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Derry Township School District
Board of Directors Meeting
October 5, 2026
Board of Directors Room 7:00 p.m.
Summary Minutes - VI

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:05 p.m. The meeting was conducted both in-person and virtually.

1.b. Roll Call

Minutes

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

Members Absent: None

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

Student Board Representatives in Attendance: Grayson Jacovino and Claire Walker

Solicitor: David Walker

Staff/Public in Attendance In-Person: Phil Ayala, Alex DeCicco, Jodie Dermo, Sarah Harmer, Jesse Rawls, and Aaron Shuman

Staff/Public in Attendance Virtually: Lisa Balanda, Brandon Buterbaugh, Paige Dalto, and Angie Shipper

1.c. Flag Salute

1.d. Approval of Board of Directors Agenda

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

Minutes

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

Vote Results

Yea:	9	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

2.b. Recognition of Citizens (Agenda Items)

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

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

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

Minutes

There were no citizens requesting recognition by the board.

2.c. Community Correspondence Report

Minutes

Ms. Harmer reported that there was one submission during the month of September.

2.d. Standing Committee Meeting Report

Minutes

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

- Trojan Academy Update with 55 enrolled students
- Five course proposals that are being reviewed for the next Curriculum meeting

Ms. Romberger gave a report on the Communication & Community Engagement Meeting that met prior to this evening's meeting and discussed the following:

- Refresher of Ms. Harmer's role
- Engagement details
- Communication survey results
- Goals and topics for future meetings

2.e. Student Representatives' Report

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

Minutes

Grayson Jacovino shared that he wanted to be a voice for all of the students and help make sure everyone's opinions and experiences are heard. He and Claire Walker gave a report that included sporting event details, custodian appreciation, finalized Homecoming Court, Marching Band and first grade events, along with the Trojan Ten list. Listen to the meeting audio for the full report.

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

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

- Approval of October 5, 2026, Board of Directors Summary Minutes
- Student of the Month Presentation
- Staff Development/Conferences:
    - Tracie Dawson - IDC
    - Sara Wendell - NASP
- 3D CAD Club

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

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

Minutes

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

Vote Results

Yea:	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. Approval of Field Trip/Excursion - Sixth Grade Trip

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

Group:	**Sixth Grade Field Trip**
Number of Participating Students:	250
Grade Level:	6
Destination:	Lebanon, PA
Purpose:	Sixth Grade Camp Kenbrook Field Trip
Departure:	5/24/27 & 5/26/27
Return:	5/26/27 & 5/28/27
Trip Leader:	Brian Buterbaugh, & Brandon Buterbaugh

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

4.c. Announcement of Staff Development Conferences

Staff Member:	**Barbara Clouser**
Conference:	Pennsylvania State Modern Language Association Fall Conference
Location:	Boalsburg, PA
Dates:	November 6 - 7, 2026

4.d. ACCO Brands Renewal

The Administration recommends the approval of the ACCO Brands Renewal Service Contract for the elementary laminators.

4.e. Clear Path Pediatric
The Administration recommends the retroactive approval of the Clear Path Pediatric Contract for substitute speech pathologist services.

4.f. Eaton Corporation Renewal
The Administration recommends the approval of the Eaton Corporation Service Plan Renewal to provide the technology infrastructure backup power protection.

4.g. Intradyn Renewal
The Administration recommends the approval of the Intradyn Renewal for standard support of the district's email archiving system.

4.h. JKM
The Administration recommends the approval of the JKM Contract for Safe Crisis Management Program Consultation.

4.i. The Hotel Hershey
The Administration recommends the approval of The Hotel Hershey Agreement for the 2027 Prom Venue.

5. NEW BUSINESS

5.a. Rettew Change Order Addendum #07 - 0870701809
The Administration recommends the approval of the Rettew Change Order Addendum #07 for the proposed walking path change.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz the Rettew Change Order Addendum #07 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. Club - Disc Club

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

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the the Disc 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.c. Act 93 Compensation and Benefit Plan Amendment

The Administration recommends the approval of the Approval of Act 93 Compensation and Benefit Plan Amendment for the position addition to group 1.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Act 93 Compensation and Benefit Plan Amendment 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.d. Martin Water Conditioning Quote - ECC Water Softener

The Administration recommends the approval of the Martin Water Conditioning quote for the ECC Water Softener.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Martin Water Conditioning quote 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.e. Approval of Citizen Advisors

The Board of Directors recommends the approval of the listed community members to serve as Citizen Advisors with term noted:

	Citizen Advisor Term Expires 6/30/28	
Communications and Community Engagement	TJ Thiessen	Julie Lentes
Curriculum Council	Iordanis Petsas	Mihaela Colaku
Finance Committee	William Pritchett	Krishna Poudel
General Services	Matthew Rossi	William Hanna
Policy Committee	Meghan Eirkson	Sheila Hoover

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the listed community members were approved to serve as Citizen Advisors with term as noted.

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. CCRES Master Agreement for Services

The Administration recommends the retroactive approval of the CCRES Master Agreement for Services of Paraprofessional and Educational Consultant.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the CCRES Master Agreement for Services of Paraprofessional and Educational Consultant 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. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Classified Staff:

Egun, Grace
Cafeteria/Recess Aide
Primary Elementary School
Reason: Personal
Effective: 09/17/2026 (retroactive)

Yi, Yan Fen
Classroom Assistant - ELD Program
Primary Elementary School
Reason: Personal
Effective: 09/11/2026 (retroactive)

Minutes

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

Vote Results

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

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

Classified Staff:

Langan, Donna
Substitute Nurse's Assistant/RN
District-wide
Substitute, Hours as needed
Salary: $32.35 per hour
Effective: 10/06/2026

Peters, Mackenzie (replacing Danielle Caldwell)
Paraprofessional (Self-contained Classroom)
Primary Elementary School
Level B, 6.5 hours per day
Salary: $21.15 per hour
Effective: 10/01/2026 (retroactive)

Transfer of Classified Staff:

Knapp, Jayde*
From: Cafeteria/Recess Aide

Intermediate Elementary School
Level A, 3.0 hours per day
Salary: $19.82 per hour
To: Substitute Cafeteria/Recess Aide
District-wide
Substitute, Hours as needed
Salary: $16.21 per hour
Effective: 09/25/2026 (retroactive)

Mendoza, Vialina* (return to position)
From: Paraprofessional (Self-contained Classroom)
Primary Elementary School
Level B, 6.5 hours per day
Salary: $21.15 per hour
To: Cafeteria/Recess Aide
Early Childhood Center
Level A, 3.0 hours per day
Salary: $19.82 per hour
Effective: 10/02/2026 (retroactive)

Shoffner, Jennifer* (replacing Jillian Diegel)
From: Paraprofessional (Self-contained Classroom)
Primary Elementary School
To: Paraprofessional (Self-contained Classroom)
Early Childhood Center
Level B, 6.5 hours per day
Salary: $21.15 per hour
Effective: 10/02/2026 (retroactive)

Change in Hours for Classified Staff:

Delair, Felicite*
Bus Driver
Transportation
From: Level A, 5.25 hours per day
To: Level A, 5.5 hours per day
Effective: 10/06/2026

Miller, Robert*
Bus Driver
Transportation
From: Level A, 5.25 hours per day
To: Level A, 5.0 hours per day
Effective: 10/06/2026

Limited Service Contract:

Bitting, Tracey* (replacing Jennifer Koliscak)
WEB Crew Advisor - M.S. (2) .5 LSC
Group E, Step 1
Salary: $1,422.50
Effective: 10/06/2026

Fasick, Cana (replacing Kimberly West)
Youth in Government Assistant Advisor - H.S. (2)
Group G, Step 2
Salary: $2,033
Effective: 10/06/2026

Hayman-Rau, Megan* (replacing David Cavic)
Department Coordinator - Mathematics MS
Salary: $2,500
Effective: 10/06/2026

Hetrick, Christopher* (replacing Jennifer Koliscak)
WEB Crew Advisor - M.S. (2) .5 LSC
Group E, Step 1
Salary: $1,422.50
Effective: 10/06/2026

Krepps, Aubrey* (replacing Kevin Stover)
Auditorium Manager - M.S. .5 LSC
Group I, Step 15
Salary: $949
Effective: 10/06/2026

Krepps, Samuel* (replacing Kevin Stover)
Auditorium Manager - M.S. .5 LSC
Group I, Step 15
Salary: $949
Effective: 10/06/2026

Simmons, Wayne (replacing Jacob Whitfield)
Assistant Coach - M.S. - Football
Group F, Step 5
Salary: $3,048
Effective: 10/06/2026

***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:

Wieder, Kayla
Intervention Specialist - Math
Early Childhood Center
Childrearing Leave
Effective: Approximately 01/08/2027 - 04/12/2027

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

DeLair, Felicite
Bus Driver
Transportation
Uncompensated Leave
Effective: 09/24/2026 through 10/31/2026 (retroactive)

DiLello, Robert
Bus Driver
Transportation
Uncompensated Leave
Effective: 10/26/2026 through 11/24/2026

Forrester, Mackenzie
Science Teacher
Middle School
Uncompensated Leave
Effective: Approximately 01/13/2027 through 04/07/2027

Root, Joshua
Food Service Worker
Early Childhood Center
Uncompensated Leave
Effective: Approximately 10/05/2026 - 11/02/2026

Minutes

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

Vote Results

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

6. DELEGATE REPORTS

6.a. CAIU

Minutes

The CAIU report is attached to the agenda. Dr. Cysyk shared that the Strategic Plan had been reviewed for the upcoming year and the Fall Fest is October 24th, 11:00 a.m.-3:00 p.m.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

There were no board members with a report to share.

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that included the following:

- Custodial and Maintenance Appreciation Day last week
- Monday 10/12 is a staff in-service day and no school for students
- Expressed gratitude to the board for having approved the Solution Tree cohort opportunity for the teaching staff for the in-service

7.c. Board President's Report

Minutes

Ms. Drew gave a report to express the following:

- Appreciation for the music department and all the work they do with the students - Mass Band Night student participation
- Community Pride and School Spirit at the stadium - appreciative of the work the board does to have made the stadium come to fruition

8. RECOGNITION OF CITIZENS

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

Minutes

There were no citizens requesting recognition by the board.

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:27 p.m. following a motion by Dr. Cysyk and a second by Mrs. Renz.

Vote Results

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

Respectfully submitted,

Michele Agee
Secretary to the Board
October 19, 2026

Lindsay Drew
Board President

Board Meeting Virtual Attendance
Lisa Balanda
Brandon Buterbaugh
Paige Dalto
Angie Shipper

RECEIVED
AUG 1 1 2026
BY:

Derry Township School District

Request for Field Trip Form

Date Submitted: 8/11/2026

Name of Group, Class or Organization: Derry Township Envirmental Education Retreat Field Trip

Teacher(s) or Advisor(s): Ashley Gorman, Daniel Hugendubler, Michael Warfel

Destination: Camp Kenbrook; 190 Pine Meadow Road; Lebanon, PA 17046

Transportation Provider: Derry Township School District

Date of Departure: May 24 & May 26, 2027 Date of Return: May 26 & May 28, 2027

Time of Departure: 8:45am Time of Return: 11:30am

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

Purpose of Trip: Sixth Grade Field Trip

Number of Students Participating: 250 Grade level(s): Sith Grade

Curriculum Connections

1. Biology
2. Mathematics
3. ELA and SEL

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

- ■ Daniel Hugendubler
- ■ Michael Warfel
- ■ Alicia Dunlop
- ■ Teacher to be determined
- ☐
- ☐

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

- ■ Parents to be determined
- ☐
- ☐
- ☐
- ☐
- ☐

Teacher(s) or Advisor(s) Signature: Daniel Hugendubler Date: 8/11/26

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

Field Trip Costs		Cost Per Student	Qty.	Student Subtotal	Cost Per Staff or Chaperone	Qty.	Staff / Chaperone Subtotal	Amount
A	Transportation	$ 7.07	250.00	$ 1,767.50	$ 7.07	50.00	$ 353.50	$ 2,121.00
B	Lodging	$ 180.00	250.00	$ 45,000.00	$ 180.00	50.00	$ 9,000.00	$ 54,000.00
C	Meals			$ 0.00			$ 0.00	$ 0.00
D	Registration/Entrance Fees			$ 0.00			$ 0.00	$ 0.00
E	Staff Substitutes	$170.00						$ 4,250.00
F	Other Expenses (List):	ZooAmerica, Bait, Supplies, Compasses						$ 5,000.00
							Total Trip Expense (Add Amounts for Lines A - F)	$ 65,371.00

Field Trip Funding Sources		Fee	Qty.	Amount
G	Fees paid by Student/Family			$ 0.00
H	Fees paid by Chaperone	$ 50.00	40.00	$ 2,000.00
I	PTO/Booster Club (specify) _____			
J	Activity Account (specify) _____			
K	Department Budget (specify) 10-1110-000-22-50-000			$ 63,371.00
L	Other (specify) _____			
	Total Trip Funding (Add Amounts for Lines G - L)			$ 65,371.00

Total Trip Funding Must equal Total Trip Expense

Plan to cover costs for students with an economic hardship: _____

Explanation if Funding Sources are less than Field Trip Costs: District pays for the remaining amount.

Approval/Disapproval

Building/Supervisor's Principal:	**Approved** ✓	**Disapproved** _____
Assistant Superintendent for Curriculum & Instruction:	**Approved** ✓	**Disapproved** _____

Reason for Disapproval: _____

Principal's/Supervisor's Signature: _____ Date Processed: 8/11/26

Superintendent's Signature: _____ Date Processed: 9-2-26

Board Approval Date (if required): October 5, 2026

ACCO BRANDS

SERVICE SOLVED powered by GBC

EQUIPMENT MAINTENANCE AGREEMENT (EMA) RENEWAL QUOTE

Attention:	Erika Strout	Date:	08/20/2026
Email	estrout@hershey.k12.pa.us	Previous Contract:	40368127/40371161/40371162

This letter is to offer you a GBC/ACCO BRANDS Equipment Maintenance Agreement (EMA). Coverage details and pricing are outlined below.

	Model And Description	Serial#	Start Date	End Date	(1) Year Renewal Price	(3) Year Renewal Price	(5)Year Renewal Price
	V,EMA ULTIMA65	TH2231200003	10/22/2026	10/21/2027	$568.54	$1,569.17	$2,473.15
	V,EMA ULTIMA65	WI00330G	02/22/2027	10/21/2027	$486.83	$1,343.65	$2,117.71
	V,EMA ULTIMA65	TH1628700002	03/04/2027	10/21/2027	$398.64	$1,100.25	$1,734.08

This quote is valid for 90 days from the date issued

Note that without coverage, you will be responsible for labor, travel, and parts for each service call placed on your equipment.

GBC/ACCO BRANDS offers the same reliable service on many other products such as Collators, Paper Cutters, Folding machines and lots more! Discounts are also offered for multi-machine and multi-year contracts.

Contact me for additional information and/or to process your agreement. For your convenience, I have also included your service technician's contact information for you below.

Thank you – GBC/ACCO BRANDS appreciates your business!

Customer Acct Name	DERRY TOWNSHIP SD PO BOX 898 HERSHEY, PA 17033		
Authorized Signature		Phone	717-534-2504
Date	October 5, 2026	P.O. Number	

All contracts with a value of $650 or higher require a signature

Krishniki Nails
Account Manager:
Krishniki.nails@acco.com
Direct :662.480.3042

ROBERT LAUER #2105
Field Service Technician
robert.lauer@acco.com

EQUIPMENT MAINTENANCE AGREEMENT (EMA) TERMS AND CONDITIONS

1. Upon payment of the Total Invoice and subject to the terms and conditions contained herein, ACCO BRANDS will use commercially reasonable efforts to maintain in good working order the electrical and mechanical parts and components of the Equipment.

2. Whenever service is required, ACCO BRANDS will use commercially reasonable efforts to repair the Equipment without charge for labor or parts. ACCO BRANDS may use new, used, refurbished, remanufactured, or reconditioned parts when providing such service. Not covered are consumable supply items, including but not limited to modular punching dies, wide format laminator rollers, cut sticks, cutter knives, trimmer blades or optional accessories purchased for the Equipment. Also not covered are parts damaged by the customer through abuse or misuse. All replaced parts will become the property of ACCO BRANDS.

3. All service will be provided during ACCO BRANDS's normal business hours, 8:30 A.M. to 5:00 P.M., Monday through Friday. For service outside of normal working hours additional charges shall be paid by Customer in accordance with then prevailing ACCO BRANDS rates.

4. For all new Equipment, Customer will have the Equipment set up in the location it is to be used. ACCO BRANDS does not allow its Technicians to lift equipment greater than 60 lbs. and ACCO BRANDS's Technicians must seek additional assistance if equipment weighing greater than 60 lbs. needs to be lifted for any reason.

5. Customer agrees to give ACCO BRANDS at least thirty (30) days prior written notice of any change in location of the Equipment.

6. Maintenance hereunder does not include repair of damage resulting from abuse, accident, failure or reduction of electric power, improper installation or storage, improper Equipment operating environment, misuse, neglect, transportation, failure to operate within performance specifications, or failure to operate according to instructions and documentation. If persons or entities other than ACCO BRANDS service personnel shall perform maintenance on or repair the Equipment, and as a result further repair or maintenance by ACCO BRANDS is required to restore the Equipment to good operating condition, any such further repair or maintenance shall be subject to additional charge by ACCO BRANDS in accordance with the prevailing ACCO BRANDS rates.

7. **Renewals shall be governed by then prevailing ACCO BRANDS rates unless terminated by either party upon thirty (30) days written notice.**

8. If any Equipment is regularly used by more than one shift of personnel, the maintenance total charge for that Equipment will be increased 100 percent for each additional shift regularly using the Equipment.

