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

## 1. OPENING ITEMS

### 1.a. Call to Order

**Minutes**

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

### 1.b. Roll Call

**Minutes**

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

**Members Absent:** None

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

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

**Solicitor:** David Walker

**Staff/Public in Attendance In-Person:** Phil Ayala, Anthony Colestock, John Eck, Sarah Harmer, Jason Reifsnyder, and Aaron Shuman

**Staff/Public in Attendance Virtually:** Kelly Lombel, Lisa Balanda, Mark Balanda, Michael Davies, Paige Dalto, Scott Harmar

### 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 Dr. Cysyk and a second by Mrs. Renz, the board agenda for this evening's meeting was approved.

***Vote Results***

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

# 2. INFORMATIONAL AND PROPOSALS

## 2.a. Presentation - High School Choirs Quintet

**Minutes**

The high school choirs, led by Mr. Farrell, provided the board with the singing of our national anthem, The Star-Spangled Banner.

## 2.b. Presentation - CR & A

**Minutes**

Anthony Colestock of Crabtree Rohrbaugh, and Associates provided the board with the schematic design of the elementary school for consideration and approval.

## 2.c. President Communications

**Minutes**

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

- Matters of Personnel
- Consultation with attorney or other professional advisers

She also announced that the interviews for the board member applicant candidates is set for the start of the board meeting the evening of March 24, 2025.

## 2.d. 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.e. Community Correspondence Report

**Minutes**

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

## 2.f. 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:

- AP Physics 1 textbook and approval for a second read and review
- A presentation of WIN Middle - What I need - part of the larger vision for a multi-tiered system of supports in the middle school

## 2.g. Student Representatives' Report

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

**Minutes**

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

- our boys' basketball team celebrated an awesome victory against Penn Trafford, and they compete in their next states matchup this Friday night
- on the 25th of this month, Tri-M has their Coffee House recital
- last week, our Youth and Government program had an intra-delegation activity to foster more connections and promote community service in Hershey through a plastic bag weaving activity where bags were woven into mats for the homeless.

- next week, YAG is hosting a speaker — Dr. Bradford who was the Deputy Director of the US Homeland Security under the Biden Administration
- Mini-THON events:
- today to Thursday, we are hosting our annual Bear Fundraiser. If the bear comes to a class, they must raise $5 to send it to another teacher — the goal being not having the bear at the end of the school day
- this week is push week for Mini-THON where the student who raises the most donations wins the Mini-THON Parking spot at the front of the school
- next Tuesday the high school is having a Stall Day for Mini-THON to stall classes based on how many coins students bring in
- Mini-THON is next Friday, we plan to be standing from 1pm to 11pm For The Kids!

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

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

- Approval of March 10, 2025, Board of Directors Summary Minutes
- Students of the Month
- Staff Development/Conference - Cara Garner, Legal Issues of Educating Individuals with Disabilities

## 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, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt |
| **Nay:** | 0 | |
| **Abstain:** | 0 | |
| **Not Cast:** | 0 | |

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

### 4.b. Request for the Use of School Facilities

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

| | |
|---|---|
| ***Group:*** | **PA United Field Hockey Club** |
| *Date/Time:* | Wednesdays, April 2, 12, 30, & May 7, 2025<br>6:30 p.m. - 8:00 p.m. |
| *Requested Facility:* | 322 Turf Field |
| *Event:* | Field Hockey Practice |
| *Fee:* | 322 Turf Field - $200 per hour<br>(approximately $1,800)<br>Total Fees - approximately $1,800 |

| | |
|---|---|
| ***Group:*** | **Pennsylvania State Police** |
| *Date/Time:* | Monday, March 10, 2025, 6:30 p.m. - 8:30 p.m.<br>Monday, March 17, 2025, 6:30 p.m. - 8:30 p.m. |
| *Requested Facility:* | High School Track & Restrooms |
| *Event:* | PSP Physical Readiness Testing |
| *Fee:* | None |

| | |
|---|---|
| ***Group:*** | **Township of Derry Parks & Recreation** |
| *Date/Time:* | Friday, October 31 2025, 3:15 p.m. - 6:30 p.m.<br>Saturday, November 1, 2025, 5:30 a.m. - 5:30 p.m. |
| *Requested Facility:* | High School Cafeteria, Hallways & Restrooms |
| *Event:* | Annual Arts & Crafts Show |
| *Fee:* | Custodian Fee: Saturday Only - $46.03 per hour/<br>per custodian (2) (approximately $1,288.84<br>Total Approximate Cost $1,288.84 |

**4.c. Approval of Textbook**

The Administration recommends the approval of the following textbook for use in the 2025-2026 school year:

| ***High School*** | |
|---|---|
| *Curricular Area:* | Social Studies |
| *Subject/Course:* | Civics/Honors Civics |
| *Grade Level(s):* | 11 |
| *Title:* | United States Government & Civics |
| *Publisher:* | McGraw Hill |

| | |
|---|---|
| *Author:* | Remy, et.al. |
| *Copyright:* | 2024 |

The textbooks were reviewed and approved at the February 10, 2025, Curriculum Council meeting. The funding for the recommendation is included in the 2025-2026 Curriculum Budget.

**4.d. Approval of Textbook**

The Administration recommends the approval of the following textbook for use in the 2025-2026 school year:

| ***High School*** | |
|---|---|
| *Curricular Area:* | Social Studies |
| *Subject/Course:* | AP World History |
| *Grade Level(s):* | 10, 11, 12 |
| *Title:* | Traditions & Encounters: A Global Perspective on the Past |
| *Publisher:* | McGraw Hill |
| *Author:* | Bentley Ziegler, Streets-Salter, Benjamin |
| *Copyright:* | 2023 |

The textbooks were reviewed and approved at the February 10, 2025, Curriculum Council meeting. The funding for the recommendation is included in the 2025-2026 Curriculum Budget.

**4.e. Approval of Field Trip/Excursion - Hershey Powerlifting**

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

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

| ***Group:*** | **Hershey Powerlifting** |
|---|---|
| *Number of Participating Students:* | 12 |
| *Grade Level:* | 9-12 |
| *Destination:* | Brookfield, Wisconsin |
| *Purpose:* | 2025 Powerlifting America High School Nationals |
| *Departure:* | 4/9/25 |
| *Return:* | 4/14/25 |
| *Trip Leader:* | Troy Smith |

### 4.f. 3 Monkeys
The administration recommends the approval of the 3 Monkeys contract for Mini-Thon rental.

### 4.g. Hooker Tech, LLC
The administration recommends the approval of the Hooker Tech, LLC contract for a professional learning day for staff focused on AI and student engagement.

### 4.h. IU 13
The administration recommends the approval of the Intermediate Unit 13 contract professional learning for the elementary staff on STEELS science standards.

### 4.i. JKM Training Inc.
The administration recommends the approval of the JKM Training contract for safe crisis management instructor recertification.

### 4.j. Mixed Impressions
The administration recommends the approval of the Mixed Impressions contract for a DJ for Mini-THON.

### 4.k. RJ McCarville
The administration recommends the approval of the RJ McCarville agreements for gym bleacher inspections at the ECC and middle school.

## 5. NEW BUSINESS

### 5.a. Samsara
The Administration recommends the approval of the Samsara renewal for the transportation GPS system.

**Minutes**

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Samsara renewal was approved.

***Vote Results***

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

## 5.b. Elementary Schematic Design - CR & A

The administration recommends the approval of the schematic design as presented by Crabtree, Rohrbaugh, and Associates.

**Minutes**

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Elementary Schematic Design was approved.

*Vote Results*

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

## 5.c. Personnel - Resignations

The Administration recommends the approval of the following resignations:

**Professional Staff:**

**Wilson, Evan**
Science Teacher
Long-Term Substitute
Middle School
Reason: Personal
Effective: 03/28/2025

**Classified Staff:**

**Bowman, Donald**
Custodian
Elementary School
Reason: Retirement
Effective: 08/05/2025

**Brittain, Joseph**
Substitute Cafeteria/Recess Aide
District-wide
Reason: Personal
Effective: 03/05/2025 (retroactive)

**Wetzel, Philip**
Seasonal Substitute HVAC Technician/Plumber
Buildings and Grounds
Reason: Personal
Effective: 03/18/2025

**Limited Service Contract:**

**Erdman, Nathan**
Assistant Coach - H.S. - Volleyball - Girls
Reason: Personal
Effective: 03/11/2025

**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, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt |
| **Nay:** | 0 | |
| **Abstain:** | 0 | |
| **Not Cast:** | 0 | |

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

**Transfer of Act 93 Staff:**

**Vargas Guzman, Edward*** (replacing Andrew Maya)
From: Computer Technician
Middle School
To: Computer Technician
High School
Effective: 02/26/2025 (retroactive)

**Professional Staff:**

**Lee, Lynnette*** (replacing Kayla Groff)
Mathematics Teacher
Middle School
Long-Term Substitute
Bachelor, Step 1
Salary: $58,548.77 (pro-rated)
**Extension Effective:** 03/28/2025 through the end of the 2024-25 school year

**Marsh, Madeline** (replacing Alexis Stoner)
School Psychologist Intern
District-wide
Salary: $15,000 (no benefits)
Effective: 08/11/2025 through the end of the 2025-26 school year

**Classified Staff:**

**Caceres, Antonio** (replacing Cheryl Hernandez)
Custodian (2nd shift)
High School
Full-time, 8.0 hours per day
Salary: $19.85 per hour
Effective: 03/11/2025

**Kerchner, Tracy** (replacing Rabia Dawood)
Paraprofessional
Primary Elementary
Level A, 5.75 hours per day
Salary: $19.57 per hour
Effective: 03/11/2025

**Ricker, Christine** (replacing Linda Alley)
Paraprofessional
Middle School
Level A, 5.75 hours per day
Salary: $19.57 per hour
Effective: 03/11/2025

**Transfer of Classified Staff:**

**Lehr, Michelle***
From: Cafeteria/Recess Aide
Intermediate Elementary School
Level A, 3.0 hours per day
Salary: $18.35 per hour
To: Substitute Cafeteria/Recess Aide
District-wide
Hours as needed
Salary: $15.00 per hour
Effective: 03/03/2025 (retroactive)

**Limited Service Contract:**

**Deasy, Thomas***
Head Coach - M.S. - Track & Field - Boys & Girls
Group E, Step 3
Salary: $3,066
Effective: 03/11/2025

**Dieterle, Hannah**
Assistant Coach - M.S. - Track & Field - Boys & Girls
Group G, Step 4

Salary: $2,172
Effective: 03/11/2025

**Erdman, Nathan***
Head Coach - H.S. - Volleyball - Girls
Group D, Step 15
Salary: $6,258
Effective: 07/01/2025

**Hess, Cory***
Outdoor Education Onsite Medical Service Coordinator (1)
Salary: $2,500
Effective: 03/11/2025

**Hess, Cory***
Outdoor Education Onsite Medical Service Coordinator (2)
Salary: $2,500
Effective: 03/11/2025

**Rehn, Asher***
Assistant Coach - M.S. - Track & Field - Boys & Girls
Group G, Step 3
Salary: $2,045
Effective: 03/11/2025

**Therit, Tanner***
Head Coach - M.S. - Soccer - Boys
Group E, Step 7
Salary: $3,833

**Vargas Guzman, Edward***
SAT Technical Support Coordinator - H.S. (.5 LSC)
Group I, Step 2
Salary: $479
Effective: 03/11/2025

***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, Lindsay Drew, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt |
| **Nay:** | 0 | |
| **Abstain:** | 0 | |

Not Cast: 0

# 6. DELEGATE REPORTS

## 6.a. CAIU

**Minutes**

The CAIU report is attached to the agenda. Dr. Cysyk shared that the general operating budget has been approved and there will be no increase to the amount the district pays.

## 6.b. PSBA

**Minutes**

The PSBA report was attached to the agenda.

# 7. SPECIAL REPORTS

## 7.a. Board Members' Report

**Minutes**

There were no members with a report to share.

## 7.b. Superintendent's Report

**Minutes**

Dr. Winslow gave a report that included the following:

- National Social Worker Week - recognition of Dee Stalnecker
- basketball doing very well, wrestling, swimming, and diving had great showings
- all things mini-thon happening right now
- encourage people to come out and support the students and all the different things that they're doing

## 7.c. Board President's Report

**Minutes**

Ms. Drew gave a report to express the following:

- the musical was phenomenal
- so many upcoming activities and concerts there's never a shortage of ways to support the district and our students
- the school spirit can be felt at many of the activities

## 8. RECOGNITION OF CITIZENS

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

**Minutes**

There were no citizens requesting recognition by the board.

## 9. ADJOURNMENT

**Minutes**

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

***Vote Results***

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

Respectfully submitted,

Michele Agee
Secretary to the Board
March 24, 2025

Lindsay K. Drew
Board President

| **Virtual Attendance March 10, 2025** |
| --- |
| Kelly Lombel |
| Lisa Balanda |
| Mark Balanda |
| Michael Davies |
| Paige Dalto |
| Scott Harman |



Crabtree, Rohrbaugh & Associates

# DERRY TOWNSHIP
## SCHOOL DISTRICT

**ARCHITECTURE / ENGINEERING SERVICES**

**March 10, 2025**

# AGENDA

1. Project Update
2. Schematic Design
3. Cost Estimate
4. Project Schedule
5. Next Steps
6. Questions



# Project Update

## Project Status Report

# PROJECT UPDATE

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



# Schematic Design

## Overall Floor Plan & Site Plan

# SCHEMATIC DESIGN CHECKLIST

## From Concept Design to Schematic Design

- ✓ Pre-Design – Visioning, Ed. Program, Ed. Specs and Site Analysis
- ✓ Building Organization on Existing Site
  - ✓ Avoid phased Demolition of existing ES & maintain ECC
- ✓ Building Layouts to Scale from Bubble Diagrams
- ✓ Educational Program verification and adjacencies
- ✓ Building Massing & Preliminary Grading Plan
- ✓ Site Layout
  - ✓ Bus & Parent Drop-Off
  - ✓ Parking
  - ✓ Play Area
- ✓ Confirm preliminary Estimate and Schedule



