

Regular Meeting

Monday, September 14, 2026 7:00 PM

Lower Dauphin School District Administration Center, 291 E. Main Street,
Hummelstown, PA 17036

1. CALL TO ORDER

1.A. CALL TO ORDER

1.B. PLEDGE TO FLAG

1.C. ROLL CALL/ATTENDANCE

1.D. ANNOUNCEMENTS

1.E. APPROVAL OF MINUTES

1.F. COMMUNITY RELATIONS REPORT

1.G. PRESENTATIONS/RECOGNITIONS

1.H. PUBLIC COMMENT

2. COMMITTEE REPORTS

2.A. BOARD PRESIDENT REPORT- Mr. Hill

2.B. BUILDINGS & GROUNDS COMMITTEE- Mr. Hill, Jr.

2.C. DAUPHIN COUNTY TECHNICAL SCHOOL- Mr. Scott, Mr.
Rehrer

2.D. CAPITAL AREA INTERMEDIATE UNIT- Mr. Kaschak

2.E. LEGISLATIVE- Mrs. Foley

3. NOTE REGARDING ITEMS FOR BOARD ACTION

3.A. BOARD ACTION

4. BUSINESS OFFICE REPORT

4.A. TREASURER'S REPORT- JULY and AUGUST 2026

4.B. FISCAL ITEM - BILLS- JULY and AUGUST 2026

4.C. FISCAL ITEM - TAX EXONERATIONS

4.D. APPROVAL OF CHANGE ORDERS

4.E. CONTRACTS

5. SUPERINTENDENT REPORT

5.A. ANNOUNCEMENTS/COMMENTS

5.B. SUPERINTENDENT ACTION

5.B.1. DISCUSSION REGARDING POSSIBLE FINANCE
COMMITTEE AND UPDATED 2026 BOARD MEETING CALENDAR

5.B.2. APPROVAL OF SUPERINTENDENT OBJECTIVE
PERFORMANCE MEASURES 2026-2027

5.B.3. RETROACTIVE APPROVAL OF GROUP 5
AGREEMENTS

5.B.4. PSBA OFFICER ELECTION

5.B.5. APPROVAL OF POLICY - FIRST READING

5.B.6. APPROVAL OF FIELD TRIPS

5.B.7. APPROVAL OF DISPOSAL

5.B.8. APPROVAL OF DONATION

5.B.9. APPROVAL OF SUMMER PERSONNEL PAYMENT-
UPDATED

5.B.10. APPROVAL OF PERSONNEL

6. **INFORMATION ITEMS**

6.A. NOTIFICATION OF CHANGE IN EMPLOYMENT STATUS

6.B. COMMITTEE ASSIGNMENTS

6.C. UPCOMING BOARD MEETINGS

6.D. MONTHLY ENROLLMENT REPORT

7. **NEW BUSINESS**

8. **ADJOURNMENT**

8.A. ADJOURNMENT

**LOWER DAUPHIN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
Regular Meeting Minutes
Monday, August 10, 2026**

1. CALL TO ORDER

A. CALL TO ORDER

The Lower Dauphin School Board met this evening at 7:08 PM, in its regular session at the District Administration Center, with President Robert Hill, Jr., presiding.

This meeting was livestreamed and the recording will be available for viewing for one week.

The opinions expressed by any member(s) of the public do not necessarily reflect the views or opinions of the Board of School Directors of the Lower Dauphin School District and are solely those of the presenter. The Board hereby expressly disclaims any and all responsibility for any defamatory or slanderous statements expressed by any member of the public.

B. PLEDGE TO FLAG

The meeting opened with the Pledge of Allegiance.

C. ROLL CALL/ATTENDANCE

Responding to Roll Call were Board Members Mr. Zachary S. Bailey; Mr. Robert P. Hill, Jr., Dr. Andrew C. Miller; Mr. Thomas W. Scott; Mrs. Lisa M. Stokes; and Mrs. Amanda L. Unger; as well as Dr. Gregory J. Milbrand, superintendent. Mrs. Lisa Foley; Mr. John J. Kaschak; and Mr. Forrest E. Rehrer; were absent.

Staff members present included Mr. Todd Neuhard, Assistant to the Superintendent; Mr. Robert Horney, Jr., Business Manager; Dr. Daniel Berra, Director of Pupil Services; Dr. Charles Trovato, Curriculum Director; Ms. Katie Jeffries, Human Resources Director; Mr. Jeremy Foose, Facilities Director; Mr. Evan Brooks, Community Relations Coordinator; Dr. Kevin White, Director of Information & Technology; Dr. David Wuestner, Sr., Mr. Bryan MacLeod, Dr. Jared Wastler, Mrs. Lindsay Adams, and Mrs. Stephanie Bruno, elementary principals; and Mr. Justin Hanula, High School principal.

D. ANNOUNCEMENTS

To all in attendance, please sign in on the yellow sheet at the entrance to the board room. For anyone planning to address the board this evening, please complete a blue card on the table at the entrance and hand it to a board member or administrator.

The Executive Session prior to this meeting was to discuss confidential information related to personnel and legal matters.

E. APPROVAL OF MINUTES

The minutes of the regular meeting held on July 13, 2026, and the record of the Buildings & Grounds Committee meeting held on July 22, 2026, were included for approval.

Motion: Dr. Miller and Mr. Scott moved to approve the minutes and record as presented.

Vote: All six (6) members approved the motion.

F. COMMUNITY RELATIONS REPORT: Mr. Brooks reported:

- Band Camp started the last week of July, and finished off the last of the summer camp sessions at LD. It was a two-week camp in which students wrapped up with their annual parent show.
- The 2026-27 school calendar has been updated to reflect the known key dates, events, concerts, and more on the Lower Dauphin website. The printed version of the calendar is set to arrive at the schools around August 14, which will be available for distribution. This year's calendar encompassed the entirety of the Lower Dauphin community and really leaned into the new mission and vision which came out of the Comprehensive Plan. From classroom instruction to music, arts and athletics, each piece of Lower Dauphin was represented in making the calendar.
- As far as athletics go, the heat acclimation period for football began today. Practice for the rest of fall sports begins next Monday, August 17. Scrimmages and tennis competition begin the same week. The first football game of the year is Saturday, August 29, against North Penn at Biemesderfer Stadium at Millersville University. The rest of the fall sports will begin competition on Monday, August 24th.
- South Hanover will hold an Open House for kindergarteners only, on August 19. That same evening, the middle school will hold their Open House for 6th graders only. Back-to-School Night will take place on August 20, for elementary buildings and the high school. On August 26, the middle school will host their open house for 7th and 8th graders.
- Meet the Falcons is on Thursday, August 20, on the high school track, at 7:45PM, following Back-to-School Night around the district.
- A Back-to-School Newsletter was provided to families across the district as a centralized resource for the start of the 2026-2027 school year. The newsletter consolidated important information, key dates, district updates, transportation resources, and school-specific details into one easy-to-access publication, ensuring families were informed well in advance of the first day of school.
- Students will return to school on August 25, for the first day of the year. Just a reminder that schools will have a half-day on Friday, September 4, before the Labor Day weekend.

G. PRESENTATIONS/RECOGNITIONS

- Mr. Tom Gordon, Lieutenant Colonel (retired), U.S. Army; VFW- East Hanover Elementary Flagpole. Dr. Milbrand and Mr. Hill presented Mr. Gordon with a certification of appreciation for providing the supplies and manpower for this generous VFW project.
- Title Programs Overview, Dr. Trovato. Review of Title I, IIA, and IVA funding and how it is used.
- Jump Start/Summer Reading Academy Program, Dr. Trovato. Presentation of a large, hand-drawn poster from camp attendees. Dr. Miller thanked Dr. Trovato for this program and supporting these student's educational needs.

H. PUBLIC COMMENT: None.

2. COMMITTEE REPORTS

A. BOARD PRESIDENT REPORT: Mr. Hill reported:

- Reviewed the parking procedures at the Middle School/Falcon Field, noting these changes are necessary for everyone's safety. Encouraged visitors to come early to events and obey the signage. Asked for the public's patience and cooperation through this process. Parking enforcement begins August 17.

B. BUILDINGS & GROUNTS COMMITTEE: No report.

C. CAPITAL AREA INTERMEDIATE UNIT: No report.

D. LEGISLATIVE: No report.

E. DAUPHIN COUNTY TECHNICAL SCHOOL: Mr. Scott reported:

- The next meeting is this Wednesday, August 12; there was no July meeting

3. NOTE REGARDING ITEMS FOR BOARD ACTION: By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say “nay” or “I abstain.” Board members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken and file the appropriate form with the Secretary of the Board.

4. BUSINESS OFFICE REPORT

A. FISCAL ITEM – TAX EXONERATIONS

MUNICIPALITY	PER CAPITA 511 & 679	OCCUPATION 511
Conewago Twp.	\$300.00	\$13,750.00
East Hanover Twp.	\$330.00	\$22,500.00
Hummelstown Boro.	\$860.00	\$26,250.00
Londonderry Twp.	\$280.00	\$13,500.00
South Hanover Twp.	\$290.00	\$21,250.00
TOTAL	\$2,060.00	\$97,250.00

Motion: Mrs. Stokes and Mr. Scott moved to approve the tax exonerations as presented.

Vote: All six (6) members approved the motion.

B. APPROVAL OF CHANGE ORDERS

The Administration recommended the approval of the following change orders for the summer 2026 projects, as listed:

<u>Item</u>	<u>Net Cost</u>
Middle School - additional electrical modifications	\$12,436.00
Nye Elementary School -additional electrical modifications	\$19,360.00
East Hanover Elementary School - additional electrical modifications	\$5,473.00
Falcon Field- additional blacktop base on driveway	\$28,380.41
Falcon Field- repair sink hole	\$15,949.13

Motion: Mrs. Unger and Mrs. Stokes moved to approve the change orders as presented.

Vote: All six (6) members approved the motion.

7. CONTRACTS

<u>Vendor</u>	<u>Item/Service</u>	<u>Cost</u>
Elizabethtown College	Dual Enrollment	\$0.00
Partnership for Career Development	Membership dues	\$4,235.00
Amplify	Boost Math Research Study	\$0.00
LVC	Affiliation agreement	\$0.00
GDC	Interactive whiteboards	\$20,442.00
Wilson Tutoring (pending solicitor review)	Specialized reading services	approx. \$36,000.00
Ames Janitorial Services	Janitorial services	\$30/hr. per employee
CLG Services LLC	Janitorial services	\$28.95/hr. per employee (overtime \$57.90/hr. per employee)
CAIU	RWAN, Internet, and related services	\$82,547.00

Motion: Dr. Miller and Mrs. Unger moved to approve all contracts as presented.

Vote: All six (6) members approved the motion.

5. SUPERINTENDENT REPORT

A. ANNOUNCEMENTS/COMMENTS:

- Thank you to Mr. Gordon and the VFW in painting the East Hanover Elementary School's flagpole at no cost to the district.
- Acknowledged the work of Amy Sell, Jared Wastler, and Lindsay Adams, in presenting a virtual event, *Structured Literacy Summit for Principals & Administrators*.
- Thanks to Jeremy Foose, Facilities Director, for his leadership through the summer construction projects.
- Appreciation expressed for all staff who supported our summer programs and camps.
- Thanks for our administrative team and year-round support staff in their work preparing for the upcoming school year.
- Kudos to our custodial and maintenance team for their flexibility and diligence in preparing our buildings for the first day of school.
- Updates on construction projects including Falcon Fields, MS HVAC, Nye HVAC and brick repointing, and EH HVAC.
- Convocation is August 18 for all faculty and staff.

B. SUPERINTENDENT ACTION

1. APPROVAL OF 2026 LIST OF GRADUATES

The Board of Education is pleased to take action on the list of students presented for graduation in June 2026. The list, which is presented as an attachment, has been certified by Mr. Justin Hanula, High School Principal, and Dr. Gregory J. Milbrand, Superintendent, following each student's satisfactory completion of all requirements.

Motion: Mrs. Unger and Mr. Scott moved to approve the 2026 list of graduates as

presented.

Vote: All six (6) members approved the motion.

2. APPROVAL OF 2026-2027 SCHOOL CALENDAR

The last school day changed Elementary dismissal to 12:30pm, with lunch served.

Motion: Mr. Bailey and Mrs. Stokes moved to approve the 2026-27 school calendar as presented.

Vote: All six (6) members approved the motion.

3. APPROVAL OF ELEMENTARY AND SECONDARY CODE OF CONDUCT 2026-27

Motion: Mr. Scott and Mrs. Stokes moved to approve the Codes of Conduct as presented.

Vote: All six (6) members approved the motion.

4. APPROVAL OF ONE-TO-ONE COMPUTER GUIDEBOOK

Motion: Mrs. Unger and Mrs. Stokes moved to approve the One-to-One Computer Guidebook as presented.

Vote: All six (6) members approved the motion.

5. APPROVAL OF 2026-2027 BUS STOPS

Motion: Dr. Miller and Mrs. Unger moved to approve the 2026-27 bus stops as presented.

Discussion: No parent concerns have been raised this school year. Request that StopFinder's ability to track buses be made available to parents. Dr. Milbrand believed that is an added expense, and he would look into it.

Vote: All six (6) members approved the motion.

6. APPROVAL OF MOU- HUMMELSTOWN BOROUGH POLICE

Motion: Mr. Bailey and Mr. Scott moved to approve the MOU as presented.

Vote: All six (6) members approved the motion.

7. APPROVAL OF MOU- PENNSYLVANIA STATE POLICE

Motion: Dr. Miller and Mrs. Stokes moved to approve the MOU as presented.

Vote: All six (6) members approved the motion.

8. APPROVAL OF MOU- HUMMELSTOWN BOROUGH

This MOU allows for the Hummelstown Police to provide traffic control at a cost of \$14,000.

Motion: Mr. Scott and Mr. Bailey moved to approve the MOU as presented.

Vote: All six (6) members approved the motion.

9. TITLE I LETTER OF AGREEMENT 2026-27

Motion: Mrs. Stokes and Mrs. Unger moved to approve the Title I shared services letter of agreement as presented.

Vote: All six (6) members approved the motion.

10. CAIU AGREEMENTS FOR TITLE I, II, AND IV NONPUBLIC PROGRAMS AND SERVICES

Motion: Mr. Scott and Dr. Miller moved to approve the agreements as presented.

Vote: All six (6) members approved the motion.

11. MOU FOR DATA SHARING

This Memorandum of Understanding allows data sharing from partner schools, outside of the district, where our students are being educated.

Motion: Dr. Miller and Mrs. Stokes moved to approve the MOU as presented.

Vote: All six (6) members approved the motion.

12. AUTHORIZE NEGOTIATION AND EXECUTION OF GROUP 5 AGREEMENT

The Board authorizes the administration, in collaboration with Mr. Hill and Mr. Kaschak, to negotiate and execute a Group 5 Agreement with the Central PA Symphony, PA Classics, and Lower Dauphin Youth Football, in accordance with Policy 707. The finalized Group 5 agreements shall be retroactively approved at the September 14, 2026, regular meeting.

Motion: Dr. Miller and Mrs. Unger moved to authorize the administration to negotiate and execute a Group 5 Agreement as presented.

Discussion: Mr. Hill asked that Youth Field Hockey be included in the motion.

Amended

Motion: Dr. Miller and Mrs. Unger moved to authorize the administration to negotiate and execute a Group 5 Agreement with the Central PA Symphony, PA Classics, Lower Dauphin Youth Football and Youth Field Hockey, as presented.

Vote: All six (6) members approved the motion.

13. APPROVAL OF DISPOSAL

<u>Building</u>	<u>Item</u>
Price/East Hanover Elementary School	vehicles
South Hanover Elementary School	Desk
South Hanover Elementary School	Paper Shredder

Motion: Mrs. Stokes and Dr. Miller moved to approve the disposal of the listed items as presented.

Vote: All six (6) members approved the motion.

14. APPROVAL OF PERSONNEL

Personnel approved as listed on the last page.

Motion: Mrs. Stokes and Mrs. Unger moved to approve the personnel items as presented.

Vote: All six (6) members approved the motion.

6. INFORMATION ITEMS

A. 2026 HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION- FINAL FIGURES

The resolution was updated to include the final figures.

B. ACT 35 ANNUAL REPORT SUMMARY

Students recognized for earning a perfect score on the Civics exam:

Mia Ritter	Reyna Garcia
Ethan Butz	Olivia Coleman
Lorelei Hoffer	Seylah Hoke
Noah Hoppes	Madeline Mahler
James Milic	Thomas Peca
Jacqueline Powell	Lula Reinert
Michael Sather	Meredith Taylor
Isabel Zulli	

C. REVISION OF CONTRACT

The cost of GDC's contract for VMware repairs increased \$5,000 from the original, approved contract.

D. USE OF ELLEVATION

As part of our Title III consortium with the CAIU, we are using Ellevation to streamline our data, record keeping, and tracking for our ELL students.

E. UPCOMING BOARD MEETINGS

<u>Date</u>	<u>Time</u>	<u>Type</u>
August 24, 2026 (CANCELLED)		
August 26, 2026	8:30 AM	Buildings & Grounds Committee
September 14, 2026	5:00 PM	Buildings & Grounds (CANCELLED)
	6:00 PM	Executive Session
	7:00 PM	Regular Meeting

7. NEW BUSINESS: None.

8. ADJOURNMENT

A. ADJOURNMENT

Motion: Mr. Scott and Mrs. Unger moved to adjourn at 7:51 PM.

Vote: All six (6) members approved the motion.

Respectfully submitted,

A handwritten signature in black ink that reads "Carron K. Wolf". The signature is written in a cursive, flowing style.

Carron K. Wolf
Board Secretary

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY	Prorated	Step
1	Approval of FMLA	Classified Custodial Staff Action	Edwin Santos	Custodian	Middle School	Intermittent FMLA Anticipated start date 10/1/26-11/30/2026			
2	Approval of Resignation	Professional Staff Action	Monica Hockenbrock	Learning Support Teacher	South Hanover	9/18/2026			
3	Approval of Resignation	Professional Staff Action	Alice Welles	3rd Grade Teacher	East Hanover	8/31/2026			
4	Approval of Resignation	Professional Staff Action	Morgan Smith	ELA Teacher	Middle School	8/4/2026			
5	Approval of Resignation	Classified Hourly Staff Action	Victoria Twigg	Paraprofessional	South Hanover	7/14/2026			
6	Approval of Resignation	Classified Salaried Staff Action	Christopher Reynoso	Assistant Network Technician	TMC	8/6/2026			
7	Approval of Transfer	Professional Staff Action	Leslie Harrington	Learning Support Teacher	East Hanover	8/18/2026			
8	Approval of Transfer	Classified Salaried Staff Action	Barbara Brown	Child Accounting/Central Registration	DAC	8/11/2026	\$51,140.00	Yes	
9	Approval of Revised Job Description	Classified Salaried Staff Action		Executive Assistant & Board Secretary	DAC	8/11/2026			
10	Approval of Revised Job Description	Classified Salaried Staff Action		Child Accounting/Central Registration	DAC	8/11/2026			
11	Approval of Hire	Professional Staff Action	Emma N Walt	Science Teacher	Middle School	8/18/2026	\$57,228.00		Column A Step 1
12	Approval of Hire	Professional Staff Action	Thomas E Prostko	Technology Education Teacher	High School	8/18/2026	\$57,228.00		Column A Step 1
13	Approval of Hire	Professional Staff Action	Katie E Dellinger	Autistic Support Teacher	Middle School	8/18/2026	\$58,084.00		Column A Step 2
14	Approval of Hire	Long Term Substitute Professional Staff Action	Lauren R Ferrell	4th Grade Teacher	South Hanover	8/18/2026-11/30/2026	\$57,228.00	Yes	Column A Step 1
15	Approval of Hire	Classified Hourly Staff Action	Julie Cummins	Computer Room Aide	Nye	8/18/2026	\$16.66 per hour		
16	Approval of Hire	Classified Hourly Staff Action	Sarah A Lefevre	Paraprofessional	Nye	8/18/2026	\$16.66 per hour		
17	Approval of Hire	Classified Hourly Staff Action	Michele M Ryan	Receptionist	High School	8/18/2026	\$15.83 per hour		
18	Approval of Hire	Classified Custodial Staff Action	Larisa F Klingler	Custodian	High School	8/11/2026	\$18.70 per hour		
19	Approval of Hire	Classified Substitute Custodial Staff Action	Doug Bostdorf	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
20	Approval of Hire	Classified Substitute Custodial Staff Action	Lauren Conard	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
21	Approval of Hire	Classified Substitute Custodial Staff Action	Zach DeLano	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
22	Approval of Hire	Classified Substitute Custodial Staff Action	Christian Sanders	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
23	Approval of Hire	Classified Substitute Custodial Staff Action	Sberry Klingler	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
24	Approval of Hire	Classified Substitute Custodial Staff Action	Rick Landis	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
25	Approval of Hire	Classified Substitute Custodial Staff Action	John Bowen	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
26	Approval of Hire	Classified Substitute Custodial Staff Action	Lori Kilgore	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
27	Approval of Hire	Classified Substitute Custodial Staff Action	Mike Wenner	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
28	Approval of Hire	Classified Substitute Custodial Staff Action	Roger Olinger	Custodial Substitute	District Wide	8/11/2026	\$18.60 per hour		
29	Correction to previously Board approved Action	Professional Staff Action	Julia Zakovitch	5th Grade Teacher	East Hanover	8/18/2026	\$57,228.00		Column A Step 1
30	Approval of Stipend	Classified Salaried Staff Action	Rebekah Kratzsch	Special Assignment Stipend	DAC	8/11/2026	\$3,000.00		
31	Approval of Summer Staffing	Professional Staff Action	Kelly Rudy	JS/SRA Substitute	District Wide	7/6/2026	Per diem hourly		

Committee Name: Physical Plant

Date: 08/26/2026

Committee Members: Robert P. Hill, Jr.; John Kaschak, Lisa Stokes, Thomas Scott

Present at the Meeting:

Board Members: Robert P. Hill, Jr., Lisa Stokes

District Staff Members: Dr. Gregory Milbrand (Superintendent), Todd Neuhard (Asst. to the Superintendent), Jeremy Foose, Kaylor Kulina, Justin Hanula, Robert Horney, Carron Wolf

RLPS: Andy Blaydon

Barton Associates: None

K&W: None

PA American Water: Scott Thomas, Joe Woodward, Josh Weiland

Meeting Highlights:

1. Adjusted the order of the meeting to move Item 2D – Water Tower Updates from Londonderry to the beginning of the meeting with PA American Water staff present.
 - a. PA American Water indicated the estimated cost of the hookup to the elementary school building would cost between \$80,000 and \$100,000.
 - b. This would be included in the appraisal amount.
 - c. A meeting on-site will occur with PA American Water, Londonderry Township (Management and Fire), and the District to confirm location of hook-up and possible fire hydrant location along the roadway.
 - d. Lower Dauphin (Jeremy) to confirm pressures needed by fire protection system as the numbers initially reported and then reported this year are different.
 - e. PA American Water to draft legal document and will be reviewed by District solicitor.
 - f. Sale is contingent on approvals by Londonderry Township for the placement of the water tower.
 - g. Land sale slated for Q2/Q3 2027.
2. Facilities Update
 - a. Jeremy thanked the group and staff across the District for working towards the opening of school; there were a lot of items to address, and we are still tinkering with systems, but the opening occurred without delay.
 - b. Todd and Jeremy gave an overview of pick-up and drop-off at the Middle School after Day 1. Borough residents complained regarding the back-up of parents who were trying to get to the middle school.
 - i. Need to continue to remind parents to utilize the buses.
 - ii. Additional changes could occur once the upper parking lot is finished.

- c. Discussed the MARS towing agreement. The group reviewed the contract and provided feedback. Also it is suggested that it be given to our solicitor for review.
 - d. Briefly discussed the Type 5 Agreements. Additional meeting was scheduled on the following day for a smaller group to discuss, given this is a legal contract.
 - e. The group discussed pausing repairs at Londonderry Elementary for Summer 2027.
 - i. Jeremy provided a status of the building (new chiller).
 - ii. Last estimate was \$3.1M to \$3.6M budget.
 - iii. Delay is being considered due to failing infrastructure at the HS.
 - iv. Bidding for South and Londonderry delayed until November under the advisement from RLPS that the delay would not impact the ability to deliver the work in Summer 2027.
 - f. Todd advised the District was notified of the sale of Northern Suffolk to Union Pacific. A brief description of the hazards associated with the railroad in relationship to our District was discussed.
3. Girl Scout Donation
- a. A discussion was held on whether to accept a donation of a bat box for Conewago. Jeremy mentioned there is a bat problem at Londonderry with the old chimney. The group instructed Jeremy to investigate a location for the box at Londonderry since there is already a box being installed next to Conewago in the Danny Fisher park.
4. South Hanover Gas Update
- a. RLPS indicated that a delay in the gas line placement would be an issue with the renovations at South. Jeremy and Todd to push UGI for updates to ensure the line is installed in time for the renovations.
5. Phase 1 HVAC Updates
- a. Jeremy provided an update on the projects.
 - b. Commissioning Phase on-going.
 - c. Working through hot and cold zones throughout buildings.
 - d. Few items remain to be resolved.
6. Phase 1 Falcon Fields Updates
- a. Todd shared that during a recent meeting, there was some concern about the placement of equipment over the stormwater prior to the base course of pavement being placed. All contractors are working through that to ensure no damage.
 - b. A review of orders to date was done.
7. Review of Future Meetings
- a. Confirmed the cancellation of the 9/14/26 meeting.

Recommendations to the full Board:

- 1. Approve the MARS Towing Contract once review from solicitor is complete.

Communications Report 9/14/2026

Our elementary schools are off to a fantastic start for the 2026-27 school year! Across the district, students and families have enjoyed back to school assemblies, community-building events and fun activities. Events such as Back-to-School Night celebrations along with fundraising initiatives and upcoming fall events, our elementary buildings are creating a strong sense of community and excitement for the year ahead.

At the middle school, students and staff took part in their annual back-to-school assembly. They competed in games, discussed the meaning of PRIDE, and 8th graders took control of the spirit stick to start the school year.

Students have been designing parking spaces based on the seven habits of Leader in Me. The students also attended grade-level meetings to review the rules and expectations for the upcoming school year.

As part of two community projects, the outside lunch area has a new look thanks to two Lower Dauphin High School students. As part of his Eagle Scout project, junior Carter Smith constructed a gaga pit by the outdoor courtyard for students to play during lunches and other events throughout the year. Freshman Kelsey Fullerton created an LD plant bed as part of her Silver Scout project

Mass Band Night will be coming up on Friday, October 2, at Hershey Park stadium. The middle school, high school and elementary bands from across the district will come together for their annual performance during the football game against Gettysburg. The 6-12th grade bands will be performing “Good Time”, a 2012 hit collaboration between Carly Rae Jepsen and Owl City. This year’s final Mass Band Night at Hershey Park Stadium is also going to feature the band “No Last Call” who will be joining in the stands, entertaining our football crowd, and showing our band students how much fun they have playing beyond high school.

