

**Saucon Valley School District**  
**Regular Meeting of the Board of Education**  
**October 25, 2022 – 7 pm**  
**High School Audion**



*Welcome to the meeting of the Saucon Valley School Board. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.*

*We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.*

**Notice to Public** - *This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio taping the meeting and the meeting will be posted for public viewing according to district policy.*

**Agenda**

6:15 pm – Collective Bargaining Issue

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – *October 25, 2022*
- VI. **Approval of Minutes** – *October 11, 2022*
- VII. **Recognition** – *None*
- VIII. **Presentation** –
  - A. *High School Student Representative – Alana Weirbach*
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

**XI. Presentation of Bills – David Bonenberger**

- A. General Expenditures – \$632,323.64
- B. Cafeteria Expenditures – \$15,106.78
- C. Health Benefits – \$278,545.93
- D. Capital Projects – None

**Recommendations for Approval**

**Presentation of Bills**

- 1. Approve the above presentation of bills.

**Recommendation:** To approve all motions and recommendations as listed above in Presentation of Bills.

**XII. Treasurer’s Report – Cedric Dettmar/David Bonenberger**

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - \$11,904.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

**Recommendations for Approval**

**Treasurer’s Report**

- 1. Approve the above Treasurer’s Report

**Recommendation:** To approve all motions and recommendations as listed above in Treasurer’s Report

**XIII. AGENDA ITEMS**

**A. Education**

**Items/Projects for Discussion**

- A. None

**Recommendations for Approval**

**High School Music Department – Disney World, FL**

- 1. Approve the Saucon Valley High School Music Department Trip to Disney World in Orlando, Florida during the 2023-2024 school year. There is no cost to the district other than substitutes for the music teachers. All fundraising will be done by the students.

**Recommendation:** To approve all motions and recommendations as listed above in Education.

**B. Personnel**

**Items/Projects for Discussion**

- A. None

**Recommendations for Approval**

**Maternity Leave**

- 1. Approve a maternity leave for Lauren Picketts, K-5 ELD teacher. She will be starting her leave on approximately January 20, 2023, using 30 sick days before beginning a 12-week unpaid FMLA leave. Her anticipated return date is May 30, 2023.

**High School Administrative Assistant**

- 2. Approve Lindsay Bailey as a High School Administrative Assistant to the Assistant Principal (AA3) with salary and benefits per the current Administrative Assistant’s Compensation & Benefits Plan. Effective November 2, 2022.

**Resignations**

- 3. Approve the following resignations:  
  
Alexia Harstine, high school Family & Consumer Science Teacher, effective December 9, 2022.  
  
David Miller, middle school Computer Competency Teacher, effective October 13, 2022.  
  
Holly Stoczko, Accounts Payable Administrative Assistant, her last day will be November 4, 2022.

**Bus Driver – Part Time**

- 4. Approve the following individuals as part-time bus drivers with hourly wages and benefits per the current SV Education Support Professionals contract effective October 26, 2022.  
  
Dean Perez  
Gary Cserpnyak  
Stephen Williams – pending completion of employment paperwork

**Recreational Swim Program Lifeguards**

- 5. Approve the following lifeguards for the Recreational Swim Program at an hourly wage of \$10.00, with no benefits, effective November 1, 2022:  
  
Katryna Price  
Maura Lenhart

### Food Service

6. Approve Theresa Patterson as Part-Time Food Service, at an hourly rate of \$15.00 and benefits per the current Food Service Agreement, pending completion of employment paperwork.

### Dedicated Day-to-Day Substitute

7. Approve Deborah Kelahan as a dedicated day-to-day substitute in the high school for the 2022-23 school year working four days of a five-day school/work week where needed in assigned school buildings effective October 17, 2022. Her salary will be \$175 per day, with no benefits.

### 2022-2023 Winter Coaches

8. Approve the following 2022-23 winter coaches: *(New coaches are in italic)*

#### Boys Basketball

Anthony Brinkley - Assist. Coach - \$5226  
 Alex Parker - Assist. Coach - \$1865.50  
 Mark Quinn - Assist. Coach - \$1865.50  
 Andrew Brett - Assist. Coach - \$2985  
 Mike Snyder - MS Head Coach - \$2991  
 Gunnar Pattison - MS Assist. Coach - \$2623  
 John Snead - Volunteer

#### Wrestling

Chad Shirk - Head Coach - \$7467  
 Don Rohn - Assist. Coach - \$5226  
 Andrew Koch - Jr. High Head Coach - \$4106  
 Bryan Israel. - Jr. High Assist. Coach - \$3358  
 Thomas Rohn - Volunteer  
 Jason Grim - Volunteer  
 Ben Chunko - Volunteer

#### Cheerleading

KristiJoy Fedorowicz - Head Coach - \$2985  
 Gianna Corda - Assist. Coach - \$1989  
 Tara Baier - MS Head Coach - \$2239

#### Swimming

Ed Kolosky - Assist. Coach - \$3715

### 2022 – 2023 Substitute List

9. Approve the following addition to the 2022-2023 substitute list.  
 Danielle Perdock - English Certified

**Recommendation: To approve all motions and recommendations as listed above in Personnel.**

## C. Facilities

### Items/Projects for Discussion

A. Facilities Committee Meeting Summary – October 12, 2022**Recommendations for Approval****Use of Facilities Waiver**

1. Approve the waiver of the Football Stadium Rental Fee (\$400) for Pen Argyl School District on October 22, 2023. They will be paying all custodial and athletic worker's costs.

**Recommendation:** To approve all motions and recommendations as listed above in Facilities.

D. **Finance****Items/Projects for Discussion**A. Finance Committee Meeting Summary – October 19, 2022**Recommendations for Approval****Fuel Oil Vendors**

1. Motion to accept and approve the vendor(s) for fuel oil for the 2023-2024 school year as to be recommended by the Northampton/Monroe/Pike County Joint Purchasing Board and to be approved by the Colonial Intermediate Unit 20 Board of Directors at the December 2022 regularly scheduled meeting.

**Donation**

2. Approve a donation of a 24' trailer from David Heintzelman for use by the high school Music Department.

**High School Spring Musical – Mary Poppins**

3. Approve the attached contract with MTI Productions for a license, rental, and royalty fees for the production of Mary Poppins.

**High School Blinds\***

4. Approve the quote from Top To Bottom Interiors, INC for 90 roller shades for the high school windows in the amount of \$42,739.00 which will be coming from the Fund Balance.

**High School Cafeteria Doors\***

5. Approve the proposal from Kelly Bros, LLC for the replacement of the high school cafeteria doors in the amount of \$16,990.00 which will be coming from the Fund Balance.

**PowerSchool Contract\***

6. Approve the PowerSchool contract in the amount of \$43,956.00, pending review and approval of the solicitor.

**EverDriven**

- 7. Approve the contract with EverDriven for student transportation needs, pending review and approval of the solicitor.

**Recommendation: To approve all motions and recommendations as listed above in Finance**

**E. Community Updates**

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

**F. Northampton Community College** – *Susan Baxter*  
*(Meetings are on the first Thursday of every month)*

**G. Bethlehem Area Vo-Tech School** – *Cedric Dettmar and Bryan Eichfeld*  
*(Meetings are on the first Tuesday of every month)*

**H. Colonial Intermediate Unit** –  
*(Meetings are on the fourth Wednesday of every month)*

**I. New Business** –

**J. Old Business**

**K. Citizens' Inquiries and Comments** – *Visitors should state their name and address.*

**L. Announcements**

**Future Meetings** ~ November 7, 2022 (Monday due to Election Day)  
November 22, 2022

**M. Motion to Adjourn Meeting**

***The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.***

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, October 11, 2022, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Dr. Laurel Erickson-Parsons, Tracy Magnotta (online), Dr. Shamim Pakzad, and Shawn Welch. Director Michael Karabin was absent. Also present were Jaime Vlasaty, Superintendent; Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** at 7:01 pm - Dr. *Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*  
7-present, 2-absent (Karabin, Magnotta)
- IV. **Motion to Approve Agenda** – Director Welch, second by Director Conte moved to approve the Agenda. Vote: 7-yes, 0-no, 2-absent (Karabin & Magnotta)
- V. **Announcement of Executive Session** – October 11, 2022
- VI. **Approval of Minutes** – Director Dettmar, second by Director Conte moved to approve the minutes of September 27, 2022. Vote: 7-yes, 0-no, 2-absent (Karabin & Magnotta)
- VII. **Recognition** – None
- VIII. **Presentation** –
  - A. High School Student Representative – Alana Weirbach
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*  
Mrs. Vlasaty reported on Security, Teacher Retention and that October is Principal Recognition month.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$858,840.71
  - B. Cafeteria Expenditures – \$23,118.08
  - C. Health Benefits – None
  - D. Capital Projects – None

1. Approve the above presentation of bills.

Director Dettmar, second by Director Welch moved to approve the Presentation of Bills. Vote:8-yes, 0-no, 1-absent (Karabin)

**XII. Treasurer’s Report – Cedric Dettmar/David Bonenberger**

**Recommendations for Approval**

None

**XIII. AGENDA ITEMS**

**A. Education**

A. Summary of Academic & Personnel Committee Meeting – 9/28/22

1. Approve the list of Surplus/Obsolete educational materials.

2. Approve the second and final reading of policies:

Policy 251 – Homeless Students

Policy 251AR-0 - Homeless Students

Policy 251AR-1 - Homeless Intake Form

Policy 251AR-2 – Procedural Safeguards Notice of Denial of Enrollment Form

Policy 251AR-3 – Enrollment Complaint to PDE Form

3. Approve the first reading of policies:

Policy 113 – Special Education

Policy 113.1 – Discipline of Students with Disabilities

Policy 113.2 – Behavioral Support Program

Policy 113.2 AR – Behavioral Management Program

Policy 113.3 – Screening and Evaluations for Students with Disabilities

Policy 113.4 – Confidentiality of Special Education Student’s Information

Policy 113.5 – Parental Status and Appointment of Surrogate Parents for Children with Disabilities

Director Dettmar, second by Director Conte moved to approve Education Items #1-3.

Vote: 8-yes, 0-no, 1-absent (Karabin)

4. Approve the revision of the Title IX coordinator on:

Policy 103.2 - Title IX/Nondiscrimination – Based on Sex

Director Dettmar, second by Director Erickson-Parsons moved to approve Education Item #4. Vote: 8-yes, 0-no, 1-absent (Karabin)

**B. Personnel**

A. None

1. Approve a maternity leave for Amanda Hicks beginning approximately December 13, 2022. She will be using 30 sick days prior to enacting FMLA. She will then be on unpaid leave until her return on approximately May 1, 2023.
2. Approve a stipend of \$500/month for Robert Frey for services as the High School Dean of Students effective October 3, 2022.
3. Approve the resignation of Courtney Townsend as a dedicated day-to-day substitute, effective September 30, 2022.
4. Approve Courtney Townsend as a Full-Time High School, AA4 Administrative Assistant, High School effective October 3, 2022, with salary and benefits per the current Compensation and Benefits Plan.
5. Approve the following individuals on a rotating basis for Homework Club. They will be splitting the stipend of \$5,311.00.
 

Beth Ravier	Kimberly Barndt
Christina Reyes	Colleen Avia
Joanna Lemay	Marguerite Whitley
Erin Ruyak	Tamara Humphries
Heather Borger	Ann LeMaster
And D'Angelis	
6. Approve the following part-time bus drivers with hourly rates and benefits per the current Educational Support Professionals Contract, effective October 12, 2022:
 

William Cartagena, Jr - P/T Bus driver  
Ebony Rosa-Nunes, P/T Bus Driver
7. Approve Sergio Lowenberg-Rivera as a part-time Non-instructional Paraprofessional at an hourly rate & benefits per the current Educational Support Staff Compensation & Benefits Plan, effective October 12, 2022.
8. Approve the following additions to the 2022-2023 substitute list:
 

Maria Flores	SV Emergency Certified - School Nurse
Thomas Roney	SV Emergency Certified

Director Conte, second by Director Eichfeld moved to approve Personnel Items# 1-8.  
Vote: 8-yes, 0-no, 1-absent (Karabin)

**C. Facilities**

A. None

**Recommendations for Approval**

NONE

**D. Finance**

1. Approve the contract with CIU20 for Title I Instructional Services for the 2022-2023 school year.

Director Dettmar, second by Director Erickson-Parsons moved to approve Finance Item #1. Vote: 8-yes, 0-no, 1-absent (Karabin)

2. Approve the quote from Hirshberg Mechanical:  
Option A: Two Rooftop Heat Pumps (RHP 7&12) at a total cost of \$56,220.00  
Option B: Five Rooftop Heat Pumps (RHP 6,7,8,11 & 12) at a total cost of \$124,320.00

with funds coming from Fund Balance.

Director Welch, second by Director Conte moved to approve Finance Item #2.

Option A. Vote:3-yes (Magnotta, Baxter, Pakzad), 5-no, 1-absent (Karabin)  
Motion failed.

Option B. Vote:5-yes, 3-no (Magnotta, Baxter, Pakzad), 1-absent (Karabin)  
Motion passed.

3. Approve the contract with Herff Jones, Inc. for the printing and binding of the 2022-2023 high school yearbook in the amount of \$22,000.00
4. Approve the contract with Berk County Intermediate Unit for evaluation services for the 2022-2023 school year.
5. Approve the contract with The Stepping Stones Group LLC for specialized instruction services for the 2022-2023 school year.

Director Dettmar, second by Director Erickson-Parsons moved to approve Finance Items #3-5. Vote: 8-yes, 0-no, 1-absent (Karabin)

**E. Community Updates**

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

**F. Northampton Community College – Susan Baxter**

**G. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**

**H. Colonial Intermediate Unit – Bryan Eichfeld**

**I. New Business –**

Director Baxter, second by Director Conte moved to amend the agenda to include the resignation of the Colonial Intermediate Unit representative.

Public Comments: None

Director Welch, second by Director Eichfeld moved to accept the resignation of Bryan Eichfeld as the Colonial Intermediate Unit representative.

Director Bryan Eichfeld nominated Director Pakzad as the Colonial Intermediate Unit representative.

Director Baxter closed nominations.

Vote: 8-yes, 0-no, 1-absent (Karabin)

**J. Old Business – None**

**K. Citizens’ Inquiries and Comments –**

D. Merrigan – Commented on the lack of citizens attending school board meetings.

**L. Announcements**

**Future Meetings ~**

October 25, 2022

November 7, 2022 – Monday (due to elections)

**M. Motion to Adjourn Meeting**

Director Welch, seconded by Director Conte moved to adjourn the meeting.

Vote: 8-yes, 0-no, 1-absent(Karabin)

8:05 PM

ATTEST: \_\_\_\_\_

Secretary

\_\_\_\_\_

President

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061818	10/05/2022	BERKHEIMER WILLIAM L.	CONTR SERVICE FOOTBALL VAR		82.00
0000061819	10/05/2022	Cheryl Lozier	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061820	10/05/2022	DARREN SIMMERS	CONTR SERVICE SOCCER BOYS VAR		66.00
0000061821	10/05/2022	DAVID KUBICH	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	94.00
0000061822	10/05/2022	DEL PRIORE MICHAEL	CONTR SERVICE SOCCER BOYS JV		65.00
0000061823	10/05/2022	DELROY SEIP JR	CONTR SERVICE FOOTBALL VAR		82.00
0000061824	10/05/2022	FERRY DAN	CONTR SERVICE FOOTBALL VAR		82.00
0000061825	10/05/2022	GABRIEL MOSSER	CONTR SERVICE FOOTBALL VAR		49.00
0000061826	10/05/2022	HIGH GLENN	CONTR SERVICE SOCCER BOYS JV		65.00
0000061827	10/05/2022	KOBA PAUL	CONTR SERVICE SOCCER GIRLS VAR		77.00
0000061828	10/05/2022	MATEJICKA MICHAEL	CONTR SERVICE FOOTBALL VAR		82.00
0000061829	10/05/2022	MCNEILL DUNCAN	CONTR SERVICE SOCCER BOYS VAR		77.00
0000061830	10/05/2022	MICHAEL GARNEAU	CONTR SERVICE FOOTBALL VAR		82.00
0000061831	10/05/2022	NEAL KENNEDY	CONTR SERVICE SOCCER GIRLS VAR		77.00
0000061832	10/05/2022	NEMETH JIM	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	94.00
0000061833	10/05/2022	PODCZASY JOHN J.	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	170.00
0000061834	10/05/2022	SHANNON LOZIER	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061835	10/10/2022	AHOLD FINANCIAL SERVICES	Blanket PO For FCS		353.75
0000061836	10/10/2022	CINTAS CORPORATION-#101	REPAIRS & MAINTENANCE		4,308.96
0000061837	10/10/2022	GOOD SHEPHERD REHABILITATION HOSPITAL	SPEC ED - OTHR PROF SVC - HS - COMP ED		1,608.00
0000061838	10/10/2022	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		3,800.00

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

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Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061839	10/10/2022	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		6,582.86
0000061840	10/10/2022	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		1,442.14
0000061841	10/10/2022	POWERSCHOOL GROUP LLC	TECHNOLOGY ED SOFT LIC 9-12		3,397.81
0000061842	10/12/2022	Criscuolo Katherine	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	94.00
0000061843	10/12/2022	DARREN SIMMERS	CONTR SERVICE SOCCER BOYS VAR		11.00
0000061844	10/12/2022	DEBRA ARNER	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	150.00
0000061845	10/12/2022	DEL PRIORE MICHAEL	CONTR SERVICE SOCCER BOYS VAR		77.00
0000061846	10/12/2022	EDWARD FARNSCHLADER	CONTR SERVICE FOOTBALL MS		57.00
0000061847	10/12/2022	GREGORY HERBINE	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061848	10/12/2022	JEFFREY EYNON	CONTR SERVICE FOOTBALL MS		57.00
0000061849	10/12/2022	KEITH CARL	CONTR SERVICE FOOTBALL MS		57.00
0000061850	10/12/2022	KIM BEIDLEMAN	CONTR SERVICE SOCCER BOYS VAR		77.00
0000061851	10/12/2022	ROBERT LUTZICK	CONTR SERVICE FOOTBALL MS		57.00
0000061852	10/12/2022	ROMERIL MARTIN A.	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061853	10/12/2022	Ronald McPeek	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	150.00
0000061854	10/12/2022	THOMAS CRAMER	CONTR SERVICE VOLLEYBALL GIRLV	CONTR SERVICE VOLYBALLGIRL JV	94.00
0000061855	10/13/2022	AMAZON	Books for 3rd grade	Books for 4th grade	6,933.94
0000061856	10/13/2022	J.W. PEPPER & SON INC.	Chorus Supplies		765.38
0000061857	10/14/2022	AMAZON	Supplies for 1st grade	Books for Kdg	3,655.24
0000061858	10/14/2022	AHOLD FINANCIAL SERVICES	Blanket PO For FCS	Supplies	205.90
0000061859	10/14/2022	CARA MORRELL	CONTR SERVICE FIELD HOCK EY VA		74.00

