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# Derry Township School District
# Board of Directors Meeting
# August 10, 2026
### Board of Directors Room 7:00 p.m.
# Summary Minutes - II

## 1. OPENING ITEMS

### 1.a. Call to Order

**Minutes**

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

### 1.b. Roll Call

**Minutes**

**Members in Attendance:** Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey Royo, and Nicole Searfoss,

**Members in Attendance Virtually:** Lesa Brackbill, Joshua Cysyk, and Christine Stickler

**Members Absent:** None

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

**Solicitor:** David Walker

**Staff/Public in Attendance In-Person:** Phil Ayala, Alex DeCicco, Sarah Harmer, Monika Holbein, and Jesse Rawls

**Staff/Public in Attendance Virtually:** Lisa Balanda, Paige Dalto, Jodie Dermo, Aaron Shuman, and Rebecca Small

### 1.c. Flag Salute

### 1.d. Approval of Board of Directors Agenda

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

**Minutes**

Following a motion by Mrs. Renz and a second by Ms. Romberger, 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 Royo, Nicole Searfoss, Christine Stickler |
| Nay: | 0 | |

**Abstain:** 0
**Not Cast:** 0

# 2. INFORMATIONAL AND PROPOSALS

## 2.a. President Communications

**Minutes**

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

- Matters of Personnel
- Security
- Informational items

## 2.b. Recognition of Citizens (Agenda Items)

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

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

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

**Minutes**

There were no citizens requesting recognition by the board.

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

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

- Approval of August 10, 2026, Board of Directors Summary Minutes
- Conferences/Staff Development - Victoria Smith, PCEA

## 3. UNFINISHED BUSINESS

## 4. CONSENT AGENDA ITEMS

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

**Minutes**

Following a motion by Mrs. Renz and a second by Ms. Romberger, the Consent Agenda items were approved.

***Vote Results***

| | | |
|---|---|---|
| **Yea:** | 9 | Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey 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**

| | |
|---|---|
| ***Group:*** | **Ben and Tim Day (amendment)** |
| *Date/Time:* | Saturday, August 22, 2026, 6:30 a.m. - 1:00 p.m. |
| *Requested Facility:* | Stadium Track and Grandstand Access |
| *Event:* | Fun Run |
| *Fee:* | None |
| | ***Previously approved on April 7, 2026*** |
| ***Group:*** | **Ben and Tim Day Inc.** |
| *Date/Time:* | Wednesday, August 19, 2026, 3:30 p.m. - 9:00 p.m.<br>(Set-up LGI, & Cafeteria)<br>Thursday, August 20, 2026, 4:00 p.m. - 7:00 p.m.<br>(Set-up LGI, & Cafeteria)<br>Friday, August 21, 2026, 4:00 p.m. - 7:00 p.m.<br>(Set-up LGI, & Cafeteria)<br>Saturday, August 22, 2026, 6:30 a.m. - 1:00 p.m.<br>(Cafeteria & Parking Lots) |
| *Requested Facility:* | High School LGI, Cafeteria, Restrooms, Access to |

| | |
|---|---|
| | Parking Lots (including Pebble Beach) |
| *Event:* | Set Up & Registration - Wednesday, Thursday, & Friday |
| | Registration, 5K, 1 Mile Fun Run - Saturday |
| *Fee:* | Custodian Fee: Saturday Only - $49.81 per hour - approx. $323.77 |

**4.c. Field Trip/Excursions - Music Department Overnight Field Trips**
The Administration recommends the approval of the proposed overnight field trip/excursions as listed:

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

| ***Group:*** | **Music Department** |
|---|---|
| *Number of Participating Students:* | 15 |
| *Grade Level:* | 9-12 |
| *Destination:* | Camp Hill, PA - Cedar Cliff High School |
| *Purpose:* | PMEA District 7 Band North |
| *Depart:* | January 15, 2027 |
| *Return:* | January 16, 2027 |
| *Trip Leader:* | Mr. Brandon Buterbaugh |
| ***Group:*** | **Music Department** |
| *Number of Participating Students:* | 6 |
| *Grade Level:* | 9-12 |
| *Destination:* | TBA |
| *Purpose:* | PMEA Region V Band |
| *Depart:* | February 18, 2027 |
| *Return:* | February 20, 2027 |
| *Trip Leader:* | Mr. Brandon Buterbaugh |
| ***Group:*** | **Music Department** |
| *Number of Participating Students:* | 8 |
| *Grade Level:* | 9-12 |
| *Destination:* | TBA |

| | |
|---|---|
| *Purpose:* | PMEA Central Region Orchestra |
| *Depart:* | March 11, 2027 |
| *Return:* | March 13, 2027 |
| *Trip Leader:* | Mr. Brian Buterbaugh |
| ***Group:*** | **Music Department** |
| *Number of Participating Students:* | 5 |
| *Grade Level:* | 9-12 |
| *Destination:* | Dallastown, PA - Dallastown High School |
| *Purpose:* | PMEA District 7 Jazz Band Festival |
| *Depart:* | March 19, 2027 |
| *Return:* | March 20, 2027 |
| *Trip Leader:* | Mr. Brandon Buterbaugh |
| ***Group:*** | **Music Department** |
| *Number of Participating Students:* | 7 |
| *Grade Level:* | 9-12 |
| *Destination:* | Erie, PA - Erie Convention Center |
| *Purpose:* | PMEA All-State Conference |
| *Depart:* | April 14, 2027 |
| *Return:* | April 17, 2027 |
| *Trip Leader:* | Mr. Brian Buterbaugh and Mr. Brandon Buterbaugh |

**4.d. CAIU Agreement - Network Services**
The Administration recommends the approval of the CAIU five year agreement for network services.

**4.e. Kenbrook Contract**
The Administration recommends the approval of the Kenbrook Contract for the sixth grade education program.

**4.f. Autism Helper Contract**
The Administration recommends the retroactive approval of the Autism Helper Contract for access to autism based curriculum.

**4.g. Clear Path Contract**
The Administration recommends the retroactive approval of the Clear Path Contract for ESY speech services.

### 4.h. Vista Agreement

The Administration recommends the retroactive approval of the Vista Agreement for ESY services for attending students.

## 5. NEW BUSINESS

### 5.a. Affiliation Agreement - Lehigh University

The Administration recommends the Board approve the affiliation agreement with Derry Township School District and Lehigh University effective August 10, 2026.

**Minutes**

Following a motion by Dr. McCarver and a second by Mrs. Renz, the affiliation agreement with Derry Township School District and Lehigh University effective August 10, 2026, was approved.

***Vote Results***

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

### 5.b. AP Benefit Advisors (APBA) Agreement

The Administration recommends the Board approve the Services and Consulting Agreement with AP Benefit Advisors (APBA), as health and benefits insurance broker effective September 1, 2026 through August 31, 2029.

**Minutes**

Following a motion by Mrs. Renz and a second by Dr. McCarver, AP Benefit Advisors (APBA) Agreement was approved.

***Vote Results***

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

### 5.c. Attendance Officers

The Administration recommends the board approve the following District staff to serve in the capacity of Attendance Officer for the 2026-27 school year:

Brennan, Kelly
Decicco, Alexandria
Funck, Jena
Galloway, Michael
Gawel, Anna

Goss, Emily
Miller, Gregory
Schmidt, Lindsey
Stine, Heidi
Valentin, Erick
Wade, Laurie

**Minutes**

Following a motion by Mrs. Renz and a second by Mrs. Royo, the Attendance Officers for the 2026-2027 school year were approved.

***Vote Results***

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

### 5.d. Authorization of Superintendent for Elementary School Build Change Orders

Motion that approval be given to authorize the Superintendent to initially approve change orders up to a maximum total amount of $50,000 each in order to avoid any contractor delays and to keep the Elementary School Project construction work moving with ALL change orders ultimately to be approved by the Board prior to inclusion on any contractor pay applications and subsequent payment made by the District from the District's 2023 and 2026 Bond Fund.

**Minutes**

Following a motion by Mrs. Renz and a second by Ms. Romberger, authorization was approved for the superintendent to initially approve elementary school build change orders up to a maximum total amount of $50,000 to avoid contractor delays and keep construction work moving.

***Vote Results***

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

### 5.e. 2026-2027 Bus Stops

The Administration recommends adopting the bus stop locations as indicated in the attached Trip-Stop Report for the 2026-2027 school year.

The Administration also requests authorization to change bus stops for the following reasons: safety, efficiency, and also due to the transportation of new students.

**Minutes**

Following a motion by Mrs. Renz and a second by Dr. McCarver, the bus stops for the 2026 - 2027 school year were approved.

***Vote Results***

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

## 5.f. Club - Global Health Outreach

The Administration recommends the addition of the club - Global Health Outreach. No Limited-Service Contract is associated with this club. The club is requesting a Student Activity Account.

**Minutes**

Following a motion by Mrs. Renz and a second by Mrs. Royo, the Global Health Outreach club was approved.

***Vote Results***

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

## 5.g. Special Counsel Engagement Letter

The Administration recommends the approval of the Wisler Pearlstine, LLP Engagement Letter for special counsel.

**Minutes**

Following a motion by Mrs. Renz and a second by Dr. McCarver, the Special Council Engagement letter with Wisler Pearlstine, LLP, was approved.

***Vote Results***

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

## 5.h. Folium Agreement (Laurel Life)

The Administration recommends the retroactive approval of the Folium Agreement for elementary emotional support services.

**Minutes**

Following a motion by Mrs. Renz and a second by Dr. McCarver, the Folium Agreement was approved.

***Vote Results***

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

### 5.i. G.R. Sponaugle Proposal

The Administration recommends the retroactive approval of the G.R. Sponaugle Proposal for an elementary boiler room chilled water secondary pump replacement.

**Minutes**

Following a motion by Mrs. Renz and a second by Ms. Romberger, the G.R. Sponaugle Proposal was approved.

***Vote Results***

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

### 5.j. Hershey Education Association Memorandum of Understanding - Extended School Year Positions

The Administration recommends the approval of a Hershey Education Association Memorandum of Understanding for extended year positions.

**Minutes**

Following a motion by Mrs. Renz and a second by Ms. Royo, the HEA Memorandum of Understanding for extended year positions was approved.

***Vote Results***

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

### 5.k. Personnel - Resignations

The Administration recommends the approval of the following resignations:

**Act 93 Staff:**

**Montedoro, Michael**
Director of Athletics

District-wide
Reason: Retirement
Effective: 01/04/2027

**Professional Staff:**

**Moy, Kristen**
Special Education Teacher
Intermediate Elementary School
Reason: Personal
Effective: No later than 09/28/2026

**Classified Staff:**

**Echevarria, Gabriella**
Cafeteria/Recess Aide
Early Childhood Center
Reason: Personal
Effective: 08/05/2026 (retroactive)

**Welsh, Jessica**
Paraprofessional (Self-contained Classroom)
Early Childhood Center
Reason: Personal
Effective: 07/27/2026 (retroactive)

**Minutes**

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

***Vote Results***

| | | |
|---|---|---|
| **Yea:** | 9 | Lesa Brackbill, Joshua Cysyk, Lindsay Drew, Stewart McCarver, Jennifer Renz, Honesta Romberger, Tracey 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:

**Professional Staff:**

**Santiago, Christopher** (replacing Amy Worcester)
Family Consumer Science Teacher
High School
Long Term Substitute
Bachelor's, Step 1

Salary: $63,076 (pro-rated)
Effective: 08/10/2026 (retroactive) (pending PA Teaching Certificate) through 01/07/2027

**Small, Rebecca** (replacing Shirah Scheib)
Special Education Teacher
Primary Elementary School
Professional
Master's, Step 14
Salary: $85,223 (pro-rated)
Effective: 08/10/2026 (pending receipt of Act 168, Act 34, Act 151, Act 114, Act 126, and Act 24 certifications)

**Classified Staff:**

**Wolfe, Shiann** (replacing Pablo Martinez)
Bus Driver
Transportation
Level A, 5.25 hours per day
Salary: $24.34 per hour
Effective: 08/17/2026

**Transfer of Classified Staff:**

**Lagman, Larry** * (replacing Theresa Seaton)
From: Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: $19.82 per hour
To: Food Service Worker
Elementary School
Level A, 4.0 hours per day
Salary: $19.82 per hour
Effective: 08/13/2026

**Papapietro, Maureen* (Correction replacing Joan Tyburski)**
From: Bus Driver
Transportation
Level A, 5.5 hours per day
Salary: $24.34 per hour
To: Food Service Worker
**Early Childhood Center**
Level A, 4.0 hours per day
Salary: $19.82 per hour
Effective: **08/13/2026**

**Limited Service Contract:**

**Codispoti, Joseph** (replacing Matthew Bowman)
Marching Band Rehearsal Staff (#2)
Group I, Step 10
Salary: $1,558
Effective: 08/11/2026

**Cotter, Mary** (replacing Rebecca Weiler-Timmins)
Assistant Coach - H.S. - Basketball - Girls
Group D, Step 1
Salary: $3,321
Effective: 08/11/2026

**Johnston, Michaela*** (continuing LSC)
Head Coach - H.S. - Bocce (2)
Group G, Step 2
Salary: $2,033
Effective: 08/11/2026

**Krahling, Abbey*** (replacing Allyssa Dominique)
Head Coach - H.S. - Bocce (1)
Group G, Step 1
Salary: $1,898
Effective: 08/11/2026

**Machamer, Gwen*** (replacing Kalin Miller)
Assistant Coach - H.S. - Volleyball - Girls
Group F, Step 9
Salary: $3,726
Effective: 08/11/2026

**Smith, Jasmine** (replacing Heather White)
Marching Band Color Guard Assistant - H.S.
Group H, Step 15
Salary: $2,846
Effective: 08/11/2026

**Smith, Jasmine** (replacing Angel Lacey)
Marching Band Winter Color Guard Assistant Instructor
Group I, Step 15
Salary: $1,898
Effective: 08/11/2026

**Stahl, Stacy*** (replacing Karen Westervelt)
Grade Level Coordinator - Grade 5

Salary: $1,250
Effective: 07/01/2026 (retroactive)

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

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

**Dickinson, Megan**
Grade 2 Teacher
Primary Elementary School
Childrearing Leave
Effective: Approximately 01/27/2027 through the end of the 2026-27 school year

**Minutes**

Following a motion by Mrs. Renz and a second by Dr. McCarver, 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 Royo, Nicole Searfoss, Christine Stickler |
| **Nay:** | 0 | |
| **Abstain:** | 0 | |
| **Not Cast:** | 0 | |

# 6. DELEGATE REPORTS

## 6.a. CAIU

**Minutes**

The CAIU All-In report is attached to the agenda for review.

# 7. SPECIAL REPORTS

## 7.a. Board Members' Report

**Minutes**

The Board Members did not have any reports to share.

## 7.b. Superintendent's Report

**Minutes**

Dr. Winslow gave a report that included the following:

- Today was the start of New Teacher Orientation and Induction
- Next week there will be a significant increase in construction on campus, please watch for communications

### 7.c. Board President's Report

**Minutes**

Ms. Drew did not have any reports to share.

## 8. RECOGNITION OF CITIZENS

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

**Minutes**

The following citizens were recognized by the board:

- Monika Holbein spoke to the lack of training for dyslexia in the district

## 9. ADJOURNMENT

**Minutes**

The meeting was adjourned at 7:24 p.m. following a motion by Mrs. Renz and a second by Dr. McCarver.

***Vote Results***

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

Respectfully submitted,

Michele Agee
Secretary to the Board
August 24, 2026

Lindsay Drew
Board President

# Derry Township School District
# Board Meeting
## August 10, 2026

**Please Sign In AND Print Your Name**

| *Signature* | *Printed Name* |
|---|---|
| Sample Signature | Sample Name Printed |
| [illegible] | Monika Holbein |
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| **August 10, 2026 Board Meeting Virtual Attendance** |
| --- |
| Lisa Balanda |
| Paige Dalto |
| Jodie Dermo |
| Aaron Shuman |
| Rebecca Small |

**2026-2027 Music Department Field Trip Overnight Requests**

| Date | Event | Trip Leader(s) | Approx. # of Students | Location | Overnight? |
|---|---|---|---|---|---|
| 1/15/2027-1/16/2027 | PMEA District 7 Band North | Brandon Buterbaugh | 15 | Cedar Cliff High School; 1301 Carlisle Road, Camp Hill, 17011 | YES |
| 2/18/2027-2/20/2027 | PMEA Region V Band | Brandon Buterbaugh | 6 | TBD | YES |
| 3/19/2027-3/20/2027 | PMEA District 7 Jazz Festival | Brandon Buterbaugh | 5 | Dallastown Area High School; 700 New School Lane; Dallastown, PA 17313 | YES |
| 4/14/2027-4/17/2027 | PMEA All-State Conference | Brian Buterbaugh/Brandon Buterbaugh | 7 | Erie Convention Center; 1 Sassafras Pier; Erie, PA 16507 | YES |
| 3/11/27 - 3/13/27 | PMEA Central Region Orchestra | Brian Buterbaugh | 8 | Location TBD | YES |
| | | | | | |
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| | | | | | |
| | | | | | |

**AGREEMENT FOR** MANAGED NETWORK **SERVICES**

This Agreement for Managed Network Services (hereinafter "Agreement") is made this 5th day of June, 2026, by and between the **Capital Area Intermediate Unit** (hereinafter "CAIU"), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*,with its principal place of business at 55 Miller Street, Enola, PA 17025, and Derry Township School District (hereinafter "Client"), a local education agency with its principal place of business at 30 East Granada Avenue, Hershey, PA 17033.

1. **Scope of Work.**
   1.1 CAIU agrees to provide and perform Comprehensive Network services as follows:
   The Scope of Work is detailed in Attachment 1 "Proposal for Comprehensive Network Services" attached hereto and incorporated by reference hereby.

   1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to provide and perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as "work."

2. **Responsibilities of the Parties.**
   2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.
   2.2 CAIU shall:
   See Attachment 1 for details.
   2.3 Client shall:
   See Attachment 1 for details.

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept, $45,138.72 (forty-five thousand one hundred thirty-eight dollars and seventy-two cents) in fulfillment of this Agreement. Additional cost terms, if any, shall be addressed in Section 25 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) annual basis for the costs incurred to provide the Services. All invoices are due within 45 days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every 30 days past the 45 days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

   5.1 The term of this Agreement shall commence July 1, 2026, and shall terminate effective June 30, 2031.

   5.2 This Agreement shall then automatically renew from year to year unless: (1) either party provides written notice of it's of intent to terminate within ninety (90) days of the termination effective date set forth above; or (2) either party provides notice of intent to terminate as outlined in Section 20 herein.

   5.3 In the event Client has received discounted pricing for entering into a multi-year contract and terminates this Agreement without cause prior to the above-stated termination date or as otherwise provided for under Section 25 herein, Client shall be billed and responsible for the single year cost.

6. **Notice.**

   6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

| | | |
|---|---|---|
| Contact Name: | Ron Sims | |
| Address: | 55 Miller Street, Enola, PA 17025 | |
| Phone: | 717-732-8400 | Fax: 717-732-8414 |
| Email: | rsims@caiu.org | |

6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

7. **Mutual Release from Liability.**

7.1 Except as otherwise provided in this Agreement, Client, on behalf of itself, its agents, employees, directors, officers, affiliates, consultants, and/or contractors (collectively "Client") hereby releases CAIU and its agents, employees, directors, officers, affiliates, consultants, and/or contractors "CAIU"), and CAIU hereby releases Client, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever during the performance and execution of this Agreement.

7.2 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. **Mutual Indemnification.**

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

directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement.

8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. **Insurance Coverage.**

9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances, shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance.

10. **Limitation of Relationships.** Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture.

11. **Work Product.**

11.1 All work products, whether tangible or intangible, and regardless of medium, that are created, produced, engineered or otherwise devised by CAIU during the course of this Agreement are solely owned by the CAIU and may not be used, sold, or otherwise distributed by the Client in any manner which exceeds the scope of the relationship between the Client and the CAIU as described herein or as described in a contract made hereunder.

11.2 Any unauthorized use or infringement of work product by Client shall be considered a material breach.

11.3 Unless otherwise expressly stated herein, no license for use, whether expresses or implied, is given to Client by this Agreement.

**12. Confidentiality.**

12.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student

information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

12.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and the business associate and subcontractor privacy rules of the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA), and all other applicable State and federal laws.

12.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 12 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

12.4 The provisions of this Section 12 and its subsection shall survive termination or expiration of the Agreement.

13. **Warranties.**

13.1 **Unless otherwise expressly stated in Section 25 herein or in an Addendum hereto, CAIU MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IN REGARDS TO THE SERVICE(S) AND/OR PRODUCT(S) IT PROVIDES TO CLIENT, AND**

13.2 **CLIENT ACCEPTS THE SERVICE(S) AND/OR PRODUCT(S) PROVIDED BY CAIU "AS IS," WITH NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.** The CAIU assumes no liability for losses, damages, or legal judgments resulting from Client's use of any product or service provided to Client under this Agreement.

13.3 CAIU does not warrant that any product provided by it will perform without error or that it will run without immaterial interruption. Moreover, CAIU provides no warranty regarding, and shall therefore have no responsibility for any claim arising from a modification made by Client unless CAIU approves such modification in writing; and/or use of the product in combination with or on products other than as specified in writing by the CAIU.

13.4 CAIU shall (a) "pass through" to Client any warranty right it receives from any third party provider of system components not authored or manufactured by CAIU ("Third Party Components"); and (b) reasonably cooperate with Client in enforcing such rights. CAIU provides no warranties, express or implied, with regard to Third Party Components, and CAIU shall not be liable for any failure of any Third Party Component to function as expected or intended.

14. **Audit.** All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

15. **Severance; Full Force and Effect.**

15.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

15.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

16. **Governing Law and Venue.**

16.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

16.2 Client hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

17. **Non-Discrimination.** The Client agrees to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by the Provider because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

18. **Compliance with Law and Policy.** During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

19. **Clearances.** As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and consultants* who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

20. **Termination.**
    20.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days written notice.
    20.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

21. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

22. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

23. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

24. **Entire Agreement and Modification.**
    24.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

24.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum, 2, en sic.* To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of both parties, and dated.

24.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

24.4 It is specifically understood and agreed that every Addendum must be separately negotiated and a revised price agreed upon, in writing, by both parties.

24.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

25. **Additional Terms and Conditions Specific to this Agreement.**

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

| **CAPITAL AREA INTERMEDIATE UNIT** | DERRY TOWNSHIP SCHOOL DISTRICT |
|---|---|
| Authorized Signature | Authorized Signature |
| Andria B. Saia | Lindsay K. Drew |
| Printed Name | Printed Name |
| Executive Director | School Board President |
| Title | Title |

Rev. 4/3/2018

# Proposal for Comprehensive Network Services

**Derry Township School District**
**30 East Granada Avenue**
**Hershey, PA 17033**



**June 5, 2026**

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# 1. Executive Summary

The CAIU Technology Services Team delivers comprehensive IT services designed to support and enhance client infrastructure, operations, and communications. Services are structured to provide reliability, scalability, and expert guidance across three core areas: Consulting & Network Support, Server Hosting, and Phone Service Hosting.

### 1. Managed Network Services (MNS) and Consulting

- Strategic IT planning and infrastructure design
- Network performance optimization and troubleshooting
- Technology, infrastructure, and vendor management
- 24/7 NOC monitoring for network health, performance, and incident response

### 2. Phone Service Hosting

- Hosted VoIP system setup and administration
- Extension, hunt group, and auto-attendant configuration
- Call routing, voicemail, and remote access support
- Hardware provisioning and softphone enablement
- Call quality monitoring and usage reporting

### 3. Server Hosting

- Secure hosting of physical and virtual servers
- OS and application management with patching and updates
- 24/7 monitoring, performance tuning, and access control

### Service Delivery

- Help desk and technical support availability (M-F 7a-5p)
- Secure client portal for ticketing and reporting (CW Portal)
- Regular service reviews and performance reporting (MNS Meetings)

### Additional Services

If the client wishes to contract for any additional services not outlined in this proposal, they can:

- Request an additional agreement for the new service. Agreements provide annual, ongoing support for the service requested.
- Request a quote for a one-time service. When the signed quote and/or PO is received, the service(s) will be performed as an amendment to this agreement.

Derry Township School District is contracting with the Capital Area Intermediate Unit for the following services:

- Managed Network Services (MNS) and Consulting
- Server Hosting

## 2. Managed Network Services (MNS) and Consulting

The CAIU will provide Level 2 / Level 3 Support as listed below:

- Hardware Infrastructure Support
  - Manage, monitor, and maintain the routers and switches for district buildings
  - Manage, monitor, and maintain the firewall separating the district from other WAN and Internet traffic
- Server Infrastructure Support
  - Physical and virtual servers, Storage Area Networks (SANS), Network Attached Storage (NAS) and other hosting solutions
    - Handling additions, moves, and removal of physical/virtual servers
    - VMware updates and monitor VMware resource utilization
    - Monitor and allocate disk space from current SAN
    - Oversee, monitor, and sustain the servers and operating systems, providing Windows Server updates and patching
    - Maintain and troubleshoot servers for application uptime
    - Hardware and software troubleshooting and repair
- Management of Local Area Network
  - Devices connected to the wired network
    - Handling additions, moves, and removal of wired network devices
    - Oversee, monitor, and sustain the switches, routers, and connectivity
    - Hardware and software troubleshooting and repair
    - Coordination with vendors for all hardware warranty repairs when needed
- Cloud Hosted Services
  - Office 365 Cloud Services
  - Exchange/Office 365 troubleshooting and Level 2/3 assistance
  - Wireless Solutions
    - Monitor and Troubleshoot Service Set Identifier (SSID) configurations and AP issues
    - Assist with Wireless Optimization planning and configuring
- Project Management and Consulting
  - Meet with Client and develop a technology hardware infrastructure refresh cycle
  - Coordinate projects with Client to determine resources and/or costs to meet project timeline
  - Monthly status meeting updates on current issues and upcoming projects

**CAIU Responsibilities:**

- Provide all contact information to Client representative(s)
- Provide level 2 & 3 support for wired network related issues
- Provide level 2 & 3 support for server hosting related issues
- Utilize Wi-Fi optimization solution (currently 7Signal) for troubleshooting wireless AP issues

- Conduct an annual review of hardware, software, and support coverage to ensure active warranty is in place.
- Provide a ticketing system that will be used for all ticket entry, routing, management, escalating and reporting
- Responsible for managing assigned support ticket queues, maintaining accurate documentation of maintenance and repair efforts within the ticketing system, and corresponding with customers to ensure timely resolution of submitted tickets

**Client Responsibilities:**

- Purchase all software and maintain licenses and warranties
- Purchase all hardware and maintain licenses and warranties
- Purchase and maintain Cisco Smartnet/Aruba Foundation Care 24/7/4-hour coverage on core switching and at least 8x5xnext business day coverage for all other switches.
- Purchase Auvik licenses for all billable devices.
- Provide CAIU access to all servers, routers, switches, and devices
- If Client requests CAIU involvement with a vendor (remote or on-site), a minimum 24-hour advance notice is requested
- Provide remote access for initial troubleshooting and repair of issues
- If wireless APs are not Meraki, the district must do basic troubleshooting with the vendor before entering a ticket into the CAIU ticketing system. If a ticket is entered, the district must act as a liaison between the vendor and the IU for initial contact
- If a site visit is required, a representative of the district must be available
- Responsible for opening support tickets in the CAIU ticketing system
- Client must provide adequate notice of large projects to allow CAIU to evaluate their impact on overall technology support operations
- Attend monthly review meetings

## 3. Server Hosting

The CAIU will provide Server Hosting for the district as listed below:

- Resources (vCPU, RAM, storage) will be allocated to the district as specified by technology staff in the district or an administrative staff member
- Resources will be monitored and reported on a semi-annual basis and adjusted as needed
- Manage the data center operations such as power cooling and physical security
- Provision server as requested, including the installation of SentinelOne and Connectwise Automate licenses.

**CAIU Responsibilities:**

- Provide resource allotment according to Client's needs
- Provide semi-annual or annual resource report, allowing Client to approve current allotment or remove unnecessary data
- Provide hosting of all resources and Virtual Servers on server backbone at the CAIU
- Provide VMware support of all ESXi servers – hardware failover, high availability, software upgrades to ESXi and any firewall configuration for server access
- Provide support for migration of current servers to CAIU environment
- Provide uptime and connectivity monitoring and management
- Install Connectwise Automate and SentinelOne licenses on any new server

**Client Responsibilities:**

- Provide server and application backups
- Provide Windows licensing
- Provide application installation and administration
- Purchase a ConnectWise Automate license for each server
- Purchase a SentinelOne license for each server

## 4. Definition of Support Levels

Several modules of the Comprehensive Network Solution refer to levels of support. CAIU defines levels of support as the following:

| Support Level | Description |
|---|---|
| **Level 1** | All support incidents begin in Level 1, where the initial trouble ticket is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated.<br>For trouble reports, undertake the following responsibilities:<br>• Perform initial issue troubleshooting, isolation, and identification (for example hardware vs software fault triage)<br>• Determine whether a solution is contained in the product, and, as necessary, perform a review of a symptoms-solutions database for known issue resolutions.<br>• Work with the Client to resolve single issues or escalate trouble ticket to Level 2 Support for resolution.<br>• Escalate and manage the progress of trouble resolution through subsequent levels of support.<br>• Provide updates to the Client on the status of resolution on a basis agreed to with Client.<br>• Notify Client of final resolution and verify the issue is resolved before closing the trouble ticket. |
| **Level 2** | All support incidents that cannot be resolved with Level 1 Support are escalated to Level 2, where more complex support on hardware/software issues can be provided by more experienced support engineers. The services provided to a client to perform an in-depth analysis of the suspected issue, attempt to recreate the issue, and to provide an acceptable issue resolution. Nearly all issues are resolved at no higher than this Level. Level 2 support is also responsible for keeping Level 1 support (and, therefore, the Client) informed of the status of trouble resolution on a regular basis. |
| **Level 3** | Support incidents that cannot be resolved by Level 2 support are escalated to Level 3, where support is provided by the most qualified and experienced Engineers who can collaborate with 3rd party (Vendor) support engineers to resolve the most complex issues. |

- Priority will be given to incident requests categorized 1, 2, or 3, while moves/adds/change requests will be accorded the lowest priority.
- Response time in the duration it takes for CAIU to establish direct contact with the requester of the support ticket, either via phone, email or on-site.
- Resolution time is the elapsed duration from the entry of the ticket to the point where the requester is content that the issue has been resolved, leading to the closure of the ticket by CAIU.

## 5. Incident Management

The objectives of the Incident Management Process are:

- To restore normal service operation as quickly as possible and minimize the impact on business operations.
- Provide clients with a consistent high-quality experience during the Incident Management process.
- Provide better communication during the Incident Management process.
- Adopt a single standard process and tool across district based on industry best practices.
- Improve IT staff satisfaction with the overall Incident Management process.

**CAIU Responsibilities**

- CAIU provides the client with a single point of contact.
- CAIU shall receive support requests 24 hours a day, seven days a week, regardless of the Business Continuity Level.
- During the Service Calendar, the CAIU must:
    - Consult with the Client to confirm the impact and urgency of the support request which will result in the allocation of a default priority to the support request ticket.
    - Create support request tickets in the CAIU ticketing System and coordinate the response to them in accordance with the relevant Business Continuity Levels.
    - Allocate a unique ticket number for tracking and follow-up of the support request tickets.
    - Contact the Client to make the necessary arrangements if access to a Site is required to address the support ticket request; and
    - Keep the Client updated on the status of the support ticket request.

**Client Responsibilities**

- Perform any necessary preliminary checks to verify the need for assistance before logging a support request ticket.
- Use the helpdesk@caiu.org email, ConnectWise PSA Portal or call the Help Desk to log a support request and provide as much background information about it as possible.
- Log support requests tickets in accordance with the Help Desk procedures notified to the Client.
- Raise a high priority support request ticket by telephone only.
- Advise the CAIU of any change management procedures that must be followed.
- Report any unsatisfactory operation of the Service to the CAIU in a timely manner.

**Methods of Requesting Service**

There are three ways clients can contact Managed IT Support for remote and local support:

- Email (helpdesk@caiu.org)
- Phone via CAIU Support Center (717.732.8403) between the hours of 7AM – 5PM
- Online via ConnectWise Portal (https://caiu.myportallogin.com)
- After-Hours EMERGENCY Phone (717.732.8499) between 5PM – 7AM and weekends

For each request method the CAIU will:

- Register and assign a ticket number.
- Classify and categorize incidents (e.g. determine impact)
- Resolve as many calls as possible.
- Communicate as appropriate to vendors to resolve service calls.
- Communicate with all affected entities regarding issue progress.
- Initiate crisis management procedures, escalation and contingency procedures as agreed

**Service Availability**

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- Phone support: 7:00 A.M. to 5:00 P.M. Monday – Friday
- After-Hours EMERGENCY Phone support
  - Calls placed to the after-hours support number will go to an answering service which will create a support ticket and text the Managed Services team.
- Email support: Monitored 7:00 A.M. to 5:00 P.M. Monday – Friday
  - Emails received outside of office hours will be collected, however no action will be guaranteed until the next working day.

CAIU may temporarily make software applications and hardware inaccessible to the Client for routine maintenance and upgrades during Planned Outages.

"Downtime" refers to an unplanned period when the Client's technology is unavailable as indicated by the CAIU Monitoring Application, between 12:00 am and 11:59 pm, adjusted for any planned outages. Downtime does not include the inaccessibility of one or a limited number of users to the server/cloud, applications, printers, or Internet. It also does not include events beyond CAIU's control, such as acts of government, war, insurrection, sabotage, embargo, vandalism, fire, flood, strike, transportation interruption or delay, telecommunication unavailability, third-party service failure, DNS propagation, domain name registration/transfer, third-party software or hardware failure, or power unavailability. Downtime caused by the Client's inappropriate use of the endpoint technology is also excluded.

"Planned Outage" is a scheduled event for Routine Maintenance and Upgrades for technology within the district, considering any scheduled or needed use of the school facility. CAIU will notify the Client and its users of any scheduled Planned Outage. If the District needs to reschedule due to school needs or functions, subsequent downtime will be excluded until the Planned Outage occurs.

## 6. Monthly Review Meeting

The monthly review meeting will consist of the following components:

- The review will be conducted via teleconference or face-to-face meeting, with advance scheduling.
- The review agenda, prepared by CAIU, will include:
    - Project status and upcoming milestones
    - Tracking unresolved issues from projects
    - Upcoming events and on-going activities
    - Action items
    - Ticket status updates

## 7. Pricing and Terms of Service

Itemized Pricing:

| **Network Services** | |
|---|---|
| Managed Network Services and Consulting<br><br>**Managed Network Services cost consists of salaries & benefits for various network staff and the cost of Auvik licenses. The staffing cost will increase no more than 3% per year. Auvik will be charged per billable device and may increase or decrease based on the device count. Any known cost differences will be included on the annual District Budget Sheet.* | $44,216.22* |
| Hosted Resources<br><br>**Hosted resources pricing is based on the estimated amount on your District Budget Sheet. It is subject to both decreases and increases, as the amount billed will be based on usage.* | $922.50* |
| | |
| | |
| **Total Comprehensive Network Services Solution** | **$45,138.72*** |

**Kenbrook Bible Camp and Retreat Center**

190 Pine Meadow Rd.
Lebanon, PA 17046

Phone: 717-865-4547
Fax: 717-865-0995
www.kenbrook.org/

**Booking Contract: DEER 2027**

| | | | |
|---|---|---|---|
| **Organization:** | Hershey Middle School | **Booking Type:** | School (4120) |
| **Address:** | P.O. Box 898, 500 Hummelstown Rd. | **Contact Phone:** | 717-531-2222 |
| **City/State/Zip:** | Hummelstown, PA, 17033 | | |
| **Group Contact:** | Dan Hugendubler | | |
| **Email:** | dhugendubler@hershey.k12.pa.us | | |

## Event Information

| | | | |
|---|---|---|---|
| **Event:** | DEER 2027 | | |
| **Purpose of Event:** | Outdoor Education | | |
| **Booking Type:** | School (4120) | | |
| **Arrival Date:** | 5/24/2027 6:00:00 AM | **Departure Date:** | 5/28/2027 11:30:00 AM |
| **Expected Number:** | 400 | **Minimum Number:** | 200 |

## Meals and Requests

**Standard Meal Instructions:** Served promptly @ 8:00AM, 12:00PM, and 5:00PM and is open for one hour.

**Standard Food Allergies Process:** Send NO LATER than 2-weeks prior to: food@kenbrook.org

**Dietary Requests:** Kenbrook Bible Camp's kitchen is a nut free environment in order to keep everyone as safe as possible. Our food service staff is able to alter menus for most other allergies with at least two weeks advanced notice, but our food service staff is not able to alter menus for food preferences. Each group space is equipped with a refrigerator and microwave where guests with food preferences or more severe allergies may store and prepare supplemental food. If you have any additional questions, please feel free to contact our Food Service Director, at food@kenbrook.org.

**Special Requests:**

**Kenbrook Bible Camp and Retreat Center**

190 Pine Meadow Rd.
Lebanon, PA 17046

Phone: 717-895-4547
Fax: 717-865-0995
www.kenbrook.org/

## Booking Contract: DEER 2027

**Reservation Monday 24 May 2027 06:00 AM - Friday 28 May 2027 11:30 AM**

| Qty | Facility / Resource | | Amount | Comments |
|---|---|---|---|---|
| 200 | HMS - 2027 2 Nights/6 Meals HMS Rate $180.00 Per Use | $ | 36,000.00 | |
| 1 | HMS - 2027 Day Use Fee $12.50 Per Use | $ | 12.50 | Tuesday |
| 1 | HMS - 2027 Day Use Fee $12.50 Per Use | $ | 12.50 | Thursday |
| 1 | HMS - 2027 Lunch $18.25 Per Use | $ | 18.25 | Tuesday |
| 1 | HMS - 2027 Lunch $18.25 Per Use | $ | 18.25 | Thursday |
| | **Total Fees:** | **$** | **36,061.50** | |
| | Deposit | $ | 5,409.23 | |

**Kenbrook Bible Camp and Retreat Center**

190 Pine Meadow Rd.
Lebanon, PA 17046

Phone: 717-895-4547
Fax: 717-865-0995
www.kenbrook.org/

**Booking Contract: DEER 2027**

| | | |
|---|---|---|
| **Total Payments:** | **$** | **0.00** |

## A. Guarantee and Finances

To reserve the requested dates, we understand a non-refundable, non-transferable deposit of $5409.23 is due on 6/19/2026. The deposit is applicable to total fees. (Deposit is based on 15% of the minimum guaranteed number of guests.)

We agree to pay Kenbrook for the agreed upon minimum numbers of guests based on the triple/quad package rate. Once this contract has been signed, we are obligated to its terms to pay this amount regardless of how many guests actually attend the Kenbrook retreat.We agree our maximum number of guests shall not exceed 400 guests unless additional space is available and confirmed by Kenbrook prior to our arrival.

We agree to contact Kenbrook no later than 5/10/2027 (14 days prior to arrival) to provide our final attendance count. An invoice for your event will be emailed after the final numbers are reported to Kenbrook.

**Payment is due at time of service.**

## B. Cancellation and Group Reduction Policy

We understand that we may cancel this agreement at any time up to 120 calendar days prior to the beginning date of our event. In so doing we agree to forfeit our deposit.
If we cancel this agreement at any time within the 120 calendar days prior to the beginning date of our event, regardless of the contract signing, we understand that we will be responsible for 50% of the guarantee minimum and that we will forfeit our deposit.
Any changes to the terms of this contract, must be agreed upon and signed by both parties in order to take effect

**Kenbrook Bible Camp and Retreat Center**

190 Pine Meadow Rd.
Lebanon, PA 17046

Phone: 717-895-4547
Fax: 717-865-0995
www.kenbrook.org/

**Booking Contract: DEER 2027**

## C. Governing Policies

We agree to respect the beliefs of Kenbrook as set forth in their statement of belief, and to do nothing by word or act that will in any way detract from the testimony of this ministry. This statement is available for review upon request. Kenbrook reserves the right to dismiss any group or individuals who are not in compliance.
We agree to abide by the policies posted on grounds or communicated by Kenbrook personnel. The signer accepts the responsibility of communicating these guidelines to the participants and will follow through to ensure compliance.
It is understood that this contract is not binding until a copy of the original contract bearing signatures of both parties, including the signature of an authorized representative of the rental group, is returned to the Kenbrook office.
It is understood that if this contract and the indicated deposit are not returned to Kenbrook on or before the date shown, Kenbrook is free to negotiate with another group for the conference dates indicated.
We agree to provide proof of liability insurance for our group with coverage of up to $1,000,000.
It is understood that Kenbrook does not have medical staff on the property and is not responsible for medical treatment ortransportation to a medical facility in the event it is needed.