First-day photos were posted on the school’s social media pages. The post asked families to share first-day photos of their kids in the comments; many did. This year’s post did even better than last year, with social engagement reaching over 24 thousand people.

High school clubs and activities are starting to ramp up. The high school recently held a school-wide assembly to introduce all the clubs and recruit students to join.

Finally, kudos to the Lower Dauphin art department. For the fourth consecutive year, Lower Dauphin was recognized by the Pennsylvania Art Education Association as an Outstanding Visual Art Community. This award is given based on the dedication of our art teachers, the creativity of our students and the district’s ongoing support of strong visual arts opportunities.

2025 PAYS: Lower Dauphin Community Highlights

Pennsylvania Youth Survey



Lower Dauphin Community Participation Highlights

In 2025, Lower Dauphin School District participated in the PAYS as part of Pennsylvania's statewide effort to understand and improve youth health and wellbeing.

Lower Dauphin 2025 PAYS at a glance:

- 909 valid student surveys submitted
- Overall modified participation rate: 83.3% — well above the statewide rate of 53.6%

Grade		District Surveys
6th	Grade	269
8th	Grade	235
10th	Grade	238
12th	Grade	167
Total		909

Good News: Most Lower Dauphin Students Are Making Healthy Choices

The majority of Lower Dauphin students are not using substances. In fact, the district's alcohol lifetime rate (22.0%) is below the state average — a genuine prevention achievement. Most no-use rates are at or better than state benchmarks.

Substance	District: No Use(Past 30 Days)	State: No Use(Past 30 Days)
Alcohol	85.2%	90.9%
Marijuana	93.7%	95.7%
Vaping / Electronic Vapor Products	93.2%	93.7%

Lower Dauphin's vaping non-use rate (93.2%) is essentially at the state average (93.7%) — a strong indicator given that vaping tends to be elevated in many districts. Alcohol non-use (85.2%), while below the state, is improving consistently from year to year. The overall picture is one of a community where most students are making healthy choices and prevention is working.

Substance Use Trend Data

Alcohol: Below State Average Lifetime — With Upper-Grade 30-Day Use to Watch

Alcohol is the most commonly used substance in Lower Dauphin, but its all-grades lifetime rate (22.0%) is actually below the state average (23.3%) — a meaningful prevention win. 30-day use (14.8%) is more elevated and warrants continued attention, particularly at 10th and 12th grade.

Alcohol — Lifetime Use

Grade		District 2021	District 2023	District 2025	State 2025
6th	Grade	11.0%	10.2%	9.2%	10.8%
8th	Grade	30.2%	20.2%	17.7%	18.1%
10th	Grade	45.5%	31.6%	25.3%	24.6%
12th	Grade	55.0%	56.2%	44.3%	38.3%
All Grades		34.0%	28.2%	22.0%	23.3%

Alcohol — 30-Day Use

Grade		District 2021	District 2023	District 2025	State 2025
6th	Grade	3.8%	2.1%	3.5%	2.9%
8th	Grade	10.3%	4.9%	5.2%	5.4%
10th	Grade	18.4%	13.0%	7.8%	9.5%
12th	Grade	30.2%	28.9%	22.2%	18.1%
All Grades		14.8%	11.3%	8.4%	9.1%

Lower Dauphin's all-grades lifetime alcohol use has declined 12 points — from 34.0% in 2021 to 22.0% in 2025 — now below the state average. 6th and 8th grade 30-day rates are essentially at state levels. The area requiring continued attention: 12th grade 30-day use (22.2%) remains above the state (18.1%), and all-grades 30-day use (8.4%) is just below the state average — a near-miss worth monitoring. Binge drinking (3.7%) is modestly above the state (3.2%), consistent with elevated 12th grade use.

Vaping: Near State Average — With Important Nicotine Signal

Vaping is the second most commonly used substance in Lower Dauphin. With lifetime use at 9.7% (compared to the state's 11.5%), the district is performing better than state peers. However, among students who do vape, nicotine use is notably high.

Grade	Lifetime 2023	Lifetime 2025	State 2025	30-Day 2025	State 2025
6th Grade	2.6%	2.3%	3.9%	n/a	1.8%
8th Grade	9.6%	5.6%	9.0%	4.3%	4.6%
10th Grade	11.3%	11.5%	12.7%	4.7%	6.8%
12th Grade	33.7%	25.0%	19.7%	14.1%	11.4%
All Grades	13.4%	9.7%	11.5%	6.8%	6.3%

Among Lower Dauphin students who vaped in the past year, the substances reported:

- Just flavoring: 28.8% of vapers —below the state average of 34.0%
- Nicotine: 71.2% of vapers — well above the state average of 59.7%
- Marijuana or THC: 33.3% of vapers—slightly above the state average of 31.9%

Lower Dauphin's all-grades vaping lifetime rate (9.7%) is below the state (11.5%) — a positive finding. However, 12th grade 30-day use (14.1%) exceeds the state (11.4%), and the nicotine content among vapers (71.2%) is substantially above the state average (59.7%). Students who vape in this district are very likely to be using nicotine — making nicotine addiction prevention and cessation support a priority even as overall vaping numbers appear manageable.

Marijuana: Declining and Near or Below State Average

Marijuana use has declined meaningfully across all grades from 2021 to 2025. Lower Dauphin's rates are at or below state averages in most categories — a clear prevention success.

Grade	Lifetime 2021	Lifetime 2023	Lifetime 2025	State 2025	30-Day 2025	State 2025
6th Grade	0.0%	0.9%	1.1%	1.1%	0.0%	0.3%
8th Grade	3.9%	6.4%	1.7%	4.1%	1.7%	2.1%
10th Grade	19.7%	6.5%	8.6%	9.4%	3.9%	4.5%
12th Grade	31.5%	29.9%	22.8%	19.1%	10.8%	10.0%
All Grades	12.8%	10.1%	7.1%	8.7%	3.5%	4.3%

All-grades marijuana lifetime use (7.1%) is below the state (8.7%) and 30-day use (3.5%) is below the state (4.3%) — a genuine success. 12th grade 30-day use (10.8%) is slightly above the state (10.0%) and worth monitoring, but the overall trajectory is positive. However, among students with high depressive symptoms, marijuana lifetime use (29.6%) far exceeds the state's high-symptom figure (19.3%) — a critical linkage discussed further in the mental health section.

Cigarette, Tobacco & Nicotine Pouch Use

Measure	District 2021	District 2023	District 2025	State 2025
Cigarettes: Lifetime use (all grades)	7.6%	5.8%	5.5%	4.8%
Cigarettes: 30-day use (all grades)	2.0%	1.8%	2.4%	1.8%
Smokeless tobacco: Lifetime use (all grades)	3.6%	3.0%	1.6%	2.0%
Nicotine pouches: Lifetime use (new in 2025)	n/a	n/a	5.2%	4.4%

Lower Dauphin's tobacco picture is nuanced. Cigarette lifetime use (5.5%) is slightly above the state (4.8%), and 30-day cigarette use (2.4%) has ticked up slightly from 2023 — worth monitoring. Nicotine pouch use (5.2%) is above the state average (4.4%). Smokeless tobacco has declined and is now below the state average. The combined picture — elevated cigarette, nicotine pouch, and high nicotine-vaping rates — points to a broader nicotine dependency pattern that warrants a comprehensive, multi-product prevention approach.

Mental Health: Depression, Anxiety, and Suicidal Ideation

Lower Dauphin's 2025 mental health data tells a story of genuine improvement across nearly every indicator — and several measures are at or below state averages, which is a meaningful achievement. At the same time, some indicators remain elevated, and the district's depressive symptom-substance use link warrants close attention.

Overall Mental Health & Depressive Symptoms

- 77.6% of students report good overall mental health — above the state average of 76.4% (up from 72.6% in 2023)
- 33.0% reported feeling depressed or sad MOST days — essentially matching the state rate of 32.8% (down from 37.4% in 2021)
- 32.7% reported 'at times I think I am no good at all' — slightly above the state average of 30.4%
- 19.3% reported sometimes thinking 'life is not worth it' — essentially matching the state's 19.5%
- 19.5% reported thinking of themselves as a failure — matching the state average of 19.0%
- 13.6% reported self-harm in the past 12 months — essentially matching the state's 13.5%

Depressive Indicator	District 2021	District 2023	District 2025	State 2025
Good overall mental health (past month)	n/a	72.6%	77.6%	76.4%
Felt depressed or sad MOST days	37.4%	35.9%	33.0%	32.8%
Sometimes I think life is not worth it	25.3%	24.5%	19.3%	19.5%
At times I think I am no good at all	36.7%	36.7%	32.7%	30.4%
I am inclined to think I am a failure	24.8%	22.1%	19.5%	19.0%
Self-harm in the past 12 months	16.4%	16.4%	13.6%	13.5%

Lower Dauphin's mental health improvement from 2021 to 2025 is one of the most positive stories in this report series. Good mental health has risen from 72.6% to 77.6% — now above the state average. Persistent sadness (33.0%), self-harm (13.6%), and 'life is not worth it' (19.3%) all now closely match state benchmarks. Every indicator has improved. This is evidence that the community's mental health investments are working.

Grade-Level Mental Health Differences

Grade	District Good MH 2025	State Good MH 2025	District Depressed MOST Days	State Depressed MOST Days
6th Grade	82.9%	83.0%	31.3%	35.3%
8th Grade	76.8%	77.4%	34.5%	33.5%
10th Grade	75.7%	74.4%	32.6%	31.5%
12th Grade	73.6%	71.8%	33.8%	31.1%
All Grades	77.6%	76.4%	33.0%	32.8%

Lower Dauphin's grade-level mental health data is one of the strongest profiles in this report series. Every grade matches or exceeds the state average on good mental health — and 6th, 10th, and 12th grades all outperform state benchmarks on persistent sadness as well. This consistent cross-grade strength is a testament to the community's mental health culture and a foundation to actively protect and build upon.

Suicidal Ideation: Improvement to Celebrate — With Ongoing Vigilance

Suicide Risk Indicator	District 2021	District 2023	District 2025	State 2025
So sad, stopped doing usual activities (2+ weeks)	30.2%	27.9%	23.9%	24.0%
Seriously considered suicide	17.1%	16.8%	13.5%	13.9%
Made a suicide plan	13.0%	13.3%	11.3%	10.7%
Attempted suicide	8.1%*	4.9%*	4.4%*	4.5%
Attempt required medical treatment	28.6%	23.1%	17.6%	20.2%

**Note: The suicide attempt question was revised in 2023 from a frequency scale to a yes/no format. Interpret 2021 comparisons with caution.*

Lower Dauphin's suicide indicators have improved across every measure from 2021 to 2025 — and several now fall below the state average. Serious consideration (13.5%) is just below the state (13.9%). Attempt rates (4.4%) and medical treatment after attempt (17.6%) are both below state averages — with the medical treatment rate improving substantially from 28.6% in 2021. These trends reflect meaningful progress and should be celebrated while sustaining the supports that drove them.

Depression and Substance Use: A Critical Link in Lower Dauphin

PAYS reveals a powerful relationship between depressive symptoms and substance use in Lower Dauphin. While the district's overall rates are favorable, students with depressive symptoms show dramatically elevated substance use — in some cases exceeding state benchmarks for the same symptom group:

Substance	No Depressive Symptoms	Moderate Symptoms	High Symptoms (District)	High Symptoms (State)
Alcohol Lifetime	11.1%	24.8%	40.7%	42.4%
Alcohol 30-Day	4.2%	9.5%	14.8%	17.4%
Cigarettes Lifetime	1.9%	5.8%	14.8%	13.7%
Marijuana Lifetime	2.3%	7.9%	29.6%	19.3%
Marijuana 30-Day	0.0%	4.4%	14.8%	9.9%

- Only 3.3% of Lower Dauphin students fall in the high depressive symptoms category— below the statewide 4.2%, and among the lowest in this report series
- 70.4% fall in the moderate depressive symptoms category — slightly above the statewide 66.9%
- Marijuana lifetime use among high-symptom students (29.6%) far exceeds the state's 19.3% for the same group — the most notable outlier in this cross-tab
- Cigarette lifetime use among high-symptom students (14.8%) also slightly exceeds the state's 13.7%

Lower Dauphin has a low proportion of high depressive symptom students (3.3%) — a genuine strength. However, when students do reach high depressive symptom levels, their marijuana use is dramatically elevated — 29.6% lifetime use vs. the state's 19.3% for the same group. This finding, combined with the district's overall positive trajectory, suggests a targeted intervention for at-risk students who are self-medicating with marijuana could have an outsized protective impact.

Bullying and Mental Health

Mental Health Indicator	Not Bullied (District)	Not Bullied (State)	Bullied (District)	Bullied (State)	Skipped School (District)	Skipped School (State)
Felt so sad, stopped activities (2+ weeks)	16.5%	16.6%	43.0%	45.1%	70.3%	63.8%
Seriously considered suicide	8.2%	8.5%	27.2%	29.7%	54.1%	41.5%
Made a suicide plan	7.4%	6.4%	21.4%	23.3%	37.8%	35.2%
Attempted suicide	3.0%	2.7%	8.1%	9.7%	3.7%	3.6%

28.7% of Lower Dauphin students reported being bullied — above the state rate of 25.7%, and one area where the district trails state benchmarks. A notable finding: among students who skipped school due to bullying fear, 54.1% seriously considered suicide — significantly above the state's 41.5%. This group is among the most vulnerable in the district, and active outreach and support for school-avoidant bullying victims is a high-priority intervention.

Help-Seeking in Lower Dauphin

When Lower Dauphin students felt sad, lonely, or worried, they most commonly turned to:

Who Youth Talk To	District 2023	District 2025	State 2025
A friend	44.1%	43.1%	40.6%
A parent or caregiver	38.2%	38.5%	36.0%
Another family member	15.9%	16.8%	15.3%
A teacher or other adult at school	9.5%	7.0%	7.3%
A doctor or therapist	12.5%	10.1%	8.6%
Did not feel this way in past 30 days	19.1%	20.3%	22.5%

Lower Dauphin's help-seeking profile is one of the strongest in this report series. Students are more likely to turn to a friend (43.1% vs. 40.6% statewide), a parent (38.5% vs. 36.0%), a therapist (10.1% vs. 8.6%), and other family members (16.8% vs. 15.3%) — all above state benchmarks. This robust help-seeking culture, across multiple channels, is a major protective asset for the district and likely contributes to its improving mental health outcomes.

Risk and Protective Factors: 2025 Lower Dauphin Highlights

PAYS provides Lower Dauphin with a detailed risk and protective factor profile — identifying the underlying drivers of youth behavior and pointing prevention planners toward the most strategic opportunities.

Key Finding 1: Low School Commitment — The Top Risk

Low Commitment Toward School (57.9% at risk) is Lower Dauphin's highest-scoring risk factor — slightly above the statewide rate of 54.7%, and the clearest target for prevention planning.

- More than half of Lower Dauphin students score at risk on school commitment — a major driver of substance use and delinquency regardless of other protective factors
- Extracurriculars, student leadership, meaningful coursework, and student voice in school decisions all directly reduce this risk
- At 57.9%, this is a district-wide concern — not limited to one grade or demographic

Key Finding 2: Parental Attitudes Favorable Toward Antisocial Behavior

Parental Attitudes Favorable Toward Antisocial Behavior (49.6% at risk) is the second-highest risk factor — somewhat above the statewide rate of 43.5%. Nearly half of students are exposed to parental permissiveness toward antisocial behavior.

- Family engagement programs, parent education, and community norms messaging are the most targeted match for this risk factor
- At 49.6%, this factor affects a large segment of the student population and warrants a community-level response

Key Finding 3: Sensation Seeking

Sensation Seeking (43.7% at risk) is the third-highest risk factor in Lower Dauphin — above the statewide rate of 34.4% and a meaningful driver of experimentation with substances.

- More than 4 in 10 students are drawn to risky, novel, or rule-breaking experiences — a strong predictor of substance initiation
- Evidence-based programs channeling sensation-seeking into positive risk-taking (adventure, leadership, competitive activities) are well-matched here
- The combination of elevated Sensation Seeking alongside moderate depressive symptoms in a significant portion of students suggests some youth may be using risky behaviors as a coping mechanism

Key Finding 4: Family Protective Factors Are Lower Dauphin's Crown Jewel

Protective Factor	Lower Dauphin 2025	State 2025
Family Attachment	71.0%	70.4%
Family Opportunities for Prosocial Involvement	67.7%	66.8%
Family Rewards for Prosocial Involvement	60.9%	58.0%
Religiosity	38.9%	36.9%

Lower Dauphin's family protective factor scores are exceptional — exceeding state averages across every measure. Family Attachment (71.0%) is above the state average (70.4%). Family Rewards for Prosocial Involvement (60.9%) exceeds the state (58.0%) by nearly 3 points. Religiosity (38.9%) is above the state (36.9%). These scores, combined with the district's strong help-seeking culture, form a powerful protective foundation — one of the healthiest family-domain profiles in this report series.

Key Finding 5: School and Community Protective Factors Are the Gap to Close

Despite exceptional family protective factors, school and community scores are lower— creating an opportunity for targeted investment:

- Religiosity: 38.9% with protection — the lowest protective factor, though notably above the state average (36.9%)
- School Opportunities for Prosocial Involvement: 43.0% — below half of students have meaningful chances to participate, lead, and contribute at school
- Community Rewards for Prosocial Involvement: 44.2% — below half, suggesting students don't consistently feel recognized or valued in the broader community

The gap between Lower Dauphin's exceptional family scores and its more modest school and community scores is the clearest strategic signal in the risk/protective factor data. Expanding meaningful student participation at school — clubs, student government, service learning, mentorship — and creating community recognition opportunities for youth would directly close this gap and build on the extraordinary family foundation already in place.

Key Finding 6: Peer Environment Is a Genuine Strength

Lower Dauphin's peer-level risk environment is notably healthy:

- Friend's Use of Drugs: 11.5% at risk — well below the statewide 25.2% and one of the lowest peer-drug-risk scores across all counties and districts reviewed
- Interaction with Antisocial Peers: 17.0% at risk — below state average
- Depressive Symptoms: 34.8% at risk — below the statewide 38.7%

Lower Dauphin's peer drug risk environment (11.5% at risk) is less than half the statewide rate (25.2%). Combined with strong family attachment, above-average help-seeking across all channels, and improving mental health indicators, Lower Dauphin has one of the most robust protective environments of any community in this report series. The task is building on this strength.

Closing: What the 2025 Data Means for Lower Dauphin

The 2025 PAYS tells a genuinely encouraging story for Lower Dauphin — one of consistent progress, exceptional protective factors, and a community where most students are thriving. This is not complacency data; it is confirmation that prevention infrastructure is working, and a clear guide for where to focus next.

Lower Dauphin Strengths to Celebrate:

- Alcohol lifetime use (22.0%) is below the state average — a major milestone
- Marijuana lifetime and 30-day use are below state averages across all grades
- Good mental health (77.6%) exceeds the state average — and improved 5 points since 2023
- Every grade matches or outperforms the state on good mental health
- Suicide consideration (13.5%) and attempt rates (4.4%) are below or at state averages
- Medical treatment after attempt (17.6%) is well below the state (20.2%)
- Family Attachment (71.0%) and Family Rewards for Prosocial Involvement (60.9%) both exceed state averages
- Friend's Use of Drugs (11.5%) is less than half the statewide rate — exceptional peer environment
- Help-seeking across friends, parents, and therapists all exceed state averages
- Participation rate (83.3%) means this data is highly reliable and representative

Lower Dauphin Areas Requiring Focused Attention:

- 12th grade past 30-day alcohol use (22.2%) exceeds the state (18.1%) — senior-year prevention is needed
- Nicotine vaping: 71.2% of vapers use nicotine — well above the state's 59.7%
- Nicotine pouches (5.2%) and cigarettes (5.5%) are above state averages
- Bullying rate (28.7%) exceeds the state (25.7%) — and school-avoiding bullied students show 54.1% suicide consideration
- Among high depressive symptom students, marijuana lifetime use (29.6%) far exceeds state peers (19.3%)
- Low School Commitment (57.9%) remains the top risk factor — affecting more than half of students
- School Opportunities (43.0%) and Community Rewards (44.2%) for Prosocial Involvement are below 50%
- Sensation Seeking (43.7%) exceeds the state (34.4%) — a key driver of substance experimentation

909 Lower Dauphin students shared their voice in 2025. Their data affirms that this community is doing much right — and it shows exactly where to invest to protect every student, especially those who are struggling most. The district's exceptional family and peer protective environment gives Lower Dauphin a running start that most communities would envy. Prevention works — and the 2025 PAYS data shows that Lower Dauphin's community, families, and schools are proving it.

**LOWER DAUPHIN SCHOOL DISTRICT
TREASURER'S REPORT
GENERAL FUND - JULY**

8/10/2026

BOOK BALANCE JUNE 30, 2026	\$1,586,243.69
INVESTMENTS BALANCE JUNE 30, 2026	\$15,696,631.44

CODE	JULY REVENUE	
6100 TAXES LEVIED		\$3,854,715.63
6400 DELINQUENCIES ON TAXES LEVIED		\$84,383.72
6500 EARNINGS ON INVESTMENTS, CHECKING		\$40,173.18
6700 STUDENT ACTIVITIES		\$0.00
6800 FR LOCAL GOVERNMENTAL UNITS		\$0.00
6900 OTHER REVENUE		\$583.34
7100 BASIC INSTRUCTIONAL & OPERATING SUBSIDIES		\$0.00
7200 SPECIFIC PROGRAMS		\$444,633.00
7300 NON-EDUCATIONAL PROGRAMS		\$0.00
7500 EXTRA GRANTS		\$0.00
7800 STATE SHARE OF RETIREMENT		\$0.00
7900 TECHNOLOGY		\$0.00
8500 RESTRICTED GRANTS		\$0.00
8700 ESSER - EMERGENCY FUND		\$0.00
8800 MEDICAL ASSISTANCE		\$0.00
9400 SALE OR COMPENSATION FOR FIXED ASSETS		\$0.00
9500 REFUNDS OF PRIOR YEARS' EXPENSES		\$0.00
9900 EXTRAORDINARY ITEM-GAIN		\$0.00
TOTAL REVENUE		\$4,424,488.87

\$21,707,364.00

	JULY EXPENDITURES	
1100 REGULAR ELEM/SEC INSTRUCTION		\$491,799.55
1200 SPECIAL EDUCATION		\$259,388.45
1300 VOCATIONAL EDUCATION		\$156,389.85
1400 OTHER INSTRUCTIONAL PROGRAMS		\$33,690.35
1600 ADULT EDUCATION		\$0.00
1700 HIGHER EDUCATION - SECONDARY STUDENTS		\$0.00
1800 PRE-KINDERGARTEN		\$9,828.38
2100 SUPPORT SERVICES - STUDENTS		\$110,556.76
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF		\$292,291.06
2300 SUPPORT SERVICES - ADMINISTRATION		\$476,286.36
2400 SUPPORT SERVICES - HEALTH		\$6,237.21
2500 SUPPORT SERVICES - BUSINESS		\$72,685.53
2600 OPERATION AND MAINTENANCE		\$711,793.34
2700 TRANSPORTATION		\$53,122.15
2800 SUPPORT SERVICES - CENTRAL		\$86,165.32
2900 OTHER SUPPORT		\$0.00
3200 STUDENT ACTIVITIES		\$8,651.18
3300 COMMUNITY SERVICES		\$0.00
5100 DEBT SERVICE		\$0.00
5200 SPECIAL REVENUE FUND TRANSFER		\$75,000.00
NET CHANGE IN BALANCE SHEET		\$3,873,796.60

TOTAL EXPENDITURES	\$6,717,682.09	\$14,989,681.91
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INVESTMENTS JULY 31, 2026	\$13,276,599.64
BOOK BALANCE JULY 31, 2026	\$1,713,082.27
OUTSTANDING CHECKS JULY 31, 2026	\$395,735.58
BANK BALANCE JULY 31, 2026	\$2,108,817.85

INVESTMENT DETAILS - JULY

	RATE	INTEREST	BALANCE
PLGIT CLASS	3.48%	\$3,599.80	\$937,227.67
PLGIT RESERVE	3.57%	\$18,437.84	\$6,099,520.72
MID PENN	3.26%	\$16,912.75	\$6,239,851.25
INVESTMENTS JULY 31, 2026		\$38,950.39	\$13,276,599.64

LOWER DAUPHIN SCHOOL DISTRICT

TREASURER'S REPORT

As of JULY 31, 2026

8/10/2026

	ACTIVITY	ATHLETIC	CAFETERIA	C/RESERVE	CONTINGENCY	CONSTRUCTION	PAYROLL
BOOK BALANCE 6/30/2026	\$41,153.65	\$4,324.07	\$57,670.86	\$14,907.20	\$3,687.21	\$311,127.84	\$145.89
RECEIPTS THROUGH 7/31/2026	\$31.68	\$75,028.08	\$2,218.98	\$10.77	\$1.88	\$2,000,025.59	\$1,516,802.16
TRANSFERS FR INVESTMENTS THROUGH 7/31/2026	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
DISB THROUGH 7/31/2026	\$0.00	\$11,221.49	\$56,537.36	\$0.00	\$0.00	\$1,915,151.48	\$1,516,909.81
TRANSFERS TO INVESTMENTS THROUGH 7/31/2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE 7/31/2026	\$41,185.33	\$68,130.66	\$53,352.48	\$14,917.97	\$3,689.09	\$396,001.95	\$38.24
OUTSTANDING CHECKS	\$1,409.80	\$800.00	\$195.70	\$0.00	\$0.00	\$1,579,542.14	\$1,419.65
DEPOSIT IN TRANSIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BANK BALANCE 7/31/2026	\$42,595.13	\$68,930.66	\$53,548.18	\$14,917.97	\$3,689.09	\$1,975,544.09	\$1,457.89

	ACTIVITY	CAFETERIA	C/RESERVE	CONTINGENCY	CONSTRUCTION
	PLGIT-CLASS	PLGIT-CLASS	PLGIT-RESERVE	INVEST PROGRAM	PLGIT-RESERVE/PRIME
INTEREST RATE	3.48%	348.00%	3.57%	3.770%	3.74%
MONTHLY INTEREST	\$315.97	\$2,627.73	\$4,447.13	\$1,264.22	\$101,822.95
INVESTMENT BALANCE	\$107,284.03	\$881,737.77	\$1,471,179.04	\$396,291.46	\$30,785,574.66 *