9. If the Equipment becomes obsolete because components to complete the repair are no longer available, ACCO BRANDS will refund the remaining prorated portion of the Agreement to the Customer.

10. All applicable federal, state and local taxes (except taxes based on income) shall be borne by the Customer when and if levied on the services performed hereunder.

11. This Agreement shall constitute the entire agreement between the Customer and ACCO BRANDS irrespective of inconsistent or additional terms and conditions in the Customer's purchase order or other documentation. Any alteration or additions to the terms and conditions of this Agreement as enumerated and printed herein, shall not be binding on ACCO BRANDS unless the Agreement as altered shall have been approved in writing by an officer of ACCO BRANDS.

12. **CUSTOMER AGREES THAT ACCO BRANDS SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OR ANY LOSS OF BUSINESS HOWEVER CAUSED NOTWITHSTANDING ADVICE TO ACCO BRANDS OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES RESULTING FROM THE IMPROPER FUNCTIONING OF THE COVERED EQUIPMENT.** No action arising out of this Agreement or services performed hereunder may be brought by either party more than one (1) year after the cause of action has accrued.

13. **In cases when ACCO BRAND's standard insurance certificate does not meet Customer's insurance requirements, all insurance (including any landlord's insurance requirements) required from ACCO BRANDS, must be specified at the signing of this Agreement, agreed to in writing by ACCO BRANDS, and attached to this Agreement. The attachment must be affirmatively indicated on the front side of this Agreement.**

AGREEMENT COVERAGE

Three - Point

- Toll-Free number to call in for service.
- Four (4) business hour phone response from Technician.
- Two business day on-site service.
- Unlimited parts, labor, and Travel.

BILLING INFORMATION

Remit to address:

ACCO Brands USA LLC
PO Box 718716
CHICAGO IL 60677

SCHOOL CONTRACT – SPEECH LANGUAGE PATHOLOGY SERVICES

This Agreement ("Agreement") is entered into as of August 10, 2026 ("Effective Date"), by and between Clear Path Pediatric Therapy LLC ("Company"), located at 4819 E. Trindle Road, Mechanicsburg, Pennsylvania 17050, and Derry Township School District ("School"), located at 30 E Granada Ave #200, Hershey, Pennsylvania 17033.

WHEREAS, School desires to obtain supplemental speech-language pathology services; and

WHEREAS, Company provides qualified speech-language pathology professionals to educational organizations;

NOW, THEREFORE, the Parties agree as follows:

1. ARTICLE 1: TERM OF AGREEMENT AND SERVICES

Company shall provide one (1) qualified Speech-Language Pathologist ("Provider") to deliver Speech-Language Pathology services to School. Services shall commence on August 17, 2026, and are anticipated to continue through October 2026 (the "Term"). The specific end date will remain flexible and will be determined based on the start date of the Provider's subsequent placement. Company shall provide School with notice of the final end date as soon as that date is known.

Provider shall be assigned to School on a full-time basis, consisting of five (5) days per week and approximately thirty-five (35) to forty (40) hours per week, consistent with School's operational needs and academic calendar. Billable services may include both direct student services and reasonable indirect services necessary to support the provision of Speech-Language Pathology services, including documentation, report writing, evaluation-related activities, consultation, care coordination, and other appropriate professional responsibilities. Indirect services may be completed outside of School's regular operating hours when appropriate, provided that the total hours billed do not exceed the agreed-upon weekly hours and that the time billed is reasonable and proportionate to the work performed.

This Agreement may be terminated: (a) immediately by either party upon written notice of a material breach by the other party; or (b) by either party without cause upon sixty (60) days' prior written notice.

Services shall be provided in accordance with all applicable federal, state, and local laws, regulations, and professional standards governing the provision of Speech-Language Pathology services.

2. ARTICLE 2: SERVICES DEFINED

For purposes of this Agreement, "Speech-Language Services" shall include professional speech-language pathology services provided by Provider within the educational setting and consistent with applicable federal and state laws, regulations, licensure requirements, and professional standards.

Speech-Language Services may include, but are not limited to, the following:

2.1. Screening, assessment, evaluation, diagnosis, and treatment of speech, language, communication, voice, fluency, swallowing, and related disorders.
2.2. Development, implementation, and monitoring of individualized treatment plans, therapy programs, and interventions designed to address students' educational and communication needs.
2.3. Preparation, maintenance, and completion of required documentation, reports, treatment notes, progress monitoring, Medicaid billing documentation (if applicable), and other records required by School, state, or federal regulations.
2.4. Preparation of therapy materials, instructional resources, and other items necessary to provide services and support student progress.
2.5. Participation in the evaluation, eligibility determination, development, implementation, review, and revision of Individualized Education Programs (IEPs), Section 504 Plans, and other student support plans, as applicable.
2.6. Preparation of evaluation reports, progress reports, present levels of performance, speech-language goals and objectives, and other educationally required documentation.
2.7. Attendance and participation in IEP meetings, multidisciplinary team meetings, eligibility meetings, parent conferences, manifestation determination meetings, and other meetings related to student services, as requested by School.
2.8. Consultation and collaboration with teachers, administrators, related service providers, paraprofessionals, families, and other individuals involved in supporting students.
2.9. Communication with parents, guardians, School personnel, and outside providers, as appropriate and authorized by School.
2.10. Scheduling, coordinating, and facilitating speech-language-related meetings, evaluations, and service delivery activities.
2.11. Supervision, mentorship, and oversight of speech-language pathology assistants, clinical fellows, students, or other personnel, when permitted by law and assigned by School.
2.12. Participation in IEP meetings and educational planning activities for students whose primary disability category is not speech or language impairment when such participation is requested by School and falls within the Provider's professional scope of practice.
2.13. Such other duties, responsibilities, and professional activities that are reasonably related to the provision of speech-language pathology services within

the educational setting and are consistent with the Provider's licensure, certification, and scope of practice.

3. ARTICLE 3: COMPENSATION

3.1. School shall compensate Company at the rate of ninety-five dollars ($95.00) per hour for all authorized Speech-Language Services provided under this Agreement, including both direct and indirect services performed by Provider in accordance with Article 2.

3.2. Company shall submit invoices to School on a monthly basis. School shall remit payment in full within thirty (30) calendar days of receipt of each invoice.

3.3. Any invoice not paid within thirty (30) calendar days of receipt shall be considered past due. Company reserves the right to assess a late fee of ten percent (10%) of the outstanding balance on overdue invoices. In addition, Company may suspend services upon written notice if any invoice remains unpaid for more than sixty (60) days.

3.4. School shall be responsible for payment of all services provided by Provider during the Term of this Agreement, including services rendered prior to termination of this Agreement.

3.5. The hourly rate includes compensation for all professional duties reasonably related to service delivery, including documentation, meetings, evaluations, consultation, planning, and report writing.

3.6. If services vary from the anticipated schedule due to illness, professional meetings, inclement weather, school closures, or additional hours approved by School, appropriate adjustments shall be reflected in subsequent invoicing.

3.7. All amounts payable under this Agreement shall be paid directly to Company. Payments shall be made payable to:

Clear Path Pediatric Therapy LLC
4819 E. Trindle Road
Mechanicsburg, PA 17050

or to such other address or payment method as Company may designate in writing.

4. ARTICLE 4: RESPONSIBILITIES OF COMPANY

4.1. Company shall provide Speech-Language Services to a standard of quality typical of professionals in the speech-language industry.

4.2. Company shall perform its duties and responsibilities under this Agreement with commercially reasonable best efforts.

4.3. Company shall provide supervision/mentorship of Provider employed by Company.

4.4. Company shall maintain professional liability and general liability insurance with minimum limits of $1,000,000 per occurrence and $3,000,000 aggregate.

4.5. Company shall remain solely responsible for wages, benefits, payroll taxes, workers' compensation, unemployment compensation, and all other employer obligations relating to its personnel.

5. ARTICLE 5: RESPONSIBILITIES OF SCHOOL

5.1. School shall provide reasonable access to facilities, equipment, technology, student records, documentation systems, and information necessary for Provider to perform Services.

5.2. School shall provide timely orientation and training regarding district-specific systems, procedures, documentation requirements, compliance expectations, and workflows necessary for Company Personnel to perform Services.

5.3. School shall maintain responsibility for student programming, educational decision-making, IEP implementation, and compliance with all applicable federal, state, and local educational laws and regulations.

5.4. School shall provide a safe, appropriate, private, and professional work environment that allows Provider to conduct evaluations, therapy sessions, documentation, meetings, and other professional activities in accordance with applicable privacy and professional standards.

5.6. School shall promptly notify Company of any incident, complaint, concern, investigation, injury, or issue involving Company Personnel and shall provide relevant information reasonably necessary for Company to respond appropriately.

5.7. School shall provide timely access to all documentation systems, electronic platforms, records, technology, forms, and training necessary for Company Personnel to perform Services. Company Personnel shall not be responsible for compliance with district-specific systems, procedures, or documentation requirements until appropriate access and training have been provided.

5.8. School shall provide all assessment materials, screening tools, therapy materials, district forms, curriculum resources, technology, software, student records, and other resources reasonably necessary for Company Personnel to perform Services and fulfill all responsibilities required under this Agreement.

5.9. School acknowledges that Company Personnel shall not be responsible for purchasing, supplying, or maintaining district-required assessment materials, screening tools, therapy materials, technology, software, subscriptions, or other resources necessary for service delivery unless otherwise agreed upon in writing by the Parties.

5.10. School agrees to collaborate with Company to maintain a reasonable and sustainable workload that allows Provider to fulfill their service, documentation, evaluation, compliance, and meeting responsibilities during scheduled work hours. If workload demands exceed reasonable capacity, the Parties agree to work

collaboratively to implement reasonable adjustments to assignments, schedules, staffing levels, or other workload factors.

6. ARTICLE 6: INDEPENDENT CONTRACTOR RELATIONSHIP

6.1. Company is an independent contractor. No employee, contractor, or representative of Company shall be deemed an employee of School.

6.2. Neither Party shall have authority to bind the other except as expressly provided herein.

6.3. During the Term of this Agreement and for a period of two (2) years following termination, School shall not directly employ, contract with, or otherwise engage any employee or contractor introduced through Company without Company's prior written consent.

7. ARTICLE 7: GENERAL TERMS

7.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one signed agreement between the Parties. Signatures may be transmitted by facsimile or a scanned copy and shall be deemed original.

7.2. This Agreement, including all schedules and exhibits that are incorporated herein by reference, contains the entire agreement of the Parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements, and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended, except by an agreement in writing signed by authorized representatives of both Parties.

7.3. Company shall indemnify and hold harmless School from claims arising from the negligent acts or omissions of Company or its personnel.

7.4. School shall indemnify and hold harmless Company from claims arising from the negligent acts or omissions of School or its personnel.

7.5. Nothing herein shall be construed as a waiver of governmental or sovereign immunity available to School under applicable law.

7.6. No amendment shall be effective unless made in writing and signed by both Parties.

7.7. If any provision of this Agreement is determined to be unenforceable, the remaining provisions shall remain in full force and effect.

7.8. This Agreement may be executed in counterparts and by electronic signature.

7.9. Company agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, Company reserves the right to notify School in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation. In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will

not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

7.10. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the Court of Common Pleas of York County, Pennsylvania and the Parties hereby irrevocably submit to the personal jurisdiction of said court and waive all defenses thereto. The Parties further agree to waive the right to a jury trial in connection with any such legal proceeding.

7.11. Neither Company nor School will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other Party may incur or experience in connection with this Agreement or the services provided, however caused, even if such Party has been advised of the possibility of such damages.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Stacy L. Winslow — 8/11/26

Authorized Signature for the School/District — Date

Megan Dennae, M.S., CCC-SLP
Clear Path Pediatric Therapy LLC — Date

Eaton UPS Service Quote: W251684852Q1
Quote Date: 8/20/2026
Quote valid for 30 **days**

Brei Bax,
Eaton Corporation
7 Chelsea Parkway
Boothwyn, PA 19061
484-624-9793
Email: breibax@eaton.com

Prepared For:	**For Covered Equipment at Site:**
Phil Ayala, DERRY TOWNSHIP SCHOOL DISTRICT 30 EAST GRANADA AVE HERSHEY, PA 17033 717-534-2501 ext 3232 Email: payala@hershey.k12.pa.us	Phil Ayala, DERRY TOWNSHIP SCHOOL DISTRICT 30 EAST GRANADA AVE HERSHEY, PA 17033 717-534-2501 ext 3232 Email: payala@hershey.k12.pa.us Contract Contact: Phil Ayala,

We are pleased to provide the following services proposal for your power quality equipment.

Quantity (1), Eaton 93E-20-30, Serial Number: BH125LXX06
Battery Type: VRLA Sealed, Qty (108 Internal)
Battery Date Code: 2023

Eaton Flex Service Plan:

- Corrective Maintenance, 7x24
- Parts & Labor Coverage Included*
  *Battery, Capacitor, and Fan replacement excluded from parts coverage
- Guaranteed 8 Hour On-Site Emergency Response Time
- Qty (1) UPS Preventive Maintenance per year, (7x24)
  - Internal batteries are tested during UPS Preventative Maintenance
- EOSL Status: Moving to Best Effort on Jan 1, 2033

Coverage Start Date: 10/26/2026 Coverage End Date: 10/25/2027

Renewal Price $4,263.60

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at Eaton.com/UPSservices

Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation. Eaton Corporation cannot be held liable, and Buyer shall not be entitled to any damages and/or indemnifications, in case Eaton Corporation is prevented, hindered or delayed from or in performing any of its obligations resulting from the impact of the outbreak of COVID-19 for reasons not attributable to Eaton Corporation.

- **Supporting Documents: T-0, X-1, R-2, R-30, R-10**
- Contract Payment Terms: Net 30 days, Billing Cycle: Payment Upfront
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below. Return all attachments with purchase order to: Brei Bax, breibax@eaton.com ; tel: 484-624-9793
- Make Payments to: Eaton Corporation, 29085 Network Place, Chicago, IL 60673-1290

Accepted By:	Name	Title	Date	Purchase Order Number
		Board President	October 5, 2026	
Print Name:	Lindsay K. Drew			

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at Eaton.com/UPSservices

Electronics Preventive Maintenance (UPS Power Module, PDU, Flywheel, LCM)
Scope of Work
Attachment R-2

This scope of work is shared by the following power quality equipment types: **Eaton UPS, PDU/PDR/RPP/STS, Vycon Flywheel, Lithium Communicator Module (LCM) and Non-Eaton equipment (MVS)**. Note the applicable features vary by type of equipment being contracted and additional scopes of work may be required.

The following is an outline of general checks performed during an Eaton® Preventive Maintenance of the Eaton UPS Power Module normally performed by Eaton field service personnel. All checks are designed to be performed during offline operation, in the bypass mode. All checks or processes may not be applicable to all equipment types or models.

1. **Visual Inspection**
   - **a.** Inspect all printed circuit board connections for cleanliness, swab contacts if necessary.
   - **b.** Inspect all power connections for signs of overheating
   - **c.** Inspect all subassemblies for signs of component defects or stress
   - **d.** Inspect all DC capacitors for signs of leakage
   - **e.** Inspect all AC capacitors for signs of leakage
   - **f.** Inspect and inventory all customer-owned spare parts
   - **g.** Inspect for, and perform as required, any open engineering changes
   - **h.** If work is completed under a PowerTrust™ Ultra contract, inspect battery monitoring system

2. **Internal Operating Parameters**
   - **a.** DC Ground Detection Offset (if applicable)
   - **b.** Inverter leg current average balance (if applicable)
   - **c.** Output filter current average phase balance (if applicable)
   - **d.** Rectifier bridge current average leg balance (if applicable)
   - **e.** AC Protection settings are checked
   - **f.** DC Protection settings are checked
   - **g.** Input and Output Frequency and Voltage Bandwidth settings are checked
   - **h.** Verify AC and DC filter capacitance
   - **i.** Verify AC tank and trap filter capacitance (if applicable)
   - **j.** Verify Power Supply voltages
   - **k.** Update UPS firmware as necessary with customer approval (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)
   - **l.** Evaluate Field Service Bulletins (FSBs) for potential updates (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)

3. **External Operating Parameters**
    a. System Input and Output Voltages (all phases)
    b. System Input and Output Currents (all phases)
    c. DC Charging Voltages (float and equalize), record settings, adjust to nominal
    d. Rectifier phase on and walk up
    e. Inverter phase on and walk up
    f. Adjust all panel meters to measured values
    g. System Bypass Voltages (all phases)
    h. Manual and UV Transfer Testing, verify uninterrupted transfer waveform (if applicable)
    i. Outage simulation, and battery capability testing, and verify charger current limit
    j. Generator operation and interface verification (if applicable)

4. **Environmental Parameters**
    a. UPS area ambient temperature and condition of ventilating equipment
    b. General Cleanliness of UPS Power Module
    c. General Cleanliness of UPS area
    d. Replace air filters as applicable and necessary (parts if required are included at no charge under service agreements with full parts coverage, otherwise billable)
    e. Clean outside of UPS including control/display panel
    f. Flywheel only: Drain oil and change oil and filters (NOTE: One (1) oil and filter change per year)

5. **Battery Cabinet Checks**
    a. General appearance of Battery System (all types)
    b. General cleanliness of Battery System area (all types)
    c. Inspect cells for physical abnormalities
    d. Inspect all DC connections for abnormalities
    e. Battery System area ambient temperature and condition of ventilating equipment
    f. For internal batteries only measure and record:
        i. Overall battery float voltage
        ii. Charger output current and voltage
        iii. Negative terminal temperature of one cell/battery per battery cabinet shelf or rack tier
        iv. Momentary load testing of cells < 100 watts (e.g. 9E, 9x55, **not** 9330)

6. **Lithium Communicator Module (LCM), if under Flex contract coverage**
    a. Inspect and verify LCM data logging, functional test and integration to lithium battery cabinet(s)
    b. Download LCM data for storage in Eaton cloud application for customer reporting

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7. **Monitoring System Parameters**
    - **a.** Alarm archive review and printing
    - **b.** Alarm lamp test-local and remote (if applicable)
    - **c.** Replace all open monitor bulbs
    - **d.** If work is completed under a PowerTrust Ultra contract, inspect battery monitoring system
    - **e.** Review Battery Test in history (if applicable)
    - **f.** Update connectivity card firmware as necessary

8. **General**
    - **a.** Customer Consultation
    - **b.** Verbal Recommendations
    - **c.** General Observations

Following the Preventive Maintenance inspection, a written report will be provided detailing the results of the inspection, and making specific recommendations toward future remedial action, upgrades, or sparing.

