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Derry Township School District
Board of Directors Meeting
August 12, 2024
Board of Directors Room 7:00 p.m.
Summary Minutes - II

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:00 p.m. The meeting was conducted both in-person and virtually.

1.b. Roll Call

Minutes

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

Members Absent: Ericka Schmidt

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

Solicitor: Jeff Ouellet

Staff/Public in Attendance In-Person: Jamie Bean, Monica Breiner, Sarah Harmer, Jared Nicholson, Jason Reifsnyder, Ms. Schmidt, and Aaron Shuman

Staff/Public in Attendance Virtually: Sarah Ambrose, Lisa Balanda, Mark Balanda, Erik Barber, Tracy Brown, Lisa Dalto, Paige Dalto, Alexandria DeCicco, Anna Gawel, Allison Gergenti, Scott Harman, Melissa Kelly, Traci Landry, Angela Mullen, Lindsey Nester, Louis Paioletti, Desiree Rodichok, Angie Shipper, Junaid Siddiqui

1.c. Flag Salute

1.d. Approval of Board of Directors Agenda

Approval of the Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mrs. Renz and a second by Mrs. Royo the board agenda for this evening's meeting was approved.

Vote Results

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

2. INFORMATIONAL AND PROPOSALS

2.a. Presentation - High School Cell Phone Implementation

Minutes

Ms. Schmidt, accompanied by Jamie Bean and Monica Breiner, provided the board with an overview of the high school cell phone implementation plan.

2.b. President Communications

Minutes

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

- Matters of Personnel
- Informational Items

2.c. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Citizens wishing to speak may do so either in person or electronically. If in person, a registration form, that may be found on the sign-in table, should be completed and submitted to the Board Secretary, Mrs. Agee. When your name is announced, come to the microphone. If you are participating online, you must have registered individually with your full name and address, to be recognized, and you may raise your virtual hand for recognition. For all speakers, once you are recognized, it is only necessary that you identify yourself by providing your full name.

This is a reminder that public comment is not a forum for personal attacks, antagonistic behavior, or harassment. Please be advised that you are accountable for any legal ramifications and liability that results from statements that misrepresent the truth, defame individuals, or disclose personal information that is not of public concern.

To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to

address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting.

Minutes

There were no citizens requesting recognition by the board.

2.d. Community Correspondence Report

Minutes

Ms. Harmer reported that there was a total of one submission during the month of July.

2.e. Anticipated Agenda Items for the Next Board of Directors Meeting

The following items will be on the Agenda for the next Public Board of Directors Meeting:

- Approval of August 12, 2024, Board of Directors Summary Minutes
- Day-to-Day Substitute Rate
- Fidevia Agreement Rider
- Devopar Consulting

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz the Consent Agenda items were approved.

Vote Results

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

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

4.b. Approval of Club - Women's Health Club
The Administration recommends the addition of the Women's Health Club. No Limited Service Contract is associated with this club. The club is requesting a Student Activity Account.

4.c. GDC Agreement
The Administration recommends the approval of the GDC Agreement to purchase 10 new Lenovo laptops for the math department.

4.d. Lancaster Lebanon IU13 Agreement
The Administration recommends the approval of the Lancaster Lebanon IU13 Agreement to provide Title 1 Nonpublic Services during the 2024-2025 school year.

4.e. NoRedInk Corporation Agreement
The Administration recommends the approval of the NoRedInk Corporation Agreement for a web-based adaptive learning environment that helps students improve their grammar and writing skills.

4.f. Airborne Contamination Identification Associates Agreement
The Administration recommends the retroactive approval of the Airborne Contamination Identification Associates Agreement to provide a proactive indoor air quality management program across the district's facilities before students and faculty return from summer vacation.

4.g. Diakon Youth Services Agreement
The Administration recommends the retroactive approval of the Diakon Youth Services Agreement.

4.h. DocuSign Agreement
The Administration recommends the retroactive approval of the DocuSign Agreement for reliable electronic signing of documents and agreements on practically any device from almost anywhere.

4.i. Ebersole Excavating Proposed Estimate
The Administration recommends the retroactive approval of the Ebersole Excavating Proposed Estimate for service to repair the sinkhole at the concession stand.

4.j. GDC Agreement
The Administration recommends the retroactive approval of the GDC agreement for a three year license providing robust virtualization and centralized management to enhance the district's IT infrastructure.

4.k. Hellas Construction Change Order #1

The Administration recommends the retroactive approval of the Hellas Construction Change Order #1 to allow for removal and replacement of the nailer boards that were discovered to be rotted when installing the new track.

4.l. Higher Information Group Agreement

The Administration recommends the retroactive approval of the Higher Information Group Agreement for a one-year extension of the Managed Print Services Agreement with Higher Information Group, including the addition of a printer for the personnel office to improve efficiency and support.

4.m. The Vista School Agreement

The Administration recommends the retroactive approval of the Vista School Agreement.

5. NEW BUSINESS

5.a. Rettew Proposal

The Administration recommends the approval of the Rettew Proposal for the elementary school site services as the Civil Engineer.

Minutes

Following a motion by Mrs. Renz and a second by Dr. Cysyk the Rettew Proposal was approved.

Vote Results

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

5.b. High School Basin Restoration Bid Award - Custer Excavation

The Administration recommends the award go to Custer Excavation to provide the high school basin restoration as recommended by Rettew.

Minutes

Following a motion by Dr. Cysyk and a second by Dr. McCarver the high school basin restoration bid award to Custer Excavation was approved.

Vote Results

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

5.c. B & K Rentals - Stadium Bleachers Agreement
The Administration recommends the approval of the B & K Rentals Agreement for the stadium bleachers. The bleachers would be utilized to ensure home and visitor student sections are separated for games or for the band sections if current mobile bleachers are not enough.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz the B & K rentals Agreement for stadium bleachers was approved.

Vote Results

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

5.d. Personnel - Resignations
The Administration recommends the approval of the following resignations:

Act 93:

Pursel, Sheryl
Business Manager
District Office
Reason: Personal
Effective: 08/08/2024 (retroactive)

Professional:

Beatty, Evan
Science Teacher
Middle School
Reason: Personal
Effective: No later than 10/04/2024

Gavin-Hauschildt, Chelsea
Grade 3 Teacher
Primary Elementary School
Reason: Personal
Effective: 08/19/2024

Classified:

Alicea, Kateria
Cafeteria/Recess Aide
Early Childhood Center

Reason: Personal
Effective: 08/01/2024 (retroactive)

Holley, Kristy
Paraprofessional (Self-contained Classroom)
Early Childhood Center
Reason: Personal
Effective: 07/26/2024 (retroactive)

Santos, Edwin
Custodian (2nd Shift)
Early Childhood Center
Reason: Personal
Effective: 08/15/2024

Spiroff, Victoria
Cafeteria/Recess Aide
Intermediate Elementary School
Reason: Personal
Effective: 08/04/2024 (retroactive)

Limited Service Contract:

Johnson, John
Head Coach - M.S. - Football
Reason: Personal
Effective 08/13/2024

Marconi, Timothy
Assistant Coach - M.S. - Football
Reason: Personal
Effective: 08/13/2024

Whitfield, Jacob
Assistant Coach - M.S. - Football
Reason: Personal
Effective: 08/13/2024

Minutes

Following a motion by Ms. Romberger and a second by Mrs. Renz, the Personnel Resignations were approved.

Vote Results

Yea:	8	Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo
Nay:	0	
Abstain:	0	

Not Cast: 1 Ericka Schmidt

5.e. Personnel - General

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

Professional Staff:

Colyer, Martha (replacing Caitlyn Bodek and Allison Gergenti)
School Counselor
Middle School and High School
Long-Term Substitute
Bachelors, Step 1
Salary: $58,548.77 (pro-rated)
Effective: To Be Determined through approximately 03/28/2025 (End of Marking Period 3)(pending receipt of PA Teaching Certificate, Act 168, Act 34, Act 151, Act 114, Act 126, and Act 24 certifications)

Classified Staff:

Collins, Kristin (replacing Margaret Zimmerman)
Food Service Worker
High School
Level A, 4.5 hours per day
Salary: $18.35 per hour
Effective: 08/13/2024

Daubert, Shaina (replacing Adam Carricato)
Paraprofessional
Middle School
Level A, 5.75 hours per day
Salary: $19.57 per hour
Effective: 08/13/2024

Handley, Amanda (new position)
Food Service Worker
District-wide
Level A, 4.0 hours per day
Salary: $18.35 per hour
Effective: 08/13/2024

Transfer of Professional Staff:

Ogle, Lori*
From: Mathematics Teacher (Part-time .5)
High School
To: Mathematics Teacher (Full-time)

High School
Effective: 08/19/2024

Transfer of Classified Staff:

Carricato, Adam* (replacing Christina Byler)
From: Paraprofessional
Middle School
Level A, 5.75 hours per day
Salary: $20.69 per hour
To: ESL Teacher
High School
Long-Term Substitute
Bachelor, Step 1
Salary: $ 58,548.77 (pro-rated)
Effective: 08/13/2024 through 01/16/2025 (end of Marking Period 2)
(pending receipt of PA Teaching Certificate)

Catina, Bianca* (replacing Jesse Rhoads)
From: Food Service Worker
High School
Level A, 4.5 hours per day
Salary: $18.35 per hour
To: Paraprofessional
Primary Elementary School
Level A, 5.75 hours per day
Salary: $19.57 per hour
Effective: 08/13/2024

Ecker, Katarina* (new position)
From: Cafeteria/Recess Aide
Intermediate Elementary School
Level A, 3.0 hours per day
Salary: $18.35 per hour
To: Custodian (2nd shift)
District-wide
Level D, 5.75 hours
Salary: $19.85 per hour
Effective: 08/19/2024

Patrick, Leigh* (replacing Kristy Holley)
From: Paraprofessional
Middle School
Level A, 5.75 hours per day
To: Paraprofessional (Self-contained Classroom)
Early Childhood Center

Level B, 6.5 hours per day
Salary: $19.57 per hour
Effective: 08/13/2024

Rhoads, Jesse* (replacing Kelli Seibert)
From: Substitute Cafeteria/Recess Aide
District-wide
Hours as needed
Salary: $15.00 per hour
To: Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: $18.35 per hour
Effective: 08/01/2024 (retroactive)

Seibert, Kelly* (replacing Andre Brooks)
From: Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: $19.39 per hour
To: Paraprofessional
Physical Education
Early Childhood Center
Level A, 5.75 hours per day
Salary: $20.69 per hour
Effective: 07/24/2024 (retroactive)

Limited Service Contract:

Burke, Nicola
Marching Band Rehearsal Staff (1)
Group I, Step 12
Salary: $1,597
Effective: 08/13/2024

Daubert, Allison*
Mentor (Year 2) to Emily Salerno, School Counselor (PRI)
Salary: $500
Effective: 08/13/2024

Gorman, Ashley*
Mentor (Year 1) to Nicholas Ezard, Social Studies Teacher (MS)
Salary: $1,500
Effective: 08/13/2024

Johnson, John*
Assistant Varsity Coach - H.S. - Football
Group D, Step 9
Salary: $4,918
Effective: 08/13/2024

Marconi, Timothy*
Head Coach - M.S. - Football
Group D, Step 9
Salary: $4,918
Effective: 08/13/2024

Ozimok Miller, Megan*
Mentor (Year 1) to Mackenzie Hernley, Kindergarten Teacher - LTS
Salary: $1,500
Effective: 08/13/2024

Shreves, Danielle*
Mentor (Year 1) to Alexandra Held, Kindergarten Teacher - LTS
Salary: $1,500
Effective: 08/13/2024

Whitfield, Jacob*
Assistant Varsity Coach - H.S. - Football
Group D, Step 9
Salary: $4,918
Effective: 08/13/2024

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

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

Groff, Kayla
Mathematics Teacher
High School
Childrearing Leave
Effective: Approximately 11/28/2024 through 03/28/2025 (end of 3rd Marking Period)

Minutes

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

Vote Results

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

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

There were no reports shared by the board members.

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- New teacher inductions started today
- Full staff return for opening day next Monday
- Students return on the 26th

7.c. Board President's Report

Minutes

Ms. Drew did not have a report to share.

8. RECOGNITION OF CITIZENS

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

Minutes

There were no citizens requesting recognition by the board.

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:52 p.m. following a motion by Dr. Cysyk and seconded by Mrs. Renz.

Vote Results

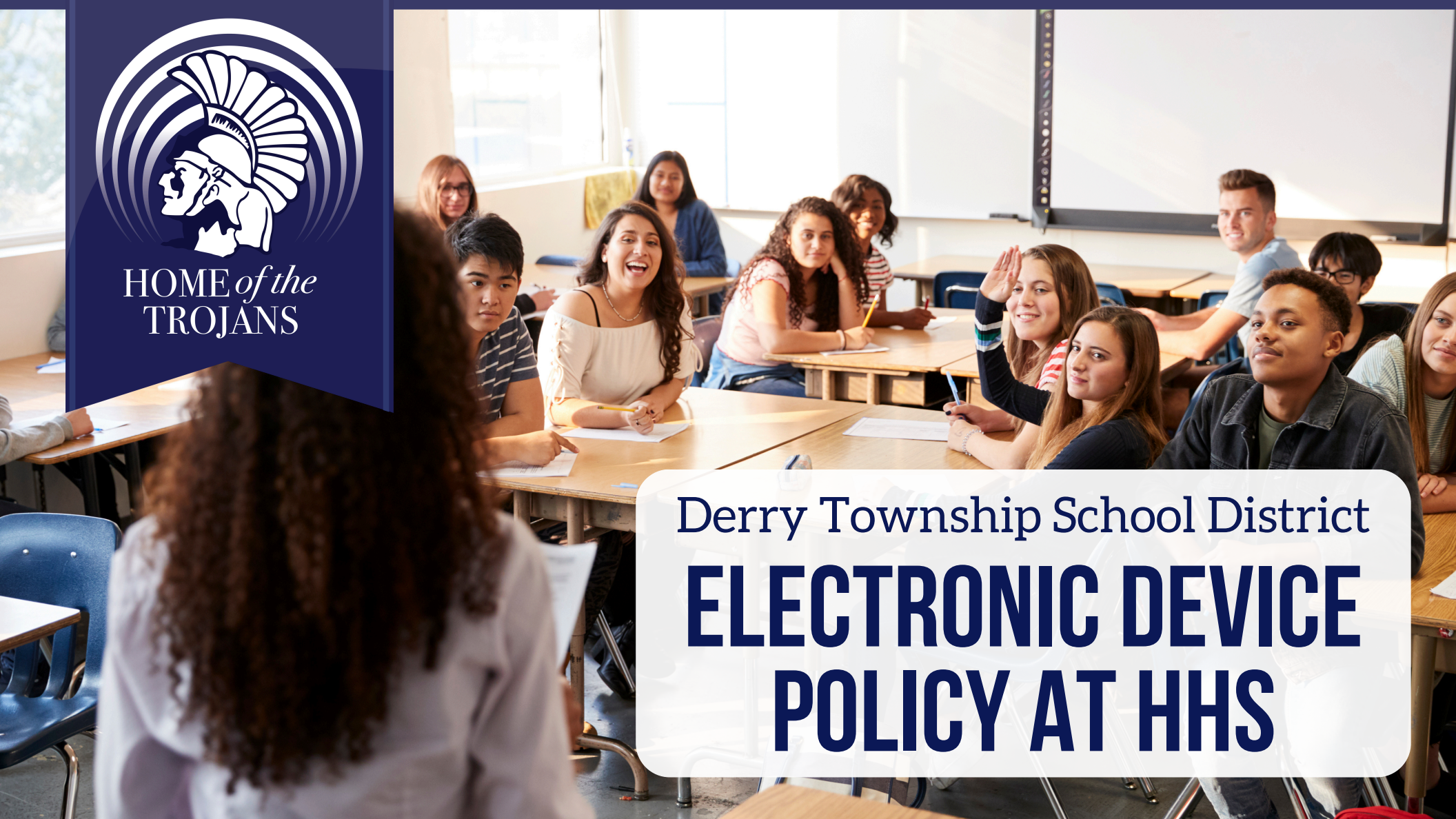
Yea:	8	Joshua Cysyk, Robert Bennett, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Tracey Royo
Nay:	0	
Abstain:	0	
Not Cast:	1	Ericka Schmidt

Respectfully submitted,

Michele Agee
Secretary to the Board
August 26, 2024

Lindsay K. Drew
Board President

Virtual Attendance August 12, 2024 Board Meeting
Sarah Ambrose
Lisa Balanda
Mark Balanda
Erik Barber
Tracy Brown
Lisa Dalto
Paige Dalto
Alexandria DeCicco
Anna Gawel
Allison Gergenti
Scott Harman
Melissa Kelly
Traci Landry
Angela Mullen
Lindsey Nester
Louis Paioletti
Desiree Rodichok
Angie Shipper
Junaid Siddiqui



Derry Township School District

ELECTRONIC DEVICE POLICY AT HHS


CELL PHONES
FROM BELL TO BELL
THERE iS NO CELL
7:33 - 2:35
BELL
TO
BELL
THERE IS
NO CELL

Electronic Device Policy

WHAT'S OUR WHY

In response to the growing consensus and recommendations from educators and medical professionals for more restrictive cell phone policies in schools and the mounting evidence supporting these measures. The evidence suggests that more restrictive cell phone policies can significantly enhance the learning environment, reduce distractions, and promote better student academic and social outcomes. We are also paying close attention as our state government proposes legislation surrounding cell phone use in K-12 schools.

Electronic Device Policy

WHAT IS OUR GOAL?

- Our students will..
  - Engage in conversations with their peers and the adults in our building. Students will feel confident having face to face conversations and will feel more comfortable in their ability to effectively communicate with people.
  - Work through problems or issues by having a face to face conversation in order to build resiliency, communication skills, and the ability to process information, reflect, and handle issues appropriately.
  - Play games at lunch with each other (games will be provided), build a true sense of community within Hershey High School and work on creating a space where all students are appreciated, seen, valued, and included.
  - Participate in engaging and meaningful instruction in the classroom, where they are attentive, interested, and connected to the content (because they are no longer distracted by their phone)

The work and process will be hard. Flexibility, grace, and understanding are key elements to success and together we believe that at the end of the year we will look back and see the incredible impacts this policy has on our students.

