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Derry Township School District
Board of Directors Meeting
February 10, 2025
Board of Directors Room 7:00 p.m.
Summary Minutes - XIV

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:01 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

Student Board Representatives in Attendance: Chloe Maitrejean, and Tulsi Patel

Solicitor: Leigh Dalton

Staff/Public in Attendance In-Person: Anthony Colestock, Miriam Collins, Tina Collins, John Eck, Robert Hamera, Sarah Harmer, Abreham Kittel, Sarah Lamaster, Anastasia Milunic, Matthew Milunic, Michael Milunic, Jared Nicholson, Louise Olszewski, Louis Paioletti, Aaron Shuman, and Laura Wade

Staff/Public in Attendance Virtually: Omaima Ali, Lisa Balanda, Paige Dalto, Richard Gamble, Scott Harman, Jasmine Lafton-Clayton, Kelly Lombel, Stacey Milunic, Angela Mullen, and Carol Pitts

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 Mr. Rizzo the board agenda for this evening's meeting was approved.

Vote Results

Yea: 8 Joshua Cysyk, Tracey E. Royo, Robert Bennett, Lindsay Drew, Stewart McCarver,

Jennifer Renz, Michael Rizzo, Honesta Romberger

Nay: 0
Abstain: 0
Not Cast: 1 Ericka Schmidt

2. INFORMATIONAL AND PROPOSALS

2.a. Students of the Month Recognition

Minutes

Miss Wade introduced students of the month, Louise Olszewski and Matthew Milunic, both thanked the School Board for their recognition and shared some information about themselves.

2.b. Dauphin County Chapter PA Association of School Retirees - Education Grant Presentation

Minutes

Mr. Hamera, the Education Grant Chair of the Dauphin County Association of School Retirees, presented a check to Mrs. Collins to go to the Random Acts of Kindness Club that Mrs. Collins advises.

2.c. Crabtree, Rohrbaugh, & Associates Elementary School Presentation

Minutes

Mr. Colestock from Crabtree, Rohrbaugh, & Associates gave a presentation on the Elementary School project.

2.d. President Communications

Minutes

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

- Matters of Personnel

2.e. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers, attending either in person or virtually, to address the Board on matters related to the agenda. Those wishing to speak on matters not related to the agenda, an additional public comment period will be provided later in the meeting.

Each speaker is permitted up to 5 minutes of speaking time during each one of the public comment periods in order to provide other residents with an opportunity to speak. When necessary, the Board may set a maximum time for public comment. As a reminder, all public comments are part of the meeting's public record and minutes.

If attending in person, complete and turn in to Board Secretary, Mrs. Agee, a registration form located on the sign-in table. When your name is announced, come to the microphone. If attending online, you must have registered individually with your full name and address. To be recognized, raise your virtual hand. For all speakers, once you are recognized, it is only necessary that you identify yourself by providing your full name.

Minutes

There were no citizens requesting recognition by the board.

2.f. Community Correspondence Report

Minutes

Ms. Harmer reported that there was a total of 2 submissions during the month of January.

2.g. Standing Committee Meeting Report

Minutes

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

- Mrs. Royo - was re-elected as chair
- 2024 data for PSSA's Keystone exams and graduation pathways presentation
- textbooks for the 11th grade, Civics and AP World History were approved to come to the full board for approval

Dr. Cysyk gave a report on the Policy Meeting that met prior to this evening's meeting and discussed the following:

- Dr. Cysyk - was re-elected as chair
- approved quite a few policies for board approval and 30 day review
- we are going to hold off for a discussion with a solicitor on opioid antagonists and some medication policies
- approved many of the 200 series policies for full board approval and 30 day review
- made changes based on legal moves for the organization and employee board resolution
- decided to revert policy 103 and 104 on some protections under Title IX back to the 2020 approved versions

2.h. Student Representatives' Report

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

Minutes

Chloe Maitrejean and Tulsi Patel gave a report that included the following:

- HHS's student council is hosting a spirit week to ramp up the excitement this winter season
- This past Wednesday, 3 student-athletes, CJ Clayton, Grace O'Connor, and Liam Sontheimer, participated in Signing Day to continue their athletic and academic careers
- The Trojans have found lots of success as the playoffs for winter sports begin; Fiona Harryman placed 6th at districts for girls diving, and Bryce Hammell and Ryan MacPhee took first and second place at men's diving
- Men's swimming placed 4th overall at districts, with juniors Gavin Tran and Luke Tinsley earning medals. Girl's swimming placed 3rd overall, with sophomores Avery Kesterson and Luna Golden earning medals
- Boys' basketball dominated against East Penn last Friday night, and their first district playoff game is February 18
- Girls' basketball finished out their season this past week with the best record since their 2022 season
- Girls' competition cheer competed at Disney this past weekend
- Last week, our Elementary School Career Day was a huge success with over 60 community members visiting to share their careers. From healthcare and engineering to law enforcement and the arts, students had the opportunity to explore a variety of professions and ask engaging questions.
- We also celebrated National School Counseling Week! We thank our amazing counselors for being dedicated professionals who are committed to the academic and personal success of our students.
- This past Thursday, we had our first flexible instructional day due to the weather. Students joined teachers on zoom to participate in class for the day.
- We hit a major milestone, last week — our 100th day of school! While the official day was on a virtual learning day, our youngest learners made sure to celebrate in person on Friday.

2.i. **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 February 10, 2025, Board of Directors Summary Minutes
- Staff Development/Conferences:
    - Laura Alexander - PLC at Work Institute
    - Crystal Paulkovitch - PLC at Work Institute
- The Meadows Psychiatric Center Letter of Agreement
- Addendum to Extend Agreement with ESS Northeast, LLC
- Audit Presentation and Approval

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

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

4.b. Request for the Use of School Facilities

The Administration recommends the approval of the following Requests for the Use of School Facilities.:

Group:	**ALS United Mid-Atlantic**
Date/Time:	Saturday, June 7, 2025, 8:00 a.m. - 3:00 p.m.
Requested Facility:	Front of Middle School (outside under canopy), Middle & Elementary School Parking Lots (front and side
Event:	Hershey ALS United Walk
Fee:	Custodian Fee: $46.03 per hour, per custodian approximately $368.24

4.c. Announcement of Staff Development Conferences

Staff Member:	**Tracie Dawson**
Conference:	Caring for Pennsylvania's Future Conference
Location:	State College, PA
Dates:	March 21 - 23, 2025

4.d. Course Revision: Money Management Course

Proposal: Revision of the high school Money Management Course to reflect the updated standards for Personal Financial Literacy.

4.e. AssetSonar
The Administration recommends the approval of the AssetSonar subscription, a one-year agreement providing comprehensive asset management solutions to track, manage, and optimize the district's technology and equipment inventory.

4.f. GoSports Turf
The Administration recommends the approval of the GoSports Turf estimate to bring the baseball field back to a safe playing surface by reducing the grass lip at the edge of the outfield and infield and leveling the infield by spreading Diamond Tex, which will assist with better draining.

4.g. Innovative Coach
The Administration recommends the approval of the Innovative Coach agreement to provide charter bussing for the junior class trip.

4.h. Mixed Impressions DJs
The Administration recommends the approval of the Mixed Impressions DJs agreement to DJ services for the Senior Prom.

4.i. Nature's Way Nursery
The Administration recommends the approval of the Nature's Way Nursery agreement for library plant maintenance.

4.j. Premier #1 Limousine Service
The Administration recommends the approval of the Premier #1 Limousine Service agreement for charter bus services for the Model Un field trip.

4.k. RJ McCarville
The Administration recommends the approval of the RJ McCarville proposal for middle and high school gym bleacher inspections.

4.l. Turf Track & Court
The Administration recommends the approval of the Turf Track & Court Service Contract for field maintenance services on the district's synthetic turf fields.

5. NEW BUSINESS

5.a. 2025-2026 Calendar
The Administration recommends the approval of the proposed 2025-2026 school calendar.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the 2025-2026 Derry

Township School District calendar was approved.

Vote Results

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

5.b. Fund Balance Commitment

The Administration recommends the approval to commit fund balance for the year-end June 30, 2024:

- $2,000,000 Health Benefits
- $500,000 Retirement Stabilization
- $10,600,000 Capital Projects
- $6,005,838 Unassigned

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Fund Balance Commitments for the Year-end June 30, 2024, were approved.

Vote Results

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

5.c. Affiliation Agreement - Millersville University

The Administration recommends the Board approve the affiliation agreement with Derry Township School District and the Millersville University effective February 10, 2025.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the affiliation agreement between Derry Township School District and Millersville University effective February 10, 2025, was approved.

Vote Results

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

5.d. Compensation for Elected Tax Collector Resolution

The Administration recommends the approval of the attached Resolution establishing the compensation for the elected tax collector.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Resolution for Compensation of Elected Tax Collector was approved.

Vote Results

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

5.e. Acceptance of Gift - Simply Southern

The Administration recommends accepting the following gift:

Donated by:	Simply Southern
Item:	129 roll totes
Value:	$2,322

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Simply Southern roll totes gift was accepted.

Vote Results

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

5.f. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Professional Staff:

Anderson, Kelli
Early Intervention Specialist
Early Childhood Center
Reason: Retirement
Effective: 07/15/2025

Averill, Kimberli
Grade 1 Teacher

Early Childhood Center
Reason: Retirement
Effective: At the end of the 2024-25 school year

Dreher, Jeanine
Grade 1 Teacher
Early Childhood Center
Reason: Retirement
Effective: At the end of the 2024-25 school year

Gabriele, John
Music Teacher
Middle School
Reason: Retirement
Effective: At the end of the 2024-25 school year

Stover, Kevin
Technology Education Teacher
Middle School
Reason: Retirement
Effective: 12/31/2025

Witwer, Melody
Special Education Teacher
High School
Reason: Retirement
Effective: At the end of the 2024-25 school year

Classified Staff:

Alley, Linda
Paraprofessional
Middle School
Reason: Personal
Effective: 02/12/2025

Minutes

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

Vote Results

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

5.g. **Personnel - General**
1. The Administration recommends the approval of the following appointments and recognition of the following transfers:

Classified Staff:

Brittain, Joseph
Substitute Cafeteria/Recess Aide
District-wide
Hours as needed
Salary: $15.00 per hour
Effective: 02/11/2025

Egun, Grace (replacing Marsha Emery)
Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: $18.35 per hour
Effective: 02/11/2025

Transfer of Classified Staff:

Hernandez, Cheryl* (replacing Gary Yaremchak)
From: Custodian (2nd shift)
Elementary School
To: Custodian (2nd shift)
High School
Full-time, 8.0 hours
Salary: $19.85 per hour
Effective: 02/10/2025 (retroactive)

O'Brien, William*
From: Bus Driver
Transportation
Level A, 5.5 hours per day
Salary: $22.53 per hour
To: Substitute Bus Driver
Transportation
Hours as needed
Salary: $20.98 per hour
Effective: 02/05/2025 (retroactive)

Yaremchak, Gary* (replacing Cheryl Hernandez)
From: Custodian (2nd shift)
High School
To: Custodian (2nd shift)

Elementary School
Full-time, 8.0 hours
Salary: $20.71 per hour
Effective: 02/10/2025 (retroactive)

Limited Service Contract:

Buterbaugh, Brandon*
Musical Producer - H.S.
Group F, Step 7
Salary: $3,193
Effective: 02/11/2025

Martin, Nicholas
Assistant Coach - H.S. - Volleyball - Boys
Group F, Step 8
Salary: $3,352
Effective: 02/11/2025

Yentsch, Joshua*
Musical Stage Director - H.S. (.5 LSC)
Group G, Step 11
Salary: $1,533
Effective: 02/11/2025

Yentsch, Joshua*
Theater Costume Coordinator - H.S. (.5 LSC)
Group I, Step 11
Salary: $766.50
Effective: 02/11/2025

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

Minutes

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

Vote Results

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

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda. Dr. Cysyk shared that they started their budget work and will possibly be available by April. There is to be no increase for Derry Township School District.

6.b. PSBA

Minutes

The PSBA report was attached to the agenda. Dr. Cysyk shared the following:

- Liaison Digest will be shared
- how to handle the executive actions on DEI (diversity, equity, and inclusion) and Title IX
- Governor Shapiro released his preliminary budget, some increases in education and special education, some reforms to cyber charter funding mechanism
- Advocacy Day on May13th
- PSBA will have a webinar on their reactions to the immigration policies on March 6th

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

A report was made by the following board members:

- Dr. Cysyk shared that the Dauphin County Band held a really fantastic concert at our school, around 40% of the students were Hershey students

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- Highlight County Band - largely represented by Hershey students, outstanding performance
- Today I had the privilege of hearing a little preview of our Mean Girls show at the Rotary Valentine's luncheon under the direction of our Band Directors Mr. Buterbaugh and Mrs. Obielecki, really sounded fantastic, highly recommend going to see it

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- Echoed comments by Dr. Cysyk and Dr. Winslow about the DCMEA County Band Festival, and expressed thanks to the students for doing an incredible job and to the music educators for all their efforts and inspiration to the students

8. RECOGNITION OF CITIZENS

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

Minutes

The following citizens were recognized by the board:

- Abreham Kittel of Senator Kim's Office spoke to being present and serving the community, being involved with the township and the school district

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:45 p.m. following a motion by Dr. Cysyk and second by Mrs. Renz.

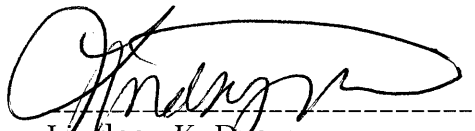
Vote Results

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

Respectfully submitted,



Michele Agee
Secretary to the Board
February 24, 2025



Lindsay K. Drew
Board President

Derry Township School District
Board Meeting
February 10, 2025

Please Sign In AND Print Your Name

Signature	*Printed Name*
Sample Signature	Sample Name Printed
Laura Wade	Laura Wade
Miriam Collins	Miriam Collins
Tina Collins	Tina Collins
Michael Milunic	Michael Milunic
Matthew Milunic	Matthew Milunic
Anastasia Milunic	Anastasia Milunic
Robert Hamera	Robert Hamera
Sarah Lamaster & Abraham Kittel	Sarah Lamaster Abraham Kittel; Sen. Kim's Office
Louis Paoletti	Louis Paoletti

February 10, 2025 School Board Virtual Attendance
Omaima Ali
Lisa Balanda
Paige Dalto
Richard Gamble
Scott Harman
Jasmine Lafton-Clayton
Kelly Lombel
Stacey Milunic
Angela Mullen

STUDENT OF THE MONTH - HERSHEY ROTARY CLUB - STUDENT ACHIEVEMENTS

Phonetic pronunciation of your name.

Math-you Mih-loon-ick (emphasis on "Math" and "loon")

Student Name *

Matthew Milunic

Parents Names *

Dr. Stacey Milunic and Mr. Michael Milunic

Phone number *

[redacted]

Home mailing address

[redacted]

Current School Activities *

Please list current school activities.

Robotics Team Captain, Marching Band Section Leader

Honors and Awards *

Please list any honors or awards you've received.

National Merit Semifinalist, Region, District, and County Band Member, AP Scholar with Distinction, and AIME (American Invitational Math Examination) Qualifier

GPA (optional)

[redacted]

Current Service Activities and Achievements *

Treasurer for Tri-M Music Honor Society, Treasurer for the Band, Visual Basic Auditing Mentor, Classroom Assistant, and NHS, SHH, and MNHS inductee.

Hobbies *

Programming, Running a coding YouTube channel, Biking, is a Roller Coaster Enthusiast

Senior Year Courses *

Wind Symphony, AP Biology, AP Spanish, AP English Literature, Discrete Math, Differential Equations

Future Plans

Name of college / university you plan to attend?

Undecided

Intended Major

Computer Science

Additional Information

This form was created inside of Derry Township School District.

Google Forms

STUDENT OF THE MONTH - HERSHEY ROTARY CLUB - STUDENT ACHIEVEMENTS

Phonetic pronunciation of your name.

Loo-eez Ol-chef-ski

Student Name *

Louise Olszewski

Parents Names *

Richard and Patricia Olszewski

Phone number *

[redacted]

Home mailing address

[redacted]

Current School Activities *

Please list current school activities.

Youth and Government (Judicial Co-President), Student Council Representative, Class Treasurer, NHS (treasurer), Mini-thon, Costume Crew for Theatre Department

Honors and Awards *

Please list any honors or awards you've received.

Member of Spanish Honor Society, Member of Math Honor Society, National Merit Commended Scholar, AP Scholar with Distinction

GPA (optional)

[redacted]

Current Service Activities and Achievements *

National Honor Society Treasurer

Hobbies *

Reading & hiking

Senior Year Courses *

AP Statistics, AP Spanish, AP Literature, Advanced Calculus, AP Chemistry, & AP Environmental Science

Future Plans

Name of college / university you plan to attend?

Unsure

Intended Major

Neuroscience

Additional Information

I will be pre-med in college, and I plan go on to become a doctor

This form was created inside of Derry Township School District.

