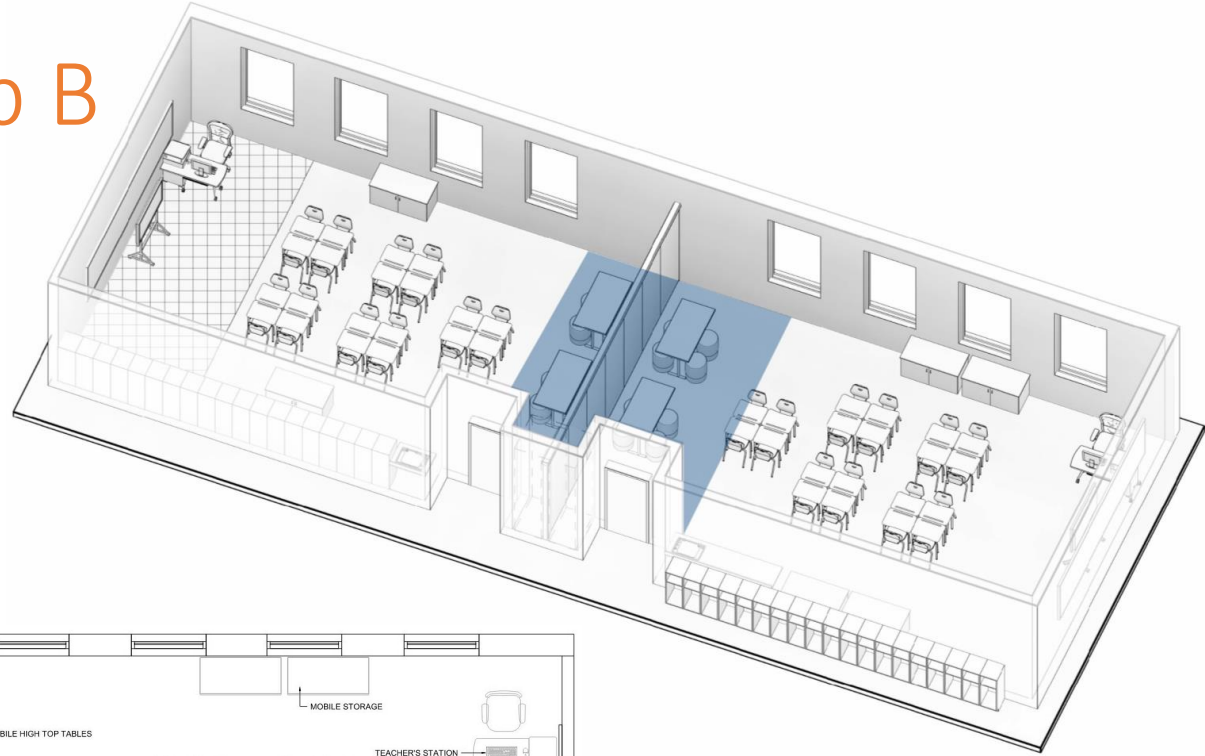


3rd – 5th Grade: Group A



-  Cave - Individual
-  Watering Hole – Small Group

3rd – 5th Grade: Group B



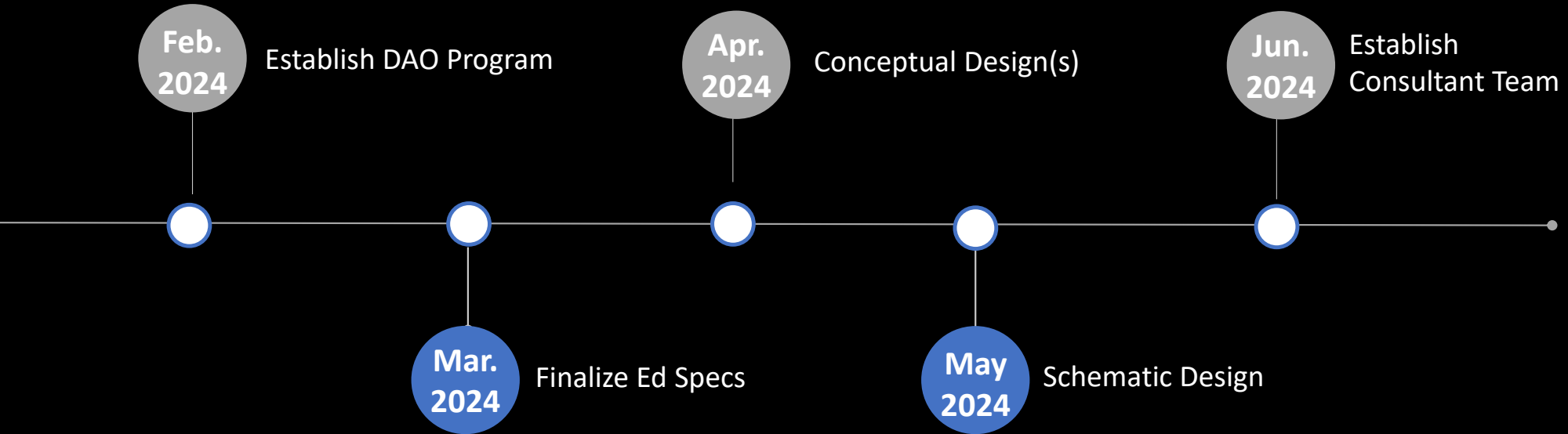
- Cave - Individual
- Watering Hole – Small Group



NEXT STEPS

Upcoming Milestones

NEXT STEPS



Questions?



Crabtree, Rohrbaugh & Associates
www.cra-architects.com



Easing Adversity, Inspiring Growth

Laurel Life Proposal 2024-2025 School Year



Mental Health Needs in the Educational Setting

- Increase in Mental Health needs over past several years
- Impact on academic, social, and emotional progress
- Increased cost of outside placements
- Challenges returning Students to District
- Academic gaps following placement




Impact on Special Education Services

- Individuals with Disabilities Act (IDEA - federal law) requires districts to provide a Free Appropriate Public Education (FAPE) to eligible students
- FAPE includes access to related services to address barriers that impact a student's ability to access their education
- Mental health needs could be a barrier
- IEP teams must give consideration to this need



Impact on Special Education Services

- If the student is not able to make progress with existing supports within the district, it may lead to placing a student in an out of district program
- Special education is required to provide continuum of services
- As a result, continuum options can be costly.



Purpose of Laurel Life Programs

- Trauma-informed care model
- Serves students who have experienced trauma or exhibit emotional/behavioral difficulties
- Regular Education/Special Education
- Neighborhood school
- Therapeutic approach - group and individual therapy provided
- Family support



Laurel Life Program Models

- Both models use a therapeutic approach
- Classroom Transition Model
 - specialized classroom model
 - currently in place in HES
- School-Based Services Model
 - 1 or 2 person model



2023-2024 School Year

- Elementary - Transition Model Classroom
 - Grades 4-6
 - PA Certified Teacher
 - Behavior Coach
 - Transition Coordinator
 - Master's Level Therapist
- Provided education to 9 students
- Provided therapy services to an additional 5 students



Model and Staffing Proposal

- Elementary - Transition Model Classroom
 - Grades 4-6
 - PA Certified Teacher
 - Behavior Coach
 - Transition Coordinator
 - Master's Level Therapist
- Middle School - School-Based Services
 - Behavior Coach
 - Master's Level Therapist
- High School - School-Based Services
 - Master's Level Therapist



Model and Staffing Proposal

- Elementary - Transition Model Classroom
 - Therapist can work with up to 5 additional students outside of the classroom program to provide therapy
- Secondary - School-Based Services
 - Each Therapist can work with up to 30 students
 - Students can have regular or special education needs



Cost

Elementary School	\$354,900
Middle School	\$181,650
High School	\$
97,650	
Total:	\$634,200



Cost

- Consortium - surrounding districts can contract for a placement
- School-Based Access Funds - pool of money set aside by the State to reimburse districts for services that qualify as medical services, and can be used to support special education student related needs
- Outside placement tuition costs



Summary

- **Provides mental health supports in order for students to access education and make progress**
- Supports educating students in home district
- Cost savings to district rather than paying for out of district placements



Thank you!

Kirsten Scheurich

Director of Special Education

Angie Persing

Assistant Director of Special Education

Jennae Gill

Senior Director, Transition Classrooms

Laurel Life

Derry Township School District



Request for Field Trip Form

Date Submitted: 2/29/2024

Name of Group, Class or Organization: Youth & Government Club

Teacher(s) or Advisor(s): Christopher Boggess

Destination: Hilton Harrisburg, One N 2nd St, Harrisburg, PA 17101

Transportation Provider: Derry Township School District

Date of Departure: 4/18/2024

Date of Return: 4/21/2024

Time of Departure: 10:00 am & 6:00 pm

Time of Return: 2:00 pm

Does this trip need board approval (overnight fieldtrip)? ☒ Yes ☐ No

Purpose of Trip: Annual Youth & Government Model Conference

Number of Students Participating: 40 early, 90 later

Grade level(s): 8-12

Curriculum Connections

1. Civics

2. Social Studies

3. Public Speaking

Names of All Staff Participating: (Check ☐ if a substitute teacher is required)

☒ Christopher Boggess (Sub

☒ Carmen Jeppson (Sub only Friday)

☒ Kim West (Sub Thurs/Friday)

☐

☒ Rachel Bitner (Sub only Friday)

☐

Name of Volunteer Chaperones: (Check ☐ if clearances have been approved – Verify with Human Resources)

☒ Cana Fasick

☐

☒ Ola Rashwan

☐

☐

☐

Teacher(s) or Advisor(s) Signature: Chris Boggess

Date: 2/2/24

The Principal/Supervisor must have the emergency contact information and list of all participants prior to the date of the trip.

Field Trip Costs		Cost Per Student	Qty.	Student Subtotal	Cost Per Staff or Chaperone	Qty.	Staff / Chaperone Subtotal	Amount
A	Transportation	2.92	130	379.60	0	7	0	379.60
B	Lodging	0		0			0	0
C	Meals	0		0			0	0
D	Registration/Entrance Fees	415	130	53950	200	7	1400	55350.00
E	Staff Substitutes	\$152.26						609.04
F	Other Expenses (List):							n/a
Total Trip Expense (Add Amounts for Lines A - F)								56338.64

Field Trip Funding Sources		Fee	Qty.	Amount
G	Fees paid by Student/Family	415	130	53950.00
H	Fees paid by Chaperone	0	7	0
I	PTO/Booster Club (specify) <u>n/a</u>			
J	Activity Account (specify) <u>YAG Club Account</u>			1400.00
K	Department Budget (specify) <u>HS Transportation Budget</u>			379.00
L	Other (specify) <u>Professional Leave Budget</u>			609.04
Total Trip Funding (Add Amounts for Lines G - L)				56338.64

Total Trip Funding Must equal Total Trip Expense

Plan to cover costs for students with an economic hardship: YMCA Scholarships & Additional Club Account Funds

Explanation if Funding Sources are less than Field Trip Costs: n/a

Approval/Disapproval

Building/Supervisor's Principal:

Approved 

Disapproved _____

Assistant Superintendent for Curriculum & Instruction:

Approved 

Disapproved _____

Reason for Disapproval: _____

Principal's/Supervisor's Signature: 

Date Processed: 2/2/24

Superintendent's Signature: 

Date Processed: 2/9/24

Board Approval Date (if required): March 11, 2024

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into as of the 11 day of March, 2024 (the “Effective Date”) by and between the DERRY TOWNSHIP SCHOOL DISTRICT, a Pennsylvania Public School District organized and operating under the Pennsylvania Public School Code of 1949, as amended, 24 P.S. § 1-101 et seq., with its primary place of business at 30 East Granada Avenue, Hershey, PA 17033 (herein after the “School District”) and the HERSHEY LITTLE LEAGUE, a local non-profit organization, with a primary address of P.O. Box 702, Hershey, PA 17033 (herein after the “League”). The School District and the League are sometimes referred to herein individually as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, the League is a non-profit organization that provides instructional and competitive baseball for the School District’s students ages four to nineteen;

WHEREAS, the League uses the School District’s facilities for baseball practices and games;

WHEREAS, the School District desires to enter into this MOU with the League to permit the League to use the School District facilities and to memorialize the relationship between the Parties;

NOW, THEREFORE, the Parties mutually agree as follows:

1. The League and the Hershey Girls Softball Association (the “Association”) shall coordinate field schedules with each other, in order to maintain equity in field usage.
2. In order to maintain equity in field usage, The District shall have discretion to coordinate field schedules if the League and the Association cannot agree on field schedules or if the District in its sole discretion determines there is disproportional field usage.
3. The League shall confer with the School District’s Athletic Director regarding requested field renovations at least 90 days before field utilization begins in the spring.
4. Decisions for any requested field renovations and any products that will be used on the field will be determined and approved solely by the Athletic Director and the Director of Buildings and Grounds.