HOME of the TROJANS

Electronic Device Policy

SO, WHAT DOES THIS LOOK LIKE?

Hershey High School Students will comply with the following:

- Students are expected to turn off cell phones and secure them for the entirety of the school day. Cell phones may not be seen or heard in any part of the Hershey High School School Building including classrooms, academic hallways, library, cafeteria, gymnasium, auditorium, or student restrooms.
    - All students will be assigned a locker
- Students must have their cell phones secured and stored during the entirety of the school day - bell to bell there is no cell
- Students who are non-compliant will be subject to the following consequences:
    - warnings, lunch detentions, detentions, extended detentions, Saturday detention, ISS, OSS
    - Consequences will also be given to students who are insubordinate by refusing to comply with the expectation to put their cell phones away.
    - Interventions for those struggling with this new expectation

Electronic Device Policy

WHAT IF MY CHILD REFUSES TO FOLLOW THE POLICY?

Students who violate this expectation will be subject to disciplinary action. This may include confiscation of cell phone, detention, and in-school suspension. Students who violate the Derry Township Cell Phone Policy may also be sanctioned for insubordination after multiple cell phone violations.

- **Violation 1: Teacher detention issued and parent communication.**
- **Violation 2: Administrative conference, detention, and parent communication.**
- **Violations 3+: Progressive discipline begins: detention, extended detention/Saturday detention/ISS/OSS, and further progressive disciplinary action will result.**

Electronic Device Policy

WHAT IF MY CHILD REFUSES TO FOLLOW THE POLICY?

For students refusing to comply with the expectations and/or refusing to put their phone away: phones will be confiscated by administration. After 3+ times of the phone being confiscated, parents will be expected to come in to pick up the phone.

Students will be expected to secure their phones in the building lock box located in the main office and will only be permitted to pick up their secured phones at the end of their day.

Additionally, students refusing to comply with teacher direction to put the phone away will have discipline escalated to disruptive behavior and violation of a school board policy.

Electronic Device Policy

POTENTIAL SCENARIOS

Student: “I need to tell my mom something.. It’s important.”

- There are a couple of options- when the teacher permits- you may email your mom on your school issued iPad or you can go to the main office to use the student designated phone, when the teacher permits.
- A phone in the main office has been specifically designated for student use.

Electronic Device Policy

POTENTIAL SCENARIOS

Student: “The school iPad doesn’t allow me to do all of the school work I need to do”

- Staff and students will be working together this year and specifically at the start of the year to ensure that necessary apps are available to all students in order to effectively complete their course work.
- Students, when needed, can utilize their own computer (with approval) to complete their coursework.

Electronic Device Policy

THE BIG QUESTIONS

- **How can parents contact their students during the school day?**
  - Students will have access to their Hershey email throughout the day on their school issued iPad. Parents can email their students.
- **How can parents contact their students in an emergency or schedule change immediately?**
  - Parents are asked to call the main office of their child's school and that information will be shared with the student.
- **How will athletic coaches contact students for sports-related schedule changes or communications?**
  - Announcements will be made for any schedule changes that occur during the school day.
  - Communication apps such as Remind will be available in the Self Service app on all student iPads.

Electronic Device Policy

SHARING OUR PLAN WITH FAMILIES

Parent/student communication:

- Communication to all families on August 12th
- Information specific to cell phone implementation and the student code of conduct on August 19th with reminders going home until August 26th that we are Bell to Bell- no cell!
- August 26th start the day with our daily reminder- bell to bell- no cell
- 2 hours in homeroom on the first day of school with locker assignments and administration reviewing the policy and potential consequences for not following the policy

REFRAMING OUR THINKING

Opportunities for our students...

Opportunities for our staff...

Opportunities for our school community as whole...

QUESTIONS?

Derry Township School District
Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Directors

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: July 18, 2024

On behalf of HHS student Grace Quillen, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Women's Health Club. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, Rachel Bitner.
- Based on the proposal, the club supports the vision of Hershey High School & DTSD.
- The group does have a desire to handle funds, so a corresponding "student activity account is requested. With board approval, the Women's Health Club would be required to function in compliance with the Board Policy #618 (Student Activity Funds) regarding the management of their funds.
- Participation in the Women's Health Club would be open to all HHS students.
- This program does not entail a Limited Service Contract (LSC) and will therefore not include a stipend/payment to the sponsor.

Enclosures: Proposal for HHS Women's Health Club

Student proposing the club: Grace Quillen
Proposed club name: Women's Health Club

How this club would contribute to the mission of Hershey High School: The purpose of this proposed Women's Health Club would be to fundraise for research and relief for various women's illnesses such as breast cancer, endometriosis, and infertility. As someone who has struggled with endometriosis, I feel compelled to provide help in the ways that I can to hopefully one day see cures for illnesses like these. As these are very real, serious, and unfortunately common struggles that many women deal with, it's very important to bring awareness to the topic and take the steps needed to contribute to breakthroughs in medical research and gain access to resources that can do just that. Having a club that acknowledges women's health struggles brings a voice to those whose daily lives are affected, and creates an opportunity for advancements regarding the illnesses. Gathering a group of people together to fight for this cause will strengthen the sense of community at Hershey High School, educate those who may be unaware of these problems, and once again give a voice and opportunity to those who are affected.

This club differs from the Helping People Period Club as it focuses on the fundraising of medical research and relief for women's illnesses.

Money and funds: This club would require the handling of money brought in by club members from fundraisers.

A fund would be needed for an event that would be held towards the end of the year to further fundraise.

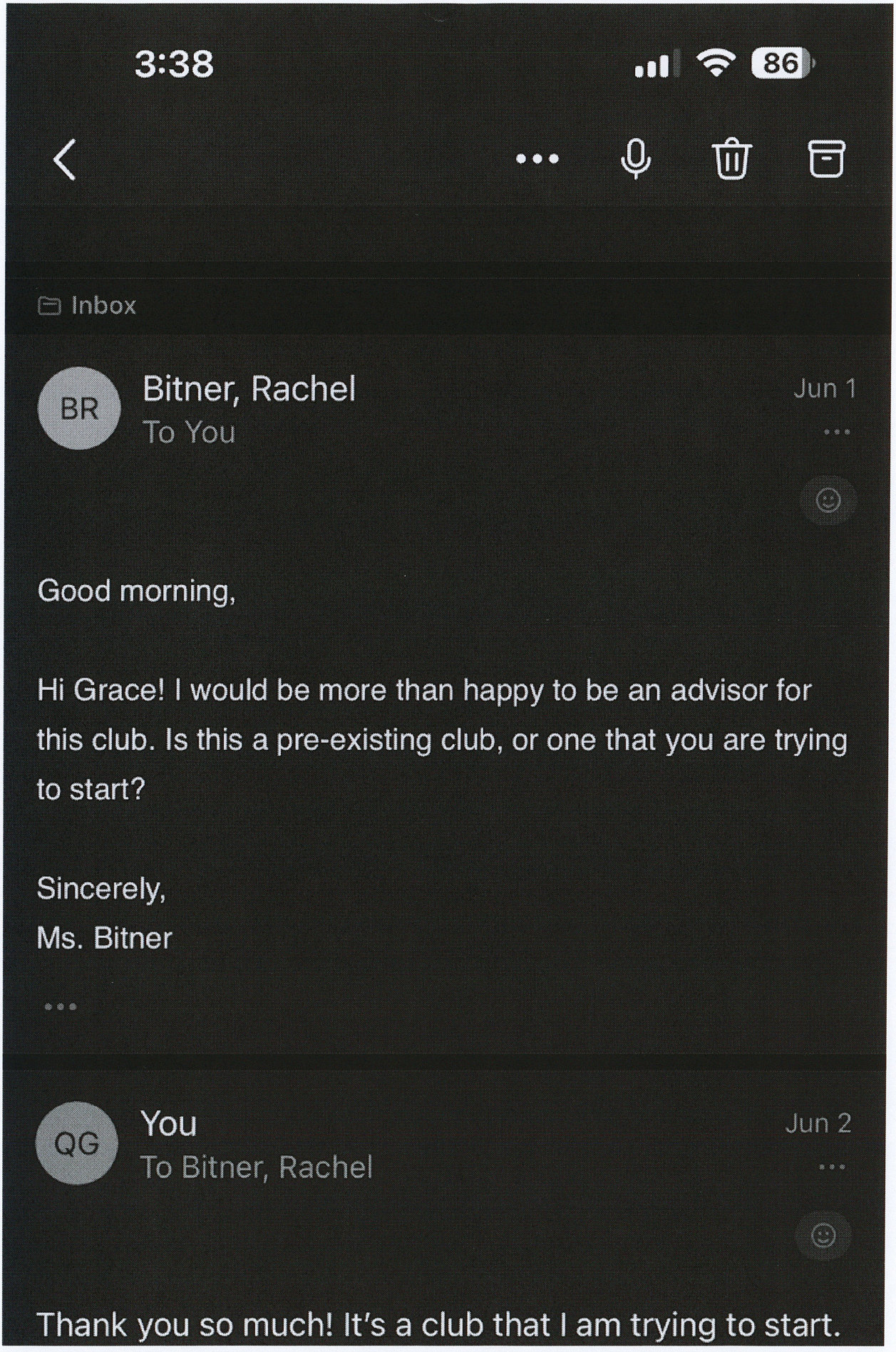
Estimated number of members: 35

Any HHS student is welcome to join this club if willing to participate in fundraising!

Advisor: Miss Bitner

Signatures: *GraceQuillen*

Wasn't able to see her in person during summer for signature but got email confirmation.


3:38
86
Inbox
BR
Bitner, Rachel
To You
Jun 1
Good morning,
Hi Grace! I would be more than happy to be an advisor for this club. Is this a pre-existing club, or one that you are trying to start?
Sincerely,
Ms. Bitner
QG
You
To Bitner, Rachel
Jun 2
Thank you so much! It's a club that I am trying to start.

GDC
Technology You Can Trust.

Lenovo E14 Notebooks

Quote # 025361
Version 2

Prepared for:

Derry Township School District

Phil Ayala
payala@hershey.k12.pa.us
30 E Granada Ave
Hershey, PA 17033

GDC
Technology You Can Trust.

GDC IT Solutions
4530 Lena Drive
Mechanicsburg, PA 17055
717-262-2080

COSTARS: 199069
- HW #: 003-E22-596

Hardware

Selected	Description	Price	Qty	Ext. Price
☑	**Lenovo ThinkPad E14 Gen 5 14" Notebook - Ryzen 5/256 SSD/Non-Touch**  AMD Ryzen 5 7530U, 2GHz Hexa-core (6-core) 4.50GHz Max Turbo Speed - 16 GB (8GB onboard, 1x 8GB SoDIMM) - 256 GB SSD - English Keyboard Backlight, Fingerprint Reader - Graphite Black - AMD Chip – LCD WUXGA, (1920 x 1200) Anti-glare - Windows 11 Pro - AMD Radeon Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard + Bluetooth – 4x USB Ports, 1x HDMI, 1x USB-C - 1 Year, Courier or Carry-in	$740.00	10	$7,400.00

Subtotal: **$7,400.00**

GDC
Technology You Can Trust.

GDC IT Solutions
4530 Lena Drive
Mechanicsburg, PA 17055
717-262-2080

Lenovo E14 Notebooks

Prepared by:

SLED Drop Ship
Travis Millhimes
Ph (717) 262-2080
Fax 717-262-2082
travismillhimes@gdcit.com

Prepared for:

Derry Township School District
Phil Ayala
Ph (717) 534-2501
payala@hershey.k12.pa.us

Quote Information:

Quote #: 025361
Version: 2
Delivery Date: 07/12/2024
Expiration Date: 08/26/2024

Quote Summary

Description	Amount
Hardware	$7,400.00
Total:	**$7,400.00**

Payment Options

Selected	Description	Periods	Payments	Amount
Term Options				
☑	Hardware Terms One-Time Payments	One-Time	1	$7,400.00

Summary of Selected Payment Options

Description	Amount
Term Options: Hardware Terms	
Total of One-Time Payments	**$7,400.00**

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

Signature _____ Date August 12, 2024

LETTER OF AGREEMENT FOR TITLE I SERVICES

School District: **Derry Township School District**

Lancaster-Lebanon Intermediate Unit 13 (IU13) offers the following services under a shared services approach to all Title I nonpublic schools (NP) having low income students enrolled in a Lancaster or Lebanon County School District participating in the IU13 Title I Nonpublic School Services Consortium. IU13 believes the district consortium is the single source in the region for providing these bundled services to member districts. Moreover, IU13 believes that the provisions of these services through a regional consortium approach is consistent with the intent of PA School Code to Section 901-A, that established Intermediate Units where each school district of the Commonwealth was assigned to an intermediate unit and entitled to the services in accordance with the program of services adopted by the intermediate unit board of directors.

Note: OM B's Uniform Guidance (UG) procurement standards require school districts to use one of five methods of procurement based on the dollar threshold of the purchase. In certain circumstances, a noncompetitive or sole source method may be appropriate. A district must determine on a case-by-case basis if a vendor is a sole source by following its own procurement policies and procedures. If a district does not find the services meet sole source requirements, then the district will need to ask the /U13 to submit a quote, bid, etc. in line with the district's procurement policies and procedures. Consultation with the district's solicitor may be appropriate.

Type of Services Delivered (services offered include):

Each member's **share** of the costs **of the IU13** Title I Nonpublic School Services Consortium will be up to 100% of a district's Title I nonpublic school allocation. These services will include all of the following services. **Please** note that services in addition to direct instruction will not limit Title I services for students.

- **Review** of referred students from NP schools of potential educationally disadvantaged students (Multiple criteria: Standardized test scores, benchmark and diagnostic assessments, teacher referral, and classroom performance)
- Initial screening and assessment of potential educationally disadvantaged students
- Parental permission process
- Benchmark assessments and stakeholder reporting two or three times per year (Acadience Reading and Math, easyCBM, Gates-MacGinitie) in collaboration with NP school personnel
- Data analysis with individual teachers at school level
- Student scheduling (in collaboration/coordination with NP school personnel)
- Instructional services in reading and math (during school hours, as determined through collaboration/coordination with NP school personnel)
- Standards based instruction
- Collaboration with classroom teachers by modeling, co-teaching, and coaching
- Progress monitoring and progress reporting as requested
- **Professional** development at school level and IU level
- **Parent** and family engagement activities including: NP School Title I Parent and Family Engagement Policy, School/Parent Compacts (for school, parent, and student), Annual Family Fun Night, IU13 Federal Programs Parent Conference
- Performance goal progress and data analysis
- Annual program evaluation and reporting to all stakeholders based on student improvement, as requested
- Annual educator effectiveness evaluation of instructional staff

- Appropriately certificated instructional staff
- Nonpublic school visitation coordination and documentation
- Annual assessment and intervention plan review and revisionTechnical assistance with federal program monitoring
- Assistance with Title I subgrant application in eGrants - provide necessary information to complete the "Nonpublic School Organization" section in eGrants
- Coordination with Pennsylvania Act 89 services
- Coordination with other federal programs, whenever possible

The cost of the above-mentioned Title I services is the Title I amount generated by e-grants for services to the district's nonpublic students. Costs are reconciled annually and based on actual costs incurred. No indirect or administration costs are included.

Terms and Conditions

1. **TERM**
The term of this Agreement shall commence on July 1, 2024 and terminate on June 30, 2025. This contract will be for (circle length of agreement) 1 year or 3 years. This agreement will be reviewed annually and can be terminated with or without cause by either party upon thirty (30) days written notice. Payment for any services provided up to the date of termination will be due and payable within 30 days.

2. **DESCRIPTION**
Upon the terms and conditions set forth herein, the above-named district (School District) requests that Lancaster-Lebanon Intermediate Unit 13 (IU13) provide reading and math instructional services in accordance with the **responsibilities listed** in **section 5.** Such services will be secular , neutral, and non-ideological.

IU13 agrees to comply with all Title I statutory and regulatory requirements.

School District and IU13 agree to use Title I funds for instruction at the nonpublic schools listed in this agreement. The IU13 agrees to provide Title I services to eligible students who reside in participating public school attendance areas regardless of the amount of funds generated by the number of children from low-income families attending the nonpublic schools listed in this agreement.

District requests that IU13 provide Parental Involvement and Professional Development in accordance with Title I at the nonpublic schools listed in this agreement.

3. **FEES AND PAYMENT**
In consideration of the services mutually agreed upon as described herein, School District shall pay IU13 up to the amounts described in the chart below as generated by grants for services to the district's nonpublic students in eligible attendance areas.

Frequency of Payment
Payment shall be made to IU13 upon completion/delivery of services/materials and submission of an invoice in December and June. School District may withhold payment if IU13 does not comply with all statutory and regulatory requirements of Title I. School District's payment must be received by IU13 within 30 days of receiving the invoice.

Breakdown of Costs
There are no administrative costs. See Exhibit A attached.

These numbers can be found in the Nonpublic section of your eGrant.		
	Nonpublic Per Pupil Amount :	$1117.00
	Total Nonpublic Instruction Amount :	$2234.00
	Total Nonpublic Share of Parent Involvement Set Asides:	$0.00
	Total Nonpublic Share of Professional Development Set Asides :	$0.00
	Total Nonpublic Low Income Funds (Total Instruction Amount + Set asides):	$2234.00

School District agrees to provide IU13 with the final Title I allocation for the 2024-2025 school year for the nonpublic schools listed in this agreement by April 15, 2025. School District and IU13 acknowledge that an increase or decrease in funds from the preliminary allocation may increase or decrease the services outlined in this Agreement.

4. STUDENT INFORMATION

Please list all the buildings within your district that are considered Public Title I buildings (even if there is no money being driven from that building by nonpublic low-income students). Also list the full range of grades for that building (even if they are not all Title I grades under district Title I).

Public Title I Building	Grades within Public School Building
Hershey Intermediate Elementary School	4-5
Hershey Primary Elementary School	2-3
Hershey Early Childhood Center	K-1

Please list the Nonpublic schools that replied saying they would like to participate in Title I (even if they do not have economically disadvantaged students driving funds). If the Nonpublic school has economically disadvantaged students driving funds for services, please list the number of students.