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Eaton Ancillary Device Parts and Labor Coverage
Scope of Work
Attachment R-10

If Customer has purchased Corrective Maintenance Coverage for the UPS "Power Module" and ancillary devices are directly connected to the covered equipment, parts and labor coverage may extend to the ancillary device based on the device type. "Directly connected" is defined as electronically controlled or interfaced to a Power Module. Ancillary devices may be eligible for optionally purchased parts and labor coverage.

Regardless of ancillary device parts and labor coverage, preventive maintenance of these ancillary devices is limited to inspection and testing via an optionally purchased UPS Power Module (or other device) preventive maintenance scope of work. There shall be no separate field activity report beyond the relevant comments from the UPS preventive maintenance report (FAR).

Covered ancillary device types (if connected to covered equipment, these devices assume parts and labor coverage of covered equipment):

- SBM (System Bypass Module), which includes UL 1778 "Uninterruptible Power Systems" version – Ancillary coverage includes static switch but only if parts and labor coverage is purchased on all associated UPS modules
- SSBM (Switchboard System Bypass Module), which includes UL 891 "Switchboards" version or UL1558 "Metal-Enclosed Low-Voltage Power Circuit Breaker Switchgear" version – Ancillary coverage includes static switch but only if parts and labor coverage is purchased on all associated UPS modules
- MBP – Maintenance Bypass Panel
- IAC – Integrated Accessories Cabinet
- Remote monitor panel
- Hot Tie
- Parallel cabinet
- Battery cabinet and battery breakers (excludes battery jars, cells or battery parts)

Covered components within covered ancillary devices shall include the electronic control portion designed and built by Eaton (Powerware series) for metering, monitoring, and controls for transferring of loads. Items covered include logic boards, power supplies, relays, and control circuitry, SSBM displays, Hot-Tie Display and programmable logic controllers (PLC).

Excluded components within covered ancillary devices shall be: circuit breakers, power quality metering, transient voltage surge suppressors (TVSS), metering and switches, non-UPS operation related control circuitry, non-UPS operation related programmable logic controllers (PLC).

Excluded ancillary device types (parts and labor coverage may be optionally purchased):

- Batteries (EBM, EBC)
- Battery Monitoring Systems
- Lithium Communicator Module (LCM)
- IDC – Integrated Distribution Cabinet
- Switchgear (coverage not available for purchase)
- Standalone STS – Static Transfer Switch device (e.g., Cyberex Switch)

- PDU – Power Distribution Unit
- PDR – Power Distribution Rack
- RPP – Remote power Panel
- EMS-UGK
- Battery Disconnect Circuit Breaker
- Flywheel
- ATS/MTS – Automatic or Manual Transfer Switch
- TVSS – Transient Voltage Surge Suppressor
- PFC – Power Factor Correction
- ePDU
- Racks and cabinets
- Software (e.g., Foreseer)
- SCADA System
- IR Camera

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Eaton UPS Flex Onsite Service Parts and Labor Coverage
Scope of Work
Attachment R-30

This scope of work is shared by the power quality equipment types listed in the below table. Note the applicable features vary by type of equipment being contracted and additional scopes of work may be required. All checks or processes may not be applicable to all equipment types or models.

Equipment Type	Electronics Corrective Maintenance Coverage	Battery Corrective Maintenance Coverage	Tech Support
Eaton 3 Phase UPS	Yes	No	Yes
Eaton 1 Phase UPS	Yes	Yes	Yes
PDU/PDR/RPP/STS	Yes	No	Yes
Flywheel	Yes	No	Yes
Non-Eaton equipment (MVS)	Yes	No	Yes
Lithium Communicator Module (LCM)	Yes	No	Yes

If optionally purchased by Customer within the first three (3) years of a Eaton® 3 Phase UPS installation date (first startup) OR,

If optionally purchased by Customer in conjunction with one or more annual on-site UPS Power Module Preventive Maintenance SOW R-2 of the same duration, Contractor will provide:

Electronics Corrective Maintenance Coverage: Inspection and repair of the electronic portion of the UPS (or other equipment type), or "Power Module" shall be performed as needed during the contracted period of maintenance at no extra charge to Purchaser. Remedial maintenance provided by Contractor shall include, and be expressly limited to, maintenance to the Power Module, travel expenses, all necessary parts replacement, adjustments and repairs. If the Purchaser maintains Eaton spare parts at the maintenance site, Contractor may, at its option, use those spare parts in the performance of Corrective Maintenance and shall replace the spare parts, which it so uses, at no cost to the Purchaser. **Exclusions:** certain wear parts are excluded from electronics corrective coverage including batteries and full capacitor replacement. All Corrective Maintenance to Battery System, if any, will be in accordance with battery manufacturers' warranty or separate agreement, if any. For Flywheel coverage: any failure due to lack of recommended bearing replacement, vacuum pump replacement (or "major maintenance" per manufacturer recommendation) will not be included under corrective maintenance coverage and will be billable at current time and material rates. Eaton 9390 and 9395 UPS models have a special policy on capacitor replacements: DC link capacitors are eligible for inspection and repair at no extra charge (excludes AC and Battery capacitors). In the 9390 and 9395 models, only the AC input/output and Battery capacitors will be recommended for replacement cycles (rated life of five (5) years).

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1. **Battery Corrective Maintenance Coverage (Limited to 1 Phase UPS Models, 9155 UPS and BladeUPS):** Inspection and repair of the internal battery portion of the UPS (or other equipment type), or “Internal Battery” shall be performed as needed during the contracted period of maintenance at no extra charge to Purchaser. Remedial maintenance provided by Contractor shall include, and be expressly limited to, maintenance to the Internal Battery, travel expenses, all necessary parts replacement, adjustments and repairs. External battery coverage, if applicable, must be purchased separately if external batteries or battery cabinets exist.

2. **7x24 Technical Support:** technical support via telephone or email to Contractor shall be available to answer product or support questions.

The Purchaser shall, from the commencement date of the Service Agreement, maintain the UPS Power Module in accordance with the published operating specifications for the Power Module at the time of purchase. The Purchaser shall, unless otherwise specified in the Service Agreement, maintain the Battery System in strict accordance with the Battery System manufacturer’s recommended maintenance guidelines.

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EATON CORPORATION
UPS SERVICES – TERMS AND CONDITIONS (T-0)

TERMS AND CONDITIONS: These terms and conditions, the quotation and Scope(s) of Work (the "Agreement"), are the final expression of the contract for the sale of UPS services by Eaton Corporation and its affiliates and wholly owned subsidiaries ("Contractor"), and supersede all prior terms, quotations, statements(s) of work, purchase orders, correspondence or communications whether written or oral between Eaton Corporation and the customer. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY CUSTOMER (THE "CUSTOMER"), ARE REJECTED UNLESS EXPRESSLY AGREED TO IN WRITING BY CONTRACTOR.

1. DEFINITIONS: The terms listed below shall have the following meanings:
"Battery" is the electric storage portion of a UPS.
"Covered Equipment" is the equipment as listed on the quote.
"CPM" is the Contracted Period of Maintenance or Hours of Service.
"Drop Ship Items" are capacitors, fans, equipment upgrades (modifications), batteries, battery monitoring systems, battery containment, battery materials, racks and cabinets.
"Emergency Service" is all services provided on an as needed basis that is not scheduled in advance.
"PCS" is Pre-Contract Survey inspection.
"Power Module" is the electronic portion of a UPS or other power quality device.
"Scope of Work" is the services, procedures, methods, exclusions and coverage as purchased by the Customer
"Service" is the installation, maintenance (including Preventive Maintenance as defined in Scope of Work Attachment R-2), repair, inspection, adjustment, and remote monitoring services (including the PredictPulse Service as defined in Scope of Work, Attachment R-32, R-36 or R-37) performed on the Covered Equipment by Contractor or otherwise provided by Contractor in connection with the Covered Equipment.
"UPS" is an Uninterruptible Power Supply which is comprised of the Power Module and Batteries.

2. ELIGIBILITY: All Covered Equipment that has a lapse in Service or warranty coverage greater than ninety (90) days is subject to a PCS prior to eligibility for Service under this Agreement. Customer will be charged at Contractor's current Time and Material Service Rate Schedule (Exhibit 1-PCS and Attachment X-1). A list of the equipment requiring a PCS will be incorporated into this Agreement.

3. HOURS OF SERVICE: Contractor will provide scheduled and emergency services portal-to-portal 8:00AM to 5:00 PM Monday-Friday ("5X8 Service") excluding all observed holidays. The Customer may purchase extended hours of scheduled and Emergency Service coverage ("7x24 Service") including Emergency Service being provided on public holidays (5 U.S.C. 6103). Scheduled services are not available on observed holidays.

4. ON-SITE RESPONSE TIME: Upon Service request the Contractor will arrive at the location of the Covered Equipment the next business day. If purchased by Customer and the Covered Equipment is located within one hundred (100) miles of a Contractor service location, Contractor will arrive at location of Covered Equipment within eight (8), four (4) or two (2) CPM hours. Response time does not include battery replacement service.

5. LABOR AND MATERIAL RATES: Customer shall be billed at Contractor's current Time and Material Rate Schedule (Attachment X-1) for Service purchased outside the Scope(s) of Work. This excludes any flat-rate quoted by Contractor representative.

6. ENGINEERING CHANGES: All engineering changes deemed necessary by Contractor will be installed during scheduled Service visits during the CPM. Any engineering changes deemed optional by Contractor will be offered to Customer on an as-available, per charge basis.

7. CUSTOMER'S RESPONSIBILITY:
A. Communication and Scheduling - Customer shall contact Contractor's Customer Reliability Center (1-800-843-9433) to schedule all Service and other requests. Preventive Maintenance or Services is deemed fulfilled if (i) the Customer fails to schedule or (ii) does not permit Service to be completed within ninety (90) days of the scheduled service date.

B. Movement - If Covered Equipment is moved to another location within the United States, Service coverage will continue at Contractors option if: (i) Customer notifies Contractor in writing at least thirty (30) days in advance of power-down of Covered Equipment and, (ii) Contractor supervises the power-down, disconnection, rigging, packing, movement, unpacking, reinstallation and re-start of the Covered Equipment and Customer will be charged at current Time and Material Service Rate Schedule.

C. Escort - During the provision of Service, Customer will have a representative present at Service site at no cost to the Contractor.

D. Access - Customer shall grant unobstructed access to the Covered Equipment to be serviced, as well as adequate working space in the immediate vicinity as may be required for the Contractor to perform Services. Prior to a site visit, the Customer and

Contractor must agree on site access requirement costs. These costs will be invoiced by the Contractor following completion of Services.

8. TERM AND TERMINATION: The initial term of this Agreement shall be the service period defined on the applicable quote. Following the expiration of the initial term, this Agreement shall automatically renew for successive twelve (12) month periods. Contractor will provide notice of updated pricing prior to the expiration of the initial term or any subsequent renewal term. Customer or Contractor may terminate this Agreement at any time upon thirty (30) days written notice to the other, subject to Section 16.

9. BATTERIES AND DROP SHIP ITEMS: Prices stated in a quote do not include installation, freight, and handling charges unless these items are listed and priced in the quote. Prices stated in a quote are F.O.B. factory (unless otherwise stated) and title and risk of loss to each article sold by Contractor to Customer shall pass to Customer upon delivery at the F.O.B. point.

Shipment estimates are after receipt of Customer's purchase order. If approval of drawings are required, then shipment estimates are after receipt of written approval. If the Customer cannot accept delivery of batteries, Customer will arrange for storage. Contractor is not be liable or responsible for any damages or loss for delay or default in delivery due to force majeure. Customer may not cancel its purchase order because of such delays.

Customer may cancel its purchase order with prior written notice to Contractor subject to cancellation charges for capacitors, fans, equipment upgrades (modifications), batteries and Drop Ship Items as follows: (i) between 0-30 days prior to shipment, 100% of the total invoice, and (ii) greater than 30 days prior to shipment, 50% of the total invoice. Changes made to an order may be subject to increase or decrease in purchase order amount, change order charges, and changes in schedule date. Customer is responsible for return freight charges related to cancellation.

10. END OF SERVICE LIFE ("EOSL"): Contractor may designate a Power Module as "End of Service Life" which means limited parts are available and Service will be provided on a best efforts basis. This designation will be indicated on the quote for Service renewal and will serve as Contractor's notice of limited service support and its recommendation to replace or decommission the Power Module. If Contractor cannot perform or complete a covered repair, Contractor may terminate coverage subject to Section 8. Customer may request a pro-rated refund for the terminated portion of this Agreement, subject to Section 16.

11. INSURANCE: During the term of this Agreement, Contractor, at its own cost and expense, shall maintain in full force and effect the following insurance with sound and reputable insurers: (i) worker's compensation insurance in accordance with the statutory requirements of the state where the Service is to be performed; (ii) automobile liability insurance on all motor vehicles licensed for highway use, both owned and non-owned; and (iii) commercial general liability insurance for bodily injury and property damage.

12. WARRANTY: Contractor shall perform all Service in a professional and workmanlike manner. Contractor warrants repairing or replacing defective parts or materials and correcting defective workmanship reported to Contractor and/or diagnosed by Contractor's personnel during the term of this Agreement. Contractor warrants its corrective maintenance per the scope of work and replacement parts to be free from defects in material and workmanship for the term of this Agreement or for a period of ninety (90) days from the completion date of the repair or replacement of parts or materials, whichever is longer. In the event the parts or materials fail to meet published specifications due to a defect in parts or materials or workmanship covered by this Warranty, Contractor, at its discretion, will repair or replace the warranted parts or materials at no cost to Customer. This Warranty shall not apply to any Power Module and/or Battery that has been: (i) subject to damage caused by accident, fire, flood, lightning, vandalism, acts of God, Customer's neglect, misuse, misapplication, incorrect connection or external damage; (ii) subject to repair or alteration by Customer (or a third party) not authorized by Contractor in writing; or (iii) moved without thirty (30) days' notice to Contractor. Contractor reserves the right to supervise the move. THIS WARRANTY IS EXCLUSIVE EXCEPT FOR WARRANTY OF TITLE. CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CORRECTION OF NON-CONFORMITIES IN THE MANNER AND FOR THE PERIOD OF TIME PROVIDED ABOVE SHALL CONSTITUTE CONTRACTOR'S SOLE LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDY FOR FAILURE OF CONTRACTOR TO MEET ITS WARRANTY OBLIGATIONS, WHETHER CLAIMS OF CUSTOMER ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE. Parts or materials supplied, but not manufactured by Contractor, are warranted solely by the manufacturer. Contractor's obligation under this Warranty is conditioned upon receipt of all payments due from Customer.

13. ASSIGNMENT: Neither party shall assign this Agreement or any of its rights and interests without the prior written consent of the other party. Upon written notice to the other party, either party may assign this Agreement or any of its rights and interests to: (i) any parent, subsidiary, affiliated or successor corporation; or the purchaser of any of these entities; (ii) any corporation to which the party has sold all or substantially all of its assets (including the purchaser of any of the party's subsidiaries); or (iii) any corporation or legal entity with which the party may merge or consolidate.

14. INDEMNITY: Contractor shall defend, indemnify and hold harmless Customer, its officers, employees and agents (Indemnified Parties), from and against any and all claims, causes of action or suits brought against the Indemnified Parties to the extent they result directly from (1) bodily injury to or death of any person or damage to or destruction of any property caused by the negligent acts or willful misconduct of Contractor, its agents or employees, and (2) any violation of federal or state law,

regulation, order, rule or of any other governmental authority having jurisdiction by Contractor, its employees or agents, while Contractor is performing work on site. The Indemnified Party shall cooperate in a reasonable manner to provide information and access to personnel related to the defense of any indemnified claim.

15. LIABILITY: The remedies of the Customer set forth in this Agreement are exclusive and are its sole remedies for any failure of Contractor to comply with its obligations hereunder. IN NO EVENT SHALL CONTRACTOR OR CUSTOMER, OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS BE LIABLE TO THE OTHER FOR ANY AND ALL CLAIMS ARISING OUT OF (A) DAMAGE TO PROPERTY OR EQUIPMENT, OTHER THAN DIRECT DAMAGES TO EQUIPMENT SOLD OR SERVICED HEREUNDER, OR (B) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, DELAY DAMAGES, LOST PROFITS OR REVENUE, LOSS OF DATA, LOSS OF USE OR LOST OPPORTUNITY THAT RESULT FROM OR IN CONNECTION WITH ANY CLAIM(S) OR CAUSE(S) OF ACTION, WHETHER BROUGHT IN CONTRACT OR IN TORT, EVEN IF CONTRACTOR OR CUSTOMER KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. WITH THE EXCEPTION OF THIRD PARTY CLAIMS FOR BODILY INJURY, PROPERTY DAMAGE DEATH, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE TOTAL CUMULATIVE LIABILITY OF CONTRACTOR ARISING FROM OR RELATED TO THIS AGREEMENT WHETHER THE CLAIMS ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, SHALL NOT EXCEED THE PRICE OF THE PRODUCT OR SERVICES ON WHICH SUCH LIABILITY IS BASED.

