

**OCTORARA AREA SCHOOL DISTRICT**  
**PUBLIC SCHOOL BOARD MEETING**  
**August 21, 2023 – 7:00 p.m.**  
**Jr. High School Multi-Purpose Room**

**AGENDA**

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of the Regular Meeting of July 17, 2023.
5. Visitors' Comments - Agenda Items Only
6. Presentations/Discussions
7. Information Items
8. Treasurer's Report
  - A. That the Octorara Board of School Directors approve the General Fund Report for period ending July 31, 2023.
9. Business Manager's Report
  - A. That the Octorara Board of School Directors approve the list of bills for payment.
10. Recommended Action Items:
  - A. That the Octorara Board of School Directors approve the Contract for Student Services for Secondary Special Education and Alternative Education for Disruptive Youth with River Rock Academy for the 2023-2024 school year at a cost of \$302.89 per diem.
  - B. That the Octorara Board of School Directors approve the Agreement with Coatesville Area School District for participation in the Octorara Homeland Security and Protective Services Academy.
  - C. That the Octorara Board of School Directors approve the Waiver Agreement and Release for student "A".
  - D. That the Octorara Board of School Directors approve the Special Education Plan effective 2023-2026.
  - E. That the Octorara Board of School Directors approve the Proposal for Engineering Services with Consolidated Engineers for the Octorara Elementary School Cooling Renovation at a cost of \$3,500,000.
  - F. That the Octorara Board of School Directors approve the estimates with Liberty Door Systems for replacement cores, keys, and software at the Intermediate and Sr. High School at a cost of \$38,044.46.

- G. That the Octorara Board of School Directors approve the extension of the Service Agreement with CCRES for Interim Human Resource Director services of Catherine Rossi through September 30, 2023. (Originally approved through August 30, 2023)
- H. That the Octorara Board of School Directors approve the following policies, first reading:
  - 800 *Records Management*
  - 830 *Security of Computerized Personal Information/Breach Notification*
- I. That the Octorara Board of School Directors approve the 2023-2024 changes to the Octorara K-6 Elementary Parent/Guardian Handbook.
- J. That the Octorara Board of School Directors approve the 2023-2024 changes to the Octorara Jr./Sr. Student Handbook.
- K. That the Octorara Board of School Directors approve the Addendum to the Memorandum of Understanding for Appendix of Supplementals in the Collective Bargaining Agreement.
- L. That the Octorara Board of School Directors approve the following curriculum:
  - Grade 6-8 Tier 1 Math Resource: *Maneuvering the Middle*
  - Grades 7-8 Tier 2 and 3 Math Intervention Resource: *Maneuvering the Middle*
  - Anchor Texts for Grade 5 ELA:
    - Holes*, by Louis Sachar
    - Hoot*, by Carl Hiaasen
    - Esperanza Rising*, by Pam Munoz
  - Grade 12 Short Story Curriculum
  - K-6 Math Intervention Resource *Do the Math*, by Marilyn Burns
- M. That the Octorara Board of School Directors approve Dr. Steven A. Leever as the District's Title IX Coordinator.
- N. That the Octorara Board of School Directors approve Mr. Cale Hilbolt as the District's Safety/Security Coordinator.
- O. That the Octorara Board of School Directors approve the attainment of tenure status for the following professional employees in accordance with Section 1108 of the current School Laws of Pennsylvania:
  - Mary Thomas
  - Darren Hodorovich
  - John Narcise
- P. That the Octorara Board of School Directors approve the following salary adjustments as a result of previous substitute positions held in the District:
  - Margaret Imms from \$56,389 at B Step 17 to \$58,213 at B Step 14
  - Macy Wetzel from \$56,389 at B Step 17 to \$57,427 at B Step 15
  - Brooke Maldonado from \$60,953 at M Step 17 to \$61,203 at M Step 16
  - Bridget Solnosky from \$56,389 at B Step 17 to \$56,639 at B Step 16

Resignation Approvals:

- Q. That the Octorara Board of School Directors accept, with regret, the resignation for purpose of retirement of Mr. John Cummings as an OVA PM Program teacher at the Octorara Jr./Sr. High School effective August 8, 2023. (Hired September 1, 1992)

- R. That the Octorara Board of School Directors accept, with regret, the resignation for purpose of retirement of Ms. Deanna Blevins as a Math teacher at the Octorara Jr./Sr. High School effective August 22, 2023. (Hired August 27, 2001).
- S. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Fallon Manchin as a Third Grade teacher at the Octorara Elementary School effective *August 15, 2023*. (Hired August 25 2008)
- T. That the Octorara Board of School Directors accept, with regret, the resignation for purpose of retirement of Ms. Danette Balistreri as a Building Secretary at the Octorara Primary Learning Center effective October 31, 2023. (Hired July 1, 2008)
- U. That the Octorara Board of School Directors accept the resignation of Ms. Wendy Zeffert as an Instructional Assistant at the Octorara Jr./Sr. High School effective August 2, 2023. (Hired August 15, 2022)
- V. That the Octorara Board of School Directors accept the resignation of Ms. Heidi Van Gilder as an Instructional Assistant at the Octorara Primary Learning Center effective July 17, 2023. (Hired August 19, 2019)
- W. That the Octorara Board of School Directors accept the resignation of Ms. Pat Softchin as a cafeteria employee effective August 8, 2023. (Hired February 22, 2022)

Hiring Approvals:

- X. That the Octorara Board of School Directors approve Ms. Rebecca German as CTE secretary at the Octorara Jr./Sr. High School effective August 21, 2023 pending completion of employee related documents required by law and the District. Ms. German's rate will be \$20.25 per hour for 5.75 hours per day. (Replacing Keturah Caldwell who transferred.)
- Y. That the Octorara Board of School Directors approve the following Instructional Assistants for 5.75 hours per day effective August 28, 2023 pending completion of employee related documents required by law and the District:
  - Katelyn LaPearl \$16.00 per hour Intermediate School
  - Jennifer Mitchell \$15.00 per hour Intermediate School
  - Mary Moore \$15.00 per hour Jr./Sr. High School
  - Erin Smith \$15.00 per hour Elementary School
- Z. That the Octorara Board of School Directors approve Ms. Ashley Roberts as a cafeteria employee effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Robert's rate will be \$15 per hour for five hours per day. (Replacing Lisa Foster who resigned.)
- AA. That the Octorara Board of School Directors approve Ms. Megan Hood as a substitute teacher for the Summer Literacy/Math/Science and Extended Year Programs at a rate of \$30 per hour.
- BB. That the Octorara Board of School Directors approve the following changes in salary due to graduate credits earned:
 

|                      |   |                |
|----------------------|---|----------------|
| Adrienne Cochran     | From B (\$56,389) to B+15 (\$58,889)    | Step 17 to MAX |
| David Heffner        | From M+45 (\$93,401) to M+60 (\$95,781) | MAX            |
| Savannah Geisler     | From B+15 (\$60,994) to M (63,002)      | Step 14 to MAX |
| Katherine Westervelt | From M+45 (\$78,886) to M+60 (\$81,925) | Step 9 to MAX  |
| Dana Shultz          | From M+30 (\$45,533) to M+45 (47,332)   | Step 9 to MAX  |

CC. That the Octorara Board of School Directors approve the following supplemental contracts for the 2023-2024 school year:

|                 |                                  |               |         |
|-----------------|----------------------------------|---------------|---------|
| Khalif Williams | Jr High Football Coach           | 6 pts @ \$620 | \$3,720 |
| Gabriel Jackson | Jr High Assistant Football Coach | 4 pts @ \$620 | \$2,480 |
| Marcia Rapone   | Girls' Tennis Coach              | 7 pts @ \$620 | \$4,340 |

DD. *That the Octorara Board of School Directors accept, with regret, the resignation of Mr. Anthony Slusher as a Health/PE teacher at the Octorara Elementary and Intermediate Schools effective TBD. (Hired December 9, 2013)*

EE. *That the Octorara Board of School Directors accept the resignation of Ms. Madison Carter (Anthony) as an Instructional Assistant at the Octorara Primary Learning Center effective August 11, 2023. (Hired August 30, 2021)*

FF. *That the Octorara Board of School Directors approve Mr. Keith Thompson as an HVAC Maintenance Mechanic effective September 5, 2023 pending completion of employee related documents required by law and the District. Mr. Thompson's salary will be \$60,000, pro-rated. (Replacing Bill Wertz who resigned.)*

GG. *That the Octorara Board of School Directors approve the Substitute Staff Placement Agreement with ESS Northeast, LLC for substitute services.*

HH. *That the Octorara Board of School Directors approve the Grant Funding Agreement CGA-22 with the County of Chester in the amount of \$500,000.*

II. *That the Octorara Board of School Directors approve the list of substitute teachers and support staff for the 2023-2024 school year.*

JJ. *That the Octorara Board of School Directors approve the list of supplemental contracts for the 2023-2024 school year.*

KK. *That the Octorara Board of School Directors approve the Waiver Agreement and Release for student "B".*

LL. *That the Octorara Board of School Directors approve the Proposal for Mentoring Services with Jim Scanlon, Educational Consultant.*

11. Finance Committee Report
12. CCIU Board Representative's Report
13. Old Business
14. New Business
15. Other Items and Announcements
16. Visitors' Comments – General
17. Administrator Comments/Announcements
18. Board Comments
19. Adjournment

Finance Committee Meeting – Monday, August 21, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Executive Session for Personnel - Monday, August 21, 2023 - Following the Regular Meeting in room 102 at the Jr. High School

Policy/Facility Committee Meeting – Monday, September 11, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Work Session – Monday, September 11, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, September 18, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Board Meeting – Monday, September 18, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, September 25, 2023 – 6:00 p.m. in room 102 at the Jr. High School

# **OCTORARA AREA SCHOOL DISTRICT**

## **Minutes of Board Meeting Held on July 17, 2023**

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on July 17, 2023.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The President, Mr. Ganow, called the meeting to order at 7:00 p.m. Other members present were Ms. Bowman, Mr. Falgiatore, Mr. Hurley, Mr. Koennecker, Mr. Norris, Ms. Yelovich, and Mr. Zimmerman. Mr. Fox was absent. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; members of the administrative team; one reporter, and four citizens.

The minutes of the Work Session of June 12, 2023, and the Regular Meeting of June 19, 2023 were approved on motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present.

There were no visitors' comments for agenda items only.

Under presentations, Jason Confair from Saxton and Stump gave an update on the federal lawsuit involving board members and several district staff. He said it typically takes six to nine months to settle this type of lawsuit.

Under information items, Ms. Sandi Mazzagatti will transfer from a Special Education teacher at the Octorara Primary Learning Center to Special Education-Autism Support teacher at the Octorara Jr./Sr. High School effective the start of the 2023-2024 school year.

Ms. Kelly Doughtie will transfer from Special Education Learning Support teacher at the Octorara Jr./Sr. High School to the Itinerant Autism/Emotional Support teacher at the Octorara Primary Learning Center effective the start of the 2023-2024 school year.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Norris, second by Ms. Bowman and approval of all members present. (Appendix A-7/17/23)

A list of bills for the General Fund totaling \$370,452.06; Cafeteria Fund totaling \$0.00, Capital Projects totaling \$0.00, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-7/17/23, were approved and ordered paid on motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present.

On motion of Ms. Yelovich, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the Health and Safety Plan. (Appendix C-7/17/23)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Agreement for Services with CCRES for the Interim Business Manager effective July 10 through September 30, 2023 at a rate of \$770 per diem. (Appendix D-7/17/23)

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Addendum to the Contractual Agreement with Pressley Ridge School for the Deaf for automatic renewal for the 2023-2024 school year for education services at a daily rate of \$503.88 per student. (Appendix E-7/17/23)

On motion of Mr. Koennecker, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Service Agreement with the Chester County

Intermediate Unit for annual membership to the K12 Security Information eXchange. (Appendix F-7/17/23)

On motion of Mr. Hurley, second by Ms. Bowman and approval of all members present the Octorara Board of School Directors approved the Memorandum of Understanding with the Octorara Area Education Association concerning dual enrollment for students. (Appendix G-7/17/23)

On motion of Mr. Zimmerman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors accepted the proposal from CM Regent for District insurance. (Appendix H-7/17/23)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the request for unpaid family medical leave for the purpose of child rearing for Ms. Jennifer Davis effective August 15, 2023 through November 4, 2023. Ms. Davis will be the Social Worker for the District upon completion of the child rearing leave.

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors accepted the resignation of Ms. Dana Fogg as an instructional assistant and substitute teacher at the Octorara Jr./Sr. High School effective July 10, 2023. (Hired September 19, 2022)

On motion of Mr. Zimmerman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved Ms. Johanna Fitzgerald as an English teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Fitzgerald's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Replacing Ben Creighton who resigned.)

On motion of Ms. Bowman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Kaylene Mummert as a Science teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Mummert's salary will be \$56,639 which is Step 16 to MAX of the Bachelor's scale. (Replacing Hayley Caulfeild-James who resigned.)

On motion of Mr. Koennecker, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Cara Pakes as an ESL teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Pakes' salary will be \$58,213 which is Step 14 to MAX of the Bachelor's scale. (Replacing Richard Baker who resigned.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Julia Harpel as an English teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Harpel's salary will be \$56,389 which is Step 17 to MAX of the Bachelor's scale. (Replacing Kaj Miller who retired.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Lauren Morlando as a Special Education Learning Support teacher at the Octorara Intermediate School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Morlando's salary will be \$68,900 which is Step 13 to MAX of the Master's +15 scale. (Replacing Kelly Wetzel who transferred.)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Ms. Karelis Del Valle Acosta as a Spanish teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Del Valle Acosta's salary will be \$59,000 which is Step 13 to MAX of the Bachelor's scale. (Replacing Vanessa Peterson who retired.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved Ms. Katherine Stanton as a Special Education Learning Support teacher at the Octorara Jr./Sr. High School effective August 15, 2023 pending completion of employee related documents required by law and the District. Ms. Stanton's salary will be \$60,953 which is Step 17 to MAX of the Master's scale. (Replacing Kelly Doughtie who transferred.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Ms. Heidi Wertz as a Special Education teacher at the Octorara Jr./Sr. High School effective August 15, 2023. Ms. Wertz's salary will be \$56,639 which is Step 16 to MAX of the Bachelor's scale. (Ms. Wertz was a long-term substitute and is replacing Melissa Hinton who transferred.)

On motion of Mr. Hurley, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Brittany Howe as secretary for athletics and facilities effective July 13, 2023 pending completion of employee related documents required by law and the District. Ms. Howe's salary will be \$34,960, pro-rated. (This is a new position.)

On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved Mr. Kevin Kerr as a maintenance employee effective July 10, 2023 pending completion of employee related documents required by law and the District. Mr. Kerr's salary will be \$50,929, pro-rated. (Replacing Lois Wertz who retired.)

On motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the transfer of Ms. Kelly Holub from a Reading Specialist at the Octorara Jr./Sr. High School to an instructional assistant at the Octorara Jr./Sr. High School effective August 28, 2023. Ms. Holub's rate will be \$17.87 per hour for 5.75 hours per day. (Replacing an open position.)

On motion of Ms. Bowman, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved the following additional staff for the Summer Literacy/Math/Science and Extended Year Programs:

Jennifer Davis – Professional - \$30 per hour

Sharon Solomon – Substitute Professional - \$30 per hour

Allison Venini – Substitute Co-Director - \$40 per hour; Substitute Professional - \$30 per hour

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the following rate changes from \$22 per hour to \$24 per hour for the Summer Literacy/Math/Science and Extended Year Programs:

Carol Johnson

Cheryl Johnson

On motion of Mr. Koennecker, second by Ms. Yelovich and approval of all members present the Octorara Board of School Directors approved the change in rate from \$8.00 per hour to \$12.50 per hour for the following auditorium lights and sound interns for the 2022-2023 school year:

Tyler Remphrey

Tyler Mascherino



On motion of Ms. Bowman, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the increase in hours for Ms. Irene Sable from four hours per day to five hours per day. Ms. Sable is a cafeteria employee and is needed for breakfast preparation.