**Additional Information:**

Please remember that a signed contract and deposit are the items that hold the dates for your event. We are unable to hold dates indefinitely.

Arrival and departure times outlined on the contract are what we use to staff our departments for food service, hosting, and housekeeping. Please review your times to ensure that is the actual time you intend to arrive and depart.

Groups are welcome to pay with a credit card. Please understand that we are billed a 3% charge from our service provider and so we pass that service charge on to the group. If paying by credit card, please factor in the additional 3%. Sending or bringing a check with you upon arrival is the preferred payment method.

**Please return signed contract with deposit to confirm your retreat date.**

By signing this contract, both parties are indicating they have read, and agree to all financial terms and policies in the contract.

Signature DEER 2027

| School Board President | August 10, 2026 | Director of Guest Services | June 05 2026 |
|---|---|---|---|
| Title | Date | Title | Date |

**Please make checks payable to Kenbrook Bible Camp and Retreat Center**

**For office use only**

O Paid_____ $_____ O Cash O Check_____ O Card

Received By_____

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# SCHOOL DISTRICT
# MASTER AFFILIATION AGREEMENT

THIS SCHOOL DISTRICT MASTER AFFILIATION AGREEMENT (this "Agreement") is made this 10th day of August, 2026, by and between LEHIGH UNIVERSITY (hereinafter referred to as "University"), a Pennsylvania non-profit corporation and the Derry Township School District, a public school organized and operating under the Pennsylvania Public School Code of 1949, 24 P.S. §1-101 et seq., (hereinafter "School District").

WHEREAS, University, through its College of Education, desires to place certain of its students ("Students") in the School District as part of their educational experience and training to become, among other things, teachers, school counselors, school psychologists, and/or educational leaders; and

WHEREAS, School District desires to facilitate such training and to benefit from the placement of Students within the School District; and

WHEREAS, the parties desires to establish a framework for the placement of Students in the School District for educational experiences such as student teaching, internships, practicum experiences and similar educational experiences (each, an "Educational Experience").

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows: The parties intend to be legally bound to the following terms:

## I. MASTER AGREEMENT AND EXHIBITS

a. *Master Agreement*. The terms and conditions of this Agreement shall apply to all Educational Experiences of Students within the School District. The details of each such Educational Experience shall be described on an exhibit attached to this Agreement. Each such exhibit is incorporated into this Agreement by reference. In the event of a conflict or inconsistency between this Agreement and an exhibit, this Agreement shall control unless the exhibit expressly says otherwise and is signed by authorized representatives of both parties.

## II. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

b. *Selection of Students*. The University shall be responsible for the selection of qualified Students to participate in the Educational Experiences. Students must have the appropriate educational background and skills consistent with the contemplated Educational Experiences offered by the School District.

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c. *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.

d. *Submission of Candidates*. The University shall submit the names of the Students to the School District or a designated representative prior to the Educational Experience.

e. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising the Student of their responsibilities under this Agreement. Student shall be advised of their obligations to abide by the policies and procedures of the School District, as well as any applicable state or federal law, including, but not limited to, the confidentiality of education records and personally identifiable information in accordance with the Family Educational Rights and Privacy Act. Should any Student fail to abide by any policy and/or procedure, he or she may be removed from the Educational Experience at the discretion of the School District upon the provision of notice to the University. Nothing in this Agreement shall be construed to limit the School District's unilateral right to immediately remove a student who poses a health or safety risk to School District students or staff. In such cases, School District shall notify University of the removal.

f. *Educators Legal Liability Insurance*. The University shall purchase educators legal liability insurance, and the Students shall be covered under this policy with the limits as follows: $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of this Agreement.

g. *Honorarium*.

    a. With respect to Educational Experiences for student teachers, please see the attachment for student teachers.

    b. No honorarium is provided with respect to any other Educational Experiences.

## III. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

a. *Establishment of Educational Experience*. The School District shall be responsible for providing all facilities, personnel, office space, equipment, supplies and other items reasonably necessary or desirable to facilitate the Educational Experiences at the School District.

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b. *Policies of School District*. The School District will provide the University information on all applicable policies and procedures of the School District in advance of the Student's participation. Students shall not be accepted into the schools of the School District until they have complied with mandatory background check requirements for criminal history and child abuse and TB testing. Upon request, Students shall provide such background checks to the School District. The School District shall acclimate Students to its applicable policies and procedures.

c. *Administration*. The School District will have sole authority and control over all aspects of Student services provided within the School District's schools. The School District will be responsible for and retain control over its personnel and students and the organization and operation of its programs. The School District shall have sole control and responsibility for the provision of all educational and other services to its students.

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

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

f. *Supervision of Students*. The School District shall provide an appropriately qualified member of its staff (a "Supervisor") who will mentor and supervise student activities during the Educational Experience. Supervisors shall hold a current Pennsylvania certification in the subject area/grade level to which the student teacher is assigned. The Supervisor shall have a minimum of three (3) years of full-time experience and have been in his/her current assignment in a school district for a minimum of one (1) year.

g. *Reporting of Student Progress*. The School District shall 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. *Substitute Teaching*. Please see the attachment for student teachers.

i. *Student Safety; COVID-19 Matters*.

    a. The School District shall notify the University supervisor within 24 hours if any situation occurs that adversely and substantially impacts the health and/or safety of a Student.

    b. The School District shall observe, and shall cause its employees and students to observe, all requirements and best practices related to preventing the transmission of COVID-19 as may be published from time to time by governmental authorities having jurisdiction, including but not limited to the U.S. Centers for Disease Control and Prevention and state

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and local health authorities, as well as its own internal policies related to the same. Notwithstanding anything herein to the contrary, the University shall be entitled to immediately suspend or terminate the program or terminate this Agreement in the event it reasonably believes that doing so is necessary to ensure the safety of its Students.

c. In the event that the School District ceases or otherwise suspends in-person operations due to COVID-19, the Educational Experience shall continue on a remote basis and the parties shall work together in good faith as needed to ensure the success of the program in a remote format.

## IV. MUTUAL TERMS AND CONDITIONS

a. *Number of Participating Students*. The applicable exhibit will set forth the number of Students that shall be assigned to the School District for each Educational Experience.

b. *Term of Agreement*. The term of this Agreement shall be five years from the date of execution; provided that the Agreement shall remain in effect until the end of any Educational Experience that is ongoing as of such date (the "Term").

c. *Termination of Agreement*. The University or the School District may terminate this Agreement or any exhibit hereto for any reason upon ninety (90) days' written notice. Either party may terminate this Agreement or any exhibit hereto in the event of material breach, if such breach is not cured within thirty (30) days of receiving written notice thereof. However, should the School District terminate this Agreement or an exhibit prior to the completion an Educational Experience, all Students enrolled at that time shall continue their Educational Experience until it would have been concluded absent the termination.

d. *Nondiscrimination*. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. In addition, in performance of this Agreement, neither party shall discriminate against any person or group based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. The parties agree to cooperate with each other in either party's investigation of claims of discrimination or harassment.

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

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f. *Governing Law and Venue*. The laws of the Commonwealth of Pennsylvania shall govern this Agreement. The venue for any proceeding, claim, or action arising out of or relating to this Agreement shall be brought in the state and federal courts of Dauphin County.

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

h. *Relationship of Parties*. The relationship between parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contact to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors. Nothing in this Agreement shall be construed as forming an employment agreement between the School District and Students.

i. *Liability*. Notwithstanding anything herein to the contrary, each party agrees to indemnify, defend, and hold harmless the other from all claims, causes of action, losses, liabilities, costs and expenses including reasonable attorney's fees, ("Losses") resulting from the negligence or willful misconduct of the indemnifying party and/or its employees or agents in connection with this Agreement, except to the extent such Losses are caused by the indemnified party's negligence or willful misconduct.

j. *Publicity*. No party shall use the name, logos or trademarks of any other party in any marketing, publicity, informational or promotional materials regarding the cooperative services contemplated hereunder without the prior written approval of such other party.

k. *No Waiver*. The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement. Nothing in this Agreement shall be construed to constitute a waiver, direct or indirect, of any governmental immunity, including but not limited to, pursuant to the Political Subdivision Tort Claims Act.

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

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

**For LEHIGH UNIVERSITY:**

Signed by:
Ethan Van Norman
Authorized Signature

**For School/School District:**

Authorized Signature

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| | |
|---|---|
| Ethan Van Norman, PhD<br>Program Director, School Psychology | Lindsay K. Drew, School Board President |
| **Print Name/Title** | **Print Name/Title** |
| 7/8/2026 | August 10, 2026 |
| **Date** | **Date** |

docusign

## Certificate Of Completion

Envelope Id: 77798D3E-39D0-88B8-8148-8E05759363B9
Status: Completed
Subject: Complete with Docusign: Lehigh Affiliation Agreement All COE Programs-12072022 (1).docx
Source Envelope:
Document Pages: 6
Signatures: 1
Envelope Originator:
Certificate Pages: 5
Initials: 0
Lori Anderson
AutoNav: Enabled
lja320@lehigh.edu
EnvelopeId Stamping: Enabled
IP Address: 128.180.156.53
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

## Record Tracking

Status: Original
7/7/2026 1:58:26 PM
Holder: Lori Anderson
lja320@lehigh.edu
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Ethan Van Norman<br>erv418@lehigh.edu<br>Program Director & Advisor<br>Lehigh University<br>Security Level: Email, Account Authentication (None) | Signed by:<br>Ethan Van Norman<br>E5B542A0EBA643F...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 128.180.231.107 | Sent: 7/7/2026 1:59:43 PM<br>Viewed: 7/8/2026 9:13:15 AM<br>Signed: 7/8/2026 9:13:26 AM |

**Electronic Record and Signature Disclosure:**
Accepted: 4/17/2020 12:07:49 PM
ID: 53b2f1e9-3369-4892-9a04-8252e11d752d

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
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| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| seth<br>sdl211@lehigh.edu<br>Security Level: Email, Account Authentication (None), Login with SSO | COPIED | Sent: 7/8/2026 9:13:27 AM<br>Viewed: 7/9/2026 3:27:43 PM |

**Electronic Record and Signature Disclosure:**
Accepted: 2/26/2022 2:34:49 PM
ID: 7767ba0f-3455-4f1f-9368-1295f0562939

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 7/7/2026 1:59:43 PM |
| Certified Delivered | Security Checked | 7/8/2026 9:13:15 AM |
| Signing Complete | Security Checked | 7/8/2026 9:13:26 AM |
| Completed | Security Checked | 7/8/2026 9:13:28 AM |

| Payment Events | Status | Timestamps |
|---|---|---|

## Electronic Record and Signature Disclosure

# ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lehigh University (we, us or University) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

## Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will not be charged a per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we may elect to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you may receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Lehigh University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
email us at es-docusign-supp-list@lehigh.edu. We do not require any other information from you to change your email address.

**To advise Lehigh University of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at es-docusign-supp-list@lehigh.edu and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Lehigh University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for fees at that time, if any.

**To withdraw your consent with Lehigh University**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures", you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lehigh University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lehigh University during the course of your relationship with Lehigh University.

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# BROKER OF RECORD AND THIRD-PARTY ADMINISTRATOR AGREEMENT

This AGREEMENT (the "Agreement") is made as of the 1st of September 2026, by and between AP Benefit Advisors, LLC ("APBA"), an AssuredPartners Company, and Derry Township School District (together with its subsidiaries, "Employer").

W I T N E S S E T H:

In consideration of the premises and the mutual covenants set forth herein, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Services of AP Benefit Advisors, LLC

A. During the term of this Agreement, APBA, a wholly owned subsidiary of AssuredPartners, Inc., collectively "APBA" throughout, shall perform, with respect to the plans identified in Exhibit A (the "Covered Plans"), the services set forth in Exhibit B.

During the term of this Agreement, APBA, acting as Employer's exclusive health and welfare benefits broker, will use reasonable efforts to cause insurance carriers to make available to Employer the insurance coverages listed in Exhibit A and any amendment to Exhibit A.

APBA shall use reasonable care in the performance of its duties hereunder. APBA shall be entitled to rely, for all purposes, on information provided by Employer or any other Employer vendors and shall be fully protected by Employer in relying thereon, and APBA shall have no duty to verify independently or to investigate any such information. APBA shall have no responsibility for incorrect, incomplete, or fraudulent information provided by Employer or any other Employer vendors.

2. Compensation Disclosure of APBA

A. As part of its services, APBA may arrange for insurance coverages, may arrange for prescription drug benefit managers, may negotiate reductions in charges assessed by certain out-of-network providers, and may arrange for other products and services. In addition, certain funds relating to the Plan may be held by or be under the control of APBA for limited periods of time. The information in this Disclosure is provided to enable the Employer, in its role as ERISA fiduciary of the Plan, to determine that the aggregate compensation received by APBA for its services is reasonable and in the best interests of the Plan. Accordingly, the Employer and APBA agree as follows.

i. Sales Commissions and Other Carrier Compensation. As compensation for APBA 's assistance in arranging for insurance coverages in connection with the Plan, APBA shall receive from certain insurance carriers certain sales commission. These sales commissions, expressed as a percentage of the gross annual premiums for the first year of the applicable insurance contracts, and each renewal year, are described on Exhibit A.

ii. Prescription Drug Rebates. Should APBA obtain any prescription drug rebates from the prescription drug benefit managers, APBA will return those monies to Employer.

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iii. Out of Network Discount Sharing. As compensation for APBA's assistance in negotiating reductions in charges assessed by certain out-of-network providers, APBA will receive the percentage of the reduction amount described as: 0.00%.

iv. Bank Account Interest. In connection with any bank account maintained by APBA and used for payments from Employers' general assets in connection with the Plan, the interest, if any, earned on funds in the bank account shall be paid to Employer.

v. Fees and Costs for Administrative Services. As compensation for APBA's administrative services, APBA shall receive the fees described below:

a. APBA shall receive from the Employer a consulting fee payment at a rate of $$75,000.00 annually, payable in monthly installments of $6,250 beginning September 1, 2026 and due/payable monthly during the term of the Agreement. Employee is defined as any employee meeting Employer's then-current definition of an eligible employee under any one or more of the Covered Plans on Exhibit A.

b. COBRA fees
   1. Employer shall pay an annual set-up fee of $500.00 (waived).
   2. Employer shall pay an administration fee of $0.55 per employee per month for employee enrolled in any plan on Exhibit A.
   3. COBRA participants shall be charged 102% of the applicable premium, as permitted by law. APBA shall remit the applicable premium and retain the remaining 2% as an additional administrative fee.
   4. Initial Rights of COBRA notices shall be provided for a fee of $1.00 (waived) plus postage costs.

c. The following costs will be borne by Employer: postage, carrier late fees, reinstatement fees, EDI change/file fees or non-standard (non-834) file-feeds, cost of overnighting/wiring funds, printing and fulfillment charges.

vi. No Affiliations. APBA is not an affiliate (as that term is defined in Department of Labor Prohibited Transaction Class Exemption 84-24) of any insurance company, prescription drug manager, out-of-network provider or bank providing services in connection with the Plan.

vii. APBA may change the per employee per month rate after the initial term of Agreement in Section 6., or if there is a significant change in the services required of APBA from those listed in Exhibit B.

viii. APBA may be entitled to other payments, commissions, fees and/or incentives (bonuses, overrides and/or other awards) from various carriers that are not calculable at this time. Should Employer request additional disclosures, APBA will disclose additional remuneration as soon as it can be calculated, provided APBA became eligible for these fees and they are attributable to the insurance coverage sold to the Employer.

ix. Employer Acknowledgment and Approval. The Employer, as Plan fiduciary, through its authorized officer, acknowledges by signing this agreement that it has reviewed the services APBA provides and has determined, in its fiduciary capacity, that APBA's aggregate compensation constitutes reasonable compensation for the services provided

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by APBA. The Employer affirms that it will not receive, directly or indirectly, any compensation or other consideration for its account from any party dealing with the Plan in connection with the subject matter of this Disclosure. The Employer also certifies that Employer will maintain the information concerning APBA's compensation in strictest confidence.

B. On or before the 20th calendar day of each month, APBA shall provide a consolidated bill to Employer for all Covered Plans (Exhibit A) and APBA's compensation hereunder, which will be due and payable on or before the first day of the next month.

3. Responsibilities of Employer; APBA 's Role Limited

A. On a timely basis, Employer shall provide, or shall cause its other vendors to provide, to APBA the information required by APBA to perform its obligations under this Agreement.

B. Employer shall be responsible for keeping all of its employee benefit plans, Employer, and the Plan Administrators of those plans in material compliance with federal and state tax statutes, ERISA, federal and state health care continuation rules and other applicable laws.

C. Employer shall be responsible for the funding of all of its employee benefit plans, whether through insurance or otherwise. APBA shall not be obligated to pay the cost of any benefits provided under any of Employer's employee benefit plans.

D. Employer, on the advice of its counsel, shall ensure that the Plan documents with respect to each of the Covered Plans reserve to the Plan Administrator the full discretion to decide claims under such Covered Plans.

In performing its services hereunder with respect to any Covered Plan, APBA's role shall be limited to that of a ministerial agent of Employer and the Plan Administrator as specified hereunder; and the services rendered by APBA under this Agreement shall not include the power to exercise control over assets of such Covered Plan, if any, or discretionary authority over operations of such Covered Plan; and APBA will not for any purpose, under ERISA or otherwise, be deemed to be the "Plan Administrator" of any of the Covered Plans or a "fiduciary" with respect to any of the Covered Plans. APBA 's services hereunder are intended to, and shall consist only of, certain ministerial functions described in Department of Labor Regulations section 2509.75-8, D-2 and, to the extent not inconsistent with the Agreement and applicable law, shall be performed within the framework of policies, interpretations, rules, practices and procedures established by Employer and/or the Plan Administrator. The Plan Administrator of any Covered Plan, for purposes of ERISA, is any entity named as such under the Plan Document.

4. Indemnification. Each of APBA and Employer agrees to defend, hold harmless, and indemnify the other party for damages caused by the indemnifying party's negligent or reckless acts or omissions.

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5. Confidentiality. In connection with this Agreement, a party may have access to confidential and proprietary information of the other party. The parties agree to take reasonable steps to ensure the confidentiality of such information, and to utilize such information only to the extent necessary to carry out the purposes of this Agreement.

6a. Initial Term. The term of this Agreement shall be from September 1, 2026 to August 31, 2029, both dates inclusive.

6b. Renewal Term. Further, this agreement shall be extended automatically for a two-year period on every other September 1st, beginning with September 1, 2029 unless either party provides a written notice of non-renewal of this Agreement to the other party at least one hundred and twenty (120) days prior to the first day of the renewal period in question.

6c. Term Conditions. Should a party provide notice of non-renewal, services will continue until the Agreement expires (under either the Initial or Renewal Term) but will not include services related to any Covered Plans in any plan year beyond the current-final contract-year.

6d. Breach and Cure Period. Either party may terminate this Agreement in the event of a material breach of the other party that is not corrected within fifteen (15) calendar days after written notice specifying the material breach is delivered to the breaching-party. The obligations of the parties under Sections 4 and 5 of this Agreement shall survive any termination or expiration of this Agreement.

7. Notices. All notices, demands, requests, consents, approvals or other communications required or permitted hereunder shall be in writing and shall be delivered by hand, registered or certified mail with return receipt requested or by a nationally recognized overnight delivery service, in each case with all postage or other delivery charges prepaid, and to the address of the party to whom it is directed as indicated below, or to such other address as such party may specify by giving notice to the other in accordance with the terms hereof. Any such notice shall be deemed to be received (i) when delivered, if by hand, (ii) on the next business day following timely deposit with a nationally recognized overnight delivery service or (iii) on the date shown on the return receipt as received or refused or on the date the postal authorities state that delivery cannot be accomplished, if sent by registered or certified mail, return receipt requested.

| | |
|---|---|
| If to Employer: | Derry Township School District<br>Attn: Lindsay Drew, School Board President<br>30 E. Granada Avenue<br>Hershey, PA 17033 |
| If to AP Benefit Advisors, LLC: | AP Benefit Advisors, LLC<br>10 North Park Drive, Suite 200<br>Hunt Valley, MD 21030-1827<br>Attn: K. Janocha, President-COE<br>Copy to: P. Haynes, GC/SVP-Compliance |

8. Independent Contractor. APBA's relationship with Employer shall at all times be solely that of an independent contractor. APBA shall have no authority to bind Employer or any of its subsidiaries in any contract, commitment negotiations, or proceedings, unless specifically authorized in advance and in writing by an authorized officer of Employer.

9. Entire Agreement. The terms and conditions stated in this Agreement constitute the complete and exclusive statement of the parties' understanding with respect to the subject matter of this Agreement and shall supersede all prior oral and written statements of any kind whatsoever made

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by the parties or their representatives. This includes Exhibit A (Covered Plans), Exhibit B (Services Provided by APBA), and Exhibit C (Business Associate Agreement). This Agreement may be modified only through a written Addendum signed by both parties.

10. Assignment. Neither this Agreement nor the duties or obligations hereunder shall be assignable by APBA or Employer without the written consent of the other party. Notwithstanding the foregoing, the rights and obligations of Employer under this Agreement shall inure to the benefit of and shall be binding upon Employer and shall be transferred to and shall inure to the benefit of and be binding upon any successor of Employer as defined in applicable law, including but not limited to any successor of Employer pursuant to a merger of Employer into another entity.

11. Severability. If any provision or portion of this Agreement is determined or deemed to be invalid or unenforceable under any applicable statute or rule of law, to the extent such provision is determined to be invalid or unenforceable, or is not implemented, for any reason, the remaining provisions or portions of this Agreement shall remain in full force and effect, and shall in no way be affected, impaired or invalidated.

12. No Waiver. No delay or failure of either party in exercising any right/remedy hereunder and no partial or single exercise thereof shall be deemed of itself to constitute a waiver of such right/remedy or any other rights/remedy hereunder. No single or partial exercise of any right, power or remedy under this Agreement by a party hereto, nor any abandonment or discontinuance of steps to enforce any such right, power or remedy, will preclude such party from any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The election of any remedy by a party hereto will not constitute a waiver of the right of such party to pursue other available remedies. No notice to or demand on a party not expressly required under this Agreement will entitle the party receiving such notice or demand to any other or further notice or demand in similar or other circumstances or constitute a waiver of the rights of the party giving such notice or demand to any other or further action in any circumstances without such notice or demand.

13. Writings. Any waiver of any terms and conditions hereof must be in writing and must be agreed to and signed by the parties hereto. Absent an agreed, signed, written waiver no waiver of any of the terms and conditions hereof shall be construed as a waiver of any other terms and conditions hereof. Each such waiver or consent will be effective only in the specific instance and for the purpose for which it was given and will not constitute a continuing waiver or consent.

14. Interpretation. The parties hereto acknowledge and agree that both (i) the rule of construction to the effect that any ambiguities are resolved against the drafting party and (ii) the terms and provisions of this Agreement, will be construed fairly as to all parties hereto and not in favor of or against a party, regardless of which party was generally responsible for the preparation of this Agreement.

15. Heading and Captions. The headings and captions of the various subdivisions of this Agreement are for convenience of reference only and will in no way modify or affect the meaning or construction of any of the terms or provisions hereof.

16. Governing Law. This Agreement is subject to and shall be governed by the laws of the State of Maryland, except where those laws are preempted by the laws of the United States.

17. Limitation on Claims. Any claim by Employer against APBA based on any breach or alleged breach by APBA of its duties under this Agreement shall be invalid unless delivered to APBA, in writing, within sixty (60) days after the date Employer becomes aware of the breach or alleged breach.

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APBA will use ordinary care and due diligence in the performance of its duties hereunder, but APBA shall not be liable to the Employer or to any other person for any mistake of judgment or other action taken in good faith, or for any loss or damage occasioned thereby, unless the loss or damage is due to APBA 's gross negligence or willful misconduct. The Employer hereby agrees to indemnify and hold harmless APBA, its directors, officers, employees, agents and assigns against any and all actions, claims, lawsuits, settlements, judgments, costs (including, but not limited to, costs of insurance premiums paid with respect to the Plan), penalties and expenses, including attorney's fees, (collectively, "Actions") resulting from, arising out of the effects of APBA carrying out its duties and responsibilities (such effects to include, but not limited to, the effects on the rating of insurance premiums), unless said actions are attributable to APBA's negligence or willful misconduct.

If APBA gives notice to the Employer of an Action or threatened Action which may give rise to indemnification hereunder, the Employer, at the Employer's expense, shall retain counsel (which shall be counsel acceptable to APBA) to represent and defend APBA with respect to such Action or threatened Action.

18. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the day and year first above written.

**AP Benefit Advisors, LLC**

By: Signed by: Patrick Haynes A5AF4C3664724A8...

Name: Patrick Haynes

Title: GC/SVP-Compliance

Date 8/12/2026

**Derry Township School District**

By: _____

Name: Lindsay K. Drew

Title: School Board President

Date: August 10, 2026

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## EXHIBIT A

**Employee Benefit Plans, and their related Insurance Contracts, covered by this Agreement include ("Covered Plans"):**

| Plan Type | Carrier | Group # | % of annual premium or as indicated |
|---|---|---|---|
| Medical/Prescription | Highmark Blue Shield | 067945 | TBD |
| Prescription | True Rx | TRUE6842 | TBD |
| Stop Loss | Tokio Marine/HCC (Spec. TBD, Agg. TBD) | HCL34909 | TBD |
| Dental | United Concordia | 8911832-000/0099 | TBD |
| Vision | Highmark Blue Shield | 067945 | TBD |
| Life Insurance | CM Regent/Sun Life | 932569 | TBD |
| Accidental Death & Dismemberment | CM Regent/Sun Life | 932569 | TBD |
| Long Term Disability | CM Regent/Sun Life | 932569 | TBD |
| EAP | Mazzitti & Sullivan | TBD | TBD |
| Legal | Saxton & Stump | TBD | TBD |
| FSA/Dependent Care | Tri-Star Systems | TBD | TBD |

*Section 2.A.v.a. admin fees (and/or the brokerage/consulting fees above) may be adjusted if/when the coverage lines above are materially changed from the specifications associated with the policies above as of 1/1/2026 or the effective date of this agreement, whichever is later.*

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## EXHIBIT B – SERVICES PROVIDED BY AP BENEFIT ADVISORS, LLC

**PART I. AP BENEFIT ADVISORS, LLC will perform the following functions subject to the provisions of the foregoing Agreement.**

### A. Brokerage and Consulting

1. Benchmark Competitive Offerings through a Request for Proposal Process. Review existing plan design, assist Employer with development of benefit plan strategic goals and manage Request for Proposal process.

2. Conduct analysis of Request for Proposal results to include as necessary:
   a. Managed Care Network Configurations;
   b. Network Contract Profiles & Discount Evaluation;
   c. Disruption Analysis Employee Contribution Analysis and Strategies;
   d. Contract Guarantee Evaluation (Discounts and Performance);
   e. Vendor Evaluation & Selection Criteria;
   f. Contribution Strategies;
   g. Contract Guarantee Arrangements;
   h. Administrative Responsibilities; and
   i. Wellness Initiatives and Disease Management

3. Recommend for review by Employer possible employee benefit packages including, but not limited to, health, life, disability, dental, prescription drugs and vision.

4. Data analytics (standard self-funded reporting packages).

5. Employer and Employee communications limited to Section C, where applicable.

### B. Compliance

1. Preparation of Form 5500 (plans 501 or higher) for Employer review and signature, and preparation of Plan Document and Summary Plan Description for review by Employer and its counsel.

2. Review Plan Documents for compliance with applicable IRS requirements and to determine whether the stated plan provisions agree with your actual practice. Where an insurance contract serves as the Plan Document, we will review the coverage section with you to ascertain whether the group of employees legally covered under the policy is the same as the group for which you are paying premiums. Where there appear to be errors, discrepancies, or inadequacies in the plan documents, we will make revisions for you, or provide information to your attorneys or other consultants if you wish them to perform this work.

3. Review Summary Plan Descriptions, Summaries of Material Modifications and Benefit Booklets for compliance with DOL requirements and for consistency with the Plan Documents. If revisions to the Summary Plan Descriptions are needed or if Summaries of Material Modifications should be written, we will prepare them for you. We will convey the appropriate information to your attorneys or other consultants if you wish them to perform this work. If

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Summary Plan Descriptions or summaries of Material Modifications have not been prepared as required by the Department of Labor, we can take care of this for you.

4. Determine whether all required Forms 5500 (plans 501 or higher) have been filed, and Summary Annual Reports distributed. If returns have not been filed where required, we can assist you in filing with the Department of Labor under the Delinquent Filer Voluntary Compliance Program. We can also provide assistance in filing with the IRS and with an Abatement of Penalties request due to reasonable cause, as appropriate. We can further ascertain whether the most recently filed Forms 5500 and Summary Annual Reports prepared by you or other consultants appear to have been prepared accurately, and whether the plan is required to be audited.

5. Determine which of your employee benefit plans are subject to non-discrimination testing. For each affected plan, we will review any testing that has been performed to determine if it has been done properly. If testing has not been performed, we will engage Employer to provide all the necessary data points to perform this testing for the prior plan year and for the current plan year (or after the next applicable open enrollment period). Employers will be called upon, annually to provide APBA with a list of all owners, officers, and W-2 wages (Box-1) for all participants.

6. Review whether your current vendor is offering COBRA coverage on all plans that are subject to COBRA. If APBA is not currently providing COBRA service to you, we will review the notices that are currently being provided to your employees when they join affected group health plans, and when a qualifying event occurs.

7. Assist Employer with complying with the requirements of the Patient Protection and Affordable Care Act of 2010, as amended ("PPACA"), including, among other things, the following:

    i. Determining who is a full-time employee and whether Employer's group health plans provide minimum essential coverage and are affordable and provide minimum value, as applicable, for purposes of the employer shared responsibility requirements under PPACA;

    ii. Determining average number of covered lives under Employer's applicable self-insured health plans for purposes of fees for the Patient-Centered Outcomes Research Trust Fund under PPACA; and

    iii. Determine whether the proper amounts are being included in Forms W-2 for the aggregate cost of applicable employer-sponsored coverage as required under PPACA.

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## C. Administration (Numbers 1-8, and 11-12 go live date is TBD) and Account Management

1. Provide ministerial administrative services with respect to welfare benefits administration, including but not limited to, enrolling, changing and terminating employee benefit elections throughout the year and during open enrollment period(s).

2. Establish the Covered Plans on APBA's record keeping system. Update plan records to reflect changes in participant status based on information provided by Employer.

3. Receive from participants and Employer participant enrollment forms through online enrollment, facsimile transmission or delivery service. With respect to online enrollment, APBA will make available to Employer APBA's interactive web-based enrollment system.

4. Make available written enrollment confirmations electronically, reflecting such participant's enrollment elections or modifications to existing elections.

5. Prepare enrollment status and summary reports for Employer.

6. Transmit participant enrollment elections to Employer's payroll department in a timely fashion.

7. Transmit Employer's participant's elections, via EDI (Electronic Data Interchange) file feeds to Exhibit A (medical/rx, dental, and vision) vendors.

8. Provide Employer with consolidated paper or electronic list bill with remittance to carriers.

9. Assist Employer in managing employee benefits communication process by developing for review by Employer and its counsel annual benefits guide, summary plan description, enrollment form, confirmation form, and one of the following: open enrollment postcards or posters or instruction sheets. Typesetting, layout, design of both content and graphics is included. Cost for printing and fulfillment charges plus 10% will be borne by Employer, upon written notice to and prior approval of Employer of such charges.

10. Provide assistance with Employer's open enrollment meetings during regular business hours; will include assistance with Benefit Guides and any communications related to open enrollment.

11. Provide customer service team that provides full-service solutions to employees on their enrollment and claims questions. Provide problem solving up to the level of Plan Administrator approval.

12. Employer remains responsible for taxing (as income to employees) any amount attributable to the following: (a) coverage for domestic partners, and/or children of domestic partners, (b) coverage for any dependents that are not IRS Section 152 tax dependents, and (c) all employer-paid life insurance amount over $50,000.

13. Reporting requirements:

    i. Provide HIPAA notice of privacy practices to enrollees as required under HIPAA with respect to all group health plans subject to HIPAA privacy rules. Printing, postage and fulfillment costs will be borne by Employer.

    ii. Develop, coordinate and provide integrated SBCs (summaries of benefits and coverage) as required by PPACA. SBCs (for Employer's health/prescription drug plans) will be developed

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for a fee of $1,000 (annually). Printing, postage, and fulfillment costs will be borne by Employer.

14. Other services that are available, for a charge to be determined include:

i. Provide employee benefits statement to assist employees in understanding their total compensation. Employee benefits statement may include information on health and welfare benefits only, or include additional non-retirement benefits such as vacation, tuition reimbursement, and holidays, and also retirement benefits, if desired.

ii. PPACA Employer Mandate Reporting, IRS/HHS/DOL required, PPACA related employer responsibility reporting (IRS Forms 1094/1095 for IRS 6055/6056 reporting requirements.

iii. Translation of communication materials and enrollment/eligibility websites into a language other than English is available for an additional charge.

iv. Dependent Eligibility Verification – is available for a charge of $25.00 per verified dependent (this is a stand-alone, audit service and does not apply to processing regular status changes and processing mid-year plan entrants).

15. These services are not currently available:

i. Retiree Administration

ii. Direct Billing for those on Leave

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**PART II. COBRA ADMINISTRATION (go live date is TBD)**

Employer maintains a group health plan (the "Plan") for its eligible employees. Employer wishes to contract with APBA, pursuant to the terms of this Agreement, for APBA to provide certain COBRA administration services, either directly or through its agents, representatives or subcontractors, with respect to the Plan. Therefore, in consideration of the mutual covenants contained in this Agreement, the parties agree as follows.

**ARTICLE 1. Duties and Responsibilities of APBA**

With respect to the administration of the COBRA or, if applicable, Public Health Service Act (collectively called "COBRA" herein) health care continuation coverage obligations imposed upon the Plan Administrator of the Plan and the Employer as sponsor of the Plan, and notwithstanding any contrary provision of any other agreement between the parties, APBA agrees, subject to the terms and provisions of this Agreement, to perform the following specific functions:

a. Upon APBA's receipt of notice from Employer that a COBRA Qualifying Event has occurred with respect to an individual covered under the Plan, APBA will send to the appropriate COBRA Qualified Beneficiaries known to APBA, at the last address(es) for such Qualified Beneficiaries of which APBA has received written notice, a notice of their COBRA rights with appropriate election instructions and premium information. This will be accomplished by first class mail within fourteen (14) days of APBA's receipt of the said notice from Employer. Unless APBA is notified, in writing, to the contrary by Employer, APBA will be entitled to assume that all of the Qualified Beneficiaries, with respect to an employee covered under the Plan, who are dependents of that employee reside at the address of that employee most recently provided to APBA. APBA need not take any action with respect to any COBRA terminating events, "multiple COBRA Qualifying Events", "in anticipation of" events, or after-acquired dependents of COBRA Qualified Beneficiaries unless APBA has actual notice of such matters.

b. Upon an election by and receipt of payment from a COBRA Qualified Beneficiary concerning continuation coverage under the Plan, APBA will adjudicate whether the election and payment has been received during the allowable periods and, if applicable APBA will notify any affected insurance carrier or third-party administrator. APBA will receive, on behalf of the Employer, COBRA premiums paid by or on behalf of the Qualified Beneficiary. APBA will monitor and adjudicate the receipt and non-receipt of the premiums in accordance with the initial 45-day and ongoing 30-day premium grace periods for each electing Qualified Beneficiary known to APBA in order to process timely premiums or terminate the Qualified Beneficiary's COBRA coverage, as applicable, at the appropriate time. APBA will provide termination of coverage notifications to affected Qualified Beneficiaries. APBA shall act in all cases as if applicable COBRA periods are to run from the date of the Qualified Beneficiary's loss of coverage under the Plan and not from the date of the applicable Qualifying Event, unless instructed to the contrary in writing by Employer.

c. Adjudicate and process disability extension requests. Unless instructed to the contrary in writing by the Employer, COBRA participants entitled to the eleven-month disability extension shall be charged 150% of the applicable premium, as permitted by law.

d. Notify insurance carriers or third-party administrators that COBRA coverage has terminated.

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e. Remit COBRA premiums received to Employer. This shall be accomplished within thirty (30) days after the end of the month in which the premium has been received, except for prepayments.

f. Consult with Employer concerning any COBRA administration issues brought to APBA by Employer.

g. Receive questions concerning COBRA coverage from Qualified Beneficiaries and others and either respond to those questions or refer such questions to Employer for its response, as determined by APBA in its discretion.

h. Provide certain customized COBRA reports to Employer, at Employer's request, at fees to be agreed upon by APBA and Employer. These fees shall be in addition to APBA's basic fees as specified in Section 2(A)(v)(b).

i. Provide initial COBRA notices required to be given under the Plan to new employees and to spouses (only for Employers that permit APBA to do the billing and enrollment for).

j. If your health plan vendors do not provide them, APBA will provide certificates of coverage required by the Health Insurance Portability and Accountability Act while a requirement to do so remains.

k. Retain all records and correspondence for seven (7) years in a form and manner consistent with APBA's document retention policy.

**ARTICLE 2. Limitation of APBA Duties and Responsibilities**

APBA 's duties with respect to the administration of the COBRA obligations imposed upon the Plan Administrator of the Plan and the Employer as sponsor of the Plan shall be strictly limited to those specific duties set forth in Article 1, above.

**For example, unless otherwise agreed in writing, APBA will have no duties or responsibilities with respect to** (a) the determination of the occurrence of Qualifying Events or the identity of Qualified Beneficiaries under the Plan, (b) the determination that COBRA should be terminated because the Qualified Beneficiary has acquired coverage under another group health plan or Medicare, (c) the determination of COBRA "multiple Qualifying Events", (d) conversion and state continuation coverage rule requirements, and (e) events occurring and issues arising prior to the date of this Agreement, except as previously agreed.

**ARTICLE 3. Duties and Responsibilities of Employer**

Except to the extent APBA already has the following information, Employer will provide to APBA, within thirty (30) calendar days from the date the individual loses coverage as a result of a Qualifying Event occurring with respect to any individual covered under the Plan:

**(a)** the nature of the Qualifying Event;
**(b)** Qualifying Event date and Loss of Coverage date;
**(c)** the individual's current address;
**(d)** the individual's Social Security number; and
**(e)** identification of the group health coverage, including any health flexible spending account coverage, maintained by employee and dependents at the time of the Qualifying Event.

Failure of Employer to provide any of the foregoing information to APBA with respect to a Qualifying Event will relieve APBA of liability for any issues arising in connection with that Qualifying

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Event. In the event that Employer fails to provide timely, accurate, and complete data to APBA then Employer shall indemnify and hold harmless APBA from any damages, fines or other liability that may arise therefrom. Nothing in this Agreement is intended to relieve Employer of any of its obligations concerning health care continuation coverage under the laws of the United States or any State.

Employer retains all duties and responsibilities of COBRA administration and compliance except those specifically outlined in Article 1 as duties and responsibilities of APBA.

**ARTICLE 4. Fiduciary Status**

Nothing contained herein shall be construed to confer upon APBA fiduciary duties or obligations. Employer acknowledges that for purposes of Plan administration the duties performed by APBA as described herein are ministerial in nature, that APBA is not a fiduciary with respect to the Plan, and that Employer retains all fiduciary obligations associated with its status as Plan Administrator and Plan Sponsor.

**ARTICLE 5. Captions**

Any captions or headings of any of the Articles of this Agreement are solely for the convenience of the parties, are not part of this Agreement, and shall not be used to determine the validity or interpretation of this Agreement.

**ARTICLE 6. Miscellaneous terms and conditions**

The Employer and/or the Plan Administrator shall make any and all final decisions about the interpretation of the Plan(s), and all final authority and responsibility for the Plan(s) and their administration is retained by the Employer.

APBA will be responsible for the duties assigned to it under this Agreement. The Employer and the Plan Administrator, and not APBA, shall otherwise be responsible for keeping the Plan(s), the Employer and the Plan Administrator in compliance with federal and state tax statutes and ERISA, to the extent applicable. Employer, on the advice of its counsel, shall ensure that the Plan Documents reserve to the Plan Administrator the full discretion to decide claims under the Plan(s).