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

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Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061860	10/14/2022	CINTAS CORPORATION-#101	Mechanic Uniforms		16.01
0000061861	10/14/2022	LHSXC	ATHLETICS DUES XCOUNTRY B MS	ATHLETICS DUES XCOUNTRY G MS	45.00
0000061862	10/14/2022	OVERDRIVE INC.	LIBRARY LICENSE & FEES 5-8	Annual Hosting Fee	1,800.00
0000061863	10/14/2022	SCHOOL SPECIALTY, LLC.	Kdg supplies		413.42
0000061864	10/14/2022	VISCO MELISSA	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061865	10/17/2022	LOGAN KIRIPOSKI INC.	Portable Toilet Rental		700.00
0000061866	10/19/2022	CARA MORRELL	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061867	10/19/2022	Haas Gregory	CONTR SERVICE FOOTBALL VAR		49.00
0000061868	10/19/2022	HANEY JAMES L.	CONTR SERVICE FOOTBALL VAR		82.00
0000061869	10/19/2022	JOSH WILLIAM CESARE	CONTR SERVICE FOOTBALL VAR		82.00
0000061870	10/19/2022	KERI A. DUPREE	CONTR SERVICE FIELD HOCK EY VA		74.00
0000061871	10/19/2022	Parton Terry	CONTR SERVICE FOOTBALL VAR		82.00
0000061872	10/19/2022	SCHAFFER BARRY P.	CONTR SERVICE FOOTBALL VAR		82.00
0000061873	10/19/2022	TOMMY R. SINGER JR	CONTR SERVICE FOOTBALL VAR		82.00
0000061874	10/20/2022	21ST CENTURY CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	10,903.04
0000061875	10/20/2022	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		17,238.29
0000061876	10/20/2022	Achievement House Cyber Charter School	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,546.86
0000061877	10/20/2022	AFLAC	DED: AFLA - Full Payroll Pay Date: 10/6/2022	DED: AFLA - Full Payroll Pay Date: 10/20/2022	104.84
0000061878	10/20/2022	AHOLD FINANCIAL SERVICES	Blanket PO For FCS		310.29
0000061879	10/20/2022	ALWAYS SAFE SIDEWALKS	Repair/Maintenance Equipment		44,305.00
0000061880	10/20/2022	AMAZON	Weight Room & Office Supplies		1,026.37

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

10/19/2022 03:59:29 PM

SAUCON VALLEY SCHOOL DISTRICT

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**Payment Categories:** Regular Checks  
**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061881	10/20/2022	AMERICAN TIME	Supplies		1,038.63
0000061882	10/20/2022	AMERICHEM	Janitorial Supplies		93.00
0000061883	10/20/2022	ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,177.46
0000061884	10/20/2022	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.37
0000061885	10/20/2022	AUDREY CAWLEY	SENIOR CITIZENS TAX REBATE		500.00
0000061886	10/20/2022	B & B POOLS INC.	Supplies		59.96
0000061887	10/20/2022	BAND SHOPPE	Band Supplies		179.85
0000061888	10/20/2022	BAVTS	VO-TECH TUITION 9-12		69,108.00
0000061889	10/20/2022	BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SERV - OTHER ED AGENCY		121.00
0000061890	10/20/2022	BRANDYWINE LEHIGH TRANSPORTATION	Technical Services		300.00
0000061891	10/20/2022	BUS PARTS WAREHOUSE	Supplies/Repair of Equipment		151.87
0000061892	10/20/2022	CARDMEMBER SERVICE	DUES & FEES		25.00
0000061893	10/20/2022	CARON STUDENT ASSISTANCE	TITLE IV - STUDENT SUPPORT	RTL - GUIDANCE OTHER PROF SVC	30,904.00
0000061894	10/20/2022	CAROUSEL DIGITAL SIGNAGE	Carousel Renewal		2,950.00
0000061895	10/20/2022	CHRIN HAULING INC	Trash & Recycling		2,939.86
0000061896	10/20/2022	CINTAS CORPORATION-#101	Mechanic Uniforms		32.02
0000061897	10/20/2022	CINTAS FIRE	Supplies/Repair of Equipment		2,904.01
0000061898	10/20/2022	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		69,177.24
0000061899	10/20/2022	COMMONWEALTH CHARTER ACADEMY	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	50,299.68
0000061900	10/20/2022	CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		3,818.67

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061901	10/20/2022	DEBRA REPASH	SENIOR CITIZENS TAX REBATE		575.96
0000061902	10/20/2022	DOCUMENT SYSTEMS	PURCHASED PRO&TECH SVCS		400.00
0000061903	10/20/2022	DUDASH LYNDA	SENIOR CITIZENS TAX REBATE		500.00
0000061904	10/20/2022	E T & T	Repair/Maintenance Equipment		440.00
0000061905	10/20/2022	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.97
0000061906	10/20/2022	ESHBACH BROTHERS L.P.	ROOF MASONRY WORK		27,606.00
0000061907	10/20/2022	FLINN SCIENTIFIC CO. INC.	Chemistry/environmental supplies		197.37
0000061908	10/20/2022	FPSP (FUTURE PROBLEM SOLVING PROGRAM INT.)	Google classroom lessons		42.00
0000061909	10/20/2022	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES	SPEC ED - OTHER PROF SERVICE	5,119.14
0000061910	10/20/2022	GOPHER	Supplies		2,979.21
0000061911	10/20/2022	GORMAN EDYTHE	SENIOR CITIZENS TAX REBATE		250.00
0000061912	10/20/2022	GRAINGER	Supplies		359.35
0000061913	10/20/2022	HARRYN EVELYN A.	SENIOR CITIZENS TAX REBATE		500.00
0000061914	10/20/2022	HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER		8,844.64
0000061915	10/20/2022	HOBBY LOBBY STORES INC.	Blanket PO for Fashion,Creative,Independent	Supplies	281.75
0000061916	10/20/2022	INTERSTATE BATTERY OF ALLENTOWN	Batteries		697.80
0000061917	10/20/2022	INTERSTATE TAX SERVICE INC.	UNEMPLOYMENT COMPENSATION		346.03
0000061918	10/20/2022	J.C. EHRLICH	Pest Management		277.56
0000061919	10/20/2022	J.W. PEPPER & SON INC.	Music Supplies	Blanket PO	1,462.98
0000061920	10/20/2022	JOHNSON CONTROLS FIRE PROTECTION LP	Supplies/Repair of Equipment		6,134.27

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061921	10/20/2022	JOHNSTONE SUPPLY	HVAC Supplies		184.51
0000061922	10/20/2022	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.59
0000061923	10/20/2022	LIBERTY MUTUAL INSURANCE	CLAIMS JUDGMENT & PENALTIES		8,000.00
0000061924	10/20/2022	LINDE GAS & EQUIPMENT INC.	Oxygen		100.31
0000061925	10/20/2022	LOWE AND MOYER GARAGE INC.	Bus Parts		116.74
0000061926	10/20/2022	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		780.00
0000061927	10/20/2022	MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		570.00
0000061928	10/20/2022	MAIN LINE COMMERCIAL POOLS INC	Repair/Maintenance Equipment		2,364.75
0000061929	10/20/2022	MARIA REMENYI	SENIOR CITIZENS TAX REBATE		250.00
0000061930	10/20/2022	MICROBAC LABORATORIES INC.	Pool Water Testing		138.20
0000061931	10/20/2022	MILLER TAMARA	SUPPLIES- ACADEMIC SUPP 5-8		89.20
0000061932	10/20/2022	MUSIC & ARTS	Band Supplies		207.00
0000061933	10/20/2022	NASCO SPECIAL EDUCATION	Supplies for Art		1,628.60
0000061934	10/20/2022	NAZARETH FORD	Repair/Maintenance Equipment		108.50
0000061935	10/20/2022	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		55.96
0000061936	10/20/2022	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,166.25
0000061937	10/20/2022	PAPCO	Fuel		8,600.90
0000061938	10/20/2022	PARTS TOWN, LLC	Supplies/Repair of Equipment		563.14
0000061939	10/20/2022	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,546.86
0000061940	10/20/2022	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	14,288.39

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061941	10/20/2022	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	1,463.48
0000061942	10/20/2022	PIONEER MANUFACTURING CO	Supplies/Repair of Equipment	Field Paint	1,759.60
0000061943	10/20/2022	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		1,575.81
0000061944	10/20/2022	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		29,761.03
0000061945	10/20/2022	PTS PROVIDERS, INC.	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - HS	297.00
0000061946	10/20/2022	RACEWAY CHEVROLET	Supplies/Repair of Equipment		292.36
0000061947	10/20/2022	REACH CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	10,116.81
0000061948	10/20/2022	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.98
0000061949	10/20/2022	Roberts Oxygen Co. Inc	Pool Chemical		328.97
0000061950	10/20/2022	RODRIGUEZ CANDELARIO	SENIOR CITIZENS TAX REBATE		250.00
0000061951	10/20/2022	SAFEGUARD BUSINESS SYSTEMS	SUPPLIES - BUSINESS OFFICE		117.86
0000061952	10/20/2022	SAINTS LOGISTICS INC.	SECURITY SERVICES - DISTRICT		3,522.75
0000061953	10/20/2022	Saucon True Value	Maintenance Supplies		420.80
0000061954	10/20/2022	SAUCON VALLEY CAFETERIA	SUPPLIES- ACADEMIC SUPP 5-8		29.05
0000061955	10/20/2022	SCHNEIDER JR ALBERT E.	SENIOR CITIZENS TAX REBATE		250.00
0000061956	10/20/2022	SCHOLASTIC MAGAZINES	Magazines	Books/Periodicals	862.12
0000061957	10/20/2022	SCHOOL SPECIALTY, LLC.	Kdg supplies		19.99
0000061958	10/20/2022	SERVICE ELECTRIC TELEPHONE CO.	TELEPHONE		2,268.48
0000061959	10/20/2022	SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	21,626.08
0000061960	10/20/2022	Smith William F.	SENIOR CITIZENS TAX REBATE		300.00
0000061961	10/20/2022	SOCIALTHINKING	Superflex super hero curriculum		69.60

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061962	10/20/2022	SOUDERTON WRESTLING	ATHLETICS DUES WRESTLING B VAR		425.00
0000061963	10/20/2022	STOTZ & FATZINGER OFF.SUPPLY	Supplies	GENERAL SUPPLIES	200.93
0000061964	10/20/2022	SYSCO OF CENTRAL PA	SUPPLIES - CONSUMER ED 5-8		139.10
0000061965	10/20/2022	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,335.00
0000061966	10/20/2022	THE CAMPHILL SCHOOL INC.	SPEC ED NON-PUBLIC TUITION		5,767.00
0000061967	10/20/2022	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	34,007.91
0000061968	10/20/2022	TOMLINSON BOMBERGER	LAWN CARE SVCS		2,972.00
0000061969	10/20/2022	TRANE U.S. INC.	Supplies		1,473.52
0000061970	10/20/2022	TuWay Communications	SUPPLIES - PLANT OPERATIONS		193.63
0000061971	10/20/2022	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		7,579.82
0000061972	10/20/2022	U-HAUL	Band Uhaul		623.36
0000061973	10/20/2022	UNITED ART & EDUCATION	SUPPLIES REGULAR 5-8		36.76
0000061974	10/20/2022	UNITED ELECTRIC SUPPLY CO. INC.	Electrical Supplies		907.86
0000061975	10/20/2022	UNITED PARCEL SERVICE	SUPPLIES REGULAR 9-12		12.45
0000061976	10/20/2022	VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	2,361.89
0000061977	10/20/2022	WEISS-SCHANTZ AGENCY INC.	WORKERS COMPENSATION		8,988.00
0000061978	10/20/2022	WESTERN PSYCHOLOGICAL SERVICES	Books for Speech		259.60
0000061979	10/20/2022	Wolffington Bus Co	Supplies/Repair of Equipment		63.85

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

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SAUCON VALLEY SCHOOL DISTRICT

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**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: PG - PLGIT GENERAL    Payment Dates: 10/05/2022 - 10/20/2022

Payment Numbers: 0000061818 - 0000061979

Payment Categories: Regular Checks

Sort: Payment Number

10 - GENERAL FUND	631,989.10
Grand Total All Funds	631,989.10
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	631,989.10
Grand Total All Payments	631,989.10





## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT    Payment Dates: 09/27/2022 - 10/21/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements, Manual Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W3571326	09/27/2022	DELTA DENTAL	ADMIN FEES		1,189.02
* 00W3571328	09/27/2022	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	SEPT LIFE/LTD		5,172.54
* 00W3571330	09/27/2022	DELTA DENTAL	WEEKLY CLAIMS		3,776.10
* 00W3574679	10/03/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		65,564.03
* 00W3576869	10/05/2022	DELTA DENTAL	WEEKLY CLAIMS		2,909.20
* 00W3578913	10/07/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		43,915.10
* 00W3578914	10/07/2022	WAGeworks	SEPT Q/E		31.03
* 00W3580732	10/12/2022	DELTA DENTAL	WEEKLY CLAIMS		3,073.30
* 00W3582897	10/14/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		45,012.58
* 00W3585933	10/20/2022	VISION BENEFITS OF AMERICA	SEPT CLAIMS		1,285.70
* 00W3585934	10/20/2022	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	LIFE/LTD OCT		5,099.18
* 00W3585935	10/20/2022	DELTA DENTAL	WEEKLY CLAIMS		2,299.70
* 00W3586490	10/21/2022	EVOLVE INSURANCE ADVISORS LLC.	PREMIUM		1,554.00
* 00W3586493	10/21/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		87,172.36
* 00W3586499	10/21/2022	RESOLUTE UNDERWRITING STRATEGIES	PREMIUM		10,492.09

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card



Cash, Investment and Bond Activity September 30, 2022

CASH ACCOUNTS

	Balance 9/1/22	Earnings/Deposits	Disbursements	Balance 9/30/22
PLGIT PLUS	\$ -	\$ -	\$ -	\$ -
PLGIT/ICLASS	\$ 7,286,939.83	\$ 8,022,831.55	\$ -	\$ 15,309,771.38
PLGIT General	\$ 2,303,514.93	\$ 18,400,014.22	\$ 13,706,555.99	\$ 6,996,973.16
PLGIT Salary	\$ 11,893.95	\$ 1,090,895.06	\$ 1,090,895.06	\$ 11,893.95
PLGIT Health Benefits	\$ 17,819.29	\$ 389,053.50	\$ 323,489.47	\$ 83,383.32
PLGIT Cafeteria	\$ 150,016.31	\$ 894.77	\$ 36,320.99	\$ 114,590.09
Lafayette General	\$ 1,707,909.30	\$ 106,107.24	\$ 127,180.80	\$ 1,686,835.74
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 25,108.64	\$ 6,859.84	\$ 7,992.14	\$ 23,976.34
Lafayette Cafeteria	\$ 14,671.94	\$ 34,860.17	\$ -	\$ 49,532.11
<b>Total Cash Accounts</b>	<b>\$ 11,517,874.19</b>	<b>\$ 28,051,516.35</b>	<b>\$ 15,292,434.45</b>	<b>\$ 24,276,956.09</b>

\*Earnings/Deposits includes transfers of \$9,486,808.40 between accounts

\*\*Disbursements includes transfers of \$9,486,808.40 between accounts

INVESTMENT ACCOUNTS

	Balance 9/1/22	Earnings/Deposits	Disbursements	Balance 9/30/22
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,027,343.91	\$ 9,480.88	\$ -	\$ 8,036,824.79
PLGIT / PLUS (61)	\$ -	\$ -	\$ -	\$ -
<b>Total Investment Accounts</b>	<b>\$ 8,027,343.91</b>	<b>\$ 9,480.88</b>	<b>\$ -</b>	<b>\$ 8,036,824.79</b>

	Balance 9/1/22	Earnings/Deposits	Disbursements	Balance 9/30/22
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G O Bonds, Series of 2017 (195-14)	\$ -	\$ -	\$ -	\$ -
2003 Emmaus Bond, Const Fund (195-08)	\$ -	\$ -	\$ -	\$ -
Land Purchase GOB Series 2005 (195-10)	\$ -	\$ -	\$ -	\$ -
GESP Phase II GOB Series 2013A (195-12)	\$ -	\$ -	\$ -	\$ -
<b>Total Bond Issue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL RESERVE FUND

	Balance 9/1/22	Earnings/Deposits	Disbursements	Balance 9/30/22
Capital Reserve Fund	\$ 66.79	\$ -	\$ -	\$ 66.79

(UNADJUSTED)  
**Condensed Board Summary Report**

From 09/01/2022 To 09/30/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
10	GENERAL FUND						
1000							
1100							
1110	REG PROG ELEM/SECONDARY	21,159,533.00	1,768,562.54	2,631,607.86	197,078.47	18,330,846.67	13.37
	<b>Total</b>	<b>21,159,533.00</b>	<b>1,768,562.54</b>	<b>2,631,607.86</b>	<b>197,078.47</b>	<b>18,330,846.67</b>	<b>13.37</b>
1200							
1225	SPEECH	427,235.00	30,341.60	48,625.05	1,748.67	376,861.28	11.79
1231	EMOTIONAL SUPPORT	362,623.00	20,170.18	29,290.15	69.99	333,262.86	8.10
1241	LEARNING SUPPORT	6,873,791.00	487,658.25	847,006.78	5,751.36	6,021,032.86	12.41
1243	GIFTED SUPPORT	266,276.00	20,801.80	30,671.20	422.00	235,182.80	11.68
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	124,000.00	0.00
	<b>Total</b>	<b>8,053,925.00</b>	<b>558,971.83</b>	<b>955,593.18</b>	<b>7,992.02</b>	<b>7,090,339.80</b>	<b>11.96</b>
1300	VOCATIONAL EDUCATION						
1390	VOCATIONAL EDUCATION	875,356.00	23,036.00	230,360.00	0.00	644,996.00	26.32
	<b>Total</b>	<b>875,356.00</b>	<b>23,036.00</b>	<b>230,360.00</b>	<b>0.00</b>	<b>644,996.00</b>	<b>26.32</b>
1400	OTHER INSTR. PROGRAMS						
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,866.00	2,253.60	11,933.60	0.00	10,932.40	52.19
1430	HOMEBOUND INSTRUCTION	13,577.00	0.00	4,521.30	0.00	9,055.70	33.30
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1450	INSTRUCTIONAL PROGRAMS OUTSIDE EST'D SCHOOL DAY	0.00	150.00	250.00	0.00	(250.00)	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)  
**Condensed Board Summary Report**