# SITE PLAN

## During New Elementary School Construction

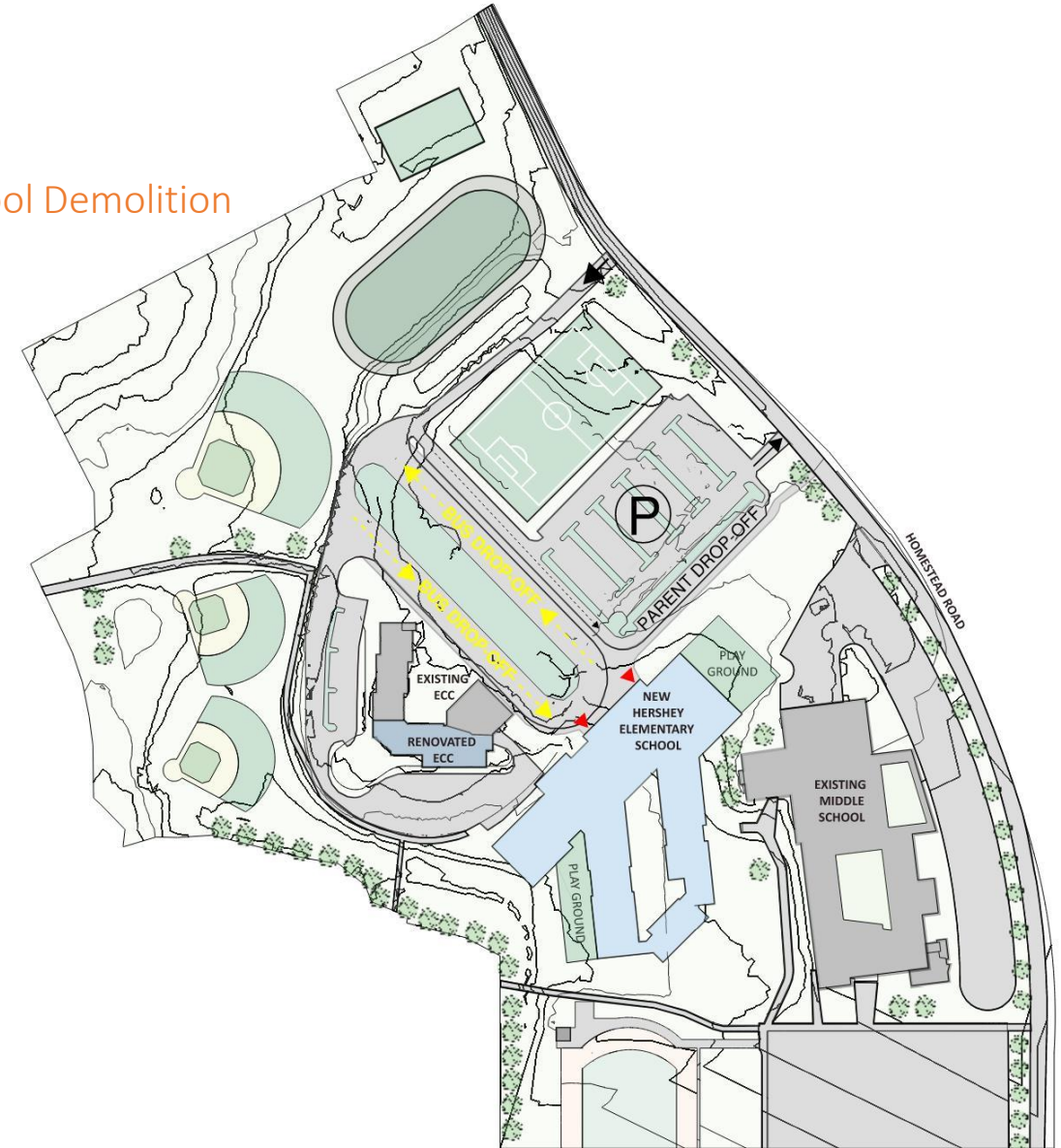
1. Building Orientation on site to avoid selective demolition of existing elementary school



# SITE PLAN

## Following Existing Elementary School Demolition

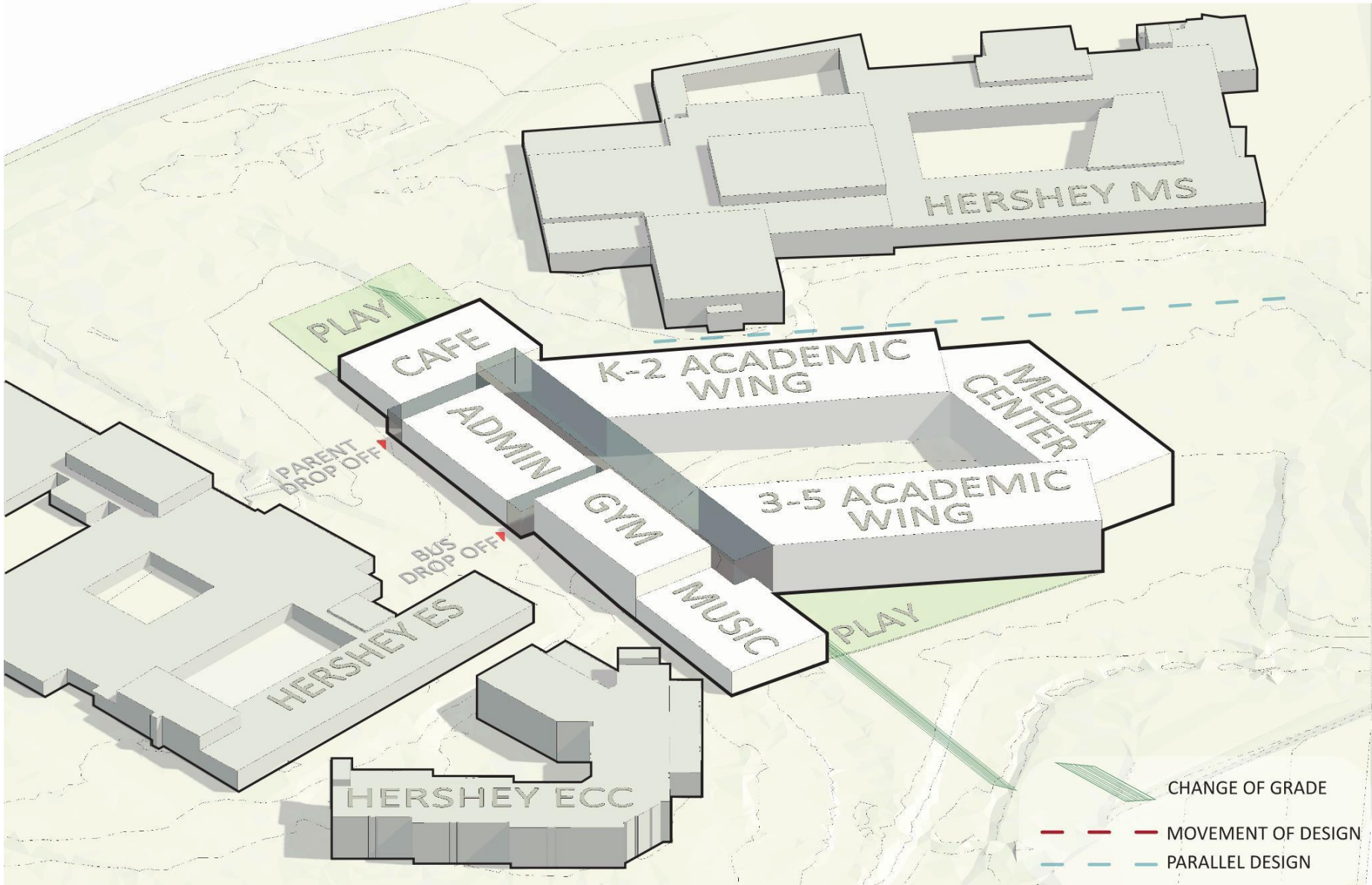
1. Following demolition of existing Elementary School complete Site Construction:
   - Bus-Drop-off
   - Parent Drop-off
   - Parking
   - Replacement of Practice Fields



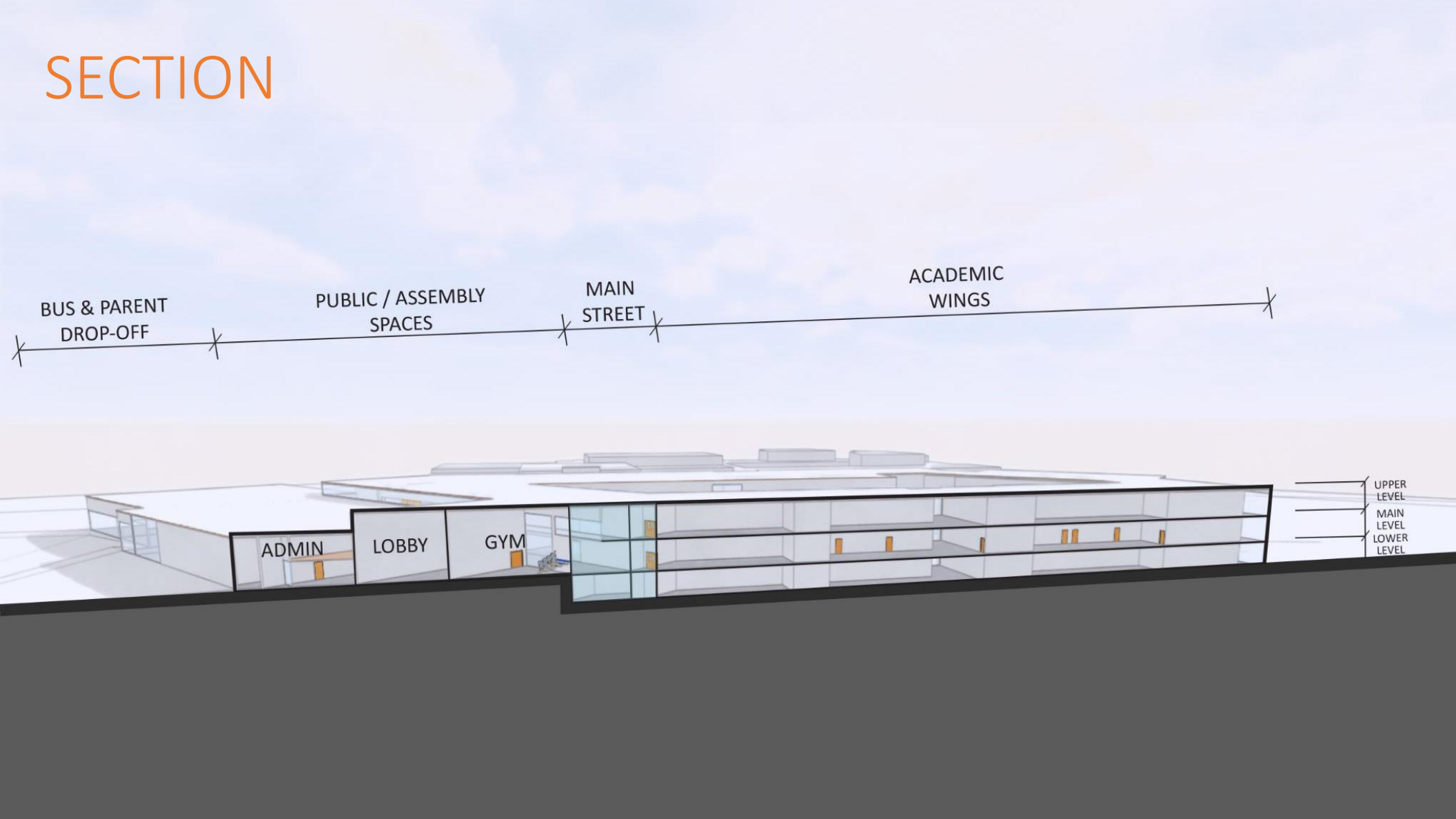
# FLOOR PLAN


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

# BUILDING MASSING



# SECTION


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



# Cost Estimate

## Preliminary Cost Range of Schematic Design

# OUTLINE OF A TOTAL PROJECT COST ESTIMATE

1. CONSTRUCTION COST ESTIMATE

- General Construction
- HVAC Construction
- Plumbing Construction
- Electrical Construction
- Site Construction

CONSTRUCTION COST ESTIMATE SUBTOTAL

2. CONSTRUCTION SOFT COST ESTIMATE

- Construction Contingency
- Regulatory Agency Review
- Testing and Inspections
- Commissioning
- Construction Manager

TOTAL CONSTRUCTION COST ESTIMATE

3. SOFT COST ESTIMATE

- Design Professional Fees
- Land and Traffic Surveys
- Geotechnical Investigation
- Financing
- Furniture, Fixtures & Equipment

TOTAL PROJECT COST ESTIMATE

*NOTE: Cost Estimates for Schematic Design are preliminary and presented in a range until final scope of work is determined.*

# COST ESTIMATE

1

| Hershey Elementary School | | | | | | Date: 2/24/2025 |
|---|---|---|---|---|---|---|
| **New Elementary School** | | COST RANGE | | | | |
| New Building Construction Costs | 292,000 SF | $ | 79,716,000 | | $ | 86,432,000 |
| Site Construction Costs | | $ | 9,193,035 | | $ | 10,417,150 |
| **Subtotal Construction Costs** | | **$** | **88,909,035** | | **$** | **96,849,150** |
| Construction Soft Costs | 8.5% | $ | 7,557,268 | 9.0% | $ | 8,716,424 |
| **Total Construction Costs** | | **$** | **96,466,303** | | **$** | **105,565,574** |
| Project Soft Costs | 14.0% | $ | 13,505,282 | 14.0% | $ | 14,779,180 |
| **TOTAL PROJECT COSTS** | | **$** | **109,971,585** | | **$** | **120,344,754** |

2

| DTSD District Administration Renovation | | | | | | Date: 2/24/2025 |
|---|---|---|---|---|---|---|
| **ECC Renovation / Conversion to DAO** | | COST RANGE | | | | |
| Renovation Construction Costs | 32,600 SF | $ | 6,194,000 | | $ | 6,813,400 |
| **Subtotal Construction Costs** | | **$** | **6,194,000** | | **$** | **6,813,400** |
| Construction Soft Costs | 8.0% | $ | 495,520 | 9.0% | $ | 613,206 |
| **Total Construction Costs** | | **$** | **6,689,520** | | **$** | **7,426,606** |
| Project Soft Costs | 13.0% | $ | 869,638 | 14.0% | $ | 1,039,725 |
| **TOTAL PROJECT COSTS** | | **$** | **7,559,158** | | **$** | **8,466,331** |

*Propose to Bid ECC Renovation as Separate Contract during New Elementary Construction*

**Total Project Cost Estimate** **$117,530,743** **$128,811,085**



# Project Schedule

## Project Status Report

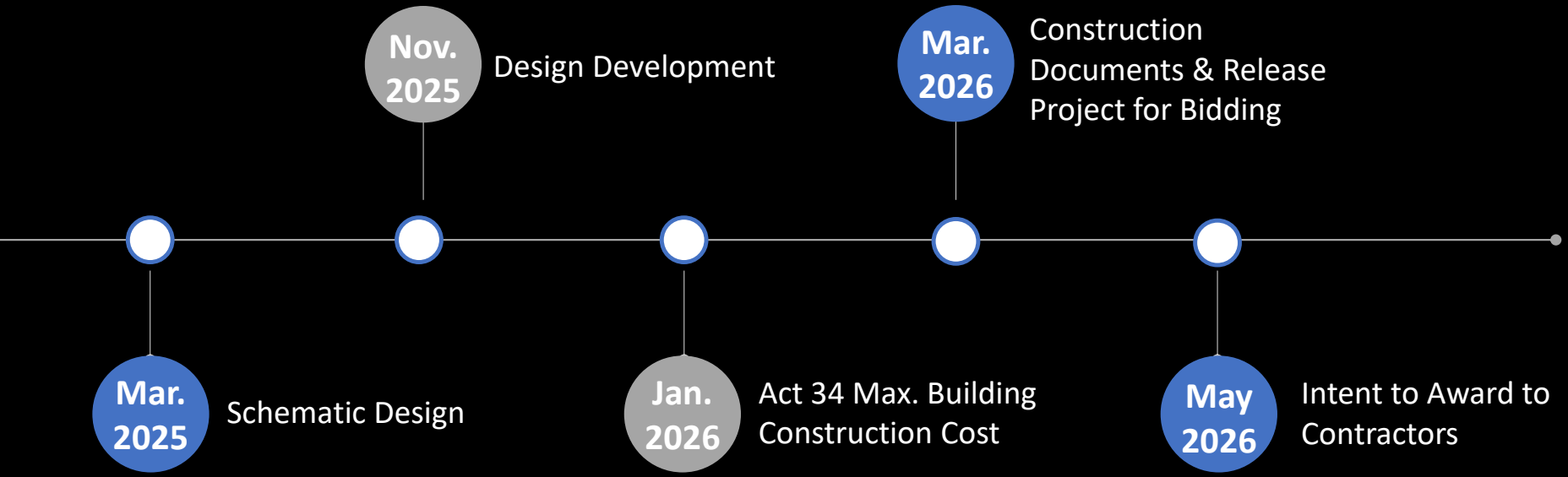
# DRAFT PROJECT SCHEDULE

| | |
|---|---|
| Nov. 2024 – Feb. 2025 | Schematic Design – *"Exploration"* |
| Mar. 2025 – Nov. 2025 | Design Development – *"Refinement"* |
| Dec. 2025 – Mar. 2026 | Construction Documents – *"Preparation"* |
| *Jan. – Feb. 2026* | *Act 34 Board Resolution & Public Hearing* |
| Apr. 2026 – May 2026 | Bidding |
| Jun. 2026 – Nov. 2028 | Elementary School Construction Duration |
| | *Building Occupancy Summer 2028* |