Employer and APBA agree that APBA's role shall be limited to that of a ministerial agent of Employer and the Plan Administrator as specified hereunder; that the services rendered by APBA under this Agreement shall not include the power to exercise control over Plan assets, if any, or discretionary authority over Plan operations; and that APBA will not for any purpose, under ERISA or otherwise, be deemed to be the "Plan Administrator" of the Plan(s) or a "fiduciary" with respect to the Plan(s). APBA's services hereunder are intended to, and shall consist only of, those ministerial functions described in Department of Labor Regulations section 2509.75-8, D-2 and, to the extent not inconsistent with this Agreement and applicable law, shall be performed within the framework of policies, interpretations, rules, practices and procedures established by the Employer and/or the Plan Administrator. The Plan Administrator, for purposes of ERISA, is the Employer and/or any other individual or entity other than APBA named as such under the Plan Document.

If the Plan(s) are subject to the bonding requirements of ERISA or any other applicable law, Employer shall at all times during the term of this Agreement maintain a bond with respect to the Plan(s), which bond complies with the applicable law, and will at all times during the term of this Agreement ensure that APBA is bonded under such bond, even though it is the intention of the parties and this Agreement that, to the fullest extent possible, APBA's services with respect to the Plan(s) will be performed in a manner which will not require APBA to be bonded under any such bond. Employer will provide APBA with a copy of any such bond and all amendments thereto, both at the commencement of the term of this Agreement and promptly after any amendment of renewal of such bond occurring after the commencement of the term of this Agreement.

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## EXHIBIT C - BUSINESS ASSOCIATE AGREEMENT

HIPAA Business Associate Agreement
(Executed Separately)

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# BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement is entered into between the employee health plans of

Derry Township School District [CLIENT NAME] (the "Plan Sponsor") and AP Benefit Advisors, LLC an AssuredPartners Company, and any wholly owned subsidiaries of AssuredPartners, Inc. (collectively "Business Associate"), effective, except as otherwise provided in this Agreement, as of 9/1/2026 [EFFECTIVE DATE].

The parties wish to enter into this Agreement to enable Covered Entity to meet applicable requirements of the regulations issued under administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and this Agreement shall be interpreted accordingly. This Agreement also is intended to satisfy certain requirements of the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), included in the American Recovery and Reinvestment Act of 2009 ("ARRA"), when and as they become applicable to either Covered Entity or Business Associate and this Agreement shall be interpreted accordingly.

## ARTICLE 1
## DEFINITIONS

The following terms, for purposes of this Agreement, have the meanings indicated, unless the context clearly requires otherwise:

1.1 Business Associate means AP Benefit Advisors, LLC, and any wholly owned subsidiaries of AssuredPartners, Inc.

1.2 Breach has the same meaning as the term "breach" under 45 CFR Section 164.402.

1.3 Covered Entity means the employee health plans sponsored by Derry Township School District .[CLIENT NAME], as expressed on Exhibit A.

1.4 Individual has the same meaning as the term "individual" in 45 CFR Section 160.103 and includes a person who qualifies as a personal representative in accordance with 45 CFR Section 164.502(g).

1.5 Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

1.6 Protected Health Information or PHI means information that qualifies as protected health information under 45 CFR Section 160.103 with respect to Covered Entity.

1.7 Required by Law has the meaning set forth in 45 CFR Section 164.103.

1.8 Secretary means the Secretary of the Department of Health and Human Services or his or her designee.

1.9 Security Standards means the federal regulations issued as Health Insurance Reform: Security Standards and codified at 45 CFR parts 160, 162 and 164.

1.10 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, but only to the extent that the incident involves electronic PHI.

1.11 Unsecured Protected Health Information has the same meaning as that term has under 45 CFR Section 164.402, but limited to information that is accessed, maintained, retained, modified, recorded, stored, destroyed or otherwise held, used or disclosed by Business Associate on behalf of Covered Entity.

1.12 Terms used, but not otherwise defined, in this Agreement have the same meaning as those terms have in 45 CFR Sections 160.103, 164.103, 164.402 and 164.501 or in Section 13400 of ARRA.

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ARTICLE 2
OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

2.1 Business Associate agrees that it will not use or further disclose PHI other than as permitted or required by this Agreement or as Required by Law.

2.2 Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement.

2.3 Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.

2.4 Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Agreement of which it becomes aware.

2.5 Business Associate agrees to ensure that any agent, including a subcontractor, that creates, receives, maintains or transmits PHI on behalf of Business Associate, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to that information by entering into an agreement with the subcontractor or other agent that satisfies the requirements of 45 CFR Section 164.504(e)(5). To the extent that a subcontractor or other agent of Business Associate creates, receives, maintains or transmits electronic PHI on behalf of Business Associate, Business Associate will ensure that the subcontractor or agent agrees to comply with the applicable requirements of the Security Standards by entering into an agreement that complies with 45 CFR Section 164.314.

2.6 If Business Associate has PHI in a Designated Record Set, Business Associate agrees to provide access, at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity, to such PHI, to Covered Entity or, as directed by Covered Entity, to an Individual, in order to meet the requirements under 45 CFR Section 164.524.

2.7 To the extent reasonably necessary for Covered Entity to comply with 45 CFR Section 164.524(c)(2), if Business Associate maintains PHI in an electronic format for any Individual, Business Associate agrees to provide, at the request of an Individual, and in the time and manner designated by the Individual, a copy of such information in the electronic format designated by the Individual to that Individual or, if clearly, conspicuously and specifically directed by the Individual to transmit an electronic copy of that information directly to an entity or person designated by the Individual. If electronic information described in the preceding sentence is not readily producible in the form and format requested by the Individual, it will be provided in a readable electronic form and format as agreed to by Business Associate and the individual, or, if no agreement is reached in a hard copy format. Any fee charged by Business Associate to the Individual for providing such information (or a summary or explanation of such information) cannot exceed the amount described in 45 CFR Section 164.524(c)(4). Except as otherwise expressly provided in this Section 2.7, any information provided pursuant to this Section will comply with the requirements of 45 CFR Section 164.524 as they apply to Covered Entity. If a request described in this Section 2.7 is made by the Individual to Covered Entity instead of Business Associate, Business Associate agrees to work with Covered Entity to allow Covered Entity to respond to the request in accordance with Section 164.524.

2.8 If Business Associate has PHI in a Designated Record Set, Business Associate agrees to make any amendment to such information that Covered Entity directs or agrees to pursuant to 45 CFR Section 164.526 at the request of Covered Entity or an Individual, and in the time and manner designated by Covered Entity.

2.9 Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or at the request of the Covered Entity to the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

2.10 Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528. In addition, effective beginning on the date the requirements of regulations issued pursuant to Section 13405(c) of ARRA become applicable to Covered Entity, if Business Associate maintains information in an electronic format, to the extent necessary for Covered Entity to comply with ARRA Section 13405(c) and applicable regulations, Business Associate agrees to document access to and disclosures of PHI in electronic form, including applicable disclosures for payment, treatment or health care operation purposes and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528, as modified in accordance with ARRA Section 13405(c).

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Business Associate agrees to provide to Covered Entity or an Individual, in a reasonable time and manner designated by Covered Entity, information collected in accordance with this Section 2.10, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.

2.11 In conducting any electronic transaction that is subject to the Electronic Transaction Regulations on behalf of Covered Entity, Business Associate agrees to comply with all requirements of the Electronic Transaction Regulations that would apply to Covered Entity if Covered Entity were conducting the transaction itself.

2.12 To the extent that Business Associate creates, receives, maintains or transmits electronic PHI on behalf of Covered Entity, Business Associate agrees to maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of all electronic PHI and to otherwise comply with applicable requirements of the Security Standards.

2.13 To the extent that Business Associate creates, receives, maintains or transmits electronic PHI on behalf of Covered Entity, Business Associate agrees to report to Covered Entity any Security Incident of which it becomes aware. For any successful Security Incident, i.e. any Security Incident that results in the unauthorized access, use, disclosure, modification, or destruction of electronic PHI or interference with system operations on an information system on which electronic PHI is maintained, the report will be provided without unreasonable delay and in no event later than ten days after Business Associate becomes aware of the incident.

For any unsuccessful Security Incidents (i.e., all Security Incidents not described in the previous paragraph), following a written request by Covered Entity, Business Associate will promptly provide to Covered Entity a report summarizing all such previously unreported incidents. Also, no later than the next January 31 following the end of each calendar year, Business Associate will provide to Covered Entity a written report summarizing all unsuccessful Security Incidents that have not previously been reported to Covered Entity. Unsuccessful Security Incidents include but are not limited to pings on the Business Associate's firewall, port scans, attempts to log onto a system or enter a database with an invalid password or username, denial-of-service attacks that do not result in the system being taken off-line, or malware such as worms or viruses and similar failed attempts to access systems that include electronic PHI.

For successful Security Incidents, each incident report will:

1. Identify each individual whose PHI is known to have been, or is reasonably believed by Business Associate to have been accessed, acquired, or disclosed during the incident;

2. Identify the nature of the non-permitted access, use, or disclosure and the date of the incident and the date of discovery;

3. Identify the PHI accessed, used, or disclosed;

4. Identify who made the non-permitted access, use, or received the non-permitted disclosure;

5. Identify any corrective action Business Associate has taken or will take to prevent similar Security Incidents in the future;

6. Identify any actions Business Associate has taken or will take to mitigate any harmful effects of the Security Incident; and

7. Provide such other information, as Covered Entity may reasonably request.

To the extent that any of the above information is not available to be included in the Security Incident report, the report must include an explanation of why such information is not available to Business Associate.

For unsuccessful Security Incidents, each annual or requested incident report will summarize the types and number of occurrences or frequency of unsuccessful Security Incidents; will indicate whether Business Associate believes its current security measures are adequate to address all unsuccessful Security Incidents, given the scope and nature of such attempts; and if existing security measures are not adequate, the report will describe the measures Business Associate will implement to address the security inadequacies. Notwithstanding the preceding, to the extent that the parties agree that no report of an unsuccessful Security Incident (or of specific types of unsuccessful Security Incidents) is required under applicable law, no such report will be required under this Agreement.

2.14 To the extent that Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses Unsecured Protected Health Information on behalf of Covered Entity, Business Associate agrees to notify Covered Entity of any Breach of such information. Such notification will comply with 45 CFR Section 164.410 including, to the extent possible, identifying each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired or disclosed during the Breach. In addition, the notice described in the preceding sentence will include all information that is reasonably available to Business Associate that Covered Entity would reasonably be expected to need to fulfill its legal obligations with respect to the Breach, including the information required to be provided in a report of a successful Security Incident as described in this Agreement. If additional information described in the preceding sentence becomes available after the original notice is provided to Covered Entity, Business Associate agrees to promptly provide the additional information to Covered Entity as it becomes available.

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Business Associate agrees to provide notice of the Breach without unreasonable delay and in no case later than 60 calendar days after Business Associate discovers the Breach. For purposes of the preceding sentence, Business Associate will be treated as discovering the Breach on the first day on which the Breach is known (or should reasonably have been known) to Business Associate (including any employee, officer or other agent of Business Associate other than the person committing the Breach). Whether a Breach has occurred will be determined in accordance with applicable regulations or other authoritative guidance issued pursuant to the HITECH Act. A delay in notification of a Breach that qualifies as a "law enforcement delay" under 45 CFR Section 164.412 or other applicable guidance will not be treated as a violation of this Agreement.

2.15 To the extent that Business Associate agrees, under the terms of this Agreement or a general services agreement or otherwise, to carry out any obligation that the Covered Entity may have under the Privacy Rule at 45 CFR part 164, subpart E, Business Associate agrees to comply with the requirements of subpart E that would apply to Covered Entity in performing that obligation.

ARTICLE 3
PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

3.1 Except as otherwise limited in this Agreement, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the general service agreement between Business Associate and Covered Entity (or Derry Township School District [CLIENT NAME]), provided that such use or disclosure would not violate the Privacy Rule, the Security Standards or the HITECH Act if done by Covered Entity.

3.2 Except as otherwise limited in this Agreement, Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

3.3 Except as otherwise limited in this Agreement, Business Associate may disclose PHI for the proper management and administration of the Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3.4 Except as otherwise limited in this Agreement, Business Associate may use PHI to provide Data Aggregation services to Covered Entity as permitted by 45 CFR Section 164.504(e)(2)(i)(B).

3.5 Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR Section 164.502(j)(1).

ARTICLE 4
OBLIGATIONS OF COVERED ENTITY

4.1 Covered Entity shall notify Business Associate of any limitation in its notice of privacy practices that Covered Entity produces in accordance with 45 CFR Section 164.520, to the extent that that limitation may affect Business Associate's permitted or required uses and disclosures.

4.2 Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose PHI, if those changes affect Business Associate's permitted or required uses and disclosures.

4.3 Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR Section 164.522.

ARTICLE 5
PERMISSIBLE REQUESTS BY COVERED ENTITY

5.1 Except as permitted under Sections 3.2, 3.3 or 3.4 of this Agreement, Covered Entity shall not request that Business Associate use or disclose PHI in any manner that would not be permitted under the Privacy Rule, the Security Standards or the HITECH Act if done by Covered Entity, unless such use or disclosure is otherwise permitted under the Privacy Rule, the Security Standards or the HITECH Act if done by the Business Associate on behalf of Covered Entity and is consistent with the requirements of the general services agreement between Covered Entity and Business Associate.

ARTICLE 6
TERM AND TERMINATION

6.1 Term. This Agreement is effective beginning 9/1/2026 and will terminate when all of the PHI provided by are extended Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections

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6.2 Termination for Cause. If Covered Entity becomes aware of a material breach of this Agreement by Business Associate, Covered Entity shall (1) provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement (and any applicable portion of a general services agreement between the parties) if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity, or (2) immediately terminate this Agreement (and any applicable portion of a general services agreement that covers the services that Business Associate performs for Covered Entity) if Business Associate has breached a material term of this Agreement and cure is not possible.

6.3 Effect of Termination.

(a) Except as provided in paragraph (b) of this Section, upon termination of this Agreement for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision applies to PHI that is in the possession of subcontractors or agents of Business Associate. Except as provided in paragraph (b) of this Section, Business Associate shall retain no copies of the PHI.

(b) If Business Associate determines that returning or destroying PHI is infeasible, Business Associate shall notify Covered Entity of the conditions that make return or destruction infeasible and Business Associate will extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

ARTICLE 7
MISCELLANEOUS

7.1 Regulatory and Statutory References. A reference in this Agreement to a regulation or a statute means that regulation or statute as in effect and as amended at the time of reference and as interpreted pursuant to any applicable guidance provided by the Secretary or other responsible regulatory authority and any applicable case law.

7.2 Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity and Business Associate to comply with the requirements of the Administrative Simplification provisions of HIPAA or the HITECH Act, and of the regulations issued pursuant to those laws. The Parties may agree to amend this Agreement from time to time in any other respect as they deem appropriate. This Agreement shall not be amended except by written instrument executed by Covered Entity and Business Associate.

7.3 Survival. The respective rights and obligations of Business Associate under Section 6.3 of this Agreement shall survive the termination of this Agreement.

7.4 Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with applicable requirements of the HIPAA Administrative Simplification regulations and with the applicable requirements of the HITECH Act. Also, nothing in this Agreement shall be construed to require Business Associate to violate its obligations to comply with any requirements of the Privacy Rule or the Security Standards that apply directly to Business Associate.

7.5 Effective Date. Notwithstanding any other provision of this Agreement, Business Associate shall not be required to comply with any obligation imposed on it by this Agreement which is intended to provide for a Covered Entity's compliance with a requirement of the Administrative Simplification Regulations or the HITECH Act or regulations or other guidance issued pursuant to the HITECH Act until the date on which Covered Entity is first required to comply with that requirement.

7.6 Relationship of Parties. None of the provisions of this Agreement are intended to create or shall be deemed to create any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Agreement and any other Arrangement between the Parties.

7.7 No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person or entity other than Plan Sponsor, Business Associate and their respective successors and assigns, any rights, remedies, obligations or liabilities whatsoever.

7.8 Successors and Assigns. This Agreement shall be binding on the parties and their successors, but neither party may assign the Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld.

7.9 Waiver. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any occasion.



7.10 Severability. In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

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7.11 Notice. Any notice to the other party pursuant to this Agreement shall be deemed provided if sent by first class United States mail, postage prepaid, as follows:

To Business Associate:
AP Benefit Advisors, LLC
10 North Park Drive, Suite 200
Hunt Valley, Maryland 21030-1827
Attn: K. Janocha, President-COE
Attn: P. Haynes, GC/SVP-Compliance

To Plan Sponsor:
Privacy Officer
Derry Township School District
30 E. Granada Avenue
Hershey, PA 17033

7.12 Indemnification.

i. Plan Sponsor shall indemnify and hold harmless Business Associate from and against any and all losses, expense, damage or injury that Business Associate may sustain as a result of, or arising out of a breach of this Agreement by Plan Sponsor or its agents or subcontractors, including but not limited to any unauthorized use, disclosure, damage, or destruction of PHI.

ii. Business Associate shall indemnify and hold harmless Plan Sponsor from and against any and all losses, expense, damage or injury that Plan Sponsor may sustain as a result of, or arising out of a breach of this Agreement by Business Associate or its agents or subcontractors, including but not limited to any unauthorized use, disclosure, damage, or destruction of PHI.

7.13 Entire Agreement. This Agreement sets forth the entire understanding of the Parties with respect to its subject matter and supersedes all prior agreements, arrangements and communications, whether oral or written, pertaining to the subject matter of this Agreement.

**The parties have caused this Agreement to be executed by their authorized representatives.**

**EMPLOYEE HEALTH PLANS OF Derry Township School District BY Derry Township School District PLAN ADMINISTRATOR**

By:
Print Name: Lindsay K. Drew
Print Title: School Board President
Date: August 10, 2026

**AP BENEFIT ADVISORS, LLC**

By: Signed by: Patrick Haynes A5AF4C3664724A8...
Print Name: Patrick Haynes
Print Title: GC/SVP-Compliance
Date: 8/12/2026

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**Exhibit A**

Employer/Plan Sponsor, on behalf of the Covered Entity also agrees under any Services Contract/Agreement or Statement of Work, to permit its Business Associate to receive, create, modify and exchange PHI, and any other required, confidential-information with the following carriers, vendors and claims payers, and systems, as is appropriate for Employer's sponsored health and welfare benefit plans.