Google Forms



Crabtree, Rohrbaugh & Associates

DERRY TOWNSHIP
SCHOOL DISTRICT

ARCHITECTURE / ENGINEERING SERVICES

February 10, 2025

AGENDA

1. Project Update
2. Schematic Design
3. Next Steps
4. Questions



Project Update

Project Status Report

PROJECT UPDATE

1. Schematic Design Floor Plan – On-going
    - Building Organization
    - Educational Program Layout
1. Civil Engineering:
    - Preliminary Grading Plan – On-going
    - Geophysical Investigation – On-going
    - Parking & Bus/Parent Drop-Off – On-going



Schematic Design

Overall Floor Plan

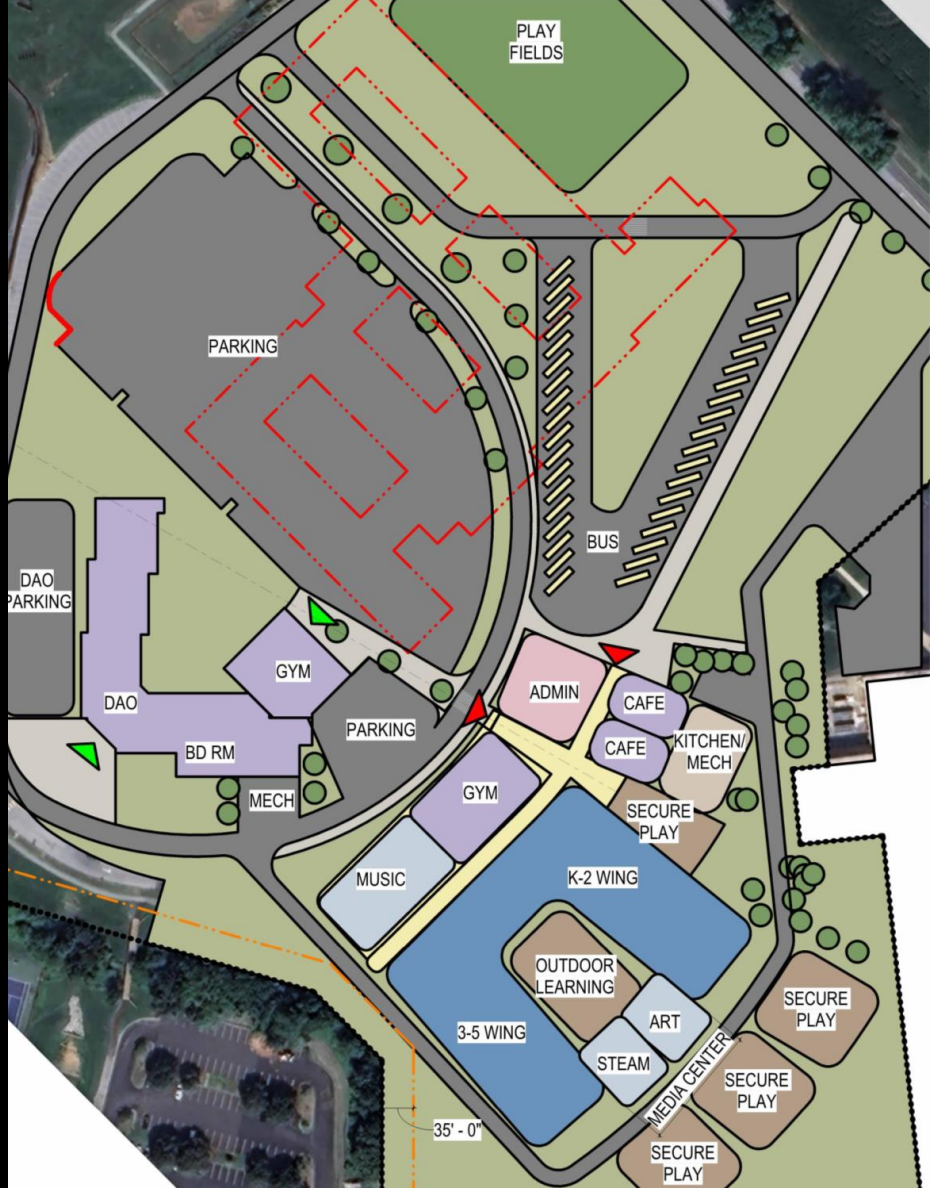
OPTION 1

Pros:

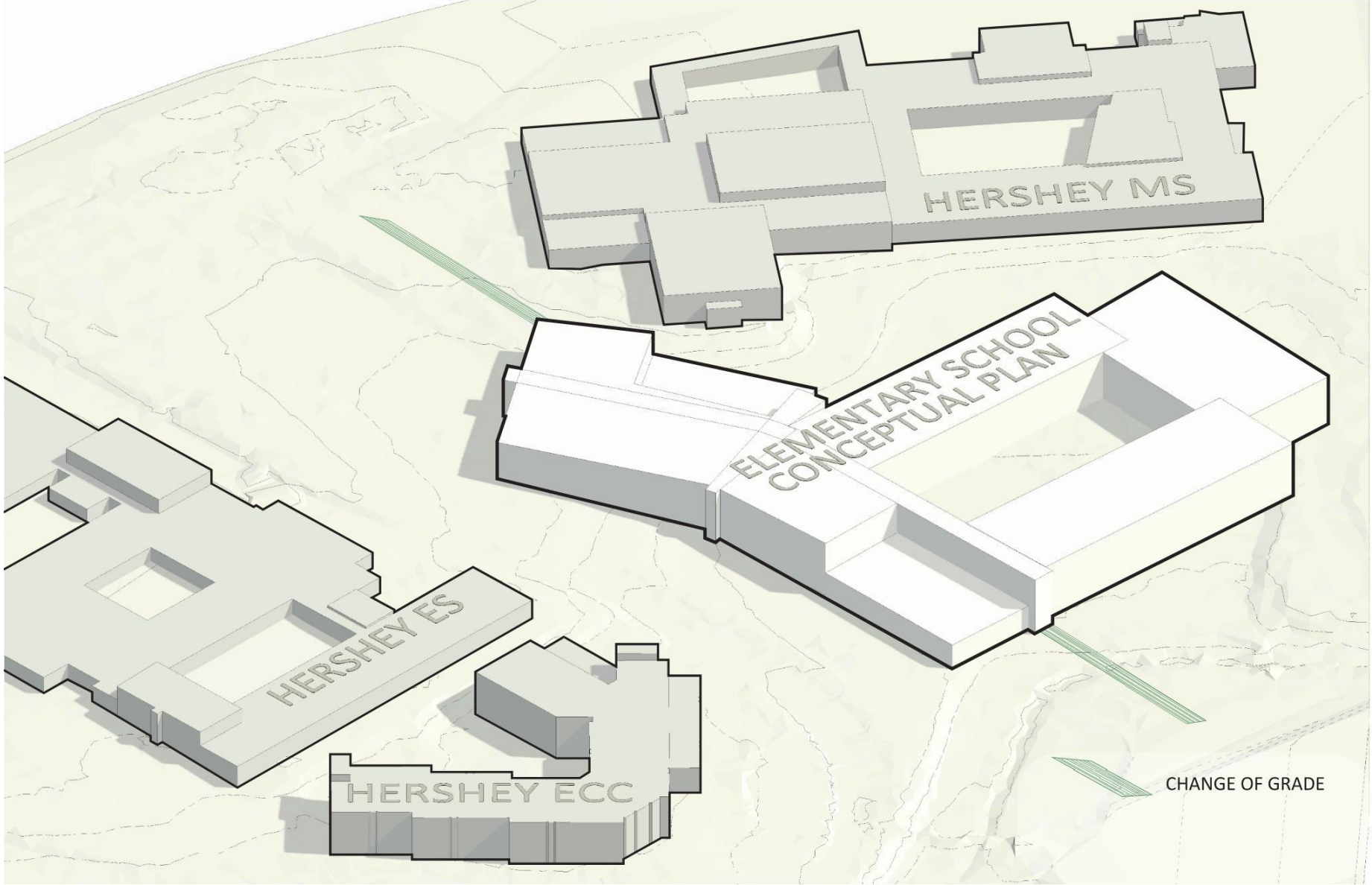
1. Limited disturbance to educational instruction during construction
2. Reuse portion of ECC as new DAO
3. Maintain existing ECC gymnasium for community use
4. Maintain ECC classroom space for future needs

Cons:

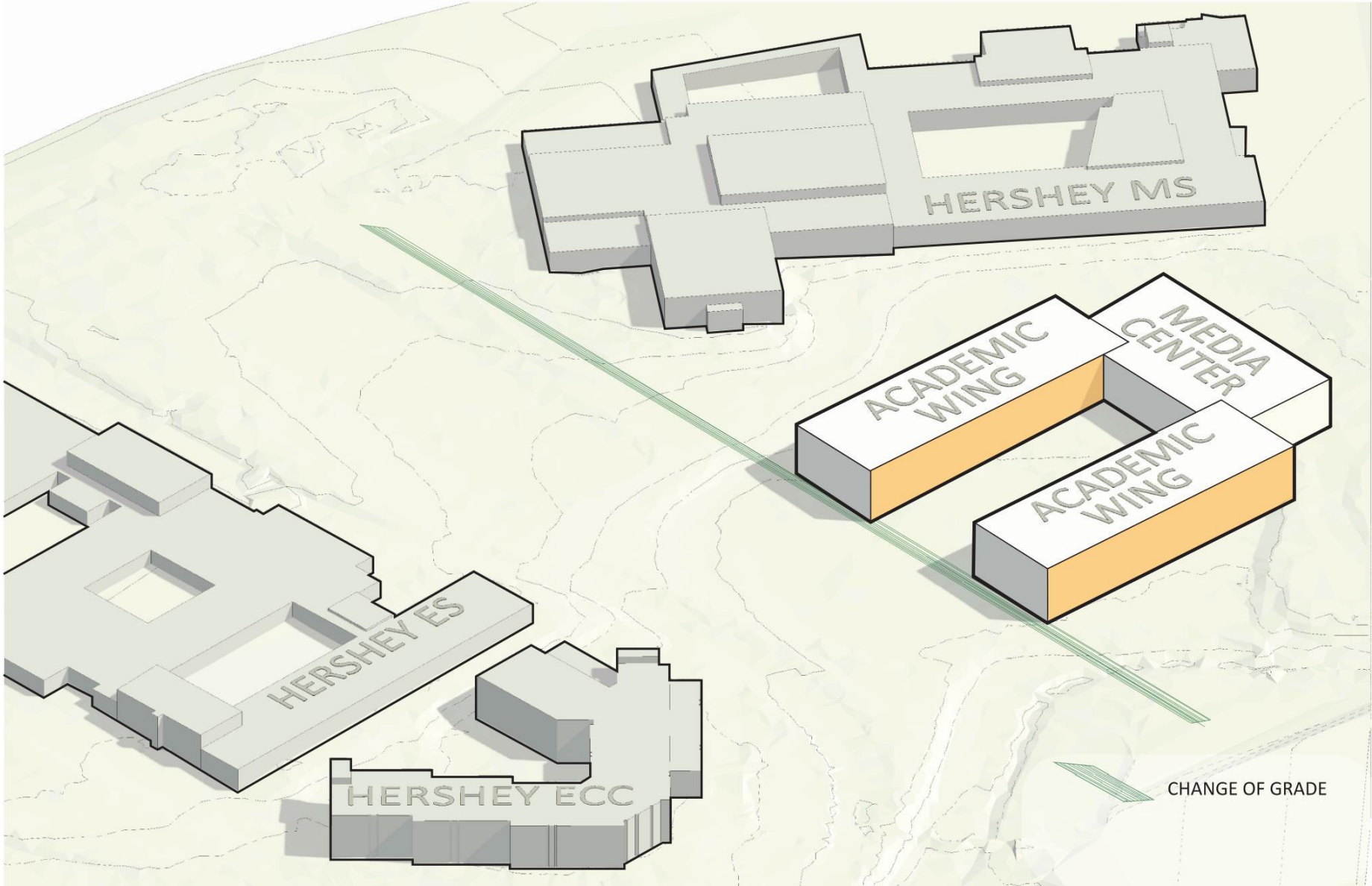
1. Close proximity to existing Middle School can limit size of new play areas and access drives around school
2. Increase of impervious area of site (impact on stormwater and parking requirements)