*Note:*

- *Schedule is pending Municipal and Regulatory Agency Approvals*

# BOARD APPROVAL DATES





# Next Steps

## Upcoming Tasks

# NEXT STEPS

1. Design Development
    - Expand Design Professional Team (MEP, Structural, Food Service)
    - Preliminary Code Review
    - Faculty Meetings to develop Interior Design Layouts
2. Civil Engineering
    - Zoning
    - Traffic Study
    - Land Development
    - Geotech Report – Stormwater and Foundation Design

# Questions?




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

**Derry Township School District**
Hershey, Pennsylvania

# Textbook Recommendation and Adoption

| | | | |
|---|---|---|---|
| **Curricular Area** | Social Studies | **Subject/Course** | AP World History |
| **Grade Level(s)** | 10, 11, 12 | **Copyright Date** | 2023 |
| **Recommended Title:** *Traditions & Encounters: A Global Perspective on the Past* | | | |
| **Author:** Bentley, Ziegler, Streets-Salter, Benjamin | | **Publisher** | McGraw Hill |

**Reasons for selection**: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)

After reviewing five possible textbooks for the new Advanced Placement World History course at the High School (Northon's *Worlds Together, Worlds Apart*, BFW's *Ways of the World*, AMSCO's *AP World History*, and the Open Educational Resource's online AP World History text), I propose that the district adopt McGraw Hill's *Traditions & Encounters: A Global Perspective on the Past.*

*Traditions & Encounters* has several advantages over the other texts. Firstly, the organization of the text directly correlates to the organization of College Board's AP World History Course and Exam Description, with each Unit in the textbook being comprised of the identical topics, skills, and other content in the curriculum of the AP World History course. Several of the other texts come close to the AP course content, but often reorganize historical periods and concepts. Secondly, the text and the online resources include a wide range of AP practice activities, including map activities. Finally, the online textbook includes an easily navigated and easily customized website that can be used for a range of functions, including study resources, review activities, and AP Exam practice. Our AP US History course uses a similar McGraw Hill site, and the site has effectively supported students and teachers of the course.
Beyond these characteristics, *Traditions & Encounters* has an Advanced Placement-appropriate level of difficulty and up-to-date content.
The price quoted below and on the attached sheets include 120 texts with 6-year online access for students, a teacher manual, and 6-year online teacher access.

| | |
|---|---|
| Cost per book vs. number of books needed:<br>120 @ $160.89 | Cost:<br>19,306.80 |

| | | |
|---|---|---|
| **Selection Personnel** | | |
| | | |
| **Program Leader** | | **Date** |
| **Principal** | | **Date** 3/11/25 |
| **Assistant Superintendent:** | | **Date** 3-11-25 |

| | |
|---|---|
| **Approved**<br>**Superintendent** Stacy L. Lewis Date 3/12/25 | **Board Approval**<br>**Date** 3/10/25 |

**Derry Township School District**
Hershey, Pennsylvania

# Textbook Recommendation and Adoption

| | |
|---|---|
| **Curricular Area** Social Studies | **Subject/Course** Civics/Honors Civics |
| **Grade Level(s)** 11th | **Copyright Date** 2024 |
| **Recommended Title:** United States Government & Civics | |
| **Author:** Remy, et. al. | **Publisher** McGraw Hill |
| **Reasons for selection**: (Include relationship to written curriculum, level of difficulty, up-to-date content, available related/supporting materials, other books considered. Please include a description of online resources that are included or licenses that will be purchased with the text. Please include number of licenses needed and the length of access before renewal. Continue on other side if necessary and attach any supporting information.)<br>McGraw Hill's United States Government & Civics best fits the curriculum, grade level, and resource needs of our 11th graders and 11th grade teachers. Teachers also reviewed National Geographic's American Government (2020), as both titles had comparable online resources, one of the major reasons for a need for a new textbook.<br>Overall, McGraw Hill's United States Government & Civics offered a structural format that more accurately matched the Civics curriculum, was a few years newer, and more effectively offered recent example events related to skills and content in the Civics curriculum. As a bonus, the organization and functions of the online resources match those of the AP US History and AP World History textbooks, allowing for collaboration and support among teachers.<br>The texts are offered with a 6 year online resources license for students and teachers. The publisher is including 3 teacher editions, 3 Inquiry Journal Teacher Guides, 3 Chapter Tests and Lesson Quiz Books, and 3- 6 year online subscriptions for teachers for no additional cost. | |
| Cost per book vs. number of books needed:<br>270 books /$137.52 each | Cost: 37,130.40 |

| | | |
|---|---|---|
| **Selection Personnel** | | |
| **Program Leader** | | **Date** |
| **Principal** Anthony Sommer | | **Date** 3/11/25 |
| **Assistant Superintendent:** | | **Date** 3-11-25 |
| **Approved Superintendent** Stacy L. Lumadue Date 3/12/25 | | **Board Approval Date** 3/10/25 |

OK

# Derry Township School District

## Request for Field Trip Form

Date Submitted: January 31, 2025

Name of Group, Class or Organization: Hershey Powerlifting

Teacher(s) or Advisor(s): Troy Smith

Destination: Brookfield, Wisconsin

Transportation Provider: rental vehicles (2)

Date of Departure: 4/9/25 Date of Return: 4/14/25

Time of Departure: early a.m. Time of Return: late p.m.

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

Purpose of Trip: 2025 Powerlifting America High School Nationals

Number of Students Participating: 12 Grade level(s): 9th-12th

Curriculum Connections

1. Engage in physical activity that supports achievement of personal fitness and promotes lifelong participation.
2. 
3. 

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

- ■ Troy Smith
- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 

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

- ■ David Still
- ■ Grace Harris
- ■ James Marsini
- ☐ 
- ☐ 
- ☐ 

Teacher(s) or Advisor(s) Signature: T. Mt Date: 1/31/25

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

Revised 2/5/19

| Field Trip Costs | | Cost Per Student | Qty. | Student Subtotal | Cost Per Staff or Chaperone | Qty. | Staff / Chaperone Subtotal | Amount |
|---|---|---|---|---|---|---|---|---|
| A | Transportation | $ 150.00 | 12.00 | $ 1,800.00 | $ 0.00 | 4.00 | $ 0.00 | $ 1,800.00 |
| B | Lodging | $ 229.00 | 12.00 | $ 2,748.00 | $ 343.00 | 4.00 | $ 1,372.00 | $ 4,120.00 |
| C | Meals | 250 | 12 | $ 3,000.00 | $ 250.00 | 4.00 | $ 1,000.00 | $ 4,000.00 |
| D | Registration/Entrance Fees | $ 195.00 | 12.00 | $ 2,340.00 | $ 75.00 | 4.00 | $ 300.00 | $ 2,640.00 |
| E | Staff Substitutes | $152.26 | | | | | | $ 609.04 |
| F | Other Expenses (List): | | | | | | | |
| | | | | | | | Total Trip Expense (Add Amounts for Lines A - F) | $ 13,169.04 |

| Field Trip Funding Sources | | Fee | Qty. | Amount |
|---|---|---|---|---|
| G | Fees paid by Student/Family | $ 595.00 | 12.00 | $ 7,140.00 |
| H | Fees paid by Chaperone | $ 325.00 | 4.00 | $ 1,300.00 |
| I | PTO/Booster Club (specify) _____ | | | |
| J | Activity Account (specify) _____ | | | |
| K | Department Budget (specify) lodging + rental cars + coach transportation (10-3210-000-30-80-530-580) | | | $ 4,120.00 |
| L | Other (specify) Substitutes | | | $ 609.04 |
| | Total Trip Funding (Add Amounts for Lines G - L) | | | $ 13,169.04 |

**Total Trip Funding Must equal Total Trip Expense**

Plan to cover costs for students with an economic hardship: activity account if needed

Explanation if Funding Sources are less than Field Trip Costs: NA

**Approval/Disapproval**

**Building/Supervisor's Principal:** **Approved** ✓ **Disapproved** _____

**Assistant Superintendent for Curriculum & Instruction:** **Approved** ✓ **Disapproved** _____

Reason for Disapproval: _____

Principal's/Supervisor's Signature: Anthony Summers Date Processed: 2/4/25

Superintendent's Signature: _____ Date Processed: 2-7-25

Board Approval Date (if required): March 10, 2025

# EVENT CONTRACT

Invoice Number 56279
Christine Tang

550 Homestead Road
Hershey, PA 17033
P: 000-000-0000 C:
Surface type: Indoor

287 Main Street
Felton, PA 17322
717-650-7657
info@3monkeysinflatables.com

| # | Item | Per Unit | Quantity | Price |
|---|---|---|---|---|
| 1 | Ninja 40ft Obstacle Course II \|40' L x 11' W x 11' H \| 14 amps | 1 | $409.00 | $409.00 |
| 2 | Plinko Carnival Game<br>FREE with Mini-THON Early Booking | 1 | $0.00 | $0.00 |
| 3 | NO Thank you. I will provide my own. | 1 | | |
| | | | | |

| | |
|---|---|
| **Rental Start Date** | 03/21/2025 12:00pm |
| **Rental End Date** | 03/21/2025 08:00pm |
| **SubTotal** | ($409.00) |
| **Temporary Fuel Surcharge - Temporary Fuel Surcharge** | $15.00 ($424.00) |
| **Recommended Damage Waiver - yes (Recommended)** | $40.90 ($464.90) |
| **Travel Fee for 17033** | $95.00 ($559.90) |
| **Tax: 0%** | $0.00 ($559.90) |

| | |
|---|---|
| **Total** | $559.90 |
| **Non Refundable Deposit Required** | $0.00 |
| **Due** | $559.90 |

## CUSTOMER NOTES

Tax Exemption ID needed to keep tax off* *Requires a same day delivery and pick up - waiving fee due to the time of year* SCHEUDLER - please set up as close to 11:00am as scheduling allows. Customer - please note we cannot guarantee any specific set up and tear down times. DRIVER - Collect Check for Full Balance at Set Up

**RENTAL AGREEMENT AND GENERAL RELEASE**

**NOTE:** Driver drop-off and pick-up times are approximate. Because our equipment requires set up time and we usually have multiple events being dropped off by each truck, we may arrive as early as 6 am on the rental date to drop off and as late as 12 am to pick up the equipment. The customer is responsible for and required to stay with all the equipment until it is picked up by our representative, or other arrangements have been made.

· All leased equipment requires **mandatory adult supervision (16+)** at all times.

· The Customer, Receiver, and User of the leased equipment understand and agree to provide an attendant (16+) who is instructed in the operation and safety of the leased equipment. They are responsible for watching all play and use of the inflatable at all times, never leaving it unattended. Being fully aware of everything in/around the inflatable that is going on.

· Customers will provide their own liability insurance unless otherwise specified.

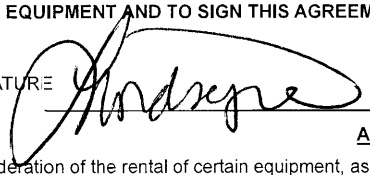
· Customer is responsible for the replacement value of the leased equipment in the event of theft, vandalism, fire, or any act, which damages or destroys the leased equipment.

· All rentals are to be paid by the time of service. We do not bill for service unless arrangements have been made and will be in the notes section of this contract.

· Failure to comply with the terms of this agreement, failure to make the payment, or failure to return leased equipment to 3 Monkeys Inflatables as agreed shall result in the customer being liable to 3 Monkeys Inflatables for an additional one-day rental fee, each day until all equipment is returned and/or payment in full is made, as well as all legal fees, court fees, and attorney fee's incurred or associated with obtaining the return of or full payment for said equipment.

· Pre-existing Health Conditions: **Warning –** Individuals with head, neck, back, and other muscular-skeletal injuries or disabilities, pregnant women, individuals with pre-existing injuries and health conditions (including participants in casts), small infants, and others who might be susceptible to injury from falls, bumps, or bouncing are not permitted in the inflatables at any time.

**I, _Lindsay K. Drew_____, HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING THE HOLD HARMLESS AND ADDITIONAL TERMS AND CONDITIONS ON THE FOLLOWING PAGE, AND AGREE TO BE BOUND BY THEM. I FURTHER WARRANT AND REPRESENT THAT I AM THE CUSTOMER AND I AM AUTHORIZED AND EMPOWERED TO ACCEPT DELIVERY OF THE EQUIPMENT AND TO SIGN THIS AGREEMENT.**

SIGNATURE  PRINTNAME Lindsay K. Drew DATE March 10, 2025

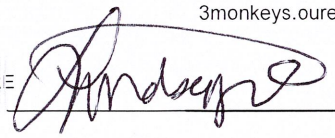
**ADDITIONAL TERMS AND AGREEMENTS**

In consideration of the rental of certain equipment, as described on the invoice page of this Rental Agreement and General Release and in addition to all of the terms and conditions set forth on the top of this agreement, the parties do further agree as follows:

1. **Hold Harmless**: The use of the equipment by the Customer shall be at the risk of the Customer exclusively. Customer hereby indemnifies and holds Corsner Entertainment, dba 3 Monkeys Inflatables, its affiliates, and their directors, officers, and employees, harmless from and against any claims, actions, losses, judgments, or expenses, including reasonable attorney's fees, arising from or in any way connected with the use of the equipment by the customer or by third parties, during the term of this Agreement.
2. **Mechanical Bull**: I acknowledge that riding a Mechanical Bull machine entails risks that could result in physical or emotional injury, paralysis, death, or injury or damage to me, to property, or to third parties. I understand that the risks cannot be eliminated without jeopardizing the essential qualities of the activity. The risks could result in musculoskeletal injuries, including head, neck, and back injuries. If rented, I agree to review and execute the additional **Release of Liability and Assumption of Risk** agreement separately attached and required for this equipment and to abide by all applicable safety and liability provisions contained therein.
3. **Equipment, Rent, Payment, and Term of Rental Agreement**: Customer rents from 3 Monkeys Inflatables certain equipment described on the invoice page of this agreement. (Page 1) The rental fee set forth is payable in full, in advance, and the rental term shall be listed as Event Time on the invoice page of this agreement, but all of the customer's obligations arising under the terms and conditions of this Rental Agreement shall run from the actual delivery of the Rental Equipment to the actual pickup of the Rental Equipment by 3 Monkeys Inflatables. If the equipment is delivered by 3 Monkeys Inflatables and accepted by the customer, then the Customer shall not be entitled to any refund whatsoever if the customer elects not to use the equipment due to weather or any other causes.
4. **Weather**: 3 Monkeys Inflatables cannot guarantee weather conditions and we reserve the right to cancel or reschedule your rental before delivery if severe weather conditions are imminent or if we have a reason we believe the equipment and/or its users may be in danger. Some examples of severe weather are high winds, excessive rain, snow, or lightning. In the event of severe weather during a rental, the customer agrees that he/she/they will unplug the equipment, allow it to deflate if applicable, and not use the equipment until the severe weather ends. **You may call the office at 717-650-7657 with any questions.**
5. **Care of the Rental Equipment**: The customer shall be responsible for any damages to any of the Rental Equipment not caused by ordinary wear and tear. *"Ordinary wear and tear" shall mean only the normal deterioration of the rental equipment caused by ordinary, reasonable, and proper use of the rental equipment."* Customer shall be liable to 3 Monkeys Inflatables for any damages, which is not "ordinary wear and tear" in an amount up to the replacement value of the rental equipment. Damage which is not "ordinary wear and tear" includes, but is not limited to, cutting or tearing of vinyl or netting, damage due to overturning, exceeding rated capacities, breakage, improper use, abuse, contamination of, or dirtying of rental equipment with non-approved items such as chemicals, food, paint, silly string, mud, clay, feces, confetti, silly string, and other materials. Customers will be billed for any accessories not returned such as balls, headgear, bags, and props for the photo booth. If the equipment requires electricity to run it is the customer's responsibility to ensure there is electricity within 50-100 feet of where the equipment will be placed. If this is not possible, we do have generators available for rent. We cannot run electricity over 100ft.
6. **Possession/Title**: Customer's right to possession of the Rental Equipment begins upon delivery to Customer's Premises and Terminates on actual pickup by 3 Monkeys Inflatables. Retention of possession or any failure to permit the pickup of the item(s) on or after the end of the "Rental Period" specified constitutes a material breach of this agreement. If the equipment is not permitted to be picked up (returned) for any reason, including theft, the customer is obligated to pay 3 Monkeys Inflatables the full replacement value for such equipment, plus any incidental costs associated with the attempted pick up and recovery of the equipment, as well as any costs associated with loss of future, booked rentals that 3 Monkeys Inflatables is unable to provide until they have the replacement equipment. The title to the rental items is and shall remain with 3 Monkeys Inflatables. The customer agrees to keep the rental equipment in his/her/their custody and control from the time of delivery of the items until 3 Monkeys Inflatables picks up such items. The customer shall not cause nor permit these items to be sublet, sold, moved, or removed from the delivery address, or otherwise transfer such items.
7. **General Misuse**: Do not allow riders to play or climb on walls or roofs of inflatables. Do not allow inflatables to rub against any surface. Unless authorized by 3 Monkeys Inflatables management, never place a water hose in general onto an inflatable. If the inflatable should become wet, have an adult wipe down the unit before riders return. The inflatable should not be wet when riders enter the unit, except the wet slides.
8. **Unsafe Usage or Behavior**: The customer acknowledges that whenever employees or agents of 3 Monkeys Inflatables are serving as attendants to the equipment, those attendants reserve the right to remove rowdy participants, posing a threat to the safety of others or the equipment, or otherwise not following our safety guidelines.
9. **Negligence or Abuse**: The following fees will be assessed for negligence or abuse of inflatable.