| Plan Type | Carrier/Vendor | Group Number |
|---|---|---|
| Medical & RX | Highmark Blue Shield | 067945 |
| Rx | True Rx | TRUE6842 |
| Stop Loss | Tokio Marine/HCC | HCL34909 |
| Health Savings Account | n/a | |
| Dental | United Concordia | 8911832-000/0099 |
| Vision | Highmark Blue Shield | 067945 |
| Life Insurance | CM Regent/SunLife | 932569 |
| AD&D | CM Regent/SunLife | 932569 |
| Short Term Disability | n/a | |
| Long Term Disability | CM Regent/SunLife | 932569 |
| Wellness | TBD | TBD |
| Employee Assistance Plans | Mazzitti & Sullivan | TBD |
| Ancillary Benefits | n/a | |
| AP's customized eligibility/enrollment/billing platform | TBD | TBD |
| AP's customized COBRA/direct-billed platform | TBD | TBD |
| AP's customized DCAP/Reimbursement platform | TBD | TBD |
| AP's customized claims/review platform | TBD | TBD |
| Broker/Consultant | AP Benefit Advisors, LLC. | TBD |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| | 8:25 AM | HES |
| | 8:25 AM | HMS |
| 001 | 6:40 AM | Bus Garage Depart |
| 001 | 6:49 AM | 1110 Middletown Rd |
| 001 | 6:50 AM | Stone Creek Dr & Carey Way |
| 001 | 6:53 AM | Stone Creek & Carey Way & Packard Cir |
| 001 | 6:54 AM | Stone Creek & Pullman Way & Zell Ct |
| 001 | 6:56 AM | Stone Creek Dr & Chadwick Cir |
| 001 | 6:58 AM | 1161 Chadwick Cir |
| 001 | 7:00 AM | Pullman Way & Auburn Ave Entrance #1 |
| 001 | 7:01 AM | Pullman Way & Auburn Ave Entrance # 2 |
| 001 | 7:10 AM | HHS |
| 001 | 7:10 AM | HMS |
| 001 | 7:38 AM | 0 Middle High School Bus Corral |
| 001 | 7:53 AM | 946 Clifton Heights Rd |
| 001 | 7:54 AM | 937 Clifton Heights Rd |
| 001 | 7:55 AM | 915 Clifton Heights Rd |
| 001 | 7:57 AM | Stone Creek & Carey Way |
| 001 | 7:58 AM | Stone Creek Dr & Carey Way & Packard Cir |
| 001 | 7:59 AM | Stone Creek Dr & Zell Ct |
| 001 | 8:00 AM | 1st Stone Creek Dr & Chadwick Cir |
| 001 | 8:01 AM | 2nd Stone Creek Dr & Chadwick Cir |
| 001 | 8:03 AM | 1115 Stone Creek Dr |
| 001 | 8:04 AM | 2295 Pullman Way & Upton Ct |
| 001 | 8:06 AM | Pullman Way & Duryea Dr |
| 001 | 8:08 AM | 1st Pullman Way & Auburn Ave |
| 001 | 8:10 AM | 2nd Pullman & Auburn Ave |
| 001 | 8:11 AM | Duesenberg Dr & Pullman Way |
| 001 | 8:18 AM | HES |
| 001 | 8:35 AM | Bus lot Arrival |
| 001 | 2:36 PM | Bus Garage Depart |
| 001 | 2:44 PM | HHS |
| 001 | 2:44 PM | HMS |
| 001 | 2:52 PM | 1110 Middletown Rd |
| 001 | 2:54 PM | Stone Creek Dr & Carey Way |
| 001 | 2:55 PM | Stone Creek & Carey Way & Packard Cir |
| 001 | 2:57 PM | Stone Creek Dr & Pullman Way & Zell Ct |
| 001 | 2:59 PM | Stone Creek Dr & Chadwick Cir |
| 001 | 3:02 PM | Stone Creek Dr & Auburn Ave & Chadwick Cir |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 001 | 3:04 PM | 1st Pullman Way & Auburn Ave |
| 001 | 3:06 PM | Pullman Way & Auburn Ave Entrance # 2 |
| 001 | 3:16 PM | 450 Homestead Rd |
| 001 | 3:50 PM | HES |
| 001 | 4:05 PM | Stone Creek & Carey Way |
| 001 | 4:06 PM | Stone Creek & Carey Way & Packard Cir |
| 001 | 4:07 PM | Stone Creek Dr & Zell Ct |
| 001 | 4:08 PM | 1st Stone Creek Dr & Chadwick Cir |
| 001 | 4:09 PM | 2nd Stone Creek Dr & Chadwick Cir |
| 001 | 4:11 PM | 1115 Stone Creek Dr |
| 001 | 4:12 PM | Pullman Way & Duesenburg Dr |
| 001 | 4:15 PM | 2295 Pullman & Upton Ct |
| 001 | 4:17 PM | Pullman Way & Duryea Dr |
| 001 | 4:17 PM | 1st Pullman Way & Auburn Ave |
| 001 | 4:19 PM | 2nd Pullman Way & Auburn Ave |
| 001 | 4:20 PM | 946 Clifton Heights Rd |
| 001 | 4:21 PM | 937 Clifton Heights Rd |
| 001 | 4:22 PM | 915 Clifton Heights Rd |
| 001 | 4:36 PM | Bus lot Arrival |
| 002 | 6:42 AM | Bus Lot Rd |
| 002 | 6:49 AM | 130 Harvey Rd & William Dr |
| 002 | 6:50 AM | 331 William Dr |
| 002 | 6:51 AM | 246 Harvey Rd |
| 002 | 6:52 AM | 338 Harvey Rd & Concord Ct |
| 002 | 6:54 AM | 382 Harvey Rd |
| 002 | 6:56 AM | Harvey & Lexington Ave |
| 002 | 6:58 AM | 24 Plymouth Cir |
| 002 | 7:00 AM | 75 Plymouth Cir |
| 002 | 7:03 AM | 88 Plymouth Cir |
| 002 | 7:05 AM | 349 Yorktowne Rd |
| 002 | 7:07 AM | 375 Laurie Ave |
| 002 | 7:08 AM | 44 RidgeView Rd |
| 002 | 7:09 AM | 85 Ridge View Rd |
| 002 | 7:10 AM | 9 Valley Rd |
| 002 | 7:11 AM | 1831 Church Rd |
| 002 | 7:12 AM | 1625 Church Rd |
| 002 | 7:13 AM | 1603 Church Rd |
| 002 | 7:14 AM | 1361 Church Rd |
| 002 | 7:15 AM | 1704 Bachmanville Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 002 | 7:15 AM | HHS |
| 002 | 7:15 AM | HMS |
| 002 | 7:55 AM | 0 Middle High School Bus Corral |
| 002 | 7:59 AM | 416 E Chocolate Ave |
| 002 | 8:00 AM | 848 E Chocolate Ave |
| 002 | 8:01 AM | 862 E Chocolate Ave |
| 002 | 8:02 AM | E Caracas Ave & Washington Ave |
| 002 | 8:03 AM | 1126 E Caracas Ave |
| 002 | 8:04 AM | E Caracas Ave & Wilson Ave |
| 002 | 8:05 AM | E Caracas Ave & McKinley Ave |
| 002 | 8:07 AM | Caracas Ave & Roosevelt Ave |
| 002 | 8:08 AM | 1515 E Caracas Ave |
| 002 | 8:10 AM | E Caracas Ave & E Granada Ave |
| 002 | 8:11 AM | 1800 Wexford Rd (intersection) |
| 002 | 8:13 AM | 2105 Wexford Rd (intersection) |
| 002 | 8:14 AM | 1906 Wexford Rd |
| 002 | 8:15 AM | 2173 Wexford Rd |
| 002 | 8:18 AM | 1635 E Chocolate Ave |
| 002 | 8:20 AM | E Chocolate Ave & Howard Ave |
| 002 | 8:27 AM | HES |
| 002 | 8:38 AM | Bus Garage Arrival |
| 002 | 2:36 PM | Bus lot Depart |
| 002 | 2:53 PM | HHS |
| 002 | 2:53 PM | HMS |
| 002 | 2:56 PM | 1704 Bachmanville Rd |
| 002 | 2:57 PM | 122 Harvey Rd & William Dr |
| 002 | 2:58 PM | 331 William Dr |
| 002 | 2:59 PM | 246 Harvey Rd |
| 002 | 3:00 PM | Harvey Rd & Concord Ct |
| 002 | 3:02 PM | 382 Harvey Rd |
| 002 | 3:04 PM | Harvey Rd & Lexington Ave |
| 002 | 3:06 PM | 24 Plymouth Cir |
| 002 | 3:08 PM | 75 Plymouth Cir |
| 002 | 3:09 PM | 88 Plymouth Cir |
| 002 | 3:10 PM | 349 Yorktowne Rd |
| 002 | 3:12 PM | 375 Laurie Ave |
| 002 | 3:15 PM | 44 Ridge View Rd |
| 002 | 3:16 PM | 85 Ridge View Rd |
| 002 | 3:17 PM | 9 Valley Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 002 | 3:18 PM | 1831 Church Rd |
| 002 | 3:19 PM | 1625 Church Rd |
| 002 | 3:20 PM | 1613 Church Rd |
| 002 | 3:21 PM | 1361 Church Rd |
| 002 | 3:27 PM | 450 Homestead Rd |
| 002 | 3:50 PM | HES |
| 002 | 3:53 PM | 416 E Chocolate Ave |
| 002 | 3:54 PM | 848 E Chocolate Ave |
| 002 | 3:55 PM | 862 E Chocolate Ave |
| 002 | 3:56 PM | E Caracas Ave & Washington Ave |
| 002 | 3:57 PM | 1126 E Caracas Ave |
| 002 | 3:58 PM | E Caracas Ave & Wilson Ave |
| 002 | 4:00 PM | E Caracas Ave & McKinley Ave |
| 002 | 4:02 PM | E Caracas Ave & S Roosevelt Ave |
| 002 | 4:03 PM | 1515 E Caracas Ave |
| 002 | 4:05 PM | E Caracas Ave & E Granada Ave |
| 002 | 4:07 PM | 1800 Wexford Rd (intersection) |
| 002 | 4:08 PM | 2105 Wexford Rd (intersection) |
| 002 | 4:09 PM | 1954 Wexford Rd (intersection) |
| 002 | 4:10 PM | 1906 Wexford Rd |
| 002 | 4:11 PM | 2173 Wexford Rd |
| 002 | 4:13 PM | 1635 E Chocolate Ave |
| 002 | 4:14 PM | E Chocolate Ave & Howard Ave |
| 002 | 4:25 PM | 650 Clearwater Rd |
| 003 | 6:43 AM | Bus Lot |
| 003 | 6:54 AM | Southpoint Dr & Raleigh Rd |
| 003 | 6:55 AM | Southpoint Dr & Colonial Way |
| 003 | 6:56 AM | Southpoint Dr & Carter Cv |
| 003 | 7:00 AM | 2081 Locust Ln |
| 003 | 7:01 AM | Pullman Way & Stone Creek Dr |
| 003 | 7:02 AM | 2255 Pullman Way |
| 003 | 7:03 AM | Pullman Way & Upton Ct |
| 003 | 7:04 AM | Pullman Way & Duryea Dr |
| 003 | 7:07 AM | 1121 Duryea Dr |
| 003 | 7:09 AM | Pullman Way & Duesenburg Dr |
| 003 | 7:16 AM | HHS |
| 003 | 7:16 AM | HMS |
| 003 | 8:08 AM | 0 Middle High School Bus Corral |
| 003 | 8:14 AM | 1223 Research Blvd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 003 | 8:19 AM | University Dr & University Mnr E (S) |
| 003 | 8:25 AM | HES |
| 003 | 8:35 AM | Bus Garage Arrival |
| 003 | 2:36 PM | Bus lot Depart |
| 003 | 2:44 PM | HHS |
| 003 | 2:44 PM | HMS |
| 003 | 2:57 PM | Southpoint Dr & Raleigh Rd |
| 003 | 2:58 PM | Southpoint Dr & Colonial Way |
| 003 | 3:02 PM | Southpoint Dr & Carter Cove |
| 003 | 3:05 PM | Carter Cv & Locust Ln & Alyshia Ln |
| 003 | 3:06 PM | Pullman Way & Duesenburg Dr |
| 003 | 3:08 PM | Pullman Way & Stone Creek Dr |
| 003 | 3:10 PM | 2255 Pullman Way |
| 003 | 3:11 PM | Pullman Way & Upton Ct |
| 003 | 3:12 PM | Pullman Way & Duryea Dr |
| 003 | 3:14 PM | 1121 Duryea Dr |
| 003 | 3:22 PM | 450 Homestead Rd |
| 003 | 3:50 PM | HES |
| 003 | 3:57 PM | 1223 Research Blvd |
| 003 | 4:06 PM | University Dr & University Mnr E |
| 003 | 4:12 PM | Bus lot Arrival |
| 004 | 6:42 AM | Bus Lot Rd |
| 004 | 6:51 AM | 1045 Waltonville Rd |
| 004 | 6:52 AM | 1015 Waltonville Rd |
| 004 | 6:54 AM | Waltonville Rd & Fox Glenn Dr (MT CALV) |
| 004 | 6:55 AM | 1225 Stonegate Rd |
| 004 | 6:57 AM | Stonegate Rd & Providence Cir |
| 004 | 7:01 AM | 1110 Stonegate Rd |
| 004 | 7:03 AM | 1060 Stonegate Rd |
| 004 | 7:04 AM | 1247 Cardinal Way Rd |
| 004 | 7:05 AM | Cardinal Way Rd & Pine Tree Rd |
| 004 | 7:08 AM | 1227 Quail Hollow Rd |
| 004 | 7:10 AM | Quail Hollow Rd & Pheasant Run Rd |
| 004 | 7:11 AM | Quail Hollow Rd & Olde Trail Rd |
| 004 | 7:12 AM | Olde Trail Rd & Farmhouse Rd |
| 004 | 7:14 AM | 795 Olde Trail Rd & Cricket Glen Rd |
| 004 | 7:21 AM | HHS |
| 004 | 7:21 AM | HMS |
| 004 | 7:43 AM | 0 Middle High School Bus Corral |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 004 | 7:54 AM | Locust St & Powder Horn Dr |
| 004 | 7:58 AM | 2438 Raleigh Rd |
| 004 | 8:01 AM | 2459 Raleigh Rd |
| 004 | 8:02 AM | Raleigh Rd & Espenshade Ct |
| 004 | 8:04 AM | Muirfield Dr & Raleigh Rd |
| 004 | 8:07 AM | Raleigh Rd &  Butler Ct |
| 004 | 8:10 AM | 2048 Locust Ln |
| 004 | 8:18 AM | HES |
| 004 | 8:36 AM | Bus Garage Arrival |
| 004 | 2:37 PM | Bus Garage Depart |
| 004 | 2:45 PM | HHS |
| 004 | 2:45 PM | HMS |
| 004 | 2:54 PM | 1045 Waltonville Rd |
| 004 | 2:55 PM | 1015 Waltonville Rd |
| 004 | 2:57 PM | Waltonville Rd & Fox Glenn Dr |
| 004 | 2:58 PM | 1225 Stonegate Rd |
| 004 | 2:58 PM | Stonegate Rd & Providence Cir |
| 004 | 3:01 PM | 1110 Stonegate Rd |
| 004 | 3:03 PM | 1060 Stonegate Rd & Fairhaven Rd |
| 004 | 3:04 PM | 795 Olde Trail Rd & Cricket Glen Rd |
| 004 | 3:06 PM | 1247 Cardinal Way |
| 004 | 3:07 PM | Cardinal Way Rd & Pine Tree Rd |
| 004 | 3:10 PM | 1227 Quail Hollow Rd |
| 004 | 3:12 PM | Quail Hollow Rd & Pheasant Run Rd |
| 004 | 3:13 PM | Quail Hollow Rd & Olde Trail Rd |
| 004 | 3:14 PM | Olde Trail Rd & Farmhouse Rd. |
| 004 | 3:23 PM | 450 Homestead Rd |
| 004 | 3:50 PM | HES |
| 004 | 4:01 PM | Locust St & Powder Horn Dr |
| 004 | 4:05 PM | 2438 Raleigh Rd |
| 004 | 4:07 PM | 2459 Raleigh Rd |
| 004 | 4:08 PM | Raleigh Rd & Espenshade Ct |
| 004 | 4:10 PM | Muirfield Dr & Raleigh Rd |
| 004 | 4:13 PM | Raleigh Rd & Butler Ct |
| 004 | 4:14 PM | 2048 Locust Ln |
| 004 | 4:20 PM | Bus Garage Arrival |
| 006 | 6:45 AM | Bus Lot |
| 006 | 6:50 AM | Raleigh Rd & Butler Ct |
| 006 | 6:54 AM | Raleigh Rd & Deer Run |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 006 | 6:56 AM | Raleigh Rd & Cypress Ct |
| 006 | 6:58 AM | 2449 Raleigh Rd |
| 006 | 7:00 AM | Raleigh Rd & Espenshade Ct |
| 006 | 7:03 AM | Raleigh Rd & Muirfield Dr |
| 006 | 7:06 AM | 2170 Southpoint Dr & Murfield Dr |
| 006 | 7:09 AM | Southpoint Dr & Locust Ln |
| 006 | 7:17 AM | HHS |
| 006 | 7:17 AM | HMS |
| 006 | 7:47 AM | 0 Middle High School Bus Corral |
| 006 | 7:50 AM | 2046 Church Rd |
| 006 | 7:51 AM | 2165 Church Rd |
| 006 | 7:56 AM | 2295 Sand Hill Rd |
| 006 | 7:57 AM | 2273 Sand Hill Rd |
| 006 | 7:58 AM | Bittersweet Dr & Sawleaf Cir |
| 006 | 7:59 AM | 252 Nye Rd |
| 006 | 8:00 AM | 220 Bittersweet Dr |
| 006 | 8:01 AM | 76 Boxwood Dr |
| 006 | 8:02 AM | 363 Laurel Dr |
| 006 | 8:03 AM | 319 Laurel Dr |
| 006 | 8:04 AM | 201 Laurel Dr |
| 006 | 8:05 AM | 163 Laurel Dr |
| 006 | 8:06 AM | 137 Laurel Dr |
| 006 | 8:07 AM | 1956 Sand Hill Rd |
| 006 | 8:09 AM | 1882 Sand Hill Rd |
| 006 | 8:10 AM | 1871 Sand Hill Rd |
| 006 | 8:11 AM | 1832 Sand Hill Rd |
| 006 | 8:12 AM | 1802 Sand Hill Rd |
| 006 | 8:13 AM | 1771 Aberdovey Rd |
| 006 | 8:14 AM | 1760 Tenby Dr |
| 006 | 8:15 AM | 1603 Sand Hill Rd |
| 006 | 8:15 AM | St Joan driveway |
| 006 | 8:22 AM | HES |
| 006 | 8:28 AM | Bus Garage Arrival |
| 006 | 2:36 PM | Bus Garage Depart |
| 006 | 2:44 PM | HHS |
| 006 | 2:44 PM | HMS |
| 006 | 2:56 PM | Southpoint Dr & Locust Ln |
| 006 | 2:58 PM | 2170 Southpoint Dr |
| 006 | 3:01 PM | Raleigh Rd & Butler Ct |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 006 | 3:03 PM | Raleigh Rd & Deer Run Dr |
| 006 | 3:06 PM | Raleigh Rd & Cypress Ct |
| 006 | 3:08 PM | Raleigh Rd & Muirfield Dr |
| 006 | 3:11 PM | 2449 Raleigh Rd |
| 006 | 3:15 PM | Raleigh Rd & Espenshade Ct |
| 006 | 3:28 PM | 450 Homestead Rd |
| 006 | 3:50 PM | HES |
| 006 | 4:02 PM | 2046 Church Rd |
| 006 | 4:03 PM | 2165 Church Rd |
| 006 | 4:05 PM | 2295 Sand Hill Rd |
| 006 | 4:06 PM | 2273 Sand Hill Rd |
| 006 | 4:07 PM | 151 Hawthorne Dr |
| 006 | 4:08 PM | 220 Bittersweet Dr |
| 006 | 4:09 PM | Bittersweet Dr & Sawleaf Cir |
| 006 | 4:10 PM | 76 Boxwood Dr |
| 006 | 4:11 PM | 363 Laurel Dr |
| 006 | 4:12 PM | 319 Laurel Dr |
| 006 | 4:13 PM | 201 Laurel Dr |
| 006 | 4:14 PM | 163 Laurel Dr |
| 006 | 4:15 PM | 137 Laurel Dr |
| 006 | 4:16 PM | 1956 Sandhill Rd |
| 006 | 4:17 PM | 1947 Sand Hill Rd |
| 006 | 4:18 PM | 1914 Sand Hill Rd PM ONLY |
| 006 | 4:19 PM | 1882 Sand Hill Rd |
| 006 | 4:20 PM | 1871 Sand Hill Rd |
| 006 | 4:21 PM | 1832 Sand Hill Rd |
| 006 | 4:22 PM | 1802 Sand Hill Rd |
| 006 | 4:25 PM | 1771 Aberdovey Rd |
| 006 | 4:26 PM | 1760 Tenby Dr |
| 006 | 4:27 PM | 1603 Sand Hill Rd |
| 006 | 4:35 PM | Bus Garage Arrival |
| 007 | 6:37 AM | Bus Lot |
| 007 | 6:45 AM | 2455 Schoolhouse Rd |
| 007 | 6:51 AM | 943 Clifton Heights Rd |
| 007 | 6:53 AM | 905 Clifton Heights Rd |
| 007 | 6:54 AM | 845 Clifton Heights Rd |
| 007 | 6:56 AM | 1169 Middletown Rd |
| 007 | 6:57 AM | 1115 Middletown Rd |
| 007 | 6:59 AM | 1014 Princeton Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 007 | 7:00 AM | 1047 Princeton Dr (Mt Calv Student) |
| 007 | 7:01 AM | 1091 Princeton Dr |
| 007 | 7:06 AM | 1850 Kaylor Rd |
| 007 | 7:07 AM | 1773 Kaylor Rd |
| 007 | 7:18 AM | HHS |
| 007 | 7:19 AM | HMS |
| 007 | 7:46 AM | 0 Middle High School Bus Corral |
| 007 | 7:55 AM | Deer Run Dr & 1st Meadow Ridge Dr |
| 007 | 7:58 AM | Deer Run Dr & 2nd Meadow Ridge Dr |
| 007 | 8:00 AM | Deer Run Dr & Limestone Dr |
| 007 | 8:02 AM | 2155 Deer Run Rd |
| 007 | 8:03 AM | 2188 Gelder Park Dr |
| 007 | 8:04 AM | Gelder Park Dr & Southpoint Dr |
| 007 | 8:05 AM | 2283 Southpoint Dr |
| 007 | 8:07 AM | Deer Run Dr & Creekside Dr |
| 007 | 8:08 AM | Deer Run Dr & Stover Ct |
| 007 | 8:17 AM | HES |
| 007 | 8:36 AM | Bus Garage Arrival |
| 007 | 2:36 PM | Bus Garage Depart |
| 007 | 2:44 PM | HHS |
| 007 | 2:44 PM | HMS |
| 007 | 2:53 PM | 1830 Kaylor Rd |
| 007 | 2:54 PM | 1773 Kaylor Rd |
| 007 | 2:59 PM | 2455 Schoolhouse Rd |
| 007 | 3:03 PM | 943 Clifton Heights Rd |
| 007 | 3:04 PM | 905 Clifton Heights Rd |
| 007 | 3:05 PM | 845 Clifton Heights Rd |
| 007 | 3:07 PM | 1169 Middletown Rd |
| 007 | 3:09 PM | 1115 Middletown Rd |
| 007 | 3:11 PM | 1014 Princeton Dr |
| 007 | 3:12 PM | 1047 PRINCETON DR |
| 007 | 3:13 PM | Princeton Dr & Darthmouth Rd |
| 007 | 3:28 PM | HES |
| 007 | 3:50 PM | HES |
| 007 | 4:04 PM | Deer Run Dr & Stover Place |
| 007 | 4:05 PM | Deer Run Dr & 1st Meadow Ridge Dr |
| 007 | 4:08 PM | Deer Run Dr & 2nd Meadow Ridge Dr |
| 007 | 4:10 PM | Deer Run Dr & Limestone Dr |
| 007 | 4:11 PM | Deer Run Dr & Creekside Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 007 | 4:12 PM | 2155 Deer Run Dr |
| 007 | 4:13 PM | 2188 Gelder Park Dr |
| 007 | 4:14 PM | Gelder Park Dr & Southpoint Dr |
| 007 | 4:15 PM | 2283 Southpoint Dr |
| 007 | 4:23 PM | Bus Garage Arrival |
| 008 | 6:45 AM | BUS LOT |
| 008 | 6:50 AM | 626 Sand Hill Rd |
| 008 | 6:51 AM | 720 Sandhill Rd |
| 008 | 6:52 AM | 730 Sand Hill Rd |
| 008 | 6:53 AM | 856 Sand Hill Rd |
| 008 | 6:54 AM | 1181 SAND HILL RD |
| 008 | 6:55 AM | 1210 Sand Hill Rd |
| 008 | 6:56 AM | 1250 Sand Hill Rd |
| 008 | 6:57 AM | 1274 Sand Hill Rd |
| 008 | 6:58 AM | 1306 Sandhill Rd Chateu of Hershey |
| 008 | 7:00 AM | 1269 Roush Rd |
| 008 | 7:02 AM | Edgewood Dr & Greenhill Dr |
| 008 | 7:03 AM | Edgewood Dr & Woodridge Dr |
| 008 | 7:04 AM | Edgewood Dr & Julianne Dr |
| 008 | 7:05 AM | Julianne Dr & Woodridge Dr |
| 008 | 7:06 AM | 1247 Sand Hill Rd |
| 008 | 7:07 AM | 879 Sand Hill Rd |
| 008 | 7:08 AM | 843 Sand Hill Rd |
| 008 | 7:09 AM | 731 Sand Hill Rd |
| 008 | 7:10 AM | 15 Forest Ave |
| 008 | 7:11 AM | 93 Forest Ave |
| 008 | 7:12 AM | 131 Forest Ave |
| 008 | 7:13 AM | Hilltop Ln & South Hills Dr |
| 008 | 7:14 AM | 581 Sandhill Rd |
| 008 | 7:15 AM | 549 Sand Hill Rd |
| 008 | 7:16 AM | 703 Cherry Dr |
| 008 | 7:21 AM | HHS |
| 008 | 7:22 AM | HMS |
| 008 | 7:46 AM | 0 Middle High School Bus Corral |
| 008 | 7:58 AM | 2471 Schoolhouse Rd |
| 008 | 8:03 AM | Colonial Way & Kings Way |
| 008 | 8:06 AM | Raleigh Rd & Southpoint Dr |
| 008 | 8:08 AM | Raleigh Rd & Parish Pl |
| 008 | 8:10 AM | 2050 Raleigh Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 008 | 8:11 AM | 2077 Raleigh Rd & Raleigh Rd |
| 008 | 8:13 AM | Raleigh Rd & Chowning Dr |
| 008 | 8:14 AM | Raleigh Rd & Bruton Cv |
| 008 | 8:15 AM | Raleigh Rd & Merion Ct |
| 008 | 8:16 AM | Southpoint Dr & Muirfield Dr |
| 008 | 8:16 AM | Southpoint & Carter Cove |
| 008 | 8:23 AM | HES |
| 008 | 8:35 AM | Bus Garage Arrival |
| 008 | 2:37 PM | Bus Garage Depart |
| 008 | 2:45 PM | HHS |
| 008 | 2:45 PM | HMS |
| 008 | 2:50 PM | 549 Sand Hill Rd |
| 008 | 2:51 PM | 581 Sandhill Rd |
| 008 | 2:52 PM | 626 Sand Hill Rd |
| 008 | 2:54 PM | 720 Sandhill Rd |
| 008 | 2:55 PM | 730 Sand Hill Rd |
| 008 | 2:56 PM | 15 South Hills Dr |
| 008 | 2:59 PM | 135 Forest  Ave |
| 008 | 3:01 PM | 93 Forest Ave |
| 008 | 3:02 PM | 15 Forest Ave |
| 008 | 3:04 PM | 866 Sand Hill Rd |
| 008 | 3:05 PM | 1150 Sandhill Rd |
| 008 | 3:06 PM | 1210 Sand Hill Rd |
| 008 | 3:07 PM | 1250 Sand Hill Rd |
| 008 | 3:08 PM | 1270 Sand Hill Rd |
| 008 | 3:10 PM | 1306 Sandhill Rd Chateu of Hershey |
| 008 | 3:13 PM | 1269 Roush Rd |
| 008 | 3:14 PM | Edgewood Dr & Greenhill Dr |
| 008 | 3:15 PM | Edgewood Dr & Woodridge Dr |
| 008 | 3:16 PM | Edgewood Dr & Julianne Dr |
| 008 | 3:17 PM | Julianne Dr & Woodridge Dr |
| 008 | 3:18 PM | 1247 Sand Hill Rd |
| 008 | 3:19 PM | 879 Sand Hill Rd |
| 008 | 3:20 PM | 843 Sand Hill Rd |
| 008 | 3:21 PM | 731 Sand Hill Rd |
| 008 | 3:22 PM | 703 Cherry Dr |
| 008 | 3:28 PM | 450 HOMESTEAD RD |
| 008 | 3:50 PM | HES |
| 008 | 4:00 PM | Colonial Way &  Kings Way |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 008 | 4:05 PM | South Point Dr & Colonial Way |
| 008 | 4:06 PM | Raleigh Rd & Southpoint Dr |
| 008 | 4:07 PM | Raleigh Rd & Parish Pl |
| 008 | 4:10 PM | 2050 Raleigh Rd |
| 008 | 4:12 PM | 2077 Raleigh Rd & Raleigh Rd |
| 008 | 4:15 PM | Raleigh Rd & Chowning Dr |
| 008 | 4:17 PM | Raleigh Rd & Bruton Cv |
| 008 | 4:18 PM | Raleigh Rd & Merion Ct |
| 008 | 4:19 PM | Southpoint Dr & Muirfield Dr |
| 008 | 4:20 PM | Southpoint Dr. & Carter Cv |
| 008 | 4:23 PM | 2455 Schoolhouse Rd |
| 008 | 4:33 PM | BUS LOT |
| 009 | 6:54 AM | BUS LOT |
| 009 | 7:03 AM | 2046 Joann Ave |
| 009 | 7:05 AM | 2164 Joann Ave |
| 009 | 7:06 AM | Joann Ave & Dragonfly Ln |
| 009 | 7:10 AM | Locust St & Pine St |
| 009 | 7:11 AM | Locust St & Powder Horn Dr |
| 009 | 7:12 AM | Raleigh Rd& Locust Ln |
| 009 | 7:18 AM | HHS |
| 009 | 7:18 AM | HMS |
| 009 | 7:43 AM | 0 Middle High School Bus Corral |
| 009 | 8:01 AM | 221 Golf Ln |
| 009 | 8:04 AM | 662 Crest Ln |
| 009 | 8:05 AM | 710 Crest Ln Loop |
| 009 | 8:06 AM | 812 Crest Ln |
| 009 | 8:09 AM | 404 Red Oak Ln |
| 009 | 8:10 AM | 763 Homestead Ln |
| 009 | 8:12 AM | 205 Harvest Ln |
| 009 | 8:15 AM | 980 Homestead Ln |
| 009 | 8:16 AM | Country Lane & Homestead Lane |
| 009 | 8:19 AM | 748 Arrowhead Ln |
| 009 | 8:24 AM | HES |
| 009 | 8:42 AM | Bus Garage Arrival |
| 009 | 2:31 PM | Bus Garage Depart |
| 009 | 2:44 PM | HHS |
| 009 | 2:44 PM | HMS |
| 009 | 3:02 PM | 2046 Joanne Ave |
| 009 | 3:03 PM | 2174 Joanne Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 009 | 3:04 PM | 2261 Joanne Ave & Dragonfly Ln |
| 009 | 3:09 PM | Locust St & Pine St |
| 009 | 3:10 PM | 605 Locust St & Powder Horn Dr |
| 009 | 3:13 PM | 2430 Raleigh Rd & Locust St |
| 009 | 3:19 PM | 0 Elementary Bus corral |
| 009 | 3:50 PM | HES |
| 009 | 3:52 PM | 221 Golf Ln Loop |
| 009 | 3:54 PM | 662 Crest Ln |
| 009 | 3:56 PM | 720 Clearview Ln |
| 009 | 3:57 PM | 812 Crest Ln Turnaround |
| 009 | 3:59 PM | 331 Red Oak Lane |
| 009 | 4:00 PM | 763 Homestead Ln |
| 009 | 4:02 PM | 205 Harvest Ln |
| 009 | 4:05 PM | 980 Homestead Ln |
| 009 | 4:07 PM | Country Lane & Homestead Lane |
| 009 | 4:09 PM | 1045 Pennland Ln |
| 009 | 4:11 PM | 1035 International Lane |
| 009 | 4:12 PM | 748 Arrowhead Ln |
| 009 | 4:26 PM | Bus Garage Arrival |
| 010 | 6:33 AM | Bus Lot Rd |
| 010 | 6:43 AM | 2016 Church Rd (PM ONLY) |
| 010 | 6:48 AM | 2295 Sand Hill Rd |
| 010 | 6:49 AM | 2240 Sand Hill Rd |
| 010 | 6:51 AM | 137 Laurel Dr |
| 010 | 6:52 AM | 1st Bittersweet Dr & Boxwood Dr |
| 010 | 6:53 AM | Bittersweet Dr & Hawthorne Dr |
| 010 | 6:54 AM | Bittersweet Dr & Sawleaf Circle |
| 010 | 6:55 AM | 2nd Bittersweet Dr & Hawthorne Dr |
| 010 | 6:56 AM | 2nd Bittersweet Dr & Boxwood Dr |
| 010 | 6:57 AM | Laurel Dr & Foxglove Circle |
| 010 | 6:58 AM | 27 Hawthorne Dr |
| 010 | 6:59 AM | 1956 Sand Hill Rd |
| 010 | 7:00 AM | 1900 Sand Hill Rd |
| 010 | 7:01 AM | 1871 Sand Hill Rd |
| 010 | 7:02 AM | 1853 Sand Hill Rd |
| 010 | 7:03 AM | 1832 SAND HILL RD |
| 010 | 7:04 AM | 294 Nye Rd |
| 010 | 7:07 AM | 2221 Church Rd |
| 010 | 7:09 AM | 1749 Church Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 010 | 7:14 AM | HHS |
| 010 | 7:14 AM | HMS |
| 010 | 7:57 AM | 0 Middle High School Bus Corral |
| 010 | 8:00 AM | 227 W Caracas Ave |
| 010 | 8:01 AM | 325 W Caracas Ave |
| 010 | 8:02 AM | 417 W Caracas Ave |
| 010 | 8:03 AM | 510 W Granada Ave |
| 010 | 8:04 AM | 412 W Areba Ave |
| 010 | 8:06 AM | 414 Granada Ave |
| 010 | 8:08 AM | 534 W Areba Ave |
| 010 | 8:10 AM | Mill St. & 5th St. |
| 010 | 8:11 AM | 531 Chestnut Ave |
| 010 | 8:12 AM | 406 Chestnut Ave |
| 010 | 8:13 AM | 451 Cedar Ave |
| 010 | 8:15 AM | 542 Beech Ave |
| 010 | 8:17 AM | 304 Beech Ave |
| 010 | 8:19 AM | 230 W Areba Ave |
| 010 | 8:21 AM | 50 E Chocolate Ave Tender Years |
| 010 | 8:28 AM | HES |
| 010 | 8:38 AM | Bus Garage Arrival |
| 010 | 2:36 PM | Bus Garage Depart |
| 010 | 2:44 PM | HHS |
| 010 | 2:44 PM | HMS |
| 010 | 2:50 PM | 1749 Church Rd |
| 010 | 2:53 PM | 2016 Church Rd |
| 010 | 2:55 PM | 2221 Church Rd |
| 010 | 2:58 PM | 2295 Sand Hill Rd |
| 010 | 2:59 PM | 2240 Sand Hill Rd |
| 010 | 3:00 PM | 137 Laurel Dr |
| 010 | 3:01 PM | 1st Bittersweet Dr & Boxwood Dr |
| 010 | 3:02 PM | Bittersweet Dr & Hawthorne Dr |
| 010 | 3:03 PM | Bittersweet Dr & Sawleaf Circle |
| 010 | 3:04 PM | 2nd Bittersweet Dr & Hawthorne Dr |
| 010 | 3:05 PM | 2nd Bittersweet Dr & Boxwood Dr |
| 010 | 3:06 PM | Laurel Dr & Foxglove Cir |
| 010 | 3:07 PM | 27 Hawthorne Dr |
| 010 | 3:08 PM | 1956 Sand Hill Rd |
| 010 | 3:09 PM | 1900 Sand Hill Rd |
| 010 | 3:10 PM | 1871 Sand Hill Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 010 | 3:11 PM | 1853 Sand Hill Rd |
| 010 | 3:12 PM | 1832 SAND HILL RD |
| 010 | 3:13 PM | 280 Nye Rd |
| 010 | 3:20 PM | 450 HOMESTEAD RD |
| 010 | 3:52 PM | HES |
| 010 | 3:55 PM | 50 E Chocolate Ave Tender Years |
| 010 | 4:02 PM | 227 W Caracas Ave |
| 010 | 4:03 PM | 325 W Caracas Ave |
| 010 | 4:05 PM | 417 W Caracas Ave |
| 010 | 4:06 PM | 510 W Granada Ave |
| 010 | 4:07 PM | 414 W Granada Ave |
| 010 | 4:08 PM | 412 W Areba Ave |
| 010 | 4:10 PM | 534 W Areba Ave |
| 010 | 4:11 PM | Mill St & S 5th St |
| 010 | 4:12 PM | 520 Hillcrest Rd |
| 010 | 4:13 PM | 404 Chestnut Ave |
| 010 | 4:14 PM | 451 Cedar Ave |
| 010 | 4:15 PM | 542 Beech Ave |
| 010 | 4:16 PM | 304 Beech Ave |
| 010 | 4:17 PM | 230 W Areba Ave |
| 010 | 4:25 PM | Bus Garage Arrival |
| 011 | 7:00 AM | Bus Lot Rd |
| 011 | 7:06 AM | Carousel Cir & Ferris Way |
| 011 | 7:07 AM | 61 Carousel Cir |
| 011 | 7:08 AM | Carousel Cir & Sweetbay Way |
| 011 | 7:09 AM | Sweetbay Way & Rosewood Dr (Mt Calv) |
| 011 | 7:10 AM | Rosewood Dr & Sweetbay Way Mckenna AM only Hersh Chris |
| 011 | 7:11 AM | 467 E. Derry Rd |
| 011 | 7:12 AM | 348 E Derry Rd & Center Rd |
| 011 | 7:15 AM | HHS |
| 011 | 7:15 AM | HMS |
| 011 | 7:53 AM | 0 Middle High School Bus Corral |
| 011 | 7:55 AM | 716 Fishburn Rd |
| 011 | 7:56 AM | 728 Fishburn Rd |
| 011 | 7:57 AM | 822 Fishburn Rd |
| 011 | 7:58 AM | 850 Fishburn Rd |
| 011 | 7:59 AM | 890 Fishburn Rd |
| 011 | 8:00 AM | E Glenn Rd & Hartley Rd |
| 011 | 8:03 AM | Hartley Rd & Cambridge Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 011 | 8:04 AM | 1548 Fishburn Rd |
| 011 | 8:05 AM | 1606 Fishburn Rd |
| 011 | 8:06 AM | Mulenburg Ave & Albright St |
| 011 | 8:08 AM | 134 Robin Rd |
| 011 | 8:09 AM | 125 Robin Rd |
| 011 | 8:10 AM | 1324 Penn Ave |
| 011 | 8:11 AM | 705 Fishburn Rd |
| 011 | 8:13 AM | 357 Hockersville Rd |
| 011 | 8:20 AM | HES |
| 011 | 8:37 AM | Bus Garage Arrival |
| 011 | 2:36 PM | Bus Garage Depart |
| 011 | 2:44 PM | HMS |
| 011 | 2:44 PM | HHS |
| 011 | 2:47 PM | 348 E Derry Rd & Center Rd |
| 011 | 2:48 PM | 467 E. Derry Rd |
| 011 | 2:49 PM | Carousel Cir & Ferris Way |
| 011 | 2:52 PM | 61 Carousel Cir |
| 011 | 2:53 PM | Carousel Cir & Sweetbay Way |
| 011 | 2:54 PM | Sweetbay Way & Rosewood Dr |
| 011 | 2:55 PM | Rosewood Dr & Sweetbay Way |
| 011 | 3:01 PM | 450 Homestead Rd |
| 011 | 3:54 PM | HES |
| 011 | 3:55 PM | 716 Fishburn Rd |
| 011 | 3:56 PM | 728 Fishburn Rd |
| 011 | 3:57 PM | 828 Fishburn Rd |
| 011 | 3:58 PM | 850 Fishburn Rd |
| 011 | 3:59 PM | 890 Fishburn Rd |
| 011 | 4:00 PM | E Glenn Rd & Hartley Rd |
| 011 | 4:01 PM | Hartley Rd & Cambridge Dr & Somerset Dr |
| 011 | 4:04 PM | 1548 Fishburn Rd |
| 011 | 4:05 PM | 1606 Fishburn Rd |
| 011 | 4:06 PM | Muhlenberg Ave & Albright St |
| 011 | 4:07 PM | 134 Robin Rd |
| 011 | 4:08 PM | 125 Robin Rd |
| 011 | 4:09 PM | 1324 Penn Ave |
| 011 | 4:10 PM | 705 Fishburn Rd |
| 011 | 4:16 PM | 357 Hockersville Rd |
| 011 | 4:25 PM | Bus Garage Arrival |
| 012 | 6:40 AM | Bus Lot Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 012 | 6:52 AM | 839 Fawn Ln |
| 012 | 6:53 AM | Fawn Ln & Rayburn Ct |
| 012 | 6:56 AM | 641 Whitetail Dr |
| 012 | 6:58 AM | 825 Whitetail Dr |
| 012 | 7:00 AM | Deer Run Dr & Creekside Dr |
| 012 | 7:01 AM | Deer Run Dr & Limestone Dr. |
| 012 | 7:03 AM | Deer Run Dr & Meadow Ridge Dr & Springhouse Ln |
| 012 | 7:05 AM | Deer Run Dr & Springhouse Ln |
| 012 | 7:07 AM | Deer Run Dr & Stover Ct 1st Entrance leaving Deer Run |
| 012 | 7:17 AM | HHS |
| 012 | 7:17 AM | HMS |
| 012 | 7:43 AM | 0 Middle High School Bus Corral |
| 012 | 7:54 AM | Fawn Ln & Stag Ct |
| 012 | 7:55 AM | Darby Ct & Fawn Ln |
| 012 | 7:56 AM | Fawn Ln & Rayburn Ct |
| 012 | 7:59 AM | 670 Whitetail Dr |
| 012 | 8:00 AM | 826 Whitetail Dr |
| 012 | 8:02 AM | 856 Whitetail Dr |
| 012 | 8:03 AM | 2125 Red Fox Dr |
| 012 | 8:05 AM | 2202 Red Fox Dr |
| 012 | 8:06 AM | Red Fox Dr & Stoverdale Rd |
| 012 | 8:08 AM | Stoverdale Rd & Buck Dr |
| 012 | 8:10 AM | 694 Stoverdale Rd |
| 012 | 8:12 AM | 1870 Kaylor Rd |
| 012 | 8:13 AM | 1731 Kaylor Rd |
| 012 | 8:14 AM | 1711 Kaylor Rd |
| 012 | 8:16 AM | 875 Stoverdale Rd |
| 012 | 8:24 AM | HES |
| 012 | 8:43 AM | Bus Garage Arrival |
| 012 | 2:38 PM | Bus Garage Depart |
| 012 | 2:44 PM | HHS |
| 012 | 2:44 PM | HMS |
| 012 | 2:53 PM | Deer Run Dr & Stover Ct 2nd opening |
| 012 | 2:55 PM | Deer Run Dr & Springhouse Ln |
| 012 | 2:57 PM | Deer Run Dr & Meadow Ridge Dr & Springhouse Ln |
| 012 | 3:00 PM | Deer Run Dr & Limestone Dr |
| 012 | 3:03 PM | Deer Run Dr & Creekside Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 012 | 3:05 PM | 839 Fawn Ln |
| 012 | 3:07 PM | Fawn Ln & Rayburn Ct |
| 012 | 3:10 PM | 641 Whitetail Dr |
| 012 | 3:13 PM | 825 Whitetail Dr |
| 012 | 3:23 PM | 450 Homestead Rd |
| 012 | 3:50 PM | HES |
| 012 | 4:05 PM | Fawn Ln & Stag Ct |
| 012 | 4:06 PM | Darby Ct & Fawn Ln |
| 012 | 4:07 PM | Fawn Ln & Rayburn Ct |
| 012 | 4:09 PM | 670 Whitetail Dr |
| 012 | 4:11 PM | 826 Whitetail Dr |
| 012 | 4:13 PM | 856 Whitetail Dr |
| 012 | 4:14 PM | 2125 Red Fox Dr |
| 012 | 4:17 PM | 2202 Red Fox Dr |
| 012 | 4:18 PM | Stoverdale Rd & Red Fox Dr |
| 012 | 4:20 PM | Stoverdale Rd & Buck Dr |
| 012 | 4:21 PM | 694 Stoverdale Rd |
| 012 | 4:22 PM | 1870 Kaylor Rd |
| 012 | 4:23 PM | 1731 Kaylor Rd |
| 012 | 4:24 PM | 1711 Kaylor Rd |
| 012 | 4:25 PM | 875 Stoverdale Rd |
| 012 | 4:31 PM | Bus Garage Arrival |
| 013 | 6:37 AM | Bus Lot |
| 013 | 6:46 AM | 1676 Sand Hill Rd |
| 013 | 6:48 AM | 1795 Aberdovey Rd |
| 013 | 6:49 AM | 1771 Aberdovey Rd |
| 013 | 6:50 AM | Pebbledash Dr & Penzance Rd |
| 013 | 6:51 AM | Penzance Rd & Tenby Dr |
| 013 | 6:52 AM | 1740 Tenby Dr |
| 013 | 6:53 AM | 1767 Tenby Dr |
| 013 | 6:54 AM | 1603 Sand Hill Rd |
| 013 | 6:55 AM | HillChurch Rd & Tomassi Dr |
| 013 | 6:56 AM | 708 Hill Church Rd & Zurich Dr |
| 013 | 6:57 AM | 725 Heiden Dr |
| 013 | 6:58 AM | Zermatt Dr & Zermatt Ct |
| 013 | 6:59 AM | 810 Zermatt Dr |
| 013 | 7:00 AM | 883 Zermatt Dr |
| 013 | 7:01 AM | 938 Sunnyside Rd |
| 013 | 7:02 AM | 926 Debra Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 013 | 7:03 AM | 933 Byron Rd |
| 013 | 7:04 AM | 860 Twin Oaks Dr |
| 013 | 7:05 AM | 812 Twin Oaks Dr  2 Mt Calvery Bus 57 |
| 013 | 7:06 AM | 795 Hill Church Rd |
| 013 | 7:07 AM | 775 Hill Church Rd |
| 013 | 7:08 AM | 931 Hill Church Rd |
| 013 | 7:10 AM | 629 Bullfrog Valley Rd |
| 013 | 7:13 AM | 571 Bullfrog Valley Rd |
| 013 | 7:25 AM | HHS |
| 013 | 7:25 AM | HMS |
| 013 | 8:00 AM | 0 Middle High School Bus Corral |
| 013 | 8:10 AM | 1037 Beech Ave |
| 013 | 8:12 AM | Briarcrest Dr Gate # 1 |
| 013 | 8:19 AM | HES |
| 013 | 8:32 AM | Bus Garage Arrival |
| 013 | 2:36 PM | Bus Garage Depart |
| 013 | 2:44 PM | HHS |
| 013 | 2:44 PM | HMS |
| 013 | 2:53 PM | 1676 Sandhill Rd |
| 013 | 2:54 PM | 1795 Aberdovey Rd |
| 013 | 2:55 PM | 1771 Aberdovey Rd |
| 013 | 2:56 PM | Pebbledash Dr & Penzance Rd |
| 013 | 2:57 PM | Penzance Rd & Tenby Dr |
| 013 | 2:58 PM | 1740 Tenby Dr |
| 013 | 2:59 PM | 1767 TENBY DR |
| 013 | 3:00 PM | 1603 Sand Hill Rd |
| 013 | 3:01 PM | 931 Hill Church Rd |
| 013 | 3:02 PM | Hill Church Rd & Tomassi Dr |
| 013 | 3:03 PM | 708 Hill Church Rd & Zurich Dr |
| 013 | 3:04 PM | 725 Heiden Dr |