On motion of Ms. Bowman, second by Mr. Hurley and approval of all members present the Octorara Board of School Directors approved the following supplemental contracts for the 2023-2024 school year:

|                 |                                  |               |         |
|-----------------|----------------------------------|---------------|---------|
| Robert Smith    | Varsity Assistant Soccer Coach   | 6 pts @ \$620 | \$3,720 |
| Christian Day   | Varsity Assistant Football Coach | 7 pts @ \$620 | \$4,340 |
| Scott Whiteside | Boys' Tennis Coach               | 7 pts @ \$620 | \$4,340 |

Under the Facility Committee Report, Mr. Norris reported the committee was given an update on the summer projects, bid prep for the OES HVAC project, and curtain color for the auditorium.

Under the Finance Committee Report, Mr. Hurley reported Mr. Furlong gave an end-of-year update and reported the annual audit will take place in August.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on June 21, 2023.

There were no items of old business, new business, or other items or announcements.

Under visitors' comments in general, Mary Ellen Caris, Sadsbury Township, expressed her desire for the inclusion of prayer before committee meetings and public board meetings. She invited Board Directors to have coffee with her.

Under administrator comments/announcements, Dr. Leever said he is happy to be here and working with an amazing team. He is looking forward to this year and the great things to come because Octorara's best days are still ahead of us.

Under Board comments, Mr. Falgiatore congratulated Dr. Leever. He said Mr. Miller is not trying to add plaintiffs to the lawsuit. He said the court could decide to add he and his wife as plaintiffs depending on the outcome of the defamation investigation.

Ms. Bowman welcomed Dr. Leever.

Mr. Ganow announced an Executive Session for Personnel was held tonight prior to the meeting.

Mr. Ganow announced the following upcoming meetings:

Policy/Facility Committee Meeting – Monday, August 14, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Work Session – Monday, August 14, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, August 21, 2023 – 6:00 p.m. in room 102 at the Jr. High School

Next regularly scheduled Board Meeting – Monday, August 21, 2023 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, August 28, 2023 – 6:00 p.m. in room 102 at the Jr. High School

There being no further items of business the meeting adjourned at 7:34 p.m. on motion of Mr. Hurley, second by Mr. Zimmerman and approval of all members present.

This Board meeting can be viewed in its entirety at [www.youtube.com/user/OctoraraAreaSD](http://www.youtube.com/user/OctoraraAreaSD).

**TREASURER'S REPORT  
OCTORARA AREA SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
GENERAL FUND  
2022-2023**

|  |           |                |                      |
|--|-----------|----------------|----------------------|
| <b><u>Cash Balance as of May 31, 2023</u></b>                      |           | <b>\$</b>      | <b>784,562.11</b>    |
| <b><u>Receipts Deposited:</u></b>                                  |           |                |                      |
| Revenue - (Tax Receipts, State Transfers)                          | \$        | 4,272,602.86   |                      |
| Other Receipts - (Retiree Medical Payments, Misc.)                 |           | 11,000.00      |                      |
| Checking Account Interest  |           | 3,424.75       |                      |
| Accounts Receivable  |           | 1,952.18       |                      |
| Transfer in from Investments                                       |           | 3,000,000.00   |                      |
|  |           |                | <u>7,288,979.77</u>  |
| Total Available  | \$        |                | <b>8,073,541.88</b>  |
| <b><u>Disbursements:</u></b>                                       |           |                |                      |
| Net Payroll  | \$        | 1,514,520.11   |                      |
| Accounts Payable   |           | 3,725,186.78   |                      |
| Transfer to Investments  |           | 968,395.40     |                      |
|  |           |                | <u>6,208,102.29</u>  |
| <b>General Fund Cash as of June 30, 2023</b>                       | <b>\$</b> |                | <b>1,865,439.59</b>  |
| <b><u>Investments Outstanding</u></b>                              |           |                |                      |
| Beginning Balance PSDLAF Investment Account                        | \$        | 8,451,396.42   |                      |
| Beginning Balance Fulton Money Market                              |           | 11,031,604.60  |                      |
| Earnings on PSDLAF Investment Account                              |           | 34,816.55      |                      |
| Earnings on Fulton Money Market                                    |           | 29,083.54      |                      |
| Net Transfers  |           | (2,031,604.60) |                      |
|  |           |                | <u>19,380,736.10</u> |
| <b>Total General Fund Cash and Investments as of June 30, 2023</b> | <b>\$</b> |                | <b>19,380,736.10</b> |

**For the July 17, 2023 Regular Board Meeting**

Respectfully submitted,

Jill L. Hardy, Secretary  
Octorara Board of School Directors

**TREASURER'S REPORT  
OCTORARA AREA SCHOOL DISTRICT  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
GENERAL FUND  
2023-2024**

|  |                        |
|--|------------------------|
| <b><u>Cash Balance as of June 30, 2023</u></b> | <b>\$ 1,865,439.59</b> |
|--|------------------------|

**Receipts Deposited:**

|  |                     |                        |
|--|---------------------|------------------------|
| Revenue - (Tax Receipts, State Transfers)          | \$ 5,196,592.64     |                        |
| Other Receipts - (Retiree Medical Payments, Misc.) | 1,000.00            |                        |
| Checking Account Interest                          | 5,237.12            |                        |
| Transfer in from Investments                       | 0.00                |                        |
|  | <u>5,202,829.76</u> |                        |
| Total Available                                    |                     | <b>\$ 7,068,269.35</b> |

**Disbursements:**

|                         |                     |  |
|-------------------------|---------------------|--|
| Net Payroll             | \$ 969,479.88       |  |
| Accounts Payable        | 2,970,228.25        |  |
| Transfer to Investments | 970,916.46          |  |
|                         | <u>4,910,624.59</u> |  |

|  |                        |
|--|------------------------|
| <b>General Fund Cash as of July 31, 2023</b> | <b>\$ 2,157,644.76</b> |
|--|------------------------|

**Investments Outstanding**

|   |                 |
|---|-----------------|
| Beginning Balance PSDLAF Investment Account | \$ 8,486,212.97 |
| Beginning Balance Fulton Money Market       | 9,029,083.54    |
| Earnings on PSDLAF Investment Account       | 36,360.62       |
| Earnings on Fulton Money Market             | 25,450.64       |
| Net Transfers                               | 970,916.46      |

|  |                                |
|--|--------------------------------|
| <b>Total General Fund Cash and Investments as of June 30, 2023</b> | <b>\$ <u>20,705,668.99</u></b> |
|--|--------------------------------|

**For the August 21, 2023 Regular Board Meeting**

**OCTORARA AREA SCHOOL DISTRICT  
INVESTMENT ANALYSIS**

Listed below is a summary of our investment activity for the period ending July 31, 2023

**GENERAL FUND**

|            |    |                                |       |                     |
|------------|----|--------------------------------|-------|---------------------|
| Checking   | \$ | 2,157,644.76                   | 3.18% | Fulton              |
| Investment |    | 8,522,573.59                   | 5.02% | PSDLAF (MAX)        |
| Investment |    | 10,025,450.64                  | 3.18% | Fulton Money Market |
|            |    | <b><u>\$ 20,705,668.99</u></b> |       |                     |

**OTHER CASH & INVESTMENTS**

|                  |    |                               |       |          |
|------------------|----|-------------------------------|-------|----------|
| Activity         | \$ | 148,313.72                    | 3.18% | Checking |
| Cafeteria        |    | 163,261.06                    | 3.18% | Checking |
| Capital Projects |    | 2,911,950.16                  | 4.08% | PSDMAX   |
| Capital Reserve  |    | 2,775,498.45                  | 5.01% | PSDLAF   |
| Payroll          |    | 3,515.27                      | 3.20% | Checking |
|                  |    | <b><u>\$ 6,002,538.66</u></b> |       |          |

Total General Fund Cash and Investments as of July 31, 2023

# FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 07/31/2023

| Account | Description                 | Current Budget | MTD Exp/Rec | YTD Exp/Rec |
|---------|-----------------------------|----------------|-------------|-------------|
| 3100    | FOOD SERVICES               |                |             |             |
|         | 000 NON-CATEGORICAL         | 0.00           | 0.00        | 0.00        |
|         | 111 REGULAR SALARIES        | 0.00           | 7,017.60    | 7,017.60    |
|         | 112 TEMPORARY SALARIES      | 0.00           | 0.00        | 0.00        |
|         | 113 OVERTIME SALARIES       | 0.00           | 0.00        | 0.00        |
|         | 116 ADMIN INSUR OPT OUT     | 0.00           | 0.00        | 0.00        |
|         | 119 ADDITIONAL COMPENSATION | 0.00           | 0.00        | 0.00        |
|         | 121 REGULARY SALARIES       | 0.00           | 0.00        | 0.00        |
|         | 122 TEMPORARY SALARIES      | 0.00           | 0.00        | 0.00        |
|         | 151 REGULAR SALARIES        | 0.00           | 7,394.02    | 7,394.02    |
|         | 181 REGULAR SALARIES        | 0.00           | 1,519.55    | 1,519.55    |
|         | 182 TEMPORARY SALARIES      | 0.00           | 0.00        | 0.00        |
|         | 211 MEDICAL INSURANCE       | 0.00           | 0.00        | 0.00        |
|         | 212 DENTAL INSURANCE        | 0.00           | 0.00        | 0.00        |
|         | 213 LIFE INSURANCE          | 0.00           | 35.96       | 35.96       |
|         | 214 INCOME PROTECTION INS   | 0.00           | 61.38       | 61.38       |
|         | 215 EYE CARE INSURANCE      | 0.00           | 0.00        | 0.00        |
|         | 216 PRESCRIPTION INSURANCE  | 0.00           | 0.00        | 0.00        |
|         | 220 SOCIAL SECURITY CONTRIB | 0.00           | 1,176.15    | 1,176.15    |
|         | 230 RETIREMENT CONTRIB      | 0.00           | 5,416.62    | 5,416.62    |
|         | 250 UI                      | 0.00           | 0.00        | 0.00        |
|         | 260 WORKERS' COMPENSATION   | 0.00           | 66.50       | 66.50       |
|         | 271 SELF-INS MED HEALTH     | 0.00           | 2,509.96    | 2,509.96    |
|         | 272 SELF-INSURANCE DENTAL   | 0.00           | 182.95      | 182.95      |
|         | 275 SELF-INSURANCE EYE CARE | 0.00           | 10.88       | 10.88       |
|         | 276 SELF-INS PRESCRIPTION   | 0.00           | 566.04      | 566.04      |
|         | 281 OPEB FOR COST OF RETIRE | 0.00           | 0.00        | 0.00        |
|         | 290 OTHER EMPLOYEE BENEFITS | 0.00           | 0.00        | 0.00        |
|         | 329 PRO ED SVCS - OTHER     | 0.00           | 0.00        | 0.00        |
|         | 330 OTHER PROFESSIONAL SVC  | 0.00           | 0.00        | 0.00        |
|         | 422 ELECTRICITY             | 0.00           | 0.00        | 0.00        |
|         | 430 REPAIRS & MAINT SVCS    | 0.00           | 0.00        | 0.00        |

# FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 07/31/2023

| Account                                 | Description             | Current Budget | MTD Exp/Rec | YTD Exp/Rec |
|---|-------------------------|----------------|-------------|-------------|
| 442                                     | RENTAL OF EQUIPMENT     | 0.00           | 0.00        | 0.00        |
| 522                                     | AUTOMOTIVE LIAB INS     | 0.00           | 0.00        | 0.00        |
| 540                                     | ADVERTISING             | 0.00           | 0.00        | 0.00        |
| 550                                     | PRINTING & BINDING      | 0.00           | 0.00        | 0.00        |
| 580                                     | TRAVEL & CONFER EXPENSE | 0.00           | 0.00        | 0.00        |
| 610                                     | GENERAL SUPPLIES        | 0.00           | 0.00        | 0.00        |
| 611                                     | SUPPLIES                | 0.00           | 0.00        | 0.00        |
| 612                                     | OPER/MAINT- VEHICLE SU  | 0.00           | 0.00        | 0.00        |
| 630                                     | FOOD                    | 0.00           | 981.13      | 981.13      |
| 633                                     | DONATED COMMODITIES     | 0.00           | 0.00        | 0.00        |
| 634                                     | SNACKS                  | 0.00           | 0.00        | 0.00        |
| 640                                     | BOOKS AND PERIODICALS   | 0.00           | 0.00        | 0.00        |
| 648                                     | EDUCATIONAL SOFTWARE    | 0.00           | 0.00        | 0.00        |
| 741                                     | NONFED FUNDED FOOD DEPR | 0.00           | 0.00        | 0.00        |
| 750                                     | EQUIP-NEW               | 0.00           | 0.00        | 0.00        |
| 752                                     | CAPITAL EQUIP - ORIG/AD | 0.00           | 0.00        | 0.00        |
| 760                                     | EQUIPMENT REPLACEMENT   | 0.00           | 0.00        | 0.00        |
| 810                                     | DUES & FEES             | 0.00           | 63.27       | 63.27       |
| 890                                     | MISC EXPENDITURES       | 0.00           | 0.00        | 0.00        |
| 930                                     | FUND TRANSFERS          | 0.00           | 0.00        | 0.00        |
| Total Expense:                          |                         | 0.00           | 27,002.01   | 27,002.01   |
| Profit / (Loss):                        |                         |                | (27,002.01) | (27,002.01) |
| Average Meal Count: FOOD SERVICES       |                         | 0              | 0.00%       |             |
| 5130                                    | REFUND PRIOR YR REV     |                |             |             |
|   | 111 REGULAR SALARIES    | 0.00           | 0.00        | 0.00        |
|   | 250 UI                  | 0.00           | 0.00        | 0.00        |
| Total Expense:                          |                         | 0.00           | 0.00        | 0.00        |
| Profit / (Loss):                        |                         |                | 0.00        | 0.00        |
| Average Meal Count: REFUND PRIOR YR REV |                         | 0              | 0.00%       |             |
| 5991                                    | Refund Prior Yr EXP     |                |             |             |
|   | 000 NON-CATEGORICAL     | 0.00           | 0.00        | 0.00        |
| Total Expense:                          |                         | 0.00           | 0.00        | 0.00        |

# FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 07/31/2023

| Account                                     | Description                  | Current Budget | MTD Exp/Rec | YTD Exp/Rec |
|---|------------------------------|----------------|-------------|-------------|
| Average Meal Count: Refund Prior Yr EXP     |                              |                | 0.00        | 0.00        |
| 6510  | INTEREST ON INVESTMENTS      |                |             |             |
|   | 6510 INTEREST ON INVESTMENTS | 0.00           | 0.00        | 0.00        |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             | 0.00           | 0.00        | 0.00        |
| Average Meal Count: INTEREST ON INVESTMENTS |                              |                |             |             |
| 6611  | DAILY SALES-SCH LUNCH        |                |             |             |
|   | 6611 DAILY SALES-SCH LUNCH   | 0.00           | 240.10      | 240.10      |
|   | Total Revenue:               | 0.00           | 240.10      | 240.10      |
|   | Profit / (Loss):             |                | 240.10      | 240.10      |
| Average Meal Count: DAILY SALES-SCH LUNCH   |                              |                |             |             |
| 6612  | DAILY SALES-BREAKFAST        |                |             |             |
|   | 6612 DAILY SALES-BREAKFAST   | 0.00           | 0.00        | 0.00        |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| Average Meal Count: DAILY SALES-BREAKFAST   |                              |                |             |             |
| 6620  | DAILY SALES-NON-REIMBUR      |                |             |             |
|   | 6620 DAILY SALES-NON-REIMBUR | 0.00           | 0.00        | 0.00        |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| Average Meal Count: DAILY SALES-NON-REIMBUR |                              |                |             |             |
| 6621  | ALA CARTE                    |                |             |             |
|   | 6621 ALA CARTE               | 0.00           | 0.00        | 0.00        |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| Average Meal Count: ALA CARTE               |                              |                |             |             |
| 6622  | ADULT                        |                |             |             |
|   | 6622 ADULT                   | 0.00           | 0.00        | 0.00        |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| Average Meal Count: ADULT                   |                              |                |             |             |
|   |                              | 0              | 0.00%       |             |

# FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 07/31/2023

| Account                                     | Description                  | Current Budget | MTD Exp/Rec | YTD Exp/Rec |
|---|------------------------------|----------------|-------------|-------------|
| 6630  | SPECIAL FUNCTIONS            |                |             |             |
|   | 6630 SPECIAL FUNCTIONS       | 0.00           | 1,025.71    | 1,025.71    |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 1,025.71    | 1,025.71    |
|   | Profit / (Loss):             |                | 1,025.71    | 1,025.71    |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: SPECIAL FUNCTIONS       |                              |                |             |             |
| 6991  | REFUND PRIOR YR EXP          |                |             |             |
|   | 6991 REFUND PRIOR YR EXP     | 0.00           | 0.00        | 0.00        |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: REFUND PRIOR YR EXP     |                              |                |             |             |
| 6992  | REFUND                       |                |             |             |
|   | 6992 REFUND                  | 0.00           | 0.00        | 0.00        |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: REFUND                  |                              |                |             |             |
| 7600  | MILK/LUNCH/BREAKFAST         |                |             |             |
|   | 7600 MILK/LUNCH/BREAKFAST    | 0.00           | 12,696.66   | 12,696.66   |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 12,696.66   | 12,696.66   |
|   | Profit / (Loss):             |                | 12,696.66   | 12,696.66   |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: MILK/LUNCH/BREAKFAST    |                              |                |             |             |
| 7810  | STATE SHARE SS & MED         |                |             |             |
|   | 7810 STATE SHARE SS & MED    | 0.00           | 0.00        | 0.00        |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: STATE SHARE SS & MED    |                              |                |             |             |
| 7820  | STATE SHARE RETIRE CONT      |                |             |             |
|   | 7820 STATE SHARE RETIRE CONT | 0.00           | 0.00        | 0.00        |
|   |                              |                |             |             |
|   | Total Revenue:               | 0.00           | 0.00        | 0.00        |
|   | Profit / (Loss):             |                | 0.00        | 0.00        |
| 0   | 0.00%                        |                |             |             |
| Average Meal Count: STATE SHARE RETIRE CONT |                              |                |             |             |
| 8531  | SUBSIDIES MILK LUNCH         |                |             |             |
|   | 8531 SUBSIDIES MILK LUNCH    | 0.00           | 76,011.38   | 76,011.38   |



FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024    Cut-off Date: 07/31/2023

| Account                                  | Description                  | Current Budget | MTD Exp/Rec | YTD Exp/Rec |
|--|------------------------------|----------------|-------------|-------------|
| Average Meal Count: SUBSIDIES MILK LUNCH |                              | 0.00           | 76,011.38   | 76,011.38   |
| 8533                                     | VALUE DONATED COMMODITY      |                | 76,011.38   | 76,011.38   |
|  | 8533 VALUE DONATED COMMODITY | 0.00           | 0.00        | 0.00        |
| Total Revenue:                           |                              |                | 0.00        | 0.00        |
| Profit / (Loss):                         |                              |                | 0.00        | 0.00        |
| Average Meal Count: VALUE DONATED        |                              | 0.00%          |             |             |
| All Locations                            |                              |                |             |             |
| Grand Total Revenue:                     |                              |                | 89,973.85   | 89,973.85   |
| Grand Total Expense:                     |                              |                | 27,002.01   | 27,002.01   |
| Grand Total Profit / (Loss):             |                              |                | 62,971.84   | 62,971.84   |
| Average Meal Count: All Locations        |                              | 0.00%          |             |             |



# BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND    Encumbrances Included  
As of: 07/31/2023

## Funding Source:

| Account Description                 | Current Budget       | Outstanding Enc   | Exp/Rec           | Balance              | % Used       |
|-------------------------------------|----------------------|-------------------|-------------------|----------------------|--------------|
| <b>1100 REG PROG ELEM/SECONDARY</b> |                      |                   |                   |                      |              |
| 100 PERSONNEL SERV-SALARIES         | 13,404,674.00        | 0.00              | 22,870.20         | 13,381,803.80        | 0.17         |
| 200 PERSONNEL EMPL BENEFITS         | 8,122,717.00         | 0.00              | 290,383.46        | 7,832,333.54         | 3.57         |
| 300 PURCHASED PROF & TECH           | 176,000.00           | 0.00              | 0.00              | 176,000.00           | 0.00         |
| 400 PURCHASED PROPERTY SVC          | 71,800.00            | 1,751.00          | 4,290.32          | 65,758.68            | 8.41         |
| 500 OTHER PURCHASED SERVICE         | 2,446,378.00         | 151,364.62        | 145.40            | 2,294,867.98         | 6.19         |
| 600 SUPPLIES                        | 280,410.00           | 57,109.12         | 4,249.78          | 219,051.10           | 21.88        |
| 700 PROPERTY                        | 8,300.00             | 2,518.15          | 0.00              | 5,781.85             | 30.34        |
| 800 OTHER OBJECTS                   | 200.00               | 0.00              | 0.00              | 200.00               | 0.00         |
| <b>Totals for 1100s</b>             | <b>24,510,479.00</b> | <b>212,742.89</b> | <b>321,939.16</b> | <b>23,975,796.95</b> | <b>2.18</b>  |
| <b>1200 SPEC PROG ELEMEN/SECOND</b> |                      |                   |                   |                      |              |
| 100 PERSONNEL SERV-SALARIES         | 2,476,342.00         | 0.00              | 7,539.60          | 2,468,802.40         | 0.30         |
| 200 PERSONNEL EMPL BENEFITS         | 1,660,328.00         | 0.00              | 61,285.34         | 1,599,042.66         | 3.69         |
| 300 PURCHASED PROF & TECH           | 4,072,280.00         | 234,549.34        | 0.00              | 3,837,730.66         | 5.76         |
| 400 PURCHASED PROPERTY SVC          | 15,000.00            | 10,010.00         | 256.32            | 4,733.68             | 68.44        |
| 500 OTHER PURCHASED SERVICE         | 1,978,331.00         | 183,854.07        | 0.00              | 1,794,476.93         | 9.29         |
| 600 SUPPLIES                        | 70,800.00            | 2,287.50          | 2,758.69          | 65,753.81            | 7.13         |
| 700 PROPERTY                        | 8,000.00             | 0.00              | 0.00              | 8,000.00             | 0.00         |
| 800 OTHER OBJECTS                   | 3,700.00             | 1,051.30          | 4,699.90          | (2,051.20)           | 155.44       |
| <b>Totals for 1200s</b>             | <b>10,284,781.00</b> | <b>431,752.21</b> | <b>76,539.85</b>  | <b>9,776,488.94</b>  | <b>4.94</b>  |
| <b>1300 VOCATIONAL EDUCATION</b>    |                      |                   |                   |                      |              |
| 100 PERSONNEL SERV-SALARIES         | 763,141.00           | 0.00              | 15,541.53         | 747,599.47           | 2.04         |
| 200 PERSONNEL EMPL BENEFITS         | 525,835.00           | 0.00              | 22,736.70         | 502,898.30           | 4.33         |
| 300 PURCHASED PROF & TECH           | 220,500.00           | 0.00              | 0.00              | 220,500.00           | 0.00         |
| 400 PURCHASED PROPERTY SVC          | 3,000.00             | 0.00              | 0.00              | 3,000.00             | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 803,161.00           | 189,640.00        | 0.00              | 613,521.00           | 23.61        |
| 600 SUPPLIES                        | 113,750.00           | 6,353.12          | 3,656.58          | 103,740.30           | 8.80         |
| 700 PROPERTY                        | 40,500.00            | 12,479.01         | 3,250.00          | 24,770.99            | 38.84        |
| 800 OTHER OBJECTS                   | 8,850.00             | 0.00              | 0.00              | 8,850.00             | 0.00         |
| <b>Totals for 1300s</b>             | <b>2,478,537.00</b>  | <b>208,472.13</b> | <b>45,184.81</b>  | <b>2,224,880.06</b>  | <b>10.23</b> |

# BOARD SUMMARY

## Fund: 10 - 10 GENERAL FUND    Encumbrances Included

### As of: 07/31/2023

Funding Source:

| Account Description                 | Current Budget      | Outstanding Enc  | Exp/Rec           | Balance             | % Used       |
|-------------------------------------|---------------------|------------------|-------------------|---------------------|--------------|
| <b>1400 OTHER INSTRUCTION PROG</b>  |                     |                  |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 246,623.00          | 0.00             | 152,026.49        | 94,596.51           | 61.64        |
| 200 PERSONNEL EMPL BENEFITS         | 126,949.00          | 0.00             | 55,275.26         | 71,673.74           | 43.54        |
| 300 PURCHASED PROF & TECH           | 30,000.00           | 4,222.47         | 0.00              | 25,777.53           | 14.07        |
| 500 OTHER PURCHASED SERVICE         | 281,000.00          | 43,564.59        | 0.00              | 237,435.41          | 15.50        |
| 600 SUPPLIES                        | 5,700.00            | 0.00             | 914.11            | 4,785.89            | 16.04        |
| <b>Totals for 1400s</b>             | <b>690,272.00</b>   | <b>47,787.06</b> | <b>208,215.86</b> | <b>434,269.08</b>   | <b>37.09</b> |
| <b>2100 SUPPORT SERV-PUPIL PERS</b> |                     |                  |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 858,336.00          | 0.00             | 6,162.62          | 852,173.38          | 0.72         |
| 200 PERSONNEL EMPL BENEFITS         | 482,332.00          | 0.00             | 19,352.02         | 462,979.98          | 4.01         |
| 300 PURCHASED PROF & TECH           | 420,550.00          | 0.00             | 0.00              | 420,550.00          | 0.00         |
| 400 PURCHASED PROPERTY SVC          | 0.00                | 26,575.00        | 0.00              | (26,575.00)         | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 600.00              | 0.00             | 2.40              | 597.60              | 0.40         |
| 600 SUPPLIES                        | 8,750.00            | 554.32           | 0.00              | 8,195.68            | 6.34         |
| 800 OTHER OBJECTS                   | 1,000.00            | 0.00             | 0.00              | 1,000.00            | 0.00         |
| <b>Totals for 2100s</b>             | <b>1,771,568.00</b> | <b>27,129.32</b> | <b>25,517.04</b>  | <b>1,718,921.64</b> | <b>2.97</b>  |
| <b>2200 SUPPORT SERVICES-INSTRU</b> |                     |                  |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 644,184.00          | 0.00             | 39,879.20         | 604,304.80          | 6.19         |
| 200 PERSONNEL EMPL BENEFITS         | 452,418.00          | 0.00             | 26,992.17         | 425,425.83          | 5.97         |
| 300 PURCHASED PROF & TECH           | 0.00                | 2,000.00         | 0.00              | (2,000.00)          | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 2,100.00            | 860.00           | 113.73            | 1,126.27            | 46.37        |
| 600 SUPPLIES                        | 244,900.00          | 47,762.53        | 80,289.97         | 116,847.50          | 52.29        |
| 700 PROPERTY                        | 300.00              | 0.00             | 0.00              | 300.00              | 0.00         |
| 800 OTHER OBJECTS                   | 1,000.00            | 968.62           | 50.00             | (18.62)             | 101.86       |
| <b>Totals for 2200s</b>             | <b>1,344,902.00</b> | <b>51,591.15</b> | <b>147,325.07</b> | <b>1,145,985.78</b> | <b>14.79</b> |
| <b>2300 SUPPORT SERVICES-ADMIN</b>  |                     |                  |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 1,611,977.00        | 0.00             | 137,524.69        | 1,474,452.31        | 8.53         |
| 200 PERSONNEL EMPL BENEFITS         | 954,808.00          | 0.00             | 105,079.81        | 849,728.19          | 11.01        |
| 300 PURCHASED PROF & TECH           | 188,500.00          | 54,540.15        | 24,635.71         | 109,324.14          | 42.00        |
| 400 PURCHASED PROPERTY SVC          | 6,000.00            | 3,276.84         | 0.00              | 2,723.16            | 54.61        |
| 500 OTHER PURCHASED SERVICE         | 77,950.00           | 3,100.60         | 32,152.20         | 42,697.20           | 45.22        |
| 600 SUPPLIES                        | 67,000.00           | 1,728.82         | (63.49)           | 65,334.67           | 2.49         |
| 700 PROPERTY                        | 2,000.00            | 2,094.26         | 0.00              | (94.26)             | 104.71       |
| 800 OTHER OBJECTS                   | 43,161.00           | 0.00             | 1,984.00          | 41,177.00           | 4.60         |
| <b>Totals for 2300s</b>             | <b>2,951,396.00</b> | <b>64,740.67</b> | <b>301,312.92</b> | <b>2,585,342.41</b> | <b>12.40</b> |
| <b>2400 SUPP SVC-PUBLIC HEALTH</b>  |                     |                  |                   |                     |              |