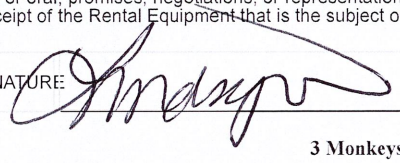
(a) Spilled drinks, food, bubbles, or confetti could result in a $100-500 cleaning fee.
(b) **Do not use any SILLY STRING IN or AROUND the inflatables**. The use of silly string will result in a $250 cleaning fee. Depending on the severity of the damage, you may be subject to a fine for replacing the entire unit based on the value on page 2 under the care of the equipment. Silly string breaks down the vinyl the inflatables are made of.
(c) Negligence and damage to the unit could result in a $500-$20,000 repair/replacement fee.
(d) If the unit is not repairable a fee of $500-$20,000 could be assessed.
(e) **Do not use any type of TAPE on the inflatables**. Any tape residue will result in a $100-500 cleaning fee and could result in the replacement of the unit based on the damage the tape may have caused by breaking down the vinyl.

**I have read in detail the above terms, and agree to all of the terms listed above.**

SIGNATURE  PRINT NAME Lindsay K. Drew DATE March 10, 2025

10. **Equipment Problems**: Should any of the equipment develop a problem, or if it does not function correctly at any time, or if the customer does not understand the operating instructions, the customer hereby agrees to immediately cease the use of that equipment and call the emergency office number. In particular, if the inflatable unit begins to deflate, the customer will immediately have the riders exit the unit and check for one of the following conditions:
(a) The motor has stopped: in which case check the power cord connection at the outlet where the unit plugs into the outlet to make sure that it has not been unplugged and make sure the breaker has not tripped off.
(b) If the motor continues to run, check for blockage of the air intake screen on the side of the blower unit. Also, check both air tubes on the back of the unit for snugness and tighten the ties if necessary.
(c) If either of these steps corrects the problem, fully re-inflate the unit prior to permitting anyone to use the unit.
(d) If you cannot correct the problem, call our office at **(717) 650-7657 (Mon - Friday) or emergency # (717) 881-8668 Steve (Sat or Sun)**.
11. **Cancellation/Refund Policy**: All Deposits are NON-REFUNDABLE including the damage waiver fee as well. *All-weather cancellations must be made by 3 pm the evening before the rental to receive a replacement/rain date for your party or a refund of the remaining balance (not deposit) as long as they fall under our weather cancelation policy. No refund or rain checks will be issued after the equipment has been delivered, even if the equipment is not used.* ***Cancelations*** **that include taking off an existing rental** are subject to a 25% additional non-refundable fee if they are done over 4 (four) weeks from the event date. Rentals changed to delete items all items, under 60 days are subject to a 25% additional restocking fee for canceled goods, and under 30 days are subject to a 50% additional restocking fee for canceled goods. Keep in mind that any items that are complete cancelations of all items on the rental are also subject to the 25% non-refundable deposit added in with their fees plus any applicable damage waivers they may have added to the rental. (Cancelation %, + non refundable deposit + damage waiver)
12. **Malfunctions**: If the equipment malfunctions or is inoperable, it is the sole responsibility of the customer to notify 3 Monkeys Inflatables immediately. If 3 Monkeys Inflatables is not notified and given a chance to correct the problem no prorated refund will be given. Given the technical nature of the photo booth and drunk and distracted driving simulator, we reserve 30 minutes of downtime during the event to correct equipment issues and replace paper and ink as necessary. 3 Monkeys reserves the right to refuse service at any time.
13. **Compliance with Laws**: Customer agrees not to use or allow anyone to use the rental equipment for any illegal purpose or in any illegal manner or in an unsafe manner. Customer agrees at his/her/their sole cost and expense to comply with all municipal, parish, state, federal, or other governmental or quasi-governmental laws, ordinances, and/or regulations that may apply to the use of the rental equipment during the rental period. The customer further agrees to pay all licenses, fines, fees, permits, or taxes arising from the Customer's use of the rental equipment, including any subsequently determined to be due. The customer is solely responsible for obtaining any and all permits and/or licenses from the appropriate government agencies prior to use.
14. **Legal Fees**: In the event that an attorney is retained to enforce any provision of the Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and court costs in such action or proceeding, in an amount to be determined by the court or arbitrator.
15. **Customer Acknowledgement**: Customer acknowledges and certifies that they have had a sufficient opportunity to read this entire Agreement, and agree to be bound by all terms and conditions on all pages and that they understand its content and execute it freely, intelligently, and without duress of any kind. The customer agrees to read the FAQs found on our website and is bound by the document, terms, and conditions found there. It is their responsibility to read the document and understand all terms.
16. **Severability**: If any of the terms or conditions of this Agreement are found to be unenforceable, illegal, or unconscionable by a court of competent jurisdiction, such item shall be stricken from this agreement, and the remaining terms and conditions of this Agreement shall stay in full force and effect.
17. **Authorized**: The undersigned for Customer agrees that he/she is authorized to enter into agreements on behalf of the Customer and is at least 18 years of age.
18. **Overnight Rentals: The lessee** understands and acknowledges that the blower is to be removed from the inflatable device and locked up in a secure location overnight.

**Entire Agreement**: This agreement constitutes the full agreement between 3 Monkeys Inflatables and Customer. Any prior agreements, whether written or oral, promises, negotiations, or representations not expressly set forth herein shall be of no force or effect. The customer acknowledges the receipt of the Rental Equipment that is the subject of this Rental Agreement and General Release and the fact that it is in good working order.***

SIGNATURE  PRINT NAME Lindsay K. Drew DATE March 10, 2025

## 3 Monkeys Operator Instructions, Rules and Guidelines

1. I have been shown how the inflatable is secured with either sandbags or ground stakes. (this is also posted on the safety video found on our website here:) https://www.3monkeysinflatables.com/safety/
2. I have been shown how to turn the blower on and off. (Overnight Rentals: blowers need to be unplugged/locked up while not monitored by an adult, and available for pickup the next morning) Remember it's your responsibility to be there when we pick up. If you are not available you may be charged a return trip fee.
3. In the event of high winds (over 15 mph) or a storm, I have been instructed to get all participants off the unit, shut it off, and unplug the blower from the outlet until the storm/winds have passed.
4. I have been instructed NOT to ALLOW any horseplay, flips, wrestling, or other unsafe activities in and around the inflatables/rides/games & concessions. There should be no spectators leaning against or in the walls/windows of the inflatables and a 5ft clearance around all sides of the inflatable at all times.
5. I have been advised of the following: (There will be fees assessed for any damages from any of these products)
   a. No shoes, eyeglasses, jewelry, or sharp objects in or around the inflatables/rides.
   b. No food, drinks, or gum in the inflatable/games/rides/attractions
   c. No silly string, confetti, paint, powders, fireworks, or wet face paint in or around the inflatable
   d. No soap, foam, powders, or any items not delivered with the inflatable/rides are allowed on/in the equipment, doing so will result in a cleaning fee or replacement value.
6. I understand that a responsible adult (16 years or older) must supervise the activities in the inflatable/rides/games at all times, except a dunk tank which requires you to be 18 years or older.
7. Riders should be of similar age range, height, and weight. Do not put older children or adults with young children, even if they are related, they must be of similar age, height, and weight. (this prohibits parent/child from bouncing or participating on obstacles/inflatables together) ***Slides:** No double sliding (to clarify this also includes a parent sliding with a toddler) If they can't slide down on their own this is not the right activity for them in regards to safety) All participants must be instructed to slide down on their bottoms, feet in front of them. (NO jumps, stomach sliding, double sliding, or any other unsafe activities)
8. I have been advised of the occupancy capacity of the following inflatables: CLICK HERE TO VIEW AND ENSURE YOU UNDERSTAND
9. I agree to remove any person from the inflatables/games/rides/attractions who is violating the posted rules of operation.
10. Anyone with medical conditions such as heart, pregnancy, back injury, casts, sprains, intoxication, drugs, or anything that may place limitations on their physical play should not be using the inflatable/ride/game equipment. We have the right to refuse service/play to anyone we feel seems impaired by the discretion of our staff and/or management.
11. I have received instructions on the safe operation of the equipment I have rented in the contract on the first page of the contract, and agree to follow all the safety rules outlined here, as well as train anyone who is monitoring the equipment I have been professionally trained on as receipt of this training document. I agree if for some reason there is a loss of power on any of the inflatables I will immediately evacuate the inflatable and halt operations until I determine why the loss of power occurred or call the company.
12. I confirm that I have been advised that the 22 ft Tropical Water Slide, 27ft Lava Waterslide, 115' Nuclear Explosion Obstacle Course, 95' Radical Run Obstacle Course, and/or Big Red Baller require **2 trained operators/attendants (16 years +) at all times**. I confirm that if they are rented by me I will have 2 volunteers available on-site that have been trained for the items they are monitoring.
13. I have inspected the equipment, including any accessories (bungee cords, harnesses, clips, headgear, boxing gloves, etc.), and acknowledge that it is in good working order with no rips, tears, holes, etc. I have noted below any issues with the equipment before taking responsibility for the unit. If nothing is noted it is marked as perfect. All equipment including accessories needs to be returned or we may need to charge a replacement fee.
    Notes:_____ Customer Initials: _____Employee Name: _____Initials_____
14. Power must be available when we pick it up for us to clean/inspect the equipment. If you do not have power available for us to use at pickup you may be charged a generator fee of $60, as well as a cleaning fee/costs if there is repair/damage caused to the equipment by not being able to inspect/clean it on site.
15. The lessee agrees to indemnify and hold harmless Corsper Entertainment Inc. dba 3 Monkeys Inflatables while using any equipment rented. I understand that using the

Party Equipment outlined in my contract comes with risks that could result in physical, or emotional injury, paralysis, death, or injury or damage to me, to property, or 3rd parties. I understand the risks cannot be eliminated without jeopardizing the essential qualities of the activity. The risks could result in musculoskeletal injuries,

including head, neck, and back injuries, and other possible injuries throughout the body. I agree to review and execute the additional release of liability and assumption of risk agreement here and required for this equipment and to abide by all applicable safety and liability provisions contained therein.

16. You are not allowed to move/tear down the inflatable/accessories from our professional setup. If you are found to have moved the inflatable you will be possibly marked as a bad customer, and not rented again, and get a potential move fee to cover any damages to the equipment when you moved it.
17. You are not allowed to add water to a unit, which is considered a dry unit... when in doubt you need to get something in writing from us saying it is ok to add water to the unit. Any water added to the unit without written permission from the owners will approve an additional drying fee and/or be responsible for damages the water might have caused.
18. EMERGENCY EVACUATION PLAN: I agree If I have any issues in regards to safety, operation, winds/weather concerns I will remove everyone off the equipment and shut it down, and contact the office immediately at **717-650-7657**. The Emergency numbers are also listed below. (Please only call the emergency number in the event of the above concerns not to ask if you can be picked up early) **EMERGENCY NUMBERS:** Steve 717-881-8668 Pam 717-650-7656 Gabe 717-650-7803
19. Gas Cans must be kept a minimum of 20ft from all generators on site. All gas cans and generators should be in a place where they can be monitored so that children/participants are not playing in/around them.
20. I have been advised that if I have a water unit that I am using with my rental I am to use the water on a trickle as if you turn it up after we leave it will create mud and a disaster for not only your yard but also the rental equipment. We ask that you resist the urge to turn the water up as the water slides are designed to use just a little bit of water to create a misting waterside effect. Please turn off the water in between use and when you are done however keep the slide inflated so the water doesn't collect all over the unit. **I agree to all of the following terms and feel confident to carry out the rules & instructions above. I have asked questions on anything I do not understand and therefore feel able to attend the Equipment ensuring the safety rules & instructions are followed. I also agree to let 3 Monkeys Inflatables know of any issues with the operation, damage, or any injuries that might have occurred while I was watching the inflatable.**
21. Customer Initials: _____ Print Name:_____.

DATE:_____

## Contract for Professional Services

Derry Township School District and HookerTech, LLC agree that Carl Hooker will provide a Full day workshop for the district professional development day on **July 15, 2025**. The fee for these services will be **$7500.00**. These fee covers Carl Hooker's presentations and preparations, speaking fee, shipping and travel costs. Derry Township School District will pay this fee for services following the event.

Derry Township School District will insure at its own cost that the following audiovisual equipment is provided: standard projection system for visual output, speaker output for standard computer audio output, wireless lavaliere or handheld microphone and Internet access. Carl Hooker will also need a station to set up his laptop in the speaking area.

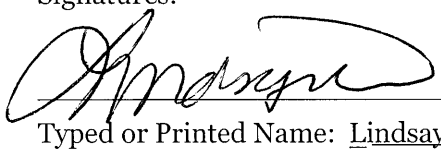
In the event that Carl Hooker is unable to perform the services described herein due to personal Illness, Injury or an act of God, the parties agree that Derry Township School District in its discretion may (1) re-schedule the services to a future date(s) mutually agreeable to the parties; or (2) cancel the services/event and terminate this agreement. Any and all audio/visual recordings of Carl's talk must include written consent.

This Agreement may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days written to the last known address of the other party. In the event of termination by Derry Township School District, Derry Township School District agrees to reimburse HookerTech for all non-refundable expenses incurred, within 10 days of receiving receipts documenting said expenses. Additionally, if Derry Township School District terminates this contract with less than thirty (30) calendar day notice, Derry Township School District is responsible for the full fee and expenses as noted above.