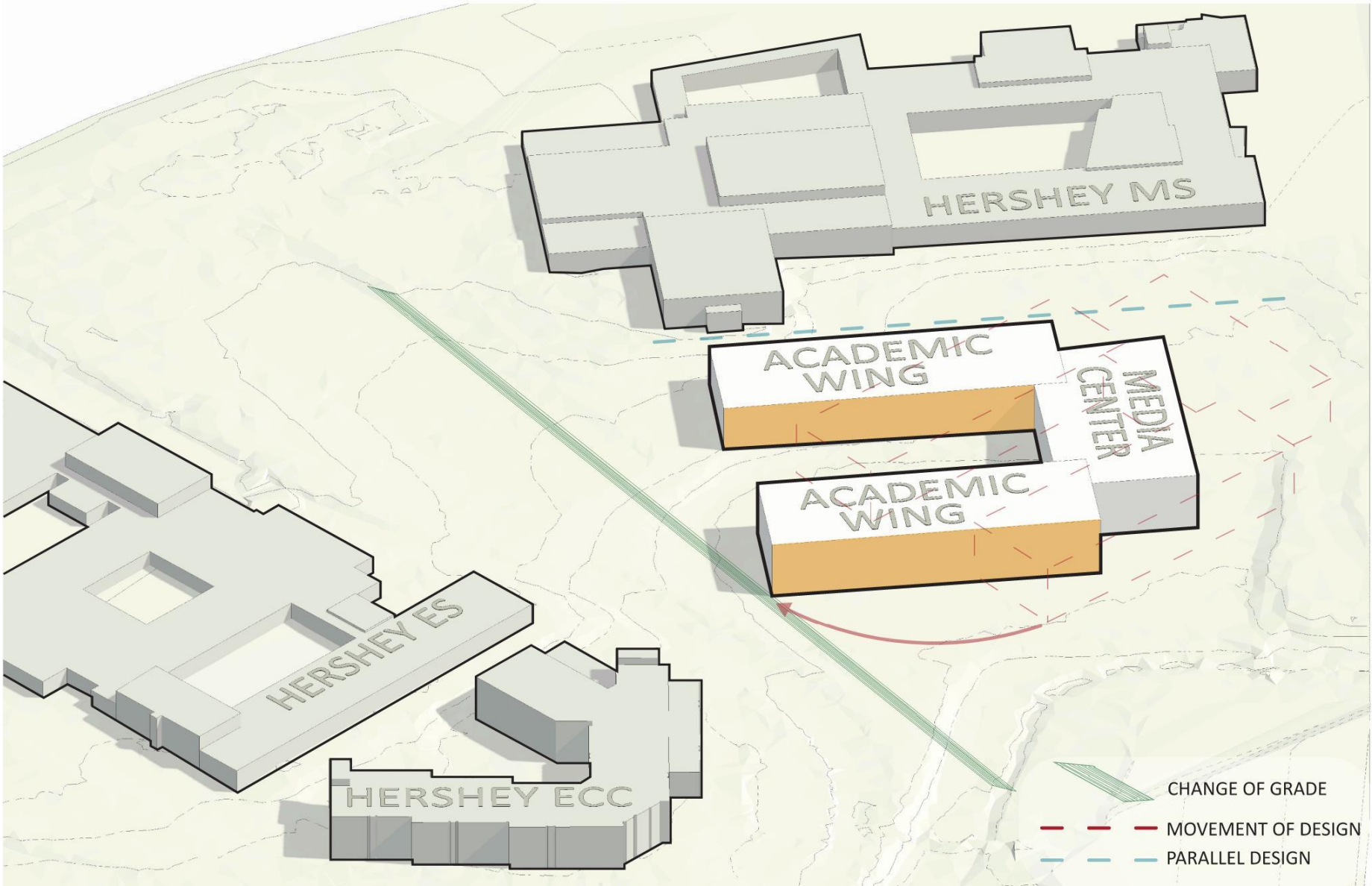
CONCEPT MASSING



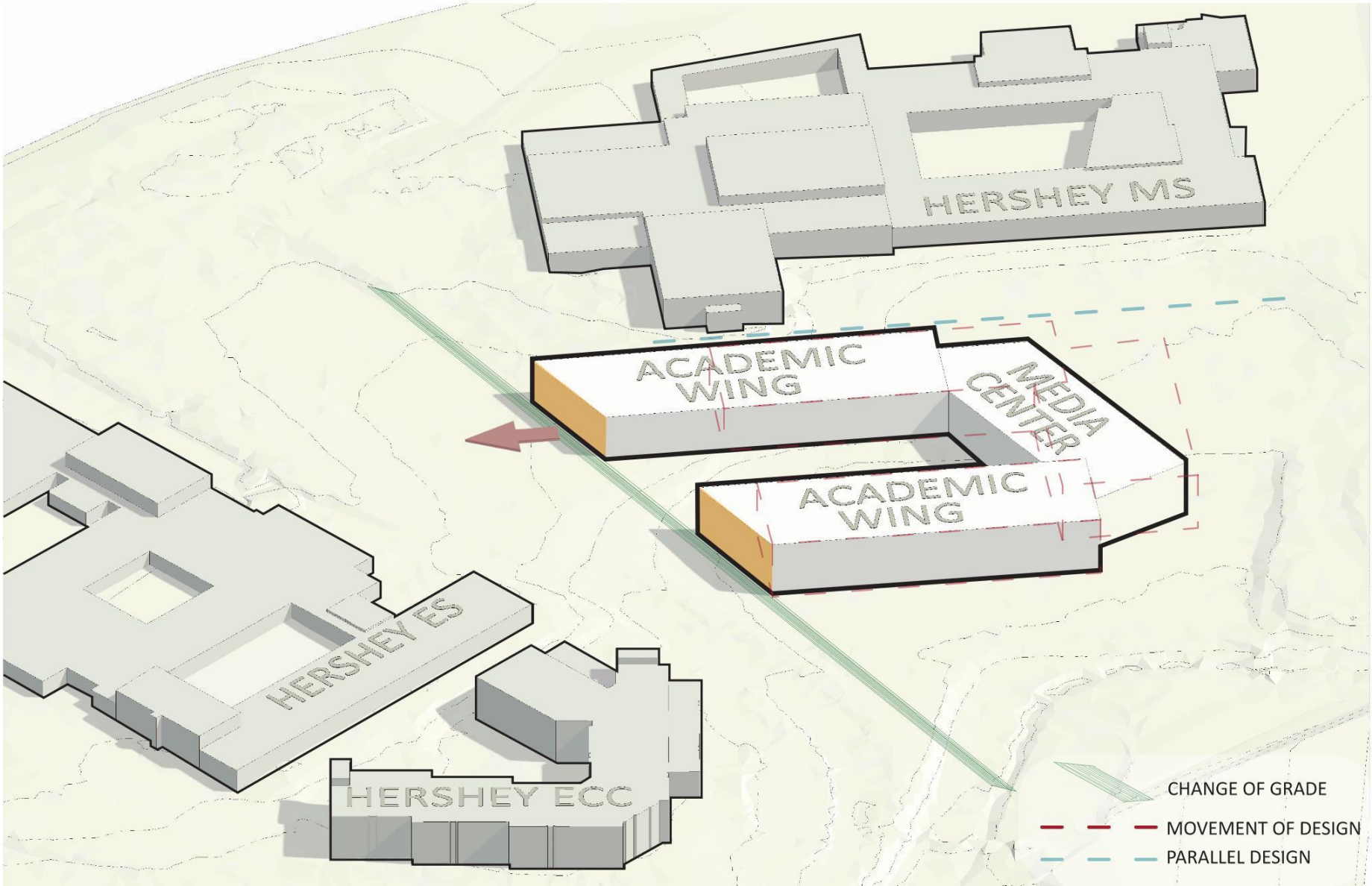
SITE GRADING



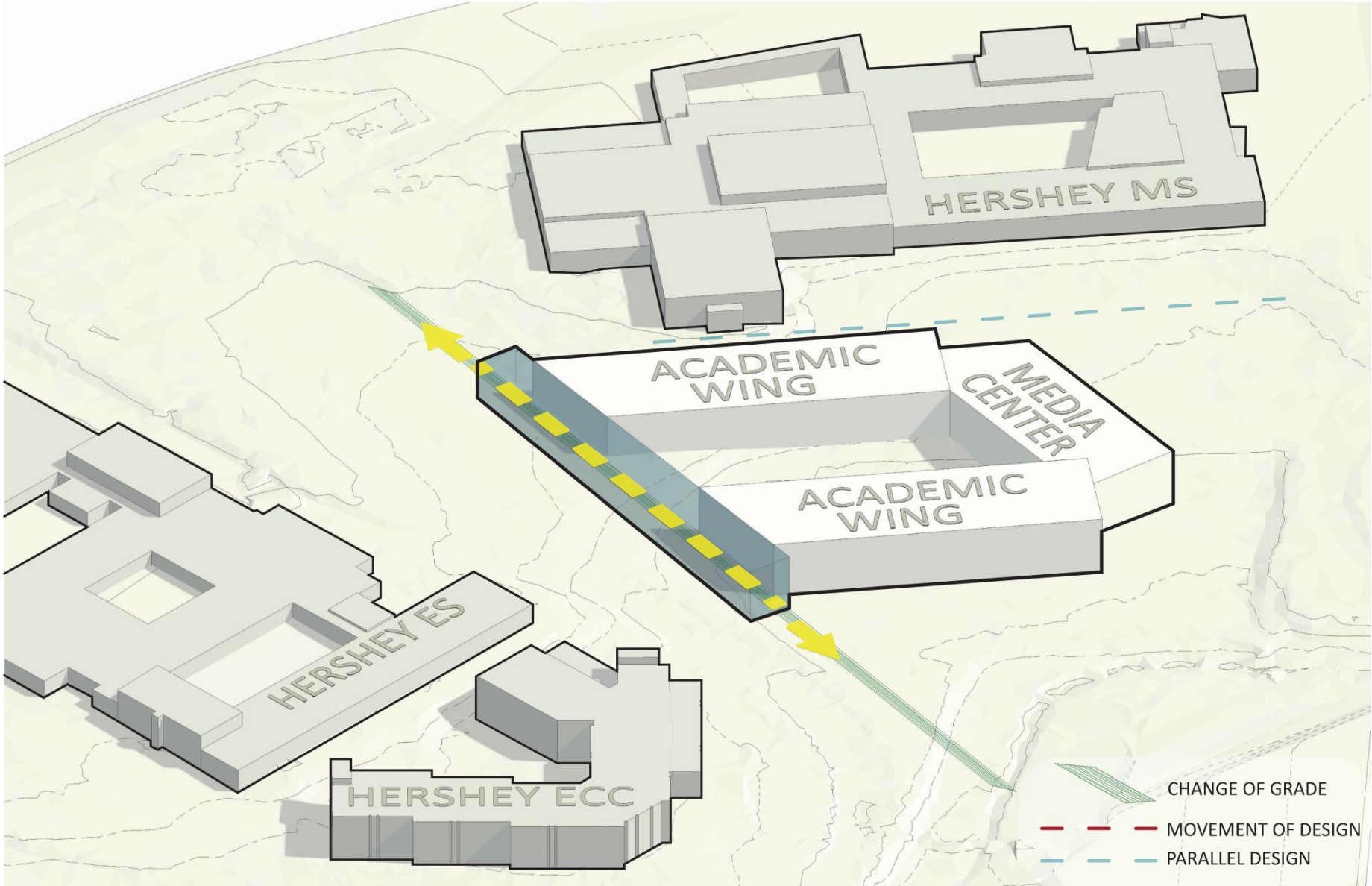
SITE GRADING



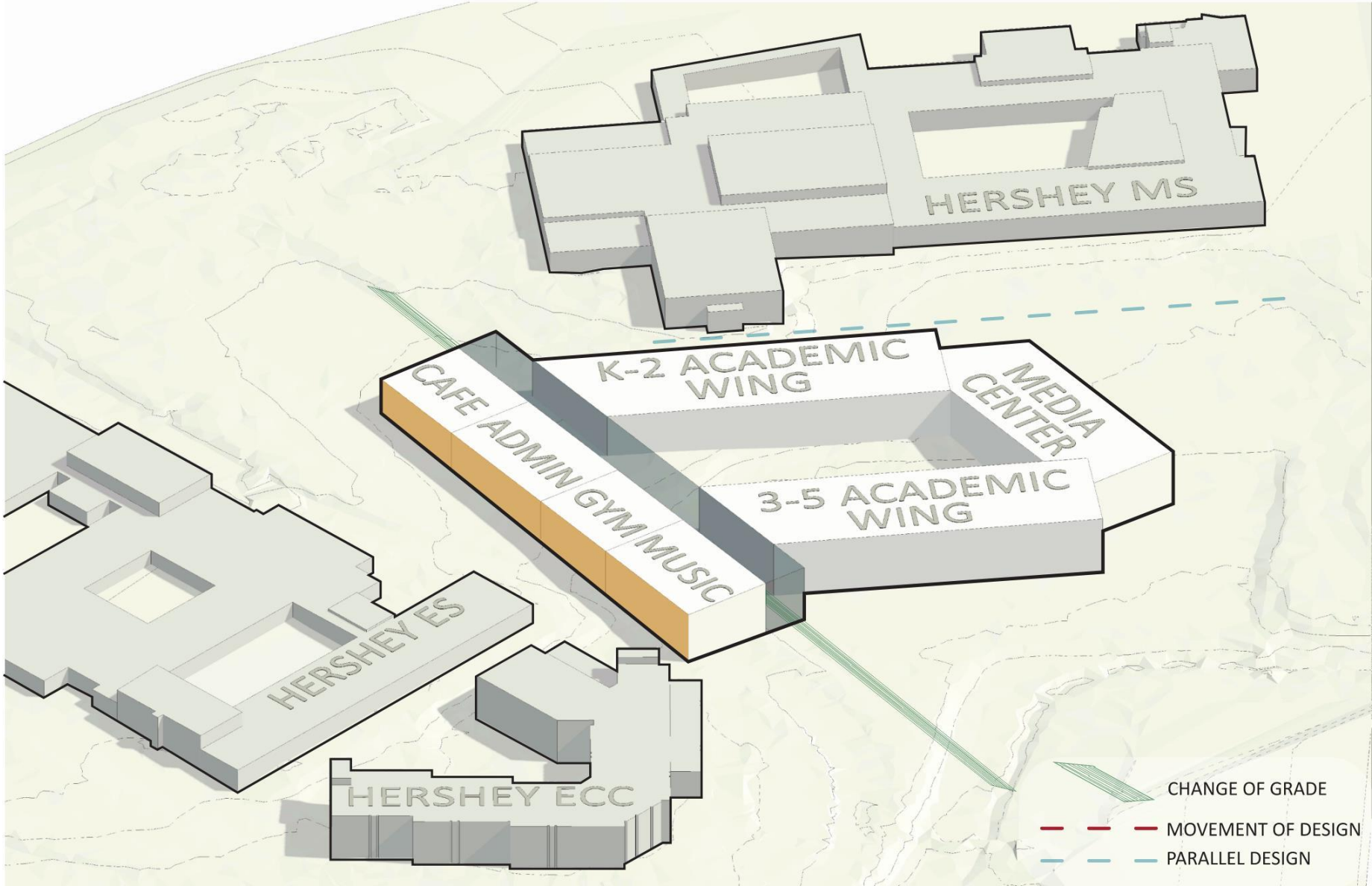
ACADEMIC WING



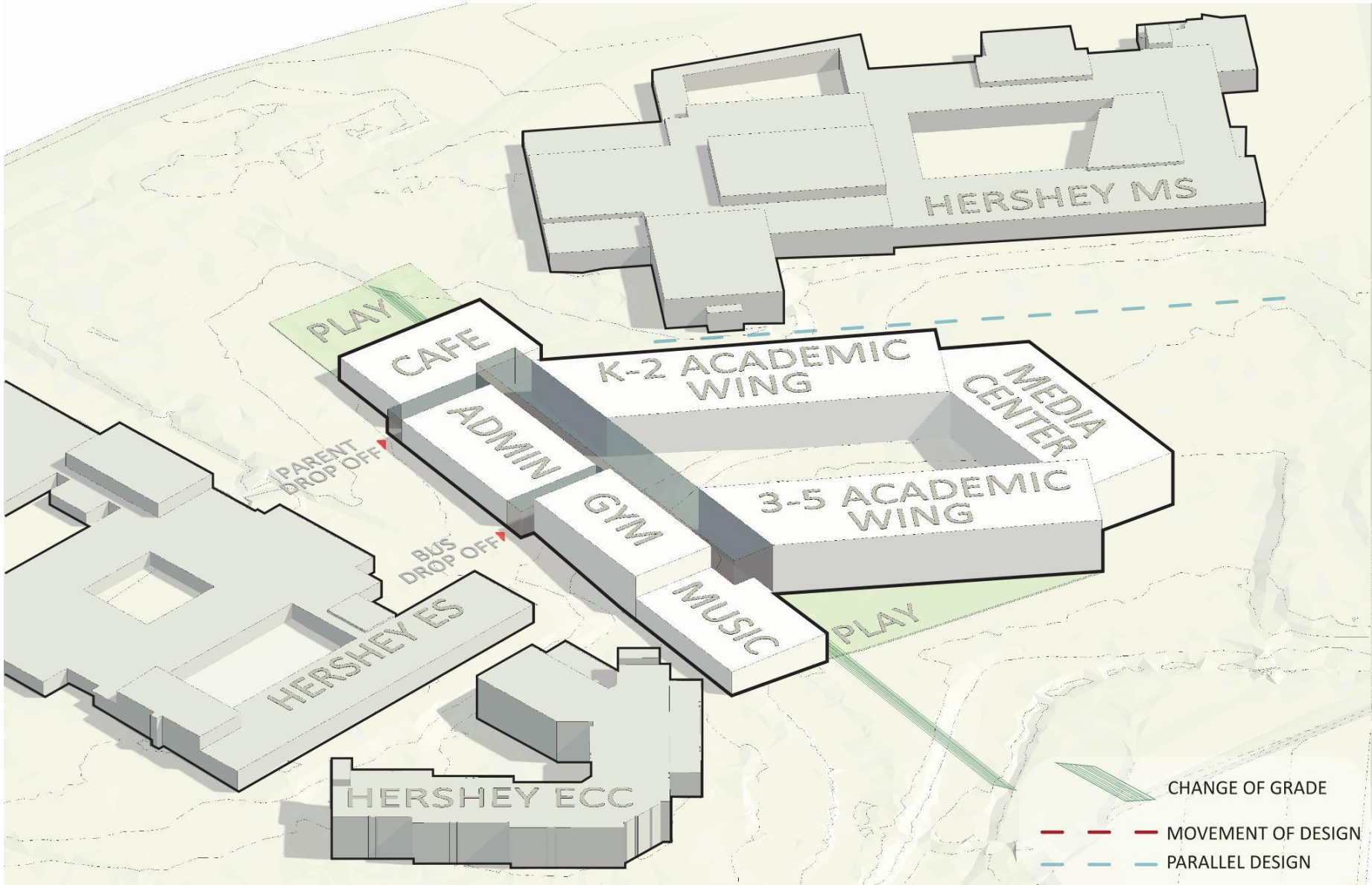
MAIN STREET


HERSHEY MS
ACADEMIC WING
MEDIA CENTER
ACADEMIC WING
HERSHEY ES
HERSHEY ECC
CHANGE OF GRADE
MOVEMENT OF DESIGN
PARALLEL DESIGN

PUBLIC SPACES



FINAL MASSING



SITE PLAN

1. Building Orientation on site to avoid selective demolition of existing elementary school

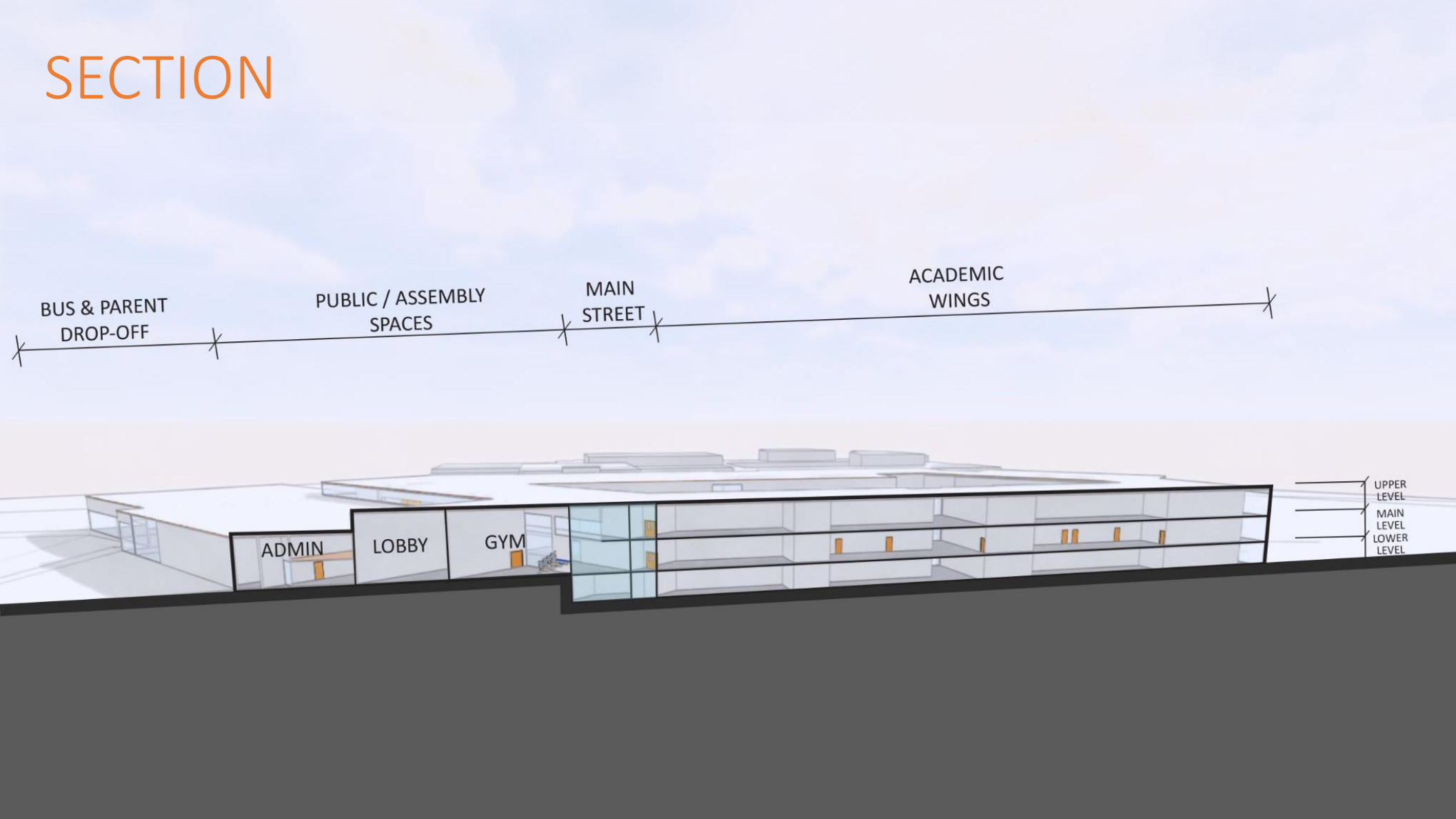
2. Next Steps:
   - Bus-Drop-off
   - Parent Drop-off
   - Parking
   - Service Drive & Loading Dock
   - Replacement of Practice Fields



FLOOR PLAN


3-5
ACADEMIC
WING
COURTYARD
K-2
ACADEMIC
WING
LOWER LEVEL
GYMNASIUM
ADMIN
CAFE
KITCHEN/MECH
3-5
ACADEMIC
WING
MEDIA
CENTER
K-2
ACADEMIC
WING
MAIN LEVEL
3-5
ACADEMIC
WING
MEDIA
CENTER
K-2
ACADEMIC
WING
UPPER LEVEL
CLASSROOM
SPECIAL EDUCATION /
SUPPORT
ADMIN /
FACULTY
GYMNASIUM
CAFETERIA
MUSIC
LEARNING COMMONS /
MEDIA CENTER
ART & STEAM
BUILDING SUPPORT

SECTION


BUS & PARENT DROP-OFF
PUBLIC / ASSEMBLY SPACES
MAIN STREET
ACADEMIC WINGS
ADMIN
LOBBY
GYM
UPPER LEVEL
MAIN LEVEL
LOWER LEVEL



Next Steps

Upcoming Tasks

NEXT STEPS

1. Schematic Design
    - Square Footage to verify Construction Cost Estimate
    - Board Approval of Schematic Design – March 10, 2025
2. Civil Engineering
    - Preliminary Grading Plan
    - Parking & Bus/Parent Drop-off
    - Zoning
    - Traffic
    - Geotech Report – Stormwater and Foundation Design

Questions?