**BOARD SUMMARY**  
**Fund: 10 - 10 GENERAL FUND    Encumbrances Included**  
**As of: 07/31/2023**

**Funding Source:**

| Account Description                 | Current Budget      | Outstanding Enc   | Exp/Rec           | Balance             | % Used       |
|-------------------------------------|---------------------|-------------------|-------------------|---------------------|--------------|
| 100 PERSONNEL SERV-SALARIES         | 286,802.00          | 0.00              | 5,674.74          | 281,127.26          | 1.98         |
| 200 PERSONNEL EMPL BENEFITS         | 223,454.00          | 0.00              | 14,160.33         | 209,293.67          | 6.34         |
| 300 PURCHASED PROF & TECH           | 13,000.00           | 0.00              | 45.00             | 12,955.00           | 0.35         |
| 400 PURCHASED PROPERTY SVC          | 750.00              | 0.00              | 0.00              | 750.00              | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 300.00              | 0.00              | 0.00              | 300.00              | 0.00         |
| 600 SUPPLIES                        | 10,049.00           | 1,669.12          | 692.19            | 7,687.69            | 23.50        |
| 800 OTHER OBJECTS                   | 715.00              | 0.00              | 0.00              | 715.00              | 0.00         |
| <b>Totals for 2400s</b>             | <b>535,070.00</b>   | <b>1,669.12</b>   | <b>20,572.26</b>  | <b>512,828.62</b>   | <b>4.16</b>  |
| <b>2500 SUPP SERVICES-BUSINESS</b>  |                     |                   |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 431,246.00          | 0.00              | 20,611.04         | 410,634.96          | 4.78         |
| 200 PERSONNEL EMPL BENEFITS         | 233,068.00          | 0.00              | 21,039.36         | 212,028.64          | 9.03         |
| 300 PURCHASED PROF & TECH           | 33,000.00           | 0.00              | 0.00              | 33,000.00           | 0.00         |
| 400 PURCHASED PROPERTY SVC          | 6,000.00            | 0.00              | 0.00              | 6,000.00            | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 14,600.00           | 7,500.00          | 0.00              | 7,100.00            | 51.37        |
| 600 SUPPLIES                        | 15,900.00           | 1,231.91          | 110.61            | 14,557.48           | 8.44         |
| 700 PROPERTY                        | 2,000.00            | 0.00              | 0.00              | 2,000.00            | 0.00         |
| 800 OTHER OBJECTS                   | 3,000.00            | 13.95             | 250.00            | 2,736.05            | 8.80         |
| <b>Totals for 2500s</b>             | <b>738,814.00</b>   | <b>8,745.86</b>   | <b>42,011.01</b>  | <b>688,057.13</b>   | <b>6.87</b>  |
| <b>2600 OP/MAINT PLANT SVCS</b>     |                     |                   |                   |                     |              |
| 100 PERSONNEL SERV-SALARIES         | 645,718.00          | 0.00              | 40,917.01         | 604,800.99          | 6.34         |
| 200 PERSONNEL EMPL BENEFITS         | 429,402.00          | 0.00              | 44,344.59         | 385,057.41          | 10.33        |
| 300 PURCHASED PROF & TECH           | 988,238.00          | 43,492.29         | 4,195.00          | 940,550.71          | 4.83         |
| 400 PURCHASED PROPERTY SVC          | 505,297.00          | 134,537.26        | 27,210.53         | 343,549.21          | 32.01        |
| 500 OTHER PURCHASED SERVICE         | 205,450.00          | 0.00              | 159,434.18        | 46,015.82           | 77.60        |
| 600 SUPPLIES                        | 915,494.00          | 84,360.49         | (26,145.58)       | 857,279.09          | 6.36         |
| 700 PROPERTY                        | 44,790.00           | 7,632.25          | 0.00              | 37,157.75           | 17.04        |
| 800 OTHER OBJECTS                   | 1,000.00            | 0.00              | 165.00            | 835.00              | 16.50        |
| <b>Totals for 2600s</b>             | <b>3,735,389.00</b> | <b>270,022.29</b> | <b>250,120.73</b> | <b>3,215,245.98</b> | <b>13.92</b> |
| <b>2700 STUDENT TRANSP SERVICES</b> |                     |                   |                   |                     |              |
| 300 PURCHASED PROF & TECH           | 59,440.00           | 0.00              | 0.00              | 59,440.00           | 0.00         |
| 400 PURCHASED PROPERTY SVC          | 2,000.00            | 0.00              | 0.00              | 2,000.00            | 0.00         |
| 500 OTHER PURCHASED SERVICE         | 3,275,448.00        | 0.00              | (1,822.50)        | 3,277,270.50        | (0.06)       |
| 600 SUPPLIES                        | 193,721.00          | 3,148.57          | 0.00              | 190,572.43          | 1.63         |
| 800 OTHER OBJECTS                   | 0.00                | 4.40              | 0.00              | (4.40)              | 0.00         |
| <b>Totals for 2700s</b>             | <b>3,530,609.00</b> | <b>3,152.97</b>   | <b>(1,822.50)</b> | <b>3,529,278.53</b> | <b>0.04</b>  |
| <b>2800 SUPPORT SVCS-CENTRAL</b>    |                     |                   |                   |                     |              |

# BOARD SUMMARY

## Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 07/31/2023

Funding Source:

| Account Description                    | Current Budget       | Outstanding Enc     | Exp/Rec             | Balance              | % Used       |
|--|----------------------|---------------------|---------------------|----------------------|--------------|
| 100 PERSONNEL SERV-SALARIES            | 405,627.00           | 0.00                | 34,403.60           | 371,223.40           | 8.48         |
| 200 PERSONNEL EMPL BENEFITS            | 302,452.00           | 0.00                | 19,244.38           | 283,207.62           | 6.36         |
| 300 PURCHASED PROF & TECH              | 5,000.00             | 66,489.50           | 0.00                | (61,489.50)          | 1329.79      |
| 500 OTHER PURCHASED SERVICE            | 49,000.00            | 8,161.03            | 20,247.00           | 20,591.97            | 57.98        |
| 600 SUPPLIES                           | 295,000.00           | 55,079.21           | 86,883.99           | 153,036.80           | 48.12        |
| 700 PROPERTY                           | 382,500.00           | 8,391.54            | 0.00                | 374,108.46           | 2.19         |
| 800 OTHER OBJECTS                      | 400.00               | 2,357.33            | 0.00                | (1,957.33)           | 589.33       |
| <b>Totals for 2800s</b>                | <b>1,439,979.00</b>  | <b>140,478.61</b>   | <b>160,778.97</b>   | <b>1,138,721.42</b>  | <b>20.92</b> |
| <b>2900 OTHER SUPPORT SERVICES</b>     |                      |                     |                     |                      |              |
| 500 OTHER PURCHASED SERVICE            | 14,587.00            | 0.00                | 0.00                | 14,587.00            | 0.00         |
| <b>Totals for 2900s</b>                | <b>14,587.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>14,587.00</b>     | <b>0.00</b>  |
| <b>3200 STUDENT ACTIVITIES</b>         |                      |                     |                     |                      |              |
| 100 PERSONNEL SERV-SALARIES            | 539,490.00           | 0.00                | 16,687.60           | 522,802.40           | 3.09         |
| 200 PERSONNEL EMPL BENEFITS            | 260,113.00           | 0.00                | 9,688.11            | 250,424.89           | 3.72         |
| 300 PURCHASED PROF & TECH              | 116,112.00           | 0.00                | 0.00                | 116,112.00           | 0.00         |
| 400 PURCHASED PROPERTY SVC             | 6,500.00             | 2,550.00            | 0.00                | 3,950.00             | 39.23        |
| 500 OTHER PURCHASED SERVICE            | 66,453.00            | 0.00                | 0.00                | 66,453.00            | 0.00         |
| 600 SUPPLIES                           | 105,900.00           | 48,668.69           | 0.00                | 57,231.31            | 45.96        |
| 700 PROPERTY                           | 14,300.00            | 0.00                | 0.00                | 14,300.00            | 0.00         |
| 800 OTHER OBJECTS                      | 31,150.00            | 2,069.85            | (375.00)            | 29,455.15            | 5.44         |
| <b>Totals for 3200s</b>                | <b>1,140,018.00</b>  | <b>53,288.54</b>    | <b>26,000.71</b>    | <b>1,060,728.75</b>  | <b>6.96</b>  |
| <b>5100 OTHER EXPEND &amp; FINANCE</b> |                      |                     |                     |                      |              |
| 800 OTHER OBJECTS                      | 1,489,800.00         | 0.00                | 0.00                | 1,489,800.00         | 0.00         |
| 900 OTHER USES OF FUNDS                | 4,280,000.00         | 0.00                | 0.00                | 4,280,000.00         | 0.00         |
| <b>Totals for 5100s</b>                | <b>5,769,800.00</b>  | <b>0.00</b>         | <b>0.00</b>         | <b>5,769,800.00</b>  | <b>0.00</b>  |
| <b>5200 FUND TRANSFERS</b>             |                      |                     |                     |                      |              |
| 900 OTHER USES OF FUNDS                | 10,000.00            | 0.00                | 0.00                | 10,000.00            | 0.00         |
| <b>Totals for 5200s</b>                | <b>10,000.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>10,000.00</b>     | <b>0.00</b>  |
| <b>5800 SUSPENSE ACCOUNT</b>           |                      |                     |                     |                      |              |
| 200 PERSONNEL EMPL BENEFITS            | 0.00                 | 0.00                | (612,161.79)        | 612,161.79           | 0.00         |
| 300 PURCHASED PROF & TECH              | 0.00                 | 9,714.15            | 0.00                | (9,714.15)           | 0.00         |
| <b>Totals for 5800s</b>                | <b>0.00</b>          | <b>9,714.15</b>     | <b>(612,161.79)</b> | <b>602,447.64</b>    | <b>0.00</b>  |
| <b>5900 BUDGETARY RESERVE</b>          |                      |                     |                     |                      |              |
| 800 OTHER OBJECTS                      | 900,000.00           | 0.00                | 0.00                | 900,000.00           | 0.00         |
| <b>Totals for 5900s</b>                | <b>900,000.00</b>    | <b>0.00</b>         | <b>0.00</b>         | <b>900,000.00</b>    | <b>0.00</b>  |
| <b>Expenditure Totals</b>              | <b>64,846,201.00</b> | <b>1,531,286.97</b> | <b>1,011,534.10</b> | <b>59,303,379.93</b> | <b>4.11</b>  |

**BOARD SUMMARY**  
**Fund: 10 - 10 GENERAL FUND    Encumbrances Included**  
**As of: 07/31/2023**

Funding Source:

| Account Description                   | Current Budget  | Outstanding Enc | Exp/Rec        | Balance         | % Used |
|---------------------------------------|-----------------|-----------------|----------------|-----------------|--------|
| <b>6100 TAXES LEVIED BY THE LEA</b>   |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (39,238,761.00) | 0.00            | (4,637,831.67) | (34,600,929.33) | 11.82  |
| <b>Totals for 6100s</b>               | (39,238,761.00) | 0.00            | (4,637,831.67) | (34,600,929.33) | 11.82  |
| <b>6200 DISC TAKEN ON TAXES</b>       |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | 0.00            | 0.00            | 87,980.08      | (87,980.08)     | 0.00   |
| <b>Totals for 6200s</b>               | 0.00            | 0.00            | 87,980.08      | (87,980.08)     | 0.00   |
| <b>6300 PENALTIES &amp; INTEREST</b>  |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | 0.00            | 0.00            | (24,874.59)    | 24,874.59       | 0.00   |
| <b>Totals for 6300s</b>               | 0.00            | 0.00            | (24,874.59)    | 24,874.59       | 0.00   |
| <b>6400 DELINQUENCIES TAXES LEV</b>   |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (634,398.00)    | 0.00            | (166,278.27)   | (468,119.73)    | 26.21  |
| <b>Totals for 6400s</b>               | (634,398.00)    | 0.00            | (166,278.27)   | (468,119.73)    | 26.21  |
| <b>6500 EARNINGS ON INVESTMENTS</b>   |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (375,000.00)    | 0.00            | (67,269.82)    | (307,730.18)    | 17.94  |
| <b>Totals for 6500s</b>               | (375,000.00)    | 0.00            | (67,269.82)    | (307,730.18)    | 17.94  |
| <b>6700 REV FROM STUDENT ACT</b>      |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (30,000.00)     | 0.00            | (1,077.00)     | (28,923.00)     | 3.59   |
| <b>Totals for 6700s</b>               | (30,000.00)     | 0.00            | (1,077.00)     | (28,923.00)     | 3.59   |
| <b>6800 REV FROM INTERMEDIATE</b>     |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (363,600.00)    | 0.00            | (22,127.99)    | (341,472.01)    | 6.09   |
| <b>Totals for 6800s</b>               | (363,600.00)    | 0.00            | (22,127.99)    | (341,472.01)    | 6.09   |
| <b>6900 OTHER REV FROM LOCAL</b>      |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (670,432.00)    | 0.00            | (23,246.08)    | (647,185.92)    | 3.47   |
| <b>Totals for 6900s</b>               | (670,432.00)    | 0.00            | (23,246.08)    | (647,185.92)    | 3.47   |
| <b>7100 BASIC INSTRUCT &amp; OPER</b> |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (7,979,409.00)  | 0.00            | 0.00           | (7,979,409.00)  | 0.00   |
| <b>Totals for 7100s</b>               | (7,979,409.00)  | 0.00            | 0.00           | (7,979,409.00)  | 0.00   |
| <b>7200 SUBSIDIES SPECIAL ED</b>      |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (1,758,308.00)  | 0.00            | 0.00           | (1,758,308.00)  | 0.00   |
| <b>Totals for 7200s</b>               | (1,758,308.00)  | 0.00            | 0.00           | (1,758,308.00)  | 0.00   |
| <b>7300 SUBSIDIES NON-ED PGMS</b>     |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (3,329,944.00)  | 0.00            | (1,909.75)     | (3,328,034.25)  | 0.06   |
| <b>Totals for 7300s</b>               | (3,329,944.00)  | 0.00            | (1,909.75)     | (3,328,034.25)  | 0.06   |
| <b>7500 EXTRA GRANTS</b>              |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL                   | (318,487.00)    | 0.00            | (240.80)       | (318,246.20)    | 0.08   |
| <b>Totals for 7500s</b>               | (318,487.00)    | 0.00            | (240.80)       | (318,246.20)    | 0.08   |

# BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 07/31/2023

## Funding Source:

| Account Description         | Current Budget  | Outstanding Enc | Exp/Rec        | Balance         | % Used |
|-----------------------------|-----------------|-----------------|----------------|-----------------|--------|
| 7800 SUBSIDIES ST PAID BENE |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL         | (3,709,984.00)  | 0.00            | 0.00           | (3,709,984.00)  | 0.00   |
| Totals for 7800s            | (3,709,984.00)  | 0.00            | 0.00           | (3,709,984.00)  | 0.00   |
| 8500 RESTRICT GRANTS-IN-AID |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL         | (941,410.00)    | 0.00            | 0.00           | (941,410.00)    | 0.00   |
| Totals for 8500s            | (941,410.00)    | 0.00            | 0.00           | (941,410.00)    | 0.00   |
| 8700 GRANTS - ESSER         |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL         | (1,309,416.00)  | 0.00            | 0.00           | (1,309,416.00)  | 0.00   |
| Totals for 8700s            | (1,309,416.00)  | 0.00            | 0.00           | (1,309,416.00)  | 0.00   |
| 8800 MED ASSIST REIMBURSE   |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL         | (50,400.00)     | 0.00            | 0.00           | (50,400.00)     | 0.00   |
| Totals for 8800s            | (50,400.00)     | 0.00            | 0.00           | (50,400.00)     | 0.00   |
| 9900 <9900>                 |                 |                 |                |                 |        |
| 000 NON-CATEGORICAL         | 0.00            | 0.00            | (32,268.72)    | 32,268.72       | 0.00   |
| Totals for 9900s            | 0.00            | 0.00            | (32,268.72)    | 32,268.72       | 0.00   |
| Revenue Totals              | (60,709,549.00) | 0.00            | (4,889,144.61) | (55,820,404.39) | 8.05   |
| Fund 10 Totals              |                 |                 |                |                 |        |
| Total Expenditure           | 55,166,401.00   | 1,521,572.82    | 1,823,695.89   | 52,021,132.29   | 5.70   |
| Total Other Expenditure     | 6,679,800.00    | 9,714.15        | (612,161.79)   | 7,282,247.64    | (9.02) |
| Total Revenue               | (60,709,549.00) | 0.00            | (4,855,875.89) | (55,852,673.11) | 8.00   |
| Total Other Revenue         | 0.00            | 0.00            | (32,268.72)    | 32,268.72       | 0.00   |



**AUGUST 2023**

**LIST OF BILLS FOR APPROVAL**

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| <u>FUND</u>      | <u>AMOUNT</u>   |
|------------------|-----------------|
| General Fund     | \$ 3,578,831.12 |
| Cafeteria Fund   | \$ 4,260.11     |
| Capital Projects | \$ 145,705.91   |
| Capital Reserve  | \$ 806,060.50   |
|                  | <hr/>           |
|                  | \$ 4,534,857.64 |

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|         | <b>Budget</b>    | <b>YTD Exp</b>  | <b>%</b> |
|---------|------------------|-----------------|----------|
| Fund 10 | \$ 59,627,792.00 | \$ 1,011,534.10 | 1.70%    |