At the conclusion of services HookerTech, LLC will submit an invoice for speaking fees to Derry Township School District. Payment should be made payable to HookerTech, LLC and paid within 30 days of the invoice.

This is the entire Agreement between HookerTech, LLC and Region 4 Education Service Center. This Agreement may be modified only by a written document signed by both parties.

Signatures:



Typed or Printed Name: Lindsay K. Drew

Title: President, School Board

Date: March 10, 2025



Typed or Printed Name: E. Renee Hooker

Title: Managing Director, HookerTech, LLC

Date: 01/31/2025

Taxpayer ID Number: 47-1425109

**Contract ID#:** 38582

Teaching & Learning Collaborative iu13

# CONTRACT FOR SERVICES

| | | | |
|---|---|---|---|
| Contractor: | **Lancaster-Lebanon Intermediate Unit 13 ("IU13")**<br>**1020 New Holland Pike**<br>**Lancaster, PA 17601** | Customer: | **Derry Township School District**<br>**PO Box 898**<br>**30 E. Granada Avenue**<br>**Hershey, PA 17033** |
| Supervisor: | **Kristina Fulton** | | |
| Contact: | **Keira London** | Contact: | **Aaron Shuman** |
| Phone: | **717-947-1940** | Phone: | **717-443-4126** |
| Email: | **Keira_london@iu13.org** | Email: | **ashuman@hershey.k12.pa.us** |

**Derry Township SD** (Customer) and **Lancaster-Lebanon Intermediate Unit 13** (Contractor) agree as follows:

1. STEELS Professional Learning (Services) shall be provided by the Contractor during the 2024-2025 school year.

2. The Services shall be provided only to the employees of the Customer. Under no circumstances will the Customer permit non-employees to participate in, benefit from, or receive materials related to the Services, unless otherwise agreed to by both parties. Audio/video recording of the Services is not permitted. Copying and/or modifying any portion of the materials provided is strictly prohibited. Any exceptions to this clause must be requested and granted in writing or email correspondence.

3. Specific details, correspondence, and date(s)/timeline for the Services are attached (if applicable).

4. The amount to be paid by **Derry Township SD** for the Services provided by the Contractor is as follows:

| Task/ Deliverable | # | Unit | # Staff | Rate | Cost |
|---|---|---|---|---|---|
| **STEELS Professional Learning / Curriculum Work** (April 10) | **1** | **Day** | **1** | **$1,550 + $40** *(mileage)* | **$1,590** |
| | | | | Subtract Prepayment or Discount | |
| | | | | Total | **$1,590** |

5. The Customer shall return a signed copy of this Contract to reserve and initiate services.

6. Payment for the services rendered shall be made upon the receipt of an invoice issued by the Contractor following the execution of the agreed upon services.

7. Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or other otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold

harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law..

8. The Customer shall not use, issue or release for publication any articles, photographs, or similar materials including or implying the name of IU13, or any advertising or publicity matter including or implying the name of IU13 or relating to the subject matter of this engagement, without first securing written consent from IU13, which consent may be withheld in the IU13's sole discretion.

9. Either Party may terminate this Agreement with 30 days written notice. In the event both Parties wish to mutually terminate this Agreement, the date of termination shall be as agreed by the Parties without regard to the notice provision.

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

Teaching & Learning Collaborative iu13

11. The person signing this Agreement on behalf of the Customer individually warrants that he or she has full legal power to execute this Agreement on behalf of the Customer, and to bind and obligate the Customer with respect to all provisions contained in this Agreement.

12. This contract cannot be modified or changed without a contract Amendment signed by both the Customer and the Contractor.

| | | | |
|---|---|---|---|
| | 01/06/2025 | | 3/10/25 |
| Lancaster Lebanon Intermediate Unit 13 | Date | Customer Authorized Signature | Date |

**Signature:**

**Email:** Diane_Janney_Schall@iu13.org

**Title:** Project Director

**Signature:**

**Email:** ashuman@hershey.k12.pa.us

**Title:** School Board President

# SAFE CRISIS MANAGEMENT

JKM TRAINING, INC. ◆ 1710 RITNER HWY. STE 1 ◆ CARLISLE, PA 17013

## TRAINING CONTRACT

| | |
|---|---|
| PROGRAM | SCM Instructor Recertification – Online/1-day Skill Out Option |
| DATES | June 6, 2025 |
| TIMES | 8:30am-4:00pm |
| PARTICIPANT #S | |
| ORGANIZATION/SCHOOL | Derry Township School District |
| ADDRESS | 30 East Granada Ave |
| CITY, STATE, ZIP | Hershey, PA 17033 |
| CONTACT | Chris Grudi |
| CONTACT TELEPHONE | Work #: 717-508-2246 Cell#: 717-554-4115 |
| CONTACT EMAIL | cgrudi@hershey.k12.pa.us |
| JKM INSTRUCTOR | Michelle Stagmer |
| PRICING | $2195.00 plus instructor expenses - plus $155/person for online course<br><br>Instructor Expenses Include:<br>■ Mileage: $.70/mi (or current federal rate)<br>■ Lodging, Airfare, Parking, Rental Car, Fuel, Taxi Service, Tolls (all at actual cost)<br>■ Stayover Days: $150/day (applicable only when instructor must stay over the weekend or additional days due to travel) |

| TRAINING LOCATION: | | | | |
|---|---|---|---|---|
| | | Same As Above | X | Different Location – please fill in |
| LOCATION | Hershey High School Mat Room | | | |
| PHYSICAL ADDRESS | 550 Homestead Road | | | |
| CITY, STATE, ZIP | Hershey, PA 17033 | | | |
| ONSITE CONTACT | Chris Grudi | | | |
| CONTACT TELEPHONE | Cell #: | | Alternate#: | |

| LODGING: | | | | |
|---|---|---|---|---|
| | | Applicable – please fill in | x | Not Applicable – Instructor commuting |
| LODGING | | | | |
| ADDRESS | | | | |
| CITY, STATE, ZIP | | | | |
| TELEPHONE | | | | |

**ORGANIZATION/SCHOOL MUST SUPPLY**
**(Please refer to attached room illustration)**

**SCM Theoretical Training:**

☐ Yes, we have an LCD Projector onsite for your use
☐ No, we do not have an LDC Projector onsite

- Classroom space (desks/tables): **1 table/chairs per 5 participants**
- Projection screen & long table in front of room with extension cord & power strip for JKM Training, Inc. laptop
- Additional long table in front of room for SCM materials
- Newsprint pad & easel with markers

**SCM Emergency Safety Physical Intervention Training:**

- Adequate space for physical intervention instruction **(100 sqft. per trainee)**
- Room should be completely empty
- Flooring should be clean carpeting or exercise mats
- Hydration (water)
- Trainees are encouraged to bring **knee pads**

## CONTRACT TERMS:

Contract must be signed, dated, and returned at least 30 days prior to program, unless program was set up to be provided within 30days, in such case, contract must be returned as soon as possible. JKM Training, Inc. will not provide training without a signed contract. The number of participants listed on the contract is firm, unless mutually agreed upon otherwise in writing by both parties. If Organization/School increases the number of participants above the participant maximum, each participant over the maximum will be charged at the following rate: 5-day Workshop: $399/person, 3-day Workshop: $299/person, 2-day Workshop: $199/person, 1-day Workshop: $99/person. Final roster/participant count must be provided to JKM Training, Inc. at least 10 days prior to start of training date. If the number of participants increase after JKM Training, Inc. has shipped materials for training program, Organization/School will assume any additional shipping costs as required. Invoicing will occur after the program has ended; Organization/School has 30 days to submit payment before finance charges (1.5%/month) will be assessed.

## CANCELLATION POLICY:

Organization/School has up to 30 days prior to the training date to cancel the program without incurring cancellation fees. If the Organization/School cancels training less than 30 days prior to the training date, cancellation fees shall be assessed as follows: 30-20 days prior 10% cancellation fee. 20-10 days prior – 25% cancellation fee. Less than 10 days prior – 50% cancellation fee. Fees only apply when JKM Training, Inc. is not able to re-book the dates with another training program.

## FORCE MAJURE:

The performance of this contract by either party is subject to acts of God, war, government regulation, disaster, civil disorders, or other emergency making it illegal or impossible to provide the training facilities or to hold the training/workshop. This contract may be terminated for any one or more such reasons by written notice from one party to the other. In the event of such an occurrence, both parties agree to use their best efforts to reschedule the training/workshop to a mutually agreeable time.

## SAFETY IN THE TRAINING POLICY:

- Organization/School is responsible for the occupational health of its participants.
- Organization/School shall clearly indicate to participants of the training the physical requirements of the course at least two (2) weeks prior to the start date of the training program. Participants must understand that this training includes practice of emergency safety physical intervention which includes physical contact, movement and risk of injury.
- Organization/School shall clearly indicate to participants they are to follow the directions given by JKM Training, Inc. instructors as well as the rules of conduct indicated in the participant's workbook and manual.
- Organization/School shall advise it participants on wearing proper attire (exercise clothing and sneakers).
- Organization/School shall assess all participants to assure they are physically able to participate in the training program prior to the start of the training program.
- Organization/School shall ensure that its employees know they are legally required to report any factors that may increase risk of injury during training. These physical conditions include but are not limited to pregnancy, heart conditions, brittle bones or personal circumstances.
- Organization/School understands that JKM Training, Inc. reserves the right to exclude anyone deemed unsuitable for training on the basis of health, physical status or unprofessional attitude.
- JKM Training, Inc. does not guarantee that the techniques and methods taught in this program comply with all local laws, policy or regulations governing individuals using them. Organization/School should verify this compliance with the appropriate authorities.
- JKM Training, Inc., its owners, and instructors assume no liability for injuries, loss, or damages associated with the misuse, or incorrect application of skills and techniques taught in the program or illegal or inappropriate use of the same whether or not such injury, loss or damage is foreseeable.
- Organization/School shall indemnify, hold harmless and defend JKM Training, Inc. from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, action, fines, penalties, claims or demands of any kind and asserted by or on behalf of any person, entity or governmental authority arising out of or in any way connected with this training contract.

## SAFE CRISIS MANAGEMENT POLICY REQUIREMENTS FOR CONTRACTED ORGANIZATION/SCHOOL:

Below are the policy requirements for the successful implementation of Safe Crisis Management in service agencies and schools. Organization/Schools utilizing JKM Training, Inc. for the training of personnel as SCM Instructors or for the training of direct service staff in SCM, through this contract, must agree to create policies congruent with those indicated below.

### Training Policy:

- Establish Safe Crisis Management as the intervention model staff will use.
- Establish which staff must be trained (suggested all direct contact staff be trained) - comply with all governing bodies.
- The training content
  - Standard SCM curriculum.
  - If using emergency safety physical interventions, a minimum of 3 standing techniques (including extended arm assist with the possibility of multiple-person assists).
  - If using emergency safety physical interventions and policy permits seated/kneeling assists, must teach at least one assist to a seated/kneeling assist.
  - If using emergency safety physical interventions and policy permits floor assists, must teach at least one supine or side assist (cannot teach prone assists only). If floor assists are taught, then instructors must teach how to move from the floor to the seated assist.
  - Emergency safety physical interventions must be size and age appropriate.
  - Any alterations to the standard SCM curriculum must be preauthorized in writing by JKM Training, Inc.

- Time requirements
  - Must comply with all governing bodies and according to best practice standards.
  - Length and frequency of training is dictated by regulations or standards, staff numbers, experience level, etc.
    - Recommended 18 training hours for the staff certification class.
    - Recommended 12 training hours for the staff recertification class.
    - Ongoing training is highly recommended to minimize learning drift (monthly, quarterly).
- Delivery requirements
  - SCM must be delivered by a certified instructor.
  - SCM must have adequate time and space for physical intervention skills practice.
  - JKM Training, Inc. recommends co-facilitation and at least one instructor for every twelve participants.
- Proficiency requirements
  - SCM requires both written and physical skills (assuming emergency safety physical interventions have been taught) testing to verify learning.
  - Failure to pass required testing must have supervisory follow-up. Retraining should be required for those who do not demonstrate appropriate proficiencies. Indicate how many times a staff may be retrained if they continue to fail. Attendance and proficiency measurement must be documented.

**Intervention Policy:**

- Organization/School's mission
- The conditions requiring emergency safety interventions (harm to self or others) – emphasized as a last resort option.
- Interventions must follow the least restrictive alternative principle.
- Intervention methodology (prevention, de-escalation, emergency safety and after incident).
- Establish which emergency safety physical interventions are permitted for use.
- Adherence to an individual's behavior support plan during any emergency safety intervention.
- A clear indication as to who can physically intervene.
- A clear substitution procedure during emergency safety physical interventions.
- Monitoring and documentation requirements.
- A clear release process during emergency safety physical interventions.
- Documentation that staff have attended training and demonstrated competency and acceptance of the intervention policy.
- Whenever possible, a supervisor or designee be present and approve the use of emergency safety interventions.
- Duration limitations for emergency safety physical interventions should not exceed state law or established accreditation requirements. JKM Training, Inc. requires a time limit of five minutes for prone interventions and a ten minute time limit for all other interventions. Distress factors should be monitored during and after any intervention.
- Adopt goals to reduce the use and duration of emergency safety interventions.

**Supervision Policy:**

- Should provide supervisors with a clear expectation of the SCM related duties.
- Supervisors should teach, support, monitor and enforce SCM performance expectations.
- Supervisor should be able to identify SCM curriculum priorities; set performance expectations accordingly; observe/review employee performance; provide reinforcement or corrective action; revise SCM priorities as needed.

**Documentation Policy:**

- Should address staff's responsibility to complete accurate incident reports.
- All documentation should be completed prior to the end of the staff's workday.

**Evaluation Policy:**

- Organization/School should establish an incident review process (often reviewed in a safety or incident review committee).

| | |
|---|---|
| Customer Signature | Jennifer Todaro<br>Director of Programs |
| March 10, 2025 | *January 23, 2025* |
| Date | Date |

***Please Sign, Date and Return***

# 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 Wednesday, January 15, 2025 by and between**
**Mixed Impressions DJ's Entertainment and:**
**Elizabeth Blosky** ( 5797359 )
**Hershey High School**
PO Box 898 Homestead Road, ; Hershey, PA 17033
Home: 534-2501

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: **Special Event** - - - - - - - - - - - - - - -Times: **1:00 PM** till **11:00 PM**

Event Date: **Friday, March 21, 2025** - - - - - - - - - - - Package: **Special $400.00**

Event Location at: **Hershey High School in Hershey, PA**

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

**$400.00** minus **$0.00** non-refundable deposit leaving a balance of: **$400.00**

3. Event Details: **4 Diamonds Dance Marathon - No deposit required. Amount may be paid the night of the event.**

4. Mixed Impressions will be permitted to set up equipment at: **10:00 AM.**

5. Additional services will be performed at: **$0.00** per hour. - - - - - Attire: **Polo Shirt (Staff)**

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:** 1/15/25

**Authorized Signature:** _____ **Date:** March 10, 2025

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 #:** **24-0146-PGR**
**Date:** **October 4, 2024**
**Customer ID:** **1024**
**Project:** **Hershey Early Learning**
**Telescopic Gym Seating**

**DESCRIPTION:**
Furnish all labor and material required to service and inspect the Irwin telescopic gym seating (4 units x 5 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: ********** $925.00

Approved March 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*

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 #:** **24-0147-PGR**
**Date:** **October 4, 2024**
**Customer ID:** **1024**
**Project:** **Hershey Middle School**
**Telescopic Gym Seating**

**DESCRIPTION:**
Furnish all labor and material required to service and inspect the Interkal telescopic gym seating 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: ********** $1,358.00

Approved March 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*

Docusign Envelope ID: ED85248D-C555-47DD-BF36-D1EB22FDBAB0

samsara

Connected Operations™

Samsara Inc
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

## QUOTE #Q-1646446

**Issued 03-03-2025**

**Expires 12-08-2024**

**Prepared For:**
Derry Township School District
30 East Granada Ave
Hershey, Pennsylvania
17033

**Prepared By:**
Skipp Helmly
skipp.helmly@samsara.com

## Quote Summary

| | Subtotal |
|---|---|
| Hardware and Accessories | USD $0.00 |
| Licenses<br>License Term – 60 Months | |
| Shipping and Handling Tax | |
| Shipping and Handling | USD $0.00 |
| Upfront Hardware Sales Tax | USD $0.00 |
| Annual License Sales Tax | USD $0.00 |
| First Year Payment | USD $15,155.88 |
| **Payments Beginning Year Two** | USD $15,155.88 |

If shipping is "Pending" - Amount is pending due to size of order; Shipping and Handling subject to change.
If Sales tax is "Pending" – Final amount will be provided prior to payment
*3% fee
charged on non-ACH charges (Canada Exempt)
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**SHIP TO**

| Hardware and Accessories | Quantity | Net Unit Price | Total Price |
|---|---|---|---|
| | | Hardware Due | USD0 |

| Licenses | Quantity | Annual Unit Price | Total Annual Price |
|---|---|---|---|
| License for Vehicle Gateways - Public Sector Only, No WiFi, No ELD<br>LIC-VG-PS | 53 | $285.96 | $15,155.88 |
| | | Annual License Due | USD $15,155.88 |

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Samsara provides real-time visibility, business-relevant tools, and powerful analytics that enable customers to increase the productivity of their fleets and reduce operating costs. A solution for your fleet is proposed below.