*Construction acct balance includes: 2025 Bond, 2026 Bond and Borough Escrow account

Michelle I. Hereshko
Michelle I Hereshko
School Board Treasurer

LOWER DAUPHIN SCHOOL DISTRICT

TREASURER'S REPORT

As of AUGUST 31, 2026

9/14/2026

	ACTIVITY	ATHLETIC	CAFETERIA	C/RESERVE	CONTINGENCY	CONSTRUCTION	PAYROLL
BOOK BALANCE 7/31/2026	\$41,185.33	\$68,130.66	\$53,352.48	\$14,917.97	\$3,689.09	\$396,001.95	\$38.24
RECEIPTS THROUGH 8/31/2026	\$23,289.04	\$7,115.11	\$59,039.68	\$10.77	\$1.88	\$1,500,049.99	\$1,625,377.93
TRANSFERS FR INVESTMENTS THROUGH 8/31/2026	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
DISB THROUGH 8/31/2026	\$270.75	\$44,638.58	\$36,163.13	\$0.00	\$0.00	\$1,081,527.81	\$1,625,372.74
TRANSFERS TO INVESTMENTS THROUGH 8/31/2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE 8/31/2026	\$64,203.62	\$30,607.19	\$116,229.03	\$14,928.74	\$3,690.97	\$814,524.13	\$43.43
OUTSTANDING CHECKS	\$270.75	\$15,768.47	\$205.45	\$0.00	\$0.00	\$11,047.00	\$19,152.32
DEPOSIT IN TRANSIT	\$0.00	\$0.00	\$3,175.50	\$0.00	\$0.00	\$0.00	\$0.00
BANK BALANCE 8/31/2026	\$64,474.37	\$46,375.66	\$113,258.98	\$14,928.74	\$3,690.97	\$825,571.13	\$19,195.75

	ACTIVITY	CAFETERIA	C/RESERVE	CONTINGENCY	CONSTRUCTION
	PLGIT-CLASS	PLGIT-CLASS	PLGIT-RESERVE	INVEST PROGRAM	PLGIT-RESERVE/PRIME
INTEREST RATE	3.49%	3.49%	3.58%	3.800%	3.76%
MONTHLY INTEREST	\$318.13	\$2,545.72	\$4,475.51	\$1,279.20	\$93,652.09
INVESTMENT BALANCE	\$107,602.16	\$844,283.49	\$1,475,654.55	\$397,570.66	\$29,379,226.75 *

*Construction acct balance includes: 2025 Bond, 2026 Bond and Borough Escrow account

Michelle I. Hereshko
Michelle I Hereshko

School Board Treasurer

**LOWER DAUPHIN SCHOOL DISTRICT
TREASURER'S REPORT
GENERAL FUND - AUGUST**

9/14/2026

BOOK BALANCE JULY 31, 2026	\$1,713,082.27
INVESTMENTS BALANCE JULY 31, 2026	\$13,276,599.64

CODE	AUGUST REVENUE	
6100 TAXES LEVIED		\$5,973,909.27
6400 DELINQUENCIES ON TAXES LEVIED		\$175,606.26
6500 EARNINGS ON INVESTMENTS, CHECKING		\$40,375.04
6700 STUDENT ACTIVITIES		\$0.00
6800 FR LOCAL GOVERNMENTAL UNITS		\$6,506.62
6900 OTHER REVENUE		\$15,451.46
7100 BASIC INSTRUCTIONAL & OPERATING SUBSIDIES		\$1,790,128.00
7200 SPECIFIC PROGRAMS		\$169.91
7300 NON-EDUCATIONAL PROGRAMS		\$1,301,793.00
7500 EXTRA GRANTS		\$0.00
7800 STATE SHARE OF RETIREMENT		\$313,745.65
7900 TECHNOLOGY		\$0.00
8500 RESTRICTED GRANTS		\$0.00
8700 ESSER - EMERGENCY FUND		\$0.00
8800 MEDICAL ASSISTANCE		\$0.00
9400 SALE OR COMPENSATION FOR FIXED ASSETS		\$0.00
9500 REFUNDS OF PRIOR YEARS' EXPENSES		\$0.00
9900 EXTRAORDINARY ITEM-GAIN		\$0.00
TOTAL REVENUE		\$9,617,685.21 \$24,607,367.12

	AUGUST EXPENDITURES	
1100 REGULAR ELEM/SEC INSTRUCTION		\$1,765,897.10
1200 SPECIAL EDUCATION		\$702,181.42
1300 VOCATIONAL EDUCATION		\$202,870.92
1400 OTHER INSTRUCTIONAL PROGRAMS		\$89,528.04
1600 ADULT EDUCATION		\$0.00
1700 HIGHER EDUCATION - SECONDARY STUDENTS		\$0.00
1800 PRE-KINDERGARTEN		\$663.12
2100 SUPPORT SERVICES - STUDENTS		\$217,969.67
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF		\$455,825.74
2300 SUPPORT SERVICES - ADMINISTRATION		\$393,343.08
2400 SUPPORT SERVICES - HEALTH		\$54,683.08
2500 SUPPORT SERVICES - BUSINESS		\$77,848.60
2600 OPERATION AND MAINTENANCE		\$603,575.43
2700 TRANSPORTATION		\$30,206.88
2800 SUPPORT SERVICES - CENTRAL		\$36,644.15
2900 OTHER SUPPORT		\$0.00
3200 STUDENT ACTIVITIES		\$55,580.04
3300 COMMUNITY SERVICES		\$0.00
5100 DEBT SERVICE		\$2,992.32
5200 SPECIAL REVENUE FUND TRANSFER		\$1,126,045.85
NET CHANGE IN BALANCE SHEET		-\$930,552.52
TOTAL EXPENDITURES		\$4,885,302.92 \$19,722,064.20

INVESTMENTS AUGUST 31, 2026	\$15,709,885.08
BOOK BALANCE AUGUST 31, 2026	\$4,012,179.12
OUTSTANDING CHECKS AUGUST 31, 2026	\$502,897.74
BANK BALANCE AUGUST 31, 2026	\$4,515,076.86

INVESTMENT DETAILS - AUGUST

	RATE	INTEREST	BALANCE
PLGIT CLASS	3.49%	\$4,405.03	\$4,336,864.47
PLGIT RESERVE	3.58%	\$16,689.92	\$5,116,210.64
MID PENN	3.26%	\$16,958.72	\$6,256,809.97
INVESTMENTS AUGUST 31, 2026		\$38,053.67	\$15,709,885.08

SCHOOL TAX EXONERATIONS

APPROVED September 2026

MUNICIPALITY	REAL ESTATE (dollars)	PER CAPITA 511 & 679	OCCUPATION 511
Conewago Twp.	\$	\$ 310.00	\$ 15,250.00
East Hanover Twp.	\$	\$ 520.00	\$ 46,750.00
Hummelstown Boro.	\$ -	\$ 550.00	\$ 26,000.00
Londonderry Twp.	\$	\$ 430.00	\$ 29,000.00
South Hanover Twp.	\$ -	\$ 490.00	\$ 34,750.00
TOTAL	\$ -	\$ 2,300.00	\$ 151,750.00

MONTH TOTAL	\$	154,050.00
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CURRENT TOTAL	\$	109,470.00
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DELINQUENT TOTAL	\$	44,580.00
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SCHOOL TAX EXONERATIONS

APPROVED

MUNICIPALITY	2019 Total Dollars Exoned	2020 Total Dollars Exoned	Total by Munic.
Conewago Twp.	\$ -		\$ -
East Hanover Twp.	\$ -		\$ -
Hummelstown Boro.	\$ -		\$ -
Londonderry Twp.	\$ -	\$ 6,903.82	\$ 6,903.82
South Hanover Twp.	\$ -		
TOTAL	\$ -	\$ 6,903.82	\$ 6,903.82

MONTH TOTAL \$ 6,903.82

AIA[®] Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - Falcon
Fields - Additions and Renovations

CONTRACT INFORMATION:
Contract For: Site Construction

Date: 07-27-2026

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: 08-17-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601
RLPS Project No.: 2025018

CONTRACTOR: *(Name and address)*
York Excavating Company, LLC
3180 East Prospect Road
York, PA 17402

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. RFC No.: 8006: Add additional layer of Geotextile to the bottom of the basins. \$15,435.00

The original Contract Sum was	\$ 4,293,900.00
The net change by previously authorized Change Orders	\$ 44,329.54
The Contract Sum prior to this Change Order was	\$ 4,338,229.54
The Contract Sum will be increased by this Change Order in the amount of	\$ 15,435.00
The new Contract Sum including this Change Order will be	\$ 4,353,664.54

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 05-01-2027

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

8/18/2026

Date



CONTRACTOR *(Signature)*

BY: John Haldeman, Senior Project
Manger

(Printed name and title)

8/19/26

Date

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date

Y
York Excavating Company, LLC.
C
Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8006
RFC Date: 8/12/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

The response to RFI-3 calls out that we need to add an additional layer of Geotextile to the bottom of the basins. Had International Cover Systems price supplying and installing this layer.

Item Description	Hrs/ Qty	Rate	Tax	Total
ADD 8oz Geotextile Layer (SCM-2)				3,400.00
ADD 8oz Geotextile Layer (SCM-3)				3,400.00
ADD 8oz Geotextile Layer (SCM-4)				7,900.00

Description	Amount
Subcontracts	14,700.00
Total Cost	14,700.00
5% OH&P	735.00
Request for Change Total	\$15,435.00

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES,
PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By



Quote Number 26-200-2
Prepared By Ridgely Clark
Phone (410)-688-4207
Email ridgely@icsmaterials.com

Quote Date August 12, 2026

Bill To Name: York Excavating

Ship To Name: York Excavating

Address: Falcon Field Add. & Renos.
403 E Main St
Hummelstown, PA 17036

Product	Sales Price	Unit	Quantity	Total Price	Line Item Description
ADD 8oz Geotextile Layer (SCM-2)	\$3,400.00	LS	1.00	\$3,400.00	Supply & Install Additional Bottom Layer Under Liner
ADD 8oz Geotextile Layer (SCM-3)	\$3,400.00	LS	1.00	\$3,400.00	Supply & Install Additional Bottom Layer Under Liner
ADD 8oz Geotextile Layer (SCM-4)	\$7,900.00	LS	1.00	\$7,900.00	Supply & Install Additional Bottom Layer Under Liner

Grand Total \$14,700.00

NOTE*: Lump Sum pricing per facility includes all detail work such as pipe boot fabrication and sealed Batten Bar installation.

ACCEPTANCE

All Quotes Valid for 30 Days from Issue Date

The below authorized signer accepts the unit price charges in the material supply of this proposal. If this proposal includes installation customer acknowledges receiving and accepts terms set forth in the terms and conditions attached to this quote.

Customer is responsible for offloading of materials. All payments due net 30 (with approved credit) or prior to shipment. All warranties for materials manufactured by others to be warranted by manufacturer with standard warranty. ICS will not be held liable for delays in shipment. Any taxes not mentioned in this proposal are the responsibility of the purchaser.

Signature: _____

Date: _____

Name (please print): _____

Thank you for the opportunity, and we look forward to doing business with you.

-International Cover Systems
www.internationalcoversystems.com



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Lower Dauphin School District - HVAC
Upgrades - East Hanover El. (Vol. 1)
2025013 / Nye El. (Vol. 2) 2025016 /
Middle School (Vol. 3) 2025017

CONTRACT INFORMATION:
Contract For: HVAC Construction

CHANGE ORDER INFORMATION:
Change Order Number: 006

Date: 06-03-2026

Date: 09-09-2026

OWNER: *(Name and address)*
Lower Dauphin School District
291 East Main Street
Hummelstown, PA 17036

ARCHITECT: *(Name and address)*
RLPS Architects
250 Valleybrook Drive
Lancaster, PA 17601

CONTRACTOR: *(Name and address)*
Matchline Mechanical, LLC
901 Dawn Avenue Suite E
Ephrata, PA 17522

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. PCO 006: Nye Elementary/Middle School - Tear Down 7 AHU's, Fix 5 leaks in existing piping, Fab bookshelf covers to hide UV piping. \$7,443.43

The original Contract Sum was	\$ 6,954,000.00
The net change by previously authorized Change Orders	\$ 63,221.85
The Contract Sum prior to this Change Order was	\$ 7,017,221.85
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,443.43
The new Contract Sum including this Change Order will be	\$ 7,024,665.28

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

BY: Christopher S. Linkey, AIA,
Partner

*(Printed name, title, and license
number if required)*

9/10/26

Date

Michael P Hannan

CONTRACTOR *(Signature)*

BY: Michael P. Hannan

(Printed name and title)

09.10.2026

Date

OWNER *(Signature)*

BY: Robert P. Hill, Jr., Board
President

(Printed name and title)

Date



901 Dawn Ave; Suite E • Ephrata, PA 17522 Phone: 717.721.3160 Fax: 717.721.3170

CONTRACTOR:

Matchline Mechanical, LLC
901 Dawn Avenue, Suite E
Ephrata, PA 17522

PCO# 6

DATE 09.01.2026

PROJECT:

Nye Elementary/Middle School

Tear Down 7 AHU's, Fix 5 leaks in Existing Piping, Fab up bookshelve covers to hide UV piping.

Qty	Unit	Unit Cost	Description		Total Line Amt.
1		\$376.35	Materials		
1		\$1,160.00	Vicaulic Fittings (MS)		\$376.35
			Book Shelve Covers (NYE)		\$1,160.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				tax	\$92.18
			Labor (Each line includes taxes at percentages shown in box)	Matl. Subtotal	\$1,628.53
38	HRS	\$89.73	Sheet Metal	FICA=0.062	\$4,093.63
8	HRS	\$75.21	Plumber / Pipefitter	Medicare=0.0145	\$722.36
	HRS		CAD	FUTA=0.008	\$0.00
	HRS		Project Manager	UC=0.075091	\$0.00
				Work Comp=0.0213	\$0.00
				Pub Liab Ins=0.01968	\$0.00
				Labor Subtotal	\$4,815.99
			Subcontracts		
				Subs Subtotal	\$0.00
			Enter overhead percentage 5	% Overhead	\$322.23
				Subtotal	\$6,766.75
			Enter profit percentage 10	% Profit	\$676.68
					\$7,443.43

Note: This Change Order becomes part of and in conformance with the existing contract.

We hereby agree to make the change(s) specified above at this price \$7,443.43

Previous Contract Amount

Revised Contract Total

Michael Hannan 09.01.2026
Authorized Representative Date

Signature

QUOTATION

Louis P. Canuso, Inc

401 Crown Point Road
P.O. Box 501
Thorofare, NJ 08086
856-845-2700

Order Number	
1888850	
Order Date	Page
09/01/2026 07:44:04	1 of 1

Quote Expires On: 09/02/2026

Bill To:

MATCHLINE MECHANICAL LLC
901 DAWN AVE
SUITE E
EPHRATA, PA 17522

717-721-3160

Attn: ACCTS PAYABLE ACCTS PAYABLE

Customer ID: 100919

Ship To:

MATCHLINE MECHANICAL
LOWER DAUPHIN MS
251 COREY ROAD
HUMMELSTOWN, PA

PO Number					Ship Route	Taker		
						ERIC		
Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				
5.00	0.00	5.00	EA		4VICQUICKVICCPLG107V	EA	75.2700	376.35
				1.0	4 VIC #107V QUICK-VIC COUPLING	1.0		

Total Lines: 1

SUB-TOTAL: 376.35

TAX: 22.58

AMOUNT DUE: 398.93

U.S. Dollars



Document ID: 1888850

WALTON & COMPANY INC
SHEET METAL DEPARTMENT
PHONE (717)-755-9030 FAX (717)-755-6919
SHEET METAL FABRICATION QUOTE

Job Name:	NYE ES C/O	From:	Nick Zuro Direct: (717) 840-2261
Contractor:	BIDDERS	Email:	Nzuro@waltonco.com
Contact:	Estimating	Fax:	
Phone:		Est #	FO26760
Bid Due Date:	8/5/2026	PO #	
Work Type:	FAB ONLY WITH DELIVERY	PLEASE NOTE FAB SHEETS WILL BE REQUIRED PRIOR TO FABRICATION	

Item #	Description	*Fabricate*	*Furnish*	QTY	PER FAB SHEET			*Cost Code*
Rectangular Duct				1				
				Pounds	Sq. Ft	Linear Ft		
1	Ductwork - Galvanized - 1" WG							3100
2	Ductwork - Galvanized - 2" WG- Fittings	✓		174	83	2		3100
3	Ductwork - Galvanized - 2" WG- Coil Line							3150
4	Ductwork - Galvanized - 3" WG							3100
5	Ductwork - Galvanized - 4" WG							3100
6	Ductwork - Aluminum	✓						3100
7	Ductwork - Stainless Steel							3100
8	Ductwork - RA / EA Grille Drops							3100
9	Ductwork - Dishwasher Exhaust							3100
10	Ductwork - Welded Kitchen Exhaust							3810
Round & Spiral Duct				Pounds	Linear Ft	# of Fitting		
11	Round Spiral Duct							3385
12	Round Spiral Fittings (Groove Lock)							3385
13	Round Spiral Fittings (Welded)							3385
14	Round Double Wall Spiral Duct							3385
15	Round Dbl. Wall Fittings (Groove Lock)							3385
16	Round Dbl. Wall Spiral fittings (Welded)							3385
Liner & Insulation				Sq Feet	Thickness	R-Value		
17	Fiberglass Duct Liner	✓		75	1"	4.2	JOHNS MANVILLE PM	3200
18	Spiracoustic							3200
19	Rectangular Perforated Double Wall							3200
20	Round Spiral Perforated Double Wall							3200
Dampers								
22	Shop Fab. Single Blade Volume Dampers				NONE PROVIDED			3100
23	Factory Fabricated Opposed Blade Dampers				NONE PROVIDED			3310
24	Cable or Motorized Dampers				NONE PROVIDED			3750
Other Items								
25	Wrap Ends of Duct				** OPTIONAL **			3210
26	TDC Nuts, Bolts & Clips							3100
27	TDC Gasket							3100
28	Slips & Drives							3100
29	Duct Mate							3100
30	Wire Mesh Screens							3100
31	Flex Connectors							3100
32	Rectangular Duct Hanger Straps							3100
33	Round/Spiral Duct Hanger Straps							
34	Spiral Slip Couplings							3385
36	Accuflanges							3385
37	Air-Tites							3355
38	Galvanized Sheet Metal Angle 20 GAUGE				**OPTIONAL** \$1.61 PER FOOT FOR 2" X 2" ANGLE			
				QTY				
72	Rectangular Delivery	✓		1	DELIVERY TO SITE			1020
73								1020
	EXTRA DELIVERIES IF REQUIRED WILL INCUR AN ADDITIONAL CHARGE							Plus Tax
	RECTANGULAR PRICE			\$1,160				Plus Tax
								Plus Tax
								Plus Tax

Notes & Clarifications Only items checked ✓ above are included in this quote

1	NO AIRTIGHTS, HETOS, SUPPLY REGISTER TAKEOFFS, OR FLEXIBLE DUCTWORK OF ANY KIND ARE INCLUDED
2	NO FLUES OR BREECHINGS OF ANY KIND ARE INCLUDED
3	NO CURBS, DUCT / EQUIPMENT SUPPORTS, OR DIFFUSER/GRILLE/REGISTER PLENUMS ARE INCLUDED
4	ALL DUCT CONFORMS TO 2020 SMACNA AND IS G90 GALVANIZED UNLESS OTHER WISE NOTED
5	FILTER RACKS OF ANY KIND ARE NOT INCLUDED IN THE SCOPE OF WORK
6	UNLESS CLEARLY NOTED: ALL RECTANGULAR & ROUND DUCTWORK IS FABRICATED BY WALTON
7	
8	

We include only the ductwork shown on drawings listed above. Any additional ductwork required due to field coordination or installation Changes and / or Rework, resulting in overages to the totals above may result in additional cost to our proposal pricing.

The construction materials industry is in flux; as such, this proposal is based upon award of contract within 30 days from the date of this proposal, after which our proposal needs to be reviewed and possibly adjusted to account for any increases in material pricing. Note: We continue to struggle with the ongoing supply chain, and tariff related issues that are impacting material deliveries and costs for us and our subcontractors. Considering this, please take note of the following:

1. We will make every reasonable effort to expedite deliveries and to meet all schedule obligations.

2. We will make every effort to keep all effected parties informed as issues arise.

If Walton and Company's performance is delayed or suspended due to issues that are beyond our control, then we will expect an equitable adjustment to the project schedule and/or contract price if extraordinary measures are required. If material or equipment increases beyond our control occur between submission of this proposal and contract execution, Walton and Company reserves the right to recover that cost, with no mark-up.



MID ATLANTIC AUTOMOTIVE RECOVERY SERVICES LLC

6861 BLUE RIDGE AVENUE, Harrisburg PA 17112
Phone: (717) 909-3276 | Fax:

Invoice

#26-91759

Printed 9/8/2026

PRIVATE PROPERTY SIGNAGE
6861 BLUE RIDGE AVENUE
HARRISBURG PA 17112

Invoice #	26-91759	Authorized by	PRIVATE PROPERTY SIGNAGE
Purchase Order #	LDMS/FALCON FIELDS		6861 BLUE RIDGE AVENUE, HARRISBURG PA 17112
Call #	91759	Service	251 Quarry Rd, Hummelstown, PA 17036, USA (Lower
Driver	DANIELLE	Location	Dauphin Middle School)
Truck	*OFFICE USE ONLY*		
Date/Time Requested	8/25/2026 @ 9:56 AM		
Date/Time Completed	8/25/2026 @ 9:57 AM		
Contact	Jeremy Foose		
Notes	20 HANGING PERMITS 2 SIGNS ON POSTS 1 @ QUARRY ROAD ENTRANCE 1 @ EAST MAIN STREET ENTRANCE TO FALCON FIELDS		

Year	Make	Model	Color	VIN	Plate	Odometer
-	-	-	-	-	-	-

Charge Description	Quantity	Price	Line Total
18X24 SIGN	2	\$65.00	\$130.00
SIGN POST- 6'	2	\$20.00	\$40.00
SIGN INSTALL	2	\$10.00	\$20.00
PARKING PERMITS	20	\$1.00	\$20.00
		Subtotal	\$210.00
		Taxes	\$11.40
		Grand Total	\$221.40
		Amount Due:	\$221.40

MID ATLANTIC AUTOMOTIVE RECOVERY SERVICES LLC appreciates your business; if you have any questions regarding this invoice, please contact us at (717) 909-3276

Signature: _____ Date: _____

Title: _____ USDOT: 2963007

Signature: _____ Date: 9/14/2026

Title: Board President

Scheduled Service Agreement



Service Proposal For

Lower Dauphin School District
291 E Main St
Hummelstown, PA 17036-1703
Jeremy Foose

Site Included

Lower Dauphin High School

Service Contract Number

8706795

Proposal ID

8706795

Date: August 24, 2026

Local Trane Office

Trane U.S. Inc.
5001 Louise Drive
Suite 301
Mechanicsburg, PA 17055

Local Trane Representative

Anthony Vizza
Cell: (717) 678-2082
Office: (717) 561-5400





Trane U.S. Inc.
5001 Louise Drive
Suite 301
Mechanicsburg, PA 17055
Phone: (717) 561-5400
Fax: (717) 561-5499

August 24, 2026

Lower Dauphin School District
291 E Main St
Hummelstown, PA 17036-1703

Site Address:
Lower Dauphin High School

ATTENTION: Jeremy Foose

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to your needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (FEMP O&M Guide 2010)

EQUIPMENT LIST

Lower Dauphin High School

The following "Covered Equipment" will be serviced at Lower Dauphin High School:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
TRG-130-400 Ton Air-Cooled Chiller - Series R	1	Trane	RTAA2704XK	U95L21256	

Service Description

Operating Inspection

Annual Maintenance Inspection

Condenser Coil Cleaning

Quantity Per Term

2

1

1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
TRG-130-400 Ton Air-Cooled Chiller - Series R	1	Trane	RTAA2704XK	U95L21257	

Service Description

Operating Inspection

Annual Maintenance Inspection

Condenser Coil Cleaning

Quantity Per Term

2

1

1

REFRIGERANT MANAGEMENT COMPLIANCE

The following Refrigerant Management features will be included:

Standard Agreement
Trane will provide the EPA Standard data to Customer via our Field Report and Refrigerant Activity Report. This option does not include reports supplied in the future. Customer (Owner/Operator) has been made aware that the regulatory responsibility to keep the records remains with them and not the Service Provider (Trane).



PRICING AND ACCEPTANCE

Jeremy Foose
Lower Dauphin School District
291 E Main St
Hummelstown, PA 17036-1703

Site Address:
Lower Dauphin High School

TOTAL YEAR 1 PRICE:.....\$13,414.00 USD

CLARIFICATIONS

- Applicable taxes are not included and will be added to the invoice
- Any service not listed is not included
- Work will be performed during normal Trane business hours
- This proposal is valid for 30 days from September 9, 2026

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Anthony Vizza
Cell: (717) 678-2082
Office: (717) 561-5400

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

CUSTOMER ACCEPTANCE

Authorized Representative

Robert P. Hill, Jr.

Printed Name

Board President

Title

Purchase Order

September 14, 2026

Acceptance Date

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Lower Dauphin High School	
	Year 1
Annual Due Date	July 1, 2026
Annual Payment <i>plus applicable tax</i>	\$13,414.00
**Prepayment Discounts - Invoice to be issued at start of contract and is due net 15 days from date of invoice. Tax will be calculated based upon the pre-discounted price	3.0% One Year In Advance
Prepayment Due* <i>plus applicable tax</i>	\$13,011.58
Prepayment Discount Savings **	\$402.42

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

Term

The Initial Term of this Service Agreement is 1 year, beginning July 1, 2026. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on June 30, 2027, this Agreement shall renew automatically for successive periods of 1 year (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 5001 Louise Drive, Suite 301, Mechanicsburg, PA 17055.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

TERMS AND CONDITIONS - SERVICE

“Company” shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. Agreement. These terms and conditions (“Terms”) are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the following commercial services as stated in the Proposal (collectively, the “Services”): inspection, maintenance and repair (the “Maintenance Services”) on equipment (the “Covered Equipment”), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as “Intelligent Services”). **COMPANY’S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms or Telematics Devices, both as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer’s order is expressly conditioned upon Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s Terms and Conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company’s counteroffer will be deemed accepted. Customer’s acceptance of performance by Company will in any event constitute an acceptance by Customer of Company’s Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Services provided by Company to the date of cancellation.