Nonpublic School	Number of Students
Kraybill Mennonite School	1
Mount Calvary Christian School	1

5. RESPONSIBILITIES

Responsibilities are outlined below for IU13 and the School District:

IU13 maintains responsibility for:

a. Providing School District with addresses of students qualifying for academic support;
b. Delivery of reading and math services:
   Minimum of 2 times per week and a minimum of 15 minutes per session;
c. Tracking and reporting of performance goal: one time per year, provided to School District by the end of the year;
   a. 80% of students will improve on the Acadience Reading composite score, grades K-6.
   b. 80% of students will improve on the Acadience Reading, grades 7-8.

c. 80% of students will maintain or improve their category on the Gates MacGinitie, grades 9-12.
d. 80% of students will improve on Acadience Math composite score, grades K-6.
e. 80% of students will improve on easyCBM composite score, grades 7-8.

d. Annual consultation/visits with nonpublic schools regarding program and services

School District maintains responsibility for:

a. Providing IU13 with the names of nonpublic schools identified to participate in Title I;
b. Assisting IU13 in identifying and qualifying addresses of students who reside in Title I attendance areas;
c. Informing IU13 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation.
d. Monitoring and Evaluation: Complaint procedure and communication with the nonpublic Administrators

School District assures IU13 that all meaningful consultation between the District and the nonpublic schools listed in this agreement, needed to set up this agreement, has been completed prior to the effective date of this agreement.

School District and IU13 acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESSA during the performance period of the contract.

6. MISCELLANEOUS

IU13 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

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

Force Majeure. Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos. and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. Either party shall orally notify each other within forty-eight (48) hours and notify in writing within five (5) days of the date on which both parties become aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, either party may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the delay.

IU13 Point of Contact:
Dr. Raluca Snyder
Federal Programs Administrator Phone: (717) 947-1984

SIGNATURES

School District: Derry Township

By: _____ Date: August 12, 2024

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

Lancaster-Lebanon Intermediate Unit 13

By: _____ Date: 10/02/2024

Name: Diane J. Schall Title: Project Director

Exhibit A

Date: May 30, 2024

To: Superintendents, Business Managers and Special Education Administrators

From: Gina L. Brillhart, Assistant to the Executive Director - CFO
Christine Skrodinsky, Accounting Supervisor

Subject: Fee Schedule for 2024-25 Regular/Special Education Services (Marketplace)

Following is a set of fee schedules for the various Educational Services that the IU will be offering during the 2024-25 school year on a marketplace basis.

Supplemental Contract Services

Paraprofessional	Rate
Part-time IU13 employee	$25.50/hour
Full-time IU13 employee	$45.75/hour
Interpreter	
Part-Time IU13 employee	$51.00/hour
Teacher/Direct Instruction	
Part-time IU13 employee	$82.00/hour
Full-time IU13 employee	$96.00/hour
Reading/Math Specialists	$100.00/hour
ESL Teacher	$110.00/hour
Social Worker	
Full-time IU13 employee	$95.00/hour
Psychologist	
Full-time IU13 employee	$98.00/hour
Counselor	
Full-time IU13 employee	$105.00/hour
Special Education Consultant	
Full-time IU13 employee	$98.00/hour
BCBA	
Full-time IU13 employee	$92.00/hour

Other Contracted Services

Service	Rate
Speech Language Itinerant Services	$138.50/hour
OT/PT Itinerant Services	$138.50/hour
Job Training Services – District operated classes	$405.00/day

Additional "Fee-for-Service" Services

Service	Rate
Feeding Team	$1,425.00/student
Title I Consultation	$100.00/hour

noredink

Order Form NRI-4276

Customer name:
Derry township School District - Hershey Middle School

Primary contact name:

Primary contact email:

Billing address:
PO Box 898
Hershey, Pennsylvania 17033
United States

Will a PO be required? (If Yes, please provide form)

Tax exempt? (If Yes, please provide certificate)

Billing email:

Billing contact name:

Service start date:
08-03-2024
Service end date:
08-02-2025
Payment terms:
Upfront
Billing terms:
Net 30

NoRedInk Remittance Address for Checks:
NoRedink Corp
PO Box 92507
Las Vegas, NV 89193-2507

SUMMARY

PRODUCT	SCHOOL	DESCRIPTION	SALES PRICE	QTY	TOTAL PRICE
NoRedInk Premium	Hershey Middle School	NoRedInk Premium for designated students.	$12.31	850	$10,463.50
			TOTAL:		$10,463.50

- Start date will be as stated or later pending receipt of signatures and any required documents (PO and tax exempt certificates, as applicable).
- End date will be as stated or later to maintain the term length.
- If applicable, all unused Premium training services will expire annually on the service end date.
- Training dates can only be confirmed after order forms are signed by both parties.
- NoRedInk Premium may be unavailable for some portion of July for updates and data archives.
- If applicable, state sales tax will be added to your invoice unless proof of exemption has been received by NoRedInk prior to invoicing.

Please sign and return to: carrie.rodusky@noredink.com

Contract terms: This Order Form incorporates and is subject to the Master Services Terms — collectively the "Agreement" — and constitutes a binding contract entered into by and between NoRedInk Corp. ("NoRedInk"), a Delaware corporation with its principal place of business at 548 Market Street, PMB 66984, San Francisco, CA 94105, and the entity listed below as client ("Client"). The Master Services Terms are available at: NoRedInk Master Services Agreement. The Data Protection Addendum is available at: NoRedInk Data Protection Addendum

noredink

Order Form NRI-4276

NoRedInk Corp. Signature	Derry Township School District Signature
Signature:	**Signature:**
Name:	**Name:** Lindsay K. Drew
Title: Head of Customer Success	**Title:** President, School Board
Date:	**Email:**
	Date: August 12, 2024

ACIA
Airborne Contamination Identification Associates Ltd.
3430 WOODBRIDGE CIRCLE YORK PA 17406 – PH: 717-767-1850 FAX: 717-717-767-1860

May 1, 2024

Derry Township School
P.O. Box 898, 30C East Granada Avenue
Hershey, PA 17033
Attention: John Fready

RE: Indoor Air Quality Management Program

Airborne Contamination Identification Associates Ltd. is pleased to provide this quote to provide a proactive indoor air quality management program for Derry Township School District as described in the scope of work listed below:

SCOPE OF WORK:

The goal of the IAQ management program is to identify and correct any issues pertaining to the indoor air quality across the school district's facilities before students and faculty return from summer vacation.

Task 1: ACIA shall sample IAQ at fifty (50) locations across the district. We will be sampling for viable fungi, particulate, carbon monoxide, carbon dioxide, relative humidity and temperature.

Task 2: ACIA shall sample drinking water in a total of twenty four (24) locations across the district. Water is to be analyzed for lead and copper.

Task 3: Provide independent lab results along with a detailed report of findings including photos of sample locations as well as recommendations to improve/correct IAQ as necessary. Report to follow 2-3 weeks after sampling is complete.

NOTE: A Certified Indoor Air Quality Professional will direct all work.

TOTAL COST: **$6,850**

ACIA
Airborne Contamination Identification Associates ltd.
3430 WOODBRIDGE CIRCLE YORK PA 17406 – PH: 717-767-1850 FAX: 717-717-767-1860

TERMS: Net 10 days. Report to be released after payment is received in full.
Work to be performed Monday-Friday 8:00am-4:00pm

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and hereby accepted.
You are authorized to do the work specified. Payment will be made as outlined above.

SIGNATURE: Stacy L. Winston

DATE: July 18, 2024

If you have any questions in reference to the above contract, please feel free to call me at your earliest convenience. I look forward to hearing from you.

Regards,
AIRBORNE CONTAMINATION IDENTIFICATIONS ASSOCIATES, LTD.

Kyle B. Leaman
Our Certifications:
WBENC: Certified Women Owned Business (WBE)
CAFS: Certified Air Filter Specialist (CAFS)
Pennsylvania Home Improvement Contractor Registration Number: PA 059333
NADCA Certified Ventilation Systems Mold Remediators (CVSMR)
NADCA Certified Air Systems Cleaning Specialists (ASCS)
AEE – Certified Indoor Air Quality Professional (CIAQP)
ACAC: Certified Mold Remediation Supervisor (Requied by Maryland Law) (CMRS)
Anabec: Certified Microbial Remediator Supervisor and Product Distributor (CMRS)

ACIA
Airborne Contamination Identification Associates ltd.
3430 WOODBRIDGE CIRCLE YORK, PA 17406 - PH: 717-767-1350 FAX: 717-717-767-1860

TERMS AND CONDITIONS

TERMS OF SALE
All sales of ACIA, Ltd products are Net 10 days. No cash discount will be allowed. Invoices carry a date corresponding to date of shipment. We will extend open credit to buyers who qualify. Orders from buyers without previously arranged credit will be shipping on a C.O.D. or payment in advance basis, until credit is established. Payment history of all accounts will be reviewed, and credit lines will be adjusted accordingly. Invoices that are over **60 days** old automatically go into a **"credit hold"** status.

REMITTANCES
Remittances should be made to:

ACIA, Ltd.
PO Box 127
Emigsville PA 17318

Remittances should be coded with the applicable invoice number so that credit may be accurately applied.

PAST DUE ACOUNTS
Accounts with open invoices past due thirty (30) days or more (60 days or more from invoice date) must be brought current prior to receiving additional shipments. Accounts which are chronically past due thirty days, or more are subject to credit review and reduction of open credit line. Accounts with open invoices past due sixty or more (90 days or more from invoice date) are subject to immediate revocation of open credit status. These accounts will be placed on C.O. D. only basis for a minimum of 90 days after the account has been brought current and are subject to collection proceedings. Where lawful, a maximum service charge of 1-1/2 per month (18% per annum) will be assessed on accounts in arrears; otherwise the highest lawful rate applies. Customer agrees to pay for all costs of collection including reasonable court costs, attorney and collection agency fees.

PRICING
Prices are subject to change without prior notice. Price changes are effective on a specific date, and all orders received on or after that date will be billed at the revised price. No rebates or refunds will be given to customers because of price declines to cover their stock on hand.

SALES TAX
Sales tax is not included on our quotes. If you are tax exempt, please provide a sales tax-exempt certificate when placing your order.

FREIGHT CLAIMS
All shipments should be closely inspected upon receipt for damage and/or loss. FOR BUYERS PROTECTION, BUYER MUST NOTE ANY DAMAGE. SUSPECTED DAMAGE OR LOSS ON THE FREIGHT BILL OR PACKING SLIP AT TIME OF DELIVERY. BY LAW, ANY SUBSEQUENT FREIGHT CLAIMS MUST THAN BE MADE DIRECTLY BY THE BUYER AGAINST THE DELIVERING CARRIER, INCLUDING ANY CLAIMS FOR CONCEALED DAMAGE AND/OR LOSS. We will render all reasonable assistance with such claims.

ORDER CANCELLATION/RETURN POLICY
To be eligible for credit for returned goods, the customer must comply with the following requirements:
1. Returns must be received by ACIA, Ltd. within two (2) months of date of purchase.
2. Written authorization to return any products must be obtained through ACIA. **Unauthorized Returns Will Be Refused.**

***Credit for returned goods will be issued subject to count and condition of the product. Damaged product will not be accepted.**
*Returning goods require a **30%** restocking charge to cover cost of inspection, handling and restocking. Reconditioning, relabeling and recartoning cost, if any, will be charged extra.

Credit for returned goods will be based on invoiced price.

***Custom made products (special sizes, non-catalog items, etc.) or private branded products are non-returnable.**
***All materials to be returned must be listed on a current price list. Obsolete or discontinued products may not be returned.**

DIAKON YOUTH SERVICES
DIAKON CHILD, FAMILY & COMMUNITY MINISTRIES

Diakon Child, Family & Community Ministries
Education Service Contract
Fiscal Year 2024-2025

This Contract between Diakon Child, Family and Community Ministries, d/b/a, Diakon Youth Services ("Diakon") and Derry Township Area School District for the provision of special education services known as the Center Point Day Treatment program shall be binding to both entities for the 2024-2025 school fiscal year. The rate has increased by $8.48/day, which equals $178.06/day. The rate increase is due to the following reasons: Transportation costs have increased (gasoline prices and vehicle maintenance both went up), labor costs have increased due to staff retention and recruiting, rising food costs, and less grant funding. No transportation will be provided by Diakon for the 2024-2025 school year*.

**Exceptions are limited to a case-by-case basis, and the cost of transportation by Diakon Center Point Day Treatment Program is an extra $75.00 per day per student, in addition to the $178.06 daily rate.*

1. **Statement of Work.** Derry Township Area School District agrees to pay Diakon for services as outlined in the attached Contracted Services Summary Letter. Diakon's billing cycle occurs monthly for services provided in the prior month.

2. **Payment.** Derry Township Area School District shall pay the invoices for the Center Point Day Treatment's programs and services within thirty days from the date of the invoice.

3. **Release from Liability.** Except as otherwise provided in this Agreement, Derry Township Areas School District, on behalf of itself, its agents, employees, directors, officers, affiliates, consultants, and/or subcontractors, hereby releases Diakon and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes arising from Derry Township Area School District's action or inaction (including, but not limited to non-disclosure) during the performance and execution of this Agreement. It is specifically understood and agreed that Derry Township Area School District shall not release Diakon, its officers, directors, trustees, agents, employees, and contractors for liabilities, claims for damages, and/or suits for or by reason of any injury or injuries resulting from Diakon's negligence and/or willful misconduct whether by action or inaction.

4. **Mutual Indemnification.** Each party agrees to protect, indemnify, and hold harmless the other party and their agents, employees, directors and affiliates from and against any and all damages, injuries, claims, liabilities and costs (including reasonable attorneys' fees), which may be suffered or incurred under this contract as a result of the acts or omissions of the indemnifying party, its employees, agents, consultants, or subcontractors. Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this contract.

5. **Compliance with Law and Policy.** During the term of this agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania

School Code and applicable Board Policy.

6. **Modification.** This document constitutes the entire Agreement and supersedes and replaces any previous oral and/or written agreements between the parties. Any modifications and/or amendments to this Agreement shall be made in writing, signed by an authorized representative of both parties and dated.

7. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, notwithstanding any conflict of law provisions to the contrary.

The parties hereto have executed this Agreement intending to be bound thereby as of the day and year first written above.

Approved by:

Diakon Child, Family and Community Services

_____	Stacy L. Tumolo
COO	Superintendent/Designated District Representative
_____	July 17, 2024
Date	Date

Docusign Envelope ID: 0317F0A5-5308-4DBC-BE3F-A0356632FEB2

DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Jul 26, 2024
Prepared By: Brittney Andersen
Quote Number: Q-01572616

ORDER FORM

Address Information

Bill To:
Derry Township School District
30 E Granada Ave Ste 200,
Hershey, PA, 17033
United States

Billing Contact Name:
Phil Ayala
Billing Email Address:
payala@hershey.k12.pa.us
Billing Phone:
717-534-2501

Ship To:
Derry Township School District
P.O. BOX 898,
Hershey, PA, 17033-0898
United States

Shipping Contact Name:
Phil Ayala
Shipping Email Address:
payala@hershey.k12.pa.us
Shipping Phone:
717-534-2501

Order Details

Order Start Date: Jul 31, 2024
Order End Date: Jul 30, 2025
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-2655352-1	Jul 31, 2024	Jul 30, 2025	2,000	$10,100.00
Premier Support - eSign	SUB-2655352-1	Jul 31, 2024	Jul 30, 2025	1	$1,515.00

Grand Total: $11,615.00

Product Details

eSignature Envelope Allowance: 2,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): $8.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?
Please select Yes or No:
If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

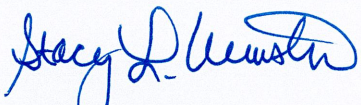
PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer		**DocuSign, Inc.**	
Signature:		Signature:	
Name:	Stacy L. Winslow	Name:	AOA
Job Title:	Superintendent	Job Title:	
Date:	July 17, 2024	Date:	

Ebersole Excavating Inc.

P.O. BOX 418
HERSHEY, PA 17033
(717) 367-3597 FAX (717) 367-5692
EMAIL: ebersoleexcavating@comcast.net
REGISTRATION NUMBER __PA035667_____

Proposal Submitted To:	PHONE	DATE
Derry Township School District	717-531-2202 717-659-1575	7/15/24
STREET	EMAIL	
P.O. Box 898	jfready@hershey.k12.pa.us	
CITY, STATE, AND ZIP CODE	JOB LOCATION	
Hershey, PA 17033	Concession Stand Sinkhole	

Concession Stand Sinkhole Estimate:

4 HR	Mobilization	$156.00/HR	$ 624.00
2 HR	Saw cut	$156.00/HR	$ 312.00
30 HR	40,000 LB excavator	$201.00/HR	$ 6,030.00
4 HR	40,000 LB excavator with breaker	$221.00/HR	$ 884.00
25 HR	Trucking	$156.00/HR	$ 3,900.00
10 LD	Dump charge	$100.00/LD	$1,000.00
30 HR	Labor	$91.00/HR	$ 2,730.00
200 TN	Stone	$21.00/TN	$ 4,200.00
20 CY	2500 psi concrete	$165.00/CY	$ 4,800.00
1,200 SF	Geotextile fabric	$.40/SF	$ 480.00
900 SF	Temporary paving	$6.00/SF	$ 5,400.00
900 SF	Permanent asphalt repair	$10.00/SF	$ 9,000.00
LS	Fence removal reinstallation		$ 2,800.00
			$40,660.00

Price reflects prevailing wage.

Price excludes storm sewer work, removal and/or replacement of existing structures.

Note: There is no guarantee on sinkhole work. All quantities are estimates. All work to be completed on a time & material basis. Customer will be billed for actual quantities used.

All Material is guaranteed to be as specified. All work to be completed in a workmanlike Manner according to standard practices. Any alteration or deviation from above specifications
Involving extra costs will be executed only upon written orders, and will become an extra Charge over and above the estimate. All agreements contingent upon strikes, accidents Or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

Authorized Signature: Paul Morrissey

Note: This proposal may be Withdrawn by us if not accepted within: 30 days.

Acceptance of Proposal - The above prices, specifications And conditions are satisfactory and are hereby accepted. You are authorized To do the work as specified. Payment will be made as outlined above.

Date of acceptance: July 22, 2024

Signature:

Signature: Stacy L. Fenstermacher

GDC
Technology You Can Trust.