5. After each game/practice the field must be groomed to maintain playable surface and prolong satisfactory conditions. Failure to do so may result in the District, in its sole discretion, limiting or revoking field usage privileges.
6. Outside lighting is not to be utilized prior to sunset.
7. The League and Association shall remain responsible for the total amount of all costs for requested or necessary renovations in an amount proportionate to each party's respective use. The District will pay 100% for all upgrades and renovations that are part of the District's on-going maintenance plan.
8. The League agrees to follow the applicable regulations of School District Policy 707 – Use of School Facilities.
9. The League agrees to adhere to all current and future Security and Safety Policies and Procedures.
10. The League will have responsibility related to the care, custody, control, and supervision of the League athletes while they are participants in the League.
11. The League shall maintain an insurance policy covering participants and spectator injuries of no less than \$1,000,000.00 per occurrence, two million dollars in the aggregate.
12. The League agrees to assume all responsibility for damage claims or liability of any kind (including costs such as reasonable attorney fees to defend any claim) arising out of or by reason of its use of the School District's facilities.
13. Except as otherwise provided in this Agreement, neither party shall be liable to the other for the consequential, indirect, or punitive damages arising from a breach of this Agreement.
14. Either Party may terminate this Agreement at any time, with or without cause, upon providing the other Party thirty (30) days prior written notice.

Dates and times for the Summer Slam Tournament should be pre-approved no fewer than 30 days before practice begins, and all School District policies and guidelines shall be adhered to by all participants and spectators.

**DERRY TOWNSHIP SCHOOL
DISTRICT**

By: _____

[insert name]

Date: March 11, 2024

HERSHEY LITTLE LEAGUE

By: _____

[insert name]

Date: _____



PROPOSAL

CUSTOMER:

Derry Township School District
Attn: Gregory Hummel
Phone: 717.531.2233
ghummel@hershey.k12.pa.us

CONTACT:

Christina Gifford
PrimeroEdge
4422 Cypress Creek Parkway
Suite 400
Houston, TX 77068-3416

Main: 281.453.8560
Cell: 559.389.9255
Christina.gifford@primeroedge.com

PROPOSAL DATE:

January 26, 2024

PRICING

SOFTWARE 2024-2025 Renewal

Product Description	Unit Price (\$)	Quantity	Extended Price (\$)
PrimeroEdge Central Office Software Annual Subscription License July 1, 2024 through June 30, 2025	\$995.00	1	\$995.00
PrimeroEdge Premium Front Office Software Annual Subscription Licenses for July 1, 2024 through June 30, 2025	\$795.00	4	3,180.00
Digital Menus Includes access to School Café Online Menus for July 1, 2024 through June 30, 2025	\$195.00	4	\$780.00
Total:			4,955.00

*Board approved March 11, 2024
Michelle Ager, Board Secretary*



1955 South Val Vista Drive, Suite 200
Mesa, Arizona 85204
Price Quote

Date: 1/30/2024
Quote Number: 675327-1
School District: Derry Township School District
Traci Landry
Director of Professional Learning and Innovation
30 East Granada Ave
Hershey, PA 17033
717-557-9160
tlandry@hershey.k12.pa.us

Statement of Work: Remote Schedule Board Refresher

Date(s): To be completed by 3/7/2024
Specialist: Brian Maurer

Fee: ½ Day at \$1,500 per day	\$750
	<hr/>
	\$750

Estimated completion date is dependent upon receipt of the signed quote no later than February 23, 2024.

If applicable, Sales Tax will be applied.

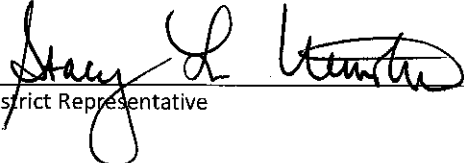
The District will be invoiced as services are performed.

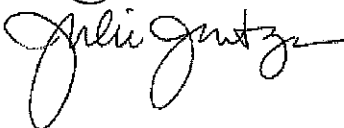
The District will be responsible for all travel expenses incurred for service days. Travel services will be billed as incurred.

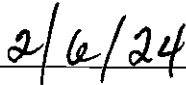
If a travel day is required the day before or the day after services are performed, the travel day will be charged at \$400/day.

A Purchase Order is needed along with this signed quote to proceed.

Acceptance


District Representative




Date

January 30, 2024

Edupoint Representative

Date

This quotation is valid for thirty (30) days, unless otherwise extended in writing by an authorized representative of Edupoint Educational Systems, LLC.



Pennsylvania Association of School Business Officials

2608 Market Place, Harrisburg PA 17110-9358 | 717.540.9551 | FAX 717.540.1796

www.pasbo.org

PENNSYLVANIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Interim Agreement – PASBO/LEA

This Agreement is executed February 12, 2024 by and between **Pennsylvania Association of School Business Officials** (“PASBO”)

and

Derry Township School District (“LEA”) (collectively the “Parties”).

Background. PASBO operates a program called PASBO Interim Service. The purpose is to provide interim management services to local education agencies during the time when the agency experiences a temporary vacancy.

With the foregoing background paragraph incorporated herein, and intending to be legally bound, the Parties agree as follows:

1. PASBO Services.

- a. PASBO has recruited a number of experienced school administrators to provide Interim services during a time of transition.
- b. PASBO will endeavor to provide LEA with the name, background information, and contact information for one or more individuals available and interested in serving as an Interim for LEA. If PASBO is able to provide one or more such individuals, LEA will interview one or more of the individuals identified by PASBO. LEA will discuss with potential candidates’ duration of assignment, compensation, and specific duties, and will check references. If LEA approves one of the individuals to serve as an Interim, PASBO will request the individual to perform those services.
- c. Prior to an Interim commencing a specific assignment, it is required that: (i) PASBO and LEA sign this **Interim Agreement**; (ii) PASBO and Interim sign an **Interim Employment Agreement** (iii) PASBO and Interim provide to LEA mandatory background checks relating to criminal record information and child abuse; (iv) LEA check references provided by Interim; (v) Interim complete any pre-employment steps established by PASBO or LEA, including tax forms and I-9 forms; and (vi) each of the Parties provide and **Insurance Certificate** as set forth below.
- d. The duties of Interim will encompass duties generally within the scope of the position for which the District has a vacancy.

2. **Term of this Agreement.** This Agreement is effective on the date stated above, and shall terminate on the date of written notice of termination from PASBO or LEA to the other, with a copy to any Interim who on the date of termination is providing services to LEA.
3. **PASBO Service Fee.** LEA will pay PASBO a fee as disclosed in this agreement and signed by PASBO and LEA after approval of an individual and agreement on duration of assignment, compensation to Interim, and specific duties. PASBO will submit an invoice for the fee, and LEA will pay the fee within 30 days after receipt of the invoice.
4. **Independent Contractor Status and Reservation of Rights.**
 - a. Both Parties agree that PASBO is an independent contractor.
 - b. Both parties intend that Interim will be considered an employee of PASBO, and not an employee of LEA, for common law, School Code, tax, and other purposes. PASBO acknowledges that it is responsible for all matters related to the payment of federal, state and local payroll taxes, workers' compensation insurance, and compensation for Interim. PASBO will include in Interim Employment Agreement provisions substantially to the following effect:

“For the duration of any assignment, Interim will be considered an employee of PASBO, and will not be considered an employee of LEA for common law, School Code, tax, and other purposes. PASBO will withhold from amounts paid to Interim such amounts as PASBO determines are required by law for taxes and similar items, based on advice from PASBO’s accounting firm.”
 - c. PASBO retains the right, after consultation with LEA, to terminate the employment of any Interim and to designate the date of termination from employment. LEA retains the right, after consultation with PASBO, to terminate the assignment of any Interim and to designate the date of termination of the assignment. LEA understands that Interim will retain the right to terminate any specific assignment by notice to LEA, with a copy to PASBO.
 - d. If assignment of a particular Interim to LEA is terminated by PASBO, LEA, or Interim, for whatever reason, and if LEA continues to need to services of an Interim and wishes to continue to use PASBO services, PASBO and LEA will again follow the procedure set forth in paragraph 1 above for assignment of an interim to LEA.
5. **LEA Duties.**
 - a. Considering that the Interim will be an experienced Interim Assistant Business Manager. LEA will not have responsibility to train Interim other than on specific programs/software as needed. Interim will provide services until a new hire candidate is board approved and onboarded, not to exceed beyond 6/30/2024.
 - b. LEA will provide a suitable workspace for Interim and provide to Interim copies of all LEA policies relevant to the performance of the job within LEA. LEA will report promptly to PASBO any concerns or issues relating to the services provided under this Agreement.
 - c. LEA shall immediately notify PASBO of any injury suffers while performing services as Interim.

6. **Liability and Indemnification.**

- a. PASBO will endeavor to refer and employ individuals having high character and appropriate background and ability to perform the duties of an Interim. However, LEA understands that Interim is a professional, and that PASBO will not direct or control performance of duties by Interim, and cannot guarantee the results of such performance. Accordingly, LEA hereby releases PASBO, its officers, directors, agents, and employees from any and all damage, loss, liability, cost, or expense of any nature whatsoever arising from or related to any actions of Interim in providing services under this Agreement. Similarly, LEA understands that Interim cannot guarantee the results of services provided under this Agreement. Accordingly, LEA hereby releases Interim from any and all damage, loss, liability, cost, or expense of any nature whatsoever arising from or related to any actions of Interim in providing services under this Agreement – except that this release of Interim will not apply in the event of willful misconduct by Interim.
- b. LEA agrees to indemnify, defend, and hold harmless PASBO, its officers, directors, agents, employees (including Interim, whether or not Interim is negligent) (referred to collectively in this paragraph as the “Indemnified Parties” and singularly as an “Indemnified Party”) against and from any and all damage, loss, liability, cost, or expense of any nature whatsoever (including reasonable attorney fees) arising from or related to any event or claim, investigation, suit, or action by any person, entity, or government authority in any manner related to or arising from services provided under this Agreement. This duty to indemnify, defend, and hold harmless PASBO shall not apply to a workers’ compensation claim filed by Interim. This duty to indemnify, defend, and hold harmless Interim shall not apply to willful misconduct by Interim.
- c. Derry Township School District will pay other reasonable and necessary costs for preapproved trainings and conferences.

7. **Insurance.**

- a. PASBO will maintain at all times during the term of assignment of any Interim workers’ compensation insurance covering Interim.
- b. LEA will maintain at all times during the term of assignment of any Interim general liability insurance that names PASBO and Interim as additional insureds and that is in form and amount satisfactory to PASBO and Interim.
- c. Prior to an Interim commencing a specific assignment, each Party will provide an Insurance Certificate evidencing insurance coverage satisfactory to the other Party.

8. **Compliance with Laws.** LEA shall comply with all applicable federal, state or local laws and regulations regarding the work site and operations. LEA shall not in any manner with respect to Interim discriminate on the basis of national origin, race, color, age, gender, disability or any other protected characteristic.

9. **Notices.** Any notice required to be given under this Agreement shall be deemed given if it is in writing and sent by certified U.S. mail return receipt requested, by recognized commercial courier service, or personally delivered, by email received and opened by the Party, in each case to the address of the Party set forth below.

10. **Entire Agreement.** This Agreement contains the entire understanding of the Parties. It may not be changed orally, and may be changed only by an agreement that is in writing and signed

by the party against whom enforcement of any change, modification, extension or discharge is sought.

11. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
12. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
13. **Governing Law/Dispute Resolution.** This Agreement shall be construed in accordance with and governed by the laws of the Commonwealth of Pennsylvania. Any dispute arising out of or relating to this Agreement or the breach thereof shall be resolved finally by binding arbitration conducted in Dauphin County, Pennsylvania administered by the American Arbitration Association under its Commercial Arbitration Rules. The arbitration panel shall consist of one arbitrator, selected as provided under the Rules. Any resulting arbitration award may be entered and confirmed in a court of the Commonwealth of Pennsylvania.
14. **Specific Assignment.** LEA has approved, and PASBO will assign as Interim, the following individual: Michael Conte
15. **Assignment Duration.** The assignment will start on the week of February 12, 2024, if all required documents have been signed. The assignment will terminate on the date designated in written notice of termination from PASBO or LEA to the other, with a copy to Interim.
16. **PASBO Service Fee.** For the duration of the Interim assignment, LEA will pay PASBO a fee of \$101.25 per hour. This fee amount includes an amount to pay PASBO for: (i) compensation paid to the Interim; (ii) taxes, insurance, and other employment related costs; and (iii) an administrative fee for PASBO. Any compensation for mileage to and from the school district, as well as meal and hotel reimbursement would be handled between the Interim and the District through the District's normal reimbursement process which the District will be required to share with the Interim at the start of this Interim work.
17. **Interim Duties.** The duties of the Interim will be holding a position of an Interim Assistant Business Manager.
18. **Interim Work Documentation.** School District will review and approve the hours worked by the Interim (on the timesheet provided by PASBO) prior to the Interim submitting the timesheet to PASBO, which must be submitted monthly by 5th business day of each month. PASBO's payroll is direct deposited on the 15th or the last day of the months (unless it falls on a weekend or holiday, then it is moved to closest day) *** *Timesheets are due 7 business days prior to payroll.* Timesheets must clearly indicate remote vs in-person hours.