16. PAYMENT: All payments are due net thirty (30) days in full from the date of invoice, unless otherwise mutually agreed upon in writing. Customer shall be invoiced for, and shall pay for, all Service not expressly provided for by the terms, such as site calls involving no-fault found inspections where no corrective maintenance was required. Contractor reserves the right to refuse to provide any further Service until all due payments have been received. In the event of an early termination: i) Customer is liable for any Service performed prior to the effective date of termination; and (ii) Contractor, at its discretion, will provide a credit against any advance payments received as follows: a) for fixed-rate Agreements, a pro-rated amount based on the terminated portion of the fixed-price fee due Contractor; or b) for any new work outside of the Services provided in this Agreement, an amount based on the difference between the amount paid by Customer prior to the effective date of early termination and the actual cost of Service completed (including emergency repair calls) by Contractor prior to the effective date of early termination, or c) for pre-paid multi-year contracts if Customer terminates the Agreement partway through the Agreement term, Customer will be entitled to a refund of the unused portion of the contract MINUS the applied discount for the pre-payment.

17. TAX: Contractor's price is exclusive of any applicable tax. All orders will be subject to applicable sales tax unless a current tax exemption certificate is on file with Contractor covering the state where Covered Equipment under this Agreement is located.

18. PARTS: Unless otherwise agreed to by the parties in writing, all parts removed for replacement shall be Contractor's property. Parts used from Customer-owned spare parts kit shall be replaced by Contractor at no cost. Replacement parts shall be new or of the same quality as new.

19. FORCE MAJEURE: Seller shall not be liable for failure to perform or delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority or of the Customer, riot, embargo, fuel or energy shortage, car shortage, wrecks or delays in transportation, or due to any other cause beyond Contractor's reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

20. CHOICE OF LAW: This Agreement shall be construed in accordance with and governed by the laws of the State of Ohio, or in the jurisdiction where the Service has been performed.

21. MODIFICATION OR WAIVER: The terms and conditions of this Agreement cannot be modified or waived except by a writing signed by the parties and waiver by Contractor or Customer of any provision in any one instance shall not constitute a waiver as to any other instance. If a provision of this Agreement is invalidated for any reason, this Agreement remains binding except for such invalid provision.

22. Cybersecurity: Contractor is not responsible for a breach of data or electronic system security caused by any third party equipment or modification made to a Product other than by Contractor, including, but not limited to, a system intrusion or interference, virus or malicious code attack, loss of data, data theft, misuse, unauthorized access to confidential, personal, and sensitive information and/or nonpublic personal information, hacking incident or any acts of data ransom, caused by any third-party equipment, modification made to a Product other than by Contractor, or failure by Customer to comply with Eaton Assemblies Cybersecurity Hardening Guidelines at www.eaton.com/assemblies-security (the "Cybersecurity Guidelines"). Contractor may revise the Cybersecurity Guidelines at any time without prior notice. Customer is responsible for obtaining (at Customer's expense) assurances from third-party suppliers with respect to cybersecurity for third party equipment. As a condition of use and/or resale, Customer shall direct all users of the Products purchased to access the applicable accompanying Eaton End User License Agreement (EULA) and the Cybersecurity Guidelines at www.eaton.com/assemblies-security, all of which are subject to change in terms and practices, at Contractor's discretion, at any time.

Eaton is a trademark of Eaton Corporation.

Time and Material Service Rate Schedule
Attachment X-1

The following rate schedule applies to all services rendered on non-contracted and non-warranty equipment and to all services performed on contracted equipment where the service performed is outside the scope of the contracted coverage. Labor rates are based on the actual time of delivery. Specific contract customers may be eligible for discounts on time and material charges.

Portal to Portal Labor per Hour (On-site and Travel Time)

Mon. – Fri., Business Hours (8AM – 5PM)	$389
Mon. – Fri., After Business Hours (5PM – 8AM)	$499
Weekends and Holidays (Saturday 12:01AM – Sunday Midnight)	$625

Minimum Labor Billing

**Minimum value range equal to above rates x hourly minimum*

Equipment below 200kVA, Five day or less response (4-hour min.)	$1,556 to $2,500
Equipment 200kVA and above or Multi Module, Five day or less response (6-hour min.)	$2,334 to $3,750
Equipment 200kVA and above or Multi Module, Two day or less response (8-hour min.)	$3,112 to $5,000

Travel & Living Expenses

Transportation	Mileage included in labor rates
All others (air fare, car rental, tolls, etc.)	Actual
Lodging & Meals	Actual

Calculation of Labor and Mileage Charges: Portal to Portal (travel labor and mileage)

Materials / Spare Parts:

Material / Spare parts	Current List Price
Minimum billing	$200 Domestic $470 International

Parts Expedite Fees

Mon. – Fri., Business Hours (8AM – 5PM)	$200
Mon. – Fri., After Business Hours (5PM – 8AM)	$450
Weekends and Holidays	$700

Freight Expense

Freight – FOB Factory	$135 minimum
Same Day Delivery	$340 plus freight

Depot Repair Labor:

Depot Repair Labor	$200 per hour
Minimum Billing	$200
Expediting Fee	$200

Notes:

1. Seller shall not be responsible for any failure to perform, or delay in performance of its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.
2. Customers should be advised that offshore and marine T&M requests may incur a minimum 18-hour daily labor charge when technicians are unable to return due to customer restrictions (i.e., remote offshore locations with no commercial travel, onboard a ship that has left port, etc.).

INTRADYN™
Archiving and eDiscovery Innovation
An AUAES Company

Created Date	8/13/2026
Expiration Date	9/10/2026
Quote Number	00009673

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

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

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

Quantity	Part Number	Product	Sales Price	Total Price
1	IA10-HW2000-S1	IA10 Standard Support, 1 year - HW2000	$2,530.00	$2,530.00
1	SUP-XXX	Support, Professional Services	$220.96	$220.96

Subtotal	$2,750.96
Total Price	$2,750.96
Grand Total	$2,750.96

Board Approved October 5, 2026

Michelle Agee , School Board Secretary

PLUS SHIPPING AND SALES TAX (IF APPLICABLE)

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

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

TRAINING CONTRACT

PROGRAM	Safe Crisis Management Consultation
DATES	Ongoing
TIMES	TBD
PARTICIPANT #S	
ORGANIZATION/SCHOOL	Derry Township School District
ADDRESS	30 East Granada Ave
CITY, STATE, ZIP	Hershey PA 17033
CONTACT	Chris Grudi
CONTACT TELEPHONE	Work # 717-508-2246 Cell#:
CONTACT EMAIL	cgrudi@hershey.k12.pa.us
JKM INSTRUCTOR	Michelle Stagmer, M.A., M.Ed., BCBA and Christopher Rahn, Ed.D.
PRICING	$1,575/day all inclusive ~~Instructor Expenses Include:~~ • ~~Mileage: $.70/mi (or current federal rate)~~ • ~~Lodging, Airfare, Parking, Rental Car, Fuel, Taxi Service, Tolls (all at actual cost)~~ • ~~Stayover Days: $150/day (applicable only when instructor must stay over the weekend or additional days due to travel)~~

TRAINING LOCATION:				
	x	Same As Above		Different Location – please fill in
LOCATION				
PHYSICAL ADDRESS				
CITY, STATE, ZIP				
ONSITE CONTACT				
CONTACT TELEPHONE	Cell #:		Alternate#:	

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

ORGANIZATION/SCHOOL MUST SUPPLY

SCM Theoretical Training:

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

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

CONTRACT TERMS:

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

CANCELLATION POLICY:

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

FORCE MAJURE:

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

SAFETY IN THE TRAINING POLICY:

- Organization/School is responsible for the occupational health of its participants.
- Organization/School understands that JKM Training, Inc. reserves the right to exclude anyone deemed unsuitable for training on the basis of unprofessional attitude.
- Organization/School shall indemnify, hold harmless and defend JKM Training. Inc. from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, action, fines, penalties, claims or demands of any kind and asserted by or on behalf of any person, entity or governmental authority arising out of or in any way connected with this training contract.

Customer Signature

Lindsay K. Drew, Board President

October 5, 2026

Date

Jennifer Todaro

Director of Programs

September 2, 2026

Date

Please Sign, Date and Return

100 Hotel Road • Hershey, PA • 17033
The Hotel Hershey Main Number • (717) 533-2171
Catering and Conference Services Office Fax • (717) 520-5889

SOCIAL EVENTS AGREEMENT # R0675E

Property Name:	**THE HOTEL HERSHEY**		
Contact Name:	**Jeffrey Macneer**		
Address:	Derry Township School District		
	Hershey, PA 17033		
Phone/Fax:	717.531.2244 ext 1235	**Fax:**	
Email Address:	jmackneer@hershey.k12.pa.us		

Event Type:	**HERSHEY HIGH SCHOOL PROM**		
Event Date:	**Friday, May 21, 2027**		
Booked Date:	Wednesday, July 15, 2026	**Definite Date:**	November 3, 2026
Cancellation Date:			
Revisions:			

I. SERVICES

Hershey Entertainment & Resorts Company, a Pennsylvania corporation with a principal place of business at 27 W. Chocolate Avenue, Hershey, Pennsylvania 17033 ("HE&R") agrees to provide the services set forth in this Agreement (the "Services") to **HERSHEY HIGH SCHOOL PROM** ("Client") subject to the terms and conditions set forth in this Agreement and any applicable Schedule(s). Certain schedules may include additional terms and conditions applicable to specific Services (each a "Schedule"). Schedules shall reference this Agreement, shall be initialed by Client and shall form a part of this Agreement. In the event of a conflict between the provisions of this Agreement and the specific provisions in a Schedule, the provisions in the Schedule shall control.

A. FUNCTION SPACE REQUIREMENT

1. Event Details:

Date	Time	Function	Room	Setup	AGR	Rental
Fri, 05/21/27	3:00 PM - 6:30 PM	Setup	Garden Terrace Ballroom	Round Tables		
Fri, 05/21/27	5:00 PM - 7:00 PM	Photos	Formal Gardens West	Existing Setup		
Fri, 05/21/27	5:00 PM - 7:00 PM	Photos	Front Veranda	Existing Setup		
Fri, 05/21/27	5:00 PM - 7:00 PM	Photos	Fountain Lobby	Existing Setup		
Fri, 05/21/27	5:00 PM - 9:00 PM	Occupied	Garden Terrace Lounge	Other		
Fri, 05/21/27	6:30 PM - 11:00 PM	Dinner	Starlight Terrace	Round Tables	50	
Fri, 05/21/27	6:30 PM - 11:00 PM	Dinner Dance	Garden Terrace Ballroom	Round Tables	258	
Fri, 05/21/27	6:30 PM - 11:59 PM	Activities	Garden Terrace Lounge	Other		

Minimum Attendance: Client is required to have a minimum of **200** attendees at the Event ("Minimum Attendance"). If Client's actual attendance is below the Minimum Attendance, Client will be responsible for attrition fees as set forth in Section C below.

Extended Event: Events shall not exceed the block of time set forth in Paragraph 1 above. Any Event extending beyond the designated end-time shall incur a $250.00 per hour Extended Event service fee.

Entertainment Services: All entertainment must be pre-approved in writing by HE&R prior to the Event Date. Fireworks, sparklers, firecrackers, and pyrotechnics of any kinds are not permitted on any HE&R property.

Location: Client agrees to abide by the terms and conditions outlined in the Event Property Schedule, which is attached hereto and incorporated herein by reference. Please note that there may be other events (including wedding ceremonies or receptions) occurring at the same time as Client's Event.

Additional Terms:

a) Gift Bags: HE&R charges a $3.00 fee per gift bag if delivered to guest room or provided to guests at the front desk.

B. FOOD AND BEVERAGE

1. **Food & Beverage Requirements**: HE&R and Client will enter into a separate Banquet Event Order ("BEO") detailing the food and beverage requirements for the Event. Nothing in the BEO shall be considered to modify this Agreement.

2. **Anticipated Food & Beverage Revenue**: As of the date of this Agreement, Client's anticipated food and beverage revenue is **$14,000.00**, plus applicable taxes ("AFB Revenue").

3. **No Outside Food:** Neither Client nor its attendees may bring outside food and/or beverage of any kind into the Event. Because of health, safety, and licensing restrictions, HE&R does not allow for third-party food vendors or for left-over food items to be removed from the venue.

4. **Additional Terms:**
   a) Meal Guarantees: Client is required to provide HE&R with a guaranteed number of meals ("Meal Guarantee") at least three (3) business days in advance of the Event. HE&R may require advance payment of the Meal Guarantee in the amount of **$55.00** per person ("Advance Payment"). Alcoholic beverage purchases are not included in the Advance Payment.

   b) Cake Cutting: HE&R charges a $2.50 Cake Cutting fee for cakes purchased through an outside vendor. If the cake is purchased through the Hershey Social Events Pastry Shop, the starting price is $8.00 per person.

   c) Plated Meals Surcharge: The following surcharges apply to plated entrées.

      i. Up to Three (3) entrees with counts provided 72 hours in advance - $7.00/person
      ii. Up to three (3) entrees with order placed at the event** - $10.00/person
      ** There is a 50-guest maximum and no more than three entrée choices are available. The highest priced entrée selection will prevail for all choices.

   d) Pricing Changes: Food and beverage pricing is subject to change prior to the Event Date. HE&R will make every reasonable effort to notify Client of any such changes as soon as reasonably practicable after any such pricing change.

Taxes and Additional Fees: Applicable Pennsylvania sales taxes and fees will be charged to HERSHEY HIGH SCHOOL PROM for all food and beverage Services. All food and beverage Services are subject to a twenty-three percent (23%) Service Charge, which will be comprised of the following:

a) Eight and a half percent (8.5%) for the administration of the Banquet Services set forth herein;
b) Fourteen and a half percent (14.5%) gratuity for food and beverage Services provided by tipped employee of HE&R working the Event.

The Service Charge is subject to change. The percentage gratuity referenced above is agreed to by HERSHEY HIGH SCHOOL PROM. HERSHEY HIGH SCHOOL PROM may increase the gratuity to HE&R tipped employees servicing the Event at HERSHEY HIGH SCHOOL PROM's discretion and upon notification to HE&R.

C. CANCELLATION AND ATTRITION

1. **Attrition**: If Client does not meet its Minimum Attendance requirements, Client agrees to pay the difference between Client's actual food and beverage revenue and 80% of the AFB Revenue set forth in Section B above.

2. **Cancellation:** Cancellation by Client will be subject to the following cancellation fees, plus applicable taxes and service charges:

Duration Prior to Event Date	Cancellation Fee (Percentage of Anticipated Food, Beverage, and Meeting Space Revenue)
0-90 Days	Forfeit Deposit, plus 85% combined AFS Revenue and AFB Revenue
91-180 Days	Forfeit Deposit, plus 70% combined AFS Revenue and AFB Revenue
181-365 Days	Forfeit Deposit, plus 50% combined AFS Revenue and AFB Revenue
366 Days or more	Forfeit Deposit, plus 25% combined AFS Revenue and AFB Revenue

3. **Postponement**: Postponement occurring between 0 – 365 days prior to Event will result in a forfeiture of the Deposit. Client will be required to enter into a new Social Events Agreement and pay a new non-refundable Deposit for the rescheduled Event.

4. **Liquidated Damages:** Parties agree that in the event of cancellation, postponement or attrition, it will be difficult for HE&R to determine the full scope of its damages. As such, parties agree that the above cancellation and postponement fees and attrition fees represents a reasonable effort on behalf of HE&R to establish its loss prospectively, and shall be due as liquidated damages. HE&R will charge all cancellation and attrition fees, plus applicable taxes and service charges, to Client's Master Account.

II. PAYMENT

1. **Deposit:** Your non-refundable deposit is as noted below. Failure to remit the Deposit on or before the designated date will be considered a cancellation by Client and Client shall be liable for amounts set forth in the Cancellation and Attrition section above. Payments should be made payable to **"The Hotel Hershey"** and remitted to 27 W. Chocolate Ave., Hershey, PA 17033, Attn: Accounts Receivable.

Transaction Type	Charge Type	Date	Amount
Charge	Initial Deposit	Thursday, April 1, 2027	$3,500.00
		Balance Due	$3,500.00

2. **Master Account:** Function space fees, food and beverage changes, and applicable cancellation, postponement and attrition fees, along with any other charges requested by an authorized representative of Client will be billed to the Master Account. The Master Account must be prepaid by Client at least three (3) business days prior to the Event.

3. **Tax Exemption Status:** HE&R will charge exempt organizations applicable Sales Tax unless Client provides HE&R with a valid certificate expressly exempting the PA Sales Tax. Copies of the appropriate exemption certificate(s) must be forward to HE&R prior to the Event Date.

4. **Payment Method:** Deposit and Master Account to be paid by:

   ☐ **Check.** Check payment **due no later than three days in advance** of Client's Event Date in the amount of $_____ (the total estimate charges for Services as set forth in this Agreement). Made payable to "**Hershey Entertainment & Resorts Company**" and remit to 27 W. Chocolate Ave., Hershey, PA 17033, Attn: Accounts Receivable.

   ☐ **Credit Card.** Complete Credit Card Authorization authorizing HE&R to charge the credit card by the Event Date. A 5% service fee will be charged if a change is requested after the original charge(s) have been processed.

   ☐ **Cash.** Cash payment **due no later than three days in advance** of Client's Event Date in the amount of $_____ (the total estimate charges for Services as set forth in this Agreement).

