

**SWEET HOME CENTRAL SCHOOL DISTRICT  
OF AMHERST AND TONAWANDA**

**BOARD OF EDUCATION**

**STUDY SESSION**

**TUESDAY, MARCH 14, 2023**  
**6:30 PM**

A G E N D A

- I. A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
  
- II. ADJOURN TO EXECUTIVE SESSION**
  
- III. APPROVAL OF AGENDA**

RESOLVED: That, the agenda set forth for the regular Board of Education meeting held Tuesday, March 21, 2023 is hereby adopted in its entirety.

- IV. MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That, the minutes of the regular voting meeting held Tuesday, February 14, 2023 be waived and are hereby adopted in their entirety.

- V. COMMUNICATIONS**

- VI. OPEN SESSION – Agenda Topics: Policy 1512**

- VII. UNFINISHED BUSINESS**

- VIII. SUPERINTENDENT’S REPORT**

- A. Winter Athlete Recognition**

The Board of Education will recognize winter athletes at the study session on Tuesday, March 14, 2023.

- B. 23/24 Budget Update**

Donald Feldmann, Director of Finance & Plant Services, will give an update to the Board of Education at the study session on Tuesday, March 14, 2023.

- C. Superintendent Update**

Michael Ginestre, Superintendent of Schools, will give an update to the Board of Education at the study session on Tuesday, March 14, 2023.

- D. Heritage Heights Elementary Presentation**

The Heritage Heights Elementary team will present to the Board of Education at the voting meeting on Tuesday, March 21, 2023.

- E. Superintendent Update**

Michael Ginestre, Superintendent of Schools, will give an update to the Board of Education at the voting meeting on Tuesday, March 21, 2023.

- F. Upcoming Events**

March 10...	WR: March Madness Event, 6 pm
March 13...	HH: PTA Meeting, 6:30 pm
March 14...	DO: DEI Family & Community Engagement Meeting, 4:15 @ HS Library DO: BOE Study Session, 6:30 pm @ NVCC
March 15...	GL: PTA Meeting, 6:30 pm

**VIII. SUPERINTENDENT’S REPORT-continued...**

**F. Upcoming Events**

March 16	DO:: DEI Student Support, Wellness & Discipline, 4:15 pm @ MS
March 17	<b>DO: Staff Development Day, No School Pre-K – 12</b> HS: Musical, 7:30 pm @ MS Aud
March 18...	HS: Musical, 7:30 pm @ MS Aud
March 19...	HS: Musical, 2 pm @ MS Aud
March 20...	DO:: DEI Diverse Schools & Learning Opportunities, 4:15 pm @ NVCC
March 21...	DO: DEI Workforce Diversity, 4:15 pm @ NVCC DO: BOE Voting Meeting, 6:30 pm @ HH
March 22...	WR: PTO Skating Party, 5 pm @ Rainbow Rink
March 25...	DO: Dollars For Scholars Craft Show, 9 am – 3 pm @ HS
March 29...	HH: Spring Concert, 7 pm
March 30...	MM: McTeacher Night, 4 pm
April 3-7...	<b>DO: Spring Recess, No School Pr-K - 12</b>

**IX. NEW BUSINESS**

**A. Rules for Use of Optical Scan Voting Machines**

NOTICE IS HEREBY GIVEN that at a meeting of the Board of Education of the Sweet Home Central School District the following rules were adopted:

Rules for use of Optical Scan Voting Machines and the Submission of Questions or Propositions to be Placed Thereon:

1. The form of ballot and the voting procedure shall conform substantially with the operational requirements of the optical scan voting machines to be used by the District, and with any requirements prescribed by the Election Law of the State of New York for use of optical scan voting machines applicable to school districts.
2. The optical scan voting machines shall be those supplied by the Erie County Board of Elections, but if voting machines are not available from that source, voting machines may be obtained from some other source satisfactory to the Board of Education.
3. For each optical scan voting machine used, two (2) qualified voters of the District shall be appointed by the Board of Education to act as Election Inspectors.
4. The Board of Education shall pay all expenses necessary or incidental to the use or rental, as the case may be, of optical scan voting machines, including but not limited to the operation, calibration, maintenance and securing thereof and the training of the Election Inspectors in the use thereof.
5. Immediately before any optical scan voting machine is used at meetings, elections or votes, annual, special or however otherwise denominated or designated, the Election Inspectors shall examine and calibrate it and see that the machine is, in all respects, in proper condition for use. The Election Inspectors shall also ensure that the configuration of the voting area provides for voter privacy.