VMware Subscription 3 year

Quote # 025135
Version 2

Prepared for:

Derry Township School District

Phil Ayala
payala@hershey.k12.pa.us
30 E Granada Ave
Hershey, PA 17033

GDC
Technology You Can Trust.

GDC IT Solutions
4530 Lena Drive
Mechanicsburg, PA 17055
717-737-7020
http://www.gdcITsolutions.com

COSTARS: 199069
ITQ Contract: 4400026253

Software

Y/N	Part No	Description	Price	Qty	Ext. Price
☑	VCF-VSP-STD-8	**VMware vSphere v. 8.0 Standard with vCenter - Commitment Plan - 1 Core - 1 Year**	$42.96	64	$2,749.44
☑	VCF-VSP-STD-8	**VMware vSphere v. 8.0 Standard with vCenter - Commitment Plan - 1 Core - Additional Year**	$44.57	64	$2,852.48
☑	VCF-VSP-STD-8	**VMware vSphere v. 8.0 Standard with vCenter - Commitment Plan - 1 Core - Additional Year**	$44.57	64	$2,852.48

Subtotal: **$8,454.40**

GDC
Technology You Can Trust.

GDC IT Solutions
4530 Lena Drive
Mechanicsburg, PA 17055
717-737-7020
http://www.gdcITsolutions.com

VMware Subscription 3 year

Prepared by:

Lena Drive

Travis Millhimes
Ph (717) 262-2080
Fax 717-697-7580
travismillhimes@gdcit.com

Prepared for:

Derry Township School District

Phil Ayala
Ph (717) 534-2501
payala@hershey.k12.pa.us

Quote Information:

Quote #: 025135
Version: 2
Delivery Date: 06/24/2024
Expiration Date: 07/12/2024

Quote Summary

Description	Amount
Software	$8,454.40
Total:	**$8,454.40**

Payment Options

Y/N	Description	Periods	Payments	Amount
Term Options				
☑	Hardware Terms — One-Time Payments	One-Time	1	$8,454.40

Summary of Selected Payment Options

Description	Amount
Term Options: Hardware Terms	
Total of One-Time Payments	**$8,454.40**

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

Stacy L. Hensler
Signature

7/2/24
Date

HELLAS CONSTRUCTION, INC.
12000 West Parmer Lane
Cedar Park, Texas 78613
PH: 512-250-2910 FAX: 512-250-1960

CHANGE ORDER

Project Name:	**Hershey Area High School**		
Change Order Number:	**CO #1**		
Hellas Project Number:	**20240265**	RE:	**CO #1 - Nailer Board**
Architect/Eng/Owner Project Number:	**N/A**		
Architect/Engineer	**N/A**	Owner/CM:	**Derry Township School District**
Address:		Address:	**30 E Granada Ave**
City:		City:	**Hershey**
State/Zip:		State/Zip:	**PA, 17033**
Phone & Fax:		Phone & Fax	**(717)534-2501**

DESCRIPTION OF CHANGE (Attach additional pages if required)	Decrease In	Increase In
Removal and Replacement of Nailer Board		**$14,190.00**
860 LF replaced, at proposal price of $16.50 per LF.		
Subtotal	$0.00	$14,190.00
Total Add(Deduct)	$14,190.00	

Contract Start Date	5/20/24	
Contract Time:	Days	Substantial Completion
Original Contract Days	60	7/19/24
Present Contract Time incl C/O 0	60	7/19/24
This Change Add (Deduct)	0	
New Contract Days	60	7/19/24

Contract Information	
Original Contract Sum	$1,046,680.00
Previously Approved CO	$0.00
Present Contract Amount	$1,046,680.00
This CO Add(Deduct)	$14,190.00
New Contract Sum	$1,060,870.00

This Change Order is an amendement ot the Contract Documents between Contractor and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the Contractor for this change.

RECCOMMENDED	APPROVED	APPROVED
	Joe Leverone	Stacy L. Winslow
Signature, Architect/Engineer	**Signature, Contractor**	Signature, Owner/CM
	Joe Leverone	Stacy L. Winslow
Printed Name	Printed Name	Printed Name
	06/26/2024	7/17/24
(Date)	(Date)	(Date)

SCHEDULE A

Annexed and made part of an Agreement between Higher Information Group LLC as Lessor and Derry Township School District as Lessee:

Agreement #: MPS-0140-B

The following change(s) will be made to your current Managed Print Services Agreement:

- Addition of 1 Lexmark XM3250

  Serial # _____ HIG ID# / P# _____

  Location: Derry Township School District – District Office
  HR Office
  30 East Granada Avenue
  Hershey, PA 17033

- One year extension of this agreement beginning 7/1/2024

The annual impression allowances will remain the same:

Current Annual Allowance:	BW – 350,000	COLOR – 30,000

In consideration for the change(s) noted above, the monthly payment will increase by $84.60:

Current Monthly Payment:	$475.00
New Monthly Payment:	$559.60

All terms and conditions of the Agreement will remain in full force, with the exception of the change(s) listed above.

Stacy L. Wenstler — Authorized Signature

Superintendent — Title

7/2/24 — Date

Higher Information Group, LLC

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RETTEW

We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603● Phone: (800) 738-8395
E-mail: rettew@rettew.com ● Web site: rettew.com

Engineers
Environmental Consultants
Surveyors
Landscape Architects
Safety Consultants

July 15, 2024

Ms. Stacy L. Winslow, EdD
Superintendent
Derry Township School District
30 East Granada Drive
Hershey, PA 17033

RE: Proposal for: Derry Township School District
Elementary School Site Civil Services
Derry Township, Dauphin County
RETTEW Project No. 0870701809

Dear Stacy:

RETTEW Associates, Inc., is pleased to submit this proposal for the above-referenced project, and we look forward to collaborating with you to make this project a success. Our understanding of your goals has enabled us to provide you with the comprehensive scope of services outlined within this proposal.

The Derry Township School District (District) will be constructing a new elementary school that will ultimately replace the current Hershey Elementary School. The proposed elementary school will be constructed on the District campus located along Homestead Road in Hershey, Pennsylvania. The District is looking to keep the existing Hershey Elementary School operational throughout construction of the new elementary school. RETTEW will work with the District and their Project Architect, Crabtree Rohrbaugh and Associates, and the School District representatives, to prepare the site design and seek the necessary planning entitlements.

In addition to the assumptions noted at the end of the proposal, the following assumptions were also considered in the development of the scope of services:

- The building design is based upon the concept plans developed by Crabtree Rohrbaugh and Associates (the Architect).
- We will require Architectural footprints, utility connections, roof drain and door locations to be provided at each stage of development (Concept, Preliminary/Final Land Development, 30/60/90% Construction Plans).
- It is anticipated that RETTEW will follow the general project and milestone schedule developed by the Architect, subject to the entitlement review and approval process by the agencies. The schedule will be further defined after the Concept Plan is approved by the District.
- The Architect will lead the bidding and construction administration process, RETTEW will provide support as outlined below.
- The prior RETTEW topographic survey will be utilized for the project, no additional survey is included in the scope and fee below.
- We have assumed that the existing floodplain along the existing stream will not be impacted by the proposed design.

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- The geotechnical borings outlined below are subject to change based on the final building design.
- RETTEW's Subsurface Utility Engineering (SUE) group has previously conducted a search and documented known underground utilities. Additional location-specific utility search is proposed for the geotechnical borings and infiltration test pits to ensure boring/test pit locations are clear of potential unknown utilities.

SCOPE OF SERVICES

CONCEPT DEVELOPMENT PHASE

A. DESIGN DEVELOPMENT (PHASE 752) LUMP SUM

RETTEW will:

1. Provide technical review of proposed architectural improvements affecting the site design.
2. Prepare up to three Concept Plans for the civil engineering and landscape architecture site-related features. Each plan will consist of:
   a. Conceptual Layout Plan
   b. Conceptual Grading Plan
3. Meet with Derry Township staff to verify regulations in effect for plan submission and approval. Incorporate regulating agency information on the plans.
4. Meet with Dauphin County Conservation District to verify regulations in effect for NPDES submission and approval. Incorporate regulating agency information on the plans.
5. Prepare preliminary opinion of probable construction costs for site work for each concept.
6. Coordinate with the Architect regarding the potential phasing of the project.
7. Coordinate with public utilities for site-work related design.
   a. Submit capacity requests for sewer and water (gas, electric and communications by others).
   b. Coordinate with the water company to perform the required fire flow testing (testing by the water company)

Deliverable: Preliminary Site and Grading Plans and opinion of probable site work costs for up to three concepts.

B. MEETING ATTENDANCE-DESIGN DEVELOPMENT (PHASE 711A) TIME & EXPENSE

RETTEW will:

1. Attend all meetings with the District as required and/or requested on a time and expense basis per the hourly rate of the individual effective at the time of the meeting. The anticipated meetings are described below:
   a. District meetings:

      Three in-person District meetings is assumed.

      - General Services Meeting
      - School Board Meeting
      - Community Engagement Meeting

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b. Project Design meetings:
   - Three in-person design team meetings is assumed during the concept phase.

2. Additional meetings will be billed on a time and expense basis.
3. The following will also be invoiced under the Meeting Attendance Phase:
   a. Time to prepare for meetings and prepare meeting agendas and minutes (if needed).
   b. Travel time.
   c. Preparation of renderings and exhibits for meeting presentation unless included elsewhere in this proposal.
   d. Participation in phone calls and email correspondence.
4. A total of 40 hours of effort is assumed for Meeting Attendance (Phase 711A).

C. WETLAND DELINEATION (PHASE 401) LUMP SUM

RETTEW will:

1. Delineate wetland boundaries using the criteria in the U.S. Army Corps of Engineers (USACE) *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region* (Version 2.0) and the *Corps of Engineers Wetland Delineation Manual* (Environmental Laboratory 1987). Complete a Wetland Determination Data Form for each sampling point used to determine wetland boundaries. Additional sampling points will be collected to document upland habitat within the project area.
2. Delineate streams on the basis of bed and bank channel features, as defined by PA Code Title 25 Chapter 105 for watercourses, and in accordance with the ordinary high water mark for Section 404 permitting. Stream channel dimensions will be recorded for permitting purposes.
3. Take representative photographs of wetlands, streams, and dominant upland habitat types.
4. Record the location of delineation boundaries, sampling points, photo locations, and other relevant features using a Trimble Global Positioning System (GPS) receiver. The data will then be downloaded, processed, and added to base mapping.
5. Provide a wetland memorandum summarizing the conditions encountered on the site and the methodology used in determining the wetland and stream boundaries. The memorandum will include a description of aquatic resources and upland habitat in the project area, a justification of the findings, wetland data sheets, mapping, and representative photographs. The memorandum will be suitable for regulatory review and permit applications.
6. Conduct a search of the Pennsylvania Natural Diversity Inventory (PNDI) database. This database contains information related to previously recorded rare, threatened and endangered plant and animal species as well as unique geologic formations. The purpose of the search is to see if there are any records of any rare, threatened or endangered species in or in close proximity of the project area. If there are previously recorded species in or near the project site, then additional clearance work and investigation maybe

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necessary. This additional clearance work is not part of this current scope of work/proposal. RETTEW can perform said work if necessary under a contract addendum.

Deliverable: Wetland Delineation Memorandum (PDF) and PNDI Database Search Result.

ENTITLEMENTS PHASE

D. PRELIMINARY GEOTECHNICAL ENGINEERING INVESTIGATION (PHASE 313) LUMP SUM

RETTEW will:

1. Mobilize to the project with track-mounted drilling equipment. Prior to drilling, RETTEW will stake the boring locations and coordinate access with the District. RETTEW's drilling subcontractor will notify PA One-Call for utility marking/clearance on the public right-of-way at least three days in advance of drilling activity. RETTEW Subsurface Utility Engineering (SUE) personnel will conduct a subsurface utility survey at each boring location.
2. Drill up to 12 test borings within the footprint of the proposed buildings, on an approximate 100-foot spacing. The test borings will be advanced to a maximum depth of 30 feet below existing grade or to competent bearing material, i.e., bedrock. A RETTEW geologist will monitor and log the drilling of each test boring. For each boring, conduct continuous standard penetration soil sampling from zero to ten feet, and on five-foot intervals from ten feet to the depth explored or to auger refusal. If rock is shallower then 20 feet, a ten-foot core run will be taken out of the borings via NQ-wireline procedures.
3. Backfill all borings and restore to grade with drill cuttings and/or bentonite, upon completion.
4. Demobilize the drill rig upon completion of the borings. Drilling is estimated to require four days and total up to 360 linear feet (L.F.). The District will be notified if conditions warrant that the borings be extended to greater than 360 total feet or additional borings be added before demobilization.
5. Perform the following laboratory tests on selected samples:
   a. Two Standard Proctor Test (ASTM-D698).
   b. Eight Engineering Classification Tests with Atterberg Limits (ASTM-D 2487 with ASTM-D 4318).
   c. Up to 40 Moisture Content Tests (ASTM-D 2216).
6. Evaluate the results of the subsurface exploration and laboratory testing, in accordance with generally acceptable geotechnical engineering standards. The following analysis and recommendations will be addressed:
   a. ASTM standards for test methods employed. Soils shall be classified in accordance with the Unified Soil Classification System (USCS).
   b. Boring logs and plot plans of boring locations.
   c. A summary of the subsurface conditions (soil, rock, groundwater, etc.) encountered and an assessment of their potential effect on the proposed construction (shallow or deep foundation design parameters).

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d. Earthwork recommendations including the presence of wet or unsuitable soils and methods of soil treatment, excavation considerations, groundwater control, initial subgrade preparation prior to fill placement, overall material usage, placement and compaction of fill, and final subgrade preparation.

e. Foundation design recommendations.

f. Seismic soil classification.

7. Submit an electronic copy of the Geotechnical Engineering Report outlining the results of the subsurface exploration and analysis. The report shall include procedures, graphical boring logs, and boring location plans.

Deliverable: Preliminary Geotechnical Engineering Report.

GEOPHYSICAL INVESTIGATIONS

E. GEOPHYSICAL EM RECONNAISSANCE KARST SURVEY (PHASE 331) LUMP SUM

Based on known sinkhole activity on the District campus, we recommend the school district conduct a reconnaissance-level (site-wide) electromagnetic (EM) karst survey to map the locations of active or incipient sinkholes across the 10-acre undeveloped proposed elementary school site. Note that for the reconnaissance-level karst survey, data quality will be affected within approximately 30 feet of any local sources of cultural interference (e.g., buildings, utilities, chain link fences, overhead power lines or lights, etc.). The specific tasks that will comprise the EM survey are as follows:

1. Using a Geonics EM-31 terrain conductivity meter with an effective survey depth of 18-20 feet, RETTEW will collect terrain conductivity readings at approximately 1-second intervals along parallel profiles spaced approximately 15 feet apart and spanning all pedestrian- or ATV-accessible areas.
2. Location control will be provided by global navigation satellite systems (GNSS).
3. The EM data will be contoured and overlain on a site base map to identify any anomalies that could be associated with developing or incipient sinkholes.
4. If potential sinkhole-related features or possible shallow rock ledges are detected, the inferred footprint outline of each feature will be highlighted on the map.

Deliverable: RETTEW will prepare an electronic written report describing the survey methods and results, along with appropriate EM maps depicting any electrically exotic areas that could represent sinkholes, clay-filled seams, cutters, voids, or possible shallow rock.

F. GEOPHYSICAL SURVEY: SEISMIC REFRACTION AND MASW SURVEYS (PHASE 338) LUMP SUM

In addition, we recommend that a seismic refraction survey be completed to map the depth to (and rippability or ease-of-excavation) rock beneath spaced profiles across the site. Note that a coincident multispectral analysis of surface waves (MASW) survey will also be conducted with the seismic refraction survey to map the locations of soft-spots or low-velocity zones below the top of rock that could be indicative of subsidence features (e.g., sinkholes or voids). The specific tasks that will comprise the seismic survey are as follows:

1. RETTEW will record coincident seismic refraction and MASW data along profiles spaced 50 feet apart using a Geometrics Geode digital signal-stacking seismograph and linear

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arrays of geophones with a constant 10-foot spacing between geophones. Seismic travel times will be recorded from shots at the midpoint of every geophone pair. The seismic source will be repeated blows of either a 16-pound airless slidehammer or 90-pound accelerated weight drop (if the site is ATV-accessible).

2. Location control will be provided by GNSS (described above).
3. Processing and interpretation of the seismic refraction and MASW data will be completed using the SeisImager software package of computer programs by OYO Corporation.
4. The refraction data will be used to prepare interpretive geologic cross sections for each seismic profile. The interpretive cross sections will depict bedrock depth/elevation, general composition, and velocity/rippability; and saprolite depth/elevation, thickness, and velocity/rippability (if present).
5. The refraction profiles will also be used to create a site-wide bedrock topography map.
6. The MASW seismic data will be used to prepare an interpretive geologic cross section along each profile depicting any low-velocity areas (e.g., potential soft spots) below the top of rock.

Deliverable: As a final product for the seismic survey, RETTEW will prepare an electronic written report describing the methods and results, including seismic refraction and MASW profiles, rippability estimates, a bedrock topography map, and any low-density (soft-spot) zones below the top of rock. Features of interest will be highlighted on each profile, and the results from each independent survey will be compared and correlated.

G. SITE EVALUATION FOR STORMWATER INFILTRATION (PHASE 357) LUMP SUM

To evaluate soil and geologic conditions and complete infiltration testing in the vicinity of proposed infiltration BMPs, RETTEW will:

1. Review initial grading concept and approximate BMP locations for the site.
2. Review available geologic publications regarding bedrock geology and carbonate features at the site in conjunction with the Geophysics work.
3. Review available historic aerial photographs for carbonate features; conduct a fracture trace analysis utilizing the aerial photographs.
4. Obtain published soil information to determine on-site soil type and limiting factors for development (i.e., seasonal high-water table, clay content, hydric soils, etc.).
5. Notify PA One-Call for utility marking/clearance on the public right-of-way at least three days in advance of excavating activity.
6. To identify subsurface utilities prior to the installation of test pits, RETTEW Subsurface Utility Engineering (SUE) personnel will conduct a subsurface utility survey within the test pit locations.
7. Observe the excavation of eight test pits in the vicinity of the proposed stormwater infiltration BMPs. Complete test pits to determine the depth to bedrock, the depth to the seasonal high groundwater table and/or actual groundwater table, and subsurface soil characteristics. The test pits will extend to a maximum depth of eight feet, bedrock, water table, or refusal, whichever is encountered first. RETTEW personnel and the backhoe will be on-site one full day to advance the test pits and close the excavations.