5. **Past Due Accounts:** All charges not paid by the applicable due date will be considered past due. **HERSHEY HIGH SCHOOL PROM** agrees to pay interest on past due accounts, which shall accrue at the rate of 1.5% per month, from the date on which payment was due until paid. If action is necessary to enforce collection, **HERSHEY HIGH SCHOOL PROM** shall pay costs of collection, including reasonable attorneys' fees.

6. **Additional Charges**: Client must have a credit card on file for any additional charges and/or any balance for Services incurred during the Event. Additional charges may also include the reasonable cost to repair or replace any property damaged or destroyed by Client or attendees of the Event.

III. GENERAL PROVISIONS

1. **Non-Smoking:** HE&R properties are designated as a non-smoking environment.

2. **Vendor Policy**: Client may utilize outside vendors in connection with its Event, provided that such vendors are approved in writing by HE&R prior to the Arrival Date. Except as otherwise set forth in this Agreement, outside vendors may include, but are not limited to, entertainment services, audio/visual production companies (subject to additional fees) and decorating companies. Notwithstanding the forgoing, outside caterers, rigging companies, and security personnel are not permitted. All food and beverage must be purchased through HE&R, and all security and rigging needs must be coordinate through HE&R.

3. **Rigging**: If applicable all rigging for Client's Event must be provided by HE&R's designated rigging company ("Rigging Company"). All rigging plots and designs must be approved by HE&R and Rigging Company.

4. **Trademarks:** Nothing in this Agreement shall be construed as to permit or authorize Client to use at or in connection with Client's Event, any material containing any symbol, trademarks, trade name, or trade dress owned or licensed by HE&R ("HERSHEY Trademarks") without HE&R's prior written approval.

5. **Alcohol Service:** Client understands and agrees that any guests under 21 years of age will not be served and will not be permitted to consume any alcoholic beverages. All guests requesting or being served alcohol beverages at the Event should be prepared to show HOTEL a valid photo ID upon request.

6. **Drones:** The use of flying of drones or other unmanned or remote-controlled devices are prohibited on or above HE&R Property. Client will defend, indemnify and hold HE&R harmless from any claims arising from unauthorized use of drones in violation of this provision.

7. **Pyrotechnics:** The Hotel Hershey does not allow any fireworks on the property, including sparklers, confetti canons, etc.

8. **Publicity Release/Grant of Use**: Client hereby grants HE&R a non-exclusive, irrevocable, fully paid, universal license to use, copy, transmit, distribute, publish, or display her/his name, voice or likeness in any media (including photographs), whether now known or hereafter developed without any right of approval or compensation and Client hereby releases HE&R from any liability with respect thereto. Client acknowledges and agrees that his/her name, voice, likeness, or Event may be made available to the public by HE&R, including appearance on the one or more of HE&R's websites and/or social media sites.

9. **Indemnification**: Each party shall indemnify, defend and hold the other party and its shareholders, affiliated and related entities, directors, officers, employees, and agents, harmless from and against any and all claims, liability, injury, damage or expense incurred, including reasonable attorneys' fees, expert fees, and costs of litigation (collectively referred to as "Claims") to the extent such Claims are caused by: (i) negligent actions or omissions or intentional misconduct of the indemnifying party, its employees, subcontractors, or vendors in connection with this Agreement, (ii) any trademark, trade name, service mark, patent or intellectual property infringement claims relative to this Agreement, and (iii) the indemnifying party's breach of this Agreement or any of the indemnifying party's representations or warranties contained herein. The obligations set forth in this Paragraph shall survive the termination or expiration of this Agreement.

10. **Insurance:** HOTEL and **HERSHEY HIGH SCHOOL PROM** each agree to carry and maintain adequate liability and other insurance to cover its obligations under this Agreement and applicable Schedules (if any). Depending on the nature of **HERSHEY HIGH SCHOOL PROM's** Event, HE&R reserves the right to require **HERSHEY HIGH SCHOOL PROM** to provide proof of insurance coverage upon request. The insurance requirements specified herein do not relieve either party of its responsibility or limit the amount of its liability. The obligations set forth in this Paragraph shall survive the termination or expiration of this Agreement.

11. **Limitation of Liability**: Except as specifically noted in this Agreement, or for damages arising pursuant to obligations or breaches of publicity or confidentiality, neither party shall be liable to the other party for any special, indirect, incidental, consequential, punitive or exemplary damages, including, but not limited to, lost profits, even if such party has knowledge of the possibility of such damages.

12. **Jurisdiction and Venue**: This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. The parties hereto consent and agree that all legal proceedings relating to the subject matter of this Agreement shall be maintained in the Court of Common Pleas of Dauphin County, Pennsylvania or, if applicable, the United States District Court for the Middle District of Pennsylvania (Harrisburg division), and both parties consent and agree that jurisdiction and venue for such proceedings shall lie exclusively with such courts. In the event of litigation arising from or associated with this Agreement, the parties agree that the prevailing party shall be entitled to recover its attorney's fees and costs.

13. **Force Majeure:** Neither party shall be held liable or responsible for any failure or delay in the performance of its obligations under this Agreement to the extent such failures or delays are caused by (i) acts of war, (ii) terrorism, (iii) civil riots, (iv) Acts of God, including but not limited to floods, windstorms, and tornados, or (v) government actions related to a declared health pandemic, which make performance illegal or impossible on the event date(s) (collectively referred to as "Force Majeure Events"). The parties expressly acknowledge that Force Majeure Events specifically exclude financial inability to perform, economic conditions, and events relating to a party's fault or negligence. In the event of a Force Majeure Event that makes performance illegal or impossible on the event date(s), the parties will reschedule the event for an event of equal or greater value on mutually agreed upon date within twelve (12) months from the original event date(s). **HERSHEY HIGH SCHOOL PROM** understands and agrees that HOTEL shall not be responsible or liable for any loss or damage to **HERSHEY HIGH SCHOOL PROM** property as a result of a Force Majeure Event.

14. **Class Action Waiver: HERSHEY HIGH SCHOOL PROM** hereby waives its right to commence, to become a party to, or to remain a participant in, any group, representative, class, collective, or hybrid class/collective action in any court, arbitration proceeding, or any other forum, against the other. A judge may not consolidate or join the claims of other persons or parties who may be similarly situated.

15. **Compliance with Laws:** The parties will comply with all applicable laws, governmental rules and regulations and any and all industry standards applicable to its operations, and to the products and services that it offers. If **HERSHEY HIGH SCHOOL PROM** intends to conduct small games of chance (e.g., raffles) or silent auctions, it must obtain prior approval from HE&R.

16. **Americans with Disabilities Act Compliance: HERSHEY HIGH SCHOOL PROM** shall identify in advance any accommodation needs of disabled attendees, staff, or other guests, and will notify HOTEL of such needs prior to the Arrival Date. Should additional or temporary auxiliary aids be required for meeting room(s) and/or function space, **HERSHEY HIGH SCHOOL PROM** will pay for the acquisition, rental or construction of such auxiliary aids.

17. **Assignment:** Neither party may assign or delegate its rights or duties under this Agreement without prior written approval of other party.

18. **Waiver/Severability**: If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement. In case any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

19. **Entire Agreement:** This Agreement represents the entire understanding of the parties regarding the services, and supersedes all prior or contemporaneous understandings or negotiations, whether oral or written, implied or express. Any modification to the Agreement or any document entered into under this Agreement after the date of the will require a writing signed by both parties.

20. **Authority**: The persons signing the agreement on behalf of HOTEL and **HERSHEY HIGH SCHOOL PROM** each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

21. **Acceptance:** This Agreement shall be deemed accepted only after it has been signed by a representative of **HERSHEY HIGH SCHOOL PROM** and HOTEL. Acceptance may be made by facsimile transmission and this Agreement may be executed in one or more counterparts.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the last date set forth below:

AGREED TO AND ACKNOWLEDGED BY:

Heather Hoffman	
Hershey Entertainment & Resorts Company (Hotel) **Heather A. Hoffman / Social Events Manager**	**Client** ~~Jeffrey Macneer~~ Lindsay K. Drew
Name (Print):	**Name (Print):**
	School Board President
Title:	**Title:**
11/3/26	October 5, 2026
Date:	**Date:**

RETTEW

We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603● Phone: (800) 738-8395
E-mail: rettew@rettew.com ● Web site: rettew.com

PROJECT CHANGE ORDER/ADDENDUM

DATE:	September 14, 2026	**PROJECT #:**	0870701809
PROJECT NAME:	Elementary School	**ADDENDUM #:**	07
WORK/CHANGE REQUESTED BY:	Dr. Stacy L. Winslow, EdD	**WORK/CHANGE RECEIVED BY:**	Melissa A. Kelly

WORK/CHANGE REQUESTED:

A. TOPOGRAPHIC SURVEY (PHASE 903)

RETTEW will:

1. Utilize previous surveys and plans prepared by RETTEW as a basis for the survey.
2. Notify utilities through the Pennsylvania 811 System. A Design Notification shall be submitted with a request for a field mark-out of utilities. At the request of facility owners, RETTEW shall provide a plan or aerial of the project site for mark-up of facility locations and types.
   a. The Client and/or Owner is responsible for providing information and/or mark-out for on-site private utilities.
3. Perform a topographic survey of a portion of the subject property as shown below. The topographic survey shall include locations and elevations of the following existing features:
   a. Pavement edges, centerlines and pavement markings.
   b. Driveways and parking spaces.
   c. Curbing, sidewalks and the existing handicap ramp.
   d. Landscaping and lighting.
   e. Individual trees in open areas, edges of wooded and brush-covered areas.
   f. Other visible, accessible and pertinent features.
4. Update the existing survey base mapping in AutoCAD Civil3D at an appropriate scale showing the following:
   a. Existing features noted above.
   b. Site benchmark(s), with vertical datum NAVD 88.
   c. Contours with one-foot intervals and spot elevations, as deemed necessary.
   d. Mapping features shown beyond the survey limits shall be based on available public GIS data or derived from available aerial mapping and/or record plans.
   e. Horizontal datum Pennsylvania State Plane Coordinates, South Zone, NAD 83(2011) based off previous RETTEW surveys.
   f. Locations of above ground and/or underground utilities which are visible or are identifiable from utility markings and/or best available plan information. Locations of underground utilities are approximate for design purposes only. This proposal DOES NOT include subsurface investigation and/or confined space entries into manholes or storm structures.

Deliverables: Survey base mapping in AutoCAD Civil 3D format with associated surface data files.

Total Proposed Fee for Phase 903 (Lump Sum) $3,200.00

SURVEY EXHIBIT

B. NPDES PERMIT – MINOR AMENDMENT PACKAGE (PHASE 717A)

The route of the proposed walking path extension to Cocoa Avenue changed due to the Hershey Trust no longer permitting the walking path to cross their property. The walking path will now extend and connect to the sidewalk at the library. Additional time needed to prepare Minor Amendment package as time had been spent working on the original route.

Additional Bump Up Fee for Phase 717A (Lump Sum) $1,000.00

Assumptions and Restrictions:

1. This proposal does not include additional surveys which may be required for a detailed flood study.
2. It is assumed that RETTEW will be given permission to access adjacent properties by property owners for purposes of performing the field surveys. Notice of Intent to Enter (NOIE) letters are not included in this scope of services.
3. All meetings not listed in the scope of services above shall be attended, as requested, and billed on a time and expense basis.
4. Survey base mapping will be prepared using RETTEW CAD standards unless otherwise specified by the Client, prior to work commencing.
5. This proposal does not include any on-site safety training or orientation that may be required.

Additional Services:

1. ALTA/NSPS Land Title surveys and/or review of title documents.
2. Boundary Surveys.
3. Construction stakeout services.
4. RETTEW Field Services, Inc. (RFS), can identify and locate subsurface utilities and structures for incorporation into the survey plan deliverable. This includes existing public utilities, private utilities, abandoned utilities, and underground structures such as underground storage tanks (USTs), vaults, septic tanks, etc.
5. Any services not specifically described within the Scope of Services and Fees stated herein.

TOTAL FOR THIS ADDENDUM:	$4,200.00	LS/T&E
ORIGINAL AGREEMENT AMOUNT		
DATED: July 15, 2024	$399,775.00	LS/T&E
TOTAL OF PREVIOUS ADDENDA:	$90,350.00	LS/T&E
AMENDED AGREEMENT AMOUNT:	$494,325.00	LS/T&E

SURVEY EXHIBIT

If this addendum is satisfactory and acceptable and fully sets forth all the items of our understanding, please signify your acceptance by signing below. Please return a fully executed copy and retain a copy for your records. This document will then constitute our completed agreement.

This addendum will be subject to all the terms and conditions of our previous proposal and agreement dated July 15, 2024.

BY:	 (CLIENT SIGNATURE)	**BY:**	(RETTEW SIGNATURE)
	Lindsay K. Drew (PRINTED NAME)		Melissa A. Kelly, RLA (PRINTED NAME)
TITLE:	School Board President	**TITLE:**	Municipal Team Lead
DATE:	October 5, 2026	**DATE:**	September 14, 2026
		BY:	(RETTEW SIGNATURE)
			Anthony D. Mazzatesta (PRINTED NAME)
		TITLE	Regional Director, Planning and Design
		DATE:	September 14, 2026

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SURVEY EXHIBIT



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: September 9, 2026

On behalf of HHS students Ian Kachel & Ian Andrews, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Disc Golf Club. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, Jesse Ruiz.
- 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 Disc Golf Club would be required to function in compliance with the Board Policy #618 (Student Activity Funds) regarding the management of their funds.
- Participation in the Disc Golf Club 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 Disc Golf Club

Disc Golf Club Proposal:

We would like to create a disc golf club for Hershey High School. We believe that this club will encourage students to go outside and connect with one another through their enjoyment of disc golf. The number of people that we are shooting for is about 15-20 people. Anybody who wants to try to play disc or already plays disc will be more than welcome in our club. We would like funding in order to buy discs for new players to borrow until they get their own. Mr. Ruiz is willing to be our faculty advisor.

Ian Kachel:

Ian Andrews:

Jesse Ruiz:

Act 93 Compensation and Benefit Plan Amendment

Addition of 12-Month Assistant Director of Special Education

WHEREAS, on April 22, 2024, the Derry Township School District Board of School Directors ("Board") adopted the District's Act 93 Compensation and Benefits Program for the period of July 1, 2024 through June 30, 2028 ("the Act 93 Plan"); and

WHEREAS, the Act 93 Plan identifies the District positions included in Group 1 and Group 2 and establishes the compensation, benefits, and other terms applicable to those positions; and

WHEREAS, the Board desires to amend the Act 93 Plan to add a 12-month Assistant Director of Special Education position to Group 1.

NOW THEREFORE, the Board approves the following amendment to the Act 93 Plan:

1. **Addition to Group 1.** The list of Group 1 positions in Section I of the Act 93 Plan is amended to add the position of "12-Month Assistant Director of Special Education." This is an additional position. No existing position, including any 10-month Assistant Director of Special Education position, is removed, replaced, or reclassified by this Amendment.

2. **Applicable Terms.** The 12-Month Assistant Director of Special Education shall be a Group 1 employee and shall be subject to all provisions of the Act 93 Plan applicable to Group 1 employees. The position shall also be subject to all provisions of the Act 93 Plan applicable to 12-month employees. Except as expressly amended herein, all other provisions of the Act 93 Agreement remain unchanged and in full force and effect.

3. **Salary Range.** Appendix A of the Act 93 Plan is amended to add the salary ranges for the 12-Month Assistant Director of Special Education as set forth in Exhibit A to this Amendment.

4. **Effective Date and Term**. This Amendment is effective upon approval by the Board and shall remain in effect for the remainder of the Act 93 Plan's term through June 30, 2028, unless otherwise amended by the Board.

APPROVED by the Derry Township School District Board of Directors at a public meeting held on October 5, 2026.

DERRY TOWNSHIP SCHOOL DISTRICT

By: _____

President, Derry Township School Board

Date: October 5, 2026

Exhibit A

Program Year	Minimum Salary	Midpoint Salary	Maximum Salary
2024 – 2025	$80,752.24	$101,085.54	$121,418.84
2025 – 2026	$83,578.57	$104,623.53	$125,668.50
2026 – 2027	$86,169.50	$107,866.86	$129,564.22
2027 – 2028	$88,496.08	$110,779.27	$133,062.45

MARTIN WATER CONDITIONING
Refreshing Water Treatment Solutions

740 East Lincoln Ave.
Myerstown, PA 17067

Phone (717) 866-7555
Phone (800) 887-7555
Fax (717) 866-4134

SALES QUOTE

Quote Number
4418872

PA016492

SOLD TO

Account # 194659

Hershey Early Childhood Cent.
450 Homestead Rd
Hershey, PA 17033

Phone 717-508-2287

SHIP TO

Ship # 194659

Hershey Early Childhood Cent.
450 Homestead Rd
Hershey, PA 17033

Phone 717-508-2287

Date	Salesperson	Terms	Date Created
09/24/26	SHELDONZ	C.O.D.	06/02/26
PO#	**Ordered/Picked Up By**	**Ship Via**	

Item #	Description	Tax	Quantity	Price Each	Amount
C2900R14TFM	Metered Water Softener 24" X 72", 10 cu.ft.		1.00		
C2900R14TFM	Metered Water Softener 24" X 72", 10 cu.ft.		1.00		
5300501	2" AQmatic Water Meter 1.0 - 98 GPM with cable		2.00		
BT30X50C	30"x 50" Brine Tank Complete, Commercial		1.00		
SS50	50# Bag of Solar Salt		12.00		
MISC-W	Insulation of piping		1.00		
WCI10000	Water Conditioning Installation		1.00		
CO-STARS	Contract # 016-E22-214, Vendor #122911		1.00		

Comments / Service Performed

This is for a standard efficiency Crystal Clear water softener system. This is a duplex system that can handle peak flow rates of 120 gpm (85 gpm during a regeneration) and will provide 24/7 soft water. This system uses 10% - 15% more salt than the high efficiency triplex system. The controller keeps track of water usage, regenerations and displays real-time flow rates. Included is one brine tank for both units and salt to get started. Included is a 1-year parts and labor warranty on the entire system. Installation is included and will be completed using 3" and 2" copper with ProPress fittings. Hardness 9 / pH 7.82 / TDS 215 / Chlorine 2.07mg/l. - 100 lb salt

Continued on page 2...