**IX. NEW BUSINESS-continued...**

**A. Rules for Use of Optical Scan Voting Machines**

6. Each optical scan voting machine shall remain locked against voting, and the paper ballots cast through the optical scan voting machine shall be secured and retained, for the period of thirty days following the meeting, election or vote at which same has been used and as much longer as may be necessary or advisable because of existing or threatened contest over the result of the meeting, election or vote, except as otherwise provided by the Education Law of the State of New York.

7. Any proposition to be voted upon, when presented other than by the Board of Education, must be set forth in such manner as to conform to the requirements of the Education Law of the State of New York, and must be presented in a petition bearing the signatures of twenty-five (25) qualified voters, or 5% of the number of qualified voters voting in the previous annual vote - whichever is greater, of the School District (except where the number of signatures is specified in said Education Law in which case the provisions of the Education Law shall apply) and filed with the Board of Education not less than sixty (60) days before the meeting, election or vote, unless otherwise prescribed by law.

8. Any question or proposition to be presented by the Board of Education must be set forth in a resolution adopted at a meeting of the Board not less than fourteen (14) days prior to the meeting, election or vote, except as to a question or proposition required by law to be stated in the published notice of the meeting, election or vote, in which event such resolution must be adopted at a meeting of the Board not less than fifty (50) days before the meeting, election or vote, except that the fifty (50) day time limitation shall not apply to a special meetings called under the provisions of Section 2007 subdivision 3, paragraph a. of the Education Law of the State of New York.

9. In the event that any question or proposition to be voted upon is too lengthy to be placed upon the ballot to be used in conjunction with the optical scan voting machines, an abstract of such question or proposition shall be placed thereon in such form as may be prescribed by the Board of Education of the District, concisely stating the purpose and effect and setting forth and indicating generally and briefly the subject matter of the question or proposition. Wherever the question is excessively lengthy as above described, a sufficient number of copies thereof shall be available at the voting place in order that each voter may be furnished with a copy thereof before voting.

10. Except as may be otherwise required by law, the District Clerk shall have sole discretion in determining when optical scan voting machines shall be used. Paper ballots may be used if so determined by the District Clerk, including under circumstances where optical scan voting machines are unavailable or not operational, in which case the use of paper ballots shall be consistent with applicable legal requirements, as well as consistent with these Rules to the extent practicable as determined by the District Clerk.

**B. Annual Public Hearing and District Vote – Policy 1610**

RESOLVED: THAT NOTICE OF A PUBLIC HEARING AND DISTRICT VOTE OF THE SWEET HOME CENTRAL SCHOOL DISTRICT OF AMHERST AND TONAWANDA, NEW YORK, BE GIVEN AS FOLLOWS:

NOTICE IS HEREBY GIVEN that the annual meeting and election of the Sweet Home Central School District, Erie County, New York, will be held on Tuesday, May 16, 2023 from 7:00 am (EDST) to 9:00 pm (EDST) at the Norman Vergils Community Center, located at the north end of the high school behind the District Office for the purpose of electing one member of the Board of Education, voting on the budget of the District for the 2023-24 fiscal year, and voting on any other proposition(s) authorized by law and the rules of the Board to be voted on at such time.

**IX. NEW BUSINESS-continued...**

**B. Annual Public Hearing and District Vote – Policy 1610**

TAKE FURTHER NOTICE, that the election of members of the Board shall be held to fill one (1) at-large position on the Board. The candidate receiving the highest vote total shall be elected to a five-year term (commencing July 1, 2023 and ending on June 30, 2028.)