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

EDUCATIONAL PROGRAM BREAKDOWN

OVERALL ACADEMIC PROGRAM

CLASSROOMS

ADMIN/SUPPORT

SPECIAL ED

BUILDING SUPPORT

ACADEMIC WINGS

K-2

3-5

ACADEMIC FLOOR

K-2

3-5

COMMUNITY CLUSTERS

ACADEMIC WING SCHEMATIC PLANS



UPPER FLOOR: GRADES 2 & 3



MAIN FLOOR: GRADES K & 5



LOWER FLOOR:GRADES 1 & 4

EXAMPLE IMAGES



SMALL COMMONS



SMALL COMMONS



LARGE COMMONS

GENERAL CLASSROOM

SPECIAL EDUCATION & SMALL GROUP

FACULTY

MEDIA CENTER & LEARNING COMMONS

STEAM & ART

CIRCULATION & BUILDING SUPPORT

DERRY TOWNSHIP SCHOOL DISTRICT

HERSHEY ELEMENTARY SCHOOL
ACADEMIC WING SCHEMATIC DESIGN

NOVEMBER 18th, 2024

Crabtree, Rohrbaugh & Associates - Architects
401 East Winding Hill Road
Mechanicsburg, PA 17055
Pennsylvania • Virginia • Maryland • West Virginia

ACADEMIC WINGS

3-5 LIBRARY



3-5 READING AREA



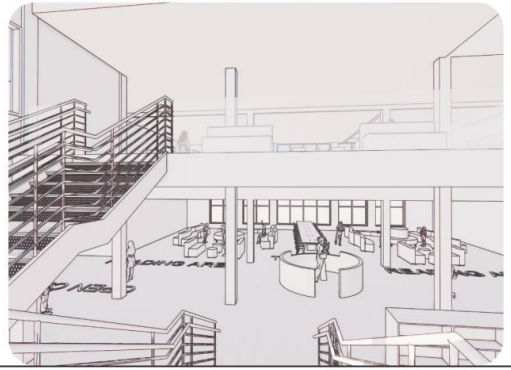
ENTERING FROM 3-5 ACADEMIC WING



OPEN CLASSROOM

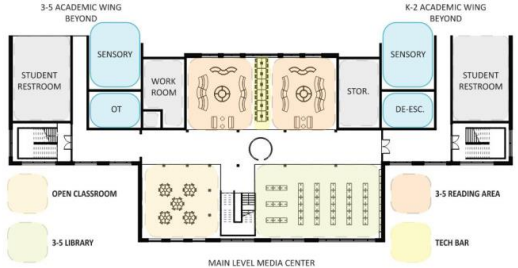


STAIR BETWEEN LEVELS



K-1 READING AREA





MAIN LEVEL MEDIA CENTER



UPPER LEVEL MEDIA CENTER

SCHEMATIC
MEDIA CENTER
PLANS AND RENDERINGS

DERRY TOWNSHIP SCHOOL DISTRICT
HERSHEY ELEMENTARY SCHOOL
ACADEMIC WING SCHEMATIC DESIGN

NOVEMBER 18th, 2024

CR
Crabtree, Rohrbaugh & Associates - Architects
401 East Winding Hill Road
Mechanicsburg, PA 17055
Pennsylvania • Virginia • Maryland • West Virginia

MEDIA CENTER

Derry Township School District

STATEMENT OF PROPOSAL

☐ Elementary School
☐ Middle School
☒ High School

☒ Course Addition ☒ Course Revision

Title of Course: Personal Financial Literacy to run instead of money management

Date of Proposal: 12/9/24

Length of course: ☐ Full Year ☒ Semester ☐ Marking Period

Credits: .5

Proposal: Revise our current money management course to reflect the updated standards for pesonal financial literacy to ensure that it meets the statewide expectations as per Act 35.

Person(s) Making Proposal: Lindsey Schmidt and Scott Stine

Proposal Rationale Description:

With the passing of Act 35 in 2023 the State of Pennslyvania is now requiring all high schools to teach a half credit of Personal Financial Literacy and for all students to complete the course in order to graduate. Act 35 states- Beginning with the 2026-2027 school year and in each school year thereafter, a school entity or nonpublic school shall provide a mandatory course in personal financial literacy with a value of at least one-half credit or half of a full credit. Students shall be required to complete the course once during grade nine, ten, eleven or twelve. We would like to make this requirement a part of a junior year schedule. Students would take the required PE course in 11th grade and in the opposite semester students would take the Personal Financial Literacy course. This course will be available both in person and online as the APEX PE course is also available to students for the PE credit.

Systemic Impact:

In order to minimize systemic impacts- the high school plans to move 11th grade health to 10th grade so that three one credit blocks can be created in 9th, 10th, and now 11th grade schedules.

9th grade- PE, health, and freshman seminar - total 1 credit
10th grade- PE, highway safety, health- total 1 credit
11th grade- PE and personal financial literacy- total 1 credit

Cost Upfront: Purchasing at minimum 2-3 teacher new textbooks- with updated material.

Cost Ongoing: same as any typical course- there could be ongoing costs, but minimal.

Long Term Cost: ex. Licenses, Certifications, etc: multiple certifications can teach the class therefore allowing several staff to teach the course moving forward.

Date of Implementation: 25-26 school year

The following checklist outlines suggested guidelines for reviewing a planned course of study. This document may be used as the planned course is being developed or as a means of determining whether or not any changes need to be made in existing courses before submission to the Curriculum Council for review. It is not intended that every item be met as criteria necessary for approval. The items are intended to guide planned course development.

1. Are the following components clearly included in the planned course document?

Chapter 4 Requirements	Yes	No
* Standards to be achieved by all students	☒	☐
* Content:		
* Materials	☒	☐
* Approximate Instructional Time	☒	☐

District Requirements (does the planned course match the district's)		
* Goals	☒	☐
* Mission statement	☒	☐
* Scope and sequence	☒	☐

2. Will this planned course require new/revised/additional instructional materials? If yes, demonstrate need and estimate cost.

   A. Equipment: No

   B. Professional Development: Ongoing

C. Unique Space Needs: No

D. Other: Potential monitor for the need for an additional business teacher

3. How do the planned courses take into account the entrance level expectations of colleges and universities as well as the expectations of the business and industry community?
   (Grades 9-12 only.)

Meets the PDE expectations and new law requiring personal financial literacy while also preparing students for the real world with financial and adulthood concepts that allow them to make important decisions for their future beyond high school.

4. How does the planned course prepare students for the achievement of the standards at the next transitional level?

Focus on financial information that addresses overall information on basic economics, budgeting and goal setting, banking, checking, and savings, income, taxes, credit and borrowing, risk and insurance, and credit and borrowing. All areas are critical for preparedness in the real world.

Product: AssetSonar
Document: Quote
Reference: DTSD00001
Company ID: 12222
Event: New Subscription
Payment Method: ACH / Wire Transfer
Deal Type: Direct Sale

EZ Web Enterprises, Inc. d/b/a EZO

Corporate HQ:
701 S. Carson Street, Suite 200
Carson City, Nevada, 89701, US

Phone: + 1 (888) 623-8654
E-Mail: support@assetsonar.com

Attention:

Primary Contact Name: Philip Ayala
Designation & Department: IT Department
Email: payala@hershey.k12.pa.us
Phone: 7175342501

AP or Billing Contact Email:

End Customer Name: Derry Township School District
Customer Address:

Document Date:	Dec 19, 2024
Subscription Term:	Annual
Package Start Date:	TBD
Package End Date:	TBD
Expiry of Quote:	Feb 28,2025
Total Fee:	$3995.04

No.	Description	Items	Admins	Price
1	AssetSonar Annual Subscription	500	5	$ 4700.04
			Discount (Education)15 %	($ 705.00)
			Total Fee	**$3995.04**

Please click here for published pricing.

Board approved February 10/2024
Michele Agee, Board Secretary

GoSports Turf
11836 Carol Ave
Greencastle, PA 17225 US
GoSportsturf@gmail.com

Estimate

ADDRESS
Hershey High School
55 Homestead Road
Hershey, PA 17033 USA

ESTIMATE # 1283
DATE 11/10/2024

ACTIVITY	QTY	RATE	AMOUNT
Sales Edge lip on arc, baselines and infield grass.	1	2,200.00	2,200.00
Sales Load of Diamond Tex Original infield mix. (3 loads needed if not sodding baselines)	3	1,650.00	4,950.00
Sales Spread, level and grade infield mix. Roll to tighten and finish drag. CoStars Vendor Number 535645	1	2,650.00	2,650.00

SUBTOTAL	9,800.00
TAX	0.00
TOTAL	**$9,800.00**

Accepted By

Accepted Date

Board Approved February 10, 2024
Michele Agee, Board Secretary

Acceptance

Innovative Coach, LLC

Client ID	IVESHERSHE	Charter ID	7417
Client	E Ives	Movement ID	8790
Company	Derry Township School District	Status	Firm
Client Ref 1		Passengers	135
Client Ref 2		Distance	302.1

First Pick-up	Hershey High School	Destination	Washington D.C. (Air & Space Museum)
Pick-up Date	Thu 3/13/2025 Time 07:15	Arrival Date	Thu 3/13/2025 Time 10:05
Single Journey	No	Leave Date	Thu 3/13/2025 Time 17:00
Vehicle To Stay	No	Back Date	Thu 3/13/2025 Time 19:50

First Pick-up Instructions	Destination Instructions

Driver gratuity is not included but we can add on if you like.
Typical gratuity si $100 per driver.

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Deluxe Motorcoach	1	$1,850.00	0	$0.00	$1,850.00
56	Deluxe Motorcoach	2	$1,850.00	0	$0.00	$1,850.00
56	Deluxe Motorcoach	3	$1,850.00	0	$0.00	$1,850.00
Movement Totals			$5,550.00		$0.00	$5,550.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter.

Signature		Print Name	Lindsay K. Drew	Date	February 10, 2025

Coach Manager Printed: 12/19/2024 8:59:05 AM

Mixed Impressions DJs

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

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

BOOKING CONTRACT

Agreement made on Sunday, December 12, 2024 by and between
Mixed Impressions DJ's Entertainment and:
Jeff Mackneer (5797359)
Hershey High School
PO Box 898 Homestead Road, Hershey, PA 17033
Work: 717-531-2244

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

Event Type: **Prom** - - - - - - - - - - - - - - -Times: **6:00 PM** till **10:00 PM**

Event Date: **Friday, May 23, 2025** - - - - - - - - - - - Package: **Intelligent Package $1,400.00**

Event Location at: **Hotel Hershey in Hershey, PA**

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

$1,400.00 minus **$100.00** non-refundable deposit leaving a balance of: **$1,300.00**

3. Event Details: **The Intelligent Lighting Package with Glow Products has been chosen for the Prom.**

4. Mixed Impressions will be permitted to set up equipment at: **3:00 PM.**

5. Additional services will be performed at: **$0.00** per hour. - - - - - Attire: **Tuxedo**

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

Gratuities paid to the DJ/Entertainer(s) are the sole property of those individuals.
Please sign and return one copy of the contract along with the deposit to the address above. Unless other arrangements have been made all contracts must include deposits or some form of payment with a signed copy of the contract. Further payments may be made at any time and mailed to MIDJs. If any discrepancies or additions to the contract, please contact MIDJs immediately. If a contract is not returned within the allocated time frame, Mixed Impressions DJs has the right to consider this contract null and void.
PLEASE RETURN CONTRACT WITHIN 20 DAYS OF DATE SENT.

Mixed Impressions DJ: Mark H Ola **Date:** 1/12/25

Authorized Signature: [signature] **Date:** February 10, 2025

DERRY TOWNSHIP SCHOOL DISTRICT - LIBRARY
HERSHEY HIGH SCHOOL LIBRARY
ATTN: LINDSEY SCHMIDT
550 HOMESTEAD RD.
HERSHEY, PA. 17033

1451 PLEASANT HILL ROAD HARRISBURG PA 17112 • 717-545-4555 • WWW.NATURESWAYBONSAI.COM

MAINTENANCE FOR INTERIOR PLANTINGS

MAINTENANCE

Nature's Way Nursery agrees to provide care for those plants listed on the attached page. Our weekly maintenance includes: watering, pruning, trimming, fertilizing, insect & plant disease control–if necessary, and cleaning. Maintenance will be performed according to a mutually satisfactory schedule.

SPECIFICATIONS

Water outlets are to be made available. Storage space for watering equipment and miscellaneous other materials is to be provided. Nature's Way Nursery is not responsible for deterioration of plants caused by vandalism, theft, unauthorized water, insufficient light, temperature extremes: over 95° or under 55° (which would most likely occur on weekends), or lack of access to the plants for Nature's Way personnel.

HERSHEY HIGH SCHOOL LIBRARY shall inform their employees and cleaning staff that only Nature's Way personnel are to water and care for the listed plants.

DATE OF CONTRACT

This contract shall be effective beginning JANUARY 1 2025 through DECEMBER 31, 2025
The contract is renewable.

MAINTENANCE CHARGES

The charges for each month of the contract will be $ N/A + ~~tax~~
A yearly cost of $ 1150.00 ~~+tax~~

,School Board President
NAME & TITLE

PRESIDENT
NATURE'S WAY NURSERY • NAME & TITLE

February 10, 2025
DATE

12/18/24
DATE



1451 PLEASANT HILL ROAD HARRISBURG PA 17112 • 717-545-4555 • WWW.NATURESWAYBONSAI.COM

MAINTENANCE FOR INTERIOR PLANTINGS

MAINTENANCE

Nature's Way Nursery agrees to provide the following services on a weekly basis, or as needed, to provide quality appearance of interior plant material at all times. Maintenance will be performed according to a mutually satisfactory schedule.

WATERING

Watering will be conducted on a schedule that suits individual plants requirements by Nature's Way staff only.

PRUNING

Plants will be trimmed to keep their natural shape and appearance.

DUSTING & POLISHING

Plants will be cleaned to enhance their natural appearance.

FERTILIZING

Plants will be fertilized as needed to fit individual plant requirements. Fertilizer is included in the contract amount.

INSECT & DISEASE CONTROL

All plant material will be inspected for insect and plant disease on a weekly basis. Evaluation and control will be accomplished on a mutually agreed upon schedule. Most applications are to be included in the contract amount.

DEBRIS REMOVAL

All planters will be inspected and cleaned of debris to maintain a neat appearance at all times.

PLANT GUARANTEE

Nature's Way guarantees plants that we have installed, and other plants as mutually agreed upon, as long as we continue uninterrupted maintenance and accounts are kept current. In cases where the same species cannot be obtained, similar plants of equal value will be substituted. *Plant damage due to public abuse such as: breakage, pouring foreign materials in planters, and unauthorized watering are not covered with this guarantee.

SEASONAL ANNUALS

Flowers can be added to accent seasonal color to designated areas, as authorized by management, at additional cost. Holiday decorations (ex. wreaths, pine roping, poinsettias, etc.) are also available, delivered and/or installed.

Nature's Way Nursery

WWW.NATURESWAYBONSAI.COM

NATURESWAYBONSAI@GMAIL.COM
1451 PLEASANT HILL ROAD
HARRISBURG PA 17112
717.545.4555

INVOICE # 4212

Address
Derry Township School District - Library **Hershey High School Library** **attn: Lindsey Schmidt** **550 Homestead Rd** **Hershey PA 17033**

Job Location
Hershey High School Library 550 Homestead Rd Hershey PA 17033

Date	P.O. Number	Contact	Phone	Terms	Due Date
12/17/24		Lindsey Schmidt	717-531-2244 x2214	Due on receipt	12/17/24

Date	Item	Description	Qty	Rate	Amount
12/15/24	**INTERIOR**	*---INTERIOR PLANT MAINTENANCE---* *January 2025 - December 2025*		1,150.00	1,150.00
		PA Sales Tax		6.00%	0.00

TOTAL	**$1,150.00**
Payments	$0.00
Balance Due	**$1,150.00**

12/17/24

NATURE'S WAY NURSERY, INC

Premiere #1 Limousine Service

2000 Vine St • Middletown, PA 17057
info@premiere1limousine.com
www.premiere1limousine.com
717-616-8995 PA PUC #411764

Confirmation

Reservation Confirmation #142464

Last Modified On: 12/05/2024 01:08 PM / 13:08

Thank You for traveling with Premiere #1 Limousine Service! Below please find your confirmation. If any of the information appears to be incorrect, please contact our office immediately at 717-616-8995 to correct it.

Pick-up Date:	02/16/2025 - Sunday
Pick-up Time:	03:00 PM / 15:00
Estimated Drop-off Time:	05:30 PM / 17:30
ServiceType:	Arrival
Passenger:	Nicholas Frank
Client Ref#:	
Phone Number:	(567) 288-6334
No. of Pass:	22
Vehicle Type:	40 Passenger Coach Bus
Primary/Billing Contact:	Nicholas Frank
Booking Contact:	Nicholas Frank
Payment Method:	Visa ** 7915

Trip Routing Information:
PU: -- : Washington Hilton 1919 Connecticut Ave NW Washington, DC 20009
DO: -- :Hershey High School, 550 Homestead Road, Hershey, PA 17033

Notes/Comments: Gratuity is at your discretion; however it is customary with good service.

Charges & Fees

Reservation Total:	$0.00
Payments/Deposits:	$0.00
Authorizations:	$0.00
Total Due:	$0.00

Terms & Conditions/ Reservation Agreement:

Digital Signature

Click Here

or Sign Below and Send Back
Fax - 717.616.8415
USPS - 2000 Vine St, Middletown, PA 17057
Email - info@premiere1limousine.com

It is our pleasure to be of service to you. Our vehicles are kept in top condition by our staff, and it is of utmost importance that all occupants act in a responsible manner to preserve the condition of the vehicles. On behalf of the occupants and/or company, the authorized signer of this document is fully responsible for the charter(s) of *Premiere #1 Limousine's* vehicle(s) as stated herein.

Safety

Premiere #1 Limousine adheres to the federal rules for driver hours of service. These rules were implemented by the federal government for the safety of passengers. They require that a single driver drive no more than 10 hours and be

on duty (driving and non-driving) for no more than 15 hours in one day. On multi-day trips, the driver must have at least 8 consecutive hours off between days. If your trip exceeds these hours, an extra driver will be required to complete your trip and will be included in your cost.

Deposits
A non-refundable deposit of 20 percent is due to reserve.

Final Payments
The remainder of the payment is due 14 days prior to departure of the trip.

Refunds
Deposits for vehicles are non-refundable . Trips cancelled less than 7 days of trip departure will incur a cancellation fee of full charter amount.

Driver Accommodations
On multi-day trips, the chartering group is responsible to pay for driver accommodations. On multi-vehicle trips, one room is required per driver. Accommodations must have safe and adequate bus parking. If a parking fee is required, the charter party will pay this fee.

Parking
All parking fees are to be paid by charter party.

Damages
Charges for damages per incident include the following:

- Stains $35.00
- Vomit/Sickness $250.00
- Smoking $250.00
- Audio/Visual Equipment $200.00

Cleaning things such as spilled drinks, food and/or carpeting may result in additional charges. The fore mentioned damages are minimum amounts and could increase depending upon the amount of damage. Damage to seats, windows, equipment or parts of the vehicle caused by a member of the chartering party shall be paid by the chartering party. For these, or any other damages, the authorized signer agrees to pay for the cost of the damages/replacements. In the event that the terms and conditions stated herein are not complied with, the authorized signer does hereby grant permission for *Premiere #1 Limousine* to apply charges to the accompanying credit card.