From 09/01/2022 To 09/30/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>36,443.00</b>	<b>2,403.60</b>	<b>16,704.90</b>	<b>0.00</b>	<b>19,738.10</b>	<b>45.84</b>
1500	NONPUBLIC SCHOOL PGMS						
1500	NONPUBLIC SCHOOL PGMS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1600							
1693	SPSHP COMMUNITY COLLEGE	289,441.00	23,166.25	80,944.75	0.00	208,496.25	27.97
	<b>Total</b>	<b>289,441.00</b>	<b>23,166.25</b>	<b>80,944.75</b>	<b>0.00</b>	<b>208,496.25</b>	<b>27.97</b>
2000							
2100	SUPPORT SERVICES PUPIL						
2120	GUIDANCE SERVICES	1,109,859.00	80,479.37	115,937.17	2,009.80	991,912.03	10.63
2130	ATTENDANCE SERVICES	74,634.00	183.13	5,498.09	2,720.00	66,415.91	11.01
2140	PSYCHOLOGICAL SERVICES	310,185.00	33,540.10	40,598.13	3,380.96	266,205.91	14.18
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>1,494,678.00</b>	<b>114,202.60</b>	<b>162,033.39</b>	<b>8,110.76</b>	<b>1,324,533.85</b>	<b>11.38</b>
2200	SUPPORT SERVICES-INSTRU						
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	813,236.00	57,229.54	229,072.06	65,946.95	518,216.99	36.28
2230	EDU TELEVISION SERVICES	4,500.00	1,991.88	1,991.88	0.00	2,508.12	44.26
2250	SCHOOL LIBRARY SERVICES	665,488.00	52,058.65	89,648.50	21,887.18	553,952.32	16.76
2260	INSTRUCTION & CURR DEV	430,367.00	21,343.34	74,456.85	0.00	355,910.15	17.30
2271	INSTRUC STAFF DEVEL SVC	330,533.00	2,351.25	29,118.02	0.00	301,414.98	8.81
2272	NON CERTIFIED PROF DEV	0.00	0.00	0.00	0.00	0.00	0.00
2280	NONPUBLIC SUPPORT SVC	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)  
**Condensed Board Summary Report**

From 09/01/2022 To 09/30/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2290	OTHER INSTRUC STAFF SVC	221,872.00	22,189.53	27,495.88	0.00	194,376.12	12.39
	<b>Total</b>	<b>2,465,996.00</b>	<b>157,164.19</b>	<b>451,783.19</b>	<b>87,834.13</b>	<b>1,926,378.68</b>	<b>21.88</b>
2300	SUPPORT SERVICES-ADMIN						
2310	BOARD SERVICES	56,645.00	0.00	22,464.30	0.00	34,180.70	39.66
2320	BOARD TREASURER SERVICE	300.00	0.00	250.00	0.00	50.00	83.33
2330	TAX ASSESS & COLLECTION	162,500.00	10,602.59	61,141.12	0.00	101,358.88	37.63
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	21,121.74	21,121.74	0.00	128,878.26	14.08
2360	OFFICE SUPERINTENDENT	574,087.00	36,580.88	110,055.63	6,035.16	457,996.21	20.22
2380	OFFICE OF PRINCIPAL SVC	1,620,898.00	105,962.21	364,863.92	13,103.97	1,242,930.11	23.32
	<b>Total</b>	<b>2,564,430.00</b>	<b>174,267.42</b>	<b>579,896.71</b>	<b>19,139.13</b>	<b>1,965,394.16</b>	<b>23.36</b>
2400	SUPP SVC-PUBLIC HEALTH						
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	600.00	0.00
2440	NURSING SERVICES	483,398.00	44,477.88	60,908.73	1,510.61	420,978.66	12.91
	<b>Total</b>	<b>483,998.00</b>	<b>44,477.88</b>	<b>60,908.73</b>	<b>1,510.61</b>	<b>421,578.66</b>	<b>12.90</b>
2500	SUPP SERVICES-BUSINESS						
2511	SUPP SERVICES-BUSINESS	909,750.00	63,927.69	242,827.18	10,705.00	656,217.82	27.87
	<b>Total</b>	<b>909,750.00</b>	<b>63,927.69</b>	<b>242,827.18</b>	<b>10,705.00</b>	<b>656,217.82</b>	<b>27.87</b>
2600							
2660	SECURITY SERVICES	0.00	2,415.87	2,415.87	0.00	(2,415.87)	0.00
2690	OPER OF BLDG SERVICES	5,018,798.00	271,760.20	1,179,948.05	411,343.33	3,427,506.62	31.71
	<b>Total</b>	<b>5,018,798.00</b>	<b>274,176.07</b>	<b>1,182,363.92</b>	<b>411,343.33</b>	<b>3,425,090.75</b>	<b>31.75</b>
2700							

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Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2790	STUDENT TRANSP SERVICES	2,600,110.00	152,494.66	330,045.62	220,118.28	2,049,946.10	21.16
	<b>Total</b>	<b>2,600,110.00</b>	<b>152,494.66</b>	<b>330,045.62</b>	<b>220,118.28</b>	<b>2,049,946.10</b>	<b>21.16</b>
2800	SUPPORT SVCS-CENTRAL						
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV - NON-CERT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2836	STAFF DEVELOPMENT SVCS	5,793.00	0.00	1,614.00	0.00	4,179.00	27.86
	<b>Total</b>	<b>7,793.00</b>	<b>0.00</b>	<b>1,614.00</b>	<b>0.00</b>	<b>6,179.00</b>	<b>20.71</b>
2900	OTHER SUPPORT SERVICES						
2910	OTHER SUPPORT SERVICES	23,130.00	0.00	0.00	0.00	23,130.00	0.00
	<b>Total</b>	<b>23,130.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,130.00</b>	<b>0.00</b>
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
3100	FOOD SERVICES						
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
3200	STUDENT ACTIVITIES						
3200	STUDENT ACTIVITIES	249,870.00	836.50	3,963.36	9,937.97	235,968.67	5.56
3250	SCHOOL ATHLETICS	1,119,190.00	43,728.40	169,768.06	105,679.55	843,742.39	24.61
	<b>Total</b>	<b>1,369,060.00</b>	<b>44,564.90</b>	<b>173,731.42</b>	<b>115,617.52</b>	<b>1,079,711.06</b>	<b>21.13</b>
3300	COMMUNITY SERVICES						
3300	COMMUNITY SERVICES	13,181.00	0.00	0.00	0.00	13,181.00	0.00
	<b>Total</b>	<b>13,181.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,181.00</b>	<b>0.00</b>

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Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000	FACILITIES ACQUISITION						
4600	EXISTING BLDG IMPROVE						
4600	EXISTING BLDG IMPROVE	1,821,310.00	439,167.00	839,454.77	1,178,827.95	(196,972.72)	110.81
	<b>Total</b>	<b>1,821,310.00</b>	<b>439,167.00</b>	<b>839,454.77</b>	<b>1,178,827.95</b>	<b>(196,972.72)</b>	<b>110.81</b>
5000	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,929,953.00	1,630.52	1,845,909.88	0.00	84,043.12	95.65
5130	REFUND PRIOR YR REV	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>1,929,953.00</b>	<b>1,630.52</b>	<b>1,845,909.88</b>	<b>0.00</b>	<b>84,043.12</b>	<b>95.65</b>
5200	FUND TRANSFERS						
5230	CAPITAL PROJ TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5800	SUSPENSE ACCOUNT						
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5900	BUDGETARY RESERVE						
5900	BUDGETARY RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6000	REVENUE LOCAL SOURCES						
6000	REVENUE LOCAL SOURCES						
6001	FUND BALANCE	(1,257,239.00)	0.00	0.00	0.00	(1,257,239.00)	0.00
	<b>Total</b>	<b>(1,257,239.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,257,239.00)</b>	<b>0.00</b>

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Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>6100</b>	<b>TAXES LEVIED</b>						
6111	REAL ESTATE TAXES	(31,936,259.00)	(16,616,758.36)	(21,050,530.59)	0.00	(10,885,728.41)	65.91
6112	INTERIM REAL EXTATE TAX	(125,000.00)	(8,406.01)	(12,240.70)	0.00	(112,759.30)	9.79
6113	PUBLIC UTILITY REALTY	(35,000.00)	0.00	0.00	0.00	(35,000.00)	0.00
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	(26,000.00)	(1,090.58)	(7,493.57)	0.00	(18,506.43)	28.82
6151	EARNED INCOME TAX	(3,800,000.00)	(383,537.99)	(952,549.81)	0.00	(2,847,450.19)	25.07
6153	REALTY TRANSFER TAX	(500,000.00)	(60,127.74)	(106,162.97)	0.00	(393,837.03)	21.23
	<b>Total</b>	<b>(36,422,259.00)</b>	<b>(17,069,920.68)</b>	<b>(22,128,977.64)</b>	<b>0.00</b>	<b>(14,293,281.36)</b>	<b>60.76</b>
<b>6400</b>	<b>DELINQUENCY TAXES</b>						
6411	DELINQUENT RE TAX	(740,000.00)	(52,254.88)	(221,086.64)	0.00	(518,913.36)	29.88
6420	DELINQUENT PC SECT 679	0.00	(355.86)	(1,114.86)	0.00	1,114.86	0.00
6441	DELINQUENT PC 511	0.00	(366.18)	(1,125.23)	0.00	1,125.23	0.00
	<b>Total</b>	<b>(740,000.00)</b>	<b>(52,976.92)</b>	<b>(223,326.73)</b>	<b>0.00</b>	<b>(516,673.27)</b>	<b>30.18</b>
<b>6500</b>	<b>EARNINGS ON INVESTMENTS</b>						
6510	INTEREST ON INVESTMENTS	(25,000.00)	(44,508.14)	(80,918.79)	0.00	55,918.79	323.68
6530	GAIN/LOSS ON INVESTMNTS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(25,000.00)</b>	<b>(44,508.14)</b>	<b>(80,918.79)</b>	<b>0.00</b>	<b>55,918.79</b>	<b>323.68</b>
<b>6700</b>							
6710	ADMISSIONS	(81,400.00)	(6,944.16)	(15,333.95)	0.00	(66,066.05)	18.84
6740	FEES	0.00	0.00	0.00	0.00	0.00	0.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00
6790	OTHR STUDENT ACT INCOME	(15,000.00)	0.00	0.00	0.00	(15,000.00)	0.00

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	<b>Total</b>	<b>(96,400.00)</b>	<b>(6,944.16)</b>	<b>(15,333.95)</b>	<b>0.00</b>	<b>(81,066.05)</b>	<b>15.91</b>
<b>6800</b>							
6821	STATE REV REC OTHER PA	0.00	0.00	0.00	0.00	0.00	0.00
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	(238,450.00)	0.00	0.00	0.00	(238,450.00)	0.00
6837	FED REV CARES ACT-CNTY	0.00	0.00	0.00	0.00	0.00	0.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(238,450.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(238,450.00)</b>	<b>0.00</b>
<b>6900</b>	REVENUE LOCAL SOURCES						
6910	USE OF FACILITIES	(3,500.00)	(520.28)	(520.28)	0.00	(2,979.72)	14.87
6920	CONTRIBUTION & DONATION	0.00	0.00	0.00	0.00	0.00	0.00
6941	REGULAR SCH TUITION	0.00	(350.00)	(350.00)	0.00	350.00	0.00
6942	SUMMER SCHOOL TUITION	(9,000.00)	0.00	0.00	0.00	(9,000.00)	0.00
6944	Tuition other LEA's	(27,000.00)	0.00	0.00	0.00	(27,000.00)	0.00
6980	COMMUNITY ACTIVITY REV	(7,900.00)	0.00	0.00	0.00	(7,900.00)	0.00
6990	MISCELLANEOUS REVENUE	0.00	(923.40)	756.57	0.00	(756.57)	0.00
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00
6999	Miscellaneous	(30,000.00)	(807.09)	(11,932.53)	0.00	(18,067.47)	39.78
	<b>Total</b>	<b>(77,400.00)</b>	<b>(2,600.77)</b>	<b>(12,046.24)</b>	<b>0.00</b>	<b>(65,353.76)</b>	<b>15.56</b>
<b>7000</b>							
<b>7100</b>	BASIC INS.OPR.SUBSIDIES						
7110	BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION SUBSIDY	(3,510,484.00)	0.00	(547,231.00)	0.00	(2,963,253.00)	15.59

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7112	SOCIAL SECURITY SUBSIDY	(813,209.00)	0.00	(212,493.76)	0.00	(600,715.24)	26.13
7140	CHARTER SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(4,323,693.00)</b>	<b>0.00</b>	<b>(759,724.76)</b>	<b>0.00</b>	<b>(3,563,968.24)</b>	<b>17.57</b>
<b>7200</b>	<b>REVENUE EDU.PROGRAMS</b>						
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(995,464.00)	(161,817.00)	(323,634.00)	0.00	(671,830.00)	32.51
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(995,464.00)</b>	<b>(161,817.00)</b>	<b>(323,634.00)</b>	<b>0.00</b>	<b>(671,830.00)</b>	<b>32.51</b>
<b>7300</b>	<b>REVENUE NON-ED.PROGRAMS</b>						
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	(285,000.00)	0.00	(28,714.00)	0.00	(256,286.00)	10.08
7312	NP TRANSPORTATION	(115,000.00)	0.00	0.00	0.00	(115,000.00)	0.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	(42,000.00)	0.00	0.00	0.00	(42,000.00)	0.00
7340	SUPPLEMENTAL REIMBURSE	(1,172,391.00)	0.00	(586,195.00)	0.00	(586,196.00)	50.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	PCCD Grant	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(1,614,391.00)</b>	<b>0.00</b>	<b>(614,909.00)</b>	<b>0.00</b>	<b>(999,482.00)</b>	<b>38.09</b>
<b>7500</b>	<b>ACCOUNTABILITY GRANT</b>						
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00

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7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	(142,538.00)	0.00	0.00	0.00	(142,538.00)	0.00
7506	PA SMART GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(142,538.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(142,538.00)</b>	<b>0.00</b>
7800	REVENUE PA SHARE BEN.						
7810	FICA - STATE	0.00	0.00	0.00	0.00	0.00	0.00
7820	RETIREMENT - STATE	(3,777,896.00)	(1,089,752.54)	(1,089,752.54)	0.00	(2,688,143.46)	28.85
	<b>Total</b>	<b>(3,777,896.00)</b>	<b>(1,089,752.54)</b>	<b>(1,089,752.54)</b>	<b>0.00</b>	<b>(2,688,143.46)</b>	<b>28.85</b>
7900	REVENUE TECHNOLOGY						
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8000							
8500	FEDERAL GRANTS-IN-AID						
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	(264,945.00)	(16,627.67)	(66,510.68)	0.00	(198,434.32)	25.10
8515	TITLE II	(55,578.00)	0.00	0.00	0.00	(55,578.00)	0.00
8516	TITLE III ESL	(6,420.00)	0.00	0.00	0.00	(6,420.00)	0.00
8517	DRUG FREE SCHOOLS	(14,686.00)	0.00	0.00	0.00	(14,686.00)	0.00
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(341,629.00)</b>	<b>(16,627.67)</b>	<b>(66,510.68)</b>	<b>0.00</b>	<b>(275,118.32)</b>	<b>19.47</b>
8600	OTHER FED.GRANTS-IN-AID						
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8700							
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
8741	CARE ACT - ESSER FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8742	GOV EMER ED RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00
8743	ESSER II - CRRSA ACT	0.00	(22,431.07)	(269,172.84)	0.00	269,172.84	0.00
8744	ARP ESSER III	(1,049,526.00)	(35,472.29)	(532,084.35)	0.00	(517,441.65)	50.70
8747	EMERGENCY CONNECTIVITY	0.00	0.00	(776,787.25)	0.00	776,787.25	0.00
	FUND						
8749	CARES ACT - PCCD FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER 7% LEARNING	0.00	(1,969.27)	(11,815.62)	0.00	11,815.62	0.00
	LOSS						
8752	ARP ESSER 7% SUMMER	0.00	(393.85)	(2,363.10)	0.00	2,363.10	0.00
	PROGRAMS						
8753	ARP ESSER 7%	0.00	(393.86)	(2,363.16)	0.00	2,363.16	0.00
	AFTERSCHOOL PROGRAMS						
	<b>Total</b>	<b>(1,049,526.00)</b>	<b>(60,660.34)</b>	<b>(1,594,586.32)</b>	<b>0.00</b>	<b>545,060.32</b>	<b>151.93</b>
8800	ACCESS REIMBURSEMENTS						
8810	MEDICAL ASSISTANCE	(15,000.00)	0.00	0.00	0.00	(15,000.00)	0.00

(UNADJUSTED)  
**Condensed Board Summary Report**

From 09/01/2022 To 09/30/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8820	MED ASSIS - TRANS & AD	0.00	0.00	(5,797.62)	0.00	5,797.62	0.00
	<b>Total</b>	<b>(15,000.00)</b>	<b>0.00</b>	<b>(5,797.62)</b>	<b>0.00</b>	<b>(9,202.38)</b>	<b>38.65</b>
9000							
9300							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MAJOR FUND 10 TOTALS</b>							
	<b>Total Expenditure</b>	<b>49,186,932.00</b>	<b>3,840,582.63</b>	<b>7,939,869.62</b> ✓	<b>2,258,277.20</b>	<b>38,988,785.18</b>	<b>20.73</b>
	<b>Total Other Expenditure</b>	<b>1,929,953.00</b>	<b>1,630.52</b>	<b>1,845,909.88</b> ✓	<b>0.00</b>	<b>84,043.12</b>	<b>95.65</b>
	<b>Total Revenue</b>	<b>(51,116,885.00)</b>	<b>0.00</b>	<b>(26,915,518.27)</b> ✓	<b>0.00</b>	<b>(24,201,366.73)</b>	<b>52.65</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>(18,505,808.22)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>0.00</b>	<b>(14,663,595.07)</b>	<b>(17,129,738.77)</b>	<b>2,258,277.20</b>	<b>14,871,461.57</b>	

*(UNADJUSTED)*  
**Condensed Board Summary Report**

From 09/01/2022 To 09/30/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	49,186,932.00	3,840,582.63	7,939,869.62	2,258,277.20	38,988,785.18	20.73
Total Other Expenditure	1,929,953.00	1,630.52	1,845,909.88	0.00	84,043.12	95.65
Total Revenue	(51,116,885.00)	(18,505,808.22)	(26,915,518.27)	0.00	(24,201,366.73)	52.65
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	<b>0.00</b>	<b>(14,663,595.07)</b>	<b>(17,129,738.77)</b>	<b>2,258,277.20</b>	<b>14,871,461.57</b>	