**General Fund**  
**August 21, 2023**

| Payment # | Paymnt Dt  | Vendor Name                        | Description Of Purchase                    | Amount        |
|-----------|------------|------------------------------------|--|---------------|
| 191948    | 07/06/2023 | ALUMINUM ATHLETIC EQUIPMENT        | SUPPLIES - GIRLS SOCCER                    | \$ 2,215.25   |
| 191949    | 07/06/2023 | AT&T MOBILITY                      | OPER/MAINT-TRANS/TELE SERVICE              | \$ 89.86      |
| 191950    | 07/06/2023 | AVON GROVE CHARTER SCHOOL          | PA CHARTER SCHOOL TUITION                  | \$ 195,178.60 |
| 191951    | 07/06/2023 | BAZZI BAT COMPANY LLC              | SUPPLIES - GIRLS SOCCER                    | \$ 149.00     |
| 191952    | 07/06/2023 | CHES CO PUB SAFE TRAIN CAMPUS      | VO ED RENTAL                               | \$ 5,110.00   |
| 191953    | 07/06/2023 | CCRES-ED & BEHAVIOR HEALTH         | SUPERINTENDENT-SUPPLIES                    | \$ 21,420.00  |
| 191954    | 07/06/2023 | CINDY KRUSE CONSULTING LLC         | TITLE II Professional Ed Services          | \$ 2,000.00   |
| 191955    | 07/06/2023 | DEVEREUX FOUNDATION                | OTHER PURCH PRO SVCS                       | \$ 26,575.00  |
| 191956    | 07/06/2023 | FOUNDATIONS BEHAVIORAL HEALTH      | TUITION TO APS/PRRI-SEC                    | \$ 2,178.00   |
| 191957    | 07/06/2023 | H & L TEAM SALES                   | UNIFORMS - FOOTBALL                        | \$ 3,079.00   |
| 191958    | 07/06/2023 | MEGAN HOOD                         | REIMB TRAVEL/CONF                          | \$ 100.00     |
| 191959    | 07/06/2023 | INTER-STATE STUDIO & PUBLISHING CO | YEARBOOKS                                  | \$ 588.80     |
| 191960    | 07/06/2023 | INFORMATION TECHNOLOGY             | Fee for 23-24 Tax Billing Lancaster County | \$ 275.00     |
| 191961    | 07/06/2023 | LEARNWELL SERVICES                 | HOSPITAL TUTORING                          | \$ 186.75     |
| 191962    | 07/06/2023 | MONTGOMERY COUNTY I U              | TEC SUPPLIES                               | \$ 2,595.55   |
| 191963    | 07/06/2023 | PRESSLEY RIDGE                     | AUTISTIC SUPPORT-PRO ED SRVCS              | \$ 8,416.00   |
| 191964    | 07/06/2023 | RIDDELL/ALL AMERICAN SPORTS CORP   | UNIFORMS - FOOTBALL                        | \$ 3,824.65   |
| 191965    | 07/06/2023 | SNYDER & MYLIN SEPTIC SERVICES     | ATHLETICS-RENTAL OF EQUIP.                 | \$ 2,550.00   |
| 191966    | 07/06/2023 | WINNER'S CIRCLE CENTER INC.        | TUITION TO APS/PRRI-SEC                    | \$ 7,708.00   |
| 191967    | 07/12/2023 | CARDMEMBER SERVICES                | VARIUS CHARGES - SEE ATTACHED              | \$ 15,209.47  |
| 191968    | 07/14/2023 | 21ST CENTURY MEDIA                 | ADVERTISING                                | \$ 104.75     |
| 191969    | 07/14/2023 | MELINDA L BAARCK                   | TAX REFUND                                 | \$ 61.73      |
| 191970    | 07/14/2023 | CHARLES COOPER & LISA PUGH         | TAX REFUND                                 | \$ 268.32     |
| 191971    | 07/14/2023 | COUNTY OF CHESTER                  | 2023-2024 BILLING FILE FEE                 | \$ 296.00     |
| 191972    | 07/14/2023 | DELAWARE VALLEY HEALTH CARE        | 2023 MEMBERSHIP DUES                       | \$ 250.00     |
| 191973    | 07/14/2023 | UNITED STATES TREASURY             | FORM 720 - QUARTERLY EXC TAX               | \$ 1,160.64   |
| 191974    | 07/14/2023 | DODD LOIS                          | BENEFIT OVERPAY REFUND                     | \$ 14.24      |
| 191975    | 07/14/2023 | DUTCH -WAY FARM MARKET INC         | TEACHER APPRECIATION                       | \$ 207.74     |
| 191976    | 07/14/2023 | FAITHFUL TRANSPORT                 | TRANSPORTATION                             | \$ 7,052.33   |
| 191977    | 07/14/2023 | FOUNDATIONS BEHAVIORAL HEALTH      | TUITION                                    | \$ 5,082.00   |
| 191978    | 07/14/2023 | GUARDIAN LIFE INSURANCE            | SUSPENSE ACCOUNT - LIFE INS                | \$ 6,709.86   |
| 191979    | 07/14/2023 | HASTINGS GLASS INC                 | REPAIRS & MAINT - BLDGS                    | \$ 251.04     |
| 191980    | 07/14/2023 | HORSHAM CLINIC                     | OTHER SPEC - CONSULTANTS                   | \$ 2,460.00   |
| 191981    | 07/14/2023 | KADES MARGOLIS CORPORATION         | CBIZ Fees                                  | \$ 5.00       |
| 191982    | 07/14/2023 | KADES MARGOLIS CORPORATION         | OPER/MAINT-OTHER BENEFITS                  | \$ 48,195.84  |
| 191983    | 07/14/2023 | KEYSTONE COLLECTIONS GROUP         | Wage Attachment                            | \$ 316.08     |
| 191984    | 07/14/2023 | LANCASTER GENERAL MEDICAL GROUP    | MEDICAL SERVS - PHYS STU/EMP               | \$ 356.00     |
| 191985    | 07/14/2023 | LIFE TRACK SERVICES                | SENIOR EXIT SURVEY                         | \$ 918.75     |
| 191986    | 07/14/2023 | LNP MEDIA GROUP INC                | ADVERTISING                                | \$ 151.00     |

**General Fund  
August 21, 2023**

|        |            |                                    |   |    |           |
|--------|------------|------------------------------------|---|----|-----------|
| 191987 | 07/14/2023 | MANEUL LOPEZ & MARISSOLA DESALINAS | TAX REFUND                              | \$ | 515.22    |
| 191988 | 07/14/2023 | DARYL MASER                        | REIMB DUES/FEES                         | \$ | 234.54    |
| 191989 | 07/14/2023 | PAFPC                              | INST/CURR DEV DUES/FEES                 | \$ | 50.00     |
| 191990 | 07/14/2023 | SPIKE'S TROPHIES LIMITED           | HOMELAND GRADUATION SUPPLIES            | \$ | 41.21     |
| 191991 | 07/14/2023 | SPORTSMANS                         | SUPPLIES - BASEBALL                     | \$ | 1,315.15  |
| 191992 | 07/14/2023 | THOMAS CUSTOM BUILDERS INC         | MAINT REPAIRS                           | \$ | 4,023.60  |
| 191993 | 07/14/2023 | THOROWASH LLC                      | REPAIRS & MAINT - PLC EQUIP             | \$ | 2,839.00  |
| 191994 | 07/14/2023 | US FOODS                           | CULINARY SUPPLIES                       | \$ | 1,032.53  |
| 191995 | 07/14/2023 | WEST FALLOWFIELD TOWNSHIP          | 2023 SERVICE CONTRACT                   | \$ | 1,225.00  |
| 191997 | 07/14/2023 | WHITE RENOVATIONS LLC              | OPER/MAINT - OTHER PROF SVRS            | \$ | 4,195.00  |
| 191998 | 07/14/2023 | ZOOM ID                            | VARSITY LETTERS                         | \$ | 714.00    |
| 191999 | 07/21/2023 | AT&T MOBILITY                      | OPER/MAINT-TRANS/TELE SERVICE           | \$ | 5,744.32  |
| 192000 | 07/21/2023 | BLACK HORSE ANIMAL HOSPITAL INC    | CTE ANIMAL PLANT SCI DUES/FEES          | \$ | 137.03    |
| 192001 | 07/21/2023 | BSN SPORTS LLC                     | FITNESS CENTER                          | \$ | 2,092.80  |
| 192002 | 07/21/2023 | BSN SPORTS LLC                     | ATHLETIC SUPPLIES                       | \$ | 1,517.20  |
| 192003 | 07/21/2023 | CARLOS CARMONA                     | PSYCHOLOGY SERVICES                     | \$ | 2,000.00  |
| 192004 | 07/21/2023 | CCRES-ED & BEHAVIOR HEALTH         | SUPERINTENDENT ADMIN SVCS               | \$ | 10,710.00 |
| 192005 | 07/21/2023 | CHRISTIANS FITNESS FACTORY         | REPAIRS & MAINT - H. S.                 | \$ | 600.00    |
| 192006 | 07/21/2023 | CINTAS                             | FIRST AID SUPPLIES                      | \$ | 50.59     |
| 192007 | 07/21/2023 | CM REGENT LLC                      | SUSPENSE ACCOUNT - LTD                  | \$ | 10,049.57 |
| 192008 | 07/21/2023 | DEVEREUX FOUNDATION                | MHS / SW                                | \$ | 22,477.50 |
| 192009 | 07/21/2023 | DUTCH -WAY FARM MARKET INC         | CTE CULINARY SUPPLIES                   | \$ | 2,170.98  |
| 192010 | 07/21/2023 | E.M. HERR FARM & HOME CNETER       | ATHLETIC SUPPLIES                       | \$ | 1,132.00  |
| 192011 | 07/21/2023 | FP FINANCE                         | POSTAGE MEATER LEASE                    | \$ | 141.00    |
| 192012 | 07/21/2023 | GDVDH CONFERENCE                   | CONFERENCE                              | \$ | 109.00    |
| 192013 | 07/21/2023 | DAVID HEFFNER                      | TUITION REIMB INSTRUCT STAFF            | \$ | 381.65    |
| 192014 | 07/21/2023 | HORROCKS FIRE & RESCUE APPARATUS   | HOMELAND EQUIPMENT                      | \$ | 1,065.00  |
| 192015 | 07/21/2023 | HOSTING SOLUTIONS                  | SOFTWARE                                | \$ | 500.00    |
| 192016 | 07/21/2023 | LAMPETER-STRASBURG                 | DUES/FEES                               | \$ | 175.00    |
| 192017 | 07/21/2023 | LANCASTER GENERAL MEDICAL GROUP    | Athletic Training Services              | \$ | 3,646.00  |
| 192018 | 07/21/2023 | LISA GRIEST                        | TITLE II (A) STAFF DEV PLC SAL          | \$ | 4,875.39  |
| 192019 | 07/21/2023 | MARKS PLUMBING PARTS               | OPER/MAINT-SUPPLIES                     | \$ | 1,552.28  |
| 192020 | 07/21/2023 | BRIANNE MCGOVERN                   | SCHOLARSHIP                             | \$ | 500.00    |
| 192021 | 07/21/2023 | OCTORARA AREA SCHOOL DISTRICT      | SCHOOL STORE COUPONS REDEAMED - REWARDS | \$ | 45.00     |
| 192022 | 07/21/2023 | PAGE EXCAVATING COMPANY            | SIDEWALK WORK                           | \$ | 3,800.00  |
| 192023 | 07/21/2023 | PASA                               | MEMBERSHIP                              | \$ | 1,934.00  |
| 192024 | 07/21/2023 | PENN STATE UNIVERSITY              | PENNLINK FEE                            | \$ | 50.00     |
| 192025 | 07/21/2023 | POSITIVE COACHING ALLIANCE         | PARTNERSHIP YEAR 2                      | \$ | 3,000.00  |
| 192026 | 07/21/2023 | PRESSLEY RIDGE                     | AUTISTIC SUPPORT-PRO ED SRVCS           | \$ | 4,128.00  |
| 192027 | 07/21/2023 | REPUBLIC SERVICES #319             | CONTRACTED SERVICE                      | \$ | 9,556.14  |

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|        |            |                                    |                                   |    |           |
|--------|------------|------------------------------------|-----------------------------------|----|-----------|
| 192028 | 07/21/2023 | SAXTON & STUMP LLC                 | LEGAL SERVICES                    | \$ | 19,976.29 |
| 192029 | 07/21/2023 | SBH AWARDS                         | ATHLETIC BANNER UPDATES           | \$ | 310.00    |
| 192030 | 07/21/2023 | SHANK DOOR                         | REPAIRS & MAINT - BLDGS           | \$ | 288.30    |
| 192031 | 07/21/2023 | SNYDER & MYLIN SEPTIC SERVICES     | PORTABLE TOILET RENTAL            | \$ | 850.00    |
| 192032 | 07/21/2023 | T P TRAILERS INC                   | OPER/MAINT - EQUIP RENTAL         | \$ | 335.00    |
| 192033 | 07/21/2023 | VERIZON WIRELESS                   | OPER/MAINT-TRANS/TELE SERVICE     | \$ | 2,861.71  |
| 192034 | 07/21/2023 | WESTERN PEST SERVICES              | SPECIAL PEST ELIMINATION          | \$ | 1,210.00  |
| 192035 | 07/21/2023 | DORIS ANNE WILSON                  | ALL OTHER REVENUE                 | \$ | 265.38    |
| 192037 | 07/21/2023 | XEROX CORPORATION                  | PRINTING                          | \$ | 2,701.22  |
| 192038 | 07/28/2023 | ACHIEVE3000                        | TECH FEES C&I                     | \$ | 50,290.00 |
| 192039 | 07/28/2023 | ACTION-TRAINING                    | HOMELAND SECURITY BOOKS           | \$ | 5,489.09  |
| 192040 | 07/28/2023 | AIRGAS USA LLC                     | SUPPLIES                          | \$ | 32.35     |
| 192041 | 07/28/2023 | AT&T MOBILITY                      | OPER/MAINT-TRANS/TELE SERVICE     | \$ | 4,845.80  |
| 192042 | 07/28/2023 | CCRES-ED & BEHAVIOR HEALTH         | INTERIM HR REP                    | \$ | 9,014.50  |
| 192043 | 07/28/2023 | CLARK SERVICE PARTS                | SUP EQUIP GRANT EXPDENDITURE      | \$ | 3,250.00  |
| 192044 | 07/28/2023 | CREST GOOD MANUFACTURING           | SUPPLIES                          | \$ | 2,073.28  |
| 192045 | 07/28/2023 | DELAWARE ELEVATOR INC.             | REPAIRS & MAINT - EQUIP           | \$ | 341.00    |
| 192046 | 07/28/2023 | DENNEY ELECTRIC SUPPLY             | SUPPLIES                          | \$ | 530.04    |
| 192047 | 07/28/2023 | ECONOMY GLASS                      | GLASS REPLACEMENT                 | \$ | 1,613.74  |
| 192048 | 07/28/2023 | EMPIRICAL RESOLUTION INC           | TECH FEES C&I                     | \$ | 2,700.00  |
| 192049 | 07/28/2023 | FERGUSON ENTERPRISES INC #501      | SUPPLIES                          | \$ | 1,500.49  |
| 192050 | 07/28/2023 | FOLLETT CONTENT SOLUTIONS LLC      | BOOKS                             | \$ | 439.82    |
| 192051 | 07/28/2023 | G A VIETRI INC                     | REPAIRS & MAINT - BLDGS           | \$ | 23,415.00 |
| 192052 | 07/28/2023 | LAIRD PAINTING CONTRACTORS INC.    | SUPPLIES                          | \$ | 11,699.98 |
| 192053 | 07/28/2023 | LANCASTER GENERAL MEDICAL GROUP    | ATHLETIC TRAINING SERVICES        | \$ | 4,520.00  |
| 192054 | 07/28/2023 | LEARNING A-Z                       | TECH FEES C&I                     | \$ | 9,640.00  |
| 192055 | 07/28/2023 | M&B ENVIRONMENTAL INC              | OP/MAINT WATER TREAT-PUR SRVCS    | \$ | 4,659.08  |
| 192056 | 07/28/2023 | MARKS PLUMBING PARTS               | OPER/MAINT-SUPPLIES               | \$ | 465.13    |
| 192057 | 07/28/2023 | CELESTINE YVETTE MILLER            | TAX REFUND                        | \$ | 38.81     |
| 192058 | 07/28/2023 | N2Y LLC                            | SUBSCRIPTION RENEWAL              | \$ | 4,699.90  |
| 192059 | 07/28/2023 | OAK SYSTEMS INC / KEY BUSINESS SOL | BUSINESS-GENERAL SUPPLIES         | \$ | 134.77    |
| 192060 | 07/28/2023 | ODP BUSINESS SOLUTIONS LLC         | SUPPLIES                          | \$ | 2,619.31  |
| 192061 | 07/28/2023 | JOHN DEERE FINANCIAL               | OPER/MAINT-SUPPLIES               | \$ | 699.03    |
| 192062 | 07/28/2023 | COMMONWEALTH OF PENNSYLVANIA       | OTHER OPER MAINT-DUE & FEES       | \$ | 165.00    |
| 192063 | 07/28/2023 | PENTAIR AQUATIC ECO-SYSTEMS        | CTP-ANIMAL PLANT SCIENCE SUPPLIES | \$ | 3,274.28  |
| 192064 | 07/28/2023 | REPUBLIC SERVICES #319             | CONTRACTED SERVICE                | \$ | 9,556.14  |
| 192065 | 07/28/2023 | SHERMAN SPECIALTY COMPANY INC.     | DENTAL SUPPLIES                   | \$ | 50.61     |
| 192066 | 07/28/2023 | SHERWIN-WILLIAMS                   | OPER/MAINT-SUPPLIES               | \$ | 201.44    |
| 192067 | 07/28/2023 | SUPER DUPER PUBLICATIONS           | GEN SUPT - ES SUPPLIES            | \$ | 244.06    |
| 192068 | 07/28/2023 | T P TRAILERS INC                   | OPER/MAINT - EQUIP RENTAL         | \$ | 335.00    |