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Date	Salesperson	Terms	Date Created
09/24/26	SHELDONZ	C.O.D.	06/02/26
PO#	**Ordered/Picked Up By**	**Ship Via**	

Item #	Description	Tax	Quantity	Price Each	Amount
Comments / Service Performed					
	setting, System Capacity 500,000 grains, System will regenerate every 55,500 gallons.				

Item Total	46,356.60
Taxable Total	0.00
Sales Tax	0.00
Total	46,356.60
Payments	0.00
Quote Total	46,356.60

ANY PAYMENTS MADE BY CREDIT CARD WILL APPEAR ON YOUR STATEMENT AS "MARTIN APPLIANCE".
Invoices must be paid within the terms quoted. Late penalty of .75% per 15 days will be charged on over due accounts.
(APR = 18%) $ 2.00 minimum charge. I accept these sale items, charges and terms as being satisfactory.
Check payments that are returned or denied by a financial institution will result in additional fees.
I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT.

Customer's signature X

Printed 09/24/26 10:39:35 AM

CUSTOMER COPY

MASTER AGREEMENT FOR SERVICES
Between
Derry Township School District
And
CCRES

THIS AGREEMENT, dated as of September 10, 2026 is entered into by and between Derry Township School District, a Pennsylvania public school entity having an address at 30 E. Granada Avenue, PO Box 898, Hershey, PA 17033 ("DTSD"); and CCRES, a Pennsylvania nonprofit corporation having an address at 690 Stockton Drive, Exton, PA 19341 ("CCRES").

BACKGROUND:

WHEREAS, DTSD provides educational services, instructional support services and other similar services; and

WHEREAS, CCRES is organized to provide educational services, instructional support services and other similar services on a regional basis; and

WHEREAS, DTSD hereby desires to engage CCRES to provide certain services to DTSD at the request and direction of DTSD, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions set forth in this Agreement, and intending to be legally bound hereby, DTSD and CCRES hereby agree as follows:

1. **Term of Agreement**. The term of this Agreement (the "Term") shall commence on the date hereof and shall terminate on June 30, 2027. Notwithstanding the termination of this Agreement, certain provisions in this Agreement may survive termination.

2. **Services of CCRES**. DTSD hereby agrees to engage CCRES and CCRES hereby agrees to be engaged by the District, as an independent contractor, to provide the services identified on CCRES (Schedule "A") hereto (the "Services") for the DTSD at the request or direction of the DTSD. DTSD and CCRES may modify or supplement the Services to be provided by CCRES hereunder, from time to time, by preparing, executing, and affixing an Amendment to this Agreement, whereupon the services described in such Amendment shall be deemed to be the Services to be provided by CCRES to the DTSD hereunder. Each Amendment shall identify the consultant or personnel assigned, the position or role to be performed, the start date, anticipated duration of services, and the applicable rate of compensation. CCRES shall timely complete all Services in a high-quality manner consistent with the requirements of this Agreement.

3. **Compensation for Services**. For and in consideration of the provision of the Services by CCRES as provided herein, DTSD shall pay to CCRES the fees (the "Fees") for such Services as are set forth on Schedule "B" hereto. DTSD and CCRES may modify or supplement the Fees to be paid by DTSD to CCRES for the services to be provided by CCRES hereunder, from time to time, by preparing, executing and affixing an Amendment to this Agreement, whereupon the fees described in such Amendment shall be deemed to be the Fees to be paid by DTSD to CCRES for the Services provided by CCRES hereunder.

    a. In the event that the Public School Employees' Retirement System (PSERS) imposes any employer charges directed to CCRES as the result of providing any services to DTSD, DTSD shall be responsible to pay any and all such penalties or contribution charges to CCRES in

accordance with the payment of fees provision set forth above. This provision shall also survive termination of this Agreement or the term of this Agreement.

b. CCRES shall secure, renew, and remain in compliance with the Act 34 Pennsylvania Criminal History Background Check, Act 114 FBI Clearance, Act 126 Mandated Reporter Training, Act 151 Child Abuse Clearance, Act 168 of 2014, and any other legally required clearances and will provide documentation of compliance upon request for all hired employees or contractors contemplated under this Agreement. No service provider shall be permitted onto a District facility without CCRES first providing satisfactory written evidence of each clearance listed above.

4. **Payment of Fees**. CCRES shall submit bi-weekly written invoices to DTSD for the Fees payable for the Services provided during the previous payroll. All Fees payable by DTSD to CCRES shall be paid by DTSD within thirty (30) calendar days from the date of invoice from CCRES therefor. All invoices from CCRES to DTSD shall be accompanied by such time records and other documentation as shall be reasonably necessary for DTSD to confirm the Services provided by CCRES and the Fees payable in connection therewith, and otherwise in a form agreed by CCRES and DTSD. If there is a dispute concerning any invoice, DTSD shall withhold only the amount in dispute until the dispute is resolved.

5. **Relationship of Parties; Performance of Services**.

a. It is hereby understood and agreed that CCRES is, and in performing the Services under this Agreement is, acting in the capacity of, an independent contractor of DTSD, and that CCRES is not an agent, servant, partner, joint venture, shareholder or employee of DTSD. Subject to any reasonable rules and regulations established by DTSD with regard to the performance of Services, CCRES shall be free to exercise CCRES' discretion and judgment as to the manner in which CCRES performs the Services hereunder. CCRES hereby acknowledges that CCRES has been advised by DTSD that, as an independent contractor of DTSD under this Agreement, CCRES is responsible for the payment of all CCRES's own Federal taxes and those of its employees or contractors, including, but not limited to, income and self-employment taxes (FICA), together with any and all corresponding Federal, state and local employment and other taxes, if any, and CCRES hereby agrees to promptly satisfy such obligations. CCRES hereby waives and releases DTSD from any claim which CCRES has or may have against DTSD now or in the future respecting such taxes on behalf of CCRES and/or employees of CCRES.

b. Each party hereto shall advise its employees or contractors that they are not the employees or contractors of the other party hereto, and are not entitled to such employment, unless and until such employees or contractors are hired by the Board of Directors or the other party hereto and they are notified in writing to that effect. In no event shall CCRES and DTSD be deemed "joint employers." Each of the parties hereto are solely responsible to hire, assign, promote, discipline, and terminate its own employees or contractors.

c. CCRES is responsible to hire and assign its employees or contractors to carry out the duties CCRES is contracted to perform for, or on behalf of DTSD under the terms of and conditions of this Agreement.

d. All CCRES employees or contractors assigned to DTSD will be required to meet with the District's Director of Human Resources or designee for a pre-placement interview. Upon

completion of the interview the District will notify CCRES as to the approval or disapproval of the CCRES employee's or contractor's ability to work within the District.

e. At its sole discretion, DTSD may, without cause or prejudice, deny placement of a CCRES employee or contractors or cause removal of a CCRES employee or contractor working at the District.

f. DTSD shall not refuse to accept the assignment of any CCRES employee or contractor, and CCRES shall not refuse to hire, discipline, fire or otherwise deal with any employee or contractors or prospective employee or contractor on the basis of the employee's or contractor's race, color, gender, gender identification, religion, national origin, disability that can reasonably be accommodated, or for any other illegal reason.

g. All CCRES employees or contractors will require to comply with Pennsylvania Department of Education's Act 126 – Child Abuse Recognition and Reporting Act, Act 168 of 2014, and Act 22 – Special Education Services and Programs. The DTSD shall assist in coordinating educational opportunities for CCRES employees serving within the District.

h. CCRES will solicit the input from the DTSD's supervising employee or contractors and incorporate said input into the annual performance evaluation for CCRES employees or contractors assigned to the District.

i. CCRES shall be responsible to DTSD for acts and omissions of CCRES' employees or contractors and their respective agents and employees or contractors, and other persons and entities performing any of the Services for or on behalf of CCRES or any of its employees or contractors. CCRES shall enforce strict discipline and good order among its employees, contractors, and other persons performing the Services.

j. Neither party has the authority or power to, and shall not represent itself to have the power to, pledge, assign, bind, waive or otherwise obligate the other party hereto or any of its officers, directors, employees, contractors, agents, representatives, members, assets, properties or rights.

k. CCRES shall secure and pay for all permits and licenses necessary for the proper execution and completion of the Services and shall comply with and give any and all notices required by any and all applicable laws, ordinances, rules, statutes, regulations and lawful orders (collectively "Laws"), or any courts, municipal, public or other Federal, state and/or local governmental bodies, agencies or authorities (collectively, "Governmental Bodies"). CCRES shall perform the Services in strict accordance with all applicable laws.

6. **Indemnification**. To the fullest extent permitted by applicable Laws, CCRES shall and hereby agrees, for itself and its successors and assigns, to indemnify, hold harmless and, if so requested, defend DTSD and its employees, officers, directors, agents, representatives and their respective heirs, executors, administrators, personal representatives, successors and assigns (collectively, the "Indemnitees") from and against any and all claims, damages, losses, liabilities, suits, charges, fines, taxes, fees, penalties, orders, settlements, judgments, actions, causes for action, costs and expenses (including reasonable attorney's fees) arising out of or related to: (i) the Services, (ii) the actions or inactions of CCRES and/or its employees, contractors and agents, and (iii) the breach by CCRES or any agreement, covenant, representation or warranty in this Agreement, regardless of whether any of the foregoing is caused in part by any of the Indemnitees.

Nothing in this Agreement shall be deemed a direct or indirect waiver of or limitation to any sovereign or governmental immunity, in any respect, applicable to District (including, without limitation, under the Pennsylvania Political Subdivision Tort Claims Act) or impose liability, directly or indirectly, on District from which it would otherwise be immune under applicable law.

7. **Insurance**

a. Unless waived in writing by DTSD, CCRES shall purchase from and maintain with a reputable company or companies lawfully licensed and authorized to do business in the Commonwealth of Pennsylvania, upon such terms and conditions as are satisfactory to CCRES, in its sole discretion, the following policies of insurance:

i. comprehensive commercial liability insurance insuring against claims for damages resulting from bodily injury, sickness, disease of any person and claims for damages or injury to or destruction of property, and all other claims customarily covered under a comprehensive policy, with limits not less than One Million Dollars ($1,000,000.00) per occurrence and subject to an aggregate limit of Three Million Dollars ($3,000,000.00) per annum;

ii. worker's compensation and employers' liability insurance in such amounts and upon such terms as may be required under any worker's compensation, disability benefit or other similar employee benefit Laws; and

iii. insurance against claims of any Indemnitee pursuant to the indemnification provisions of this Agreement, subject to a limit satisfactory to CCRES in its sole discretion.

iv. Workers Compensation policy shall include an alternate employer endorsement in favor of Derry Township School District with the following limits:
   a. $500,000 Bodily Injury by Accident – Each Accident
   b. $500,000 Bodily Injury by Disease – Policy Limit
   c. $500,000 Bodily Injury by Disease – Each Employee

v. Professional liability insurance with limits not less than one million dollars ($1,000,000.00) per occurrence and subject to an aggregate limit of three million dollars ($3,000,000.00) per annum;

vi. Professional liability insurance with limits not less than one million dollars ($1,000,000.00) per occurrence and subject to an aggregate limit of three million dollars ($3,000,000.00) per annum;

vii. Umbrella liability insurance with limits not less than one million dollars ($1,000,000.00) per occurrence and subject to an aggregate limit of one million dollars ($1,000,000.00) per annum;

viii. DTSD will be listed as an additional insured on the general liability, umbrella liability, and professional liability policies on a primary and non-contributory basis and CCRES will provide DTSD a copy of the certificate of insurance.

b. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Services until the date of final payment of

the Fee. Certificates of insurance, evidencing the insurance required herein, shall be filed with DTSD prior to commencement of the Services, and as otherwise requested by DTSD (together with a certified copy of the policy, if so requested). The certificates of insurance provided to DTSD hereunder shall provide that coverage afforded under the applicable policies will not be cancelled, modified or allowed to expire until at least thirty (30) days' prior written notice has been given to DTSD.

c. CCRES hereby waives all rights of subrogation against the Indemnitees for damages to the extent covered by insurance maintained or required to be maintained by CCRES hereunder. All policies of insurance secured by CCRES hereunder shall include waivers of subrogation against the Indemnitees.

8. **Nondiscrimination/Sexual Harassment/American with Disabilities Act**

During the Term, CCRES hereby agrees as follows:

a. In the hiring of any employees or contractors for the performance of any of the Services, CCRES, or any person acting on behalf of CCRES, shall not discriminate by reason of race, color, gender, gender identification, religion, national origin, disability that can reasonably be accommodated, or for any other illegal reason.

b. Neither CCRES, nor any person acting on behalf of CCRES, shall discriminate against or intimidate any employee or contractor involved in the performance of work or any activity required under this Agreement on account of race, color, gender, gender identification, religion, national origin, disability that can be reasonably be accommodated for any other illegal reason.

c. CCRES shall establish and maintain a written sexual harassment policy and shall inform its employees or contractors of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined. A copy of this policy and all updates thereto shall be provided to DTSD.

d. CCRES understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Agreement or from providing or receiving any Services under this Agreement on the basis of a disability that can reasonably be accommodated.

9. **Intellectual Property**. Neither DTSD nor CCRES shall assert any ownership rights in any of the intellectual property of the other party, their subcontractors and/or suppliers. DTSD hereby grants to CCRES a royalty-free, non-exclusive, non-transferable license for use of any of DTSD's intellectual property to the extent necessary for CCRES to provide the Services as contemplated under this Agreement.

10. **Assignment and Subcontracting**. This Agreement shall be binding upon the parties hereto and their respective successors and assigns. CCRES shall not assign, in whole or in part, this Agreement or its rights, duties, obligations, or responsibilities hereunder without prior written consent of DTSD, which consent may be withheld at the sole discretion of DTSD. CCRES shall not subcontract with any person or entity to perform all or any part of the work to be performed under this Agreement without prior written consent of DTSD, which consent may be withheld at the sole discretion of DTSD.

11. **Termination**. DTSD and CCRES shall each have the right to terminate this Agreement, for any or no reason, at any time, with written notice thereof to the other party. Upon the delivery of written notice of termination by either party, CCRES shall promptly cease performance of the Services except for

those Services reasonably required to transition responsibility for said Services over to DTSD, and shall provide an accounting thereof through the termination date.

12. **Dispute Resolution**. All disputes under this Agreement shall be addressed pursuant to the following procedures unless specifically stated otherwise:

    a. A party shall give written notice of the dispute and a request that the other party cure the disputed event within ten (10) business days of such party's receipt of such notice. Such notice shall specify the nature of the disputed event or default. If, within the foregoing ten (10) business day period, the recipient of the notice notifies the party providing the notice that it has commenced and will diligently prosecute the cure of such disputed event or default, and in fact continues with due diligence to cure the disputed event or default, then the cure period shall be extended for a reasonable period of time to cure the disputed event or default.

    b. If a disputed event or default is not cured in accordance with Subsection 12.a. above, then the parties shall convene a mediation panel within twenty-eight (28) days following the lapse of the cure period provided for therein. The panel shall be composed of a representative of each party and, upon the demand of either one, a mutually-acceptable third person. In the event of a party's failure to agree to any proposed third person within fourteen (14) days of a written proposal, the two (2) mediators shall select the third mediator. The decision of the mediators shall issue within sixty (60) days following appointment of the full panel of mediators, unless otherwise agreed to by all mediators, which decision shall be advisory only and shall be non-binding on the parties. Each party shall bear its own costs, fees and expenses of the mediation, and the fees of the mediators shall be split equally by the parties hereto.

    c. Failing a satisfactory resolution of the mediation, either party may, after seven (7) days following the decision of the mediators, and as the sole remedy of the aggrieved party, commence litigation of the dispute, which shall be conducted pursuant to the commercial dispute resolutions rules of the American Arbitration Association. The decision of the arbitrators shall be final and binding on all parties and shall be deemed to be a final adjudication which is enforceable in the courts of the Commonwealth of Pennsylvania.