Capital Reserve Finance Report  
September 30, 2022

Project	Original Budget	Change Orders	Miscellaneous Construction Costs	Working Budget	Project To Date Expenses August	September	Project To Date Expenses	Balance To Finish
<b><u>Cooling Tower Replacement</u></b>								
HBEEngineers, Inc.								
Engineering Design Services	12,000.00			12,000.00	12,000.00		12,000.00	0.00
Permits			460.00	460.00	460.00		460.00	0.00
ASL Refrigeration, Inc.	221,045.00			221,045.00	221,045.00		221,045.00	0.00
<b><u>Tennis Court Maintenance - Installation</u></b>								
The Breneman Company	49,800.00			49,800.00	49,800.00		49,800.00	0.00
<b><u>Saucon Valley High School Repairs</u></b>								
Garland/DBS, Inc.								
Roof Repairs	39,899.00	9,991.00		49,890.00	49,890.00		49,890.00	0.00
<b><u>Walk-In Box Evaporators</u></b>								
Johnson Controls								
Two New Russell Evaporator Assemblies	15,900.00			15,900.00	15,900.00		15,900.00	0.00
<b><u>Replacement of 2 Existing HS Rooftop Heat Pumps</u></b>								
HBEEngineers, Inc.								
Engineering Design Services	3,900.00			3,900.00	3,900.00		3,900.00	0.00
Johnson Controls								
RTU-4 and RTU-13 Replacement	81,312.00			81,312.00	25,328.80	55,983.20	81,312.00	0.00
<b><u>HS AHU-2 Condensing Unit</u></b>								
Johnson Controls								
Total Project is \$49,698 of which \$35,898 will be paid by General Fund	13,800.00			13,800.00	13,800.00		13,800.00	0.00
	<b><u>437,656.00</u></b>	<b><u>9,991.00</u></b>	<b><u>460.00</u></b>	<b><u>448,107.00</u></b>	<b><u>392,123.80</u></b>	<b><u>55,983.20</u></b>	<b><u>448,107.00</u></b>	<b><u>0.00</u></b>

**SAUCON VALLEY SCHOOL DISTRICT  
BUSINESS OFFICE**

BUDGETARY TRANSFER FORM  
2021-2022

**Date: October 25, 2022**

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	
ACCOUNT #		IN	OUT			
1	TO	10-1110-650-000-10-000-000-000-0000	9,200.00		REG INSTR SOFTWARE LIC K-4	BALANCE ACCOUNT
	FROM	10-2380-650-000-10-000-000-000-0000		9,200.00	SOFT & LIC - PRINC OFC K-4	TRANSFER OF FUNDS
2	TO	10-1110-650-000-10-000-000-000-0000	2,244.00		REG INSTR SOFTWARE LIC K-4	BALANCE ACCOUNT
	FROM	10-1110-640-000-10-000-000-000-0000		2,244.00	BOOKS & PERIODICALS REG K-4	TRANSFER OF FUNDS
3	TO	10-2380-650-000-10-000-000-000-0000	460.00		SOFT & LIC - PRINC OFC K-4	BALANCE ACCOUNT
	FROM	10-2380-610-000-10-000-000-000-0000		460.00	SUPPLIES - PRINCIPAL K-4	TRANSFER OF FUNDS

**Total Transfer: \$ 11,904.00**

## Facility Committee – October 12, 2022

The Facility Committee of the Saucon Valley School Board met on October 12, 2022, in the District Office Conference Room at 5:00 pm.

The following items were on the Facility Committee agenda:

- Update: High School Terrazzo Floors
- Update: High School Window Replacement
- Update: Roof Sealing/Leaks
- Update: Street Lights to the Stadium
- Update: Stadium Leaks
- Discussion & Action: Existing High School RHP Units
- Discussion & Action: High School Transite/Window Credit
- Discussion & Action: High School Window Blinds
- Discussion & Action: High School Cafeteria Blinds
- Discussion & Action: Use of Facilities

The committee recommended the following items be sent to the Finance Committee:

- High School Window Blinds
- High school Cafeteria Doors

## Finance Committee – October 19, 2022

The Finance Committee of the Saucon Valley School Board met on October 19, 2022, at 5:00 pm in the District Office Conference Room.

The following items were on the Finance Committee agenda:

- Discussion & Action: High School Window Blinds
- Discussion & Action: High School Cafeteria Doors
- Discussion & Action: PowerSchool/HR Module

The committee recommended sending the following items to the Board:

- High School Window Blinds
- High School Cafeteria Doors
- PowerSchool/HR Module

## **COVID-19 LICENSING FAQ/GUIDELINES**

### **Streaming Royalties**

All streaming royalties will be collected via SHOWTIX4U ([www.ShowTix4U.com](http://www.ShowTix4U.com)), unless prior arrangements have been made with MTI.

On the contract confirmation page (page 2) *only* enter royalties for any performances in front of a live audience.

For STREAMING performances, you need not enter any amount, and should leave the line blank.

### **Postponements**

Postponing a show (including COVID-19 postponements):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Make the appropriate selection(s) to adjust your date and click [Submit](#)
- You will receive an email confirmation that the change request was received, and it will include a summary of the changes you requested

### **Cancellations**

Cancelling a show (including COVID-19 cancellations):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Select [I'd Like to Cancel My Booking](#) and click [Submit](#)
- Once you have received the email confirming that your cancellation was processed, you can access your invoice through your MyMTI account by clicking [Booking Details](#), and then clicking [My Invoice](#).

### **Refunds/Keeping Funds on Account**

Refund checks will be distributed as soon as administratively possible. Processing delays due to fluctuating COVID-19 restrictions in New York City, where the MTI offices are located, may occur.

If you prefer to leave your funds On Account, you can log in to your MyMTI account and select whether you wish to:

- a) leave your funds On Account with MTI for your future use with any MTI-licensed productions
- b) leave your funds On Account temporarily, with MTI processing your refund at a later date (e.g., if you do not currently have access to the location/office where the payment will be mailed)
- c) request that your refund be processed and mailed as soon as possible

### **Material Returns**

Rental material returns: Our materials library is open and able to receive rental material returns. If you have safe access and if possible, please return any rented MTI materials to our library at your earliest convenience.

# MUSIC THEATRE INTERNATIONAL

## CONTRACT CHECKLIST

Your MTI Rep: KAITLIN STERN

Your MTI Account Number: 6742070

Contract #: 9770033 Printed on: 10/21/22

We've updated and streamlined our contract to make it even easier for you to do business with us!

### **After Reading through your Contract, be sure to Complete, Sign, and Return the following pages:**

#### ▶ **CONTRACT CONFIRMATION — Remember to:**

##### • **Write In:**

- » Number of Performances (first blank line on Contract Confirmation)
- » Royalty per Performance (second blank line on Contract Confirmation)
- » Additional Rental costs (if any)
- » Grand Total of Additional Materials (from Additional Materials page, if ordering)

##### • **Include Payment:**

Check or Money Order (no personal checks)

OR

Credit Card information with Signature

OR

Purchase Order (only for schools and government agencies)

- » The \$400 security deposit *must* be paid by Credit Card, Check or Money Order

#### ▶ **ADDITIONAL MATERIALS — if ordering (optional)**

#### ▶ **ADDITIONAL ORCHESTRATION — if ordering (optional)**

#### ▶ **VIDEO LICENSE, if available, and \$75 fee — if ordering (optional)**

#### ▶ **Any other Contract Riders that require signature**

### ADDITIONAL NOTES

#### PLEASE NOTE:

- For shows with multiple Orchestrations, you may order additional parts *only* for the Orchestration you selected on the Contract Confirmation page.
- Final Sales Tax and Shipping Fees can only be determined after Contract and security deposit have been processed.
- Please read through the entire Contract to ensure proper compliance with the terms of your agreement with MTI.

#### How to Return your Contract:

- By Email: Scan and email your signed Contract, with payment information, to your licensing representative
- By Mail: Sign and mail your Contract, with payment information, to:

Music Theatre International  
423 West 55<sup>th</sup> Street  
New York, NY 10019

# MTI PRODUCTION CONTRACT

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

## Licensee:

SAUCON VALLEY HIGH SCHOOL  
C/O: FELICIA STONE  
2095 POLK VALLEY RD  
HELLERTOWN, PA 18055-2400

TELE#: FAX:  
E-MAIL: felicia.stone@svpanthers.org

- REPRINT -

Contract Issue Date: 10/21/22  
Contract Expiration Date: 12/02/22  
Valid For Performances From: 03/09/23 - 03/12/23  
MTI Access Code: MAR1854459

THIS IS A LICENSE FOR AN AMATEUR PRODUCTION OF:  
MARY POPPINS

## SPECIAL CONDITIONS

## ROYALTY

ROYALTY A) \$1344.00 For Each Regular, Benefit or Other Performance  
Provisions:

Seating Limited to 500 per Performance  
Tickets @ 18.00 12.00

## SECURITY DEPOSIT

\$400.00 to be refunded following the safe, timely return of the rented material to us, less handling/shipping/missing materials/brokerage fees, late charges and/or any outstanding account obligations.

## RENTAL FEE

\$695.00 for a standard set of materials or any part thereof  
Provisions:

See attached ADDITIONAL MATERIALS page for a complete list of all materials included in the Standard Rental Set.

The Standard Rental Set (see attached) is the ONLY acting edition authorized by the Authors and MUST be rented from us as a condition of this offering.

If the rental materials are needed in advance of the standard two-month rental period, they may be rented for \$400.00 extra each month or part thereof, pending availability.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

# CONTRACT CONFIRMATION

COMPLETE AND RETURN TO MTI

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

## CONFIRMATION OF PERFORMANCE INFORMATION

Name of Organization: SAUCON VALLEY HIGH SCHOOL  
Name of Show: MARY POPPINS  
Name and address of performance space/venue: SAUCON VALLEY HIGH SCHOOL  
2097 POLK VALLEY ROAD, HELLERTOWN, PA 18055

Date(s) of performance(s): 03/09/2023 - 03/12/2023

Offer Expires: 12/02/2022

Please list number of performances  
for each calendar month: \_\_\_\_\_

SHIP WITH:  Standard Orchestration  Alternate Orchestration  Partial  No Orchestration  
(check one) (if "Partial," you MUST mark the required parts on the ORCHESTRATION DETAILS sheet, and return a copy with your signed contract.)

ROYALTY: Royalty A for 4 performance(s) @ \$ 1,344.00 per performance, a total of \$ 5,376.00

RENTAL: \$695.00 for a standard set of materials or any part thereof \$ 695.00

ADDITIONAL RENTAL (Outside of the standard two (2) month period): \$100 per week X \_\_\_\_\_ weeks \$ \_\_\_\_\_

SECURITY FEE: Your security fee MUST be paid in full by check, credit card or money order (No Purchase Orders accepted) in order to process your license. Failure to do so may result in a delay in the processing of your license. \$ 400.00

ADDITIONAL MATERIALS GRAND TOTAL (from ADDITIONAL MATERIALS page): \$ \_\_\_\_\_

SALES TAX (where applicable): \$ \_\_\_\_\_

TOTAL: ..... \$ 6,471.00

TOTAL AMOUNT ENCLOSED: ..... \$ \_\_\_\_\_

BALANCE REMAINING: ..... \$ \_\_\_\_\_

## SHIPPING

You will be billed for all shipping charges.  
Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.

Special Shipping Instructions: (check one)  OVERNIGHT  3-DAY  GROUND (up to 7 days)  
If no shipping method is selected, shipment will be by FedEx Ground Service

Shipping Address: \_\_\_\_\_

(NO P.O. BOXES) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## PAYMENT

### ALL PAYMENTS MUST BE MADE IN U.S. FUNDS

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

CREDIT CARD:  VISA  MASTERCARD  AMERICAN EXPRESS

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount: \_\_\_\_\_

\*PLEASE NOTE: ANY REFUNDS ISSUED ON CREDIT CARD PAYMENTS WILL BE PAID TO THE ORGANIZATION BY CHECK

PURCHASE ORDER: For schools and government agencies ONLY, a signed, authorized purchase order is acceptable for ROYALTY and RENTAL payment. YOU MUST STILL return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to cause materials to be shipped.

## ACCEPTANCE

By signing below, you agree that (i) you have read and understand the terms and conditions of this Production Contract, the accompanying Performance License and all attached riders, which are incorporated by reference into the Performance License and (ii) Licensee shall abide by the terms and conditions contained therein.

PRINT YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL \_\_\_\_\_ DAY PHONE \_\_\_\_\_

CONFIRM 0\_13r

**YOU MUST COMPLETE AND RETURN THIS PAGE WITH PAYMENT**

# **STANDARD RENTAL SET**

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

The rental fee includes the materials below and, when applicable, a full OR partial set of the standard OR alternate orchestration. The rental fee will not change if no orchestrations are ordered.

## ***YOUR STANDARD RENTAL SET WILL INCLUDE:***

- 1 ERRATA LIST
- 28 LIBRETTO/VOCAL BOOK
- 1 PRODUCTION HANDBOOK DIGITAL
- 1 ZFX FLYER
- 2 PIANO VOCAL SCORE
- 1 CHOREOGRAPHY DVD:"SUPERCAL..."

# ORCHESTRATION

## STANDARD ORCHESTRATION

Your MTI Rep: KAITLIN STERN  
 Your MTI Account Number: 6742070  
 Contract #: 9770033 Printed on: 10/21/22

Below is a detailed list of all orchestra parts available for this title, along with doublings and other instrumentation notes. If you wish to order additional parts, mark the number of additional parts for each instrument, and return this page with your Contract Confirmation page and include the total number of additional parts on the Additional Materials form.

### STANDARD ORCHESTRATION

#### 16-PIECE ORCHESTRATION

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	BASS	ACOUSTIC BASS, ELECTRIC BASS
1	_____	CELLO	
1	_____	GUITAR	BANJO, ELECTRIC GUITAR, NYLON STRG ACOUSTIC STEEL STRG ACOUSTIC
1	_____	HORN 1	
1	_____	HORN 2	
1	_____	PIANO 1/KEYBOARD 1	
1	_____	PIANO 2/KEYBOARD 2	
1	_____	PERCUSSION 1	BELL TREE, BIRD WHISTLE, BOO BAMS, CABASA, CHIMES CROTALES, GLOCKENSPIEL, GRAN CASSA, MARIMBA MARIMBA/KALIMBA, MARK TREE, PIATTI, SUSPENDED CYMBAL TAM TAM, TAMBOURINE, TIMPANI, TUBULAR BELLS, VIBES WASHBOARD, XYLOPHONE
1	_____	PERCUSSION 2	BELL TREE, BONGOS, CLASH CYMBALS, COWBELL, CRICKET CROTALES, CUICA, DRUM KIT, FINGER CYMBALS, GONG, GUIRO LARGE TRIANGLE, MARK TREE, MEDIUM TRIANGLE METAL RATTLE, PIATTI, PICCOLO WOOD BLOCK, RATCHET RODS (ON HI HAT), SHIP'S BELL, SMALL GONG SMALL TRIANGLE, SPOONS, SUSPENDED CYMBAL, TAMBOURINE TEMPLE BLOCKS, TOY DRUM, WHIP, WIND CHIMES WIND MACHINE, WOODBLOCKS
1	_____	PIANO CONDUCTOR'S SCORE ACT 1	
1	_____	PIANO CONDUCTOR'S SCORE ACT 2	
1	_____	REED 1	ALTO RECORDER IN F, FLUTE, PICCOLO
1	_____	REED 2	ENGLISH HORN, HARMONICA, OBOE
1	_____	REED 3	Bb CLARINET, BASS CLARINET, Eb CLARINET
1	_____	TROMBONE 1	EUPHONIUM, TROMBONE
1	_____	TROMBONE 2	BASS TROMBONE, TROMBONE, TUBA
1	_____	TRUMPET 1	CORNET, FLUGELHORN, TRUMPET
1	_____	TRUMPET 2	CORNET, FLUGELHORN, TRUMPET

# ORCHESTRATION

## ALTERNATE ORCHESTRATION

Your MTI Rep: KAITLIN STERN  
 Your MTI Account Number: 6742070  
 Contract #: 9770033 Printed on: 10/21/22

Below is a detailed list of all orchestra parts available for this title in the Alternate Orchestration, along with doublings. If you wish to order additional parts, mark the number of additional parts for each instrument, and return this page with your Contract Confirmation page and include the total number of additional parts on the Additional Materials form.

**PLEASE NOTE: YOU MAY EITHER ORDER THE STANDARD ORCHESTRATION OR ALTERNATE ORCHESTRATION. YOU MAY NOT ORDER ORCHESTRATION PARTS FROM BOTH ORCHESTRATIONS FOR THE SAME PRODUCTION**

### ALTERNATE ORCHESTRATION 11-PIECE ORCHESTRATION

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	ALT: PC ACT 1	
1	_____	ALT: PIANO 1/KEYBOARD 1	
1	_____	ALT: PIANO 2/KEYBOARD 2	
1	_____	ALT: CELLO	
1	_____	ALT: BASS	
1	_____	ALT: PC ACT 2	
1	_____	ALT: REED 1	FLUTE, PICCOLO
1	_____	ALT: REED 2	Bb CLARINET, BASS CLARINET, Eb CLARINET
1	_____	ALT: HORN 1	
1	_____	ALT: HORN 2	
1	_____	ALT: TRUMPET	CORNET, FLUGELHORN, TRUMPET
1	_____	ALT: TROMBONE	
1	_____	ALT: PERCUSSION	

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL ORCHESTRATION

# ADDITIONAL MATERIALS

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

## A NOTE ABOUT ADDITIONAL MATERIALS

The following guide will help you determine the price of available Additional Materials for your show.

Note: Not all Additional Materials are available for every show title.

To check for availability of any Additional Materials in the show you are licensing, please see the show-specific list of Additional Materials on the following page.

**Performance Accompaniment Recordings** ..... \$350  
(*Rehearsal only*)

**Performance Accompaniment Recordings**  
(*Rehearsal and Performance*)

0 – 500 seats	up to 10 performances	.....	\$750
	11 or more performances ( <i>cost per performance over 10</i> )	.....	\$100
501+ seats	up to 10 performances	.....	\$999
	11 or more performances ( <i>cost per performance over 10</i> )	.....	\$100

**Transpositions-on-Demand** (*per song title*) ..... \$150  
(*complete set of orchestra parts, and piano/conductor or piano/vocal score*)

**KeyboardTEK** (Keyboard patches & programming)  
*for pricing and to place an order, visit* ..... [www.KeyboardTEK.com](http://www.KeyboardTEK.com)

**OrchExtra®** *for pricing, visit* ..... [www.rms.biz](http://www.rms.biz)

— THIS PAGE IS FOR PRICING REFERENCE ONLY —

To order available Additional Materials,  
enter the price on the following ADDITIONAL MATERIALS page

# ADDITIONAL MATERIALS

Your MTI Rep: KAITLIN STERN  
 Your MTI Account Number: 6742070  
 Contract #: 9770033 Printed on: 10/21/22

## ADDITIONAL MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.

To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.