## What is included?

Samsara's fleet tracking solution includes hardware accessories and a per-gateway license. Gateway licenses provide all ongoing elements of the service, including:

- Real-time location and vehicle telematics
- Dashboard access with unlimited administrator accounts
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Samsara does not include hidden costs in its licenses. If you want access to Samsara's full set of fleet features--including but not limited to WiFi hotspot and ELD capabilities--you will need to upgrade your license. Samsara reserves the right to audit usage of features unrelated to the solution as well as remove them from the Samsara Dashboard.

## Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid annually beginning on the License Start Date and, if applicable, a one-time Hardware cost to be paid upfront as of the license start date. The annual fees are payable by recurring wire transfer. All transfers made by credit card are subject to a processing fee up to 3%, subject to applicable law. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 30 days, Samsara may suspend the Service until late payments are remitted.

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The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license



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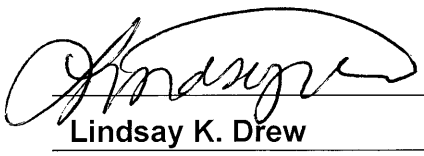
I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein." "Please confirm acceptance of this Order Form by signing below:

**Signature** 

**Print Name:** Lindsay K. Drew

**Date:** March 10, 2025

# All-in!

# NEWSLETTER



caiu
Capital Area Intermediate Unit

**Executive Director's Report**
**February 2025**

## CAIU Board of Directors

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## 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***

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9 Mission Moments: Caitlin's Smiles; HTA Book Fair; Poetry Out Loud

**Additional Updates for CAIU Staff**

10 Trainings and Events; Refer a Friend; Compliment Corner

11 Compliment Corner; New Hires; Retirees




***On the Cover:*** *Eden Newman (Milton Hershey School) & Chase Perabo (Carlisle High School), winner and runner up of regional Poetry Out Loud. 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 March All-In: Friday, Feb. 28***


All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
February 2025
2024-2025, Issue 8

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From the Executive Director's Desk



# Uncovering Key Insights from the Well-Being Survey

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

As part of our 2024-25 strategic plan, we committed to a goal of fostering a culture of dignity and belonging. One of the action steps within that goal is identifying a framework through which we can analyze programs and activities. Through expert Dr. Nikole Hollins-Sims, we've learned about Dr. Vivek Murthy, US Surgeon General, and his **Framework for Workplace Mental Health & Well-Being**. After engaging with so many experts and resources, we felt this framework provided a clear, concrete approach to supporting staff holistically and creating the culture we desire, one where belonging and dignity are always at the core of what we do and who we are.

To begin our work, we designed a three-step process of data collection and analysis. The first step was inviting all staff to participate in peer-to-peer interviews around five guiding questions. The second was the scheduling of listening circles for every team, facilitated by outside experts. The final step is currently ongoing and involves the review of the data by our CAIU leadership team. This last step is designed to both fully examine the context from where we are now and create goals and action items to move us towards expectations, conditions, and practices that support well-being for all staff in all the essentials. Ultimately, the output will be goals for the organization, teams, programs, and individuals.

Below is a summary of the data collected, which has been organized around each Workplace Well-Being Essential. Through careful analysis of the data, we have identified recurrent patterns or concepts that help to explain the experiences, behaviors, or perceptions of participants. This does not necessarily mean everyone felt the same things were important but that enough people expressed similar sentiments for it to require further attention. Also know that many staff expressed positive feelings about the areas highlighted.

**Protection from Harm:** While many staff reported feeling safe in their particular location, the insights reveal the need to collaborate on how to improve feelings of physical and psychological safety. In terms of physical safety, staff reported varying perceptions about inadequate access control measures depending on location (locking doors, access to unauthorized staff, lack of or weak implementation of visitor protocols) as well as the need for more training/drills and improved communication. In locations outside those run by the CAIU, staff expressed the need to be better informed of safety protocols, training in safety protocols for locations such as homes, and additional training around responding to an emergency. Safety concerns included the need for support during and after emergencies, such as providing a debrief or follow-up. In terms of psychological safety (feeling safe to express yourself, take risks, and make mistakes without fear of judgment or punishment), the insights reveal the need for staff to have clear pathways for communication, to be heard, to be included in decision making, and to ensure conditions are such that staff do not feel unwilling to raise issues for fear of reprisal.

**Connection and Community:** The insights reveal that employees highly value the support and camaraderie they experience within their teams and seek more opportunities to make connections. Many express a strong sense of connection and belonging, which enhances their job satisfaction and contributes to a positive culture. Staff further appreciate supervisors who trust them and foster a collaborative environment, which is crucial for their overall well-being.

The analysis further highlights communication gaps within the organization, leading to feelings of exclusion among staff. Many expressed frustration over the lack of clear communication from leadership regarding changes and expectations, which affects their ability to perform effectively. Employees feel that their voices are not heard in meetings, stifling open communication and engagement.

**Work-Life Harmony:** Feedback indicates a strong desire among employees for more autonomy and flexibility in their work arrangements. Many staff appreciate the ability to manage their work without micromanagement, which contributes positively to their job satisfaction. Staff appreciate flexibility in how and where work gets done and hopes the organization continues to explore ways to extend flexibility to more positions.

**Mattering at Work:** Many staff find meaning in their role related to student progress, relationships with families, collaborating with team members and contributing to positive outcomes. The analysis also reveals staff needing more for recognition and appreciation from the organization. Many employees express feelings of being undervalued, particularly when their performance goals do not translate into tangible rewards. Staff point to an absence of acknowledgment for their contributions, which impacts job satisfaction.

**Opportunity for Growth:** The responses to this essential were particularly varied, largely on the basis of the nature of their current role. Staff expressed a strong desire for additional opportunities for career advancement and professional development that are clearly defined. While staff expressed that they are supported and encouraged to grow professionally, the path to career advancement is not as clear.

Next steps involve leadership working with facilitators to continue to analyze the findings and translate that analysis into goals for the 2025-26 strategic plan. Thank you to all that participated and allowed us the opportunity to improve our practices, expectations, and outcomes. We value your honesty and willingness to make the CAIU a place where you belong.

ELECT Receives Grant from Delta Kappa Gamma

# *Support* for Pregnant & Parenting Teens



By **Irene Reedy, Ed.D.**, *Program Supervisor*

The Capital Area Intermediate Unit's (CAIU) **Education Leading to Employment and Career Training (ELECT) program** is honored to be the recipient of a grant from the Delta Kappa Gamma International Educators Foundation (DKGIEF). Delta Kappa Gamma is an organization recognizing women involved in education at all levels. The local chapter's members are active and retired educators from the CAIU member school districts, private schools, and local colleges. This generous funding is being used to enhance social and emotional learning opportunities for pregnant and parenting teenagers through the implementation of the ARISE curriculum.

The ELECT program serves about ***140 teens every year between the ages of 15 and 21, along with their children***. The program focuses on empowering young parents to continue their education while developing essential life and career skills. With support from the DKGIEF grant, four ELECT case managers have completed the ARISE training and are actively using the curriculum to guide structured lessons for program participants. The materials, which include Spanish-language versions, are incorporated into both group and one-on-one sessions to foster personal growth and skill development.

ELECT has already seen promising engagement from participants. Monthly lessons cover a range of critical topics such as time management, financial literacy, dropout prevention, self-esteem, and job readiness. This initiative aligns seamlessly with the mission of both ELECT and DKG to provide educational opportunities that lead to long-term success.

Beyond financial support, members of the Beta Iota chapter of Delta Kappa Gamma have been actively involved in ELECT events. In September and December, members assisted during in-person gatherings, helping with meals, activities, and informal mentorship. Their presence has provided additional encouragement to young parents navigating the challenges of balancing education with parenthood.

ELECT Coordinator Melissa Rosado has shared the success of the grant-funded initiative with the broader educational community, including ELECT coordinators statewide, the Pennsylvania Department of Human Services, and the Pennsylvania Department of Education. Additionally, plans are underway to evaluate the impact of the program, with feedback from case managers already indicating increased student engagement in group discussions.

The ELECT program expresses deep gratitude to the Delta Kappa Gamma International Educators Foundation for its support. With the help of this grant, ELECT continues to create opportunities for young parents to thrive, both in school and in life.

For more information about the ELECT program and its impact, please contact Melissa Rosado at **mrosado@caiu.org**.

caiu ELECT
Education Leading to Employment and Career Training
*A Pregnant and Parenting Teen Program*

# Structured Conversations for Efficient & Collaborative Problem Solving

By **Lauren Gross**, *Marketing & Communications Specialist*

In education, peer learning is used to help students solidify knowledge, understand complex concepts, build confidence, and overcome challenges. But that way of learning doesn't end when formal education ends. For many school counselors and mental health professionals, an innovative and structured peer supervision model, pioneered by Kelly Evans, M.Ed., NCC, LPC, Assistant Program Supervisor, ANPS & ELD, is bringing that kind of learning to them in their day-to-day jobs.

Evans has adapted and implemented a structured peer supervision model for educators, drawing on the work of Wilbur and colleagues' Structured Group Supervision Model from the early '90s. "In my work as a mental health professional, I've seen the success of clinical models for case consultations and I knew we could replicate that for mental health professionals in educational settings," Evans explained.

Her peer supervision sessions started with school counselors, school social workers, and a school psychologist in the Nonpublic program during the 2021-22 school year, following a structured, five-phase plan. Under the model, in Phase One, the presenter asks for specific feedback in an area of need. In Phase Two, group members ask the presenter questions to clarify and gain a better understanding of the request. In Phase Three, group members provide feedback while the presenter remains silent. In Phase Four, the presenter responds to feedback. The optional Phase Five evaluates the process of the model and provides an opportunity for follow up and coaching.

"The power in this model is its ability to help foster self-reflection, feedback, and new ideas. It becomes even more powerful when using it with multi-disciplinary teams," Evans said. "It is incredible having nurses and counselors and mental health workers and administrators all in the same room, bringing their different perspectives and backgrounds to the table." When a room is filled with people from different backgrounds, with different training and experiences and knowledge, they are able to shed new light on how to handle a situation or case, she noted.

"Outside of this work, there aren't avenues available to our mental health staff to have these conversations," she added. "Research indicates that school counselors entering education lose their clinical skills within the first five years in the profession due to the lack of clinical supports available."

The impact from her program has been immediate and overwhelmingly positive. To date, she's trained 80 school counselors in this region and beyond, through the Capital Area School Counselors Association (CASCA) where she serves as the current president. She hosts regular sessions for school counselors across the region through CASCA and her model is being used locally in guidance department meetings, school psychologists' meetings, and child study team meetings.

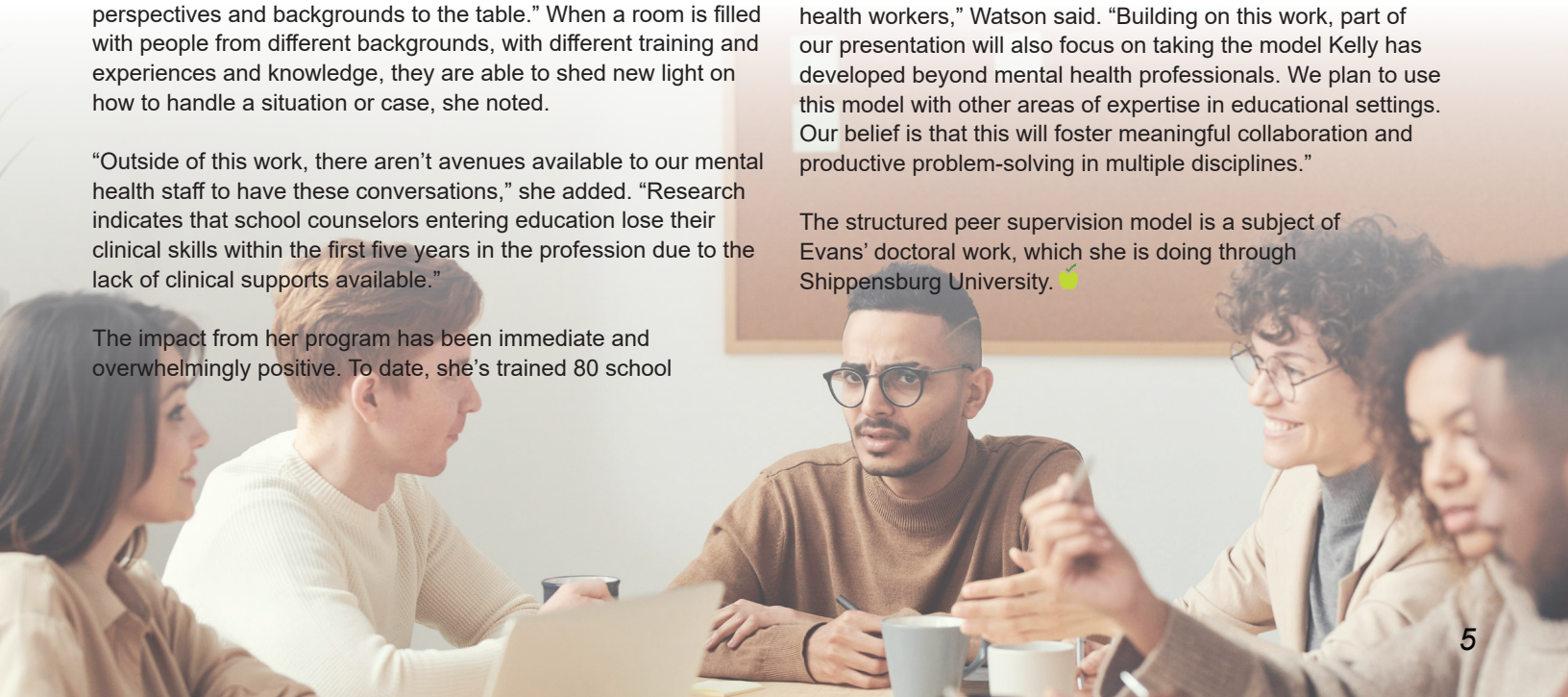
When she rolled the program out, Evans began by training in-house, starting with her Nonpublic team as well as Hill Top Academy staff and the Student Services Leadership Team. "We have had great success using this model at the IU," she said.