[Signature Page for Interim Agreement]

PASBO

Date: February 12, 2024

Signature: Hannah Barrick

Title: Executive Director

Printed Name: Hannah Barrick, JD

Derry Township School District

Date: 2/12/24

Signature: Stacy L. Winslow

Title: Superintendent

Print Name: Stacy L Winslow

School Gate GUARDIAN

Integrated School Security Solutions



Serving Schools
Since 2008

Quote

Quote Number: 1278

Effective Date: 01/03/2024

Expiration Date: 02/03/2024

Quote Prepared For

Lisa Sviben Miller
Derry Township School District - (Cloud)
PO Box 898
30 East Granada Avenue
Hershey, PA 17033
United States
Phone: 717-534-2501 ext 3220
lmiller@hershey.k12.pa.us

Quote Prepared By

Terence Kirby
School Gate Guardian
301 Science Park Road
Suite 123
State College, PA 16803
United States
Phone: 800-805-3808
Fax: 866-871-0487
tkirby@schoolgateguardian.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	2	School Gate Guardian Pro Edition- Software only includes remote install.	\$195.00	\$195.00	\$390.00
One-Time Total					\$390.00
Subtotal					\$390.00
Total Taxes					\$0.00
Total					\$390.00

ALL SCHOOL GATE GUARDIAN PRICING IS CONFIDENTIAL. SHARING SCHOOL GATE GUARDIAN PRICING OR PROVIDING A COPY OF OUR QUOTES TO THIRD PARTIES OR OTHERS NOT EMPLOYED OR AFFILIATED DIRECTLY WITH YOUR SCHOOL OR

School Gate GUARDIAN

Integrated School Security Solutions



DISTRICT IS PROHIBITED.

Notes :

- School Gate Guardian Pro **Suggested Retail- \$1,995.00**
- School Gate Guardian Self-Serve **Suggested Retail- \$2,995.00**
- School Gate Guardian Kiosk **Suggested Retail- \$6,995.00**
- Annual Maintenance and Support (M&S) includes unlimited toll-free telephone support, access to any upgrades or enhancements to the software, and unlimited sex offender look-ups. Annual Maintenance and Support is required. First year starts on date product shipped.
Self-Hosted: \$495 per terminal per year for SGG Pro, Self-Serve or Kiosk (includes unlimited look-ups). \$545 per building with multiple terminals.
SGG Hosted: \$595 per terminal per year for SGG Pro, Self-Serve or Kiosk (includes unlimited look-ups). \$695 per building with multiple terminals.
Annual M&S prices for systems and hardware subject to change after first year if not on a multi-year contract.
Building fee pertains to multiple terminals in the same school building with the same address.
- SGG M&S and Subscriptions are 3 year terms unless otherwise specified.
- Warranty and M&S dates start on date system/hardware received by customer.
- ID-150 Scanners have an annual software license fee of \$95 per scanner.
- Frequent Visitor Key-tags come with a 2-year normal use warranty. Brother printers come with a 2 year warranty. Code Reader bar-code scanners come with a 5 year warranty. Microsoft webcams come with a 3 year warranty.
- Acuant ID Scanners come with a one year depot warranty. Warranty extensions are available up to 5 years max.
- Invoice/Payment Terms - 50% down before hardware is ordered/shipped. Balance due 15 days after shipping.
- Failure to pay invoice(s) will result in suspension of services.
- Kiosk does not include Shipping & Handling.
- Shipping & Handling - Any costs quoted for Shipping & Handling are ESTIMATES ONLY. Actual costs will be determined at time of shipping and will be included on the invoice.

School Gate Guardian Return Policy:

- Any School Gate Guardian Pro or Self Service system is returnable within 30 days of purchase. There is a 20% restocking fee as well as forfeiture of the install, training, and shipping fee. Kiosks are not returnable.
- Customer is responsible for the shipping costs of the returned hardware.
- Returned items must be unopened and returned in the original packaging. Items returned opened or used will not receive a refund on the opened or used items.
- An RMA must be issued by a School Gate Guardian employee before a return will be accepted.
- RMA number must be clearly marked on the outside of the package.

OPTIONAL ITEMS NOTE – All pricing is shown at suggested retail price. Quantity discounts are available for some items based on the total number of units purchased for each item.

Customer can purchase the products and services in this Quote by:

- Issuing a purchase order for the Total Amount of the quote (including or not including optional products or services)

OR

- By signing the below

School Gate GUARDIAN

Integrated School Security Solutions



ACCEPTED AND AGREED:

Customer is committing to the Total Purchase Amount listed in the quote.

Authorizing Signature: Stacy R. Winkler

Printed Name: Stacy R. Winkler

Title: Superintendent

Date Signed: 2/12/24

By signing above, Customer acknowledges and agrees with the terms of the box checked below:

☐ A customer purchase order is required to pay any invoice relating to this quote. Customer acknowledges that School Gate Guardian will not ship any equipment or software, or commence any services, until it has received customer's corresponding purchase order.

☐ A customer purchase order is NOT required to pay any invoice relating to this quote. The signature above authorizes School Gate Guardian to ship, provide services, and invoice customer.

The terms and conditions available at <https://www.schoolgateguardian.com/Legal-Privacy>, under section Terms and Conditions, as of the date of this Quote will apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Customer is purchasing under a cooperative purchasing agreement. The terms of this Quote will govern any conflict with the above-mentioned terms, and Customer's issuance of a purchase order for any or all of the items described in this Quote will constitute acknowledgment and acceptance of such terms. No additional terms in Customer's purchase order will apply. This document contains confidential and proprietary information of School Gate Guardian, and such information may not be used or disclosed without prior written consent.

Lease Documentation Checklist

Documents Required Prior to Shipment

Scanned to Apple

NOTE: Please call **Peter Brook** at **(720) 304-1295** with any questions. *If you wish to sign electronically, **DO NOT SIGN** this lease. Instead, please let us know the names, titles and e-mails of those signing and we will provide documents via DocuSign.*

Schedule	Lessee Signature, Name/Title & Execution Date	_____
Incumbency Certificate	The Incumbency section is to be executed by a person other than the signer of the documents. Incumbency may be executed by any authorized high officer.	_____
Lease Payment Instructions	Identify how Lease is to be invoiced.	_____
Insurance Coverage Requirements	Complete name of insurance company and contact information.	_____
Sales/Use Tax Exemption Certificate	Please provide a copy, if applicable. Please list Seller as Apple Inc. and its Assigns.	_____
Board Resolution	Governing Body Signature, Execution Date	_____
Essential Use Certificate	Complete, Lessee Signature, Name/Title & Execution Date	_____
Lease Payment Instructions	Complete, Lessee Signature, Name/Title & Execution Date	_____
Opinion of Counsel	Counsel Signature, Execution Date	_____

NOTE: Please provide scanned copies to Peter Brook at Peter.Brook@leasingcentral.com.



Financial Services

Education Finance

Documents Required Prior to Funding

Mailed to Apple

Originals of all the above	Please mail to: Apple Inc. Attention: Peter Brook 1000 S. McCaslin Blvd. Superior, CO 80027	_____
Insurance Certificate or Self-Insurance Letter	Provide All Risk Personal Property and General Liability Coverage listing Apple Inc. and its assigns as "Loss Payee" and "Additionally Insured" or provide a self-insurance letter as described in the "Insurance Coverage Requirements."	_____
Acceptance Certificate	Lessee Signature, Name/Title & Execution Date. <i>Sign upon Acceptance</i>	_____
Advance Lease Payment	Invoice attached, if applicable.	_____
Bank Qualified Designation (pertains to 8038-G) and Engagement Agreement	Completed, Lessee Signature, Name/Title & Execution Date.	_____
IRS Form 8038-G	Completed, Lessee Signature, Name/Title & Execution Date.	_____

.....

By delivering these documents, neither Apple Inc. nor any other party has made any commitment to provide financing, and any such financing shall be subject to final approval by Apple Inc. Nothing herein shall obligate Apple Inc. or any other party to provide financing unless Apple Inc. or such other party expressly agrees in writing.

Schedule No. 2003764627 dated as of March 15, 2024, to Master Lease Purchase Agreement dated as of April 10, 2017

This Schedule No. 2003764627 (this "Schedule") is entered into pursuant to that Master Lease Purchase Agreement dated as of April 10, 2017 ("Master Lease"), and is effective as of March 15, 2024. All of the terms and conditions of the Master Lease, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Master Lease.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Lease Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Lease Payment Schedule, subject to the terms and conditions of the Lease.

Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes

EQUIPMENT LOCATION					
Equipment Location (Number and Street):					
City	County	State	Zip Code		
EQUIPMENT INFORMATION					
Computer Hardware--See attached Exhibit 1.					
LEASE PAYMENT SCHEDULE					
Pmt #	Payment Date	Payment Amount	Interest	Principal	Outstanding Balance
1	07/15/2024	\$225,445.63	\$0.00	\$225,445.63	\$676,336.89
2	07/15/2025	\$225,445.63	\$0.00	\$225,445.63	\$450,891.26
3	07/15/2026	\$225,445.63	\$0.00	\$225,445.63	\$225,445.63
4	07/15/2027	\$225,445.63	\$0.00	\$225,445.63	\$0.00

Lessee acknowledges that the discounted purchase price for the Lease is \$874,222.38 and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 1.8% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

IMPORTANT: Read before signing. The terms of the Master Lease should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Master Lease or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Master Lease and this Lease.

Commencement Date: _____, 20____

Lessor: APPLE INC.

By: _____

Name: _____

Title: _____

Date: _____

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

By:  _____

Name: Lindsay K. Drew

Title: President, School Board

Date: March 11, 2024

**EXHIBIT 1 – Equipment Information to Schedule No. 2003764627
under Master Lease Purchase Agreement dated as of April 10, 2017**

#	Product Description	Qty	Unit List Price	Discount per Unit	Unit Discounted Price	Extended Discounted Price
1	10.2-inch iPad Wi-Fi 64GB – Space Gray (Packaged in a 10-pack) Part Number MK2Y3LL/A	2,350	\$294.00	\$10.00	\$284.00	\$667,400.00
2	Brenthaven Edge Smart Connect Keyboard for iPad 10.2-inch (7th, 8th & 9th Gen) – Gray Part Number HPKR2VC/A	2,350	\$89.95	\$0.00	\$89.95	\$211,382.50
3	Apple Professional Learning One Day Prepaid Offering (Not available in Alaska or Hawaii) Part Number DD2V2LL/A	1	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
4	Apple Professional Learning Two Day Prepaid Offering Part Number DD2W2LL/A	4	\$5,000.00	\$0.00	\$5,000.00	\$20,000.00
Extended EDU List Price Total						\$925,282.50
Total Discount						\$23,500.00
Extended Discounted Price Subtotal						\$901,782.50
- Additional Tax						\$0.00
- Estimated Tax						\$0.00

The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

ACCEPTANCE CERTIFICATE

Re: Schedule No. 2003764627 dated as of March 15, 2024 (the "Schedule"), to Master Lease Purchase Agreement dated as of April 10, 2017, each between Apple Inc., as Lessor, and Derry Township School District, as Lessee.

Apple Inc. is hereby requested to pay the person or entity designated below as Payee, the sum set forth below in payment of a portion or all of the cost of the acquisition described below. The amount shown below is due and payable under the invoice of the Payee attached hereto with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part or all of the "Equipment" listed in the Schedule to the Master Lease Purchase Agreement referenced above. Receipt of this Acceptance Certificate allows Apple Inc. to commence the Lease and promptly pay Vendor(s) on behalf of Lessee. THIS ACCEPTANCE CERTIFICATE DOES NOT AFFECT LESSEE'S RIGHTS UNDER THE PURCHASE ORDER OR PRODUCT WARRANTY.

Payee Name: Apple Inc.

<u>Description or Invoice #</u>	<u>\$ Amount</u>
_____	\$ _____

Lessee hereby certifies and represents to and agrees with Lessor as follows:

- (1) The Equipment described above has been delivered to Lessee or its service provider, which may include a third-party integrator, and is accepted by Lessee on the date hereof.
- (2) Lessee has verified, or caused its service provider to verify, the contents of the Equipment delivered and hereby acknowledges that it accepts the Equipment described above for the purpose of commencing the Lease.
- (3) Upon partial acceptance, any undistributed funds shall be set aside in an internal escrow account for the benefit of Lessee until the remaining Equipment has been accepted. The internal escrow account will be provided free of charge with the understanding that any interest earned shall be retained by Lessor in consideration of managing the internal escrow account. Lessee acknowledges that Lessor may commingle such funds with other funds held by Lessor for its own account, so long as Lessor maintains segregation of such amounts on the books and records of Lessor.
- (4) Lessee is currently maintaining the insurance coverage required by Section 15 of the Master Lease.
- (5) No event or condition that constitutes, or with notice or lapse of time or both would constitute, an Event of Default or Event of Non-appropriation (each as defined in the Master Lease) under any Lease exists at the date hereof.
- (6) Immediately upon delivery and acceptance of all the Equipment, Lessee will notify Lessor of Lessee's final acceptance of the Equipment by delivering to Lessor the "Final Acceptance Certificate" below.

PARTIAL ACCEPTANCE CERTIFICATE (Only a portion of Equipment Has Been Accepted)

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

Signature: X _____

Printed Name/Title: X _____

Date: X _____

FINAL ACCEPTANCE CERTIFICATE (All Equipment Has Been Accepted)

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

Signature: X _____

Printed Name/Title: X _____

Date: X _____

PLEASE RETURN PAYMENT REQUEST TO:

APPLE INC. ~ 1000 South McCaslin Blvd., Superior, CO 80027



ESSENTIAL USE CERTIFICATE

1. Has any of the equipment to be leased been delivered? ☐ YES ☒ NO
Is the equipment to be leased replacing any existing equipment? ☒ YES ☐ NO
If YES, how long has the existing equipment been in use?
☐ 1-3 years ☒ 4-5 years ☐ 6-7 years ☐ 7+ years

Why is the existing equipment being replaced? The devices are old and the batteries are dying.