ITEM	QUANTITY	COST EACH	TOTAL
<b>ADDITIONAL MATERIALS</b>			
<b>ERRATA LIST</b>			
LIBRETTO/VOCAL BOOK (Replacement Fee \$25.00)	_____	x \$ 6.25	= \$ _____
ZFX FLYER ***	_____		
PIANO VOCAL SCORE (Replacement Fee \$80.00)	_____	x \$ 20.00	= \$ _____
CHOREOGRAPHY DVD:"SUPERCAL..." ***	_____		
ADDITIONAL ORCHESTRA PARTS ( Replacement Fee \$60.00)	_____	x \$ 15.00	= \$ _____
(Attach ORCHESTRATION sheet with additional parts required marked - list total quantity of parts above)			
<b>THEATRICAL RESOURCES</b>			
ALT: FULL SCORE VOL 1 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
ALT: FULL SCORE VOL 2 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
ALT: FULL SCORE VOL 3 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
ALT: FULL SCORE VOL 4 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
CHOREOGRAPHY MANUAL	_____	x \$ 100.00	= \$ _____
CUSTOMIZABLE SHOW POSTERS AND ARTWORK	_____	x \$ 175.00	= \$ _____
DIGITAL SCENERY PROJECTIONS	_____	x \$ 850.00	= \$ _____
DIGITAL SCENERY PROJECTIONS PRO	_____	x \$ 1,795.00	= \$ _____
FULL SCORE VOL. 1 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
FULL SCORE VOL. 2 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
FULL SCORE VOL. 3 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
FULL SCORE VOL. 4 OF 4 (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
HOW DOES THE SHOW GO ON?	_____	x \$ 21.00	= \$ _____
LOGO PACK DIGITAL	_____	x \$ 75.00	= \$ _____
PARROT UMBRELLA (ADULT)	_____	x \$ 35.00	= \$ _____
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	_____	x \$ 199.00	= \$ _____
REFERENCE RECORDING	_____	x \$ 20.00	= \$ _____
PERFORMANCE ACCOMPANIMENT RECORDING (REHEARSAL ONLY)	_____	x \$ 350.00	= \$ _____
REHEARSCORE APP	_____	x \$ 350.00	= \$ _____
STAGE MANAGER SCRIPT (Replacement Fee \$100.00)	_____	x \$ 25.00	= \$ _____
STAGE WRITE APPLICATION	_____	x \$ 150.00	= \$ _____
VIDEO LICENSE	_____	x \$ 75.00	= \$ _____
LOGO TEES SIX-PACK ADULT LARGE	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK ADULT MEDIUM	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK ADULT SMALL	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK ADULT X-LARGE	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK ADULT XX-LARGE	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK CHILD LARGE	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK CHILD MEDIUM	_____	x \$ 80.00	= \$ _____
LOGO TEES SIX-PACK CHILD SMALL	_____	x \$ 80.00	= \$ _____
KEYBOARDTEK ***	_____		
ORCHEXTRA ***	_____		
<b>ADDITIONAL MATERIALS GRAND TOTAL</b> (add this total to Contract Confirmation Page)			\$ _____
<b>PERFORMANCE &amp; REHEARSAL</b> (attach to your contract to receive materials.)			

Add total for all items here

\*\*\*See previous page for pricing information

➤ Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.

**RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL MATERIALS**

# BILLING CREDITS

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

## SHOW BILLING CREDITS

For proper usage, refer to **Section I, Paragraphs 4 (A & B)** of the Performance License.

\*\*\* SEE BILLING RIDER FOR BILLING REQUIREMENTS \*\*\*

## MTI BILLING

In accordance with the **Dramatic Performing Rights License**, all publicity materials (posters, programs, websites and press releases, etc.) **MUST** include the following credit:

**MARY POPPINS**  
**Is presented through special arrangement with Music Theatre International (MTI).**  
**All authorized performance materials are also supplied by MTI.**  
**www.mtishows.com**

## VIDEO RECORDING WARNING

This license does NOT grant the right\*\* to make, use and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, through physical media (e.g., film, CD, DVD, tape) or any method of digital recording or distribution. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement.

In compliance with the above condition, you **MUST** include the following warning in your program:

**Any video and/or audio recording of this  
production is strictly prohibited.**

\*\*except with respect to certain titles, where a limited video license is available for \$75.00 and you have purchased that license

# PERFORMANCE LICENSE

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

This Performance License (the "License"), and any Contract Riders attached to the MTI Production Contract ("Production Contract"), are incorporated by reference into the Production Contract and contain important restrictions and requirements regarding Licensee's production. Throughout this License, Music Theatre International is referred to as "MTI", "we" or "us"; the organization to which the Production Contract is issued is referred to as "Licensee" or "you"; and the individual signing on behalf of the Licensee is referred to as the "Authorized Signatory."

Please read this Performance License carefully and keep this copy for your records.

Your signature on the acceptance line of the Production Contract accompanying this License will acknowledge that:

- a) you have read and understand the terms, conditions and provisions set forth below;
- b) you are authorized to sign the Production Contract on behalf of Licensee;
- c) you agree to the terms, conditions and provisions contained herein on behalf of Licensee; and
- d) you will inform the producer(s), director(s) and creative team of Licensee's production of the terms, conditions and provisions contained in this Production Contract.

## I. COPYRIGHT PROVISIONS, PRODUCTION RULES AND BILLING

Any violation of these copyright provisions shall automatically and immediately terminate the Production Contract.

1. **Rights Granted:** This Production Contract allows the public performance of the Play as represented in the rented materials provided by MTI under the following terms and conditions. The rights granted by MTI do not include the right to utilize the original choreography, staging, direction, costume designs or scenery designs from any prior production of the Play (unless such rights are included in materials provided by MTI or otherwise permitted by MTI in writing), and you may not use such elements, in whole or in part, in your production unless you have obtained the right to do so from the owner of such elements (such as the director, choreographer or designer). See separate Contract Rider for more detail regarding Replica Elements.
2. **Changing the Play; Casting:** Under federal law and under the terms of this Production Contract, you may not make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials"), including but not limited to the following:
  - a. You may not add music, dialogue, lyrics, non-verbal scenes or anything to the Play as embodied in the MTI Rental Materials, including any songs or dialogue from any film version of the Play or from any other production of the Play.
  - b. You may not delete, in whole or in part, any material in the Play as embodied in the MTI Rental Materials.
  - c. You may not make changes of any kind, including but not limited to changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play.
  - d. You agree that any proposed change, addition, omission, interpolation, or alteration in the book, music, or lyrics of the Play shall first be submitted in writing to MTI. MTI may, in its sole discretion, seek approval for such change from the authors or other rightsholders of the Play (the "Rightsholders"). If permission for any such change is granted, such changes shall become the property of the Rightsholders without any obligation to you or any third party making such changes, and MTI may require you to enter into a work for hire agreement or copyright assignment with such third party. If MTI does not respond to a request for any changes in writing, the change shall be deemed disapproved. No such change shall be implemented in your production unless and until MTI has notified you in writing that the change is approved.
  - e. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this Performance License. Certain titles may have additional casting requirements set forth in a separate contract rider.
  - f. You may not make any physical or digital copies of the materials provided or physically alter, amend, or change them, or digitally distribute them, without MTI's prior written permission. If such permission is granted, you agree to collect and destroy all such copies upon the completion of your production.
  - g. MTI and the Rightsholders shall not be obligated at any time to offer royalty participation or make any payment to any person whom you may hire to direct, choreograph, stage, design, furnish musical services or otherwise actualize your production unless that person has entered into a written agreement directly with the Rightsholders or MTI.
  - h. **The Authorized Signatory agrees to review these copyright provisions with the director and entire creative team of your production.**

# PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN  
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3. **Advertising/Recording/Broadcast (Audio, Video, Digital, etc.):** Except for the customary right to advertise and publicize the Play by means of print, radio, television, online and social media, including TV commercials and B-Roll (in which no radio, television or digital commercial produced by Producer shall contain excerpts from the Play in excess of 30 seconds (90 seconds in the aggregate)), this Production Contract grants no rights to record, stream or distribute the Play or any portion of it by any means whatsoever (subject to the last sentence of this Paragraph). Specifically, except as set forth in the previous sentence, this Production Contract does not grant you any right to (i) make an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) to televise, broadcast, stream, make available for download or otherwise post online or in social media or through any mobile device the Play or any portion of it. You agree to inform all audience members of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
4. **Billing Credits and Use of Logos in Advertising and Promotion:**
  - a. **Billing:** You must bill the Play, the authors and other creative personnel in all programs, houseboards, displays, websites, advertising and publicity (print or digital) exactly as set out in the Billing Credits section of this Production Contract. Your program must also include any other required language that appears in the Billing Credits (e.g., MTI credit, video recording warning language).
  - b. **Bios:** If your program or website includes bios of any member of your creative team, you must include both (i) author bios and (ii) Music Theatre International's bio in your program. Bios may be found on our website at [www.mtishows.com/bios](http://www.mtishows.com/bios) or may be obtained by request from MTI.
  - c. **Logos:** You may not use the copyrighted logo of the Play or any logo associated with any other production or film version of the Play, unless you purchase an MTI Logo Pack featuring that logo (where available) and you pay MTI the appropriate fee, if required.
  - d. **Use of Play Title in Domain Names and Social Media:** You may not use any domain name or social media or account/handle incorporating the name of the Play without the prior written permission of MTI. If permission is granted, you must agree to assign the domain name to the Rightsholders or their duly authorized representatives.
  - e. **Program Copies:** One (1) print copy of the program for your production should be sent to MTI's Business Office (in lieu of a print version, digital copies can be emailed to [licensing@mtishows.com](mailto:licensing@mtishows.com)) not later than three (3) days following the opening performance.
5. **Merchandise:** You may not create merchandise based on the Play or using the Play's title, logo, characters, lyrics or text, whether for sale or distribution, without written permission from MTI acting on behalf of the Rightsholders or their duly authorized representatives. You may sell merchandise purchased from MTI (e.g., T-shirts), where available.

## II. PERFORMANCE LICENSE AND PAYMENT PROVISIONS

1. **License Effective Date; Payments:** MTI must receive, prior to the Offer Expiration Date on the first page of the Production Contract, (i) a signed copy of the Production Contract and (ii) your security deposit and any other payments that are due on execution, in U.S. funds, or your application for a license to produce the Play on the performance dates listed in the Production Contract will expire. Furthermore, MTI reserves the right to revoke the license offer at any time in its sole discretion before it has received the signed Production Contract and required payments. You will receive a confirmation from MTI when all such necessary submissions have been received and accepted (please allow approximately ten (10) business days) and at such time your Production Contract will take effect and your production will be considered licensed ("Fully Licensed"). Until such time, you agree not to advertise, announce, audition, present or sell tickets for any performances of the Play. Your license to produce the Play is conditioned on MTI receiving payment in full of all royalties, rental fees and other materials costs under this Production Contract (including payment for any ancillary productions or services purchased subsequent to the date the Production Contract was issued). (Accredited schools and government agencies only may provide a purchase order in lieu of upfront payment pursuant to Paragraph II. below). Payment in full is required before MTI will ship materials to you. In any case, if payment in full has not been received by MTI prior to the first scheduled performance date, the rights granted to you in this Production Contract will terminate and your production will be deemed to be unlicensed. You agree to pay all royalties, rental and any other amounts due to MTI upon execution or within the time period specifically set forth in the Production Contract and any rider. If no time period is listed for any other charges, you agree to pay such amounts owing to MTI within forty-five (45) days from the end of your production or within thirty (30) days of receipt of an invoice from MTI, as applicable.

# PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN  
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2. **Changes:** If you wish to change any of the conditions set forth in this Production Contract in any way (including change of dates, reducing or increasing the number of performance(s), ticket price adjustments or change of venue), you must submit such requested changes to MTI's Business Office in writing immediately, and MTI must approve all changes before they may take effect. Changes in dates may be disallowed because of licensing restrictions on the Play (e.g., due to tours). Changes in the number of performances, tickets prices and venue or seating capacity may alter the fees quoted in the Production Contract. If MTI does not receive notice of changes prior to your first scheduled performance date under your Production Contract, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract. In addition, if any such changes would increase the amount owing to MTI (e.g., increased ticket prices; adding performances or increasing seating capacity), MTI will charge your account for such additional amounts. MTI in its discretion may charge a change fee of \$25 each time changes (other than addition of performances or increased ticket prices) are made following the issuance of this Production Contract. If you wish to cancel your entire production, you must do so in accordance with Paragraph II.4 below.
3. **Additional Performances:** If you request the right to add performances or sell additional seats per performance pursuant to Paragraph 2 above, you agree to make additional royalty and rental payments for all such additional performances. You agree not to announce, advertise, present or sell tickets for such additional performances or additional capacity without prior written permission from MTI and payment of the additional royalty and fees due.
4. **Cancellation of Production:** If you wish to cancel your entire production, you must notify MTI's Business Office in writing immediately, but in any case prior to the date of the first scheduled performance set forth in the Production Contract. You understand that, even if you do not present the Play, you may be obligated for the fees set forth in this License and the Production Contract. MTI reserves the right to charge a cancellation fee of fifty dollars (\$50.00) and is entitled to retain all other amounts paid or owing to MTI under this Production Contract. Cancellation of individual performances is covered in Paragraph II. 2 above. Refunds, if any, for a cancelled production will be issued in accordance with Paragraph II. 14 below. If MTI does not receive notice of cancellation of your production prior to the first scheduled performance date under your Performance License, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract as well as any other payments received for ancillary products and services after the Production Contract was issued.
5. **Complimentary Tickets:** You agree as a condition of this Production Contract to reserve two (2) complimentary tickets for each performance (if requested) for the use of MTI and the Rightsholders and MTI agrees not to sell such tickets.
6. **Purchase Orders:** For accredited schools and government agencies only, a signed, authorized Purchase Order is acceptable in lieu of upfront payment. You must still provide a check, credit card or money order for the SECURITY FEE as well as your signed, authorized Purchase Order when you return the signed Production Contract to cause materials to be shipped. Following the end of the production, you agree to promptly pay royalty and rental payments as well as any other amounts owing for ancillary products and services purchased after the original Production Contract was issued.
7. **Accounting:** You agree to keep and maintain full and regular books and records in which you shall record all items in connection with the production and presentation of the Play, including dates of performance, ticket prices and number of tickets sold. Such books and records shall be open at all reasonable business hours for inspection by MTI or its representatives at your office, and MTI shall have the right to make copies of and take extracts from such books and records. You shall submit to MTI's Business Office, within five (5) days following demand by MTI, a sworn statement setting forth the total number of performances actually presented and the precise date and place of each such performance. MTI's rights under this Paragraph shall continue for five (5) years following (i) the date of the last performance licensed under the Production Contract or (ii) the date on which MTI received final payment due hereunder, whichever is later.
8. **Default:** This License is conditioned upon your fulfillment of all obligations set forth in the License and in the accompanying Production Contract, including the prompt payment of all rental, royalty, security and other fees owing to MTI in U.S. funds when due. If any such payments are not made in full to MTI when due, the rights granted to you under this License will be deemed void ab initio (i.e., this License will be deemed invalid from the outset) and the production that is the subject of this License (and all performances thereof) will be deemed to constitute infringement and breach of contract under applicable law. Nevertheless, you will remain liable for the payment of all fees that might be due to us under this License and will be subject as well to statutory damages for copyright infringement. If you default in the performance of any of the terms of this License, then, in addition to any and all other remedies which we might have at law, we shall have the right to a preliminary injunction to enjoin further performance of the Play. You agree to reimburse us for any expenses incurred by us in enforcing our rights under this Paragraph 8, including, but not limited to, attorneys' fees, telephone, fax, and postage charges and collection expenses. If you pay by check and it is returned insufficient funds or if you stop payment, MTI will charge a returned check fee (currently \$45).

# PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN  
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9. **Warranty:** MTI warrants that, on behalf of the Rightsholders of the Play, it is authorized to grant this License to you. MTI makes no other warranties.
10. **Reserved Rights:** All rights in and to the Play other than those specifically licensed to you under the terms of this Production Contract are reserved to MTI, with the unrestricted right of MTI to use, exploit or dispose of any of them at any time, whether or not the exercise of such rights may be in competition with the rights granted to you in this License.
11. **Transfer of Rights:** Under no conditions can this License be assigned or transferred without written consent from MTI.
12. **Governing Law:** This License shall be governed by the Laws of the State of New York, and any dispute arising out of or under this License agreement shall be litigated only in the courts of the City or State of New York in the City of New York or the United States District Court in the Southern District of New York, and in no other forum.
13. **Indemnification of Licensor:** You agree to indemnify MTI and its affiliates and the Rightsholders of the Play from any claim arising out of your violation of any of the provisions of this Production Contract.
14. **Refunds:** Refunds will be issued in the following circumstances.
  - a. Following the conclusion of your production, if any refund is due to you (e.g., unused portion of security deposit), you may elect to keep such amounts on your account to be used for future productions. If you do not elect to keep your refund amount on account, MTI will automatically process the refund within 6 to 8 weeks from the conclusion of your production. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.
  - b. If you have cancelled your entire production in a timely manner in accordance with Paragraph II.4 above and are entitled to a refund, you may elect to keep the refund on your account to be used for future productions. If you do not elect to keep your refund on account, MTI will process your refund within 6 to 8 weeks from the date MTI receives written notice of the cancellation. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.

You acknowledge that during a Force Majeure Event (as defined in Paragraph II.15 below), any refunds due to you may be delayed due to the volume of cancellations and refunds to be processed.

15. **Force Majeure:** Neither MTI nor the Licensee will be deemed in default of this License as a result of its delay or failure to perform its obligations (other than the Licensee's payment obligations) when such delay or failure arises out of causes beyond the reasonable control of MTI or the Licensee. Such causes may include, but are not restricted to, acts of God or the public enemy, war, insurrections, riots, civil disturbances, acts of terrorism, government restriction, fires, floods, strikes, unusually severe weather, epidemics, pandemics or other large-scale health events; but, in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the party (a "Force Majeure Event").