Overtime
Overtime will be charged to the credit card or debit card on file at the appropriate vehicle hourly rate in 30 minute increments or fraction thereof.

Beverages
Additional beverages (alcoholic and non-alcoholic) can be supplied by the client. The client may either drop them off at our location before the scheduled transportation or bring them along at the time of pick up. *Premiere #1 Limousine* and/or driver(s) cannot buy alcoholic beverages for our client(s).

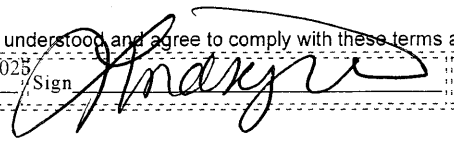
Conditions
It is understood that it may be necessary on peak travel days to use a vehicle of similar quality from another company. Baggage and all personal property are limited to that which can be stored in the overhead racks and the luggage bays of the vehicle. Carrier is not responsible for lost, stolen or damaged personal property.

Premiere #1 Limousine and its representative(s) and/or driver(s) assume no responsibility for any articles left in the vehicle at any time. The driver may terminate the charter without refund should he/she deem the occupant(s) unruly or in violation of safe vehicle operation. *Premiere #1 Limousine* and its representative(s) and/or driver(s) assume no responsibility for illegal acts of the occupants during the charter. *Premiere #1 Limousine* cannot be held responsible for delays or inconveniences due to traffic, unknown/unseen mechanical failures and/or situations deemed an 'Act of God'. The signer assumes full, financial responsibility for any damages to the vehicle or property caused by occupants, whether by accident, neglect or intent. Smoking is not permitted in the vehicle. The signer assumes responsibility for any additional charges not included in the price.

The following applies to all reservations; 1. ALL DEPOSITS ARE NON-REFUNDABLE. 2. Company is not liable in the event of a mechanical breakdown while on charter, a different vehicle may be substituted in case of emergency. 3. The client assumes full financial liability for any damage (repair and/or cleaning fees) to the vehicle caused during the duration of the rental by them or any members of their party. 4. Any alcoholic beverages in the vehicle are the sole responsibility of the client. The driver has the right to terminate run without refund (if there is a blatant indiscretion on the part of the client or any members of their party.) 5. It is illegal and not permitted to stand through the sunroof and/or emergency exit hatch of all vehicles. 6. Smoking is not permitted in any of our vehicles. 7. Overtime charges will apply after the first 30 minutes of prearranged time described on the driver copy of the job sheet. 8. Additional time may not be available on date of service. 9. Company is not responsible for delays, or the termination of run caused by unsafe road conditions (e.g. not salted, accidents, etc.) 10.

Company is not responsible for articles left in the vehicle.

I have read, fully understood and agree to comply with these terms and conditions.

Date February 10, 2025 Sign  Print Lindsay K. Drew

1318 EAST HIGH ST.
POTTSTOWN, PA 19464
WWW.RJMCCARVILLE.COM

PHONE: 610/327-8995
800/937-1213
FAX: 610/327-8592

R.J. McCARVILLE ASSOCIATES, LTD.

"EXPERIENCE THE QUALITY DIFFERENCE"

Proposal

TO: **Mr. John Fready**
Derry Township School District
30 East Grenada Avenue
Hershey, PA 17033

Proposal #: **24-0148-PGR**
Date: **October 4, 2024**
Customer ID: **1024**
Project: **Hershey High School**
Telescopic Gym Seating

DESCRIPTION:
Furnish all labor and material required to service and inspect the Hussey telescopic gym seating (8 units x 15 row) associated with the above referenced project.

LABOR AND MATERIAL TO INCLUDE:
1. Tighten all bolted connections; Replace any damaged or missing hardware with original sized components.
2. Check for proper engagement of all foot connectors and row locks; Adjust as required.
3. Check all welded connections for stress, cracking, breakage, or fatigue.
4. Check all wheels and axles; Lubricate with light spray lubricants.
5. Check all wall and floor anchors; Tighten and repair as required.
6. Check all boards for cracks and/or splinters; Check all seats.
7. Check all friction power operators; Adjust and lubricate as required.
8. Check and tighten as required all end rails, back rails, and aisle rails as applicable.
9. Lubricate wheel housings and column support arms with medium temperature resistant lubricants.
10. Adjust as necessary for proper operation.

NOTE:
1. A written report will be provided upon completion of the inspections.
2. We have not included any replacement parts other than those specified. Any additional labor and material required will be quoted separately.
3. 10% Multi project discount will be applied if work at all (3) schools is scheduled and completed at the same time.

SCHEDULE OF BIDS:
We propose to furnish all labor and material as specified herein for the sum of: ********** $2,662.00

Board approved
February 10, 2025
Michele Agee
Board Secretary

Proposal prepared by: *Brian R Jacobe*
brian@rjmccarville.com

To accept this proposal and the terms as set forth herein, please sign below and return:

_____

This is a proposal on the goods named, subject to the conditions noted below:
Net amount due 30 days after completion • Past due balances are subject to Finance Charge of 1-1/2% per month
Price based on normal working hours of Monday through Friday 7:30 A.M. to 4:30 P.M
Proposal may be withdrawn if not accepted within 30 days.

*FOLDING PARTITIONS * OPERABLE WALLS * DIVIDER CURTAINS*
*GYMNASIUM SEATING * BASKETBALL BACKSTOPS*
*GYMNASIUM EQUIPMENT * WALL PADDING*
PORTABLE OUTDOOR GRANDSTANDS

October 3, 2024

Mr. John Fready
Director of Buildings and Grounds
Derry Township School District
30C East Granada Avenue
P.O. Box 898
Hershey, PA 17033-0898

TURF TRACK & COURT
Maintenance Services

Re: Synthetic Field Maintenance
Service Contract

Dear John,

In response to our previous service work with Derry Township School District, Turf, Track & Court, LLC (TTC) is pleased to present this Proposal for Field Maintenance Services for the District's Synthetic Turf Fields. The proposal identifies fees for individual services as well as a discounted multiple-year service contract. The multiple-year service contract is based upon a three-year term to perform one conditioning per year. The package discount equates to a cost reduction for the first year and then incorporates a cost-of-living increase for years two and three. Additional services, if requested, can be handled individually or this agreement can be modified to incorporate your needs. Following is a description of our services and fees as they apply to maintaining your synthetic turf fields:

Field Conditioning Services:

- Field Inspection / Report
  TTC will provide a general facility inspection for review of existing conditions prior to all services. The report will include an outline of services provided and materials used. The inspection will also identify existing areas of concern, potential areas of concern and recommended remediation procedures if warranted.

- Field Conditioning
  TTC will provide the manpower and equipment to clean and condition the field. Our process will remove surface litter and the top layer of infill, filter out the debris, redistribute the infill evenly over the surface and gently brush for a smooth finish. A vacuum is also incorporated into the process to filter out fine particulates and hair. This process will also help relieve compaction and assist in keeping the field's fibers vertical.

- Regular Grooming
  TTC will provide the manpower and power equipment to groom on a regular basis. This process will brush the turf to redistribute infill, reduce compaction and help to keep fibers vertical.

- Seam Repair;
  TTC will provide the manpower and materials for the repair of separated seams and provide a sound playing surface. Repair to include removal of infill, sealing of seams and redistribution in infill material.

Field Conditioning Services Continued:

- Sticky Substance Removal;
  TTC will provide the manpower and materials for the removal of sticky substances matted into the turf.

- Topdressing with Crumb Rubber
  TTC will provide the manpower and equipment to top dress the areas of the field which are exhibiting signs of low infill levels. The crumb rubber would be installed in 1/8" – 1/4" lifts, concurrently groomed to incorporate the rubber with the turf fibers.

- G-max Testing Services:
  TTC will provide the required professional services to provide G-max testing results, field analysis and corresponding conditions reports for your synthetic turf athletic field. Testing and reporting will be conducted in accordance with ASTM standards (F-1936-19 and F-355-16ε¹).

Individual Services Fees		**Typical Fees**
Field Inspection / Report		(N/C)
Field Conditioning; Track Field 3.0¢ / square foot x 96,000 sq. ft. =		$ 2,880
Field Conditioning; 322 Turf Field 3.0¢ / square foot x 95,000 sq. ft. =		$ 2,850
Regular Grooming; Track Field $625.00 / grooming		$ 625
Regular Grooming; 322 Turf Field $625.00 / grooming		$ 625
Seam Repair; $250 Base fee + $5 / lin. ft. of repair (conducted w/ conditioning) $900 Base fee + $10 / lin. ft. of repair (conducted separately)		As Required As Required
Sticky Substance Removal; $5.00 / location (in combination with other services)		As Required
Topdressing; Square footage to be determined		As Required
G-max Testing; $825.00 (conducted with conditioning) Additional Fields (fields 2-4): $565.00 each	Total:	$ 825 $ 565 $ 1,390

Three Year Service Package

	Regular Fee	**Discount 15%**
• TTC Package (Spring 2025 / Fall 2025)		
○ Field Inspection / Report	(N/C)	
○ Field Conditioning; Track Field (Spring/Fall)	$ 5,760	$ 4,900
○ Field Conditioning; 322 Field (Spring/Fall)	$ 5,700	$ 4,845
○ Field Grooming; Track Field (2 Estimated)	$ 1,250	$ 1,060
○ Field Grooming; 322 Field (2 Estimated)	$ 1,250	$ 1,060
○ G-Max Testing; Track Field	$ 825	$ 700
○ G-Max Testing; 322 Field	$ 565	$ 480
Total Package Fee.....	$ 15,350	$13,045
• TTC Package (Spring 2026 / Fall 2026) (1.5% increase)		
○ Field Inspection / Report	(N/C)	
○ Field Conditioning; Track Field (Spring/Fall)	$ 5,850	$ 4,975
○ Field Conditioning; 322 Field (Spring/Fall)	$ 5,785	$ 4,915
○ Field Grooming; Track Field (2 Estimated)	$ 1,270	$ 1,075
○ Field Grooming; 322 Field (2 Estimated)	$ 1,270	$ 1,075
○ G-Max Testing; Track Field	$ 840	$ 710
○ G-Max Testing; 322 Field	$ 575	$ 490
Total Package Fee	$15,590	$13,240
• TTC Package (Spring 2027 / Fall 2027) (1.5% increase)		
○ Field Inspection / Report	(N/C)	
○ Field Conditioning; Track Field (Spring/Fall)	$ 5,935	$ 5,045
○ Field Conditioning; 322 Field (Spring/Fall)	$ 5,870	$ 4,990
○ Field Grooming; Track Field (2 Estimated)	$ 1,290	$ 1,095
○ Field Grooming; 322 Field (2 Estimated)	$ 1,290	$ 1,095
○ G-Max Testing; Track Field	$ 850	$ 720
○ G-Max Testing; 322 Field	$ 585	$ 500
Total Package Fee	$15,820	$13,445

Schedule

TTC is prepared to schedule maintenance services for this facility upon authorization. A tentative maintenance schedule will be developed and presented in accordance with the requested maintenance services.

Invoicing

Invoices for individual services will be submitted upon completion. Annual service package invoices will be submitted at completion of service intervals, plus service fees for additional individual services (seam repair, sticky substances, etc.).

To initiate service, please sign on the acceptance line and return one copy for our files. This proposal pricing is valid for 90 days. Standard contract terms and conditions are as per the attachment. If you have any questions or you prefer to modify the proposed program, please contact us and we will address your questions or develop a program to meet your expectations. Thank you for the opportunity to be of service to Derry Township School District. We look forward to our continued partnership.

Sincerely,

Brian S. Bingeman, RLA, ASLA
Turf, Track & Court, LLC

Proposal Accepted by:

Lindsay K. Drew

President, School Board — February 10, 2025
Title — Date

Enc.

STANDARD CONTRACT TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES
1.1 Turf, Track & Court, LLC (TTC) agrees to provide services as agreed to in the scope of work.

2. STANDARD OF CARE
2.1 TTC staff will strive to perform services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the industry practicing under similar circumstances. This warranty is in lieu of all other warranties either expressed or implied.

3. PERFORMANCE OF SERVICES
3.1 TTC will inform client of the date the service is to be performed. TTC will attempt to meet all performance dates, but shall not be held liable for damage due to delays beyond the control of TTC.

4. TERMINATION OF SERVICES
4.1 This agreement may be terminated by either party upon written notice. In the event of termination, TTC shall be paid for services performed to the termination date plus reasonable termination expenses.

5. INVOICES, PAYMENTS
5.1 TTC will submit invoices to client as agreed upon. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a service charge of one and one half (1-1/2 %) percent per month (18% per annum) or fraction thereof on past due payments under this agreement. If an invoice is past due for a period of sixty (60) DAYS, TTC, reserves the right to pursue all appropriate remedies including stoppage of work without recourse.
5.2 Payment is a material consideration of the agreement. Therefore, TTC has a right to suspend services for non-payment. TTC shall not be liable, nor in any way responsible for damages, delays or increased costs that may result from suspension of services.
5.3 It is further agreed that in the event a lien or suit is filed to enforce payment under this agreement TTC will be reimbursed by the client for all court costs and reasonable attorney's fees in addition to accrued service charges.

6. DISPUTES
6.1 In the event that the client institutes suit or arbitration against TTC because of any alleged failure to perform, or for any alleged error, omission, or negligence, and if such suit or arbitration is dropped or dismissed, or if judgment is rendered for TTC, client agrees to reimburse TTC or pay any and all costs and any and all other expense of defense, immediately following conclusion of case.

7. WARRANTY OF AUTHORITY TO SIGN
7.1 The person signing this contract warrants they have the authority to sign as, or on behalf of; the client for whom or for whose benefit that services is rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract and that in any action against him for breach of such warranty a reasonable attorney fee shall be included in any judgment rendered.

8. CHOICE OF LAW
8.1 This contract will be constructed in accordance with the laws of the Commonwealth of Pennsylvania.

9. SEVERABILITY
9.1 In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.

10. REMEDY
10.1 If the services performed by TTC are faulty, the client's remedy shall be for TTC to re-perform such services to the extent necessary to correct the fault therein without charge to the client.

11. LIABILITIES AND INDEMNIFICATION
11.1 TTC liability for damages shall not exceed the total compensation received by TTC for the project. If the client prefers to not limit TTC's liability to this sum, TTC will waive this limitation upon the client's request provided the client agrees to pay an additional consideration for this waiver, prior to the commencement of services.
11.2 The client agrees at their/its sole cost and expense to indemnify, defend and hold harmless, TTC, its subsidiaries, affiliates, officers, employees, and consultants or such other who may have assisted TTC in the rendering of its services in connection with the project from and against, for any in respect of, and all claims, liabilities, costs and expenses, including, but without limitation, reasonable attorney's fees and other costs and expenses incident to any claim, demand, suit actions, suffered, sustained or require to be paid by TTC as a result of any claims, demands or legal proceedings which may be asserted by any party other than the client and in any way relates to any act or error, omission, negligence, carelessness or breach of duty, contractual or otherwise on the part of TTC in connection with the project. In the event the client is required to defend the TTC under the last statement, TTC shall have the right to counsel of its own choosing.

Adopted: February 10, 2025
Revised:

2025 - 2026
Derry Township School District

July 2025
of Days: Elem-0 Sec-0 Staff-0

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Weekend/Summer Recess
Significant Date/Event
Early Dismissal for Students
No School, Students
No School, Students & Staff
2 Hour Late Start

August 2025
of Days: Elem-4 Sec-4 Staff-11/8

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	~~11~~	~~12~~	~~13~~	14	15	16
17	~~18~~	~~19~~	~~20~~	~~21~~	22	23
24	25	26	27	28	~~29~~	30
31						

August
11-13 Orientation/Induction
18-21 In-Service
21 – Bridge Day (6th and 9th Grade Students Only)
25 – First Day for Students
29 – Labor Day Recess

September 2025
of Days: Elem-21 Sec-21 Staff-21

Su	M	T	W	Th	F	Sa
	~~1~~	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September
1-Labor Day

October 2025
of Days: Elem-20 Sec-20 Staff-21

Su	M	T	W	Th	F	Sa
			1	~~2~~	3	4
5	6	7	8	9	10	11
12	~~13~~	~~14~~	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October
2-No School: Students and Staff
13-Columbus Day, No School: Students; Staff Inservice
14 – 2 Hour Late Start
31 – End of Marking Period 1

November 2025
of Days: Elem-15 Sec-17 Staff-17

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	~~10~~	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	~~26~~	~~27~~	~~28~~	29
30						

November
10 – 2 Hour Late Start
11-Veterans Day
20 – End of 1st Trimester
21 – 6th Grade Conferences (No School for 6th Grade Students); Act 80 Day 6th Grade Only;
24-25 – Act 80 Day; Elem Conferences (No School for K-5 Students)
26-28-Thanksgiving Recess

December 2025
of Days: Elem-16 Sec-16 Staff-16

Su	M	T	W	Th	F	Sa
	~~1~~	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	~~23~~	~~24~~	~~25~~	~~26~~	27
28	~~29~~	~~30~~	~~31~~			

December
1 – 2 Hour Late Start
23 – Early Dismissal
24-31 – Winter Recess

January
1-New Year's Day
2- Winter Recess
15 End of Marking Period 2
16 Teacher Workday (No School for Students)
19 - Martin Luther King Day
No School: Students and Staff
20 – 2 Hour Late Start

January 2026
of Days: Elem-18 Sec-18 Staff-19

Su	M	T	W	Th	F	Sa
				~~1~~	~~2~~	3
4	5	6	7	8	9	10
11	12	13	14	15	~~16~~	17
18	~~19~~	~~20~~	21	22	23	24
25	26	27	28	29	30	31

February
9 – Staff In-Service/Trade Day (No School for Students)
16-Presidents' Day
17 – 2 Hour Late Start
27 – End of 2nd Trimester

February 2026
of Days: Elem-18 Sec-18 Staff-19

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	~~9~~	10	11	12	13	14
15	~~16~~	~~17~~	18	19	20	21
22	23	24	25	26	27	28

March
12 – Act 80 Day; Elementary Conferences (No School for K-5 Students)
13 – Act 80 Day; Elementary Conferences / 6-12 In-Service (No School for Students)
20 – Staff In-Service/Act 80 Day; (No school for students)
27 – End of Marking Period 3

March 2026
of Days: Elem-19 Sec-20 Staff-22

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	~~13~~	14
15	16	17	18	19	~~20~~	21
22	23	24	25	26	27	28
29	30	31				

April
2-6 Spring Recess
7 – 2 Hour Late Start

April 2026
of Days: Elem-18 Sec-18 Staff-18

Su	M	T	W	Th	F	Sa
			1	~~2~~	~~3~~	4
5	~~6~~	~~7~~	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May
25-Memorial Day
27-29 – Finals (Tentative) Early Dismissal for the High School Only

May 2026
of Days: Elem-20 Sec-20 Staff-20

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	~~25~~	26	27	28	29	30
31						

June
1 & 2 – Finals (Tentative) Early Dismissal for the High School Only
3 – Graduation
4 – Last Day for Under-classmen
End of Marking Period 4;
End of 3rd Trimester;
Early Dismissal

June 2026
of Days: Elem-4 Sec-4 Staff-4

Su	M	T	W	Th	F	Sa
	1	2	3	~~4~~	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Makeup Days
April 2
Any additional will be FID; Beyond 5 FID days will be added to end of year.

