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Derry Township School District
Board of Directors Meeting
September 8, 2025
Board of Directors Room 7:00 p.m.
Summary Minutes - IV

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, Ganesh Harinath, 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: Shaunak Dalal

Solicitor: David Walker

Staff/Public in Attendance In-Person: Sarah Harmer, Jared Nicholson, Carol Pitts, Jesse Rawls, Aaron Shuman and Gene Stilp

Staff/Public in Attendance Virtually: Lisa Balanda, Mark Balanda, Paige Dalto, Richard Gamble, Scott Harman, Ashley Mantheiy, Lindsey Schmidt, and Angie Shipper

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: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt

Nay: 0
Abstain: 0
Not Cast: 0

2. INFORMATIONAL AND PROPOSALS

2.a. President Communications

Minutes

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

- Safety and Security

2.b. 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 the 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.c. Community Correspondence Report

Minutes

Ms. Harmer reported that there were no submissions during the month of August.

2.d. Standing Committee Meeting Report

Minutes

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

- professional development over the summer months

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

- review of policies relating to economic standards, curriculum extracurricular activities and diabetes management
- discussed meeting practices for proactively looking at policies while giving members time needed to review them

2.e. 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

Shaunak Dalal introduced himself to the board and shared details that included activities he is involved in and then gave a report that included the following:

- bridge day event highly attended
- block party success with clubs
- elementary school Trojan spirit with secretive dress down theme for students to guess
- second year of cell phone ban
- 3 games in the stadium so far
 - kept the Cocoa Bean - 4 years in a row
 - dominated Palmyra Friday night
- boys' soccer has a great start 5-0 record
- HHS Theatre Italian Ice Social celebrating the 25-26 theatre season
- Hershey Hall of Fame Induction
- Friday 9/19 gold out game for Mini-THON

2.f. 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 September 8, 2025, Board of Directors Summary Minutes
- Trip/Excursion - Kenbrook
- Club request for activity account - HMS Community Service Club

3. UNFINISHED BUSINESS

3.a. Facility Project Update

Minutes

Dr. Winslow shared the following:

- General Services Meeting on 9/22 reminder for a bleacher presentation
- anticipate breaking ground early November for the stadium
- elementary project - site development plans going out to the Township and Dauphin County Conservation District
- refining elementary build starting to see 3-D renderings

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:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, 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:	Harrisburg Area YMCA
Date/Time:	August 25, 2025 - June 4, 2026 (or last day of school) Monday - Friday, 7:00 a.m. - 8:40 a.m. & 3:30 p.m. - 6:00 p.m.
Requested Facility:	Elementary School Cafeteria 1, Gym & Restrooms
Event:	YMCA SACC - Before & After School Child Care Program
Fee:	None

Group: Hershey Music Boosters
Date/Time: Tuesday, October 28, 2025
 3:00 p.m. - 10:00 p.m. (includes set-up/tear down time)
Requested Facility: High School Cafeteria
Event: End of Season Marching Band Banquet
Fee: None

Group: Hershey Youth Football & Cheer Association
Date/Time: Sunday, December 7, 2025
 12:00 p.m. - 5:00 p.m.
Requested Facility: Middle School Cafeteria, & Auditorium
Event: End of Season Annual Banquet
Fee: Custodian: \$43.03 per hour (approximately \$276.18)
 Total Fees: (approximately \$276.18)

4.c. Approval of Field Trip/Excursions - Music Department Overnight Field Trips

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

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

Group:	Music Department
Number of Participating Students:	15
Grade Level:	9-12
Destination:	Dallastown, PA - Dallastown HS
Purpose:	PMEA District Orchestra
Depart:	January 22, 2026
Return:	January 24, 2026
Trip Leader:	Mr. Brian Buterbaugh
Group:	Music Department
Number of Participating Students:	15

<i>Grade Level:</i>	9-12
<i>Destination:</i>	Steelton, PA - Steelton-Highspire High School
<i>Purpose:</i>	PMEA District 10 Band North
<i>Depart:</i>	February 6, 2026
<i>Return:</i>	February 7, 2026
<i>Trip Leader:</i>	Mr. Brandon Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	10
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Williamsport, PA - Williamsport Area High School
<i>Purpose:</i>	PMEA Central Region Orchestra
<i>Depart:</i>	March 5, 2026
<i>Return:</i>	March 7, 2026
<i>Trip Leader:</i>	Mr. Brian Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	6
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Carlisle, PA - Carlisle High School
<i>Purpose:</i>	PMEA Region V Band
<i>Depart:</i>	March 19, 2026
<i>Return:</i>	March 21, 2026
<i>Trip Leader:</i>	Mr. Brandon Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	3
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Spring Grove, PA - Spring Grove Area High School
<i>Purpose:</i>	PMEA District 10 Modern Band
<i>Depart:</i>	April 17, 2026
<i>Return:</i>	April 18, 2026

<i>Trip Leader:</i>	Mr. Brandon Buterbaugh
<i>Group:</i>	Music Department
<i>Number of Participating Students:</i>	7
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Kalahari Resort, Poconos, PA
<i>Purpose:</i>	PMEA All-State Conference
<i>Depart:</i>	April 22, 2026
<i>Return:</i>	April 25, 2026
<i>Trip Leader:</i>	Mr. Brian Buterbaugh and Mr. Brandon Buterbaugh

4.d. Intradyn Renewal

The Administration recommends the approval of the Intradyn Renewal for maintenance support for the 2TB hardware appliance providing reliable performance of email archiving and compliance.

4.e. Music Theatre International Contract

The Administration recommends the approval of the Music Theatre International Contract for royalties and fees for the high school musical.

4.f. Big Top Theatre Company - retroactive

The Administration recommends the retroactive approval of the Big Top Theatre Company Agreement for puppets for the high school musical.

5. NEW BUSINESS

5.a. Casting of Votes for Pennsylvania School Board Association Officers for 2025

PSBA Bylaws, Article IV, Section 7 states that each member entity cast one vote per office. The Board Secretary will cast the majority votes for Derry Township School District.

President-Elect: (one-year term)

- Holly Arnold

Vice President: (one-year term)

- Matt Vannoy

Section C-3 Advisor: (one-year term)

- Brian Sanker

Central Zone Representative: (three-year term)

- Julie Preston

PSBA Trustees: (three-year term) (choose two)

- Kathy K. Swope

- Roberta M. Marcus

Minutes

Following a motion by Dr. McCarver and a second by Mrs. Renz the following were approved unanimously:

President-Elect: Holly Arnold

Vice President: Matt Vannoy

Section C-3 Advisor: Brian Sanker

Central Zone Representative: Julie Preston

PSBA Trustee: Kathy K. Swope & Roberta M. Marcus

Vote Results

Yea: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt

Nay: 0

Abstain: 0

Not Cast: 0

5.b. Agreement and Release

The Administration recommends the District accept and execute an Agreement to amicably resolve a Special Education matter in accordance with a confidential agreement between the District and the child/parents.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Agreement and Release was approved.

Vote Results

Yea: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, 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:

Termin, Brandi

Grade 5 Teacher

Intermediate Elementary

Reason: Personal

Effective: No later than 10/24/2025

Classified Staff:

Bechtel, Jolene

Administrative Assistant
Special Education
Reason: Retirement
Effective: 12/05/2025

Burdeos, Catherine

Custodian (2nd shift)
District-wide
Reason: Personal
Effective: 08/25/2025 (retroactive)

Longreen, Deborah

Food Service Worker
Middle School
Reason: Personal
Effective: 08/25/2025 (retroactive)

O'Brien, William

Bus Driver
Transportation
Reason: Personal
Effective: 09/05/2025 (retroactive)

Minutes

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

Vote Results

Yea: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, 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:

Classified Staff:

Dunn, Kim (new position)

Van Driver
Transportation
Level A, 4.0 hours per day

Salary: \$19.98 per hour
Effective: 09/04/2025 (retroactive)

Gonzalez, Angelina (replacing Jessica Hatfield)
Cafeteria/Recess Aide
District-wide\Early Childhood Center
Level A, 3.0 hours per day
Salary: \$19.08 per hour
Effective: 09/09/2025

Quant, Jennifer (replacing Ethan Schell)
Paraprofessional (Self-contained Classroom)
Primary Elementary School
Level B, 6.5 hours per day
Salary: \$20.36 per hour
Effective: 09/09/2025

Shaw, Caressa (replacing Katarina Eckert)
Cafeteria/Recess Aide
District-wide/Primary Elementary School
Level A, 3.0 hours per day
Salary: \$19.08 per hour
Effective: 09/09/2025

Swingle, Patricia (replacing Kori Kemmerling)
Food Service Worker
High School
Level A, 4.5 hours per day
Salary: \$19.08 per hour
Effective: 09/09/2025

Wilson, Juliette (replacing Amanda Doll)
Cafeteria/Recess Aide
District-wide/Early Childhood Center
Level A, 3.0 hours per day
Salary: \$19.08 per hour
Effective: 09/09/2025

Transfer of Classified Staff:

Light, Ken (replacing Scott Carlson)
From: Custodian (2nd shift)
Middle School
Salary: \$21.53 per hour
To: Groundskeeper
District-wide

Full-time, 8.0 hours per day
Salary: \$22.41 per hour
Effective: 08/04/2025 (retroactive)

Limited Service Contract:

Emmerth-Lloyd, Dianna*

Assistant Coach - M.S. - Field Hockey
Group F, Step 1
Salary: \$2,303
Effective: 09/09/2025

Kaag, Matthew

Head Coach - H.S. - Softball
Group C, Step 7
Salary: \$5,263
Effective: 09/09/2025

Merrill, Carolyn*

Mentor (Year 1) to Dianna Emmerth-Lloyd, MS Special Education
Salary: \$1750
Effective: 09/09/2025

Warren, Amanda* (correction from Alys Stets)

Mentor (Year 2) to Thomas Deasy, HS Special Education
Salary: \$750
Effective: 08/11/2025 (retroactive)

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

2. The Administration recommends the approval of the following request in accordance with District Policy 339:

Albright, Caleb

Groundskeeper
Buildings and Grounds
Uncompensated Leave

Revised Effective: Approximately 07/01/2025 through 09/01/2025

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: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, 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 group are working on tangible goals for the executive director.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

- There were no board members with a report to share.

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- Wellness Watch on September 18 (first wellness event) for students in grades K - 6
- middle school and elementary open houses are upcoming

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- acknowledge the work Dee Stalnecker and Shauntae Iachini are doing for the Wellness Watch
- excited for the stadium project to move forward - creating a real sense of community with the record number of student participants

8. RECOGNITION OF CITIZENS

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

Minutes

The following citizens were recognized by the board:

- Richard Gamble spoke to action on the Amusement tax

- Ashley Manthey spoke to concerns for her son

9. ADJOURNMENT

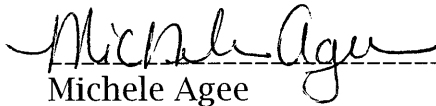
Minutes

The meeting was adjourned at 7:23 p.m. following a motion by Dr. Cysyk and a second by Mrs. Renz.

Vote Results

Yea: 9 Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, 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
September 22, 2025



Lindsay K. Drew
Board President

Derry Township School District
Board Meeting
September 8, 2025

Please Sign In AND Print Your Name

Signature

Printed Name

Sample Signature

Sample Name Printed

Signature

Printed Name

Gene Stilp

GENE STILP

Signature

Printed Name

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Virtual Attendance September 8, 2025, School Board Meeting
Lisa Balanda
Mark Balanda
Paige Dalto
Richard Gamble
Scott Harman
Ashley Manthey
Lindsey Schmidt
Angie Shipper

2025-2026 Music Department Field Trip Overnight Requests

Date	Event	Location	Departure	Overnight Trip	# of Students	Trip Leader
1/22/26 - 1/24/26	PMEA District Orchestra	Dallastown HS - 700 New School Lane, Dallastown PA	1/22/26 - time TBD	YES	15	Brian Buterbaugh
2/6/26 - 2/7/26	PMEA District 10 Band North	Steelton-Highspire HS - 250 Reynders St, Steelton, PA 17113	2/6/26 - time TBD	YES	15	Brandon Buterbaugh
3/5/26 - 3/7/26	PMEA Central Region Orchestra	Williamsport Area HS - 2990 West Fourth Street Williamsport, PA 17701	3/5/26 - time TBD	YES	10	Brian Buterbaugh
3/19/26 - 3/21/26	PMEA Region V Band	Carlisle HS 623 W Penn St, Carlisle, PA 17013	3/19/26 - time TBD	YES	6	Brandon Buterbaugh
4/17/26 - 4/18/26	PMEA District 10 Modern Band	Spring Grove Area HS 1490 Roth's Church Road, Spring Grove, PA 17362	4/17/26 - time TBD	YES	3	Brandon Buterbaugh
4/22/26 - 4/25/26	PMEA All-State Conference	Kalahari Resort - Poconos	4/22/26 - Van pick-up time TBD	YES	7	Brian Buterbaugh/Brandon Buterbaugh



INTRADYN™

Archiving and eDiscovery Innovation

Created Date 7/28/2025
Expiration Date 8/29/2025
Quote Number 00008901

Prepared By Monique Gillard
Phone (651) 556-4374
Email monique@intradyn.com

Bill To Name Derry Township School District
Bill To 30 East Granada Ave
Hershey, Pennsylvania 17033
United States

Ship To Name Derry Township School District
Ship To 30 East Granada Ave
Hershey, Pennsylvania 17033
United States
Shipping Method Electronic Delivery

Quantity	Part Number	Product	Sales Price	Total Price
1	IA10-HW2000-S1	IA10 Standard Support, 1 year - HW2000	\$2,530.00	\$2,530.00
Subtotal				\$2,530.00
Total Price				\$2,530.00
Grand Total				\$2,530.00

Board approved September 8, 2025

Michelle Agee, Board Secretary

PLUS SHIPPING AND SALES TAX (IF APPLICABLE)

This quote is valid for 30 days and is subject to Intradyn's Purchase and License Agreement. Terms are Net 30 upon credit approval. Service charge at a rate of 1.5% per month will be charged on balance over the Net terms. Prices shown are net, FOB Freemont, CA and are based on U.S. Domestic Delivery & Installation. Shipping is prepaid and billed. Hard copy purchase order required. Lead times are 30 days ARO.

CONTRACT CHECKLIST

Read through your contract, then **COMPLETE, SIGN, and RETURN** the following:

► **CONTRACT CONFIRMATION Page**

• **Fill in the following:**

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

6 PP. 2, 4, 6, 7, 17,
and 21

PP. 2 & 4

• **Include Payment:**

- Check or Money Order (no personal checks)
OR Credit Card information with signature
OR Purchase Order (only for schools and government agencies)
- The \$400 security fee *must* be paid by Credit Card, Check or Money Order

► **ADDITIONAL MATERIALS Page**— if ordering (*optional*)

PP. 6 & 7

► **ADDITIONAL ORCHESTRATION Page**— if ordering (*optional*)

pg. 4

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

pg. 21

► **Any other Contract Riders that require signature**

pg. 17

ADDITIONAL NOTES

TO POSTPONE OR CANCEL A SHOW:

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on *Change Booking*

To Postpone: Select your new dates and click *Submit*

You will receive an email confirmation including a summary of your requested changes

To Cancel: Select *I'd Like to Cancel My Booking* and click *Submit*

Once your request is processed, you will receive an email confirmation and you'll be able to access your invoice through your MyMTI account by clicking *Booking Details*, and then select *My Invoice*

MULTIPLE ORCHESTRATIONS: For shows with multiple Orchestrations, you may order additional parts only for the Orchestration you selected on the Contract Confirmation page.

FINAL SALES TAX AND SHIPPING FEES: Final Sales Tax and Shipping Fees can only be determined after Contract and security deposit have been processed.

HOW TO RETURN YOUR CONTRACT:

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

Music Theatre International
423 West 55th Street
New York, NY 10019

Please read through the entire Contract to ensure proper compliance with the terms of your agreement with MTI.

***The Licensing FAQ/Guidelines and Contract Checklist are provided for information only
and are not part of the MTI Production Contract***

MTI PRODUCTION CONTRACT

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

Licensee:

HERSHEY HIGH SCHOOL
ATTN.: MICHELLE O'BRIEN
MICHELLE O'BRIEN
P.O. BOX 898
HERSHEY, PA 17033

TELE#: 7175312244 FAX:
E-MAIL: mobrien@hershey.k12.pa.us

- REPRINT -

Contract Issue Date: 08/04/25
Contract Expiration Date: 09/15/25
Valid For Performances From: 02/25/26 - 03/01/26
MTI Access Code: FRO3979870

THIS IS A LICENSE FOR AN AMATEUR PRODUCTION OF:
FROZEN

SPECIAL CONDITIONS

IN SCHOOL AND ON CAMPUS ADVERTISING ONLY!!

ROYALTY

ROYALTY A) \$1460.00 For Each Regular, Benefit or Other Performance
Provisions: Regular Performance
Seating Limited to 800 per Performance
Tickets @ 15.00 10.00 20.00 5.00 0.00

SECURITY FEE

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

RENTAL FEE

\$745.00 for a standard set of materials or any part thereof
Provisions:

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

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

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

CONTRACT CONFIRMATION

COMPLETE AND RETURN TO MTI

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

CONFIRMATION OF PERFORMANCE INFORMATION

Name of Organization: HERSHEY HIGH SCHOOL

Name of Show: FROZEN

Name and address of performance space/venue: HERSHEY HIGH SCHOOL
550 HOMESTEAD RD PO BOX 898, HERSHEY, PA 17033

Date(s) of performance(s): 02/25/2026 - 03/01/2026

Offer Expires: 09/15/2025

Please list number of performances
for each calendar month:

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

ROYALTY: Royalty A for 5 performance(s) @ \$ 1,460.00 per performance, a total of \$ 7,300.00

RENTAL: \$745.00 for a standard set of materials or any part thereof \$ 745.00

ADDITIONAL RENTAL (Outside of the standard two (2) month period): \$100 per week X 5 weeks \$ 500.00

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

ADDITIONAL MATERIALS GRAND TOTAL (from ADDITIONAL MATERIALS page): \$ 2,765.25

SALES TAX (where applicable): \$ N/A

TOTAL: \$ 11,710.25

TOTAL AMOUNT ENCLOSED: \$ 11,710.25

BALANCE REMAINING: \$ 0.00

SHIPPING

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

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

Shipping Address: 30C E. Grenada Ave.

(NO P.O. BOXES)

City: Hershey State: PA Zip/Postal Code: 17033

PAYMENT

ALL PAYMENTS MUST BE MADE IN U.S. FUNDS

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

☐ CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Card Number: Exp. Date:

Name on Card: Billing Postal Code:

Signature: Amount:

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

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

ACCEPTANCE

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

PRINT YOUR NAME Lindsay K. Drew TITLE Board President

AUTHORIZED SIGNATURE [Signature] DATE September 8, 2025

EMAIL mobrien@hershey.k12.pa.us DAY PHONE 717-439-1683

CONFIRM_0_13r

YOU MUST COMPLETE AND RETURN THIS PAGE WITH PAYMENT

STANDARD RENTAL SET

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

YOUR STANDARD RENTAL SET WILL INCLUDE:

- 25 LIBRETTO/VOCAL BOOK
- 2 PIANO VOCAL SCORE
- 1 DIGITAL GUIDE VOCALS

ORCHESTRATION

STANDARD ORCHESTRATION

Your MTI Rep: KAITLIN STERN
 Your MTI Account Number: 3442070
 Contract #: 7064667 Printed on: 08/04/25

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

STANDARD ORCHESTRATION

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	BASS	ACOUSTIC BASS, ELECTRIC BASS
1	_____	CELLO 1	
1	_____	CELLO 2	
1	_____	DRUMS	CHIMES (PAD), DJEMBE, DRUM SET, FINGER CYMBAL FRAME DRUMS, GRAN CASSA (PAD), GRAN CASSA ROLL(PAD) ICE BELL, MARK TREE, MT SAMPLE (PAD), PIATTI (PAD) SCRAPE (PAD), SLEIGH BELLS (PAD), TAMBOURINE, TRIANGLE WOODBLOCKS(HI & LOW), 808 KICK (PAD) ACOUSTIC ARCHTOP, ELECTRIC GUITAR, NYLON STRING GUITAR OCTAVE MANDOLIN, STEEL STRING GUITAR
1	_____	GUITAR	
1	_____	HORN 1	
1	_____	HORN 2	
1	_____	KEYBOARD 1	
1	_____	KEYBOARD 2	
2	_____	KEYBOARD-CONDUCTOR ACT 1	
2	_____	KEYBOARD-CONDUCTOR ACT 2	
1	<u>2</u>	PERCUSSION	BELL TREE, BIG BASKET SHAKER, BONGOS, CASTANETS, CAXIXI CERAMIC MARK TREE, CHINA CYMBAL, CONGAS COWBELL (FOOT PEDAL), CROTALES, DJEMBE DJEMBE BELLS (OPT.), FLOOR TOM, FRAME DRUM GLOCKENSPIEL, GOAT HOOVES, GOAT HOOVES SHAKER GRAN CASSA, GRITTY SHAKER, MALLETKAT CHIMES, MARK TREE PICCOLO SNARE, PORCELAIN WIND CHIME, SHAKER, SHEKERE SMALL SHAKER, TALKING DRUM, TAMBOURINE TAMBOURINE(FOOT PDL), TIMPANI, TRIANGLE, TUBULAR BELLS VIBRAPHONE, WIND GONG, XYLOPHONE ALTO SAXOPHONE, CLARINET, FLUTE, PICCOLO SOPRANO SAXOPHONE CLARINET, ENGLISH HORN, FLUTE, OBOE, TENOR SAXOPHONE BARITONE SAXOPHONE, BASS CLARINET, BASSOON, CLARINET BASS TROMBONE, TENOR TROMBONE BASS TROMBONE, TUBA FLUGELHORN, TRUMPET FLUGELHORN, TRUMPET
1	<u>2</u>	REED 1	
1	<u>2</u>	REED 2	
1	<u>1</u>	REED 3	
1	_____	TROMBONE 1	
1	_____	TROMBONE 2	
1	_____	TRUMPET 1	
1	_____	TRUMPET 2	
1	_____	VIOLA/VIOLIN	
1	_____	VIOLIN 1	
1	_____	VIOLIN 2	
1	_____	VIOLIN 3	

ORCHESTRATION

ALTERNATE ORCHESTRATION

Your MTI Rep: KAITLIN STERN
 Your MTI Account Number: 3442070
 Contract #: 7064667 Printed on: 08/04/25

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

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

ALTERNATE ORCHESTRATION

WILL NOT BE AVAILABLE TO SHIP PRIOR TO JAN 2026

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	ALT: REED 1	ALTO SAXOPHONE, CLARINET, FLUTE, PICCOLO SOPRANO SAXOPHONE
1	_____	ALT: KEYBOARD 3	
1	_____	ALT: PERCUSSION	BELL TREE, BIG BASKET SHAKER, BONGOS, CASTANETS, CAXIXI CERAMIC MARK TREE, CHINA CYMBAL, CONGAS COWBELL (FOOT PEDAL), CROTALES, DJEMBE DJEMBE BELLS (OPT.), FLOOR TOM, FRAME DRUM GLOCKENSPIEL, GOAT HOOVES, GOAT HOOVES SHAKER GRAN CASSA, GRITTY SHAKER, MALLETKAT CHIMES, MARK TREE PICCOLO SNARE, PORCELAIN WIND CHIME, SHAKER, SHEKERE SMALL SHAKER, TALKING DRUM, TAMBOURINE TAMBOURINE(FOOT PDL), TIMPANI, TRIANGLE, TUBULAR BELLS VIBRAPHONE, WIND GONG, XYLOPHONE
1	_____	ALT: DRUMS	CHIMES (PAD), DJEMBE, DRUM SET, FINGER CYMBAL FRAME DRUM, GRAN CASSA (PAD), GRAN CASSA ROLL(PAD) ICE BELL, MARK TREE, MT SAMPLE (PAD), PIATTI (PAD) SCRAPE (PAD), SLEIGH BELLS (PAD), TAMBOURINE, TRIANGLE WOODBLOCKS(HI & LOW), 808 KICK (PAD) ACOUSTIC BASS, ELECTRIC BASS
1	_____	ALT: BASS	
2	_____	ALT: PIANO CONDUCTOR ACT 1	
2	_____	ALT: PIANO CONDUCTOR ACT 2	
1	_____	ALT: REED 2	CLARINET, FLUTE, OBOE (OPTIONAL), TENOR SAXOPHONE
1	_____	ALT: HORN	
1	_____	ALT: TRUMPET 1	FLUGELHORN, TRUMPET
1	_____	ALT: TRUMPET 2	FLUGELHORN, TRUMPET
1	_____	ALT: TROMBONE	BASS TROMBONE, TENOR TROMBONE
1	_____	ALT: GUITAR	ACOUSTIC ARCHTOP, ELECTRIC GUITAR, NYLON STRING GUITAR OCTAVE MANDOLIN, STEEL STRING GUITAR
1	_____	ALT: KEYBOARD 1	
1	_____	ALT: KEYBOARD 2	

N/A

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL ORCHESTRATION

To order, simply indicate the quantity of each item you want. Add this Total to the Grand Total on the following page to the Confirmation Page of the Contract. Your M.T.I. Rep: KAITLIN STERN
add this Total to the Grand Total on the following page to the Confirmation Page of the Contract. Your M.T.I. Rep: KAITLIN STERN
Contract Number: 8442070

ITEM **ADDITIONAL MATERIALS** QUANTITY CONTRACT COST EACH Printed on 08/04/25

ADDITIONAL MATERIALS

LIBRETTO/VOCAL BOOK (Replacement Fee \$25.00)	13	x	\$	6.25	=	\$	81.25	=
PIANO VOCAL SCORE (Replacement Fee \$80.00)		x	\$	20.00	=	\$		=
ADDITIONAL ORCHESTRA PARTS (Replacement Fee \$60.00)	7	x	\$	15.00	=	\$	140.00	=

(Attach ORCHESTRATION sheet with additional parts required marked - list total quantity of parts above)

STANDARD SET MATERIALS TOTAL (add this total to Grand Total on next page)

\$ 221.25

You MUST return this form along with your contract to receive materials.

***See Vendor Pricing following the next page for pricing information

ADMATSS_1

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL STANDARD SET MATERIALS

ADDITIONAL MATERIALS

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

THEATRICAL RESOURCE MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.
To order: Indicate the quantity of each item you would like and add the Grand Total of your entire
Additional Materials order to the Confirmation Page of this Production Contract

ITEM	QUANTITY		COST EACH	TOTAL
THEATRICAL RESOURCES				
ALT: FULL SCORE VOL 1 OF 4 (Replacement Fee \$100.00)		x	\$ 25.00	= \$
ALT: FULL SCORE VOL 2 OF 4 (Replacement Fee \$100.00)		x	\$ 25.00	= \$
ALT: FULL SCORE VOL 3 OF 4 (Replacement Fee \$100.00)		x	\$ 25.00	= \$
ALT: FULL SCORE VOL 4 OF 4 (Replacement Fee \$100.00)		x	\$ 25.00	= \$
CUSTOMIZABLE SHOW POSTERS AND ARTWORK		x	\$ 175.00	= \$
FULL SCORE VOL. 1 OF 4 (Replacement Fee \$100.00)	1	x	\$ 25.00	= \$ 25.00
FULL SCORE VOL. 2 OF 4 (Replacement Fee \$100.00)	1	x	\$ 25.00	= \$ 25.00
FULL SCORE VOL. 3 OF 4 (Replacement Fee \$100.00)	1	x	\$ 25.00	= \$ 25.00
FULL SCORE VOL. 4 OF 4 (Replacement Fee \$100.00)	1	x	\$ 25.00	= \$ 25.00
HOW DOES THE SHOW GO ON?		x	\$ 21.00	= \$
LOGO PACK DIGITAL		x	\$ 75.00	= \$
PERFORMANCE ACCOMPANIMENT RECORDING (PERFORMANCE & REHEARSAL)		x	\$ 750.00	= \$
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	1	x	\$ 199.00	= \$ 199.00
PERFORMANCE ACCOMPANIMENT RECORDING (REHEARSAL ONLY)		x	\$ 350.00	= \$
REHEARSCORE APP	1	x	\$ 350.00	= \$ 350.00
SCENIC PROJECTIONS		x	\$ 850.00	= \$
SCENIC PROJECTIONS PRO	1	x	\$ 1,795.00	= \$ 1,795.00
STAGE MANAGER SCRIPT (Replacement Fee \$100.00)	1	x	\$ 25.00	= \$ 25.00
STAGE WRITE APPLICATION		x	\$ 150.00	= \$
VIDEO LICENSE	1	x	\$ 75.00	= \$ 75.00

KEYBOARDTEK ***

TRANSPPOSITIONS-ON-DEMAND ***

Add total for all items here.

Standard Set Additional Materials Total (from previous page) \$ 221.25

Theatrical Resource Additional Materials Total \$ 2,544.00

ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page) \$ 2,765.25

You MUST return this form along with your contract to receive materials.

***See next page for pricing information

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

ADMATTH_1

RETURN THIS PAGE IF ORDERING ADDITIONAL MATERIALS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • www.mtishows.com

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ADDITIONAL MATERIALS

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

A NOTE ABOUT ADDITIONAL MATERIALS

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

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

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

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

KeyboardTEK (Keyboard patches & programming)
for pricing and to place an order, visit www.KeyboardTEK.com

OrchExtra® for pricing, visit www.rms.biz

Performance Accompaniment Recordings

As requested, if you want to order Performance Accompaniment Recordings, the pricing has already been calculated for you on the previous Additional Materials page. For your convenience, a breakdown of how the cost is calculated is below:

Rehearsal only \$350

Rehearsal and Performance

Accredited schools: up to 10 performances \$750
11 or more performances (*cost per performance over 10*) \$100

All other eligible organizations:

0 – 499 seats up to 10 performances \$750
11 or more performances (*cost per performance over 10*) \$100
500+ seats up to 10 performances \$999
11 or more performances (*cost per performance over 10*) \$100

— THIS PAGE IS FOR PRICING REFERENCE ONLY —

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

BILLING CREDITS

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

SHOW BILLING CREDITS

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

***** SEE BILLING RIDER *****

MTI BILLING

In accordance with the **Performance License**, all advertising materials (posters, programs, websites, etc.) **MUST** include the following credit:

FROZEN

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

**In addition, all press releases and press kits MUST indicate the production is
licensed by Music Theatre International.**

VIDEO RECORDING WARNING

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

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

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

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

BILLING RIDER

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

ADDITIONAL LICENSING GUIDELINES AND PROVISIONS

CREDITS: You shall use the following title and incorporate your credit above the title and otherwise comply with the size specifications on the title page of all playbills and programs, in all houseboards and displays and in all other advertising, press releases and any other promotional material, as follows:

The (Licensee) (50% of title)
Production of (33% of title)

Disney's (33% of title)

FROZEN (100%)

The Broadway Musical

Music and Lyrics by
Kristen Anderson-Lopez & Robert Lopez (50% of title)

Book by
Jennifer Lee (50% of title)

Originally directed on Broadway by
Michael Grandage (50% of title)

Based on the Disney film written by Jennifer Lee
and directed by Chris Buck & Jennifer Lee (33% of title)

Originally produced on Broadway by
Disney Theatrical Group (33% of title)

- The billing to you must be in the form specified above, including the words "Production of" below Licensee's billing, which shall be visually contiguous with the title, so that the audience is informed that the Licensee is the producer of the production. The size of the credit to the Licensee shall be no less than 50% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.
- The size of the credit to the authors (Music, Lyrics, and Book) shall be no less than 50% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.
- The size of the credit to the Disney film shall be no less than 33% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.
- The size of the Broadway production credit shall be no less than 33% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.

The following credits shall be included inside the program on the title page, or if there is no title page, on the same page as the Licensee's production staff:

Original Broadway Orchestrations by
Dave Metzger

Original Broadway Music Supervision and Arrangements by
Stephen Oremus

Additional Broadway Dance Arrangements by
David Chase

- The size of the credits to the orchestrators and arrangers shall be no less than 33% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.

PERFORMANCE LICENSE

Your MTI Rep: KAITLIN STERN

Your MTI Account Number: 3442070

Contract #: 7064667 Printed on: 08/04/25

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

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

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

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

I. COPYRIGHT PROVISIONS, PRODUCTION RULES AND BILLING

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

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

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

II. PERFORMANCE LICENSE AND PAYMENT PROVISIONS

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

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

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

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

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

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

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

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

III. MATERIALS RENTAL PROVISIONS

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

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

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

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

**RETURN ALL RENTED
PRODUCTION MATERIALS TO:**

Music Theatre International
31A Industrial Park Road
New Hartford, CT 06057
Phone: 860-379-3320

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

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

CONTRACT RIDER

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

ADDITIONAL LICENSING PROVISIONS

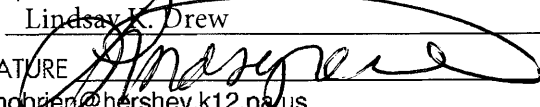
- 1. DISNEY PUBLIC IMAGE AND REPUTATION.** You acknowledge that Disney is extremely sensitive about maintaining the wholesome Disney public image and preserving and enhancing the Disney reputation for consistently offering family entertainment of the highest caliber. You agree that neither you, nor your employees and representatives, shall take any action which could poorly reflect upon such Disney public image or reputation and you shall at all times manage the production and presentation of the Play in a manner consistent with such Disney public image and reputation. This includes making statements or publishing social media content that (i) are libelous, defamatory, obscene, or unlawful; (ii) otherwise violate or infringe anyone's rights; (iii) offer commentary on current events; or (iv) are otherwise inconsistent with Disney's family-friendly standards, image, and reputation. All staff will be made aware of Disney's standards and will conduct themselves in a manner in accordance with these standards and with the expectations of a family audience. In addition to the foregoing, you agree not to list any of your sponsors in connection with any advertising or promotion of the Play if such sponsors do business in any of the following categories: alcohol, tobacco, and/or firearms. If you shall desire to have a "Presenting Sponsor" of your production (i.e., a sponsor who is billed above the title of the Play as a co-presenter of your production), then you shall obtain prior written approval of Music Theatre International (MTI) on behalf of Disney, to be exercised at Disney's sole discretion. Any violation of the foregoing provisions shall entitle us to immediately terminate this Agreement, to injunctive relief, and to prohibit any further use of the Play.
- 2. ORIGINAL DESIGNS, DIRECTION, AND CHOREOGRAPHY.** You are prohibited from copying or otherwise using any of the design, direction, choreography, artwork, or other intellectual property from Broadway production of the Play or the Disney Film on which the play based, although there may be a general resemblance. All elements provided in materials supplied by MTI (dances provided in Choreography Videos, Scenic and costume design ideas, staging suggestions, black and white logo, etc.) are approved for use without further permission.
- 3. TRADEMARKS.** You shall acquire no right under this Agreement to use, and shall not use, the name "Disney" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos, or trademarks of the Walt Disney Company or any of its related, affiliated, or subsidiary companies:
 - 3.1 in any advertising, publicity, or promotions of the Play, other than as provided in the Billing Rider for the sole purpose of factually describing Disney's role in your production, namely, that Disney is a licensor only of its stage play (and not Disney-owned production elements) and is not a producer of your show.
 - 3.2 to express or imply any endorsement by Disney of your production of the Play or any other of your activities; or
 - 3.3 in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited).For the avoidance of doubt, you are expressly prohibited from creating any social media account names, websites, or other internet accounts that incorporate any of the foregoing Disney names or marks.
- 4. ARTIFICIAL INTELLIGENCE (AI).** Licensee shall not, and shall ensure that its employees, contractors, cast, crew, and other personnel do not, input or provide any Disney-owned IP (including script, score, music tracks, choreography videos, logos, and any other materials distributed by MTI; original Broadway designs such as sets, costumes, puppets, and projections; and posters or playbills from the original films or Disney stage productions) (the "Disney IP") to any generative AI software for any purpose whatsoever. Licensee shall inform cast, crew, contractors, and other personnel with access to Disney IP regarding this restriction.
- 5. AUTHORS AND ORIGINAL CREATIVE TEAM MEMBERS.** Licensees may not contact the authors of the Play or any of Disney's original creative team members of the Play directly. Any questions about the script and score materials or press and promotional requests for the authors and/or original creative team members of the Play must be directed to MTI.
- 6. SCOPE OF LICENSED USE.** The Disney IP may be used solely in connection with the licensed live stage production as specifically described in this Agreement. Licensee shall not use any Disney IP for any other purpose, including but not limited to character meet and greets, autograph sessions, or immersive elements in the lobby, lounges or other front-of-house area, such as step-and-repeat signage, character or Disney-branded backdrops, photo opportunities, show-related props, interactive installations, promotional displays, or similar audience engagement activities outside the ticketed performance. This restriction does not apply to standard, approved promotional and marketing activities reasonably related to advertising the production as set forth in the Promotional Guidelines attached. The attached Promotional Guidelines are incorporated by reference.

ACCEPTANCE

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

PRINT YOUR NAME Lindsay K. Drew

TITLE School Board

AUTHORIZED SIGNATURE 

DATE September 8, 2025

EMAIL mobrien@herschey.k12.pa.us

DAY PHONE 717-439-1683

DISR25_03

PROMOTIONAL GUIDELINES

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

PROMOTIONAL GUIDELINES REFERENCED IN PARAGRAPH 6 OF THE CONTRACT RIDER

Theatrical Group Promotional Guidelines for MTI Licensees

Thank you for licensing a Disney stage show!

Help us PROTECT the MAGIC.

As a reminder, your performance license grants you the rights to perform the show on your stage, as written, using the provided MTI materials during the performance window in your MTI contract. As part of producing a Disney show, we ask that you help us preserve the Disney magic, which means following certain standards when it comes to promoting your show in the press and on social media.

The following guidelines are designed to support you and your company in marketing your show while also protecting the integrity of Disney's reputation and its beloved characters and stories. Please share these guidelines with your full team and cast and use them in conjunction with your theater's own media best practices.

For questions about any of these promotional guidelines, please contact your MTI representative.

1. ADVERTISING, MARKETING and PRESS.

Licensees **are not permitted** to promote the production in the following ways:

- If actors perform at live events to promote the production, they **cannot** act in "character" during interviews or introductions.
- Actors are **not permitted** to be in costume for character meet & greets, parade appearances, backstage tours, or autograph sessions.
- Actors **may not** make pre-show or post-show announcements or curtain speeches in character, whether live or pre-recorded.

Licensees **are permitted** to promote the production solely in the following ways:

- Selling ads for your own production in the show playbills, programs, and posters (must include author credits & other billing provided in billing rider).
- Printing posters and flyers and displaying in local community.
- Sending press releases and production photos to local papers, websites, blogs, online publications, magazines, and community newsletters
- Participating in local TV and radio interviews to promote your production, subject to the below rules:
 - If cast members are participating in interviews, cast members may be non-costumed, or if costumed, must be introduced as the performer, not the character (ex: "Hi, I'm Sophia, and I play Elsa in Frozen!").
 - Such interviews may include performance of up to two songs from show in their entirety and (if desired) may include costumes and choreography; no song cuts are permitted without permission from MTI.
- Participating in local in-person, non-televized events (i.e., local community events such as festivals, pop-up performances, fairs and showcases). Such local appearances may include performance of up to two songs from show in their entirety and (if desired) may include costumes and choreography; no song cuts are permitted without permission from MTI.

PROMOTIONAL GUIDELINES

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

PROMOTIONAL GUIDELINES CONTINUED...

- Posting your organization's performance footage (whether from a rehearsal or a costumed performance) on social media, subject to the below rules:
 - Each clip of performance footage may be no greater than 30 seconds in length.
 - No more than 10 clips are permitted per production (no more than 5 minutes in total).
 - Footage must be filmed from the audience's perspective (performance footage should not be filmed from backstage or from the wings.)

Professional Productions: Licensees are required to submit and obtain additional approval for all paid media, including:

- Radio and TV spots
- Outdoor advertising
- Digital video content

2. SOCIAL MEDIA AND CONTENT CREATION.

Keep Disney Brand Goodwill top of mind.

- When publishing to your social media accounts, **take a moment to consider that your post may directly or indirectly represent the show, and by extension, Disney.** Even a harmless post can be manipulated and redistributed, creating a harmful result that was not the original intent.
 - Stay away from sensitive or controversial references that could negatively reflect on your production or Disney. This includes refraining from social media posts that are:
 - Libelous, defamatory, obscene, or unlawful;
 - Otherwise violate or infringe anyone's rights;
 - Offer commentary on current events; or
 - Are otherwise inconsistent with Disney's family friendly standards, image and reputation.
 - This also extends to your broader community management strategy, beyond simply posting. **Be mindful of the content you choose to comment on, repost, or otherwise engage with.** If you work with influencers or external content creators, take care that they only represent family-friendly content. It is important to consider brand goodwill in your entire social media sphere, in addition to the posts you publish yourself.
- **Do the individuals depicted in your photos, videos, or other material want their image to be posted online?** Have they provided consent?
- **You may only use the Intellectual Property (IP) of Disney ("Disney IP") on your organization's social media for the sole purpose of promoting your production.** You may only use Disney IP related to your specific production for this purpose (e.g., an organization with a license from MTI to perform *The Little Mermaid* should not make general social media posts including other Disney Princess characters). You may not use Disney IP on social media for any other purpose other than promoting your MTI-licensed production.
- Disney expressly **prohibits licensees from creating show-specific social media handles or websites** that could give the impression that your show is an official production of The Walt Disney Company.
- **A note on Artificial Intelligence (AI):** With the rise of AI tools, it is more important than ever to be mindful of how IP is being used. Please note that licensees and their contractors are forbidden from putting Disney-owned IP into generative AI software. This includes the show's script, score, music tracks, choreography videos, logos, and any other materials distributed by MTI; original Broadway designs such as sets, costumes, puppets, and projections; and posters or playbills from the original films or Disney stage productions. Please be sure to share this guideline with your cast and company.
- **Preserve the Disney Magic.** Do not publish social media posts that reveal trade secrets or tricks involving stagecraft. While it may be tempting to show a behind-the-scenes look at Elsa's dress pull, the Beast's transformation, or Aladdin's flying carpet, such reveals have the negative effect of pulling the audience out of the fantastical theatrical world you have created on your stage. Consider ways that you can showcase the dazzling effects in your production without revealing how they are done.

On the next page are some examples to help navigate these nuances.

PROMOTIONAL GUIDELINES

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

PROMOTIONAL GUIDELINES CONTINUED...

SOCIAL MEDIA DOS & DON'TS

	PERMITTED	NOT PERMITTED
INFORMED CONSENT	Sharing footage of your production's cast, crew, or any other related staff or production team members, with their consent.	Posting footage featuring others without informing them of your intentions of sharing publicly. It's important to respect safe spaces when taking any photos or videos backstage, especially changing stations and rooms.
APPEARING IN CHARACTER	Sharing behind-the-scenes photos or footage of actors in costume as themselves. <i>Ex: "Hi, I'm Sophia, and I play Elsa in Frozen!"</i>	Footage of actors appearing in costume in character , unless they are explicitly performing a scene or song from the show. <i>Ex: "Hi, I'm Elsa, and we want to welcome you to Arendelle!"</i>
REHEARSAL & PERFORMANCE FOOTAGE	Sharing video footage of rehearsals or the performance from the audience's perspective. <i>Ex: Filming from the house</i> Sharing non-performance photos and videos documenting your production during the rehearsal and production process. <i>Ex: A marquee reveal, cast members mingling in rehearsal, reaction to a first sitzprobe, a tour of an actor's dressing room</i>	Sharing video footage of rehearsals or the performance from places <u>other than</u> the audience's perspective. <i>Ex: Filming the show from the wings</i> Sharing trade secrets such as makeup techniques, quick changes, backstage tricks, or reveals of stage magic. <i>Ex. Elsa's dress pull, the Beast's transformation</i>
BRAND GOODWILL	Using family-friendly trending audio to create content in costume <i>Ex: Transition from everyday outfit into full costume and glam</i>	Using trending audio that is obscene, defamatory, or damages or lessens the overall integrity of the character and production.

VIDEO LICENSE

Your MTI Rep: KAITLIN STERN
Your MTI Account Number: 3442070
Contract #: 7064667 Printed on: 08/04/25

VIDEO LICENSE

LIMITED HOME USE VIDEO RECORDING PERMISSION

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

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

1. Notwithstanding the prohibition against any video recording whatsoever in the Performance License previously granted to Licensee by MTI for the live stage performance of the Play, MTI, having secured permission from The Walt Disney Company for the creation by Licensee of a performance video recording hereby permits Licensee to make one video recording for each cast in different performances of your production of the Play subject to Licensee's strict observance of the conditions set forth herein.

2. A video recording of the Play (the "Video recording") may be created by Licensee as a non-commercial venture for archival purposes, which video recording may not be sold, leased or rented except as provided as herein. Alternatively, Licensee may hire an outside party to professionally make one video recording of the Play provided that such video recording may only be used (a) for archival purposes, and/or (b) to make additional copies of the recording that may be sold to participants in the Play or their families for their own personal, at-home (i.e., non-commercial use). Such outside party may not use the name "Disney" or any other trademarks of The Walt Disney Company in any way, except to indicate the content of the video recording. In addition, Licensee may authorize participants in the Play (i.e., cast, crew, creative team) or their families to create a video recording of the Play solely for their own personal, at-home (i.e., non-commercial) use.

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

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

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

5. Licensee understands that its failure to follow the above requirements, even if inadvertent, will incur liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI for its out-of-pocket legal fees and shall pay to MTI damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play.

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

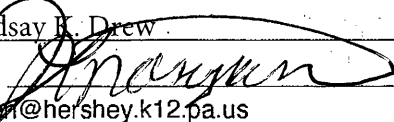
SIGN AND RETURN THIS PAGE TO MTI ONLY IF YOU WISH TO PURCHASE A VIDEO LICENSE. A FEE OF \$75 APPLIES.

ACCEPTANCE

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

PRINT YOUR NAME Lindsay K. Drew

TITLE Board President

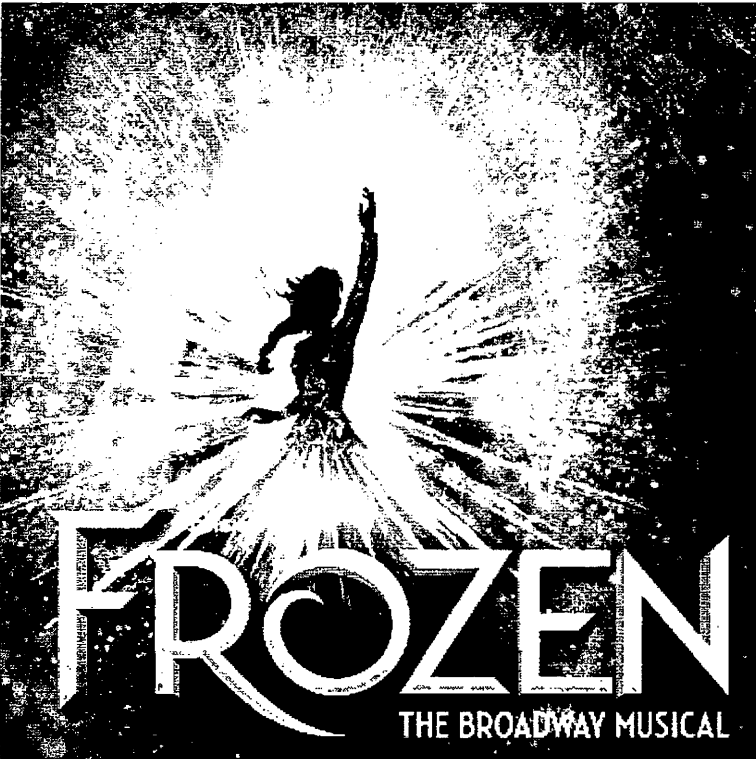
AUTHORIZED SIGNATURE 

DATE September 8, 2025

EMAIL mbrien@hershey.k12.pa.us

DAY PHONE 717-439-1683

VL_DIS



FROZEN

THE BROADWAY MUSICAL

EXCITING NEWS!

We are delighted to announce that **DISNEY-APPROVED OLAF PUPPETS** are now available exclusively through **The Rock Shop Workshop**, the brilliant puppet creators behind *Disney's Winnie the Pooh: The New Stage Adaptation*.

RESERVE YOURS TODAY!

For pricing details and to secure puppets for your upcoming performances, please contact us at: frozen@RockShopWorkshop.com

COMING SOON

DISNEY-APPROVED SVEN PUPPETS

are currently in development and are anticipated to be available by June 2025.



RockShopWorkshop.com

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8/6/26



****RENTAL AGREEMENT - PROPS/COSTUMES/PUPPETS****

****Please be sure to handwrite and print any information below****

****This Costume Rental Agreement**** ("Agreement") is entered into on 8/6/25, by and between Big Top Theatre. Co (BTTC), and Hershey Highschool Theatre Michelle O Brien-
MOBrien@hershey.k12.pa.us Address: 550 Homestead Rd, Hershey, PA 17033

****1. RENTAL DETAILS****

- ****Costume/Puppet Description:**** BigTopTheatre.Co agrees to lease to the Rentee the following costume(s) and/or puppet(s): #BTTCMTI2349 [Frozen Puppet Rental - Invoice #BTTCMTI2349 Sven Olaf]
- ****Rental Period:**** The rental period shall commence on 2/09/26 and conclude on 03/01/2026
- ****Rental Fee:**** The total rental fee for the described items is \$3,690.00 payable in accordance with the terms set forth in this Agreement.

Shipping Fee: \$TBD (Both Ways)

- ****Booking/Prep Fee:**** A 1/1 deposit of \$3,690.00 is required to secure the rental and shall be paid at signing of this agreement.

****2. PAYMENT TERMS****

- ****Deposit:**** The non-refundable deposit of \$3,690 must be paid no later than 8/9/25 after signing of this Agreement. Failure to pay the deposit within the specified timeframe will result in the cancellation of this Agreement.
- ****Balance Payment:**** The remaining balance of \$0 is set to be paid 60 days prior to the start of the rental period [02/09/26].

****3. INSURANCE OPTION****

- ****Insurance Coverage:**** Rentee has the option to purchase Additional insurance coverage for the rented items. The cost of such insurance is \$500, which covers damage. Please print name and signature to opt in for insurance (Refundable if items returned in acceptable condition)

Name: _____

Signature: _____

(Insurance does NOT cover loss or theft of rented items)

****4. CANCELLATION POLICY****

- ****Cancellation:**** Once this Agreement is signed, the rental may not be canceled. All payments, including the deposit, are non-refundable, irrespective of the reason for cancellation.

****5. COSTUME AND PUPPET USAGE****

- ****Safety Guidelines:**** Rentee agrees to adhere to all safety instructions provided by Renter/Puppeteer and ensure that costumes and puppets are used in a manner that does not pose a risk of injury or damage. Rentee acknowledges receipt of such guidelines.
- ****Management and Care:**** Hershey Highschool is responsible for the proper management, storage, and care of the rented items during the rental period. Rentee shall bear the cost of any repair or replacement required due to loss or theft.

- ****Cleaning and Maintenance:**** Rentee is responsible for ensuring that the costumes and puppets are clean and in good condition upon return. Any excessive dirt or damage requiring professional cleaning/repair will incur additional charges.

****6. SHIPPING/RETURN OF ITEMS****

- Rentee agrees to cover cost of shipment both ways [Both arrival and departure]

****Return Date:**** Rentee must return all rented items no later than 3 days after production closes. Failure to return items by this date will result in additional charges.

- ****Late Fee:**** A late fee of \$109 per day will be assessed for each day that the items are returned after the specified return date. *Late fee starts 3 days after end date if not shipped.*
Big Top Theatre. Co shall not be liable for any damage or loss incurred by Rentee or any third party shipper

****7. LIABILITY****

- ****Renter's Liability:**** Big Top Theatre. Co shall not be liable for any injury, damage, or loss incurred by Rentee or any third party as a result of the use of the rented items. Rentee agrees to indemnify and hold harmless Big Top Theatre Co. from any such claims.

8. CARD AUTHORIZATION

**** Card Authorization:** Rentee agrees to provide a valid credit or debit card as a guarantee for the rental. The following card information will be used for processing payments and, if necessary, covering any additional charges including but not limited to late fees, damages, or additional cleaning costs.

- Cardholder Name: _____
- Card Number: _____
- Expiration Date: _____
- CVV: _____
- Billing Address: _____

By signing this Agreement, Rentee authorizes Big Top Theatre Co. to charge the above credit/debit card for the deposit, rental fee, and any additional damage fees that may apply.

Signature: _____

****9. ENTIRE AGREEMENT****

- ****Complete Understanding:**** This Agreement constitutes the entire agreement between the parties with respect to the rental of costumes and/or puppets. It supersedes all prior agreements, understandings, and representations, whether oral or written, between the parties concerning this subject matter.

****IN WITNESS WHEREOF****

The parties hereto have executed this Agreement as of the date first above written.

****Big Top Theatre Co.****

Name : Andrew Navarro

Title: Co-Founder

Date: 08/06/25

****Rentee****

Name :

Stacy L. Winslow

Title:

Superintendent

Date:

8/11/25

All-in!

NEWSLETTER



CAIU Board of Directors

Dr. Joshua Cysyk, *President, Derry Twp.*
John Kaschak, *Vice President, Lower Dauphin*
Richard Bradley, *Mechanicsburg*
Gabrielle Brandt, *West Perry*
Paula Bussard, *Carlisle Area*
Seth Cornman, *Big Spring*
Brenda Cox, *West Shore*
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Emily Hoffman, *Halifax Area*
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Phillip Lehman, *Susquenita*
Leslie Marshall, *East Pennsboro Area*
Marianne Moore, *Middletown Area*
Michelle Nestor, *Cumberland Valley*
Rick Rovegno, *South Middleton*
Gerald Schwille, *Northern York County*
Patrick Shull, *Newport*
Lauren Silvers, *Central Dauphin*

CAIU Executive Team

Dr. Andria Saia
Executive Director

Dr. Kevin Roberts
Assistant Executive Director

Maria Hoover
Director of Educational Services

Dr. Andrew McCrea
Director of Student Services

Daren Moran
Director of Business and Operations

David Martin
Chief Information Officer

Blake Wise
Director of Human Resources

Our Mission

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

Our Vision

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

Inside this issue

- 3 From the Executive Director's Desk: Cultivating Joy in Your Routine
- 4-5 Fostering Global Connections Through Educational Exchange: A Transformative Partnership Between Central PA and Cardiff, Wales
- 6-7 Noteworthy: From Vision to Reality: A Commitment to Progress Through Intentional Strategies
- 8 Situational Awareness Spotlight: School Bus Safety
- 9 Mission Moments: Arts in Education Carlisle Skate Spot Mural; cAlu Summit

Additional Updates for CAIU Staff

- 10 Trainings & Events; Opportunities to Do Good; Refer a Friend
- 11 New Hires; Retirees; Compliment Corner



On the Cover: Artist, Aron Rook leading Arts in Education mural project at Carlisle Skate Spot. 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 September All-In: Friday, August 29

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
August 2025
2025-2026, Issue 2
©Capital Area Intermediate Unit



CAIU Main Office

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

Please like us on social media!





Andria Saia
Dr. Andria Saia,
Executive Director

Cultivating Joy in Your Routine

Do you ever think, “I would love to do _____, but I just don’t have the time?” Has this thought applied to all sorts of activities, like seeing friends, taking care of yourself, or the simple joy of doing something you love to do? Then this column is for you. Let’s talk about finding joy when you have limited free time.

Let us start with the premise that joy is not a luxury, it is a necessity. To have a well-balanced, fulfilling life, professionally and personally, we need a bit of joy. In fact, joy is critical to both happiness and overall health.

Joy can:

- Strengthen our immune systems
- Lower blood pressure, reducing the risk of heart disease
- Increase our resilience and our ability to navigate challenging times
- Lead to positive social connections and stronger relationships
- Trigger the release of neurotransmitters linked to positive mood and brain function
- Contribute to a longer lifespan

Reality check – this is all good, but we are busy! In today’s fast-paced world, many of us fall into the trap of telling ourselves that joy can wait. But according to Harvard professor Leslie Perlow, that mindset could do more harm than good. Perlow’s research into this topic led to the development of a tool designed to help people understand how much joy they’re getting from how they spend their time. Her findings revealed that even the busiest people have free time, but they’re not using it in ways that bring them true joy. How can you get more joy from the free time you have?

Here are five key strategies from Perlow’s research:

- 1. Do Things with Others:** No matter the activity, doing it with others tends to increase joy. Even something passive, like watching TV, becomes more satisfying when shared with a loved one. The key is choosing people who bring out the best in you—those who make you feel more energized, relaxed, or connected. *Tip: Next time you’re tempted to wind*

down solo, consider inviting someone to join—even virtually.

- 2. Choose Active Over Passive Leisure:** While downtime is important, not all activities are created equal. Passive solo pursuits like endlessly scrolling social media or watching TV alone tend to reduce life satisfaction. In contrast, engaging in active hobbies such as cooking, walking, gardening, or even solving puzzles can significantly lift your mood. *Tip: Reflect on how you feel after an activity. Joyful pursuits usually leave you feeling energized, not drained.*
- 3. Do What You Love, Not What Looks Good:** Many people choose activities that they think they should enjoy, rather than ones they actually do. Perlow encourages us to follow our genuine preferences, even if that means choosing an unconventional activity like reorganizing a closet. *Tip: Let go of external expectations. If something quirky makes you happy, it’s worth your time.*
- 4. Diversify Your Joyful Activities:** Relying on one or two hobbies can lead to diminishing returns. Over time, even the most enjoyable activity can start to feel like a chore. The key is to diversify—try new things, switch it up, and avoid falling into rigid routines. *Tip: Keep a list of small, varied activities that bring you joy and rotate through them each week.*
- 5. Protect Your Time Like It Matters—Because It Does:** Joyful time doesn’t just happen. You have to fight for it. Perlow emphasizes that even protecting just one or two joyful hours a week can significantly improve your mental health and productivity at work. Block that time on your calendar. Treat it as non-negotiable. *Tip: Schedule joy the same way you schedule meetings. And honor it just as seriously.*

The takeaway from Perlow’s research is simple but powerful: you don’t need more time—you need to be more intentional with the time you have. This year, invest in your own health and happiness by prioritizing the things that bring you joy. 🍏



Fostering Global Connections Through Educational Exchange

A Transformative Partnership Between Central PA & Cardiff, Wales

By Maria Hoover, *Director of Educational Services*

In a powerful demonstration of global collaboration and shared educational values, the Capital Area Intermediate Unit's (CAIU) Special Projects Department recently facilitated a meaningful international partnership that bridged schools in Pennsylvania and Cardiff, Wales. This initiative brought together school leaders from both sides of the Atlantic to exchange best practices, share cultural experiences, and strengthen strategies for fostering inclusive and supportive learning environments.

In March, a team of five distinguished administrators from three diverse schools in Cardiff traveled to Pennsylvania, where they were warmly hosted by Sherisa Nailor and the Special Projects team, along with representatives from IU17, Susquehanna Township School District, and Williamsport Area School District. These Cardiff schools, each reflecting a unique demographic and academic focus, were intentionally matched with local schools that share similar student populations and educational goals.

The core purpose of the exchange was to observe how American schools with comparable challenges and opportunities promote and sustain a positive, inclusive school culture, engage with the community, and engage students in specific programming based on various levels of learning. The visiting administrators explored various student support systems, staff collaboration models, and PBIS programs that contribute to the overall success of these Pennsylvania schools.

A major highlight for the Cardiff delegation was their visit to the Williamsport High School Career and Technical Education programs. They were particularly interested in learning how American schools integrate vocational training and community partnerships into the high school experience, an area that aligns closely with educational pathways in Wales. This firsthand exposure to CTC offerings sparked rich dialogue around workforce readiness and skill-based learning opportunities for students in both countries.

Beyond the classroom, the visiting team enjoyed a carefully curated introduction to Pennsylvania's cultural and historical landmarks. Their itinerary included stops at Hershey's Chocolate World, the Pennsylvania State Capitol in Harrisburg, the Halifax Winery, and the Pennsylvania College of Technology, offering an immersive experience into the region's unique blend of tradition and innovation.

This initial exchange laid a strong foundation for a reciprocal visit. In June, Sherisa Nailor, along with fellow CAIU Special Projects team members Jackie Ford and Maria Hoover, led a group of administrators, including two principals from Susquehanna Township and Williamsport School Districts, on a week-long journey to Cardiff. Their mission: to dive deep into the Welsh education system, observe best practices, and further nurture the growing partnership.

While in Cardiff, the team toured four distinctive schools: St. Teilo's Church in Wales High School, Cantonian High School, Willows High School, and Stacey Primary School. These visits offered valuable

insight into school structures, program funding mechanisms, and how Welsh schools create nurturing, high-achieving environments. The PA educators noted the similarities and differences in leadership models, student engagement strategies, and the integration of cultural identity into the curriculum.

The delegation also toured Cardiff and Vale College, gaining a better understanding of the pathways available to Welsh students once they meet the compulsory education requirement at age 16. Conversations around apprenticeships, extended academic programs, and university preparation highlighted both shared goals and differing approaches to post-secondary readiness.

One particularly enriching component of the trip was the opportunity to meet with an Inspector for school accountability. This exchange provided an in-depth look at how school effectiveness is evaluated in Wales, offering potential takeaways for accountability models back home. And, as no cultural exchange would be complete without celebration, the American guests were thrilled to attend a traditional Welsh senior prom, experiencing student life and community spirit in its most joyful form.

What began as a simple partnership has blossomed into a lasting international connection. Through shared dialogue, mutual respect, and immersive experiences, educators from Pennsylvania and Cardiff have built a foundation for continued collaboration. The insights gained will influence practices on both sides, ultimately benefiting students, educators, and communities alike.

As this partnership continues to evolve, the CAIU Special Projects team, under the leadership of Sherisa Nailor, remains committed to facilitating transformative experiences that transcend borders and promote global learning. With continued dialogue and exchange, this initiative stands as a model of how international partnerships can drive progress, equity, and opportunity in education. 🍏



Delegation visiting Cardiff and Vale College



St. Teilo's Church High School in Wales



Delegation visiting St. Teilo's Church High School



eSports Learning Laboratory at Cardiff and Vale College

From Vision to Reality

A Commitment to Progress Through Intentional Strategies



By Dr. Kevin Roberts, Assistant Executive Director

The mission of the Capital Area Intermediate Unit (CAIU) is to provide innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. This mission fuels our collective commitment as we serve approximately 7,000 students annually across more than 400 locations, with the potential to impact over 78,000 students and 9,000 teachers throughout our region. To truly make a difference, we recognize the importance of continually evolving to meet the ever-changing needs of those we serve. Growth and learning are not just ideals; they are essential to fulfilling our mission and maximizing our impact.

This commitment to progress must be driven by intentional strategies and a clear roadmap for success. At the CAIU, our guiding framework is our Strategic Plan—a focused approach that ensures our evolution remains purposeful and impactful. Though the work behind our Strategic Plan is complex, its design is straightforward, centering on three key goals:



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



The CAIU will improve staffing by creating internal processes that improve retention, recruitment, and recognition.



The CAIU will foster a culture of dignity and belonging through a framework of workplace wellbeing.

While these goals set an ambitious vision, their true value lies in how they are translated into meaningful action.

This year, one of the ways we brought our strategic goals to life was through the work of Focus Teams—a continuous improvement initiative led by members of the CAIU Leadership Team. These small, purpose-driven groups were intentionally formed to address key priorities outlined in our Strategic Plan. The area of focus for these six teams included: Comprehensive Mentoring, Recognition of Staff, Induction, Onboarding, Recruitment, and Comprehensive Professional Learning. Each team was charged with conducting a deep dive into a targeted topic, collaborating across departments and roles, generating innovative solutions, and fostering meaningful employee engagement—all with a clear commitment to measurable progress. Thanks to the dedication and collaboration of these cross-functional teams, we saw significant accomplishments aligned to their unique goals. Below, we're proud to share an overview of each team's focus area and some of the many successes they achieved together.

Comprehensive Mentoring

At the CAIU, we believe a strong mentorship program is one of the most effective ways to foster employee growth, build meaningful connections, and support long-term success. This year, the Comprehensive Mentoring Focus Team worked to strengthen consistency across our network of mentors by aligning communication strategies, setting clear expectations, and fostering deeper connections with mentees. In addition, the team created opportunities for mentors to collaborate, share best practices, and engage in structured goal setting—all aimed at supporting the continued development of new employees within our organization.

Recognition of Staff

Recognizing and celebrating staff contributions is more than a thoughtful gesture, it is a strategic approach to boosting morale, deepening engagement, and strengthening staff retention. This Focus Team grounded its work on the principle that effective recognition begins with understanding how each individual prefers to be acknowledged. For example, while public recognition may motivate some, it may feel uncomfortable or counterproductive to others. The team developed key resources to guide supervisors in delivering meaningful, personalized recognition that truly resonates with staff.

Induction

A high-quality induction program does more than satisfy Pennsylvania Department of Education requirements—it lays the groundwork for a successful and supportive start for new teachers. Building on the foundation of the existing CAIU Induction Committee, this Focus Team enhanced the organization's two-year induction program by developing a comprehensive induction manual, expanding support for mentors, and creating clear guidance for supervisors. These improvements are designed to empower new educators to build confidence, develop professionally, and thrive in their roles.

Onboarding

Clear and effective onboarding is essential to helping new employees feel welcomed, informed, and equipped to succeed. The Onboarding Focus Team worked to formalize and enhance this critical process, ensuring that employees experience a seamless transition from candidate to contributing team member. The team expanded the support network present at onboarding sessions, reinforcing the CAIU's commitment to each new hire's success. Additionally, they developed detailed onboarding and program-specific checklists to guide both employees and supervisors through the early stages of employment, creating a more consistent and supportive onboarding experience.

Recruitment

In an increasingly competitive job market where top candidates are harder to find, effective recruitment

strategies are essential. This year, the Recruitment Focus Team elevated the CAIU's presence across multiple platforms and events. Their efforts included launching monthly job highlights on social media, participating in career fairs at local colleges and high schools, and promoting the diverse career opportunities available at the CAIU. These targeted strategies help ensure we continue to attract qualified and passionate professionals to our team.

Comprehensive Professional Learning

Ongoing professional growth is vital to the success of any educational organization. The Comprehensive Professional Learning Focus Team worked to strengthen the CAIU's system-wide approach to staff development, ensuring that all employees—regardless of role or experience—have access to meaningful learning opportunities. This year, the team made significant strides, including launching a workgroup to expand paraprofessional training, delivering over 30 micro-learning sessions on Artificial Intelligence, establishing systems to manage PDE-required training, and rolling out updated goal-setting and learning plan processes. Each initiative plays a critical role in building a culture of continuous improvement across the CAIU.

As we reflect on the work accomplished this year as it relates to our Strategic Plan, it is clear that our commitment to innovation, collaboration, and continuous improvement is more than just aspirational—it is embedded in how we operate and grow together. The achievements of our Focus Teams, a vehicle to translate our goals into action, demonstrate the power of aligning strategic goals with meaningful action and the collective impact that results when dedicated professionals work toward a shared vision. At the CAIU, we remain steadfast in our mission to support schools, families, and communities by building capacity and modeling courageous leadership. As we look ahead, we are energized by the progress we have made and inspired by the opportunities that lie before us to deepen our impact across the region. 🍏

Situational Awareness

How situationally aware are you when it comes to school buses?
Do you stop for them? Do you obey stop arm laws?

Did you know that the school bus is one of the safest vehicles on the road? Statistically speaking, children are safer on a school bus than in a parent's vehicle when traveling to and from school. According to the **National Highway Traffic Safety Administration (NHTSA)**, "less than 1% of all traffic fatalities involve children on school transportation vehicles." That being the case, the risk to children is higher when approaching or leaving a school bus.

Points²Ponder

See the following from the National Highway Traffic Safety Administration:

► Stop for School Buses

- *Many students rely on school buses to get them to and from school safely.*
- **Did You Know?** School buses are the most regulated vehicles on the road; they're designed to be safer than passenger vehicles in preventing crashes and injuries; and in every state, stop-arm laws exist to protect children from other motorists.

► If You Are Driving...

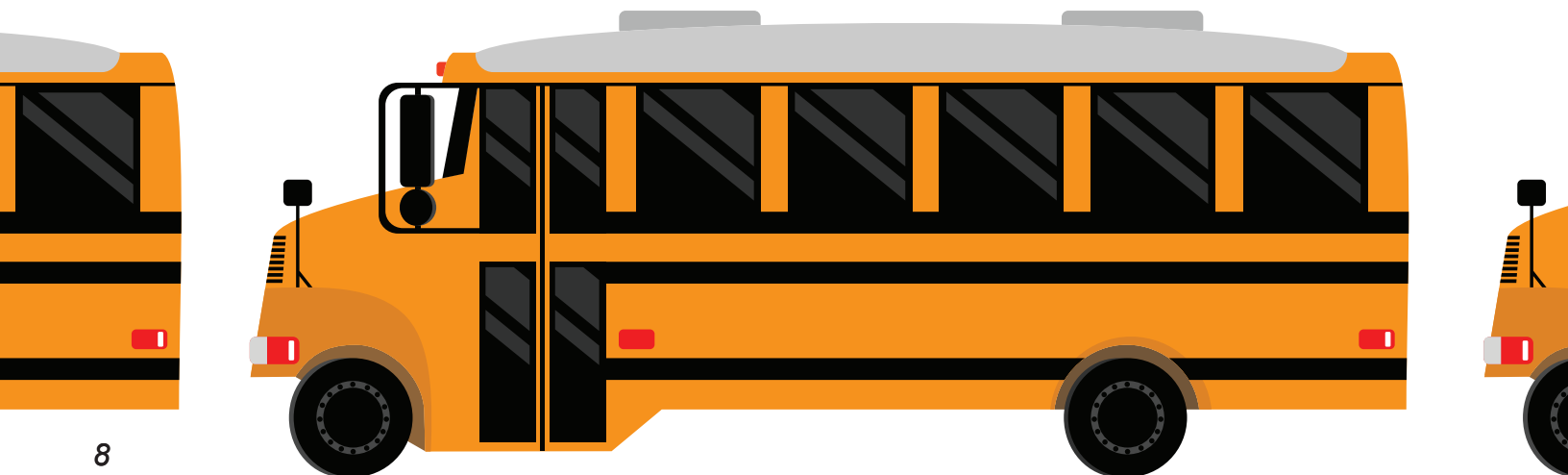
- *Yellow flashing lights indicate the bus is preparing to stop to load or unload children. You should slow down and prepare to stop your vehicle.*
- *Red flashing lights and extended stop arms indicate the bus has stopped and children are getting on or off. You must stop your car and wait until the red lights stop flashing, the extended stop-arm is withdrawn, and the bus begins moving, before you can start driving again.*

- *Even when lights aren't flashing, watch for children, particularly in the morning or mid-afternoon, around school arrival and dismissal times. Be alert as you back out of a driveway, or drive through a neighborhood, school zone or bus stop.*

► Parents: Talk Bus Safety With Your Children

- *Your child should arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive. Teach them to play it SAFE:*
 - **S**tay at least ten feet — five giant steps — away from the curb.
 - **A**lways wait until the bus comes to a complete stop and the bus driver signals for you to board.
 - **F**ace forward after finding a seat on the bus.
 - **E**xit the bus after it stops and look left-right-left for cars before crossing a street.

Next month we will explore ways to add to our situational awareness as we consider how we keep our kids safe walking to and from school.



Mission Moments

CAIU Mission Moments are 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 and to build capacity and model courageous leadership.



The Carlisle Skate Spot mural is an [Arts in Education](#) residency created in partnership with Carlisle Borough Parks & Rec. Local skaters helped shape the vision by sharing ideas and inspiration, while artist Aron Rook led the design. Community members of all ages, including kids from the Carlisle YMCA, worked alongside Aron to bring the vision to life. The project aimed to create a public art piece that reflects the spirit of the space and instills a sense of pride in everyone who uses it. The project highlights Arts in Education's commitment to engaging learners of all ages through meaningful and creative community experiences.

The cAlu Summit was held on August 6 at the Capital Area Intermediate Unit in Enola. We were excited to have Dr. Dayna Laur, award-winning, dynamic educator, speaker, author, co-founder of Project ARC, and thought leader in innovative educational methods, join us as this year's keynote speaker. Alongside Dayna's expertise, attendees explored how to maintain meaningful, authentic relationships with learners while leveraging AI tools to boost efficiency and stimulate innovation in lesson design. Attendees also gained guiding principles for responsible AI use, strategies for maintaining strong teacher-student bonds in tech-enhanced classrooms, and a renewed confidence in the irreplaceable value of the human presence in learning.



#BeGreat



#ChangingLives

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:

9/3-5/2025 - [Wilson Reading System Introductory Workshop](#)

Audience: Special Educators, Reading Specialists, Interventionists, Reading Teachers, Tier 3 Reading Providers

9/9-10/2025 - [Restorative Practices for Educators](#)

Audience: Classroom Teachers, Principals, Counselors, School Psychs

9/16/2025 - [Media Literacy Revolution: Preparing Educators for Tomorrow](#)

Audience: K-12 Teachers, Coaches, Instructional Specialists, Librarians, Media Specialists, and Anyone Else Interested in Learning More About Media Literacy

9/17/2025 - [Classroom Management: PCSP \(1 of 3 Trainings\)](#)

Audience: Classroom Teachers

9/22/2025 - [Rethinking the Math Classroom Instruction, Utilizing the Standards of Mathematical Practices](#)

Audience: Math Educators, Coaches, Administrators



Opportunities to *do good*

CAIU staff are encouraged to give back to the community by participating in a **CAIU Service Project**. These service projects must be completed between January 17, 2025, and Friday January 16, 2026, to count towards hours off on January 16, 2026. Click [HERE](#) for CAIU Service Project Process and Forms.



CAIU SERVICE PROJECT

2025 Harrisburg Out of the Darkness Walk (October 4, 2025)

Audience: CAIU Staff

[SIGN UP HERE](#)



CAIU SERVICE PROJECT

Harrisburg Animal Rescue Team (HART) Catoberfest (October 18, 2025)

Audience: CAIU Staff

[SIGN UP HERE](#)



AND WE'LL PAY YOU \$250*

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

[CLICK HERE FOR DETAILS](#)



Welcome *New Hires!* — **ibelong @caiu**



Ainsley Arrington is a S/L Pathologist at the Enola office. She is left-handed.



Jessica Gazsi is a Physical Therapist at CAELC. Baking and running are her favorite hobbies.



Patricia Harrington is a Program Supervisor at CAMhP. She has six boys.



Elise Hoyer is an EPP at the Enola office. She has been riding horses since she was 5.



Meghan Kulp is an Inclusion Consultant at the Enola office. She has five grandchildren and one on the way.



Patricia Polacheck is an EPP at Middle Paxton Elementary. She loves to golf.



Kevin Woodward is the Manager of Operations & Transportation. He has seven grandchildren.

YOU'RE *one of* **US NOW**

Farewell *Retirees!*

**Linda
*Johns***

is retiring after more than 17 years of service!

**Jennifer
*Lyden***

is retiring after more than 26 years of service!

**Yvonne
*Shreffler***

is retiring after more than 21 years of service!

**Wendy
*Wallace***

is retiring after more than 26 years of service!

YOU WILL BE *missed*

Compliment Corner!



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

DEDICATION

Beth Kranzel, *Hill Top Academy Coordinator*

Beth has become a partner and invaluable "associate" member of the SBAP Team! She is our direct line into the Hill Top Academy! She supports our efforts to track down signatures and certifications required by Medicaid. She is our go-to when there is an outstanding Time Study survey, too. Her support provides us with more eligible students and staff, which leads to more reimbursements from the program. Thank you, Beth!
- Rosemary Braught, School-Based ACCESS Coordinator &
Jenny Hartman, School-Based ACCESS Program Assistant



A FUN FAMILY EVENT!

25
October
11am-3pm

55 MILLER STREET, ENOLA, PA 17025

A FREE family-friendly event to celebrate our staff, families, and community. All proceeds benefit Champions for Children. All activities are free; food can be purchased from food trucks.

JOIN US AS A VENDOR AT FALL FEST!

We are inviting local vendors, crafters, and artisans to sell their goods. Vendors, you belong at Fall Fest! Sign up for a booth, donate a raffle basket, or just make a donation. Join us in doing all the good we can for those we serve!

LEARN MORE



CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **August 28, 2025** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click [HERE](#) for the 8/28/25 Board Meeting agenda & Attachments

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

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

EXECUTIVE SESSION

- An Executive Session was held to discuss Personnel Matters.

APPROVED ACTION ITEMS

- **Ratification/Approval of Action Items of the July 24, 2025 Board Meeting**
 - Approval of Minutes - June 26, 2025
 - Treasurer's Report - June 2025:
 - Treasurer's Report - June 2025 – a total of \$4,955,465.63 in receipts and \$15,292,975.79 in expenses.
 - Payment of Bills - June 2025
 - Summary of Operations - June 2025 showing revenues of \$121,670,650.47 and \$117,741,962.74 in expenses.
 - Other Business Items - July 2025
 - July 2025 Contracts
 - Policies & Programs - July 2025
 - 2025-26 Student Services School-Age Parent Handbook
 - 2025-26 Student Services Early Intervention Family Handbook
 - 2025-26 Student Services Hill Top Student Handbook
 - Personnel Report & Addendum – July 2025
 - See attached Personnel report.
- **Treasurer's Report for July 2025** – a total of \$13,936,076.85 in receipts and \$11,571,080.24 in expenses.
 - **Payment of Bills – July 2025**

- **Summary of Operations for July 2025** showing revenues of \$4,753,091.04 and \$6,149,177.91 in expenses.
- **Summary of Operations - June 2025 (as of 8/11/25)** showing revenues of \$136,381,360.17 and \$136,278,691.51 in expenses.
- **Other Fiscal Matters**
 - Revenue Anticipation Note for 2025-26
 - Approval of Resolution to delay September 2025 quarterly payment to Public School Employees' Retirement System (PSERS)
- **Other Business Items**
 - Contracts – August 2025
 - Board Member Resignation & Removals
 - Acceptance of resignation from Paula Bussard, Carlisle SD, from the CAIU Board of Directors, effective 9/1/25
 - Acceptance of removal of Seth Cornman, Big Spring SD, from the CAIU Board of Directors, for absenteeism effective 8/28/25
 - Acceptance of removal of Brian Diffenderfer, Millersburg Area SD, from the CAIU Board of Directors, for absenteeism effective 8/28/25
- **Policies & Programs**
 - First Reading Revised Policy #626 - Federal Fiscal Compliance
 - First Reading Revised Policy #626.1 – Travel Reimbursement – Federal Programs
 - First Reading, Revised Policy #827 - Conflict of Interest
- **Personnel Items**
 - See attached Personnel report.

EXECUTIVE DIRECTOR'S REPORT

- Click [HERE](#) for August 2025 **All-In! Executive Director's Report**.

UPCOMING MEETINGS:

Next CAIU Board Meeting: Thursday, September 25, 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.

July 24, 2025, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **REBECCA BOONE**, Teacher, Early Intervention Program, effective December 19, 2025. Reason: Retirement after more than 42 years of continuous CAIU service.
- **NICOLE FICKES**, Teacher, Capital Area Mental-health Program, effective June 5, 2025. Reason: Personal.
- **SHARON KELLO**, Speech and Language Pathologist, Early Intervention Program, effective September 4, 2025. Reason: Retirement after more than 22 years of continuous CAIU service.
- **LAURA SIY**, Educational Paraprofessional, Early Intervention Program, effective July 24, 2025. Reason: Personal.
- **MELISSA SMITH**, Teacher, Early Intervention Program, effective July 24, 2025. Reason: Personal.
- **BARBARA STOLZ**, Inclusion Consultant, Early Intervention Program, effective September 3, 2025. Reason: Retirement after more than 17 years of continuous CAIU service.
- **MIEKE SWANSON**, Physical Therapist, OT/PT Program, effective July 24, 2025. Reason: Personal.
- **KARIN TOPPING**, Occupational Therapist, OT/PT Program, effective August 22, 2025. Reason: Retirement after 20 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **BRIANNA CEKOVIC**, Paraeducator, effective for the 2025-2026 school year. Assignment: Personal Care Assistant, Emotional Support Program with base salary of Tier 1, \$27,740 for 190 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **ALICIA CICERO**, Paraeducator, effective August 18, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, \$30,020 for 190 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
- **SARAH DAVIS**, Temporary Professional, effective for the 2025-2026 school year. Assignment: Teacher, Future Ready/Project Search Program with base salary of Bachelors, Step 3, \$56,937 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Future Ready budget.
- **MELUSKEY, DRUOPATTY**, Paraeducator, effective August 18, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 1, \$27,740 for 190 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a new position funded through the Early Intervention budgets.
- **KOURTNEY GATES**, Paraeducator, effective for the 2025-2026 school year. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW/COTA Bachelor's, Step 3, \$36,154 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Capital Area Mental-health budget.
- **CASSIE GAUS**, Temporary Professional, effective August 18, 2025. Assignment: Teacher, Early Intervention Program with base salary of Masters, Step 1, \$58,962 for 190 days of service will be prorated for a total of 176 days with additional new hire days

as required. This is a replacement position funded through the Early Intervention budgets.

- **DANIELLE GARCIA**, Temporary Professional, effective August 18, 2025. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+15, Step 8, \$67,255 for 190 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a new position funded through the Early Intervention budgets.
- **COURTNEY GROUP**, Paraeducator, effective for the 2025-2026 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of Tier 1, \$27,740 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget
- **AMANDA HOACHLANDER**, Paraeducator, effective August 18, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, \$30,020 for 190 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
- **VENESSA WAGNER**, part-time Head Cook, Food Services Program, effective for the 2025-2026 school year. Employee will be paid at the rate of \$18.36 per hour. This is a replacement position funded through the Food Services budget. Experience: 5 years of similar or related experience.

CHANGES OF STATUS:

- **LOGAN ADAMS**, from Personal Care Assistant to Mental Health Worker, effective for the 2025-2026 school year. Change of status results in a change of salary to \$35,366 which is based on a MHW/COTA HS+30, Step 5 placement on the current salary scale and is for 190 days of service.
- **GINA BROWN**, from Materials Assistant to Educational Paraprofessional, Early Intervention Program effective August 18, 2025. Change of status results in a change of salary to \$30,020 which is based on a Tier 2 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 176 days in the 2025-2026 school year.
- **LILLIAM CANTILLANO**, from Job Coach to Vocational Specialist, effective for the 2025-2026 school year. Change of status results in a change of salary to \$35,028 which is based on a MHW/COTA Bachelor's, Step 1 placement on the current salary scale and is for 190 days of service.
- **KEVIN KAZDA**, from Teacher to Floater Teacher, effective for the 2025-2026 school year. Change of status results in a change of salary to 80% of Bachelors Step 3, \$45,549.60 for 190 days of service.
- **MICHELE LINGLE**, from Educational Paraprofessional to Floater Teacher, effective August 18, 2025. Change of status results in a change of salary to 80% of Bachelors Step 1, \$44,749.60 for 190 days of service and will be prorated for a total of 176 days in the 2025-2026 school year.
- **AUBREY MARTINEZ**, Speech and Language Pathologist, Early Intervention Program, change from full-time to part-time status, effective August 18, 2025.
- **CHELSIE MOSS**, Speech and Language Pathologist, Early Intervention Program, change from part-time to full-time status, effective August 18, 2025.
- **RALPH MOYER**, from Personal Care Assistant to Mental Health Worker, effective for the 2025-2026 school year. Change of status results in a change of salary to \$53,043

which is based on a MHW/COTA Bachelor's, Step 15 placement on the current salary scale and is for 190 days of service.

CHANGES OF SALARY:

- **KRISTEN MCLAUGHLIN**, Remedial Specialist, change of salary for completion of Masters+45 credits, effective for the 2025-2026 school year. Salary will be based on a Masters+45, Step 15, \$84,432 for 190 days of service.

LEAVE OF ABSENCE:

- **ALICIA FRANCAVAGE**, Educational Paraprofessional, Early Intervention Program, unpaid leave of absence effective August 18, 2025 – December 19, 2025. Leave is requested in order to complete student teaching.

August 28, 2025, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **SHANA BENNER**, Certified Occupational Therapy Assistant, Early Intervention Program, effective August 22, 2025. Reason: Personal.
- **KARL MOHLER**, Facilities and Operations Coordinator, Administrative Team - Operations, effective August 18, 2025. Reason: Personal.
- **YERALDIN MUESES**, Systems Administrator, Technology Team, effective August 22, 2025. Reason: Personal.
- **JENNIFER SCHLEGEL**, Occupational Therapist, OT/PT Program, effective August 22, 2025. Reason: Personal.
- **TERRANCE TATUM**, Personal Care Assistant, Autism Support Program, effective June 12, 2025. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **KYLIE BENDER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 1, \$55,937 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.
- **SHANA BENNER**, Paraeducator, effective date to be determined. Assignment: Certified Occupational Therapy Assistant, Early Intervention Program with base salary of MHW/COTA HS+30, Step 13, \$42,307 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.
- **CHRISTIAN CROSS**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 1, \$27,740 for 190 days of service 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.
- **DEVAUGHN DUPRE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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 Emotional Support budget.

- **AMANDA GELBAUGH**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, \$30,020 for 190 days of service 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.
- **BRADLY GILMORE**, Professional, effective date to be determined. Assignment: Teacher, Emotional Support Program with base salary of Masters, Step 15, \$80,312 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 Emotional Support budget.
- **MALIEK HALL**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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 Emotional Support budget.
- **URVI KANANI**, Professional, effective date to be determined. Assignment: Physical Therapist, Early Intervention Program with base salary of Masters+15, Step 9, \$68,961 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.
- **STEPHANIE KING**, Professional, effective September 22, 2025. Assignment: Educational Consultant, Pupil Services Program with base salary of Masters+30, Step 15, \$83,009 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 Pupil Services budget.
- **TAMEEKA MILLER**, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Emotional Support Program with base salary of MHW/COTA Bachelors, Step 11, \$48,270 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 Emotional Support budget.
- **GABRIELLE PETERSON**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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.
- **SHELLEY PLUNKETT**, Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters+60, Step 15, \$85,855 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 OT/PT budget.
- **KARIM SAMA**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of Tier 2, \$30,020 for 190 days of service 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 Autism Support budget.
- **MAIREEN SANTANA**, Paraeducator, effective August 20, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, \$30,020 for 190 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Early Intervention budgets.

- **JALESSA SHEARER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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.
- **MEGAN SNYDER**, Professional, effective date to be determined. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 14, \$77,752 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 ANPS budget.
- **NAOMI SPOO**, Temporary Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 14, \$74,729 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.
- **HAILEY STAHLER**, Temporary Professional, effective date to be determined. Assignment: Teacher, Capital Area Mental-health Program, with base salary of Bachelors, Step 1, \$55,937 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 Capital Area Mental-health budget.
- **LUIS TORRES**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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 Emotional Support budget.
- **JENNIFER WALKER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 3, \$56,937 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.
- **NAKITA WARD**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of Tier 2, \$30,020 for 190 days of service 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 Emotional Support budget.
- **STEPHANIE WENGER**, Paraeducator, effective September 3, 2025. Assignment: Personal Care Assistant, Autism Support Program with base salary of Tier 2, \$30,020 for 190 days of service will be prorated for a total of 175 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **ANGELA WEST**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 1, \$44,749.60 for 190 days of service 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 Emotional Support budget.
- **ANGEL YOHN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of Tier 1, \$27,740 for 190 days of service 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.

CHANGES OF STATUS:

- **NICOLE CALABRESE**, change from Floater Teacher to Teacher, Autism Support Program, effective August 25, 2025. This change in status results in a change of salary to 100% of the Bachelor's, Step 15 salary of \$77,293 for 190 days of service, which will be prorated based on the number of days worked in the 2025-2026 school year.
- **KOURTNEY GATES**, Mental Health Worker, change from active to inactive status due to rescinding acceptance of employment offer, effective August 12, 2025.
- **COURTNEY GROUP**, Educational Paraprofessional, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective August 11, 2025.
- **DANIELLE LESHAK**, Educational Coach – Dean of Students, change from active to inactive status due to rescinding acceptance of employment offer, effective August 11, 2025.
- **DRUOPATTY MELUSKEY**, Educational Paraprofessional, change from active to inactive status due to rescinding acceptance of employment offer, effective July 31, 2025.
- **ANDREA SULLIVAN**, Social Worker, Student Services Team, change from part-time to full-time status, effective August 12, 2025.
- **VENESSA WAGNER**, Head Cook, change from active to inactive status due to rescinding acceptance of employment offer, effective July 31, 2025.

CHANGES OF SALARY:

- **REBECCA RALEY**, Teacher, ESL Program, change of salary to Masters+45, Step 1, \$63,091 effective for the 2025-2026 school year. This salary adjustment is being made after further review of her educational transcripts.

LEAVE OF ABSENCE:

- **KRISTEN SCHREIBER**, Occupational Therapist, OT/PT Program, leave of absence effective May 19, 2025 – May 19, 2026. Leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).