4. Fees and Taxes. Fees for the Services (the “Service Fees”) are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company’s normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. Payment. Payment is due upon receipt of Company’s invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

6. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer’s bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

7. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer’s expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer’s telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer’s communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping; hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer’s existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer’s failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing



Conditions”), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

10. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the “Limited Warranty”). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company’s obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer’s failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material, and/or parts that are not manufactured by Company (“Third-Party Products(s)”) are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, “CONTAMINANTS”), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys’ fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, LIQUIDATED, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINANTS OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE INTELLIGENT SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER’S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER’S DATA OR COMMUNICATIONS NETWORK.

13. CONTAMINANTS LIABILITY.

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, “CONTAMINANTS LIABILITIES”) AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal, or other work connected with asbestos polychlorinated biphenyl (“PCB”), or other hazardous materials (collectively, “Hazardous Materials”). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company’s performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

15. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers’ Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

20. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

21. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual



is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0326)
Supersedes 1-26.130-7 (0225)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. Definitions. All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data: Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
 - d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data: Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "Laws").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("Information Security Program"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.



9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
 - a. Data backups; and
 - b. Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks. Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. **DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.**

March 2026
Supersedes November 2023v2

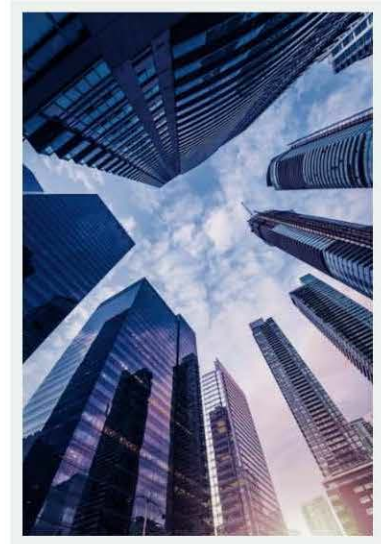
APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training



ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems

CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Annual Maintenance w/ Coil Cleaning

Description

- Customer Notification
- Initial Site Inspection
- Review Diagnostics
- Lock Out Tag Out At Main Disconnect
- Electrical Inspection (RTA*)
- Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled
- Flow/Differential Mechanical Switch Check
- Remove Lock Out Tag Out At Main Disconnect
- Condenser Fans Check RTA* Per Circuit
- Oil Return Operation Check Per Circuit
- Oil Level Check Per Compressor
- Oil Analysis Per Compressor
- Low Temperature Sensor Calibration
- Control Panel Calibration Check
- Leak Test Inspection (Positive Pressure)
- Coil Cleaning Water (Applied)
- Start Unit
- Compressor Check (HeliRotor Compressors)
- Compressor And Oil Separator Heater Check
- Complete Required Paper Work

Operational Inspection

Description

- Customer Notification
- Initial Site Inspection
- Review Diagnostics
- Condenser Fans Check RTA* Per Circuit
- Lock Out Tag Out (Standard)
- Visual Electrical Inspection
- Remove Lock Out Tag Out
- Start Unit
- Complete Required Paper Work
- TechView/KestrelView Connection
- Run Service Report From TechView
- Techview/Kestrel View Disconnection



Jeremy Foose

Director of Facilities
Lower Dauphin School District
291 East Main St
Hummelstown, PA 17036

Wednesday, September 9, 2026

Proposal Number

HVAC Preventative Maintenance Proposal

South Hanover Elementary

East Hanover Elementary

Lower Dauphin Middle

Londonderry Middle

Nye Elementary

Dear Jeremy,

Ainsworth is pleased to quote the mechanical preventative maintenance for your facility. We design our maintenance programs to provide the best value: giving your systems the care they need to maximize efficiency and longevity. Please remember that the program we have designed is based on our recommendations only. We encourage you review the enclosed maintenance scope. If necessary we will be happy to revise it (including changes to frequency of inspection, scope items, etc.), according to your specific requirements.

Equipment to be Serviced:

Please refer to the enclosed Equipment List.

Frequency of Inspections:

Maintenance inspections will be performed <3> times per year. Please refer to the enclosed Maintenance Schedule for specific tasking/schedule.

Materials Included:

The following maintenance materials are included under this program and will be changed /provided as required during normal maintenance inspections:

- Cleaners
- Lubricants
- Oil Sample Kits

Items Not Included:

- Parts/components that have failed or worn out, unless specifically mentioned in the Materials Included section.
- Lift Rentals

After each maintenance inspection we will give you detailed inspection sheets outlining all work performed. Additionally, we will notify you of any necessary equipment repair or replacement. Any additional work will be performed (when authorized by your representative) at our Current Service Rates.

Current Service Rates:

Straight Time will be billed at \$130.00* per hour. This is for any work during normal business hours of 7:00am to 4:00pm.

Overtime will be billed at \$195.00* per hour. This is for any non-scheduled emergency service call during any time other than normal business hours of 7:00am to 4:00pm. This includes nights, weekends and holidays

Double Time will be billed at \$260.00* per hour. This is for any scheduled service work on Sundays or holidays.

Additional Benefits to Our Maintenance Customers:

- Maintenance customers receive priority on emergency service calls over non-maintenance customers.
- Maintenance customers receive reduced hourly rates.

We will perform this Maintenance Program for \$10,738.00 (Ten Thousand Seven Hundred Thirty Eight Dollars and No Cents) plus any applicable sales tax.

We will work with you to set up an appropriate billing schedule to fit your needs, annually, quarterly or monthly. Either party may terminate this agreement upon 30-day written notice (the agreement amount will be prorated accordingly and full payment will be due for any completed work).

We look forward to the opportunity of working with you. If you have any questions or concerns, or if you would like to make any changes to the proposed maintenance program, please do not hesitate to call us at (717) 796-9226.

Upon acceptance of this proposal please sign below and return to our office via U.S. Mail or by fax at (717) 796-1706. Please initial the appropriate space if you wish to choose the multiple year option.

Very Truly Yours,

Jennifer Turner
 Service Sales
 Ainsworth Inc.

cc: Proposal File

Note: Service rates are subject to escalation yearly. Multi-year contracts subject to 3% escalation yearly.

Accepted By:

 Signature

Robert P. Hill, Jr.

 Name (Print)

Board President

 Title

September 14, 2026

 Date

 Purchase Order Number

(if applicable)

Please Circle and Initial:

Payment Plan: Annually Quarterly Monthly initial: _____

Length of Agreement: 1 year 2 Year 3 Year 4 Year 5 Year initial: _____

EQUIPMENT SUMMARY

EQUIPMENT DESCRIPTION	QUANTITY
Chiller, Air Cooled	1

Standard Terms & Conditions

Incorporation	These standard terms and conditions are incorporated by reference to the Agreement and made a part thereof and collectively referred to as the "Agreement".
Choice of Law	This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, and all questions concerning its validity, construction, and administration shall be determined in accordance therewith.
Venue	Any action concerning the Agreement shall be brought only in either the Court of Common Pleas of Cumberland County or the United States District for the Middle District of Pennsylvania.
Entire Agreement	The Agreement supersedes all prior agreements between the parties and represents the entire agreement between the parties concerning the subject matters covered by this Agreement.
Limitation on Liability	Ainsworth Inc. shall not be liable for any special, indirect, incidental or consequential damages of any nature, including without limitation, loss of actual or anticipated profits, revenue, rents or loss by reason of shutdown. Ainsworth Inc's aggregate liability for any and all injuries, claims, losses, expenses, or damages of any kind, arising from, or otherwise related to this Agreement, regardless of the theory of recovery, shall be limited to the total cost of the Maintenance Program.
Indemnity	Customer shall indemnify, save, hold harmless and protect Ainsworth Inc. and its directors, officers, professional advisors, agents, servants, employees and contractors from and against all suits, claims, arbitrations, actions, damages, losses and expenses, including, but not limited to, counsel fees and expenses, brought by any person, including, but not limited to, employees, contractors or subcontractors of Customer, and for all costs or liability Ainsworth Inc. may incur relating to any injury or alleged injury, including death, to the person or property of another resulting or arising from or in any way related to the negligence, recklessness, willful, wanton or intentional conduct of Customer or any of its employees, agents, or representatives, in any way related to the work of Ainsworth Inc.
Amendment	This Agreement may be amended or modified only by agreement in writing and signed by each party.
Assignment	This Agreement is personal to the Customer and may not be assigned or otherwise transferred without the prior written consent of Ainsworth Inc.
Severability	If any provision of this Agreement shall be held for any reason to be invalid, illegal or unenforceable, such impairment shall not affect any other provision of this Agreement and said provision shall be modified to the extent necessary to eliminate such invalidity, illegality or lack of enforceability.

(continued)

Standard Terms & Conditions

No Third Party Rights

Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon or give to any person, firm, corporation, association, or legal entity, other than the parties hereto, any rights, remedies or other benefits. Accordingly, no third party shall have the right to enforce the provisions of this Agreement.

Disclaimer of Warranties

Ainsworth Inc. warrants that it will perform the Maintenance Program in a professional and workmanlike manner. To receive warranty remedies, Customer must report any deficiency to Ainsworth Inc. in writing within forty-five (45) days from the date of Ainsworth Inc.'s services. Customer's exclusive remedy and Ainsworth Inc.'s entire liability is to provide services or correct the deficiency up to the cost of the Maintenance Program. Ainsworth Inc. DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Ainsworth Inc. makes no warranties regarding any products developed by any third party, including any third party software or hardware or other third party products provided by Ainsworth Inc. to Customer.

Pass Through Warranty

If Ainsworth Inc. provides any products or materials covered by a third-party warranty, then upon customer's request, Ainsworth Inc. shall provide Customer with a copy of such warranty, and, if such warranty does not by its terms pass through to the end user, then to the extent permitted by the third party, Ainsworth Inc. agrees to assign to Customer all warranties provided by such third party. These are Customer's exclusive warranty remedies with respect to such third party materials.



MAINTENANCE SCHEDULE

Lower Dauphin School District

Hummlestown, PA 17036

South Hanover Elementary

Jeremy Foose

Equipment ID: _____

Quantity this equipment type: **I**

Chiller, Air Cooled Maintenance Tasks	Spring			Summer			Fall			Winter		
	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B
Check equipment general condition		x			x			x				
Check condition of housing												
Visual refrigerant / oil leak check												
Check contactors / starters												
Check staging controls												
Check fan motor mounts / brackets		x						x				
Check fan motor & bearings		x						x				
Check fan blades		x			x			x				
Lubricate as required		x			x			x				
Check evaporator heaters												
Check heat trace		x										
Check condition of piping insulation		x						x				
Check adjacent water piping		x						x				
Check refrigerant piping		x			x			x				
Check condenser coil condition		x			x			x				
Clean condenser coils as needed		I										
Check low ambient controls		x						x				
Check compressor oil level		x						x				
Perform refrigerant acid test		x										
Check sight glass / ref pressures		x			x			x				
Check capacity reduction		x						x				
Check amp draw of all components		x						x				
Check electrical connections		x			x			x				
Perform seasonal control adjustments		x						x				
Verify overall proper operation		x			x			x				

Maintenance Notes / Work Required:

Technician:

Date:

MEMORANDUM OF UNDERSTANDING

**Between
Lower Dauphin School District
and
AFSCME Council 13**

This Memorandum of Understanding (MOU) is entered into by and between Lower Dauphin School District and the American Federation of State, County and Municipal Employees (AFSCME) Council 13, Local 1086. The parties hereby agree to the following terms and conditions:

1. Purpose

The purpose of this MOU is to memorialize the mutual understanding and agreement between Management and the Union regarding the use of contracted services to ensure staffing requirements are met.

2. Scope

This MOU applies to all bargaining unit members represented by AFSCME Council 13 and employed by Lower Dauphin School District.

3. Terms of the Agreement

- Lower Dauphin will have authorization to hire contracted cleaning services if qualified candidates are unavailable or unobtainable for the duration of the 2026-2027 school year.
 - Lower Dauphin School District will keep the job posting open.
 - Lower Dauphin will continue to interview and pursue qualified candidates
 - This agreement does not modify any other terms of the existing collective bargaining agreement unless explicitly stated herein and
 - Lower Dauphin School District shall have first choice of work location, via seniority, over a contracted service employee.
-

4. Duration

This MOU shall take effect on 09/14/2026 and shall remain in effect until 06/30/2027, unless extended or modified in writing by mutual agreement of both parties.

5. Non-Precedent Setting

This MOU is intended to address specific circumstances and shall not be considered precedent-setting for any future negotiations, agreements, or practices.

6. Modification and Termination

This MOU may be modified or terminated at any time by mutual written agreement of the parties. Either party may propose changes with at least 30 days' notice.

7. Dispute Resolution

Any disputes arising from the interpretation or application of this MOU shall be addressed through the existing grievance procedure outlined in the current collective bargaining agreement.

8. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated below.

Lower Dauphin School District:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

AFSCME Council 13:

Signature: _____

Name: Nickole L. Baker

Title: AFSCME Staff Representative

Date: September _____ 2026

Superintendent Lower Dauphin School District
Objective Performance Measures
2026-2027

***Standard 9 - OBJECTIVE PERFORMANCE STANDARDS.** Section 1073.1 of the Public School Code of 1949 provides that “the employment contract for a district superintendent shall include objective performance standards mutually agreed to in writing by the board of school directors and the district superintendent.”*

9.1 Objective Performance Standard #1:

Establish a Board Budget and Finance Committee to lead a collaborative budget development process that reflects Board and administrative priorities and promotes the efficient and effective use of District resources. Provide the Board with data-informed viable options for expenditure reductions, cost savings, operational efficiencies, and revenue generation to reduce or eliminate deficit spending and move toward a balanced, sustainable budget.

Met/Did Not Meet Objective #1:

9.2 Objective Performance Standard #2:

Lead efforts to reduce organizational clutter, improve operational efficiency, accessibility, organization, and service delivery through the digitization of records, implementation of paperless processes, and the strategic use of software/technology to streamline systems and workflows.

Met/Did Not Meet Objective #2:

9.3 Objective Performance Standard #3:

Continue to advance the District’s capital improvement priorities. Oversee the completion of short-term projects, including Falcon Fields and HVAC improvements at South Hanover and Londonderry Elementary Schools and the Middle School. Advance the High School feasibility study and the subsequent financial planning for future renovations or replacement. Continue to monitor, develop, and execute ever-changing, systematic, long-term opportunities for capital improvement.

Met/Did Not Meet Objective #3:

9.4 Objective Performance Standard #4:

Provide effective leadership in filling anticipated administrative vacancies, effectively onboarding and supporting the new leaders, as well as negotiating successor agreements with AFSCME and Act 93 that reflect District priorities, fiscal responsibility, and operational needs. Hold members of the administrative team accountable for implementing the direction established by the Superintendent and Board of School Directors, including making difficult decisions, engaging in courageous conversations, and maintaining consistency in expectations and practices across the district.

Met/Did Not Meet Objective #4:

9.5 Objective Performance Standard #5:

Foster trust, transparency, and support for the district through proactive, consistent communication and authentic engagement with the Board, families, students, staff, and external stakeholders.

Met/Did Not Meet Objective #5:

Dr. Gregory Milbrand-Superintendent

Date

Mr. Robert Hill-Board President

Date

LOWER DAUPHIN SCHOOL DISTRICT

FACILITY USE AGREEMENT

Central Pennsylvania Symphony

This Facility Use Agreement ("Agreement") is entered into by and between the **Lower Dauphin School District** ("District") and the **Central Pennsylvania Symphony** ("Organization").

1. Parties

Facility Owner:

Lower Dauphin School District

User Organization:

Central Pennsylvania Symphony

Organization Representative: Marie Weber

2. Purpose

The District grants the Organization permission to use designated rehearsal spaces within Lower Dauphin Middle School for orchestra rehearsals, and related musical activities in accordance with District policies, administrative regulations, and the terms of this Agreement.

3. Facility Authorized for Use

Location:

Lower Dauphin Middle School

Approved Areas:

- Band Room
- Auxiliary/Rehearsal Music Room(s), if available
- Designated storage area (if approved by District administration)
- Restroom facilities associated with the approved space

No other areas of the building may be used unless specifically authorized in writing.

4. Term of Agreement

Effective Date: August 25th, 2027

Expiration Date: June 6th, 2027

The Agreement may be renewed annually upon approval by the District.

5. Schedule of Use

The Organization is authorized to use the facilities on the following schedule:

Days: September 3rd, 10th, 17th, 24th, October 1st, 8th, 29th, November 5th, 12th, 19th, December 3rd, 10th, January 7th, 14th, 21st, 28th, February 4th, 11th, 18th, March 4th, 11th, 18th, April 8th, 15th, 22nd, 29th

Times: 7:30PM-9:30PM

Frequency: 26 total rehearsals

Additional rehearsals, concerts, or special events must be requested through the District's facility scheduling process and approved in advance.

District educational programs, student activities, and school-sponsored events shall always take precedence over Organization use.

6. Fees

Typical Costs (for information only): It should be noted that your organization would typically be classified as a Group 4 applicant according to Policy 707. The rental fee for Group 4 applicants for a middle school classroom would be \$25 per hour. That equates to a facility rental cost of \$1300 for the proposed 26 dates. Additionally, the assessed custodial fee of \$50 per hour would equate to a \$2600 required expense per policy. (\$3900 total).

As an organization that regularly utilizes District facilities, you may negotiate an annual facility-use agreement outside these fee structures notated as a Group 5 applicant.

Agreed Upon Costs and Fees: Since the event is held during regular custodial hours, the District will waive said custodial fee. **In lieu of the rental fee, the Organization will agree to provide**

a Lower Dauphin student a seven hundred fifty dollar (\$750.00) scholarship that will be awarded at the Senior Awards Night in May.

The District is providing advance notice that beginning with the 2027–2028 school year the assessment of fees will be more closely aligned with the structure outlined in Policy 707.

7. Supervision

The Organization shall provide adequate adult supervision during all periods of use.

The Organization shall designate an on-site responsible representative for every rehearsal or activity.

The District reserves the right to require District personnel, custodial staff, or security personnel to be present during use.

8. Care of Facilities

The Organization agrees to:

- Use facilities in a safe and respectful manner.
- Leave all spaces clean and orderly.
- Return furniture and equipment to original locations.
- Refrain from attaching decorations, signs, or materials to walls, floors, ceilings, or equipment without prior approval.
- Report any damage immediately.

If, following the use of District facilities, the premises require cleaning, trash removal, or other custodial services beyond the ordinary level of cleaning contemplated as part of the facility-use agreement, the District may assess the organization a \$50 excess cleaning fee per event. The fee may be assessed when the organization fails to leave the facility, grounds, or related areas in a clean and orderly condition, including, but not limited to, excessive trash or debris, food or beverage waste, or other conditions requiring additional custodial services. The District reserves the right to assess additional costs when the actual expense of restoring the facility exceeds the \$50 fee.

- All vehicles associated with the Organization shall be parked only in designated parking areas and spaces. Vehicles parked in fire lanes, emergency access areas, handicapped-

accessible spaces without proper authorization, reserved spaces, loading zones, athletic fields, sidewalks, grass areas, driveways, or any other area not specifically designated for parking is strictly prohibited, and are subject to towing at the vehicle owner's expense. The District reserves the right to have unauthorized vehicles removed by Mars Towing, 6861 Blue Ridge Avenue, Harrisburg, PA 17112, (717) 540-6277, in accordance with applicable law. The Facility User is responsible for communicating and enforcing these requirements with its participants, employees, guests, spectators, vendors, and invitees. Repeated parking violations may result in suspension or revocation of facility-use privileges.

9. Equipment Use

The following District-owned equipment may be used only with prior approval:

- Music stands
- Conductor podium
- Chairs
- Approved audio equipment

The Organization shall supply its own instruments, music, and rehearsal materials unless otherwise approved.

10. Insurance

The Organization shall maintain general liability insurance throughout the term of this Agreement.

Minimum coverage:

- Commercial General Liability: \$1,000,000 per occurrence
- \$2,000,000 aggregate

The Organization shall provide a Certificate of Insurance naming the Lower Dauphin School District, its Board of School Directors, officers, employees, and agents as Additional Insureds.

Proof of insurance shall be submitted prior to the first use of District facilities.

11. Indemnification

To the fullest extent permitted by law, the Organization agrees to defend, indemnify, and hold harmless the District, Board of School Directors, employees, agents, and volunteers from claims, damages, losses, liabilities, costs, and expenses arising out of or related to the Organization's use of District facilities, except to the extent caused by the negligence or willful misconduct of the District.

12. Compliance with Laws and District Policies

The Organization shall comply with:

- All applicable federal, state, and local laws.
- District policies and administrative regulations.
- Fire and safety regulations.
- Building occupancy limits.
- Facility use procedures established by the District.

The Organization shall prohibit:

- Smoking, vaping, or tobacco use.
 - Alcoholic beverages.
 - Illegal drugs.
 - Weapons except as authorized by law and District policy.
-

13. Cancellation and Termination

The District may cancel scheduled use:

- Due to weather or emergency conditions.
- When school operations require the facility.
- For violations of District policies or this Agreement.

The District will make reasonable efforts to provide notice of cancellations.

Repeated violations may result in suspension or termination of facility use privileges.

14. Storage

If approved by the District, limited storage of music libraries, equipment, or supplies may be permitted in a designated location.

The District assumes no responsibility for loss, theft, or damage to Organization property stored on District premises.

15. Non-Assignment

The Organization may not transfer, assign, sublicense, or permit another organization to use the facilities under this Agreement without prior written approval of the District.

16. Entire Agreement

This Agreement constitutes the entire understanding between the parties and may be modified only by written amendment signed by both parties.

SIGNATURES

CENTRAL PENNSYLVANIA SYMPHONY

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

LOWER DAUPHIN SCHOOL DISTRICT

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

LOWER DAUPHIN SCHOOL DISTRICT

291 East Main Street | Hummelstown, PA 17036

Phone: (717) 566-5300

FACILITY USE AGREEMENT

This Facility Use Agreement (“Agreement”) is made and entered into this 1st day of August, 2026, by and between the Lower Dauphin School District (“District”) and Lower Dauphin Soccer Association (“Organization”)

1. PURPOSE

The District agrees to permit the Organization to use designated school facilities in accordance with Board Policy 707. This Agreement supports youth athletic programming while ensuring that such use does not interfere with the District’s educational mission, operations, or school-sponsored activities.

2. TERM

This Agreement shall commence on August 1st, 2026 and terminate on June 30th, 2027 unless sooner terminated in accordance with this Agreement.

All facility use permissions shall automatically expire on June 30 of the applicable school year unless extended with Board approval.

3. FACILITIES (PREMISES)

The District agrees to make the following facilities available:

- Falcon Sports Complex Turf Fields
- MS Grass Fields #1 and #2

Approved Uses:

- Use of Kreiser Hallman Field, Courtney Pollock Field, MS Grass Fields #1 and #2 for training and games as outlined in submitted schedule

Schedule of Use:

*Schedule for each season will be submitted through Athletic Office

- Training Sessions Monday-Thursday for 2.5 hours each night
 - Weekend games as needed
 - Beginning September 7th through June 6th
-

4. APPLICATION AND APPROVAL

The Organization shall:

- Submit all requests through the District's facility management system or athletic office
- Provide detailed schedules, attendance, and activity descriptions

Use is subject to availability and District priority.

5. PRIORITY OF USE

Use of facilities shall follow Policy 707 priority:

1. District programs
2. District-affiliated groups
3. Non-profit community/youth organizations

District programs may displace scheduled use at any time

6. FEES AND COSTS

Typical Costs (for information only): It should be noted that your organization would typically be classified as a Group 4 applicant according to Policy 707. The fee structure according to policy would approximately be the following based on past usage.

Facility	Frequency	Cost (Group 4)	Totals
Kreiser Hallman Field	22 dates, 76 hours	\$125/hour first two hours / \$75/hour additional	\$8,760
Courtney Pollock Field	124 dates, 369 hours	\$125/hour first two hours / \$75/hour additional	\$40,007
Stadium Lights	124 dates	\$150 per day	\$18,600
MS Grass Fields	Historically did not charge, as they only use as needed	\$20/hour	unknown
Custodian	Using the largest of the two amounts assuming the dates align for both fields=369 hours.	\$50 per hour	\$18,450

As an organization that regularly utilizes District facilities, you may negotiate an annual facility-use agreement outside these fee structures notated as a Group 5 applicant.

Agreed Upon Costs and Fees:

The Organization agrees to pay **\$30,000 per season** for use of the facilities as listed.

\$15,000 paid by January 31st, 2027

\$15,000 paid by June 30, 2027

Checks should be made out to “Lower Dauphin School District.”

The Organization shall provide, at minimum, one (1) portable toilet.

The District is providing advance notice that beginning with the 2027–2028 school year the assessment of fees will be more closely aligned with the structure outlined in Policy 707.

7. SUPERVISION AND SAFETY

The Organization shall:

- Designate one (1) responsible individual present at all times to manage the event
 - Provide proper supervision for participants and spectators
 - Ensure compliance with all laws and District policies
-

8. USE RESTRICTIONS

The following are strictly prohibited:

- Alcohol, drugs, and tobacco products
- Weapons
- Gambling (unless properly licensed)
- Political advocacy events

Use is limited strictly to approved times, locations, and purposes.

9. FACILITY CARE AND DAMAGE

The Organization agrees to:

- Use facilities in a safe and respectful manner.
- Leave all spaces clean and orderly.
- Remove all trash at the end of each day and empty it into the dumpster.
- Clean and disinfect the concession stand at the end of each day.
- Lock all gates, fieldhouse doors, and press box before leaving the facility each day.
- Return furniture and equipment (soccer goals) to original locations.
- Refrain from attaching decorations, signs, or materials to walls, floors, ceilings, or equipment without prior approval.
- Report any damage immediately.

The Organization shall be responsible for repair or replacement costs resulting from damage, beyond normal wear and tear, theft, and vandalism caused by participants, guests, or contractors.

If, following the use of District facilities, the premises require cleaning, trash removal, or other custodial services beyond the ordinary level of cleaning contemplated as part of the facility-use agreement, the District may assess the organization a \$200 excess cleaning fee per date of occurrence. The fee may be assessed when the organization fails to leave the facility, grounds, or related areas in a clean and orderly condition, including, but not limited to, excessive trash or debris, food or beverage waste, or other conditions requiring additional custodial services. The District reserves the right to assess additional costs when the actual expense of restoring the facility exceeds the \$200 fee.

All vehicles associated with the Organization shall be parked only in designated parking areas and spaces. Vehicles parked in fire lanes, emergency access areas, handicapped-accessible spaces without proper authorization, reserved spaces, loading zones, athletic fields, sidewalks, grass areas, driveways, or any other area not specifically designated for parking is strictly prohibited, and are subject to towing at the vehicle owner's expense. The District reserves the right to have unauthorized vehicles removed by Mars Towing, 6861 Blue Ridge Avenue, Harrisburg, PA 17112, (717) 540-6277, in accordance with applicable law. The Facility User is responsible for communicating and enforcing these requirements with its participants, employees, guests, spectators, vendors, and invitees. Repeated parking violations may result in suspension or revocation of facility-use privileges.