What will be done with the replaced equipment?

Repurposed to other buildings

2. What grade levels, locations and departments will utilize the equipment to be leased?

☐ K-4 ☐ University ☐ Social Sciences
☒ 5-6 ☐ Math ☐ Computer Lab
☒ 7-8 ☐ Science ☐ Classroom: _____
☒ 9-12 ☐ Language Arts ☐ Other: _____

Who will be the principal users of the equipment? (Total of all users below equal 100%.)

☒ Students: 100 % ☐ Classified Faculty: _____ % ☐ Other: _____ %
☐ Certified Faculty: _____ % ☐ Administrative: _____ % ☐ Other: _____ %

What applications will the equipment be used for and what benefits will the equipment provide?
(Please be detailed.) Educational Use.

(Use additional pages if necessary.)

3. What is/are the sources of funding for repayment of the lease?

☒ General Fund ☐ Other Fund: _____
☐ Grant Revenue (detail type of grant): _____ ☐ Other: _____

Are the funds for the payment(s) due in the first fiscal year of the lease appropriated and encumbered in the District's approved budget? ☒ YES ☐ NO

If NO, why are the funds not appropriated and encumbered in an approved budget?

yes, pending final approval by board

4. Has the District's governing Board approved entering into the lease? ☒ YES ☐ NO

If YES, please provide a copy of Board Minutes or Resolution.

If NO, why is a Board approval not required, or when will the Board approve entering into the lease? _

5. Has the School District ever non-appropriated funds? ☐ YES ☒ NO

If YES, please provide details regarding any non-appropriation: _____

Completed By: Philip Ayala

Completed By: [Signature]

Title: Dir of Technology

Title: Board President

Date: 3/8/2024

Date: 3/11/24

LEASE PAYMENT INSTRUCTIONS

Pursuant to the Master Lease Purchase Agreement dated as of April 10, 2017, and Schedule No. 2003764627 thereto (collectively the "Lease"), each between Apple, Inc. ("Lessor") and Derry Township School District ("Lessee"), Lessee hereby acknowledges the obligations to make the lease payments promptly when due in accordance with the Lease.

LESSEE NAME: DERRY TOWNSHIP SCHOOL DISTRICT

FEDERAL TAX ID #: 23-6003648

INVOICE MAILING ADDRESS: PO Box 898 Hershey, Pennsylvania 17033

EQUIPMENT DELIVERY ADDRESS: 30C EAST GRANADA AVE, REAR ALLEY, HERSHEY PA 17033

Mail invoices to the attention of: Philip Ayala

Phone: 717-534-2501 x3232

Email: payala@hershey.k12.pa.us

Accounts Payable Contact: Krista Dickerson

Phone: 717-534-2501 x3220

Email: kdickerson@hershey.k12.pa.us

Do you have a Purchase Order No. that you would like included on the invoice?

No ☐ Yes ☐ PO#

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

Signature: X 

Printed Name/Title: X Lindsay K. Drew / President, School Board

Date: X March 11, 2024

INCUMBENCY CERTIFICATE

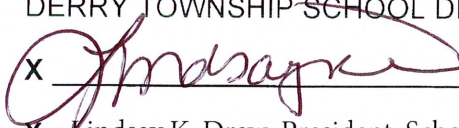
Schedule No. 2003764627 to Master Lease Purchase Agreement dated as of April 10, 2017

Being a knowledgeable and authorized agent of the Lessee, I hereby certify to Lessor that the person(s) who executed the Master Lease and this Schedule are legally authorized to do so on behalf of the Lessee and that the signatures that appear on the Master Lease and Schedule are genuine.

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

Signature:

X



Printed Name/Title: X Lindsay K. Drew President, School Board

Date:

X March 11, 2024

**INCUMBENCY IS TO BE EXECUTED BY A PERSON OTHER THAN THE SIGNER
OF THIS SCHEDULE AND RELATED DOCUMENTS. THIS MAY BE A BOARD
CLERK/SECRETARY, BOARD OR SUPERINTENDENT.)**

SAMPLE: THIS IS A SAMPLE FORM OF OPINION OF LESSEE COUNSEL. THIS IS A SAMPLE ONLY: IF COUNSEL TO LESSEE HAS AN EQUIVALENTLY SUBSTANTIVE FORM, IT IS FREE TO USE SUCH FORM, SUBJECT TO REVIEW BY LESSOR.

[To be provided on letterhead of Lessee's counsel.]

[Date]

Apple Inc.
1000 S. McCaslin Blvd.
Superior, CO 80027

Derry Township School District
30 E Granada Ave
Hershey, PA 17033-1591

RE: Schedule No. 2003764627 dated as of March 15, 2024 (the "**Schedule**"), to Master Lease Purchase Agreement dated as of April 10, 2017 (the "**Master Agreement**"), by and between Apple Inc. ("**Lessor**") and Derry Township School District ("**Lessee**").

Ladies and Gentlemen:

As legal counsel to Derry Township School District (the "Lessee"), I have examined (a) an executed counterpart of a certain Master Lease Purchase Agreement dated as of April 10, 2017 and Exhibits thereto (collectively, the "Agreement") by and between Apple Inc. (the "Lessor") and the Lessee, and an executed counterpart of Schedule No. 2003764627 dated March 15, 2024 (the "Schedule") to the Agreement, by and between the Lessor and the Lessee, which, among other things, provides for the lease with option to purchase to the Lessee of certain property listed in the Schedule (the "Equipment"), (b) a certified copy of the resolution (the "Authorizing Resolution") of the governing body of the Lessee which, among other things, authorizes the Lessee to enter into the Agreement and the Schedule, and (c) such other opinions, documents and matters of law as I have deemed necessary in connection with the following opinion. The Schedule and the terms and provisions of the Agreement incorporated therein by reference together with the Lease Payment Schedule attached to the Schedule are herein referred to collectively as the "Lease".

Based on the foregoing, I am of the following opinion:

- (1) The Lessee is duly organized and legally existing as a **[INSERT SPECIFICS OF LESSEE'S ORGANIZATIONAL STATUS]** under the laws of the State of Pennsylvania, with full power and authority to enter into, and perform its obligations under, the Lease.
- (2) The Lease has been duly authorized, executed, and delivered by the Lessee. Assuming due authorization, execution and delivery thereof by Lessor, the Lease is a legal, valid and binding obligation of the Lessee, enforceable against the Lessee in accordance with its terms, except to the extent limited by State and federal laws affecting creditors' remedies and by bankruptcy, reorganization, moratorium or other laws of general application relating to or affecting the enforcement of creditors' rights.
- (3) The Lessee has complied with any applicable property acquisition laws and public bidding requirements in connection with the Lease and the transactions contemplated thereby, and the Authorizing Resolution was duly adopted at a meeting that was held in compliance with all applicable laws relating to the holding of open and public meetings.

(4) There is no proceeding pending or, to the best of my knowledge (after diligent inquiry), threatened in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Lease or the security interest of Lessor or its assigns, as the case may be, in the Equipment thereunder.

(5) Pursuant to [INSERT SPECIFIC REFERENCE TO PENNSYLVANIA AUTHORIZING STATUTE], Lessee is authorized to enter into a tax-exempt lease purchase agreement related to the Equipment.

(6) The correct legal name of the Lessee is "Penncrest School District".

All capitalized terms herein shall have the same meanings as in the Lease unless otherwise provided herein. Lessor, its successors and assigns, and any counsel rendering an opinion on the tax-exempt status of the interest components of the Lease Payments, are entitled to rely on this opinion.

Printed Name

Signature

IRS FORM 8038-(G / GC) QUESTIONNAIRE AND ENGAGEMENT AGREEMENT
Schedule No. 2003764627 to Master Lease Purchase Agreement dated as of April 10, 2017

BANK QUALIFIED DESIGNATION

Lessee hereby represents and certifies the following (please check one):

Bank Qualified [if Bank Qualified, we will check the box on Line 39 of IRS Form 8038-G]

- ☐ Check this box if this Lease is designated as a "small issuer exception" under section 265(b)(3)(B)(i)(III). [Lessee reasonably anticipates that the total amount of tax-exempt obligations (including this Lease) to be issued by or on behalf of Lessee (or allocated to Lessee) during the calendar year will not exceed \$10,000,000.]

Non-Bank Qualified [if Non-Bank Qualified, we will not check the box on Line 39 of IRS Form 8038-G]

- ☐ Check this box if Lessee has not designated this Lease as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

SCOPE OF ENGAGEMENT

Lessee hereby appoints Kutak Rock LLP ("Preparer") to prepare and file the attached Form 8038-G on behalf of Lessee. The information necessary to prepare the Form 8038-G is contained in the Lease and related documents, which documents constitute the entire agreement between Lessee and Lessor. Below is information to assist Preparer in completing the Form 8038-G. Lessee has reviewed or completed such information and will provide to Preparer any additional information requested by Preparer necessary to complete the Form 8038-G.

The attached Form 8038-G has been signed by a representative of Lessee duly authorized to sign the Form 8038-G. The undersigned is a duly appointed, qualified and acting representative of Lessee and is authorized to cause Lessee to make the certifications, representations and warranties contained herein by execution of this letter on behalf of Lessee.

Preparer is entitled to rely on the accuracy and completeness of the information set forth in the Lease or provided to Preparer by Lessee. Preparer is not responsible to make any audit or other verification of the information provided by Lessee, although Preparer may ask Lessee for clarification of some information.

Lessee has not engaged Preparer to provide any other services to Lessee; specifically, Lessee has not engaged Preparer to provide any legal services or tax advice other than the preparation and filing of the Form 8038-G, and except as indicated in the following sentence, Preparer has not been engaged to represent Lessee in connection with any questions, investigation or audit by the Internal Revenue Service. This engagement shall cease upon the filing of the Form 8038-G on behalf of the Lessee, except that Preparer shall assist in addressing inquiries relating to the Form 8038-G that may arise in connection with its initial processing by the Internal Revenue Service. This engagement does not create any attorney-client relationship between Lessee and Preparer other than the limited engagement with respect to the preparation and filing of the Form 8038-G.

Lessee understands that Preparer regularly represents Lessor and its affiliates and may represent Lessor and its affiliates in connection with the Lease, and Lessee waives any conflicts of interest that may arise in connection with Preparer's engagement in this matter. In the event any disputes or threats of litigation involving Lessor and Lessee were to arise, Preparer would not represent either party with respect to such disputes or litigation. Lessee agrees not to object to Preparer's ability to represent Lessor or any of its affiliates in connection with the Lease or on any existing and future matters.

Preparer will provide to Lessee and Lessor a copy of the Form 8038-G prepared and filed by Preparer. Maintaining accurate records and documentation is the responsibility of Lessee.

Preparer's fees for preparing and filing the Form 8038-G will be paid by Lessor on behalf of Lessee.

8038 INFORMATION

Item	Issuer Response
Name and address of Issuer	<u>Name:</u> _____ <u>Address:</u> _____
EIN of Issuer	<u>EIN:</u> _____
Name, title and telephone number of officer or employee of the issuer whom IRS may contact for information	<u>Name:</u> _____ <u>Title:</u> _____ <u>Telephone:</u> _____
Will any proceeds of the Lease be used for any purpose other than capital expenditures to obtain new equipment?	[Unless contrary information is provided below, the response to this question will be understood to be "No."] <u>Yes/No:</u> _____
Has the issuer designated the issue under Section 265(b)(3)(B)(i)(III), the small issuer exception?	[The response to this question will be understood to be as stated in the Bank Qualification Certificate relating to the Lease. If no such Certificate is delivered and no contrary information is provided below, the response to this question will be understood to be "No."] <u>Yes/No:</u> Yes
Has the issuer established written procedures to ensure all nonqualified bonds of the issue are remediated according to the requirements of the Internal Revenue Code and related regulations?	[Unless contrary information is provided below, the response to this question will be understood to be "No."] <u>Yes/No:</u> _____
Has the issuer established written procedures to monitor the requirements of Internal Revenue Code Section 148?	[Unless contrary information is provided below, the response to this question will be understood to be "No."] <u>Yes/No:</u> _____
Will some or all of the proceeds be used to reimburse expenditures? If so, state the amount of the expenditures and the date of the related official intent.	[Unless contrary information is provided below, the response to this question will be understood to be "No."] <u>Yes/No:</u> _____ <u>Addition Information, if any:</u> _____

Lessee: DERRY TOWNSHIP SCHOOL DISTRICT

Signature: X _____

Printed Name/Title: X _____

Date: X _____

Please sign the second page of the included IRS Form 8038-G/GC.

The actual 8038G or GC will be completed and sent to you after closing.

This is being done in this manner to comply with Internal Revenue Service regulations.

Thank you.

Form **8038-G**

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service**Information Return for Tax-Exempt Governmental Bonds**

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.► Go to www.irs.gov/F8038G for instructions and the latest information.

OMB No. 1545-0047

Part I Reporting AuthorityCheck box if **Amended Return** ► ☐

1 Issuer's name		2 Issuer's employer identification number (EIN)	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	5 Report number (For IRS Use Only)	
6 City, town, or post office, state, and ZIP code		7 Date of issue	
8 Name of issue		9 CUSIP number	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information		10b Telephone number of officer or other employee shown on 10a	

Part II Type of Issue (Enter the issue price.) See the instructions and attach schedule.