| 013 | 3:05 PM | Zermatt Dr &  Zermatt Ct |
| 013 | 3:06 PM | 810 Zermatt Dr |
| 013 | 3:07 PM | 883 Zermatt Dr |
| 013 | 3:08 PM | 938 Sunnyside Rd |
| 013 | 3:09 PM | 926 Debra Dr |
| 013 | 3:10 PM | 933 Byron Rd |
| 013 | 3:11 PM | 860 Twin Oaks Dr |
| 013 | 3:12 PM | 812 Twin Oaks Dr |
| 013 | 3:13 PM | 795 Hill Church Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 013 | 3:14 PM | 775 Hill Church Rd |
| 013 | 3:16 PM | 629 Bullfrog Valley Rd |
| 013 | 3:17 PM | 571 Bullfrog Valley Rd |
| 013 | 3:28 PM | 0 Elementary Bus corral |
| 013 | 3:50 PM | HES |
| 013 | 3:56 PM | 1037 Beech Ave |
| 013 | 3:59 PM | Briarcrest Dr Gate # 1 |
| 013 | 4:05 PM | BUS LOT |
| 014 | 6:38 AM | Bus Lot Rd |
| 014 | 6:46 AM | 230 Harvest Ln |
| 014 | 6:48 AM | 932 Homestead Ln |
| 014 | 6:49 AM | 946 Homestead Ln |
| 014 | 6:50 AM | 980 Homestead Ln |
| 014 | 6:51 AM | Homestead Ln & Woodland Ln soccer field |
| 014 | 6:53 AM | 1100 Caribbean Way |
| 014 | 6:54 AM | 1124 Caribbean Way |
| 014 | 6:56 AM | 754 Brook Dr |
| 014 | 6:59 AM | 860 Meadow Ln |
| 014 | 7:00 AM | 100 Meadow Terrace & Eby Rd |
| 014 | 7:10 AM | 422 Stauffers Church Rd |
| 014 | 7:11 AM | 571 Stauffers Church Rd |
| 014 | 7:12 AM | 2396 Felty Rd |
| 014 | 7:16 AM | HHS |
| 014 | 7:17 AM | HMS |
| 014 | 7:54 AM | 0 Middle High School Bus Corral |
| 014 | 8:07 AM | 715 Brook Dr |
| 014 | 8:08 AM | 867 Meadow Ln |
| 014 | 8:09 AM | 877 Meadow Ln |
| 014 | 8:10 AM | Meadow Ln & 101 Meadow Terrace |
| 014 | 8:12 AM | 436 Stauffers Church Rd |
| 014 | 8:13 AM | 538 Stauffer Church Rd |
| 014 | 8:14 AM | 557 Stauffers Church Rd |
| 014 | 8:15 AM | 571 Stauffers Church Rd |
| 014 | 8:17 AM | Bachmanville Rd & Scout Rd |
| 014 | 8:19 AM | HES |
| 014 | 8:25 AM | Bus Garage Arrival |
| 014 | 2:36 PM | Bus Garage Depart |
| 014 | 2:44 PM | HMS |
| 014 | 2:44 PM | HHS |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 014 | 2:46 PM | 538 Meadow Ln |
| 014 | 2:48 PM | 230 Harvest Ln |
| 014 | 2:51 PM | 932 Homestead Ln |
| 014 | 2:52 PM | 946 Homestead Ln |
| 014 | 2:53 PM | 980 Homestead Ln |
| 014 | 2:54 PM | Homestead Ln & Woodland Ln |
| 014 | 2:56 PM | 1110 Caribbean Way |
| 014 | 2:57 PM | 1124 Caribbean Way |
| 014 | 3:00 PM | 754 Brook Dr |
| 014 | 3:02 PM | 860 Meadow Ln |
| 014 | 3:03 PM | Eby Rd & Meadow Ln |
| 014 | 3:09 PM | 835 Grandview Dr |
| 014 | 3:14 PM | 422 Stauffer Church Rd |
| 014 | 3:15 PM | 571 Stauffers Church Rd |
| 014 | 3:16 PM | 2396 Felty Rd |
| 014 | 3:21 PM | 450 Homestead Rd |
| 014 | 3:50 PM | ELEM BUS CORRAL |
| 014 | 3:54 PM | 715 Brook Dr |
| 014 | 3:55 PM | 827 Meadow Ln |
| 014 | 3:56 PM | 877 Meadow Ln |
| 014 | 3:57 PM | Meadow Ln & 101 Meadow Terrace |
| 014 | 3:59 PM | 436 Stauffers Church Rd |
| 014 | 4:00 PM | 538 Stauffers Church Rd |
| 014 | 4:01 PM | 557 Stauffers Church Rd |
| 014 | 4:02 PM | 571 Stauffers Church Rd |
| 014 | 4:05 PM | Bachmanville Rd & Scout Rd |
| 014 | 4:20 PM | Bus Garage Arrival |
| 015 | 6:55 AM | Bus Lot Rd |
| 015 | 7:02 AM | Ethel Ave & Mae St |
| 015 | 7:04 AM | Lucy Ave & Mae St |
| 015 | 7:06 AM | 921 Mae St |
| 015 | 7:09 AM | Briarcrest Dr Gate 1 |
| 015 | 7:14 AM | Centerview Dr & Crescent Dr |
| 015 | 7:21 AM | HHS |
| 015 | 7:21 AM | HMS |
| 015 | 7:45 AM | 0 Middle High School Bus Corral |
| 015 | 7:52 AM | 492 Middletown Rd |
| 015 | 7:53 AM | Dickens Dr & Gramercy Pl |
| 015 | 7:54 AM | Gramercy Pl & Eliot Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 015 | 7:55 AM | Gramercy Pl & Grey Dr |
| 015 | 7:56 AM | Gramercy Pl & Carrol Dr |
| 015 | 7:57 AM | Middletown Rd & Grove St |
| 015 | 7:58 AM | 441 Middletown Rd |
| 015 | 7:59 AM | Macintosh Way & Macintosh Way |
| 015 | 8:00 AM | Jonathan Ct & MacIntosh Way |
| 015 | 8:01 AM | 450 Indian Run Dr |
| 015 | 8:02 AM | 530 Indian Run Dr |
| 015 | 8:04 AM | Melrose Dr & Cortland Cir |
| 015 | 8:05 AM | 1667 Melrose Dr |
| 015 | 8:20 AM | HES |
| 015 | 8:35 AM | Bus Garage Arrival |
| 015 | 2:36 PM | Bus lot Depart |
| 015 | 2:44 PM | HHS |
| 015 | 2:44 PM | HMS |
| 015 | 2:50 PM | Briarcrest Dr Gate # 1 |
| 015 | 2:55 PM | Centerview Dr & Crescent Dr |
| 015 | 3:00 PM | 921 Mae St |
| 015 | 3:01 PM | Mae St & Lucy Ave |
| 015 | 3:02 PM | Mae St & Ethel Ave |
| 015 | 3:15 PM | Elementary Bus corral Arrival |
| 015 | 3:50 PM | HES |
| 015 | 3:57 PM | 492 Middletown Rd |
| 015 | 4:00 PM | Dickens Dr & Gramercy Pl |
| 015 | 4:01 PM | Gramercy Pl & Eliot Dr |
| 015 | 4:03 PM | Gramercy Pl & Grey Dr |
| 015 | 4:04 PM | Carroll Dr & Gramercy Pl |
| 015 | 4:05 PM | Middletown Rd & Grove St |
| 015 | 4:06 PM | 441 Middletown Rd |
| 015 | 4:07 PM | Macintosh Way & Macintosh Way |
| 015 | 4:08 PM | Jonathan Ct & MacIntosh Way |
| 015 | 4:09 PM | 450 Indian Run Dr |
| 015 | 4:10 PM | 530 Indian Run Dr |
| 015 | 4:11 PM | Melrose Dr & Cortland Cir |
| 015 | 4:12 PM | 1667 Melrose Dr |
| 015 | 4:20 PM | Bus Garage Arrival |
| 016 | 6:40 AM | Bus Garage Depart |
| 016 | 6:45 AM | 228 Hockersville Rd & 3RD AVE |
| 016 | 6:47 AM | 312 Hockersville Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 016 | 6:48 AM | 458 Hockersville Rd |
| 016 | 6:49 AM | 542 Hockersville Rd |
| 016 | 6:50 AM | 552 Hockersville Rd |
| 016 | 6:51 AM | 764 Fishburn Rd |
| 016 | 6:52 AM | 822 Fishburn Rd |
| 016 | 6:53 AM | 858 Fishburn Rd |
| 016 | 6:54 AM | 1524 Fishburn Rd |
| 016 | 6:55 AM | 1548 Fishburn Rd |
| 016 | 6:56 AM | Muhlenberg Ave & Albright St |
| 016 | 6:57 AM | Albright St & Harvard Ave |
| 016 | 6:58 AM | 1531 FISHBURN ROAD |
| 016 | 6:59 AM | 1415 Fishburn Rd |
| 016 | 7:00 AM | 1315 Fishburn Rd |
| 016 | 7:01 AM | Pick up on Robin Rd 1305 Fishburn Rd |
| 016 | 7:02 AM | 835 Fishburn Rd |
| 016 | 7:03 AM | 705 Fishburn Rd |
| 016 | 7:04 AM | 651 Fishburn Rd |
| 016 | 7:05 AM | 437 Hockersville Rd |
| 016 | 7:06 AM | 363 Hockersville Rd |
| 016 | 7:07 AM | 323 Hockersville Rd |
| 016 | 7:12 AM | HHS |
| 016 | 7:12 AM | HMS |
| 016 | 7:56 AM | 0 Middle High School Bus Corral |
| 016 | 7:59 AM | 351 E Derry Rd |
| 016 | 8:02 AM | 1246 E Derry Rd & 3rd St |
| 016 | 8:04 AM | Miller Ave & Palm St. |
| 016 | 8:05 AM | 1649 Palm St |
| 016 | 8:07 AM | 1425 E Derry Rd |
| 016 | 8:09 AM | McKinley Ave & Harding Ave |
| 016 | 8:10 AM | Harding Ave & Roosevelt Ave |
| 016 | 8:11 AM | 1443 Harding Ave |
| 016 | 8:12 AM | 1225 E Derry Rd |
| 016 | 8:13 AM | Carousel Cir & Ferris Way |
| 016 | 8:15 AM | 61 Carousel Cir |
| 016 | 8:17 AM | Carousel Cir & Sweetbay Way |
| 016 | 8:18 AM | Carousel Cir & Rosewood Dr |
| 016 | 8:19 AM | 626 Sweetbay Way |
| 016 | 8:20 AM | 467 E Derry Rd |
| 016 | 8:21 AM | 431 E Derry Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 016 | 8:25 AM | HES |
| 016 | 8:36 AM | Bus Garage Arrival |
| 016 | 2:36 PM | Bus Garage Depart |
| 016 | 2:44 PM | HHS |
| 016 | 2:44 PM | HMS |
| 016 | 2:48 PM | 228 Hockersville Rd & 3RD AVE |
| 016 | 2:49 PM | 312 Hockersville Rd |
| 016 | 2:50 PM | 458 Hockersville Rd |
| 016 | 2:51 PM | 542 Hockersville Rd |
| 016 | 2:53 PM | 552 Hockersville Rd |
| 016 | 2:55 PM | 764 Fishburn Rd |
| 016 | 2:56 PM | 822 Fishburn Rd |
| 016 | 2:57 PM | 858 Fishburn Rd |
| 016 | 2:58 PM | 1524 Fishburn Rd |
| 016 | 2:59 PM | 1548 Fishburn Rd |
| 016 | 3:00 PM | Muhlenberg Ave & Albright St |
| 016 | 3:01 PM | Albright Ave & Harvard Rd |
| 016 | 3:03 PM | 1531 Fishburn Rd |
| 016 | 3:04 PM | 1415 Fishburn Rd |
| 016 | 3:05 PM | 1315 Fishburn Rd |
| 016 | 3:06 PM | Drop off on Robin Rd 1305 Fishburn Rd |
| 016 | 3:07 PM | 835 Fishburn Rd |
| 016 | 3:08 PM | 705 Fishburn Rd |
| 016 | 3:09 PM | 651 Fishburn Rd |
| 016 | 3:12 PM | 437 Hockersville Rd |
| 016 | 3:13 PM | 363 Hockersville Rd |
| 016 | 3:14 PM | 323 Hockersville Rd |
| 016 | 3:25 PM | 450 Homestead Rd |
| 016 | 3:50 PM | HES |
| 016 | 3:52 PM | 351 E Derry Rd |
| 016 | 3:53 PM | 431 E Derry Rd |
| 016 | 3:54 PM | 467 E Derry Rd |
| 016 | 3:55 PM | Carousel Cir & Ferris Way |
| 016 | 3:56 PM | 61 Carousel Cir |
| 016 | 3:57 PM | Carousel Cir & Sweetbay Way |
| 016 | 3:58 PM | Carousel Cir & Rosewood Dr |
| 016 | 3:59 PM | 626 Sweetbay Way |
| 016 | 4:00 PM | 1246 E Derry Rd & 3rd St |
| 016 | 4:02 PM | Miller Ave & Palm St. |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 016 | 4:03 PM | 1649 Palm St |
| 016 | 4:05 PM | 1425 E Derry Rd |
| 016 | 4:06 PM | McKinley Ave & Harding Ave |
| 016 | 4:07 PM | Harding Ave & Roosevelt Ave |
| 016 | 4:08 PM | 1443 Harding Ave |
| 016 | 4:09 PM | 1225 E Derry Rd |
| 016 | 4:23 PM | Bus Garage Arrival |
| 017 | 6:39 AM | Bus Lot Rd |
| 017 | 6:47 AM | 976 E Governor Rd |
| 017 | 6:48 AM | 1030 E Governor Rd |
| 017 | 6:49 AM | 455 County Line Ln |
| 017 | 6:50 AM | 850 Governor Rd |
| 017 | 6:55 AM | 215 E Glenn Rd |
| 017 | 6:56 AM | 115 E Glenn Rd |
| 017 | 6:57 AM | N Glenn Rd & Sylvania Rd |
| 017 | 6:58 AM | Highland Rd & Mine Rd |
| 017 | 6:59 AM | Highland Rd & Sand Rd |
| 017 | 7:00 AM | 249 Highland Rd |
| 017 | 7:02 AM | Highland Rd & Vesper Rd |
| 017 | 7:04 AM | 350 Vesper Rd |
| 017 | 7:06 AM | 455 Carlton Rd |
| 017 | 7:07 AM | 220 Vesper Rd |
| 017 | 7:08 AM | 221 Evelina Rd |
| 017 | 7:09 AM | Evelina Rd & Carlton Rd |
| 017 | 7:10 AM | Carlton Rd & Mine Rd |
| 017 | 7:11 AM | E Glenn Rd & Hartley Rd |
| 017 | 7:12 AM | Hartley Rd & Cambridge Dr  Somerset Dr |
| 017 | 7:15 AM | HHS |
| 017 | 7:15 AM | HMS |
| 017 | 8:00 AM | 0 Middle High School Bus Corral |
| 017 | 8:03 AM | 215 W Chocolate Ave |
| 017 | 8:05 AM | 607 W Chocolate Ave |
| 017 | 8:06 AM | 12 Swatara Ave |
| 017 | 8:07 AM | Swatara Ave & Hockersville Rd |
| 017 | 8:08 AM | Reese Ave & Half St |
| 017 | 8:10 AM | 931 Mae St |
| 017 | 8:11 AM | 44 Lucy Ave |
| 017 | 8:12 AM | 71 Lucy Ave |
| 017 | 8:13 AM | 74 Ethel Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 017 | 8:14 AM | 27 Ethel Ave |
| 017 | 8:15 AM | Ethel Ave &  Mae St |
| 017 | 8:21 AM | HES |
| 017 | 8:32 AM | Bus Garage Arrival |
| 017 | 2:37 PM | Bus Garage Depart |
| 017 | 2:44 PM | HMS |
| 017 | 2:44 PM | HHS |
| 017 | 2:49 PM | Hartley Rd &  Cambridge Dr |
| 017 | 2:50 PM | 215 E Glenn Rd |
| 017 | 2:51 PM | 115 E Glenn Rd |
| 017 | 2:52 PM | N Glenn Rd & Sylvania Rd |
| 017 | 2:54 PM | Highland Rd & Mine Rd |
| 017 | 2:56 PM | Highland Rd & Sand Rd |
| 017 | 2:57 PM | 249 Highland Rd |
| 017 | 2:59 PM | Highland Rd & Vesper Rd |
| 017 | 3:02 PM | 350 Vesper Rd |
| 017 | 3:05 PM | 445 Carlton Rd |
| 017 | 3:06 PM | 220 Vesper Rd |
| 017 | 3:07 PM | 221 Evelina Rd |
| 017 | 3:08 PM | Evelina Rd & Carlton Rd |
| 017 | 3:09 PM | Carlton Rd & Mine Rd |
| 017 | 3:10 PM | E Glenn Rd & Hartley Rd |
| 017 | 3:13 PM | 976 E Governor Rd |
| 017 | 3:14 PM | 1028 E Governor Rd |
| 017 | 3:16 PM | 457 County Line Ln |
| 017 | 3:17 PM | 850 E Governor Rd |
| 017 | 3:24 PM | ELEM BUS CORRAL |
| 017 | 3:50 PM | HES |
| 017 | 3:52 PM | 215 W Chocolate Ave |
| 017 | 3:53 PM | 517 W Chocolate Ave  PM ONLY |
| 017 | 3:54 PM | 607 W Chocolate Ave |
| 017 | 3:55 PM | 12 Swatara Ave |
| 017 | 3:56 PM | Swatara Ave & Hockersville Rd |
| 017 | 3:57 PM | Reese Ave & Half St |
| 017 | 3:58 PM | 931 Mae St |
| 017 | 3:59 PM | 44 Lucy Ave |
| 017 | 4:00 PM | 71 Lucy Ave |
| 017 | 4:01 PM | 74 Ethel Ave |
| 017 | 4:02 PM | 27 Ethel Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 017 | 4:03 PM | Ethel Ave & Mae St |
| 017 | 4:09 PM | Bus Garage Arrival |
| 018 | 6:40 AM | Bus Lot Rd |
| 018 | 6:50 AM | Roosevelt Ave & Harding Ave |
| 018 | 6:51 AM | N Lingle Ave & Lehman St |
| 018 | 6:55 AM | 410 Gravel Rd |
| 018 | 7:00 AM | Corner of Sand Beach Rd & Boat House Rd |
| 018 | 7:05 AM | 506 Park Ave |
| 018 | 7:06 AM | 464 Park Ave |
| 018 | 7:07 AM | 15B  E Derry Road |
| 018 | 7:08 AM | 59 E Derry Rd & Locust St |
| 018 | 7:11 AM | 167 Derry Rd |
| 018 | 7:12 AM | Derry St & 3rd St (Alley) |
| 018 | 7:20 AM | HHS |
| 018 | 7:20 AM | HMS |
| 018 | 7:57 AM | 0 Middle High School Bus Corral |
| 018 | 8:01 AM | 19 E Derry Rd |
| 018 | 8:02 AM | N 3rd Street Alley (50 Northeast Dr) |
| 018 | 8:05 AM | 123 Trinidad Ave |
| 018 | 8:08 AM | 464 Park Ave |
| 018 | 8:09 AM | 506 Park Ave |
| 018 | 8:15 AM | Stop on Front St |
| 018 | 8:16 AM | N Lingle Ave & Lehman St |
| 018 | 8:18 AM | 1817 E Chocolate Ave |
| 018 | 8:24 AM | HES |
| 018 | 8:40 AM | Bus Garage Arrival |
| 018 | 2:15 PM | Bus Garage Depart |
| 018 | 2:44 PM | HHS |
| 018 | 2:44 PM | HMS |
| 018 | 2:47 PM | Derry St & N 3rd St (Alley) |
| 018 | 2:48 PM | 167 Derry Rd |
| 018 | 2:49 PM | 56 E Derry Rd |
| 018 | 2:53 PM | 15 E Derry Rd |
| 018 | 2:59 PM | Roosevelt Ave & Harding Ave |
| 018 | 3:00 PM | Lehman St & N Lingle Ave |
| 018 | 3:07 PM | 410 Gravel Rd |
| 018 | 3:10 PM | Corner of Sand Beach Rd & Boat House Rd |
| 018 | 3:14 PM | 506 Park Ave |
| 018 | 3:15 PM | 464 Park Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 018 | 3:23 PM | 450 Homestead Rd |
| 018 | 3:50 PM | HES |
| 018 | 3:52 PM | 19 E Derry Rd |
| 018 | 3:53 PM | 3rd Alley St (50 Northeast Dr.) |
| 018 | 3:54 PM | 123 Trinidad Ave |
| 018 | 3:55 PM | 464 Park Ave |
| 018 | 3:56 PM | 506 Park Ave |
| 018 | 3:57 PM | Front St & Poplar Ave |
| 018 | 4:03 PM | N Lingle Ave & Lehman St |
| 018 | 4:07 PM | 1817 E Chocolate Ave |
| 018 | 4:20 PM | Bus Garage Arrival |
| 019 | 6:24 AM | Bus Lot Rd |
| 019 | 6:33 AM | 478 Hilltop Rd |
| 019 | 6:33 AM | 510 Hilltop Rd Mt Calvary |
| 019 | 6:49 AM | 525 Hilltop Rd |
| 019 | 6:50 AM | 536 Hilltop Rd |
| 019 | 6:51 AM | 565 Hilltop Rd |
| 019 | 6:53 AM | 610 Hilltop Rd |
| 019 | 6:57 AM | 876 Zurich Dr |
| 019 | 6:58 AM | 735 Zurich Dr |
| 019 | 6:59 AM | Zurich Dr & Appenzell Dr |
| 019 | 7:00 AM | 950 Appenzell Dr |
| 019 | 7:01 AM | 817 Appenzell Dr |
| 019 | 7:02 AM | 660 Appenzell Dr |
| 019 | 7:04 AM | 8 Foxanna Dr |
| 019 | 7:05 AM | 105 Brownstone Dr |
| 019 | 7:06 AM | 49 Brownstone Dr |
| 019 | 7:07 AM | Edgehill Rd & Brownstone Dr |
| 019 | 7:08 AM | 8 Edgehill Dr Don't ride |
| 019 | 7:10 AM | 34 Laurel Ridge Rd |
| 019 | 7:11 AM | Laurel Ridge Rd & Hill Manor Dr |
| 019 | 7:14 AM | Sand Hill Rd & Peach Ave |
| 019 | 7:22 AM | HHS |
| 019 | 7:22 AM | HMS |
| 019 | 7:58 AM | 0 Middle High School Bus Corral |
| 019 | 8:02 AM | 1215 Fishburn Rd (Fishburn Flock) |
| 019 | 8:04 AM | 703 Cherry Dr |
| 019 | 8:05 AM | 667 Cherry Dr (Kinder Care) |
| 019 | 8:09 AM | 834 W Areba Ave ( Angels Landing) |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 019 | 8:10 AM | Gate # 3 & W Areba Ave |
| 019 | 8:13 AM | 14 W Governor Rd |
| 019 | 8:17 AM | HES |
| 019 | 8:31 AM | Bus Garage Arrival |
| 019 | 2:37 PM | Bus Garage Depart |
| 019 | 2:45 PM | HHS |
| 019 | 2:45 PM | HMS |
| 019 | 2:51 PM | 478 Hilltop Rd (NO RIDERS) |
| 019 | 2:52 PM | 525 Hilltop Rd |
| 019 | 2:53 PM | 536 Hilltop Rd |
| 019 | 2:54 PM | 565 Hilltop Rd |
| 019 | 2:55 PM | 610 Hilltop Rd |
| 019 | 3:01 PM | 876 Zurich Dr |
| 019 | 3:02 PM | 735 Zurich Dr |
| 019 | 3:03 PM | Zurich Dr & Appenzell Dr |
| 019 | 3:04 PM | 950 Appenzell Dr |
| 019 | 3:05 PM | 817 Appenzell Dr |
| 019 | 3:06 PM | 660 Appenzell Dr |
| 019 | 3:07 PM | 8 Foxanna Dr |
| 019 | 3:08 PM | 105 Brownstone Dr |
| 019 | 3:09 PM | 49 Brownstone Dr |
| 019 | 3:10 PM | Edgehill Rd & Brownstone Dr |
| 019 | 3:11 PM | 8 Edgehill Dr  Don't Ride |
| 019 | 3:13 PM | 34 Laurel Ridge Rd |
| 019 | 3:14 PM | Laurel Ridge Rd & Hill Manor Dr |
| 019 | 3:15 PM | 383 Sand Hill Rd |
| 019 | 3:22 PM | ELEM BUS CORRAL |
| 019 | 3:50 PM | HES |
| 019 | 3:54 PM | 1215 Fishburn Rd (Fishburn Flock) |
| 019 | 3:59 PM | 703 Cherry Dr |
| 019 | 4:00 PM | 667 Cherry Dr. (Kindercare) |
| 019 | 4:05 PM | 834 Cherry Dr (Angels Landing) |
| 019 | 4:08 PM | W. Areba Ave & Gate 3 |
| 019 | 4:13 PM | 156 W Governor Rd |
| 019 | 4:22 PM | Bus Garage Arrival |
| 020 | 6:38 AM | Bus Lot |
| 020 | 6:50 AM | 2105 Red Fox Dr |
| 020 | 6:54 AM | 2137 Red Fox Dr |
| 020 | 6:55 AM | Red Fox Dr & Stoverdale Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 020 | 6:56 AM | Stoverdale Rd & Buck Dr |
| 020 | 6:58 AM | 2155 Deer Run Dr |
| 020 | 6:59 AM | 2182 Gelder Park Dr |
| 020 | 7:01 AM | Gelder Park Dr & Southpoint Dr |
| 020 | 7:03 AM | 2267 Southpoint Dr |
| 020 | 7:14 AM | HHS |
| 020 | 7:14 AM | HMS |
| 020 | 7:46 AM | 0 Middle High School Bus Corral |
| 020 | 7:50 AM | 1082 Derry Woods Dr |
| 020 | 7:52 AM | 1059 Derry Woods Dr |
| 020 | 7:53 AM | Derry Woods Dr & Meadow Rose Ct |
| 020 | 7:55 AM | Olde Ventura Farm Rd & Stoney Run Rd |
| 020 | 7:56 AM | Stoney Run Rd & Quail Hollow Rd |
| 020 | 7:58 AM | 1227 Quail Hollow Rd |
| 020 | 8:00 AM | 1329 Quail Hollow Rd |
| 020 | 8:02 AM | 829 Olde Trail Rd |
| 020 | 8:02 AM | Olde Trail Rd & Cricket Glen Rd (N) |
| 020 | 8:03 AM | 1222 Cardinal Way Rd |
| 020 | 8:05 AM | Cardinal Way & Pine Tree Rd |
| 020 | 8:06 AM | 1222 Quail Hollow Rd |
| 020 | 8:07 AM | 731 Olde Trail Rd |
| 020 | 8:09 AM | 1379 Bradley Ave |
| 020 | 8:10 AM | 1441 Bradley Ave |
| 020 | 8:11 AM | 1486 Jill Dr 1st on L |
| 020 | 8:12 AM | 1317 Jill Dr |
| 020 | 8:14 AM | Bradley Ave & Prince Circle |
| 020 | 8:15 AM | Roseland Rd & Wood Rd |
| 020 | 8:18 AM | 1236 Wood Rd |
| 020 | 8:27 AM | HES |
| 020 | 8:31 AM | Bus Garage Arrival |
| 020 | 2:37 PM | BUS LOT |
| 020 | 2:44 PM | HMS |
| 020 | 2:45 PM | HHS |
| 020 | 3:01 PM | 2105 Red Fox Dr |
| 020 | 3:02 PM | 2138 Red Fox Dr |
| 020 | 3:03 PM | Red Fox Dr & Stoverdale Rd |
| 020 | 3:06 PM | Stoverdale Rd & Buck Dr |
| 020 | 3:08 PM | 2155 Deer Run Dr |
| 020 | 3:10 PM | 2182 Gelder Park Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 020 | 3:12 PM | Gelder Park Dr & Southpoint Dr |
| 020 | 3:14 PM | 2267 Southpoint Dr |
| 020 | 3:24 PM | Elementary Bus corral Arrival |
| 020 | 3:50 PM | HES |
| 020 | 4:07 PM | 1082 Derry Woods Dr |
| 020 | 4:08 PM | 1059 Derry Woods Dr |
| 020 | 4:09 PM | Derry Woods Dr & Meadow Rose Ct |
| 020 | 4:10 PM | Stoney Run Rd & Olde Ventura Farm Rd |
| 020 | 4:11 PM | Stoney Run Rd & Quail Hollow Rd |
| 020 | 4:12 PM | 1227 Quail Hollow Rd |
| 020 | 4:13 PM | 1329 Quail Hollow Rd |
| 020 | 4:14 PM | 829 Olde Trail Rd |
| 020 | 4:14 PM | Olde Trail Rd & Cricket Glen Rd (N) |
| 020 | 4:15 PM | 1222 Cardinal Way Rd |
| 020 | 4:16 PM | Cardinal Way Rd & Pine Tree Rd |
| 020 | 4:17 PM | 1222 Quail Hollow Rd |
| 020 | 4:18 PM | 731 Olde Trail Rd |
| 020 | 4:19 PM | 1379 Bradley Ave |
| 020 | 4:20 PM | 1441 Bradley Ave |
| 020 | 4:22 PM | 1483 Jill Dr |
| 020 | 4:23 PM | 1317 Jill Dr |
| 020 | 4:24 PM | Bradley Ave & Prince Cir |
| 020 | 4:25 PM | 1236 Wood Rd |
| 020 | 4:27 PM | Wood Rd & Roseland Dr |
| 020 | 4:33 PM | Bus Garage Arrival |
| 021 | 6:11 AM | Bus Garage Depart |
| 021 | 6:18 AM | Clark Rd & Woodland Ave |
| 021 | 6:19 AM | Leearden Rd & Brookside Ave |
| 021 | 6:25 AM | 60 Hawthorne Dr |
| 021 | 6:25 AM | 20 Boxwood Dr |
| 021 | 6:27 AM | 215 Bittersweet Dr |
| 021 | 6:31 AM | Waltonville Rd & Stonegate Rd |
| 021 | 6:33 AM | 566 Randall Cir |
| 021 | 6:37 AM | 1650 Nottingham Dr |
| 021 | 6:40 AM | 1172 Darthmouth Rd |
| 021 | 6:41 AM | 1280 Stone Creek Dr |
| 021 | 6:43 AM | Joanne Ave & Pullman Way |
| 021 | 6:46 AM | 2076 Raleigh Rd |
| 021 | 6:48 AM | 2141 Raleigh Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 021 | 6:49 AM | Deer Run Dr & Whitetail Dr |
| 021 | 6:54 AM | 2051 GRAMERCY PL |
| 021 | 6:55 AM | 383 Middletown Rd |
| 021 | 6:56 AM | 159 S Hanover St |
| 021 | 7:06 AM | DAUPHIN VO-TECH |
| 021 | 7:14 AM | BISHOP MCDEVITT |
| 021 | 7:28 AM | Bus Garage Arrival |
| 021 | 2:39 PM | Bus Garage Depart |
| 021 | 2:53 PM | BISHOP MCDEVITT |
| 021 | 2:59 PM | DAUPHIN VO-TECH |
| 021 | 3:08 PM | 160 S Hanover St |
| 021 | 3:09 PM | 383 Middletown Rd |
| 021 | 3:13 PM | 2041 GRAMERCY PL |
| 021 | 3:18 PM | 2108 Red Fox Dr |
| 021 | 3:20 PM | 2141 Raleigh Rd |
| 021 | 3:21 PM | 2076 Raleigh Rd |
| 021 | 3:25 PM | Joanne Ave & Pullman Way |
| 021 | 3:26 PM | 1280 Stone Creek Dr |
| 021 | 3:27 PM | 1091 Princeton Dr |
| 021 | 3:31 PM | 1650 Nottingham Dr |
| 021 | 3:33 PM | Waltonville Rd & Stonegate Rd |
| 021 | 3:36 PM | 566 Randall Cir |
| 021 | 3:42 PM | 215 Bitterswwet Dr |
| 021 | 3:43 PM | 20 Boxwood Dr |
| 021 | 3:44 PM | 60 Hawthorne Dr |
| 021 | 3:49 PM | Clark Rd & Leearden Rd |
| 021 | 3:50 PM | Clark Rd & Leearden Rd |
| 021 | 3:51 PM | Clark Rd &  Woodland Ave |
| 021 | 3:58 PM | BUS LOT |
| 022 | 6:40 AM | Bus Lot Rd |
| 022 | 6:47 AM | 437 W Governor Rd |
| 022 | 6:49 AM | 1061 Greenlea Rd |
| 022 | 6:50 AM | 1072 Beech Ave |
| 022 | 6:51 AM | 1080 W Areba Ave |
| 022 | 6:52 AM | 1006 W Areba Ave |
| 022 | 6:54 AM | Briarcrest Dr Gate # 2 |
| 022 | 6:58 AM | 1044 Hillview Ln |
| 022 | 6:59 AM | 1081 Hillview Ln |
| 022 | 7:15 AM | HMS |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 022 | 7:15 AM | HHS |
| 022 | 7:05 AM | HHS |
| 022 | 7:10 AM | Grandview Ln & Eby Rd |
| 022 | 7:20 AM | 1740 E Caracas Ave |
| 022 | 7:25 AM | 76 Carousel Cir |
| 022 | 7:34 AM | 32 W Areba Ave |
| 022 | 7:36 AM | 225 W. Areba Ave |
| 022 | 7:43 AM | 995 Greenlea Rd |
| 022 | 7:57 AM | ST JOAN |
| 022 | 8:10 AM | Bus Garage Arrival |
| 022 | 2:36 PM | Bus Garage Depart |
| 022 | 2:44 PM | HHS |
| 022 | 2:44 PM | HMS |
| 022 | 2:47 PM | 437 W Governor Rd |
| 022 | 2:48 PM | 1061 Greenlea Rd |
| 022 | 2:49 PM | 1072 Beech Ave |
| 022 | 2:50 PM | 1083 W Areba Ave |
| 022 | 2:51 PM | 1006 W Areba Ave |
| 022 | 2:52 PM | Briarcrest Dr Gate # 2 |
| 022 | 2:55 PM | 1041 Hillview Ln |
| 022 | 2:56 PM | 1081 Hillview Ln |
| 022 | 3:05 PM | 0 St Joan driveway |
| 022 | 3:12 PM | ST JOAN |
| 022 | 3:18 PM | 995 Greenlea Rd |
| 022 | 3:21 PM | 225 W. Areba Ave |
| 022 | 3:22 PM | 32 W Areaba Ave |
| 022 | 3:29 PM | 1740 E Caracas Ave |
| 022 | 3:32 PM | 76 Carousel Cir |
| 022 | 3:38 PM | Bus Garage Arrival |
| 023 | 6:41 AM | Bus Lot Rd |
| 023 | 6:52 AM | Raleigh Rd & Parish Pl |
| 023 | 6:55 AM | Raleigh Rd. & Campbll Pl |
| 023 | 6:57 AM | 2077 Raleigh Rd & Raleigh Rd |
| 023 | 6:59 AM | Raleigh Rd. & Chowning Dr. |
| 023 | 7:03 AM | Raleigh Rd & Burton Cv |
| 023 | 7:05 AM | Raleigh Rd & Merion Ct |
| 023 | 7:17 AM | HHS |
| 023 | 7:17 AM | HMS |
| 023 | 7:35 AM | 0 Middle High School Bus Corral |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 023 | 7:38 AM | 10 Harvey Rd |
| 023 | 7:39 AM | Harvey Rd & William Dr |
| 023 | 7:40 AM | 331 William Dr |
| 023 | 7:41 AM | 254 William Dr |
| 023 | 7:42 AM | Harvey Rd & Yorktown Rd |
| 023 | 7:43 AM | Harvey Rd & Concord Ct |
| 023 | 7:44 AM | 370 Harvey Rd |
| 023 | 7:45 AM | 397 Yorktowne Rd |
| 023 | 7:46 AM | 343 Yorktowne Rd |
| 023 | 7:47 AM | 478 Hilltop Rd DOESN'T RIDE |
| 023 | 7:48 AM | 505 Hilltop Rd |
| 023 | 7:49 AM | 536 Hilltop Rd |
| 023 | 7:50 AM | 555 Hilltop Rd |
| 023 | 7:51 AM | 1229 Sand Hill Rd |
| 023 | 7:52 AM | Brownstone Dr & Foxanna Dr |
| 023 | 7:53 AM | 80 Brownstone Dr |
| 023 | 7:54 AM | 9 Brownstone Dr |
| 023 | 7:55 AM | 50 Laurel Ridge Rd |
| 023 | 7:56 AM | 647 Sandhill Rd |
| 023 | 8:00 AM | 15 Forest Ave |
| 023 | 8:02 AM | 37 Forest Ave |
| 023 | 8:03 AM | Hilltop Ln & 15 S Hills Dr |
| 023 | 8:05 AM | 581 Sand Hill Rd |
| 023 | 8:06 AM | 549 Sand Hill Rd |
| 023 | 8:08 AM | Sand Hill Rd & Peach Ave |
| 023 | 8:17 AM | HES |
| 023 | 8:35 AM | Bus Garage Arrival |
| 023 | 2:31 PM | 0 BUS LOT |
| 023 | 2:44 PM | HHS |
| 023 | 2:44 PM | HMS |
| 023 | 2:53 PM | Raleigh Rd & Parish Pl |
| 023 | 2:57 PM | Raleigh Rd. & Campbll Pl |
| 023 | 3:02 PM | 2077 Raleigh Rd & Raleigh Rd |
| 023 | 3:06 PM | Raleigh Rd & Chowning Dr |
| 023 | 3:10 PM | Raleigh Rd & Bruton Cv |
| 023 | 3:23 PM | Raleigh Rd & Merion Ct |
| 023 | 3:50 PM | HES |
| 023 | 3:53 PM | SAND HILL ROAD & PEACH RD |
| 023 | 3:59 PM | 10 Harvey Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 023 | 4:01 PM | Harvey Rd & William Dr |
| 023 | 4:02 PM | 331 William Dr |
| 023 | 4:03 PM | 254 William Dr |
| 023 | 4:04 PM | Harvey Rd & Yorktown Rd |
| 023 | 4:05 PM | Harvey Rd & Concord Ct |
| 023 | 4:06 PM | 370 Harvey Rd |
| 023 | 4:07 PM | 343 Yorktowne Rd |
| 023 | 4:08 PM | 397 YORKTOWN RD |
| 023 | 4:10 PM | 478 Hilltop Rd DOESN'T RIDE |
| 023 | 4:11 PM | 503 Hilltop Rd |
| 023 | 4:12 PM | 536 Hilltop Rd |
| 023 | 4:13 PM | 555 Hilltop Rd |
| 023 | 4:15 PM | 1229 Sand Hill Rd |
| 023 | 4:17 PM | Brownstone Dr & Foxanna Dr |
| 023 | 4:18 PM | 80 Brownstone Dr |
| 023 | 4:19 PM | 9 Brownstone Dr |
| 023 | 4:21 PM | 50 Laurel Ridge Rd |
| 023 | 4:23 PM | 647 Sandhill Rd |
| 023 | 4:25 PM | 15 Forest Ave |
| 023 | 4:26 PM | 37 Forest Ave |
| 023 | 4:27 PM | 147 Forest Ave |
| 023 | 4:28 PM | Hilltop Ln & South Hills Dr |
| 023 | 4:29 PM | 549 Sand Hill Rd |
| 023 | 4:40 PM | Bus Garage Arrival |
| 027 | 6:47 AM | BUS LOT |
| 027 | 6:52 AM | Wilson Ave. & E. Caracas Ave |
| 027 | 6:53 AM | E Caracas Ave & S Roosevelt Ave |
| 027 | 6:54 AM | 1512 E Caracas Ave |
| 027 | 6:56 AM | Baum St & E Caracas Ave |
| 027 | 6:58 AM | E Caracas Ave & E Granada Ave |
| 027 | 6:59 AM | 1857 Wexford Rd |
| 027 | 7:00 AM | 2144 Wexford Rd & Wexford Rd |
| 027 | 7:01 AM | 2101 Wexford Rd |
| 027 | 7:02 AM | 1950 Wexford Rd |
| 027 | 7:05 AM | Wexford & Brittany Dr. |
| 027 | 7:06 AM | 2173 Wexford Rd |
| 027 | 7:08 AM | 1819 E Chocolate Ave |
| 027 | 7:09 AM | 1537 E Chocolate Ave |
| 027 | 7:10 AM | 1443 E Chocolate Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 027 | 7:15 AM | HHS |
| 027 | 7:15 AM | HMS |
| 027 | 7:47 AM | 550 Homestead Rd |
| 027 | 7:55 AM | 567 Hill Church Rd |
| 027 | 7:56 AM | 589 Hill Church Rd |
| 027 | 7:57 AM | 707 Hill Church Rd |
| 027 | 7:58 AM | 876 Zurich Dr |
| 027 | 7:59 AM | 843 ZURICH DR |
| 027 | 8:00 AM | 925 Appenzell Dr & Bruwin Dr |
| 027 | 8:01 AM | Appenzell Dr & Zurich Dr |
| 027 | 8:02 AM | Heiden Dr & Berne Ct |
| 027 | 8:03 AM | Zermatt Ct & Zermatt Dr |
| 027 | 8:04 AM | 810 Zermatt Dr |
| 027 | 8:05 AM | 860 Zermatt Dr  YELLOW HOUSE |
| 027 | 8:06 AM | 900 Byron / Sunnyside |
| 027 | 8:07 AM | 926 Debra Dr |
| 027 | 8:08 AM | 954 Debra Dr |
| 027 | 8:09 AM | 875 Twin Oaks Dr |
| 027 | 8:10 AM | 847 Twin Oaks Dr |
| 027 | 8:11 AM | Hill Church Rd & Tomassi Dr |
| 027 | 8:13 AM | 708 Hill Church Rd & Zurich Dr |
| 027 | 8:15 AM | 514 Hill Church Rd |
| 027 | 8:17 AM | 1210 Sand Hill Rd WHITE HOUSE FENCE |
| 027 | 8:18 AM | 1250 Sand Hill Rd |
| 027 | 8:20 AM | 971 Bullfrog Vlley Rd |
| 027 | 8:21 AM | 887 Bullfrog Valley Rd |
| 027 | 8:22 AM | Bullfrog & 999 Sunnyside Rd |
| 027 | 8:23 AM | 571 Bullfrog Valley Rd |
| 027 | 8:27 AM | HES |
| 027 | 8:35 AM | Bus Garage Arrival |
| 027 | 2:36 PM | Bus Garage Depart |
| 027 | 2:44 PM | HHS |
| 027 | 2:44 PM | HMS |
| 027 | 2:48 PM | Wilson Ave & E Caracas Ave |
| 027 | 2:50 PM | E Caracas Ave & S Roosevelt Ave |
| 027 | 2:51 PM | 1512 E Caracas Ave |
| 027 | 2:53 PM | Baum St & E Caracas Ave |
| 027 | 2:55 PM | E Caracas Ave & E Granada Ave |
| 027 | 2:57 PM | 1857 Wexford Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 027 | 2:58 PM | 2144 Wexford Rd & Wexford Rd |
| 027 | 2:59 PM | 2101 Wexford Rd |
| 027 | 3:00 PM | 1950 Wexford Rd |
| 027 | 3:03 PM | Wexford Rd & Brittney |
| 027 | 3:04 PM | 2173 Wexford Rd |
| 027 | 3:06 PM | 1819 E Chocolate Ave |
| 027 | 3:07 PM | 1539 E Chocolate Ave |
| 027 | 3:08 PM | 1443 E Chocolate Ave |
| 027 | 3:15 PM | 0 Elementary Bus corral |
| 027 | 3:50 PM | HES |
| 027 | 3:55 PM | 514 Hill Church Rd |
| 027 | 3:56 PM | 567 Hill Church Rd |
| 027 | 3:57 PM | 589 Hill Church Rd |
| 027 | 3:59 PM | 707 Hill Church Rd |
| 027 | 4:00 PM | 843 Zurich Dr |
| 027 | 4:02 PM | 925 Appenzell Dr & Bruwin Dr |
| 027 | 4:03 PM | Appenzell Dr & Zurich Dr |
| 027 | 4:04 PM | Heiden Dr & Berne Ct |
| 027 | 4:05 PM | Zermatt Ct & Zermatt Dr |
| 027 | 4:06 PM | 810 Zermatt Dr |
| 027 | 4:07 PM | 860 Zermatt Dr  YELLOW HOUSE |
| 027 | 4:08 PM | 900  Byron / Sunnyside |
| 027 | 4:09 PM | 926 Debra Dr |
| 027 | 4:10 PM | 954 Debra Dr |
| 027 | 4:12 PM | 875 Twin Oaks Dr |
| 027 | 4:13 PM | 847 Twin Oaks Dr |
| 027 | 4:14 PM | Hill Church Rd & Tomassi Dr |
| 027 | 4:15 PM | 708 Hill Church Rd |
| 027 | 4:16 PM | 1210 Sand Hill Rd |
| 027 | 4:17 PM | 1250 Sand Hill Rd |
| 027 | 4:18 PM | 971 Bullfrog Valley Rd |
| 027 | 4:20 PM | 887 Bullfrog Valley Rd |
| 027 | 4:21 PM | Bullfrog & 999 Sunnyside Rd |
| 027 | 4:30 PM | 0 BUS LOT |
| 028 | 6:35 AM | Bus Lot Rd |
| 028 | 6:48 AM | 752 Waltonville Rd |
| 028 | 6:49 AM | Bradley Ave & Prince Cir |
| 028 | 6:50 AM | Bradley Ave & Jill Dr |
| 028 | 6:51 AM | Bradley Ave & Roberts Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 028 | 6:52 AM | 1433 Bradley Ave |
| 028 | 6:53 AM | 1415 Bradley Ave |
| 028 | 6:54 AM | 1371 Bradley Ave  Mt Calv |
| 028 | 6:56 AM | 1317 Jill Dr |
| 028 | 6:57 AM | 1421 Jill Dr |
| 028 | 6:58 AM | 1251 Peggy Dr |
| 028 | 7:00 AM | 1213 Peggy Dr |
| 028 | 7:01 AM | 1119 Peggy Dr |
| 028 | 7:02 AM | 1201 Limerick CT |
| 028 | 7:03 AM | 1221 Limerick Ct |
| 028 | 7:05 AM | Limerick Ct & Lovell Ct |
| 028 | 7:07 AM | 1204 Wood Rd |
| 028 | 7:09 AM | 1160 WOOD RD  (LONG DRIVEWAY Roseland Rd.) |
| 028 | 7:21 AM | HHS |
| 028 | 7:21 AM | HMS |
| 028 | 7:42 AM | 0 Middle High School Bus Corral |
| 028 | 7:48 AM | 1213 Roush Rd |
| 028 | 7:49 AM | Edgewood Dr & Greenhill Dr |
| 028 | 7:50 AM | Edgewood Dr & Julianne Dr (2ND JULIANNE DR) |
| 028 | 7:51 AM | Julianne Dr  & Woodridge Dr |
| 028 | 7:54 AM | 1329 Roush Rd |
| 028 | 7:55 AM | 1045 Waltonville Rd |
| 028 | 7:56 AM | 1015 Waltonville Rd |
| 028 | 7:57 AM | Waltonville Rd & Fox Glenn Dr |
| 028 | 7:58 AM | 1409 Springhill Dr |
| 028 | 7:59 AM | 1461 Spring Hill Dr |
| 028 | 8:01 AM | 1521 Spring Hill Dr |
| 028 | 8:02 AM | 1593 Spring Hill Dr |
| 028 | 8:03 AM | 1518 Brookline Dr |
| 028 | 8:04 AM | Brookline Dr & Overlook Dr & Sophia Cir |
| 028 | 8:06 AM | 1245 Stonegate Rd |
| 028 | 8:07 AM | Stonegate Rd & Providence Cir |
| 028 | 8:08 AM | 1175 Stonegate Rd |
| 028 | 8:09 AM | 1135 Stonegate Rd |
| 028 | 8:10 AM | 1085 Stonegate Rd |
| 028 | 8:12 AM | 1041 Stonegate Rd |
| 028 | 8:20 AM | HES |
| 028 | 8:35 AM | Bus Garage Arrival |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 028 | 2:15 PM | Bus Garage Depart |
| 028 | 2:44 PM | HHS |
| 028 | 2:44 PM | HMS |
| 028 | 2:53 PM | 752 Waltonville Rd |
| 028 | 2:53 PM | Bradley Ave & Prince Cir |
| 028 | 2:54 PM | Bradley Ave & Jill Dr |
| 028 | 2:55 PM | 1518 Bradley Ave |
| 028 | 2:56 PM | 1446 Bradley Ave |
| 028 | 2:57 PM | 1415 Bradley Ave |
| 028 | 2:58 PM | 1371 Bradley Ave |
| 028 | 3:01 PM | 1317 Jill Dr |
| 028 | 3:02 PM | 1421 Jill Dr |
| 028 | 3:03 PM | 1251 Peggy Dr |
| 028 | 3:05 PM | 1213 Peggy Dr |
| 028 | 3:07 PM | 1119 Peggy Dr |
| 028 | 3:08 PM | 1201 Limerick Ct |
| 028 | 3:10 PM | 1221 Limerick Ct |
| 028 | 3:12 PM | Limerick Ct & Lovell Ct |