The success comes from the structure itself. Sessions are productive, goal-oriented, and structured. Rather than being open-ended or multi-focused, each session brings one person's question to the forefront to harness the collective knowledge of the whole group. In Phase Three, there's very specific language the group uses: starting sentences with "If this were my student/group/classroom/etc., I would…" Doing that helps to prevent an automatic defensive response that might be triggered by "You should do…" language.

In Phase Five, there's an optional portion for follow-up on prior cases, to see what advice was taken, how it was implemented, whether it worked, and the impact of the case on the educator and the group. This phase helps to build self-reflection and self-awareness for all participants in the group.

Evans' work is so ground-breaking that she has been chosen to present at the PAIU conference in May, along with Keith Watson, Ed.D., Assistant Director of Student Services. "I'm delighted to be working with Kelly on her work and sharing it with the wider IU group at PAIU. I think this is truly a game-changer for how we provide support to our school counselors and mental health workers," Watson said. "Building on this work, part of our presentation will also focus on taking the model Kelly has developed beyond mental health professionals. We plan to use this model with other areas of expertise in educational settings. Our belief is that this will foster meaningful collaboration and productive problem-solving in multiple disciplines."

The structured peer supervision model is a subject of Evans' doctoral work, which she is doing through Shippensburg University.



Take Action Now

# Keep Your Personal Information Safe

By **Joy Forry**, *Account Manager*

Your personal information should be just that. ***Personal. Private. Protected.*** There was a day not so long ago when you didn't have to think about the safety of your personal information or the implications of it being stolen. Unfortunately, those days can now be considered "the good old days," because they no longer exist. Hoping that your personal information isn't compromised and doing nothing to protect it is kind of like stepping outside in the middle of a downpour and hoping you don't get wet.

Grabbing a raincoat and an umbrella before you head out in a storm are a few simple things you can do to keep from getting soaked during a downpour, but they don't guarantee you'll stay completely dry. In the same way, taking some simple steps to protect your personal information isn't a 100% guarantee against identity theft, but it can seriously decrease your risk. So, what are some steps you can take to minimize the risk of personal information compromise?




## Freeze Your Credit

Freezing your credit is one of the most powerful steps you can take to prevent identity theft, but what does it mean to "freeze your credit?"

**Here's one scenario:** Let's say your personal information is stolen through a data breach and the party that has your information wants to open a few credit cards in your name, so they can make purchases. To be approved for a credit card, a credit check must be run through one or more of the three major credit bureaus and a credit report returned to the card company. If you freeze your credit with the three bureaus, no credit check can be run, and the credit card company cannot issue a card.

Prior to writing this article, I hadn't frozen my credit, so I decided to dig in and try it for myself. It's free, so the only thing I had to lose was some time. I needed to contact each of the 3 major credit bureaus (Equifax, Experian, TransUnion) and request a credit freeze. Each bureau can be contacted online, by phone, or by mail. I chose the online version and was done in less than an hour.

***Note:*** *If you choose the phone option, you'll be asked a series of questions to verify your identity. If you choose the online option, you'll need to create accounts with all 3 bureaus. And if you choose the mail option, you may have to complete a form with information that will verify your identity.*

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Allen, TX 75013

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service.transunion.com/dss/login.page?dest=freezeStatus

TransUnion
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You can find all this information and more at www.usa.gov/credit-freeze. This page can answer frequently asked questions, including instructions on lifting a credit freeze if you need to open a new line of credit *(i.e. new credit card, home equity loan, remortgage, etc.)*. How long it takes to freeze your credit or lift the freeze can vary depending on the method you choose to make the request.

***Go the extra mile and freeze your children's credit.*** If you have children, freezing their credit is a great idea. It doesn't seem possible that identity thieves could steal and exploit the personal information of young children, but they can...and they do. Many young adults have had their credit ruined by someone who stole their identity years ago, with the identity thief compiling a mountain of debt or bad credit that may take years to sort out.



## Put Free Alerts on Your Credit Cards

Most major credit cards have a set of alert notifications you can turn on, giving you the option to choose which ones to activate. Some alert examples are receiving a notification when a charge exceeds a specified amount or when a charge is made outside the US. Turning on these alerts will not stop the transaction, but it will keep you informed and allow you to act if necessary. Check with your credit card providers for more information on setting alerts.



## Enlist the Help of an Identity Theft Protection Service

For additional peace of mind, you can enlist the help of a paid service that will monitor your personal information for signs of compromise or identity theft. There are a lot of choices when it comes to this service, but some of the top providers are Aura, LifeLock, IdentityForce, IdentityGuard, and McAfee. Each provider offers a variety of plans and services such as the monitoring credit reports, bank accounts, social media, dark web activity and criminal records, secure password management, antivirus software, data removal services, and more.

You may be thinking all of this sounds like a good idea and you'll get to it one of these days, but safeguarding your personal information should not be #67 on your growing to-do list. It should be one of the top items on your priority list. While you can't guarantee that your data will never be compromised, taking proactive steps, such as freezing your credit, setting up alerts, and enlisting the help of an identity theft protection service can significantly reduce your risk. Remember, just like wearing a raincoat in a downpour, these precautions can help shield you from the storm of identity theft. By staying vigilant and taking action, you can ensure that your personal information remains private, protected, and as secure as possible.

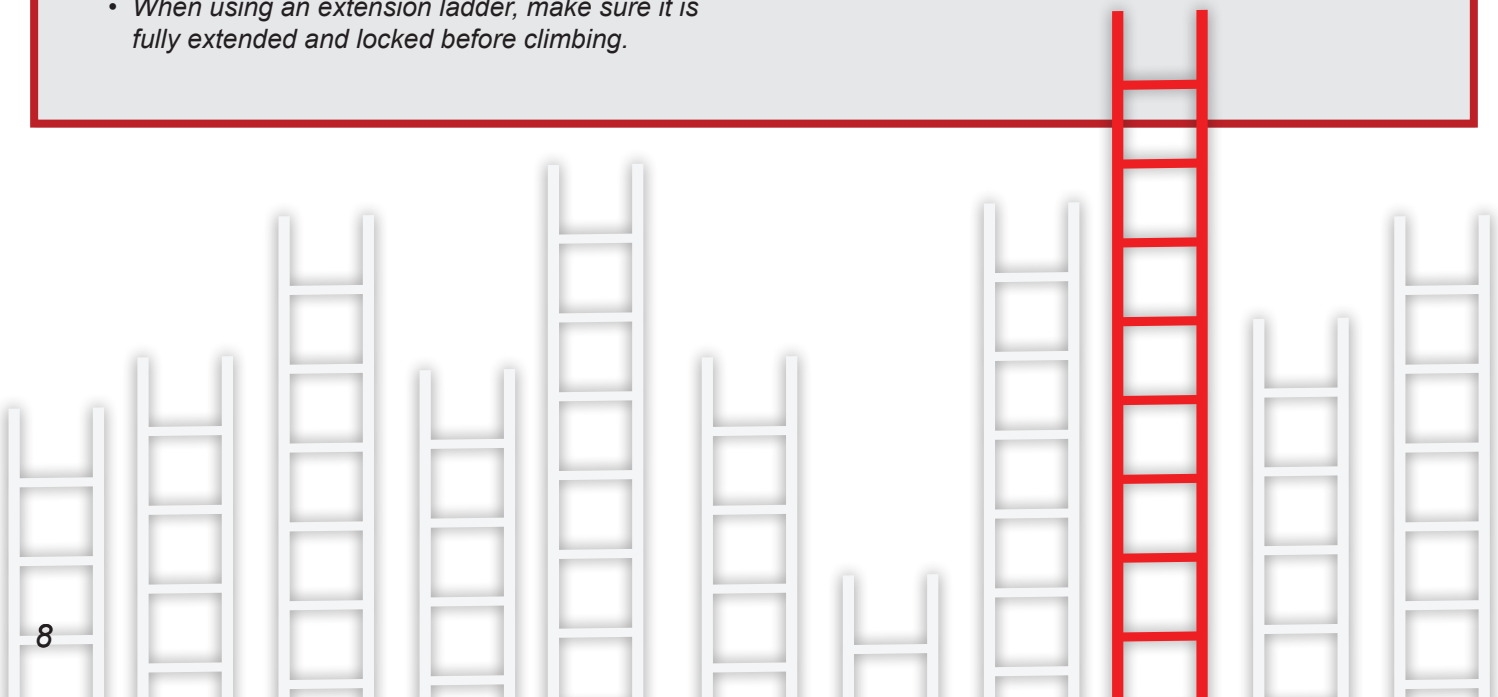
# Situational Awareness

There is probably not a week that goes by that a ladder is needed to access areas beyond our reach. Far too often, people default to using a box or chair or climbing on a counter to access out of reach spaces, which further increases our potential for injury. According to This Old House, more people are injured on job sites due to improper ladder usage *(over 150,000 injuries annually)*. With this in mind, how situationally aware are you when it comes to accessing areas beyond your reach, and how familiar are you with ladder safety?

## Points2Ponder

When attempting to access areas beyond my reach, how intentional are you about...

- Choosing the right ladder?
  - *Always select the appropriate ladder for the job.*
  - *Consider height, weight capacity, and material. If you're working outdoors, opt for a fiberglass or aluminum ladder to avoid rust.*
- Inspecting the ladder before use?
  - *Check for any damage such as cracks, loose rungs, or bent feet. Make sure the ladder is clean and dry to prevent slips.*
- Ladder placement?
  - *Place the ladder on a firm, level surface. Avoid positioning it on soft or uneven ground, as this increases the risk of tipping.*
  - *For extension ladders, the base should be placed one foot away from the wall for every four feet of height. This ensures stability and helps you climb safely.*
  - *When using an extension ladder, make sure it is fully extended and locked before climbing.*
- Overreaching & climbing?
  - *Avoid leaning too far to one side while on the ladder. Move the ladder instead of overextending your reach. This helps maintain balance and stability.*
  - *Always face the ladder when climbing up or down. Keep your body centered between the ladder's side rails and climb slowly.*
  - *Stay off the top rung or step of the ladder, as it can throw off your balance and make you more likely to fall.*
  - *If possible, have someone hold the base of the ladder while you work, especially if you're reaching high or on an uneven surface.*
- Ladder storage?
  - *When not in use, store ladders securely to prevent them from falling or being knocked over. Ensure they're not blocking walkways.*



# Mission Moments

*Inspirational examples of how our staff are making an impact and defining our mission to provide innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership.*




Caitlin's Smiles

Caitlin's Smiles is a non-profit organization that supplies arts-and-crafts activities *(i.e., Bags of Smiles, individual craft kits, coping kits, toys, and Camp-in-a-Bag)* to children in medical/hospital settings. Our CAIU hospital staff enjoy volunteering every year creating healing craft and coping kits, decorative bags, greeting cards, etc.

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Hill Top Academy recently held a book fair, which was highly anticipated among students and faculty. This event provided students with the opportunity to browse through a wide selection of books and choose up to three books to take with them. Allowing students to select their own books, gave them the chance to personalize their reading experience and choose titles that piqued their interest. The success of the book fair can be attributed to the enthusiastic support from teachers and staff members who helped facilitate the event.




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Earlier this month, the Poetry Out Loud regional competition showcased the talents of eight high school students who demonstrated their recitation skills through three rounds of dynamic performances. This year was extra special as it marked the 20th anniversary of Poetry Out Loud, highlighting the program's enduring impact on students across the country. The event allowed students to not only hone their public speaking abilities but also deepen their appreciation for the nuances of poetic language. A big congratulations goes out to all students who participated and gave such powerful performances, making this celebration of poetry truly unforgettable! Best of luck to Eden Newman from Milton Hershey School as she advances to the state competition in March!

# 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:

**3/3-4/28/2025 - Elevate your Teaching: A Book Study on "Ambitious Science Teaching"**
*Audience: K-12 Science Educators, Administrators, Curriculum Leaders*

**3/4/2025 - The Anxious Generation Book Study**
*Audience: Teachers, Paraprofessionals, Administrators, related Service Providers, families*

**3/5/2025 - Acadience Essentials**
*Audience: K-6 Classroom Teachers, Specialists, Interventionists, Administrators*

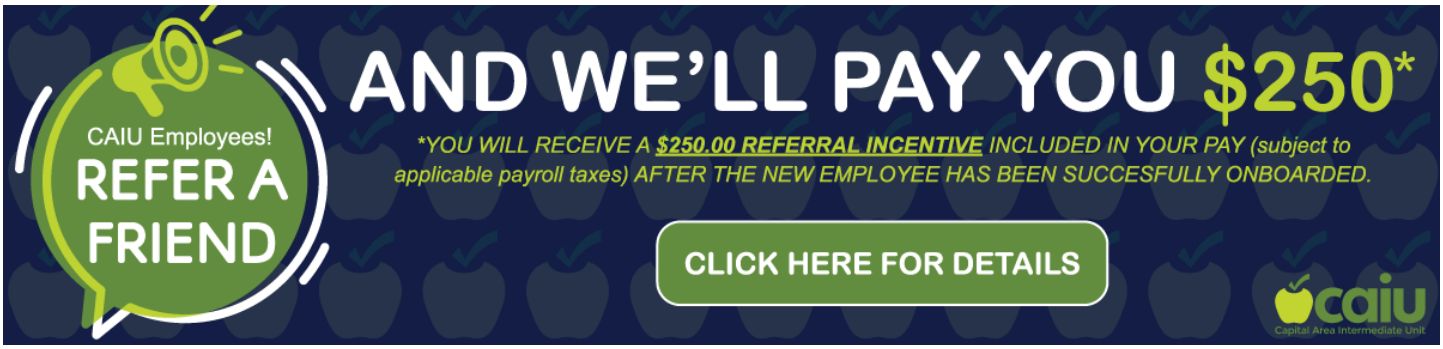
**3/10/2025 - Supporting All Learners in Successfully Engaging in PA STEELS**
*Audience: K-12 Science and Special Educators, Curriculum Leaders*

**3/11/2025 - AT Lunch and Learn**
*Audience: Teachers, Administrators, Related Service Providers*

**3/13/2025 - Building Capacity and Promoting Instruction through PASA DLM (Virtual Workshop)**
*Audience: Special Education Teachers of low-incidence classrooms, General Education Teachers supporting inclusive classrooms, Special Education Administrators, Building Administrators and PASA Assessment Coordinators who oversee special education programming*

**3/14/2025 - Issues in Autism**
*Audience: School Administrators, Curriculum Directors, Instructional Coaches, General Education Teachers, Special Education Teachers, School Counselors and Support Staff*

**3/20/2025 - Executive Functioning Training**
*Audience: Instructional Coaches, General Education Teachers, Special Education Teachers, Administrators, Paraprofessionals, and related Service Providers*




# 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.*

**PARTNERSHIP**

**Alexandra Camero,** *Service Coordinator for Head Start*

Alex is an amazing educator and advocate for the children and families she serves. She goes above and beyond to listen and help families. She works tirelessly to help the classroom staff working with her students. we are so fortunate to have Alex work with us.
*- Amy Caldwell, Service Coordinator CAHS*

**SERVICE**

**Michelle Davis,** *Program Assistant, Ed. Services*

Michelle was so incredibly kind and responsive when helping me make shift changes for the Fall Fest volunteer service projects. Up until literally the day before the event, she was helping me add, delete, and move staff assignments to make sure everyone was listed correctly in Frontline to get their service hours. She was unfailingly kind and patient.
*- Lauren Gross, Marketing & Communications Specialist*

# Compliment Corner!

## DEDICATION

**Brittany Ensign,**
*Lead Educational Coach*

Brittany has been very committed to our team at Diakon. She has great interactions with students and is always willing to lend a hand. Her attention to detail ensures that every task is completed efficiently. In addition, her clear and timely communication keeps everyone aligned and informed. Her constant support is highly appreciated and valued.
*- Stephanie O'Donnell, Teacher*

## SERVICE

**Yvonna Bishop,**
*Autism Support Paraprofessional*

Yvonna brings so much joy and positivity to our team. She's incredibly hardworking and puts her heart into everything she does. On the hardest days, when things feel overwhelming, she has a way of making us all laugh with her quick wit and hilarious stories. She makes even the toughest moment feel lighter, creating a supportive and uplifting environment for both student and staff. I'm so lucky to have her as a teammate!
*- Halle Reisinger, Autism Support Paraprofessional*

## PARTNERSHIP

**Michelle Straw,** *Service Coordinator*

Michelle always volunteers to help staff any way she can. She works tirelessly to help families and her colleagues.
*- Amy Caldwell, Service Coordinator, CAHS*

## DEDICATION

**Cathy O'Connor,** *EPP*

Cathy is a wonderful addition to our team! She is very kind and compassionate, she loves our students as if they were her own!
*- Terrance Tatum, EPP*

# Welcome New Hires!

ibelong @caiu



**MacKenzie Brady** is an EPP at Foose. She is ambidexterous.



**Alyssa Haskell** is a Teacher at Oak Flat. She loves to read.



**Tara Mundorf** is a Social Worker at Greenwood SD.



**Diane Sheaffer** is a Teacher at Hill Top Academy. She worked in a Level 1 Trauma Center as an X-Ray Tech.



**Megan Waning** is an EPP at Middle Paxton. She was born in Chicago.

YOU'RE *one of* US NOW

# Farewell Retirees!

**Christine Schumber**

is retiring after more than 3 years of service!