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8. A RETTEW Senior Soil Scientist will describe the soil profile, bedrock type (if encountered) and identify limiting zones in the test pits. The soils will be classified according to the USDA method.
9. Perform a maximum of 16 falling head infiltration tests (two infiltration tests per test pit excavation) at the Site. The time period for infiltration testing should be precipitation free.
    a. Conduct the infiltration tests by installing a double ring infiltrometer at each selected testing location. Placement of each test will be based on field conditions, such as coarse fragment content within the soil, backhoe refusal, indications of seasonally high-water table, etc. Infiltration testing will be completed in accordance with methods described in the *PADEP Stormwater BMP Manual*.
    b. A maximum of eight water drop measurements per test will be obtained at a time interval which is appropriate for the Site.
10. Calculate infiltration rates based on the water drop measurements collected.
11. Provide two copies of a written report, which will present our findings, conclusions, and design and construction recommendations, based on the investigation.

Deliverables: Site Evaluation for Stormwater Infiltration Report and Carbonate Hazard Study.

H. TRAFFIC IMPACT ASSESSMENT (PHASE 650) LUMP SUM

RETTEW will:

1. Prepare and submit a Traffic Impact Assessment (TIA) scoping letter to Derry Township for acceptance. (Note: The intersections/scope of study listed below may be expanded based on their review and an addendum would be issued addressing this change if required.)
2. Evaluate up to three Concept Plans to provide insight into the best configuration for on-site circulation, student drop-off and pick-up, bus access, staff parking as well as driveway configurations.
3. Conduct 15-minute manual turning movement/classification counts at the following intersections:
    a. Hershey Elementary School South Driveway and Homestead Road
    b. Hershey Elementary School North Driveway and Homestead Road

    The counts will take place three hours in the morning and in the afternoon centered on the pick up and drop off times on an average weekday (Tuesday, Wednesday, or Thursday) during the school year.
4. Conduct automatic recording machine counts to determine average daily directional traffic volumes and daily and weekend peak-hour traffic volumes on Homestead Road between the two elementary school driveways to capture gap data.
5. Reduce the raw data collected for use in this analysis. Determine the peak-hour for each intersection movement along with the peak-hour factors, and the percentage of heavy vehicles for each movement at each intersection.
6. Conduct a site visit to collect needed data such as sight distance, and confirm items such as speed limits, roadway and shoulder widths, intersection geometry, vertical and

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horizontal alignment, weight restrictions; take additional photographs, and review existing traffic control devices in use on the studied roadways and intersections.

7. Conduct level of service analyses on existing traffic conditions at the current elementary school driveways. Analyses will be performed for the weekday peak hours of the elementary school
8. Determine and utilize a growth rate to estimate future daily and peak-hour traffic volumes for the year of full build-out utilizing the PennDOT *Growth Factors for September 2023 to July 2024*, or the most current data.
9. Conduct level of service analyses on the future traffic conditions without development at the studied intersections. Analyses will be performed for the weekday peak hours of the elementary school.
10. Estimate the amount of traffic to be generated by the proposed school (approximately 220 additional students) based on information provided by the District and the Institute of Transportation Engineers *Trip Generation*, 11th Edition manual. Compare the traffic count data at the elementary school driveways with the ITE Trip Generation data.
11. Determine the distribution of that traffic from the site based on the existing traffic flows and assign the future traffic to the surrounding studied intersections and proposed site driveways. Trips will be distributed based on the traffic count data.
12. Conduct level of service analyses on future traffic volumes with the development traffic included at the intersections listed above as well as the proposed intersections in order to determine the impacts of the proposed school, if any.
13. Conduct auxiliary (right and left turn) lane analyses at the proposed driveway, to determine if auxiliary lanes are appropriate at the new driveway locations.
14. Prepare a report outlining the findings of our investigation including driveway Level of Service, sight distance, and a discussion of on-site circulation. This report will be consistent with the requirements outlined in the Derry Township SALDO.
15. Address one round of minor administrative comments (see note below). Additional comment responses will require an addendum.

Note: *This proposal includes one submission of the Traffic Impact Assessment to Derry Township. Since it is extremely difficult to forecast the scope or intensity of review comments from municipalities/public agencies, any changes or additional resubmissions due to enlarged or changed scope, reviewer preference, or client preference will be performed as an additional service.*

I. PRELIMINARY/FINAL PLANS (PHASE 704) LUMP SUM

RETTEW will:

1. Prepare combined Preliminary/Final Land Development Plans following the selected layout developed during the Design Development Phase (752). These plans will show the required site data and design requirements for Preliminary Plan and Final Plan submissions as outlined in the Derry Township Subdivision and Land Development Ordinance (SALDO). It will be important to have near-final architectural footprints (with door, utility, downspout locations and accessible routes) prior to beginning this work. Any

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revisions made either to the selected layout or during the Preliminary/Final Land Development Plan process due to the development or revision of architectural plans or changes requested by the District are not included in the fee for the Preliminary Plan.

2. To the extent required by the Derry Township SALDO, Preliminary/Final Plans will include:
   a. Zoning and site data.
   b. Existing features obtained from the RETTEW survey.
   c. Site demolition information.
   d. Proposed site layout.
   e. Basic development and location of the play areas.
   f. Locations of standard and heavy-duty bituminous pavement.
   g. ADA accessible site routes as coordinated with the Architect, with sufficient spot grades to demonstrate compliance with ADA requirements.
   h. Clear sight triangles and required/provided sight distances at site driveways.
   i. Final access drive profiles.
   j. Site grading design. Spot elevations will be provided to indicate drainage areas.
   k. Open Space Plan and calculations, if required.
   l. Proposed storm sewer and gravity sanitary sewer layout and profiles.
   m. Water service and fire hydrant locations.
   n. Landscape Plan to the minimum requirements of the municipal ordinance.
   o. Site and parking area lighting locations. Separate drawings for lighting design, photometric data, and fixture details to be provided by others. Photometrics will be provided by a lighting consultant coordinated through, and at no charge to, RETTEW. RETTEW will provide CAD files of the Utility and Landscaping Plan for the lighting consultant's use.
   p. Proposed easement linework with metes and bounds will be provided to the extent required by Derry Township.
   q. Standard details as published by Derry Township, Derry Township Municipal Authority, PA American Water, etc.
   r. Standard certification statements as required by Derry Township for plan recording.
   s. Notes referencing standard published specifications to be followed by the contractor.
3. Prepare fire truck AutoTurn exhibits. RETTEW will contact the fire department to request fire truck dimensional criteria. Submit to the fire department for review of the exhibits and hydrant locations.
4. Prepare preliminary cut and fill calculations for earthwork. See Assumptions/Restrictions Section.
5. Coordinate with the District and prepare a waiver request for relief of certain provisions of the Derry Township SALDO, if necessary.
6. Prepare and submit applications to the Derry Township and the Dauphin County Planning Commission for review and processing.

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7. Submit plans to Derry Township Municipal Authority for review.
8. Submit plans to PA American Water for review.

Deliverables: Preliminary/Final Land Development Plans and applications; Waiver request letter; Project Narrative; AutoTurn exhibits.

J. STORMWATER MANAGEMENT PLAN (PHASE 708) LUMP SUM

RETTEW will:

1. Consider design constraints such as zoning and land development regulations, slopes, stormwater control and infiltration rates of the native soils.
2. Prepare Stormwater Management Plans to a scale of 1" = 50'. We will utilize the AutoCADD Topographic Survey prepared by RETTEW as our base for preparing the Stormwater Management Plans. The plan will include layout, grading and other information as necessary for review and approval by Derry Township.
3. Prepare stormwater profiles, details and calculations as necessary.
4. Submit and provide administration of the plans to Derry Township for their staff review and processing. This will include attending one meeting with staff to review the project.
5. Provide administration of the project with the District.

   Note: As noted above, infiltration facility design will be based on infiltration rates determined from field testing. Once the facility is constructed, water may not infiltrate in accordance with the design infiltration rates. This could be due to differing site conditions and/or changes to soil characteristics due to construction activities. In either case, RETTEW is not responsible for infiltration facilities not performing in accordance with the design. Any associated facility re-work shall be the responsibility of others.

Deliverable: Post Construction Stormwater Management Plan and Report.

K. EROSION CONTROL & GENERAL NPDES PERMIT PACKAGE (PHASE 717) LUMP SUM

RETTEW will:

1. Prepare the NPDES permit application package for submission to the Dauphin County Conservation District (DCCD) following PADEP design criteria. This includes administration of the submission package with the DCCD.
2. Prepare the NPDES permit application for a General NPDES permit, including:
   a. The completed, signed, sealed & notarized Notice of Intent (NOI) form.
   b. The Completeness Review Checklist.
   c. Proof of receipt of municipal and county Acts 14, 67, 68, and 127 notifications, and copies of certified mail receipts or acknowledgment letters from the local municipality and county government.
   d. A signed PNDI receipt for the project area.
   e. Land Use Questionnaire.

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3. Prepare the Erosion and Sediment Control (E&SC) Plan Set.
4. Separate the Township Stormwater Report into an E&SC narrative and a Post Construction Stormwater Management (PCSM) narrative.
5. Schedule a pre-application meeting with the DCCD to discuss the project (see Phase 711E, Meeting Attendance).

Deliverables: PDF file of the NPDES Permit Application package; hard copies as needed for submission.

L. SEWAGE PLANNING EXEMPTION (PHASE 514) LUMP SUM

It is our understanding that the proposed project is located within the approved Official Sewage Facilities Plan; that the existing collection, conveyance and treatment facilities are in compliance; and that the flows from the proposed development will not cause an overload to these facilities within the next five years. Assuming this information is true and correct, the proposed development should qualify for a Planning Module Exemption.

RETTEW will perform the following tasks associated with obtaining the Planning Module Exemption:

1. Request water and sewer capacity from appropriate authorities or companies.
2. Complete Planning Module Exemption Mailer and obtain necessary authority/ municipality signatures.
3. Forward completed Planning Module Exemption Mailer to PADEP for approval.

It should be noted that the ultimate Planning Module approval is at the discretion of the Municipality and/or the PADEP. It is assumed that the Municipality and the PADEP will approve the Planning Module application after the first submission. Situations have occurred however, where the municipality and/or the PADEP are not in coordination and Planning Module approval from the PADEP has not been obtained until issues beyond RETTEW's control have been addressed. Should this situation arise, the Derry Township School District will be notified because multiple responses, multiple mailings and repeated follow-up will be necessary. This additional coordination will be charged on a time and expense basis.

Deliverable: Sewage Planning Module Exemption.

M. PLAN REVIEW COMMENTS AND REVISIONS (PHASE 710) TIME & EXPENSE

1. The fees for Section(s) 704, 708 and 717 do not include making any revisions to the plans per the various agency review comments. These revisions shall be done on a time and expense basis.
2. For budgeting purposes, plan revisions usually cost about 20% of the above fee. Please note, though, that regulatory issues and additional design requirements imposed on the project can often lead to a series of revisions that can exceed the 20% described above.

Deliverable: Resubmission documents.

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N. REVISIONS – DISTRICT/ARCHITECT-DIRECTED (PHASE 710.1) TIME & EXPENSE

A budgetary fee is provided for additional work that may be requested by the District or the Architect. Revisions or additional services requested by District or the Architect will be charged to this Phase. Services requiring a fee of over $500.00 will require District authorization prior to performing the work.

O. MEETING ATTENDANCE-ENTITLEMENTS (PHASE 711B) TIME & EXPENSE

RETTEW will:

1. Attend all review agency meetings as required and/or requested on a time and expense basis per the hourly rate of the individual effective at the time of the meeting. The anticipated meetings are described below:
   a. Agency meetings:
      - 1 meeting with Derry Township staff and engineer.
      - 3 meetings with Derry Township Planning Commission [Preliminary / Final Plans].
      - 2 meetings with Derry Township Board of Supervisors [Preliminary / Final Plans].
      - 1 formal pre-application meeting with the Dauphin County Conservation District.
      - 2 meetings with utility providers.
2. Additional meetings will be billed on a time and expense basis.
3. The following will also be invoiced under the Meeting Attendance Phase:
   a. Time to prepare for meetings and prepare meeting agendas and minutes.
   b. Travel time.
   c. Preparation of renderings and exhibits for meeting presentation unless included elsewhere in this proposal.
   d. Participation in phone calls and email correspondence.
4. A total of 60 hours of effort is assumed for Meeting Attendance (Phase 711B).

P. ENTITLEMENTS PHASE CLOSEOUT (PHASE 790) LUMP SUM

RETTEW will:

1. Prepare an opinion of probable construction cost for the proposed site improvements for establishment of the improvement guarantee amount required by the Derry Township Subdivision and Land Development Ordinance. This fee includes one revision based on receipt of Township comments.
2. Upon meeting all conditions of Final Plan approval, prepare Recording Plans and process to the Derry Township School District, Derry Township, Dauphin County Planning Commission, and Dauphin County Recorder of Deeds for signatures and recording.

Deliverables: Opinion of Probable Cost; Recording Plans.

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ARCHITECT COORDINATION AND CONSTRUCTION DOCUMENT PHASE

Q. MEETING ATTENDANCE/COORDINATION-CONSTRUCTION DOCS (PHASE 711C) TIME & EXPENSE

RETTEW will:

1. Attend all meetings with the District and the Architect coordination meetings during construction as required and/or requested on a time and expense basis per the hourly rate of the individual effective at the time of the meeting.
   a. This proposal assumes two virtual and one in-person meetings a month for eighteen months.
2. The following will also be invoiced under the Meeting Attendance Phase:
   a. Time to prepare for meetings and prepare meeting agendas and minutes.
   b. Travel time.
   c. Preparation of renderings and exhibits for meeting presentation unless included elsewhere in this proposal.
   d. Participation in phone calls and email correspondence.
3. A total of 150 hours of effort is assumed for Meeting Attendance (Phase 711C).

R. CONSTRUCTION DOCUMENTS – 30% PLANS (PHASE 753A) LUMP SUM

RETTEW will:

1. Utilize the Land Development Plan sheets as the 30% Construction Plans, removing the unnecessary sheets.
2. Provide additional distinctive design and construction details for site features.
3. Develop a preliminary site phasing plan with coordination from the Architect.

Deliverable: 30% Construction Plans, Preliminary Phasing Plan.

S. CONSTRUCTION DOCUMENTS – 60% PLANS (PHASE 753B) LUMP SUM

RETTEW will:

1. Further develop the 30% Construction Plans to provide specifics required for 60% Construction Plans.
2. Provide additional distinctive design and construction details for site features.
3. Update preliminary site phasing plan with coordination from the Architect.
4. Prepare draft site-work construction specifications for the site-related features shown on the construction plans such as: paving, storm sewers, landscaping, earthwork, curbing, etc. This document can be used to define the standards for quality and tolerances during the construction process.

Deliverable: 60% Construction Plans, Draft Site Work Specifications, Updated Phasing Plan.

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T. CONSTRUCTION DOCUMENTS – 90% PLANS (PHASE 753C) LUMP SUM

RETTEW will:

1. Update the 60% Construction Plans to provide specifics required for 90% Construction Plans.
2. Provide additional distinctive design and construction details for site features.
3. Prepare site-work construction specifications for the site-related features shown on the construction plans such as: paving, storm sewers, landscaping, earthwork, curbing, etc. This document can be used to define the standards for quality and tolerances during the construction process.
4. Address one round of team/District comments to create Plans and site work specifications for Bidding and Construction.

Deliverable: 90% and Construction Plans, Site Work Specifications, Site Phasing Plan.

U. BIDDING ASSISTANCE (PHASE 754) TIME & EXPENSE

RETTEW will:

1. Attend pre-bid meeting with the Architect and District.
2. Answer questions relating to site-work improvements and schedule.
3. Respond to the site-work related contractor RFI's.
4. Prepare site-work related bidding addendums as necessary.

Note: We have assumed 32 hrs. of effort for this phase.

Deliverable: Responses to RFI's, addendums as necessary.

CONSTRUCTION PHASE

V. CONSTRUCTION PHASE SERVICES (PHASE 755) TIME & EXPENSE

RETTEW will provide Construction Phase Services for site related items and as required for critical stage items associated with the NPDES Permit and Township approvals.

1. Attend one pre-construction meeting.
2. Review and respond to site-work related RFIs and submittals (shop drawings-one review and one revision, catalog cuts, material specifications and other data) submitted by the contractors for conformance with the plans and specifications. The budgetary estimate is based on 20 hours of review and correspondence.
3. Observe the construction of Stormwater Management BMPs listed as Critical Stages on the NPDES Permit plans. The budgetary estimate is based on 20 hours of field observation and correspondence.
4. When confirmed, prepare a letter certifying that the BMPs listed as Critical Stages were constructed in accordance with the approved plans (see Stormwater Management Closeout, Phase 799).

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5. Attend Construction Phase Meetings a budgetary estimate of 70 hours is assumed based on one meeting per month over a 24-27 month construction timeline.

Deliverables: Responses to submittals; written updates on field observations; certification letter.

W. STORMWATER AS-BUILT SURVEY (PHASE 902) LUMP SUM

RETTEW will:

1. Utilize surveys and plans prepared by RETTEW for the site as a basis for the as-built survey and plan.
2. Perform a field survey of the constructed stormwater management facilities and prepare an "As-Built" plan for submission to Derry Township and the Dauphin County Conservation District. The survey and plan will include the following items:
   a. Locations and slopes of swales, with 1' contours.
   b. Locations of stormwater management structures including type, size and invert elevations of pipes, and top of inlet and manhole elevations.
   c. Detention basins and rain gardens, including: rip-rap, endwalls and outlet structures, with 1' contours for berms and embankments. This assumes the contractor will provide redline markups of any underground-nonvisible BMP's and piping.
   d. Roof leader drains on the building.

   For the as-built plan, utility plan sheets will be modified to show as-built locations of stormwater facilities, rip-rap and contours of swales, detention basins and rain gardens. Stormwater profile sheets will be updated to include as-built information and elevations for stormwater structures and pipes.
3. Prepare a survey base map in AutoCAD Civil3D at an appropriate scale and showing the following:
   a. Locations and elevations of stormwater management facilities, as noted above.
   b. Locations and elevations of existing features and other constructed improvements based on prior surveys and Land Development Plans.
   c. Contours with one-foot intervals and spot elevations as deemed necessary.