| 028 | 3:13 PM | 1204 Wood Rd |
| 028 | 3:14 PM | 1160 WOOD RD (LONG DRIVEWAY on Roseland) |
| 028 | 3:50 PM | HES |
| 028 | 4:00 PM | 1213 Roush Rd |
| 028 | 4:01 PM | 1263 Roush Rd |
| 028 | 4:02 PM | Edgewood Dr & Greenhill Dr |
| 028 | 4:03 PM | Edgewood Dr & Julianne Dr (2ND JULIANNE DR) |
| 028 | 4:04 PM | Julianne Dr & Woodridge Dr |
| 028 | 4:05 PM | 1329 Roush Rd |
| 028 | 4:06 PM | 1369 Roush Rd |
| 028 | 4:07 PM | 1385 Roush Rd |
| 028 | 4:09 PM | 1045 Waltonville Rd |
| 028 | 4:10 PM | 1015 Waltonville Rd |
| 028 | 4:11 PM | Waltonville Rd & Fox Glenn Dr |
| 028 | 4:13 PM | 1409 Springhill Dr |
| 028 | 4:14 PM | 1461 Spring Hill Dr |
| 028 | 4:15 PM | 1521 Spring Hill Dr |
| 028 | 4:16 PM | 1593 Spring Hill Dr |
| 028 | 4:17 PM | 1518 Brookline Dr |
| 028 | 4:18 PM | Brookline Dr & Overlook Dr & Sophia Cir |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 028 | 4:19 PM | 1245 Stonegate Rd |
| 028 | 4:20 PM | Stonegate Rd & Providence Cir |
| 028 | 4:21 PM | 1175 Stonegate Rd |
| 028 | 4:22 PM | 1135 Stonegate Rd |
| 028 | 4:23 PM | 1085 Stonegate Rd |
| 028 | 4:24 PM | 1041 Stonegate Rd |
| 028 | 4:30 PM | Bus Garage Arrival |
| 029 | 6:41 AM | Bus Lot Rd |
| 029 | 6:52 AM | Quail Hollow Rd & Stoney Run Rd |
| 029 | 6:53 AM | 1130 Stoney Run Rd |
| 029 | 6:54 AM | Stony Run Rd & Olde Ventura Rd |
| 029 | 6:57 AM | Alpine Dr & Innsbruck Dr |
| 029 | 6:59 AM | 1051 Derry Woods Dr |
| 029 | 7:00 AM | 1085 Derry Woods Dr |
| 029 | 7:01 AM | Derry Woods Dr & English Ivy Ct |
| 029 | 7:02 AM | Wicklow Ct & Peggy Dr & Roslaire Dr |
| 029 | 7:03 AM | 458 Roslaire Dr |
| 029 | 7:04 AM | Roslaire Dr & Galway Ct |
| 029 | 7:05 AM | 1020 Peggy Dr |
| 029 | 7:18 AM | HHS |
| 029 | 7:19 AM | HMS |
| 029 | 7:50 AM | 0 Middle High School Bus Corral |
| 029 | 8:00 AM | 1182 Jill Dr |
| 029 | 8:02 AM | 547 Randall Cir |
| 029 | 8:03 AM | Randall Rd & Peggy Dr |
| 029 | 8:04 AM | 1243 Peggy Dr |
| 029 | 8:05 AM | 1203 Peggy Dr |
| 029 | 8:06 AM | 1102 Peggy Dr |
| 029 | 8:08 AM | 1019 Peggy Dr |
| 029 | 8:09 AM | Roslaire Dr & Wicklow Ct |
| 029 | 8:10 AM | 1201 Limerick Ct |
| 029 | 8:11 AM | 1221 Limerick Ct |
| 029 | 8:12 AM | Limerick Ct & Lovell Ct |
| 029 | 8:13 AM | Alpine Dr & Innsbruck Dr |
| 029 | 8:15 AM | 780 Bullfrog Valley Rd |
| 029 | 8:16 AM | 931 Hill Church Rd |
| 029 | 8:25 AM | HES |
| 029 | 8:40 AM | Bus lot Arrival |
| 029 | 2:36 PM | Bus Garage Depart |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 029 | 2:44 PM | HHS |
| 029 | 2:44 PM | HMS |
| 029 | 2:54 PM | Quail Hollow Rd & Stoney Run Rd |
| 029 | 2:56 PM | 1130 Stoney Run Rd |
| 029 | 2:57 PM | Stony Run Rd & Olde Ventura Rd |
| 029 | 2:59 PM | Alpine Dr & Innsbruck Dr |
| 029 | 3:00 PM | 1051 Derry Woods Dr |
| 029 | 3:02 PM | 1085 Derry Woods Dr |
| 029 | 3:03 PM | Derry Woods Dr & English Ivy Ct |
| 029 | 3:04 PM | Wicklow Ct & Peggy & Roslaire Dr |
| 029 | 3:06 PM | 458 Roslaire Dr |
| 029 | 3:08 PM | 531 Roslaire Dr |
| 029 | 3:10 PM | 1014 Peggy Dr |
| 029 | 3:20 PM | Elementary Bus corral |
| 029 | 3:50 PM | HES |
| 029 | 3:59 PM | 1182 Jill Dr |
| 029 | 4:00 PM | 550 Randall Cir |
| 029 | 4:01 PM | Randall Rd & Peggy Dr |
| 029 | 4:02 PM | 1243 Peggy Dr |
| 029 | 4:04 PM | 1204 Peggy Dr |
| 029 | 4:05 PM | 1102 Peggy Dr |
| 029 | 4:06 PM | 1019 Peggy Dr |
| 029 | 4:08 PM | Wicklow Ct & Roslaire Dr |
| 029 | 4:09 PM | 1201 Limerick Ct |
| 029 | 4:10 PM | 1221 Limerick Ct |
| 029 | 4:11 PM | Limerick Ct & Lovell Ct |
| 029 | 4:13 PM | Alpine Dr & Innsbruck Dr |
| 029 | 4:15 PM | 780 Bullfrog Valley Rd |
| 029 | 4:17 PM | 931 Hill Church Rd |
| 029 | 4:25 PM | Bus Garage Arrival |
| 030 | 6:41 AM | Bus Lot |
| 030 | 6:45 AM | 1114 Waltonville Rd |
| 030 | 6:47 AM | 1482 Deerfield Dr |
| 030 | 6:48 AM | 1244 Waltonville Rd |
| 030 | 6:49 AM | 1529 Landvater Rd |
| 030 | 6:50 AM | 1605 Landvater Rd |
| 030 | 6:52 AM | 1671 Landvater Rd |
| 030 | 6:53 AM | 1680 Sherwood Dr |
| 030 | 6:54 AM | 1675 Sherwood Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 030 | 6:55 AM | Sherwood Dr & Brookline Dr |
| 030 | 6:57 AM | 1759 Brookline Dr |
| 030 | 6:58 AM | 1622 Woodhaven Dr |
| 030 | 7:00 AM | Woodhaven Dr & Mount Alem Dr |
| 030 | 7:02 AM | 1617 Nottingham Dr |
| 030 | 7:03 AM | 1630 Nottingham Dr |
| 030 | 7:04 AM | Nottingham Dr & Knoll Dr |
| 030 | 7:05 AM | Nottingham Dr & Greenwood Dr |
| 030 | 7:06 AM | 1090 Fairdell Dr |
| 030 | 7:07 AM | 1068 Fairdell Dr |
| 030 | 7:08 AM | 1039 Fairdell Dr |
| 030 | 7:09 AM | 1015 Fairdell Dr |
| 030 | 7:10 AM | 1542 Woodhaven Dr |
| 030 | 7:11 AM | 1514 Woodhave Dr |
| 030 | 7:12 AM | 1448 WOODHAVEN DR |
| 030 | 7:13 AM | 1408 Woodhaven Dr |
| 030 | 7:22 AM | HHS |
| 030 | 7:22 AM | HMS |
| 030 | 8:00 AM | 0 Middle High School Bus Corral |
| 030 | 8:05 AM | 947 Briarcrest Dr |
| 030 | 8:06 AM | Briarcrest Dr & Greenlea Rd |
| 030 | 8:07 AM | Briarcrest Dr & Beech Ave |
| 030 | 8:08 AM | Briarcrest Dr Gate 2 |
| 030 | 8:12 AM | 1080 W Areba Ave |
| 030 | 8:13 AM | 820 W Areba Ave |
| 030 | 8:14 AM | 313 Hockersville Rd |
| 030 | 8:15 AM | 446 Hockersville Rd |
| 030 | 8:17 AM | 542 Hockersville Rd |
| 030 | 8:22 AM | HES |
| 030 | 8:34 AM | Bus Garage Arrival |
| 030 | 2:37 PM | Bus Garage Depart |
| 030 | 2:44 PM | HHS |
| 030 | 2:44 PM | HMS |
| 030 | 2:53 PM | 1114 Waltonville Rd |
| 030 | 2:55 PM | 1482 Deerfield Dr |
| 030 | 2:56 PM | 18180 Landvater Rd |
| 030 | 2:57 PM | 1565 Landvater Rd |
| 030 | 2:58 PM | 1605 Landvater Rd |
| 030 | 2:59 PM | 1671 Landvater Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 030 | 3:01 PM | 1680 Sherwood Dr |
| 030 | 3:02 PM | 1675 Sherwood Dr |
| 030 | 3:03 PM | Sherwood Dr & Brookline Dr |
| 030 | 3:04 PM | 1759 Brookline Dr |
| 030 | 3:05 PM | 1622 Woodhaven Dr |
| 030 | 3:06 PM | Woodhaven Dr & Mount Alem Dr |
| 030 | 3:07 PM | 1617 Nottingham Dr |
| 030 | 3:08 PM | Woodhaven Dr & Nottingham Dr |
| 030 | 3:09 PM | Nottingham Dr & Knoll Dr |
| 030 | 3:10 PM | Nottingham Dr & Greenwood Dr |
| 030 | 3:11 PM | 1090 Fairdell Dr |
| 030 | 3:12 PM | 1068 Fairdell Dr |
| 030 | 3:13 PM | 1039 Fairdell Dr |
| 030 | 3:14 PM | 1015 Fairdell Dr |
| 030 | 3:15 PM | 1542 Woodhaven Dr |
| 030 | 3:16 PM | 1514 Woodhaven Dr |
| 030 | 3:17 PM | 1448 WOODHAVEN DR |
| 030 | 3:18 PM | 1408 Woodhaven Dr |
| 030 | 3:25 PM | ELEM BUS CORRAL |
| 030 | 3:50 PM | HES |
| 030 | 3:53 PM | 947 Briarcrest Dr |
| 030 | 3:54 PM | Briarcrest Dr & Greenlea Rd |
| 030 | 3:55 PM | Briarcrest Dr & Beech Ave |
| 030 | 3:56 PM | Briarcrest Dr  Gate 2 |
| 030 | 3:59 PM | 1080 W Areba Ave |
| 030 | 4:00 PM | 820 W Areba Ave |
| 030 | 4:01 PM | 313 Hockersville Rd |
| 030 | 4:02 PM | 446 Hockersville Rd |
| 030 | 4:03 PM | 542 Hockersville Rd |
| 030 | 4:15 PM | Bus Garage Arrival |
| 031 | 6:41 AM | Bus Lot Rd |
| 031 | 6:45 AM | 848 E Chocolate Ave |
| 031 | 6:46 AM | Washington Ave & E Caracas Ave |
| 031 | 6:47 AM | E Caracas Ave & Wilson Ave |
| 031 | 6:49 AM | E Caracas Ave & McKinley Ave |
| 031 | 6:50 AM | 1636 Palm St |
| 031 | 6:51 AM | 1436 E Derry Rd |
| 031 | 6:52 AM | 1415 E Derry Rd |
| 031 | 6:53 AM | 1351 E Derry Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 031 | 6:55 AM | 204 McKinley Ave |
| 031 | 6:56 AM | McKinley Ave & Harding Ave |
| 031 | 6:58 AM | 1043 E Chocolate Ave |
| 031 | 7:02 AM | 730 Crest Ln |
| 031 | 7:03 AM | 754 Crest Ln |
| 031 | 7:04 AM | 468 Vista Dr |
| 031 | 7:05 AM | 427 Vista Dr |
| 031 | 7:07 AM | 495 MEADOW LN |
| 031 | 7:09 AM | 538 MEADOW LN |
| 031 | 7:13 AM | HHS |
| 031 | 7:13 AM | HMS |
| 031 | 7:35 AM | 0 Middle High School Bus Corral |
| 031 | 7:47 AM | Locust St and Joann Ave (at Stop Sign) |
| 031 | 7:48 AM | 2335 Joanne Ave |
| 031 | 7:49 AM | Joanne and Dragonfly |
| 031 | 7:52 AM | 2222 Joanne Ave |
| 031 | 7:53 AM | 2174 Joanne Ave |
| 031 | 7:54 AM | 2046 Joanne Ave |
| 031 | 7:57 AM | Darthmouth Rd & Princeton Dr |
| 031 | 7:58 AM | Princeton Dr & Cornell Dr |
| 031 | 7:58 AM | 1095 Princeton Dr &  Darthmouth Rd |
| 031 | 8:02 AM | Goddard  School |
| 031 | 8:07 AM | 9438 Middletown Rd |
| 031 | 8:24 AM | HES |
| 031 | 8:35 AM | Bus Garage Arrival |
| 031 | 2:36 PM | Bus Garage Depart |
| 031 | 2:44 PM | HHS |
| 031 | 2:44 PM | HMS |
| 031 | 2:47 PM | 848 E Chocolate Ave |
| 031 | 2:48 PM | Washington Ave & E Caracas Ave |
| 031 | 2:49 PM | E Caracas Ave & Wilson Ave |
| 031 | 2:50 PM | E Caracas Ave & McKinley Ave |
| 031 | 2:51 PM | 1636 Palm St |
| 031 | 2:52 PM | 1436 E Derry Rd |
| 031 | 2:53 PM | 1415 E Derry Rd |
| 031 | 2:54 PM | 1351 E Derry Rd |
| 031 | 2:55 PM | 204 McKinley Ave |
| 031 | 2:56 PM | McKinley Ave & Harding Ave |
| 031 | 2:57 PM | Travel Lodge Hotel |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 031 | 2:59 PM | 730 Crest Ln |
| 031 | 3:02 PM | 754 Crest Ln |
| 031 | 3:04 PM | 477 Vista Dr |
| 031 | 3:08 PM | 427 Vista Dr |
| 031 | 3:08 PM | 495 MEADOW LN |
| 031 | 3:09 PM | 538 MEADOW LN |
| 031 | 3:13 PM | ELEM BUS CORRAL |
| 031 | 3:50 PM | HES |
| 031 | 4:08 PM | 2335 Joanne Ave |
| 031 | 4:09 PM | Joanne Ave & Dragonfly Ln |
| 031 | 4:14 PM | 2222 Joanne Ave |
| 031 | 4:15 PM | 2174 Joanne Ave |
| 031 | 4:16 PM | 2046 Joanne Ave |
| 031 | 4:17 PM | Darthmouth Rd & Princeton Dr |
| 031 | 4:18 PM | Princeton Dr & Cornell Dr |
| 031 | 4:19 PM | Princeton Dr  & Darthmouth Rd |
| 031 | 4:21 PM | Goddard School |
| 031 | 4:25 PM | 9438 Middletown Rd |
| 031 | 4:35 PM | Bus Garage Arrival |
| 032 | 6:40 AM | Bus Lot Rd |
| 032 | 6:47 AM | W Areba Ave  Half St |
| 032 | 6:48 AM | W Areba Ave Gate 4 |
| 032 | 6:51 AM | W Areba Ave Gate 3 |
| 032 | 6:54 AM | 998 Beech Ave |
| 032 | 6:55 AM | Cherry Dr & Beech Ave |
| 032 | 6:56 AM | CHERRY DR & GREENLEA RD |
| 032 | 6:59 AM | 947 Briarcrest Dr |
| 032 | 7:00 AM | 156 Governor Rd |
| 032 | 7:01 AM | 150 E Governor Rd |
| 032 | 7:05 AM | HHS |
| 032 | 7:05 AM | HMS |
| 032 | 7:13 AM | HHS |
| 032 | 7:17 AM | 886 Tally Ho Dr |
| 032 | 7:18 AM | 309 Lamp Post Ln |
| 032 | 7:20 AM | 45 Forest Ave |
| 032 | 7:26 AM | 20 Boxwood Dr |
| 032 | 7:33 AM | 1225 Stonegate Rd |
| 032 | 7:34 AM | Bradley Ave & Jill Dr |
| 032 | 7:35 AM | 1318  Bradley Ave |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 032 | 7:36 AM | 1224 Peggy Dr ( Kaya ) |
| 032 | 7:41 AM | ST JOAN |
| 032 | 7:56 AM | Bus Garage Arrival |
| 032 | 2:36 PM | Bus Garage Depart |
| 032 | 2:44 PM | HHS |
| 032 | 2:44 PM | HMS |
| 032 | 2:47 PM | Cherry Dr & Greenlea Rd (NW) |
| 032 | 2:48 PM | Beech Ave & Cherry Dr |
| 032 | 2:49 PM | Areba Ave & Half St |
| 032 | 2:50 PM | W Areba Ave Gate 4 |
| 032 | 2:53 PM | W Areba Ave Gate 3 |
| 032 | 2:55 PM | 998 Beech Ave |
| 032 | 2:56 PM | 947 Briarcrest Dr |
| 032 | 2:59 PM | 156 Governor Rd |
| 032 | 3:00 PM | 150 E Governor Rd |
| 032 | 3:05 PM | 0 St Joan driveway |
| 032 | 3:15 PM | ST JOAN |
| 032 | 3:16 PM | 65 Hawthorne Dr |
| 032 | 3:17 PM | 20 Boxwood Dr |
| 032 | 3:23 PM | 1225 Stonegate Rd |
| 032 | 3:25 PM | Bradley Ave & Jill Dr |
| 032 | 3:26 PM | 1318 Bradley Ave |
| 032 | 3:27 PM | 1224 Peggy Dr (Kaya) |
| 032 | 3:35 PM | 731 Sandhill Rd |
| 032 | 3:36 PM | 45 Forest Ave |
| 032 | 3:40 PM | 886 TALLY HO DR |
| 032 | 3:41 PM | 309 Lamp Post Ln |
| 032 | 3:49 PM | Bus Garage Arrival |
| 033 | 6:45 AM | Bus Lot |
| 033 | 6:50 AM | 914 COCOA AVE |
| 033 | 6:51 AM | 253 Hilltop Rd  RIGHT SIDE |
| 033 | 6:52 AM | 335 Hilltop Rd  PM RIDER ONLY |
| 033 | 6:53 AM | 340 Clark Rd |
| 033 | 6:54 AM | 331 Candlewyck Ln |
| 033 | 6:55 AM | Candlewyck Ln & Carriage House Ct |
| 033 | 6:56 AM | Candlewyck Ln & Tallyho Dr |
| 033 | 6:58 AM | Tallyho Dr & Lamp Post Ln |
| 033 | 7:00 AM | 775 Tallyho Dr |
| 033 | 7:02 AM | Carlton Rd & Lamp Post Ln |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 033 | 7:05 AM | 325 Lamp Post Ln  Peyton Moffett |
| 033 | 7:06 AM | Clark Rd & Tice Ave |
| 033 | 7:09 AM | Clark Rd & Center St |
| 033 | 7:10 AM | 208 Clark Rd LEFT SIDE |
| 033 | 7:11 AM | Clark Rd & Woodland Ave |
| 033 | 7:12 AM | 41 Clark Rd  RIGHT SIDE |
| 033 | 7:14 AM | 595 Sandhill Rd @. Driveway on Clark Rd |
| 033 | 7:15 AM | 527 Sand Hill Rd  RIGHT SIDE |
| 033 | 7:17 AM | 1052 Cocoa Ave |
| 033 | 7:21 AM | HHS |
| 033 | 7:21 AM | HMS |
| 033 | 7:48 AM | 0 Middle High School Bus Corral |
| 033 | 7:50 AM | 1052 Cocoa Ave  RIGHT SIDE |
| 033 | 7:52 AM | 115 E Glenn Rd  RIGHT SIDE |
| 033 | 7:53 AM | N Glenn Rd & Sylvania Rd |
| 033 | 7:54 AM | 149 Mine Rd |
| 033 | 7:55 AM | 174 Mine Rd |
| 033 | 7:57 AM | 311 Carlton Rd  LEFT SIDE @ INTERSECTION |
| 033 | 7:58 AM | 321 Highland Rd  RIGHT SIDE |
| 033 | 8:00 AM | 355 Vesper Rd |
| 033 | 8:01 AM | Carlton Rd & Evelina Rd |
| 033 | 8:02 AM | 259 Highland Rd |
| 033 | 8:03 AM | 220 Vesper Rd  RIGHT SIDE |
| 033 | 8:04 AM | 9 Brookside Ave  RIGHT SIDE LAST HOUSE |
| 033 | 8:05 AM | Clark Rd & Tice Ave |
| 033 | 8:06 AM | 340 Clark Rd  RIGHT SIDE |
| 033 | 8:07 AM | 151 Lamp Post Ln |
| 033 | 8:08 AM | Lamp Post Ln & Cobblestone Ct  LEFT SIDE |
| 033 | 8:08 AM | 309 Lamp Post Ln |
| 033 | 8:08 AM | 348 Candlewyck Ln ACROSS FROM STOP SIGN |
| 033 | 8:09 AM | 331 Candlewyck Ln |
| 033 | 8:10 AM | 308 Candlewyck Ln |
| 033 | 8:11 AM | Candlewyck Ln & Carriage House Ct  RIGHT SIDE |
| 033 | 8:12 AM | Candlewyck Ln & Tallyho Dr |
| 033 | 8:13 AM | 775 Tallyho Dr  RIGHT SIDE |
| 033 | 8:14 AM | 21 Clark Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 033 | 8:21 AM | HES |
| 033 | 8:35 AM | Bus Garage Arrival |
| 033 | 2:15 PM | Bus Garage Depart |
| 033 | 2:44 PM | HHS |
| 033 | 2:44 PM | HMS |
| 033 | 2:45 PM | 914 COCOA AVE |
| 033 | 2:46 PM | Almond Dr & Cocoa Ave |
| 033 | 2:48 PM | 253 Hilltop Rd  RIGHT SIDE |
| 033 | 2:49 PM | 335 Hilltop Rd |
| 033 | 2:50 PM | 340 Clark Rd |
| 033 | 2:51 PM | 331 Candlewyck Ln |
| 033 | 2:52 PM | Candlewyck Ln & Carriage House Ct |
| 033 | 2:54 PM | Candlewyck Ln & Tallyho Dr |
| 033 | 2:56 PM | Tallyho Dr & Lamp Post Ln |
| 033 | 2:58 PM | 775 Tallyho Dr |
| 033 | 2:59 PM | Carlton Rd & Lamp Post Ln |
| 033 | 3:01 PM | 333 Lamp Post Ln  Peyton Moffett |
| 033 | 3:02 PM | Clark Rd & Tice Ave |
| 033 | 3:03 PM | Clark Rd & Center St |
| 033 | 3:04 PM | 208 Clark Rd LEFT SIDE |
| 033 | 3:05 PM | Clark Rd & Woodland Ave |
| 033 | 3:06 PM | 41 Clark Rd RIGHT SIDE |
| 033 | 3:08 PM | 595 Sandhill Rd  Diveway On Clark Rd |
| 033 | 3:09 PM | 527 Sand Hill Rd RIGHT SIDE |
| 033 | 3:10 PM | 519 Sand Hill Rd |
| 033 | 3:15 PM | ELEM BUS CORRAL |
| 033 | 3:50 PM | HES |
| 033 | 3:53 PM | 1052 Cocoa Ave  RIGHT SIDE |
| 033 | 3:55 PM | 115 E Glenn Rd  RIGHT SIDE |
| 033 | 3:56 PM | N Glenn Rd & Sylvania Rd |
| 033 | 3:57 PM | 149 Mine Rd |
| 033 | 3:58 PM | 174 Mine Rd |
| 033 | 3:59 PM | 311 Carlton Rd LEFT SIDE @ INTERSECTION |
| 033 | 4:00 PM | 321 Highland Rd RIGHT SIDE |
| 033 | 4:01 PM | 355 Vesper Rd |
| 033 | 4:02 PM | Carlton Rd & Evelina Rd |
| 033 | 4:03 PM | 259 Highland Rd |
| 033 | 4:04 PM | 220 Vesper Rd RIGHT SIDE |
| 033 | 4:05 PM | 9 Brookside Ave RIGHT SIDE LAST HOUSE |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 033 | 4:06 PM | Clark Rd & Tice Ave |
| 033 | 4:07 PM | 340 Clark Rd RIGHT SIDE |
| 033 | 4:09 PM | 151 Lamp Post Ln |
| 033 | 4:10 PM | 256 Lamp Post Ln |
| 033 | 4:10 PM | 309 Lamp Post Ln |
| 033 | 4:11 PM | 348 Candlewyck Ln ACROSS FROM STOP SIGN |
| 033 | 4:12 PM | 331 Candlewyck Ln |
| 033 | 4:13 PM | 308 Candlewyck Ln |
| 033 | 4:15 PM | Candlewyck Ln & Carriage House Ct RIGHT SIDE |
| 033 | 4:16 PM | Candlewyck Ln & Tallyho Dr |
| 033 | 4:17 PM | 775 Tallyho Dr RIGHT SIDE |
| 033 | 4:18 PM | Clark Rd & Woodland Ave |
| 033 | 4:18 PM | 21 Clark Rd |
| 033 | 4:28 PM | Bus Garage Arrival |
| 039 | 6:39 AM | Bus Lot |
| 039 | 6:46 AM | Waltonville Rd & Stonecutter Cir |
| 039 | 6:48 AM | 1441 Sprinhill Dr |
| 039 | 6:50 AM | 1456 Spring Hill Dr |
| 039 | 6:53 AM | Spring Hill Dr & Shadywood Dr |
| 039 | 6:55 AM | 1609 Spring Hill Dr |
| 039 | 6:56 AM | Brookline Dr & Amber Dr |
| 039 | 6:57 AM | 1518 Brookline Dr |
| 039 | 6:58 AM | 502 Sophia Cir & Overlook Dr |
| 039 | 7:02 AM | 1250 Jill Dr |
| 039 | 7:03 AM | 1249 JILL DR |
| 039 | 7:04 AM | 1231 Jill Dr |
| 039 | 7:05 AM | 1182 Jill Dr |
| 039 | 7:07 AM | 622 Randall Cir |
| 039 | 7:10 AM | 652 RANDALL CIR |
| 039 | 7:17 AM | HHS |
| 039 | 7:20 AM | HMS |
| 039 | 7:30 AM | 0 Middle High School Bus Corral |
| 039 | 7:40 AM | 1490 Deerfield Dr |
| 039 | 7:41 AM | 1482 Deerfield DR |
| 039 | 7:43 AM | 1244 Waltonville Rd |
| 039 | 7:45 AM | 1671 Landvater Rd |
| 039 | 7:48 AM | 1675 Sherwood Dr |
| 039 | 7:50 AM | 1745 Brookline Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 039 | 7:53 AM | Nottingham Dr & Woodhaven Dr |
| 039 | 7:54 AM | Nottingham Dr. & Ridgecrest Dr. |
| 039 | 7:55 AM | Nottingham Dr & Knoll Dr |
| 039 | 7:56 AM | Nottingham Dr & Greenwood Dr |
| 039 | 7:59 AM | 1636 Spring Hill Dr |
| 039 | 8:00 AM | 1431 Spring Hill Dr |
| 039 | 8:03 AM | 1424 Woodhaven Dr |
| 039 | 8:04 AM | 1472 Woodhaven Dr |
| 039 | 8:06 AM | 1770 Brookline Dr |
| 039 | 8:07 AM | 1631 Brookline Dr |
| 039 | 8:20 AM | HES |
| 039 | 8:35 AM | Bus Garage Arrival |
| 039 | 2:36 PM | Bus Garage Depart |
| 039 | 2:44 PM | HHS |
| 039 | 2:44 PM | HMS |
| 039 | 2:52 PM | Stonecutter Cir & Waltonville Rd |
| 039 | 2:54 PM | 1441 Spring Hill Dr |
| 039 | 2:57 PM | 1456 Spring Hill Dr |
| 039 | 2:59 PM | Spring Hill Dr & Shadywood Dr |
| 039 | 3:01 PM | 1609 SPRING HILL DR |
| 039 | 3:03 PM | Brookline Dr & Amber Dr |
| 039 | 3:04 PM | 1518 Brookline Dr |
| 039 | 3:05 PM | Sophia Cir & Overlook Dr |
| 039 | 3:08 PM | 1274 JILL DR |
| 039 | 3:09 PM | 1250 Jill Dr |
| 039 | 3:10 PM | 1249 JILL DR |
| 039 | 3:11 PM | 1231 Jill Dr |
| 039 | 3:12 PM | 622 Randall Cir |
| 039 | 3:15 PM | 652 RANDALL CIR |
| 039 | 3:22 PM | Elementary Bus corral Arrival |
| 039 | 3:50 PM | HES |
| 039 | 4:00 PM | 1490 Deerfield Dr |
| 039 | 4:02 PM | 1482 Deerfield Dr |
| 039 | 4:04 PM | 1244 Waltonville Dr |
| 039 | 4:05 PM | 1671 Landvater Rd |
| 039 | 4:08 PM | 1675 Sherwood Dr |
| 039 | 4:09 PM | 1725 Brookline Dr |
| 039 | 4:10 PM | 1745 Brookline Dr |
| 039 | 4:12 PM | Nottingham Dr & Woodhaven Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 039 | 4:13 PM | Nottingham Dr. & Ridgecrest Dr. |
| 039 | 4:14 PM | Nottingham Dr & Knoll Dr |
| 039 | 4:15 PM | Nottingham Dr & Greenwood Dr |
| 039 | 4:17 PM | 1636 Springhill Dr |
| 039 | 4:18 PM | 1431 Spring Hill Dr |
| 039 | 4:20 PM | 1424 Woodhaven Dr |
| 039 | 4:22 PM | 1472 Woodhaven Dr |
| 039 | 4:24 PM | 1770 Brookline Dr |
| 039 | 4:25 PM | 1631 Brookline Dr |
| 039 | 4:30 PM | Bus Garage Arrival |
| 043 | 6:42 AM | Bus Lot Rd |
| 043 | 6:50 AM | 1924 Fishburn Rd |
| 043 | 6:58 AM | 2261 GATES RD |
| 043 | 7:01 AM | 25 Jacobs Creek Dr |
| 043 | 7:02 AM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 7:03 AM | 124 Jacobs Creek Dr |
| 043 | 7:04 AM | Jacobs Creek Dr & Grist Mill Cir |
| 043 | 7:05 AM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 7:06 AM | 270 Jacobs Creek Dr |
| 043 | 7:07 AM | 220 MCCORKEL RD |
| 043 | 7:12 AM | 1967 Fishburn Rd |
| 043 | 7:19 AM | HHS |
| 043 | 7:19 AM | HMS |
| 043 | 8:00 AM | 0 Middle High School Bus Corral |
| 043 | 8:03 AM | 220 McCorkle Rd |
| 043 | 8:04 AM | 268 McCorkel Rd |
| 043 | 8:05 AM | 25 Jacobs Creek Dr |
| 043 | 8:06 AM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 8:07 AM | 105 Jacobs Creek Dr |
| 043 | 8:10 AM | 167 Jacobs Creek Dr |
| 043 | 8:11 AM | Jacobs Creek Dr & Grist Mill Cir |
| 043 | 8:12 AM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 8:13 AM | 384 McCorkel Rd |
| 043 | 8:14 AM | 381 Laurie Ave |
| 043 | 8:15 AM | 86 Ridge View Rd |
| 043 | 8:16 AM | 1811 Church Rd |
| 043 | 8:17 AM | 1811 Church Rd |
| 043 | 8:18 AM | 1759 Church Rd |
| 043 | 8:19 AM | 1749 Church Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 043 | 8:20 AM | 1371 Church Rd |
| 043 | 8:28 AM | HES |
| 043 | 8:35 AM | Bus Garage Arrival |
| 043 | 2:36 PM | Bus Garage Depart |
| 043 | 2:44 PM | HHS |
| 043 | 2:44 PM | HMS |
| 043 | 2:48 PM | 1924 Fishburn Rd |
| 043 | 2:50 PM | 220 MCCORKEL RD |
| 043 | 2:51 PM | 25 Jacobs Creek Dr |
| 043 | 2:52 PM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 2:53 PM | 124 Jacobs Creek Dr |
| 043 | 2:55 PM | Jacobs Creek Dr & Grist Mill Cir |
| 043 | 2:58 PM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 3:00 PM | 270 Jacobs Creek Dr |
| 043 | 3:05 PM | 2261 GATES RD |
| 043 | 3:08 PM | 1967 Fishburn Rd |
| 043 | 3:16 PM | Elementary Bus corral Arrival |
| 043 | 3:50 PM | HES |
| 043 | 3:56 PM | 220 McCorkle Rd |
| 043 | 3:58 PM | 268 McCorkel Rd |
| 043 | 3:59 PM | 25 Jacobs Creek Dr |
| 043 | 4:00 PM | Creek Hollow Ln & Jacobs Creek Dr |
| 043 | 4:01 PM | 105 Jacobs Creek Dr |
| 043 | 4:02 PM | 167 Jacobs Creek Dr |
| 043 | 4:03 PM | Jacobs Creek Dr & Grist Mill Cir |
| 043 | 4:04 PM | Jacobs Creek Dr & Creek Hollow Ln |
| 043 | 4:05 PM | 384 McCorkel Rd |
| 043 | 4:06 PM | 381 Laurie Ave |
| 043 | 4:07 PM | 86 Ridge View Rd |
| 043 | 4:08 PM | 1811 Church Rd |
| 043 | 4:09 PM | 1811 Church Rd |
| 043 | 4:10 PM | 1759 Church Rd |
| 043 | 4:11 PM | 1749 Church Rd |
| 043 | 4:12 PM | 1371 Church Rd |
| 043 | 4:25 PM | Bus Garage Arrival |
| 045 | 6:42 AM | 0 Bus Lot Rd |
| 045 | 6:47 AM | 468 MIDDLETOWN RD |
| 045 | 6:48 AM | 476 Middletown Rd |
| 045 | 6:49 AM | Middletown Rd &  Matthews Way |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 045 | 6:50 AM | Gramercy Pl & Alcott Dr |
| 045 | 6:52 AM | Gramercy Pl & Gramercy Pl |
| 045 | 6:57 AM | Grove St & Middletown Rd |
| 045 | 6:58 AM | 441 Middletown Rd |
| 045 | 6:59 AM | 409 Middletown Rd |
| 045 | 7:00 AM | Macintosh Way & Macintosh Way |
| 045 | 7:03 AM | MacIntosh Way & Jonathan Ct |
| 045 | 7:05 AM | Melrose Dr & Cortland Cir |
| 045 | 7:07 AM | 510 Indian Run Dr |
| 045 | 7:16 AM | HHS |
| 045 | 7:16 AM | HMS |
| 045 | 7:56 AM | HHS |
| 045 | 8:00 AM | Briarcrest GATE 4 |
| 045 | 8:05 AM | Beech Ave & Cherry Dr |
| 045 | 8:06 AM | Cherry Dr & Greenlea Rd |
| 045 | 8:10 AM | Locust Ave & Maple Ave |
| 045 | 8:12 AM | 224 W Maple Ave |
| 045 | 8:15 AM | 261 Elm Ave |
| 045 | 8:16 AM | 59 W Governor Rd |
| 045 | 8:17 AM | Oak Ln & Linden Rd |
| 045 | 8:18 AM | 823 Linden Rd |
| 045 | 8:19 AM | HES |
| 045 | 8:35 AM | Bus Garage Arrival |
| 045 | 2:36 PM | Bus Garage Depart |
| 045 | 2:44 PM | HHS |
| 045 | 2:44 PM | HMS |
| 045 | 2:51 PM | 468 MIDDLETOWN RD |
| 045 | 2:52 PM | 476 Middletown Rd |
| 045 | 2:53 PM | Middletown Rd & MATTHEWS WAY |
| 045 | 2:54 PM | Gramercy Pl & Alcott Dr |
| 045 | 2:56 PM | Gramercy Pl & Gramercy Pl |
| 045 | 2:59 PM | Middletown Rd & Grove St |
| 045 | 3:00 PM | 441 Middletown Rd |
| 045 | 3:01 PM | 409 Middletown Rd |
| 045 | 3:02 PM | MacIntosh Way & Jonathan Ct |
| 045 | 3:04 PM | Macintosh Way & Macintosh Way |
| 045 | 3:07 PM | Melrose Dr & Cortland Cir |
| 045 | 3:09 PM | 510 Indian Run Dr |
| 045 | 3:15 PM | Elementary Bus corral Arrival |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 045 | 3:50 PM | HES |
| 045 | 3:52 PM | 224 Maple Ave |
| 045 | 3:54 PM | 261 Elm Ave |
| 045 | 3:55 PM | 59 W Governor Rd |
| 045 | 3:56 PM | Linden Rd & Oak Ln |
| 045 | 3:58 PM | 823 Linden Rd |
| 045 | 3:59 PM | 321 Elm Ave |
| 045 | 4:00 PM | Locust Ave & Maple Ave |
| 045 | 4:01 PM | Briarcrest Gate 4 |
| 045 | 4:04 PM | Beech Ave & Cherry Dr |
| 045 | 4:05 PM | Cherry Rd & Greenlea Rd |
| 045 | 4:10 PM | Bus Garage Arrival |
| 051 | 6:50 AM | BUS LOT |
| 051 | 6:56 AM | 0 HHS |
| 051 | 6:59 AM | Middle High School Bus Corral Arrival |
| 051 | 7:25 AM | Middle High School Bus Corral DEPARTURE |
| 051 | 7:45 AM | MT CALVARY CHR MAIN CAMPUS 629 N HOLLY ST ELIZABETHTOWN, PA 17022 |
| 051 | 7:50 AM | MT CALVARY CHR WEST CAMPUS 35 ELM AVE ELIZABETHTOWN, PA 17022 |
| 051 | 8:10 AM | HERSHEY CHRISTIAN ACADEMY 3003 ELIZABETHTOWN RD HERSHEY, PA 17033 |
| 051 | 8:25 AM | Bus Garage Arrival |
| 051 | 2:14 PM | BUS LOT |
| 051 | 2:35 PM | MT CALVARY WEST CAMPUS 35 ELM AVE ELIZABETHTOWN, PA 17022 |
| 051 | 2:37 PM | MT CALVARY CHR 629 N HOLLY ST ELIZABETHTOWN, PA 17022 |
| 051 | 2:50 PM | 765 Brook Dr |
| 051 | 2:54 PM | 222 E Granada Ave |
| 051 | 3:00 PM | 241 Beech Ave |
| 051 | 3:13 PM | HERSHEY CHRISTIAN ACADEMY 3003 ELIZABETHTOWN RD HERSHEY, PA 17033 |
| 051 | 3:21 PM | 258 MCCORKEL RD |
| 051 | 3:22 PM | 1939 Creek Hollow Ln |
| 051 | 3:25 PM | 360 Laurie Ave |
| 051 | 3:26 PM | 510 Hilltop Rd |
| 051 | 3:32 PM | 655 Zurich Dr |
| 051 | 3:34 PM | 818 Twin Oaks Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 051 | 3:42 PM | 1398 Fox Glen Dr TYPICALLY DOES NOT RIDE |
| 051 | 3:43 PM | 1584 Spring Hill Dr |
| 051 | 3:45 PM | 1269 Stonegate Rd TYPICALLY DOES NOT RIDE |
| 051 | 3:47 PM | 1384 Bradley Ave SELDOM RIDES |
| 051 | 3:49 PM | 1050 Stoney Run Rd TYPICALLY DOES NOT RIDE |
| 051 | 3:56 PM | 1030 Princeton Dr SELDOM RIDES |
| 051 | 3:59 PM | 1120 Chadwick Cir TYPICALLY DOES NOT RIDE |
| 051 | 4:00 PM | 995 Clifton Heights Rd |
| 051 | 4:10 PM | 373 Limestone Dr |
| 051 | 4:21 PM | 619 Sweetbay Way |
| 051 | 4:22 PM | 26 Carousel Cir |
| 051 | 4:28 PM | 0 BUS LOT CHECK MARKS |
| 052 | 6:28 AM | BUS LOT |
| 052 | 6:38 AM | 119 McKinley Ave |
| 052 | 6:43 AM | 431 W Caracas Ave |
| 052 | 6:44 AM | W Areba & Half St |
| 052 | 6:48 AM | 125 Highland Rd |
| 052 | 6:51 AM | Forest Ln & South Hills Dr AT END |
| 052 | 6:56 AM | 1160 Stonegate Rd |
| 052 | 6:59 AM | 1502 Kaylor Rd |
| 052 | 7:05 AM | 2462 RALEIGH RD |
| 052 | 7:10 AM | Butler Ct & Raleigh Rd |
| 052 | 7:30 AM | CAPITAL AREA SCHOOL FOR THE ARTS |
| 052 | 7:40 AM | LONDONDERRY (PRIVATE) |
| 052 | 7:50 AM | COVENANT CHRISTIAN ACADEMY |
| 052 | 8:20 AM | Bus Garage Arrival |
| 052 | 2:05 PM | BUS LOT |
| 052 | 2:45 PM | CAPITAL AREA SCHOOL FOR THE ARTS |
| 052 | 2:55 PM | LONDONDERRY (PRIVATE) |
| 052 | 3:05 PM | COVENANT CHRISTIAN ACADEMY |
| 052 | 3:30 PM | 2462 RALEIGH RD |
| 052 | 3:31 PM | Butler Ct & Raleigh Rd |
| 052 | 3:36 PM | 1502 Kaylor Rd |
| 052 | 3:39 PM | 1160 Stonegate Rd |
| 052 | 3:44 PM | Forest Ave & South Hill Dr AT END |
| 052 | 3:47 PM | 125 Highland Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 052 | 3:51 PM | 150 Jacobs Creek Dr |
| 052 | 3:57 PM | W Areba Ave & Half St |
| 052 | 4:00 PM | 431 W Caracas Ave |
| 052 | 4:06 PM | 119 McKinley Ave |
| 052 | 4:25 PM | Bus Garage Arrival |
| 053 | 6:08 AM | BUS LOT |
| 053 | 6:16 AM | 1302 Harding Ave |
| 053 | 6:20 AM | 87 Carousel Cir |
| 053 | 6:23 AM | 1630 E Chocolate Ave |
| 053 | 6:28 AM | 2127 Wexford Rd |
| 053 | 6:39 AM | 1408 Fishburn Rd |
| 053 | 6:43 AM | 519 Chestnut Ave |
| 053 | 6:45 AM | 321 Cocoa Ave |
| 053 | 6:46 AM | 225 W Areba Ave |
| 053 | 6:48 AM | Reese Ave & Half St |
| 053 | 6:50 AM | 921 Mae St |
| 053 | 6:58 AM | 2302 Fiddlers Elbow Rd |
| 053 | 7:10 AM | DAUPHIN VO-TECH |
| 053 | 7:17 AM | BISHOP MCDEVITT |
| 053 | 2:52 PM | BISHOP MCDEVITT |
| 053 | 2:58 PM | DAUPHIN VO-TECH |
| 053 | 3:10 PM | 2302 Fiddlers Elbow Rd |
| 053 | 3:17 PM | 921 Mae St |
| 053 | 3:21 PM | Half St & Reese Ave |
| 053 | 3:22 PM | 225 W Areba Ave |
| 053 | 3:26 PM | 519 Chestnut Ave |
| 053 | 3:29 PM | 1408 Fishburn Rd |
| 053 | 3:31 PM | 1645 Church Rd |
| 053 | 3:35 PM | 321 Cocoa Ave |
| 053 | 3:37 PM | 0 Middle High School Bus Corral |
| 053 | 3:42 PM | 1630 E Chocolate Ave |
| 053 | 3:46 PM | 2127 Wexford Rd |
| 053 | 3:50 PM | 1521 E Chocolate Ave |
| 053 | 3:51 PM | 1302 Harding Ave |
| 053 | 3:59 PM | Bus Garage Arrival |
| 056 | 6:42 AM | Bus Lot Rd |
| 056 | 6:45 AM | 555 Alison Dr |
| 056 | 6:47 AM | 485 E Main St |
| 056 | 6:53 AM | 2349 Fiddlers Elbow Rd NO RIDE |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 056 | 6:54 AM | 290 DUNHAM DR |
| 056 | 6:55 AM | 285 Elle Way |
| 056 | 7:02 AM | 161 S Hanover St |
| 056 | 7:03 AM | Quarry Rd & Division Rd |
| 056 | 7:07 AM | Wyndham Rd & Carrington Ct |
| 056 | 7:17 AM | HHS |
| 056 | 7:18 AM | HMS |
| 056 | 7:40 AM | HHS |
| 056 | 7:48 AM | Carrington Ct & Windham Rd & Wyndham Rd |
| 056 | 8:01 AM | 2281 Fiddlers Elbow Rd |
| 056 | 8:02 AM | 2349 Fiddlers Elbow Rd |
| 056 | 8:03 AM | 276 Dunham Dr |
| 056 | 8:04 AM | 2314 Fiddlers Elbow Rd |
| 056 | 8:10 AM | 160 S Hanover St |
| 056 | 8:12 AM | Division St. & Quarry Rd. |
| 056 | 8:15 AM | 433 E Main St GRACE DAY CARE |
| 056 | 8:19 AM | 556 Allison Dr |
| 056 | 8:28 AM | HES |
| 056 | 8:35 AM | Bus Garage Arrival |
| 056 | 2:36 PM | Bus Garage Depart |
| 056 | 2:44 PM | HHS |
| 056 | 2:44 PM | HMS |
| 056 | 2:50 PM | 555 Alison Dr |
| 056 | 2:52 PM | 485 E Main Str |
| 056 | 2:58 PM | 2349 Fiddlers Elbow Rd |
| 056 | 2:59 PM | 290 DUNHAM DR |
| 056 | 3:00 PM | 254 Elle Way |
| 056 | 3:05 PM | 160 S Hanover St |
| 056 | 3:06 PM | Division St & Quarry Rd |
| 056 | 3:09 PM | 1320 Wyndham Rd |
| 056 | 3:18 PM | Elementary Bus corral Arrival |
| 056 | 3:50 PM | HES |
| 056 | 3:58 PM | 556 Alison Dr |
| 056 | 4:00 PM | 433 E Main St |
| 056 | 4:03 PM | Division St. & Quarry Rd. |
| 056 | 4:08 PM | Carrington Ct & Windham Rd & Wyndham Rd |
| 056 | 4:12 PM | 160 S Hanover St |
| 056 | 4:16 PM | 2281 Fiddlers Elbow Rd |
| 056 | 4:17 PM | 2349 Fiddlers Elbow Rd |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 056 | 4:18 PM | 276 Dunham Dr |
| 056 | 4:19 PM | 2314 Fiddles Elbow Rd |
| 056 | 4:33 PM | Bus Garage Arrival |
| 057 | 6:36 AM | BUS LOT |
| 057 | 6:43 AM | University Dr & University Mnr E |
| 057 | 6:46 AM | Reese Ave & Half St |
| 057 | 6:46 AM | Hockersville Rd & Swatara Ave |
| 057 | 6:46 AM | Swatara Ave & Duke St |
| 057 | 6:47 AM | W Chocolate Ave & Mill St |
| 057 | 6:55 AM | HHS |
| 057 | 6:57 AM | HMS |
| 057 | 7:10 AM | 0 Middle High School Bus Corral |
| 057 | 7:18 AM | Middletown Rd & Grove St |
| 057 | 7:23 AM | 532 Rayburn Ct 85 |
| 057 | 7:24 AM | 2096 Raleigh Rd |
| 057 | 7:28 AM | 2070 Raleigh Rd |
| 057 | 7:29 AM | 2045 Raleigh Rd |
| 057 | 7:34 AM | Joann Ave & Dragonfly Ln |
| 057 | 7:36 AM | 1280 Stone Creek Dr |
| 057 | 7:41 AM | 1008 Fairdell Dr |
| 057 | 7:42 AM | Nottingham Dr & Greenwood Dr |
| 057 | 7:45 AM | 1458 Woodhaven Dr |
| 057 | 7:50 AM | ST JOAN |
| 057 | 8:05 AM | Bus Garage Arrival |
| 057 | 2:36 PM | Bus Garage Depart |
| 057 | 2:44 PM | HMS |
| 057 | 2:44 PM | HHS |
| 057 | 2:48 PM | W Chocolate Ave & Mill St |
| 057 | 2:49 PM | Swatara Ave & Duke St |
| 057 | 2:50 PM | Hockersville Rd & Swatara Ave |
| 057 | 2:53 PM | Reese Ave & Half St |
| 057 | 3:00 PM | University Dr & University Mnr E |
| 057 | 3:06 PM | 0 St Joan driveway |
| 057 | 3:10 PM | ST JOAN |
| 057 | 3:14 PM | 1185 Stonegate Rd |
| 057 | 3:16 PM | Brookline Dr & Amber Dr |
| 057 | 3:17 PM | 1008 Fairdell Dr |
| 057 | 3:19 PM | Nottingham Dr & Greenwood Dr |
| 057 | 3:24 PM | 1280 Stone Creek Dr |