In the case of a Force Majeure Event that results in the cancellation or postponement of Licensee's production, Licensee must, as soon as reasonably practicable after the onset of a Force Majeure Event, (a) provide written notice to MTI of the nature and extent of such Force Majeure Event and (b) inform MTI whether it has cancelled or changed the production dates or intends to do so. Cancellation of Licensee's production shall be in accordance with Paragraph II.4. Proposed changes (such as postponement) to Licensee's production shall be in accordance with Paragraph II.2. If Licensee is unable to notify MTI in writing prior to the cancellation or proposed change, Licensee shall do so as soon as reasonably practicable but in any event within five (5) business days of the originally scheduled first performance date (or if the Force Majeure Event begins after performances have begun, within five (5) business days of the onset of the Force Majeure Event). If MTI does not receive written notice that Licensee has cancelled its production due to the Force Majeure Event within such time period, MTI will assume such production has taken place in accordance with the terms of the Production Contract and will have the right to retain all amounts previously paid or owing to MTI for such production (and no refunds will be issued).

Except in the case of cancellations and changes for which Licensee has notified MTI as provided above, nothing in this Paragraph shall affect or reduce Licensee's payment obligations under this Production Contract. Licensee shall remain liable for any cancellation fees, missing materials charges, shipping fees and other charges set forth in the Production Contract, including royalties for performances of the Play that were presented prior to the Force Majeure Event. Licensee also will remain liable for amounts owing for ancillary products and services purchased after the original Production Contract was issued, all of which MTI may deduct from the security deposit or other funds on account at MTI.

# PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN  
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In the case of a Force Majeure Event affecting MTI, MTI shall, as soon as reasonably practicable after the occurrence of the Force Majeure Event, (a) provide written notice (such notice may be given by emails, social media or website postings to customers generally); and (b) use commercially reasonable efforts to resume performance (e.g., shipping materials) as reasonably practicable.

16. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with all federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to social gathering restrictions as well as any other rules or guidance regarding the COVID-19 outbreak (or similar public health situation) which may impact any aspect of Licensee's production, including but not limited to rehearsals, performances and audience attendance. MTI makes no representation or assessment of the legality or prudence of Licensee's decision to proceed with its production, nor shall MTI or the Rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production. Licensee shall indemnify and hold MTI and the rightsholders harmless from any claims, costs, and damages arising out of Licensee's production.

## III. MATERIALS RENTAL PROVISIONS

- 1. Rental Term and Delivery:** Delivery of the MTI Rental Materials is conditioned on your production being Fully Licensed as described in Paragraph II.1 (i.e., you have received written confirmation from MTI after submitting the signed Production Contract and paying all applicable royalty, rental and security fees). Provided your production is Fully Licensed, the MTI Rental Materials will be shipped approximately two (2) months prior to the first performance of your production; however, if you have not signed and submitted the Production Contract and remitted full payment in time to enable shipment by such date, MTI will process your shipment as soon as practicable once your production is Fully Licensed. In such case, MTI cannot guarantee the MTI Rental Materials will be delivered in sufficient time to meet your production schedule. If the MTI Rental Materials are needed in advance of the two (2)-month period, the charge is one hundred dollars (\$100.00) for each additional week or partial week, subject to availability. You acknowledge that if materials have shipped MTI has the right to retain a pro-rated portion of the rental fees if your production is cancelled or shortened for any reason, including all fees paid for additional rental weeks, all of which would be determined by MTI in its sole discretion.
- 2. Authorized Rental Materials:** The MTI Rental Materials are the only Play materials authorized by the Rightsholders and must be rented from MTI as a condition of this Production Contract. You may not use scripts or orchestra parts obtained from other sources (including materials posted online). The full rental fee must be paid even if you do not intend to use all of the MTI Rental Materials in your production.
- 3. Ownership:** All MTI Rental Materials, including missing materials, remain the property of MTI and must be returned to MTI following the conclusion of your production. You understand that the MTI Rental Materials (i) cannot be used for any purpose other than as stated in this License and (ii) may not be copied, scanned or otherwise reproduced, sold, traded, offered for sale or trade, posted online, used for performances other than those specified in this Production Contract or otherwise transferred physically or digitally.
- 4. Suitability:** Although MTI strives to provide the highest quality service to you, MTI makes no representation as to the adequacy, suitability and/or condition of the MTI Rental Materials. Any missing or damaged materials MUST be reported to MTI's Business Office within five (5) business days after receipt of your shipment, or you may be liable for full replacement charges upon their return to MTI.
- 5. Shipping Charges:** You are responsible for shipping charges BOTH WAYS for materials that MTI rents and/or supplies to you, as well as all customs charges, duties and the like in connection with shipments of materials outside of the United States and return shipment to MTI. You are responsible for complying with all customs regulations applicable to the return of materials to the United States. MTI ships by USPS, FedEx, UPS or other carriers at its sole option. Any expense that MTI incurs with respect to the delivery or return of the materials to its library shall be charged to you; you agree upon demand promptly to reimburse MTI for the full amount of such expense, whether or not your production is cancelled. A \$10 handling fee is applied to each order.
- 6. Return of Materials:** You agree that, no later than seven (7) days after the last performance under this Production Contract, you will return to MTI, by prepaid carrier, insured for not less than seven hundred fifty dollars (\$750.00), the complete set of materials (including any additional materials ordered) in as good condition as when you received it. Should you fail to do so, MTI shall be entitled to an additional rental fee of twenty dollars (\$20.00) per item for each day that you retain any material beyond the period of seven (7) days after the last performance. You are responsible for the safe return to MTI of all MTI Rental Materials. If complete materials are not returned all at once and properly labeled, your account may not be credited or you may be liable for a restocking fee. If a Force Majeure Event (as defined in Paragraph II.15)

# PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN

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prevents you from returning the materials, you will not be charged a missing materials fee for any days covered by the Force Majeure Event provided (a) you have notified MTI you are unable to return the materials due to the Force Majeure Event and (b) you return the materials promptly after circumstances permit you to do so but in no event later than three (3) months after the onset of the Force Majeure Event.

7. **Address for Return of Materials:** All materials must be returned to MTI's Music Library in Connecticut (Address listed below):
8. **DO NOT SHIP RENTED PRODUCTION MATERIALS TO THE NEW YORK BUSINESS OFFICE!**

**RETURN ALL RENTED  
PRODUCTION MATERIALS TO:**

**Music Theatre International  
31A Industrial Park Road  
New Hartford, CT 06057**

**Phone: 860-379-3320**

Any materials returned to MTI's New York Business Office will be subject to a transfer charge of up to \$50.00.

9. **Damage/Loss:** Any damage to or loss of the materials shall be charged to you. You agree upon demand promptly to reimburse MTI for the full amount of such evaluated damage to or loss of materials. Any materials lost or damaged while in your possession will be assessed replacement fees as set forth in this Production Contract.

# CONTRACT RIDER

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
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## RESTRICTIONS ON CHANGES TO PLAY AND USE OF REPLICA ELEMENTS

By signing the Production Contract to which this Rider is attached, the individual signing on behalf of Licensee (the "Authorized Signatory") acknowledges, on behalf of Licensee, that under federal copyright law and the terms of the Production Contract, the Licensee may not (a) make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials") or (b) use any choreography, direction or design elements from any prior production or film version of the Play except as set forth below under **Permitted Uses**. Without limiting the foregoing, Licensee acknowledges that it **may not**:

- Make changes of any kind, including changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play, regardless of whether the authors have approved any similar changes for a prior production of the Play.
- Add music, dialogue, lyrics, scenes, scenarios, characters, framing devices or anything to the text or structure of the Play as embodied in the MTI Rental Materials, including adding any songs or dialogue from any film version of the Play or from any other version of the Play.
- Delete, in whole or in part, any material (including music, lyrics or text) from the Play as embodied in the MTI Rental Materials.
- Use any of the designs, direction, choreography, logos or artwork, or other intellectual property from any Broadway, London, or touring productions or from any film version of the Play, except as set forth below under **Permitted Uses**. The rights to all of these elements are owned by third parties and are not granted as part of this Performance License.

**Permitted Uses:** Notwithstanding the foregoing restrictions, Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically authorized for use by MTI, either as part of MTI's standard rental package (or ShowKit®, for Broadway Junior® titles), or (ii) a license to use any such element is purchased separately by Licensee, where available.

If Licensee violates any of these restrictions, Licensee acknowledges and agrees that MTI may revoke Licensee's contract and cancel the production without advance notice and without Licensee recourse of any kind, that Licensee will forfeit any prepaid fees and/or royalties in full and that Licensee may be sued for breach of contract and federal copyright infringement to the full extent of the law.

By signing the Production Contract, which incorporates by reference the terms of this Rider, the Authorized Signatory acknowledges that the Authorized Signatory:

- a. has read and understands the terms above regarding changes to the Play and use of replica elements;
- b. has reviewed, or will review, the terms of this Production Contract regarding changes to the Play and use of replica elements with the director and entire creative team of Licensee's production; and
- c. represents and warrants that the director and creative team have been or will be instructed that (i) no changes may be made to the Play without the written consent of the Rightsholders and (ii) they shall not copy or replicate any of the creative elements of prior productions or film version of the Play.

## VIDEO LICENSE

### LIMITED HOME USE VIDEO RECORDING PERMISSION

WHEN SIGNED IN THE SPACES INDICATED BELOW, AND UPON RECEIPT BY MTI OF LICENSEE'S PAYMENT OF SEVENTY-FIVE DOLLARS (\$75.00), THE FOLLOWING TERMS SHALL CONSTITUTE AN AGREEMENT BETWEEN SAUCON VALLEY HIGH SCHOOL (THE "LICENSEE") AND MUSIC THEATRE INTERNATIONAL ("MTI"), GRANTING LICENSEE LIMITED PERMISSION TO MAKE ONE VIDEO RECORDING OF LICENSEE'S PRODUCTION OF THE PLAY ENTITLED MARY POPPINS (THE "PLAY").

If Licensee wishes to purchase a video license, please sign and return this form and pay the \$75 fee (see *Additional Materials Order Form*).

1. Notwithstanding the prohibition against any video recording whatsoever in the Performance License previously granted to Licensee by MTI for the live stage performance of the Play, MTI, having secured permission from The Walt Disney Company for the creation by Licensee of a performance video recording hereby permits Licensee to make one video recording for each cast in different performances of your production of the Play subject to Licensee's strict observance of the conditions set forth herein.
2. A video recording of the Play (the "Video recording") may be created by Licensee as a non-commercial venture for archival purposes, which video recording may not be sold, leased or rented except as provided as herein. Alternatively, Licensee may hire an outside party to professionally make one video recording of the Play provided that such video recording may only be used (a) for archival purposes, and/or (b) to make additional copies of the recording that may be sold to participants in the Play or their families for their own personal, at-home (i.e., non-commercial use). Such outside party may not use the name "Disney" or any other trademarks of The Walt Disney Company in any way, except to indicate the content of the video recording. In addition, Licensee may authorize participants in the Play (i.e., cast, crew, creative team) or their families to create a video recording of the Play solely for their own personal, at-home (i.e., non-commercial) use.
3. As a condition to the rights granted herein, Licensee agrees to use good faith efforts to inform all audience members of the restrictions and limitations on video recording and the subsequent use thereof, as set forth herein. At a minimum, Licensee agrees to include a statement in the Play's program substantially in the form provided below and shall further inform audience members of the below limitations by way of an announcement prior to the start of each performance of the Play:  

**ANY VIDEO RECORDING MADE OF THIS PERFORMANCE IS AUTHORIZED FOR PERSONAL, AT-HOME, NON-COMMERCIAL USE ONLY. THE SALE OR DISTRIBUTION OF SUCH RECORDING IS STRICTLY PROHIBITED UNDER FEDERAL COPYRIGHT LAW.**
4. In no event may any video recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale or electronic transmission and/or posting on the Internet.
5. Licensee understands that its failure to follow the above requirements, even if inadvertent, will incur liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI for its out-of-pocket legal fees and shall pay to MTI damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play.
6. All other provisions, terms and conditions of the License Agreement shall continue in full force and effect.

**SIGN AND RETURN THIS PAGE TO MTI ONLY IF YOU WISH TO PURCHASE A VIDEO LICENSE. A FEE OF \$75 APPLIES.**

### ACCEPTANCE

By signing below, you agree that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

PRINT YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
EMAIL \_\_\_\_\_ DAY PHONE \_\_\_\_\_

VL\_DIS

## VIDEO LICENSE

### LIMITED HOME USE VIDEO RECORDING PERMISSION

WHEN SIGNED IN THE SPACES INDICATED BELOW, AND UPON RECEIPT BY MTI OF LICENSEE'S PAYMENT OF SEVENTY-FIVE DOLLARS (\$75.00), THE FOLLOWING TERMS SHALL CONSTITUTE AN AGREEMENT BETWEEN SAUCON VALLEY HIGH SCHOOL (THE "LICENSEE") AND MUSIC THEATRE INTERNATIONAL ("MTI"), GRANTING LICENSEE LIMITED PERMISSION TO MAKE ONE VIDEO RECORDING OF LICENSEE'S PRODUCTION OF THE PLAY ENTITLED MARY POPPINS (THE "PLAY").

If Licensee wishes to purchase a video license, please sign and return this form and pay the \$75 fee (see Additional Materials Order Form).

1. Notwithstanding the general prohibition against any video recording whatsoever in the License, MTI hereby grants permission for your organization to permit one authorized videographer (who can be an individual associated with your production or a commercial videographer as set forth in Paragraph 2 below) to record a single performance of your production of the Play, subject to Licensee's strict observance of the conditions set forth herein.

2. A video recording of the Play (the "Video Recording") may be created by Licensee as a non-commercial venture for archival purposes, which video recording may not be sold, leased or rented except as provided as herein. Alternatively, Licensee may hire an outside party to professionally make one video recording of the Play provided that such video recording may only be used (a) for archival purposes, and/or (b) to make additional copies of the recording that may be provided to participants in the Play or their families for their own personal, at-home (i.e., non-commercial use). It is permissible to charge the participants in the Play or their families the duplication costs of the copies, but the videos cannot be sold for a profit and may not be distributed online or to the general public. Such outside party may not use the name of the owner of the Play or any other trademarks of the Owner in any way, except to indicate the content of the video recording. In addition, Licensee may authorize participants in the Play (i.e., cast, crew, creative team) or their families to create a video recording of the Play solely for their own personal, at-home (i.e., non-commercial) use.

3. As a condition to the rights granted herein, Licensee agrees to use good faith efforts to inform all audience members of the restrictions and limitations on video recording and the subsequent use thereof, as set forth herein. At a minimum, Licensee agrees to include a statement in the Play's program substantially in the form provided below and shall further inform audience members of the below limitations by way of an announcement prior to the start of each performance of the Play:

**ANY VIDEO RECORDING MADE OF THIS PERFORMANCE IS AUTHORIZED FOR PERSONAL, AT-HOME, NON-COMMERCIAL USE ONLY. THE SALE OR DISTRIBUTION OF SUCH RECORDING IS STRICTLY PROHIBITED UNDER FEDERAL COPYRIGHT LAW.**

In addition, the following notice must be displayed as the opening 45 seconds of the video:

**WARNING! THIS VIDEO RECORDING HAS BEEN CREATED SOLELY FOR PERSONAL, NON-COMMERCIAL PURPOSES WITH THE SPECIAL PERMISSION OF MUSIC THEATRE INTERNATIONAL. UNDER FEDERAL COPYRIGHT LAW, IT MAY NOT, IN WHOLE OR IN PART, BE SOLD, STREAMED, BROADCAST, DUPLICATED OR DISSEMINATED TO THE PUBLIC IN ANY WAY, BY ANY MEANS NOW KNOWN OR INVENTED IN THE FUTURE.**

4. In no event may any video recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale and/or electronic transmission and/or posting on the Internet.

5. Licensee understands that its failure to follow the above requirements, even if inadvertent, will incur liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI for its out-of-pocket legal fees and shall pay to MTI damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play. In addition, Licensee shall indemnify MTI and the authors and owners of the Play and hold them harmless from any costs or expenses arising out of claims made by third parties appearing in the video, or whose work is used in the video (such as performers, musicians, directors, choreographers or designers).

6. All other provisions, terms and conditions of the License Agreement shall continue in full force and effect.

**SIGN AND RETURN THIS PAGE TO MTI ONLY IF YOU WISH TO PURCHASE A VIDEO LICENSE. A FEE OF \$75 APPLIES.**

### ACCEPTANCE

By signing below, you agree that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

PRINT YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL \_\_\_\_\_ DAY PHONE \_\_\_\_\_

**BILLING RIDER**

Licensee shall incorporate the following credits and comply with all size and other restrictions on the title page of all playbills and programs, and in all house-boards, displays and in all other advertising, press release and any other promotional material, except as otherwise provided below, as follows:

**CREDIT (Type Size)**

**The (Licensee) (50%)  
Production of**

Disney and Cameron Mackintosh's (33 1/3 %)

**MARY POPPINS (100%)**

A Musical based on the stories of P.L. Travers (50%)  
and the Walt Disney Film (50%)

Original Music and Lyrics by

Richard M. Sherman and Robert B. Sherman (50%)

Book by

Julian Fellowes (50%)

New Songs and Additional Music and Lyrics by

George Stiles and Anthony Drewe (50%)

Co-Created by

Cameron Mackintosh (50%)

The Licensee Billing must be in the form specified above, including the words "Production of" below your billing, which shall be visually contiguous with the title, all so that the audience is informed that you are the producer. As specified above, your billing shall be no less than 50% of the size of the logo or artwork title, as measured by the proportion of the average size of your name to the largest letter in the logo or artwork title. The names "Disney and "Cameron Mackintosh's" above the title shall be in plain type font, shall be no more than 33 1/3% of the title, as measured by the proportion of the size of the "D" in "Disney" to the size of the largest letters in the title, and in no event may you duplicate the Broadway logo or title, nor the logo and title from the Walt Disney film "Mary Poppins" (the "Film"), unless you separately license the right to use the Broadway logo. If you do separately license the Broadway logo, then you shall duplicate such logo and billing credits exactly as provided, including the fonts.

**(For professional licensees):** If you elect not to purchase the Broadway logo, then you shall submit your logo or artwork title for approval prior to any public use thereof. The size of the credit to the authors, P.L. Travers, the Walt Disney Film and Cameron Mackintosh shall be no less than 50% of the regular title, and if there is no regular title, then no less than 20% of the logo or artwork title.