YOU WILL BE *missed*



# MONDAY, APRIL 7, 2025 8:30 AM - 3 PM

Capital Area Intermediate Unit
55 Miller St,
Summerdale, PA 17093

2025

# PA CREATIVITY CONFERENCE

Join us for a day of collaborative learning sessions about the power of creativity in the K-12 classroom. Educators and vendors will be sharing ideas and experiences in hands-on workshops about the fostering of creative thinking in students.

## REGISTRATION:

- Cost: $125
- *Groups of 5 or more are $110 each*
- Main presenter - Free
- Includes lunch and make & take items

Click here or scan the QR code to visit the conference website for more information on proposals and registration

A collaborative event presented by PA Intermediate Units 12, 13, 15 and 24

Questions? Contact your IU representative: Nicole Bond, Abbey Hathaway & Autumn Zaminski (IU12), Keith Royer & Tim Leister (IU13), Karen Ditzler & Scott Snyder (IU15), Erin Cummings (IU24)

# CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **February 27, 2025,** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

**Click *HERE* for the 2/27/25 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*

## REPORTS/UPDATES

- **Board Committee Reports**
  - The **Board Negotiations Committee** met several times in February and negotiations are moving along. The next Collective Bargaining Negotiations meeting will be held on March 19, 2025.
- **CAIU Team Updates:**
  - **Dr. Andrew McCrea, Director of Student Services** highlighted the article *Support for Pregnant & Parenting Teens* in this month's *All-in!.* The article captures how our staff go above and beyond to provide needed supports and programming. CAIU's Education Leading to Employment and Career Training (ELECT) program was recently honored to be the recipient of a grant from the Delta Kappa Gamma International Educators Foundation. The ELECT program serves about 140 teens ages 15-21 along with their children each year. The program focuses on empowering young parents to continue their education while developing essential life and career skills. With support of this grant, four ELECT case managers have completed the ARISE training and are actively using the curriculum to guide structured lessons for program participants. Dr. McCrea also highlighted the *Structured Conversations for Efficient & Collaborative Problem Solving* article. This article highlights the development of peer learning, an innovative and structured peer supervision model which helps to develop our staff and allows them to grow. Essentially, the structured conversations bring people together that are doing the same job to collaborate, and problem solve together. Early Intervention (EI) report: Dr. Abigail Leonard was recently hired as the new Assistant Director for EI. Dr. Leonard will oversee 200+ staff and 3200 kids. School-age report: Dr. Keith Watson and Dr. McCrea are in the middle of school district contract meetings in order to develop projections for staffing and classroom needs for 25-26.
  - **Daren Moran, Director of Business & Operations** reported that last week was the monthly CASBO meeting for school district Business Managers. Dr. Roberts attended the meeting. The meeting was very well attended, and everyone was

actively engaged and collaborated on solutions to common challenges. Daren recognized the hard work of Dave Martin and his team for their work on the cyber security initiative /consortium. They put in a tremendous amount of work to start this great program. In addition, we recently went through a tough ESSERs monitoring done by an independent group. Experts performed a very detailed monitor. After making suggestions for areas of improvement, they returned check on progress and complimented our business team on their well prepared response.

- **Maria Hoover, Director of Educational Services** reported that Ami Healy, Training and Consultation Supervisor, was nominated and recognized by Reading League of PA as a Literacy Champion for PA. Keystone State Challenge Academy cadets are now working on their industry certifications. At this time, we are working with OSHA certifications and will look to add others in the future. In addition, she reported on the Curriculum Advisory Council meetings. The group holds a voluntary Learning Series before each CAC meeting every month, similar to the Superintendent's Learning series. Last month's topic was on Central Office Leaders Acting Strategically. Typically, 20-26 people attend the learning series each month. At this month's meeting, they did a launch of the next phase of Thinking Bigger, aligning to our STEAL standards, which included a hands-on lesson for the curriculum coordinators. They enjoyed being hands-on and engaging in the work. Next, the team is moving into designing engagement and learning experiences to support classroom teachers.
- **Blake Wise, Director of Human Resources** reported that we continued our initiative to get out in your high school career and college events. Last Thursday, we attended the West Perry Career Fair. Every year, HR conducts a salary survey with our school districts to gather bargaining unit and classified and support staff data. Once collected, the info is gathered and put into Forecast 5 to compile a report/snapshot of our region. This information is then shared out to all participating districts. In addition, Blake suggested that district human resources staff who are looking for professional development opportunities should get involved with PA Association of School Personnel Administrators (PASPA). In addition to their annual conference that is happening right now, they offer a variety of opportunities throughout the year. There seems to be great value in attending these conferences in person for greater collaboration and engagement with other attendees.
- **David Martin, Chief Information Officer,** provided an E-Rate program update. E-Rate provides funding for internet, telecommunications, and equipment for schools. All schools are eligible to apply for funds – the application window just closed, and the selection process now begins. We are working closely with our districts on this. Dave also highlighted the *All-in!* article on *Keep Your Personal Information Safe*. This article provides helpful information/tips on how to protect yourself and how freezing your credit is a powerful tool to help protect your personal data. In addition, his team has begun working on the summer project list here and at our remote sites. We are actively moving forward with a new email security system – Mimecast and are currently working with our school districts to transition. Cybersecurity consortium update: We recently held several informational webinars. School districts can apply now, and pricing is available. The application process has been streamlined to just five main questions that align to the standards that everyone is following.
- **Dr. Kevin Roberts, Assistant Executive Director,** provided an update on the monthly Superintendent's Leadership Series. Last month, we worked to set up a legislative roundtable that was cancelled due to bad weather conditions. We will

regroup and reschedule. In April we will focus on AI and will continue to learn and grow together from a visit to Centennial School District. Safety and Security update: kudos to Jeremy Freeland who recently applied and secured a grant for $234,000 to support safety and training for our staff. We are now in the implementation phase of this grant. Dr. Roberts also reported on the Workforce Development program at Loysville He plans to visit Loysville's Culinary class on March 13 @ 1pm. You are welcome/invited to attend – please let Dr. Roberts know if interested.

- **Rennie Gibson, Board Secretary,** reminded the Board that the 2024 Statement of Financial Interest forms for 2024 are due to the Board Secretary by May 1.
- **Dr. Andria Saia, Executive Director**, reported that the *All-in!* newsletter is available for the Board's review. She highlighted her Executive Director's article on Uncovering *Key Insights from the Well-being Survey*. In consultation with Dr. Nikole Hollin-Sims, we have adopted a Workplace Wellbeing Framework that identifies five essentials that humans need to survive and thrive. To begin our work of data collection and analysis, all employees were provided an opportunity to give their input via a peer-to-peer interview and/or focus groups around these five areas. The data from these surveys were compiled and our Leadership team worked on theming the key insights and possible areas for improvements. The article provides a summary of the insights and is organized around each of the Workplace Well-Being Five Essentials. We will work to develop these into our organizational goals for action in 2025-26.

## APPROVED ACTION ITEMS

- **Approval of Minutes** – January 23, 2025, CAIU Board Meeting.
- **Treasurer's Report for January 2025** – a total of $14,565,208.91 in receipts and $8,138,207.15 in expenses.
  - **Payment of Bills – January 2025**
  - **Summary of Operations for January 2025** showing revenues of $76,289,871.93 and $57,705,530.26 in expenses.
- **Budget Administration**
  - Second Reading Proposed 2025-26 General Operating Budget
  - Proposed 2023-24 Budget Revision - RRT Grant (Revision A)
  - Proposed 2024-25 Original Budget - Feminine Hygiene Product Grant
  - Proposed 2024-25 Original Budget - School Mental Health & Safety Grants
- **Other Business Items**
  - Contracts – February 2025
- **Policies & Programs**
  - First Reading - Revised Policy #622 - GASB Statement 34
  - Proposed 25-26 CAIU 12-month Employee Calendar
- **Job Description - none**
- **Personnel Items**
  - See attached Personnel report.

## EXECUTIVE DIRECTOR'S REPORT

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

## UPCOMING MEETINGS:

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

# February 27,2025, APPROVED PERSONNEL ITEMS:

## RESIGNATIONS

- **TRISHA HOFFMAN,** Educational Paraprofessional, School-Age Speech and Language Program, effective January 23, 2025. Reason: Personal.
- **REBEKAH JARRELL,** Part-time Speech and Language Pathologist, Early Intervention Program, effective February 26, 2025. Reason: Personal.
- **MEGAN KENDALL,** Personal Care Assistant, Emotional Support Program, effective February 7, 2025. Reason: Personal.
- **KRISTEN KIMSEY,** Educational Consultant, Direct Education Program, effective April 25, 2025. Reason: Personal.
- **SARA LOBAUGH,** Educational Consultant, Training and Consulting Program, effective March 7, 2025. Reason: Employee excepted a position with PaTTAN.
- **DRUOPATTY MELUSKEY,** Educational Paraprofessional, Autism Support Program, effective February 11, 2025. Reason: Personal.
- **LYNDSAY MYERS,** Educational Paraprofessional, Early Intervention Program, effective February 7, 2025. Reason: Personal.
- **KRISTIN PANCOAST,** Part-time Head Cook, Food Services Program, effective February 12, 2025. Reason: Personal.
- **NICOLE REDCROSS,** Teacher, Emotional Support Program, effective March 21, 2025. Reason: Personal.
- **SHANTELLE TULL,** Personal Care Assistant, Emotional Support Program, effective January 23, 2025. Reason: Personal.
- **TRISHA WOLFE,** Personal Care Assistant, Autism Support Program, effective February 20, 2025. Reason: Personal.

## RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **STACEY BAMASH,** Professional, effective date to be determined. Assignment: Teacher, Center Point Program with base salary of Masters + 15, Step 8, $65,099 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 Center Point budget.
- **ASHLEY BELICIC,** Paraeducator, effective February 18, 2025. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, $26,695 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 Autism Support budget.

- **NICOLE BITIKOFER,** Paraeducator, effective date to be determined. Assignment: Floater Educational Paraprofessional, Early Intervention Program with base salary of HS, $26,695 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 new position funded through the Early Intervention budgets.
- **DANIELLE BROWN,** Intern, ANPS Program, effective for the 2024-2025 school year. Hourly rate will be $15.00. This is a temporary intern position funded through the ANPS budget.
- **KYLIE HUNTER,** Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, $26,695 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 Autism Support budget.
- **ALYSSA VECCHIOLLI,** Professional, effective date to be determined. Assignment: Service Coordinator, Early Intervention Program with base salary of Masters, Step 10, $67,364 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.
- **DASHAUN WILLIAMS-INGRAM,** Student Cafeteria Worker, Food Services Program, effective for the 2024-2025 school year. Hourly rate will be $7.25 per hour. This is a temporary student worker position funded through the Food Services budget.
- **JANE ZICARELLI-KNAUB,** Paraeducator, effective March 17, 2025. Assignment: Job Coach, Transition Program with base salary of HS+48, $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 Transition budget.

## CHANGE OF STATUS:

- **GINA BROWN,** from Educational Paraprofessional, Early Intervention Program to Materials Assistant, Student Services Team, effective March 3, 2025. This change in status results in a change of salary to $47,252.50 and will be prorated for a total of 86 days through June 30, 2025.
- **LAKYN BUCK,** from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program effective February 11, 2025. Change of status results in a change of salary to $53,778 which is based on a Bachelor's, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 70 days for the 2024-2025 school year.
- **NICOLE CALABRESE,** change from Floater Teacher to Long Term Substitute Teacher, Autism Support Program, effective February 3, 2025. This change in status results in a change of salary to 100% of the Bachelor's, Step 8 salary of $60,792 for 190 days of service, which will be prorated for a total of 87 days for the 2024-2025 school year.
- **ABIGAIL LEONARD,** from Program Supervisor to Assistant Director of Student Services, Early Intervention Program, effective June 1, 2025. Change of status results in a change of salary to $137,647.43 for 260 days of service and will be prorated based on the number of days worked through June 30, 2025.

# PSBA Statement on Auditor General Report

*On Thursday, February 20, PSBA sent a communication to member districts and solicitors regarding the auditor general's cyber charter school performance report. Below is a copy of that communication:*

Today, Republican Auditor General Timothy DeFoor released a performance audit that identifies and analyzes revenue sources, expenditures and the financial position of five Pennsylvania cyber charter schools. A full copy of the report can be found here. We commend the Auditor General for conducting a thorough and insightful audit of five Pennsylvania cyber charter schools.

The findings of the report underscore the need for a comprehensive review and reform of the current cyber charter school funding system. As an organization dedicated to supporting educational leaders, PSBA believes that public education should not be a profit-making enterprise. It is essential that taxpayer dollars are used effectively to enhance the quality of education for all students.

We welcome the opportunity to engage in constructive dialogue with cyber charter schools and other stakeholders. It is crucial that we work together to develop a fair and transparent funding formula that reflects the actual costs of providing a quality public education. We call on the General Assembly to implement a statewide tuition rate that ensures consistency and fairness across all school districts.

PSBA remains committed to advocating for policies that support the best interests of public education in Pennsylvania. We encourage our members to review the audit report.

Thank you for your continued dedication to improving education for all students in our state.

## 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

PASA and PSBA are seeking relevant and compelling presentations and performing arts groups for the 2025 conference!

This year's event is scheduled to be held October 19-21 at Kalahari Resorts & Conventions. Presentation topics should appeal to a broad school leader audience. Applications are due by June 1, 2025.

The Student Showcase will be held in conjunction with the Innovation Awards Dinner on Sunday, October 19 from 6:00 – 8:00 p.m. This event allows for school district performances of any type. In addition, on Monday and Tuesday, October 20-21, small group ensembles are needed for short performances in the exhibit hall. Applications are due by June 1, 2025

Applications for both opportunities can be found at edin.fo/mba325.

## Happening soon

April 1

Virtual

AI in Education: The Next Chapter

*Register at PSBA.institute*

April 4

Virtual

Spring Legal Roundup

April 14

PSBA Headquarters

The Ethics Act: How to Stay Out of the Papers

## Future events

- **May 13:** PSBA Advocacy Day at State Capitol
- **October 19 – 21:** PASA-PSBA School Leadership Conference

## Learn more

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