Deliverables: One paper copy of the DRAFT as-built plan to submit to the Township for review and comment. Two paper copies of the completed as-built plan, signed and sealed by a PA Professional Land Surveyor, upon receiving Township approval, and one copy in pdf format.

X. STORMWATER MANAGEMENT CLOSEOUT (PHASE 799) LUMP SUM

RETTEW will:

1. Calculate the as-built impervious area and percent coverage on the project site with respect to zoning requirements.
2. Tabulate the design and as-built stormwater facility area and volume, and review for consistency.

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3. Route the as-built condition through the stormwater facility to determine compliance with the design plan.
4. Update storm sewer calculations using the as-built condition to determine compliance with the design plan.
5. Notify the District of any deficiencies. If remediation is required, an additional fee will be required to coordinate with the District to bring the site into compliance.
6. When confirmed, prepare a certification letter to Derry Township stating that stormwater management facilities meet the requirements of the approved design.
7. Prepare a Notice of Termination (NOT) form for the NPDES Permit and submit to the Dauphin County Conservation District (DCCD).
8. Record the As-Built Stormwater Management Plans at the Dauphin County Recorder of Deeds (if required by the Conservation District).

Deliverables: Stormwater Memo, Certification letter and Notice of Termination package.

ANTICIPATED PROJECT SCHEDULE

It is anticipated that RETTEW will follow the general project and milestone schedule developed by the Architect, subject to the entitlement review and approval process by the agencies. The schedule will be further defined after the Concept Plan is approved by the District.

COMPENSATION

RETTEW proposes to provide the professional services described in scope items A, C through L, P, R through T , W and X for the Lump Sum fees stated below. RETTEW proposes to provide the scope items described in items B, M through O, Q, U and V on a Time and Expense basis, with our estimate of those fees stated below. Time and Expense work will be billed in accordance with our standard hourly rates in effect at the time the services are being performed, in which case RETTEW will bill you for the actual time, portal to portal, and expenses incurred in the performance of the Scope of Services outlined above. Although RETTEW may provide an estimate of fees and expenses for your guidance, the actual fees and expenses that you will incur during the course of your project may vary from the estimate. Accordingly, any estimate given by RETTEW does not constitute a guarantee of the final amount of fees and expenses that you will incur. The estimated costs are provided below:

PROFESSIONAL FEES

Concept Development Phase:

A.	Design Development (Phase 752) LS	$23,000.00
B.	Meeting Attendance-Design Development (Phase 711A) T&E	$10,950.00
C.	Wetland Delineation (Phase 401) LS	$4,500.00
	Subtotal:	$38,450.00

Entitlements Phase:

D.	Geotechnical Engineering Investigation (Phase 313) LS	$30,925.00
E.	Geophysical Survey (GS)-Electromagnetics (Phase 331) LS	$8,725.00
F.	(GS) Seismic Refraction and MASW Survey (Phase 338) LS	$49,625.00
G.	Site Eval. For Stormwater Infiltration (Phase 357) LS	$10,250.00

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H.	Traffic Impact Assessment (Phase 650) LS	$11,350.00
I.	Preliminary/Final Plans (Phase 704) LS	$50,675.00
J.	Stormwater Management Plan (Phase 708) LS	$13,650.00
K.	General NPDES Permit Package (Phase 717) LS	$13,750.00
L.	Sewage Planning Exemption (Phase 514) LS	$1,300.00
M.	Plan Review Comments and Revisions (Phase 710) T&E	$15,850.00
N.	Revisions – District Directed (Phase 710.1) T&E	$5,000.00
O.	Meeting Attendance-Entitlements (Phase 711B) T&E	$14,250.00
P.	Entitlements Phase Closeout (Phase 790) LS	$4,750.00
	Subtotal:	$230,100.00

Architect Coordination and Construction Document Phase:

Q.	Meeting Attendance/Coordination-Construction Docs (Phase 711C) T&E	$30,900.00
R.	Construction Documents – 30% Plans (Phase 753A) LS	$8,000.00
S.	Construction Documents – 60% Plans (Phase 753B) LS	$11,000.00
T.	Construction Documents – 90% Plans (Phase 753C) LS	$7,000.00
U.	Bidding Assistance (Phase 754) T&E	$6,000.00
	Subtotal:	$62,900.00

Construction Phase:

V.	Construction Phase Services (Phase 755) T&E	$31,925.00
W.	Stormwater As-Built Survey (Phase 902) LS	$13,425.00
X.	Stormwater Management Closeout (Phase 799) LS	$12,700.00
	Subtotal:	$58,050.00

EXPENSES

Expenses such as reprographic services, equipment fees, mileage, and overnight travel that are directly incidental to our professional services shall be invoiced to you at our standard rates; expenses from our vendors shall be invoiced at 1.15 times our cost. Expense costs will be in addition to the Professional Fees stated above.

Estimated expenses for the above services associated with the project: $10,275.00

TOTAL PROPOSED FEES $399,775.00

MEETINGS

All review agency meetings, or meetings not listed in the Scope of Services, shall be attended as requested on a time and expense basis per the hourly rate of the individual effective at the time of the meeting. These costs will be invoiced in addition to the Proposed Fees stated above.

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ASSUMPTIONS

The following is a list of assumptions that apply to this proposal:

Preliminary Geotechnical Engineering Investigation Phase 313:

1. Final borings can be completed for the final building footprint as requested as an additional service.
2. Site Access: It is assumed that site access will be granted without any delays and that there are no significant obstructions (e.g., buildings, vegetation, debris) that will hinder the investigation.
3. Existing Information: The District will provide all available existing site information (e.g., previous geotechnical reports, site plans, as-built drawings) before the investigation begins.
4. Weather Conditions: The investigation assumes normal weather conditions; extreme weather events may cause delays or require additional measures.
5. Depth of Investigation: The investigation will be limited to a maximum depth of 30 feet unless significant anomalies are detected that necessitate deeper investigation.
6. Number of Boreholes: The investigation will be restricted to 12 boreholes as agreed upon in the project scope.
7. Sampling and Testing: The types and number of samples collected, and tests performed will be limited to those specified in the scope of work, unless additional tests are deemed necessary based on initial findings.
8. Site Disturbance: Efforts will be made to minimize site disturbance; however, the District must understand that some level of disturbance is unavoidable during drilling and sampling.
9. Health and Safety: The investigation will adhere to health and safety regulations, and work may be halted if unsafe conditions are encountered.

Geophysical phases 331 and 338:

1. Any site access arrangements and/or traffic control arrangements will be managed by others.
2. The EM karst survey will take two field days to complete.
3. The seismic survey will take eight (50-foot profile spacing) field days to complete.
4. No costs are included for brush-clearing. Only accessible areas of the site will be included.

Infiltration Testing Phase 357:

1. A 1-day subsurface utility survey field effort by RETTEW SUE personnel is assumed. Temporary field markings will include paint and flagging.
2. Field data will be collected in accordance with CI/ASCE 38-02 Utility Quality Level B 5.3.1-5.3.5.
3. If the underground utility markings placed by RETTEW are altered or destroyed, the client is advised to contact RETTEW for remarking. Any electronically determined depths provided to the client are estimates only and, because of limitations of equipment, cannot be guaranteed.
4. Work will be conducted at OSHA Personal Protection Equipment (PEL) Level D.
5. The site is accessible with a four-wheel drive pickup truck carrying equipment for infiltration testing and a rubber-tired backhoe.
6. One day of backhoe service has been included, and one mobilization and one demobilization have been included based on conducting the field work during one business day.

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7. Excavated test pits will be closed, the area smoothed to match existing topography as much as possible prior to demobilization. Seeding and strawing the test pit scars is not part of this scope of services but can be provided on a time and expense basis.
8. The on-site soils and site characteristics may not be compatible with implementing infiltration. If the infiltration rates are too slow or too fast, or other limiting factors result, other options can be investigated on a cost-plus basis.
9. A desktop carbonate hazard study is included in this scope of services.

Wetland Delineation Phase 401:

1. The District will coordinate landowner permission to access all portions of the Project area for the wetland and stream delineation.
2. A USACE Jurisdictional Determination of wetland boundaries is not included in this scope of work.
3. Agency correspondence or fieldwork associated with threatened and endangered species coordination beyond the initial project review is not included within the scope of this proposal.

Land Development Phases 703-717:

1. It is assumed that Derry Township will grant a waiver to allow the Preliminary/Final Plans to be submitted at once opposed to two separate submissions.
2. It is assumed that no zoning or special exception will be required for the use of this property.
3. Any application, review or permit registration fees are to be paid directly by the District. RETTEW is not responsible for these fees.
4. It is assumed that any and all improvements will be outside the floodplain and not impact the floodplain.

Architect Coordination and Construction Document Phase

1. It is assumed that the building design is based upon the concept plans developed by Crabtree Rohrbaugh and Associates.
2. It is assumed that 30%, 60% and 90% Construction Plan will follow the milestones as determined by the Architect.

Stormwater As-Built Survey Phase 902:

1. Horizontal and vertical datum will be based on prior RETTEW surveys.
2. This proposal is based on two mobilizations to the site. It is assumed that all required stormwater management facilities will have been completed and constructed in accordance with Township Ordinances and within approved Land Development design criteria and specifications. Any additional mobilizations and effort required due to uncompleted construction or necessary modifications to constructed facilities will be billed on a time and expense basis.
3. Any effort required to address municipal review letters or to accommodate requests beyond the scope items outlined above will require an addendum.
4. The as-built fee is subject to change pending final design, current rate schedules and any changes in Township requirements.

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ADDITIONAL SERVICES

Services not included in the scope and fee described herein may be provided by RETTEW upon your request. We will perform these services as an addendum to the Professional Services Agreement or mutually acceptable substitute agreement, should they prove to be necessary. Proper written authorization must be given prior to initiating any additional services. The following additional services are not included in this proposal but can be provided for an additional fee:

1. Surveying Services.
2. Adjustment to existing easements, preparation of any new easements, or associated exhibits and associated legal descriptions, if required by the approved land development plan.
3. Preparation of any additional surveys, plans or legal descriptions that may be required for dedications to the Township.
4. Setting any missing property corners or roadway monuments.
5. As-built locations of any other utilities, site improvements or grading beyond those noted in the scope of work.
6. Coordination with gas, electric, cable and communications utility providers, and the design of those utilities.
7. Identification of cultural, historic resources or archaeological resources.
8. Costs for plan reviews by any government body, regulatory agency, or code official.
9. Design calculations for retaining walls. A Structural Engineer will be required for this service.
10. Wetland or stream encroachment permitting.
11. Design of sanitary sewer lift stations or water storage/pump facilities for domestic or fire suppression.
12. CBR soil testing.
13. Any off-site engineering or survey for storm drainage, sewer, water, roads, etc.
14. Detailed estimates of construction costs. Our probable cost opinions are based on an understanding of prevailing costs, but do not provide any guarantee for bid or negotiated construction costs.
15. Construction drawings and specifications for alternate designs or modifications, changes or revisions to the design requested by the client/owner's agent or any regulatory agency that deviates from previous direction, scope or progression submission when such revisions are not due to noncompliance with applicable codes, ordinances and regulations.
16. "Value Engineering", life cycle or other economic analysis of system options requested by the Client, Architect or Contractor.
17. Construction stakeout services.
18. Any services not specifically described within the Scope of Services and Fees stated herein.

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BILLING SCHEDULE

RETTEW will invoice you at the end of each monthly billing period for services performed to date. Invoices are payable per the terms of the enclosed Professional Services Agreement.

PAYMENT SCHEDULE

Payment is due upon presentation of invoice and is past due 30 calendar days from the invoice date. Unpaid invoices in excess of 30 calendar days will be cause to discontinue services until all outstanding invoices are paid. Work stoppages will impact the project schedule and may result in missed deadlines and/or increased project fees including remobilization. District agrees to reimburse RETTEW for any special business or personal taxes imposed at the local, county or state level as a result of providing professional services by RETTEW to District under this agreement.

PROPOSAL ACCEPTANCE

If this proposal is satisfactory and acceptable, and fully sets forth all the items of our understanding, please signify your acceptance by signing the enclosed Professional Services Agreement and returning it to our office. We will forward a fully executed copy to you. This document will then constitute our completed agreement. If we are given verbal or written authorization to proceed with any portion of this work prior to receiving an executed agreement, or if we receive payment from you toward this project, the terms and conditions of the attached Professional Services Agreement will be considered to be in full force, as if it had been executed, until such time as another agreement is executed by both parties.

If you have any questions regarding this proposal or wish to discuss any item(s) contained herein, please contact Melissa Kelly at melissa.kelly@rettew.com or 717-344-5099. We will work to give you the quality service you deserve as a valued client of RETTEW.

Sincerely,

Melissa A. Kelly, RLA
Project Manager
melissa.kelly@rettew.com

Brian W. Engle, PE
Vice President, Planning and Design
bengle@rettew.com

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RETTEW

We answer to you.

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E-mail: rettew@rettew.com • Web site: rettew.com

PROFESSIONAL SERVICES AGREEMENT

Project No. 0870701809

THIS AGREEMENT entered into on this 15th day of July, 2024 by and between Derry Township School District located at 30 East Granada Drive, Hershey, PA 17033 hereinafter called "CLIENT" and RETTEW Associates, Inc., hereinafter called "RETTEW" is as follows:

THE AGREEMENT IS ENTERED INTO WITH RESPECT TO THE FOLLOWING PROJECT:
Elementary School Site Civil Services

located at: Derry Township, Dauphin County, Pennsylvania
hereinafter called the PROJECT.

THE CLIENT AND RETTEW AGREE AS FOLLOWS:

A. Scope of Services to be Provided by RETTEW:
As outlined in the proposal prepared by RETTEW dated July 15, 2024.

B. Total Fee to be Paid to RETTEW:
As outlined in the proposal prepared by RETTEW dated July 15, 2024.

C. Schedule for the Services of RETTEW:
As outlined in the proposal prepared by RETTEW dated July 15, 2024.

D. This PROFESSIONAL SERVICES AGREEMENT shall include the PROFESSIONAL SERVICES AGREEMENT TERMS AND CONDITIONS as attached hereto.

ACCEPTANCE AND EXECUTION OF THIS AGREEMENT:

BY: _____ (Client Signature)
Lindsay K. Drew (Printed Name)
TITLE: President, School Board
DATE: August 12, 2024

BY: Brian W Engle, PE (RETTEW Signature)
Brian Engle, PE (Printed Name)
TITLE: Vice President, Planning & Design
DATE: 8/13/2024

Docusign Envelope ID: 4B417671-9831-4BB2-96B6-F4900882960B

RETTEW

0870701809

PROFESSIONAL SERVICES AGREEMENT TERMS AND CONDITIONS

1. Scope of Services. RETTEW Associates, Inc. ("RETTEW") agrees to provide professional services set forth in the Scope of Services to the Client (the "Services") pursuant to these Terms and Conditions (the "Terms"). These Terms, together with the Professional Services Agreement and its attachments, constitutes the entire agreement between the parties concerning the Services. Unless specifically included in the Scope of Services, RETTEW shall not provide any construction phase services including, but not limited to, construction observation of any other contractor's work. RETTEW shall not control, or be responsible for, the construction means, methods, techniques, sequences or procedures of any contractor and shall not be responsible for site safety. RETTEW shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities or other responsibilities are specifically assigned to RETTEW in the Scope of Services.

2. Invoices. Client represents and warrants that it possesses the financial resources to fulfill its payment obligations hereunder and that such resources do not rely significantly on contingent, third-party monies. Client agrees to maintain such resources during the term hereof and that the failure to maintain such resources shall constitute a material breach hereof. Unless otherwise agreed, Client will be invoiced every 4 weeks for services performed to date and a final invoice will be timely provided upon completion of the Services. Payment is due on receipt and is past due 30 days from invoice date. Interest will be added after 30 days at the rate of 1.5% per month or partial month overdue. Any right to withhold payment based on errors or discrepancies in the invoice is waived if not identified in writing to RETTEW within 10 days of the date of invoice. Client will reimburse RETTEW's reasonable attorneys' fees and litigation costs incurred in pursuing collection of any amount due from Client, in addition to amounts otherwise due hereunder. Timely payment to RETTEW is a material consideration of this Agreement. RETTEW may **suspend or terminate** its work upon written notice if any Client invoice is not timely paid. Client agrees to defend, indemnify and hold RETTEW harmless from any damages that may arise due to such suspension or termination.

3. Standard of Care. RETTEW shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. This standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards. RETTEW MAKES NO EXPRESS WARRANTIES, AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES IMPLIED BY LAW AS THEY MAY APPLY TO THIS AGREEMENT, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Client agrees that neither RETTEW nor any of its subconsultants owes any fiduciary duty to Client or agency relationship between Client and RETTEW and that, in any event, RETTEW's course of conduct during the performance of the Services shall not create a fiduciary duty or agency relationship.

4. Indemnification. To the fullest extent permitted by law, Client agrees to indemnify, defend and hold the RETTEW Group harmless from and against any and all manner of demands, claims, liabilities, costs and expenses (including, without limitation, reasonable attorneys' and experts' fees and other reasonable defense costs) (a) arising out of any negligent act or omission, or any breach of this Agreement, by Client or any individual or entity for whose acts Client is responsible or (b) arising out of the use of or reliance on the drawings, sketches, specifications and other documents in any form provided to or for Client by RETTEW under this Agreement (the "Deliverables") by any third-party. To the fullest extent permitted by law, RETTEW agrees to indemnify, defend and hold the Client Group harmless from and against any and all manner of demands, claims, liabilities, costs and expenses (including, without limitation, reasonable attorneys' and experts' fees and other reasonable defense costs) arising out of any negligent act or omission, or any breach of this Agreement, by RETTEW or any individual or entity for whose acts RETTEW is responsible. With regard to any claims arising out of professional services, any defense obligation assumed by RETTEW shall be interpreted as an obligation to reimburse reasonable defense costs, including but not limited to reasonable attorney's and expert's fees. As used in Paragraphs 4 and 5, a "Group" includes the identified party, its parents, subsidiaries and affiliates, their agents, successors and assigns, or any of their shareholders, directors, partners, members, officers or employees.