Marking Period End Dates
Quarter Marking Periods (Sec.)
First: October 31 (46 days)
Second: January 15 (43 days)
Third: March 27 (50 days)
Fourth: June 4 (43 days)
Trimester Periods End Dates (Elem)
First: November 20
Second: February 27
Third: June 4

Student and Staff Days
Total Student Days - Elementary	180
Total Student Days - Secondary	181
Total Staff Days	190
(New Teachers	193*)

*Includes three new teacher orientation days

DTSD
Fund Balances

	General Fund
Fund Balance 6/30/22	**10,866,391**
2022-2023 FINAL AUDIT	
Revenues	73,873,572
Expenses	69,698,010
Net Revenue (Expense)	**4,175,562**
FINAL Fund Balance, 6/30/23	15,041,953
2023-2024 AUDIT	
Revenues	76,977,973
Expenses	72,710,685
Net Revenue (Expense)	**4,267,288**
Fund Balance, 6/30/24	19,309,241

General Fund Classifications

1. Non-spendable: Amounts that are not in a spendable form or are required to be maintained intact
2. Committed: Can only be used for specific purposes determined by a formal action of the School Board
3. Assigned: Intended to be used for a specific purpose (can change through board action)
4. Unassigned: Cannot exceed 8% of the total budget (6/30/24 balance must be <$6,028,291)

Fund Balances, 6/30/24	
Nonspendable	203,403
Restricted	
Committed - health benefits	2,000,000
Committed - retirement stabilization	500,000
Committed - capital projects	10,600,000
Unassigned	6,005,838
TOTAL FUND BALANCES, 6/30/24	19,309,241

Board Vote - Approval 2/10/25 to finalize 6/30/24 Audit

Fund Balances, 6/30/23	
Nonspendable	274,087
Restricted	
Committed - health benefits	2,000,000
Committed - retirement stabilization	500,000
Committed - capital reserve	7,000,000
Unassigned	5,267,866
TOTAL FUND BALANCES, 6/30/23	15,041,953

Fund Balances, 6/30/22	
Nonspendable	256,749
Restricted	
Committed - health benefits	2,100,000
Committed - retirement stabilization	500,000
Committed - capital reserve	3,000,000
Unassigned	5,009,642
TOTAL FUND BALANCES, 6/30/22	10,866,391

MILLERSVILLE UNIVERSITY OF PENNSYLVANIA
AFFILIATION AGREEMENT FOR FIELD PLACEMENTS
WITH DERRY TOWNSHIP SCHOOL DISTRICT

THIS AGREEMENT, is made by and between MILLERSVILLE UNIVERSITY OF PENNSYLVANIA of the Pennsylvania State System of Higher Education, a governmental entity and public corporation, P.O Box 1002, Millersville, Pennsylvania 17551-0302 (hereinafter called the "University"); and DERRY TOWNSHIP SCHOOL DISTRICT (hereinafter "Site"). The parties intend to be legally bound to the following terms and attached Addendum for Student Teaching Placements:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

a. ***Selection of Candidates.*** The University works with the Site to design and implement clinical experiences. The University and Site shall co-select qualified candidates to participate in the field experience. Selected candidates must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the Site.

b. ***Education of Candidates.*** The University shall assume full responsibility for the classroom and classroom education of its candidates. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading, and graduation.

c. ***Submission of Candidates***. The University shall submit the names of the candidates to the Site or a designated representative either at least two (2) weeks prior to the field experience or at a time agreed to by the University and Site.

d. ***Advising Candidates of Rights and Responsibilities.*** The University will be responsible for advising the candidate of his/her/their own responsibilities under this Agreement. The candidate shall be advised of his/her/their obligations to abide by the policies and procedures of the Site, and should any candidate fail to abide by any policy and/or procedure, he/she/they may be removed from the field experience at the Site's discretion.

e. ***Universities are Prohibited from Purchasing Insurance-*** The Site understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it

does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services. This program covers Commonwealth / University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa. C.S.A.§§ 8521, et seq.

f. ***Clearances and Health Requirements (if applicable)*** – The University will instruct its students to obtain child abuse and criminal record clearances prior to the student's acceptance into the field placement. Students will be required to update their criminal background checks and child abuse clearances if requested by the Site. Students will provide clearances directly to the Site upon the Site's request. The University will also instruct its students who are participating in the field experience to comply with the health status requirements, if any, of the Site. Students will provide proof of compliance directly to the Site upon the Site's request. If a Student fails to provide proof of compliance to the Site upon request, the Site may terminate the student's field experience.

g. ***FERPA.*** University students may become aware of a School District student's personally identifiable information, or an education record, as though records are defined by the Family Educational Rights and Privacy Act ("FERPA"). As such, University shall instruct its students to abide by all provisions of FERPA and ensure that no School District student's education record, or personally identifiable information found therein, is disclosed without the appropriate consent.

II. DUTIES AND RESPONSIBILITIES OF SITE

a. ***Establishment of Field Experience.*** The Site authorizes the use of its facilities as may be agreed upon by the Site and the University as a field experience center. This field experience is for candidates enrolled in the University's programs.

b. ***Training/Orientation on Site Policies.*** The University will review with each student, prior to the field experience assignment, any and all applicable policies, codes, or confidentiality issues related to the field placement experience and provided by the Site. The Site will provide the University with the applicable information in advance of the student being placed with the Site.

c. ***Client Care/Administration.*** The Site will have sole authority and control over all aspects of client services. The Site will be responsible for and retain control over the organization, operation, and financing of its services.

d. ***Driving Clients.*** Clients cannot be driven by the student in his/her car unless the field placement Site has made arrangements to assume liability should an incident occur. Whenever possible it would be preferred that the student uses a vehicle owned by the Site when transporting clients.

e. ***Removal of Noncompliant Candidates.*** The Site shall have the authority to terminate the field placement at the Site of a student who fails to comply with Site policies and procedures. The Site agrees to promptly inform the University, in writing, about its actions to terminate a student. The University shall have the authority to suspend a student's participation when it determines, consistent with its academic policies and procedures, that further participation by the student would no longer be appropriate. The University will notify the Site, in writing, if such action is taken.

f. ***Designation of Representative.*** The Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the candidate.

g. ***Supervision of Candidates.*** The Site shall provide either a site supervisor or a cooperating teacher who will supervise candidate activities during field experience.

h. ***Reporting of Candidate Progress.*** The Site shall provide all reasonable information requested by the University on a candidate's work performance. If there are any candidate evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Site.

i. ***Candidate Records***. The Site shall protect the confidentiality of student records as dictated by FERPA and shall release no information absent written consent of the student unless authorized by law or as dictated by the terms of this Agreement.

j. ***Reporting of Sexual Violence and Sexual Harassment*** The Site shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator at mutitleixcoordinator@millersville.edu or 717-871-4100.

k. ***Emergency Medical Care of Students.*** The Site may provide to the students, to the extent possible, first aid for any injuries or illness that may occur while the student is at the Site. However, the Site assumes no responsibility, financial or otherwise, beyond initial first aid.

III. MUTUAL TERMS AND CONDITIONS

a. ***Number of Participating Candidates.*** The parties will mutually agree upon the number of candidates that shall be assigned to the Site for this field experience.

b. ***Term of Agreement.*** The term of this agreement shall be for five (5) years from the original date of enactment. This is the maximum permitted length of such agreements and this time runs regardless of breaks in participation. At the end of this term a new affiliation agreement must be executed before student placements can occur.

c. ***Termination of Agreement.*** The University or the Site may terminate this Agreement, in writing, for any reason with ninety (90) days' notice. Either party may terminate this Agreement prior to the completion of an academic semester. However, all students enrolled at that time may continue their educational experience in accordance with the terms of this Agreement until it would have been concluded absent the termination.

d. ***Nondiscrimination.*** The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the Americans with Disabilities Act. The Site and University agree to cooperate with each other in either party's investigations of claims of discrimination or harassment.

e. ***Right-To-Know Law.*** The parties agree to comply with the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., and any other similar laws, in complying with requests for public records made under such laws. This provision does not obligate either party to create any record that does not already exist.

f. ***Applicable Law***. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

g. ***Modification of Agreement.*** This Agreement shall only be modified in writing with the same formality as the original Agreement.

h. ***Relationship of Parties.*** The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract, to each other, shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

i. ***Liability and Sovereign Immunity.*** Neither of the parties shall assume any liabilities to each other. As to liability to each other for death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Site's, University's, or Commonwealth's rights, claims, or defenses which arise as a matter of law pursuant to any provisions of this contract. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Site or the Commonwealth or of the State System of Higher Education or the University.

j. ***Entire Agreement.*** This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship. This Agreement supersedes any other agreements, restrictions, representations, or warranties, if any, between the two parties hereto with regard to the subject matter contained herein.

k. ***Signature/Acknowledgment.*** The parties warrant and represent that the individuals signing this Agreement are authorized to bind the University and the Site to the terms and conditions contained in the Agreement. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.

[intentionally left blank, signature page follows]

IN WITNESS WHEREOF, the authorized representatives of the parties have Executed this Agreement as of the date previously indicated.

Millersville University of Pennsylvania

DocuSigned by:
Gail Gasparich
CC1B574FE4F3432...
2/12/2025 | 14:48 EST

Authorized Signature Date

Gail E. Gasparich, Ph.D.
Provost & Senior Vice President for Academic Affairs

Approved as to form and legality:

DocuSigned by:
Jacqueline C. Fox
40B922443F09C4F2...
2/12/2025 | 15:00 EST

Authorized Signature/Date

Jacqueline C. Fox
University Legal Counsel

Derry Township School District

Authorized Signature 2/10/25
Date

Lindsay K. Drew
Print Name

President, School Board
Print Title

30 E. Granada Avenue
Street Address

Hershey, PA 17033
City, State, & Zip

EFFECTIVE DATE OF AGREEMENT is date of last signature

[intentionally left blank, signature page before]

ADDENDUM for
STUDENT TEACHING PLACEMENTS

THIS ADDENDUM is made by and between MILLERSVILLE UNIVERSITY OF PENNSYLVANIA of the Pennsylvania State System of Higher Education, a governmental entity and public corporation, P.O Box 1002, Millersville, Pennsylvania 17551-0302 (hereinafter called the "University"); and DERRY TOWNSHIP SCHOOL DISTRICT (hereinafter "Site"). The parties intend to be legally bound to the following terms in addition to the above Affiliation Agreement.

a. ***Professional Liability Insurance.*** Candidates shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of any field experience completed by a candidate. The candidates shall provide proof of professional liability insurance upon Site's request. If a candidate fails to provide proof of such insurance, the Site may terminate the candidate's participation in the field experience.

b. ***Compensation.*** For and in consideration of the placement of student teachers with district cooperating teachers, the University agrees to pay to each cooperating teacher selected to guide the candidate's experience a stipend as outlined by the Pennsylvania State System of Higher Education's Board of Governors Policy 1988-04-A (available at https://www.passhe.edu/inside/policies/BOG_Policies/Policy%201988-04-A.pdf). This stipend is in addition to the regular salary paid by the Site or Agency.

c. ***Eligibility Requirements.*** Each cooperating teacher selected to supervise the candidate shall hold a current Pennsylvania certificate in the subject area/grade level to which the student teacher is assigned. The cooperating teacher will have a minimum of three (3) years of full-time teaching experience and have been in his/her current assignment in a Site for a minimum of one (1) year.

d. ***Substitute Teaching.*** The Site shall comply with the appropriate Pennsylvania statutes and language included in the ACT 91 addendum.

RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF
THE DERRY TOWNSHIP SCHOOL DISTRICT TO ESTABLISH THE
COMPENSATION OF TAX COLLECTORS FOR THE COLLECTION OF
TAXES LEVIED BY THE SCHOOL DISTRICT
RESOLUTION

WHEREAS, Derry Township School District ("School District" or "District") is a public school district situated in Dauphin County, Pennsylvania, being composed of Derry Township and the unincorporated Village of Hershey; and

WHEREAS, the School District levies various taxes on real estate within the School District; and

WHEREAS, Derry Township has an elected tax collector to collect the taxes levied by the Derry Township, Dauphin County and the School District; and

WHEREAS, pursuant to the Local Tax Collection Law, each taxing body, including the School District, is required to determine and establish compensation of the tax collector for the collection of real estate taxes of the School District; and

WHEREAS, the Board of School Directors in and for said School District intends hereby to establish the compensation of the Derry Township Tax Collector, hereafter elected or appointed, collecting such real estate taxes for the School District, as follows:

NOW, THERFORE, BE IT RESOLVED and it is hereby resolved and adopted by the Board of School Directors in and for the Derry Township School District, Dauphin County, Pennsylvania, as follows:

SECTION 1 – PREAMBLE AUTHORITY AND POLICY

The foregoing paragraphs or preamble are incorporated herein as the background, authority and policy of and for this Resolution.

SECTION 2 – ESTABLISHMENT OF COMPENSATION OF TAX COLLECTOR

The compensation to be paid by the School District for the services of the Derry Township Tax Collector for the collection of real estate taxes levied by the School District hereafter elected or appointed is hereby established:

I. RATE OF COMMISSION (PER BILL)

Real Estate Taxes	$1.85 per bill

Tax collectors will be compensated for real estate bills generated.

II. CONDITIONS

A. Taxes to be collected shall include but not be limited to Current and Interim Real Estate Taxes, and any other tax legally established by the District which the tax collector is appointed to collect.

B. During the months of collection, each tax collector shall deposit the previous week's receipts with the Business Manager of the Derry Township School District on a weekly basis, said deposits to be made by 11:00 AM on the first business day of the week. However, deposits totaling $10,000 or more shall be turned over to the Business Manager the same day the deposits clear the tax collector's checking account.

C. In accordance with Pennsylvania Law, the Tax collector shall be required to accept a maximum of three installment payments covering the payment of School Real Estate Taxes during the period of July to November.

D. Tax notices will be printed by the District on a uniform format to include Taxpayer Relief Act instructions and other items required by law. The forms, envelopes and printing required for mailing the tax notices are ordered and paid for by the District, such that the Tax Collector will not be reimbursed for any such costs. The Tax Collector is responsible for collating, stuffing envelopes and preparing tax notices for mailing. In the event the Tax Collector fails to perform these functions, the District will deduct the costs it incurs in having these functions performed from the compensation paid to the Tax Collector on a pro-rated basis during the first two months of collections.

E. Tax bills will be mailed by the School District via USPS automated first class; presort mailing by postal route. The cost of mailing will be paid by the School District.

F. The tax collectors for the Derry Township School District must provide written notification to the Business Manager of the Derry Township School District of their office hours schedule as posted at the Tax Collector's offices prior to June 1 of each year. Any subsequent changes to the posted hours must also be submitted in writing to the School District's Office five (5) working days in advance of proposed change in hours. Weekly reports of names/addresses and taxes paid are to be submitted with deposits. Waivers to the weekly reporting requirement of names must be coordinated with the School District office representatives.

G. In addition to the weekly reports filed with the School District, monthly reports shall be on the form approved by the Department of Community and Economic Development and shall be completed and submitted to the District's Business Manager no later than the 10th of the month following the last day of collection. The District will consider reports in another format, such as computer-generated reports, but those reports may not be used until approval of such format has been granted by the District's Business Manager.

H. Create and retain electronic image of all checks and remit them to the Business Manager upon request.

I. Tax duplicates cannot be delivered to the Tax Collector until the School District has received evidence of bonding.

SECTION 3 - DEPUTIZATION

The Tax Collector may, with the approval of the surety and the School District, deputize in writing, Dauphin County or the School District, or an employee of either to receive and collect any or all of the taxes in like manner and with like authority as the Derry Township Tax Collector having appointed them. The Tax Collector appointing an authorized deputy collector shall be responsible for and account to the School District for all taxes received or collected by his or her deputy. The Tax Collector appointing the School District or one of its designated individuals and remaining responsible for the collection of taxes shall be paid $0.50 for each bill collected and processed by the deputy tax collector once it has been properly accounted for by the tax collector. The tax collector shall fully cooperate with the District in fulfilling his/her duties and responsibilities.

The deputy shall provide the Tax Collector with payment records required for the Tax Collector to process tax certifications. The Tax Collector may retain monies earned through the tax certification process, but only to the extent that the Tax Collector performs such tax certifications.

Within 30 days of taking office, either by election or appointment, a Tax Collector shall notify the School District in writing of his or her decision to choose the deputization option. Once the notice is given, the Tax Collector may not change the option during the four (4) year term of office of the Tax Collector without the express written consent of the School District.

SECTION 4 – APPLICATION

The foregoing compensation shall be applicable to all tax collections occurring on and after January 1, 2026, and to all Tax Collectors elected or appointed after the adoption of this Resolution.

SECTION 5 – EFFECTIVE DATE

This Resolution shall take effect immediately with application as aforesaid.

RESOLVED AND ADOPTED this 10th day of February 2025.