13. **Miscellaneous**

    a. All schedules, exhibits and attachments hereto are hereby incorporated herein by this reference and shall be deemed to be a part of this Agreement as if they physically appeared within in.

    b. Unless otherwise provided herein, any notice to be given hereunder by any party to the other shall be in writing and effective when delivered personally or by certified mail, postage prepaid, return receipt requested or overnight courier or confirmed facsimile transaction, addressed to the address for such party set forth above, or to such other place and with such other copies as either party may designate as to itself by written notice to the others listed above.

    c. This Agreement shall be construed, interpreted and the rights of the parties determined in accordance with and governed by the applicable Laws of the Commonwealth of Pennsylvania, without regard to conflicts of laws principles. It is expressly agreed and stipulated that this Agreement is deemed to have been made in Chester County, Pennsylvania. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of this Agreement may be brought against either of the parties solely in the courts of the Commonwealth of Pennsylvania in and for the County of Chester. The parties hereto consent and hereby submit to jurisdiction of said courts (and of the appropriate appellate courts) in any

such action or proceeding and waives any objection to venue therein: provided, however, that DTSD may commence suit in any other forum if necessary to protect or enforce its rights hereunder. Process in any action or proceeding referred to in the preceding sentence may be served on any party, by certified mail in lieu of personal service.

d. This Agreement, together with all schedules and exhibits hereto, constitutes the entire Agreement among parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. No supplement, modification or waiver of this Agreement shall be binding unless executed in writing by the party or parties to be bound thereby.

e. This Agreement is for the benefit of, and may be enforced only by the parties hereto and their respective affiliates, and is not for the benefit of, and may not be enforced by, any other party, except the Indemnitees or as otherwise expressly provided herein.

f. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

g. In the event that any one or more of the provisions contained in this Agreement or in any other instrument referred to herein, shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement or any other such instrument.

h. The headings of the Sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

i. All costs and expenses incurred in connection with negotiation, preparation, execution, delivery, performance and enforcement of this Agreement and consummation of the transactions contemplated hereby shall be borne and paid by the party incurring such expenses.

j. The rights and remedies of the parties to this Agreement are cumulative and not exclusive of any rights or remedies which the parties would otherwise have. No single or partial exercise of any such right or remedy by a party, and no discontinuation of steps to enforce any such right or remedy, shall preclude any further exercise thereof or of any other right or remedy of such party.

k. All covenants and agreements of the parties set forth herein shall continue in full force and effect from and after the date hereof until such date as all of such covenants and agreements have been satisfied in full or waived, or this Agreement has otherwise been terminated, except for such covenants and agreements as survive such termination by their own terms.

l. CCRES shall treat information it obtains through the performance of its contract in a confidential manner and shall not disclose such information to any third party unless required to do so by law or authorized in writing by DTSD's Superintendent or Designee.

m. CCRES agrees that it will, when requested by DTSD, cooperate with the District in complying with the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., and any other similar laws, in complying with requests for public records made under such laws.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, intending to be legally bound, as of the day and year first above written.

CCRES

By: _____ Date: 9/11/24
CCRES Executive Director

Derry Township School District

By: _____ Date: 9/14/24
DTSD Representative

Schedule "A"

SERVICES

1. **Initial Services**

   CCRES will staff the DTSD with such service providers as shall be necessary to provide appropriate services to the DTSD and clients of the DTSD. The service providers to be provided by CCRES include:

   a. Paraprofessional

   Specific assignments shall be documented through Amendments to this Agreement, which shall identify the consultant or personnel assigned, the scope of services, start date, anticipated duration, and applicable rate of compensation.

2. **Other Services**

   In addition to the Initial Services identified above, CCRES may provide professional personnel and consulting services to the DTSD as requested by the DTSD during the Term of this Agreement. Such services may include, but are not limited to:

   - Educational Consultants
   - Other professional educational services mutually agreed upon by the parties

   Additional services or staffing categories may be added through fully executed Amendments to this Agreement.

3. **Human Resources and Management Services**

   In addition to the other duties and responsibilities of CCRES as set forth herein, it is agreed by the parties that CCRES, as the common law employer, will provide appropriate human resources and management services with respect to its employees or contractors assigned to staff DTSD. These services shall include, without limitation, recruitment, interviewing, paying, supervising (subject to the DTSD's right under this Agreement to reject specific service providers), and training as required and mutually agreed upon.

Schedule "B"

FEES

1. **Initial Pricing**

For services delivered from September 10, 2026, through June 30, 2027, the fees to be remitted to CCRES by the DTSD for providing employees or contractors to the DTSD shall consist of rates for services performed by respective employees and contractors, including:

Employee/Consultant Position	Per Hour Fee
Paraprofessional	$28.16
Educational Consultant	Cost to CCRES Plus 10%

2. **General Pricing Structure**

For services delivered under this Agreement, the fees to be remitted to CCRES by DTSD for providing employees or contractors to DTSD may also consist of hourly rates for services performed by respective employees and contractors, including:

Category	Pricing Structure
W-2 Employees	Cost to CCRES plus applicable employer payroll taxes plus administrative fee of ten and a half percent (12%)
1099 Educational Consultants	Consultant rate (hourly or per diem) plus administrative fee of ten percent (10%)

Specific consultant rates, staffing categories, and billing arrangements may be modified or supplemented through Amendments executed under this Agreement.

CCRES shall invoice the DTSD in accordance with the billing provisions set forth in this Agreement.

CCRES agrees to provide employees providing services to DTSD a maximum of three (3) days of Paid Time Off (PTO) per academic school year. Unused PTO shall be paid out to the employee at the end of the academic school year.

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **September 24, 2026** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click *HERE* for the 9/24/26 Board Meeting agenda & Attachments

Our Mission: *Provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. #BeGreat*
Our Vision: *Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives*

EXECUTIVE SESSION ITEMS

- An Executive Session was held to discuss Personnel Matters.

WORK SESSION ITEMS

- **Board Presentation** – ***CAIU Strategic Plan*** - Dr. Kevin Roberts and CAIU Cabinet Members provided a Strategic Plan overview and update. Dr. Roberts provided an overview of the CAIU Comprehensive plan, vision, mission, values, and goals. Cabinet members provided an update and final report on the 25-26 Strategic Plan goals. Dr. Saia provided an overview of the 2026-27 CAIU Strategic Plan and our Portrait of a Leader.
- **Sharing of Information.**
    - Marianne Moore shared that Middletown Area School District recently opened a new elementary building. Three primary buildings were combined into this one primary building. The Open House is this Monday. The new building was intentionally designed to create an environment of learning.
    - Gabrielle Brandt, West Perry School District, made the Board aware of the Pennsylvania Department of Health Regulation #10-242, proposed regulatory

package titled Communicable and Noncommunicable Diseases. The proposed changes will affect your districts.

- Rick Rovegno shared that South Middleton School District will hold a curriculum meeting in November to discuss the inclusion of AI development into the curriculum.
- Dr. Kevin Roberts shared that the PA Governor's Office of Homeland Security will be holding a free in-person training with Special guest, General Dave Sunday on Dec 3, 2026, 9-3pm at the Best Western Hotel in Harrisburg. The topic is *Protecting Our Kids from Online Dangers*.

APPROVED ACTION ITEMS

- **Approval of Board Meeting Minutes – August 27, 2026**
- **Treasurer's Report**
  - Treasurer's Report - August 2026 a total of $12,193,239.36 in receipts and $12,746,255.74 in expenses
  - Payment of Bills - August 2026
  - Summary of Operations - June 2026 as of 9.11.26 showing revenues of $141,272,108.11 and $140,033,924.32 in expenses
  - Summary of Operations - August 2026 showing revenues of $13,851,354.38 and $16,331,285.47 in expenses
- **Other Business Items**
  - Contracts – August 2026
  - 2027 PSBA Officer Candidates
    - **2027 President-elect (one-year term) - Matt Vannoy,** Sharon City School District
    - **2027 Vice President (one-year term) - Kristy Bolte.** Northwestern School District
    - **2027-2029 Treasurer (three-year term) - David Hein,** Parkland School District
    - **PSBA Insurance Trustees (three-year term)** (Choose two) **-** Marianne L. Neel, Dr. Michael Faccinetto
- **Job Descriptions**
  - Second Reading, Revised Position Descriptions – Creative Services Specialist
- **Personnel Items**
  - **Personnel Report and Addendum** - See attached Personnel report.

- **Retainment/Re-Appointment of Assistant Executive Director** - The Board of Directors of the Intermediate Unit approved to retain and re-appointment Dr. Kevin Roberts as CAIU Assistant Executive Director for an additional term beginning on January 30, 2027 and ending on January 29, 2031.
- **Assistant Executive Director's Contract of Employment Agreement** - Approval of the written contract of employment agreement between Dr. Kevin Roberts and the Capital Area Intermediate Unit for the period commencing on January 30, 2027 and ending on January 29, 2031.

EXECUTIVE DIRECTOR'S REPORT

- Click this link to read the September 2026 All-in! Newsletter/Executive Director's Report
  - Dr. Andria Saia reported that the *All-in! Newsletter* was available for the Board's review**.** She highlighted the *Hill Top Pride – Creating a Positive and Engaging School Environment* article written by to Jason Derr, Principal. A team of dedicated staff inspired by a desire to make Hill Top Academy an even more welcoming and inviting place for students, transformed the hallways with artwork and PBIS-inspired messages to create a space that reminds the students that they belong, are valued, and can succeed. Also, Dr. Saia extended the invitation to the CAIU Annual Fall Fest on October 24. This is a free community event.

CAIU BOARD MEETINGS UPCOMING:

- **Thursday, October 22, 2026, 8:00 a.m., Board Room – CAIU Regular Board Meeting**
- A 26-27 Board Meeting Dates and Upcoming CAIU Events calendar was shared with the Board Members.

2026-2027 Board Meeting Dates - CAIU Enola Office, 55 Miller Street, Enola, PA, 17025 and posted on our website, at www.caiu.org.Time of Meetings: 8:00 a.m.

~~July 23, 2026~~ – REGULAR MEETING CANCELLED
August 27, 2026
September 24, 2026
October 22, 2026
November 19, 2026
December 17, 2026
January 28, 2027
February 25, 2027
March 25, 2027
April 22, 2027
May 27, 2027
June 24, 2027 *Reorganization Meeting*

SEPTEMBER 24, 2026, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **LISA BRITTINGHAM,** Speech and Language Pathologist, Early Intervention Program effective February 1, 2027. Reason: Retirement after more than 37 years of continuous CAIU service.
- **JOY FORRY,** Account Manager, Technology Team effective January 19, 2027. Reason: Retirement after more than 14 years of continuous CAIU service.
- **VANESSA JIMENEZ-DIAZ,** Educational Paraprofessional, Autism Support Program, effective December 4, 2026. Reason: Personal.
- **ROCCO MATRICCINO,** Educational Paraprofessional, Emotional Support Program, effective September 16, 2026. Reason: Personal.
- **GABRIELLE PETERSON,** Personal Care Assistant, Autism Support Program, effective September 15, 2026. Reason: Employee accepted a position with another school district.
- **MICHELLE STRAW,** Service Coordinator, Early Intervention Program effective October 2, 2027. Reason: Retirement after more than 23 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **VANESSA EVANS,** Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of Tier 1, $28,880 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHELLE MARTINEZ,** Paraeducator, effective October 1, 2026. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, $31,160 for 190 days of service and will be prorated for a total of 146 days with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
- **ABAGAIL MOYER,** Paraeducator, effective September 23, 2026. Assignment: Personal Care Assistant, Autism Support Program with base salary of Tier 2, $31,160 for 190

days of service and will be prorated for a total of 167 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

- **COREY PARSONS,** Maintenance/Facilities Technician, Administrative Team - Operations, effective date to be determined. Base salary of $45,100 for 260 days of service will be prorated based on the number of days worked through June 30, 2027. This is a replacement position funded through the General Operating – Maintenance budget. Experience: 14 years of similar or related experience.
- **AMY UNGEMACH-MOORE,** Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, $31,160 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Early Intervention budgets.

CHANGE OF STATUS:

- **BRITTANY ENSIGN** from Program Supervisor on the Student Services Team to Teacher in the ELD Program, effective October 13, 2026. Change of status results in a change of salary to $85,007 which is based on a Masters + 30, Step 15 placement on the current salary scale. This is for 190 days of service and will be prorated for a total of 150 days in the current school year.

caiu
Capital Area Intermediate Unit

All-in!

NEWSLETTER



Executive Director's Report | September 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*
Gabrielle Brandt, *West Perry*
Thomas Garlic, *Central Dauphin*
Sidney Gray, *Millersburg Area*
Tameka Hatcher, *Susquehanna Twp.*
Emily Hoffman, *Halifax Area*
Jaime Johnsen, *Harrisburg*
Christopher Kambic, *West Shore*
Dr. Michael Lyman, *Shippensburg Area*
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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6-7 **Noteworthy:** An Interconnected Effort to Strengthen the CAIU

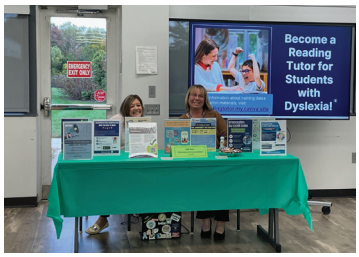
8 Situational Awareness Spotlight: Suicide Prevention Month

9 Mission Moments; Compliment Corner

Additional Updates for CAIU Staff

10 Trainings & Events; Service Projects; Refer a Friend

11 New Hires; Retirees



On the Cover: *The CAIU TaC Team displays their many programs and opportunities for professional learning.*

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 October All-In: Friday, September 25

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
September 2026
2026-2027, Issue 3

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

Please like us on social media!

From the Executive Director's Desk

What It Means to Belong

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

I've been thinking a lot lately about the difference between a group of people who happen to share a building — or a district, or a job title — and a group of people who actually belong to each other. The first just requires a schedule. The second requires intention. Here's what I think that intention looks like, broken into three parts that build on each other: community, identity, and story.

Community doesn't happen because we scheduled it. It happens because we kept showing up. It starts with shared space — the kind where people can sit down, eat something, and talk without an agenda ticking in the background. Some of our best ideas at CAIU haven't come out of meetings; they've come out of the hallway conversation after the meeting, or the lunch nobody rushed through.

But shared space only becomes community when there's a shared purpose underneath it — something people care about, not something they're required to perform. The goal isn't to get everyone thinking alike but rather to get everyone pulling in the same direction while still bringing their own perspective to the work. And then there's consistency, which is the least glamorous and most important ingredient of all. Community isn't built on the big gesture — the one all-staff celebration, the one grand initiative. It's built on the small check-in you didn't have to do, repeated often enough that people stop being surprised by it.

Here's the thing about strong communities: the good ones don't ask you to blend in; they ask you to bring more of yourself, not less. That means honoring where people come from — their culture, their history, the path that got them to this room — instead of treating those differences as things to smooth over. It means making space for people's real voice, including the parts of their experience that aren't polished or easy, without fear that honesty will cost them something. Identity and belonging aren't in tension with each other. The strongest teams I've seen are the ones where people feel most like themselves.

This last one is the hardest, and I think it's the one that matters most. When someone tells you something true about their life, they're handing you something fragile. They're trusting you to be careful with it — not to fix it, file it away, or repeat it at the wrong moment, but simply to hold it well. Holding someone's story starts with listening like you mean it — no phone, no rehearsing your response, no agenda of your own running underneath. It's harder than it sounds. Most of us listen to reply. Holding a story requires listening to understand.

And it means resisting the urge to fix. This is the one I have to work on the most, honestly — I like solving problems, and I'm guessing some of you do too. But not every story someone shares is a problem waiting for our solution. Sometimes the most respectful thing we can do is let someone's experience be exactly what it is, without rushing in with advice or a silver lining they didn't ask for.

We work in education, which means we work in the business of human stories — students', families', educators', each other's. The districts we serve, the teams we lead, the classrooms our work eventually touches: all of it runs on whether people feel like they belong, whether they can show up as themselves, and whether someone is willing to hold their story with care when they choose to share it.

None of this requires a grand gesture. It just requires showing up, on purpose, consistently — which, come to think of it, is a pretty good description of the job.

Hill Top Pride

Creating a Positive and Engaging School Environment

By **Jason Derr,** *Hill Top Academy Principal*

What started as one staff member's vision quickly became a schoolwide labor of love.

Inspired by a desire to make Hill Top Academy an even more welcoming and inviting place for students, Whitney Kortze imagined transforming our hallways with colorful artwork and PBIS-inspired messages that reflect who we are as a community. More than just paint on walls, the project was about creating spaces that remind every student they belong, they are valued, and they can succeed.

That vision came to life thanks to the dedication of 23 staff members who volunteered their time throughout the summer. Over the course of multiple evenings, the team carefully mapped out designs, traced inspiring quotes, and brought the walls to life with paint, creativity, and plenty of teamwork. The work was filled with laughter, shared stories, and a lot of fun as colleagues rolled up their sleeves for a common purpose.

Throughout the project, one thought kept everyone motivated: imagining the smiles on students' faces as they walk through the doors for the first day of school. Every paw print, every encouraging message, and every painting of our logo was created with our students in mind, helping them feel welcomed, connected, and proud to be part of the Hill Top Academy community.

This project is a wonderful reminder that building a positive school culture isn't just about what happens in classrooms. It's also about the people who invest their time, talents, and hearts to create an environment where students can learn first, act responsibly, be their best selves, and show safe actions.

A heartfelt thank you to Whitney Kortze for envisioning this project and to every staff member who spent a part of their summer helping to turn that vision into reality. Your hard work has already made Hill Top Academy a brighter place and we can't wait to see our students experience it.

Additional staff who participated: *Alisabeth Chernov, Rebecca Diehl, Kathleen Good, Lucinda Glinn, Tanya Haller, Gabby Jones, Liz Kuzma, Ayva Lacoco, Katie Lacoco, Bridget Madden, Mary Mansfield, Rocco Matriccino, Michelle Mauersberg, Maryann Mercer, Tameeka Miller, Kayla Saar, Meredith Seidel, Diane Sheaffer, Ky Sullivan, Hunter Trunick, Lindsey Tuthill, Brooke Webb*







Innovation in Action

Turning Ideas Into Impact

By **Sherisa Nailor,** *Supervisor of Special Projects*

During the past two years, Innovation Grants provided Capital Area Intermediate Unit (CAIU) teams with funding to explore new approaches, expand opportunities, and develop creative resources for the students, educators, and communities we serve. More than ten projects have received funding, including:

- Additive Manufacturing Program: Loysville Youth Detention Center (LYDC)
- ASL Courses for Teachers: Capital Area Online Learning Association (CAOLA)
- Career Fair: LYDC
- Mentoring Book Study Launch: TaC/Mentoring Team
- Student Certifications: Keystone State ChalleNGe Academy (KSCA)
- Student Services Institute: Educational Services, Special Projects Team
- Sensory Book Kits, Speech and Language: Early Intervention Team
- Study Council Membership and Program Development: Educational Services, Special Projects
- Supply Kits for STEM Design Challenge: Educational Services, Student Competitions Team
- Trout in the Classroom Program: LYDC

Together, these projects demonstrate just how broad innovation can be at the CAIU—from professional learning and mentoring to student experiences, mental health, communication, and hands-on learning.