11. INSURANCE AND INDEMNIFICATION

The Organization shall maintain general liability insurance throughout the term of this Agreement.

Minimum coverage:

Commercial General Liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Organization shall provide a Certificate of Insurance naming the Lower Dauphin School District, its Board of School Directors, officers, employees, and agents as Additional Insureds.

Proof of insurance shall be submitted prior to the first use of District facilities.

The Organization agrees to indemnify and hold harmless the District from all claims arising from facility use.

13. CANCELLATION AND TERMINATION

The District may cancel or terminate use:

- For school needs
- Emergencies or weather closures
- Policy violations
- Unplayable field conditions

14. NON-ASSIGNMENT

The Organization may not assign or transfer this Agreement without prior written consent.

15. ADVERTISING DISCLAIMER

All materials must include:

“THIS EVENT, PROGRAM, OR GROUP IS NOT SPONSORED OR ENDORSED BY THE LOWER DAUPHIN SCHOOL DISTRICT.”

16. POLICY 707 COMPLIANCE STATEMENT

The following statement is incorporated verbatim:

“I hereby petition the School District for use of school facilities and/or grounds for the dates and reasons indicated on this application form. I certify that I have reviewed the policies and regulations applicable for use of school facilities and agree, on behalf of the organization and individuals that will make use of the facilities, to be responsible for adhering to the policies and regulations applicable for use of the facilities and grounds. I further agree, on behalf of myself and the organization I represent, to be financially responsible for payment of applicable charges and for any damages that might result from such use. I understand that damage assessment shall be established by the School District through their normal bids and/or quotations procedures. Applicants are reminded that false statements may be subject to the provisions of the Pennsylvania Criminal Code (18 CSPA 4904).”

17. GOVERNING LAW

This Agreement shall be governed by Pennsylvania law. Venue shall be Dauphin County.

18. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement.

LOWER DAUPHIN SCHOOL DISTRICT

By: _____

By: _____

Date: _____

ORGANIZATION

Organization Name: _____

By: _____

Name & Title

Date: _____

LOWER DAUPHIN SCHOOL DISTRICT

291 East Main Street | Hummelstown, PA 17036

Phone: (717) 566-5300

FACILITY USE AGREEMENT

This Facility Use Agreement ("Agreement") is made and entered into this 1st day of August, 2026, by and between the Lower Dauphin School District ("District") and Lower Dauphin Youth Field Hockey, a youth feeder program ("Organization")

1. PURPOSE

The District agrees to permit the Organization to use designated school facilities in accordance with Board Policy 707. This Agreement supports youth athletic programming while ensuring that such use does not interfere with the District's educational mission, operations, or school-sponsored activities.

2. TERM

This Agreement shall commence on August 1st, 2026 and terminate on June 30th, 2027 unless sooner terminated in accordance with this Agreement.

All facility use permissions shall automatically expire on June 30 of the applicable school year unless extended with Board approval.

3. FACILITIES (PREMISES)

The District agrees to make the following facilities available:

- Falcon Sports Complex Turf Fields
- MS Grass Field #3

Approved Uses:

- Use of Kreiser Hallman Field, Courtney Pollock Field, MS Grass Field #3
- Use of Concession stand and restrooms on Sunday dates

Schedule of Use:

Time of use will be from August through October 2026

*Dates Requested will be submitted to the athletic office for approval

- (1) evening, per week from 6:00PM-7:00PM using the Courtney Pollock West Turf Field
- (5) Sunday Play Days from 8:00AM-12:00PM on Kreiser Hallman East Turf Field and Courtney Pollock West Turf Field

4. APPLICATION AND APPROVAL

The Organization shall:

- Submit all requests through the District's facility management system or athletic office
- Provide detailed schedules, attendance, and activity descriptions

Use is subject to availability and District priority.

5. PRIORITY OF USE

Use of facilities shall follow Policy 707 priority:

1. District programs
2. District-affiliated groups
3. Non-profit community/youth organizations

District programs may displace scheduled use at any time

6. FEES AND COSTS

Typical Costs (for information only): It should be noted that during the week, when your participants encompass at least 80% Lower Dauphin residents, your organization would typically be classified as a Group 3 applicant according to Policy 707. The fee structure according to policy would be the following.

Facility	Frequency	Cost (Group 3)	Totals
Courtney Pollock Turf Field/weeknight practice dates	8 dates, 1 hour each	\$100/hour first two hours / \$75/hour additional	\$800
MS Grass Fields/weeknight practices	8 dates, 1 hour each	\$20/hour	\$160
Custodian	5 dates	\$50 per hour	\$250

On the weekend, when most of the participants are from organizations outside of the Lower Dauphin School District, your organization would be classified as a Group 4 according to Policy 707. The fee structure according to policy would be the following:

Facility	Frequency	Cost (Group 3)	Cost (Group 4)
Kreiser Hallman Field	5 dates, 5.5 hours each day	\$100/hour first two hours / \$75/hour additional (\$2187.50)	\$125/hour first two hours / \$75/hour additional (\$2312.50)
Courtney Pollock Field	5 dates, 5.5 hours each day	\$100/hour first two hours / \$75/hour additional (\$2187.50)	\$125/hour first two hours / \$75/hour additional (\$2312.50)
Custodian	5 dates, 5.5 hours each day	\$50 per hour (\$1375)	\$50 per hour (\$1375)
Concession Stand	5 dates, 5.5 hours each day	\$30 per day	\$150

As an organization that regularly utilizes District facilities, you may negotiate an annual facility-use agreement outside these fee structures notated as a Group 5 applicant.

Agreed Upon Costs and Fees:

For the 2026-2027 school year, you will not incur any fees to align with past practice between the District and your organization.

The District is providing advance notice that, beginning with the 2027–2028 school year, the assessment of fees will be negotiated to more closely align with the structure outlined in Policy 707, as noted above.

7. SUPERVISION AND SAFETY

The Organization shall:

- Designate one (1) responsible individual present at all times to manage the event
 - Provide proper supervision for participants and spectators
 - Ensure compliance with all laws and District policies
-

8. USE RESTRICTIONS

The following are strictly prohibited:

- Alcohol, drugs, and tobacco products
- Weapons
- Gambling (unless properly licensed)
- Political advocacy events

Use is limited strictly to approved times, locations, and purposes.

9. FACILITY CARE AND DAMAGE

The Organization agrees to:

- Use facilities in a safe and respectful manner.
- Leave all spaces clean and orderly.
- Remove all trash at the end of each day and empty it into the dumpster.
- Clean and disinfect the concession stand at the end of each day.

- Lock all gates, fieldhouse doors, and press box before leaving the facility each day.
- Return furniture and equipment (soccer goals) to original locations.
- Refrain from attaching decorations, signs, or materials to walls, floors, ceilings, or equipment without prior approval.
- Report any damage immediately.

The Organization shall be responsible for repair or replacement costs resulting from damage, beyond normal wear and tear, theft, and vandalism caused by participants, guests, or contractors.

If, following the use of District facilities, the premises require cleaning, trash removal, or other custodial services beyond the ordinary level of cleaning contemplated as part of the facility-use agreement, the District may assess the organization a \$200 excess cleaning fee per date of occurrence. The fee may be assessed when the organization fails to leave the facility, grounds, or related areas in a clean and orderly condition, including, but not limited to, excessive trash or debris, food or beverage waste, or other conditions requiring additional custodial services. The District reserves the right to assess additional costs when the actual expense of restoring the facility exceeds the \$200 fee.

All vehicles associated with the Organization shall be parked only in designated parking areas and spaces. Vehicles parked in fire lanes, emergency access areas, handicapped-accessible spaces without proper authorization, reserved spaces, loading zones, athletic fields, sidewalks, grass areas, driveways, or any other area not specifically designated for parking is strictly prohibited, and are subject to towing at the vehicle owner's expense. The District reserves the right to have unauthorized vehicles removed by Mars Towing, 6861 Blue Ridge Avenue, Harrisburg, PA 17112, (717) 540-6277, in accordance with applicable law. The Facility User is responsible for communicating and enforcing these requirements with its participants, employees, guests, spectators, vendors, and invitees. Repeated parking violations may result in suspension or revocation of facility-use privileges.

11. INSURANCE AND INDEMNIFICATION

The Organization shall maintain general liability insurance throughout the term of this Agreement.

Minimum coverage:

Commercial General Liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Organization shall provide a Certificate of Insurance naming the Lower Dauphin School District, its Board of School Directors, officers, employees, and agents as Additional Insureds.

Proof of insurance shall be submitted prior to the first use of District facilities.

The Organization agrees to indemnify and hold harmless the District from all claims arising from facility use.

13. CANCELLATION AND TERMINATION

The District may cancel or terminate use:

- For school needs
- Emergencies or weather closures
- Policy violations
- Unplayable field conditions

14. NON-ASSIGNMENT

The Organization may not assign or transfer this Agreement without prior written consent.

15. ADVERTISING DISCLAIMER

All materials must include:

“THIS EVENT, PROGRAM, OR GROUP IS NOT SPONSORED OR ENDORSED BY THE LOWER DAUPHIN SCHOOL DISTRICT.”

16. POLICY 707 COMPLIANCE STATEMENT

The following statement is incorporated verbatim:

“I hereby petition the School District for use of school facilities and/or grounds for the dates and reasons indicated on this application form. I certify that I have reviewed the policies and regulations applicable for use of school facilities and agree, on behalf of the organization and individuals that will make use of the facilities, to be responsible for adhering to the policies and regulations applicable for use of the facilities and grounds. I further agree, on behalf of myself and the organization I represent, to be financially responsible for payment of applicable charges and for any damages that might result from such use. I understand that damage assessment shall be established by the School District through their normal bids and/or quotations procedures. Applicants are reminded that false statements may be subject to the provisions of the Pennsylvania Criminal Code (18 CSPA 4904).”

17. GOVERNING LAW

This Agreement shall be governed by Pennsylvania law. Venue shall be Dauphin County.

18. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement.

LOWER DAUPHIN SCHOOL DISTRICT

By: _____

By: _____

Date: _____

ORGANIZATION

Organization Name: _____

By: _____

Name & Title

Date: _____

LOWER DAUPHIN SCHOOL DISTRICT

291 East Main Street | Hummelstown, PA 17036

Phone: (717) 566-5300

FACILITY USE AGREEMENT

This Facility Use Agreement (“Agreement”) is made and entered into this 1st day of August, 2026, **by and between the Lower Dauphin School District (“District”) and** Lower Dauphin Youth Football (“Organization”), a youth sports organization.

1. PURPOSE

The District agrees to permit the Organization to use designated school facilities in accordance with Board Policy 707. This Agreement supports youth athletic programming while ensuring that such use does not interfere with the District’s educational mission, operations, or school-sponsored activities.

2. TERM

This Agreement shall commence on August 1st, 2026 and terminate on November 1st, 2026 unless sooner terminated in accordance with this Agreement.

All facility use permissions shall automatically expire on June 30 of the applicable school year unless extended with Board approval.

3. FACILITIES (PREMISES)

The District agrees to make the following facilities available:

-Falcon Fields Complex

-Falcon Foundations Concessions

Approved Uses:

- Use of Kreiser Hallman Field, Falcon Foundation Concession Stand, and press box for football games

Dates of Use:

- Saturday August 29th 1:00PM-9:00PM
 - Saturday September 5th 1:00PM-9:00PM
 - Saturday September 12th 1:00PM-9:00PM
 - Sunday September 27th 9:00AM-5:00PM
 - Saturday October 10th 1:00PM-9:00PM
-

4. APPLICATION AND APPROVAL

The Organization shall:

- Submit all requests through the District's facility management system or athletic office
- Provide detailed schedules, attendance, and activity descriptions

Use is subject to availability and District priority.

5. PRIORITY OF USE

Use of facilities shall follow Policy 707 priority:

1. District programs
2. District-affiliated groups
3. Non-profit community/youth organizations

District programs may displace scheduled use at any time

6. FEES AND COSTS

Typical Costs (for information only): It should be noted that your organization would typically be classified as a Group 3 applicant according to Policy 707. The fee structure according to policy would be the following.

Facility	Frequency	Cost (Group 3)	Totals
Field	5 dates	8 hours-\$650	\$3250
Custodian	5 dates, 8 hours	\$50 per hour	\$2000
Concession Stand	5 dates	\$20 per day	\$100

As an organization that regularly utilizes District facilities, you may negotiate an annual facility-use agreement outside these fee structures notated as a Group 5 applicant.

Agreed Upon Costs and Fees:

The Organization agrees to pay **\$3,000 per season** for use of the facility and concession stand for five games.

Checks should be made out to “Lower Dauphin School District” and mailed within 30 days following the last scheduled game

The District is providing advance notice that beginning with the 2027–2028 school year the assessment of fees will be more closely aligned with the structure outlined in Policy 707.

7. SUPERVISION AND SAFETY

The Organization shall:

- Designate one (1) responsible individual present at all times to manage the event
- Provide proper supervision for participants and spectators
- Ensure compliance with all laws and District policies

8. USE RESTRICTIONS

The following are strictly prohibited:

- Alcohol, drugs, and tobacco products

- Weapons
- Gambling (unless properly licensed)
- Political advocacy events

Use is limited strictly to approved times, locations, and purposes.

9. FACILITY CARE AND DAMAGE

The Organization agrees to:

- Use facilities in a safe and respectful manner.
- Leave all spaces clean and orderly.
- Remove all trash at the end of each day and empty it into the dumpster.
- Clean and disinfect the concession stand at the end of each day.
- Lock all gates, fieldhouse doors, and press box before leaving the facility each day.
- Return furniture and equipment (soccer goals) to original locations.
- Refrain from attaching decorations, signs, or materials to walls, floors, ceilings, or equipment without prior approval.
- Report any damage immediately.

The Organization shall be responsible for repair or replacement costs resulting from damage, beyond normal wear and tear, theft, and vandalism caused by participants, guests, or contractors.

If, following the use of District facilities, the premises require cleaning, trash removal, or other custodial services beyond the ordinary level of cleaning contemplated as part of the facility-use agreement, the District may assess the organization a \$200 excess cleaning fee per event. The fee may be assessed when the organization fails to leave the facility, grounds, or related areas in a clean and orderly condition, including, but not limited to, excessive trash or debris, food or beverage waste, or other conditions requiring additional custodial services. The District reserves the right to assess additional costs when the actual expense of restoring the facility exceeds the \$200 fee.

All vehicles associated with the Organization shall be parked only in designated parking areas and spaces. Vehicles parked in fire lanes, emergency access areas, handicapped-

accessible spaces without proper authorization, reserved spaces, loading zones, athletic fields, sidewalks, grass areas, driveways, or any other area not specifically designated for parking is strictly prohibited, and are subject to towing at the vehicle owner's expense. The District reserves the right to have unauthorized vehicles removed by Mars Towing, 6861 Blue Ridge Avenue, Harrisburg, PA 17112, (717) 540-6277, in accordance with applicable law. The Facility User is responsible for communicating and enforcing these requirements with its participants, employees, guests, spectators, vendors, and invitees. Repeated parking violations may result in suspension or revocation of facility-use privileges.

11. INSURANCE AND INDEMNIFICATION

The Organization shall maintain general liability insurance throughout the term of this Agreement.

Minimum coverage:

Commercial General Liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Organization shall provide a Certificate of Insurance naming the Lower Dauphin School District, its Board of School Directors, officers, employees, and agents as Additional Insureds.

Proof of insurance shall be submitted prior to the first use of District facilities.

The Organization agrees to indemnify and hold harmless the District from all claims arising from facility use.

13. CANCELLATION AND TERMINATION

The District may cancel or terminate use:

- For school needs
 - Emergencies or weather closures
 - Policy violations
 - Unplayable field conditions
-

14. NON-ASSIGNMENT

The Organization may not assign or transfer this Agreement without prior written consent.

15. ADVERTISING DISCLAIMER

All materials must include:

“THIS EVENT, PROGRAM, OR GROUP IS NOT SPONSORED OR ENDORSED BY THE LOWER DAUPHIN SCHOOL DISTRICT.”

16. POLICY 707 COMPLIANCE STATEMENT

The following statement is incorporated verbatim:

“I hereby petition the School District for use of school facilities and/or grounds for the dates and reasons indicated on this application form. I certify that I have reviewed the policies and regulations applicable for use of school facilities and agree, on behalf of the organization and individuals that will make use of the facilities, to be responsible for adhering to the policies and regulations applicable for use of the facilities and grounds. I further agree, on behalf of myself and the organization I represent, to be financially responsible for payment of applicable charges and for any damages that might result from such use. I understand that damage assessment shall be established by the School District through their normal bids and/or quotations procedures. Applicants are reminded that false statements may be subject to the provisions of the Pennsylvania Criminal Code (18 CSPA 4904).”

17. GOVERNING LAW

This Agreement shall be governed by Pennsylvania law. Venue shall be Dauphin County.

18. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement.

LOWER DAUPHIN SCHOOL DISTRICT

By: _____

By: _____

Date: _____

ORGANIZATION

Organization Name: _____

By: _____

Name & Title

Date: _____

PSBA Leadership Positions up for Election

*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 302)

2027 President-Elect (one-year term)

Matt Vannoy*, Sharon City School District

My name is Matt Vannoy and I am a school director for the Sharon City School District (Mercer Co.) and serve on the Finance, Buildings and Grounds and Budget Committee. I am also currently in my second term as the vice president of the PSBA Governing Board. Prior to this I was a sectional advisor and sectional advisor representative to the PSBA Governing Board. Professionally, I am a principal in the Conneaut School District (Crawford Co.) and have also been a social studies teacher, athletic director and assistant principal in the Farrell Area School District, Moniteau School District and Sharon City School District. I am a member of the PIAA District 10 Committee, PIAA Cross Country Steering Committee, the Slippery Rock University (SRU) Alumni Association Board of Directors, several boards under the ARC of Mercer County umbrella and several other local boards. In 2018, I was a recipient of the SRU Alumni Association’s Distinguished Recent Alumni Award as well as the Mercer County Chambers of Commerce 40 Under 40 award. I graduated *summa cum laude* from Slippery Rock University in 2009 and earned my Master of Education degree and Superintendent’s Letter of Eligibility from Westminster College. Serving on the PSBA Governing Board has been a highlight of my career and I look forward to continuing to serve PSBA as the president-elect of the Governing Board and working with the staff and PSBA members across the state to advocate for public education. I look forward to working with PSBA to advocate for on-time budgets, cyber charter reform, mental health supports for schools, increased education funding and other areas that will benefit school districts. I appreciate your support. Thank you.

2027 Vice President (one-year term)

Kristy Bolte*, Northwestern School District

It has been an honor to serve as the Western Zone representative on the PSBA Governing Board since 2024. I am honored to seek election as vice president of the Pennsylvania School Boards Association and to continue advancing our shared mission of supporting school board directors as they lead their districts, build strong relationships and advocate for public education across Pennsylvania. I am a graduate of Edinboro University with a bachelor's degree in elementary education. As a former teacher, a mother of six, and the wife of a middle school teacher in the Conneaut School District, I have experienced public education from many perspectives. My family and I live in West Springfield, Pennsylvania, where I have been inspired to serve because I believe quality public education is the cornerstone of strong communities. I am currently serving my second term on the Northwestern School District Board of School Directors in Albion and am privileged to serve as board president. I also serve on the Tri-County Intermediate Unit 5 board. These leadership roles have reinforced my belief in the importance of effective governance, collaboration and continuous learning. Through PSBA's training, advocacy and support, I have grown as a leader and have become better equipped to serve my district and community. If elected vice president, I will remain committed to PSBA's vision of fostering informed, engaged and passionate school board directors who lead with integrity and advocate effectively for excellent public education. I will work to strengthen connections between PSBA and local school boards, ensuring directors throughout the commonwealth understand and benefit from the valuable resources and services our association provides. Public education faces both significant challenges and tremendous opportunities. By working together with honesty, integrity, collaboration and innovation, we can support school directors, strengthen our

districts and create the best possible educational opportunities for every student. I would be honored to continue serving the members of PSBA as your vice president. I respectfully ask for your trust, your vote and your support as we work together to advance public education and ensure a bright future for Pennsylvania's students.

2027- 2029 PSBA Treasurer (three-year term)

David Hein*, Parkland School District

My name is David Hein, and I am honored to ask for your support as treasurer of the Pennsylvania School Boards Association. For more than a decade, I have been privileged to serve PSBA in a variety of volunteer and governing board leadership roles, including as president, Eastern Zone representative, E-2 sectional advisor, member of the Finance Committee and other PSBA committees. These experiences have given me a deep understanding of our association, its mission and the importance of responsible financial stewardship. Locally, I am serving my fourth term on the Parkland School Board and currently have the privilege of serving as board president. Throughout my service, I have chaired our Personnel and Finance Committee and worked collaboratively on many of the complex financial and governance issues facing public education today. Beyond K-12 education, I currently serve as chair of the Lehigh Carbon Community College Board of Trustees after being reappointed to a second six-year term. I also served for 12 years on the Lehigh Career and Technical Institute Joint Operating Committee, holding several leadership positions there. These experiences have reinforced my commitment to sound governance, fiscal responsibility and long-term strategic planning. Professionally, I bring more than 35 years of finance and accounting experience across banking, healthcare IT, health insurance and the nonprofit sector. Today, I serve as assistant business administrator at Lehigh Career and Technical Institute, where fiscal accountability and responsible stewardship are central to my daily work. If elected treasurer, I will work to ensure that PSBA's financial resources are managed with transparency, integrity and a focus on delivering value to every member school district. I believe strong financial management allows our association to remain a trusted advocate for public education while providing the services and support our members depend on. I am passionate about protecting and strengthening public education through the fair allocation of resources, advocating for fully funded state and federal mandates, and ensuring a level playing field for our public schools in relation to charter and cyber charter schools. Public service has always been a family commitment. My wife and daughter are both elementary school teachers, giving me a firsthand appreciation for the work happening in our classrooms every day. I also proudly serve as president of the Parkland CARES Food Pantry, supporting families throughout our community. It would be an honor to continue serving PSBA in this new capacity. I respectfully ask for your vote for treasurer, and I thank you for your continued commitment to Pennsylvania's students, schools and communities.

PSBA Insurance Trustees

Member entities also are asked to vote for open trustee positions on the PSBA Insurance board. PSBA Insurance provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance programs and are eligible to vote.

Trustee (term ends Dec. 31, 2029) – Includes two candidates (three-year term)

Choose up to two candidates for a three-year term.

Marianne L. Neel

Dr. Michael Faccinetto

Dr. Michael Faccinetto has served on the Bethlehem Area School District Board of Directors since 2009, providing 17 years of leadership in public school governance, budgeting, labor relations and education policy. As board president, he has advocated for underserved students, responsible stewardship, and programs that expand opportunities for every learner. His statewide leadership includes serving as PSBA president from 2017–18 and advocating for public education before the Pennsylvania General Assembly. Dr. Faccinetto is the principal of Southern Lehigh Middle School and previously served as an elementary teacher in the Southern Lehigh and Allentown school districts. He earned his Doctorate in Educational Leadership, master's degree, and K–12 Principal Certification from Lehigh University.

School Board Secretaries Forum

(Only school board secretaries may nominate and vote for the forum officers.)

Forum Steering Committee (term ends Dec. 31, 2028) – (two-year term)

Choose up to three individuals for a two-year term

Betsy Gates, Dauphin County Technical School

Betsy Gates is the administrative operations coordinator and board secretary at Dauphin County Technical School, where she plays a central role in supporting school leadership, board operations, and the mission of high-quality career and technical education. For the past three years, Betsy has been an active and engaged member of the PSBA School Board Secretaries Forum, contributing her expertise, insight and collaborative spirit to the statewide network of board professionals. She currently serves as chair of the forum, a role she has held for the past year, where she works to strengthen connections among members, elevate best practices and support the vital work of board secretaries across Pennsylvania. Betsy is a passionate advocate for both career and technical centers (CTCs) and the Pennsylvania School Boards Association. She believes deeply in the power of CTCs to prepare students for meaningful careers and in PSBA's role as a cornerstone of strong public education governance. Her commitment to these organizations reflects her broader dedication to ensuring that every student in Pennsylvania has access to high-quality educational opportunities.

Lauryn Weaver, Central Intermediate Unit 10

I have spent the last four years working in education, along with more than 10 years in the fitness industry, and one thing that has remained constant throughout my career is my love for connecting with people. I genuinely enjoy

meeting new people, building relationships, and finding creative ways to make networking feel fun, welcoming and engaging. I am naturally organized, always happy to lend a helping hand and enjoy supporting others however I can. Those qualities are a big part of why I would love to serve on the SBS Steering Committee. From my very first SBS Annual Conference, I was impressed by how welcoming, knowledgeable and supportive this group is. The committee always goes the extra mile to help others and find answers, even when it takes a little extra digging. Through this committee, I have built valuable connections, gained insights that helped me grow professionally and felt genuinely supported. I would love the opportunity to give back by helping create those same positive experiences for others, supporting members, encouraging engagement and helping strengthen the network that makes SBS Steering Committee such a valuable resource. At the IU, I lead the Community and Staff Engagement Committee, where I help create events and initiatives that bring people together and strengthen our sense of community and boost employee morale. I believe that experience would transfer well to this opportunity and allow me to contribute ideas, organization and enthusiasm that support the committee's goals.



BOARD POLICY

800 Records Management

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
800	v1.2	DRAFT	9/8/2026

■ Proposed addition ■ Proposed deletion

Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines District staff responsibilities and complies with federal and state laws and regulations.

Authority

~~The Board shall retain, as a permanent record of the District, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the District for a period of not less than six (6) years.~~

~~[1]~~

~~All other District records shall be retained in accordance with state and federal laws and regulations and the District Records Management Plan approved by the Board.~~

~~The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.~~~~[2]~~~~[3]~~

The District shall retain its records, including both paper and electronic, only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the district, and reduce the cost of storage for unneeded records inventory.

The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.~~[2]~~[3]

All other District records shall be retained in accordance with state and federal laws and regulations and the District Records Management Plan approved by the Board.

This policy and the Records Retention Schedule shall be approved by the Board.

Definitions

Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.[\[4\]](#)

Records Management Plan - the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Any individual responsible for the collection, maintenance and/or security of records on behalf of the District shall comply with state and federal laws and regulations, Board policies, District procedures and the Records Management Plan.