ATTEST:

Secretary (Official Seal)

DERRY TOWNSHIP SCHOOL DISTRICT

By: _____

Lindsay K. Drew, President
Board of School Directors

ADMINISTRATIVE REGULATION

DERRY TOWNSHIP SCHOOL DISTRICT

APPROVED: December 1, 2022

REVISED:

702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

Name of individual, group or agency: Simply Southern

Contact person if group or agency: Maria Bracamontes 336-274-7889

Address: 498 Gallimore Dairy Rd

Greensboro NC 27409

District program, school or grade level to be recipient: School -

Teachers appreciation week / Teacher of the Year ect.

Purpose of gift, grant, donation: Simply Southern donation

giving back to teachers.

Amount of gift, grant, donation: 129 Items Roll Totes

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

Donor Signature — Date: 1/27/25

Superintendent Signature — Date

caiu
Capital Area Intermediate Unit

All-in!

NEWSLETTER



Executive Director's Report | January 2025

CAIU Board of Directors

Melanie Gurguiolo, *President, Camp Hill*
John Kaschak, *Vice President, Lower Dauphin*
David Barder, *Upper Dauphin*
Richard Bradley, *Mechanicsburg*
Gabrielle Brandt, *West Perry*
Paula Bussard, *Carlisle Area*
Seth Cornman, *Big Spring*
Brenda Cox, *West Shore*
Dr. Joshua Cysyk, *Derry Twp.*
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*
Gerald Schwille, *Northern York County*
Patrick Shull, *Newport*
Lauren Silvers, *Central Dauphin*

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
Chief Information Officer

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: Embracing the Wisdom of Snow Days

4 CAIU Financial Overview: Understanding Our Funding and Operations

5 CONNECTIONS: Emergency Behavioral Health Crisis Walk-in Center

6-7 Noteworthy: January is School Director Recognition Month

8 Situational Awareness Spotlight; Moving Forward: Implementing Listening Circle Feedback

9 Mission Moments: New Compass Interpreters; New Hope Ministries' Generosity; KSCA Graduation

10 Trainings and Events; Day of Service and Learning; Refer a Friend

11 Compliment Corner; New Hires; Retirees



On the Cover: *New interpreters recently added to the Compass program. Read more on pg. 9.*

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 February All-In: Friday, Jan. 24

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
January 2025
2024-2025, Issue 7

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caiu Capital Area Intermediate Unit

CAIU Main Office
55 Miller Street
Enola, PA 17025
www.caiu.org
Email: info@caiu.org
Phone: 717.732.8400

Please like us on social media!

From the Executive Director's Desk



Embracing the Wisdom of Snow Days

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

I saw a post on Facebook the other day that said, "If you don't find joy in snow, you will have a lot less joy, and the same amount of snow." As I write this during a remote workday, I can't help but think about the joy snow days have brought both as a child and as a grown up. Snow days held near mystical status when I was a kid. Back then they were few and far between despite the amount of snow we got and involved the feeling of playing the lottery while you waited for your school's code number to appear on the tv news banner. Now with virtual days, they are again few and far between, holding that value based in their rarity. While snow days are often seen as a gift, they offer more than just a break from work or school. They can teach us valuable life lessons—lessons that extend far beyond the joy of building snowmen or sipping hot cocoa by the fire.

The first lesson you can take from a snow day is that it is good to embrace some unexpected down time. In today's fast-paced world, we often feel the pressure to always be productive. Whether it's work, school, or household responsibilities, there is rarely a moment to just be. A snow day, however, is a forced pause—a time when external circumstances require us to stop or at least slow down. This unexpected downtime can teach us how to embrace moments of stillness without guilt. Instead of scrambling to fill the time with work or digital distractions, we can learn to relax, recharge, and appreciate the beauty of having nothing planned. This time away from our busy schedules is not just a chance to rest; it's an opportunity to reflect, rejuvenate, and simply be present in the moment. When we slow down, we become more in tune with ourselves and the world around us, which can lead to greater clarity, focus, and a deeper sense of gratitude.

The next lesson is appreciating the incredible beauty of nature. Covered in snow, our surroundings seem transformed and peaceful. A snow day provides the perfect opportunity to reconnect with nature. Whether you venture outside to enjoy the crisp air or simply take in the view from indoors, snow days invite us to slow down and notice the beauty of the natural world. I stepped out on my deck and the world was silent except for two dueling woodpeckers. I love when the snowbirds come, all puffed up, cleaning up any seed that falls from the feeders. The way snowflakes fall, the stillness of the trees—these small wonders can be reminders of the simple pleasures we often overlook in our busy lives.

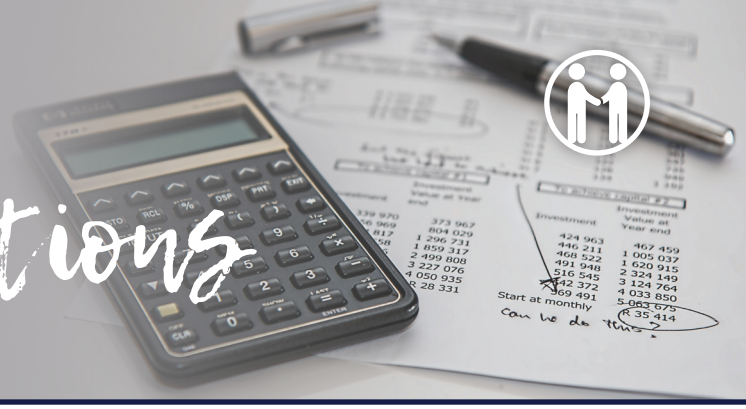
The third lesson involves flexibility. Snow days often disrupt our plans, forcing us to adjust on the fly. Whether it's canceling a meeting, postponing an event, or figuring out how to work from home, we are faced with the need to be flexible and adaptable. These moments can teach us how to roll with the punches, making the best of unexpected circumstances. Life doesn't always go according to plan and snow days show us that flexibility is key to navigating the uncertainties that come our way. When we let go of rigid expectations and embrace change, we open ourselves to new experiences and opportunities that we might otherwise miss.

The final lesson I will mention – although it is surely not the last lesson – is about using this found time for connection. While a snow day can feel like a solitary escape, it also offers an opportunity to strengthen social bonds. With schools closed and many workplaces shut down, families and friends often find themselves spending more time together. Whether it's huddling around the fireplace, enjoying a shared meal, or playing games indoors, snow days can bring people closer. The absence of external distractions allows for deeper connections and conversations. Even from a distance, you can connect with others about their favorite snow day memories and their snow day rituals and plans. Today I heard about fun plans with kids and a great way to motivate yourself to shovel snow by planting beverages in the snow that you can enjoy as you find them again while shoveling. Connecting over a snow day is an opportunity to share stories, laugh together, and enjoy each other's company in a way that everyday routines often don't allow.

Snow days are more than just winning mother nature's winter lottery or a break from your regular schedule; they are moments to pause, reflect, and learn. Whether it's about embracing downtime, appreciating nature, fostering creativity, or strengthening connections, these days offer valuable life lessons. The next time the snow falls and the world slows down, take a moment to appreciate the quiet lessons it brings. Embrace the unexpected pause and use it as an opportunity to reset, reconnect, and rediscover the simple joys of life.

CAIU Financial Overview

Understanding Our Funding & Operations



By Daren Moran, *Director of Business & Operations*

Have you ever wondered where the funding to operate the Capital Area Intermediate Unit (CAIU) comes from, or even what an Intermediate Unit is? Many of us have been asked by friends and family about our work and the services we provide.

What is an Intermediate Unit?

Established by the Pennsylvania General Assembly through Act 102 in 1970, Intermediate Units (IUs) began operation on July 1, 1971. They were created to replace the County Office of Superintendent, with Pennsylvania divided into 29 IU regions. Each school district is assigned to a specific IU service area.

Intermediate Units serve as a bridge between individual school districts and the Pennsylvania Department of Education (PDE). Initially focused on special education, their services have expanded significantly over the past 50 years to include preschool programs, support for non-public schools, professional development, technology, and online learning. Today, IUs are entrepreneurial, highly skilled, and technology-rich providers of cost-effective instructional and operational services to various educational entities.

Governance and Structure

Like school districts, each IU has its own board of school directors. The CAIU is governed by a 19-member school board, with representation from all 24 member school districts, either through permanent or shared seats. This governance structure ensures that all districts have a voice in the CAIU's operations.

Funding Sources

The funding for IU operations is distinctly different from that of school districts. School districts primarily rely on local property taxes, state subsidies, and federal programs. In contrast, the CAIU receives most of its funding from grants and services sold to member districts. For the 2023-24 fiscal year, the CAIU generated over ***$125 million in revenue, with 60% from state and federal sources and 40% from services sold***.

Budget Allocation and Operational Efficiency

Understanding how the CAIU allocates its budget can offer deeper insights into its priorities and operational efficiency. A significant portion of the budget is dedicated to educational programs, special education services, and professional development. Additionally, investments in technology and infrastructure ensure that the CAIU remains a leader in innovative educational solutions. Cost-saving measures, such as shared services and collaborative projects, help maximize resource utilization and provide high-quality services at reduced costs.

Revenue-Generating Activities

The CAIU actively engages in various revenue-generating activities to supplement its funding, including professional development workshops, specialized educational programs, and technological services. By offering these services to member districts and other educational entities, the CAIU not only diversifies its revenue streams but also enhances its financial sustainability.

Capital Projects and Long-Term Investments

The CAIU's commitment to long-term growth is evident in its capital projects and infrastructure investments. Recent initiatives include upgrading facilities, enhancing technological capabilities, and expanding service offerings. These projects are designed to meet the evolving needs of the educational community and ensure that the CAIU remains a vital resource for its member districts.

In conclusion, understanding the financial structure and operations of the CAIU helps demystify our role and impact. If you're ever asked about the CAIU, you can now confidently explain that it is one of 29 IUs in the state, generating approximately $125 million annually to provide innovative support and services. We strive to build capacity and model courageous leadership, helping schools, families, and communities achieve greatness. By maintaining a focus on financial efficiency, strategic investments, and diverse revenue streams, the CAIU continues to play a crucial role in the educational landscape of Pennsylvania.

connections

Did you know that there is an emergency behavioral health crisis walk-in center in our area that is ready to provide individuals with immediate access to mental health care, **WITHOUT** needing a referral or an appointment?

CONNECTIONS recently visited the CAIU to share with us their mission of providing immediate care to people in crisis and connecting them to long-term support within their community. They are doing a lot of intentional outreach work with our local school districts and first responders to get the word out about the valuable services they offer.

CONNECTIONS is a regional emergency behavioral health crisis walk-in center serving Dauphin, Cumberland, and Perry Counties. They also provide mobile crisis response services in our region. The walk-in center, located at 1100 S. Cameron Street in Harrisburg, serves both youth and adults experiencing a behavioral health emergency and is available 24/7/365. Individuals age 14+ in need of immediate mental health care can walk into the center anytime, with no appointment or referral. Every person that comes in will be seen by a trained behavioral team within 90 minutes.

Services Offered:

- *Walk-in Urgent Care:* 24/7 walk-in clinic open to all individuals in need of mental health support, regardless of insurance or circumstances.
- *Mobile Crisis Response:* a team of behavioral health professionals are dispatched directly to assist those in crisis and connect them to ongoing services.
- *23-hour Observation:* an observation unit will provide rapid assessment, treatment, stabilization, and proactive discharge plan.
- *Outpatient Recovery Services:* program designed to surround individuals with care and community-based resources needed.

For more information visit their website: **connectionshs.com/harrisburg** or call 717.408.1353.





January is

School Director Recognition Month

By Rennie Gibson, *Executive Assistant & CAIU Board Secretary*

January is the perfect time to reflect on the vital work that school board members do for the students and communities they serve. As part of School Director Recognition Month, I want to take a special moment to recognize and celebrate the dedicated individuals who serve on the Capital Area Intermediate Unit (CAIU) Board.

Their leadership, commitment, and tireless efforts are essential in supporting educational excellence across our region.

What CAIU Board Members Do

The CAIU is governed by a 19-member school board. We have 14 schools that have permanent seats on the board and 10 schools that share 5 seats between them. At any given time, all 24 of our member school districts have representation on our Board of Directors either through a permanent seat or a shared seat.

Our Board members play a unique and crucial role in promoting and advocating for quality education, helping to prepare our children to lead successful lives. Their guidance helps shape the direction of the CAIU and supports the region's districts in their mission to provide high-quality education.

They are dedicated public servants who volunteer their time and expertise, balancing their responsibilities with personal and professional commitments. They are true advocates for education, always focused on finding innovative solutions that benefit all students in the region, regardless of background or need.

Board Members Stand Strong with Our Values

Supporting Educational Excellence & Expertise

The CAIU Board members work to ensure that students throughout our region have access to top-tier educational resources and support services. From special education programs to professional development for educators, the board is dedicated to enhancing the quality of education and providing opportunities for all students to thrive.

Fostering Partnerships

The CAIU plays a pivotal role in fostering partnerships and collaboration between schools and communities by providing cost-effective programs to our 24-member school districts, two area vocational-technical schools, and over 50 non-public schools, along with several charter and cyber schools. Our Board members are often key in facilitating this collaboration, ensuring that best practices and innovative ideas are shared, allowing every student to benefit from improved educational opportunities.

Dedication - Championing Specialized Services

CAIU is known for its ability to provide specialized services to our districts, including professional development, educational technology, special education, and other critical resources. The board demonstrates their dedication and commitment by overseeing and supporting these services helping to ensure that schools, staff, and families have the tools and supports necessary to meet the diverse needs of their students.

Navigating Challenges with Leadership and Vision

Our CAIU Board members have been instrumental in navigating the challenges of the past few years, supporting creative solutions and innovative services to meet the needs of our districts, students and staff. Their leadership has provided a steady hand, ensuring that our region's schools remained strong, proactive, and focused on student success during uncertain times.

A Heartfelt Thank You

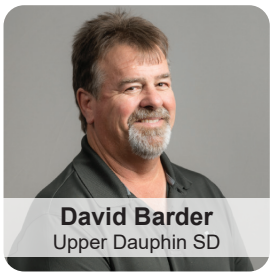
To the members of the Capital Area Intermediate Unit Board,
we offer our sincerest thanks.

Your contributions to education often go unseen by the public, but the impact of your work is felt throughout our communities. The countless hours you devote to meetings, decision-making, and strategic planning help ensure that every student has the opportunity to succeed, no matter their background or learning needs.

As we celebrate School Director Recognition Month, I encourage you to join me in expressing gratitude for our Board members! Whether it's through a thank-you note, attending a CAIU Board meeting, or simply acknowledging their contributions, your support reinforces the importance of their role in our education system.


Melanie Gurgiolo
Camp Hill SD


John Kaschak
Lower Dauphin SD


David Barder
Upper Dauphin SD


Richard Bradley
Mechanicsburg SD


Gabrielle Brandt
West Perry SD


Paula Bussard
Carlisle Area SD


Seth Cornman
Big Spring SD


Brenda Cox
West Shore SD


Dr. Joshua Cysyk
Derry Twp. SD


Brian Diffenderfer
Millersburg Area SD


Jackie Hill
Susquehanna Twp. SD


Jaime Johnsen
Harrisburg SD


Phillip Lehman
Susquenita SD


Leslie Marshall
East Pennsboro Area SD


Marianne Moore
Middletown SD


Michelle Nestor
Cumberland Valley SD


Gerald Schwille
Northern York County SD


Patrick Shull
Newport SD


Lauren Silvers
Central Dauphin SD

Situational Awareness

The internet offers many amazing opportunities for communication, information, and entertainment, but it also presents significant risks. Online situational awareness is essential for protecting your personal data, maintaining privacy, and avoiding falling victim to scams. It also promotes responsible digital behavior, ensuring that you can have a positive and secure experience in the online world.

Points2Ponder

- Do I use strong, unique passwords?
  - *Create passwords that are unique and difficult to guess, avoiding easily identifiable information. Use a mix of uppercase and lowercase letters, numbers, and symbols.*
  - *Consider using a password manager to keep track of multiple passwords securely.*
- Do I enable two-factor authentication (2FA)?
  - *Add an extra layer of security by enabling 2FA on your accounts. This requires you to provide a second piece of information, such as a code sent to your phone, in addition to your password.*
- Do I keep software and devices updated?
  - *Regular updates for your operating system, apps, and antivirus software are essential for fixing security vulnerabilities that cybercriminals may exploit.*
- Am I aware of phishing attempts?
  - *Be cautious of unsolicited emails, messages, or phone calls that ask for personal information. Phishing scams often look legitimate but are designed to steal your information. Always verify the source before responding.*
- Do I ensure the wi-fi networks I use are secure?
  - *Avoid using public Wi-Fi networks for sensitive activities. If you must use public Wi-Fi, consider using a Virtual Private Network (VPN) to encrypt your connection.*
- How frequently do I monitor bank and credit accounts?
  - *Regularly check your financial accounts for any unusual transactions. Set up alerts with your bank to get notified of any significant changes.*
  - *When shopping online, ensure the website is legitimate by checking for HTTPS in the URL and looking for trust seals or secure payment options. Avoid saving payment details on unfamiliar sites.*
- How much thought do I give before sharing personal information when I'm online?
  - *Be mindful about how much information you share online, especially on social media platforms. Consider how sharing details about your location, routine, or travel plans might be used by malicious actors.*
  - *Review the privacy settings of social media platforms and other online accounts. Limit what others can see about you and be mindful of the personal information you share publicly.*
- How assertive am I at educating myself and staying informed?
  - *Cyber threats evolve constantly, so staying informed about new security risks and safe online practices is important. Follow trustworthy cybersecurity blogs and websites for updates.*

Moving Forward: **Implementing Listening Circle Feedback**

Over the past several years, our organization has honed a laser-focused commitment to achieving our three organizational goals. Among these is fostering a culture of dignity and belonging—a deeply personalized and aspirational objective. To advance this vital work, the CAIU has adopted the **U.S. Surgeon General's Framework for Workplace Well-Being**. This framework, built on five core essentials, not only complements the progress we've made as an organization but also provides a structure to enhance our collective learning and development.

This journey gained momentum in mid-September when we launched two key initiatives: Peer Interviews and Listening Circles. Over nearly four months, hundreds of staff members participated, sharing invaluable insights that have provided a foundation for meaningful change.

To transform this feedback into action, the CAIU has partnered with **Dr. Nikole Hollins-Sims** to guide strategic efforts for growth. Together with our leadership team, we are working to operationalize this information and ensure sustained and meaningful progress.