# TRIP SUMMARY

07/28/2026

| BUS # | TIME | STOP LOCATION |
|---|---|---|
| 057 | 3:24 PM | Joann Ave & Dragonfly Ln |
| 057 | 3:25 PM | Raleigh Rd & Muirfield Dr (E) |
| 057 | 3:29 PM | Raleigh Rd & Parish Pl |
| 057 | 3:29 PM | 2070 Raleigh Rd |
| 057 | 3:29 PM | 2096 Raleigh Rd |
| 057 | 3:34 PM | Fawn Ln & Rayburn Ct |
| 057 | 3:34 PM | Deer Run Dr &  2ND Springhouse Ln |
| 057 | 3:40 PM | Middletown Rd & Grove St |
| 057 | 3:53 PM | Bus Garage Arrival |
| V22 | 7:07 AM | Bus Garage Depart |
| V22 | 7:15 AM | 210 Rosewood Dr |
| V22 | 7:17 AM | 1260 Harding Ave |
| V22 | 7:20 AM | 124 E Areba Ave |
| V22 | 7:31 AM | 2069 Raleigh Rd |
| V22 | 7:33 AM | 2521 Raleigh Rd & Espenshade Ct |
| V22 | 7:34 AM | 460 Indian Run Dr |
| V22 | 7:54 AM | HBG CHRISTIAN |
| V22 | 8:04 AM | HOLY NAME OF JESUS |
| V22 | 8:18 AM | Bus Garage Arrival |
| V22 | 2:54 PM | Bus Garage Depart |
| V22 | 3:10 PM | HOLY NAME OF JESUS |
| V22 | 3:18 PM | HBG CHRISTIAN |
| V22 | 3:37 PM | 460 Indian Run Rd NOT REG YET |
| V22 | 3:40 PM | 2069 Raleigh Rd |
| V22 | 3:45 PM | 2521 Raleigh Rd & Espenshade Ct |
| V22 | 4:01 PM | 124 E Areba Ave |
| V22 | 4:05 PM | 1260 Harding Ave |
| V22 | 4:07 PM | 210 Rosewood Dr |
| V22 | 4:19 PM | Bus Garage Arrival |
| V24 | 2:00 PM | Bus Garage Depart |
| V24 | 2:35 PM | HMS |
| V24 | 2:35 PM | HHS |
| V24 | 2:47 PM | 65 Ridgeview Rd |
| V24 | 3:05 PM | 2244 JOANN AVE |
| V24 | 4:20 PM | Bus Garage Arrival |

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

To: Board of School Directors

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: June 5, 2026

On behalf of HHS students Natalie Updegrove & Bailey Winder, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Global Health Outreach. The enclosed proposal outlines and describes the purpose of the club.

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

Enclosures: Proposal for HHS Global Health Outreach

Name of students proposing the club: Natalie Updegrove and Bailey Winder

Name of club: Global Health Outreach

Description: The Global Health Outreach Club would contribute to the mission of Hershey High School by providing students with opportunities to engage in service, leadership, cultural awareness, and global collaboration. The club would bring in students from diverse backgrounds who are interested in making a positive impact on communities and hospitals around the world through humanitarian outreach and health education initiatives. It would allow these students to come and work together by sharing ideas and opinions to make an impact on the world that they can see firsthand.

The primary goal of the club during its first year would be to establish a strong foundation for future growth by supporting one hospital and organizing service-based projects within the school community. One example of this would be hosting a toy drive during the month of December to collect toys for children at a hospital in Korforidua, Ghana. One of the proposing students participates annually in a Global Health Humanitarian Trip to this region and would be able to help organize the outreach efforts while also sharing firsthand experiences and results with club members.

In addition to donation drives, club members would collaborate on educational outreach projects such as creating informational pamphlets about health, wellness, and disease prevention for hospitals and communities that may have limited access to these resources. Students would also have opportunities to design additional service projects, fundraising events, and outreach initiatives that support healthcare efforts both locally and globally.

This club would encourage leadership, teamwork, communication, and service while allowing students to become more informed about global health challenges and humanitarian efforts around the world. The long-term goal of the club is to expand outreach efforts each year and create lasting opportunities for student involvement and community impact.

Funds: The club may need to hanfle funds for outreach projects, donation drives, and fundraising activities. Therefore, a student activity fund will be requested.

Student involvement: We estimate that approximately 30 students would participate in this club in the first year.

Eligibility: All Hershey High School students are eligible to join the club

Faculty advisor: Both Sra. MacNicol and Ms. Henning have agreed to serve as faculty advisors for the club.

Signature: Megan MacNicol

Bailey Winder (Bailey Winder)

Natalie Updegrove (Natlie Updegrove)

Angela Henning

Wisler Pearlstine, LLP

Offices in Blue Bell ✦ Newtown ✦ Malvern

Blue Bell Executive Campus
460 Norristown Road, Suite 110
Blue Bell, Pennsylvania 19422-2323
610.825.8400 ✦ Fax 610.828.4887
www.wislerpearlstine.com

**Edward Diasio, Esq.**
ediasio@wispearl.com
610-834-3468

Derry Township School District
Attn: Ms. Lindsay Drew
30 E. Granada Avenue
Hershey, PA 17033
ldrew@hershey.k12.pa.us

August 6, 2026

**RE: Wisler Pearlstine Engagement Letter – Special Counsel Legal Services**

Dear Ms. Drew:

On behalf of Wisler Pearlstine, LLP, I am pleased to offer to perform legal services as special counsel for the Derry Township School District ("District") on matters referred to my office by the Superintendent or Board of School Directors and in cases where the District's general legal counsel has a conflict of interest that requires the retention of conflict counsel.

The Rules of Professional Conduct applicable to Pennsylvania attorneys require that we disclose to clients at the beginning of new engagements the basis for or the rate of fees to be charged in the matter. Normally, our office bills for services on an hourly rate. I propose an hourly rate of $280 for attorneys and $150 for work performed by our paralegals, if needed.

Our statements for services will ordinarily be issued monthly and are payable within thirty (30) days of receipt. Statements will provide a listing of the services performed, the time incurred, and any disbursements to third party vendors made for expenses. We do not charge for routine office expenses such as copying, secretarial time, or the like. There also will be no charge for any travel expenses such as mileage, tolls, meals, or parking, unless discussed with you and approved in advance.

During and after our representation, the District is entitled, upon written request, to those papers in our possession related to the legal services performed by us for the District, excluding certain internal accounting records and other documents not reasonably necessary to the District's representation (subject to our right to make copies of any such files). Under our document retention policy, we normally destroy files six (6) years after a matter is closed, unless other arrangements have been made in writing. If such arrangements have not been made, the District

authorizes us to destroy the contents of the District's file after the normal six (6) year period from the conclusion of a matter.

If you have any questions regarding this engagement letter or should you have any questions regarding any bills, please do not hesitate to contact me. If the terms outlined herein meet with the District's approval, please sign and return this engagement letter to me.

Thank you for the opportunity to represent the Derry Township School District!

Sincerely,

*Edward A. Diasio*

Edward A. Diasio, Esq.

**AGREED TO AND ACCEPTED BY:**

**By:** _____

**Date:** **August 10, 2026**

G.R. SPONAUGLE
MECHANICAL • ELECTRICAL • CONSTRUCTION • SERVICE

# PROPOSAL




*Providing Solutions for Four Generations*

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6/30/2026

Derry Township School District
30 East Granada Avenue
P.O. Box 898
Hershey, PA. 17033
ATTN: Mr. Henry Snyder

**Proposal Number:** MP26-001-091
**Proposal Name:** HERSHEY ELEMENTARY SCHOOL: Boiler Room Secondary Chilled Water Pump #2
**Agreement Price:** $9,337.00
**Service Location:** Hershey Elementary School: 450 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 Bell & Gossett-Series 80-Secondary Chilled Water Pump #2 with a new Bell & Gossett-Series 80-pumps of similar design. Pumps were selected based on information provided in drawings and the motor tag. New pump includes shaft grounding ring.**

**Pumps were sized based off Drawing M490 where they are listed as:**

1. Secondary Chilled Water Pump #2: Series 80, 2-1/2" x 2-1/2" x 9-1/2B, 3 HP, 1750 RPM, 125 GPM @ 50' head.

- Insulation for new pump is included.
- This proposal is to remove the existing pump and install a new pump with new Vicatulic Flanges only. No other new piping is included, which will be required to install the pumps.
- Pricing presented is based on the water loop being already drained.

## 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 **Nine Thousand, Three Hundred Thirty-Seven Dollars ($9,337.00).** 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.**

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**#008-E22-894**

**Exclusions:**

1. Price increases from manufacturers, vendors, etc., from date of proposal, including implemented Tariffs.
2. Balancing.
3. Filling of system.
4. Permits.
5. Performance and Payment Bonds.
6. Any issues to existing wiring or controls.
7. BAS interfacing or programming.
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. Any overtime or premium time hours.
18. Any work not listed in this proposal.

**Notes:**

- Additional pipe replacement which is not included in this quote will be required to install the new pump. All other piping, fittings, valves, circuit setters and insulation will need to be done under Time and Materials.
- Selections were made off drawings/notes presented by the customer due to information being unavailable off of the pump. GRS is not responsible should the new pump be an incorrect replacement.
- Current lead times are 7-8 weeks.

## 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.

MP26-001-091

## 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 thirty (30) 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 Account Manager

07/01/2026
Date

Signature (Authorized Representative)

7/8/26
Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the _____day of June 2026, by and among the DERRY TOWNSHIP SCHOOL DISTRICT (hereinafter "District") and the HERSHEY EDUCATION ASSOCIATION (hereinafter "Association") to address Extended Year Positions.

**NOW THEREFORE**, with the intent to be binding on the parties, the District and the Association agree as follows:

A. The District and Association (hereinafter "Parties) agree that to meet the needs of educating students, specific professional roles may require service beyond the required 190-day contractual year as specified in the Collective Bargaining Agreement (hereinafter "CBA") between the Parties.

B. The Parties agree that Section 5.01 (d) of the CBA governs extended year positions.

C. The Parties agree that Instructional Coach-Summer Trainer and Teacher-Summer Trainer shall be added to the list of extended year positions under Section 5.01 (d).

D. The Parties agree that the District shall advertise the positions of Instructional Coach-Summer Trainer and Teacher-Summer Trainer to all current HEA bargaining unit employees.

E. The Parties agree that the District shall have the right to choose the employee(s) selected as Instructional Coach-Summer Trainer(s) and Teacher-Summer Trainer(s).

F. The Parties agree that Instructional Coach-Summer Trainer shall have up to five (5) additional contract days.

G. The Teacher-Summer Trainer shall have up to two (2) additional contract days unless additional days are requested by the Teacher-Summer Trainer and are subsequently approved by the administration.

H. The Parties agree that professional employees who serve on designated district or school committees that are not a part of their job descriptions will be compensated for up to one per diem day. Staff members must attend 90% of the committee meetings to be compensated.

I. The Parties agree that the School Social Worker will be added to the Extended Year Positions 5.01 (d). The School Social Worker will have an additional five (5) contract days.

J. The Parties agree that the compensation shall follow the current structure as defined in 5.01 (d) of the CBA.

K. The Parties agree that Instructional Coach-Summer Trainer positions shall be provided with up to four (4) hours of preparation time for each training day at the Hourly Professional Rate of $40 per hour.

L. The Parties agree that all other terms and conditions of the CBA shall remain in effect.

M. The Parties agree that this MOU will remain in effect until the conclusion of the 2025-2029 CBA.

**IN WITNESS WHEREOF,** the undersigned have executed this Agreement as of the day and year first above written.

DERRY TOWNSHIP SCHOOL DISTRICT

Michele Agee — Secretary

School Board President — 8/10/26 — Date

HERSHEY EDUCATION ASSOCIATION

Barbara J Clouse — 7/1/26

President — Date











# All-in!

# NEWSLETTER

## A Year in Review

caiu
Capital Area Intermediate Unit

**Executive Director's Report | July 2026**

## CAIU Board of Directors

Dr. Joshua Cysyk, *President, Derry Twp.*
John Kaschak, *Vice President, Lower Dauphin*
Dr. Brian Allen, *Cumberland Valley*
Michael Alsher, *East Pennsboro Area*
Sue Bower, *Carlisle Area*
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Marianne Moore, *Middletown Area*
Rick Rovegno, *South Middleton*
Will Sagle, *Greenwood*
Gerald Schwille, *Northern York County*
Patrick Shull, *Newport*
Morgan Strehlow, *Mechanicsburg*

## CAIU Executive Team

**Dr. Andria Saia**
*Executive Director*

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

**Deana Raymer**
*Director of Educational Services*

**Dr. Andrew McCrea**
*Director of Student Services*

**Daren Moran**
*Director of Business and Operations*

**David Martin**
*Chief Information Officer*

**Blake Wise**
*Director of Human Resources*

## Our Mission

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

## Our Vision

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

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***On the Cover:*** *A collage of photos from the 2025-26 school year.*

**CAIU's Organizational Goals**

- *Making it easier to do business with us*
- *Improving staff retention, recruitment, and recognition*
- *Fostering a culture of dignity and belonging*

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

***Deadline for August All-In: Friday, July 24***


All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
July 2026
2026-2027, Issue 1

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caiu Capital Area Intermediate Unit

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***Please like us on social media!***

From the Executive Director's Desk

# Looking Back to Leap Forward

For those of us in education, the rhythm of the year is unlike any other profession. Our calendar doesn't end in December — it ends in a blur of meetings, final assessments, staff transitions, graduations, and the bittersweet energy of students and families heading into summer. By the time we think we can take a breath, we are closing out last year and already planning for next. It is truly a time of year like no other.

This edition of *All-In* asks us to pause before we leap into next year. The practice of conducting a "year-in review" can feel like one more item on an already demanding end-of-year list. But research across organizational psychology, cognitive science, and — perhaps most fittingly — education itself tells us that this pause is not a luxury but rather a professional practice with measurable impact on the quality of the work ahead.

What does the science say? Researchers found that individuals who took even fifteen minutes to reflect on what they had learned performed meaningfully better over time than those who simply moved on to the next task. Why? Because experience does not automatically produce learning, reflection does. Educators above other professions have long understood this intuitively. Indeed, it is largely the basis for what we teach teachers about how students learn.

The summer holds a unique position in the educational calendar. For students, it is rest and transition. For educators and educational leaders, it has always been something more — the opportunity to move our focus from the immediate and ask the larger questions. It is our time to practice "sensemaking" or the process of creating coherent meaning from complex, ongoing experiences. It is when we can look honestly at what this year produced: where students grew, where programs delivered on their promise, where our partnerships deepened, and where we fell short of what we intended.

Beyond the individual practice, organizations can benefit as well by the practice. Research has shown a distinction between organizations that simply correct mistakes and those that examine the assumptions underneath them — what they call "double-loop learning." A meaningful year in review invites exactly that deeper examination: not just *what did we accomplish*, but *what did this year reveal about our values, our systems, and our delivery of the benefit we want to confer to the students and districts who depend on us?*

This issue of our newsletter is dedicated to that accounting. In the pages that follow, you will find a look back at the work our staff, programs, and partners accomplished together across this school year. I hope you will approach it not as a summary, but as a source — one that informs and energizes the work still ahead.

I am proud of what this year held, and I am hopeful about what the next one will become — in no small part because of the honest, grounded work this organization does every single day.

Thank you for a remarkable year!



Andria S Saia

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

Recognizing Excellence

# The CAIU Star Awards

At the Capital Area Intermediate Unit (CAIU), excellence isn't just something we strive for, it's something we celebrate. Every day, our staff members pour their hearts into serving students, families, schools, and communities across the Capital Area. Their passion, creativity, and commitment truly are the driving forces behind life-changing outcomes.

In 2018, as we continued our tradition of celebrating our staff for their long-term service, retirement, and outstanding programs, we introduced something new and extraordinary—the CAIU Star Awards. These awards were created to shine a well-deserved spotlight on the individuals whose work truly lights the way for others. What began as a special recognition has grown into a cherished tradition that captures the very spirit of who we are.

## Where It All Began

The inaugural Star Awards featured three unforgettable categories: Curiosity, Inspiration, and Epic Awesomeness.

- Curiosity honored those who never stop learning—individuals who explore new ideas and boldly apply fresh knowledge in ways that transform practice.
- Inspiration celebrated the encouragers—the ones whose positivity, empathy, and enthusiasm lift others higher.
- Epic Awesomeness recognized the remarkable staff that consistently amaze us with their communication, attitude, and wholehearted dedication to meaningful work.

From the very start, these awards captured something powerful: the everyday heroism happening throughout the CAIU.

## Growing with Purpose

In 2020, the Star Awards evolved, aligning directly with the CAIU's Mission, Vision, and Values. Six new categories were introduced—Dedication, Expertise, Innovation, Leadership, Partnership, and Service—each one reflecting the core principles that guide our work and define our culture.

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

**Our Mission:** The 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.

## Living Our Values

Each award category represents the heartbeat of our organization:

- ***Dedication:*** Honoring those whose unwavering commitment fuels our purpose and strengthens the well-being of others.
- ***Expertise:*** Celebrating individuals who continually seek knowledge and generously share it to build collective capacity.
- ***Innovation:*** Recognizing bold thinkers who embrace curiosity and pursue creative solutions to improve outcomes.
- ***Leadership:*** Applauding those who take ownership, empower others, and lead with courage and integrity.
- ***Partnership:*** Highlighting relationship-builders who cultivate trust, value diverse perspectives, and foster meaningful collaboration.
- ***Service:*** Commending those whose servant hearts create lasting, positive impact in the lives of others.

## A Tradition That Shines

The CAIU Star Awards do more than recognize achievement; they remind us of who we are. They illuminate the extraordinary talent within our organization and celebrate the individuals who bring our mission and vision to life every single day. Their work makes the CAIU not just a workplace, but a community where excellence thrives and possibilities expand.

This year, colleagues nominated outstanding peers who exemplify these values in action. Each of these outstanding individuals reflects the very best of the CAIU. Their commitment, passion, and heart for service inspire us all.

To our award winners and nominees—thank you for the difference you make. You are the stars who help us achieve life-changing outcomes and move boldly toward a future filled with possibility. Congratulations to all!

## 2026 Winners



**DEDICATION**

**Richard Davis**, Job Coach, has gone above and beyond the expectations of his role as a job coach, demonstrating not only professional excellence but a deep personal commitment to the interns he supports. He is a passionate advocate, a reliable collaborator, and a champion for student success.



**EXPERTISE**

**Jenifer Letsas**, Job Coach, is truly remarkable! She goes out of her way to learn all the services available to our students and best practices for working with them in various situations. She has an inquisitive mind and cares so much about the students. She asks questions and is eager to grow in her role.



**INNOVATION**

**Amanda Christ**, Program Assistant, is truly innovative. She took the initiative to learn and build complex workflows and then thoughtfully designed them, so each stakeholder has access to what they need. Amanda has worked tirelessly to build, refine, and support these systems, and the impact is immeasurable.



**LEADERSHIP**

**Lisa Klingler**, Program Supervisor, epitomizes exceptional leadership at the CAIU, marked by her deep commitment to children and families, staff development, and ethical guidance. She exemplifies shared leadership, empowering others while fostering trust and a supportive culture.



**PARTNERSHIP**

**Nicole Nokovich**, CAOLA Program Assistant, consistently exemplifies what true partnership looks like in action. She is always responsive, approachable, and willing to help—no matter how big or small the question may be. What truly sets her apart is her willingness to engage thoughtfully and proactively. She doesn't just provide answers; she ensures understanding.



**SERVICE**

**Michaella Fickes**, Social Worker, consistently goes above and beyond in her dedication to serving students and families. She is deeply committed to meeting the needs of her school community and ensures that families receive meaningful support. Her unwavering service, advocacy, and student-centered support has had a lasting impact.

## 2026 Nominees

Greer Aukstakalnis
Kylie Bender
Martina Bloser
Rashell Bowman
Lisa Brittingham
Colleen Bushman
Ashley Capozzi
Amanda Christ
Kimmy Dauksha
Richard Davis
Lauren DeLellis
Abbie Dellanoce
Jason Derr
Rebecca Diehl
Brittany Ensign
Michaella Fickes
Jeremy Freeland
Tamara Hade
Wendy Hershey
Jill Johnson
Jenifer Kielbasa
Lisa Klingler
Whitney Kortz
Kate Lacoco
Jenifer Letsas
Ryan Lower
Cassie McCabe
Daren Moran
Danielle Morra
Nicole Nokovich
Rebecca Nydes
Cheryl Park
Kim Porr
David Rouner
Dawn Scott
Leigh Shannon
Aiyana Smith
Pamela Wilson
Todd Witters

Administrative Professionals Week

# Appreciating Administrative Excellence

By **Rennie Gibson,** *Executive Assistant*

Administrative Professionals Week takes place April 19-25, 2026 (with Administrative Professionals Day on Wednesday, April 22), and it's the perfect excuse to give some well-earned appreciation to the people who keep everything running behind the scenes!

Originally launched in 1952 as National Secretaries Day, this celebration has evolved into a full week dedicated to administrative professionals of all kinds—receptionists, assistants, coordinators, and more. Basically, the people who make sure chaos doesn't win.

If you've ever heard admins called "the backbone," "the gatekeeper," or "the glue," it's not just workplace buzzwords—it's reality.

## The Backbone

Administrative professionals are the quiet problem-solvers of any organization. They spot issues before anyone else even realizes there's a problem and jump into action with solutions. They're masters of anticipating needs, staying one step ahead, and keeping things moving without missing a beat.

## The Gatekeeper

They're also the ultimate organizers. From managing calendars and coordinating meetings to juggling emails and deadlines, they control the flow of the workday like pros. Their ability to prioritize, multitask, and stay detail-focused keeps everything (and everyone) on track. Without them, productivity would take a serious hit.

## The Glue

Beyond the tasks and logistics, administrative professionals are often the heart of the team. They build relationships, support coworkers, and help create a positive, welcoming environment. Need help? A second opinion? Someone to listen? They're usually the first person people turn to.

They're also trusted communicators—handling important (and sometimes confidential) information with professionalism and care. In many ways, they're the face of the organization, representing it with confidence and integrity every single day.

## More Than the Job Description

Administrative professionals don't just "do tasks"—they bring passion, awareness, and insight to their roles. They understand how everything connects and often have a unique, big-picture view of what's happening across the organization. Whether they're planning events, smoothing over challenges, or simply making someone's day easier, they go above and beyond in ways that often go unnoticed.

A small "thank you," a kind note, or a moment of recognition can go a long way. Administrative professionals may not ask for the spotlight—but they absolutely deserve it.

So, this April and beyond, take a moment to notice the people who notice everything.



# A Day in the Life of a CAIU Accountant

By **Chad Skelly,** *Accountant*

In the bustling environment of the Capital Area Intermediate Unit (CAIU), accountants play a crucial role in ensuring the financial health and operational efficiency of the organization. This article provides an in-depth look at the daily responsibilities, challenges, and rewards of being an accountant in an educational setting, showcasing how our work supports the CAIU's broader goals of fostering student success and community engagement.

When people hear "accountant," they often think of spreadsheets, calculators, and maybe a few too many cups of coffee. While that's partly true, my days at the CAIU are also filled with conversations, problem-solving, and making sure the numbers line up with the people who make our programs possible.

## Our Biggest Investment: Our Staff

Recently, as an Accountant at the CAIU, my focus was on meeting with program supervisors as we started the 2025-26 school year. Since salaries and benefits make up nearly 90% of our total budgets, staffing is the single biggest piece of the puzzle.

This means reviewing classroom teachers, checking program locations, and ensuring paraprofessionals are in the right classrooms. It also means reviewing vacant positions—are they still open, are they in the process of being filled, and how does that impact the program's budget in the meantime?

It's a detailed process, and with so many changes happening between the end of one school year and the start of the next, it can feel like trying to line up moving pieces on a giant chessboard. In my role, this work covers the Student Service's budget, which includes our Autism, MDS, DHH, OT/PT, and various other programs aligning with the services we provide. Each one requires careful review to make sure staffing is lined up with both program needs and budget goals.

## Why This is Important

Confirming staffing and budgets at the start of the year is about more than just balancing numbers; it's about making sure our programs are running as they should, and our staff are being paid from the correct budget and account code. We rely on these numbers heavily to help make programmatic decisions like:

- We are receiving more referrals than anticipated, are we able to open a new classroom in the Autism program this year?
- If so, how will that impact the overall budget?
- Can we do it fiscally while still supporting our other programs?

These decisions shape the services we provide, so accuracy on the front end is critical to keeping programs strong and sustainable.

## A Typical Workday

While the start of the school year brings a special focus on staffing and budgets, no two days in the Business Office look exactly the same. On any given day, I could be:

- Processing organization-wide purchase orders to keep programs supplied.
- Reviewing invoices for an upcoming check run and making sure expenses are charged to the right program.
- Updating our cash sheet to keep it current and accurate on a weekly basis.
- Reviewing program budget expenditures to confirm spending stays on track.
- Managing P-Cards—whether that's increasing limits for a department or issuing new cards for new hires.

Some days it's one task, some days it's all of them but each plays a role in keeping the organization moving forward. An accountant's impact on student success may not always be visible, but by managing budgets effectively and ensuring funds are allocated to the right programs, they play a crucial role in supporting the educational environment. Accuracy in these daily responsibilities ensures supervisors can plan with confidence, staff have what they need, and programs can stay focused on serving students.

### Teamwork Makes the Difference

While a lot of my work focuses on numbers and program details, I'm never doing it alone. The Business Office is always here to help. It's a reliable, supportive team that I can count on every day. Each of us has our own programs and responsibilities, but we constantly lean on one another to problem-solve, share ideas, and double-check the details.

Sometimes that means troubleshooting an invoice that doesn't quite match or figuring out which budget it should be paid from. Other times, it's walking down the hall to compare notes on how a staffing change will ripple through multiple budgets or simply taking a quick stroll around campus to step away from our spreadsheets for a second. These daily conversations (and walks) keep us connected and ensure nothing falls through the cracks.

What I value most is the support—not only from the Business Office team, but from the organization. When someone is swamped, others step in without hesitation. If I'm buried in budget reviews, a teammate might take the lead on processing purchase orders or double-checking invoices to make sure nothing gets delayed. That kind of collaboration makes a big difference. It's not just about keeping the numbers straight; it's about making sure the entire organization has a strong financial foundation. Together, this supportive team ensures supervisors and staff can focus on what matters most: serving students across the region.

The role of an accountant at the Capital Area Intermediate Unit is vital not only for maintaining financial integrity but also for supporting the educational framework that serves our community in the Capital region. Through daily tasks and collaborative efforts, accountants are able to ensure that resources are managed effectively, allowing the organization to focus on its mission of enhancing student outcomes. As the education landscape continues to evolve, the contributions of these financial professionals will remain essential in navigating new challenges and opportunities.



It's Official!

# The STEELS Standards Have *Arrived* in Pennsylvania

By **Susan Voigt, Ph.D.,** *Program Evaluation & Data Specialist*

After a three-year rollout period, Pennsylvania's new STEELS standards are in effect as of July 1, 2025. What are the STEELS standards? STEELS stands for **S**cience, **T**echnology & **E**ngineering, and **E**nvironmental **L**iteracy & **S**ustainability, replacing PA's Science and Technology (2002) and Environment and Ecology (2002) standards. These new K–12 science standards represent more than just a content update—they signal a major shift in how science teaching and learning happen in the classroom.

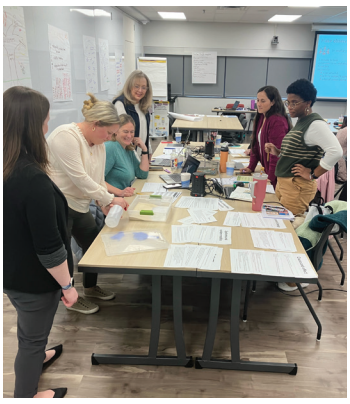
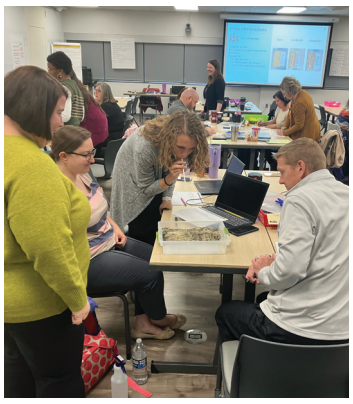
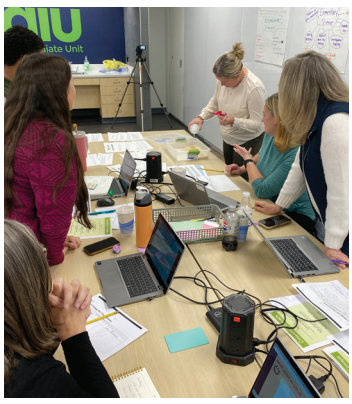
Educators across the region have been rolling up their sleeves to explore what this means for instruction. Instead of simply delivering facts, teachers are now guiding students through real-world problems and investigations where students are the ones making sense of the science. ***"It's not just a change in content. It's a change in practice,"*** said Dr. Carla Zembal-Saul, Penn State professor. ***"We want children to do science, not just learn about it,"*** added Dr. Scott McDonald, also a Penn State professor.

To support this transition, Jen Sciacca, Educational Consultant for STEM, partnered last fall with Drs. McDonald and Zembal-Saul, along with Dr. Peter Licona of Elizabethtown College, as part of a state-funded initiative. Together, they led a full day of professional learning for elementary educators, focused on helping them experience and understand 3-dimensional, phenomenon-based instruction aligned to the STEELS standards. Jen's professional development session was recorded and used in train-the-trainer sessions for other IU STEM consultants across the Commonwealth.

Jen emphasized that professional learning for STEELS is not a one-and-done event. ***"This is a holistic shift in teaching—it's not just tweaking a lesson or using a new resource. It's rethinking our role as educators. In a STEELS classroom, students are the ones doing the heavy thinking. They ask the questions, gather evidence, and build explanations. Teachers are there to guide the learning, not deliver all the answers."***

While the shift is challenging—especially since many educators were never taught this way themselves—the impact is already visible. ***"Once teachers try it, they're amazed at what students can do. Some of the students who struggled the most with traditional approaches are now thriving. They're engaged, curious, and confident,"*** Jen shared.

The STEELS journey has just begun, but the momentum is building, and the transformation is real.



Fostering Global Connections Through Educational Exchange

# A Transformative Partnership Between Central PA & Cardiff, Wales

By **Maria Hoover,** *[Former] Director of Educational Services*

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

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

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

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

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

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

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

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

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

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

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

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



*Delegation visiting Cardiff and Vale College*



*St. Teilo's Church High School in Wales*




*Delegation visiting St. Teilo's Church High School*



*eSports Learning Laboratory at Cardiff and Vale College*

Arts in Education at the CAIU

# Bringing Learning to Life Through the Arts

By **Jackie Ford,** *Special Projects Coordinator*

The Capital Area Intermediate Unit's (CAIU) Arts in Education (AIE) program connects professional teaching artists with students, educators, and community members across Central Pennsylvania to enrich learning and engagement through the arts. From classrooms to community centers—our residencies invite participants into the creative process, encouraging expression, collaboration, and curiosity.

Whether in schools, community centers, or care facilities, our partnerships open doors for people of all ages to experience the arts in ways that are personal, engaging, and relevant. The AIE program supports inclusive learning environments where creativity becomes a shared language across generations and settings.

During the 2024–25 cycle, the Arts in Education program supported 11 artist residencies and partnered with more than 20 schools, community, and institutional organizations across Dauphin, Cumberland, and Lebanon Counties. Funded in part by the Pennsylvania Council on the Arts, these residencies were designed to reflect the needs and voices of each community—engaging participants through mediums such as visual arts, storytelling, ceramics, fiber arts, glass mosaics, music, and stop-motion animation.

This year's residencies highlighted how art can shape spaces, spark conversation, and invite deeper engagement. From a mural at a local skate spot to a twelve-panel installation at a highway service plaza, from glass mosaics honoring regional history to stop-motion animations exploring emotional wellness—each project invited participants to tell their stories in creative, lasting ways. Several residencies culminated in art exhibits, some displayed in public venues like Kings Gap Mansion and the East Shore Area Library, and others shared on-site at their host locations, transforming everyday spaces into places of celebration and reflection.

Arts in Education also partnered with two schools to participate in the I'm fine. project, a Pennsylvania-based initiative that uses art to raise mental health awareness and foster open conversations. Through the We Wear the Mask residency, students created wearable ceramic masks that expressed identity, emotion, and resilience. This creative process allowed students to reflect on their experiences and connect with one another in meaningful ways.

Thanks to the passion and commitment of our artists, educators, and partners, the Arts in Education program continues to thrive. Together, we're building a stronger community where the arts are a vital part of everyone's learning journey.

If you're interested in learning more about the Arts in Education program or exploring a partnership opportunity, please visit the **Arts in Education webpage** or contact Jackie Ford at **jford@caiu.org**. We'd love to hear from you!

Capital Area Intermediate Unit
AIE
arts in education

# Dyslexia Awareness Day at the PA State Capitol

By **Dr. Ami Healy,** *Training & Consultation Supervisor*

On Oct. 29, Dr. Ami Healy, CAIU Training and Consultation Supervisor, was invited to speak at the Pennsylvania State Capitol for Dyslexia Awareness Day. In her remarks, she highlighted a central message: while high-quality curricula and programs are valuable, it is knowledgeable, well-prepared educators who truly change student outcomes. She emphasized the importance of accessible, evidence-based professional learning so teachers and administrators can build the skills required to support students with reading difficulties, including those with dyslexia.

Dr. Healy shared her personal journey as a special educator, reading specialist, literacy coach, and administrator, noting that traditional preparation programs did not fully equip her to teach struggling readers. It was not until she engaged in extensive professional learning grounded in the science of reading that she gained the deep understanding necessary to make effective instructional decisions.

Just weeks later, Pennsylvania enacted historic literacy provisions through the 2025 state budget, including $10 million in early literacy funding and new requirements for evidence-based reading curricula, teacher training, and universal early literacy screening. These bipartisan reforms, championed by leaders in both the House and Senate, represent a major step forward for strengthening reading outcomes statewide and align Pennsylvania with the success seen in other states.

This message aligns directly with the work of the CAIU Training and Consultation team, which offers free, evidence-based professional development and technical assistance to schools across the region. The team partners with districts to strengthen structured literacy instruction, support data-informed decision-making, and build sustainable systems that benefit all learners. By helping teachers and leaders deepen their understanding of how reading develops, and how to respond effectively when students struggle, the CAIU plays a critical role in preparing schools to meet the new expectations set forth by the legislation.

As districts begin planning for implementation, Dr. Healy and the CAIU team remain committed to supporting educators every step of the way. Their ongoing work will ensure that the promise of this legislation becomes a reality in classrooms across Central Pennsylvania, so that every student has the opportunity to become a skilled, confident reader.





"Awareness must lead to ***action***… Let us continue to invest in teachers through ***accessible, high-quality*** professional development… Because when we invest in teachers, we invest in children."

- Dr. Ami Healy, Training & Consultation Supervisor

Mentorship Matters

# The Power of Professional Mentoring

By **Shana Montgomery & Sherisa Nailor,** *Educational Services*

Mentorship is a powerful driver of professional growth, organizational strength, and leadership development. In the workplace, mentorship is defined as a professional relationship in which one person supports another's learning, growth, and career development. Effective mentorship is flexible, collaborative, and accessible, evolving to meet individual needs while building trust and shared purpose.

## Why Mentorship Matters

Mentorship benefits mentees, mentors, and organizations. For mentees, mentorship provides guidance and advice from experienced professionals, builds confidence, and deepens understanding of how an organization works. Mentees gain opportunities to test ideas, learn new approaches, navigate challenges, and build professional networks. Research also shows that mentoring fulfills a critical need for belonging, leading to stronger engagement, job satisfaction, and positive workplace relationships.

For mentors, the benefits are equally meaningful. Studies show that mentors experience increased job satisfaction, stronger organizational commitment, greater career success, and even reduced stress and anxiety. Mentoring allows experienced professionals to sharpen leadership skills while finding purpose in helping others grow.

For organizations, mentorship strengthens culture and sustainability. It supports the transmission of organizational values, encourages professional development and goal setting, improves retention, and plays a vital role in succession planning. Organizations that prioritize mentoring create environments where people are motivated to learn, lead, and stay.

## Creating a Mentoring Mindset

In *Mentoring 101*, John C. Maxwell emphasizes that successful mentoring begins with mindset. He outlines seven key principles:

1. Develop relationships first.
2. Give help unconditionally.
3. Share resources.
4. Gradually release responsibility.
5. Stay with mentees until they can succeed independently.
6. Remove obstacles in their path.
7. Make mentoring a priority.