TAKE FURTHER NOTICE, that voting at the Annual Vote shall consist of the Board election, voting on the following propositions, and voting on any other propositions authorized by law and the rules of the Board to be voted on at such time:

**PROPOSITION NO. 1 (2023-24 BUDGET)**

RESOLVED, that the basic budget for the Sweet Home Central School District of Amherst and Tonawanda (“the District”) for the fiscal year commencing July 1, 2023 and ending June 30, 2024, as presented by the Board of Education, is hereby approved and adopted, and the required funds therefor are hereby appropriated and the necessary real property taxes required shall be raised by a tax on the taxable property in the District to be levied and collected as required by law.

TAKE FURTHER NOTICE, that a Public Hearing of the inhabitants of the Sweet Home Central School District of Amherst and Tonawanda, qualified to vote at School Meetings of said District will be held at the Sweet Home High School, 1901 Sweet Home Road, in said school district on Tuesday, May 2, 2023 at 7:00 p.m. (EDST), for the purpose of discussion on the expenditure of funds and the budgeting thereof for the year 2023–2024.

TAKE FURTHER NOTICE, that applications for absentee ballots may be obtained from the Office of the School District Clerk, 1901 Sweet Home Road, Amherst, New York or on the District website at [www.sweethomeschools.org](http://www.sweethomeschools.org). A list of persons to whom absentee ballots have been issued will be available in the Office of the School District Clerk on each of the five days prior to the election during regular office hours Monday through Friday, 8:30 a.m. to 4:00 p.m. Completed applications for absentee ballots must be received by the School District Clerk’s Office on or before May 9, 2023 if the absentee ballot is to be mailed to the voter for completion. Applications may be filed on or before May 15, 2023 if the absentee ballot is to be picked up by the voter at the District Clerk’s Office. Completed absentee ballots must be received by the District Clerk’s Office by 5:00 p.m. on the day of the vote.

TAKE FURTHER NOTICE, that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk or via the District website, [www.sweethomeschools.org](http://www.sweethomeschools.org). For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 pm on April 20, 2023. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

TAKE FURTHER NOTICE, that the petitions nominating candidates for the office of member of the Board of Education must be filed with the Clerk of the District between the hours of 8:00 a.m. (EDST) and 4:00 p.m. (EDST) no later than Monday, April 17, 2023. Each petition shall be signed by at least twenty-five (25) qualified voters of the District, or 2% of the number of qualified voters voting in the 2022 annual vote - whichever is greater, and shall state the name and residence of the candidate, and shall state the residence of each signer.

TAKE FURTHER NOTICE that optical scan voting machines will be used to record the votes on the Board election, the budget, and the other proposition(s) presented, pursuant to the District’s Rules for the Use of Voting Machines and the Submission of Questions of Propositions to be Placed Thereon. Printed copies of the Rules are available at the Office of the District Clerk located at 1901 Sweet Home Road, Amherst, New York.

**IX. NEW BUSINESS-continued...**

**B. Annual Public Hearing and District Vote – Policy 1610**

TAKE FURTHER NOTICE, that copies of the Budget for the school year 2023 – 2024 will be available to any taxpayer of the District from April 25, 2023 until and including the date of the election, excluding Saturdays, Sundays, and holidays, at any school of the district between the hours of 8:00 a.m. (EDST) and 3:30 p.m. (EDST).

TAKE FURTHER NOTICE, that the Board of Education meetings in May will be held on May 2, 2023 and May 9, 2023.

For publication during the weeks of: March 29, 2023, April 12, 2023, April 26, 2023, and May 10, 2023.