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or designee as the District's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:
 - a. Operation, care and handling of the equipment and software.
 - b. Requirements of the Records Retention Schedule.
 - c. Protocols for preserving and categorizing District records.
 - d. Procedures and responsibilities of District staff in the event of a litigation hold.
 - e. Identification of what is and what is not a record.
 - f. Disposal of records.
2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

Records Management Committee

A committee responsible for the development and recommendation of the District's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer: [\[5\]](#)
2. Superintendent:

3. ~~Board Secretary.~~^[6]
4. District solicitor.
5. Director of Information Technology ~~or designee.~~
6. Business Manager.
-
7. ~~Board member(s).~~
8. Human Resources Director
9. District solicitor (as needed).
- 10.

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The District's Records Management Plan shall be the principal means for the storage, retention, retrieval and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

~~Comprehensive listing of records and data of the District.~~

1. Criteria to distinguish records of the School District from the supplemental personal records of individual employees.^{[7][8]}
2. -
3. ~~System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.~~
- 4.

5. Preservation measures to protect the integrity of records and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures.
[9] [10] [11]
6. ~~Data map or flow chart detailing the sources, routes and destinations of electronic records.~~
7. Procedures and employee(s) designated for determining whether an item is a record.
8. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
9. Records Retention Schedule.
10. Provisions for the storage and retrieval of records in the event of an emergency or disaster. [11]
11. ~~Staff positions authorized to access District records.~~
12. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
 - a. Who can initiate a litigation hold.
 - b. How and to whom a litigation hold is communicated.
 - c. Who will determine which records are subject to the litigation hold.
 - d. Who will be responsible for collecting and preserving such records and data.
 - e. Who will be responsible for monitoring and ensuring the District's compliance with the litigation hold.
 - f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The District shall store, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

Email Records

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the District's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

For each email considered to be a record, the following information shall be retained:

1. Message content:
2. Name of sender:
3. Name of recipient:

4. Date and time of transmission and/or receipt.

Service Providers

The Board requires service providers contracted by the District to create, maintain, retain and dispose of District records in accordance with the Records Management Plan.^[12]

Legal Footnotes

[1] 24 P.S. 518 LEGAL REFERENCE	[2] 65 P.S. 67.901 LEGAL REFERENCE
[3] Pol. 828 POLICY REFERENCE <i>Referenced policy is not available in this policy book.</i>	[4] 65 P.S. 67.102 LEGAL REFERENCE
[5] Pol. 801 — Public Records POLICY REFERENCE	[6] 24 P.S. 433 LEGAL REFERENCE
[7] 65 P.S. 67.708 LEGAL REFERENCE	[8] 20 U.S.C. 1232g LEGAL REFERENCE
[9] 73 P.S. 2301 LEGAL REFERENCE	[10] Pol. 830 — Security of Computerized Personal Information/Breach Notification POLICY REFERENCE
[11] Pol. 830.1 — Data Governance - Storage/Security POLICY REFERENCE	[12] 65 P.S. 67.506 LEGAL REFERENCE

Legal References

No additional references listed.



Lower Dauphin School District

Record Retention and Disposition Schedule

Implementing Administrative Regulations
Pursuant to School Board Policies 800, 801, 831

Last updated:

Lower Dauphin School District Record Retention and Disposition Schedule

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1. Purpose

This Records Retention and Disposition Schedule provides guidelines to implement School Board Policies 800, Records Management, and 801, Public Records. The purpose of these guidelines is to provide a plan for managing the District's records and to provide continuing authority to dispose of records which are no longer needed or useful to the District.

Retaining only necessary electronic and physical records will reduce cost and storage space needed for record retention, and will conserve the District's resources. Moreover, this schedule provides an orderly and systematic records retention system – providing a basis for an organized and functional use of District records.

2. Schedule Must Be Followed

This Records Retention and Disposition Schedule can only function effectively to conserve District resources and costs if followed by all of the District's employees. This schedule establishes the **minimum length of time** for retention of the records identified below. No records shall be intentionally destroyed in contravention of this schedule except as enumerated below.

3. Record Retention Officer

The Superintendent shall identify a "Record Retention Officer" as central point of contact for the District who will coordinate the retention and disposition of records in accordance with this schedule. No records identified herein may be destroyed without approval of the Record Retention Officer. The Record Retention Officer shall maintain a log of all records destroyed pursuant to this schedule.

4. Record Disposal Procedure

The following procedure must be followed for the destruction of any of the records identified in this schedule.

- a) A request to dispose of a non-permanent record shall be submitted to the Record Retention Officer by the employee requesting permission to dispose of the record(s), or may be initiated by the Record Retention Office unilaterally, utilizing a Record Disposal Request Form (attached as Appendix A).
- b) The Record Retention Officer shall review the destruction request and shall grant the disposal request upon verification that the applicable retention period identified herein has been met.
- c) Upon review, the Record Retention Officer shall indicate approval or disapproval on the request form and return a copy to the employee who submitted the disposal request. If approved, the employee may then destroy the records identified on the request form.
- d) If approved, the Record Retention Officer shall record the disposal of the records in the records disposal log. (Attached as Appendix B)

5. Methods of Record Disposal

If records destroyed pursuant to this schedule may contain confidential information, care must be taken to ensure the continued security and confidentiality of that information. Paper and physical records that may contain confidential information shall be shredded or incinerated. Electronic records that may contain confidential information shall be overwritten or destroyed in such a manner that confidential information may not be readily recovered. Any records stored with a vendor or contractor that are disposed of pursuant to this schedule may be destroyed directly by the vendor or contractor with written assurances that the records have been destroyed.

6. Duplicate Records

This schedule applies to any form of the records identified herein (paper, digital, microfilm, book, other electronic media, etc.) and only applies to the one official record. Duplicate copies need not be retained. Wherever practicable, the original record shall be maintained as the official record.

7. Retention of Records Received Via Email

This schedule provides for the systematic retention of e-mail for a limited period of time. However, in many cases, other records identified in this schedule with longer retention periods may be received via e-mail (e.g. accident report received via e-mail; employee requests for leave; special education records, etc.) In such a case, it is the responsibility of the employee(s) receiving the e-mail record to retain the record in accordance with this schedule, even if that requires saving the record in a format other than via e-mail.

8. Litigation Hold Procedures

No record, that would otherwise be eligible for disposition pursuant to this schedule, shall be destroyed if the District becomes aware that the record may be needed for pending litigation.

Any District administrator, upon being notified of pending litigation and/or the need to preserve certain records for litigation, shall immediately notify the Superintendent and the Records Retention Officer in writing to ensure the preservation of the proper records and suspension of any record disposal activities for the records in question. The Records Retention Officer shall coordinate with the District Solicitor or Special Counsel to ensure that all required records are preserved for the duration of any litigation. Records retained pursuant to a litigation hold shall be retained until the final disposition of all litigation proceedings and upon the written instruction by the attorney for the District that the records may be destroyed.

9. Records NOT In This Schedule

Records not identified in this schedule may be disposed of without written approval by the Records Retention Officer **unless** the employee has been notified that the record is subject to a litigation hold or has been notified that the record is currently the subject of a Right to Know Request under Pennsylvania law. If the employee has been notified of such a request or litigation hold, the record shall not be destroyed except with permission by the Record Retention Officer

10. Exceptions

Requests for exceptions to this schedule should be submitted in writing to the Records Retention Officer. Upon review of the request, and only with approval of the Superintendent, the Records Retention Officer *may* grant an exception to this schedule so long as the exception does not substantially impede the overall purpose of this schedule as stated above.

11. Interpretation

Under certain circumstances it may be unclear which retention time period applies to a particular record. In such a case, the Records Retention Officer shall be responsible for interpreting the applicable retention period pursuant to this schedule.

12. Review

The Superintendent, or his or her designee, shall ensure that this Records Retention and Disposition Schedule is reviewed regularly to ensure full compliance with mandatory legal retention periods and to ensure that the schedule is achieving the Board's stated purpose enumerated above. Any suggested changes to this schedule should be submitted to the Records Retention Officer.

13. Calculation of Time Periods

Each school year shall begin July 1 and end on June 30. Records may be disposed of after June 30 of the year in which the retention period expires.

Examples:

- A. Records retention period is until the conclusion of the school year. Record is dated Feb 2, 2013.



Records may be destroyed as of July 1, 2013.

- B. Record retention period is one year. Record is dated Feb 2, 2013.



Record may be destroyed as of July 1, 2014.

14. Policy Availability

All employees shall be provided with access to this Records Retention and Disposition Schedule along with School Board Policy 800 - Records Management, and School Board Policy 801, Public Records. The policies and the Record Retention and Disposition Schedule shall also be posted on the District's website.

15. Special Rules For Interpreting These Guidelines

These procedures are intended to establish internal expectations of the District for its staff in the implementation of District Policy 800, Records Management, and District Policy 801, Public Records. These procedures are not intended to establish legally binding norms or enforceable rights or causes of action in any individual, including students and their parents. The intent of these procedures is to enable the District to comply with existing legal record keeping requirements without retaining unnecessary records and documents. To the extent that any provision of these guidelines is determined to violate any law, that provision only shall be deemed void, and the remainder of these procedures shall remain in effect.

16. ADMINISTRATION RECORDS

Category	Description	Retention Period
Boundary Changes – District Map	Maps and any description of changes to District boundaries	Permanent
Building sign in / sign out documentation	Documents signed by students, parents, and other school visitors showing arrival and departure	Retain until the conclusion of the school year
Bylaws, Regulations and Rules of Order		6 years after superseded / revoked
Calendar (as adopted by School Board)	Official calendar reflecting number of days and length of school day, as well as scheduled District activities	Permanent
Census Records	Official census records conducted once per decade	Permanent
Strategic Plan / Comprehensive Plan		3 Years or at conclusion of expiration
District Commissioned Plans / Studies	Taskforce Findings, School Safety and Emergency Management Studies	6 Years after superseded
Election Records	Ballots or official reports, notifications, petitions, publications	Retain 1 year or 1 year after the conclusion of any challenge to election results, whichever is later
Ethics Commission of Financial Interest		Retain 6 Years
Email	Email messages to or from school district employees	Retain 2 years
Correspondence	All formal and informal correspondence to or from school district employees	Retain 2 years
Litigation Records	Any records related to litigation filed against the District, its employees, or contracted parties, or anticipated litigation for which the District has been provided written notice.	Retain 3 years from the final disposition of litigation

Memoranda of Understanding	Records documenting responsibilities and relationships for multi-agency cooperatives (i.e. vo-tech, special education placements, etc.)	Retain 2 years from the conclusion of the arrangement
Board Minutes	Minutes of School Board and designated committee meetings	Permanent Ref 24 P.S. §5-518
Board Agendas		1 Year
Policies and Procedures	Official School Board policies	Retain until 5 years after policy is changed or repealed
Publications	Official District publications including District and Student generated newsletters, newspapers, and yearbook	End of the current school year in which issued
Public Hearing Publications	Public hearings proof of publications	Current: 5 years
Public Record Requests		1 year from date received or until all appeals have been exhausted
Recordings of Board Meetings	Digital and/or taped recordings of School Board and designated committee meetings	Retain only until board minutes are officially approved.

Reports to State Department of Education	Annual or other official reports generated by the District and submitted to PDE	Permanent
Student enrollment reports		10 years
Trademarks and Copyright Registrations		Permanent

17. BUILDING RECORDS

Category	Description	Retention Period
Accident/Damage Reports	Reports of damage to, or accidents with school property	Retain 10 years Original – 6 years
Building Maintenance Records		Retain until obsolete
Building and Construction Permits	Plans, inspection reports, and applications	Retain 10 years Original – 99 years
Building and Grounds Records	Blueprints, specifications, abstracts, deeds, title papers, final inspection reports, and occupancy permits	Permanent
Building Equipment and Other Fixed Asset Records	Equipment, appliances, fixtures, materials, inventories, manuals, depreciation schedules	Life of the item
Feasibility Studies		3 Years
Hazardous Substance Survey Forms		30 years
Material Safety Data Sheets		30 years

18. CURRICULUM RECORDS

Category	Description	Retention Period
Class Schedules	Schedule of classes for each school building	Retain 4 years Ref: 2 C.F.R. §200.333
Class Weight Schedules	Schedules explaining any weight given to AP or Honors classes in calculating grade point averages	Retain 21 years

Course Lists	List of middle school and high school courses with program descriptions	Retain 4 years Ref: 2 C.F.R. §200.333
Course records	Syllabi, course outlines and summaries, reading lists, handout materials	Retain 4 years Ref: 2 C.F.R. §200.333
Curriculum development records / maps	Program information, recommendations, program details, procedures, research basis for programming	Retain 5 years

Graduation Requirements	List of Courses required for graduation	Retain 21 years
International Baccalaureate Documentation	Program applications, progress reports, program requirements, records of certificates awarded	Retain program requirements for 21 years. For other enumerated records, retain until the conclusion of the school year and then transfer to the student's cumulative file.
Standardized Assessment Results	Group results of state, federal, and academic progress monitoring through standardized testing, as tabulated and reported by class, grade, or school. [See Student Records for individual student test results]	Retain 10 years
Student Handbooks		Retain 21 years
Textbook Adoption Records	Records related to the adoption and approval of textbooks	Retain 5 years
Textbook Order Records and Inventories	Order records and inventories of classroom issued textbooks	Retain 5 years

19. FINANCE RECORDS

Category	Description	Retention Period
Accounts Payable Records	Invoices, purchase orders, credit documents, freight bills/claims, acknowledgements/orders/shipping notices, purchasing contracts, travel expense documents, IRS 1099 forms, statements of services rendered	Retain 6 years Current recommendation: 7 years
Accounts Receivable Records	Records and ledgers documenting monies owed and paid to the District, include tax revenue records, state and federal funds received, and others amounts received with the amounts and source	Retain 6 years Current recommendation: 7 years
Annual Financial Report	Annual school district financial report	Retain Permanently
Audit Reports	Any internal or external audit report	Retain one copy permanently

Bank Statements (deposit slips, reconciliation, etc.)	Bank register of transactions, credits, debits, and checks, reconciliation statements	Retain 6 years
Bond Records	Any documentation related to the issuance of bonds including bond ledgers and registers, official statements and publications, and authorizing documentation	Retain 6 years after the debt is retired and final audit completed Current: 99 years
Budget Records	Final budget approved by School Board	1 copy retained permanently
Budget Preparation Records	Records created and used during school district budget development including cost statements, estimates, justifications, spread sheets, and other background materials	Retain 6 years
Contracts for Services	Any contract in which the District is a party	Retain 6 years after the expiration or termination of the contract
Deeds, Title Papers, Mortgage Notes		See Building Records
Employment Contracts		Retain 6 years after expiration or termination of the contract
Grant Documents	Grant applications, awards, budgets, expenditures, reimbursements, audits, and related papers	Retain 6 years from the closing of the grant, or retain the period of time required by the grant source (whichever is longer) Current: length of grant plus 5 years unless stipulated by grant
Insurance Policies & Claims	Health, dental, property, life, liability, etc. policies, waivers, amendments, and claims filed.	Retain 6 years beyond expiration of policy term Current: 6 years after settlement
Insurance Documents	Insurance quotes or bids (accepted and rejected), research, correspondence to/from insurer	Retain 6 years
IRS W-9 Forms		Retain 6 years after final 1099 is issued
Lease Agreements		Retain 3 years after expiration
Property Appraisals		Retain until superceded
Quotes	Successful and Unsuccessful	Retain 3 years
Sealed Bids	Successful and Unsuccessful	Retain 6 years after expiration

Student Activity Accounts	Bank statements, registers, cash receipts, cancelled checks and ledgers	Retain 6 years
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20. FOOD SERVICE RECORDS

Category	Description	Retention Period
Audit Reports		See Finance Records
Bids Received for Food and Supplies	Successful and unsuccessful bids received for food and supplies	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Contracts / Written Agreements with Service Providers	Contracts and written agreements with food service vendors and suppliers	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Daily Meal Count Records		Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Food Service Financial Records	Food service related purchase orders, invoices, state and federal income, records of payments made, registers, operating reports, and any other related financial records	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Free / Reduced Price Meal Applications	All applications (whether approved or denied), verification records, notices to families regarding acceptance/denial, lists of eligible students	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Inventory Records	Weekly, monthly, and yearly inventory records	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15
Menus / Food Production Records	Menus and other records documenting daily food production	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15

21. HEALTH & SAFETY RECORDS

Category	Description	Retention Period
Employee Accident Reports	Any report regarding an employee accident	Retain 6 years
Reports of Suspected Child Abuse	Written copy of any report of suspected abuse submitted pursuant to the PA mandatory reporting law	Retain until the conclusion of the school year in which the Student turns 50 years old

Security Tapes and Images	Any digital or video recording from school security cameras	Do not retain unless moved to a student records maintenance site. In such a case, retain until final disposition of any matter related to the recording or 3 years, whichever is longer
Student Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	<i>See Student Records</i>
Health and Safety Plans	Covid-19 or other pandemic related safety plans adopted and approved by the school board.	Retain 5 years after the plan ceases to be in effect.
Safe2Say Records	Any records of a response to a Safe2Say report that have <u>not</u> already been logged in the Pennsylvania Safe2Say Electronic System	Retain 3 years.

22. PAYROLL RECORDS

Category	Description	Retention Period
Garnishment Records	Notices and records related to garnishments of wages	Retain 3 years after expiration of the garnishment
Payroll Adjustment Records	Records with amounts withheld or paid for Federal and State taxes, insurances, retirement, and any other deductions or payments	Retain 3 years
Payroll Register	Includes name, address, DOB, occupation, rate of pay, salary history, compensation earned each week for the duration of District employment	Retain 3 years after final payment of benefits Ref: 29 C.F.R. § 1627.3(a)
Requests for Duplicate Checks	Requests for replacement for lost or missing checks	Retain 3 years
Time Sheets	Records of dates and hours worked for hourly employees	Retain 3 years
Withholding and Deduction Records	Employee requests for withholding, exemptions claimed (W-4 Form), union dues authorization, and any other records authorizing deductions	Retain until 3 years after termination or retirement
W-2 Statements (employer copy)		Retain 3 years after termination or retirement

23. PERSONNEL RECORDS

Category	Description	Retention Period
Applications for Employment (NOT HIRED)	Includes job applications, resumes, interview documents, cover letters, other pre-employment records, and rejection letters	Retain 4 years after position is filled or until final disposition of a discrimination charge, whichever is later Ref: 29 C.F.R. § 1602.14 29 C.F.R. § 1602.40 29 C.F.R. § 1627.3(b)(1)
Final ruling / decision of arbitrator for grievances and arbitrations		99 years
Background Checks (employees and volunteers) • Arrests / conviction reports (PDE 6004 • Child Abuse Clearance Statement • Criminal History Records (state and federal) • Employment History Verification (Act 168)	Includes criminal background checks, sexual abuse/misconduct disclosure forms	Retain for 40 years after termination or retirement
Child Abuse Recognition and Reporting Training Verification	Documentation that employee or volunteer has received mandatory child abuse training.	Retain documentation of most recent training until superseded, or 6 years after individual is no longer working with the District.
Discrimination Complaints	Any complaints regarding discrimination or sexual harassment	Retain until 1 year following final disposition of the charge or action
Employee Medical Records	Includes medical and employment questionnaires or histories, medical exams, medical opinions, history of treatments, medications, medical complaints, requests for accommodations, documentation of exposure to toxins	Retain 30 years after termination or retirement Ref: 29 C.F.R. § 1910.1020
Equal Employment Opportunity Reports		Retain 3 years Ref: 29 C.F.R. § 1602.39

Immigration Records	Includes INS Form I-9: Employment Eligibility Verification Forms	Retain 6 years after the date of hire or one year after termination or retirement, whichever is later Ref: 8 C.F.R. § 274a.2
Labor Contracts & Negotiation Records	Contracts between School District and employee groups	Permanent (1 copy)

Individual Employee Personnel Records	Credentials, evaluations, discipline, contracts, resignations, terminations, leave records, reference checks, employment offers, policy and procedure acknowledgements, applications, change of employment status.	Retain 6 years after employment ends.
Job Announcements and Advertisements, Job Descriptions	Narrative of job duties and responsibilities, advertisements and announcements	Retain 6 years for advertisements and announcements. For descriptions, retain current document.
Professional Development and Employee Training Records	Attendance records, agendas and instructional materials, certifications upon completion, etc.	Retain 6 years after employment ends.
Union Grievances	Complaints and district/school entity response	6 years
Worker's Compensation Claims	Injury reports, records, and correspondence about injuries sustained	Retain 7 years after claim is closed.
Sexual Harassment or other Title IX Investigation Records	Appeals and results, informal resolution and results, remedies and supportive measures, investigative records and reports, recordings and transcripts, action taken, documentation of basis for conclusion.	Retain for 7 years after final resolution.

Title IX Training Materials	All materials used to train Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.	Retain for 7 years.
Sexual Abuse Investigation Materials	All investigatory records related to sexual abuse of a student including audio/video recordings, investigatory notes, interview notes, and written statements.	Retain until the conclusion of the school year in which the student victim attains 56 years of age.

24. STUDENT RECORDS

Category	Description	Retention Period
Accident Reports (Student)		Retain until the conclusion of the school year then transfer data to cumulative file
Anecdotal records containing systematically gathered reports regarding the student		Periodic Review
Attendance Records	Summary of yearly attendance by Student as recorded in cumulative file	Retain until the conclusion of the school year then transfer data to cumulative file
Attendance Excuse Records	Written excuses for non-attendance and/or tardiness	Where excuse is accepted: attendance excuse need not be retained after the absence is recorded as “excused” in attendance software Where excuse is rejected: retain written excuse for one year (or until the conclusion of any truancy proceedings, whichever is later)

Reports of serious and recurrent behavior problems		Periodic Review
Correspondence to parents/social agencies indicating a verified student problem		Periodic Review
Counseling Records	Guidance Records, School social worker records, and other documentation of individual or group counseling	Retain 6 years after the student ceases to be enrolled in the District.
Cumulative Student File	Cumulative electronic and/or physical file	Retain 6 years after the student ceases to be enrolled in the District.
Electronic Mail	Any e-mail containing the name or other personally identifiable information of a student including e-mails to/from a student	Not retained unless moved to a student records maintenance site, in which case retain for 6 years after the student ceases to be enrolled in the District.
Student Transcripts		99 years
Intelligence tests, interest inventory results, aptitude results, psychological test results, clinical reports from outside agencies		Periodic Review
Legal documents, due process		Periodic review

Extra-Curricular and Co-Curricular Participation Records	Participation, contracts, team results, group photographs and/or videos	Retain until the conclusion of the school year and then transfer to student's cumulative file
Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	Retain 6 years after the student ceases to be enrolled in the District. Current: Periodic Review
Home & School Visitor Records	Any records related to referrals and home visits by the District home and school visitor	Retain 6 years after the student ceases to be enrolled in the District.
Homeschool Records	Any records related to a student being homeschooled including affidavits and portfolios	Retain 6 years after the student ceases to be enrolled in the District.
Special Education Records	IEPs and GIEPs, evaluation reports, §504 Service Agreements, progress monitoring, communication logs, NOREPs and NORAs	Retain 6 years after the student ceases to be enrolled in the District.
Student Performance Records	Individual standardized test scores, curriculum-based assessment scores, yearly report cards	Retain until the conclusion of the school year then transfer data to cumulative file
Sexual Harassment or other Title IX Investigation Records	All records of sexual harassment or other Title IX investigations including audio/video recordings, investigatory notes, determination of responsibility, and/or documentation of discipline imposed.	Retain for 7 years. Ref: 34 C.F.R. §106.45
Sexual Abuse Investigation Materials	All investigatory records related to sexual abuse of a student including audio/video recordings, investigatory notes, interview notes, and written statements.	Retain until the conclusion of the school year in which the student attains 56 years of age. Ref: 42 Pa. C.S. 5533(b)(2) (statute of limitations for civil sexual abuse claims)
Digital Recordings of Classroom or Direct Instruction	Recordings of instruction over video conferencing whether in a whole class, small group, or on an individual basis.	Retain only so long as relevant to ensure student completion of the course or activity – but not longer than the conclusion of the school year in which it was created.

25. TRANSPORTATION RECORDS

Category	Description	Retention Period
Accident & Incident Reports	Any reports or other documentation related to accidents involving or incidents occurring on District or contractor provided transportation	Retain 3 years
Contracts with Independent Contractors for Transportation Related Services		Retain 3 years after completion of contract
Correspondence and Reports from Independent Contractors	Any correspondence with, or records or reports provided by, independent contractors	Retain 3 years
Driver Eligibility Records	Records related to driver training, medical eligibility, and licensing	Retain 3 years after retirement or termination
Maintenance Records	Equip. Maintenance Records	Life of Equipment
Insurance Records		<i>See Financial Records</i>

LOWER DAUPHIN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

121-AR-0. FIELD TRIP REQUEST FORM

Date Submitted _____
 Date of Trip 11/13/2026
 Alternate Date 11/20 or 10/16
 Date Approved _____
 School East Hanover Elementary

All requests for field trips must be submitted in writing on the proper form to the principal at least four (4) weeks prior to the event. Professional employees will take full responsibility for safety and conduct on the trip.

Group/Class: 5th Grade - EHDestination: Washington D.C.Date/Time of Departure: 11/13 - 7:15 am Date/Time of Return: 11/13 - 8:30 pmPerson in Charge: Lauren Cebula Number of Students: ~60Number of Chaperones: 30Substitute(s) Needed: NO How Many? —Staff Participants: Lauren Cebula, Justine Wiltraut, TBDDo you plan to use a school bus/van? No X Yes _____ How Many? _____If no, list type of transportation to be used: Innovative Coach Motorcoaches

Plan of payment (Check one and list cost.):

☐ School District	Cost _____
☐ Individual Student	Cost _____
☒ Organization <u>East Hanover PTO</u>	Cost <u>\$4,300.00</u>

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 2

_____ Elementary Field Trip Account Cost _____

_____ High School Account Cost _____

If an organization is responsible for payment, state name and billing information:

East Hanover PTO

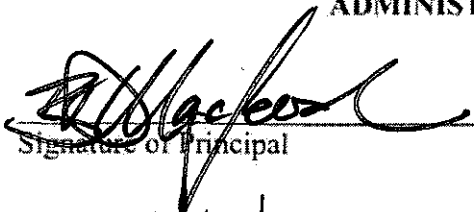
2673 Sandbeach Road

Grantville, PA 17028


Signature of Person Making Request

7/7/2026
Date

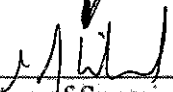
ADMINISTRATIVE APPROVAL/DENIAL


Signature of Principal

Approved: ☒

Denied: _____

7/20/26
Date


Signature of Superintendent

Approved: ☒

Denied: _____

7/23/26
Date

Board Approval

Date

Conf# 299719

8/12/26

No. 121-AR-0

LOWER DAUPHIN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 12, 2024

REVISED:

121-AR-0. FIELD TRIP REQUEST FORM

Date Submitted 6/23/26
Date of Trip 11/20 - 11/21/26
Alternate Date _____
Date Approved _____
School HS

All requests for field trips must be submitted in writing on the proper form to the principal at least four (4) weeks prior to the event. Professional employees will take full responsibility for safety and conduct on the trip.