11 Education	11
12 Health and hospital	12
13 Transportation	13
14 Public safety	14
15 Environment (including sewage bonds)	15
16 Housing	16
17 Utilities	17
18 Other. Describe ►	18
19a If bonds are TANs or RANs, check only box 19a	► <input type="checkbox"/>
b If bonds are BANs, check only box 19b	► <input type="checkbox"/>
20 If bonds are in the form of a lease or installment sale, check box	► <input type="checkbox"/>

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$	\$	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22
23 Issue price of entire issue (enter amount from line 21, column (b))	23
24 Proceeds used for bond issuance costs (including underwriters' discount)	24
25 Proceeds used for credit enhancement	25
26 Proceeds allocated to reasonably required reserve or replacement fund	26
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27
28 Proceeds used to refund prior taxable bonds. Complete Part V	28
29 Total (add lines 24 through 28)	29
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	►	years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	►	years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	►	
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 10-2021)

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions	36a	
b Enter the final maturity date of the GIC ► (MM/DD/YYYY) _____		
c Enter the name of the GIC provider ► _____		
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► <input type="checkbox"/> and enter the following information:		
b Enter the date of the master pool bond ► (MM/DD/YYYY) _____		
c Enter the EIN of the issuer of the master pool bond ► _____		
d Enter the name of the issuer of the master pool bond ► _____		
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ► <input type="checkbox"/>		
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ► <input type="checkbox"/>		
41a If the issuer has identified a hedge, check here ► <input type="checkbox"/> and enter the following information:		
b Name of hedge provider ► _____		
c Type of hedge ► _____		
d Term of hedge ► _____		
42 If the issuer has superintegrated the hedge, check box ► <input type="checkbox"/>		
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ► <input type="checkbox"/>		
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ► <input type="checkbox"/>		
45a If some portion of the proceeds was used to reimburse expenditures, check here ► <input type="checkbox"/> and enter the amount of reimbursement ► _____		
b Enter the date the official intent was adopted ► (MM/DD/YYYY) _____		

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative _____ Date _____ Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ►	Firm's EIN ►			
Firm's address ►	Phone no. _____			

INSURANCE COVERAGE REQUIREMENTS

Derry Township School District

Property Damage & Loss Coverage -

- a) "All Risk" Physical Damage & Loss Insurance
 - b) Include: Policy Number, Apple Schedule Number or Description of Equipment, Effective Date and Expiration Date
 - c) **APPLE INC. and its Assigns** named "Loss Payee"
 - d) Endorsement giving 30 days written notice of any changes or cancellation.
- LIMITS: The full replacement value of the equipment.

General Liability Coverage -

- a) Liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor
- b) Include: Policy Number, Apple Schedule Number or Description of Equipment, Effective Date, Expiration Date and Equipment Location*
- c) **APPLE INC. and its Assigns** named "Additional Insured"
- d) Endorsement giving 30 days written notice of any changes or cancellation.

The Certificate Holder should be named as follows:

APPLE INC. and its assigns
1000 South McCaslin Blvd.
Superior, CO 80027

*If the equipment is located in several different places, please have the insurance company add one of the following statements to the certificate:

- 1- a general statement on the certificate which would acknowledge that the equipment is covered no matter where it may be located.
- 2- a statement about the equipment being located throughout your organization's facilities.

FOR SELF INSURANCE:

Self-insurance is only permitted **with Lessor's prior written consent**. If Lessee intends to self-insure for the policies described above, Lessee should contact Lessor immediately to discuss its self-insurance program. If Lessor consents to Lessee's self-insurance program, Lessee agrees to provide a letter on Lessee's letterhead, addressed to **APPLE INC. and its Assigns**, and signed by an authorized official of the Lessee. The letter must refer to the Schedule under the Master Lease, briefly describe the program, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).



Financial Services
Education Finance

INVOICE #: 2003764627 - 01
REFERENCE #: 2003764627
CUSTOMER #: 722389427
DUE DATE: 07/15/2024
TOTAL DUE: \$225,445.63

☐ Check here if your billing or Equipment Location has changed or is incorrect. Please note changes on the reverse side.

Payments sent without a copy of this invoice may be subject to a delay in processing.

LEASE PAYMENT INVOICE

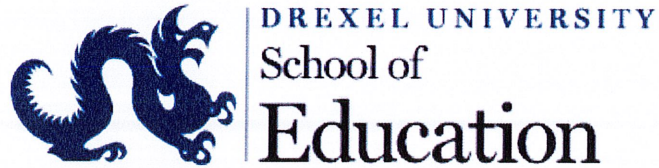
Remit Lease Payment to:

Apple Inc.
PO Box 74225
Cleveland, OH 44194-0301

	INVOICE #:	REFERENCE #:	CUSTOMER #:
	2003764627 - 01	2003764627	722389427
P.O. NUMBER:		EQUIPMENT DESCRIPTION:	
		SEE BELOW	
EQUIPMENT LOCATION:			
Derry Township School District 30 E Granada Ave, Hershey, PA 17033-1591			

EQUIPMENT DESCRIPTION	DUE DATE	PAYMENT AMOUNT
Apple Computer Equipment	07/15/2024	\$225,445.63
	TOTAL DUE:	\$225,445.63

FOR PROPER CREDIT, PLEASE SUBMIT A COPY OF THIS INVOICE WITH PAYMENT



**FIELD PLACEMENT
MEMORANDUM OF UNDERSTANDING**

This **FIELD PLACEMENT MEMORANDUM OF UNDERSTANDING** (the “Agreement”) is entered into by and between Drexel University (the “University”) and Derry Township School District (the “District”), individually referred to as “Party” and collectively referred to as “Parties” to this Agreement. This Agreement shall commence on **April 1, 2024** (the “Effective Date”), and shall continue automatically unless written notice is given by the District to the contrary.

WHEREAS, the governing board of a school district may enter into agreements with a college or university approved by the Pennsylvania Department of Education to provide student teaching experience and to provide supervised field experience as may be called for in the requirements of the various authorized credentials for public school service; and

WHEREAS, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, it has been determined between the Parties hereto that the payments to be made to the school district under this agreement do not exceed the actual cost to the school district of the services rendered;

NOW, THEREFORE, in consideration of the above and with the intent to be legally bound, it is mutually agreed between the Parties hereto as follows:

I.

1. “Student teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching or administrative leadership functions under the direct supervision and instruction of employees of the District holding valid state-issued educator credentials, other than emergency or intern credentials, authorizing them to serve as classroom teachers or principal/superintendent interns in the schools or classes in which the student teaching is provided.
2. “Teacher candidate” and “student intern” as used herein and elsewhere in this agreement refers to a currently enrolled Drexel University student who is participating in field experiences, including pre-student teaching and student teaching, or a Principal or Superintendent internship.
3. The District shall provide teaching experience through observations and student teaching in schools and classes of the District for teacher candidates/student interns of the University who possess a valid certificate of clearance and are assigned by the University to schools or classes of the District. Such observations and student teaching shall be

provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

4. The District may, for good cause, refuse to accept for observations and student teaching any teacher candidate/student intern of the University assigned to a placement in the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any teacher candidate/student intern of the University to observation or student teaching in the District.

II.

During their field experiences, teacher candidates will be participating in a directly linked corresponding course which provides continuous study and discussion. Three evaluators observe the student during these placements:

1. The **mentor teacher** works with the teacher candidate in the classroom and conducts a formative and final evaluation with the PDE 430 form as required by the Pennsylvania Department of Education.
2. The **site director** (as identified and hired by the University) visits the placement location and completes a minimum of two formal observations depending on the type of assignment. The site director will complete the University Student Teaching Evaluation Form for each lesson observed. The site director will submit a formative and summative evaluation via the PDE 430 form.
3. The University **course instructor** (*Drexel faculty*) will view two video recordings of the teacher candidate's teaching (stage IV only) and provide constructive feedback. Please note that teacher candidates shall adhere to all district policies with regard to video recording.

III.

1. There are four stages of field experience of which Stages III and IV include student teaching. Each stage is progressively more intensive and requires the candidate to gradually assume more responsibility. The experiences should take place in collaborative settings across all grade levels to give candidates a flavor for the values, culture, and working styles of learning environments throughout the K-12 system.
2. Additionally, the University offers three different internships designed for already-certified teachers who are looking to become administrative leaders: the Principal Internship, Superintendent Letter of Eligibility Internship, and the Special Education Leadership Internship.

3. An assignment of a teacher candidate or student intern of the University to schools or classes of the District shall be at the discretion of the University as described below. The start and end dates can be adjusted in order to align with the District's academic year calendar.
4. Drexel University also offers internships to graduate students enrolled in the first or second year of coursework in the School of Psychology EdS program as described in "Exhibit A" attached to this Agreement.
5. The University will award the District for performance by the District of all services required at a rate mutually agreed upon per University quarter term.

STAGE ONE: OBSERVATION

Candidates are observers in a variety of education and education-related settings (e.g., community organizations, tutoring programs). Programs are expected to design this phase so that candidates observe before formal admission to the teacher education program. Apart from community and after-school programs, there must also be a range of school and classroom experiences (e.g., urban, suburban, rural, high- and low-performing schools) so that candidates have a broad experience and learn as much as possible about K-12 learners and K-12 education philosophy.

STAGE TWO: EXPLORATION

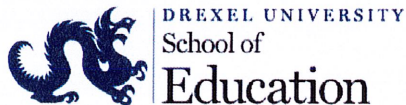
This stage may be called the "assistant" phase of field experience where the candidate works under a certified teacher's direction with a small group of students. Activities could include tutoring, helping with assignments, and so forth.

STAGE THREE: PRE-STUDENT TEACHING

In pre-student teaching, candidates work with small groups of students in school or after-school settings under the supervision of a certified teacher. For this phase of field experience, K-12 level candidates will be formally admitted to the education program but will not be in full control of a class.

STAGE FOUR: STUDENT TEACHING

There is a minimum of 12 weeks of full-time student teaching required including all auxiliary duties normally performed by a teacher. The student teacher must be supervised by faculty with knowledge and experience in the area of certification and a mentor teacher with appropriate professional educator certification (three years satisfactory certified teaching experience on the appropriate certificate and one year certified experience in the specific placement) who is trained by the preparation program faculty. Programs are permitted to provide



either a single placement for the duration of the student teaching or a split placement that provides a minimum of six weeks in two different grade bands.

INTERNSHIPS: PRINCIPAL, SUPERINTENDENT LETTER OF ELIGIBILITY, SPECIAL EDUCATION SUPERVISOR

These internships occur across four different quarter terms where each intern will complete 75-150 hours per term for a total of 300-600 hours over the course of a year.

The hours are embedded partly in current job functions such as leadership activities, school district planned activities, activities generated from courses and log reflections, and meeting with a mentoring administrator. Student interns will keep a log of weekly leadership activities that are implemented by the student intern and the mentoring administrator.

Each student intern is responsible for securing a mentoring administrator with a minimum of three years administrative experience on a state-issued administrative certificate and a minimum of one year in the district or school where the student intern currently works.

Furthermore, the mentor must have an administrative assignment as a school principal, assistant principal, superintendent, or other office administrative position, as appropriate. Additionally, each student intern has a University instructor who monitors the student intern's progress during the four-quarter internship experience.

IV.

TEACHER CANDIDATE/STUDENT INTERN QUALIFICATIONS

Each University teacher candidate or student intern must currently possess a clear federal background check which was conducted by local law enforcement authorities and complete at least three hours of Child Abuse Recognition and Reporting Training, under Pennsylvania Act 126. Furthermore, students completing field experiences or internships in the state of Pennsylvania must also currently possess a Pennsylvania State Criminal Background check and a Pennsylvania Child Abuse History clearance. Any student intern participating in one of the three Internships must also provide proof of an applicable valid state-issued certificate in their area of study.

MENTOR TEACHER/ADMINISTRATOR QUALIFICATIONS

Mentor teachers/administrators must have appropriate professional educator certification (three years satisfactory certified teaching experience on the appropriate certificate and one year certified experience in the specific placement). In addition, they should be open to engaging in mentoring professional development provided by Drexel University.

V.

MENTOR TEACHER/ADMINISTRATOR RESPONSIBILITIES

Stages I/II: Observation/Exploration

1. Communicate with teacher candidate and Field Placement Office to share their expertise as appropriate.
2. Allow the teacher candidate to actively observe classroom instruction and collaborates in completing all attendant requirements prior to hosting.
3. Co-plan and co-teach lessons with the teacher candidate as necessary.
4. Sign the candidate's observation log indicating that they have observed the class for the number of hours reported.
5. Provide ongoing actionable feedback verbally throughout the experience.
6. Complete final, informal evaluation of the teacher candidate, identifying overall strengths and providing suggestions for the future.

Stage III: Pre-Student Teaching

1. Complete the Mentor Teacher Application prior to hosting.
2. Attend a Mentor Teacher Orientation prior to or at the beginning of the field experience.
3. Allow the teacher candidate to actively observe classroom instruction and teach 4-8 small group and/or whole class lessons during the placement.
4. Sign the candidate's observation log indicating that they have observed the class for the number of hours recorded.
5. Provide ongoing actionable feedback both verbally and in writing throughout the experience.
6. Complete a final evaluation of the teacher candidate, identifying overall strengths and providing suggestions for the future.
7. Communicate with the Site Director throughout the duration of the placement.
8. Communicate with Drexel University instructor as needed throughout the duration of the placement.