**C. Special Education**

**1. Class placements for 2022-2023 – Policy 7613**

WHEREAS, Public Law 94-142, the Individuals with Disabilities Act, and Chapter 853, Laws of 1976 (New York State Education Act), requires Board of Education approval for all placements of students with disabilities, and

WHEREAS, the District Committee on Special Education has reviewed all placements, and

WHEREAS, all parents have approved said special education class placements, now therefore be it

RESOLVED: That, the 2022-2023 placements for students with disabilities be approved as recommended in a memorandum to Michael V. Ginestre, Superintendent of Schools, dated March 7, 2023.

**2. Preschool class placements for 2022-2023 – Policy 7614**

WHEREAS, Public Law 94-142, the Individuals with Disabilities Act, as amended by P.L. 99-457, New York State Compliance, Chapter 243 of the Laws of 1989, requires Board of Education approval for all placements of preschool student with disabilities, and

WHEREAS, the District Committee on Preschool Special Education has reviewed all placements, and

WHEREAS, all parents have approved said preschool special education placements, now therefore be it

RESOLVED: That, the 2022-2023 placements for preschool students with disabilities be approved as recommended in a memorandum to Michael V. Ginestre, Superintendent of Schools, dated March 7, 2023.

**D. Monthly Financial Reports – Policy 2140**

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education accept the Investment Schedule, the Treasurer's Report, the Budget Appropriation Status Report, the Revenue Budget Status report, the Budget Transfer Report, and the Extra-Classroom Activity Report as provided.

**E. Dispose of Obsolete Property – Policy 5250**

RESOLVED: That, the Board of Education, upon the recommendation of the Superintendent of Schools, authorize the district to participate in competitive bidding procedures for the disposal of obsolete property.

**IX. NEW BUSINESS-continued...**

**F. Revised Policy – Policy 1410 – Second Reading**

Board of Education By-Law #1410 states that “Board of Education policy and rules and by-laws shall be adopted, amended and/or suspended...only when the addition, amendments or suspension is first introduced in writing and is subsequently moved and seconded at a public meeting at least 27 calendar days prior to the time when such adoption, amendment and/or suspension may be voted upon.”

At the regular Board of Education meeting held on February 14, 2023 the Superintendent of Schools recommended the Board of Education accept the first reading of the following revised policies.

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following revised policies as provided in the March 21, 2023 presentation.

<b>a.</b>	<b>5681 – School Safety Plans</b>
<b>b.</b>	<b>5683 – Fire &amp; Emergency Drills, Bomb Threats, &amp; Bus Emergency Drills</b>
<b>c.</b>	<b>5750 – School Bus Safety Program</b>
<b>d.</b>	<b>5751 – Idling School Buses on School Grounds</b>
<b>e.</b>	<b>5760 – Qualifications of Bus Drivers</b>

**G. Revised Policy – Policy 1410 – First Reading**

Board of Education By-Law #1410 states that “Board of Education policy and rules and by-laws shall be adopted, amended and/or suspended...only when the addition, amendments or suspension is first introduced in writing and is subsequently moved and seconded at a public meeting at least 27 calendar days prior to the time when such adoption, amendment and/or suspension may be voted upon.”

At the regular Board of Education meeting held on March 21, 2023 the Superintendent of Schools recommended the Board of Education accept the first reading of the following revised policies.

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following revised policies as provided in the March 21, 2023 presentation.

<b>a.</b>	<b>6121 – Sexual Harassment in the Workplace</b>
<b>b.</b>	<b>6140 – Employee Medical Examinations</b>
<b>c.</b>	<b>6214 – Probation &amp; Tenure</b>

**H. Erie 1 BOCES – Board of Education Nominees**

RESOLVED: That, the Board of Education of the Sweet Home Central School District will nominate candidates for two open positions for the office of trustee of the Board of Education of the Erie 1 Board of Cooperative Educational Services on this date March 21, 2023.

<b>Nominees:</b>	•		•	
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**IX. NEW BUSINESS-continued...**

**I. Start/End Times for 2023-2024**

RESOLVED: That, upon the recommendation of the Superintendent of Schools the Board of Education approve the start/end times for 2023-2024 as presented.