From Idea to Impact

Several grant recipients have already shared updates demonstrating how Innovation Grant funding is making a difference.

CAOLA's ASL Courses for Teachers began with 25 adult learners enrolled during the first semester. Participants demonstrated strong academic performance, maintaining an average grade of 90% or higher. Just as importantly, participant feedback helped shape the program as it progressed. When teachers indicated that the original single-semester pace was too intensive, the timeline was extended, creating additional time for meaningful learning and skill development.

The CAIU Mentor Program utilized Innovation Grant funding to enhance professional development for mentors through a new series of book studies. It provided copies of *Mentoring in Action*, *The 7 Habits of Highly Effective People*, and *The Impact Cycle*. The monthly *Mentoring in Action* study concentrates on aiding mentors of new teachers, covering areas like instructional planning and relationship-building. *The 7 Habits of Highly Effective People* emerged as the most favored book study, featuring independent reading, online resources, reflection, and live discussions. The Innovation Grant also allowed the Mentor Program to pilot a CAIU Resource Fair in October. Originally designed for mentors, the event was expanded to all CAIU staff and provided participants with an opportunity to explore resources available throughout the IU. Feedback from those who attended was positive, providing a foundation for continued development of the event.

These projects illustrate an important part of innovation: successful ideas don't always remain exactly as originally envisioned. Teams learn, gather feedback, adjust, and build upon their work along the way.

Innovation That Lasts

The impact of an Innovation Grant doesn't end when the grant period does. Several previously funded projects have continued to grow, evolve, and create opportunities for CAIU students and staff.

- **Additive Manufacturing Program:** New equipment was installed in 2025, and since then, two years of students have learned to operate additive manufacturing equipment and design products using current industry practices and standards. These hands-on experiences are helping students develop relevant technical skills and better preparing them for employment after graduation.
- **Student Certifications:** Industry credentials have become an ongoing part of the student experience at KSCA. Every cadet who enrolls continues to have opportunities to pursue industry certifications, with students often graduating with at least three credentials. These certifications provide tangible evidence of their skills and can support their transition into future education, training, and employment.
- **Trout in the Classroom:** LYDC is launching its second year of Trout in the Classroom, building on the program established through Innovation Grant funding. Students learn about ecosystems and the conditions trout need to grow and thrive while gaining hands-on experience with scientific processes and equipment used to evaluate water quality and ecosystem health.
- **Mentoring Book Study:** The CAIU Mentor Program is kicking off its second year of the book study initiative, this time focusing on *The Impact Cycle*. The program has also expanded beyond CAIU staff, with the book study now available to schools and school leaders throughout the region.

These projects demonstrate one of the most important goals of the Innovation Grant program: investing in ideas that can take root, become sustainable, and continue making an impact long after the initial grant funding is spent.

CAIU Innovation Grant applications are open for the 2026–2027 grant year, providing another opportunity for CAIU employees and teams to transform promising ideas into action. What could you do with up to $10,000 to try something new? Application deadlines are set for April 30, 2027, with a deadline for spending by May 31, 2027, pending final approval from Cabinet Leadership. Successful proposals should be innovative, align with the CAIU Mission and Strategic Plan, and demonstrate sustainable potential beyond the grant period.

Whether your idea supports students, strengthens staff learning, improves a program, builds new partnerships, or approaches an existing challenge in a new way, the Innovation Grant program provides an opportunity to explore what's possible. Start the conversation with your team. Identify a challenge. Imagine a new solution. Then consider how an Innovation Grant could help turn your idea into impact.









An Interconnected Effort to Strengthen the CAIU

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

Every organization has a vision of what it hopes to become. The challenge is not simply imagining that future, it is determining what we will do today to move closer to it.

At the Capital Area Intermediate Unit (CAIU), our vision is clear: to be recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area.

That vision is aspirational, but it is also actionable. Each year, our strategic plan provides a roadmap for turning that aspiration into meaningful action. It helps us determine where we will focus our collective energy, how we will measure progress, and most importantly, how our work can create greater impact for the students, employees, schools, families, and communities we serve.

As we begin the 2026-2027 academic year, we are embarking on the next chapter of that work. This year's strategic plan is again centered around three organizational goals. While each goal has a distinct focus, together they represent an interconnected effort to strengthen the CAIU as an organization and increase our impact as a partner.

Goal #1: Continuously Improve

The CAIU will continuously improve our systems, services, and partnerships to better serve our students, employees, schools, families, and communities.

Continuous improvement begins with listening. This year, we will strengthen the ways we gather and respond to feedback from both our internal and external partners. We will use that feedback, along with evidence and data, to understand what is working, identify opportunities to improve, and make intentional decisions about where we will go next.

We will continue to expand and enhance our programs and services to meet the evolving needs of our organization and those we serve. By remaining responsive, innovative, and focused on impact, we will strengthen our capacity to provide meaningful solutions for our schools, families, communities, and employees.

The goal is not improvement for the sake of improvement. The goal is to become better at what we do so that the people and organizations we serve experience the difference.

Goal #2: Become an Employer of Choice

The CAIU will become an employer of choice by creating a culture that attracts outstanding talent, invests in employee growth, celebrates contributions, and encourages long-term commitment.

Our ability to fulfill our mission depends on our people. Attracting and retaining talented, committed employees is essential to everything we hope to accomplish.

This year, we will advance our intentional and connected approach to the employee experience,

from recruitment and hiring to onboarding, induction, professional growth, and long-term support. We will strengthen strategic talent pipelines and partnerships while establishing consistent hiring practices that are equitable, efficient, transparent, and focused on quality.

But becoming an employer of choice is about much more than recruitment. It is about creating an environment where people want to stay, grow, contribute, and do their best work.

That means investing in our collective capacity through aligned, connected, and meaningful learning and coaching opportunities. By creating opportunities for employees to learn together, share expertise, receive feedback, and grow as leaders and professionals, we can strengthen both individual practice and our organization as a whole.

When we invest in our people, we strengthen our ability to serve others.

Goal #3: Strengthen Workplace Wellbeing

The CAIU will strengthen the core elements of workplace wellbeing through its commitment to its staff, students, and partners.

Wellbeing is foundational to our success. A healthy organization is one where people feel safe, supported, valued, included, and equipped to be successful. This year, we will continue to strengthen organizational safety and preparedness through training, clear protocols, effective communication, and staff engagement.

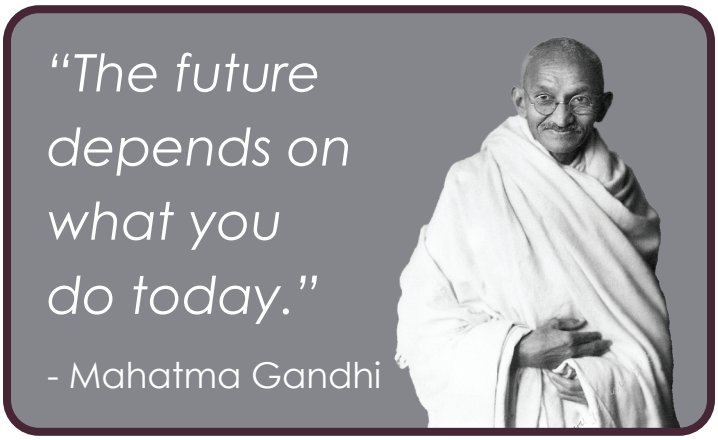
We will continue to create an environment where everyone has equitable access to the information, technology, services, learning, and opportunities they need to grow and thrive. At the same time, we will invest in the future of our organization by creating intentional pathways for employees to grow as leaders, building the collective capacity we need to meet both today's challenges and tomorrow's opportunities.

A key part of that work will be aligned leadership learning experiences guided by our Portrait of a Leader focused on our six core pillars of leadership. Those include Character Driven Leadership, Visionary and Strategic Thinking, Communication and Collaboration, Prioritizing Connections, Continuous Improvement, and Outcomes and Accountability. These experiences, collectively, aim to help strengthen leadership capacity, organizational culture, and collaboration across the CAIU and with our partners.

Ultimately, a strategic plan is only as powerful as the action that follows it. That is why this year's plan is designed to connect organizational priorities with the work happening every day across the CAIU. Team goals, program goals, and individual goals will all contribute to our progress. Our strategic plan does not live in a document on a shelf. It lives in the decisions we make, the services we provide, the relationships we build, the questions we ask, and the ways we continually seek to get better.

Our vision remains the destination. Our strategic plan provides the roadmap and our people are the ones who will move us forward.

As we begin another school year, I am excited not simply about what we will accomplish, but about who we will become through the work. Together, we have an opportunity to make the CAIU better for our employees, for our partners, and ultimately for the students and communities we serve.



Situational Awareness

September is Suicide Prevention Month

Throughout the year, the Capital Area Intermediate Unit cares about suicide prevention and those who have been personally impacted by suicide. We encourage you to help raise awareness about suicide prevention, looking out for our loved ones and those in our CAIU community and beyond while encouraging messages of hope.

Points2Ponder

- With one conversation, asking someone how they're really doing — and being ready to truly listen — can save lives.
  - *Talking about suicide isn't harmful — silence is.*
  - *One honest conversation can be a turning point in someone's life.*
- Learn about warning signs of suicide, risk factors, and how to support someone in a crisis.
  - *5.5% of U.S. adults have serious thoughts of suicide each year.*
- Reaching out for support can be the start of a new journey forward. Whether experiencing thoughts of suicide or supporting a loved one, there is help available.
  - *3 in 4 people who contacted the 988 Suicide & Crisis Lifeline report receiving the help they needed.*

View Crisis Resources on the CAIU Website

Is Someone You Know Experiencing a Crisis?

A mental health crisis is any situation in which a person's actions, feelings, and behaviors can lead to them hurting themselves or others, and/or put them at risk of being unable to care for themselves or function in the community in a healthy manner. There are various situations that can lead to a mental health crisis, including stress at home, like conflicts with loved ones; exposure to trauma; or violence. Stress at school or work and other environmental stressors can also contribute to a mental health crisis.

If you suspect that you or someone you know is having a mental health crisis, the 988 Suicide & Crisis Lifeline (also known as the 988 Lifeline) provides support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States.

You may also call the crisis line for your county. ***If there is immediate danger of physical harm, you should call 911.***

Mission Moments

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



Through continued partnership with UPMC, we are excited to welcome a new group of Unlocking Potential Work Immersion Program interns. These interns will gain valuable hands-on experience, develop new skills, and demonstrate what's possible when individuals of all abilities are given opportunities to learn, contribute, and thrive in the workplace.

In a professional and inspiring kickoff event for the 2026-2027 school year, Nikole Hollins-Sims shared insightful perspectives and set an optimistic tone for amazing educators ready to Dream Out Loud! Members of the Student Services Team gathered at PaTTAN in August for Nikole's meaningful message.



Compliment Corner!

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

EXPERTISE

Renee Yale, *Remedial and Data Specialist*

Renee brings an exceptional level of expertise to her role. She demonstrates deep knowledge and consistently applies a clinical lens when analyzing data and informing her practice. She willingly shares her expertise in a professional manner, elevating the capacity of those around her. Renee maintains an open-door approach, fostering collaboration, welcoming observation of her practice, and leading the development of systems that support both our staff and the schools we serve.
- Anonymous

SERVICE

Stacy Irvin, *Administrative Services Representative*

I had a large print job for a family engagement event and Stacy went above and beyond to help me prepare all the copies for the games and activities. Anytime I have a question, she is always so helpful and does everything with a smile. I truly appreciate all her hard work and her kindness.
- Rebecca Slavinsky, School Social Worker

Training and events



The Capital Area Intermediate Unit (CAIU) hosts numerous innovative events and conferences throughout the year. Our team of consultants, staff, and specialists values and supports lifelong learning. All events and conference offerings are available in the Frontline Registration System.

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

Here are some of our upcoming trainings:

9/25-11/20/2026 - Know Better, Do Better: Handwriting
Audience: All Educators

In this 3-session virtual series devoted to handwriting, presenters will share current handwriting pitfalls, current legislation and research, and strategies/resources to support handwriting instruction. Sessions will occur on Sept. 25, Oct. 23, and Nov. 20 from 8:00-8:30 AM on Zoom.

9/25/2026-3/19/2027 - Restorative Practices COP
Audience: Classroom Teachers, Counselors, Coaches, Admin

This VIRTUAL community of practice serves as a space for practitioners to share experiences, explore challenges, co-create solutions, and deepen their understanding of restorative values like respect, empathy, accountability, and community.

10/1/2026 - Classroom Management: Act 33 Class Monitor
Audience: Paraprofessionals

An asynchronous course for those looking to complete the requirements to become a classroom monitor under Act 33 of 2023. The instructor will contact you before the start of the course with login instructions and a classroom link.

10/7/2026-5/5/2027 - Neurodiversity Network
Audience: Administrators, Gen Ed and Spec Ed Teachers, OT/PT/SLP, Paraeducators, Family Members

Each monthly session creates a safe space to discuss and share resources around a specific topic in neurodiversity. Please register for each individual session.

10/15-16/2026 - Restorative Practices for Educators
Audience: Classroom Teachers, Coaches, Counselors, Admin

Teams will learn the fundamental theory and practices for engaging with students, staff, and parents in your school setting.



Opportunities to do good

CAIU staff are encouraged to give back to the community by participating in a **CAIU Service Project**. These service projects must be completed between January 17, 2026, and Friday January 15, 2027, to count towards hours off on January 15, 2027. Click **HERE** for CAIU Service Project Process and Forms.

CAIU SERVICE PROJECT
2026 Out of the Darkness Walk (October 3, 2026)
Audience: CAIU Staff - *Multiple shifts are available.*

SIGN UP HERE

CAIU SERVICE PROJECT
Fall Fest - Trunk or Treat (October 24, 2026)
Audience: CAIU Staff - *Multiple shifts are available.*

SIGN UP HERE

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

Welcome New Hires!

ibelong @caiu



Erica Ceccanecchio
Teacher - Hill Top

"My daughter and I share the same birthday."



Egypt Cesar
PCA - Hill Top

"I like to draw."



Cain Dowell
EPP - CAELC

"I'm a dad."



Kaylee Garosi
PCA - Middletown MS

"I enjoy going to different sporting events."



Alexis Gould
Occupational Therapist - Londonderry/Middletown

"I'm from upstate NY and am getting married this fall."



Theodore Griffin
Mental Health Worker - Newport

"I've been playing guitar for 25 years."



Bridget Kane
Occupational Therapist - Conewago

"I used to Irish dance."



Garrick Krichten
PE Teacher - Hill Top

"I like to disc golf."



Devann O'Connell
Behavior Consultant - Enola

"I am visiting my 11th National Park this summer."



Jessica Over
PT S/L Pathologist - Enola

"I love playing volleyball and watching my kids play sports."



Steve Ross
PCA - Hill Top

"I like to act and sing. I did some recording over the summer."



Alyssa Rufo
Itinerant Teacher - Enola

"I am originally from Mechanicsburg and recently moved back to the area."



Lindsay Slack
Teacher - Mechanicsburg MS

"I have taught in 3 countries outside of the US."



Shawn Stebleton
PCA - Hill Top

"I met my wife in India (both are from the US)."



Kristyn Whisman
Lead Educational Coach - Hill Top

"I won America's Strongest Lightweight Woman 4 times."

YOU'RE *one of* US NOW

Farewell Retirees!

Barbara Kline
is retiring after more than 30 years of service!

Cheryl Park
is retiring after 36 years of service!



YOU WILL BE *missed*

FALL FEST

caiu

Capital Area Intermediate Unit

This ***FREE*** community event is packed with so much, including fantastic artisans ready to help you kick off the gift giving season with unique handmade items. So grab your family and friends, bring your appetite for fun and food, and don't miss out on all the seasonal delights! You're in for a treat!






- Vendors
- Scavenger Hunt
- Trunk-or-Treat
- Food Trucks
- Inflatables
- And More!

LEARN MORE

bit.ly/3ZZOwjC

24
October
11am-3pm

Capital Area Intermediate Unit

55 Miller Street
Enola, PA 17025

Pennsylvania
Governor's Office
of Homeland Security

The Unseen Threat:
Protecting Our Kids from Online Dangers

*** In-Person Training ***

December 3, 2026 - 9:00 AM – 3:00 PM

Sign in begins at 8:00 AM on the day of the event.

Best Western Premier, the Central Hotel

800 East Park Drive | Harrisburg, PA 17111

Parking is free, and lunch will be provided



We're honored to welcome PA Attorney General Dave Sunday as our special guest.

Protecting children in today's digital world and understanding the growing online threats they face has never been more important. School administrators, teachers, coaches, and anyone who works with our youth are invited to attend this important free workshop discussing the online dangers impacting today's youth. Learn how to recognize warning signs, promote safe digital habits, and better protect our children in an increasingly connected world.

***Topics will include*:**

~ **"The Effect of Social Media & Youth Mental Health"**
American Academy of Pediatrics

~ **"Roblox Safety & Online Predators"**
PA State Police

~ **"Digital Danger Zones for Educators"**
PA Attorney General's Office

~ **"Raising awareness of Nihilistic Violent Extremism"**
PaCIC (PA Criminal Intelligence Center) / PA State Police

The PA Office of Homeland Security, in partnership with the Pennsylvania State Police, is offering this training at no cost to participants through grant funding underscoring a strategic investment in prevention-focused training efforts that advance community safety and reduce targeted violence and attacks.