In the coming months, we will continue to share updates on how your voices are shaping a learning, working, and growing environment rooted in belonging and dignity. Thank you for being an essential part of this journey. ***Stay tuned for more updates!***



Mission Moments



compass
Connecting Cultures Empowering Communities

We are excited to enhance the Compass program by adding new interpreters, boosting our capacity to provide diverse, high-quality language services. Their experience and expertise will help bridge communication gaps and promote cultural understanding.

Welcome to the team: Hadeer Afifi, Wafaa Mostafa Singer, Mariole Saint-Fleur, Mounkaila Ide Magagi, Bhakta Bhujel, and Madhu Ghimirey!

New HOPE Ministries
Sharing Christ's love by meeting human needs

A big thank you to New Hope Ministries for their continued support of the CAIU students at Diakon Center Point in Boiling Springs. New Hope recently provided 20 turkeys and 20 bags of food to the students and their families!





Recently, the Keystone State Challenge Academy (KSCA) marked a significant occasion with the graduation of 45 cadets! The ceremony honored their accomplishments, preparedness for future endeavors, and emphasized their development and dedication. A big congratulations to all the cadets for their hard work!

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:

2/3/2025 - CAIU Educational Leaders Conference
Audience: District Admin, Building Admin, School Leaders

2/4/2025 - Culturally Responsive Field Guide
Audience: Teachers, PBIS Team Members, Administrators, School Counselors

2/4/2025 - Vulnerable Decision Points
Audience: Teachers, Administrators, School Counselors, PBIS Team Members

2/7/2025 - Central PA Student Services Institute
Audience: School Counselors, School Social Workers, School Psychologists, School Nurses, Administrators, Directors of Student Services, Supervisors of School Based Mental Health Professionals

2/13/2025 - Navigating the Future: STEELS Secondary
Audience: Middle and Secondary Science teachers, administrators, curriculum leaders

2/21/2025 - Chronic Absenteeism and Attendance
Audience: Administration, Teachers, School Counselors



Day of Service & Learning

Consistent with our mission and values, the CAIU is committed to being a learning organization, focused on the growth of staff and being of service to our communities.

To realize both priorities, the CAIU is ensuring staff have the time to commit to these endeavors by creating a Day of Service and Learning on the Friday before the Martin Luther King Jr. Day of observance, which is celebrated on the third Monday in January.

Eligible learning and service project hours (up to 7.5) completed on or prior to Jan. 17, 2025 will count towards hours off this day. Click **HERE** for more information.

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

caiu Capital Area Intermediate Unit

Welcome New Hires!

ibelong @caiu



Lakyn Buck is an EPP at the Enola office. She just got married.



Brandon Campbell is a Software Engineer at the Enola office. He has a toast tattoo from an inside joke.



Jenifer Letsas is a Job Coach at PaTTAN. She was almost a Rockette.



Lisa Liddick is a LPN/ EPP at Hill Top Academy. She loves horses.



Amy Long is a Service Coordinator at CAELC. When she isn't working, you can find her supporting her kids at a cheer competition or the softball field.



Trisha Wolfe is a PCA at Middle Paxton.

YOU'RE *one of* US NOW

Farewell Retirees!

Richard Voshall

is retiring after more than 1 year 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

Colleen Bushman, *HR Generalist*

Thank you for always responding so quickly to all my questions through emails—you rock! Even when the questions are a bit random at times, we all appreciate your dedication and positive attitude here at KSCA. We truly don't know what we'd do without you, Colleen. Thank you from the bottom of my heart.
- Erika Grove, Teacher

DEDICATION

Jennie Davis, *Specialized Instructor*

Jennie is incredible to work with and is committed to working above and beyond to provide anything she can that will benefit her students. She is fantastic as a team leader/case manager and the way she leads makes everyone else's job smoother!
- Erin Miller, Occupational Therapist

Save the Date!

Central Pennsylvania Student Services Institute (CPSSI)

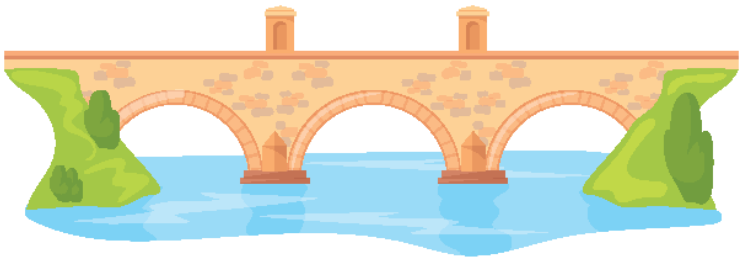
Join us for a full day of professional development as we explore the areas of supporting student mental-health, trauma, and grief and loss. The Central Pennsylvania Student Services Institute (CPSSI), formerly known as the Central Pennsylvania School Counselor Institute, will be held at Shippensburg University on February 7, 2025 from 8:00am-3:30pm. There is no cost for this professional development conference, and lunch will be provided.



This Year's Theme:

Healing Beyond the Classroom:

Building Bridges of Well-Being in Schools



** 5 CEs will be awarded for completion of this conference for social workers, MFT and Professional Counselors by the PA State Board of Social Workers, Marriage & Family Therapists and Professional Counselors.*

Register today! The CPSSI is hosted by Shippensburg University's Department of Counselor Education - College of Education and Human Services in Collaboration with the Pennsylvania Department of Education, Capital Area Intermediate Unit, and the Capital Area School Counselors Association.

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **January 23, 2025,** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click *HERE* for the 1/23/25 Board Meeting agenda & Attachments

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

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

EXECUTIVE SESSION

- An Executive Session was held to discuss legal and negotiation matters.

REPORTS/UPDATES

- **Board Member Appreciation** – Thank you to our CAIU Board Members for providing the support and leadership we need to successfully serve and engage in our mission to provide innovative support, services, and partnership with our schools, families, and communities to build capacity and model courageous leadership!
- **Announcement of January Retiree:** The CAIU Board of Directors announced the retirement of **Christine Schumber**, Occupational Therapist, retirement after nearly 4 years of service.
- **Board Committee Reports**
  - The **Board Act 93 Committee** met this month and put together a draft agreement that was approved at today's meeting.
  - The **Board Negotiations Committee** met in early December to determine a meeting schedule. The first meeting will be held in February.
  - **Board Finance & Budget Committee** met on 1/13/25 to review the proposed 2025-26 CAIU General Operating Budget.
  - **Champions for Children Committee** met on 1/22/25. The needs of the students we serve are significant with requests totally over $20,000 this year. The committee was able to fund all approved requests due to the fundraising efforts throughout the year.
- **2024 Statement of Financial Interest/Board Organization**– The 2024 Statement of Financial Interest forms for 2024 are due to the Board Secretary by May 1. Both the CAIU and home school district can be listed on one form in item #4 & #5. In addition, the Board Secretary is required to keep an organization & membership for our board members.
  - **Electronic SFI** form available at this link: **Online Filing**
  - **Traditional paper form, you may print a copy at this link: Statement of Financial Interests**
  - **PLEASE NOTE:** all filers will still need to submit a copy of their electronically filed form, or their paper form, to the Board Secretary by May 1.

- **2025-2026 General Operating Budget Presentation:** Daren Moran reviewed the budget approval process and timeline. He also provided budget assumptions for the proposed 25-26 General Operating Budget and some key points:
  - The General Operating Budget is 1 of 50 IU budgets and is 5% of overall IU operations. It is the only budget that requires a vote by each district's board.
  - The budget consists of 8 functions and is currently debt free.
  - Revenue comes from relatively equal split of federal, state, and local.
  - Reviewed timeline of budget approval review and process: final budget will be presented for approval at the 2/27/25 Board meeting and will be voted on by all member district's board between February – April. Final budget must be submitted to PDE by May 1.
  - 10.77% of funding comes from districts the rest comes from entrepreneurial and indirect revenue.
  - Restricted rates come from PDE and can be charged to most federal projects; Indirect costs rate charged to enterprise funds is 7.5%.
  - **Revenue:** NO INCREASE TO SD CONTRIBUTION OF $902,460 AND NO INCREASE TO INDIRECT COST RATE OF 7.5%
  - Major budget changes:
    - Fund balance – no budget transfers planned for 25-26
    - Interest income increased by $100,000
    - Indirect – increase due to growth of entrepreneurial programs and grants
    - Ongoing salary analysis of classified and exempt staff
    - This year the budget is not fully staffed
    - SAC conferences are now funded by this budget.
  - Budget assumptions:
    - Increase in salaries and one new position added. Includes 41.4 full-time equivalent positions
    - Healthcare increases impacted the budget by $87,700
    - PSERS rate is 34.00%
    - Salaries/Benefits make up 66% of budgeted expenses
  - Fund Balance – Currently 9% Unassigned of $4,804,481; $3,350,000 of assigned for PSERS, healthcare, facility upgrades
- **CAIU Strategic Plan Mid-Year Organization & Team Updates:** Dr. Kevin Roberts provided a mid-year update and high-level overview of the CAIU Strategic Plan. Goal progress was shared through team and organizational highlights. Dr. Roberts reviewed our three organization goals and our process: 1) CAIU will make it easier to do business with us, 2) CAIU will improve staffing and retention, recruitment, and recognition, 3)CAIU will foster a culture of dignity and belonging. Each team director shared a team update:
  - **Daren Moran, Director of Business & Operations Mid-year report:** The Business and Operations team made progress in all three goals. Daren highlighted the ongoing meetings between HR and the Business team to refine and streamline processes, reduce duplication, and simplify the procurement process. They also focused on engagement with program staff through planned visits to other locations, departments, and classrooms. The Business team started initiatives such as monthly team lunches with directors and supervisors, to build personal connections and create a more inclusive and supportive work environment contributing to workplace wellbeing**.**
  - **Maria Hoover, Director of Educational Services Mid-year report:** The Educational Services Team focused on goal 1 and has been working with the Communications Department to develop and update internal and external communication plan specific to trainings and professional learning opportunities. They are currently finalizing information that will be easier to access for our partners both internally and externally. Maria also highlighted the following goal work: CAOLA communication plan based on strategic planning work,

streamlining external communication that includes state and federal mandates, and professional learning, training and consulting so that our partners can easily access offerings, procedures, and processes that will enhance engagement. The focus will be shifting to streamlining communication in the areas of requests for services and invoicing as well.

- **Blake Wise, Director of Human Resources Mid-year report:** reported that the HR team focused on goals 2 & 3, recruitment through the lens of workplace well-being. They have implemented new employee orientation meetings two times per month that are designed to provide new staff with an overview of the CAIU, valuable information leading up to their first day, complete system log-in via their lap-top, and an opportunity to meet their supervisor as well as other leaders from across the IU.
- **Dr. Andrew McCrea, Director of Student Services Mid-year report: Student Services team** focused on goals 1 & 2: Staff retention and efficient systems & partnership through professional development & learning. Externally, they are doing work at a regional level, working with districts to develop professional learning and trainings for new and emergency certified staff working in special education. Internally they focused on best practices in adult learning for IU trainers/educators and have increased cross-team collaboration within the organization.
- **David Martin, Chief Information Officer, Mid-year report.** Dr. Roberts shared the Technology Team's report in Mr. Martin's absence. They focused on goal 1 and have been working to enhance team operations by defining roles to improve communication and foster cross-team collaboration to increase productivity and workflow. In addition, the have implemented biweekly internal strategy meetings to access current processes and needs, develop standard operating procedures for better workflow between technology sub teams.
- **Dr. Kevin Roberts, Assistant Executive Director, Mid-year report on Organizational Goals 2 & 3.** The CAIU Leadership Team has been making progress on improving staffing through our Leadership Focus Teams in the following areas: mentoring, recognition, professional learning, induction, onboarding, recruitment. In addition, the team is heavily involved in intense work on the workplace wellbeing framework. They are currently reviewing the recent data collected by staff listening circles and peer to peer interviews to develop goals for next year around workplace wellbeing. The next Strategic Plan update will be at the June 26 Board meeting.
- **Dr. Andria Saia, Executive Director**, reported that the *All-in!* newsletter is available for the Board's review. She highlighted the front cover of cultural navigators, our new interpreters who were recently added to the Compass program. Dr. Saia also highlighted CONNECTIONS, an urgent care walk-in center located on Cameron St., Harrisburg, that is open to all individuals in need of mental health support, regardless of insurance or circumstances. Please refer to page 5 for an overview of the services that they offer.

APPROVED ACTION ITEMS

- **Approval of Minutes –** December 19, 2024, CAIU Board Meeting.
- **Treasurer's Report for December 2024** – a total of $7,537,651.74 in receipts and $8,480,479.39 in expenses
  - **Payment of Bills – December 2024**
  - **Summary of Operations for December 2024** showing revenues of $55,884,274.87 and $48,079,311.03 in expenses.
- **Budget Administration**
  - First Reading Proposed 2025-26 General Operating Budget

- **Other Business Items**
  - Contracts – January 2025
  - Approval to accomplish the CAIU Annual Election by mail or virtual ballot in the spring of 2025.
- **Policies & Programs**
  - Informational Item - Update Policy 626 (Attachment only) - Procurement
  - Second Reading Revised Policy #005 - Organization
  - Second Reading Revised Policy #Policy 308 - Employment Contract/Board Resolution
  - Second Reading Revised Policy #823 - Opioid Antagonist
- **Job Description**
  - Second Reading, Existing Position, Revised Job Description - Assistant Director of Student Services
- **Personnel Items**
  - See attached Personnel report.
  - Approval of proposed Act 93 Agreement – 7/1/25 – 6/30/29
  - Approval of proposed Cabinet Leadership Agreement – 7/1/25 – 6/30/29

EXECUTIVE DIRECTOR'S REPORT

- *Click HERE for the January **All-In Executive Director's Report.***

UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, February 27, 2025, 8:00 a.m., Board Room, CAIU Enola Office**, 55 Miller Street, Enola, PA, 17025 and posted on our website, at www.caiu.org.Time of Meetings: 8:00 a.m.

January 23,2025, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **BRIANNA CEKOVIC,** Personal Care Assistant, Emotional Support Program, effective December 21, 2024. Reason: Personal.
- **ALAINA CUNEO-TOMASI,** Speech and Language Pathologist, Early Intervention Program, effective February 4, 2025. Reason: Personal.
- **KELLY GETHOUAS,** Food Services Coordinator, Student Services Team, effective June 5, 2025. Reason: Retirement after 15 years of continuous CAIU service.
- **SARAH HEAVNER,** Occupational Therapist, OT/PT Program, effective January 31, 2025. Reason: Personal.
- **BRIAN OSBORNE,** Department Coordinator, Student Services Team, effective January 24, 2025. Reason: Personal.
- **CLAIRE SMITH,** School Counselor, ANPS Program, effective June 4, 2025. Reason: Personal.

TERMINATIONS:

- **CAMERON WEST,** Custodian, Administrative Team - Operations, effective December 13, 2024 due to job abandonment/failure to respond to communication and return to work.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LILLIAM CANTILLANO,** Paraeducator, effective date to be determined. Assignment: Job Coach, Emotional Support Program with base salary of HS, $28,880 + $2,950 annual stipend for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JASON HALLER,** Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of $52,845 for 260 days of service will be prorated based on the number of days worked through June 30, 2025. This is a replacement position funded through the Technology Entrepreneurial budget. Experience: 5 years of similar or related experience.
- **MARISSA SMITH,** Temporary Professional, effective date to be determined. Assignment: Speech and Language Pathologist, Early Intervention Program with base salary of Masters, Step 1, $56,805 for 190 days of service and will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.

ISSUANCE OF TENURE:

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 23, 2025:

- Melissa Smith
- Jamie VanMeter
- Julia Williams

PSBA Statement on Executive Action

On Friday, January 31, PSBA sent a communication to member districts and solicitors regarding recent executive action. Below is a copy of that communication:

This week, the new Administration issued a series of executive actions on a wide range of matters, including diversity, equity and inclusion (DEI); immigration; federal funding; school choice; and Title IX. For instance, within a three-day span, a memo was released by the Office of Management and Budget (OMB) ordering a pause on "disbursement of all Federal financial assistance," a stay was issued by a federal judge suspending the implementation of the memo, and the memo was rescinded by OMB – highlighting just how rapidly issues are arising and changing.

PSBA staff, in conjunction with state and federal partners, including the Consortium of State School Board Associations (COSSBA), are analyzing the flurry of actions that have taken place over the past few days to carefully understand how any proposed changes could impact public schools in Pennsylvania, and are actively developing tools, resources and supports to ensure members are equipped to navigate the changing landscape.

It is our priority to share information that is not only timely, but accurate to prevent unnecessary confusion, frustration or concern. Please continue to watch our regular channels of communication for updates as these issues are resolved.

As a nonpartisan membership organization, PSBA remains committed to supporting our members to lead exceptional public schools. Our focus will continue to be on ensuring that every child is provided with resources and an environment that is conducive to learning.

New guides available

All publications and resources can be found in your member portal, myPSBA, in the Resource Library under the Gain Knowledge tab. Five new resources were recently released:

- *Filling a Board Vacancy*
- *Social Media Guide for Pennsylvania School Board Directors*
- *Executive Session 101*
- *Advocacy Guide: Speak Up for Public Schools*
- *Closer Look: Understanding the School District Budget Process*

Student Leader Scholarships open through March 14

The PSBA Trust announced the opening of the 2025 Student Leader Scholarships. Applications for the 2025 scholarships are due by March 14, 2025. For more information visit PSBATrust.org.

Event updates

On **February 4**, Governor Shapiro will give his budget address with his proposals for the 2025-26 state budget.

PSBA's Government Affairs team will be meeting with legislators to get their initial reactions and will provide members with an overview of what the budget could mean for districts during a webinar on **February 7.**

Keep an eye out for these resources and a special *State Legislative Report* covering the budget, straight to your inbox.

If you are not able to attend this webinar live, it will be available as a recording on myPSBA for two weeks following the event.

Happening soon

February 7

Virtual

State Budget Webinar with PSBA Government Affairs

February 21

Virtual

Right-to-Know Law Compliance: Updates and Recommendations

February 25

PSBA Headquarters

TeachRock Educators Workshop

Future events

- **April 4:** Virtual School Solicitors Symposium
- **April 11:** The Ethics Act: How to Stay Out of the Papers (and Out of Trouble)
- **May 13:** PSBA Advocacy Day at State Capitol

Learn more

To find all events, visit the Gain Knowledge tab on myPSBA, your member portal, and export the events page.