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|        |            |                                 |                                 |    |           |
|--------|------------|---------------------------------|---------------------------------|----|-----------|
| 192069 | 07/28/2023 | USC - UNIONVILLE SPORTS COUNCIL | DUES/FEES                       | \$ | 1,575.00  |
| 192070 | 07/28/2023 | WORLD FUEL SERVICES INC         | OPER/MAINT-GASOLINE             | \$ | 10,400.29 |
| 192071 | 07/28/2023 | XEROX CORPORATION               | EQUIP RENTAL                    | \$ | 537.69    |
| 192072 | 07/28/2023 | XEROX FINANCIAL SERVICES LLC    | PAPER CUT                       | \$ | 949.36    |
| 192073 | 07/31/2023 | KADES MARGOLIS CORPORATION      | CBIZ Fees                       | \$ | 1.00      |
| 192074 | 08/11/2023 | AMERIHEALTH INC                 | HSA ACCOUNT FEES                | \$ | 1,355.85  |
| 192075 | 08/11/2023 | APRIL FANTAZZI                  | ATHLETIC CPR/AED TRAINING       | \$ | 150.00    |
| 192076 | 08/11/2023 | AT&T MOBILITY                   | OPER/MAINT-TRANS/TELE SERVICE   | \$ | 11,129.20 |
| 192077 | 08/11/2023 | AVON GROVE CHARTER SCHOOL       | PA CHARTER SCHOOL TUITION       | \$ | 57,105.11 |
| 192078 | 08/11/2023 | CCRES-ED & BEHAVIOR HEALTH      | INTERIM HR REP                  | \$ | 6,655.00  |
| 192079 | 08/11/2023 | CINTAS                          | FIRST AID SUPPLIES              | \$ | 56.57     |
| 192080 | 08/11/2023 | CM REGENT LLC                   | SUSPENSE ACCOUNT - LTD          | \$ | 4,983.42  |
| 192081 | 08/11/2023 | CONRAD WEISER AREA SCHOOL DIST  | ADJ/CRT PLCD PROG LEA TUITION   | \$ | 7,655.78  |
| 192082 | 08/11/2023 | CREST GOOD MANUFACTURING        | PLUMBING SUPPLIES               | \$ | 14.00     |
| 192083 | 08/11/2023 | CURRICULUM ASSOCIATES           | LICENSE                         | \$ | 348.30    |
| 192084 | 08/11/2023 | DELTA DENTAL                    | SUSPENSE ACCOUNT - DENTAL INS   | \$ | 21,441.35 |
| 192085 | 08/11/2023 | DENNEY ELECTRIC SUPPLY          | SUPPLIES                        | \$ | 1,334.08  |
| 192086 | 08/11/2023 | DUTCHWAY HARDWARE               | OPER/MAINT-SUPPLIES             | \$ | 851.77    |
| 192087 | 08/11/2023 | ENVIRONMENTAL CONTROL SYSTEMS   | OPER/MAINT - OTHER PROF SVRS    | \$ | 4,500.00  |
| 192088 | 08/11/2023 | FERGUSON ENTERPRISES INC #501   | SUPPLIES                        | \$ | 757.94    |
| 192089 | 08/11/2023 | FOLLETT CONTENT SOLUTIONS LLC   | LIBRARY BOOKS                   | \$ | 9,676.50  |
| 192090 | 08/11/2023 | FP FINANCE                      | POSTAGE MEATER LEASE            | \$ | 141.00    |
| 192091 | 08/11/2023 | GEMMA SERVICES                  | SPECIAL ED PROF SERVICES - ELEM | \$ | 500.65    |
| 192092 | 08/11/2023 | G A VIETRI INC                  | REPAIRS & MAINT - EQUIP         | \$ | 5,863.38  |
| 192093 | 08/11/2023 | GUARDIAN LIFE INSURANCE         | SUSPENSE ACCOUNT - LIFE INS     | \$ | 3,718.13  |
| 192094 | 08/11/2023 | HORSHAM CLINIC                  | OTHER SPEC - CONSULTANTS        | \$ | 1,380.00  |
| 192095 | 08/11/2023 | HSLC                            | HOSTING SOLUTIONS SUPPORT FEE   | \$ | 250.00    |
| 192096 | 08/11/2023 | LAKESHORE LEARNING MATERIAL     | SUPPLIES                        | \$ | 122.55    |
| 192097 | 08/11/2023 | LISA GRIEST                     | TITLE II (A) STAFF DEV PLC SAL  | \$ | 2,208.51  |
| 192098 | 08/11/2023 | MARKS PLUMBING PARTS            | OPER/MAINT-SUPPLIES             | \$ | 562.73    |
| 192099 | 08/11/2023 | MUSIC & ARTS                    | MUSIC AND ARTS- BAND SUPPLIES   | \$ | 35.97     |
| 192100 | 08/11/2023 | NAPA                            | MAINTENANCE VEHICLE SUPPLIES    | \$ | 189.99    |
| 192101 | 08/11/2023 | ODP BUSINESS SOLUTIONS LLC      | SUPPLIES                        | \$ | 1,071.58  |
| 192102 | 08/11/2023 | PARSS                           | MEMBERSHIP                      | \$ | 940.00    |
| 192103 | 08/11/2023 | QUILL LLC                       | GENERAL SUPPLIES                | \$ | 3,991.54  |
| 192104 | 08/11/2023 | RAPTOR TECHNOLOGIES LLC         | TEC SUPPLIES                    | \$ | 4,620.00  |
| 192105 | 08/11/2023 | REALITYWORKS INC                | ANIMAL PLANT SCIENCE EQUIPMENT  | \$ | 12,479.01 |
| 192106 | 08/11/2023 | RIVERSIDE INSIGHTS              | EASYCBM                         | \$ | 2,287.50  |
| 192107 | 08/11/2023 | SAVVAS LEARNING COMPANY LLC     | INST/CURR DEV TEXTBOOKS NEW     | \$ | 7,717.62  |
| 192108 | 08/11/2023 | SHERWIN-WILLIAMS                | OPER/MAINT-SUPPLIES             | \$ | 2,752.02  |

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|            |            |                                   |                               |    |            |
|------------|------------|-----------------------------------|-------------------------------|----|------------|
| 192109     | 08/11/2023 | SNYDER & MYLIN SEPTIC SERVICES    | PORTABLE TOILET RENTAL        | \$ | 850.00     |
| 192110     | 08/11/2023 | THOROWASH LLC                     | FIRE SUPPRESSION UPGRADE      | \$ | 6,158.83   |
| 192111     | 08/11/2023 | UNITED TECTONICS CORP.            | PAVEMENT RESTORATION          | \$ | 32,696.00  |
| 192112     | 08/11/2023 | VECTOR SECURITY INC.              | OPER/MAINT - OTHER PROF SVRS  | \$ | 417.24     |
| 192113     | 08/11/2023 | VERIZON WIRELESS                  | OPER/MAINT-TRANS/TELE SERVICE | \$ | 5,603.95   |
| 192114     | 08/11/2023 | WESTERN PEST SERVICES             | SPECIAL PEST ELIMINATION      | \$ | 300.00     |
| 192115     | 08/11/2023 | THE WHITE CLAY SCHOOL             | TUITION                       | \$ | 63,327.00  |
| 192116     | 08/11/2023 | WORLD FUEL SERVICES INC           | OPER/MAINT-GASOLINE           | \$ | 1,935.48   |
| D000002508 | 07/06/2023 | ALTHOUSE TRANSPORTATION INC       | TRANS-CONTRACT CARRIER        | \$ | 21,407.90  |
| D000002509 | 07/06/2023 | HAYLEY CAULFEILD-JAMES            | TUITION REIMB INSTRUCT STAFF  | \$ | 3,096.00   |
| D000002510 | 07/06/2023 | CHESTER COUNTY INTERMDIATE UNIT   | OTHER CONTRACTED SERVICES     | \$ | 60,657.75  |
| D000002511 | 07/06/2023 | CCRN ED & BEHAVIORAL SUPPORT      | IU Learning Support           | \$ | 173,165.00 |
| D000002512 | 07/06/2023 | DEL CO PUB SCHOOLS HEALTHCARE     | SUSPENSE ACCOUNT - PRES DRUGS | \$ | 166,498.67 |
| D000002513 | 07/06/2023 | DREW M DUGGAN                     | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002514 | 07/06/2023 | GREGORY FANTAZZI                  | REIMB DUES & FEES             | \$ | 117.10     |
| D000002515 | 07/06/2023 | FRONTIER                          | OPER/MAINT-TRANS/TELE SERVICE | \$ | 5,574.83   |
| D000002516 | 07/06/2023 | INDEPENDENCE BLUE CROSS           | SUSPENSE ACCOUNT - HOSP       | \$ | 63,648.41  |
| D000002517 | 07/06/2023 | AMANDA KIEFFER                    | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002518 | 07/06/2023 | HEATHER L KRAMER                  | REIMB - STUDENT REWARD        | \$ | 32.54      |
| D000002519 | 07/06/2023 | DENIM KURTZHALS                   | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002520 | 07/06/2023 | FALLON M MANCHIN                  | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002521 | 07/06/2023 | SARAH MONTAGUE                    | TUITION REIMB INSTRUCT STAFF  | \$ | 920.00     |
| D000002522 | 07/06/2023 | OCTORARA AREA SCHOOL DISTRICT CAF | WATER & SNACKS - PSSA TESTING | \$ | 1,025.71   |
| D000002523 | 07/06/2023 | OCTORARA GRAPHIC ARTS CLUB        | PL GEN SUPPLIES               | \$ | 634.50     |
| D000002524 | 07/06/2023 | POWERSCHOOL GROUP LLC             | TEC SUPPLIES                  | \$ | 42,855.08  |
| D000002525 | 07/06/2023 | SAGE TECHNOLOGY SOLUTIONS INC     | CAPITAL EQUIPMENT - NEW       | \$ | 2,916.00   |
| D000002526 | 07/06/2023 | SCHOLASTIC BOOK FAIRS             | STUD ACTV - MISC EXP          | \$ | 1,919.85   |
| D000002527 | 07/06/2023 | TAMMY M SWANSON                   | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002528 | 07/06/2023 | SWEET STEVENS KATZ & WILLIAMS LLP | LEGAL SERVICES-Special Ed     | \$ | 4,140.15   |
| D000002529 | 07/06/2023 | NINA THWAITES                     | REIMB TRAVEL/CONF             | \$ | 100.00     |
| D000002530 | 07/06/2023 | MACEY WETZEL                      | TUITION REIMB INSTRUCT STAFF  | \$ | 1,548.00   |
| D000002531 | 07/06/2023 | ASHLEY WHITEMAN                   | REIMB DUES/FEES               | \$ | 253.00     |
| D000002532 | 07/14/2023 | ALTHOUSE TRANSPORTATION INC       | TRANS-CONTRACT CARRIER        | \$ | 8,007.08   |
| D000002533 | 07/14/2023 | ALTHOUSE TRANSPORTATION INC       | TRANS-CONTRACT CARRIER        | \$ | 87,273.50  |
| D000002534 | 07/14/2023 | AMAZON CAPITAL SERVICES INC       | SUPPLIES                      | \$ | 5,833.90   |
| D000002535 | 07/14/2023 | AUSTILL'S REHABILITATION SERVICE  | OT / PT SERVICES              | \$ | 8,117.23   |
| D000002536 | 07/14/2023 | CBIZ PAYROLL INC                  | MEDICARE CARE REIMBURSE DED   | \$ | 425.17     |
| D000002537 | 07/14/2023 | CHESTER COUNTY INTERMDIATE UNIT   | OTHER CONTRACTED SERVICES     | \$ | 41,055.40  |
| D000002538 | 07/14/2023 | ALYSIA L COLDREN                  | TUITION REIMB INSTRUCT STAFF  | \$ | 459.00     |
| D000002539 | 07/14/2023 | DELTA DENTAL                      | SUSPENSE ACCOUNT - DENTAL INS | \$ | 20,601.05  |