Stage IV: Student Teaching

1. Complete the Mentor Teacher Application prior to hosting.
2. Review the full-time student teaching or residency student teaching handbook.
3. Attend a Mentor Teacher Orientation prior to or at the beginning of the field experience.
4. Be willing to allow the teacher candidate to gradually assume the majority of the responsibilities of the classroom.
5. Complete two formal evaluations according to the four domains of the Danielson's Framework, identifying overall strengths and providing suggestions for the future.
6. Provide daily actionable feedback to the candidate both verbally and in writing throughout the experience.
7. Communicate with the Site Director throughout the duration of the placement.
8. Communicate with University instructor throughout the duration of the placement.

Principal/Superintendent/Special Education Supervisor Internship

1. Complete the Mentoring Administrator Application each term.
2. Assist the student intern with the Intern Goal Form.
3. Review each of the applicable documents: Internship Handbook, Evaluation/Feedback Form and Internship Schedule.
4. Suggest internship activities.
5. Meet with the student intern weekly, or as needed, for mentoring, feedback, and reflection.
6. If possible, participate in a Live Classroom with other mentoring administrators each term; an invitation will be sent from the Drexel University instructor with information on the time/day and how to participate.
7. Evaluate and provide feedback to the student intern on the Evaluation/Feedback Form at the end of each term.
8. Provide feedback to the Drexel University course instructor during and after each term.

VI.

SITE DIRECTOR QUALIFICATIONS

Site directors must be previously certified teachers with at least three years of teaching experience preferably in an area closely related to the certification area sought by the teacher candidate. In addition, the site director should have expertise and experience in staff development, mentoring, and supervising other teachers.

SITE DIRECTOR RESPONSIBILITIES

1. Clearly communicate program goals and objectives to mentor teachers, building administrators, and district administrators.
2. Clearly communicate goals, objectives, and policies to teacher candidates.
3. Clearly communicate timelines for required observations, presentations, and the like to teacher candidates and mentor teachers.
4. Effectively coordinate additional learning opportunities for teacher candidates.
5. Observe and supervise teacher candidates during their experience, providing student teaching assessment and documentation (PDE 430).
6. Conduct conferences with teacher candidates and mentor teachers on a regular basis.
7. Work effectively one-on-one to answer questions about individual teacher candidates and Drexel goals and objectives.

VII.

EXHIBIT A ADDITIONAL SERVICES

Definition of Roles and Qualifications:

Practicum Student – A University graduate student enrolled in the first or second year of coursework in the School Psychology EdS program.

School Psychology Intern – A University graduate student enrolled in the third year of in the School Psychology EdS program, which involves the completion of a 1200 hour internship experience within a school setting. Students are also enrolled in a 1 credit internship seminar course across each term of the academic year.

Both practicum students and interns must currently possess a clear federal background check which was conducted by local law enforcement authorities. Furthermore, students completing field experiences or internships in the state of Pennsylvania must also currently possess a Pennsylvania State Criminal Background check and a Pennsylvania Child Abuse History clearance.

Field Supervisor – A school psychologist employed by a school or educational agency who provides field supervision to the practicum student or intern. All field supervisors must be certified or licensed school psychologist in the state they are employed, or a licensed psychologist in the state they are employed. The field supervisor must have at least 1 year of professional experience as a school psychologist to supervise a practicum student. The field supervision must have 3 years of professional experience as a school psychology to supervise an intern.

University Supervisor – A faculty member in the Drexel School of Education who provides individual and/or group supervision to practicum students as part of their coursework. The university supervisor will hold either state or national certification as a school psychologist AND/OR licensure as a psychologist.

Levels of Practicum and Internship:

Year 1 Practicum: Students in this practicum are engaged in academic assessment and intervention activities, including administering Curriculum Based Measures (CBM) and selecting and implementing individualized academic interventions. They also participate in academic or behavioral consultation activities, including teacher interviews, observation/data collection, selecting and implementing interventions, and progress monitoring. All activities are conducted with parental consent. A university supervisor conducts on-site and/or remote supervision to all Year 1 Practicum students.

Year 2 Practicum: Students in this practicum work closely with a field supervisor to participate in a variety of activities demonstrating the roles and functions of a school psychologist. Students begin the academic year primarily shadowing and observing tasks, and they begin to practice direct assessment, intervention, and consultation across the academic year. Across the year, students are required to review records, conduct classroom observations, observe pre-referral/MTSS and IEP team meetings, conduct academic achievement and cognitive functioning assessments, interview and consult with parents and teachers, and generate written reports. Students are expected to complete 6 hours per week at the practicum site. The schedule is to be determined by the student and field supervisor. Practicum students are required to log all hours, and they submit this log to the university supervisor each term. The field supervisor will verify all hours at the end of the practicum experience.

All activities are conducted under supervision of the field supervisor. The university supervisor also conducts weekly group supervision meetings. The Year 2 practicum student is rated by the field supervisor twice: once at the end of the Fall term and again in the Spring term, at the end of the school year.

Internship: Students on internship participate in the assessment, consultation, and intervention activities typical of a practicing school psychologist. This includes participating in pre-referral/MTSS and IEP team meetings, conducting psychoeducational assessments for a variety of referral concerns, interviewing and consulting with parents and teachers, and generating written reports. Students are expected to work on-site at the school or educational agency full-time, so that 1200 hours of experience are obtained by the end of the academic year. Students may complete a part-time 2-year internship with program and site approval. Internships may be paid or unpaid. Interns are required to log all hours, and they submit this log to the university supervisor each term. The field supervisor will verify all hours at the end of the internship experience.

All intern activities are conducted under supervision of the field supervisor. The field supervisor must provide 2 hours of direct supervision per week. The university supervisor also conducts monthly group seminars with all interns. The intern is rated by the field supervisor twice: once at the end of the Fall term and again in the Spring term, at the end of the school year.

Notwithstanding anything herein contained to the contrary, this agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

VIII.

- 1. Limitation of Liability.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.
- 2. Indemnification.** To the extent permitted by law, each Party will indemnify, defend, and hold harmless the other Party against third party claims arising from breaches of the Parties' respective obligations under this Agreement.
- 3. Confidentiality.** Each Party acknowledges that, as a result of entering into this Agreement, they have the potential to learn confidential information of the other Party. Confidential information is defined as that information which is private to each Party, but is shared by one to the other Party as required to accomplish the terms of this Agreement. It is agreed that neither Party will disclose any confidential information of the other Party to any person or entity, neither will it permit any person nor entity to use said confidential information. Disclosures required by law shall be the only exceptions permitted under this Agreement.
- 4. Entire Agreement.** This Agreement represents the entire agreement between the Parties and supersedes any prior understandings or agreements, whether written or oral, between the Parties with respect to the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both Parties. This Agreement shall inure to the benefit of and shall be binding upon the Parties hereto and their respective successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid, or illegal and shall be subject to reformation to the extent possible to best express the original intent of the Parties.
- 5. Modification and Waiver.** No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless contained in writing specifically referring to this Agreement and signed by the Parties hereto. The failure by a Party at any time to enforce any of the provisions of this Agreement, or to require performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof, or the right of such Party thereafter to enforce each and every provision in accordance with the terms of this Agreement.
- 6. Governing Law.** This Agreement shall be governed by and construed under the internal laws of the State of Pennsylvania without reference to conflicts of law principles.



7. **Conflicts of Interest.** The Parties acknowledge their respective obligations to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees, and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee, or agent of the other Party. Each Party agrees to promptly notify the other in the event that it becomes aware of any conflict of interest or apparent conflict of interest.
8. **Interpretation.** Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one Party whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the Parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of the Parties hereto.

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

If you find this contract agreeable, the following signatures hereby indicate the approval of this contract:

University Representative

Sarah P. Ulrich, Ed.D.
Associate Dean, Academic Affairs
School of Education

District Representative

By:

March 11, 2024

Date

Lindsay K. Drew

Printed Name

President, School Board

Title

All-in! NEWSLETTER

Executive Director's Report | February 2024



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*
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Patrick Shull, *Newport*
Lauren Silvers, *Central Dauphin*
Gerald Schwille, *Northern York County*
Michael Wanner, *Steelton-Highspire*

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: 5 Ways to Building Belonging on Your Team
- 4 PNC WorkPlace Banking; Health Savings Account Benefits
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- 8 ThoughtExchange; Situational Awareness Spotlight
- 9 Mission Moments: Kindness Matters at the Deaf and Hard of Hearing schools; Recent Events at Hill Top Academy
- 10 Trainings and Events; New Hires
- 11 Compliment Corner; Farewell Retirees



On the Cover: A child received a new My Bike from Variety Kids at an event on Jan. 29 at the Enola location.

CAIU's Organizational Goals



Making it easier to do business with us



Improving staff retention, recruitment, and recognition



Fostering a culture of dignity and belonging

Do you have a story about staff or students living our values, being great, or changing lives? Share these successes via email for All-In or social media to communications@caiu.org.

Deadline for March All-In: Friday, Feb. 23

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
February 2024
2023-2024, Issue 8
©Capital Area Intermediate Unit



CAIU Main Office
55 Miller Street
Enola, PA 17025
www.caiu.org
Email: info@caiu.org
Phone: 717-732-8400

Please like us on social media!





5 Ways to Building Belonging on Your Team



Dr. Andria Saia,
Executive Director

From the Executive Director's Desk

I have often spoken of the value of the feeling of belonging at work, and the positive impact it has on the staff, the team, and the organization, not to mention the students, families, and communities we work with. A feeling of belonging has been shown to lead to lower stress, increased job satisfaction and well-being, higher projectivity, and to be a positive contagion that impacts others.

While the work of ensuring everyone feels belonging is something I hope we all value, sometimes we may be unsure what to do to support the feeling of belonging for others. Below are five behaviors you can model; as you and others demonstrate these, it will create a community on your team that everyone will feel they are a part of.

1 Share Information Openly: This doesn't mean sharing information that is not yours to share or sharing information that will cause harm to others. Rather, this refers to information about how decisions are made, planning for the future, accessing resources, etc. Sharing information facilitates and strengthens peoples' understanding. Being "in the loop" is a key factor in feeling like you belong. Also important is to be vulnerable and share about yourself. The more a team shares, the more people feel a sense of belonging.

2 Share Credit Widely: When wins happen, share the credit out widely. It is rare that one person stands alone in a successful venture, particularly in our line of work, where working collaboratively is a key to our accomplishment. Give credit where it's due, and ensure that everyone knows that we win as a team. We also lose together, so that no one person is blamed, which allows us the safety to be innovative and creative, failing if we must, and moving on together.

3 Create Rituals: Rituals refer to regular behaviors or actions that have meaning because they are shared – think of ice breakers, or the creation of

a brave space prior to a meeting, or the sharing of an acronym or chant. It is important that these rituals be shared with everyone on the team so that there is a shared understanding and they feel included.

4 Ask for Advice: When you need to make a decision, ask your team for input. Be willing to say you don't have all the answers. It shows vulnerability, which demonstrates your authenticity, and it also shows you value their input and more importantly that you value them. After a decision is made, refer to number one and share how the decision was made and why.

5 Model Active Listening: Tune into others when they are speaking; be attentive, make eye contact and engage in non-verbals such as nods and words of understanding. Ask follow-up questions and repeat back what you heard to confirm understanding. Active listening demonstrates that you value what they have to say and respect them.

Creating a sense of belonging is a not a once and done. In fact, as you engage in the behaviors described above you will make mistakes, lose focus and sometimes despite best efforts you will fail. When this happens, apologize and refocus. The better we get at demonstrating these behaviors, the faster people will feel like they belong, and the farther we will go as individuals, teams, and as an organization. 🍏



Financial Wellness Planning

PNC WorkPlace Banking

By **Daren Moran**, *Director of Business and Operations*

PNC WorkPlace Banking and the CAIU recognize that financial wellness planning is different for everyone. The new PNC Financial Wellness Achievement Center is here — a personalized tool to help you meet the unique goals of every financial stage of your life.

The PNC Financial Wellness Achievement Center is a customized online learning experience offered at no cost to you. You have the opportunity to learn more about the areas that mean the most to you through how-to videos, engaging articles, worksheets, and calculators.

PNC will also continue to visit the Enola office and is looking to visit a few of our sites. Keep your eyes open for them and take advantage of their expertise when you have the chance to meet them. 🍏

Ready to Start?

1. Access the PNC Financial Wellness Achievement Center from any laptop, tablet, or mobile device by visiting <https://financialwellness.pnc.com/pnc/caiu>
Authorization code needed to sign up: **WELLNESS2024**
2. Begin by clicking SITE TOUR to watch a short video that introduces you to the many features of the PNC Financial Wellness Achievement Center.
3. Next, select CREATE ACCOUNT and fill in the required information. A verification email will be sent to the email address provided during account creation and must be verified within 3 hours of its receipt. When your email has been verified you can log in with the username and password you have chosen.