At its core, mentorship is about cooperation, mutual support, and shared success—when both mentor and mentee grow, everyone wins.

## The CAIU Mentor Program

The Capital Area Intermediate Unit (CAIU) invests in mentorship because developing people is essential to fulfilling the mission and advancing the vision. The CAIU exists to serve, support, and partner with schools and communities, ensuring high-quality programs, services, and leadership that improve outcomes for learners across the region. Mentorship is a direct expression of this commitment—internally and externally.

The CAIU Mentor Program is built on Maxwell's principles and offers five pathways to provide comprehensive, responsive support for new and existing employees.

1. **Universal Mentor Training:** Virtual sessions that introduce mentors to the program structure, expectations, and foundational mentoring practices.
2. **Mentor Network Meetings:** Virtual, every-other-month meetings focused on skill-building topics such as goal setting, feedback, and difficult conversations, while fostering mentor connections.
3. **Mentor Circles:** In-person, bi-monthly collaborative problem-solving sessions driven by mentor-submitted topics and real-world challenges.
4. **Book Studies:** Ongoing learning using *The 7 Habits of Highly Effective People*, with monthly discussions, shared resources, and practical mentoring applications. The 26/27 study will feature *The Impact Cycle* by Jim Knight.
5. **Mentoring In Action:** Structured, month-by-month guidance aligned to new employee needs, offering tools, reflections, and shared insights among mentors.

Additional support includes mentoring events, a Fall Resource Fair, and a **Mentor Resources Hub** that serves as a one-stop shop for tools and materials.

At the CAIU, mentorship is not an add-on—it is a mission-aligned strategy that advances the organization's vision, strengthens its workforce, and ensures lasting impact for the communities it serves. Just as the CAIU partners with schools to build capacity rather than dependency, mentorship empowers employees to grow, contribute, and eventually support others. This cycle of learning and leadership strengthens the CAIU's internal culture and enhances its ability to serve the region with excellence.

# Behind the Scenes at PETE&C

## The CAIU Supports the Pennsylvania Educational Technology Expo and Conference in Hershey February 1-4, 2026

By **Dr. Jill Neuhard,** *Educational Services Supervisor*

The Pennsylvania Educational Technology Expo and Conference (PETE&C) is a statewide event that provides quality programs focused on technology in the educational field. Each year, hundreds of exhibitors showcase their latest technology products and services to the vast audience of teachers, administrators, technology directors, school board members and more. Monday and Tuesday mornings kick off with keynote speakers that will both educate and inspire you. Throughout the three days, attendees were able to attend concurrent sessions, the AI Summit, the STEELS Summit, the PA Invention Convention, and student showcases.

The CAIU's Dave Nichols, Casey Cappello, Rebecca Dixon, Karen Ditzler, and Mary Coleman provided technical and equipment support to over 2,300 attendees, vendors, & presenters throughout the conference. Dr. Jill Neuhard, Educational Services Supervisor and Board Committee member, coordinates this outstanding team.

**Regional Student Technology Team**

Students from Cedar Cliff High School supported the conference in Hershey this year by providing technical support between concurrent sessions, testing equipment, and meeting with partners in education in the vendor hall.

*Pictured below are students from Cedar Cliff High School (with advisor, Mr. Matt Uibel).*



The Capital Area Intermediate Unit also had a presence in the breakout sessions. David Martin, Chief Information Officer from the CAIU, along with Bryan Ruzenski from the CCIU, presented a session titled "PAIU Whole-of-State Approach to Cybersecurity." In addition, Jennifer Sciacca, Educational Consultant for STEM at the CAIU, presented a session called "Strengthening STEELS Instruction." Save the date for next year's conference held at Kalahari Resorts and Conference Center, February 6-10, 2027!

PETE&C
Pennsylvania Educational Technology Expo & Conference

Raising Awareness & Understanding Displacement

# Supporting Students Experiencing Homelessness

By **Beth-Ann McConnell,** *School Social Worker*



As we observe November as Homelessness Awareness Month, it is crucial to gain a comprehensive understanding of the challenges faced by students experiencing homelessness. This issue encompasses a range of factors that contribute to housing instability and its impact on education.

Throughout the school year, the Capital Area Intermediate Unit (CAIU) remains dedicated to the care and support of students experiencing homelessness. Accurately identifying students who are homeless is a vital step in addressing their needs and ensuring they have access to the resources required for academic success. In our Early Intervention program, 19 children have been identified as experiencing homelessness, while five students in our School-Age program have been identified so far and 16 students were identified last year. It is important to recognize that the reported numbers of homeless students may not fully capture the scope of this issue. Many students may go unreported due to various reasons, including stigma, fear of identification, or lack of awareness of support services. Each has a story and their own challenges navigating a complicated housing system. Supporting them often means getting creative when resources are limited, but it always starts with having a conversation and truly listening to understand their needs and hopes, then connecting them to what will help most.

Many students who meet the criteria for homelessness under the **McKinney-Vento Act** may not be immediately identified. When working with families in educational settings, understanding **nighttime residence** and McKinney-Vento guidelines is essential to accurately identifying and supporting these students. During IEP meetings or other student-focused discussions, asking about living situations—such as staying with another family, living in a shelter, or temporary accommodations—can help guide accurate identification. Correct identification ensures that students receive the support and resources they need.

The **Pennsylvania Education for Children and Youth Experiencing Homelessness (ECYEH)** program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. The goal is to have a student's education continue with as little interruption as possible while they are experiencing homelessness. During the week of Nov. 17–21, the CAIU will join ECYEH's Awareness Week to help bring attention to the more than 1.4 million students across the nation who face the challenges of homelessness each year while attending school. A press conference and a fireside chat will be held at the Capitol Media Center on Nov. 18. On Nov. 21, we encourage everyone to wear red and share photos using the hashtag #IWillBeYourVoice #RedShirtDay #LetsHaveAConversation to show our collective commitment.

To further support families experiencing homelessness, view the CAIU's **Community Resources page** and share with students and their families.

As we progress through this month, let us commit to raising awareness and advocating for the resources necessary to meet the often-overlooked needs of homeless students, thereby fostering a future where all individuals can achieve their potential without the barriers of housing instability.

The Facility & Therapy Dog Professional Learning Community at the CAIU

# Unleashing New Horizons

By **Jamie VanMeter,** *School Social Worker*

In recent years, the integration of facility and therapy dogs into educational settings has emerged as a transformative approach to supporting student well-being and enhancing learning environments.

Through collaboration with local members of the community, the Capital Area Intermediate Unit (CAIU) has established a Facility & Therapy Dog Professional Learning Community (PLC) to unleash new horizons for learners in the region. By integrating trained facility and therapy dogs into schools, the PLC aims to create a supportive atmosphere that promotes both learning and emotional well-being. Meetings are held every month to discuss various aspects of the program, including effective practices, optimal utilization, program expansion, and student engagement.

The goals of this program are simple yet powerful: (1) to increase empathy and compassion within educational settings; (2) to increase social-emotional competence in students and adults; (3) to support a culture of belonging across the CAIU footprint for students and staff; (4) to create an enriching environment that promotes academic and behavioral success; (5) to assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff; and (6) to create positive feelings between staff and students in a judgement free environment. By weaving the presence of facility and therapy dogs into the fabric of school life, the program aspires to break down barriers, spark joy, and nurture an educational environment where every student feels valued and empowered.

Let's clear up some potential confusion: for the CAIU, facility dogs and therapy dogs are not interchangeable terms. Facility dogs are owned by the CAIU and placed in the care and custody of a primary handler. The facility dog works mainly in the location of the primary handler but can visit and work in programs across the CAIU organization with primary and secondary handlers. On the other hand, therapy dogs are owned and financially supported by their primary handler, who must be a CAIU employee. Therapy dogs work solely in the location(s) of the primary handler.

Research indicates that interactions with facility and therapy dogs can significantly reduce stress and anxiety levels among students. This is particularly relevant in today's educational landscape, where many students face challenges related to academic pressures and social interactions. The presence of a canine companion can create a calming atmosphere, encourage mindfulness, and enhance the overall emotional well-being of students. These dogs often serve as a bridge for fostering social connections among peers. They can help students who may struggle with social skills or communication, offering a non-threatening way to engage with others. This is particularly beneficial for students on the autism spectrum or those having trouble establishing friendships. In various studies, students who interacted with facility and therapy dogs displayed increased willingness to engage in conversations and improved cooperative behaviors.

The educational benefits are also notable. Programs involving facility and therapy dogs can accompany academic activities, helping students develop literacy skills through reading aloud to the animal. This not only builds confidence but also improves reading proficiency, as the non-judgmental presence of a dog can alleviate performance anxiety. Furthermore, these programs promote a sense of responsibility and compassion among students. Engaging with facility and therapy dogs encourages empathy and teaches vital life skills, such as caring for another being and understanding their needs.

Over time, the CAIU has developed policies and procedures that are now being adopted by other organizations. Emphasizing collaboration, the Act 48 eligible PLC engages with various school districts and groups to explore the benefits and uses of canines in the classroom and community. The future of the PLC is promising, with discussions underway about multidisciplinary uses for dogs, deploying dogs for community safety, and presenting to job-alike groups to promote successes that have been seen from our local facility and therapy dog programs.

For more information on the program and its impact, please visit the CAIU's **Facility and Therapy Dogs page**.

# Facilitating Communication *without* Barriers

By **Sally Lopez,** *ELD Educational Consultant*

Several years ago, my school team supported a family who communicated via Nepali Sign Language. To participate in school meetings, we learned that the parents needed both an American Sign Language (ASL) Interpreter and a Nepali Sign Language (NSL) Interpreter. Together, we arranged for an interpreter fluent in both ASL and NSL for our upcoming parent teacher conferences. It took intention and coordination, but the results were well worth the effort. After the meeting, the family's case manager shared the pride the parents felt at having full access to the conversation surrounding their children's education—able to ask questions, share concerns, and communicate without barriers.

Across educational settings, moments like these are replicated daily, made possible through the dedication, expertise, and persistence of skilled interpreters. On Interpreter Appreciation Day in May, we recognize and celebrated the critical role interpreters play in creating access, fostering trust, and ensuring that all families can participate fully in their children's educational journeys. Interpreting is much more than simply taking one word and translating it into another language. It requires negotiating meaning to ensure accuracy and the intent of the original message. Educational interpreters adhere to strict confidentiality and have their own set of ethics and standards that guide their practice.

Educational interpreters' professionalism and passion are what makes meaningful connection possible. They foster relationship building and belonging for multilingual students and families by ensuring that families are not positioned on the sidelines but fully engaged in the conversation. At the same time, school teams benefit as they gain the valuable insight they need to make informed and impactful instructional decisions. When interpreters are present, communication becomes shared understanding, and all stakeholders benefit.

***What are some ways that we can honor our interpreters' contributions, not only on Interpreter Appreciation Day, but every day?***
In our daily practice, we can support effective interpretation by pausing after one to two sentences during consecutive interpreting, allowing space for accurate and meaningful communication. We can also strengthen relationships by speaking directly to families rather than to the interpreter. This establishes that families are the center of the conversation. Additionally, setting aside time to briefly orient the interpreter to the purpose of the meeting strengthens clarity, shared understanding, and alignment in supporting the family. When we make space for interpreters to do their work well, we make space for all families to fully belong in the conversation.



# 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.”

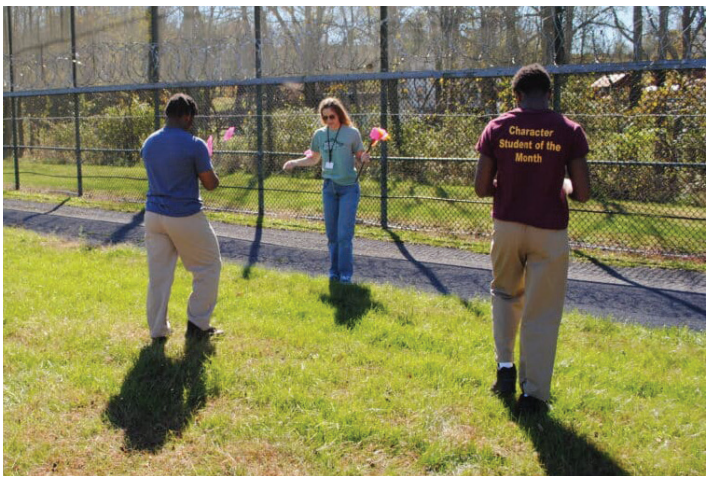
The course’s instructor emphasized the partnership’s objective to provide students with practical skills that are applicable to real-world careers, broadening their understanding of the vital role trees and shrubs play in protecting waterways.

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/*






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.

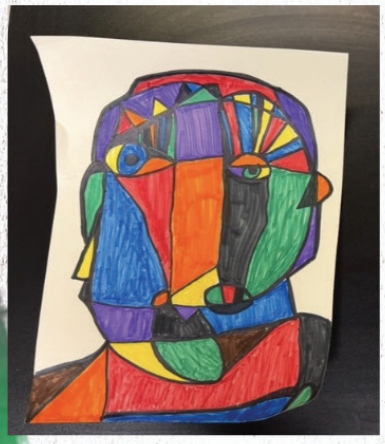
Grounded in ASCA standards and best practices, CAIU nonpublic school counselors deliver student-centered programming that meets learners where they are. Their work spans individual counseling focused on social, emotional, and academic growth; small-group interventions that build connection and resilience; 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.

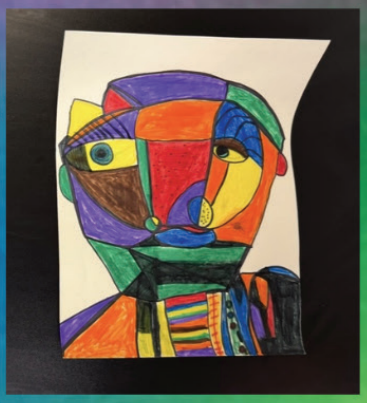
National School Counseling Week reminds us that the impact of school counselors extends far beyond a single week of recognition. Their commitment is evident every day—in quiet conversations, thoughtful lessons, and moments of encouragement that help students believe in themselves and their futures.

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.









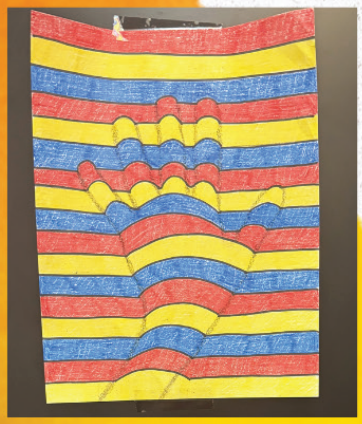
Mrs. Calabrese's Mechanicsburg Middle School Autism Classroom is a place where creativity meets learning. Students engage in many different art forms as a meaningful way to support regulation, fine-motor skills, math understanding, and historical awareness. Art is intentionally woven into the curriculum 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.













Celebrating School Social Workers

# A *Bridge* Between Home, School, and Community

By **Julie Mestemaker, LCSW, CJSOTS,** *School Social Worker/Social Work Lead*

National School Social Work Week, sponsored by the School Social Work Association of America, is celebrated each year during the first full week of March. This annual recognition shines a light on the vital role school social workers play in education and student well-being.

School social workers serve as a bridge between home, school, and community. Their work and impact extend far beyond what is often visible. They provide individual and group counseling, crisis response, risk and safety assessments, consultation, staff training, family engagement, program development, attendance support, and coordination with community providers. They help educational teams understand how trauma, mental health needs, and systemic barriers affect learning, behavior, and relationships. They advocate for equitable access to services and work to ensure students' social, emotional, and behavioral needs are addressed so they can fully engage in their education. School social workers are truly foundational to safe, supportive learning environments.

At CAIU's Hill Top Academy, this mission is carried forward by an extraordinary team of social workers: Maya, Myisha, Bridget, Ashley, Averi, Natasha, Michelle, Becca, and Sean, who provide daily therapeutic support to students.

Social workers Kathleen, Tamara, Laura, and Tara at our CAMhP location, deliver embedded, intensive mental health services directly in classrooms, ensuring students receive consistent, relationship-based care throughout the school day.

At the systems level our district social workers - Michaella and Beth, coordinate services, facilitate student groups, and partner with host districts to strengthen access to community-based mental health supports. Beth also leads the revitalized Capital Area Adventure Team, expanding experiential, engagement-focused opportunities for students.

Our itinerant team, Tracy and her furry partner Calypso, alongside mental health specialist Andrea, provide school-based therapy across multiple locations, increasing access to care for students who might otherwise face barriers.

Rebecca leads family engagement initiatives, while Jamie, with her fluffy partner Maple, supports partnership-building and problem-solving as part of the English Language Development team. Together, they also extend services into non-public schools.

Melissa, our ELECT (Education Leading to Employment and Career Training) program social worker, supports pregnant and parenting teens as they balance academics and parenthood.

In the Future Ready program, Kelly empowers graduates as they transition into young adulthood, employment, and community life. Two miles up a mountain at our shared wilderness campus, Diakon Center Point, Corinne and Kayla serve within a highly structured therapeutic setting that blends education, therapeutic programming, and experiential learning.

In CAIU's Early Intervention program, Judi and Beth-Ann guide families through developmental concerns and connect caregivers to essential services. Beth-Ann also provides training, consultation, and interagency coordination.

When you see it all laid out, it truly highlights the tremendous impact that school social workers have in supporting students, families, and schools every single day.

National School Social Work Week is an opportunity to recognize the dedication, flexibility, and heart that school social workers bring to their roles. So, this week, if you see a school social worker, give them a high five — they've definitely earned it.

# A Celebration of Compassion and Care

By **Brittany Ensign,** *Program Supervisor*

Occurring in April, Occupational Therapy Month is a time to recognize and celebrate the vital role that occupational therapists play in enhancing the quality of life for our students. At the Capital Area Intermediate Unit (CAIU), we take this opportunity to highlight the contributions of our dedicated team of approximately 40 Occupational Therapists and Certified Occupational Therapy Assistants and the impact they have on our students and community.

The CAIU Occupational Therapy department provides services to students across the Capital area in Early Intervention, school-age districts, and non-public schools. These services are delivered through a variety of models including consultative, co-treating, itinerant, inclusive, and direct service approaches. Beyond supporting students, therapists contribute to evaluations and reevaluations, help design service plans, complete Individualized Education Program (IEP) documentation, maintain attendance and session notes, and communicate regularly with families and educational teams.

Occupational therapists at the CAIU support students and programs in three primary ways: (1) by providing direct services that target fine-motor development, self-care and school-readiness skills, sensory processing and regulation, and access to learning tasks; (2) by supporting classrooms and programs through coaching, environmental supports, assistive technology, and inclusive practices; and (3) by supporting the broader team—including teachers, paraprofessionals, program supervisors, IEP teams, and families—through consultation and capacity-building so students can be more independent and successful in accessing instruction.

This year, the Occupational Therapy department has focused on strengthening professional practice, particularly in the area of interoception. Interoception involves the awareness of the body's internal senses or signals, crucial for identifying how you feel. Staff members have participated in multiple interoception trainings to better support student regulation and independence. Additionally, many therapists are continuing their professional growth by pursuing doctoral-level education while continuing to provide services to students across both Early Intervention and school-age programs. The team remains committed to close collaboration with staff and school districts throughout the Capital area.

This month serves as a reminder of the significant impact that occupational therapists have and the essential services they provide. Let's celebrate the incredible work of these professionals and the positive difference they make in our community. Thank you to all our hardworking occupational therapists!



Investing in the Future

# High School Student Internship Program in Early Intervention Preschool

By **Heather Donovan,** *Early Intervention Supervisor*

Ensuring high-quality early intervention services for preschool-aged children with disabilities depends on a strong, skilled, and sustainable workforce. The Capital Area Intermediate Unit (CAIU) serves more than 3,200 students across a three-and-a-half-county region, and our early intervention preschool program must continuously plan not only for today's service needs but also for tomorrow's staffing realities.

During the 2025-26 school year, our program piloted a student internship and job shadowing initiative designed to introduce secondary students to careers in early childhood and special education while strengthening our long-term workforce pipeline. Through paid internships with Cumberland-Perry Career and Technology Center (CPCTC) and exploratory job shadowing experiences with Upper Dauphin School District, this initiative represents a strategic investment in regional talent development, cross-system collaboration, and future staffing capacity.

## Why Workforce Development Matters in Early Intervention

Early intervention preschool programs operate within a uniquely complex environment. Staff must possess strong instructional skills, a deep understanding of child development, the ability to collaborate across disciplines, and the capacity to build trusting relationships with families. At the same time, early childhood systems nationwide are facing an increased demand for services; persistent shortages of qualified personnel; growing competition for paraprofessionals, teachers, and related service providers; and rising expectations for inclusive and evidence-based practices.

As a regional provider, we recognize that traditional recruitment alone is not sufficient to meet these challenges. Developing local, informed, and mission-aligned talent must be a long-term strategy. Introducing students to early intervention careers while they are still exploring post-secondary options allows us to build awareness, interest, and readiness well before hiring decisions occur.

## Program Vision and Strategic Goals

The student internship and job shadowing pilot was developed with several guiding principles in mind:

- **Early exposure to the field:** Students benefit from authentic experiences that allow them to understand the realities—and rewards—of working with young children with disabilities.
- **Mutual benefit:** The program was designed to support student learning while also adding value to classroom teams, without replacing existing staff roles.
- **Equity and access:** Paid internship opportunities ensure that students can participate regardless of financial circumstances.
- **Regional collaboration:** Partnering with local school districts and career and technical education programs strengthens alignment across systems.
- **Future workforce pipeline development:** Interns and job-shadowing students represent potential future paraprofessionals, teachers, therapists, and support staff.

## Partnership with Cumberland-Perry Career and Technology Center

A cornerstone of the pilot was our partnership with Cumberland-Perry Area Career and Technical Center (CPCTC). CPCTC serves students interested in a wide range of career pathways, including early childhood education, making it an ideal partner for workforce development in early intervention.

Through this partnership, selected CPCTC students participated in paid internships within our early intervention preschool classrooms. Key features of this model included:

- Structured placements aligned with students' coursework
- Clearly defined schedules coordinated with the school day
- Compensation to reduce barriers to participation
- Supervision by experienced early intervention staff

By offering paid internships, the program recognized the value of students' time and contributions while modeling professional expectations associated with employment in public education.

Interns supported classroom teams by assisting with instructional activities under staff direction and supporting children during daily routines such as arrival, centers, and transitions. Through the internship, students were able to observe and learn behavior support strategies and gain exposure to Individualized Education Program (IEP) implementation. Interns also developed professional communication and teamwork skills.

Interns were never assigned sole responsibility for students and did not replace paid staff. Instead, they functioned as supervised learners embedded within classroom teams.

### Exploratory Job Shadowing with Upper Dauphin School District

In addition to paid internships, the pilot included exploratory job shadowing experiences for high school students in Upper Dauphin School District, which hosts one of our early intervention preschool classroom sites.

This opportunity allowed students to observe early intervention services in a familiar school environment and learn about careers in early childhood and special education. They were able to see firsthand how intermediate units and school districts collaborate and ask questions and reflect on potential career interests.

Job shadowing experiences were intentionally short-term and exploratory, designed to spark interest rather than provide intensive training. For many students, this represented their first exposure to early intervention or preschool special education.

### Preparing Students and Protecting Program Quality

Ensuring program quality and student safety remained a top priority throughout the pilot. All participating students completed an orientation that addressed professional conduct and confidentiality, child-centered and developmentally appropriate practices, safety procedures and reporting requirements, and the role of intermediate units in supporting school districts. Clear expectations helped students understand their responsibilities while reinforcing the professionalism of early intervention settings.

Each intern or job-shadowing student was supported by designated staff who provided daily guidance and oversight, opportunities for reflection and discussion, and feedback aligned with learning goals. This structure ensured that student participation enhanced—rather than disrupted—classroom operations.

### Benefits Observed During the Pilot Year

Although the pilot is still in its early stages, several positive outcomes have already been observed.

Participating students reported that the experience increased their understanding of child development and disabilities, helped clarify post-secondary and career goals, built confidence in working with young children, and provided meaningful, hands-on learning beyond the classroom. Several students expressed interest in pursuing further education or employment in early childhood or special education as a direct result of their participation.

Staff hosting interns and job-shadowing students noted that additional adult support increased instructional flexibility. The interns brought enthusiasm and curiosity that enriched the classroom environment, encouraging reflection on practice. Staff also noted that the experience reinforced the importance of modeling best practices.

Importantly, classroom teams emphasized that the structured nature of the program supported positive outcomes for both staff and students.

This pilot strengthened the CAIU's relationships with CPCTC and Upper Dauphin School District. Organizationally, it also supported long-term recruitment and retention efforts and demonstrated the IU's leadership in regional workforce development. Students, as a result of the pilot, gained an increased awareness of early intervention careers.

### Looking Ahead: Future Opportunities

Based on the success of the pilot, the intermediate unit is exploring options to:

- Expand paid internship opportunities with CPCTC
- Increase the number of participating classroom sites
- Develop additional job-shadowing partnerships with host districts
- Create pathways from internship participation to employment
- Collect longitudinal data on workforce outcomes

As staffing challenges continue to impact early childhood systems, proactive strategies such as this internship and job shadowing program position our organization to respond effectively and responsibly.

The student internship and job shadowing pilot reflects our intermediate unit's commitment to innovation, collaboration, and sustainability. By investing in students today—through paid internships, authentic learning experiences, and regional partnerships—we are building the foundation for a skilled and dedicated early intervention workforce tomorrow.

We are grateful for the collaboration of Cumberland-Perry Career and Technology Center, Upper Dauphin School District, and the staff who welcomed students into their classrooms. Together, we are strengthening not only our program, but the future of early childhood services across our region.

Ensuring ***high-quality*** early intervention services for preschool-aged children with disabilities depends on a ***strong, skilled, and sustainable*** workforce.

The Art of Inclusion

# Celebrating Creativity in Every Learner

By **Nicole Calabrese,** *LTS Teacher*

At the Capital Area Intermediate Unit (CAIU), our Student Services team is deeply committed to supporting students with autism through comprehensive, compassionate, and individualized approaches. One of the most impactful ways we engage students in our autism support classes is through the integration of art into the classroom experience. Our educators and specialists recognize that for many children on the autism spectrum, traditional methods of communication and learning can present unique challenges. Art has become a powerful tool for these students. It is a visual language that allows them to express emotions, build confidence, and connect with the world around them in meaningful ways.

Art in our special education classrooms is not just about painting or drawing; it's about creating a safe and nurturing environment where students can thrive. Through hands-on, sensory-friendly projects tailored to each child's needs and abilities, students are encouraged to explore textures, colors, and forms in ways that align with their IEP goals and sensory preferences. Whether it's sculpting with clay, painting to music, or creating collaborative projects, these activities help develop fine motor skills, improve focus, and reduce anxiety. Each lesson is intentionally designed to reinforce classroom learning while promoting creativity and self-expression. These essential tools help develop personal growth and emotional well-being.

What sets our program apart is the dedication of our teachers and support staff who work together with occupational therapists, speech pathologists, and behavior specialists to make sure each student's experience is inclusive and meaningful. They take time to understand each student's strengths, communication style, and interests, crafting lessons that connect emotionally and cognitively. Our classrooms become places where every child is seen, heard, and empowered; where our nonverbal students can communicate through a painting, and a child with sensory sensitivity can find calm in a carefully designed, creative space. This collaborative, student-centered approach ensures that art becomes not just a subject, but a vital part of each child's educational journey.

The impact is profound. Families share stories of their children becoming more expressive at home, teachers note improvements in engagement and behavior, and students proudly display their artwork in the classrooms and hallways of their schools. For children with autism, art is often a gateway that builds a bridge to understanding, social connection, and joy. At CAIU, we believe that every child deserves the chance to shine in their own way, and through the thoughtful integration of art into our autism support classes, we continue to honor that belief with heart, innovation, and unwavering dedication.



# 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.

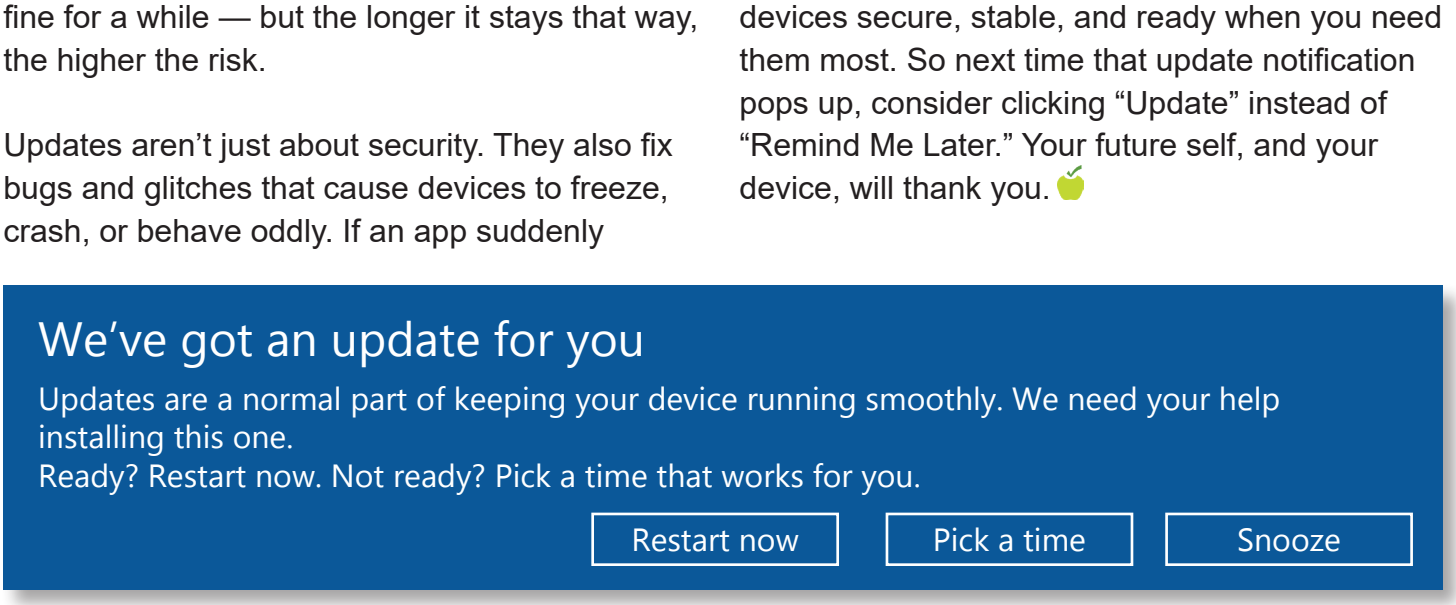
Cybersecurity threats don't always come from brand-new tricks. Many issues happen because devices are missing updates that fix known security problems. When an update is released, it often closes security gaps that hackers actively try to exploit. Skipping updates is a little like leaving your front 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.

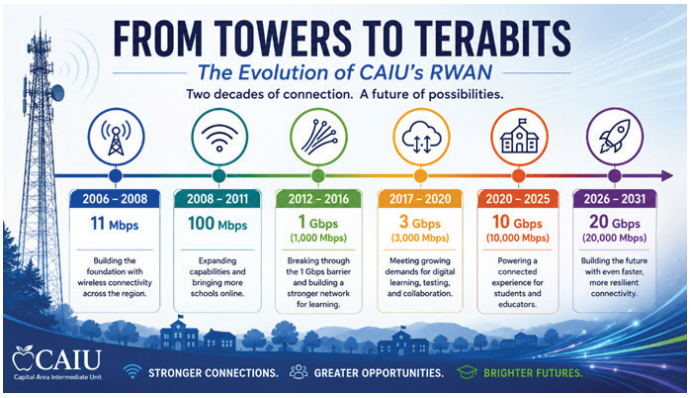


From Towers to Terabits

# The Evolution of the CAIU's RWAN

By **The Technology Team**

For many in Central Pennsylvania, the Capital Area Intermediate Unit's (CAIU) wireless tower was simply another structure on the skyline. For nearly two decades, the tower quietly powered the digital transformation of education, linking schools, enabling instruction, and paving the way for today's resilient, high-speed statewide networks.




In 2006–2007, the CAIU partnered with a local company to erect the wireless communications tower, establishing a centralized hub to connect school districts across the region.

At the time, this was an innovative solution to schools' desperate need of increased Internet bandwidth. Fiber connectivity was limited and costly, and wireless technology offered a practical way to build a regional wide area network. Connection speeds ranged from 4–11 Mbps, and while 1:1 student device programs did not yet exist, educators recognized the transformational potential this technology could bring to the future of classrooms.

David Martin, now Chief Information Officer at the CAIU, was serving as Director of Technology at Big Spring School District during that time. Reflecting on the project, he stated, ***"At the time, Big Spring relied on a single T1 line delivering just 1.544 Mbps of Internet connectivity. Expanding to 11 Mbps was truly a game changer for our district. It gave us the ability to significantly expand classroom technology opportunities and better support teaching and learning."***

While modest by today's standards, these connections were transformative at that time. Schools gained reliable Internet access, shared services across districts, and it established the foundation for early digital learning initiatives. The CAIU tower became the backbone of the region's first Regional Wide Area Network (RWAN).

As educational technology rapidly evolved, so did the demand for more bandwidth. In 2008, the CAIU received an Educational Technology Fund (E-Fund) grant, which helped expand the regional wide area network. Through these funds, the CAIU enhanced wireless capabilities and extended fiber connectivity to school districts across the region, including some of the most rural communities we serve, areas that often faced the greatest challenges in obtaining sufficient bandwidth.

What began as 4–11 Mbps Internet connections quickly evolved into 50–100 Mbps network transport speeds through a combination of wireless and fiber infrastructure. This marked the shift from basic connectivity to a mission-critical infrastructure

capable of supporting online testing, digital curriculum, centralized systems, and emerging classroom technologies.

As a result of this expansion, participation in the RWAN grew from just a handful of districts to nearly every school district in the region.

In 2012, the CAIU rebid the RWAN, breaking through the 1,000 Mbps (1 Gbps) barrier, a milestone that once seemed unimaginable. This growth reflected not only advances in technology, but also the strength of a regional consortium committed to collaboration and long-term planning.

The CAIU and participating school districts understood the importance of staying ahead of bandwidth demands. Without continued investment and innovation, classroom technology would have become frustratingly slow and unreliable, much like traffic coming to a standstill on Interstate 81 during road construction.

In 2017, schools had the option to receive 3 Gbps of Internet connectivity and by 2020, speeds of 5 Gbps and even 10 Gbps became possible. Today, districts are able to access up to 20 Gbps through the network, a level of connectivity that supports modern digital learning environments, cloud services, cybersecurity operations, streaming media, and countless instructional tools that educators and students now rely upon every day.



With the removal of the tower in May 2026, we close an important chapter and reflect on how far our RWAN has come. The story of the CAIU's RWAN is not simply about towers, fiber, or Internet speed, it is about how a shared vision and regional collaboration helped transform teaching and learning across Central Pennsylvania.

Over the past two decades, reliable high-speed connectivity has evolved from a convenience into an essential utility for education. Today's classrooms depend on digital curriculum, online assessments, video conferencing, cloud-based applications, cybersecurity systems, and emerging technologies such as artificial intelligence. None of these tools can function effectively without a strong and resilient network foundation.

The importance of this infrastructure became especially clear during the COVID-19 pandemic, when schools rapidly shifted to remote and hybrid learning environments. Districts relied on the strength and scalability of the RWAN to maintain instruction, communication, and operational continuity during an unprecedented time in education.

The expansion of the network also helped create greater equity for rural school districts throughout the region. By leveraging the power of a consortium model, the CAIU and participating districts were able to bring advanced connectivity options to schools that may otherwise have struggled to access affordable high-speed infrastructure on their own.

Just as importantly, the RWAN demonstrates the value of collaboration - by working together, school districts are able to collectively plan for future growth, share resources, reduce costs, and stay ahead of rapidly increasing technology demands.

While the tower itself may no longer stand, its legacy continues through the modern infrastructure that now supports teaching, learning, communication, safety, and innovation in schools every day. What began as a forward-thinking wireless initiative became a critical foundation for modern education. The work of building stronger connections and providing innovative solutions to help prepare schools and classrooms for the future will continue.


#OutoftheDarkness
#StopSuicide
1.4 MILLION STUDENTS
hello!
Thank you for an amazing year!
You all are the reason we're able to #BeGreat!
#BeGreat




The CAIU team never fails to impress!

#changingLives

# 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.*

## DEDICATION

**Haley Brady,** *Accountant*

I would like to extend my sincere appreciation to Haley for her outstanding partnership and remarkable attention to detail during a demanding billing and pricing project. Her willingness to devote long, focused hours to ensure accuracy and completeness made a significant difference in the project's success. Haley exemplifies CAIU's core values through her collaborative approach, responsiveness, and commitment to delivering high-quality work. Her expertise and thoughtful communication supported not only the project team but also the broader goals of our organization. Her contributions reflect a deep dedication to service and a genuine commitment to supporting colleagues across departments. Thank you, Haley, for your professionalism, your partnership, and your exceptional work.
*- Holly Brzycki, Supervisor of Online Learning*

## PARTNERSHIP

**Corinne Bennett & Kayla Lingle,** *School Social Workers - Diakon Center Point*

Shout-out to two incredible social workers whose dedication and professionalism continue to make a profound impact on our students and school community. Your unwavering commitment to students is evident in everything you do. You consistently show up with compassion, patience, and fierce advocacy, ensuring that every student feels seen, heard, and supported. The intentional care you put into building meaningful relationships truly changes outcomes for the young people we serve. I am especially grateful for your self-awareness and commitment to reflective practice. You approach your work with humility, openness, and a genuine desire to grow. Your willingness to engage in teamwork and thoughtful brainstorming makes you invaluable partners. The strong partnership you've built, with one another, with staff, and with students, creates a powerful foundation of trust and shared purpose that benefits our entire school community.
*- Julie Mestemaker, School Social Work Lead*

## PARTNERSHIP

**Brynne O'Connor,** *Job Coach*

Brynne was doing a fantastic job at the Capital Goods Cafe working with a student. She spoke kindly and guided the student through the transaction, offering support and independence. Brynne encouraged positive relationships and was friendly to all in the cafe. She is creating a positive work environment and deserves to be recognized for it!
*- Emily Miller, Inclusion Consultant*

## SERVICE

**Averi Neuder,** *School Social Worker - Hill Top Academy*

Big shoutout to Averi for her incredible dedication to our profession and to the next generation of social workers! The time, energy, and preparation it takes to show up for multiple groups the way she does is impressive in itself. But what really stands out is her enthusiasm, her generosity in sharing what she knows, and her openness in letting future social workers see her in action. Thank you, Averi, for representing our team so well and for modeling excellence, flexibility, and service every day. We see you, we appreciate you, and we're so grateful for the impact you're making — both here and across the social work profession!
*- Julie Mestemaker, School Social Work Lead*

## DEDICATION

**Natasha Parrish,** *School Social Worker - Hill Top Academy*

Shout out to our incredible social worker, Natasha, for the unwavering dedication she shows to our students each and every day. Her deep investment in doing what's truly best for students is evident in every conversation, meeting, and decision she makes. She approaches her work with a calm presence that brings steadiness to even the most challenging situations. Her patience allows students to feel heard and supported, and her reflective nature ensures that she is always thoughtfully considering how to best meet their needs. She consistently invites collaboration, valuing the voices of colleagues and families, and fostering a true team approach around student success. We are so grateful for the care and heart she brings to our students.
*- Julie Mestemaker, School Social Work Lead*


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

# Farewell Retirees!

**Cathryn Myers**
is retiring after
27 years of service!

**Karen Robbins**
is retiring after
10 years of service!

**Deborah Genet**
is retiring after
29 years of service!

**Suzanne Orda**
is retiring after
16 years of service!

**Pamela Topper**
is retiring after
28 years of service!

**Patricia Sadlock**
is retiring after more than
5 years of service!

**Norman Dixon**
is retiring after
7 years of service!

**Kirby Hoke**
is retiring after
4 years of service!

**Margaret Taylor-Makuch**
is retiring after
12 years of service!

YOU WILL BE *missed*



# cAIu Summit

AI in Education



This event promises a deep dive into the transformative world of Artificial Intelligence (AI) and its impact on education.

## Wednesday | August 5, 2026

**8:30am - 3:00pm**

**Where:** Capital Area Intermediate Unit

**Audience:** All Educators | **Cost:** $149

**Registration:** https://bit.ly/CAIUwebreg

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Capital Area Intermediate Unit