Group/Class: Lower Dauphin Cross Country Team

Destination: Wappinger's Falls, New York

Date/Time of Departure: 11/20/26 - 6:00 am Date/Time of Return: 11/21/26 - 8:00 pm

Person in Charge: Scott Payak Number of Students: 30-40

Number of Chaperones: 3 - Coaches

Substitute(s) Needed: yes How Many? 1

Staff Participants: Scott Payak, Terisha Eismann, Elliot Cessel
(Pending)

Do you plan to use a school bus/van? No _____ Yes ✓ How Many? 1
van

If no, list type of transportation to be used: _____

Plan of payment (Check one and list cost.):

_____ School District	Cost _____
_____ Individual Student	Cost _____
_____ Organization	Cost _____

white bus? Students travel on their own - van needed to haul equipment

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 2

_____ Elementary Field Trip Account Cost _____
_____ High School Account Cost _____

If an organization is responsible for payment, state name and billing information:

LDXCTF Booster Club

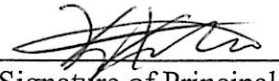


6/23/26

Signature of Person Making Request

Date

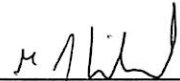
ADMINISTRATIVE APPROVAL/DENIAL


Signature of Principal

Approved: ☒

Denied: _____

8/17/26
Date


Signature of Superintendent

Approved: ☒

Denied: _____

8/19/26
Date

Board Approval

Date

LOWER DAUPHIN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 12, 2024

REVISED:

121-AR-0. FIELD TRIP REQUEST FORM

Date Submitted 8/26/26
 Date of Trip 10/16/26
 Alternate Date _____
 Date Approved _____
 School South Hanover

All requests for field trips must be submitted in writing on the proper form to the principal at least four (4) weeks prior to the event. Professional employees will take full responsibility for safety and conduct on the trip.

Group/Class: 5th Grade

Destination: Washington D.C. - National Mall

Date/Time of Departure: 10/16/26 6:00 AM Date/Time of Return: 10/16/26 8:30 PM

Person in Charge: Tim Pope Number of Students: 75

Number of Chaperones: ~ 25

Substitute(s) Needed: PTLS, Nurse How Many? 3

Staff Participants: Tim Pope, Kim Becker, Jody Cassel, Brock Belmont, PTLS Para
Joey Lennox

Do you plan to use a school bus/van? No ☒ Yes ☐ How Many? 0

If no, list type of transportation to be used: Charter Buses - Innovative

Plan of payment (Check one and list cost.):

☐ School District	Cost _____
☐ Individual Student	Cost _____
☒ Organization <u>South Hanover PTO</u>	Cost <u>\$3900.00</u>

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 2

_____ Elementary Field Trip Account Cost _____
_____ High School Account Cost _____

If an organization is responsible for payment, state name and billing information:

PTO pays for buses



Signature of Person Making Request

8/26/26

Date

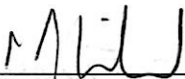
ADMINISTRATIVE APPROVAL/DENIAL


Signature of Principal

Approved: ☒

Denied: ☐

8/27/26
Date


Signature of Superintendent

Approved: ☒

Denied: ☐

8/31/26
Date

Board Approval

Date

LOWER DAUPHIN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 12, 2024

REVISED:

121-AR-0. FIELD TRIP REQUEST FORM

Date Submitted 9/16/24
 Date of Trip 9/19/24 - 9/20/24
 Alternate Date _____
 Date Approved _____
 School High School - Athletics

All requests for field trips must be submitted in writing on the proper form to the principal at least four (4) weeks prior to the event. Professional employees will take full responsibility for safety and conduct on the trip.

Group/Class: Field Hockey - MAX National Invitations I

Destination: Proving Grounds - Conshohocken, PA

Date/Time of Departure: 9/19 11:30 AM Date/Time of Return: 9/20 4:00 PM

Person in Charge: Erica Catellano Number of Students: 45

Number of Chaperones: Field Hockey coaching staff

Substitute(s) Needed: N/A How Many? N/A

Staff Participants: _____

Do you plan to use a school bus/van? No _____ Yes _____ How Many? _____

If no, list type of transportation to be used: Charter Bus

Plan of payment (Check one and list cost.):

☒ School District

Cost \$750 registration

☐ Individual Student

Cost _____

☐ Organization

Cost _____

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 2

_____ Elementary Field Trip Account Cost _____
_____ High School Account Cost _____

If an organization is responsible for payment, state name and billing information:

Signature of Person Making Request

Date 9/10/26

ADMINISTRATIVE APPROVAL/DENIAL

Signature of Principal Approved: ☒ Denied: _____ 9/10/26
Date

Signature of Superintendent Approved: ☒ Denied: _____ 9/10/26
Date

Board Approval

Date



LOWER DAUPHIN SCHOOL DISTRICT Equipment Disposal Form

This form should be completed and approved prior to the equipment being disposed. Please follow all requirements for the disposal of equipment including purging of data on all IT equipment.

Date Requested: 09/09/2026

Requested by: David Wuestner

School Name: Conewago Elementary

Equipment Location: Library and computer lab

Description of Equipment (Make/Model)	Serial Number	LD Tag #	Disposal Code	Condition Code
			O - Obsolete D - Damaged SC - Scrap	P - Poor F - Fair G - Good E - Excellent
ActivBoard interactive whiteboard	C1109302104	007678	O	F
ActivBoard interactive whiteboard	C1109302103	007679	O	F

Administrative Approval: Kenn White Date: 9/9/2026

Collected by: _____ Date: _____

Follow appropriate disposal methods:

• Technological Equipment

Pennsylvania law and LDSD policy require that electronic media containing confidential information be destroyed or thoroughly erased so that such information cannot be read or reconstructed. In addition, LDSD's license does not permit the transfer of operating systems or other software outside the school district. Applications that provide for secure disk erasure and meet these requirements are available for Windows computers (e.g. proposed FAS standard CMRR Secure Disk Erase). A secure file erasure function is built into Mac OS X.

• Hazardous Waste

Contact Environmental Health & Safety regarding the disposal of: Batteries

• Other

Remove any auxiliary equipment which may be used on other equipment



LOWER DAUPHIN SCHOOL DISTRICT Books, Equipment and Furniture Disposal Form

This form must be completed and board-approved prior to the equipment being sold/disposed of. After board approval, the completed form will be returned to requestor with a copy sent to the Grounds & Custodial Supervisor, Maintenance Supervisor, Assistant to the Superintendent-Secondary, Business Manager and the Office of the Superintendent.

Date Requested: 9/6/26 Requested by: Custodian Tucker
School Name: East Hanover Equipment Location: Rm 304/storage
Collected by: _____

Description of Equipment (Quantity; Make/Model; Date Purchased, if known)	Serial Number/ LD Tag # (if applicable)	Sell, Dispose or Donate?	Disposal Code	Condition Code
			O - Obsolete D - Damaged SC - Scrap WT - Wear & Tear PM - Parts missing SURP - Surplus	P - Poor F - Fair G - Good E - Excellent
Polyvision smart white boards ↓	002447	Dispose ↓		G
	002400			G
	002428			G
	002427			G
	002424			G
	002439			G

APPROVALS

Books- Principal: _____

- Ass't Superintendent: _____

All other equipment/furniture-

- Principal/Dept. Supervisor: [Signature]

- Grds/Custod.or Maint. Spvsr: _____

- Assistant Superintendent: _____

Superintendent: _____

Business Manager: _____

Date: _____

Date: _____

Date: 8/25/26

Date: _____

Date: _____

Date: _____

Date: _____

- Hazardous Waste - Contact Environmental Health & Safety regarding the disposal of: Batteries
- Other - Remove any auxiliary equipment which may be used on other equipment

Board Approval: YES ☐
NO ☐

LOWER DAUPHIN SCHOOL DISTRICT
291 East Main Street
Hummelstown, PA 17036

COMMUNITY GIFTS AND DONATIONS FORM

Lower Dauphin School District Policy #702 permits the acceptance of donations to the school district or any school in the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to adversely affect the District. All potential donor organizations shall discuss with the Superintendent or his/her designee the appropriateness of the donation.

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

Capital Blue Cross, 2500 Elmerton Ave 17177 proposes to make a donation of
Name of Individual/Business/Organization

75 HP E223 Monitors to the Lower Dauphin School District.
Describe Gift or Donation

(Optional)

The donation will be unconditional and unrestricted; however, the donor wishes, but does not require, that the gift be used or further disposed of by the District as follows:



Administrative Assistant Special Education & Facilities Lower Dauphin S D Job Description

JOB INFORMATION

<i>Title:</i>	Administrative Assistant - Special Education & Facilities - Lower Dauphin S D
<i>FLSA:</i>	Non-Exempt
<i>Terms of Employment:</i>	12 Month
<i>Employee Group:</i>	Support
<i>Location</i>	Central Office
<i>Last Edited On:</i>	9/10/2026 2:22:28 PM

ORGANIZATION

<i>County:</i>	Dauphin
<i>Entity:</i>	Lower Dauphin S D
<i>Department:</i>	District Administration
<i>Reports To:</i>	Assigned Administrator

JOB GOAL

Provides comprehensive administrative and clerical support to the Special Education and Facilities/Buildings & Grounds departments. This position coordinates department activities, maintains accurate records, assists with communications and scheduling, processes documentation, and supports the efficient operation of programs and facilities throughout the school district. The position requires a high level of organization, confidentiality, attention to detail, and the ability to manage multiple priorities.

ESSENTIAL FUNCTIONS

1. Provide administrative and clerical support to the Director of Special Education, Director of Facilities and the Community Relations Coordinator
2. Maintain confidential student, special education, and departmental records in accordance with district policies and applicable state and federal requirements.
3. Assist with the preparation, organization, distribution, and maintenance of special education documentation and correspondence.
4. Coordinate meetings, conferences, evaluations, and other special education-related appointments.
5. Prepare meeting notices, agendas, correspondence, reports, and other materials.
6. Assist with maintaining timelines and documentation associated with evaluations, IEPs, re-evaluations, and other special education processes.
7. Enter, update, and maintain student and program information in district information systems and special education databases.
8. Assist with state and federal reporting and data collection as directed.
9. Communicate with parents/guardians, staff, administrators, outside agencies, and service providers as appropriate.
10. Process purchase orders, invoices, requisitions, contracts, and other departmental financial documents.
11. Assist with scheduling special education staff, meetings, professional development, and department activities.
12. Maintain organized electronic and physical files.
13. Assist with monitoring special education supplies, materials, and equipment.
14. Perform other administrative duties in support of the Special Education Department.
15. Provide administrative and clerical support to the Director, Supervisor, or Manager responsible for Facilities, Buildings and Grounds, Maintenance, or Operations.
16. Receive, document, assign, and monitor maintenance and facilities work orders.
17. Maintain records related to work orders, repairs, preventive maintenance, inspections, service contracts, and facility projects.
18. Coordinate scheduling of maintenance, custodial, grounds, and outside contractor activities.
19. Assist with scheduling building use, facility rentals, events, and other activities as assigned.
20. Prepare correspondence, work orders, reports, purchase orders, requisitions, and other facilities-related documents.
21. Communicate with building administrators, maintenance personnel, custodial staff, contractors, vendors, and members of the public regarding facilities-related matters.
22. Assist with tracking supplies, equipment, inventory, keys, access cards, and other facilities resources.

23. Maintain records for inspections, permits, certifications, service agreements, and other required facilities documentation.
24. Assist with coordinating vendor and contractor visits.
25. Track invoices and expenditures related to facilities, maintenance, custodial, and grounds operations.
26. Maintain facility-related databases, spreadsheets, calendars, and records.
27. Assist with emergency or urgent facilities communications as directed.
28. Support documentation related to building projects, repairs, renovations, and capital improvements.
29. Perform other administrative duties in support of the Facilities/Buildings and Grounds Department.
30. Serve as a point of contact for department-related questions and direct inquiries to the appropriate individual. Answer telephone calls, respond to emails, and greet visitors in a professional manner.
31. Schedule appointments, meetings, conferences, and department activities.
32. Prepare correspondence, reports, spreadsheets, presentations, forms, and other documents.
33. Maintain accurate and organized electronic and paper records.
34. Handle confidential information with discretion and maintain appropriate confidentiality.
35. Process purchase orders, invoices, timesheets, requisitions, and other administrative documentation.
36. Assist with budget tracking and departmental financial records.
37. Maintain calendars and coordinate multiple competing schedules.
38. Assist with district communications and information distribution.
39. Utilize district technology systems, databases, Microsoft Office/Google Workspace, email, and other software applications.
40. Follow district policies, procedures, and applicable laws and regulations.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
High School		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
	Prior secretarial or administrative support experience		X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
	Must be able to obtain valid Act 34, Act 114, and Act 151 clearances	X		

SCOPE

Analytical Demands

- ☐ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- ☐ No supervisory duties.

Sensory Abilities

- ☐ Visual acuity and auditory acuity.
- ☐ Ability to communicate effectively in all aspects of the job.

Temperament

- ☐ Must possess excellent interpersonal skills.
- ☐ Ability to make judgments and work under high level of stress.
- ☐ Must be cooperative, congenial, and service oriented.
- ☐ Able to make judgments and work in situations that may be stressful.
- ☐ Ability to work as a coordinator and a member of a team.
- ☐ Must be courteous and able to effectively manage job responsibilities.
- ☐ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☐ Ability to work in an environment with frequent interruptions.
- ☐ Ability to be respectful and empathetic.

Cognitive Ability

- ☐ Ability to communicate effectively.
- ☐ Ability to organize tasks.
- ☐ Ability to exercise good judgment.
- ☐ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☐ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☐ Ability to work on multiple tasks and prioritize appropriately.
- ☐ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☐ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☐ Must possess active listening skills.
- ☐ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☐ Able to adjust to changes in the work environment.
- ☐ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☐ Maintains a good attitude toward administration, fellow employees and the public.
- ☐ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☐ Proofreads work for grammar and spelling accuracy.
- ☐ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☐ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☐ Promotes a positive team environment through active cooperation with others.
- ☐ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☐ Responds appropriately to supervision and direction.

Workplace Expectations

- ☐ Dresses appropriately for job environment.
- ☐ Ability to follow directions and give direction to others.
- ☐ Ability to work independently and make work-related decisions.
- ☐ Ability to exercise good judgment in prioritizing tasks.
- ☐ Ability to communicate effectively at all organizational levels.
- ☐ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☐ Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	☒ Office ☐ Classroom
	Other(to include Physically Demanding Positions)
<i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i>	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
☒	Sitting			X		
☒	Standing		X			
☒	Walking		X			
☒	Talking: On the phone; person-to-person, and in groups			X		
☒	Hearing: On the phone; person-to-person, and in groups			X		
☒	Vision: Near, midrange, far, peripheral, depth and color			X		
☒	Driving Requirements (personal vehicle, and/or company vehicle):	X				
☒	Machines or tools used: Computer:			X		
☒	Machines or tools used: Telephone			X		
☒	Pushing/Pulling/Lifting(Enter Weight)	X				25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
☒	Typical office environment
☒	Subject to inside environmental conditions

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
ATHLETICS											
Cheerleader Advisor - HS	FALL	Alysia Weary	11	\$6,619	\$4,444	\$4,835	\$5,884	\$6,619	\$6,751	\$6,885	\$7,023
Cheerleader Assistant - HS	FALL	Jessica Barton	6	\$2,942	\$2,221	\$2,419	\$2,942	\$3,309	\$3,376	\$3,443	\$3,512
Cheerleading Volunteer	FALL	Makenzi Lutz		-							
Assistant Equipment Manager	FALL	OPEN			\$2,352	\$2,576	\$2,808	\$3,042	\$3,341	\$3,668	\$4,048
Weight Room Fall								\$1,312			
Weight Room Winter								\$1,312			
Weight Room Spring								\$1,312			
Unified Bocce - (HS)								\$1,000			
Unified Bocce - (HS)								\$1,000			
Group A: Football											
Football Head Coach - HS	FALL	Josh Borreli	9	\$8,953	\$7,570	\$7,786	\$8,953	\$10,141	\$10,343	\$10,549	\$10,760
Football 1st Assistant Coach- HS	FALL	Don Fureman	23	\$7,124	\$5,411	\$5,622	\$6,328	\$6,732	\$6,983	\$7,124	\$7,267
Football Assistant Coach - HS (1)	FALL	DJ Sechrist	4	\$4,418	\$4,202	\$4,418	\$5,068	\$5,714	\$5,828	\$5,944	\$6,063
Football Assistant Coach - HS (2)	FALL	Phil Green	17	\$5,828	\$4,202	\$4,418	\$5,068	\$5,714	\$5,828	\$5,944	\$6,063
Football Assistant Coach - HS (3)	FALL	Dave Gourley	19	\$5,828	\$4,202	\$4,418	\$5,068	\$5,714	\$5,828	\$5,944	\$6,063
Football Assistant Coach - HS (4)	FALL	Luke Longenecker	3	\$4,418	\$4,202	\$4,418	\$5,068	\$5,714	\$5,828	\$5,944	\$6,063
Football Assistant Coach - HS (5)	FALL	Pablo Beltran	2	\$4,418	\$4,202	\$4,418	\$5,068	\$5,714	\$5,828	\$5,944	\$6,063
Football Volunteer	FALL	Lance Baird		-							
Football Volunteer	FALL	Rick Borreli		-							
Football Volunteer	FALL	Vincent Jones		-							
Football Volunteer	FALL	Gerald Sanders		-							
Group B: Basketball (Boys), Basketball (Girls), Wrestling											
Boys Basketball Head Coach - HS					\$7,123	\$7,343	\$8,443	\$9,587	\$9,780	\$9,975	\$10,174
Boys Basketball 1st Assistant Coach - HS					\$4,961	\$5,179	\$5,829	\$6,533	\$6,663	\$6,796	\$6,932
Boys Basketball Assistant Coach - HS					\$3,754	\$4,162	\$4,569	\$5,107	\$5,209	\$5,313	\$5,419
Girls Basketball Head Coach - HS	WINTER	Robert Felker	1	\$7,123	\$7,123	\$7,343	\$8,443	\$9,587	\$9,780	\$9,975	\$10,174
Girls Basketball 1st Assistant Coach - HS					\$4,961	\$5,179	\$5,829	\$6,533	\$6,663	\$6,796	\$6,932
Girls Basketball Assistant Coach - HS					\$3,754	\$4,162	\$4,569	\$5,107	\$5,209	\$5,313	\$5,419
Girls Basketball Volunteer Coach - HS	WINTER	Cadyn Eismann	1	-							
Wrestling Head Coach - HS					\$7,123	\$7,343	\$8,443	\$9,587	\$9,780	\$9,975	\$10,174
Wrestling 1st Assistant Coach - HS					\$4,961	\$5,179	\$5,829	\$6,533	\$6,663	\$6,796	\$6,932
Wrestling Assistant Coach - HS (2)					\$3,754	\$4,162	\$4,569	\$5,107	\$5,209	\$5,313	\$5,419
Group C: Baseball, Field Hockey, Lacrosse (Boys),											
Baseball Head Coach - HS					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Baseball 1st Assistant Coach - HS					\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Baseball Assistant Coach - HS (2)					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Field Hockey Head Coach - HS	FALL	Erin Catalfano	17	\$7,711	\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Field Hockey 1st Assistant Coach - HS	FALL	Abby Spanos	9	\$4,120	\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Field Hockey Assistant Coach - HS (SPLIT)	FALL	Mandi Mease	9	\$1,767	\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Field Hockey Assistant Coach - HS (SPLIT)	FALL	Brandy Michael	1	\$1432.50	\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Field Hockey Volunteer	FALL	Alexa Shaffer		-							
Field Hockey Assistant Coach Volunteer - HS	FALL	Jaime Pollock		-							
Boys Lacrosse Head Coach					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Boys Lacrosse 1st Assistant Coach					\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Boys Lacrosse Assistant Coach					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Girls Lacrosse Head Coach					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Girls Lacrosse 1st Assistant Coach					\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Girls Lacrosse Assistant Coach					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Boys Soccer Head Coach - HS	FALL	Gerald Lynch	35	\$8,023	\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Boys Soccer 1st Assistant Coach - HS	FALL	Damon Kaylor	21	\$4,853	\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Boys Soccer Assistant Coach - HS	FALL	Nick Lagnemma	3	\$3,026	\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Boys Soccer Volunteer - HS	FALL	Tyler Schleig		-							
Boys Soccer Volunteer - HS	FALL	Nic Amici		-							
Girls Soccer Head Coach - HS	FALL	Roy Gesford	32	\$8,023	\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Girls Soccer 1st Assistant Coach - HS	FALL	Jamie Ketty	3	\$3,581	\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Girls Soccer Assistant Coach - HS	FALL	Adeline Gesford	5	\$3,026	\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Girls Soccer Volunteer-HS	FALL	Alicia McCulloch		-							
Girls Soccer Volunteer-HS	FALL	Hailey Lynch		-							
Softball Head Coach - HS					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Softball 1st Assistant Coach - HS					\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Softball Assistant Coach - HS (2)					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Swimming Head Coach					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Swimming - Assistant Coach					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Track Head Coach - HS					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Track 1st Assistant Coach - HS					\$3,310	\$3,581	\$4,120	\$4,664	\$4,758	\$4,853	\$4,950
Track Assistant Coach - HS (4)					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Boys Volleyball Head Coach - HS					\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Boys Volleyball Assistant Coach - HS					\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Girls Volleyball Head Coach - HS	FALL	Kasey Gentry	8	\$6,532	\$5,342	\$5,561	\$6,532	\$7,561	\$7,711	\$7,866	\$8,023
Girls Volleyball Assistant Coach - HS	FALL	Zach Higgins	4	\$3,026	\$2,865	\$3,026	\$3,534	\$4,052	\$4,133	\$4,216	\$4,300
Girls Volleyball Volunteer-HS	FALL	Dave Machamer		-							
Girls Volleyball Volunteer-HS	FALL	Jenson Burnheimer		-							

Group D: Cross Country					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Cross Country Head Coach - HS	FALL	Scott Payonk	7	\$4,901	\$4,083	\$4,356	\$4,901	\$4,926	\$5,545	\$5,655	\$5,768
Cross Country Assistant Coach - HS	FALL	Teisha Eismann	3	\$2,457	\$2,309	\$2,457	\$2,860	\$3,254	\$3,320	\$3,387	\$3,455
Cross Country-HS Volunteer	FALL	Elliot Cassel		-							
Cross Country-HS Volunteer	FALL	Matt Ishman		-							
Cross Country-HS Volunteer	FALL	Aaron Bray		-							
Cross Country-HS Volunteer	FALL	Grace McNeil		-							

Group E: Golf, Tennis(Boys), Tennis (Girls)					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Golf Head Coach - HS	FALL	Scott Yeakle	11	\$4,028	\$2,673	\$2,942	\$3,483	\$4,028	\$4,110	\$4,192	\$4,275
Golf Assistant Coach - HS	FALL	Matt O'Donnell	1	\$1,990	\$1,990	\$2,154	\$2,666	\$3,182	\$3,245	\$3,311	\$3,377
Golf Volunteer - HS	FALL	Wyatt Yeakle	1	-							
Boy's Tennis Head Coach - HS					\$2,673	\$2,942	\$3,483	\$4,028	\$4,110	\$4,192	\$4,275
Boy's Tennis Assistant Coach - HS					\$1,990	\$2,154	\$2,666	\$3,182	\$3,245	\$3,311	\$3,377
Girl's Tennis Head Coach - HS	FALL	Derek Margetan	6	\$3,483	\$2,673	\$2,942	\$3,483	\$4,028	\$4,110	\$4,192	\$4,275
Girl's Tennis Assistant Coach - HS	FALL	Julie Berkheimer	1	\$1,990	\$1,990	\$2,154	\$2,666	\$3,182	\$3,245	\$3,311	\$3,377

*originally put 1st year and \$2673

Group F Middle School: Basketball (Boys), Basketball					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Boys Basketball - Head Coach MS					\$3,118	\$3,332	\$3,980	\$4,629	\$4,722	\$4,815	\$4,911

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

■ Correction
■ NEW/READY FOR BOARD APPROVAL
■ NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Boys Basketball Assistant Coach - MS					\$2,672	\$2,941	\$3,483	\$4,028	\$4,109	\$4,192	\$4,275
Girls Basketball Head Coach - MS					\$3,118	\$3,332	\$3,980	\$4,629	\$4,722	\$4,815	\$4,911
Girls Basketball Assistant Coach - MS					\$2,672	\$2,941	\$3,483	\$4,028	\$4,109	\$4,192	\$4,275
Girls Basketball Volunteer - MS											
Football Head Coach - MS	FALL	Steff Chortanoff	19	\$4,722	\$3,118	\$3,332	\$3,980	\$4,629	\$4,722	\$4,815	\$4,911
Football Assistant Coach - MS (1 of 2)	FALL	Greg Kratzer	19	\$4,722	\$2,672	\$2,941	\$3,483	\$4,028	\$4,109	\$4,192	\$4,275
Football Assistant Coach - MS (2 of 2)	FALL	Brandon Fritz	1	\$2,672	\$2,672	\$2,941	\$3,483	\$4,028	\$4,109	\$4,192	\$4,275
Football Volunteer-MS	FALL	Luis Armenta		-							
Wrestling Head Coach - MS					\$3,118	\$3,332	\$3,980	\$4,629	\$4,722	\$4,815	\$4,911
Wrestling Assistant Coach - MS					\$2,672	\$2,941	\$3,483	\$4,028	\$4,109	\$4,192	\$4,275