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|            |            |                                      |                                  |               |
|------------|------------|--------------------------------------|----------------------------------|---------------|
| D000002540 | 07/14/2023 | GRAINGER                             | OPER/MAINT-HS MAINT SUP          | \$ 1,503.36   |
| D000002541 | 07/14/2023 | ALLYSON HALLMAN                      | TUITION REIMB INSTRUCT STAFF     | \$ 460.00     |
| D000002542 | 07/14/2023 | INDEPENDENCE BLUE CROSS              | SUSPENSE ACCOUNT - HOSP          | \$ 125,995.19 |
| D000002543 | 07/14/2023 | NATIONAL VISION ADMINISTRATORS LLC   | SUSPENSE ACCOUNT - VISION INS    | \$ 1,401.38   |
| D000002544 | 07/14/2023 | ONHAND SCHOOLS INC                   | TEC SUPPLIES                     | \$ 29,807.35  |
| D000002545 | 07/14/2023 | PECO                                 | ENERGY                           | \$ 23,139.60  |
| D000002546 | 07/14/2023 | RESCHINI AGENCY INC                  | SUSPENSE ACCOUNT - HOSP          | \$ 35,316.75  |
| D000002547 | 07/14/2023 | CHRISTINA M RUTH                     | REIMB DUES/FEES                  | \$ 253.00     |
| D000002548 | 07/14/2023 | SIGNAL 88 LLC                        | OPER/MAINT - OTHER PROF SVRS     | \$ 4,752.96   |
| D000002549 | 07/14/2023 | TSA CONSULTING GROUP INC             | Tax Shelter Annuity Payable      | \$ 28,225.21  |
| D000002550 | 07/14/2023 | WINDLE'S WATER WORKS                 | WATER DELIVERY                   | \$ 560.00     |
| D000002551 | 07/21/2023 | AMAZON CAPITAL SERVICES INC          | SUPPLIES                         | \$ 4,334.69   |
| D000002552 | 07/21/2023 | AUSTILL'S REHABILITATION SERVICE     | OTHER SPEC SUPT - ELEM IU CON    | \$ 3,317.56   |
| D000002553 | 07/21/2023 | CHESTER COUNTY INTERMDIATE UNIT      | OTHER CONTRACTED SERVICES        | \$ 4,370.21   |
| D000002554 | 07/21/2023 | CHESTER COUNTY INTERMDIATE UNIT      | OTHER CONTRACTED SERVICES        | \$ 41,635.00  |
| D000002555 | 07/21/2023 | DBS AUDIO SYSTEMS INC                | GRADUATION SOUND SYSTEM          | \$ 6,080.00   |
| D000002556 | 07/21/2023 | DELTA DENTAL                         | SUSPENSE ACCOUNT - DENTAL INS    | \$ 3,401.60   |
| D000002557 | 07/21/2023 | FRONTLINE EDUCATION                  | TEC SUPPLIES                     | \$ 6,317.08   |
| D000002558 | 07/21/2023 | HCSG CAMPUS SERVICE GROUP            | JANITORIAL/CUSTODIAN SERVICES    | \$ 66,875.44  |
| D000002559 | 07/21/2023 | INDEPENDENCE BLUE CROSS              | SUSPENSE ACCOUNT - HOSP          | \$ 25,021.25  |
| D000002560 | 07/21/2023 | JUNIOR LIBRARY GUILD                 | LIBRARY BOOKS                    | \$ 2,403.94   |
| D000002561 | 07/21/2023 | MIDWEST TECHNOLOGY PRODUCTS          | GENERAL SUPPLIES                 | \$ 1,011.99   |
| D000002562 | 07/21/2023 | ONHAND SCHOOLS INC                   | CAPITAL EQUIPMENT - NEW          | \$ 29,807.35  |
| D000002563 | 07/21/2023 | PECO                                 | ENERGY                           | \$ 30,044.84  |
| D000002564 | 07/21/2023 | ROTHWELL DOCUMENT SOLUTIONS          | COPIER LEASE                     | \$ 256.32     |
| D000002565 | 07/21/2023 | SDIC                                 | Employer Share W/C               | \$ 8,746.04   |
| D000002566 | 07/21/2023 | THOMSON REUTERS                      | STUDENT ACCOUNTING INFO PROVIDER | \$ 527.34     |
| D000002567 | 07/21/2023 | WINDLE'S WATER WORKS                 | WATER DELIVERY                   | \$ 273.00     |
| D000002568 | 07/28/2023 | ALTHOUSE TRANSPORTATION INC          | TRANS-CONTRACT CARRIER           | \$ 380.23     |
| D000002569 | 07/28/2023 | AMAZON CAPITAL SERVICES INC          | SUPPLIES                         | \$ 19,322.39  |
| D000002570 | 07/28/2023 | BERKSHIRE SYSTEMS GROUP INC          | REPAIRS & MAINT - OIS EQUIP      | \$ 14,942.00  |
| D000002571 | 07/28/2023 | MATTHEW BRUNI - AMERICAN FAMILY CARE | MEDICAL SERVS - PHYS STU/EMP     | \$ 45.00      |
| D000002572 | 07/28/2023 | CHESTER COUNTY INTERMDIATE UNIT      | OTHER CONTRACTED SERVICES        | \$ 8,601.15   |
| D000002573 | 07/28/2023 | COYNE CHEMICAL CO.                   | OP/MAINT WATER TREAT-MAINT       | \$ 5,708.18   |
| D000002574 | 07/28/2023 | EDWARDS BUSINESS SYSTEMS             | EQUIPMENT/RENTAL                 | \$ 4,169.92   |
| D000002575 | 07/28/2023 | MELISSA V FANELLI                    | REIMB LUNCH FOR SUMMER CLEANUP   | \$ 168.65     |
| D000002576 | 07/28/2023 | FRONTIER                             | OPER/MAINT-TRANS/TELE SERVICE    | \$ 8,862.18   |
| D000002577 | 07/28/2023 | GRAINGER                             | OPER/MAINT-MS MAINT SUP          | \$ 663.36     |
| D000002578 | 07/28/2023 | ALYSYN HOFFMAN                       | REIMB FACULTY BREAKFAST          | \$ 155.97     |
| D000002579 | 07/28/2023 | INDEPENDENCE BLUE CROSS              | SUSPENSE ACCOUNT - HOSP          | \$ 27,874.83  |

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|            |            |                                   |                                  |    |            |
|------------|------------|-----------------------------------|----------------------------------|----|------------|
| D000002580 | 07/28/2023 | INTERSTATE TAX SERVICE INC        | SUSPENSE ACCOUNT - UNEMP COMP    | \$ | 434.40     |
| D000002581 | 07/28/2023 | JOHNSTONE SUPPLY                  | OPER/MAINT-SUPPLIES              | \$ | 26.17      |
| D000002582 | 07/28/2023 | KEEN COMPRESSED GAS CO.           | SUPPLIES                         | \$ | 36.60      |
| D000002583 | 07/28/2023 | HELENA T MARTIN                   | REIMB SUPPLIES                   | \$ | 291.19     |
| D000002584 | 07/28/2023 | NOTABLE INC - KAMI                | TECH FEES C&I                    | \$ | 4,986.36   |
| D000002585 | 07/28/2023 | STEFANIE A NUSE                   | REIMB FACULTY BREAKFAST          | \$ | 315.99     |
| D000002586 | 07/28/2023 | PENNSYLVANIA VIRTUAL CHARTER      | PA CHARTER SCHOOL TUITION        | \$ | 1,308.46   |
| D000002587 | 07/28/2023 | PECO                              | ENERGY                           | \$ | 5,215.10   |
| D000002588 | 07/28/2023 | PENN POWER SYSTEMS                | REPAIRS & MAINT - EQUIP          | \$ | 857.79     |
| D000002589 | 07/28/2023 | PETROLEUM TRADERS CORPORATION     | OPER/MAINT-GASOLINE              | \$ | 19,490.88  |
| D000002590 | 07/28/2023 | PROASYS INC                       | WATER TREATMENT CHEMICALS & SUPS | \$ | 615.00     |
| D000002591 | 07/28/2023 | PURE WATER TECH OF CENTRAL PA INC | MONTHLY EQUIPMENT RENTAL         | \$ | 105.00     |
| D000002592 | 07/28/2023 | LISA ROHRER                       | REIMB SUPPLIES                   | \$ | 19.54      |
| D000002593 | 07/28/2023 | ROHRER SCOTT                      | SUPPLIES - SCIENCE               | \$ | 9.00       |
| D000002594 | 07/28/2023 | THERESA RUDICK                    | REIMB TRAVEL/CONF                | \$ | 65.82      |
| D000002595 | 07/28/2023 | VECTOR SOLUTIONS                  | TECH FEES C&I                    | \$ | 5,908.00   |
| D000002596 | 07/28/2023 | SCHOLASTIC INC                    | SUPPLIES BOOKS NEW (OES)         | \$ | 4,069.35   |
| D000002597 | 07/28/2023 | TAMMY L SIMON                     | TUITION REIMB INSTRUCT STAFF     | \$ | 3,600.00   |
| D000002598 | 07/28/2023 | SWIFTMD                           | MEMBERSHIP                       | \$ | 885.78     |
| D000002599 | 07/28/2023 | ALLISON THALER                    | REIMB SUPPLIES                   | \$ | 137.62     |
| D000002600 | 07/28/2023 | TOWN SERVICE CENTER INC           | OPER/MAINT- DIST VEHICLE SUP     | \$ | 151.61     |
| D000002601 | 07/28/2023 | U S SUPPLY COMPANY                | SUPPLIES                         | \$ | 941.24     |
| D000002602 | 07/28/2023 | WILLIS OF PENNSYLVANIA            | INSURANCE RENEWALS               | \$ | 203,209.00 |
| D000002603 | 07/28/2023 | WINDVIEW ATHLETIC FIELDS          | OPER/MAINT-OJHS CONTRACTED SRV   | \$ | 32,930.00  |
| D000002604 | 07/28/2023 | YOUNG INNOVATIONS                 | DENTAL SUPPLIES                  | \$ | 574.82     |
| D000002605 | 07/31/2023 | CBIZ PAYROLL INC                  | MEDICARE CARE REIMBURSE DED      | \$ | 425.17     |
| D000002606 | 07/31/2023 | TSA CONSULTING GROUP INC          | 403B/ROTH/457B                   | \$ | 20,748.75  |
| D000002607 | 08/11/2023 | ALTHOUSE TRANSPORTATION INC       | TRANS-CONTRACT CARRIER           | \$ | 4,953.33   |
| D000002608 | 08/11/2023 | AMAZON CAPITAL SERVICES INC       | SUPPLIES                         | \$ | 34,453.74  |
| D000002609 | 08/11/2023 | ART OF SOUND LLC                  | SOUND SYSTEM PREVENTIVE MAINT    | \$ | 5,005.00   |
| D000002610 | 08/11/2023 | CHESTER COUNTY INTERMDIATE UNIT   | OTHER CONTRACTED SERVICES        | \$ | 102,282.34 |
| D000002611 | 08/11/2023 | CHESTER COUNTY INTERMDIATE UNIT   | OTHER CONTRACTED SERVICES        | \$ | 327,124.48 |
| D000002612 | 08/11/2023 | CCRN ED & BEHAVIORAL SUPPORT      | IU Learning Support              | \$ | 57,783.25  |
| D000002613 | 08/11/2023 | CHESCONET                         | FIBER OPTIC CONNECTIVITY         | \$ | 8,000.00   |
| D000002614 | 08/11/2023 | CRITICARE HOME HEALTH AND NURSING | NURSE SUBSTITUTE SERVICES        | \$ | 2,112.00   |
| D000002615 | 08/11/2023 | DEL CO PUB SCHOOLS HEALTHCARE     | SUSPENSE ACCOUNT - PRES DRUGS    | \$ | 128,506.42 |
| D000002616 | 08/11/2023 | ERIC ARMIN INC.                   | EAI - 1st Grade level Order      | \$ | 174.65     |
| D000002617 | 08/11/2023 | FREY LUTZ CORPORATION             | REPAIRS & MAINT - EQUIP          | \$ | 1,851.00   |
| D000002618 | 08/11/2023 | FRONTLINE EDUCATION               | TEC SUPPLIES                     | \$ | 18,363.65  |
| D000002619 | 08/11/2023 | HCSG CAMPUS SERVICE GROUP         | JANITORIAL/CUSTODIAN SERVICES    | \$ | 69,195.25  |



**General Fund  
August 21, 2023**

|            |            |                                    |                                |           |                     |
|------------|------------|------------------------------------|--------------------------------|-----------|---------------------|
| D000002620 | 08/11/2023 | HOUGHTON MIFFLIN                   | BOOKS                          | \$        | 10,745.80           |
| D000002621 | 08/11/2023 | INDEPENDENCE BLUE CROSS            | SUSPENSE ACCOUNT - HOSP        | \$        | 64,249.54           |
| D000002622 | 08/11/2023 | LANCASTER-LEBANON IU #13           | VIRTUAL EDUCATION              | \$        | 43,564.59           |
| D000002623 | 08/11/2023 | ALISON MANNETTA                    | TUITION REIMB INSTRUCT STAFF   | \$        | 593.90              |
| D000002624 | 08/11/2023 | MEDCO SUPPLY COMPANY               | ATHLETIC SUPPLIES              | \$        | 4,549.16            |
| D000002625 | 08/11/2023 | NATIONAL VISION ADMINISTRATORS LLC | SUSPENSE ACCOUNT - VISION INS  | \$        | 2,247.90            |
| D000002626 | 08/11/2023 | ORNER'S LANDSCAPES & TREE SERVICE  | LAWNCARE                       | \$        | 55,985.00           |
| D000002627 | 08/11/2023 | PECO                               | ENERGY                         | \$        | 768.57              |
| D000002628 | 08/11/2023 | PENN POWER SYSTEMS                 | REPAIRS & MAINT - EQUIP        | \$        | 891.27              |
| D000002629 | 08/11/2023 | PURE WATER TECH OF CENTRAL PA INC  | MONTHLY EQUIPMENT RENTAL       | \$        | 105.00              |
| D000002630 | 08/11/2023 | REALLY GOOD STUFF LLC              | SUPPLIES                       | \$        | 164.52              |
| D000002631 | 08/11/2023 | RESCHINI AGENCY INC                | SUSPENSE ACCOUNT - HOSP        | \$        | 35,154.00           |
| D000002632 | 08/11/2023 | SUBURBAN TESTING LABS INC          | SUPPLIES/TESTING               | \$        | 668.98              |
| D000002633 | 08/11/2023 | SWEET STEVENS KATZ & WILLIAMS LLP  | LEGAL SERVICES-Special Ed      | \$        | 4,509.80            |
| D000002634 | 08/11/2023 | TOWN SERVICE CENTER INC            | OPER/MAINT- DIST VEHICLE SUP   | \$        | 534.82              |
| D000002635 | 08/11/2023 | TEACHER'S DISCOVERY                | TECH FEES C&I                  | \$        | 1,500.00            |
| D000002636 | 08/11/2023 | WINDVIEW ATHLETIC FIELDS           | OPER/MAINT-OJHS CONTRACTED SRV | \$        | 10,900.00           |
| D000002637 | 08/11/2023 | TRENT L ZOOK                       | TUITION REIMB INSTRUCT STAFF   | \$        | 449.00              |
|            |            |                                    | <b>TOTAL</b>                   | <b>\$</b> | <b>3,578,831.12</b> |

**Cafeteria Fund**  
**August 21, 2023**

| Payment #  | Paymnt Dt  | Vendor Name            | Description Of Purchase | Amount      |
|------------|------------|------------------------|-------------------------|-------------|
| 9280       | 07/25/2023 | DFA DAIRY BRANDS       | FOOD                    | \$ 944.60   |
| 9281       | 07/25/2023 | DUTCH -WAY FARM MARKET | FOOD                    | \$ 33.99    |
| 9282       | 07/25/2023 | US FOODS               | FOOD                    | \$ 2,781.53 |
| 9283       | 07/27/2023 | GILBERT CONSULTING LLC | DUES AND FEES           | \$ 400.00   |
| D000000005 | 08/10/2023 | AMAZON                 | Office Supplies         | \$ 99.99    |
| TOTAL      |            |                        |                         | \$ 4,260.11 |

**Capital Project Fund**  
**August 21, 2023**

| Payment # | Paymnt Dt  | Vendor Name                     | Description Of Purchase      | Amount        |
|-----------|------------|---------------------------------|------------------------------|---------------|
| 167       | 07/26/2023 | CENTER STAGE LIGHTING & RIGGING | HS AUDITORIUM RENOVATIONS    | \$ 75,780.00  |
| 168       | 07/27/2023 | CONSOLIDATED ENGINEERS          | HS WELDING EVALUATION        | \$ 3,685.00   |
| 171       | 08/07/2023 | MENDENHALLS TROWEL TRADES       | CONCRETE WORK                | \$ 56,052.00  |
| 172       | 08/07/2023 | THOMAS CUSTOM BUILDERS INC      | DO CONFERENCE RM RENOVATIONS | \$ 10,188.91  |
| TOTAL     |            |                                 |                              | \$ 145,705.91 |

**Capital Reserve Fund**  
**August 21, 2023**

| Payment # | Paymnt Dt  | Vendor Name              | Description Of Purchase | Amount               |
|-----------|------------|--------------------------|-------------------------|----------------------|
| 165       | 07/11/2023 | HEIDLER ROOFING SERVICES | OIS ROOFING             | \$ 356,925.00        |
| 166       | 07/19/2023 | GARVEY ROARK LLC         | OES ROOFING             | \$ 93,836.70         |
| 169       | 07/27/2023 | GARVEY ROARK LLC         | OES ROOFING             | \$ 91,693.80         |
| 170       | 07/27/2023 | HEIDLER ROOFING SERVICES | OIS ROOFING             | \$ 263,605.00        |
|           |            |                          | <b>TOTAL</b>            | <b>\$ 806,060.50</b> |