**J. Bids – Policy 5410**

**1. Transportation Bid**

RESOLVED: That, the Board of Education, upon the recommendation of the Superintendent of Schools, enter into a transportation contract with **WNY Bus Company** for the remainder of the 2022-23 school year for a total cost of **\$19,320.00 (\$276.00 per day)**.

**2. Office Supplies Bid**

RESOLVED: That, upon the recommendation of the Superintendent of Schools, the Board of Education award the Office Supplies Bid #2023-2024-4 to the following vendors at the unit price offered per item specified for a total bid of **\$80,878.76**.

Cascade School Supplies	\$11,386.56
Eaton Office Supply	\$10,167.67
National Art & School Supplies	\$17,934.71
Pyramid School Products	\$5,304.22
Quill	\$11,495.30
WB Mason	\$24,590.30
<b>Total</b>	<b>\$80,878.76</b>

**K. Extracurricular Activity Account – Policy 7410**

The Superintendent of Schools recommends that the following extracurricular activities accounts be opened.

RESOLVED: That, the Board of Education authorizes the Superintendent of Schools to take the appropriate action regarding the following extracurricular activities accounts.

- ACCOUNT TO BE OPENED: Glendale PE Club

**L. SEQRA - Capital Outlay Project**

WHEREAS, the Sweet Home Central School District, Erie County, New York (the “District”), after consultation by District officials with the District’s retained architectural firm, Young + Wright Architectural (“YWA”), has resolved that the District should propose to undertake, during the District’s pending (2023-2024) fiscal year, a capital outlay project involving modest upgrades and improvements at the District’s High School building, such work being anticipated to include, but not necessarily to be limited to, the removal and replacement of existing doors, along with any related work required in connection therewith (collectively, the “Project”); and

WHEREAS, the estimated maximum cost of the Project (inclusive of all preliminary and incidental costs) has been determined by YWA to be \$100,000; and

WHEREAS, the District is proposing that the Project be financed by the application of \$100,000 of funds to be earmarked for such purpose as a “Transfer to Capital Fund” in the District’s pending (i.e., 2023-2024) budget, with the work on the Project being anticipated to occur not later than the 2025-2026 fiscal year of the District; and

**IX. NEW BUSINESS-continued...**

**L. SEQRA - Capital Outlay Project**

WHEREAS, the District wishes to reserve the right to expand, contract, or modify the scope of the Project in light of the level of future bids received, with the understanding that the estimated maximum cost of the Project will not exceed \$100,000; and

WHEREAS, in accordance with State Education Department guidance and policy, the District/Board of Education is the appropriate agency to be the lead agency to undertake Project review under the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, Section 617.5 of the SEQRA regulations (6 NYCRR Part 617) provides that certain activities are Type II actions that are not subject to review under SEQRA and that such activities include "maintenance or repair involving no substantial changes in an existing structure or facility" and "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site..." and

WHEREAS, the proposed Project constitutes such maintenance, repair, or in-kind, same-site replacement, rehabilitation, or reconstruction activities; and

WHEREAS, under the terms of the 2017 Memorandum of Understanding (a/k/a the "Letter of Resolution" or the "MOU") between the State Office of Parks, Recreation and Historic Preservation ("OPRHP") (a/k/a State Historic Preservation Office or "SHPO") and SED, and the terms of the MOU's exemption form, a project is exempt from SHPO review if, among other possible reasons, a building is 50 years old or older but has previously been evaluated by SHPO and found not to meet the criteria for inclusion in the State and National Registers of Historic Places (the "Registers"); and

WHEREAS, as indicated in the Cultural Resource Information System ("CRIS"), SHPO has determined in 2018 that the High School building is "not eligible" for listing on the Registers because it does not meet the criteria for inclusion in the Registers; and

WHEREAS, because the High School building is "not eligible" for listing on the Registers, and YWA has determined that the proposed work is exempt from review by SHPO (given that it has no anticipated impacts on historic and archeological resources under the terms of the MOU), YWA may nonetheless choose to submit information on the proposed work to SHPO for confirmation;