HSAs: The Savings Plan With Tax Benefits

By **Daren Moran**, *Director of Business and Operations*

Studies show that when an individual has financial health, they experience greater overall well-being and bring their best selves to the workplace. As part of a continuous process to help educate staff on some of the benefits that they have at the CAIU, I wanted to take this time to remind everyone of the advantages of their Health Savings Account (HSA). If you are part of the CAIU's healthcare plan you probably know that you also have a health savings account, but do you know all the tax benefits of an HSA?

The IRS updates the maximum contribution amounts for HSAs yearly; for 2024 they announced record-high contribution limits. Individuals can contribute up to \$4,150 and families can contribute up to \$8,300, which is about 7% higher than in 2023.

Here are some practical benefits to contributing to your HSA:

- **Pre-Tax Contributions:** HSA contributions are tax-deductible, so they are deducted from your taxable income. This reduces your overall taxable income for the year.
- **Tax-Free Growth:** The funds in your HSA can grow tax-free through investments. Any interest, dividends, or capital gains earned within the HSA are not subject to taxation.
- **Tax-Free Withdrawals for Qualified Medical Expenses:** Withdrawals from the HSA are tax-free if used for qualified medical expenses. This includes a wide range of health-related costs, such as doctor visits, prescription medications, and certain medical procedures.

- **Portability:** Unlike Flexible Spending Accounts (FSAs), HSA funds roll over each year. There's no "use it or lose it" rule, allowing you to accumulate savings over time for future medical expenses.
- **Triple Tax Advantage:** HSAs offer a triple tax advantage, so contributions are tax-deductible, the growth is tax-free, and qualified withdrawals are tax-free. This makes HSAs a powerful tool for managing healthcare costs while minimizing tax liabilities.

With inflation and the cost of practically everything these days, finding any extra money to contribute to an HSA can be very difficult, but every extra dollar helps. For staff who get excited about this kind of stuff, here's an example:

Annual income of \$50,000 and maximum contribution for an individual in 2024 of \$4,150.	
Without contributing to an HSA: The entire \$50,000 is considered taxable income.	With HSA: Taxable income is reduced by HSA contribution. (In this case, \$50,000 - \$4,150 = \$45,850 is the taxable income.)
Without contributing to an HSA: No tax savings on contributions.	With HSA: Contribution of \$4,150 is deducted from taxable income. (If we assume a tax rate of 20%, the tax savings would be \$4,150 * 20% = \$830.)

In summary, contributing to an HSA can provide immediate tax savings through pre-tax contributions and potential growth over time. Additionally, qualified withdrawals for medical expenses are tax-free, making HSAs a tax-efficient way to manage healthcare costs. 🍏

Capital Area Adventure Therapy Team



By **Beth Walden, MSW, LSW**, *School Social Worker*

Last summer, a group of social workers and teachers were able to spend a week of in-service training playing outside! During our time with Adventure Therapist, LLC, the Capital Area Adventure Therapy (CAAT) Team learned how to assess student needs, create appropriate activities, facilitate initiatives, and process through the stressful/exciting/frustrating/empowering emotions that come with engaging in adventure-based team-building activities. This team is a re-brand of the Experiential Educational Learning (EEL) Team that used to offer adventure-based learning to our students and stakeholders. The CAAT Team hopes to be able to use the skills we learned last summer and through various other in-service days over the course of this year to offer adventure-based therapy and learning opportunities to students throughout our programs. Research has found that students who engage in adventure therapy programs have higher success rates than students who only participate in traditional talk therapy programs.

Some of our students and staff are already benefiting from adventure learning days. Social worker Michelle Sholder was able to bring her middle school CAMhP class out for a day of canoeing and fishing. Michelle uses these adventure days to help reinforce the skills and lessons that she is teaching her students during their classroom lessons, just in a different format. Michelle reports from her last trip, ***“Students chose a goal: Be aware of your surroundings, leave no trace, and protect the habitats. I am happy to say they met all three goals. I was so proud to see them look around before casting their line to make sure they wouldn’t catch a classmate. Getting outside in nature is a great catalyst to see our students in a different light. Some who struggle in the building are completely in their element and soar in the outdoors.”***

Here are some photos to highlight Michelle’s class in action for their trips and the CAAT engaging in some adventure training during their summer in-service! Please stay tuned for when Adventure Therapy will be available for your classroom. 🍏





Cybersecurity at the Capital Area Intermediate Unit

How Can School Districts Protect Themselves?

By **David Martin**, *Director of Technology Services*

Completing transactions at the gas pump, transferring money to family members through Venmo or PayPal, conducting online banking, making purchases on Amazon, downloading apps, and browsing the Internet – what ties all these processes together? They not only serve to simplify our lives, but they also involve the exchange or storage of information about us that holds significant value.

In this age of deepening immersion into the digital realm, it is imperative that we become acutely aware of the personal data being stored about us on websites and with organizations. To the bad actor, data is like gold, and often untapped gold that is in abundance, just ready to be mined. The increased use of technology combined with a treasure trove of data is why cybersecurity has become a topic of conversation in the country and across the globe.

School districts have a wealth of information stored on their servers, computers, and web applications that are necessary to operate both administratively and in the classroom. When the bad actors successfully infiltrate a school's network, they not only have the ability to lock the school out of its own systems, but they can also copy and sell any and all data the school has,

including students' social security numbers. That data is valuable because school-aged children have spotless credit. "Imagine being 18 and hearing that your credit was already ruined by a criminal who stole your personal information while you were in fourth grade," said Charles Reisinger in his testimony to the U.S. Senate on behalf of the Pennsylvania School Boards Association (PSBA).

So, what can we do as school districts to protect ourselves? While there is never a guarantee that you will stop a bad actor from accessing your technology systems, the very first step is to adopt a set of standards to follow that help lessen your risk. The Center for Internet Security (CIS), a national organization composed of government agencies and companies, has developed a set of critical security controls to follow. The CIS Controls list prioritized actions that can be taken to protect your school from cyber-attacks.

In the 2021-2022 school year, the Capital Area Intermediate Unit

(CAIU) established a multi-year cybersecurity strategic planning goal. We worked collaboratively with our school districts to form the **Capital Area Taskforce Protecting Against**



Cybercrime (CATPAC). Since its formation, the CAIU CATPAC team has been working with the technology staff at the CAIU and the CATPAC member school districts to support them with the planning of cybersecurity best practices. Steering committees, representing CAIU and CATPAC member school districts, have been established to identify deliverables for our region. Subsequently, a roadmap is developed to accomplish those deliverables. We are currently taking some of these measures we have identified and completed and are working with other intermediate units and school districts across Pennsylvania to assist them in fortifying their networks.

In this age of deepening immersion into the digital realm, it is imperative that we become acutely aware of the personal data being stored about us on websites and with organizations.

Unfortunately, cybersecurity is something that is not going away and there is no “silver bullet” to protect your data. Taking the proper measures to secure your district information is a multilayered, ongoing approach that begins with educating yourself and your organization on the necessary steps you can take to increase your security maturity level in the current, technology-immersed world. Fortunately, in our region, we have formed a strong cybersecurity consortium that is working collaboratively, following industry standards, and looking at opportunities for cost savings. As we continue on our journey, the objective is clear – doing what we can to ensure our staff and students have a safe and secure technology environment to learn in. 🍏

Districts Protected by CATPAC Will Receive:

District-specific, customized cybersecurity consultation

Regional procedures, policies, and processes

Vulnerability assessments

Monitoring and reporting

Disaster recovery

24/7 intrusion detection monitoring



ThoughtExchange

Feedback Creates Action

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

Engagement: This exchange resulted in 58 participants sharing 48 thoughts and completing 1,020 ratings.

Two of the top themes that were generated from the feedback included having a focus on meaningful, personalized professional learning and impacting the retention of employees through meaningful recognition efforts. Below are ways that we are working to actively address those areas:

- **Personalized Professional Learning:** In January, a cross-departmental Comprehensive Professional Learning Focus Team was created to explore ways of integrating professional learning into all employment positions.
- **Impacting Retention Through Recognition of Staff:** (1) The CAIU is working to develop a comprehensive mentoring program to support new staff, (2) a cross-departmental Recognition Focus Team was created in January to identify meaningful ways to recognize our hard-working staff, and (3) each month we dedicate a section of All-In (found on [page 11](#)) to celebrating each other's compliments.

Thank you for your feedback. **Please engage in our current ThoughtExchange survey** by sharing and rating thoughts [here](#). We look forward to reviewing the feedback and working toward continual improvement!

Situational Awareness

Points2Ponder

- ▶ What does situational awareness look like for me in my day-to-day routines?
- ▶ When I enter a building, restaurant, theater, shopping mall or store, do I familiarize myself with the exits?
- ▶ In an emergency, most people will default to exiting a building the same way they entered.
 - What would it look like if everyone attempted to leave through the same exit?
 - Are you aware of alternative exits for the places you visit?

CAIU Employees!
**REFER A
FRIEND**

AND WE'LL PAY YOU \$250*

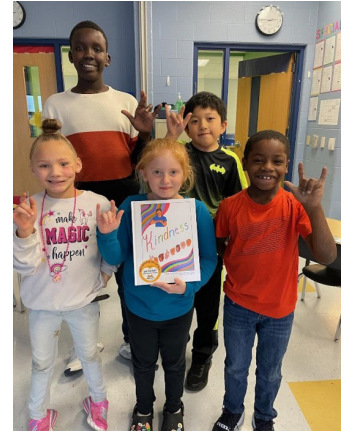
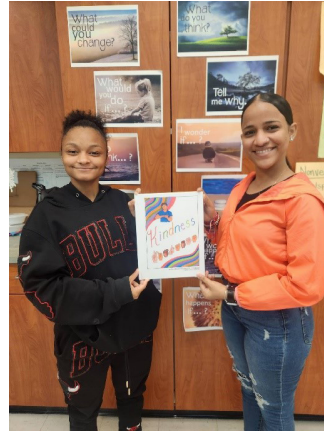
**YOU WILL RECEIVE A \$250.00 REFERRAL INCENTIVE INCLUDED IN YOUR PAY (subject to applicable payroll taxes) AFTER THE NEW EMPLOYEE HAS BEEN SUCCESSFULLY ONBOARDED.*

CLICK HERE FOR DETAILS

Mission Moments

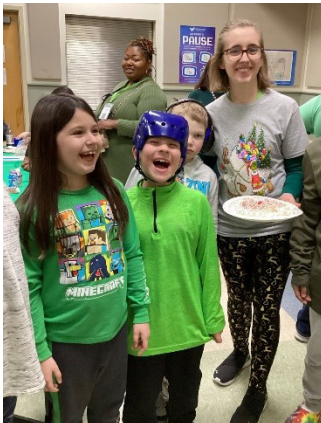
Kindness Matters

The elementary, middle, and high school Deaf and Hard of Hearing (DHH) classes collaborated on a book-making project using a Student Treasures Publishing book kit. The theme of the book is “Kindness” and each class went through the writing process and prepared a draft of what kindness means with an accompanying illustration. The three classes then got together to create their final drafts. The manuscript was submitted to the publisher and a few weeks later, the books arrived. The students were thrilled to be published authors and show off their books!



Pretzels & Pies Event

Classes at Hill Top Academy worked together to fill the positive behavior interventions and supports (PBIS) board in an effort to earn a school-wide reward. Hill Top's December school-wide PBIS Pretzels and Pies event had classes voting for the staff member that Topper, the school mascot, would pie in the face. The students in each class enjoyed eating pretzels while they worked together to create a pie that would then end up in the face of the staff member of their choice. Smiles and laughter filled the room with both students and staff enjoying the event.



Holiday Shop

We are grateful to sponsors Capital Area Online Learning Association (CAOLA) and HEIM Company who supported Hill Top's Holiday Shop this year. A special thank you to Kelly Herman who secured the sponsors and organized the event with the help of other staff contributions and support to make the Holiday Shop so special for our students. Students were given an opportunity to select gifts for members of their family. These gifts were wrapped and ready for the students to give to their loved ones over the holiday break.



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:

2/27/2024 - [CAIU School Improvement Team Workshop](#)

Audience: Schools designated with a school improvement status - CSI, ATSI, TSI

2/29/2024 - [Elementary Principal's Network](#)

Audience: K-12 Principals, Assistant Principals, Deans of Students, or other building level administrators

3/1/2024 - [Understanding and Designing Assessments for STEELS Performance Expectations Session B](#)

Audience: Science educators K-12, instructional coaches, administrators, curriculum leaders

3/6/2024 - [Navigating the Future: STEELS Secondary](#)

Audience: Secondary Science teachers, administrators, curriculum leaders

3/13/2024 - [ELD Networking \(Virtual\)](#)

Audience: Any educator of Multilingual Learners

3/13/2024 - [Listening to Understand Series- "Doing Justice to Social Justice Initiatives" with Jitesh Jaggi](#)

Audience: Educators working with Multilingual Learners

Welcome New Hires!

**ibelong
@caiu**



Kalie Arvey is a PCA at Hill Top Academy. She has 3 dogs: a Saint Bernard, a Yellow Lab/German Shepherd mix, and a Great Pyrenees.



Stacy Bickel is a Part-Time Cafeteria Worker at Hill Top Academy. She loves animals.



Shayla Bloes is an El Service Coordinator at the Enola office. She and her family have an RV and travel as much as possible.



Joseph Gartner is a Floater Teacher at various locations. He enjoys traveling.



Yisenia Maldonado Ruiz is an EPP at Foose.