**SHORTFORM BILLING FOR LEAFLETS AND CLASSIFIED ADVERTISEMENTS** (Point sizes must be in same proportion as set forth for full billing above):

The (Licensee)  
Production of

Disney and Cameron Mackintosh's

**MARY POPPINS**

A Musical based on the stories of P.L. Travers  
and the Walt Disney Film

The following credits shall be included in the program only on one of the two pages following the title page, in a box, and shall be no less than 40% of the regular title, and if there is no regular title, then no less than 16% of the logo or artwork title, and in all events 80% of the size of the credit to the authors, P.L. Travers, the Walt Disney Film, and Cameron Mackintosh as they appear on the title page:

Original London and Broadway Production Credits:

Produced by

Cameron Mackintosh and Thomas Schumacher

Co-Choreographer  
Stephen Mear

Lighting Design  
Howard Harrison

Scenic and Costume Design  
Bob Crowley

Co-Direction and Choreography  
Matthew Bourne

Directed by  
Richard Eyre

**COMPLETE AND KEEP THIS COPY FOR YOUR RECORDS**

# CONTRACT RIDER

MTI COPY

Your MTI Rep: KAITLIN STERN

Your MTI Account Number: 6742070

Contract #: 9770033 Printed on: 10/21/22

## MARY POPPINS CONTRACT RIDER

**ORIGINAL DESIGNS, DIRECTION AND CHOREOGRAPHY.** With the exception of the Broadway choreography for the song "Supercalifragilisticexpialidocious," for which the right to perform is included with this license, you are prohibited from copying or otherwise using any of the designs, direction, choreography, artwork or other intellectual property from the Broadway or London productions of the Play or the Film, although there may be a general resemblance to such elements, such as: (i) the period costumes, including those worn by Mary Poppins and the Banks family, and the special period props, such as Mary Poppins' carpetbag and the chimney sweeps' brooms; (ii) the Technicolor transition in the Jolly Holiday scene (but not a reproduction of any animated characters and backgrounds from the Film nor a reproduction of the stage production designs; (iii) the story-book sketch style of the backdrops; and (iv) the Mary Poppins character flying effects. Without limiting the foregoing, with the exception of the Broadway choreography for the song "Supercalifragilisticexpialidocious," you may not copy any of the choreography of the London or Broadway productions of the Play, in whole or in part, unless you enter into a separate license agreement.

**CO-PRODUCTION.** You may share production costs and/or physical production elements (but not casts) of your production of the Play with other licensees, including renting your physical production to other licensees, subject to MTI's approval, but your production shall only refer to your organization as the producer of the Play.

**REPRESENTATIONS AND WARRANTIES.** You hereby represent and warrant as follows: that (i) You shall comply with all applicable laws, including, without limitation all applicable local laws, and shall present the Play in accordance with the terms of this agreement; and (ii) no rights of any third party are or will be violated by your entering into or performing this Agreement, and you have not made nor shall you hereafter make any agreement with any third party which could interfere with the full performance of your obligations hereunder.

**INDEMNIFICATION.** You hereby agree to indemnify and hold MTI, Disney, Cameron Mackintosh Limited ("CML") (and their affiliates and each of MTI, Disney and CML and such affiliate's respective successors, assigns, affiliates, officers, employees, agents, licensees and lessees) harmless against any and all damages, loss, liability, cost or penalty, including without limitation reasonable attorneys' fees and disbursements resulting from any breach or alleged breach of any representation, warranty or agreement made by you hereunder, or relating in any way to your presentation of the Play, except to the extent caused by the negligence or breach of agreement by MTI.

**DISNEY PUBLIC IMAGE AND REPUTATION.** You acknowledge that Disney is extremely sensitive about maintaining the wholesome Disney public image and preserving and enhancing the Disney reputation for consistently offering family entertainment of the highest caliber. You agree that neither you, nor your employees and representatives, shall take any action which could poorly reflect upon such Disney public image or reputation and you shall at all times manage the production and presentation of the Play in a manner consistent with such Disney public image and reputation. All staff will be made aware of Disney's standards and will conduct themselves in a manner in accordance with these standards and with the expectations of a family audience. In addition to the foregoing, you agree not to list any of your sponsors in connection with any advertising or promotion of the Play if such sponsors do business in any of the following categories: alcohol, tobacco and firearms. Any violation of the foregoing provisions shall entitle us to immediately terminate this Agreement and to injunctive relief to prohibit any further use of the Play.

**TRADEMARKS.** You shall acquire no right under this Agreement to use, and shall not use, the name "Disney" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos or trademarks of The Walt Disney Company or any of its related, affiliated or subsidiary companies nor the name "Cameron Mackintosh" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos or trademarks of CML or any of its related, affiliated or subsidiary companies:

1. in any of your advertising, publicity or promotions other than as part of the title of the Play and credits below the title, all as provided in paragraph 1 of this Rider and to factually describe Disney's role in your production, namely, that Disney and CML are licensors only of its stage play and not Disney/CML owned production elements, and is not a producer of your show, and that Disney and CML produced the Play on Broadway and elsewhere.
2. to express or imply any endorsement by Disney or CML of your production of the Play or any other of your activities; or
3. in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited).

### ACCEPTANCE

By signing below, you agree that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein. A copy of MTI's Performance License can be found online at [www.MTIShows.com/PerfLicense](http://www.MTIShows.com/PerfLicense).

PRINT YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DAY TIME TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**YOU MUST COMPLETE AND RETURN THIS PAGE**

# CONTRACT RIDER

LICENSEE COPY

Your MTI Rep: KAITLIN STERN  
Your MTI Account Number: 6742070  
Contract #: 9770033 Printed on: 10/21/22

## MARY POPPINS CONTRACT RIDER

**ORIGINAL DESIGNS, DIRECTION AND CHOREOGRAPHY.** With the exception of the Broadway choreography for the song "Supercalifragilisticexpialidocious," for which the right to perform is included with this license, you are prohibited from copying or otherwise using any of the designs, direction, choreography, artwork or other intellectual property from the Broadway or London productions of the Play or the Film, although there may be a general resemblance to such elements, such as: (i) the period costumes, including those worn by Mary Poppins and the Banks family, and the special period props, such as Mary Poppins' carpetbag and the chimney sweeps' brooms; (ii) the Technicolor transition in the Jolly Holiday scene (but not a reproduction of any animated characters and backgrounds from the Film nor a reproduction of the stage production designs; (iii) the story-book sketch style of the backdrops; and (iv) the Mary Poppins character flying effects. Without limiting the foregoing, with the exception of the Broadway choreography for the song "Supercalifragilisticexpialidocious," you may not copy any of the choreography of the London or Broadway productions of the Play, in whole or in part, unless you enter into a separate license agreement.

**CO-PRODUCTION.** You may share production costs and/or physical production elements (but not casts) of your production of the Play with other licensees, including renting your physical production to other licensees, subject to MTI's approval, but your production shall only refer to your organization as the producer of the Play.

**REPRESENTATIONS AND WARRANTIES.** You hereby represent and warrant as follows: that (i) You shall comply with all applicable laws, including, without limitation all applicable local laws, and shall present the Play in accordance with the terms of this agreement; and (ii) no rights of any third party are or will be violated by your entering into or performing this Agreement, and you have not made nor shall you hereafter make any agreement with any third party which could interfere with the full performance of your obligations hereunder.

**INDEMNIFICATION.** You hereby agree to indemnify and hold MTI, Disney, Cameron Mackintosh Limited ("CML") (and their affiliates and each of MTI, Disney and CML and such affiliate's respective successors, assigns, affiliates, officers, employees, agents, licensees and lessees) harmless against any and all damages, loss, liability, cost or penalty, including without limitation reasonable attorneys' fees and disbursements resulting from any breach or alleged breach of any representation, warranty or agreement made by you hereunder, or relating in any way to your presentation of the Play, except to the extent caused by the negligence or breach of agreement by MTI.

**DISNEY PUBLIC IMAGE AND REPUTATION.** You acknowledge that Disney is extremely sensitive about maintaining the wholesome Disney public image and preserving and enhancing the Disney reputation for consistently offering family entertainment of the highest caliber. You agree that neither you, nor your employees and representatives, shall take any action which could poorly reflect upon such Disney public image or reputation and you shall at all times manage the production and presentation of the Play in a manner consistent with such Disney public image and reputation. All staff will be made aware of Disney's standards and will conduct themselves in a manner in accordance with these standards and with the expectations of a family audience. In addition to the foregoing, you agree not to list any of your sponsors in connection with any advertising or promotion of the Play if such sponsors do business in any of the following categories: alcohol, tobacco and firearms. Any violation of the foregoing provisions shall entitle us to immediately terminate this Agreement and to injunctive relief to prohibit any further use of the Play.

**TRADEMARKS.** You shall acquire no right under this Agreement to use, and shall not use, the name "Disney" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos or trademarks of The Walt Disney Company or any of its related, affiliated or subsidiary companies nor the name "Cameron Mackintosh" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos or trademarks of CML or any of its related, affiliated or subsidiary companies:

1. in any of your advertising, publicity or promotions other than as part of the title of the Play and credits below the title, all as provided in paragraph 1 of this Rider and to factually describe Disney's role in your production, namely, that Disney and CML are licensors only of its stage play and not Disney/CML owned production elements, and is not a producer of your show, and that Disney and CML produced the Play on Broadway and elsewhere.
2. to express or imply any endorsement by Disney or CML of your production of the Play or any other of your activities; or
3. in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited).

### ACCEPTANCE

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PRINT YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
DAYTIME TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

COMPLETE AND KEEP THIS COPY FOR YOUR RECORDS

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>MTI Enterprises Inc.</b></p> <p>2 Business name/disregarded entity name, if different from above <b>Music Theatre International</b></p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input checked="" type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C, C corporation, S, S corporation, P, Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>5 Address (number, street, and apt. or suite no.) See instructions. <b>423 West 55th Street, 2nd Floor</b></p> <p>6 City, state, and ZIP code <b>New York, NY 10019</b></p> <p>7 List account number(s) here (optional)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
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**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
1	3	-	2	9	7	6	4	6	8

**Part II Certification**

Under penalties of perjury, I certify that

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>1/3/2022</u>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/formw9](http://www.irs.gov/formw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



**TOP TO BOTTOM INTERIORS INC**

PO Box 511  
Altoona, PA 16603  
(814)942-3250  
sales@t2binteriors.com  
http://t2binteriors.com

**Quote**

**ADDRESS**

SAUCON VALLEY SCH DIST  
2100 POLK VALLEY RD  
HELLERTOWN, PA 18055

**QUOTE # 6658**

**DATE 10/07/2022**

**EXPIRATION DATE 11/07/2022**

ACTIVITY	AMOUNT
<b>Sales</b> SAUCON VALLEY HIGH SCHOOL	37,539.00
COSTARS 035-e22-165	
FURNISH 90 MANUAL CLUTCH OPERATED ROLLER SHADES USING WT SHADE FABRIC 700-01 LINEN BLACKOUT FASCIA BLACK	
LIST PRICE \$83420.00 VOLUNTARY DISCOUNT DISCOUNT PROVIDED	ADDITIONAL
<b>Sales</b> PREVAILING WAGE INSTALLATION	5,200.00
WE LOOK FORWARD TO WORKING WITH YOU ON THIS PROJECT. 3.5% Charge for Credit Card Payments	<b>TOTAL \$42,739.00</b>

Accepted By

Accepted Date



Kelley Bros, LLC  
 2600 Saucon Valley Rd  
 Center Valley, PA 18034  
 Phone: 484-497-9751  
 Fax:

## CUSTOMER PROPOSAL

Scott Szabo,  
 Acct#: SAUCONV

**Project Number: 76-2212370-0**

Proposal Date: 10/10/2022

Re-Print Date: 10/10/2022

JOB NAME: HIGH SCHOOL

**Sold To: SAUCON VALLEY SCHOOL DISTRICT**

2097 POLK VALLEY ROAD  
 HELLERTOWN, PA 18055  
 Tel: 610-838-7028 EXT 1202  
 Fax:

Attn:

**Ship To: SAUCON VALLEY SCHOOL DISTRICT**

2097 POLK VALLEY ROAD

HELLERTOWN, PA 18055  
 Tel: 610-838-7028 EXT 1202  
 Cell:

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
1		CAFETERIA DOUBLE DOORS - RIGHT SIDE		
1	Curries	707S18 3-0 x 7-0 453 G11A ;W45 ;FNV-Type9 CL ;G-Bevel x [6"X34"VL] x Primed ~ HM Door~		
1	Curries	707S18 2-0 x 7-0 453 G11A ;W45 ;FNV-Type9 CL ;G-Bevel x [6"X34"VL] x Primed ~ HM Door~		
2		6 3/4" X 34 3/4" FIRELITE NT 3/16"		
6	KB-76	MPB79 4-1/2" x 4-1/2" x 26D ~ Hinge - (4-1/2 Std Wt(.134))~		
1	KB-76	7500 x 689 ~ Closer~		
1	Norton	PR7500 x 689 ~ Closer - Parallel Arm~		
1	VonDuprin	9827L-F x 996L(#06) x 499F x 3-0 x 96"h x LBR x OPTR-OP8 x US26D/US32D ~ Exit Device - SVR~		

Given building material cost inflation, this quote is good for 30 days. Any material released for order after this time will be subject to re-quote.

NET 30 subject to credit approval.

Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
1	VonDuprin	9827EO-F x 499F x 3-0 x 96"h x LBR x OPTR-OP8 x None/US32D ~ Exit Device - SVR~		
1	Schlage	20-022 x C x 626 ~ Cylinder - Rim~		
1		KEYING CHARGE		
1		ALL OF THE ABOVE MATERIAL FOR THE SUM OF	\$8,495.00	\$8,495.00
1		CAFETERIA DOUBLE DOORS - LEFT SIDE		
1	Curries	707S18 3-0 x 7-0 453 G11A ;W45 ;FNV-Type9 CL ;G-Bevel x [6"X34"VL] x Primed ~ HM Door~		
1	Curries	707S18 2-0 x 7-0 453 G11A ;W45 ;FNV-Type9 CL ;G-Bevel x [6"X34"VL] x Primed ~ HM Door~		
2		6 3/4" X 34 3/4" FIRELITE NT 3/16"		
6	KB-76	MPB79 4-1/2" x 4-1/2" x 26D ~ Hinge - (4-1/2 Std Wt(.134))~		
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1	VonDuprin	9827EO-F x 499F x 3-0 x 96"h x LBR x OPTR-OP8 x None/US32D ~ Exit Device - SVR~		
1	Schlage	20-022 x C x 626 ~ Cylinder - Rim~		
1		KEYING CHARGE		
1		ALL OF THE ABOVE MATERIAL FOR THE SUM OF	\$8,495.00	\$8,495.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 16,990.00
Freight:	0
Tax:	\$ 0.00
<b>Project Total:</b>	<b>\$ 16,990.00</b>

Given building material cost inflation, this quote is good for 30 days. Any material released for order after this time will be subject to re-quote.

**NET 30 subject to credit approval.**

Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.



PowerSchool Group LLC  
 150 Parkshore Dr., Folsom, CA 95630  
 Quote #: Q-697590 - 2  
 Quote Expiration Date: 28-OCT-2022

Prepared By:	Andrew Mills	Customer Contact:	Jaime Vlasaty
Customer Name:	Saucon Valley School District	Title:	Superintendent
Enrollment:	2,000	Address:	Carbon Lehigh Intermediate Unit 21 4210 Independence Drive
Contract Term:	36 Months	City:	Schnecksville
Start Date:	20-SEP-2022	State/Province:	Pennsylvania
End Date:	19-SEP-2025	Zip Code:	18078
		Phone #:	6108387001

Product Description	Quantity	Unit	Extended Price
<b>Initial Term 20-SEP-2022 - 19-SEP-2023</b>			
<b>License and Subscription Fees</b>			
Unified Talent Records	2,000.00	Students	USD 10,000.00
UT Records One Time Discount	1.00	Each	USD -4,000.00
UT Applicant Tracking	2,000.00	Students	USD 2,200.00
UT Applicant Tracking One Time Discount	1.00	Each	USD -880.00
Unified Talent Smart Find Express	2,000.00	Students	USD 3,600.00
Unified Talent Smart Find Express One Time Discount	1.00	Each	USD -1,440.00
Unified Talent (TalentEd) Perform District	2,000.00	Students	USD 11,400.00
UT Perform One Time Discount	1.00	Each	USD -4,560.00
Unified Talent (TalentEd) Professional Learning	2,000.00	Students	USD 6,200.00
UT Professional Learning LMS Integration Schoology	1.00	Each	USD 0.00
UT Professional Learning One Time Discount	1.00	Each	USD -2,480.00
License and Subscription Totals:			<b>USD 20,040.00</b>

<b>Professional Services and Setup Fees</b>			
Unified Talent Records Implementation - Standard	1.00	Each	USD 4,460.00
Unified Talent Applicant Tracking Implementation - Standard	1.00	Each	USD 2,796.00
Unified Talent SmartFind Express Implementation - Standard	1.00	Each	USD 3,960.00
Unified Talent Perform Implementation - Standard	1.00	Each	USD 4,000.00
UT Professional Learning Implementation - Standard	1.00	Each	USD 4,200.00
PowerSchool Talent PD Keys to Ownership	10.00	Hours	USD 1,800.00
UT Professional Learning LMS Integration Schoology Setup	1.00	Each	USD 0.00
Professional Services and Setup Fee Totals:			<b>USD 21,216.00</b>

**Training Services**

UT Perform Training Remote	1.00	Day	USD 1,260.00
UT Professional Learning Training Remote	1.00	Day	USD 1,440.00

Training Services Total: **USD 2,700.00**

**Quote Total**

<b>Total Discount:</b>	<b>USD 19,339.00</b>
<b>Initial Term</b>	<b>20-SEP-2022 - 19-SEP-2023</b>
<b>Initial Term Total</b>	<b>USD 43,956.00</b>

**Annual Ongoing Fees as of 20-SEP-2023 - Fees subject to an annual uplift, which will be reflected on renewal quote**

Unified Talent Records	2,000.00	Students	USD 10,000.00
UT Applicant Tracking	2,000.00	Students	USD 2,200.00
Unified Talent Smart Find Express	2,000.00	Students	USD 3,600.00
Unified Talent (TalentEd) Perform District	2,000.00	Students	USD 11,400.00
Unified Talent (TalentEd) Professional Learning	2,000.00	Students	USD 6,200.00
UT Professional Learning LMS Integration Schoology	1.00	Each	USD 0.00

Annual Ongoing Fees Total: **USD 33,400.00**

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

[https://www.powerschool.com/MSA\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/)

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

POWERSCHOOL GROUP LLC  
Signature:



Printed Name: Eric Shander

Saucon Valley School District  
Signature:

Printed Name:

Title: Chief Financial Officer

Title:

Date: 20-SEP-2022

Date:

# Statement of Work

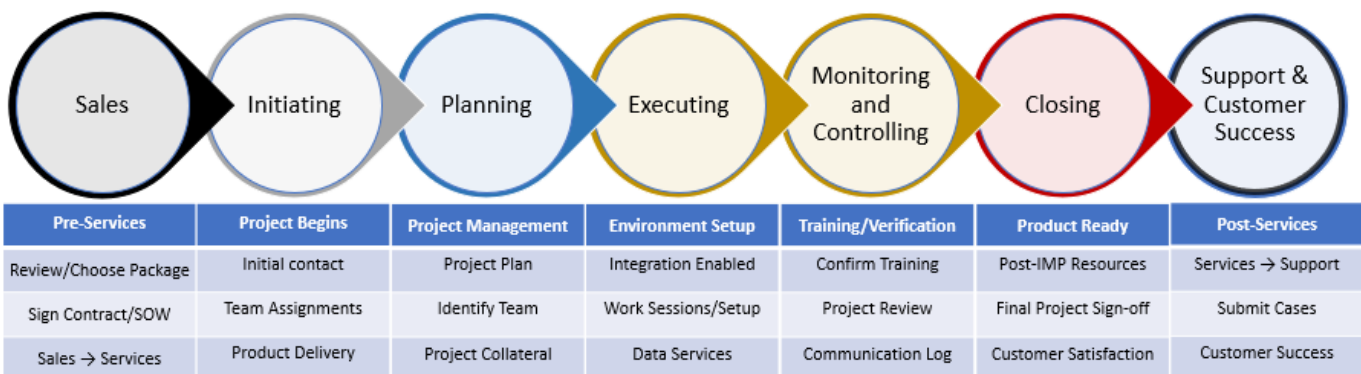
## Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

## General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

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# Deliverables Acceptance Procedure

## Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

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# Project Change Control and Escalation Procedure

## Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

## Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – [pmleadership@powerschool.com](mailto:pmleadership@powerschool.com)
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

# Professional Learning Standard Statement of Work

## Initiating (Pre-requisites before Planning)

### PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
- Schedule and conduct introductory meeting
  - Standard Model is ninety (90) calendar days from the date of the kick-off meeting
- Identify PowerSchool Project Team
  - Project Manager
  - Application Specialist
- Send Customer access to the following:
  - Statement of Work
  - Intake Survey
  - Decision Documents
  - Import file layout and supporting documentation for HRIS and transcript imports
  - Authentication Discovery Documents

### Customer Responsibilities

- Attend introductory meeting and any subsequent meetings as required
- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
  - IT | Data Lead Specialist
- Review and approve Statement of Work
- Complete Intake Survey
- Review authentication document and import file layout/guide
- Review Decision Documents

### Completion Criteria

This activity will be considered complete when:

- Project team identified
- A customer intro call is complete
- Documents Delivered
- Intake Survey is complete
- Customer signs off Statement of Work

# Planning

## PowerSchool Responsibilities

- Schedule and conduct an import discussion
  - Review file layout documents and examples and provide consultative services to guide customer on extracting data from their HRIS system to PowerSchool in the provided templates and format.
  - Make best practice recommendations on roles, resources, and views
- Schedule and conduct a kickoff meeting
- Schedule and conduct a decisions review discussion
- Schedule the implementation and training resources based on project timeline and statement
- Update the Project Plan to include implementation timing and resources
- Schedule regular Working Sessions or Status Calls as needed

## Customer Responsibilities

- Attend Kick-off, Import and all subsequent meetings and training required
- Attend decisions review meeting and all subsequent meetings if schedule
- Complete the PowerSchool decision documents based on information gathered from key stakeholders, including:
  - Authentication
  - Import layout decisions (personnel and transcript)
  - Configuration Decisions
  - Provide Supporting documents (i.e. forms, handbooks)
  - Provide Workflows
- Manage business process change
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed

## Completion Criteria

This activity will be considered complete when:

- The import and kickoff meeting are completed
- The configuration decision meeting is completed
- Customer completes decisions documents
- The Project Plan is updated based on discussed timelines
- Authentication document is completed and delivered

## Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

### PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

### Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

### Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

## Executing

### PowerSchool Responsibilities

- Production site set-up
- Schedule and conduct working sessions
- Configuration set up for the purchased Professional Learning package
- Provide PowerSchool deliverables in the agreed upon timeline to avoid impact on the project timeline
- Personnel Imports using the provided templates from District systems
  - Timeframe identified
  - Validate data format and coordinate data import as needed
  - Review System Configuration and Data imports in Customer working session

### Customer Responsibilities

- System Configuration
  - Attend working sessions and status meetings as scheduled.
  - Review and verify Configuration throughout the duration of the project and obtain concurrence from key stakeholders
  - Manage business process change throughout the project
  - Provide Customer deliverables in the agreed upon timeline to avoid impact on the project timeline
  - If deliverables are not provided in the agreed upon timeline, a revised timeline will be provided with new agreed upon deliverable dates and go live dates

- Data imports
  - Attend data review call(s)
  - Evaluate the hierarchy and functional roles for staff
  - Align staff to the correct group and role utilizing best practice recommendations
  - Personnel Data:
    - PowerSchool System of Record (SIS/ERP/BP) to Professional Learning
      - Attend and clarify questions for PowerSchool to facilitate the integration of data.
      - Install plug-ins where applicable
      - Validate data
    - Third-Party System of Record to Professional Learning
      - Extract Personnel data from existing systems and provide in the requested format
  - Extract Transcript data from the legacy system and provide it in the requested format.
    - *If historical data cannot be provided during the agreed timeline, the system will be configured to accept the data which can be imported later.*
  - Responsible to review and confirm the accuracy of the imported data and obtain concurrence from key stakeholders
  - Responsible for the final verification and provides signoff data import is accurate and complete

## Completion Criteria

This activity will be considered complete when:

- The system configuration is complete
- Personnel imports have been processed, validated and system is setup to import automated uploads when ready
- Customer provides system configuration completion acknowledgement
- Customer provides data import completion acknowledgement

## Monitoring

### PowerSchool Responsibilities

- Provide guidance for user acceptance testing and basic testing procedures
- Provide Overviews with Customer:
 

<ul style="list-style-type: none"> <li>○ PD Management System</li> <li>○ Instructor Led/Self-paced set-up</li> <li>○ Professional Learning Community</li> <li>○ Course Completion Survey</li> <li>○ Transcript Credit Request</li> <li>○ Discussion Boards</li> </ul>	<ul style="list-style-type: none"> <li>○ SCORM support</li> <li>○ Course Search Set-up</li> <li>○ PD Playlists</li> <li>○ Mobile App for Attendance</li> <li>○ Badging</li> <li>○ Course Approval</li> </ul>
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## **Customer Responsibilities**

- Attend all working sessions and complete/review configuration
- Attend all recorded training sessions including in package
- Complete User Acceptance Testing of the system configuration
- Log and Follow Up on Support Cases as needed
- Manage process change throughout the project
- Coordinate and host training session(s)
- Report critical issues to your implementation team
- Update the Project Plan to indicate client tasks completed

## **Completion Criteria**

This activity will be considered complete when:

- Customer has attended all working sessions and other scheduled calls
- Customer has attended training included in package
- Customer has completed the User Acceptance Testing

## **Closing**

### **PowerSchool Responsibilities**

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Provide introduction to Client Success Manager
- Submit Services to Support Survey
- Provide final project deliverables sign off to customer

### **Customer Responsibilities**

- Review completed project deliverables
- Complete final project deliverables document signoff
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

### **Completion Criteria**

This activity will be considered complete when:

- Customer completes final project signoff

# SmartFind Express Standard Statement of Work

## Initiating (Pre-requisites before Planning)

### PowerSchool Responsibilities

- Deploy SmartFind Express site
- Provide Login Credentials
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Implementation Specialist(s)
  - Technical Specialist
  - Education Impact Consultant
- Send customer the Configuration Survey
- Provide customer access to the Project Plan

### Customer Responsibilities

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work
- Determine the Go-Live date

### Completion Criteria

This activity will be considered complete when:

- Customer signs off Statement of Work
- Return Configuration Survey

# Planning

## PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Standard Model is ninety (90) calendar days from the date of the kick-off meeting
- Provide introduction to the SmartFind Express interface
- Explain the implementation process
- Based on project timeline, schedule the PowerSchool implementation stages: Discovery, Delivery, Training and Go-Live
- Discuss the role and responsibilities of a technical resource during the project (when applicable)
- Discuss the role and responsibilities of the Education Impact Consultant
- Update the Project Plan to include implementation timing and parties' resources
- Schedule regular Status Calls as needed

## Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Stay up to date by referring to the online Project Plan throughout the project
- Plan for training and ensure users attend required training sessions
- Update the Project Manager of completed tasks

## Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- Customer completes any missing item of the Configuration Survey

## **Authentication Services**

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) using LDAP or OIDC authentication for the PowerSchool product(s) undergoing implementation. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s). Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported.

### **PowerSchool Responsibilities**

- Configure SSO using LDAP or OIDC (if applicable)
- Determine the scope of the AppSwitcher based on the client's configuration
- Configure AppSwitcher with current and new PowerSchool products

### **Customer Responsibilities**

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Provide the required configuration information
- Test the setup of Authentication services and AppSwitcher

### **Completion Criteria**

- Customer successfully tested authentication with SSO

# Executing

## PowerSchool Responsibilities

- Setup Site access for the client's Project team
- Provide SSO configuration guide & SFTP access
- Configure the System Settings based on the Business Process Review
  - Deploy the system by guiding the client to:
    - Import the required system data
    - Import Profile and roles
- Set up configuration data
- Configure Absence approval workflow (Location/Classification based)
- Provide Import/Export documentation
- Set standard Integrations (Skyward, Power BI, Professional Learning)
- Set the flat file job export
- If applicable, configure the App Switcher and SSO Authentication services
- The Education Impact Consultant provides expertise and guidance for the effective enablement of the product being implemented

## Customer Responsibilities

- Complete the Business Process Review questionnaire
- Complete configuration tasks (Including but not limited to the list above)
- Provide user data in templates
- Review and verify configuration
- Set up any automatic import/export via the SFTP

## Completion Criteria

This activity will be considered complete when:

- The system parameters are set
- The configurations are added
- Workflows are defined
- Imports are complete (Including 8 basics imports and SSO – If needed)

# Monitoring

## PowerSchool Responsibilities

- Provide Operator training
- Schedule launch review/post training meeting(s)
- Provide training resources (For district's internal training)

## Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Report critical issues to your implementation team
- Verify the job export file
- Record the IVR phone voicing
- Complete the remaining configuration (Configuration menu and Admin rights)

## Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Trainings
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting
- Establish training plan for the district

# Closing

## PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Submit Services to Support Survey
- Provide final project sign off to customer

## Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

## Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff

# Applicant Tracking Standard Statement of Work

## Initiating (Pre-requisites before Planning)

### PowerSchool Responsibilities

- Deploy Applicant Tracking and SchoolSpring sites
- Provide Login Credentials
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Technical Specialist
  - Implementation Specialist(s)
  - Education Impact Consultant
- Send Customer access to the following:
  - Project Plan

### Customer Responsibilities

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work

## Completion Criteria

This activity will be considered complete when:

- Customer signs the Statement of Work

## Planning

### PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Standard Model is forty-five (45) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Review the deliverables in the SOW and explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Discuss the role and responsibilities of a technical resource during the project (when applicable)
- Discuss the role and responsibilities of the Education Impact Consultant
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

## Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and trainings throughout the project to stay up to date
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed

## Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines

## Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) using LDAP or OIDC authentication for the PowerSchool product(s) undergoing implementation. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s). Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported.

## PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO using LDAP or OIDC (if applicable)
- Configure AppSwitcher with current and new PowerSchool products (if applicable)

## Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

## Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

# Executing

## PowerSchool Responsibilities

- Train project stakeholders to configure following System Settings:
  - Candidate Portal
  - Locations
  - Users and Security Groups
  - Filters
  - Application Types
  - Drop-down lists
  - Custom Forms
  - Creating job templates
  - Workflows
  - Job Posting (including SchoolSpring integration)
  - Setting up searches and views
  - Email notifications
  - Calendar integration
  - Archiving and Purging Applications
  - Requisitions
  - Job Offer Templates
- Train project stakeholders to evaluate candidates using the following features:
  - Setting Up Searches and Views
  - Scheduling interviews
  - Background Checks
  - Screenings
  - Job Fairs and Career Days
  - Sending reference checks
  - Interview Calendar integration
  - “Recommend to Hire” Form
  - Begin Hire Page
  - Job Offer Letters
  - Reports and Analytics
- If applicable, configure the App Switcher and SSO Authentication services
- The Education Impact Consultant provides expertise and guidance for the effective enablement of the product being implemented

## Customer Responsibilities

- System Configuration
  - Complete configuration tasks (including but not limited to the list above)
  - Review and verify configuration, complete signoff

## Completion Criteria

This activity will be considered complete when:

- The system has been installed
- Customer completes System Configuration Signoff

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This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

# Applicant Tracking Standard Statement of Work

## Monitoring

### PowerSchool Responsibilities

- Schedule and conduct a launch review meeting
- Provide launch documentation

### Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Log and Follow Up on Support Cases as needed
- Report critical issues to your implementation team
- Update the Project Plan to indicate client tasks completed

### Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Training Sessions
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting

## Closing

### PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Submit Services to Support Survey
- Provide final project sign off to customer

### Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

### Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff

# Employee Records Standard Statement of Work

## Initiating (Pre-requisites before Planning)

### PowerSchool Responsibilities

- Deploy Records site
- Provide Login Credentials
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Implementation Specialist(s)
  - Technical Specialist
  - Education Impact Consultant
- Send Customer access to the following:
  - Project Plan

### Customer Responsibilities

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work

### Completion Criteria

This activity will be considered complete when:

- Customer signs the Statement of Work

## Planning

### PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Standard Model is one hundred and five (105) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Review the deliverables in the SOW and explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Discuss the role and responsibilities of a technical resource during the project (when applicable)
- Discuss the role and responsibilities of the Education Impact Consultant
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed
- Email Business Operations team list of Technical Consultants

## Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and trainings throughout the project to stay up to date
- Plan for training and ensure users attend required training sessions
- Provide Example Forms

## Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- Example Evaluation Forms have been provided

## Authentication Services and Exports/Imports

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) using LDAP or OIDC authentication for the PowerSchool product(s) undergoing implementation. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s). Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported.

### PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO using LDAP or OIDC (if applicable)
- Configure AppSwitcher with current and new PowerSchool products
- Go over all Export/Import options available for Records, including:
  - eFinance Plus and Business Plus
  - Data Export
  - PDF Export
  - Sync 2.0 and Data Import tool (Sync 9)

### Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher
- Acknowledge which Export/Import Options you are interested in

### Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

# Executing

## PowerSchool Responsibilities

- Provide Security Settings information.
- Provide system administrator training and best practices on the following System Settings:
- Data Import Templates
  - Staff
  - Location
  - Job Types
  - Supervisor
- Configure the Records System – including but not limited to:
  - New Hire Documents (Ex: Direct Deposit, Employee Information Sheet)
  - Benefits Documents (Ex: Benefit information or Benefit enrolment forms)
  - Employee Separation (Ex: FMLA or Retirement)
  - Action Forms (Ex: Employee Change Form)
  - Uploading Library Resources (Ex: Uploading an Employee Handbook for review)
- End User Training
  - System Admin Training
  - Departmental training (Payroll and Benefits for Example)
  - Provide email example for alerting all other employees on Records and utilizing Available forms.
- Building Checklists
- Developing and Assigning Security Permissions and Groups
- Creating/Facilitating Workflows
- Using System Reports
- Managing/Editing System Notifications
- Managing Available Forms
- Scanning content into Records
- Using Contracts
- Staff Updates
- If applicable, configure the App Switcher and SSO Authentication services
- The Education Impact Consultant provides expertise and guidance for the effective enablement of the product being implemented

## Customer Responsibilities

- System Configuration
  - Attend training sessions
  - Complete configuration tasks (including but not limited to the list above)
  - Review and verify configuration, complete signoff
  - Complete testing outside of meetings: Testing Onboarding Checklists, Test Available Forms and Contracts, Test Filing and Reporting

## Completion Criteria

This activity will be considered complete when:

- The system has been installed
- Customer completes System Configuration Signoff

## Monitoring

### PowerSchool Responsibilities

- Schedule and conduct a launch review meeting
- Provide launch documentation

### Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Log and Follow Up on Support Cases as needed
- Report critical issues to your implementation team

## Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Overviews
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting

# Closing

## PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods and accessing Community
- Submit Services to Support Survey
- Provide final project sign off to customer

## Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

## Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff

# Perform Standard Statement of Work

## Initiating (Pre-requisites before Planning)

### PowerSchool Responsibilities

- Deploy Perform site
- Provide Login Credentials
- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Technical Specialist
  - Implementation Specialist(s)
  - Education Impact Consultant
- Send Customer access to the following:
  - Project Plan

### Customer Responsibilities

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work

### Completion Criteria

This activity will be considered complete when:

- Customer signs the Statement of Work

## Planning

### PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
- Standard Model is one hundred and five (105) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Review the deliverables in the SOW and explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Discuss the role and responsibilities of a technical resource during the project (when applicable)
- Discuss the role and responsibilities of the Education Impact Consultant
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

## Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and trainings throughout the project to stay up to date
- Plan for training and ensure users attend required training sessions
- Provide Example Evaluation Forms

## Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- Example Evaluation Forms have been provided

## Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) using LDAP or OIDC authentication for the PowerSchool product(s) undergoing implementation. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s). Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported.

### PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO using LDAP or OIDC (if applicable)
- Configure AppSwitcher with current and new PowerSchool products

### Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

### Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

# Executing

## PowerSchool Responsibilities

- Provide Security Settings information.
- Provide system administrator training and best practices on the following System Settings:
  - Data Import Templates
    - Locations
    - Users
    - Job Types
    - Supervisors
  - Creating Custom Forms – including but not limited to
    - Goal Setting
    - Observation
    - Walkthrough
    - Summative
  - Building Processes
  - Using Rubrics
  - Facilitating Workflows
  - Assigning and Managing Evaluators
  - Scripting Tool
  - Using System Reports
  - Perform Analytics
  - System Notifications
- Provide Evaluator Training (2 hours online unless on-site purchased)
- If applicable, configure the App Switcher and SSO Authentication services
- The Education Impact Consultant provides expertise and guidance for the effective enablement of the product being implemented

## Customer Responsibilities

- System Configuration
  - Complete configuration tasks (including but not limited to the list above)
  - Review and verify configuration, complete signoff

## Completion Criteria

This activity will be considered complete when:

- The system has been installed
- Customer completes System Configuration Signoff

# Monitoring

## PowerSchool Responsibilities

- Schedule and conduct a launch review meeting
- Provide launch documentation

## Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Log and Follow Up on Support Cases as needed
- Report critical issues to your implementation team

## Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Overviews
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting

# Closing

## PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods
- Submit Services to Support Survey
- Provide final project sign off to customer

## Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

## Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff