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Derry Township School District
Board of Directors Meeting
March 9, 2026
Board of Directors Room 7:00 p.m.
Summary Minutes - XVI

1. OPENING ITEMS

1.a. Call to Order

Minutes

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

1.b. Roll Call

Minutes

Members in Attendance: Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey Royo, Nicole Searfoss, and Christine Stickle

Members Absent: None

Non-Voting members in Attendance: Stacy Winslow

Student Board Representatives in Attendance: Julia Aluquin, Anna Ardire, and Shaunak Dalal

Solicitor: David Walker

Staff/Public in Attendance In-Person: Betsy Avinash, David Avinash, Phil Ayala, Maadhar Chilambarakumar, Matthew Cooltez, Jodie Dermo, Joe Farrell, Sarah Harmer, Jeff Hosenford, Alaric Krause, Suresh Kumar, Sarita Lama, Jennifer McCall-Hosenfeld, Vate Mu, Cyon Paija, Jesse Rawls, Erin Rosensteel, Kirsten Scheurich, Alicia Schulz, Lexi Shulz, Aaron Shuman, Roopa Siddaiah, Jennifer Sloppy and Caleb Tinsley

Staff/Public in Attendance Virtually: Lisa Balanda, Mark Balanda, Brandon Buterbaugh, Paige Dalto, and Martha Hosenfeld

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	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

2. INFORMATIONAL AND PROPOSALS

2.a. Presentation - High School Choir

Minutes

A quartet of the high school choir, led by Mr. Farrell, joined the board meeting and sung the National Anthem.

2.b. Students of the Month Recognition

Minutes

Ms. Schmidt introduced the students of the month, Alexis Schulz and Caleb Tinsley, both thanked the School Board for the recognition and shared some information about themselves.

2.c. Trojan Buddies Presentation

Minutes

Mr. Krause, Ms. Rosensteel, and Mrs. Scheurich shared the history of, where they are now, and the vision of where they look to go, with the thriving Trojan Buddies.

2.d. President Communications

Minutes

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

- Matters of Personnel
- Informational Items

2.e. Recognition of Citizens (Agenda Items)

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

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

If attending in person, complete and turn in to 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.f. Community Correspondence Report

Minutes

Ms. Harmer reported that there were four submissions during the month of February.

2.g. Standing Committee Meeting Report

Minutes

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

- Trojan Academy Update
- 2026 Keystone Exam Schedule and Attendance Instructions
- Textbook Recommendations and New Music Course were recommended to go to the full board for approval

2.h. Student Representatives' Report

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

Minutes

Julia Aluquin, Anna Ardire, and Shaunak Dalal gave a report that included the following:

- the boys' hockey team lifted the Bears Cup against Palmyra 3-1
- the boys' basketball team finished their season making it to states after a run to the semi-finals in districts
- seniors had a bake sale to raise money for their senior end of the year events
- juniors sold farm show milkshakes to raise money for their class trip
- the high school gave 17 units of blood for donation in the blood drive

- we successfully closed our winter musical, Frozen, selling over 4000 tickets and selling out completely on Sunday
- HHS Mini-THON went to the elementary school and ECC to participate, teach about Mini-THON, and dance with the students
- on February 27th, HMS hosted its annual Mini-THON raising $18,925
- congrats to our talented HMS choir on their National Anthem performance at the Hershey Bears Game
- our Unified Bocce team competed in Regional Playoffs at Juniata College placing second overall
- our Swim and Dive team competed at the District Championships last weekend

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

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

- Approval of March 9, 2026, Board of Directors Summary Minutes
- Music in Our Schools Month - Middle School Choir
- Trip - Hershey Power Lifting, Nationals
- Trip - Youth & Government Club, Model Conference
- Catherine Hershey School - Confidential Data Sharing

3. UNFINISHED BUSINESS

3.a. Facility Project Update

Minutes

Dr. Winslow shared the following:

- Stadium Update-
  - footers poured on visitors side - ready for bleacher installation
  - footers to be poured soon for the restroom facilities
- Elementary project Update-
  - Act 34 Hearing held last Tuesday
  - accepting comments for 30 days after presentation
- Site Development Plan is on the Township Agenda tomorrow night
- Internally - working on a Site Logistics Plan - regarding student drop off and parking for staff during construction

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	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
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:	**Hershey Girls' Basketball Booster Club**
Date/Time:	June 8, 9, 10, & 11, 2026, 7:00 a.m. - 1:00 p.m.
Requested Facility:	High School & ECC Gyms
Event:	Hershey Girls' Basketball Camp - K-8 Grade Girls
Fee:	None

Group:	**Hershey MS Foundation**
Date/Time:	July 24 (set up), 12:00 p.m. - 6:00 p.m. July 25 & July 26, 2026, 9:00 a.m. - 6:00 p.m.
Requested Facility:	Granada Gym
Event:	Bluey's Big Play VIP
Fee:	Facility Rental - $25 per hour Total - Approximately $375

Group:	**Joy of Sports Foundation COED Kickball**
Date/Time:	Sundays, April 12, 19, 26, & May 3, 2026 11:30 a.m. - 3:00 p.m.
Requested Facility:	Memorial Football Field /Cinder Track
Event:	Kickball Games for Elementary Students
Fee:	None

4.c. 3 Monkeys

The Administration recommends the approval of the 3 Monkeys Contract for the Mini-THON bounce house.

4.d. A. J. Juliani Speaking Engagement Contract
The Administration recommends the approval of the A. J. Juliani Speaking Engagement Contract for a staff professional learning day.

4.e. CAIU Letter of Commitment
The Administration recommends the approval of CAIU Letter of Commitment for Regional WAN and Internet Services.

4.f. Hooker Tech Contract
The Administration recommends the approval of the Hooker Tech Contract for a presenter at a professional learning day for staff.

4.g. Innovative Coach Charter Confirmation
The Administration recommends the approval of the Innovative Coach Charter Confirmation for transportation services for a junior class trip to Washington D.C.

4.h. Instructure Renewal
The Administration recommends the approval of the Instructure Renewal for a learning management system for students and teachers grades sixth through twelfth.

4.i. Mixed Impressions DJs Contract
The Administration recommends the approval of the Mixed Impressions DJs Contract for DJ services at the high school Mini-THON.

4.j. Mixed Impressions DJs Contract
The Administration recommends the approval of the Mixed Impressions DJs Contract for DJ services at the senior prom.

4.k. Newsela Renewal
The Administration recommends the approval of the Newsela Order for online instruction that provides non-fiction content that is grade specific to boost reading comprehension, knowledge, and motivation across all grades.

4.l. Pennsylvania Trust Renewal
The Administration recommends the approval of the Pennsylvania Trust Renewal for GASB 75 valuation services.

4.m. Renaissance - Nearpod Renewal
The Administration recommends the approval of the Renaissance Nearpod Renewal for an educational technology platform.

4.n. Seesaw Renewal
The Administration recommends the approval of the Seesaw Renewal for a K-5 learning management, assessment and communication platform.

4.o. Wayground Order
The Administration recommends the approval of the Wayground Order for a quizzing platform for students in grades 2-5.

4.p. The Costumer (Retroactive)
The Administration recommends the retroactive approval of the Costumer for musical costume rentals.

4.q. The Magical Wardrobe (Retroactive)
The Administration recommends the retroactive approval of the Magical Wardrobe Contract for musical costume rentals.

4.r. SESI-Capital Academy Agreement (Retroactive)
The Administration recommends the retroactive approval of the SESI-Capital Academy Agreement for specialized student placement services.

4.s. Stage Monkey Design & Consulting (Retroactive)
The Administration recommends the retroactive approval of the Stage Monkey Design & Consulting Contract for musical costume rentals.

5. NEW BUSINESS

5.a. Affiliation Agreement - Commonwealth University of Pennsylvania
The Administration recommends the Board approve the affiliation agreement with Derry Township School District and Commonwealth University of Pennsylvania.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the affiliation agreement between Derry Township School District and Commonwealth University of Pennsylvania was approved.

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler

Nay: 0
Abstain: 0
Not Cast: 0

5.b. Program Letter of Agreement - Penn State Health Child & Adolescent Psychiatry Fellowship Program

The Administration recommends the approval of the Penn State Health Child & Adolescent Psychiatry Fellowship Program Letter of Agreement.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Penn State Health Child & Adolescent Psychiatry Fellowship Program Letter of Agreement was approved.

Vote Results

Yea: 9 Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay: 0
Abstain: 0
Not Cast: 0

5.c. Agreement and Release

Motion to approve the Settlement Agreement and Release between the District and a former employee.

Minutes

Following a motion by Dr. Cysyk, and a second by Mrs. Renz, the Settlement Agreement was approved. After which, Ms. Drew read a statement by the board.

Vote Results

Yea: 9 Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay: 0
Abstain: 0
Not Cast: 0

5.d. G. R. Sponaugle - ECC Water Heater (retroactive)

The Administration recommends the retroactive approval of the G. R. Sponaugle proposal to replace the ECC water heater.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the G. R. Sponaugle proposal was approved.

Vote Results

Yea: 9 Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay: 0
Abstain: 0
Not Cast: 0

5.e. HEA Memorandum of Understanding - Reclassification and Renaming of Existing Positions

The Administration recommends the approval of the HEA Memorandum of Understanding for a Reclassification and Renaming of Existing LSC Positions.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the HEA Memorandum of Understanding for Reclassification and Renaming of Existing LSC Positions. was approved.

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.f. Audit RFP

The Administration recommends the Board approve to solicit requests for proposal for audit services beginning with the year ending June 30, 2026.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the recommendation to solicit requests for proposals for audit services was approved.

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.g. Resolution - Public School Facility Improvement Grant

The Administration recommends the adoption of the Public School Facility Improvement Grant Resolution.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Public School Facility Improvement Grant Resolution was approved.

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

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

Limited Service Contract:

Miller, Kalin
Assistant Coach - M.S. - Volleyball - Girls
Reason: Personal
Effective: 03/10/2026

Therit, Tanner
Head Coach - M.S. - Soccer - Boys
Reason: Personal
Effective: 03/10/2026

Minutes

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

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

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

Act 93 Staff:

Winston, Paris (replacing Greg Hummel)
Director of Food Service
Act 93, Group 1
Salary: $80,000 (pro-rated)
Effective: 03/16/2026

Transfer of Professional Staff:

Hampton, Mackenzie* (replacing Kayla Weider)
From: Grade 1 Teacher
Early Childhood Center
To: Kindergarten Teacher
Early Childhood Center
Effective: 08/17/2026

Martz, Heather* (new position)
From: Grade 3 Teacher
Primary Elementary School
To: Elementary ELD Teacher
Primary Elementary School
Effective: 08/17/2026

McGarvey, Kristin* (replacing Brandi Termin)
From: Kindergarten Teacher
Early Childhood Center
To: Grade 5 Teacher
Intermediate Elementary School
Effective: 08/17/2026

Umberger, Jill* (replacing Todd Mark)
From: Grade 5 Teacher
Intermediate Elementary School
To: Math Intervention Specialist
Intermediate Elementary School
Effective: 08/17/2026

Wynne, Nicole* (replacing Kristin McGarvey)
From: Grade 2 Teacher
Primary Elementary School
To Kindergarten Teacher
Early Childhood Center
Effective: 08/17/2026

Classified Staff:

Paz, Oscar* (replacing Francesa Newman)
Food Service Worker (Secondary Classification)
High School
Level A, 2.75 hours per day
Salary: $19.08 per hour
Effective: 03/02/2026 (retroactive)

Change in Hours of Classified Staff:

Wilkerson, Stephanie*
Bus Driver
Transportation
From: Level A, 5.25 hours per day
To: Level A, 5.5 hours per day
Salary: $24.27 per hour
Effective: 03/02/2026 (retroactive)

Transfer of Classified Staff:

Adhikari, Meenakshi* (replacing Sharon McDougle)
From: Substitute Food Service Worker
District-wide
Hours as needed
Salary: $15.60 per hour
To: Food Service Worker
District-wide
Level A, 4.5 hours per day
Salary: $19.08 per hour
Effective: 02/23/2026 (retroactive)

Limited Service Contract:

Maya, Andrew*
Head Coach - M.S. - Soccer - Boys
Group E, Step 15
Salary: $5,525
Effective: 03/10/2026

Miller, Kalin*
Assistant Coach - H.S. - Volleyball - Boys
Group F, Step 14
Salary: $4,438
Effective: 03/10/2026

Therit, Tanner*
Assistant Coach - M.S. - Soccer - Boys
Group G, Step 12
Salary: $3,289
Effective: 03/10/2026

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	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
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 they observed a presentation by the Keystone State Challenge Academy for helping high school students get back on track that may have lost their way.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

A report was made by the following board members:

- Mrs. Renz that the Navy Band played at the middle school last week

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- School Social Worker Week- Thanks for Dr. Stalnecker
- Representatives Ardire and Dalal had roles in the school musical - Congratulations
- Representative Dalal will be participating in the Capital Area Science & Engineering Fair- Good Luck

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- many student accomplishments happening around the district:
    - four student participants at PMEA with two moving on to All State Orchestra
    - high school Hockey Club team won the Bears Cup
    - Unified Bocce team were Keystone Division winners and placed 2nd in Regionals
    - ten students attended the PA Junior Academy of Science Region 4 Competition - many received awards with seven receiving first awards and moving on to State Competition including Representative Dalal - Congratulations
    - Appreciation for Dr. Stalnecker

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:

- Jennifer Sloppy spoke to Poor Executive Function

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:58 p.m. following a motion by Dr. Cysyk and a second by Mrs. Renz.

Vote Results

Yea:	9	Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey E. Royo, Nicole Searfoss, Christine Stickler
Nay:	0	
Abstain:	0	
Not Cast:	0	

Respectfully submitted,

Michele Agee
Secretary to the Board
March 23, 2026

Lindsay Drew
Board President

Virtual Attendance March 9, 2026
Lisa Balanda
Mark Balanda
Brandon Buterbaugh
Paige Dalto
Martha Hosenfeld

Derry Township School District
Board Meeting
March 9, 2026

Please Sign In AND Print Your Name

Signature	Printed Name
Sample Signature	Sample Name Printed
	Joe Farrell
	Jeff Hartfield
	Cyon Paiva
	Madhav Chitambaram
	Davida Avinash
	Sarida Lama
	Roopa. C-G
	Betsy Avinash
	Matthew Coulter
	Suresh Kumar
	Vadem
	Erin Rosenstiel
	Alric Krause
	Alicia Schulz
	Lexi Schulz

Derry Township School District
Board Meeting
March 9, 2026

Please Sign In AND Print Your Name

Signature	*Printed Name*
Sample Signature	Sample Name Printed
	Caleb Tinsley
	Kirsten Schwinch
	Jennifer McCall-Horsefield
	Jennifer Stuppy

STUDENT OF THE MONTH - HERSHEY ROTARY CLUB - STUDENT ACHIEVEMENTS

Phonetic pronunciation of your name.

Student Name *

Alexis Schulz

Parents Names *

Gerhard and Alicia Schulz

Phone number *

[redacted]

Home mailing address

[redacted]

Current School Activities *

Please list current school activities.

Treasurer - Student Council, Editor - Key Club, Trojan Buddies Leader, Student Athlete Outreach Club member, Link Crew Leader, NHS member, Spanish NHS member, Varsity Field Hockey Team, Varsity Unified Bocce Member, Varsity Lacrosse Member

Honors and Awards *

Please list any honors or awards you've received.

Distinguished Honors every Marking Period, National Academic Squad Scholar of Distinction for Field Hockey, Lacrosse Captain - Junior Year, 2 time Mid Penn Champion for Lacrosse, Mid Penn and Penn Live First Team All Star for Lacrosse, 4 year starter for Hershey Field Hockey, Field Hockey Captain - Senior Year, First Team All State for Field Hockey, First Team All Star Team - Mid Penn for Field Hockey, Class of 2026 Top 50 Field Hockey Players in the Nation - named by Max Field Hockey

GPA (optional)

[redacted]

Current Service Activities and Achievements *

Tutoring, Youth Field Hockey Volunteer, Past Volunteer at Cocoapacks

Hobbies *

Club field hockey for PA United, Working out, Reading, Cooking, spending time with friends and family

Senior Year Courses *

AP Spanish, AP Statistics, AP Psych, Accounting 3, HACC Intro To Business, Popular Culture

Future Plans

Name of college / university you plan to attend?

Bucknell University

Intended Major

Business

Additional Information

Playing D1 Field Hockey

This form was created inside of Derry Township School District.

Google Forms

STUDENT OF THE MONTH - HERSHEY ROTARY CLUB - STUDENT ACHIEVEMENTS

Phonetic pronunciation of your name.

Kay-lub My-kull Tins-lee

Student Name *

Caleb Michael Tinsley

Parents Names *

Melissa and Andrew Tinsley

Phone number *

[redacted]

Home mailing address

[redacted]

Current School Activities *

Please list current school activities.

Co-President of Student Council, Senior Class Vice-President, Member of National Honors Society, Member of Varsity Swim Team

Honors and Awards *

Please list any honors or awards you've received.

Shortlisted Essayist for Global Essay Prize from the John Locke Institute, AP Scholar with Distinction, Distinguished High Honor Roll all 4 Years of High School, Varsity Letterman in Swimming for all 4 Years of High School, Conference Medalist in Swimming

GPA (optional)

[redacted]

Current Service Activities and Achievements *

Created Lucrative Fundraising Event Called "Laps for Lahaina" for Wildfire Reconstruction after the Lahaina Wildfires. Volunteer for HHS Swimming and Diving Slideshows and Media Design, Donor for Breastroke for Breast Cancer, Angel Tree Volunteer, Math Tutor, Spanish Tutor, National Honor Society Member

Hobbies *

Reading the Bible, Video Games, Board Games, Writing, LEGOS

Senior Year Courses *

AP English Literature, Money and Power, AP Spanish, Law and Society, Advanced Calculus

Future Plans

Name of college / university you plan to attend?

Amherst College

Intended Major

Economics

Additional Information

This form was created inside of Derry Township School District.

Google Forms

EVENT CONTRACT

Invoice Number 64342
Elizabeth Blosky
Hershey High School Gymnasium
550 Homestead Road
Hershey, PA 17033
P: 717-439-3159 C:
Surface type: Indoor



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

#	Item	Per Unit	Quantity	Price
1	Ninja 40ft Obstacle Course II |40' L x 11' W x 11' H | 14 amps	1	$409.00	$409.00
2	Same Day Delivery and Pick Up Waiving fee due to time of year	1	$0.00	$0.00

Rental Start Date	03/27/2026 10:30am
Rental End Date	03/27/2026 09:00pm
SubTotal	($409.00)
Travel Fee for 17033	$110.00 ($519.00)
Tax: 0%	$0.00 ($519.00)

Total	$519.00
Non Refundable Deposit Required	$129.75
Due	$519.00

CUSTOMER NOTES

Please confirm that there is power accessible within 50ft or if a 100ft power cord will be needed. The farthest we are able to go within power is 100ft, anything beyond that we would require a generator for. Driver will collect check for full balance at time of setup.

RENTAL AGREEMENT AND GENERAL RELEASE

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

- All leased equipment requires **mandatory adult supervision (16+)** at all times.
- The Customer, Receiver, and User of the leased equipment understand and agree to provide an attendant (16+) who is instructed in the operation and safety of the leased equipment. They are responsible for watching all play and use of the inflatable at all times, never leaving it unattended. Being fully aware of everything in/around the inflatable that is going on.
- Customers will provide their own liability insurance unless otherwise specified.
- Customer is responsible for the replacement value of the leased equipment in the event of theft, vandalism, fire, or any act, which damages or destroys the leased equipment.
- All rentals are to be paid by the time of service. We do not bill for service unless arrangements have been made and will be in the notes section of this contract.
- Failure to comply with the terms of this agreement, failure to make the payment, or failure to return leased equipment to 3 Monkeys Inflatables as agreed shall result in the customer being liable to 3 Monkeys Inflatables for an additional one-day rental fee, each day until all equipment is returned and/or payment in full is made, as well as all legal fees, court fees, and attorney fee's incurred or associated with obtaining the return of or full payment for said equipment.
- Pre-existing Health Conditions: **Warning** – Individuals with head, neck, back, and other muscular-skeletal injuries or disabilities, pregnant women, individuals with pre-existing injuries and health conditions (including participants in casts), small infants, and others who might be susceptible to injury from falls, bumps, or bouncing are not permitted in the inflatables at any time.

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

SIGNATURE [signature] PRINT NAME Lindsay K. Drew DATE 3/9/26

ADDITIONAL TERMS AND AGREEMENTS

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

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

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

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

SIGNATURE _____ PRINT NAME _____ DATE _____

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

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

SIGNATURE		PRINT NAME		DATE	

3 Monkeys Operator Instructions, Rules and Guidelines

1. I have been shown how the inflatable is secured with either sandbags or ground stakes.. (this is also posted on the safety video found on our website here:) https://www.3monkeysinflatables.com/safety/
2. I have been shown how to turn the blower on and off. (Overnight Rentals: blowers need to be unplugged/locked up while not monitored by an adult, and available for pickup the next morning) Remember it's your responsibility to be there when we pick up. If you are not available you may be charged a return trip fee.
3. In the event of high winds (over 15 mph) or a storm, I have been instructed to get all participants off the unit, shut it off, and unplug the blower from the outlet until the storm/winds have passed.
4. I have been instructed NOT to ALLOW any horseplay, flips, wrestling, or other unsafe activities in and around the inflatables/rides/games & concessions. There should be no spectators leaning against or in the walls/windows of the inflatables and a 5ft clearance around all sides of the inflatable at all times.
5. I have been advised of the following: (There will be fees assessed for any damages from any of these products)
   a. No shoes, eyeglasses, jewelry, or sharp objects in or around the inflatables/rides.
   b. No food, drinks, or gum in the inflatable/games/rides/attractions
   c. No silly string, confetti, paint, powders, fireworks, or wet face paint in or around the inflatable
   d. No soap, foam, powders, or any items not delivered with the inflatable/rides are allowed on/in the equipment, doing so will result in a cleaning fee or replacement value.
6. I understand that a responsible adult (16 years or older) must supervise the activities in the inflatable/rides/games at all times, except a dunk tank which requires you to be 18 years or older.
7. Riders should be of similar age range, height, and weight. Do not put older children or adults with young children, even if they are related, they must be of similar age, height, and weight. (this prohibits parent/child from bouncing or participating on obstacles/inflatables together) ***Slides:** No double sliding (to clarify this also includes a parent sliding with a toddler) If they can't slide down on their own this is not the right activity for them in regards to safety) All participants must be instructed to slide down on their bottoms, feet in front of them. (NO jumps, stomach sliding, double sliding, or any other unsafe activities)
8. I have been advised of the occupancy capacity of the following inflatables: CLICK HERE TO VIEW AND ENSURE YOU UNDERSTAND
9. I agree to remove any person from the inflatables/games/rides/attractions who is violating the posted rules of operation.
10. Anyone with medical conditions such as heart, pregnancy, back injury, casts, sprains, intoxication, drugs, or anything that may place limitations on their physical play should not be using the inflatable/ride/game equipment. We have the right to refuse service/play to anyone we feel seems impaired by the discretion of our staff and/or management.
11. I have received instructions on the safe operation of the equipment I have rented in the contract on the first page of the contract, and agree to follow all the safety rules outlined here, as well as train anyone who is monitoring the equipment I have been professionally trained on as receipt of this training document. I agree if for some reason there is a loss of power on any of the inflatables I will immediately evacuate the inflatable and halt operations until I determine why the loss of power occurred or call the company.
12. I confirm that I have been advised that the 22 ft Tropical Water Slide, 27ft Lava Waterslide, 115' Nuclear Explosion Obstacle Course, 95' Radical Run Obstacle Course, and/or Big Red Baller require **2 trained operators/attendants (16 years +) at all times**. I confirm that if they are rented by me I will have 2 volunteers available on-site that have been trained for the items they are monitoring.
13. I have inspected the equipment, including any accessories (bungee cords, harnesses, clips, headgear, boxing gloves, etc.), and acknowledge that it is in good working order with no rips, tears, holes, etc. I have noted below any issues with the equipment before taking responsibility for the unit. If nothing is noted it is marked as perfect. All equipment including accessories needs to be returned or we may need to charge a replacement fee.
    Notes:_____ Customer Initials: _____Employee Name: _____Initials_____
14. Power must be available when we pick it up for us to clean/inspect the equipment. If you do not have power available for us to use at pickup you may be charged a generator fee of $60, as well as a cleaning fee/costs if there is repair/damage caused to the equipment by not being able to inspect/clean it on site.
15. The lessee agrees to indemnify and hold harmless Corsner Entertainment Inc, dba 3 Monkeys Inflatables while using any equipment rented. I understand that using the Party Equipment outlined in my contract comes with risks that could result in physical, or emotional injury, paralysis, death, or injury or damage to me, to property, or 3rd parties. I understand the risks cannot be eliminated without jeopardizing the essential qualities of the activity. The risks could result in musculoskeletal injuries,

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

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

DATE:_____

A.J. Juliani

Speaking Engagement Contract

This contract is made and entered on **2/5/2026** by the parties named below as Client and Speaker.

Consultant/Speaker's Information

Speaker's Name or Business Name: **Angelo (A.J.) Juliani**
Address (City, State, ZIP Code): **249 Mather Rd, Jenkintown, PA 19046**
Phone number: **215-520-8527**
Email: **ajjuliani@gmail.com**

Client's Information:

Derry Township School District
30 E. Granada Avenue PO Box 898
Hershey, Pennsylvania 17033
Aaron Shuman: ashuman@hershey.k12.pa.us

PROGRAM INFORMATION: Please enter specific details

July 16, 2026 – Professional Learning Day (Meaningful and Relevant: Engaging Learners in an Age of Distraction and AI)

SPEAKER'S FEE

Client shall pay Speaker $9,000.00 for the balance of the Speaker's fee. Client can pay the total either before or directly following the conclusion of speaker's keynote session on July 16, 2026.

EXPENSES

Speaker will cover all travel and lodging expenses. Any additional expenses will be paid for and/or provided by the Speaker.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

Client's Signature, date	Speaker's Signature, date
 March 9, 2026	
Printed Name Lindsay K. Drew	Printed Name Angelo (A.J). Juliani

caiu

educational excellence through leadership, partnership, and innovation

February 6, 2026
Letter of Commitment for Regional WAN and Internet Services

Derry Township School District

Background: The current regional WAN consortium contract is in effect through June 30, 2026. In an effort to contain costs and meet the demand for more bandwidth and resiliency, a new RFP and E-Rate Form 470 application for the WAN broadband circuits were issued in December. The procurement seeks bids for a five-year initial term with two one-year extensions.

In addition, the current regional Internet content filtering agreement is also in effect through June 30, 2026. CAIU has facilitated ongoing meetings with participating districts to gather input and identify collective instructional and security needs to ensure any future solution aligns with district priorities. The evaluation committee reviewed seven potential solutions and narrowed the field to two finalists, both of which exceed the capabilities of our current solution. The procurement for the next regional Internet content filter will be for a five-year term.

We anticipate that pricing for the RWAN and Internet services will remain stable or decrease as a result of the new procurement. Due to increased demand and expanded functionality, the regional Internet content filtering solution is expected to cost more than the current service; however, pricing negotiations are still underway and have not yet been finalized.

With those two variables in mind, the price for RWAN and Internet consortium services are expected to be no greater than the amount identified on the 2026–2027 District Budget Preparation Sheet you received in December (copied below)

Service Description/Details	2026-27
WAN & Internet Consortium and Building-to-Building Connections: Firewalls, Content Filtering, DDoS Mitigation, Public IP addresses, Bandwidth Monitoring, DNS, Flexible Bandwidth Adjustments, VPN Access, Mark Walz, status page monitoring, 100 free PRTG sensors. Includes failover internet for load balancing and DDoS mitigation for both Internet Service Providers. Pricing: Your 2025-26 price was based on **5,000 Mbps Internet** bandwidth and a **5 Gbps WAN** connection with **1 building-to-building connections at 1 Gbps** each and using the 2025-26 E-rate discount of **50%**. Pricing for 2026-27 has several unknown variables including cost of content filtering solution, RWAN rebid pricing and any district-requested increases to WAN or Internet bandwidths.	$ 63,041.40

As stated on your budget sheet, the cost provided is based on all variables remaining the same. If your E-rate percentage changes, you select more bandwidth, or you add additional services; your final cost will be affected. Otherwise, the price should be the same or lower than budgeted.

Before entering into any new contract for the WAN or Internet type service, we need to account for all of the districts that receive regional WAN and Internet services through this consortium. This letter of commitment is requested so that the consortium can plan appropriately, the CAIU can sign contracts with

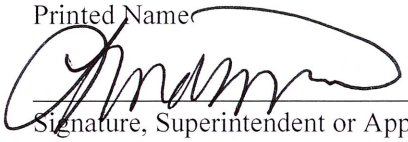
the successful bidders and we can file the federal E-rate submission. This letter of commitment is based on the understanding that prices will be comparable to or lower than the current charges, as set forth above.

Commitment: I commit to being part of the WAN and Internet consortium. I authorize the CAIU to enter into master contracts for these services for a total cost at or below the prices identified on my 2026-2027 budget preparation sheet for WAN and Internet consortium bundle. I understand the new RWAN service agreement will begin July 1, 2026 and will continue for five years with two one-year extensions. I understand that by signing below, I plan on moving forward with this partnership for RWAN and Internet services.

Lindsay K. Drew
Printed Name

School Board President
Title

March 9, 2026
Date



Signature, Superintendent or Approved Designee

Return completed form to CAIU, Attention Keya Shell at the address below or via email to kshell@caiu.org by February 28, 2026.

Contract for Professional Services

Derry Township School District and HookerTech, LLC agree that Carl Hooker will provide a full day workshop for the professional learning day on **July 28, 2026**. The fee for these services will be **$7500.00**. These fee covers Carl Hooker's presentations and preparations, speaking fee, resources, and travel costs.

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

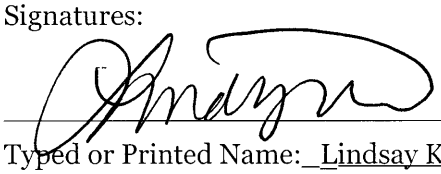
In the event that Carl Hooker is unable to perform the services described herein due to personal Illness, Injury or an act of God, the parties agree that Derry Township School District in its discretion may (1) re-schedule the services to a future date(s) mutually agreeable to the parties; or (2) cancel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

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

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

This is the entire Agreement between HookerTech, LLC and Derry Township School District . This Agreement may be modified only by a written document signed by both parties.

Signatures:



Typed or Printed Name: Lindsay K. Drew

Title: School Board President

Date: March 9, 2026



Typed or Printed Name: E. Renee Hooker
Title: Managing Director, HookerTech, LLC
Date: 02/06/2026
Taxpayer ID Number: 47-1425109

Innovative Coach, LLC
P.O. Box 6658
Harrisburg, PA 17112

Tel: 717-657-9658
Fax: 717-652-9476

E Ives
Derry Township School District
Hershey High School, 550 Homestead Rd.
Hershey, PA, 17033

Date: 12/12/2025

Dear Erin Ives

Charter Confirmation

To confirm booking please sign accetpance form and return with deposit.

1. Deposit: A deposit of $100 per day is due to reserve a coach. Charter bus cancellation less than 30 days prior to departure on a will incur a charge of 50% of transportation costs. Deposits for coaches are refundable in full if the trip is canceled 30 days prior to date of trip.

2. Payment: As noted above, a deposit is required to reserve a coach. The remainder of the payment is due at least 30 days prior to departure. This is refundable up until 30 days prior to the departure date. Final payment and itinerary are due at this time. Failure to provide payment on due date could result in loss of deposit and date reserved without notice. After final payment, charters cancelled 29 days or less will incur a 50% of the total charter cost penalty. This is not transferable to another date.

3. Quotes: Please check all information carefully. Prices are based on information furnished to us, at the time of the quote request, by the chartering party. Any changes or corrections should be made at least one (1) week prior to departure. Any changes made resulting in additional miles and/or hours will be charged accordingly.

4. Conditions: It is understood that it may be necessary on peak travel days to use a coach of similar quality from another coach company. Baggage and all personal property are limited to that which can be stored in the overhead racks and the luggage bays of the coach. Carrier is not responsible for lost, stolen or damaged personal property. Damage to seats, windows, equipment or parts of the coach caused by a member of the chartering party shall be paid by the chartering party. An extra charge may also be incurred if the coach requires cleaning beyond our standard cleaning procedure. Smoking is prohibited on all coaches. Alcohol is only permitted when expressed written permission has been granted and a $500 damage/cleaning deposit

has been collected. The security deposit will be returned if there is no damage or excessive clean up required.

5. Safety: Innovative Coach adheres to the Federal regulations for driver Hours-of-Service. They require that a single driver may not drive more than 10 hours and be on duty more than 15 hours in one 24 period. On multi-day trips drivers will require a minimum of 9 hours off between shifts. If the itinerary calls for an additional driver, we shall provide one at a rate appropriate of the distance/time required to safely complete the charter. **DRIVERS SHOULD NOT BE CONTACTED BEFORE THE DAY OF OR AFTER TRIP.** Questions should be directed to our office at 717-657-9568 or charters@innovativecoaches.com

6. Multi-Day Charters: The chartering party is responsible for securing and paying for driver lodging at or near group hotel. Special care should be made to ensure it is motorcoach accessible. If it is preferred, we handle the accommodations, these arrangements can be made for an additional fee.

7. Fuel Surcharge: The quoted price is based on a diesel price less than $4.00 per gallon. Should the price of diesel increase above $4.00 per gallon, a fuel surcharge may be added to the quoted price.

8. Gratuities: Driver gratuity is not included but is customary. Typical gratuity for a day trip is $3-$5 per person. Typical gratuity for a multi-day trip can range anywhere from $5-$10 per person per day.

9. Other: While Innovative Coach offers one of the most technologically advanced coach experiences on the road, such as Wi-Fi, Power Outlets and DVD, at no additional charge. There shall be no expectation of refunds for these items if they are not operational.

10. FOOD AND DRINKS: No gummy candy, sticky or greasy foods. Food stops should be planned beforehand when possible. Diversions off planned route may incur additional charges. Extra care should be used to clean up during and after trip to avoid cleaning fee.

Thank you for the opportunity to be of service.

Acceptance

Innovative Coach, LLC

Client ID	IVESHERSHE	Charter ID	9101
Client	E Ives	Movement ID	10474
Company	*Derry Township School District*	*Status*	*Firm*
Client Ref 1		Passengers	
Client Ref 2		Distance	302

First Pick-up	Hershey High School	Destination	Washington D.C. (Air & Space Museum)
Pick-up Date	Thu 3/12/2026 Time 07:45	Arrival Date	Thu 3/12/2026 Time 10:35
Single Journey	No	Leave Date	Thu 3/12/2026 Time 17:00
Vehicle To Stay	No	Back Date	Thu 3/12/2026 Time 20:30

First Pick-up Instructions	Destination Instructions
$100 driver tip included per driver	

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Deluxe Motorcoach	1	$1,950.00	0	$0.00	$1,950.00
56	Deluxe Motorcoach	2	$1,950.00	0	$0.00	$1,950.00
56	Deluxe Motorcoach	3	$1,950.00	0	$0.00	$1,950.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
3	Driver gratuity	$100.00	$300.00	0	$0.00	$300.00
Movement Totals			$6,150.00		$0.00	$6,150.00

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

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

Signature		Print Name	Lindsay K. Drew	Date	March 9, 2026

Coach Manager Printed: 2/13/2026 6:26:21 PM

Docusign Envelope ID: 7883CA67-54BE-4179-892D-6D16ECCB49E5

Instructure.

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-410805-2
Date: 2026-01-28
Order Valid Through: 2026-06-16

Order Form for Derry Township Sd

Bill to Information

Entity Name: Derry Township Sd
Address: 30 East Granada Ave
City: Hershey
State/Province: Pennsylvania
Zip/Postal Code: 17033
Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Derry Township Sd
Address: 30 East Granada Ave
City: Hershey
State/Province: Pennsylvania
Zip/Postal Code: 17033
Country: United States

Shipping Contact

Name: Lindsay Drew

Email: ldrew@hershey.k12.pa.us

Phone: +1 717 533 2057

Billing Information

Billing Frequency: Annual Upfront

Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Payment Terms: Net 30

Year 1								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**
S1	Canvas LMS Cloud Subscription	2026-07-01	2027-06-30	Recurring	User	2,600		USD 18,486.00

Billing Summary			
Segment	**Recurring**	**Non-Recurring**	**Total**
Year 1	USD 18,486.00	USD 0.00	USD 18,486.00
Total	**USD 18,486.00**	**USD 0.00**	**USD 18,486.00**

Products	Description	Qty
Canvas LMS Cloud Subscription	Canvas LMS Cloud Subscription: Per User	2,600.00

Quote Special Terms
The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

User Clause: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

User Typical Use Clause: In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by

Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

Data Processing Addendum: The data processing addendum between the parties is available at: https://www.instructure.com/policies/data-processing-addendum

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

Contract Number:

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	*Please email all US state sales tax exemption certifications to ar@instructure.com*

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Derry Township Sd	
Signature:	
Name:	Lindsay Drew
Title:	School Board President
Date:	March 9, 2026

Instructure, Inc. (USA/CAN)	
Signature:	Signed by: krisztina komori E81C2BADE2E24AA...
Name:	Krisztina Komori
Title:	Pricing Analyst, Deal Desk
Date:	2/2/2026



Mixed Impressions DJs

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

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

BOOKING CONTRACT

Agreement made on Friday, January 9, 2026 by and between
Mixed Impressions DJ's Entertainment and:
Elizabeth Blosky (5797359)
Hershey High School
PO Box 898 Homestead Road, Hershey, PA 17033
Home: 534-2501

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

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

Event Date: **Friday, March 27, 2026** - - - - - - - - - - - Package: **Special $400.00**

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

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

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

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

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

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

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

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

PLEASE RETURN CONTRACT WITHIN 20 DAYS OF DATE SENT.

Mixed Impressions DJ: Matt H. Ola **Date:** 1/9/26

Authorized Signature: [signature] **Date:** March 9, 2026

Mixed Impressions DJs

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

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

BOOKING CONTRACT

Agreement made on Friday, January 9, 2026 by and between
Mixed Impressions DJ's Entertainment and:
Jeff Mackneer (5797359)
Hershey High School
PO Box 898 Homestead Road, ; Hershey, PA 17033
Work: 717-531-2244

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

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

Event Date: **Friday, May 22, 2026** - - - - - - - - - - - Package: **Intelligent Package $1,500.00**

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

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

$1,500.00 *minus* ***$100.00*** *non-refundable deposit leaving a balance of:* ***$1,400.00***

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

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

5. Additional services will be provided at: **$0.00** per hour. - - - - - Attire: **Formal**

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

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

PLEASE RETURN CONTRACT WITHIN 20 DAYS OF DATE SENT.

Mixed Impressions DJ: Matt H Oka **Date:** 1/9/26

Authorized Signature: _____ **Date:** March 9, 2026

Newsela Inc.
169 Madison Ave., #2770
New York, NY 10016

Order Form

Billing Information:
Billing Frequency: Upfront in full
Payment Terms: Net 30
Billing Schedule: Upon license start date

Order Form No. Q-172695
Newsela Contact: Ray Roberts
Contact Email: ray.roberts@newsela.com
Offer Date: January 20, 2026
Expiration Date: October 8, 2026

To:
Stacy Winslow
Derry Township School District
30 E Granada Ave Ste 200
Hershey, PA 17033-1591

Qty	Products/Services	Line Total
1	Newsela	$8,800.00
	Contract Total	**$8,800.00**

***See table above or Appendix for Product/Services details and License Dates.**

This Order Form, the Terms of Service available here, and the terms of any Statement of Work provided for the order of any Custom Collection, if applicable, which are hereby incorporated by this reference, is entered into by and between Newsela, Inc., and its parents, subsidiaries and affiliates, having an office at 169 Madison Ave., #2770, New York, NY 10016 (together "Newsela") and the customer named above, having an office at the address set forth above ("Customer"). All capitalized terms used in this Order Form and not defined herein shall have the meanings ascribed to them in the Terms of Service linked above. This Order Form is subject to the Terms of Service linked above, Newsela's Privacy Policy and, where applicable, any additional Terms and Conditions, or other binding RFP or binding bid signed by and between the Parties (together the "Customer Agreement").

The Customer Agreement constitutes the entire agreement between the parties with regards to this subject matter, and supersedes all written or oral understandings, proposals, bids, offers, purchase or delivery orders, negotiations, agreements or communications of every kind. Additionally, the Customer Agreement specifically supersedes the terms and conditions of any Purchase Order delivered to Newsela after this Customer Agreement is executed and any such terms and conditions shall not be applicable or considered a part of the terms and conditions that govern this engagement. The Customer's internal requirements for Purchase Orders does not relieve Customer of its obligation to pay Newsela for all years included herein. This Customer Agreement and the terms contained therein are intended only for the Customer and should be kept confidential.

Term: The subscription for the above-identified Newsela Products will commence and end as defined above, or in the License Dates Section of the Appendix in this Customer Agreement. By signing this Order Form, the Customer agrees to the pricing per product and quantity breakdowns underlying this Order Form, which will be provided by Newsela upon request at any time and will also be provided on the invoice unless requested otherwise. Failure of the Customer to make

use of the Products during their respective License Dates specified herein will not extend Newsela's obligation to deliver those Products/Services beyond those dates.

Following the Subscription End Date, unless prohibited by law, this Customer Agreement will renew for the Products/Services licensed hereunder for successive periods equal in length to the greater of the Term or 12 months (a 'Renewal Term'). If this Customer Agreement is so renewed, Customer agrees the prices payable for such Renewal Term shall be the prevailing rates then offered by Newsela for the licensed products stated above.

Fees: The Customer agrees to pay the Contract Grand Total set forth above per the Billing Terms noted above upon execution of this Customer Agreement. If a Purchase Order is required, Customer shall submit the Purchase Order to Newsela in accordance with the Billing Information set forth hereinabove by emailing it to billing@newsela.com and including "Customer Agreement No. Q-172695" in the subject line, otherwise a purchase order shall not be required for payment. Service will be suspended at Newsela's discretion if payment is not received by Newsela in accordance with the Billing Terms noted above. Failure of the Customer to use the Products/Services will not relieve Customer of its obligation to pay hereunder.

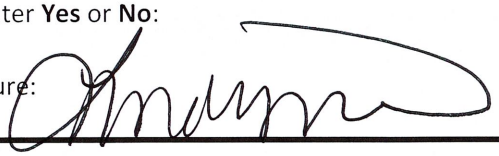
The individual executing this Customer Agreement has the authority to execute this agreement and bind the Customer, and Newsela has the right to rely on that authorization. The individual executing this Customer Agreement also certifies that there is funding in place for years included herein.

1. **Purchase Order Information**
   If you need a Purchase Order, please fill out the following information.
   PO Required:
   PO Number:
   PO Amount:

2. **Billing Information**
   Provide the billing service representative to whom the invoice should be addressed.
   Bill-To Name:
   Bill-To Email:
   By initialing here, I agree that the billing details stated above are current and accurate. ____

   Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice (if applicable). If the contracting entity is exempt from sales tax, please send the required tax exemption documents along with the order form number (Q-172695) to salestax@newsela.com.

3. **Is your organization exempt from sales tax?**
   Please enter **Yes** or **No**:

Authorized Signature: 

Date of Signature: March 9, 2026

Appendix

Products Breakdown

Sites	Product Code	Products Names	License Dates
1	ATG145	Newsela ELA	10/09/26 - 10/08/27

Product/Service Breakdown Per School

Line#	Schools	Products/Services	License Dates
1	HERSHEY MIDDLE SCHOOL	Newsela ELA	10/09/26 - 10/08/27

GASB 75 Valuation and Related Services Agreement

This GASB 75 valuation service agreement (the "Agreement") is made effective as of the 1st day of July, 2026 between the undersigned parties,

REQUESTOR: DERRY TOWNSHIP SCHOOL DISTRICT whose mailing address is
30 E. Granada Avenue, PO Box 898, Hershey, PA 17033

(hereinafter referred to as the "you" or "your"), and PENNSYLVANIA TRUST, a Pennsylvania nonprofit trust, whose mailing address is 90 Lawton Lane, Milton, PA 17847 (hereinafter referred to as "us," "we," or "our").

1. **Consulting Services** - GASB 75 valuation services will be performed for you as set forth in Exhibit A. At your request, you will be provided with additional health and welfare benefits related services or consulting. Such services will be charged and invoiced separately per the terms of Exhibit A: Services Available at Additional Cost. The GASB 75 valuation services and any additional health and welfare benefits related services or consulting will be performed under our contract with CONRAD M. SIEGEL, INC., a Pennsylvania corporation trading and doing business as **Conrad Siegel**, whose mailing address is 501 Corporate Circle, PO Box 5900, Harrisburg, PA 17110-0900.

   For purposes of this Agreement and Exhibit A:

1.1 ERISA means the Employee Retirement Income Security Act of 1974, as amended.

1.2 Code means the Internal Revenue Code of 1986, as amended.

1.3 HIPAA means Health Insurance Portability and Accountability Act of 1996 and the regulations thereunder.

2. **Scope of Engagement** - You agree to provide **Conrad Siegel** with any information, documentation and/or data requested in furtherance of this Agreement and to inform **Conrad Siegel** of any changes thereto. You acknowledge that these services cannot be adequately performed for you unless you diligently perform your responsibilities under this Agreement in a timely manner. Neither we nor **Conrad Siegel** shall be required to verify any information obtained from you, your attorney, accountant or other professionals, and are expressly authorized to rely thereon. All such professionals are hereby given permission by you to provide **Conrad Siegel** with information they may need. To the extent information, documentation and/or data is not provided to them accurately, completely, or timely, you agree to pay the hourly fee for monitoring the receipt of such data or to reprocess or correct any work.

2.1 The services provided pursuant to this Agreement shall not be construed to include legal, accounting, fiduciary, or investment advisory services. If you desire investment advice, you may choose to separately contract with **Conrad Siegel** *Investment Advisors, Inc.* the wholly owned subsidiary of **Conrad Siegel** or any other investment advisor.

   In the course of providing services to you, **Conrad Siegel** may make recommendations regarding plan design, interpretation, and compliance with applicable regulations. You are free at all times to accept or reject any recommendation from them, and you acknowledge that you have the sole authority with regard to the acceptance or rejection of any such recommendation or advice.

   The recommendations are based upon the professional judgment of **Conrad Siegel**. Neither they nor we guarantee the results of any of their recommendations. You are free to obtain legal and tax accounting services from any professional source to review the recommendations. You retain absolute discretion over all implementation decisions.

3. **Fees** – Generally, our fee for the services provided under this Agreement shall be made up of certain separate components as described below and in accordance with the fee schedule attached hereto as Exhibit A ("Actuarial and Consulting Services Compensation"). Notwithstanding the provisions of Sections 3 and 3.1 (and Sections 3.2 and 3.3, if applicable) and the provisions of Exhibit A, to the extent that this Agreement has attached hereto an Exhibit D at the request of the Requestor or **Conrad Siegel**, the fee shall be equal to the specified fee in such Exhibit D ("Specified Fee for Services"), provided each and every stated requirement is met. If the Exhibit D was requested by the Requestor and you fail to meet one or more of the stated requirements for the Exhibit D fee, hourly rates as shown in Exhibit B shall apply. The fee shall be billed in arrears no less frequently than quarterly for services completed during the billing period. Payment is due and payable upon invoicing.

3.1 **GASB 75 Valuation Services and Compensation** - This Agreement is for GASB 75 valuation services performed with valuation dates from January 1, 2025, to December 31, 2028. The services and compensation for GASB 75 Valuation Services shall be as described in Exhibit A, unless Exhibit D applies as mentioned above. With respect to each valuation cycle the amount billed will not exceed the stated estimated maximum charge.

3.2 **Optional Services** - The charges for Optional Services shall be billed in arrears for the period during which these services are completed.

3.3 **Additional Services** - Consulting services listed in Exhibit A under Services Available at Additional Cost shall be provided as described therein. These fees shall be billed in arrears.

3.4 **Late Payment –** In addition to other available remedies, we will be entitled to interest equal to one and one-half percent (1.5%) per month or, if less, the maximum amount permitted by law, on any fee that is due but unpaid by you for more than 30 days.

3.5 **Change in Fee** - If you contract for additional services for which the fee is based on professional time, the fee will be determined in accordance with the hourly rates in effect at the time of service. The hourly fees are set as of each January 1. The current calendar year hourly rates are as set forth in Exhibit B. The hourly fees for subsequent years will not exceed the stated fees by more than 5% per annum.

4. **Assignment** - Neither party may assign this Agreement without the prior consent of the other party. Both parties acknowledge and agree that transactions that do not result in a change of actual control of management shall not be considered an assignment.

5. **Confidentiality** - Except as required by applicable law, rule or regulation, or in order to perform the services contemplated by this Agreement, both parties agree to treat information provided in connection with this Agreement as confidential and to cause their business associates to do likewise, except that Requestor

authorizes **Conrad Siegel** to release the results of its GASB 75 valuation services to Pennsylvania Trust for statistical purposes.

6. **HIPAA Privacy and Security** - Except as required by applicable law, rule or regulation, or in order to perform the services contemplated by this Agreement, we will comply with the HIPAA Privacy Rule and Security Rule as further set forth in Exhibit C the Business Associate Agreement that we execute with you. Further, we represent to you that we have executed a similar Business Associate Agreement with **Conrad Siegel**.

7. **Conflicts of Interest** - Since this Agreement is with the named Requestor with respect to health and welfare benefit plans, the services shall be based upon the joint objectives of the named Requestor and the Plan Administrator of the plans as communicated to us by you, collectively. Both we and **Conrad Siegel** shall be permitted to rely upon instructions and/or information received from you collectively, unless and until instructed otherwise in writing. Neither we nor they shall be responsible for any claims or damages resulting from such reliance or from any change in the status of the relationship between the named Requestor and any of your employees that you appoint to communicate with us.

8. **Client Representations, Warranties, and Acknowledgements** - You represent and warrant to us that the terms and conditions of this Agreement are consistent with the terms of your health and welfare benefit plan documents. This Agreement has been duly authorized by the appropriate corporate or other action and when so executed and delivered shall be binding in accordance with its terms. You agree to promptly deliver such corporate resolution or other action authorizing this Agreement at our request.

   You agree to provide **Conrad Siegel** with the information, documentation and/or data that they may request in furtherance of this Agreement or related to your health and welfare benefit needs, goals, or objectives in the manner and within the time frame requested, either directly from you or through your designated attorney, accountant, or other professional advisors. You represent that such information, documentation and/or data is complete and accurate at the time of provision and warrant that you will promptly inform them in writing if and when such information, documentation and/or data becomes incomplete or inaccurate during the term of this Agreement. You acknowledge that **Conrad Siegel** is authorized to rely upon any information received from such attorney, accountant, or other professional advisor and are not required to verify the accuracy of the information.

   As the Plan's Sponsoring Employer and Plan Administrator, you represent that you will furnish true and complete copies of all documents establishing and governing the health and welfare benefit plans and evidencing your authority to execute this Agreement and that you will promptly furnish any amendments to the plans.

9. **Entire Agreement** - This Agreement and the Exhibits annexed hereto, which Exhibits are incorporated herein by reference and made a part hereof, constitute the entire Agreement between the parties and supersedes all understandings, agreements (oral and written), or representations with respect to the subject matter hereof. This Agreement may only be amended, revised or modified with our written consent. Each party acknowledges that no representation, inducement or condition not set forth herein has been made or relied upon by any party.

10. **Waiver** - No failure by us to exercise any right, power, or privilege that we may have under this Agreement shall operate as a waiver thereof. Further, no waiver of any deviation from, or breach of, this Agreement by you shall be deemed to be a waiver of any subsequent deviation or breach.

11. **Termination** - This Agreement shall terminate on December 31, 2028.

    We may discontinue the services being performed under this Agreement or terminate this Agreement upon 30-days prior written notice if you fail to pay our fees or otherwise materially breach this Agreement without curing the breach.

    Termination of this Agreement will not affect: (A) the validity of any action previously taken by us under this Agreement; (B) liabilities or obligations of the parties from transactions initiated before termination of this Agreement; or (C) your obligation to pay us fees that have already been earned under this Agreement. Upon the termination of this Agreement, we will not have any continuing obligation to take any action, except as described in this paragraph. If you terminate our services, the balance (if any) of our unearned fees shall be refunded to you and the balance (if any) of our earned fees shall be charged to you. **Conrad Siegel** will not prepare a final report, unless you so direct and agree to the payment of our full fee for such report.

    Upon termination of this Agreement, **Conrad Siegel** shall retain all files as required by the rules governing actuaries; however, you shall be entitled to receive copies of your files upon request. The files shall be treated as confidential as provided under this Agreement. The terms of any Business Associate Agreement regarding compliance with the HIPAA Privacy Rule and Security Rule shall survive this Agreement. Copies of the files will be forwarded as you direct, provided all our earned fees have been paid. The cost of copying will be charged to you.

12. **Indemnification** - You the named Requestor agree to indemnify and hold both us and **Conrad Siegel** harmless against any and all claims, actions, expenses and liabilities suffered or incurred by either us or **Conrad Siegel** and relating to or arising from this Agreement that result from you, your attorney, accountant, or other professional advisor, or a prior recordkeeper or insurer for a health or welfare benefit plan supplying incorrect or untimely information or are caused by the action or inaction of one or more of such persons. We shall indemnify and hold you harmless against any and all claims, actions, and expenses and liabilities suffered or incurred by you and relating to or arising from this Agreement that are directly related to the negligent provision of services, but not in excess of the fees paid under this Agreement for the twelve-month period immediately preceding the occurrence giving rise to the claim.

13. **Force Majeure** – Neither the parties nor their business associates will be held liable for failure to fulfill the obligations under this Agreement if the failure is caused by flood, extreme weather, fire, or other natural calamity, acts of governmental agency, or similar causes beyond the control of the party failing to perform. The terms for the performance will be increased to a reasonable period of time.

14. **Notices** - Any notice or correspondence required in connection with this Agreement will be deemed effective upon receipt if delivered to the party at the appropriate address listed above unless (a) the party has notified the other party(ies) of another address in writing or (b) you have consented in writing to receive such notice, correspondence, or other communication by facsimile or electronic delivery (e.g., e-mail). All of your directions (unless otherwise provided herein) shall be in writing.

Both we and **Conrad Siegel** shall be protected in relying upon any such direction, notice, or instruction until advised in writing of changes therein.

15. **Counterparts** - This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. The execution of this Agreement may be by actual or facsimile signature.

16. **Severability** - If any provision of this Agreement is deemed to be invalid or unenforceable or is prohibited by the laws of the state or jurisdiction where it is to be performed, this Agreement shall be considered divisible as to such provision and such provision shall be inoperative in such state or jurisdiction. The remaining provisions of this Agreement shall be valid and binding and of full force and effect as though such provision were not included.

17. **Governing Law, Venue, and Jurisdiction** - This Agreement and any dispute, disagreement, or issue of construction or interpretation arising hereunder whether relating to its execution, its validity, the obligations provided herein or performance shall be governed or interpreted according to the internal laws of the Commonwealth of Pennsylvania without regard to choice of law considerations . Any action, suit or proceeding arising out of, under or in connection with this Agreement seeking an injunction shall be brought and determined in the appropriate federal or state court in the Commonwealth of Pennsylvania and in no other forum. The parties hereby irrevocably submit to the jurisdiction of any such state court or federal court having jurisdiction in the Commonwealth of Pennsylvania in any such suit, action or proceeding arising out of or relating to this Agreement.

18. **Section or Paragraph Headings** - Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect, in any matter, or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

By each party executing this Agreement they acknowledge and accept their respective rights, duties, and responsibilities hereunder. This Agreement is only effective upon our execution below.

Requestor: Derry Township School District

By: _____ 3/9/26
Signature Date

Title: School Board President

Pennsylvania Trust

By: Brian A. Manning 01/19/2026
Signature Date

Title: Chairperson

EXHIBITS: A, B, C

EXHIBIT A
ACTUARIAL AND CONSULTING SERVICES AND COMPENSATION

GASB 75 Valuation Services and Compensation

The GASB 75 Valuation Service will be performed by the actuaries and employees of **Conrad Siegel** under our contract with them. The services will generally include the following:

- Preliminary discussion with you
- Collection of relevant census and benefit plan information
- Preparation of GASB 75 Actuarial Valuations
- Discussion with you regarding results of the valuations, if necessary

More specifically, this Agreement is intended to cover two, two-year GASB 75 valuation cycles. For each two-year cycle, GASB 75 actuarial valuations are done annually by Conrad Siegel, however the Requestor is only invoiced once every two years, covering both actuarial valuations during the cycle. The first valuation in the two-year cycle is referred to as a "Full" valuation because that is the year updated data is requested on the Requestor's employees and health care plans. The second valuation in the two-year cycle is called the "Interim" valuation. The same employee and health care plan data is used as the initial Full valuation. Data is permitted to be used for two years under the GASB 75 standard. What is updated for the Interim valuation is the discount (interest) rate used to value the liabilities, to reflect current conditions.

After the Full valuation is completed, the invoice is sent to the Requestor by Pennsylvania Trust. The Interim valuation issued the following year is completed when the new discount rate becomes available. No additional information is needed at that time. No additional invoice is sent. The Interim valuation is already paid for.

An example is shown below. For a valuation cycle that begins on 7/1/2025 with a Full valuation, the valuations are identified as follows:

- The Full valuation is identified as "Actuarial Valuation as of 7/1/2025 for fiscal year 7/1/2025 to 6/30/2026".
- The Interim valuation is identified as "Actuarial Valuation as of 7/1/2025 for fiscal year 7/1/2026 to 6/30/2027".

Both valuation dates, in the above example, are 7/1/2025. The liabilities are valued as of this date in both cases. The Full valuation is projecting the results forward one year. The Interim valuation is projecting forward two years, and valuing everything using the revised discount rate.

Regarding the agreement between you as the Requestor and the Pennsylvania Trust, the **valuation date** as described above (e.g. 7/1/2025) governs what fee cycle range it falls under. It does not matter when the data is provided to Conrad Siegel, nor when the work is completed. It is completely based on the valuation date. In the above example with a 7/1/2025 valuation date, the project falls under the first fee cycle dates ranging from 1/1/2025 to 12/31/2026. An invoice will be sent for this first cycle valuation based upon the grid below for first cycle valuation dates ranging from 1/1/2025 to 12/31/2026. For the second two-year valuation cycle under this Agreement (e.g. 7/1/2027 valuation date), the same process will be repeated (full and interim valuations). This work would fall under the second fee cycle dates ranging from 1/1/2027 to 12/31/2028. Another invoice will be sent for this second cycle valuation based upon the grid below for second cycle valuation dates ranging from 1/1/2027 to 12/31/2028.

EXHIBIT A
ACTUARIAL AND CONSULTING SERVICES AND COMPENSATION

Fees for GASB 75 Valuation Services are based on group size and level of complexity.

The fees shown below apply to first cycle valuation dates ranging from 1/1/2025 to 12/31/2026:

	Level of Complexity		
Size	Simple	Average	Complex
Small Group	$3,925	$5,650	$6,825
Medium Group	$5,125	$6,825	$7,975
Large Group	$6,325	$8,000	$9,175

The fees shown below apply to second cycle valuation dates ranging from 1/1/2027 to 12/31/2028:

	Level of Complexity		
Size	Simple	Average	Complex
Small Group	$4,150	$5,975	$7,225
Medium Group	$5,425	$7,225	$8,425
Large Group	$6,675	$8,450	$9,700

Group size is defined as follows:

Small Group:	< 200 participants
Medium Group:	201 to 500 participants
Large Group:	> 500 participants

Complexity is determined based on number of plan and benefit designs and number of subgroups requested. **Conrad Siegel** will determine the level of complexity. To the extent the complexity is determined to be between two levels, approximately the midpoint of the two values shown will be used for the fee.

Optional Services

- Valuation calculations under alternative parameters

  $600 - $1,100 per run

- Preparation of supplemental year-end calculations prepared in between valuations if it is deemed that updated assumptions (e.g. discount rate) should be used, or for other reasons requested by the Requestor.

  $600 per calculation

Services Available at Additional Cost **Time and Expense**

If a service that is not previously described in this agreement is requested or needed, this additional service will be made available and will be performed by the actuaries and employees of **Conrad Siegel** under our contract with them. We will bill you based on the time spent on the project and the current hourly rates for the staff involved in the project. You may request a cost

estimate before commencing the project. You may also request a statement of the current hourly rates at any time. A statement of these rates as of the current calendar year is attached to this Agreement.

- Actuarial studies
- Other services requested
- Consultation regarding plan design and cost controls
- Consultation regarding alternative assumptions and parameters including alternative experience studies
- Consultation regarding legal requirements pertaining to plan documentation
- On site meetings or presentations - Time for meetings includes preparation, travel time door to door and all time spent at your facilities

EXHIBIT B
Statement of 2026 Hourly Rates

As indicated in the Agreement, services for which the fee is based on professional time, the fee will be determined in accordance with our hourly rates in effect at the time of service. We set our hourly fees as of each January 1 for all clients. The rates below will be updated January 1, 2027 and each January 1st thereafter.

Hourly rates applicable for the period January 1, 2026 through December 31, 2026 are as follows:

- Actuarial Consultants: $360 to $425
- Non-Actuarial Consultants: $360
- Actuarial Analysts: Range from $175 to $315

Our hourly fees for subsequent years will not exceed the stated fees by more than 5% per annum.

Note: As indicated in Exhibit A, you may request an estimate of our cost before commencing work based on our hourly rates. You may also request a statement of our current hourly rates at any time.

EXHIBIT C

BUSINESS ASSOCIATE AGREEMENT REGARDING COMPLIANCE WITH HIPAA PRIVACY RULES

Pursuant to the GASB 75 Valuation and Related Services Agreement, Pennsylvania Trust through its business associate **Conrad Siegel** (hereinafter referred to as "**CS**") shall provide actuarial services including the preparation of GASB 75 Valuation Reports for the Requestor that involve the use of individually identifiable health information on behalf of a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Agreement supplements and is made a part thereof.

Section 1. Definitions

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule.

(a) **Breach** – Breach shall have the same meaning as the term "breach" in § 164.402.

(b) **Business Associate** – Business Associate shall mean **CS** and as further defined by § 160.103.

(c) **Group Health Plan** – Group Health Plan shall mean the plan that is the subject of the GASB 75 Valuation Report which constitutes a covered entity under the Privacy Rules.

(d) **Individual** – Individual shall have the same meaning as the term "individual" in § 160.103 and shall include persons who qualify as a personal representative in accordance with § 164.502(g).

(e) **Privacy Rule** – Privacy Rule shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 Code of Federal Regulations Part 160 and Part 164, Subparts A and E, as in effect or as amended, that are herein referenced by section number.

(f) **Protected Health Information** – Protected Health Information (also referred to herein as individually identifiable health information or PHI) is health information (including demographic information collected from an individual and genetic information) that: (1) is created or received by Business Associate from or on behalf of Group Health Plan; and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual; or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

(g) **Required By Law** – Required By Law shall have the same meaning as the term "required by law" in § 164.103.

(h) **Secretary** – Secretary shall mean the Secretary of the Department of Health and Human Services (HHS) or his designee.

(i) **Security Incident** - Security incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system as defined by § 164.304.

(j) **Security Rule** – Security Rule shall mean the security requirements of 45 Code of Federal Regulations Part 164, Subpart C, as in effect or as amended that are herein referenced by section number.

(k) **Subcontractor** – A business associate of **CS** that that creates, receives, maintains, or transmits protected health information on its behalf.

(l) **Unsecured Protected Health Information** - Unsecured Protected Health Information means Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary as further prescribed in the guidance issued under section 13402(h)(2) of Public Law 111–5.

Section 2. Obligations and Activities of Business Associate

CS agrees that it will:

(a) Not use or disclose PHI other than as permitted or required by the Agreement or as Required By Law;

(b) Use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement;

(c) Maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of Group Health Plan as required by the Security Rule;

(d) To the extent it is to carry out Group Health Plan's obligation under the Privacy Rule related to this contract, comply with the requirements of the Privacy Rule that apply to Group Health Plan in the performance of such obligation;

(e) Report to Group Health Plan as of the end of any calendar year quarter any improper use or disclosure of PHI, including any security incident, of which it becomes aware that does not constitute a Breach covered under Section 6;

(f) Ensure that any Subcontractors who create, receive, maintain, or transmit electronic PHI on behalf of **CS** with respect to Group Health Plan agree to the same restrictions and conditions that apply through this Agreement to **CS** with respect to such information, including: (i) implementing and maintaining reasonable and appropriate safeguards to protect PHI; and (ii) promptly notifying **CS** of any use, disclosure, or security incident of which it becomes aware, including breaches of Unsecured Protected Health Information;

(g) Mitigate, to the extent practicable, any harmful effect that is known to it of a use or disclosure of PHI in violation of the requirements of this Agreement by it or its agent (including a workforce member or subcontractor) acting within the scope of the agency;

(h) Terminate the contract or arrangement it has with a Subcontractor if it has knowledge that the subcontractor has engaged in a pattern of activity or practice that constitutes a material breach or violation of the Subcontractor's obligation under the contract or other arrangement, but only if the termination is feasible and only after it has taken reasonable steps to cure the breach or end the violation, as applicable, and such steps are unsuccessful;

(i) Make available PHI, at the request of Group Health Plan, to Group Health Plan or, as directed by Group Health Plan, to an Individual in order to meet the requirements under § 164.524 within 10 business days of the request;

(j) Make available PHI for amendment and incorporate any amendments to PHI that Group Health Plan directs or agrees to pursuant to § 164.526 at the request of Group Health Plan or an Individual within 10 business days of the request;

(k) Document such disclosures of PHI and information related to such disclosures in accordance with § 164.528 and provide such information to Group Health Plan or an Individual, within 10 business days;

(l) Make its internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI on behalf of Group Health Plan that it creates, receives, maintains, or transmits available to the Secretary, in a time and manner designated by the Secretary, for purposes of the Secretary determining compliance with the Privacy Rule.

Section 3. Permitted Uses and Disclosures by Business Associate

(a) Except as otherwise limited in this Agreement, **CS** may use or disclose Protected Health Information on behalf of, or to provide services to, Group Health Plan, subject to the Privacy Rule and the minimum necessary policies and procedures of Group Health Plan:

(1) Review health care claims for reimbursement under a Health Care Reimbursement Account.

(2) Review health care claims and payment.

(3) Coordination of benefits.

(4) Health care claim status.

(5) Enrollment and disenrollment in a health plan.

(6) Eligibility for a health plan.

(7) Health plan premium payments.

(8) Referral certification and authorization.

(9) First report of injury.

(10)Health claims attachments.

Data Aggregation Services - The Plan Administrator for Group Health Plan hereby authorizes and directs **CS** to provide it with data aggregation services as a part of providing the contracted services. Data aggregation, with respect to PHI received by **CS** in its capacity as the business associate of Group Health Plan, is the combining of such PHI by **CS** with PHI received by **CS** in its capacity as a business associate of one or more other covered entities under the Privacy Rule that have also granted this data aggregation service authorization, to permit the creation of data for analyses that relate to the health care operations of the respective covered entities. In connection with these services, the actual PHI received from one covered entity shall not be provided to another covered entity.

(b) **CS** shall be permitted to disclose the PHI in its possession to a third party for the purpose of **CS**'s proper management and administration or to fulfill any legal responsibilities of **CS** under the Privacy Rule and as an employer of enrolled actuaries; provided, however, that the disclosures are Required By Law or **CS** has received from the third party written assurances that (i) the information will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the third party; and (ii) the third party will notify the **CS** of any instances of which it becomes aware in which the confidentiality of the information has been breached.

(c) If this Agreement provides for payment activity-type services on behalf of more than one group health plan, **CS** may use or disclose PHI obtained as a business associate of one group health plan when undertaking such activities as a business associate of another group health plan. Each group health plan that is a party to this contract hereby authorizes this use or disclosure where this is necessary to secure payment.

CS may de-identify any and all PHI created or received by **CS** under this Agreement; provided, that the de-identification conforms to the requirements of the Privacy Rule.

Section 4. Obligations of Group Health Plan

(a) **Use of e-mail -** Whenever possible, only summary health information should be transmitted to **CS**. If it is necessary to use e-mail to communicate PHI, the PHI is to be confined to a password-protected PDF file attachment. In the alternative, e-mail may refer the recipient to an on-line document that only the recipient (or a similarly authorized person) is able to open. The Group Health Plan is responsible for compliance with the Privacy and Security Rules with respect to any PHI it transmits.

(b) **Provisions for Group Health Plan to Inform Business Associate of Privacy Practices and Restrictions**

(1) Group Health Plan shall notify **CS** in writing of any limitation(s) in its notice of privacy practices in accordance with § 164.520, to the extent that such limitation may affect **CS**'s use or disclosure of Protected Health Information. Group Health Plan agrees that it has included, and will include, in its Notice of Privacy Practices required by the Privacy Rule that it may disclose PHI for the purposes described in this Agreement.

(2) Group Health Plan shall notify **CS** in writing of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect **CS**'s use or disclosure of PHI.

(3) Group Health Plan shall notify **CS** in writing of any restriction to the use or disclosure of PHI to which it has agreed in accordance with § 164.522, to the extent that such restriction may affect **CS's** use or disclosure of PHI.

(4) Group Health Plan shall mitigate, to the extent practicable, any harmful effect that is known to it of a use or disclosure of PHI in violation of the requirements of this Agreement.

(c) **Permissible Requests by Group Health Plan**

Group Health Plan shall not request **CS** to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Group Health Plan, except as provided in this Agreement regarding data aggregation services.

Section 5. Acknowledgement of Direct Responsibility for Compliance with HIPAA

EXHIBIT C

CS hereby acknowledges that it is fully and directly responsible for compliance with the HIPAA Privacy and Security Rules as those rules were amended by the Health Information Technology for Economic and Clinical Health Act (HITECH). **CS** further acknowledges that it is subject to the civil and criminal enforcement provisions for failure to comply with these rules.

Section 6. Reportable Breach

(a) **Reporting of Breach to Privacy Officer -** If a Breach should occur as that term is defined in § 164.402, **CS** shall report the Breach of Unsecured Protected Health Information to the Privacy Officer of the Group Health Plan as soon as administratively possible under the circumstances, but in no instance in more than 10 business days after the event is known to an innocent employee or other agent of **CS,** with one exception. **CS** will honor any requested delay made by a law enforcement official that is made in accordance with § 164.412. The Notice of Breach shall contain all the information required under §§ 164.404(c) and 164.410(c). **CS** will also provide to the Privacy Officer of the Group Health Plan information it has regarding who committed the Breach and to whom disclosure was made if this information is relevant to the risk assessment.

(b) **Reporting of Breach to Individuals** - The Privacy Officer of the Group Health Plan shall remain primarily responsible for providing Notice of Breach to the individuals whose PHI was compromised. In the event of a reportable Breach occurring with respect to Unsecured Protected Health Information while in the possession of **CS**, **CS** will prepare and mail Notices of Breach to the individuals upon the Group Health Plan's provision of the last known address for the individuals. **CS** will assist the Privacy Officer of the Group Health Plan with any report required by HHS. As required under the regulation, the Privacy Officer of the Group Health Plan must make any required media report.

Section 7. Term and Termination

(a) **Term -** The term of this Agreement shall be effective as of January 1, 2025, and shall terminate when all of the Protected Health Information provided by Group Health Plan to **CS,** or created or received by **CS** on behalf of Group Health Plan, is destroyed or returned to Group Health Plan, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) **Termination for Cause** - If Group Health Plan believes it has knowledge of a pattern of activity or practice of **CS** that constituted a material breach or violation of **CS**'s obligation under this Agreement including any material breach or violation of its Security Rule compliance obligation, Group Health Plan shall immediately inform **CS** of such belief. **CS** shall respond to such notice within 10 business days with a determination as to whether there has been such a breach or violation. If such a breach or violation is determined to exist, **CS** shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful in the judgment of Group Health Plan, Group Health Plan may elect to terminate this Agreement upon 30 days advanced written notice. Any federal return/report due within 90 days of such notice shall be prepared by **CS** in return for the fee otherwise payable for this service under the underlying agreement governing the provision of administrative services.

(c) **Effect of Termination**

(1) Except as provided in Section 7(c)(2), upon termination of this Agreement, for any reason, **CS** shall return or destroy all Protected Health Information received from Group Health Plan, or created or received by **CS** on behalf of Group Health Plan. This provision shall apply to PHI that is in the possession of **CS**'s subcontractors and other agents. **CS** shall retain no copies of the PHI.

(2) In the event that **CS** determines that returning or destroying the Protected Health Information is infeasible due to (i) the reliance of Group Health Plan on **CS** to preserve its records for purposes of future audits of compliance with ERISA and/or Internal Revenue Code sections 105 and 125; (ii) the need to comply with retention requirements imposed on enrolled actuaries; or (iii) the preservation of electronic files for business continuity purposes, **CS** shall apply the protections of this Agreement to the PHI and shall not deliberately use or disclose any PHI in its computer system, backup system files, or paper files, except as needed to comply with an audit requested by the State or Federal government or Group Health Plan or to demonstrate compliance with retention requirements governing enrolled actuaries.

(3) Documentation of PHI disclosures and information related to such disclosures shall be maintained for a period of 6 years following the date of the accountable disclosure.

Section 8. Miscellaneous

(a) **Amendment** - The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary to comply with the requirements of the Privacy and Security Rules.

(b) **No Third Party Beneficiaries** - Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

(c) **Survival** - The respective rights and obligations of **CS** under Section 7(c)(2) and (3) of this Agreement shall survive the termination of this Agreement.

(d) **Interpretation** - Any ambiguity in this Agreement shall be resolved to permit Group Health Plan and **CS** to comply with the Privacy and Security Rules.

(e) **Section References** – All regulatory references contained herein are to the 45 Code of Federal Regulations.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Business Associate: Pennsylvania Trust

By: Brian A. Manning 01/19/2026
Signature Date

Title: Chairperson

Requestor: ~~Derry Township School District~~

By: [signature] 3/9/26
Signature Date

Title: School Board President

Renaissance

See Every Student.

Quote Summary for Quote 353386

Derry Township School District

Renaissance is pleased to offer Derry Township School District solutions designed to accelerate learning for children of all ability levels. The solution custom suited to your teachers and students is made of the following:

- Products (July 1, 2026 – June 30, 2027)
  - Nearpod Premium Plus – 2,644 students
  - Flocabulary – 2,644 students

Below is a calculated per student cost for the attached quote based on your customized solution.

Quote Summary
Quote Number: Q-353386
Student Count: Nearpod Premium Plus –2,644 Flocabulary – 2,644
Total Cost: $29,004.68

**Pricing is based on the quantities ordered per product. If quantities change, pricing will also change. Additional per student subscriptions added mid-term will be invoiced based on the remaining term of the subscription.*

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period, and Customer and its Authorized Users' access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context; and,
- consents on behalf of parents/legal guardians to the collection, use, and disclosure of the personal information of children under the age of 13 with respect to use of the Renaissance Products and Services, as described in Renaissance's Children's Online Privacy Notice https://docs.renaissance.com/R63871

To accept this offer and place an order, please sign and return this Summary.

Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below, or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

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Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	
By: Ted Wolf	**By:**
Name: Ted Wolf	**Name:** Lindsay K. Drew
Title: Senior Vice President Global Controller	**Title:** President, School Board
Date:	**Date:** March 9, 2026
	Invoice Date:

Email: Rachele.foley@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Bill To:
Traci Landry
PO Box 898
Hershey, PA 17033-0898

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional Development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021, New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves—only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom—transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote Number: Q-79034

Seesaw Learning, Inc.
548 Market Street
PMB 98963
San Francisco, CA 94104 US
Billing: ar@seesaw.me

Bill To
Derry Township School District
30A E Granada Ave
Hershey Pennsylvania 17033

End User
Derry Township School District

Contract Summary	
Quote Number: Q-79034	Payment Terms: Net 30
Expiration Date: June 30, 2026	Billing Frequency: Upfront
Contract Start Date: July 1, 2026	Contract End Date: June 30, 2027
Contract Subscription Term: 12.0 months	
Contract Notes:	
	Grand Total: USD 13,860.00

Product Name	Description	Subtotal
Seesaw AI	All the insights and benefits of Seesaw Instruction and Insights combined with premium AI features that streamline lesson planning, lesson creation, learning insights, and family communication. Includes 1 virtual Professional Development session to support implementation throughout the year.	USD 0.00
	TOTAL:	USD 13,860.00

For more information on funding resources, please review our Funding Guide.

Key Contacts

Decision Maker
Decided to purchase (or renew) Seesaw. Will be included in conversations about our partnership progress

Name: _____ Email: _____

Title: _____ Phone: _____

Professional Learning
Main Point of contact for Professional Learning services

Name: _____ Email: _____

Title: _____ Phone: _____

Quote Number: Q-79034

Seesaw Lead
Responsible for Seesaw training and adoption. Main Seesaw point of contact throughout the contract

Name: _____ Email: _____

Title: _____ Phone: _____

Tech Lead (Who can help set up your school?)
Lead for Seesaw's technical implementation. Point of contact for technical issues or updates.

Name: _____ Email: _____

Title: _____ Phone: _____

Billing Contact - Accounts Payable (Who will pay the invoice?)
Receives invoices. Point of contact on payment-related matters.

Name: _____ Email: _____

Title: _____ Phone: _____

School Address

Address: _____ City: _____

State: _____ Zip/Post Code: _____

Purchase Order Information

PO Number (if required): _____

Quote Number: Q-79034

Tax Information

Is your school or district tax exempt?

_____

If yes, please provide your tax ID number

_____

Terms and Conditions

Upon signing by Customer and submission to
https://web.seesaw.me/
or your sales representative, this Order Form shall become legally binding unless this Order Form is rejected by Seesaw Learning, Inc. for any of the following reasons: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and the signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form.

Sales and use tax, if applicable, will be shown on your invoice. Tax exempt customers will be asked to provide proof of exemption. Total amount does not include sales/value added/applicable withholding taxes as required by local jurisdiction. If Seesaw is responsible for collecting and remitting taxes, the taxes will be invoiced to customer, unless customer provides Seesaw with a valid tax exemption certificate authorized by the appropriate taxing authority.

This Order Form is governed by the terms of the Seesaw Learning, Inc. Terms of Service ("Terms") found
https://seesaw.com/terms-of-service
unless (i) Customer has a written Terms of Service executed by Seesaw Learning, Inc. for the Services, in which case such written terms of service will govern or (ii) otherwise set forth herein. By signing below, the parties agree to be bound by the Terms
.

Customer		**Seesaw Learning, Inc.**	
Company:	Derry Township School District	Signature:	
Signature:		Name:	
Name	Lindsay K. Drew	Title:	
Title:	President, School Board	Date:	
Date:	March 9, 2026		
Email:	ap@hershey.k12.pa.us		

Docusign Envelope ID: 041AE99E-21E8-4B6A-938B-2FDE150B6BD5

WAYGROUND
formerly Quizizz

Wayground Order Form

Q-80493

Wayground provides educators with a supplemental curriculum platform that helps bridge district priorities with classroom realities and get students to hit grade-level standards faster..

We're grateful for the opportunity to support your organization with a site license.

This order form expires on 3/18/2026

PREPARED FOR
Derry Township SD (Intermediate + Primary)

Subscription Start Date: 3/31/2026

Estimated Enrollment: 920

Subscription End Date: 6/30/2027

Product Name	Quantity	Subscription Term	Subtotal
Multi-School	920	12	$7,314.00
		TOTAL:	$7,314.00

Additional Notes:
Complimentary Access: April 1, 2026–June 30, 2026 — $0 (no-charge continuity access).
- Annual subscription from July 1, 2026–June 30, 2027 — $7,314, invoiced July 1, 2026 (Net 30).

Quizizz Implementation Contact

Contact Full Name

Contact Email

WAYGROUND
formerly Quizizz

The subscription period will start when this order form is signed by the customer unless otherwise indicated in writing and accepted by both parties.

Upon approval of this quote, Quizizz will issue an invoice and can begin onboarding at the organization's earliest convenience.

Next Steps

1. Please review this order form and send any follow-up questions to our team.
2. Have the right person approve the order and issue a purchase order if necessary.
3. Our team will issue an invoice and begin onboarding your teachers.

TERMS

Agreement and Authority
This order form, the Quizizz Terms of Service, and any additional mutually agreed upon exhibits or agreements form an Agreement between the customer and Quizizz Inc. The individual accepting this quote warrants that they have the authority to execute this Agreement on behalf of the relevant school, district or other organization.

Invoices and Payment
After finalizing the terms of this Agreement, Quizizz will issue an invoice for the relevant period, payable within 30 days of the invoice date. The method of payment shall be confirmed with a Quizizz representative. Prices are in U.S. dollars.

Sales tax exempt
Your Organization is exempt from state sales tax.

Renewals
Unless otherwise specified, Quizizz will send a renewal invoice 1 month prior to the license expiration for the following 12 months. If you do not wish to renew your license, please provide 60 days notice to Quizizz.

WAYGROUND
formerly Quizizz

Bill To

Ship To

Client Signature



THE COSTUMER®
1020-1030 Barrett St., Schenectady, NY 12305
Phone: 518-374-7442 • Fax: 518-374-0087
Open Monday - Friday 8:30 a.m. - 5:00 p.m.
www.TheCostumer.com | Theatre@TheCostumer.com

★★★★★★★★★★★★★★★★
This Contract Is Required To Process Order
★★★★★★★★★★★★★★★★

RENTAL CONTRACT AGREEMENT

Name of Production: FROZEN

Payment Method (If P.O. Hard Copy Required): #TBD

Dress Rehearsal Date: 2/24/26
(See Section 2)

Performance Dates: 2/27-3/1/26

Return Shipping Date: 3/2/26
(Costumes must be sent back the 1st business day after the final performance. See Section 3)

Lessee: Hershey High School Date: 2/3/26

Authorized Signature: Stacy L. Lemley

Title: Superintendent

Lessor: Story First Inc. DBA The Costumer

SHIP TO (please print clearly):

Name MICHELLE O'BRIEN

Company/Organization HHS THEATRE / DTSD

☐ Residential ☐ Business ☒ School

Street 300 E. GRANADA AVE.

City HERSHEY State PA Zip 17033

Phone 717-439-1683 Cell SAME

Fax 717-534-2684

Email mobrien@hershey.k12.pa.us

BILL TO (please print clearly):

Attn. ACCTS. PAYABLE

Company/Organization HHS THEATRE / DTSD

Street P.O. BOX 898

City HERSHEY State PA Zip 17033

Phone 717-439-1683 Cell SAME

Fax

Email ap@hershey.k12.pa.us

This contract is NOT valid until you read and INITIAL ALL Sections below. You must email, mail or fax this document to The Costumer, whether you place your order by fax, mail or online. Use blue or black ink ONLY.

MSO **1.** All gift certificates and show rebates MUST be submitted with the initial order.

MSO **2.** Prices are quoted per week. For longer periods, special arrangements must be made. The Costumer aims to ship your order to arrive the Friday prior to your opening date.

MSO **3.** Costumes must be returned or shipped back on the first business day after your last performance. Theatrical late returns, shipped or in person, will incur an overtime fee of 10% of the total bill per day. Non group rental late returns will incur a 20% fee per day.

MSO **4.** Reasonable wear to costumes is expected. DAMAGE is considered: tearing; burning; cutting; staining; removal of buttons, medallions, badges or other trim. Knee slides are not to be performed while in rental costume. You will incur full replacement cost for articles which are lost or damaged while in your possession or by improper return packing.

MSO **5.** Minor alterations must be made by hand sewn basting. Machine stitching may incur damage fees. Other unacceptable and chargeable alterations include: mending tape, glue, stitchwitchery, dying, spray painting and added ornamentation.

MSO **6.** You will pay full rental value for costumes you do not use unless you return the complete unwanted costume prior to your opening date. Early return credit of 50% of the costume cost will be issued for the return of complete costumes ONLY. There is no credit for partial returns or wigs.

MSO **7.** A $20 restocking fee will be charged for each costume cancelled /changed less than 10 business days prior to your dress rehearsal date.

MSO **8.** Hats and accessories shipped in separate cartons MUST be returned in their original cartons.

MSO **9.** You are responsible for the cost of shipping both ways.

MSO **10.** Costumes are altered to fit based off of the measurements that you provide, Lessee is responsible for providing accurate measurements. A minimum of $10 in additional fees will be charged for each costume ordered for chest, waist or hip measurements 45" or greater and/or heights 6'4" or taller

MSO **11.** Please note that The Costumer may refuse or cancel orders due to unavoidable circumstances (e.g. fire, destruction by previous renters, etc).

MSO **12.** For billable accounts. Payment in full is due on the first business day after your final performance. A finance charge of 1.5% per month will be assessed on all past due accounts. Orders not paid within 45 days may lose any discounts and be turned over to a collection agency.

MSO **13.** Costumes returned not on hangers and/or without ID tags will incur a fee of 5% of the total bill. An additional 5% fee will be levied for costumes returned with excessive makeup.

MSO **14.** Orders received less than 10 business days prior to shipping will incur a 20% rush fee. You are responsible for additional expedited shipping costs if required or requested. To be considered an order the following must have been provided (i) this rental contract, filled out, initialed, and signed; (ii) complete measurements; and (iii) complete costume assignments. Any costume added less than 10 business days prior to shipping will incur a 20% rush fee.

MSO **15.** Credit card information or hardcopy purchase orders are required for ALL orders.

MSO **16.** Discounts will be applied ONLY for complete orders received no later than 6 weeks prior to your first performance.

MSO **17.** Lessee warrants and represents that: (i) all necessary permissions for the production have been secured, including, without limitation, a valid performance license; and (ii) that any and all applicable royalty fees for the booking have been satisfied.

MSO **18.** Credit is appreciated in both your program and on the web/social media. Media shared with The Costumer may be used for testimonial purposes.

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COVID-19 Rider to Rental Contract Agreement

In the event of any inconsistency or conflict between the terms and provisions of this Rider and those contained in the printed portion of the Rental Contract Agreement to which this Rider is attached the terms and provisions of this Rider shall govern and be binding.

In response to the COVID-19 outbreak of 2020, federal, state and/or local governments have recommended guidelines and/or imposed restrictions resulting in the cancellation or postponement of many gatherings and events, including, among other things, theatrical productions, lessee hereby expressly waives any and all right to cancel under the Rental Contract Agreement and agrees that the full costume cost is 100% non-refundable.

All remaining provisions of the Rental Contract Agreement remain in full force and effect.

Stacy L. Newsham
Lessee

2/3/22
Dated:

THE MAGICAL WARDROBE

RENTAL AGREMENT CONTRACT

This contract is attached to, and is made a part of The Magical Wardrobe Terms and Conditions as well as the itemized rental invoice that has been created for the specific Renter and collectively these documents are a written agreement agreed upon by The Magical Wardrobe and the Renter as stated in the signature block below.

The renter has reviewed The Magical Wardrobe Rental Terms and Conditions and additional expectations as set forth in the attached documents and as presented on The Magical Wardrobe website and is in agreement with all that is written therein and will follow all guidelines as laid out in these terms and conditions and expectations.

During the rental term the preservation and care of the costume(s), props, and set pieces shall be the responsibility, and the sole risk of use, of the Renter. Renter agrees to return all rented inventory to The Magical Wardrobe in as good of condition as when it was received, except for normal use wear and tear and basic cleaning, which is expected and the care responsibility of The Magical Wardrobe.

Renter acknowledges to pay any extra fees levied after the rental time period has concluded for any late returns, and missing or damaged pieces as described and lined out in the Terms and Conditions and Expectations.
Renter also acknowledges that any costume(s), props, and/or set pieces rented by the Renter, should they not be returned or become damaged to the extent that, in The Magical Wardrobe's reasonable opinion, cannot be further utilized, that there will be a charge to the credit card on file for the item(s) an amount equal to 3x the replacement value of the item, as listed for each item either on the website's specific listing, on the attached itemized rental contract, or determined by The Magical Wardrobe upon return (or lack thereof) of the item.

Renter assumes all responsibility for the proper, respectful, and safe use of all rented pieces. Renter also agrees that the use of all official uniform wardrobe as outlined in the Terms and Conditions will be followed. Any injury or liability matter resulting from the use of any items rented from The Magical Wardrobe is the liability and responsibility of the Renter. The Magical Wardrobe or any person associated with this business is not responsible for any damages or claims resulting directly or indirectly from the use of the costume, prop, or set piece.

I agree with the terms and policies and accept The Magical Wardrobe Terms and Conditions and Expectations and all that is set forth in these documents.

Specific Event: Frozen Musical Production Date of Event: 2/25/26 - 3/1/26

Renter Signature: [signature] 2/3/26

THE MAGICAL WARDROBE

SHOW DATES: 2/25/26 - 3/1/26
WE WILL RENT AS MANY WEEKS AS POSS.
DESIRED ARRIVAL DATE: NO LATER THAN 2/17
*listed rental rates are for 1 week+shipping.
extra weeks: 2nd- 50% additional rate, 3rd- 25%

ORGANIZATION NAME: Hershey High School Theatre

BILLING ADDRESS: P.O. Box 898; 30 C E. Grenada Ave. (STREET)

Hershey (CITY) | PA (STATE) | 17033 (ZIP)

CONTACT PERSON: Michelle O'Brien PHONE: 717-439-1683

HEAD OF COSTUMING: MICHELLE & Josh VONTSCH PHONE: 717-805-4647

EMAIL: mobrien@hershey.k12.pa.us

☐ SAME AS BILLING ADDRESS

SHIPPING ADDRESS: 30C E GRENADA AVE. (STREET)

HERSHEY (CITY) PA (STATE) 17033 (ZIP)

Please make a separate entry for each costume as your provided info will be attached to each costume.
MAGICAL WARDROBE IS NOT RESPONSIBLE FOR INCORRECT MEASUREMENTS SO PLEASE MEASURE CAREFULLY!

#	CHARACTER / COSTUME	ACTOR NAME	Male/Female	Bust/Chest	Waist	Height	
* 1	ELSA	CHARLOTTE CAPLES	F	38	29	5'5"	✓
2	TRANSFORMATION GOWN						
3							
4	QUEEN ~~ARENDELLE~~ ANNA	ZOYA JOHNSON	F	33	27	5'2"	✓
5							
6							
7	KING AGNARR	BEN SILVIS	M	33	28	5'10"	✓
8							
9							
10							
11							
12							
13							
14							
15							
16							

RENTER EXPECTATIONS

All rented items should be treated with respect, knowing that you are being entrusted with someone else's property. Treat each rented piece in a manner in which you would want your own property taken care of should you loan out your own things to others! Use items in your productions and events in a manner that is appropriate and not damaging to the item.

We are not responsible for the use of any rented items or costumes that lead to injury or problems within your production or event. All weaponry should only be used lawfully and appropriately and in a theatrical manner and not in any form of real combat. Any official uniforms such as city, fire, and police or government or military shall only be worn and used during rehearsals and filming or performing. They should never be worn away from the set. If such is necessary, all official uniform insignias and patches must be covered.

To prevent possible staining of costuming that may result in a full replacement charge of the costume, please refrain from eating and drinking (except water) while wearing the costuming. Also please keep costuming hung up on garment racks and not left lying on dirty floors. Knee slides are not to be performed while in rental costumes. Excessive makeup found on costumes that require specialized cleaning will result in a 5% fee per costume billed to the credit card on file.

All extra transport bags, containers, boxes, hangers, and stock tags that are used in the rental must be returned. Failure to do so will result in a replacement fee charged to the credit card on file.

ACCEPTED PAYMENT FORMS

For local in store pickups, we accept credit card, debit card, check, and cash due at the time of pick up. We also accept invoice, such as Paypal invoice or Square invoice with prior arrangement to your pickup. The invoice must be paid prior to pick up.

CREDIT CARD INFO REQUIRED FOR ALL RENTALS!

You will be required to provide the info from a valid credit card to be kept on file for the duration of your rental period. A debit card or check will not be accepted. You can pay for your rental with this card or another form of payment. This info is kept on file as a "security deposit" to insure our rentals are returned and that payment is made for the rental as well as any necessary charges incurred at the time of the return for situations such as late returns, damage to a costume, or extra cleaning.

PRICING

Renter pays for time out, not time used, excluding time shipping if applicable. We offer pricing for single week rates. Any additional weeks needed will be billed at a 50% of the first week rental rate. We do not offer day rates. If a local pickup, the day you pick up a costume or item and the day you return the item or costume count towards your seven day weekly rate. If shipping, transit days do not count towards your rental weekly rate. If you are a NON PROFIT ORGANIZATION and you wish to not pay

sales tax on your order, you need to submit to us a copy of your organization's tax exempt form prior to your order being processed.

EARLY BOOKING

If you wish to book a show far in advance that is more than two months out, you will need to pay a non-refundable deposit towards your order. We must receive a 25% of your total order in payment in order for you to secure an early booking and your spot in line for the chosen show. This does not guarantee that we have everything you will need since it will be more than likely the case in that you will not yet have your actor sizes available. This pre-payment only puts you in the line according to your payment date and who else has also pre-paid to get what we have available that does work for your actors. If you are the first to pay your deposit, then you will be given our first available options. If you are second to reserve for the same time frame, you will get what is next available after the first group has been pulled for. We can only guarantee availability of exact costumes for your show once you have submitted to us your cast list with their measurements and we have had time to check your needs with our inventory.

LIMITED AVAILABILITY ITEMS

Due to the very limited availability of some of our puppets and very custom costume pieces we have for some of our shows, the following are only available as part of a full show package rental during our busy season of February through May. They can not at this time during our busy season be rented separately. This policy applies to the following, which could be modified at any time without notice: Frozen-Olaf and Sven, Lion King- The Leads that wear masks, Shrek- Farquaad and Elizabeth the Dragon, The Little Mermaid- Ursula and Triton, Wizard of Oz- Elite Line Tin Man

CANCELATIONS AND SUBSTITUTIONS

A $10 cancellation fee will be charged for each costume, $5 for each prop and $20 for each set piece that has already been pulled and prepared for your rental should you elect to cancel something on your signed contract and invoice. We begin pulling costumes 2 weeks prior to your schedule event or ship date and prop and set pieces 1 week prior to your scheduled event or ship date. Cancellation charges will be automatically added to your invoice prior to receipt of your payment. If invoice has already been paid, cancellation fees will be billed to the credit card on file. We reserve the right to make substitutes if possible or cancel an item or order in the event of unavoidable circumstances such as natural disasters that affect our operation or problems arising from previous renters that have or had the item(s) being requested. Should a payment have already been made and a cancelation is necessary, there will be a full refund of the payment made for the unavailable item(s). We also reserve the right to make costuming substitutions that may or may not look the same as the one pictured on our site or that has been requested should it, for whatever reason, not be available or not fit the actor or person for which it is intended. We will do our best to notify the renter should the substitution be significantly different from that which was ordered.

CLEANING

Rental industry standards typically expect costuming to be returned professionally dry-cleaned or laundered. However, we prefer to handle all of our own care of the costume and do all of our own cleaning. The cost of this service is factored into your rental rate for each piece, which sometimes reflects a rental rate that is a bit higher than standard rental industry rates. Also some of our more elaborate and delicate costumes require special handling and care, which is reflected in their higher rental rates.

Please DO NOT attempt to clean or repair any costuming yourself!! Please DO notify us upon return of your costumes of any known damage needing repair or any spills or stains that have occurred to any costume.

For any costuming that is sent out on hangers and/or in garment bags and with any identification tags, these items are to also be returned and in the condition and manner that they were sent out. Any broken hangers need to be replaced and anything damaged or missing will incur a replacement fee billed to the credit card on file. All costumes should come back on their hangers or in their bags/boxes and completely together in the same manner in which they went out. An added service charge of 5% of the total bill will be billed to the credit card on file should there be a costuming mess returned to us.

DAMAGED AND MISSING

A prop, decoration, or set piece determined by The Magical Wardrobe to be damaged beyond normal wear and tear will incur a damage charge as determined by evaluation from The Magical Wardrobe. Costuming is considered damaged but repairable if it is returned with any of the following: minor rips, tears or cuts, damage from pins, being machine altered (not permitted), broken zippers, missing buttons or medallions/embellishments/badges/trim, detached garment pieces. Repairable costuming will incur a damage fee determined by the evaluation of a costuming repair staff member and billed according to the rates set forth in the following paragraph. Costuming is considered damaged and not repairable and thus no longer rentable if it is returned with any of the following: irreparable tears, major seam damage, irreversible alterations, major cuts, burning, or having make-up or other permanent stains that render the costume non-rentable will be billed the 3x replacement value fee and in either situation, charged to the credit card on file. Any prop, decoration, or set piece damaged will be billed to the renter at $35 per repair hour, with a minimum of a one hour charge, plus the cost of any needed materials. Any costuming that is returned damaged or with alterations that have not been taken out and the costume returned to its original condition will be billed to the customer at $25 per seamstress repair hour, with a minimum of a one hour charge, plus the cost of any needed materials.

If an item is damaged beyond repair the customer will be notified of the cost to replace the item and the credit card on file will be charged the replacement value (rv) as indicated on the website's item listing or in the rental contract. If a costume is returned in a condition that is not able to be repaired satisfactorily based upon our own seamstresses' assessment or is stained for which cleaning can not remedy, then the customer will be notified of the cost to replace the item and the credit card on

file will be charged 3x the replacement vale (rv) as indicated on the website's item listing or in the invoice contract and in accordance to the explanation of replacement value given below.

We have done our very best to be fair in our pricing, which is well below the industry average for such charges, and we will evaluate any situation with as much fairness and understanding as possible, but please keep in mind the high costs we have as a shop operation to provide this service to you and these costs must be covered if we are to be able to continue providing our high quality costumes and amazing service to you!

REPLACEMENT VALUE

Should a costume or item either not be returned (in the case of loss or theft or due to damage) or be returned in a condition that necessitates replacement as determined by our staff, then the credit card on file will be charged. Standard industry practice is that replacement value is a calculated multiplier that factors in the cost of replacing the costume based upon its costs to either rebuy or remake as well as the potential costs from loss of business and extra staff hours to address the inventory loss. Rates are typically very high to encourage responsibility of use and discourage irresponsibility and hopefully avoid hardships on both the renter and the company. Industry rates have been noted to be as high as 10x the replacement value of an item. We have elected for 3x, which only covers the basic needs and assessment of the situation. This has been chosen to help keep any necessary charges as low as possible to create as small of a post-production impact to a theatre or school's budget as possible. We are working to provide a RV number to each item in our inventory. Not all items will have them at the time of your rental, but should there be loss or damage, a RV number will be assigned at the sole decision making of a Magical Wardrobe staff member. The assigned RV number is not up for debate or negotiation. This number is the amount that will be billed at the conclusion of the rental period should the item not be returned or is found in a condition that necessitates replacement. Props must be returned in the exact manner in which they left the shop. Painting and modification of a piece, unless cleared though a Magical Wardrobe staff person via a written down correspondence, will result in a replacement value charge.

ALTERATIONS

Costumes may be altered to fit (except in the case of a few high valued special outfits, which will be indicated as such), but MUST BE RETURNED TO THEIR ORIGINAL SIZE before returning. Minor alterations (hems, waists, cuffs) are acceptable as long as the alteration does not damage the costume and is reversible. Alterations requiring cutting and dying or spray painting of costumes is never allowed. Iron-on bonding web, mending tape, glue, stitchwitchery, or any other type of permanent adhesives may NOT be used on costumes. All alterations must be made by hand sewn basting. NO MACHINE ALTERING! Machine stitching may incur damage fees. The Magical Wardrobe will charge a $100 tailoring fee billed to the credit card on file for any costume that is returned altered. This is a HUGE deal for our shop as we rely on the sizing we label in our costumes to be accurate so that the costume fits each actor that rents it. An unknowingly altered costume will not reflect the size we have labeled in our costume and thus will not fit the next person after your use of the costume and this could cause very significant issues to a show and negative feedback on our service.

SHIPPING

If your rental is not a local pickup, we will gladly ship your costume(s), props, or other rental item needs to you! We ship UPS. Shipping charges are billed to the renter and include both getting your order to you and also back to us at the end of your rental period. A pre-paid return shipping label will be included with your order for each box. Please use the original boxes the items were shipped to you in (unless too damaged and if this is the case, please replace with a new box) cover over the old label(s) that are on the boxes when they arrive at your location with the new return labels. Do your best to repack into each box exactly what came in it to avoid extra billing charges. Should there be any damage to any costumes or items upon receipt of the return due to improperly repacking, there will be a damage or replacement value fee charged to the credit card on file. Once your show or event is done, the costumes or items need to be reboxed in their original boxes and shipped back to us the day after your event has concluded. Once reboxed and the return lable(s) attached you need to arrange for UPS pickup or take the box(es) to a UPS drop location. Note: NOT the Post Office! We use the big brown truck ☺ Return shipping needs to be completed (having arrived back at our warehouse) within four days of the end of the rental period. Any days beyond this time frame that occur before we receive back the costumes will incur late fees according to our late fees policy and guidelines. If you have any issues that arise that may delay your return to us, please contact us via phone or email so that we can be aware of the situation and see if there is anything we can help with. Please be diligent to not delay in getting your rented pieces back to us! They may be getting sent right back out to the next school group or theatre and your delay could cost them not having what they need to also do the show. You know what it would be like in your own show if costumes arrived late and so please don't be the reason they are late to the next group of kids!

Should for any reason you need our mailing address: The Magical Wardrobe 50 Woods Lake Rd. Greenville, SC 29607.

EXPEDITING (RUSH) ORDERS

Orders received less than 14 days prior to the shipping deadline will incur a 20% rush fee. Renter will also be responsible for any expedited shipping costs if required or requested. A quote will be provided prior to shipping for approval. We can and will ship two day air however we do not at this time do next day air due to extreme costs involved. If on our part there is a mistake, we will do our best to get you a solution in time for your event if at all possible. If it is deemed not possible due to either time or no item availability, you will be refunded the rental rate if billed. You will also receive a credit towards a future order. Amount will vary depending on the kind of mistake made. For any mistakes made or last minute needs requested by the renter, we will do our best to help if at all possible. Above expedited shipping rates will apply.

LEGAL

Failure to return merchandise, or to pay for damages, or to pay replacement value fees, or to pay all rental charges is cause for legal action by The Magical Wardrobe and the Renter agrees to pay all collection fees, court costs and attorney fees to enforce the terms and conditions and additional expectations and requirements as set forth in their rental agreement and on this website. The Renter assumes the risks of and holds The Magical Wardrobe harmless from property damage and personal injuries caused by rental goods. The Renter also acknowledges to hold The Magical harmless and indemnified of and from any liability for infringement of copy write, trademark, and patent resulting from
the use of any rented items by the Renter.

This document, along with the INVOICE #22298, constitutes a contract between:

Stage Monkey Design and Consulting
1473. W Linden St, St L
Riverside CA, 92507
(951) 572-2755
rentals@stagemonkeydesign.com

and

Hershey High School
Josh Yentsch
30C East Granada Avenue Hershey, PA 17033
jyentsch@hershey.k12.pa.us
(717)805-4647

Rental Dates: FEBRUARY 20-MARCH 2, 2026 Rental Amount: $1315.37 Replacement Value $4,000

TERMS

1. **Names**. Stage Monkey Design and Consulting (Lessor), and Hershey High School (Lessee/Renter) agree to the following rental.
2. **Equipment Being Rented**. Lessor agrees to rent to Lessee, and Lessee agrees to rent from Lessor the items as described above.
3. **Duration of Rental Period**. The rental period will begin on the rental "**Start Date**" and will commence on the rental "**End Date**" as described in the INVOICE.
4. **Delivery**. While Lessor will be responsible for arrangement of delivery, Lessee will be responsible for all delivery charges as previously agreed upon prior to this contract.
5. Delivery costs, including postage, freight, tolls, and all other applicable charges as shown on the INVOICE are an estimate, and may be subject to increase. Lessee will be notified in advance if additional charges may apply.
6. Equipment will be delivered to Lessee on or before the rental "**Start Date**" to the "**Ship To**" address as indicated on the INVOICE.
7. **Late Return**. If Lessee returns equipment to Lessor after the date the rental period ends OR makes the Equipment unavailable for pick up by Lessor or the shipping entity on that date without prior notification, Lessee will be billed for additional days at the "**Daily Rental**" rate, for each day or partial day beyond the end of the rental period until the Equipment is released. Lessor can subtract these rental charges from the security deposit (if applicable) or invoice for additional rental days. Lessee will not be held accountable for transportation time beyond the end of the rental period, or time lost while Equipment is in possession of the shipping entity.
8. **Cost of Replacement**. Lessor and Lessee agree to the current cost to replace the Equipment.
9. **Total Costs**. Total payment (rental and delivery) is due before Lessor will release the equipment for delivery. Payment can be made via Check/PO or Money Order payable to Stage Monkey Design, by Credit/Debit Card, or through PayPal.

GENERAL CONDITIONS

1. **RENTAL PERIOD.** The rental period will begin on the rental "**Start Date**" and will commence on the rental "**End Date**" as described above and in the INVOICE. The Rental period generally does not include time consumed in transporting the equipment. Lessor will make all reasonable efforts to assure the equipment will arrive to the Lessee on or before the rental "**Start Date**". Lessor will not be held responsible for delivery delays including but not limited to: carrier delay, incorrect shipping information, unavailability of a receiving party, damage or loss in transit, etc. Lessee is expected to return the equipment (or hand the equipment over to the specified carrier) no later than ONE business day following the rental "**End Date**".
2. **RENTAL CHARGES.** Lessee shall pay for the entire Rental Period on each article of equipment named in the INVOICE, at the rate therein stipulated and in accordance with the following:
    1. Weekly Rental Rates shall not be subject to any deductions on account of any non-working time in the week. The amount of rent payable for any fraction of a week at the beginning or end of the Rental Period shall be the weekly rental rate, prorated according to the number of calendar days in such fraction.
    2. Daily Rental Rates shall not be subject to deductions for any non-working time in the day and shall be paid for each calendar day in the month. Daily and weekly rental rates stipulated in the List of Equipment
3. **PAYMENT.** The rent for any and every item described in the INVOICE shall be the amount therein designated and is payable upon delivery of the Equipment. Lessee shall pay Lessor interest at ten percent (10%) on any delinquent payment from the date when such payment was due until paid and on any other sum of breach of this Agreement, from the date of the breach, and expenses of collection or suit, including actual attorney's fees.
4. **PROGRAM CREDITS.** All programs, publicity, and advertising in connection with use of this property, in all media (including print and electronic), shall carry a program note as follows:
   "*(LIST ITEM: Dragon Puppet / Pinocchio Nose / Milky White / etc.)* provided by **Stage Monkey Design and Consulting.**"
5. **FEES, ASSESSMENTS, AND TAXES PAID BY LESSEE.** Lessee shall pay all license fees, assessments, and sales, use, property and excise, and other taxes or hereafter imposed, and relating to Lessee's use or possession of the equipment.
6. **RECALL NOTICE.** Lessor may recall any or all equipment upon ten (10) days written notice to Lessee and the Lessee may return any or all equipment upon a like notice to the Lessor.
7. **MAINTENANCE AND OPERATION** Lessee shall not remove, alter, disfigure, or cover up any numbering, lettering, or insignia displayed upon the equipment, and shall see that the equipment is not subjected to careless, unusually or needlessly rough usage; and Lessee shall at his or her own expense maintain the equipment and its appurtenances in good repair and operative condition, and return it in such condition to Lessor, ordinary wear and tear resulting from proper use thereof along expected.
8. **REPAIRS**. The expense of all repairs made during the Rental Period, including labor, material, parts and other items shall be paid by Lessee.

9. **OPERATORS.** Unless otherwise mutually agreed in writing, Lessee shall supply all operators on the equipment during the Rental Period. All operators shall be competent. Should Lessor furnish any operators or other workmen for the equipment, they shall be employees of Lessee during the Rental Period, and Lessee shall pay them salary or wages and all other applicable costs. Lessee shall provide and pay for all workman's compensation insurance and pay all payroll taxes required by law and applying to such operators and workman.
10. **DISCLAIMER OF WARRANTIES**. Equipment manufactured and provided by Stage Monkey Design and Consulting has been manufactured and tested to the highest quality and standards. This limited warranty offered by Stage Monkey Design and Consulting covers defects in materials or workmanship. Stage Monkey Design and Consulting will replace at no charge for parts only or, at its option, replace any product or part of the equipment that proves defective because of improper workmanship and/or material, under normal installation, use, service and maintenance. If Stage Monkey Design and Consulting is unable to provide a replacement, and repair is not practical or cannot be made in a timely fashion, Stage Monkey Design and Consulting may elect to refund all or a portion of the rental price. Our warranties do not cover any problem caused by:
    1. Conditions, malfunctions or damage not resulting from defects in material or workmanship.
    2. Conditions, malfunctions or damage resulting from (1) normal wear and tear, improper installation, improper maintenance, misuse, abuse, negligence, accident or alteration.
    3. Accessories, connected materials and products, or related products not manufactured by Stage Monkey Design and Consulting.
    4. Our limited warranties are void if equipment is returned with any alterations made by the lessee.

11. LESSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS DESIGN, ITS CAPACITY, ITS PERFORMANCE, ITS FITNESS FOR ANY PARTICULAR PURPOSE, OR THAT IT WILL MEET THE REQUIREMENTS OF ANY LAWS, RULES, SPECIFICATIONS, OR CONTRACTS WHICH PROVIDE FOR SPECIFIC APPARATUS OR SPECIAL METHODS. LESSOR FURTHER DISCLAIMS ANY LIABILITY WHATSOEVER FOR LOSS, DAMAGE, OR INJURY TO LESSEE OR THIRD PARTIES AS A RESULT OF ANY DEFECTS, LATENT OR OTHERWISE, IN THE EQUIPMENT. LESSOR SHALL NOT BE LIABLE IN ANY EVENT TO LESSEE FOR ANY LOSS, DELAY, OR DAMAGE OF ANY KIND OR CHARACTER RESULTING FROM DEFECTS IN, OR INEFFICIENCY OF, EQUIPMENT HEREBY LEASED OR ACCIDENTAL BREAKAGE THEREOF.
12. **INDEMNITY**. Lessee shall indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees, arising out of, connected with, or resulting from the equipment or the Lease, including without limitation, the manufacture, selection, delivery, leasing, renting, control, possession, use, operation, maintenance or return of the equipment. Lessee shall further indemnify Lessor, and hold Lessor harmless from all loss and damage to the equipment during the rental period. Lessee recognizes and agrees that

included in this indemnity clause, but not by way of limitation, is Lessee's assumption of any and all liability for injury: disability and death of workmen and other persons caused by the operation, use, control, handling, or transportation of the equipment during the Rental Period.

13. **RISK OF LOSS**. Lessor shall not be responsible for loss or damage to property, material, or equipment belonging to Lessee, its agents, employees, suppliers, or anyone directly or indirectly employed by Lessee while said material property, or equipment is in Lessor's care, custody, and control or under Lessor's physical control. Lessee is encouraged to obtain appropriate equipment, material, or installation floater insurance against such risk of loss. Lessee and its insurers waive all rights of subrogation against Lessor for such losses.
14. **INSPECTION: CONCLUSIVE PRESUMPTIONS**. Lessee shall inspect the equipment within three (3) business days after receipt thereof. Unless Lessee within said period of time gives written notice to Lessor, specifying any defect in or other proper objection to the equipment. Lessee agrees that it shall be conclusively presumed, as between Lessor and Lessee, that Lessee has fully inspected and acknowledged that the equipment is in full compliance with the terms of this agreement, in good condition and repair, and that Lessee is satisfied with and has accepted the equipment in such good condition and repair. Lessor shall have the right at any time to enter the premises occupied by the equipment and shall be given free access thereto and afforded necessary facilities for the purpose of inspection.
15. **INSURANCE**. Lessee shall keep the equipment insured against all risks of loss or damage from every cause whatsoever for not less than the full replacement value thereof; and shall carry public liability and property damage insurance covering the equipment and its operation and handling for the amount of at least Five Hundred Thousand Dollars ($500,000.00) or other reasonable amount specified by Lessor. Lessee shall pay the premiums and any deductible portions therefor and deliver said policies, or duplicates thereof, to Lessor.
16. **OWNERSHIP**. Lessor shall at all times retain ownership and title of the equipment. Lessee shall give Lessor immediate notice in the event that any of said equipment is levied upon or is about to become liable or is threatened with seizure, and Lessee shall indemnify Lessor against all loss and damages caused by such action.
17. **NO SUBLETTING ASSIGNMENT**. No equipment shall be sublet by Lessee, nor shall he assign or transfer any interest in this Agreement without written consent of Lessor. Lessor may assign this Agreement without notice. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the heirs, successors, and assigns of the parties hereto.
18. **REMEDIES CUMULATIVE: NO WAIVER; SEVERABILITY**. All remedies of Lessor hereunder are cumulative and may, to the extent permitted by law, be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed to be an election of such remedy or to preclude the exercise of any other remedy. No failure on the part of the Lessor to exercise and no delay in exercising, any right or remedy, hereby shall operate as a waiver thereof; nor shall any single or partial exercise by Lessor of any right or remedy hereunder preclude any other or further exercise thereof or the exercise of any other right or remedy. If any term or provision of this

lease is found invalid, it shall not affect the validity and enforcement of all remaining terms and provisions of this lease.

19. **EXPENSES**. Lessee shall pay Lessor all costs and expenses, including attorneys' fees, incurred by Lessor in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.
20. **ENTIRE AGREEMENT**. This instrument constitutes the entire agreement between Lessor and Lessee; and it shall not be amended, altered or changed except by a written agreement signed by the parties hereto.
21. **DEFAULT; REMEDIES**. If (a) Lessee shall default in the payment of any rent or in making any other payment hereunder when due, or (b) Lessee shall default in the payment when due of any indebtedness of Lessee to Lessor arising independently of this lease, or (c) Lessee shall default in the performance of any other covenant herein and such default shall continue for five days after written notice hereof to Lessee by Lessor, or (d) Lessee becomes insolvent or makes an assignment for the benefit of creditors, or (e) Lessee applies for or consents to the appointment of a receiver, trustee, or liquidator of Lessee or of all or a substantial part of the assets of Lessee under the Bankruptcy Act, or any amendment thereto (including, without limitation, a petition for reorganization, arrangement, or extension) or under any other insolvency law or law providing for the relief of debtors, then, if and to the extent permitted by applicable law. Lessor shall have the right to under any other insolvency law or law providing for the relief of debtors, then, if and to the extent permitted by applicable law. Lessor shall have the right to exercise any one or more of the following remedies:

    1. To declare the entire amount of rent hereunder immediately due and payable as to any or all items of the equipment, without notice or demand to Lessee.
    2. To sue for and recover all rents, and other payments, then accrued or thereafter accruing, with respect to any or all items of the equipment.
    3. To take possession of any or all items of the equipment without demand, notice, or legal process, wherever they may be located. Lessee hereby waives any and all damages occasioned by such taking of possession. Any said taking of possession shall not constitute a termination of this lease as to any or all items of equipment unless Lessor expressly so notifies Lessee in writing.
    4. To terminate this lease as to any or all items of equipment.
    5. To pursue any other remedy at law or in equality.

Notwithstanding any said repossession or any other action which Lessor may take, Lessee shall be and remain liable for the full performance of all obligations on the part of Lessee to be performed under this Lease. All such remedies are cumulative, and may be exercised concurrently or separately.

Signature Page

Invoice # 22298
Rental Dates FEBRUARY 20-MARCH 2, 2026
Rental Amount $1315.37
Replacement Value $4,000

Lessee Signature Superintendent

Hershey High School
Josh Yentsch
30C East Granada Avenue Hershey, PA 17033
jyentsch@hershey.k12.pa.us
(717)805-4647

Jason Graham
Stage Monkey Design & Consulting
1473 W Linden ST, ST L
Riverside, CA 92507
(951) 572-2755
rentals@stagemonkeydesign.com

School District

AGREEMENT

THIS AGREEMENT, is made this ___ day of _____, 2026, by and between COMMONWEALTH UNIVERSITY OF PENNSYLVANIA (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and the school district **Derry Township School District** at **30 E. Granada Avenue, Hershey, PA 17033** (hereinafter "School District"). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY:

a. *Selection of Students*. The University will be responsible for the selection of qualified students to participate in the field study, internship, practicum or student teaching experience. The selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.

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

c. *Submission of Candidates*. The University will submit the names of the students to the School District or a designated representative at least two weeks prior to the field study, internship, practicum or student teaching experience.

d. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student will be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.

e. *Professional Liability Insurance*. Students are responsible for procuring professional liability insurance at their own expense. The limits of the policy will be a minimum of $1,000,000.00 per claim and $3,000,000.00 aggregate. This policy must remain in full force and effect for the duration of the field study, internship, practicum or student teaching experience.

The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§ 8521, et seq.

f. *Health and Security Status*. The University will require its students who are participating in the field study, internship, practicum or student teaching experience to comply with health status and security clearance requirements of the School District and/or state regulatory agencies, including but not limited to completion of TB tests, current Act 34 Pennsylvania state criminal history report, current Act 151 child abuse report, and Act 114 FBI federal criminal history background

check. Proof of compliance must be presented to the University, with appropriate authorization to release information to the School District, prior to participating in the experience.

II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT:

a. *Establishment of Field Study, Internship, Practicum or Student Teaching*. The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a field study, internship, practicum or student teaching center. This field study, internship, practicum or student teaching experience is for students enrolled in the University's BS in American Sign Language (ASL)/English Interpreting; BSEd/MEd in Business Education; BSEd/MEd in Early Childhood Education (PK-4); BA in Music*Music Education Certification K-12; BSEd Deaf Education N-12/Early Childhood PK-4 (dual certification); BSEd/MEd Special Education PK-8/Early Childhood Education PK-4 (dual certification); BSEd/MEd Special Education PK-12/Early Childhood Education PK-4 (dual certification); BSEd in Middle Level (4-8) Mathematics; BSEd in Middle Level (4-8) Social Studies; BSEd in Middle Level (4-8) Language Arts; BSEd in Middle Level (4-8) Science; BSEd in Secondary Education (7-12) Biology; BSEd in Secondary Education (7-12) Citizenship; BSEd in Secondary Education (7-12) Chemistry; BSEd in Secondary Education (7-12) Earth/Space Science; BSEd in Secondary Education (7-12) Mathematics; BSEd in Secondary Education (7-12) Physics; BSEd in Secondary Education (7-12) English; Nursing (ASN, ABSN, BSN, RN to BSN, MSN); MS in Athletic Training; MEd Reading/Certification; MEd in Curriculum and Instruction Secondary Education Mathematics; MEd in Curriculum and Instruction Secondary Education Social Studies; MEd in Curriculum and Instruction Secondary Education Language Arts; MEd in Curriculum and Instruction Secondary Education Science; MS in Speech-Language Pathology; MS in Special Education/Special Education Supervisory Certification; MEd in Special Education (PK-8) Certification; MEd in Special Education (7-12) Certification; MEd in Special Education (PK-12); MEd in Special Education Dual SPECED (PK-12)/ECE (PK-4); MEd in MEd in College Student Affairs; MEd in Principal Certification (PK-12) program; MEd in Supervisory Curriculum and Instruction (PK-12) Certification; MEd in School Counseling (PK-12) Certification; and Teacher Intern Certification Programs. This field study, internship, practicum or student teaching experience is required and authorized by law.

b. *Policies of School District*. The University will review with each student, prior to the assignment any and all applicable policies, codes, or confidentiality issues related to the experience. The School District will provide the University all the applicable information at least two weeks in advance of the student's participation.

c. *Administration*. The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.

d. *Removal of Noncompliant Student*. The School District shall have the authority to immediately remove a student who fails to comply with School District policies and procedures. If such a removal occurs, the School District will immediately contact the responsible University Faculty Supervisor.

e. *Designation of Representative*. The School District will designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).

f. *Supervision of Students*. The School District will provide an employee of the School District to act as a supervisor of student activities during the field study, internship, practicum or student teaching experience.

g. *Reporting of Student Progress*. The School District will provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

h. *Student Records*. The School District will protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent the written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. MUTUAL TERMS AND CONDITIONS:

a. *Number of Participating Students*. The parties will mutually agree upon the number of University students assigned to the School District for the field study, internship, practicum or student teaching experience.

b. *Term of Agreement*. The term of this Agreement shall be from the date of execution until June 30, 2031. This Agreement may not exceed a period of five years.

c. *Termination of Agreement*. The University or the School District may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination. In the event of a disagreement between the parties regarding any issue related to this Agreement, each party shall designate a contact person who will engage in good faith discussions to resolve the issue. If the designated representatives are unable to reach a resolution, either party may proceed with termination as outline in this Agreement.

d. *Nondiscrimination:* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. CUOP students are protected by the Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. **Derry Township School District** agrees to cooperate with CUOP in its investigation of claims of discrimination or harassment. Reporting of Sexual Violence and Sexual Harassment and Identification of Resources: **Derry Township School District** shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to Commonwealth University's Title IX Coordinator Jennifer Raup, jraup@bloomu.edu, 570-389-4808. The site shall identify resources, such as medical care and counselling that are available to any student who has been the victim of sexual assault, dating violence, domestic violence or stalking.

e. *Interpretation of the Agreement*. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

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

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

h. *Liability*. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the Pennsylvania State System of Higher Education or the University.

i. *Entire Agreement*. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

j. *Assignment*. In addition to any assignability rights otherwise granted to the University by law or within this Agreement, the University shall specifically have the right to assign this Agreement to any entity within Pennsylvania's State System of Higher Education, whether now in existence or later formed. Should assignment occur, or should the University's name or legal entity change, assignment shall be complete upon notice to the School District of the change or assignment, without need for subsequent agreement or novation. Nothing in this paragraph shall be interpreted in a manner that limits the University's right to otherwise assign this Agreement. Nothing in this paragraph shall be read to have any effect on School District's right to assign this Agreement.

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

Commonwealth University of Pennsylvania		**Derry Township School District**	
			March 9, 2026
Authorized Signature	Date	Authorized Signature	Date
		President, School Board	
Title		Title	
		Lindsay K. Drew	
Print Name		Print Name	

Derry Township School District
Superintendent, Dr. Stacy Winslow
30 E. Granada Avenue
Hershey, PA 17033
Phone: 717-534-2501 ext. 3204
Email: swinslow@hershey.k12.pa.us
Website: www.hershey.k12.pa.us

PennState Health
Milton S. Hershey Medical Center

Penn State Health Child & Adolescent Psychiatry Fellowship Program
and
Derry Township School District

Program Letter of Agreement

This document serves as an agreement between Penn State Health and **Derry Township School District** involved in Graduate Medical Education of medical residents/fellows. This agreement is effective from March 1, 2026 and will remain in effect for ten years, or until updated, changed, or terminated by Penn State Health or **Derry Township School District**. Any modifications or changes to this agreement must be in writing and signed by all parties.

I. **Persons Responsible for Education and Supervision**

a. At Penn State Health: Susan Lane-Loney, PhD and Jessica Bonatakis, PsyD

b. At **Derry Township School District**: Stacy Winslow, Ed.D.

c. The above listed individuals are responsible for the education, supervision, and evaluation of the residents/fellows while rotating at **Derry Township School District**. If this responsibility is assumed by another individual, the program director will receive prior notification in writing for approval of the successor.

II. **Responsibilities**

a. Dr. Susan Lane-Loney and Dr. Jessica Bonatakis will provide appropriate supervision of residents/fellows in patient care activities and maintain a learning environment conducive to educating the residents/fellows in the ACGME competency areas. The faculty must evaluate resident performance in a timely manner during each rotation or similar educational assignment and document this evaluation at completion of the assignment.

b. It is understood that Penn State Health, as the institutional sponsor of the training program, continues to have responsibility for the quality of this educational experience and must retain authority over the residents' activities.

III. **Content and Duration of Educational Experience**

a. The content of the educational experiences has been developed according to ACGME Residency/Fellowship Program Requirements.

b. The educational goals and objectives of this rotation are: included at the bottom of this document.

c. The faculty at **Derry Township School District**, in cooperation with the Penn State Health supervising faculty, is responsible for the day-to-day activities of the residents to ensure that the outlined goals and objectives are met during the course of the educational experience.

d. Penn State Health shall designate the PGY 5 resident who will fulfill the one-month rotation.

e. Penn State Health shall provide full coverage of the resident's salary and benefits including health and liability insurance. The stipend and other benefits shall be paid to the residents by Penn State Health.

IV. Policies and Procedures that Govern Resident Education

Penn State Health policies and procedures that govern the resident educational experience shall remain in effect for the duration of the clinical rotation. All policies, procedures, rules and regulations of Penn State Health shall apply to residents during their participation in the clinical education program. Penn State Health shall retain general responsibility for content and methods of instruction, supervision, control, evaluation and related matters concerning the structure of the clinical education program and resident admission to, dismissal from and participation in the clinical education program. Residents will be under the general direction of the Penn State Health Graduate Medical Education Committee's policies and the policies of **Derry Township School District**.

V. Termination of Agreement

Either party may terminate this Agreement voluntarily by providing no less than thirty (30) days prior written notice to the other party.

2/20/2026

Fauzia Mahr, MD, Program Director Date
Child & Adolescent Psychiatry Fellowship
Penn State Health Milton S. Hershey Medical Center

03/16/2026

Karl T. Clebak, MD, MHA, FAAFP Date
Associate Dean for Graduate Medical Education
Designated Institutional Official (DIO)
Penn State Health Milton S. Hershey Medical Center

Susan E Lane-Loney 2/20/2026Ě

Susan Lane-Loney, PhD Date
Rotation Supervisor, Derry Township School District

Jessica Bonatakis 2/20/2026

Jessica Bonatakis, PsyD Date
Rotation Supervisor, Derry Township School District

3/11/26

Stacy Winslow, Ed.D., Superintendent Date
Derry Township School District

Derry Township School District

I. Description

A. This is a required rotation at which the second-year fellows will spend one month of their time (approx. 3-4 full days).

B. Supervising faculty consists of two full-time licensed psychologists affiliated with the department of Psychiatry, Penn State University. The school administrator will serve as the site liaison

C. The school population consists of school age children and adolescents in the Hershey area.

D. This rotation provides opportunities for the fellows to observe normal developmental milestones in playground, lunchroom and classroom settings. This experience will give fellows opportunity to observe cognitive, motor and emotional development of children and adolescents in a non-clinical setting. They will have no clinical responsibility during this experience.

E. Supervision is provided primarily by the attending psychologists and is done as the fellow has the opportunity to visit local school in person. Supervision is a mix of in-person and virtual model, and supervisors are immediately available for questions. School administrator or designee will be available for questions as needed.

II. Goals and Objectives

Goal: *To familiarize residents with an important continuum of care for young children & youth with focus on normal developmental milestones.*

A. Acquisition of Clinical Knowledge

Objectives: The trainee *is expected to achieve the following by the end of the rotation:*

1. Demonstrate knowledge of typical child development and behavior in this population
2. Demonstrate knowledge of typical developmental social-emotional-behavioral challenges

B. Development of Clinical Skills

Objectives: The trainee *is expected to achieve the following by end of the rotation:*

1. Demonstrate ability to conduct playground and/ or classroom assessment and discuss with attending supervisor
2. Demonstrate ability to reflect on social and emotional development

C. Development of Appropriate Clinical Attitudes

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*
& social standing

1. Approach care settings demonstrating an investigatory and analytic approach when assessing developmental milestones in non-clinical settings
2. Demonstrate a commitment to confidentiality in this setting

Competency Based Goals and Objectives

Medical Knowledge

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

2. Demonstrate knowledge of deviation from normal developmental trajectory in the age range observed.

1. Explain the role of normal social and cognitive development in development of self-worth

Patient care

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

1. Apply knowledge of these non- clinical settings to patients in treatment through review with supervisor.

Interpersonal and Communication Skills

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

1. Ability to effectively observe and communicate challenges and observations in a professional manner

Professionalism

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

1. Attend all scheduled sessions.
2. Be prompt to sessions.
3. Be respectful in all encounters

Practice-Based Learning and Improvement

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

1. Demonstrate the attitude and skills for continued self-education by showing evidence of required readings.
2. Utilize the opportunity of seeing children & adolescents in a non-clinical setting to contribute to their understanding of mental health disorders

Systems-Based Practice

Objectives: the trainee *is expected to achieve the following by the end of the rotation:*

1. Demonstrate knowledge about assessment of children & adolescents in school settings and the impact of their cognitive, emotional and motor milestone development on behaviors in school settings

III Supervision

At Milton Hershey School, the designated site lead will orient the trainees, reviews school rules and regulations and help set up site visits for the residents

IV Evaluation

At the outset of the rotation, trainees participate in discussions with attending supervisors who assess their baseline knowledge about developmental milestones in school settings and their knowledge about stages of development. During the rotation, trainees verbalize their understanding of normal development, observations in non- clinical settings and understanding of the interface of mental health systems with school systems. Attending physicians are required to utilize the standard evaluation form for the fellowship program.

PROPOSAL



Providing Solutions for Four Generations

4391 Chambers Hill Road ◦ PO Box 4456 ◦ Harrisburg, PA 17111-0456 ◦ Phone 717.564.1515 ◦ FAX 717.564.3675
www.grsponaugle.com

01/15/2026

Derry Township School District
30 E. Granada Avenue
PO Box 898
Hershey, PA. 17033
ATTN: Mr. Christopher Stein:

Proposal Number: MP26-001-007
Proposal Name: EARLY CHILDHOOD CENTER: Boiler
Agreement Price: $49,406.00
Service Location: Early Childhood Center: 450 Rear Homestead Road, Hershey, PA. 17033

SCOPE OF WORK: G.R. Sponaugle is pleased to submit this proposal to supply all labor and material to replace the existing Lochinvar Power-Fin Gas-Fired Water Heater, serial # L008869, with a new Lochinvar Copper-Fin II Gas-Fired Water Heater of similar design.

Project Includes:
1. Valve off boiler.
2. Drain boiler and purge storage tank.
3. Shut down gas briefly to disconnect gas line and add a valve. Turn gas back on once valve is in place.
4. Isolate, remove and dispose of boiler.
5. Set new boiler in same location as removed boiler.
6. Make all connections to existing piping which includes gas, water and flue breeching. Modifications and additional piping will be required for connection points on new boiler.
7. Make all electrical connections.
8. Repipe sections of water lines from storage tank which were found to be leaking.
9. Insulate new sections of water lines.
10. Provide factory certified start up and test operation.
11. Clean up all debris associated with this work.
12. New boiler includes a circulator pump and internal gas regulator.
13. New boiler includes a five (5) year limited warranty and a one (1) year warranty on parts.

Agreement Price and Payment Terms

Contractor shall perform the work described in this Agreement according to all of the Terms and Conditions of this Agreement in exchange for **Forty Nine Thousand, Four Hundred Six Dollars ($49,406.00).** These Terms and Conditions contained in this proposal are a material part of this Agreement.

Project Pricing is valid for fifteen (15) days
Balance is due within 30 days of project completion

COSTARS™
pennsylvania

#008-E22-894

Exclusions:

1. Storage Tank.
2. Price increases from manufacturers, vendors, etc., from date of proposal, including implemented Tariffs.
3. Permits.
4. Performance and Payment Bonds.
5. Any issues to existing wiring or controls.
6. BAS interfacing or programming.
7. Temporary hot water.
8. Temporary cooling or heating.
9. Temporary power.
10. Utility fees and associated costs.
11. State, local municipality delays and extra requirements not foreseen.
12. Delays and fees associated with equipment and material.
13. Engineering work.
14. Stamped drawings.
15. Repairs to existing equipment, structure, etc.
16. Hazardous material testing or abatement.
17. EPO Switch. (Emergency Power Off Button)
18. Any work not listed in this proposal.

Notes:

- Customer will need to contact their insurance company to inspect installation of the water heater and submit to Labor & Industry.

Terms and Conditions

1. **Scope of work:** G.R. Sponaugle & Sons, Inc. ("Contractor") shall execute the Scope of Work ("work") diligently and in a good and workmanlike manner, free of defects not inherent in the type of work. This Scope of Work ("work") and corresponding price were developed in reliance upon the accuracy of the plans and specifications, if any, provided to the Contractor by You (Client). Unless otherwise stated in the Scope of Work, all work shall be performed during Contractor's normal working hours. Unless otherwise required by the type of work, Contractor shall not move, replace, or alter any part of the building structure in the performance of this Agreement.
2. **Performance of the Work:** Client shall permit only Contractor's personnel or agent(s) to perform the work. In the event anyone other than Contractor's personnel or agent performs the work, Contractor may, at its option, remove the involved component, part, system, equipment, or item from inclusion in this Agreement or cancel this Agreement in its entirety.
3. **Exclusions:** This Agreement applies only to the maintainable portions of the system(s). Excluded from this Agreement is the repair or replacement of non-maintainable parts including, but not limited to ductwork, boiler shell and tubes, cabinets, heat exchangers, boiler refractory material main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, and other similar items. Also EXCLUDES ALL REFRIGERANT, including, but limited to R-22, R-407C, R134a, R-410A and R-404A. This Agreement does not include responsibility for design of the system, obsolescence, safety first, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main of branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Client and Proprietary Vendors), failure of Client to properly operate the system(s), requirements of governmental of regulatory agencies - including insurance, or other causes beyond Contractor's control. Unless otherwise stated in the Scope of Work, this Agreement does not include main power to the equipment disconnect, equipment structural supports, oil storage tanks and cleaning of the interior system(s) ductwork.
4. **Access:** Client shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services.
5. **Additional Costs:** Client shall be responsible for and shall pay all taxes applicable to the services and/or materials provided under this Agreement. Unless specified elsewhere in this Agreement, the cost of payment and performance bonds, if required by the Client, are not reflected in the price and shall be an additional charge. Any alteration to, or deviation from the Scope of Work involving extra work, cost of materials, or labor shall become an extra charge (fixed-price amount to be negotiated or on a time-and-materials basis at Contractor's rates then in effect) over the sum stated in this Agreement. This Agreement does not include repairs to the systems or the provision or installation of components or parts that are not specified in the Scope of Work, preventative maintenance, temporary power, or service calls requested by Client. These services, if requested by Client and not specified in the Agreement, shall be charged at Contractor's rates then in effect. Even if service calls are covered by this Agreement, if Client requests such service, and inspection by Contractor indicates a condition that is not covered by this Agreement, Client shall be charged at the Contractor's rates the in effect for the service. Special Considerations: Pricing exceptions to this agreement may result from equipment obsolescence or equipment availability, software obsolescence, change or additions required to system software impacting system/unit parameters, manufacturer's equipment specification deviations resulting in project implementation redesign or reengineering.
6. **Payment:** Client agrees to pay invoices in full within thirty (30) days of the invoice date. Late payments shall be assessed interest charges at the rate of 1.5% per month. Interest shall continue to accrue until all past due amounts are paid in full. If Client fails to pay any invoice within sixty (60) days of the invoice date. Contractor may stop all work without notice and/or cancel this Agreement. Upon such delinquency and at Contractor's discretion, the entire Agreement amount may become due and payable upon Contractor's demand. All materials, supplies, and/or equipment incorporated into the work shall remain Contractor's property until Contractor is paid in full. In the event that Contractor commences legal action against Client for breach of Client's obligations herein, Client shall be responsible for Contractor's attorney's fees and costs incurred in pursuing that legal action.
7. **Changes and Extra Work:** The cost of any deletion from, modification of, or addition to the work covered by this Agreement shall be added to or deducted from the price, as the case may be. Orders for extra work shall be made in writing, with the price agreed to in advance. Nevertheless, Contractor is entitled to be paid for extra work, whether the extra work is reduced to writing or not. Extra work includes, but is not limited to, any increased costs of labor, including overtime, or materials, resulting from any change of schedule, acceleration, out of sequence work, or delay caused by others, including, but not limited to, Client.
8. **Permits, Licenses, and fees:** The cost and obligation to obtain any permits and/or licenses required by the work, or any associated fees included as a result of Contractor's performance of the work shall be the responsibility of Client.
9. **OSHA Regulations:** Upon Contractor's request, Client shall make available to Contractor's personnel, all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
10. **Hazardous Materials and Indoor Air Quality:** Contractor shall NOT have the duty or responsibility to identify, abate, or remove asbestos or any other toxic or hazardous materials, substances, or waste, any fungus(es), or spore(s), gas(es), substance(s), and/or vapor(s), arising from or otherwise produced or caused by a fungus(es) or spore(s), or any material, product, or structure, whether or not a fixture in the building, that contains, fosters, holds, or otherwise acts as a conduit for any fungus(es) or spore(s) (collectively "hazards"). Should any hazards be encountered or suspected, Contractor's only duty shall be the notification of the Client as to the existence of the hazards. Until the hazards and their resulting byproducts are removed, Contractor shall have the right to suspend its work. To the extent the suspension caused a delay in the completion of the work, time for completion shall be extended and the contract price shall be equitably adjusted to account for any additional costs, damages, and/or fees incurred by Contractor as a result of the delay. Under no circumstances shall Contractor be responsible or liable for the indoor air quality at or in the Client's facility, and Client shall defend, indemnify, and hold Contractor harmless from any and all claims, actions and damages related thereto, regardless of the cause.
11. Should Client require Contractor to use a specified vendor ("Proprietary Vendor"), Client agrees that the Contractor assumes no liability whatsoever for any work or service performed, or product supplied, by the Proprietary Vendor, including any and all general, special, or consequential damages caused by, arising from, or resulting, directly or indirectly, from any act or omission of whatever nature by the Proprietary Vendor. Client expressly releases the Contractor from any and all damages, of whatever nature or kind, directly or indirectly resulting from any act or omission of whatever nature by the Proprietary Vendor. Client further agrees not to seek reimbursement from the Contractor for any damages or costs Client incurs as a result of any act or omission by the Proprietary Vendor.

12. **Limitation of Liability:** UNLESS OTHERWISE PROVIDED FOR IN THIS AGREEMENT, UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OF OTHERWISE, SHALL CONTRACTOR BE RESPONSIBLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR IN CONNECTION WITH THE WORK, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFIT, OR INCREASED OPERATING OR MAINTENANCE EXPENSES. CONTRACTOR SHALL NOT BE LIABLE FOR ANY CLAIMS OF CLIENTS TENANTS OR CUSTOMERS. Furthermore, Contractor shall not be liable for delay, loss, damage, or detention caused by unavailability of machinery, equipment, or materials, delays of carriers, supply chain problems, strikes, including those by Contractor employees, lockouts, civil or military authority, pandemics, stop work or shut down orders, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond Contractor's Control.
13. **Insurance:** Client shall purchase and maintain all risk insurance, including coverage for Contractor's interest, upon the full value of the work performed and/or materials delivered to the jobsite.
14. **Indemnification:** Client agrees to indemnify, hold harmless, and defend Contractor and its agents, employees, representatives, officers, directors, stockholders, members, managers, and parent, subsidiary, and affiliated companies (the "Indemnified Parties") from and against any and all liability for loss, damage, or expense for which the Indemnified Parties may be held liable by reason of injury (including death) to any person (including Client's employees) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the work to be performed by the Indemnified Parties (including, but not limited to, work performed under this contract, work performed under Change Order, or any such other work performed by or on behalf of the Indemnified Parties, whether performed at the site or not), or in any way connected with the use, misuse, erection, maintenance, operation, or failure of any machinery or equipment (regardless of whether such machinery or equipment was furnished, rented, or loaned by any of the Indemnified Parties), whether due in whole or in part to any act, omission, or negligence of the Client or its Proprietary Vendor, and regardless of whether or not it is caused in part by the Indemnified Parties. Contractor shall not be responsible for Client's negligence or that of its Proprietary Vendor. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by Client's employees under Workers' Compensation or otherwise.
15. **Warranty:** Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from the date of substantial completion of Contractor's work. If any replacement part or item of equipment proves defective, Contractor shall extend to Client the benefits of any warranty Contractor has received from the manufacturer which excludes any labor associated with repair, replacement, or installation of equipment and/or parts covered under said warranty by the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty shall be at Client's expense and at all rates then in effect. Client accepts the obligation to maintain all parts and equipment in accordance with the manufacturer's recommendations. FAILURE TO MAINTAIN PARTS OR EQUIPMENT SHALL VOID ALL WARRANTIES PROVIDED HEREIN, at Contractor's option. Other those listed herein, CONTRACTOR DISCLAIMS ALL WARRANTIES, EXPRESSE OR IMPLIED, INCLUDING WARRANTY OF MERCHANTABILITY AND WARRANY OF FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY FOR GOOD AND WORKMANLIKE MANNER. THIS WARRANTY DISCLAIMER IS ALSO INTENDED TO APPLY TO ANY LATENT DEFECTS.
16. **Construction, Jurisdiction, and Waiver:** This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Pennsylvania, without consideration to its conflict of law's provisions. Any legal action against Contractor and relating to this Agreement, or the breach thereof, shall be commenced within one (1) year of the completion of the work that is the subject of the legal action. Should any provision in this Agreement be found to be unenforceable by a Court of Competent Jurisdiction, all remaining provisions, to the greatest extent possible, shall remain in full force and effect. One or more waivers of any right, obligation, or default of this Agreement shall not be construed as a waiver of any subsequent or other right, obligation, or default.
17. **Entire Agreement:** This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties with regard to the subject matter of this Agreement.

MP26-001-007

Signature Page

This proposal is an offer to enter into a binding agreement. This Agreement sets forth all the terms and conditions that shall be binding upon the parties and is available for Client to accept during the next fifteen (15) days. Client may acknowledge its acceptance of this Agreement by (1) having its authorized representative place his or her signature where indicated below, or (2) first permitting Contractor to begin the work. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

In the event Contractor must commence legal action in order to recover any amount payable or owed to it under this Agreement, Client shall be responsible for reasonable attorney's fees, court or other costs, and disbursements incurred by Contractor in pursuing collection against Client.

Jeffrey Dorau
Jeff Dorau, Mechanical Service Sales

01/16/2026
Date

Signature (Authorized Representative)

1/16/26
Date

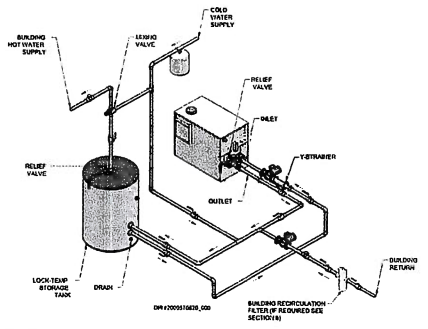
Copper-Fin II Installation & Operation Manual

8 Domestic water heater application

Figure 8-1_Typical Water Heater Application Piping with Storage Tank

COMMON MANIFOLD SIZE (Min.) Models: 403, 503, 653, & 803		
Number of Units	GPM	Diameter (in.)
	55	3

COMMON MANIFOLD SIZE (Min.) Models: 992, 1203, 1442, 1803 & 2072		
Number of Units	GPM	Diameter (in.)
1	90	2 1/2

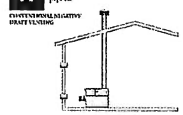


NOTICE Please note that these illustrations are meant to show system piping concept only; the installer is responsible for all equipment and detailing required by local codes.

2 Venting

Vent system options: Select from the following options.

A This appliance is vertical rooftop fluid terminating with air supplied from the equipment room - see page 16.



2 Venting

A **Conventional negative draft venting - see page 14.**

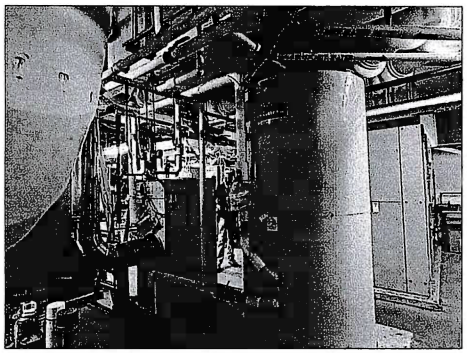
NOTICE Before installing a venting system, follow requirements found in the General Venting section.

This option uses Type-B double-wall flue outlet piping. The blower brings in combustion air. The buoyancy of the heated flue products cause them to rise up through the flue pipe. The flue outlet terminates at the rooftop.

Negative draft

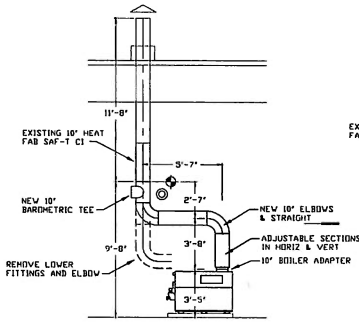
The negative draft in a conventional vent installation must be within the range of 0.02 to 0.08 inches w.c. to ensure proper operation. Make all draft readings while the unit is in stable operation (approximately 2 to 5 minutes).

Connect the flue vent directly to the flue outlet opening on the top of the unit. No additional draft diverter or barometric damper is needed on single unit installations with a dedicated stack and a negative draft within the specified range of 0.02 to 0.08 inches w.c. If the draft in a dedicated stack for a single unit installation exceeds the maximum specified draft, you must install a barometric damper to control draft. Multiple unit installations with combined venting or common venting with other Category I negative draft appliances require each boiler to have a barometric damper installed to regulate draft within the proper range.

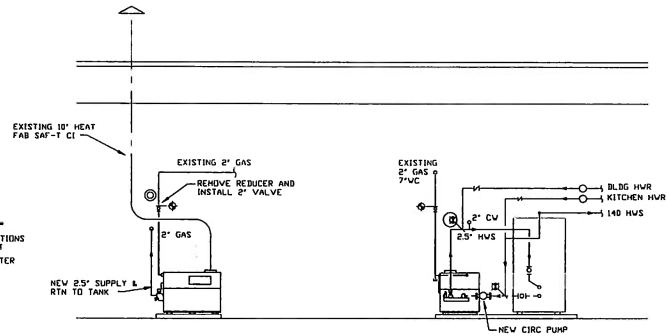


PIPING DIAGRAM

SCALE: NONE

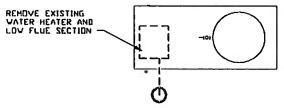


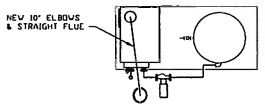
FLUE SECTION
SCALE: 1/4"=1'-0" LOOKING --



PARTIAL SECTION
SCALE: 1/4"=1'-0" LOOKING --

PARTIAL SECTION
SCALE: 1/4"=1'-0" LOOKING --





WATER HEATER SPEC WH-1

LOCKINVAR CFM 0892PM TURNDOWN 4:1.

990 MBH INPUT, 841 MBH OUTPUT. 1020 GPH AT 100-DEG RISE.
MAWP: 160-PSI
NAT'L GAS, (7" WC)
120 VOLT, 20 AMP

PROJECT NORTH

FLOOR PLAN -DEMO
SCALE: 1/4"=1'-0"

PROJECT NORTH

FLOOR PLAN - NEW WORK
SCALE: 1/4"=1'-0"

G.R. SPONAUGLE & SONS, INC.
CPN, CHAMBERS HILL ROAD
HARRISBURG, PA 17112
TEL: www.grsponaugle.com
P.O. BOX 4158
717-564-5115
FAX: 717-564-5815

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF G.R. SPONAUGLE & SONS, INC. AND SHALL NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF G.R. SPONAUGLE & SONS, INC.

No.	Revisions / Submissions	Date
1	ISSUE FOR PRICING	01-14-2026

WATER HEATER REPLACEMENT
MHS EARLY CHILDHOOD CENTER
, HERSHEY PA

DRAWING TITLE: HVAC FLOOR PLAN
DRAWING NO: H3.1
SCALE: AS NOTED
DATE: 01-14-2026
PROJECT NO: 26-001
DESIGNED
DRAWN: JLM
CHECKED: JDD
REVIEWED
ISSUED FOR CONSTRUCTION

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

MEMORANDUM OF UNDERSTANDING

Between the Derry Township School District and the Hershey Education Association (HEA)

REGARDING: Amendments to Appendix C (Co-curricular and Extra-curricular Limited Service Contract Positions)

This Memorandum of Understanding (MOU) is entered into by and between the **Derry Township School District ("District")** and the **Hershey Education Association ("Association")** to modify the approved list of Limited Service Contracts (LSC) as set forth in the Collective Bargaining Agreement effective July 1, 2025, to June 30, 2029.

I. Purpose and Authority

Pursuant to **Article 4.09** of the Agreement, the Association and the District may meet to review, adjust, remove, or add positions to the approved list of limited service contracts at the request of either party. This MOU formalizes specific reclassifications and the addition of new athletic positions to **Appendix C**.

II. Reclassification and Renaming of Existing Positions

To accurately reflect internal restructuring and the current scope of activities, the following positions are renamed while maintaining their current placement in **Group J**:

Current Position (Appendix C)	New Position Name	Salary Group
Quiz Bowl – H.S.	**Link Crew Support**	**Group J**
Memory Team – H.S.	**Academic Decathlon Support**	**Group J**

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

III. Addition of New LSC Positions (BOCCE Ball)

The District shall add two (2) new coaching positions to the Limited Service Contract schedule under the **Athletic Classification** to support the BOCCE Ball program. As requested, these positions shall be placed in **Group G.**

- **New Positions:** BOCCE Ball Coach (2)
- **Salary Group Placement: Group G**.
- **Compensation Impact:** Based on the 2025-2026 LSC Matrix, the annual salary for Group G ranges from **$1,843.00 (Step 1)** to **$3,684.00 (Step 15)**. By the 2028-2029 school year, the range for Group G will increase to **$2,014.00 (Step 1)** to **$4,026.00 (Step 15)**.

IV. Terms of Implementation

1. **Step Movement:** All employees holding these revised or new contracts will move one step on the salary schedule for each year of service until Step 15 is reached, provided they retain the contract.
2. **Longevity:** Longevity increments of **$250** shall be added to the yearly salary after every five (5) years in the position, as per the rules of Article 4.09.
3. **Contract Status:** These remain one-year contracts, and the performance of the employee will be reviewed annually by an assigned administrator.
4. **Full Force and Effect:** All other terms and conditions of the Agreement (July 1, 2025, to June 30, 2029) remain in full force and effect.

Derry Township School District

2/9/26

Authorized Signature Date

Hershey Education Association

Barbara Clouser 2/10/2026

Authorized Signature Date

Derry Township School District

REQUEST for PROPOSAL
for AUDITING SERVICES

PROPOSAL DEADLINE
Tuesday March 31, 2026 3:00 p.m.
Derry Township School District
Administration Building
30 E. Granada Avenue
Hershey, PA 17033

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SECTION I – INTRODUCTION

INVITATION FOR PROPOSAL

Derry Township School District (the "District") is soliciting written proposals from interested independent certified public accounting firms known to provide audit services to Pennsylvania school districts. Firms wishing to be considered should send a letter of interest, a history of their firm and résumé of the personnel that would be responsible for providing audit services to the District, a listing of school district references, information that addresses the items that will be used as selection criteria (as found under that heading on page 3), and page 8 of this document to the Derry Township School District by Tuesday March 31, 2026 at 3:00 p.m., prevailing time. Proposals should be addressed to Jodie Dermo, Business Manager, Derry Township School District, 30 E. Granada Avenue, Hershey, PA 17033, with notation on the outside of the envelope that it contains an "Audit Services Proposal".

The District will review the proposals. The District Administration anticipates that the School Board will approve an agreement for audit services at the School Board meeting scheduled for Monday, April 20, 2026. The District reserves the right to reject any and or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

DISTRICT BACKGROUND

The District is a local governmental unit created by the Commonwealth of Pennsylvania to provide education services to students living within Derry Township. The Board of School Directors governs the District.

The District educates approximately 3,200 students in grades kindergarten through 12th grade. The District has an operating budget in excess of $79,000,000 and employs approximately 500 full time and part time employees.

TERM OF AGREEMENT

The District is seeking a proposal for auditing services for a three-year period, including fiscal years 2025-2026, 2026-2027 and 2027-2028, subject to annual termination if notification is provided at least ninety days prior to the fiscal year end. Services for up to an additional three years beyond 2027-2028 may be negotiated without a subsequent request for proposal.

SELECTION CRITERIA

The District will evaluate firms based on the following criteria:

+ Firm's history and related experience with Pennsylvania school districts.
  - Firm must possess knowledge of the Pennsylvania Department of Education's (PDE) Manual of Accounting and the Pennsylvania Public School Code.
  - Firm must be thoroughly familiar with regulations, guidelines, bulletins and directives related to school finance issued by PDE and the Pennsylvania Auditor General's Office.
  - Firm must possess knowledge of Government Accounting Standards Board pronouncements.

- Firm must possess knowledge of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance).

+ Firm's personnel and qualifications; and, identification of those individuals who will be responsible for handling/servicing the account.
    - Firm and majority of the personnel assigned to the engagement must be members of the American Institute of Certified Public Accountants (AICPA) and the Pennsylvania Institute of Certified Public Accountants (PICPA).
    - Firm membership in the Government Audit Quality Center should be noted. Such membership will be given significant consideration in decision-making.
    - Firm must possess the proficiency to provide the services requested herein.
    - Firm must have credible experience auditing Pennsylvania school districts with at least one current school district client.
    - Firm must not have any obligations or interests that conflict with the best interests of Derry Township School District.
+ References from other Pennsylvania school districts. Three references with the name and phone number of the school district business manager or equivalent position should be provided.
+ Proposed fees annually and throughout the proposed engagement period.
+ Presence in the Derry Township School District community.

TERMS AND CONDITIONS

Please be aware that this is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws. The District will not be liable for any cost(s) incurred by firms prior to the issuance of a signed engagement letter.

SECTION II – SCOPE OF AUDIT SERVICES

This section describes the services the District is soliciting from an auditing firm. Please note that the District expects the audit to be substantially conducted between September 1 and October 31 each year. Timing of the audit work must be coordinated, in advance, with the District's Business Manager. Please detail the anticipated field work dates on page 9 of this package when responding to this proposal. Information necessary for the District to complete its filing of the Annual Financial Report with PDE must be available at least fifteen (15) days prior to the filing deadline. The Business Manager will discuss whether the District intends to utilize the automatic 30-day grace period for filing of the Annual Financial Report. The District will consult with the firm on the completion date for draft copies of the audit report based upon the District's board calendar.

GENERAL AUDIT SERVICES

The firm will provide the following services relative to the annual audit of the District's financial operations:

+ Audit of all funds of the District, including but not limited to, the General Fund, Capital Projects Funds (including Capital Reserve Fund in accordance with Municipal Code Section 1431 and any Construction Funds), Debt Service Fund, Food Service Fund, Granada Property Fund (an Enterprise Fund), Non-Expendable and Expendable Trust Funds, and Student Activities Fund.
+ Prepare an auditor's opinion letter on the financial statements and internal control over financial reporting.

+ Compile all financial statements required by PDE and governmental auditing standards, including required supplementary information that is not otherwise prepared by the District.
+ Compile all required notes to the financial statements and required supplementary information.
+ Incorporate the District-prepared Management's Discussion and Analysis into the final bound audit report. The District will determine the number of bound copies of the report that will be required. The firm will provide all requested copies.
+ Prepare a Management Letter detailing recommendations for improvements in District operations and/or procedures. The information provided in the Management Letter should be written with consideration given to staffing and resource constraints of the District.
+ Provide a listing of District responsibilities (e.g. working papers to be prepared and information to be gathered) no later than August 1 of each year. Audit confirmations will be prepared by the auditor in final form and mailing costs will be borne by the auditor. Prompt communication is expected during the audit period regarding additional information that is needed. Adequate time must be provided for the District to gather such information.

The District shall reserve the right to request copies of any of the working papers prepared in conjunction with the audit engagement at no additional cost to the District. Such working papers shall be provided on a timely basis, regardless of the status of any current agreements between the District and the audit firm.

FEDERAL PROGRAM AUDIT SERVICES

The firm will also provide the following services relative to the District's federal grant programs, as needed:

+ Determine the need for audit work in accordance with Uniform Grant Guidance and provide such audit work as part of the annual audit of the District's financial statements.
+ Compile all reports and schedules required by Uniform Grant Guidance, including the Schedule of Expenditures of Federal Awards.
+ Complete the auditor portion of the Single Audit filing with the Federal Audit Clearinghouse and assist with transmission of any other Single Audit filings with oversight agencies.

SECTION III – PROPOSAL INSTRUCTIONS

RESPONSE TO PROPOSAL

A complete response to this request for proposal is required. A valid response will consist of:

+ Completed transmittal form found on page 8 of this document
+ A letter of interest describing the firm's understanding of the scope of work and committing to completion of the work within the District's timetable
+ A history of the firm noting its experience with Pennsylvania school districts, size and structure,
+ Résumés of the personnel that would be responsible for servicing the District
+ A listing of school district references including contact information, type of services performed and the length of service with each school district
+ Detail of the firm's approach to performing the audit, including the type of audit program used; use of statistical sampling; organization of the audit team and estimate of total job hours; presence of the audit partner on the engagement; information provided in any required audit communication; coordination of audit work completed by District staff; and timeline for completion of the audit

+ Fixed fee quote for the engagement found on page 9 of this document. The fee structure should include the cost of performing the services outlined in this request for proposal for the years 2025-2026, 2026-2027 and 2027-2028. The costs for the General Audit Services and the Federal Program Audit Services should be separately stated. Estimated field work dates and hours required to complete the engagement should be noted. A separate fee or proposal for how the fee would be developed should be provided for assistance to complete a Comprehensive Annual Financial Report "CAFR" (should the District choose to complete a CAFR during the engagement period).

It should be noted that this solicitation process may not necessarily result in a change in auditors. After the Derry Township School District has reviewed all responses, the Board of Directors of the District may request that a formal proposal be made.

SECTION IV – OTHER INFORMATION

COSTS RELATED TO A RESPONSE TO THIS PROPOSAL

The District will not be liable for any cost incurred in preparation of a response to this proposal. The District reserves the right to conduct interviews of any or all firms submitting proposals prior to selection. The District will not be liable for any costs incurred by the firm in connection with such interview.

RESPONSIVE PROPOSAL

Submission of a proposal will be prima facie evidence that the firm submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

FEE NEGOTIATION

The District reserves the right to conduct pre-contract negotiations with any potential firms that have submitted proposals.

DISTRICT'S RIGHTS IN SOLICITATION

The District reserves the right to reject any and all proposals. The District retains sole discretion to accept the proposal it considers most favorable to its interests, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such process is in the best interest of the District.

NO ADDITIONAL FEES

The District will not be liable and will not pay for any costs related to the audit that are not included in the proposal. The audit firm will be responsive to the District's requests for miscellaneous payroll tax form processing information and other general accounting and tax matters throughout the year at no additional cost to the District.

ETHICS AND COLLUSION

This request for proposal is not subject to bidding requirements; however, the District intends to adhere to the following guidelines:

Bribery: Any person that attempts to influence a District official to designate such person's firm as the auditor by promising to provide or by providing to such District official any gratuity, entertainment, commission or any other gift, in exchange for a promise to designate that firm shall be disqualified from further consideration and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any District official having a material direct or indirect financial interest in such firm shall be required to submit a written statement detailing such interest. Failure to disclose a known financial interest shall result in the firm's disqualification from further consideration.

THIS PROPOSAL
MUST BE RECEIVED IN THE
Derry Township School District Administration Office BY
3:00 p.m.
Tuesday, March 31, 2026

TO THE ATTENTION OF:

Jodie Dermo
Business Manager
Derry Township School District
30 E. Granada Avenue
Hershey, PA 17033

NAME OF FIRM/AGENCY:_____

CONTACT PERSON:_____

STREET ADDRESS:_____

CITY/STATE/ZIP:_____

TELEPHONE NUMBER:_____

FAX NUMBER:_____

E-MAIL ADDRESS: _____

NOTE: Return this form as the COVER PAGE of your Proposal.

Derry Township School District
Response to Proposal for Audit Services

	2025-2026	2026-2027	2027-2028
Fee for General Audit Services			
Fee for Federal Program Audit Services			
TOTAL PROPOSED FEE			
Fee for Assistance with CAFR			
Additional Fees (please detail below)			
Anticipated Field Work Start Date			
Anticipated Field Work Completion Date			
Anticipated Hours for the Engagement			

Details for any additional fees listed above (Please note the hourly rate to be charged and the types of services that would require such additional fees):

_____

_____

_____

Signature _____

Title _____

Date _____

RESOLUTION
Derry Township School District
PUBLIC SCHOOL FACILITY IMPROVEMENT GRANT
Hershey High School HVAC Renovation

Be it RESOLVED, that ***Derry Township School District*** Dauphin County, Pennsylvania, a school district of the second class organized and existing under the laws of the Commonwealth of Pennsylvania with an office located at 30 E. Granada Ave., Hershey, PA 17033 hereby request a Public-School Facility Improvement Grant not to exceed $5,000,000 from the ***COMMONWEALTH FINANCING AUTHORITY*** to be used for HVAC Renovation at Hershey High School.

Be it FURTHER RESOLVED that Derry Township School District does hereby designate Ms. Lindsay K. Drew, President of the Board of School Directors as the official to execute all documents and agreements between Derry Township School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Mrs. Michele Agee, duly qualified Secretary of the Derry Township School District, Board of School Directors, Dauphin County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Derry Township School District Board of Directors at a regular meeting held on March 9, 2026, and said Resolution has been recorded in the Board Minutes of the Derry Township School District and remains in effect as of this date.

IN WITNESS THEREOF, and intending to be legally bound, I affix my hand and attach the seal of the Derry Township School District, this 9th day of March 2026.

DERRY TOWNSHIP SCHOOL DISTRICT
DAUPHIN COUNTY, PENNSYLVANIA

Michele Agee

Michele Agee, Board Secretary



caiu
Capital Area Intermediate Unit



All-in!
NEWSLETTER

Executive Director's Report | February 2026

CAIU Board of Directors

Dr. Joshua Cysyk, *President, Derry Twp.*
John Kaschak, *Vice President, Lower Dauphin*
Brian Allen, *Cumberland Valley*
Michael Alsher, *East Pennsboro Area*
Sue Bower, *Carlisle Area*
VACANT, *Mechanicsburg*
Gabrielle Brandt, *West Perry*
Sidney Gray, *Millersburg Area*
Tameka Hatcher, *Susquehanna Twp.*
Emily Hoffman, *Halifax Area*
Jaime Johnsen, *Harrisburg*
Christopher Kambic, *West Shore*
Alison Mellot, *Big Spring*
Marianne Moore, *Middletown Area*
Rick Rovegno, *South Middleton*
Gerald Schwille, *Northern York County*
Patrick Shull, *Newport*
VACANT, *Central Dauphin*
Marci Walborn, *Susquenita*

CAIU Executive Team

Dr. Andria Saia
Executive Director

Dr. Kevin Roberts
Assistant Executive Director

VACANT
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:** Living a Fulfilling Life

4 Celebrating School Counselors: Champions of Student Growth and Well-Being

5 Making It Happen Award at PETE&C

6 **Noteworthy:** Understanding the Crucial Role of Software Update Prompts

7 LYDC Partners With the Alliance for the Chesapeake Bay

8 Hill Top Happenings

9 Creativity Meets Learning in Middle School Autism Classroom

10 What is Situational Awareness?

11 Mission Moments: Warm Hearts Service Project; Poetry Out Loud; CAIU Job Coaching

Additional Updates for CAIU Staff

12 Trainings & Events; Refer a Friend

13 New Hires; Farewell Retirees; Compliment Corner



On the Cover: *CAIU staff members gathered to make No Sew Blankets to donate to Operation Warm Hearts in Mechanicsburg, PA.*

CAIU's Organizational Goals

Making it easier to do business with us

Improving staff retention, recruitment, and recognition

Fostering a culture of dignity and belonging

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

Deadline for March All-In: Friday, February 27

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
February 2026
2025-2026, Issue 8

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caiu Capital Area Intermediate Unit

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

Please like us on social media!

Living a Fulfilling Life

Ok – this one might be a bit deep for a February, but come along for the ride, I think you will be happy you did. In education, we spend a great deal of time focusing on outcomes, improvement, and growth. But how often do we pause to consider who we are becoming in the process? Carl Jung, the Swiss psychologist whose work continues to influence leadership and human development, offered five principles for living a fulfilling life. While deeply psychological in origin, they resonate powerfully with the work we do every day.

Befriend Your Shadow
Jung believed that each of us carries a "shadow"—the parts of ourselves we prefer to ignore, minimize, or hide. Growth begins when we acknowledge those parts rather than deny them. In our work, this might mean recognizing discomfort with change, fear of failure, or resistance to new ideas. At its essence, this rule asks you to accept and love these parts instead of pushing them away or trying to fix them. When we face these honestly, they lose their power and become sources of insight and strength.

Follow Meaning, Not Pleasure
Happiness, Jung argued, is not found in comfort or ease, but in purpose. Meaning can come from anything: caring for others, spiritual practice, gardening, friends, etc. But as educators, I cannot help but believe that what we do is not easy, but nevertheless deeply meaningful. When we anchor ourselves in the impact of our efforts—supporting districts, empowering educators, and improving outcomes for learners—we find resilience and motivation even in challenging seasons.

Become Whole, Not Perfect
Perfection is an illusion; wholeness is attainable. Jung stated that "Wholeness is not achieved by cutting off a portion of one's being, but by integration of the contraries." Jung encouraged people to embrace both strengths and imperfections as essential parts of being human. In our current roles, this reminds us to value progress over polish, learning over flawlessness, and authenticity over appearances.

Get to Know Your Persona
Jung believed that "The privilege of a lifetime is to become who you truly are." Our "persona" is the role we present to the world—the professional identity we wear. While necessary, it can become limiting if we confuse it with our whole selves. Effective leaders understand their roles while remaining grounded in humility, empathy, and self-awareness. Knowing when to lead, listen, or learn is a powerful skill.

Integrate Your Opposites
Jung believed fulfillment comes from holding seemingly opposing traits in balance—confidence and humility, logic and intuition, stability and innovation. In education, we constantly navigate these tensions. Our strength lies not in choosing one over the other, but in integrating both.

As we continue our work together, Jung's insights remind us that growth is not just about systems and strategies—it is about people. When we lead with self-awareness, purpose, and balance, we create an organization that is not only effective, but deeply human.

Special thanks to author Andy Murphy and the platform Medium for sharing Jung's words and giving us all something to think about.



Andria B Saia

Dr. Andria Saia,
Executive Director

Celebrating School Counselors

Champions of Student Growth and Well-Being

By **Dr. Kelly Evans, Ed.D, NCC, LPC,** *Program Supervisor*



Each February, schools across the country celebrate National School Counseling Week, an annual recognition led by the American School Counselor Association (ASCA) to highlight the vital role school counselors play in supporting student success. This week is an opportunity to pause, reflect, and celebrate the meaningful work counselors do every day to help students thrive academically, socially, and emotionally—while also advancing equity and access for all learners.

At the Capital Area Intermediate Unit (CAIU), this celebration feels especially meaningful within our **Act 89 nonpublic school program**. As a program supervisor, I have the privilege of working alongside an exceptional team of professional school counselors who bring ASCA's vision to life across our nonpublic school communities. Our 14 CAIU school counselors provide direct services to students in 23 nonpublic schools throughout Cumberland and Dauphin counties, supporting learners from kindergarten through grade 12. Their reach is broad, but their impact is deeply personal.

Grounded in ASCA standards and best practices, CAIU nonpublic school counselors deliver student-centered programming that meets learners where they are. Their work spans individual counseling focused on social, emotional, and academic growth; small-group interventions that build connection and resilience; and classroom lessons centered on academic growth, social-emotional learning, and college and career awareness. Whether helping a young student navigate big feelings, supporting adolescents through academic decision-making, or guiding high school students as they explore postsecondary pathways, our counselors play a critical role in shaping positive outcomes.

What makes the Act 89 nonpublic program especially powerful is the collaborative nature of this work. CAIU counselors partner closely with nonpublic school administrators, teachers, and families to ensure students receive consistent, thoughtful support. They serve not only as counselors, but also as advocates, collaborators, and trusted adults—strengthening school communities and reinforcing the CAIU's mission of service and student-centered support.

National School Counseling Week reminds us that the impact of school counselors extends far beyond a single week of recognition. Their commitment is evident every day—in quiet conversations, thoughtful lessons, and moments of encouragement that help students believe in themselves and their futures.

To our CAIU nonpublic school counselors: thank you for your dedication, professionalism, and compassion. Your work makes a lasting difference in the lives of students, families, and school communities. During National School Counseling Week—and throughout the year—we are grateful for all that you do.

Making It Happen Award at PETE&C

In collaboration with 60+ partner organizations, ISTE works to identify and spotlight amazing education leaders through the Making It Happen awards program. Each year, participating organizations select educators who are making an enormous impact on their schools or communities. The Making It Happen award honors visionary educators and leaders who empower learners and solve tough problems in education.

Award recipients are educators who:

- Move forward and don't look back.
- See students as real people.
- Use technology in innovative ways to support learning goals.
- Teach through relationships - inspiring, encouraging and nurturing.
- Recognize that further change is necessary, but understand that it's a process.
- Realize that teacher empowerment is key to transforming learning.
- Expect success.
- Motivate through awareness and access to information.

On February 3, 2026, Dr. Jill Neuhard, Supervisor of Educational Services at the Capital Area Intermediate Unit (CAIU), received the Making It Happen Award at the Pennsylvania Educational Technology Exposition and Conference in Hershey, PA.

Throughout Dr. Neuhard's career, she has been at the forefront of technology integration. Starting her career as a middle school technology teacher, she worked to help kids grow and develop, as the landscape became increasingly technology driven.

This continued in her work as a district-based instructional technology coordinator, as she expanded student experience and access to technology by leading a coaching group to grow teacher comfort and experience with technology. This directly led to her district, West Shore School District, being one of the initial PA districts involved with Classrooms for the Future, which greatly expanded both access to and opportunity for growing students and educators.

Most recently, her work as Instructional Technology Program Supervisor for the CAIU has continued her earlier work. She actively works to connect districts with professional learning opportunities to grow professional staff and impact students in their future endeavors. One recent example is her work with Artificial Intelligence. She advocated for districts to be included in a PAIMS initiative to provide high-level systems work and learning in this area. Even within the IU footprint, she's been relentless about leading the CAIU in developing processes and protocols that will give the organization the tools to not only grow itself but also guide our member LEAs in their forward progress in the rapidly evolving age of AI. This is only the most recent example of this type of work that she has been leading at this level for 15+ years.

Of receiving the award, Dr. Neuhard says, "I'm honored to receive the Making It Happen Award. My goal has always been to empower educators and help schools move forward with confidence in innovation, and this recognition reinforces the importance and impact of that work."



Understanding the Crucial Role of Software Update Prompts

By **Keya Shell,** *Technology Department Coordinator*

Ugh, here we go again… That familiar, yet annoying pop-up appears on your screen:

"Please Update."
"Your computer will update."
"Would you like to update now… or ignore?"

We've all seen it and it always seems to show up at the worst possible time. That notification asking us to update our phone, laptop, or tablet. But here's the thing: did you know that skipping a device update could leave you exposed to cyber threats? Keeping your devices up to date is one of the simplest and smartest ways to keep your technology running safely and smoothly.

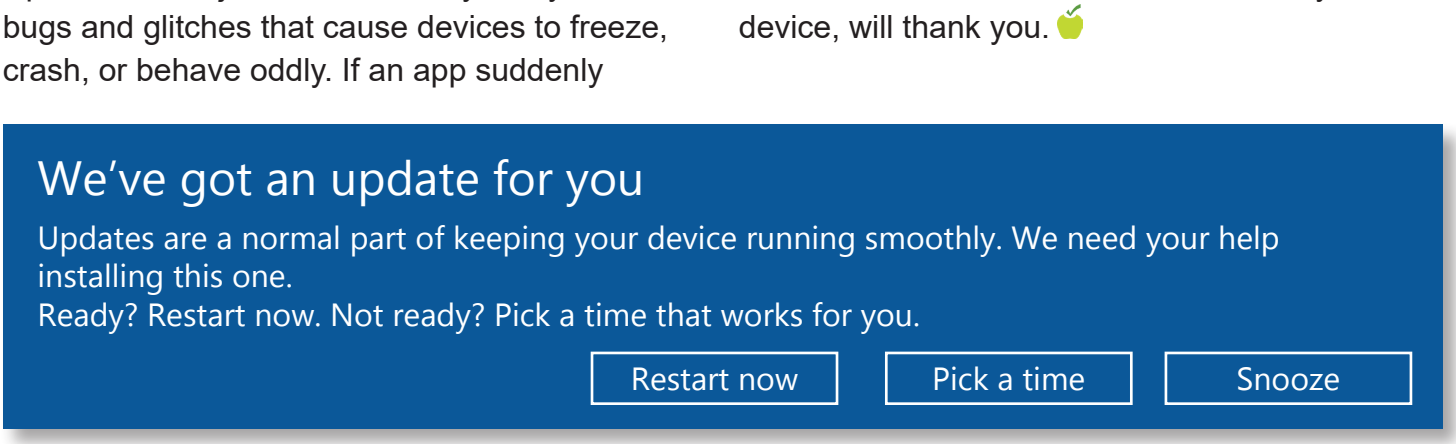
Cybersecurity threats don't always come from brand-new tricks. Many issues happen because devices are missing updates that fix known security problems. When an update is released, it often closes security gaps that hackers actively try to exploit. Skipping updates is a little like leaving your front door unlocked. You might be fine for a while — but the longer it stays that way, the higher the risk.

Updates aren't just about security. They also fix bugs and glitches that cause devices to freeze, crash, or behave oddly. If an app suddenly stops working or your device feels sluggish, an update may be the solution. Many updates even improve performance behind the scenes, helping batteries last longer and apps run more smoothly. New apps, websites, and systems are built with updated devices in mind. Keeping your technology current helps ensure everything continues to work well together — today and in the future.

The good news? You don't have to think about updates very often. Here are some quick tips for staying updated:

- Turning on automatic updates when possible.
- Restart your device after updates to make sure they take effect.
- Check for updates monthly if automatic updates are not available.

Making updates part of your routine is a smart habit to build. Staying up to date keeps your devices secure, stable, and ready when you need them most. So next time that update notification pops up, consider clicking "Update" instead of "Remind Me Later." Your future self, and your device, will thank you.



LYDC Partners With the Alliance for the Chesapeake Bay

Beginning in the Summer of 2024, **Loysville Youth Development Center (LYDC) partnered with the Alliance for the Chesapeake Bay** to engage a group of students in its workforce development program through the PA Seedling Cooperative. Now in its second year and accommodating its fourth group of students, this partnership has shown significant progress and benefits.

One student highlighted a memorable experience during a tree planting day, stating, “I have never planted a tree before, and it was time spent bonding with my peers doing something we’ve never done before.” Another student noted, “I learned about the difference between native and non-native tree species. I didn’t know anything about trees before this; now, I can tell you a handful of tree species, their branching pattern, leaf shape, if a leaf is compound or not and many other identifying traits.”

The course’s instructor emphasized the partnership’s objective to provide students with practical skills that are applicable to real-world careers, broadening their understanding of the vital role trees and shrubs play in protecting waterways.

The skills imparted through this partnership encompass a variety of topics:

- Vegetative growing and creating cuttings of species that grow along streams
- Stratification and scarification of Pennsylvania native species
- Upgrading LYDC’s greenhouse with automated watering systems
- Tree planting techniques and sheltering tactics
- Flagging, the practices of marking where a tree should be planted, at Alliance density rates
- Understanding watersheds, resource management concerns, and sustainable agricultural practices.

The Alliance for the Chesapeake Bay looks forward to continuing this fruitful partnership into 2026!

This article is a summary of a blog post from the Alliance for the Chesapeake Bay. To read the full, original blog post, visit: https://www.allianceforthebay.org/2026/01/updates-from-loysville-youth-development-center/

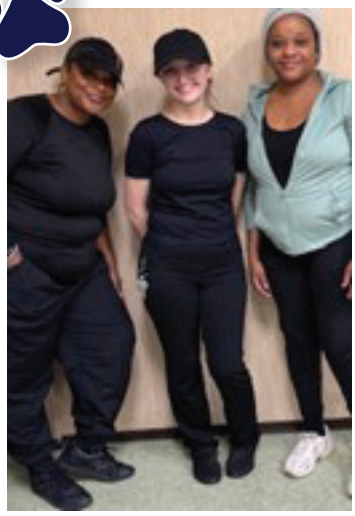




Hill Top Happenings

By **Beth Kranzel,** *Coordinator, Hill Top Academy*

Hill Top Academy students and staff entered the second quarter of the school year ready for learning, assessments, and several school-wide events. November always brings excitement, and this year was no exception with a full and engaging schedule.



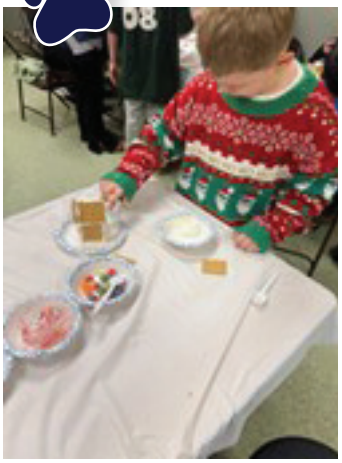
Hill Top celebrated American Education Week with guest readers, while staff organized a food drive to provide essential items for our families. We also recognized World Kindness Day on November 13 and Children's Grief Awareness Day on November 20, reinforcing the importance of compassion and support within our school community.



This year, we welcomed a new cafeteria staff who took on the challenge of preparing and serving students, staff, and guests at our annual Thanksgiving Luncheon. We ended November with one of Hill Top's favorite student and staff events, PBIS Pie in the Face. Adding to the fun, balloon artist Mr. Zach helped make the day extra special by creating balloon art for each student.



December brought a packed schedule of weekly events for both students and staff at Hill Top. Students were engaged by guests from Three Legacies Wrestling, who shared an important message about bullying prevention and being a good friend. Gingerbread house building sparked students' imaginations as they created miniature houses using a variety of treats.



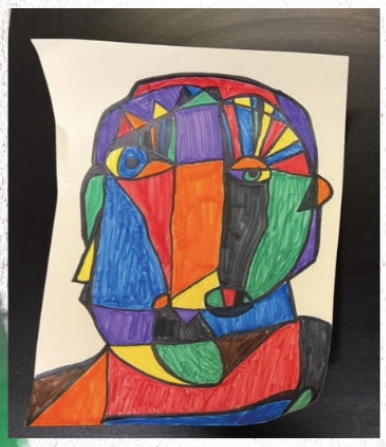
A new event this school year, Cookies for Kids, took place on December 19. Hill Top staff and volunteers baked and donated cookies and treats for all students. Each student filled a bag with goodies to take home and share with their family. A heartfelt thank you goes to Dr. Saia, Dr. Roberts, our volunteers, and staff for baking and supporting this event—it was a huge success!



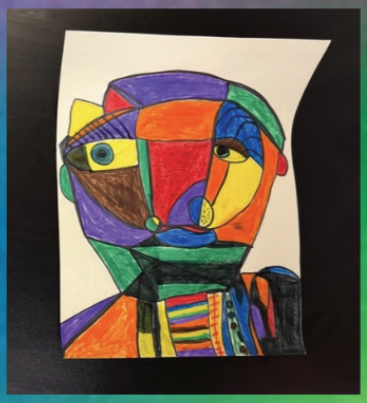
January has brought a new year, cold weather, and renewed excitement as students and staff returned from winter break. Classrooms will visit the Pennsylvania Farm Show, celebrate the 100th Day of School, and continue recognizing accomplishments through LABS behavior.

The dedicated Hill Top staff continue to engage students in learning, encourage them to be their best selves, and celebrate their achievements.









Mrs. Calabrese's Mechanicsburg Middle School Autism Classroom is a place where creativity meets learning. Students engage in many different art forms as a meaningful way to support regulation, fine-motor skills, math understanding, and historical awareness. Art is intentionally woven into the curriculum so students can connect with academic content through hands-on, visual, and sensory-rich experiences.

In this classroom, art is not just an activity, it is a pathway to learning. Through art integration, students are encouraged to think, problem-solve, communicate, and express themselves while meeting academic goals in ways that work for them.

Art is not used to make work easier but to build confidence and strengthens their engagement. Through intentional creative strategies, students develop their abilities and are supported in reaching a higher level of understanding. Individual independence is essential for our students. This classroom creates access to learning while upholding high standards and celebrating meaningful growth.













Situational Awareness

Each month we provide a situational awareness update, but what is situational awareness? Why is it important?

Points2Ponder

Situational Awareness is the "sixth sense" that helps us stay safer regardless of our environment. It is our ability to identify, process and respond to critical elements of information.

Identify

- *Gather information about those around you, your surroundings as well as yourself.*
- *Consider your response ahead of time.*
- *Don't wait until the crisis to prepare or develop strategies.*

Process

- *Interpret information & conditions.*
- *Quickly consider possible response actions.*

Respond

- *Make good, common-sense decisions.*
- *Make the best decision you can in a timely manner with the information available.*
- *Action beats inaction.*
- *The only wrong thing to do is nothing at all.*



Ask yourself:

- Do I consider how I will respond to emergencies before they happen?
- Do I take additional steps to ensure I am situationally aware, or am I generally unaware?
- What steps can I take to ensure better my situational awareness?

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 to build capacity and model courageous leadership.*

On January 10, a few staff members met to make No Sew Blankets to donate to Central PA Operation Warm Hearts in Mechanicsburg, PA. They cut and tied the blankets together, one blanket at a time so they could get to know each other better and share their passion of giving to others. Since it is wintertime, they felt blankets were a perfect service project.



NATIONAL ENDOWMENT for the ARTS
POETRY OUT LOUD

AMERICA 250

2026 Poetry Out Loud Regional Champions & Runner-Ups

We're thrilled to celebrate the 14 talented students from across the Commonwealth of Pennsylvania who are advancing to the State Finals!

- Xariel Banton, Lancaster Catholic High School
- Gideon Clausson, North Pocono High School
- Valerie Cooper, Pocono Mountain East High School
- Liliana Felker, Cocalico Senior High School
- Fiona Flatt, Bangor Area High School
- Estrella Lugo, Lancaster Catholic High School
- Daniel Mair, Somerset Area High School
- Christabelle Kirkham, Carlisle High School
- Rowena Pruett, Ridgeway High School
- Sara Zameroski, Ridgeway High School
- Yaa Serwaa, Juniata High School
- Eliana Vielle, Logos Academy (York, PA)
- Sophia Varner, East Juniata High School
- Holly Winfield, Delta High School

The State Finals, taking place on March 3, 2026, are free and open to the public. Come out to The Forum Auditorium in Harrisburg, PA to support these outstanding students as they compete for the Pennsylvania State Champion title! For more information, contact Jackie Ford at jford@caiu.org.

CAIU Job Coaches and upcoming graduates have been collaborating to develop essential real-world work skills, identify their strengths, and discover careers aligned with their interests! This initiative fosters significant growth, sets tangible goals, and enhances confidence.







Training and events



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

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

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

Here are some of our upcoming trainings:

3/6-4/12/2026 - Motivating and Inspiring Today's Students: Strategies, Methods, and Materials to Awaken the Learner (CPE Course)
Audience: Pre-K to Grade 12 Educators

This class is intended to not only motivate students but also to inspire the teacher! The course will provide the needed stimulating tools for pre-K to 12 educators to create classrooms in which students are motivated and inspired to learn.

3/5/2026 - Executive Functioning Training
Audience: Instructional Coaches, General Education Teachers, Special Education Teachers, Administrators, Paraprofessionals, and Related Service Providers

Learn about Executive Function Skills, how they develop, how they impact academic, behavior and social function, and strategies to help support someone with executive skills deficits.

3/11-12/2026 - Restorative Conferencing
Audience: Teachers, Counselors, Admin

This experience provides the foundational knowledge and skills needed to facilitate formal restorative conferences in response to incidents of wrongdoing or serious conflict. Participants will learn how to create a safe space for accountability, support emotional healing, and rebuild trust through guided dialogue and mutual agreement.

Pennsylvania Math Summit

When: April 10, 2026 from 8:00am - 3:00pm

Join Amplify and the Capital Area Intermediate Unit for professional learning, conversations, and insights from math instruction and learning specialist Fawn Nguyen and several other math educators.

Register

CAIU Employees!
REFER A FRIEND

AND WE'LL PAY YOU $250*

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

CLICK HERE FOR DETAILS

caiu Capital Area Intermediate Unit

Welcome New Hires!

ibelong @caiu



Katie Povilaitis is a COTA at the Enola office and is learning to knit.

YOU'RE one of US NOW

Farewell Retirees!

Karla Sherman is retiring after more than 6 years of service!



YOU WILL BE missed

Compliment Corner!

At the CAIU we like to brighten someone's day with a compliment. CAIU Compliments is an 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.

EXPERTISE

Alyssa Vecchiolli, *Early Intervention Assessment Team*

Alyssa joined the assessment team less than a year ago and has already become an invaluable member. As part of our newly established SAGE (Specialized Assessment and Guidance for Eligibility) team, she brings a wealth of knowledge and a fresh perspective. She demonstrates a strong willingness to learn, adaptability in problem-solving, and a commitment to improving efficiency and outcomes. Alyssa is a pleasure to work with—caring, compassionate, and collaborative. She has a natural ability to connect with our youngest learners and their families, as well as with staff and community partners. Her professionalism and positive attitude make her an outstanding asset to our team.

- Jennifer Benshoof, Early Intervention School Psychologist

PARTNERSHIP

Dawn Howell, *Speech Therapist*

I wanted to give Dawn a shout out. I started this September. I was a preschool teacher and met Dawn through her visits to my center. This has been a lot to learn for me in these last 2 months. I reached out to Dawn about a few things, and she was happy to help me figure out what I needed to do. She also explained why we were doing it the way we were. She showed me the way she does the forms and sent me the links to have. I was able to text her with other questions, when my lead was having computer issues, and she answered quickly and sent me what I needed. I appreciate Dawn helping me navigate through my new journey here at the IU. Even though she knew me from before, I know that I can count on her to help me be successful in my position.

- Jenn Walker, Inclusion Specialist

#BeGreat

EXPERTISE

Kelly Morris, *Social Worker*

I have had the privilege of working alongside Kelly Morris for the past 3 years. Her professionalism, compassion, and dedication to student well-being has set an outstanding standard in the field. She consistently demonstrates an unwavering commitment to ensuring that every student feels supported, valued, and empowered to overcome challenges, both academic and personal. What truly distinguishes Kelly is her innovative approach to problem-solving. She integrates creative counseling techniques, restorative practices, and community partnerships to craft individualized support systems for students. Her initiatives, such as small-group interventions that blend social-emotional learning with practical coping strategies, have significantly improved the students' engagement and resilience. Her collaboration with teachers, families, and administration has strengthened our school's culture of inclusion and trust. Kelly not only addresses crises with grace and skill but also proactively builds programs that prevent issues before they escalate. She models empathy and professionalism every day, inspiring her colleagues and students alike. Kelly is a remarkable asset to our team—a social worker whose passion, creativity, and dedication continues to make a lasting difference in the lives of our interns and those within the Future Ready Work Immersion Program. It's been an absolute pleasure to interpret alongside Kelly Morris.
- Corinne Bordner, Interpreter

DEDICATION

Maya Colonna, *Social Worker – Hill Top Academy*

Maya is a true team player, consistently supporting multiple classrooms and ensuring smooth transitions for students, even when they move between rooms. She plans and presents social work skills groups that are engaging, organized, and impactful. She communicates effectively with families and staff, making sure everyone has the resources they need—clothing, food, and other supports—to thrive. Her dedication, thoughtfulness, and commitment make a meaningful difference every day.
- Katy Lacoco, Elementary Dual Diagnosis Teacher – Hill Top Academy

LEADERSHIP

Melissa Rosado, *ELECT Program Coordinator*

Melissa Rosado is one of those rare people who lifts everyone around her. As the coordinator of the ELECT program, she pours her heart into supporting pregnant and parenting teens, and her experience as both a social worker and a postpartum social worker shows in every interaction. She cares deeply about her students and never hesitates to step up, speak up, and advocate for what they need. Melissa has a gift for seeing where she can make the most meaningful difference, and she inspires her team to be creative, flexible, and always willing to learn more so we can do better. She leads with kindness, determination, and genuine love for the work. Having her in our corner makes all of us stronger, and we are grateful every day for her guidance, her passion, and her unwavering support.
- Kristen Oesterling, ELECT Case Manager

LEADERSHIP

Scott Snyder, *Educational Consultant and Coach Mentor*

I want to take a moment to acknowledge Scott for the exceptional leadership he showed in organizing and guiding the Coaching for Colleagues initiative. His thoughtful planning, clear communication, and ability to foster collaboration among participants truly enhanced the experience. Scott created an environment where colleagues felt supported, engaged, and empowered to grow professionally. His leadership not only ensures the success of the initiative but also strengthened our culture of continuous learning.
- Dr. Jill Neuhard, Educational Services Supervisor

DEDICATION

Brooke Webb, *Dual Diagnosis Classroom EPP – HTA*

Always going the extra mile, Brooke supports others with patience, kindness, and understanding. She brings her own resources, donates items from home that she knows students need or enjoy, and finds creative ways to involve them in hands-on learning. Her positive energy and enthusiasm help students re-engage, even on the toughest days. Her thoughtful reflection, teamwork, and genuine compassion truly embody our Vision and commitment to the well-being of everyone around her.
- Katy Lacoco, Elementary Dual Diagnosis Teacher – Hill Top Academy

PARTNERSHIP

Dawn Howell, *Speech Therapist*

I wanted to give Dawn a shout out. I started this September. I was a preschool teacher and met Dawn through her visits to my center. This has been a lot to learn for me in these last 2 months. I reached out to Dawn about a few things, and she was happy to help me figure out what I needed to do. She also explained why we were doing it the way we were. She showed me the way she does the forms and sent me the links to have. I was able to text her with other questions, when my lead was having computer issues, and she answered quickly and sent me what I needed. I appreciate Dawn helping me navigate through my new journey here at the IU. Even though she knew me from before, I know that I can count on her to help me be successful in my position.
- Jenn Walker, Inclusion Specialist

EXPERTISE

Rebecca Diehl, *Special Ed. Teacher – HS/ES at HTA*

Rebecca brings a wealth of information for secondary curriculum. She shares this with our school and is always available to collaborate and help others with their specific classroom. We are a stronger school because of her talents!
- Diane Sheaffer, Special Ed. Teacher – MS CAMhP

#ChangingLives

DEDICATION

Lindsey Tuthill, *Behavioral Consultant – Hill Top Academy*

Lindsey expertly juggles multiple classrooms, often doing the work of many with a positive attitude. She consistently checks in with teachers, helping implement meaningful interventions, refine behavior plans, and support accurate data collection—all with a smile. Her dedication, positivity, and collaborative spirit make a lasting difference for both students and staff every day.
- Katy Lacoco, Elementary Dual Diagnosis Teacher – Hill Top Academy

EXPERTISE

Rima Wilson, *Educational Consultant and Lead Teacher*

Rima has gone above and beyond helping me as I settle into my role as a teacher in the Early Learning Center. She has shared numerous resources with me to make learning the different processes easier as well as reached out to others to find me even more. Rima has been available when I needed her adjusting her own schedule and work. Rima has demonstrated what it means to be a great teacher and role model to the students and staff alike at the ELC.
- Lauren Hofer, Early Intervention Teacher

SERVICE

Vania Jaroch, *Business Coordinator*

Vania is a crucial support to Champions for Children. Without her quick responses to requests, attention to detail, and knowledge we would not be able to complete the requests that come in. Vania single handedly processes over 300 checks a school year just for Champions for Children, which is not part of her IU position. She does this out of a desire to support students in need.
- Kellie Custer, Champions for Children Chairperson

DEDICATION

Jamilah Tennant, *EPP*

Miss J, as she is known by our students, has been leading Morning Meeting most mornings I've been in the room and has really developed a strong rapport with the students in our classroom. During our Team Meetings, she has shared ideas and asked questions as we work through problem solving different areas. She has been open to learning new curriculum and strategies. She understands our neurodiverse learners have different strengths and needs, and she is committed to helping them reach their goals and be all that they can be. Thank you, Miss J, for all that you do for our great group of students!
- Emily Sidelinger, School-Age Speech & Language Pathologist

DEDICATION

Toni Marshall, *EPP*

Toni does a wonderful job building rapport with new students. She is patient and kind. I appreciate her collaboration to make sure our students have consistent language modeling, even on days I'm not in the classroom!
- Lainey Nordone, Speech Therapist

PARTNERSHIP

Megan Snyder, *Remedial Specialist*

Megan has built strong relationships with staff in our shared schools in a short amount of time. They look to her for both her kindness and her expertise. She also consistently communicates with me about our shared students. Last, she is acutely aware of students who may be in need of counseling services and takes the initiative to reach out to teachers and parents to make referrals when necessary.
- Melissa Wabrick, School Counselor

DEDICATION

Ashley Hoppes, *EPP*

Ashley radiates positivity every single day. She always has a smile for the students. It doesn't matter what happened the day before, she's always there to give the kids a fresh and positive start to their day. The students in our classroom always come first and always has an encouraging word for them. We recently added a student to our classroom, and she was eager to embrace this new student with kindness and positivity during this transition period. She's a team player and is willing to do whatever is best for each student. Thank you, Ashley, for all that you do each day!
- Emily Sidelinger, School-Age Speech & Language Pathologist

LEADERSHIP

Stephanie Kramer, *S/L Lead*

Stephanie is new to this role and she has been doing a beautiful job leading and supporting the therapists. I had the pleasure of meeting her and knowing her since August and she, since the moment I met her, has been personal, helpful and very clear in how she is teaching others the processes at CAIU. Thank you so much Stephanie!
- Lenora Edwards, SLP

SERVICE

Carrie Lersch, *Orientation & Mobility Specialist*

I am sending a shout out to the CAIU's only Orientation & Mobility Specialist, Carrie Lersch. Carrie serves our visually impaired students across our entire region. She is dedicated in teaching these kids how to travel safely and independently as a visually impaired individual. This job keeps her extremely busy, yet she finds time to coordinate and lead team meetings of our vision team each month and within the past couple of years, she pitched an idea to have a Fall and Spring Game night for our visually impaired students and their families. This idea has proven to be a huge success. Carrie works tirelessly to make this event happen each time and she very much deserves a compliment for her hard work and dedication. Thanks Carrie. We appreciate you.
- Norman Dixon, Teacher of the Visually Impaired

caiu
Capital Area Intermediate Unit

EARN EXTRA MONEY THIS SUMMER



ESY ORIENTATION JUNE 22, 2026
at 55 Miller Street, Enola, PA | 8:30 - 3:30PM

Extended School Year Dates
8:00AM - 12:00PM

- **June 29 - July 1**
- **July 7 - 9**
- **July 14 - 16**
- **July 21 - 23**
- **July 28 - 30**

Locations:
- Hill Top Academy *(West Shore Location)*
- TBD *(East Shore Location)*

Extended School Year (ESY) for Internal Staff Only.

Staff are paid at their per-diem hourly rate.

Receive an additional up to $600 for your work over ESY *(including professional and paraprofessional staff)*.

Each day is 4 hours, meaning just a 12 hour commitment to work each week.

- Less planning is needed since we are maintaining skills.
- One hour of scheduled time within the 4 hour work period for material prep and planning fun activities.
- Fun, creative activities are encouraged! It does not need to look like 'traditional school' every day.
- 3 days per week!
- If you have vacations scheduled that impact your availability, our ESY coordinators work around your schedule.

While we encourage all staff who sign up to work ESY to be available for the entire duration, we understand the need for vacations and importance of family time.

Interested? Scan the QR code to fill out the ESY Employment Interest form, or contact us at esy@caiu.org

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **February 26, 2026** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click *HERE* for the 2/26/26 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*

WORK SESSION ITEMS

- **Board Presentation** - Keystone State Challenge Academy (KSCA) - Dr. John Thompson, KSCA Principal and Dr. Linda Brewer, KSCA PA Dept. of Military & Veteran Affairs, provided an overview of KSCA and the CAIU's partnership to develop leaders, improve outcomes, and change lives of the attending cadets. KSCA is a 22-week residential Premier Leadership Academy for youth ages 16-18 who are disengaged from traditional setting and are actively seeking leadership, discipline and structure. It is a tuition free, statewide program held at Fort Indiantown Gap where CAIU provides the educational component. Enrollment has increased dramatically over the last several years to 100+ graduates per emerging class. The program includes a post-residential phase and Act 158 Pathways. Click HERE for the full presentation.

- **Board Presentation –** Dr. Kevin Roberts, CAIU Assistant Executive Director, provided an overview and a mid-year review of the CAIU Strategic Plan. Dr. Roberts reviewed CAIU's three organizational goals and six Leadership Focus Teams that were created to move our goals forward. In addition, last year our Leadership Team developed a Portrait of a

Leader to drive growth and professional learning in a leadership role. The portrait includes six pillars to define leadership and create accountability. Click HERE for the full presentation. Dr. Roberts will provide an end-of-the-year update at the June 25, 2026 Board Meeting.

- **Announcement of CAIU February 2026 Retiree -** The CAIU Board of Directors and administration recognized the retirement of **Vania Jaroch,** Business Coordinator, retirement with more than 5 years of dedicated service to the CAIU.
- **CAIU Information Item** – PETE&C newsletter was attached highlighting CAIU's support of the PA Educational Technology Expo and Conference (PETE&C) held at Hershey.

APPROVED ACTION ITEMS

- **Approval of Board Meeting Minutes** – 1/22/26
- **Treasurer's Report for January 2026** – a total of $6,897,999.81 in receipts and $7,944,895.30 in expenses.
  - Payment of Bills – January 2026
  - Summary of Operations for January 2026 showing revenues of $69,242,223.10 and $59,788,173.70 in expenses.
- **Budget Administration Items**
  - Proposed 25-26 Original Budget - Statewide System of Support
  - Second Reading Proposed 26-27 General Operating Budget
- **Other Fiscal Matters- none**
- **Other Business Items**
  - Appointment of the following new Board Members:
    - **Tameka Hatcher, Susquehanna Twp. SD**, to fill an unexpired term until the CAIU annual election from February 26, 2026 - June 30, 2026. Tameka is filling the vacancy of Jackie Hill (term ends 6/30/28).
    - **Dr. Brian Allen, Cumberland Valley SD**, to fill an unexpired term until the CAIU annual election from February 26, 2026 - June 30, 2026. Brian is filling the vacancy of Michelle Nestor (term ends 6/30/27).
  - Contracts - February 2026
  - Authorization of Regional Wide Area Network Agreement - Approval to authorize the Board President to execute the Regional Wide Area Network Agreement prior to the March, 26, 2026 meeting of the Board of Directors. The Board President's execution of the Agreement prior to the March Board meeting is necessary for compliance with applicable E-Rate submission deadlines.

- **Policies & Programs**
  - Second Reading, Revised Policy #103 - Discrimination/Harassment Affecting Students
  - Second Reading, Revised Policy #103.1 – Nondiscrimination – Qualified Students with Disabilities
  - Second Reading, Revised Policy #104 - Discrimination/Harassment - Staff
  - Second Reading, Revised Policy #113 - Special Education
  - Second Reading, Revised Policy #113.1 - Discipline of Students with Disabilities
  - Second Reading, Revised Policy #113.2 - Behavior Support
  - Second Reading, Revised Policy #113.5 - Early Intervention
  - First Reading, Revised Policy #626 - Federal Fiscal Compliance - Procurement (Attachment Only)
  - First Reading, Revised Policy #115 - Career and Technical Education
  - First Reading, Revised Policy #117 - Homebound Instruction
  - First Reading, Revised Policy #118 - Independent Study
- **Job Descriptions**
  - Second Reading, Revised Position Description - Department Coordinator (Student Services)
- **Personnel Items**
  - See attached Personnel report.

EXECUTIVE DIRECTOR'S REPORT

Click to view the February 2026 All-In Newsletter

UPCOMING MEETINGS:

Next CAIU Board Meeting: Thursday, March 26, 2026, 8:00 a.m., Board Room, CAIU Enola Office, 55 Miller Street, Enola, PA, 17025 and posted on our website, at www.caiu.org.Time of Meetings: 8:00 a.m.

FEBRUARY 26, 2026, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **LYNN BARRICK,** Part-time Program Assistant, Early Intervention Program, effective March 6, 2026. Reason: Retirement after more than 8 years of continuous CAIU service.
- **KIRBY HOKE,** Maintenance/Facilities Technician, Administrative Team - Operations, effective June 30, 2026. Reason: Retirement after more than 4 years of continuous CAIU service.
- **KAREN ROBBINS,** Teacher, Diagnostics Program, effective June 6, 2026. Reason: Retirement after 10 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **IKIKE AKPE,** Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Early Intervention Program 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 Early Intervention budgets.
- **LINDSEY DEIBERT,** Temporary Professional, effective date to be determined. Assignment: Teacher, Emotional Support 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 Emotional Support budget.
- **BILLIE HAMILTON,** 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.
- **MELANIE JOHNS,** Professional, effective date to be determined. Assignment: Occupational Therapist, Early Intervention Program with base salary of Masters+45, Step 7, $68,530 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.

- **SKYLAR REINHARDT,** Student Cafeteria Worker, Food Services Program, effective February 20, 2026. Hourly rate will be $7.25 per hour. This is a temporary student worker position funded through the Food Services budget.
- **THOMAS SAMUEL,** Professional, effective date to be determined. Assignment: Floater Teacher, Emotional Support Program with base salary of 80% of Masters, Step 15, $62,249.60 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 new position funded through the Emotional Support budget.
- **KRISTI TOBER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 7, $61,375 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.

LEAVE OF ABSENCE:

- **NATALIE BHUT,** Speech and Language Pathologist, Early Intervention Program, child-rearing leave of absence effective May 5, 2026 – May 29, 2026. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **RYA SMIGEL,** Inclusion Consultant, Early Intervention Program, leave of absence effective February 20, 2026 – March 12, 2026. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).