Jamie Matthews is an Occupational Therapist at Enola and CAELC. She is a proud mom of 4 daughters.



Sherisa Nailor is a Special Projects Supervisor at the Enola office. She and her family (3 daughters) own and operate a dairy farm in Mechanicsburg.



Jordan Nash is an EPP at Middle Paxton. She likes heavy metal.



Kyleigh Outlaw is an EPP at Follow Me. She has 4 snakes, 3 cats, and 2 lizards.



Brittany Ryan is a PCA at Susquenita Elementary. She collects gems and crystals.



Jeffrey Snead is a PCA at Hill Top Academy. He is a pool shark.



Rebecca Wetzel is a LPN/EPP at Cumberland Valley School District. She loves to scrapbook and take photos.

YOU'RE one of US NOW

Compliment Corner!



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.

PARTNERSHIP

April Amos,
ANPS School Counselor

April was integral in helping me coordinate translation services for a family to help them through the mental health intake process. Without her help, the family would not have had a translator at the intake meeting. Thank you so much for all your help. You are amazing.
- Rebecca Slavinsky, ANPS School Social Worker

EXPERTISE

Aimee Sheva,
ELD Specialist/Consultant

Aimee consistently shares opportunities for high quality professional learning with her colleagues. These opportunities have provided our team with enhanced knowledge of evidence-based practices for multilingual learners. Aimee is committed to learning more about the field of ELD and shares that knowledge with her peers. Many staff members (myself included) have benefitted from her expertise and seek her out for guidance and support. Aimee is a shining example of our value to #Be Great!
- Sally Lopez, ELD Educational Consultant

DEDICATION

Allison Conrad, ELD Specialist

Allison shows dedication to both her students and peers. She has held consultation meetings with content area teachers in order to give them the data and supports they need to provide linguistically responsive instruction to their multilingual learners. In addition, Allison consistently seeks out resources to provide her learners with quality language instruction. Her students feel safe, valued, and challenged when they are in her classroom. Allison is highly committed to her students' emotional and academic well-being. We are fortunate to have her on our team!
- Sally Lopez, ELD Educational Consultant

SERVICE

Dave Rouner,
Maintenance Technician

Recently, I needed a lot of things out of the warehouse. Most of what I needed was stored in different places; some of it wasn't stored where it was supposed to be at all; some of it couldn't be found. Dave patiently helped me look for what I needed. Once we found everything, he helped me move it to one, central location. As if that weren't enough, he spent the next several days looking for the missing items, and when he found them, he brought them to my office. He went above and beyond to help me!
- Lauren Gross, Marketing & Communications Specialist

DEDICATION

Olivia Dunlap,
Certified Occupational Therapist Assistant (COTA)

Olivia has only been in my classroom a short time, but I continue to be impressed by her dedication to the children whom she serves. She is dependable, creative, and upbeat. I am always happy to see her walk through our classroom door!
- Becky Boone, EI Classroom Teacher

DEDICATION

Kristy Martin, SLP

Ms. Martin truly cares about her students. Watching her work with them during her rotation is inspiring. She knows each kids needs and likes and uses those so well in her sessions to help them grow in either their speech or use of their device. It is nice watching someone who has the best of the students at heart. Thank you for caring and being dedicated to your students.
- Janna Zentichko, EPP

PARTNERSHIP

Heather McCleaf-Royle,
Program Coordinator - Student Services

Though Heather has transitioned to more of a Student Services role, she still continues to help Early Intervention when we are in a bind. In the past two days we rolled out a brand new process and I was sure I had messed something up. She took the time to help me look through what I had processed to make sure everything was okay. Her partnership saved me a lot of time and stress. Thank you Heather for being such a great partner and team member!
- Bridgid Wills, EI Data Coordinator

PARTNERSHIP

Michelle Straw,
Service Coordinator - EI

EI is transitioning to moving B3 referrals to paperless. As the B3 coordinator this is a very large task to take on and change, but Michelle has done it with ease. She is willing to try anything and give feedback as needed. She has partnered with me to make the B3 transition to paperless go as smoothly as possible and has done so with a positive attitude. We have gone live and the first stages have gone very well. Thank you!
- Bridgid Wills, EI Data Coordinator

SERVICE

Vita Arena-Herchelroath,
Program Secretary at the ELC

It is always a pleasure to see Vita in the morning at the ELC. She greets us with smiles and generally cares. Not only is Vita a true valued member of our ELC staff, she is committed to making our job a little easier by offering support whenever needed. Vita is the BEST!
- Jackie Schubert, Speech-Language Pathologist

Farewell, Retirees!

Lisa McCarty
is retiring after
more than 28 years
of service!

Julie Harman
is retiring after
more than 20 years
of service!



CHAMPIONS
for Children

A fundraising event



APRIL 12, 2024

CAIU | 55 MILLER STREET | ENOLA, PA

Reserve your seat at
BIT.LY/3S8ZIP1



CASH ONLY EVENT

Tickets: \$25/6 cards
(3 extra cards may be purchased for \$5)

Event starts at 6PM
Doors open at 5PM

HUGE PRIZES | FOOD | FUN

**Capital
GOODS**

Cafe



The Capital Goods Café, located in the CAIU Enola Office, offers up sweet and salty snacks, hot and cold drinks, and frequent Lunch Specials. The Café is run by students engaged in work-based learning to grow their job ready skills as they transition to adulthood. If you are in Enola, don't miss out on the opportunity to work with our students and purchase snacks, drinks or a delicious homemade lunch!

View the Menu

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **February 22, 2024** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click [HERE](#) for the 2/22/24 Board Meeting 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

➤ CAIU Team Reports/Updates:

- **Dr. Andrew McCrea, Director of Student Services**, highlighted the Adventure Therapy Team article in the *All In* newsletter. This program demonstrates a non-traditional approach to therapy programs that happen outside of the classroom where students learn how to work with others and learn problem solving skills. The Capital Area Adventure Therapy Team (CAAT) have learned how to assess student needs and teach, model and coach therapeutic calming techniques for our students. Dr. McCrea also highlighted two small articles on the Mission Moments page that demonstrate real world application used to teach our kids life skills. Next month, Dr. McCrea will start meeting with our school districts to determine contracts/services for next year which will help drive our staff and resources needed.
- **Maria Hoover, Director of Educational Services**, provided several information items under team reports. She highlighted the following: Poetry Out Loud student competition held this month. Congratulations to the winner, Christabelle Kirkham from Carlisle High School and Runner-up, Olive Fretz from Cedar Crest High School. States and National finals are coming up in the next several months. The Digital Horizons Newsletter is available for your review. Learning and Growing Summit will be held this June. This event is always very well attended and will focus on professional and organizational growth.
- **Dave Martin, Director of Technology Services**, reported that several members from our Technology team presented on Cyber Security at the 2024 PETE&C conference held earlier this month. He is working with our districts to plan a summer retreat. Dave highlighted the *All In* article *How Can School Districts Protect Themselves?* We are working collaboratively with our school districts to support planning and best practices.
- **Daren Moran, Director of Business**, reported that the School District Business Manager's group met yesterday for their monthly advisory council meeting. They discussed common challenges such as budget deficits and negotiations. They begin their meetings with a round table discussion to collaborate on ideas and solutions followed by professional development. This month's presentation was on HR 101 for Business Managers. In addition, following the approval of the 24-25 General Operating Budget, Daren will be sending it to the school district business managers today to be added to school district board agendas for approval.

- **Rennie Gibson, Board Secretary**, reminded the Board that the **2023 Statement of Financial Interest form** is due by May 1 and can be file electronically or by paper.
- **Dr. Kevin Roberts, Assistant Executive Director**, shared that the CAIU Health and Safety plan is available for its 6-month review. There were no significant changes. This plan and review is a requirement of ESSERs – the last plan review will be August 2024. After that, we will rely solely on our Emergency Operations plan. Dr. Roberts also presented an overview of the CAIU 2024-27 draft Comprehensive Plan.
- **Dr. Andria Saia, Executive Director**, highlighted the back page of the All In and invited all to attend our annual Champions for Children Bingo Fundraiser on April 12, 2024. Champions for Children help to support children and families from your districts that are in need. It is our second largest fundraiser. Dr. Saia also highlighted the cover of All In which was a child receiving a bike at the My Bike Variety Kids event held on January 29 at Enola. My Bike provides adaptive devices to children in need at no cost and run a bike parade through the IU providing the kids an opportunity to show off their new bikes. There were 12-15 bikes, 12-15 strollers, and iPad for speaking given out at this event. The Executive Director's mid-year goal report was attached for the Boards review. Her goals align to the evaluation tool and to the CAIU Strategic Plan. Her 24-25 goals will be shared in early fall.
- **CAIU Health & Safety Plan - 6 Month Review** – Minimal changes – required 6-month review for ESSER funds.
- **2024-2027 CAIU Comprehensive Plan** – Dr. Roberts provided a presentation that outlined the timeline and process of the plan. He also shared an Executive Summary which highlighted the differences between the Comprehensive and Strategic plan. The CAIU Strategic plan is the CAIU plan and is focused on our vision, mission and values and we determine the goals set forth in that plan. It is focused on our organization. The Comprehensive plan is a 3-year plan required by PDE. Our current plan ends 6/30/24. The new plan will run from 7/1/24 – 6/30/27. The three strategic priorities are 1)Recruitment and retention of staff, (2)Comprehensive and Personalized Professional learning, and (3)Leadership capacity building opportunities. Dr. Roberts briefly discussed the goals of each priority in addition to several other required plans. The draft plan will be available for public review for 30-days and then will go for approval at the March 28, 2024 Board Meeting. Once approved, it will be submitted to PDE. Please reach out if you have any questions or concerns.

APPROVED ACTION ITEMS

- **Approval of Minutes** – January 25, 2024
- **Treasurer's Report for January 2024** – a total of \$13,175,659.52 in receipts and \$11,104,622.00 in expenses.
- **Payment of Bills – January 2024**
- **Summary of Operations for January 2024** showing revenues of \$79,272,049.70 and \$60,161,723.70 in expenses.
- **Budget Administration**
 - 23-24 Original Budget - PAIU DOH Funding
 - 23-24 Original Budget - Success for PA Early Learners (SPEL)
 - Second Reading and Approval of Proposed 2024-25 General Operating Budget
- **Other Business Items**
 - Contracts – February 2024
 - Approval to reschedule the March 21, 2024 CAIU Board Meeting to March 28, 2024
 - Proposed 23-24 Revised CAIU Board Committees
- **Policies & Programs**
 - Second Reading, Policy #819 - Suicide Awareness, Prevention, Response

- Second Reading, Policy #907 - IU Visitors
- First Reading, Revised Policy #008 - Organizational Chart
- First Reading, Revised Policy #626 (Attachment)

➤ **Personnel Items**

- See attached Personnel report

EXECUTIVE DIRECTOR'S REPORT

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

UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, March 28, 2024 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.

Time of Meetings: 8:00 a.m.

- | | |
|--|---|
| ○ January 25, 2024 | ○ April 25, 2024 |
| ○ February 22, 2024 | ○ May 23, 2024 |
| ○ March 21, 2024 rescheduled to
March 28, 2024 | ○ June 27, 2024 <i>Reorganization Meeting</i> |

February 24, 2024 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **MARIENA DECKER**, Educational Paraprofessional, Autism Support Program, effective February 6, 2024. Reason: Personal.
- **VIRGINIA JONES**, Educational Paraprofessional, Deaf and Hard of Hearing Program, effective June 4, 2024. Reason: Retirement after 26 years of continuous CAIU service.
- **DEBORAH KEARNS**, Social Worker, Student Services Team, effective February 13, 2024. Reason: Personal.
- **HEATHER MCCLEAF-ROYLE**, Program Coordinator, Student Services Team, effective February 23, 2024. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **AMANDA CHRIST**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$28,025 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 Autism Support budget
- **MELISSA JONES**, Temporary Professional, effective date to be determined. Assignment: Certified School Nurse, Nursing Program with base salary of Masters, Step 15, \$76,841 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 Nursing budget.
- **EMILY MILLER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$28,025 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 new position funded through the MAWA budget.
- **CATHY O'CONNOR**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$25,840 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 Autism Support budget.
- **ASIA SCHROEDER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 2, \$52,805 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.

CHANGES OF STATUS:

- **JOY FORRY**, from Technology Services Coordinator to Account Manager, Technology Team, effective March 1, 2024. Change of status results in a change of salary to \$60,680 for 260 days of service and will be prorated for a total of 86 days through June 30, 2024.
- **EMILY ROBENOLT**, Physical Therapist, Early Intervention Program, change from full-time to part-time status, effective February 14, 2024.
- **CHARLES VENNIE**, from Behavior Consultant to Mental Health Worker, Capital Area Mental-health/Diakon Programs, effective January 29, 2024. Change of status results in a change of salary to \$47,983 which is based on a MHW Bachelor's, Step 12 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 86 days.

CHANGES OF SALARY:

- **SCOTT KENNEDY**, Technology Team, effective February 15, 2024. Payment of \$250 per pay stipend is due to performing additional duties to assist with the EDR implementation.

LEAVE OF ABSENCE:

- **GRANT PAGE**, Educational Paraprofessional, Emotional Support Program, leave of absence effective December 20, 2023 – April 9, 2024. Leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).



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APRIL 12, 2024

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