5. Limitations of Liability.

a. RETTEW Group's aggregate liability for damages arising from or related to this Agreement, under any theory of liability, shall not exceed the fees paid by Client for performance of the Services. RETTEW shall only be liable for such damages to the extent caused by its negligence or breach of this Agreement.

b. If RETTEW fails to include any required item or component of the Project from the Deliverables, RETTEW shall correct the omission on the Deliverables without charge to Client and reasonable additional construction costs incurred by the Client due to the omission, but shall not be responsible for the cost of the item or component itself, or the cost of installation.

c. Neither party Group shall be liable to the other for punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost revenues, lost business opportunities, loss of use, fines, penalties, and loss of or corruption to data) arising from or related to this Agreement, regardless of the theory liability, and even if they have been advised of the possibility of such damages or loss.

d. RETTEW hereby advises Client that it is willing to negotiate higher limitations of liability than those set forth herein, subject to increased compensation. Client has chosen to enter into this Agreement subject to the above limitations of liability after consideration of the totality of the proposal presented by RETTEW.

6. Relationship with Other Consultants and Contractors RETTEW is not responsible for any errors or omissions by other consultants, contractors or their respective subcontractors (collectively, "Contractors"), including, but not limited to, such Contractors' failure to adhere to the Deliverables, regardless of whether or not RETTEW is observing their work. RETTEW owes no duty to any Contractor to discover their errors, omissions or other defects in its work or in the work of its subcontractors. Client will use reasonable efforts to include the following language in its agreements with other Contractors on the Project: *"To the fullest extent permitted by law, contractor or consultant expressly waives any claims or causes of action against the project engineer for damages sustained in connection with the project, under any theory of liability, except to the extent that the damages resulted from personal injury or property damage. The project engineer is an intended third-party beneficiary of this provision."*

7. Termination. In addition to any other termination rights set forth herein, this Agreement may be terminated by either party upon 7 days written notice if the other party fails materially to perform in accordance with its terms. If the Project is permanently abandoned, this Agreement may be terminated by Client upon at least 7 days written notice to RETTEW. In the event of termination of the Project, Client will compensate RETTEW for Services performed or provided up to its receipt of the written notice of termination, for all reimbursable expenses incurred by RETTEW in furtherance of the Services (whether or not incorporated into the Services prior to termination), and reasonable fees and expenses directly associated with the closing the matter, the latter as approved by Client in advance. Timely payment to RETTEW is a material consideration of this Agreement. Client's failure to make payments in accordance with this Agreement shall constitute substantial non-performance and a cause for termination by RETTEW.

8. Insurance. During the term of the Agreement, RETTEW will maintain Workers' Compensation insurance, General Liability insurance, Automobile insurance, and Professional Liability insurance in commercially reasonable amounts. Client will maintain, or require its other contractors or consultants on the Project to maintain, such policies (if applicable) in commercially reasonable amounts. Except to the extent that such waiver would invalidate the applicable insurance coverage, the parties waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages to the extent covered by property insurance, except such rights as they may have to the proceeds of such insurance. Client and RETTEW shall require similar waivers from their contractors, consultants and agents.

9. Opinions of Probable Construction Cost. RETTEW's opinions of probable construction cost and other cost opinions or estimates are to be made on the basis of RETTEW's experience and qualifications as an engineer and represent RETTEW's best judgment as an experienced and qualified design professional generally familiar with the industry. However, because RETTEW has no control over the cost of labor, materials, equipment, or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, RETTEW cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by RETTEW or other cost opinions or estimates. If Client wishes greater assurance as to probable construction costs, Client shall employ an independent cost estimator.

10. Disputes. If a dispute arises from or relates to this Agreement or the breach thereof, that cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by non-binding mediation administered by the American Arbitration Association under its Construction Industry Mediation Procedures before resorting to litigation. The parties further agree that they may initiate litigation regarding any dispute arising out of or relating to this Agreement, or breach thereof, if mediation does not result in a resolution within 90 days of initiation. Litigation between the parties regarding this Agreement shall be brought in a court of competent jurisdiction located in the state where the work hereunder is performed. In the event of litigation, the prevailing party shall be entitled to collect its reasonable attorneys' fees, experts' fees and costs related to the litigation from the other party. This Agreement shall be governed by and construed under the law of the state where the work hereunder is performed, without regard to its principles of conflicts of laws. The parties waive their right, if any, to a jury trial.

11. Client Responsibilities. Client will provide access to the site as necessary for RETTEW's performance of the Services. Client will provide, in a timely fashion, complete physical information about the site that may be necessary or desirable for

RETTEW to perform the Services. Client will timely review proposals, schedules, plans, and specifications prepared by RETTEW, and cooperate with RETTEW so that RETTEW may complete the Services in a timely fashion. Failure to provide such timely review may adversely impact scope, schedule and budget related to the Services. RETTEW shall be entitled to rely on information and recommendations provided by Client, and its Contractors without independent evaluation or verification.

12. Notice of Defects. Client shall promptly report to RETTEW any defects or suspected defects in the Services, so that RETTEW may take measures to minimize the consequences of such defect. Client will use reasonable efforts to include a similar contractual requirement on its Contractors. Failure by Client, and/or Client's Contractors, to so notify RETTEW shall relieve RETTEW of the costs of remedying the defects to the extent of the additional costs resulting from the failure of prompt notification.

13. Underground Utilities. Client will identify to RETTEW, in writing, the locations of known or suspected underground utilities or other underground structures or features at and near the project site that could affect the services to be provided (collectively, "Underground Utilities") and will provide all drawings in its possession or control that identify Underground Utilities. RETTEW will be responsible for the proper siting of underground utilities when provided with proper and accurate information regarding their location. Client agrees to defend, indemnify and hold RETTEW harmless from all penalties, claims and damages it sustains in connection with: (a) Underground Utilities that are not identified to RETTEW as required, not properly identified, or not properly located by municipalities, authorities, or utilities after proper notice (i.e., after calling the applicable state utility locating hotline, if one exists), and (b) construction schedules or practices out of RETTEW's control or knowledge that violate state utility locating notice requirements or invalidate otherwise proper utility notification made by RETTEW.

14. Fees.

a. Unless expressly stated otherwise in the Scope of Services, the "Total Fee" above is RETTEW's best estimate of the cost of Services required to complete the Project as RETTEW understands it to be defined and is not a cost-not-to-exceed limit on RETTEW's compensation. For fixed fee projects, payment shall be made based on the percent of work completed for each phase of work, unless otherwise agreed. For time and expense (cost plus) projects, billings are based on the hours worked, including travel time portal-to-portal, and reimbursable expenses. Overtime for non-exempt employees will be billed at 1.5 times the hourly rate.

b. Client is responsible for RETTEW's out-of-pocket expenses incurred in performing the Services, including, but not limited to, travel expenses, outside consultants, approval and permit fees, and any supplemental insurance requested. Reimbursable expenses will be billed at RETTEW's actual cost, plus 15%, except sales tax will be reimbursed at cost and mileage will be reimbursed at the applicable federal rate. Hotels and meals will be billed as a per diem expense as set out in the Rate Schedule.

15. Additional Work.

a. RETTEW shall be entitled to an equitable increase in compensation if it is required to perform additional work due to changes in Client decisions or Client's failure to make decisions in a timely fashion. Services or tasks beyond those set forth in the Scope of Services (including but not limited to, revisions due to adjustments in the project scope, quality, or budget) are considered "Additional Services" and will be billed at RETTEW's standard hourly rates, unless the parties agree otherwise in a change order or amendment to this Agreement.

b. If Additional Services are requested, RETTEW will provide Client with a change order or amendment to this Agreement to memorialize the parties' obligations regarding the Additional Services. RETTEW reserves the right to refuse to perform Additional Services until it receives written approval of the change order or amendment from the Client. If RETTEW does not receive such written approval in a timely manner, the project schedule could be impacted.

16. Work Product and Intellectual Property. Conditioned on full payment of amounts owed to RETTEW, RETTEW grants Client physical ownership of the Deliverables, and a royalty-free, nontransferable license to use the Deliverables solely for the Project. RETTEW retains all other intellectual property rights in the Deliverables and the intellectual property rights in any other document reduced to tangible form by RETTEW in furtherance of this Agreement. The Deliverables may not be used on any other projects or by a third-party to complete the Project without RETTEW's consent. Use of the Deliverables (or the data contained therein) in a manner that is contrary to this paragraph, or any alteration or modification of the Deliverables (or the data contained therein), is at Client's sole risk. Client agrees to defend, indemnify and hold RETTEW harmless from any liability for damages arising from such use, alteration or modification. Payment of all sums due in accordance with the terms of this Agreement is a condition precedent to Client's ownership or use of the Deliverables. Client shall consult with RETTEW before interpreting or clarifying the Deliverables.

17. Miscellaneous. There are no third-party beneficiaries of this Agreement. There are no understandings or agreements concerning this Project except as expressly stated herein. These Terms cannot be modified, altered, abridged, rescinded or supplemented by any unilateral statement or writing of either party. These Terms control over any subsequent writings, unless specifically and explicitly agreed to by both parties, in writing. If the Client directs RETTEW to initiate Services before execution of an agreement, these Terms will govern the engagement, unless subsequently agreed by the parties in writing. Neither party may assign this Agreement without the other party's written consent, which shall not be unreasonably withheld. If any provision hereof is deemed invalid or unenforceable, the other provisions shall remain in full force and effect, and binding upon the parties hereto. RETTEW may withdraw or revise the proposal if the Agreement is not executed by Client within 60 days of receipt.

18. CONSTRUCTION SERVICES (If included in Scope of Services)

18.1 RETTEW offers construction observation and construction administration services, but does not offer construction management or construction inspection services. (Construction management services are offered by RETTEW's affiliate, RETTEW Field Services, Inc.) RETTEW shall become generally familiar with the progress and quality of that portion of the work within the Scope of Services to determine, in general, if such work is being performed in a manner indicating that such work, when fully completed, will be in accordance with the construction documents. RETTEW shall not be required to make exhaustive or continuous on-site visits to observe the quality or quantity of such work. RETTEW's services do not include supervision or direction of the actual work of the contractor, its employees, agents or subcontractors. Client agrees to notify the contractor accordingly. The contractor shall also be informed by Client that neither the presence of RETTEW's field representative nor the observation by RETTEW shall excuse the contractor for defects or omissions in its work.

18.2 RETTEW shall not be responsible for any contractor's schedules or failure to carry out the work in accordance with the construction documents. RETTEW shall not have control over or charge of acts or omissions of any contractor, subcontractor, or their agents or employees, or of any other persons performing portions of the construction work.

18.3 Client agrees that its contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performances of the work, and that these requirements will apply continuously and not be limited to normal working hours. Any observation of the contractor's performance conducted by RETTEW's personnel will not include review of the adequacy of the contractor safety measures in, on or near the construction site. RETTEW is not responsible for any contractor's failure to observe or comply with the Occupational Health and Safety Act of 1970, and regulations or standards promulgated thereunder, or any state, county, or municipal law or regulation of similar import or intent.

18.4 If expressly required under the Scope of Services to do so, RETTEW shall review contractors' submittals within 10 business days of their submission, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by any contractor, all of which remain the responsibility of the contractor. RETTEW's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures and RETTEW does not check or review the methods by which the contractor intends to execute the design. A recommendation for payment shall not be construed as permitting any departure from the contract between Client and the contractor or the construction documents, and the contractor shall remain responsible for any error in details, dimensions or otherwise that may exist. RETTEW's review and acceptance of shop drawings or submittals does not constitute approval or acceptance of design changes contained therein unless the contractor has specifically informed RETTEW in writing of such deviation at the time of the submittal and (1) RETTEW and Owner have given written approval to the specific deviation as a prior change in the work, or (2) a change order has been issued authorizing the deviation. When professional certification of performance characteristics of materials, systems or equipment is required by the construction documents, RETTEW shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction documents.

18.5 If the Scope of Services includes RETTEW's review of contractors' requests for payment, then such services shall be conducted in the following manner. Unless otherwise agreed in writing, RETTEW shall, within 10 business days from the date of receipt by RETTEW, review and evaluate such requests for payment based upon RETTEW's observations of the work and give Client its recommendations regarding such request. RETTEW's recommendations shall constitute a statement to Client as of the date of the contractor's request, that: (a) the work has progressed to the point indicated; and (b) that to the best of RETTEW's knowledge, information and belief, the quality of the work is consistent with the construction documents prepared by RETTEW and there are no known defects or deficiencies in the work for which Client should withhold payment under applicable law. The foregoing statements shall be interim only, shall be subject to an evaluation of the completed work compared to the construction documents, if requested by Client, and do not guarantee against minor deviations from the construction documents as of the date of the review.

B&K **Rentals & Sales Co., Inc.**

15055 Marlboro Pike • Upper Marlboro • Maryland • 20772 **Telephone: (301) 627-4950 Fax: (301) 627-4983**
Website: BKRENTALS.com E-mail: sales@bkrentals.com

To: Mike Montedoro
Company: Hershey High School, Hershey, PA
Phone: 717-649-3804
Email: mmontedoro@hershey.k12.pa.us

From: John W. Bunting
Company: B&K Rentals and Sales Co., Inc.
Phone: 301-627-4950
Fax: 301-627-4983

Date: July 30, 2024

B&K Rentals and Sales Co., Inc. propose the following equipment and services for your upcoming event:

Football Season
Setup by September 13, 2024

168', 10-row bleacher with a 4' elevation and 8'6" front walkway. Unit will have a ADA ramp at each end of walkway and stairs on each end turned to the rear. Net seating of 1,030 people

Bleachers are constructed of tubular steel understructure with aluminum floor decks with plywood inserts, and aluminum seats. The unit will be meshed to a height of 6' in blue mesh.

There will be a platform on the rear of bleacher 36'x12'x11'6" high. This will allow for access to the platform off two vertical aisles. This platform will have 10'x25' canopy with white sidewalls on three sides.

Also included are 2 – 45', 9-row mobile bleachers which have been discounted $1,000.00 each due to transportation costs.

Bleacher Cost:	$32,960.00
Platform, canopy and sidewall:	$10,400.00
2 - Mobile bleachers (with discount):	$7,800.00

Certified engineered drawing on the structure will be provided upon approval of this proposal.
Due to the configuration of structure, it will be the responsibility of the customer to remove the sidewall during inclement weather.

By: _____
Print: Lindsay K. Drew
Date: August 12, 2024

caiu
Capital Area Intermediate Unit



All-in!
NEWSLETTER

Executive Director's Report | July 2024

CAIU Board of Directors

Melanie Gurguiolo, *President, Camp Hill*
John Kaschak, *Vice President, Lower Dauphin*
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Brenda Cox, *West Shore*
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Brian Diffenderfer, *Millersburg Area*
Jackie Hill, *Susquehanna Twp.*
Jaime Johnsen, *Harrisburg*
Phillip Lehman, *Susquenita*
Leslie Marshall, *East Pennsboro Area*
Marianne Moore, *Middletown Area*
Michelle Nestor, *Cumberland Valley*
Patrick Shull, *Newport*
Lauren Silvers, *Central Dauphin*
Gerald Schwille, *Northern York County*

CAIU Executive Team

Dr. Andria Saia
Executive Director

Dr. Kevin Roberts
Assistant Executive Director

Maria Hoover
Director of Educational Services

Dr. Andrew McCrea
Director of Student Services

Daren Moran
Director of Business and Operations

David Martin
Director of Technology Services

Blake Wise
Director of Human Resources

Our Mission

CAIU provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. ***#BeGreat***

Our Vision

Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. ***#ChangingLives***

Inside this issue

3 From the Executive Director's Desk: Learning to Improve

4-5 Marketing Success: Internship Program Provides a Springboard to a Career

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8 ThoughtExchange; Situational Awareness Spotlight

9 Mission Moments: Extended School Year (ESY) Program; Save the Date for Fall Fest

10 Trainings and Events; Opportunities to Do Good

11 New Hires; Farewell Retirees; Compliment Corner



On the Cover: *Golfers enjoying last year's Champions for Children Golf Outing.*
See back cover for this year's details.

CAIU's Organizational Goals

Making it easier to do business with us

Improving staff retention, recruitment, and recognition

Fostering a culture of dignity and belonging

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

Deadline for August All-In: Friday, July 26

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
July 2024
2024-2025, Issue 1

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Please like us on social media!

Learning to Improve

If you have read any of my columns, you know that I derive inspiration from just about anywhere, even dreams. This month comes to you, courtesy of an interview I participated in this month. A question was asked about what books have influenced you the most in the last two years, and the candidate spoke three books, one of which was "Learning to Improve: How America's Schools Can Get Better at Getting Better." This candidate also said two intriguing things. The first was ***"we are not who we are presently, but who we can be"*** and ***"when we are growing, we are doing better things for kids."*** This got me to thinking, how do we as individuals and as an organization/community of educators, get better at getting better and do better things for kids?

So, what am I talking about? Fundamentally, this is about choosing a path of continuous, incremental improvement. It's buying in to the notion that there is always something to improve, personally and professionally. In a larger sense, it also reflects the acceptance of our responsibility as a member of a community to steward the people, position, and possibilities in our lives to be in service to the good of all.

Wow, right!? Lofty goals for sure, but also a tremendous return in the form of:

- Improved quality of life
- Increased productivity
- Improved communication
- Enhances creativity
- Boosted morale and job satisfaction

How do we get started? First, make the mental shift. To engage in growth requires that you have the mindset that this is important work, and you are committed to learning.

Next, you have to make time for it. This is challenging as we are all very busy. I am not going to argue the point, except to ask you to reframe your thinking about being busy. When we are buzzing along and an emergency happens, a flat tire, a sick child/parent/pet that needs attention, any circumstance that takes you away from your daily "grind", what happened next? Chances are, you took the time to address that emergency and there was no catastrophic impact. If it is true, that we can take time from what we had planned for an emergency, we must also be able to schedule in time for learning, right? Right next to making time is demonstrating grit. Edison designed 1,000 failed light bulbs before he perfected it. Keep at it. If you aren't failing sometimes, you are not really learning.