Group G Middle School: Basketball (Boys), Basketball					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Cross Country Head Coach - MS	FALL	Anne Masorti	16	\$3,764	\$2,449	\$2,608	\$3,152	\$3,689	\$3,764	\$3,839	\$3,914
Cross Country Assistant Coach - MS	FALL	Michael Masorti	29	\$3,238	\$1,953	\$2,080	\$2,568	\$3,051	\$3,111	\$3,174	\$3,238
Field Hockey Head Coach - MS	FALL	Jennifer Kastelic	20	\$3,839	\$2,449	\$2,608	\$3,152	\$3,689	\$3,764	\$3,839	\$3,914
Field Hockey Assistant Coach - MS (2)	FALL	Crystal Mohr	2	\$2,080	\$1,953	\$2,080	\$2,568	\$3,051	\$3,111	\$3,174	\$3,238
Field Hockey Volunteer	FALL	Linda Kreiser		-							
Field Hockey Volunteer	FALL	Diane Angstadt		-							
Field Hockey Volunteer	FALL	Amy Hanshue		-							
Field Hockey Volunteer	FALL	Taylor Long		-							
Field Hockey Volunteer	FALL	Kiley Strohm		-							
Field Hockey Volunteer	FALL	Lillie Weaver		-							
Field Hockey Volunteer	FALL	Catherine Lutzkanin		-							
Field Hockey Volunteer	FALL	Kayce Hoch		-							
Boys Soccer Head Coach - MS					\$2,449	\$2,608	\$3,152	\$3,689	\$3,764	\$3,839	\$3,914
Boys Soccer Assistant Coach - MS					\$1,953	\$2,080	\$2,568	\$3,051	\$3,111	\$3,174	\$3,238
Girls Soccer Head Coach - MS					\$2,449	\$2,608	\$3,152	\$3,689	\$3,764	\$3,839	\$3,914
Girls Soccer Assistant - MS					\$1,953	\$2,080	\$2,568	\$3,051	\$3,111	\$3,174	\$3,238
Track Head Coach - MS					\$2,449	\$2,608	\$3,152	\$3,689	\$3,764	\$3,839	\$3,914
Track Assistant Coach - MS (3)					\$1,953	\$2,080	\$2,568	\$3,051	\$3,111	\$3,174	\$3,238

Post Season Pay											
Head Coach											125/week
Assistant Coach											75/week
Band Director											75/week
Cheer Advisor											75/week

MUSIC					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Concert Band Director - MS		Gregory Hutchison	25	\$2,273	\$1,538	\$1,621	\$1,871	\$2,142	\$2,184	\$2,228	\$2,273
Concert Band Director - HS		Keith Richardson	25	\$5,917	\$4,003	\$4,223	\$4,873	\$5,576	\$5,687	\$5,800	\$5,917
Marching Band Director - HS	FALL	Keith Richardson	25	\$6,101	\$4,373	\$4,586	\$5,112	\$5,778	\$5,883	\$5,989	\$6,101
March Band Assistant Director - HS	FALL	Gregory Hutchison	25	\$4,577	\$3,279	\$3,335	\$3,824	\$4,313	\$4,399	\$4,488	\$4,577
Choral Director - MS		Christina Myers	4	\$1,621	\$1,538	\$1,621	\$1,871	\$2,142	\$2,184	\$2,228	\$2,273
Choral Director - HS		Liz Colpo	19	\$5,687	\$4,003	\$4,223	\$4,873	\$5,576	\$5,687	\$5,800	\$5,917
Orchestra Director - MS		Melody Cliff	16	\$2,184	\$1,538	\$1,621	\$1,871	\$2,142	\$2,184	\$2,228	\$2,273
Orchestra Director - HS		Melody Cliff	16	\$2,184	\$4,003	\$4,223	\$4,873	\$5,576	\$5,687	\$5,800	\$5,917
Jazz Band Director		Keith Richardson	25	\$1,831	\$1,126	\$1,202	\$1,464	\$1,726	\$1,759	\$1,795	\$1,831
Modern Band Director		Dave Thompson	5	\$1,202	\$1,126	\$1,202	\$1,464	\$1,726	\$1,759	\$1,795	\$1,831

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Indoor Drum Line Instructor - MS (1 of 2)		OPEN			\$832	\$911	\$1,010	\$1,109	\$1,135	\$1,159	\$1,186
Indoor Drum Line Instructor - MS (2 of 2)		OPEN									
Guard Coach - HS	FALL	Sarah Milletics	9	\$2,442	\$1,914	\$2,035	\$2,442	\$2,843	\$2,900	\$2,959	\$3,019
Assistant Coach Guard Coach - HS		OPEN			\$1,529	\$1,612	\$1,861	\$2,130	\$2,172	\$2,215	\$2,260
Marching Instructor - HS	FALL	Athena Garrison	3	\$1,464.00	\$1,387	\$1,464	\$1,699	\$1,956	\$1,994	\$2,032	\$2,072
Marching Instructor (1 of 4) (SPLIT PAY)	FALL	Adrian Olweiler	1	\$693.50	\$1,387	\$1,464	\$1,699	\$1,956	\$1,994	\$2,032	\$2,072
Marching Instructor (2 of 4) (SPLIT PAY)	FALL	Wes Culwell	4	\$732	\$1,387	\$1,464	\$1,699	\$1,956	\$1,994	\$2,032	\$2,072
Marching Instructor (3 of 4) (SPLIT PAY)	FALL	Josh Spada	1	\$693.50	\$1,387	\$1,464	\$1,699	\$1,956	\$1,994	\$2,032	\$2,072
Marching Instructor (4 of 4) (SPLIT PAY)	FALL	Reese Holl	4	\$732	\$1,387	\$1,464	\$1,699	\$1,956	\$1,994	\$2,032	\$2,072
Percussion Coach - HS	FALL	Sheldon Rodgers	14	\$2,843	\$1,914	\$2,035	\$2,441	\$2,843	\$2,900	\$2,959	\$3,018
Assistant Coach Percussion Coach - HS	FALL	Keely Schrum	8	\$1,862	\$1,529	\$1,612	\$1,862	\$2,130	\$2,172	\$2,215	\$2,258
Marching Band Volunteer	FALL	Dalton Rife	1	-							
Marching Band Volunteer	FALL	Colin Tonkin	1	-							
Indoor Coordinator - Winter					\$3,745	\$3,952	\$4,582	\$5,179	\$5,282	\$5,388	\$5,497
Indoor Drill Coach - Winter					\$2,288	\$2,414	\$2,777	\$3,152	\$3,214	\$3,279	\$3,345
Indoor Music Coach - Winter (3)					\$1,559	\$1,690	\$2,153	\$2,393	\$2,442	\$2,490	\$2,540
Indoor Music Coach - Winter					\$1,559	\$1,690	\$2,153	\$2,393	\$2,442	\$2,490	\$2,540
Assistant Coach Indoor Music Coach - Winter					\$1,092	\$1,164	\$1,420	\$1,675	\$1,709	\$1,742	\$1,776
Instrumental Elementary - East Hanover		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Instrumental Elementary - Londonderry		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Instrumental Elementary - Conewago		Jason Irvin	10	\$770	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Instrumental Elementary - South Hanover		Jason Irvin	10	\$770	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Instrumental Elementary - Nye		Rachel Shank	4	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Orchestra Elementary- Nye		Rachel Shank	4	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Orchestra Elementary - East Hanover		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Orchestra Elementary - Londonderry		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Orchestra Elementary - Conewago		Erin Weaver	1	\$444	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Orchestra Elementary - South Hanover		Erin Weaver	1	\$444	\$444	\$490	\$616	\$770	\$785	\$801	\$815
District Wide Elementary - Conewago		Jason Irvin	10	\$770	\$444	\$490	\$616	\$770	\$785	\$801	\$815
District Wide Elementary - South Hanover		Erin Weaver	1	\$444	\$444	\$490	\$616	\$770	\$785	\$801	\$815
District Wide Elementary - Nye		Rachel Shank	4	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
District Wide Elementary - East Hanover		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
District Wide Elementary - Londonderry		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Vocal Elementary - Conewago		Jason Irvin	10	\$770	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Vocal Elementary - South Hanover		Erin Weaver	1	\$444	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Vocal Elementary - Nye		Rachel Shank	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Vocal Elementary - East Hanover		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815
Vocal Elementary - Londonderry		Michael Dobson	3	\$490	\$444	\$490	\$616	\$770	\$785	\$801	\$815

MUSICAL/DRAMA					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Musical/Play Director - MS		Shannon Engle	5	\$1,784	\$1,664	\$1,784	\$2,165	\$2,551	\$2,602	\$2,653	\$2,707
Musical/Co-Play Director - MS		Joseph (Larry) Fausnight	1	\$1,664	\$1,664	\$1,784	\$2,165	\$2,551	\$2,602	\$2,653	\$2,707
Set Construction - MS		Matthew Dickinson	6	\$1,785	\$1,311	\$1,418	\$1,785	\$2,218	\$2,263	\$2,307	\$2,354
Stage & Lighting Manager - MS		Matthew Dickinson	31	\$3,603	\$2,219	\$2,375	\$2,880	\$3,395	\$3,462	\$3,533	\$3,603
Drama Director/Thespian Advisor - HS		Doug Grove	17	\$3,484	\$2,228	\$2,387	\$2,897	\$3,416	\$3,484	\$3,554	\$3,624
Assistant Drama Director		Lauren Grove	9	\$1,879	\$1,338	\$1,443	\$1,879	\$2,309	\$2,355	\$2,401	\$2,451
Set Construction - HS		Doug Grove	7	\$1,218	\$891	\$958	\$1,218	\$1,453	\$1,484	\$1,514	\$1,544

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Stage & Lighting Manager - HS		Michael James	24	\$6,373	\$4,455	\$4,666	\$5,372	\$6,126	\$6,249	\$6,373	\$6,500
Musical Choreography - HS		Brandon Shawl	3	\$1,443	\$1,338	\$1,443	\$1,878	\$2,309	\$2,355	\$2,401	\$2,450
Musical Costumes/Props - HS		Elana Farace	7	\$1,218	\$891	\$958	\$1,218	\$1,453	\$1,484	\$1,514	\$1,544
Musical Director - HS		Kevin Strawser	31	\$5,757	\$3,913	\$4,128	\$4,776	\$5,425	\$5,535	\$5,644	\$5,757
Musical Make-up Advisor - HS		Chelsey Martin	6	\$616	\$446	\$490	\$616	\$770	\$785	\$801	\$816
Musical Producer - HS		Elizabeth Colpo	1	\$1,743	\$1,743	\$1,811	\$2,072	\$2,309	\$2,355	\$2,401	\$2,450
Musical Set Design & Construction		Kevin Strawser	29	\$3,993	\$2,226	\$2,399	\$3,095	\$3,762	\$3,840	\$3,915	\$3,993
Musical Pit Director		Marie Weber	44	\$2,451	\$1,338	\$1,443	\$1,880	\$2,309	\$2,355	\$2,401	\$2,451
Musical Choral Director - HS		Elizabeth Colpo	17	\$2,355	\$1,338	\$1,443	\$1,880	\$2,309	\$2,355	\$2,401	\$2,451
Musical Stage Manager - HS		Bryan Strawser	16	\$785	\$446	\$490	\$616	\$770	\$785	\$801	\$816

Co-CURRICULAR					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Outdoor Education (Plan & Stay)					\$851	\$906	\$1,069	\$1,232	\$1,250	\$1,272	\$1,293
Outdoor Education (Stay Only)					\$425	\$453	\$535	\$616	\$625	\$637	\$647
Department Coordinator (K-12) Health Services	N/A	Mary Smith	5	\$1,938	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (K-12) Guidance	N/A	Teresa Collier	1	\$1,828	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) Art	N/A	Dana Attivo	12	\$2,218	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) FCS	N/A	Allison Spayd	5	\$1,938	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) Foreign Language	N/A	Aaron Popp	9	\$2,072	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) HPE	N/A	David Machamer	30	\$2,793	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) Music	N/A	Keith Richardson	12	\$2,218	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-12) Technology Education	N/A	Michael James	12	\$2,218	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) English	N/A	Alana Tepsich	1	\$1,828	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) Mathematics	N/A	Kelly Milsteen	9	\$2,072	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) Science	N/A	Alisa Weimer	9	\$2,072	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) Special Education	N/A	Carmen Dickerson	7	\$2,072	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) Social Studies	N/A	Kim Grimard-Levis	3	\$1,938	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (6-8) Social Studies	N/A	Alexander Bechtold	1	\$1,828	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Business	N/A	Christie Stankewicz	12	\$2,218	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) English (Split)	N/A	Aimee Radel	7	\$1,036	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) English (Split)	N/A	Scott Yoder	7	\$1,036	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Mathematics (Split)	N/A	Nancy Kiscadden	3	\$969	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Mathematics (Split)	N/A	Amy Busher	3	\$969	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Science	N/A	Tom Hanninen	9	\$2,072	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Social Studies	N/A	Janelle Bartal	4	\$1,938	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Department Coordinator (9-12) Special Education	N/A	Diamanta Havelos	3	\$1,938	\$1,828	\$1,938	\$2,072	\$2,218	\$2,395	\$2,587	\$2,793
Induction Team (1 of 3)	N/A	Elyse Scheckler	1	\$957	\$957	\$984	\$1,039	\$1,203	\$1,330	\$1,362	\$1,394
Induction Team (2 of 3)	N/A	Carmen Dickerson	30	\$1,394	\$957	\$984	\$1,039	\$1,203	\$1,330	\$1,362	\$1,394
Induction Team (3 of 3)	N/A	Kim Grimard-Levis	30	\$1,394	\$957	\$984	\$1,039	\$1,203	\$1,330	\$1,362	\$1,394

STUDENT ORGANIZATIONS/Clubs: \$20/hr up to with					
POSITION	Season	Name	Current Year		Pay Amount
Academic/Science Fair Coordinator - Elementary		OPEN			\$659
Academic/Science Fair Coordinator - MS		OPEN			\$659
Art National Honor Society - Advisor		Dana Attivo			\$872
Best Buddies (1 of 3)		Mandi Mease			\$770
Best Buddies (2 of 3)		Patricia Moody			\$770

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Best Buddies (3 of 3)		Karee Robinson			\$770						
BIG (Believers in the Gospel)		Nate Espenshade			\$883						
Brain Busters		Doug Grove			\$1,495						
Building Art Show (Conewago)		Christine Brown			\$770						
Building Art Show (East Hanover)		Amy Billy			\$770						
Building Art Show (High School)		Dana Attivo			\$770						
Building Art Show (Londonderry)		Christine Brown			\$770						
Building Art Show (South Hanover)		Marisa VanZandt			\$700						
Building Art Show Nye (SPLIT)		Amy Billy			\$350						
Building Art Show Nye (SPLIT)		Marisa VanZandt			\$350						
Chess Club Advisor		Geniene Ronald			\$687						
Civil War Advisor - MS (2 approved: split pay)		OPEN			\$770						
Class Advisor 10-HS (1 of 2)		Scott Payonk			\$797						
Class Advisor 10-HS (2 of 2)		Alyssa Wachsmann			\$797						
Class Advisor 11-HS (1 of 2)		Jenn Wagner			\$1,061						
Class Advisor 11-HS (2 of 2)		OPEN			\$1,061						
Class Advisor 12-HS (1 of 2)		Scott Payonk			\$1,324						
Class Advisor 12HS (2 of 2)		Alyssa Wachsmann			\$1,324						
Class Advisor 9 -HS (1 of 2)		OPEN			\$662						
Class Advisor 9 -HS (2 of 2)		OPEN			\$662						
Computer National Honor Society - Advisor		Nancy Kiscadden			\$872						
Creative Writing Club Advisor		OPEN			\$687						
Debate Club Advisor		Hailey Wiegand			\$687						
District Wide Art Show Elementary - Con		Christine Brown			\$548						
District Wide Art Show Elementary - EH		Amy Billy			\$548						
District Wide Art Show Elementary - Lond		Christine Brown			\$548						
District Wide Art Show Elementary - Nye 1/2		Amy Billy			\$548						
District Wide Art Show Elementary - Nye 1/2		Marisa VanZandt			\$548						
District Wide Art Show Elementary - SH		Marisa VanZandt			\$548						
District Art Show (Secondary 1 of 5)		Dana Attivo			\$770						
District Art Show (Secondary 2 of 5)		Gabriella Everest			\$770						
District Art Show (Secondary 3 of 5)		Hailey Wiegand			\$770						
District Art Show (Secondary 4 of 5)		Shannon Hennett			\$770						
District Art Show (Secondary 5 of 5)		Michael Layser			\$770						
Diversity Club		Emily Markley			\$883						
Educators Rising (1 of 2)		Megan Etter			\$785						
Educators Rising (2 of 2)		Brittany Terek			\$785						
English National Honor Society - Advisor		Jason Keiner			\$872						
Fellowship of Christian Athletes		Roy Gesford			\$0						
FNN Advisor - MS		Michelle Kullman			\$1,495						
FNN Advisor - MS		Kimberly Reeder			\$1,495						
French Club		Alyssa Klein			\$687						
French National Honor Society - Advisor		Alyssa Klein			\$872						
Future Nurses Club (split)		Mary Smith			\$589						
Future Nurses Club (split)		Joanna Michels			\$589						
German National Honor Society - Advisor		Judy Solensky			\$872						
Grey Hawk Club Advisor		DJ Sechrist			\$687						
Helping People, Period!		Frau Ronald			\$0						

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
History National Honor Society - Advisor (1 of 2)		Steff Chortanoff			\$872						
History National Honor Society - Advisor (2 of 2)		Clinton Fackler			\$872						
LD Agriculture & Gardening Club		Clinton Fackler			\$687						
LD Youth Advisory Committee (1 of 2)		Angela Durantine			\$687						
LD Youth Advisory Committee (2 of 2)		Patricia Moody			\$687						
Math National Honor Society - Advisor		Stephanie Felpel			\$872						
Mini-THON Advisor - HS (1 of 3)		Scott Payonk			\$1,495						
Mini-THON Advisor - HS (2 of 3)		Mary Smith			\$1,495						
Mini-THON Advisor - HS (3 of 3)		Alyssa Wachsmann			\$1,495						
MLS Mental Health Awareness Club		Ava Bottiglia			\$687						
Nanoline Advisor - HS		OPEN			\$1,495						
National Honor Society Advisor - HS (1 of 2)		Janelle Bartal			\$1,495						
National Honor Society Advisor - HS (2 of 2)		Chad Lister			\$1,495						
Newspaper Club (South)		Kristen McCay			\$506						
Newspaper Advisor - HS		Lena Russell			\$1,800						
NOSB (1 of 2)		Tessa Boyd			\$687						
NOSB (2 of 2)		OPEN			\$687						
Pens For Patients		Scott Yoder			\$0						
Pickleball - HS		Megan Etter			\$0						
Pickleball - HS		Bret Sparks			\$0						
Pokeman club MS		OPEN			\$687						
Science National Honor Society - Advisor		Tessa Boyd			\$872						
Set Construction - Con - Fall		Christine Brown			\$537						
Set Construction - EH		Amy Billy			\$537						
Set Construction - Lond.		Christine Brown			\$537						
Set Construction - Nye - Fall		Amy Billy			\$537						
Set Construction - Nye - Spring		Marisa VanZandt			\$537						
Set Construction - SH		Marisa VanZandt			\$537						
Set Construction Spring - Con		Christine Brown			\$537						
Science Club Advisor (Envirothon)		Ava Bottiglia			\$589						
Ski Club (MS-1 of 2)		Greg Hutchison			\$687						
Ski Club (MS-2 of 2)		Elyse Scheckler			\$687						
Ski Club-HS (1 of 2)		Melanie Jarrett			\$687						
Ski Club-HS (2 of 2)		Tonji Grissinger			\$687						
Spanish National Honor Society - Advisor		Emily Markley			\$872						
Spelling Bee Coordinator (1 of 2)		Pfeffer, Danielle			\$506						
Spelling Bee Coordinator (2 of 2)		Reeder, Kimberly			\$506						
Spirit Council (1 of 2)		Justin Hanula			\$0						
Spirit Council (2 of 2)		OPEN			\$0						
Step Team		Tanisha Cannon			\$687						
Student Council Advisor - HS (1 of 2)		Elena Massaro			\$2,392						
Student Council Advisor - HS (1 of 2)		Katie McNamara			\$2,392						
Student Council Advisor - MS (1 of 2)		Nic Amici			\$2,309						
Student Council Advisor - MS (2 of 2)		Matt Dickinson			\$2,309						
Teen Republicans		Nate Espenshade			\$942						
Thespian Club		Doug Grove			\$589						
Tri-M Music Advisor - Advisor (1 of 2)		Keith Richardson			\$872						
Tri-M Music Advisor - Advisor (2 of 2)		Elizabeth Colpo			\$872						

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

Correction
NEW/READY FOR BOARD APPROVAL
NEW CLUB-volunteer advisor

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Volunteer Advisor - HS (1 of 2)		Janelle Bartal			\$1,495						
Volunteer Advisor - HS (2 of 2)		Chad Lister			\$1,495						
Yearbook Advisor - HS		Hailey Wiegand			\$3,141						
Yearbook Advisor - MS (1 of 2)		Kristina Nissel			\$2,308						
Yearbook Advisor - MS (2 of 2)		Matthew Klein			\$2,308						
Yearbooks Business Manager - HS		Renee McMinn			\$770						
Young Democrats		Matt Ishman			\$0						
Youth and Government (1 of 2)		Jennifer Weeter			\$1,495						
Youth and Government (2 of 2)											
Post Season Pay (Athletics)											
Head Coach					125/week						
Assistant Coach					75/week						
Band Director					75/week						
Cheer Advisor					75/week						

Lower Dauphin School District Personnel Action

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY
1	Approval of Resignation	Classified Hourly Staff Action	Serena Zimmerman	Health Room Nurse	High School	8/10/2026	
2	Approval of Resignation	Classified Hourly Staff Action	Rachel Richardson	Paraprofessional	Middle School	9/25/2026	
3	Approval of Resignation	Classified Hourly Staff Action	Perry Capurro	Paraprofessional	Middle School	8/27/2026	
4	Approval of Resignation	Classified Hourly Staff Action	Laura Foulkrod	Instructional Aide	Londonderry	8/24/2026	
5	Approval of Resignation	Classified Hourly Staff Action	Kayla Orris	Instructional Aide	South Hanover	8/14/2026	
6	Approval of Resignation	Classified Custodial Staff Action	Fatima Zaragoza Santiago	Custodian	South Hanover	9/18/2026	
7	Approval of Resignation	Professional Staff Action	Sharon Breeden	Librarian	Londonderry	On or before 10/18/2026	
8	Approval of Resignation	Professional Staff Action	Erica Wilkinson	5th Grade Teacher	Conewago	On or before 10/9/2026	
9	Approval of Resignation	Professional Staff Action	Sarah Johnson	Science Teacher	High School	On or before 10/16/2026	
10	Approval of Resignation	Classified Salaried Staff Action	Omawattee (Tracy) Rosario	Computer Repair Technician	TMC	9/15/2026	
11	Approval of Extension of Childrearing Leave	Professional Staff Action	Brenna Southall	4th Grade Teacher	South Hanover	12/1/2026-6/4/2027	
12	Approval of Revised Return Date	Professional Staff Action	Shannon Guevarez	4th Grade Teacher	South Hanover	10/19/2026	
13	Approval of Hire: Extension of LTS	Long Term Substitute Professional Staff Action	Lauren Ferrell	4th Grade Teacher	South Hanover	12/1/2026-6/4/2027	
14	Approval of Revised Job Description	Classified Salaried Staff Action		Administrative Assistant for Facilities & Special Education	DAC		
15	Approval of Transfer	Classified Salaried Staff Action	Rebekah Kratzsch	Executive Assistant & Board Secretary	DAC	TBD	\$53,628.00
16	Approval of Transfer	Classified Salaried Staff Action	Amber Light	Administrative Assistant for Facilities & Special Education	DAC	TBD	\$51,872.00
17	Approval of Transfer	Classified Salaried Staff Action	Alexis Conrad	Building Secretary	Middle School	TBD	No change
18	Approval of Transfer	Classified Hourly Staff Action	Heather Wynne	Paraprofessional	Middle School	9/8/2026	No change
19	Approval of Hire	Professional Staff Action	Brock P Belmont	Learning Support Teacher	South Hanover	8/18/2026	\$57,228.00
20	Approval of Hire	Professional Staff Action	Debra L Moore	Learning Support Teacher	South Hanover	8/18/2026	\$84,311.00
21	Approval of Hire	Professional Staff Action	Christine L Berry	ELA Teacher	Middle School	On or before 11/16/2026	\$84,311.00
22	Approval of Hire	Professional Staff Action	Megan Hershey	5th Grade Teacher	Conewago	9/15/2026	\$59,354.00
23	Approval of Hire	Long Term Substitute Professional Staff Action	Olivia G Saborio	4th Grade Teacher	South Hanover	8/18/2026-10/19/2026	\$57,228.00
24	Approval of Hire	Long Term Substitute Professional Staff Action	Renee Howard	Learning Support Teacher	Nye	Anticipated 10/16/26-4/15/27	\$57,228.00
25	Approval of Hire	Classified Custodial Staff Action	Eric J Cuevas Barbosa	Custodian	East Hanover	9/4/2026	\$18.70 per hour
26	Approval of Hire	Classified Hourly Staff Action	Rachel M Richardson	Paraprofessional	Middle School	8/25/2026	\$16.66 per hour
27	Approval of Hire	Classified Hourly Staff Action	Hailey McCann	Paraprofessional	Conewago	9/8/2026	\$16.66 per hour
28	Approval of Hire	Classified Hourly Staff Action	Jordan Carlson	Paraprofessional	Londonderry	TBD	\$16.66 per hour
29	Approval of Stipend	Classified Hourly Staff Action	Brooke Setnar	Substitute Nurse Caller	District Wide	9/2/2026	\$3,000.00

LOWER DAUPHIN SCHOOL DISTRICT STUDENT ATTENDANCE AND ENROLLMENT ACCOUNTING (August Enrollment Report) 2026-2027

ELEMENTARY SCHOOLS					
	Boys	Girls	Current Total	Total Last Month	Total Last Year
KF	109	109	218	177	176
GR 1	100	111	211	211	216
GR 2	106	112	218	206	206
GR 3	116	109	225	223	221
GR 4	142	116	258	223	216
GR 5	113	144	257	265	260
Total	686	701	1387	1305	1295

MIDDLE SCHOOL				
	Boys	Girls	Current Total	Total Last Year
6	160	131	291	276
7	141	137	278	234
8	120	116	236	255
Total	421	384	805	765

HIGH SCHOOL				
	Boys	Girls	Current Total	Total Last Year
9	120	131	251	285
10	151	133	284	267
11	140	127	267	265
12	151	127	278	274
Total	562	518	1080	1091

PRICE SCHOOL					
	Boys	Girls	Current Total	Total Last Month	Total Last Year
6	0	0	0	3	2
7	3	1	4	1	1
8	1	0	1	1	1
Total	4	1	5	5	4
9	1	1	2	2	1
10	1	0	1	4	4
11	3	1	4	2	2
12	3	0	3	2	2
Total	8	2	10	10	9

TECH SCHOOL					
	Boys	Girls	Current Total	Total Last Month	Total Last Year
9	9	5	14	17	18
10	11	6	17	16	15
11	4	11	15	13	15
12	7	6	13	15	14
Total	31	28	59	61	62

	Current Total	Total Last Month	Total Last Year
ELEMENTARY TOTAL	1387	1305	1295
MIDDLE SCHOOL TOTAL	810	770	766
HIGH SCHOOL TOTAL	1090	1101	1104
TECH SCHOOL	59	61	62
DISTRICT TOTAL	3346	3237	3227

Building: District

Administrator's Signature: 

Date: 9/8/26