NOW THEREFORE, BE IT RESOLVED, that it is the final determination of the District's Board of Education that the proposed Project is a Type II action, which is not subject to review under SEQRA, and that the proposed Project will not result in a significant adverse impact on the environment; and be it further

RESOLVED, that the proposed Project shall be included as a "Transfer to Capital Fund" line item (not exceeding \$100,000 in amount) in the District's proposed budget for the 2023-2024 fiscal year (with appropriate additional notification to District voters regarding the anticipated details of the work to be given in connection with the District's regular budget approval process), so that such Project may be initiated and completed (assuming voter approval of the District's proposed budget) not later than the District's 2025-2026 fiscal year; and be it further

RESOLVED, that this resolution shall take effect immediately.



**A G E N D A**

**IX. NEW BUSINESS-continued...**

**M. Maplemere Temporary Classroom Lease Renewal**

RESOLVED: That, the Board of Education, upon the recommendation of the Superintendent of Schools, and **pending SED approval**, approve the renewal agreement as presented with **Vesta Modular** for the temporary Maplemere classrooms. The 12-month lease cost of **\$25,200.00** (\$2,100.00 per month) is to be funded by the District's Allotment from the American Rescue Plan Act of 2021 (ARP Act).

**X. INFORMATIONAL ITEMS**

**XI. OPEN SESSION**

**XII. PERSONNEL**

**I. Teaching and Administrative**

**A. Regular**

**2. Appointments**

**g. Leave of Absence**

RESOLVED: That, the *leave of absence* in the **TEACHING AND ADMINISTRATIVE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Kelsey Edmonds	Danielle Kawa	
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**h. Reinstatement from leave**

RESOLVED: That, the *reinstatement from leave* in the **TEACHING AND ADMINISTRATIVE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Cheryl Palmer	Danielle Kawa	
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**B. Substitutes**

**2. Appointment**

**a. Long Term Substitutes**

RESOLVED: That, the *long term substitutes* in the **TEACHING AND ADMINISTRATIVE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 14, 2023** be approved as recommended by the Superintendent of Schools.

Joe Bennett		
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**C. Interscholastic Activities**

**1. Interscholastic Activities, Spring, 2022-23**

RESOLVED: That, the *Interscholastic Activities appointments, Spring* in the **TEACHING AND ADMINISTRATIVE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Cole Milliron	Jacob Korte	
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**XII. PERSONNEL-continued...**

**II. Service**

**A. Regular**

**1. Discontinuance**

**b. Resignation**

RESOLVED: That, the *resignation* in the **SERVICE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Rachel Harper	Heather Kramer	Kerri Guerin
Karen Mitsopoulos	Jacob Oliver	Sumaiya Hoque

**2. Appointments**

**a. Regular**

RESOLVED: That, the *regular appointment* in the **SERVICE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Kerri Guerin	Karen Mitsopolous	Jeffrey Lawson
Corienthia Briggs		

**c. Permanent Civil Service**

RESOLVED: That, the *permanent civil service appointment* in the **SERVICE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Bradley Neupert		
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**f. Leave of Absence**

RESOLVED: That, the *leave of absence* in the **SERVICE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Joel Gebhardt	Karen Mitsopoulos	Kelsey Edmonds
Krista Zimmerman	Timothy Polyachyk	Amy Reinhart
Amenda Harris		

**g. Reinstatement from Leave**

RESOLVED: That, the *reinstatement from leave* in the **SERVICE SECTION OF THE PERSONNEL MEMORANDUM NO. 707 dated March 21, 2023** be approved as recommended by the Superintendent of Schools.

Amy Yung	Heather Fitzgerald	
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**XIII. ADJOURNMENT**

**XIV. ITEMS OF INFORMATION**

- a. Calendar of Events dated March 10, 2023.
- b. Flyer for HS Musical.