Surround yourself with people that support your growth. Twice in conversation recently, people referred to the quote ***"As iron sharpens iron, so one person sharpens another."*** I think this is a sign so I felt compelled to share it with you. Seek out people that support your "sharpening," or your growth. The other important part of who you are surrounding yourself with is that whatever it is you are looking to learn, someone else probably is also or already knows it. Imagine wanting to learn to play basketball? Seek out others that can improve your game. The people around you are a great resource if you are aligned in your commitment to growth. Lastly, make it important by making it something you keep track of. An easy way might be to make your learning one of your professional goals this year. Here is to a fantastic year of learning and getting better.



Andria S Saia

Dr. Andria Saia,
Executive Director



Marketing Success

Internship Program Provides a Springboard to a Career

By **Lauren Gross,** *Marketing and Communication Specialist*

Imagine a first-time movie director winning an Oscar or a newly created NHL expansion team winning the Stanley Cup during its first season. For the Marketing & Communications Department, our first intern program experience was like a Stanley Cup win. Our goal is to give students real-world experience and prepare them for a career in their chosen field. One of our interns did exactly that, as he was hired for a full-time position at Susquehanna Township School District following his internship with us.

In 2022, the CAIU started a digital marketing internship for students in Dauphin County Technical School and Cumberland-Perry Area Career & Technical School. The first year, we had one student from each school.

Daniel Malinich, a Cumberland Valley and Cumberland-Perry CTC Class of 2024 student, started with the CAIU in November 2022. In September 2023, he was contracted to Susquehanna Township School District through the IU and in June 2024, he was hired full-time at Susquehanna Township.

"My shop teacher, Mr. (Joshua) Ash, told me about the opportunity at the CAIU," Malinich said. As a senior at CV, he only had one academic course to take to fulfill his graduation requirements and he was looking for something to fill his mandatory co-op shop hours. ***"Because I only had the one class, and the co-op requirement of a once-a-month Monday morning meeting, I was able to be at the CAIU almost full-time,"*** Malinich said.

He arrived at a great time since our Marketing team had multiple on-going projects; Daniel jumped right in and hit the ground running. ***"When I started, I was working on Monte Carlo Night graphics and collateral and working with Ron Sims (Assistant Director of Technology Services) on SharePoint,"*** Malinich recalled.

Collaborating with Daniel was a real pleasure. His vibrant personality and eagerness to help, made our transition from our old intranet site to our new SharePoint site "Connect" not just successful, but enjoyable. Daniel's assistance providing recommendations, editing pages, and training end users during the SharePoint rollout was invaluable. His level of involvement made us question, if he really was an intern. I'm excited to see what Daniel accomplishes in the future! *- Ron Sims, Assistant Director of Technology Services*

In 2022, the CAIU migrated its intranet to SharePoint, and Malinich's skills in both website management and graphic design were invaluable to the Marketing Department. Within weeks of his arrival, he was the main contact from the Marketing Department to the Technology Services Department for graphics, brand guidelines, and more.

"I like the variety of work," Malinich said. ***"I liked that I wasn't just doing one thing. I did the intranet, I did branding, I did logo design, I did social media graphics."***

Daniel was responsible for the logo design for Compass, a program at the CAIU that provides culturally and linguistically responsive services that promote multilingual family and student engagement. He worked with Lisa Klingler (Program Supervisor) and Sally Lopez (ESL Consultant) to create a design that accurately captured what they envisioned for the program. That logo now appears on all of Compass's marketing materials, including a large poster in the main lobby of the CAIU building in Enola.

He also worked with Holly Brzycki, CAOLA Supervisor, to design a 15th anniversary logo for CAOLA's celebration of 15 years of being a leader in online education.

One thing he wishes he had more experience with at the CAIU before taking the job at Susquehanna Township? ***"I wish I did FinalSite here. I do so much FinalSite now,"*** he said. FinalSite is the host of the CAIU's website and is a popular choice for school districts.

One skill he learned at the CAIU that he uses daily at Susquehanna Township is bulk photo editing. Malinich had expressed an interest in photography during his interview with the CAIU, so the Marketing Department gave him many opportunities to take photos. ***"Having the chance to photograph so many events, I really learned what captures events well and how to use photos to tell the story,"*** Malinich said.

At Susquehanna Township, he works directly with all the building administrators, but reports directly to Superintendent, Dr. Tamara Willis. ***"Daniel's marketing expertise, developed at the tech school and refined at the IU, brought a much-needed fresh perspective to our district's strategy. He quickly acclimated to our team, drawing on his extensive experience with diverse individuals and organizations at the IU. We are delighted to have him join our team full-time,"*** Willis said.

At Susquehanna Township, he's responsible for social media management, content creation, collateral creation (printed materials such as flyers, pamphlets, note cards, etc.) and anything else that the school needs. He covers all digital marketing, most communications, and everything to do with athletics. ***"My job is to help Susquehanna Township present its best self to the world,"*** Malinich said.

"This internship really created a lot of opportunities for me, especially coming right out of high school when for so many places, a four-year degree is the norm," Malinich said. His advice to other high school students would be, ***"Get as much experiences as possible in the real world. It's really beneficial. Real world experience helps you mature and helps your development."*** A lot of people at Susquehanna Township have thought he's older than he is because of his maturity and work ethic.

"Daniel was an intern that stood out," said CAIU Executive Director Dr. Andria Saia. ***"His social abilities, his graphic and technical abilities, and his ability to get along with and talk to adults is rare for a high school student. He was greatly missed when his internship ended but we are so happy for his success, and we're delighted that his skills are now being used to Susquehanna Township's benefit."***

In addition to his full-time role at Susquehanna Township, Malinich is pursuing an online bachelor's degree in Marketing with a concentration in Digital Marketing from Louisiana State University. It's an accelerated course of study, so he will be taking 12 seven-week-long courses per year to finish in 10 semesters.

> ***Daniel is a true success story! His journey highlights two critical catalysts to his achievements: the value of partnership and his drive to maximize every opportunity he has earned. At the CAIU, we take pride in our collaboration with the region's school districts and career and technical centers. Without the strong partnership between CAIU, the career and technical centers, and member school districts, this opportunity might not have existed. We are incredibly proud of Daniel and hope his story inspires others to forge their own path to success!***
>
> *- Dr. Kevin Roberts,*
> *Assistant Executive Director*

Translating Core Values into Actionable Plans

By **Dr. Kevin Roberts,** *Assistant Executive Director*

Achieving excellence in education hinges on translating core values into actionable plans. This past year, the CAIU engaged it's Leadership Team, comprised of forty leaders from across the organization, to undertake a comprehensive organizational evaluation known as a Capacity Audit. This rigorous analysis assessed the CAIU's strengths and identified areas for growth, aligning our efforts with our overarching vision and mission.

This Capacity Audit was conducted around ten capacity standards including:

1. Developing a shared understanding of the need for change
2. Developing shared beliefs and vision
3. Developing a focus on students and on the quality of work provided to students
4. Developing structures for participatory leadership
5. Developing structures for results-oriented decision-making
6. Developing structures for continuity
7. Providing ongoing support
8. Fostering innovation and flexibility
9. Employing technology
10. Fostering collaboration

The collaborative process yielded valuable insights into the CAIU's strengths and areas needing improvement. To achieve our vision and maintain our role as a trusted partner, the CAIU is dedicated to solidifying our organizational strengths and addressing identified areas of improvement through a strategic plan and clear organizational goals. As Pablo Picasso stated in his quote, success hinges on believing fervently in our plan and taking decisive action.

In response to the insights gleaned from our thorough analysis, the CAIU Leadership Team has updated our Strategic Plan and established three key organizational goals. Furthermore, strategic priorities have been identified to specifically target the strengths and areas for improvement associated with each goal. Below, these organizational goals are outlined along with a preview of selected strategies that the CAIU will prioritize in the upcoming academic year.

Organizational Goal #1: The CAIU will make it easier to do business with us – with a focus on internal and external improvement.

The first organizational goal centers on enhancing the accessibility of the CAIU's services for all stakeholders, whether internal staff or external partners. This goal remains crucial to our overarching vision, aiming to streamline processes and improve engagement across the board. Over the coming year, we are committed to advancing this objective and addressing specific strengths and areas for improvement identified in our capacity audit. A key area of focus involves refining our feedback mechanisms by clearly defining processes, implementing effective tools, and establishing timelines for gathering input from both internal teams and external collaborators. By actively listening to and acting upon this feedback, we aim to foster an environment where interactions with the CAIU are consistently efficient and productive.

Organizational Goal #2: The CAIU will improve staffing by creating internal processes that improve retention, recruitment, and recognition.

In today's challenging employment landscape,

recruiting, hiring, and retaining quality employees pose significant hurdles for organizations across various sectors. Staffing shortages are increasingly prevalent in a fiercely competitive job market, presenting a pervasive issue that affects all organizations. Our success hinges not only on attracting skilled candidates to fill vacancies but also on nurturing and retaining our dedicated and impactful team members. Consequently, a primary organizational objective for the CAIU remains enhancing our staffing efforts through bolstered retention, recruitment, and recognition initiatives.

Throughout this year, the CAIU will maintain a sharp focus on collaboratively refining and implementing strategies in key areas such as recognition, comprehensive professional learning, induction, comprehensive mentoring, recruiting, and onboarding. We firmly believe that strengthening these facets will catalyze positive trends in employee retention, recruitment, and recognition, ensuring our organization continues to thrive and excel in its mission.

Organizational Goal #3: The CAIU will foster a culture of dignity and belonging through a framework of workplace wellbeing.

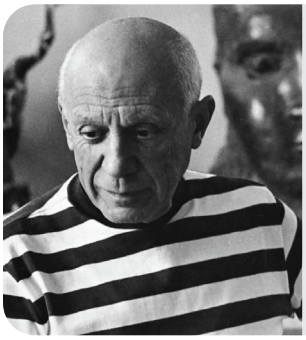
Creating a culture that upholds dignity and fosters a profound sense of belonging forms the cornerstone of all our organizational pursuits. Without this foundational culture, our efforts in recruitment, retention, and operational efficiency would falter, hindering the CAIU's ability to effectively engage with its stakeholders. While cultivating such a culture may seem straightforward, it presents significant challenges in practice.

To fortify our commitment this year, the CAIU will utilize the U.S. Surgeon General's Framework for Workplace Mental Health & Wellbeing. This framework not only provides a structured approach for nurturing these critical aspects but also offers invaluable resources to support our initiatives. By embracing this framework, we aim to create an environment where every individual feels respected, valued, and empowered, thereby enriching our organizational fabric and reinforcing our mission to serve the community effectively.

In the upcoming weeks, the CAIU will embark on a significant phase as we shift from revising our Strategic Plan to actively implementing its goals, strategies, and detailed action steps. This transition marks a pivotal moment as we prepare to enter a new academic year with renewed focus and commitment.

As we embark on this journey, I stand alongside the dedicated staff of the Capital Area Intermediate Unit with great pride. Every day, their unwavering dedication and passion positively impact countless lives within our community. It is through their efforts that our vision transforms into reality.

Pablo Picasso aptly noted that true success lies not just in planning, but in vigorous action. As we propel our Strategic Plan forward, it is clear that taking decisive steps towards our goals is essential. With collective determination and steadfast dedication, we are poised to achieve meaningful outcomes and further strengthen our role as an influential educational leader in the region.



"Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success." *– Pablo Picasso*

ThoughtExchange

Share

Star

Discover

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

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

How would you best describe the core business of the Capital Area Intermediate Unit?

Submit an Answer

Situational Awareness

Points2Ponder

As we enjoy the summer months, ***we can't afford to let our situational awareness waiver***.

How am I applying situational awareness as I combat summer environmental hazards?

- *Do I know the signs of heat stress or exhaustion?*
- *Am I intentional about remaining sufficiently hydrated? Do I know the signs of dehydration?*
- *Am I intentional in my use of sunscreen/sunblock? Is what I use sufficient to protect me from harmful UV rays?*
- *Do I know what my pet(s) need to stay safe in extreme heat?*
- *Do I take preventative measures to protect myself from ticks, mosquitoes, fleas, wasps, hornets, bees and other pesky insects?*
- *Can I identify potentially problematic plants like poison oak, poison sumac, poison hemlock, poison ivy, etc.?*
- *Do I keep a First Aid kit nearby stocked with items for use in response to any of the above?*
- *Am I prepared when summer severe weather conditions occur such as heavy rain, lightening, high winds or tornadoes?*

CAIU Employees!
REFER A FRIEND

AND WE'LL PAY YOU $250*

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

CLICK HERE FOR DETAILS

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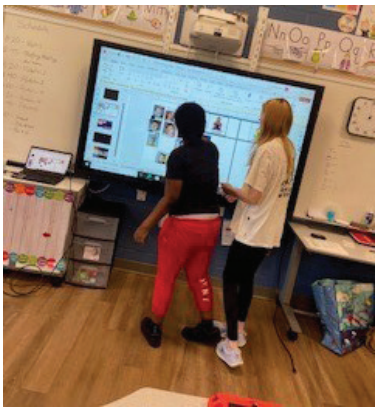
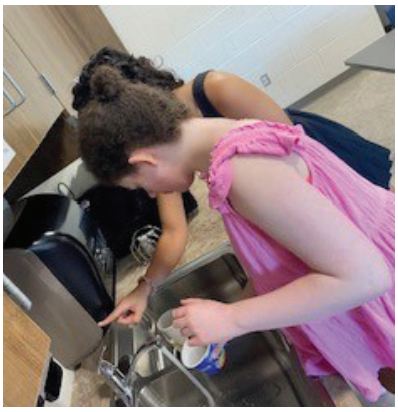
Mission Moments


Extended School Year (ESY) Program

The Extended School Year (ESY) program is off to a fantastic start, with CAIU classrooms coming together across three locations to provide an enriching experience for students. Our dedicated ESY coordinators—Cady Harman, Dina Roseberry, Karen Williams, and Taylor Amato—have invested significant time and energy to ensure both staff and students feel fully supported.

Our exceptional staff are committed to crafting fun and engaging activities while diligently working on Individualized Education Program (IEP) goals. From Mr. Music visiting each location to water days and outdoor fun, our students are enjoying a variety of exciting experiences. This summer, the CAIU team has gone above and beyond to create a dynamic and supportive learning environment.

CAIU Fall Fest

Save the date for the fourth annual CAIU Fall Fest! This family-focused event features inflatable activities, games, a petting zoo, and more! The event is open to children of all ages.

For CAIU employees, volunteer hours will be available—more details coming soon!

Saturday, Oct. 26, 11 a.m. to 2 p.m. *Rain or Shine*
55 Miller Street, Enola, PA 17025

Training and events



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

All events and conference offerings are available in the Frontline Registration System.

Check out our Events & Conference page often to see what opportunities are available to you!

Here are some of our upcoming trainings:

7/26-8/26/2024 - The First Days of School: How to Be an Effective Teacher (CPE Course)
Audience: Educator's Pre K-12

7/30/2024 - Igniting Inquiry: Phenomena and Innovative Science Strategies
Audience: Science educators K-12, administrators, curriculum leaders

7/31/2024 - Navigating the Future: STEELS Elementary
Audience: Elementary Science teachers, administrators, curriculum leaders

8/5/2024 - High Impact Strategies (Virtual)
Audience: Students who are preparing to student teach

8/6/2024 - Thinking Bigger Pilot Training
Audience: 4th grade science teachers, science curriculum advisors, instructional coaches

8/12/2024 - UDL Walk in the Park (Adams Ricci Park, Enola PA)
Audience: School Teams including School Administrators, Directors, Coaches, Teachers, Counselors, support staff and anyone who would like to learn more about Universal Design for Learning

8/15/2024 - Asynchronous Course Assisting Students Struggling with Math (WWC Guide)
Audience: K-5 classroom teachers, math coaches or interventionists, special education teachers

SAVE the DATE





Opportunities to do good

CAIU staff are encouraged to give back to the community by participating in a **CAIU Service Project**. These service projects must be completed between January 12, 2024, and Friday January 17, 2025, to count towards hours off on January 17, 2025. Click **HERE** for CAIU Service Project Process and Forms.

CAIU SERVICE PROJECT
2024 Harrisburg Out of the Darkness Walk (October 5, 2024)
Audience: CAIU Staff
SIGN UP HERE

CAIU SERVICE PROJECT
Harrisburg Animal Rescue Team (HART) CatoberFest Fundraiser (October 19, 2024)
Audience: CAIU Staff
SIGN UP HERE

Welcome New Hires!

ibelong @caiu



Nicole Ail is an Occupational Therapist at the Enola office. She is learning how to play the piano.



Hillary Forsythe is a Physical Therapist at the Enola office. She loves Harry Potter and has 3 pets named after characters (Dobby, Lily, and Luna).



Desarae Haskins is an Administrative Services Representative at the Enola office. She loves animals.



Chad Skelly is an Accountant at the Enola office. He enjoys riding his bike.

YOU'RE *one of* US NOW

Farewell Retirees!

Patricia Chasteen is retiring after more than 25 years of service!

Patricia Cole is retiring after more than 5 years of service!

Catherine Costello is retiring after more than 21 years of service!

Virginia Jones is retiring after more than 26 years of service!

Deborah Kipe is retiring after more than 30 years of service!

Marie Muskey is retiring after more than 35 years of service!

Annette Nebel is retiring after more than 20 years of service!

Brian Stambaugh is retiring after more than 6 years of service!

Jennifer Sudbury is retiring after more than 10 years of service!

YOU WILL BE *missed*

Compliment Corner!

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

INNOVATION

Sherisa Nailor, *Supervisor for Special Projects*

Sherisa has been with us since January. She has taken on a few special projects already in progress, and some that she is bringing to us. Her work with Phoenix Contact and the Thinking Bigger project is really starting to take form, and school district leaders and business partners are impressed with the innovation that has been done thus far with her directly and her team members. This partnership and the new partnerships she is creating through this project are showing to be very successful and something that our regional school districts are incredibly interested in.

- Maria Hoover, Director of Educational Services

CHAMPIONS for Children

28TH ANNUAL Golf Tournament

WHEN: Thursday, Aug. 1, 2024
Check-in at 11:00am; Event starts at 12:00pm

WHERE: Cumberland Golf Club
2395 Ritner Highway Carlisle PA 17015

COST: $85/player *(includes lunch, greens fee, cart, golf swag, refreshments, dinner, and other prizes)*

Questions? Contact Daren Moran at dmoran@caiu.org

Scan QR code to register and learn more!

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