**Cardmember Services**  
**August 21, 2023**

| Payment # | Payment Date | Vendor Name         | Description  | Amount              |
|-----------|--------------|---------------------|--|---------------------|
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | ELMWOOD PARK ZOO - FIELD TRIP                        | \$ 1,036.00         |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LIMESTONE - PIZZA FOR FIELD DAY VOLUNTEERS           | \$ 85.93            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LIMESTONE - REWARD FOR JUMP ROPE FOR HEART           | \$ 99.00            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | DOLLAR TREE - FIELD DAY SUPPLIES                     | \$ 33.13            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | Lancaster Science Factory - 2nd group 1st grade fiel | \$ 726.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LANCASTER SCIENCE CENTER                             | \$ 1,089.00         |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | TOOLS4 READING                                       | \$ 120.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | TOOLS4 READING                                       | \$ 120.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | HOME DEPOT   | \$ 447.74           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LNP MEDIA GROUP, TIMS                                | \$ 113.95           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | AMAZON - BOOKS                                       | \$ 350.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LANGUAGE CIRCLE ENTERPRISES                          | \$ 1,481.70         |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | CENTER FOR THE COLLABORATIVE CLASSROOM               | \$ 810.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | SOCIETY FOR SCIENCE                                  | \$ 99.00            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LIMESTONE- STUDENT LUNCH                             | \$ 101.69           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | AMAZON- SUPPLIES                                     | \$ 41.62            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | HARRY'S - OFFICE MEETING                             | \$ 121.47           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | EM HERR FARM & HOME CENTER, DUTCHMAN'S TRUE VALUE    | \$ 191.12           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | WAVE, FIELD LINING AND PAINTING                      | \$ 1,740.00         |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | CONESTOGA INNOVATIONS, VSN PHOTOGRAPHY               | \$ 1,334.18         |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | TRAVELODGE - TRACK & FIELD TRAVEL                    | \$ 752.58           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | SNYDER AND MYLIN                                     | \$ 95.00            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | PENN STATE AG CONFERENCE                             | \$ 261.63           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | NOCTI  | \$ 9.00             |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | PENN ANIMAL HOSPITAL                                 | \$ 515.97           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | NATIONAL RESTAURANT ASSOC SERVESAFE                  | \$ 429.60           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | WAWA - AWARDS  | \$ 170.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | WAWA - FIELD TRIP ICE                                | \$ 5.98             |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | WALMART - SUPPLIES                                   | \$ 144.37           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | WALMART - SUPPLIES                                   | \$ 118.08           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | INTERNATIONAL LITERACY                               | \$ 29.00            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | LIMESTONE - REFRESHMENTS FOR TECH TRAINING           | \$ 42.02            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | HUMBLE BUNDLE  | \$ 25.00            |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | RSS.COM, GO DADDY, ZOOM                              | \$ 574.98           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | STUDENT REWARDS - LIMESTONE/KONA,WALMART             | \$ 993.71           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | THE MASTER TEACHER - RETIREMENT APPLES               | \$ 218.00           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | FLOWERS IN BLOOM, COSTCO- SUPPLIES, WAL-MART         | \$ 141.43           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | DUNKIN- MEETING, GIANT- PRE-GRAD BOARD LUNCH         | \$ 201.59           |
| 191967    | 07/12/2023   | CARDMEMBER SERVICES | TRIPLE FRESH - TEACHER APPRECIATION LUNCH            | \$ 340.00           |
|           |              |                     | <b>TOTAL</b>   | <b>\$ 15,209.47</b> |

## **ESS Northeast, LLC**

### **SUBSTITUTE STAFF PLACEMENT AGREEMENT**

This is an Agreement, entered into as of August 11, 2023, by and between **ESS Northeast, LLC** (the “Company”) located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Octorara Area School District** located at 228 Highland Road Atglen, PA 19310 (hereinafter referred to as “LEA” for Local Education Agency).

#### **Background**

The Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

**1. Provision of Substitute Staff.** The Company shall be a provider of substitute teachers and other staff listed in Exhibit “A” (hereinafter “Substitute Staff”) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be a contract provider of Substitute Staff to the LEA. All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff who the LEA has employed prior to the Agreement and whom the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company’s responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

**2. Treatment of Substitute Staff as Employees of the Company** All Substitute Staff provided by the Company will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; the Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an “employer” with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers’ compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA’s employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff’s credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

### **3. The Company’s Obligations**

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company’s fees, to be agreed to in advance, in writing by the LEA.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and other pertinent matters prior to any assignment of said Substitute Staff. For existing LEA staff, the Company shall provide training as requested by the LEA for a fee equal to the Company's actual cost.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

**4. The LEA's Obligations.** In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students, as allowed by applicable law), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;



4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate password security and backup copies of all data;

4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to such records;

4.9 Not promise any Substitute Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;

4.14 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;

4.15 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.16 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;

4.17 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.

4.18 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services.

4.19 In the event of a complaint concerning Substitute Staff, LEA shall provide Company with a written incident report. Company and LEA agree to cooperate, exchange information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

## **5. Indemnification and Limitations of Liability.**

**5.1 Indemnification of the LEA by the Company.** The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

**5.2 Indemnification of the Company by the LEA.** The LEA shall indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement; or (ii) arise from any injury to Substitute Staff or other persons on the premises of the LEA or while performing services on behalf of the LEA and not caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company.

**5.3 Notification; Right to Defend.** A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

**5.4 Limitation of Damages.** Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

**5.5 Complete Agreement.** The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

## **6. Fees and Payment.**

**6.1 The Company's Pricing Plan,** attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Substitute Staff, not scheduled time. Company will comply with any federal, state or local laws, if any, requiring paid leave. If federal, state or local laws require paid leave, LEA will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.

**6.2 Advance Payment. [Intentionally Omitted].**

**6.3 Changes to Pricing Plan.** In the event that the LEA requests to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A, or if the LEA requests to establish a new Substitute Staff classification or new pay rate to be paid to some or all of the Substitute Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the lesser of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

**6.4 Use or Employment of Substitute Staff by the LEA Directly.** Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the services of any Substitute Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Substitute Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the daily or hourly markup used on Exhibit A. Failure of the LEA to promptly notify the Company that it has employed Substitute Staff may result in the Company continuing to pay wages to the Substitute Staff for assignments which are not worked. In such event, the LEA shall be liable to Company for all costs, including wages paid to the Substitute Staff, lost markup, and reasonable collection costs.

If LEA hires Substitute Staff as a full-time employee of the LEA during the term of this Agreement, LEA shall pay to Company the sum of \$2,500.00. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Substitute Staff was a "district original", i.e. previously working for the LEA at the start of this Agreement, or if the Substitute Staff has worked ninety (90) or more days of assignments as Substitute Staff for the LEA.

**6.5 Non-Solicitation of Company Corporate Staff.** LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the

Company (i.e. employee working for Company in a role other than as “Substitute Staff”) with whom the LEA had contact or who became known to the LEA in connection with this Agreement. For the purposes of this section, “Company” also includes Source 4 Solutions LLC.

**6.6 Payment.** The LEA shall pay the Company upon receipt of invoice via an ACH Debit initiated by Company. If the LEA is unable to provide an ACH initiated by Company, the LEA can elect to provide an ACH or wire transfer. Payment not received within fifteen (15) business days after receipt of invoice will be subject to a \$25.00 late fee and 1% per month service charge. Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied to the following invoice. LEA shall be liable for all of the Company’s reasonable costs of collection, including reasonable attorneys’ fees.

**6.7 Sales and Use Tax.** The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

**7. Term.** The term of this Agreement shall begin on August 1, 2023 and shall remain in effect through June 30, 2024. Thereafter, the Agreement shall automatically renew on a yearly basis for up to three years after the term unless either party provides written notice of termination at least ninety (90) days prior to the end of the fiscal school year. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company’s employee, and the LEA does not respond to the incident to the Company’s satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

**8. Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers’ compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

**9. Confidentiality & Non-Disparagement.** During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and

business policies and systems (“Confidential Information”). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

**10. Absentee Management System; Data and Intellectual Property.** To provide Substitute Staff, Company may utilize its own or the LEA’s absentee management system (hereinafter “System”) as it is agreed between the parties. Under either method, the Company owns all employee and absence management information data related to Substitute Staff. If the Company utilizes the LEA’s System, the LEA shall allow and authorize the Company full access to the System (sometimes referred to as “Super User” status) throughout the term of the Agreement and for thirty days after termination. In the event this Agreement is terminated, Company shall have thirty (30) days to remove Company data from the System. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

## **11. Miscellaneous**

**11.1 Amendments; Waivers.** This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

**11.2 Notices.** Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company’s president at the regular business address of the Company.

**11.3 Governing Law.** This Agreement shall be governed by the internal laws of the LEA’s state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA’s County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and

consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

**11.4 Language Construction.** The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

**11.5 Payment of Fees.** In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

**11.6 Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

**11.7 Signature in Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

**11.8 Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

**11.9 Assignment.** No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business. Company may also assign e-learning solutions for distance instruction to Proximity Learning, Inc., and special education related services to Academic Staffing, Inc., both ESS wholly owned companies.

**11.10 No Third Party Beneficiaries.** Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

**11.11 Binding Effect.** This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

**11.12 Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

**11.13 Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

**11.14 Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

**[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

**ESS Northeast, LLC**

By \_\_\_\_\_  
Steve Gritzuk, Chief Operating Officer

Date \_\_\_\_\_

**Octorara Area School District**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_



**EXHIBIT A**

**PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY**

| <b><u>Substitute Position</u></b>       | <b><u>Daily Pay Rate</u></b> | <b><u>Company Pricing</u></b> |
|---|------------------------------|-------------------------------|
| Substitute Teacher – Discretionary Rate | \$424.94                     | \$556.67                      |

**Grant Funding Agreement**

**CGA- -22**

**Contract ID#**

**22272**

THIS FUNDING AGREEMENT (this "Agreement"), is made and entered into this 10 day of, August 2023 by and between the County of Chester, Pennsylvania (hereinafter called "County"), with offices at 313 W. Market Street, West Chester, Pennsylvania 19380 and **Octorara Area School District** with offices at **228 Highland Rd. Suite 1 Atglen, PA 19310** (hereinafter called "Grantee").

**WITNESSETH:**

WHEREAS, the U.S. Department of Treasury ("Treasury") has allocated to the County, as a recipient, federal stimulus funding from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Funds under CFDA No. 21.027 (collectively referred to as "ARPA Funds") under Section 603(b) of the Social Security Act, as amended by Section 901 of the American Rescue Plan Act ("ARPA Act") for the limited purposes identified in the Interagency Agreement between the Treasury and the County.

WHEREAS, the ARPA Act authorizes the County to expend ARPA Funds awarded to the County for the following eligible purposes as outlined in the Final Rule as follows:

- (1) To respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small business, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- (3) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent fiscal year prior to the emergency; and
- (4) To make necessary investments in water, sewer or broadband infrastructure (collective "Eligible Uses").

Pursuant to the to ARPA Act, Eligible Uses under this non-R&D federal program must be obligated no later than December 31, 2024, and all ARPA Funds spent by December 31, 2026.

WHEREAS, the Grantee is a public school district serving students in Chester County; and

WHEREAS, the County of Chester, by and through its Board of Commissioners, previously adopted Resolution No. 62-22 approving the recommended ARPA applications recommended by the County assembled teams of residents and County employees and reviewed for eligibility of award by the County's consultant, Susquehanna Accounting and Consulting Services; and

WHEREAS, the County, by and through its Board of Commissioners, has determined after consideration at least in part on the application submitted by Grantee that Grantee's chosen

project is necessary for the community and economic wellbeing of County residents and the economic health of the County; and

WHEREAS, the County, by and through its Board of Commissioners, has determined that the COVID-19 pandemic has negatively impacted the County and its residents, and the Grantee will be undertaking a project that provides a positive lasting impact on the County and its residents and are qualified for the ARPA Funds as an Eligible Use(s); and

WHEREAS, the County, by and through its Board of Commissioners, has determined that the most effective means for addressing the negative impact is to grant the Grantee the ARPA Funds; and

WHEREAS, the County, by and through its Board of Commissioners, has determined that such grant is necessary and proper; and

WHEREAS, the County and the Grantee desire to enter into this Agreement to establish the amount, distribution, and use of the ARPA Funds granted to the Grantee.

NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES HERETO, INTENDING TO BE LEGALLY BOUND THEREBY, HEREBY AGREE AS FOLLOWS:

1. **Preamble.** The provisions of the preamble are true and correct, form an integral part of this Agreement and are fully incorporated herein by reference.
2. **Total Allocation.** The County approves a grant in the amount of **Five hundred thousand dollars (\$500,000.00)** (the "Grant") in accordance with the following schedule:
  - (a) Awards less than **\$20,000** will be disbursed in whole. Recipients will be required to submit quarterly reports until funding has been completely expended. Awards greater than **\$20,000** will be disbursed in equal payments on a quarterly basis across the timeframe of the award, based on timely quarterly report submission and County approval of said reports. The County reserves the right to adjust the foregoing disbursement schedule based on the availability of funding.
  - (b) All disbursements are dependent on Grantee's adherence to the reporting requirements established by the ARPA Act and the Department of Treasury's Final Rule and in accordance with Section 12 of this Agreement.
3. **Use of Funds.** The source of the Funds shall be said County American Rescue Plan allocation and shall be used for specific project costs included in the Grant application (attached hereto as **Exhibit C** by reference, referred to as the "Project"). The Funds shall be allocated to the Project in accordance with the ARPA Act, applicable federal, state and local laws and regulations, and applied to

the designated capital expenses as set forth in the **December 22, 2022 Work Statement** from Grantee, attached hereto as **Exhibit D**.

4. **Special conditions.**

- (a) Prior to receiving the Grant under the terms of this Agreement, Grantee shall have:
  - (i) Executed and delivered this Agreement, including the Suspension and Debarment Certification Form attached hereto as **Exhibit A** and the Byrd Anti-Lobbying Amendment Certification attached hereto as **Exhibit B**, which has been approved by the County's Board of Commissioners or their designee(s).
  - (ii) Registered with the federal System for Award Management (SAM) and provided the County with their SAM number.
  - (iii) Provided the County with a copy of Grantee's W-9.
- (b) Grantee shall expend all of the Grant for the purposes described in Section 3 of this Agreement and **Exhibit C** and **Exhibit D** no later than December 31, 2026.
- (c) Within sixty (60) days following the earlier of (i) Grantee's fully expending the Grant or (ii) December 31, 2026, Grantee shall confirm that the Project is completed and provide written confirmation and narrative to the County that the Grant has been expended in its entirety for costs solely in connection with the Project, together with supporting documentation which may be in the form of receipts, payroll statements or other similar documentation evidencing the total expenditures made using the Grant, including detailed information on how the County and its residents were positively impacted.
- (d) For any capital project(s) for which the Grant may be used, Grantee shall include signage or other notice and acknowledgement in all electronic or printed materials or press relating to the project to the public stating:

"This project is funded in part through a grant from the Chester County Board of Commissioners.

Marian Moskowitz  
Josh Maxwell  
Michelle Kichline"

5. **Disbursement.** The County shall disburse the Grant to Grantee according to Section 2 of this Agreement and according to the terms of the ARPA Funds

Program Administration Provisions section of the Department of Treasury's Final Rule and after the completion of the requirements set forth in Section 4(a) of this Agreement. Disbursement of funds shall be in accordance with the ARPA Act, applicable federal, state, and local laws and regulations.

6. **Compliance.** This Grant is funded by the ARPA Act. Grantee shall comply with all laws, regulations, and guidelines concerning the ARPA Act, and the receipt and use of ARPA Funds associated with the Grant, including all federal, state, and municipal laws. This also includes, but is not limited to, all guidelines, bidding processes, purchasing processes, drug policies, reporting procedures, and audit requirements.
7. **Indemnification.** Grantee shall defend all lawsuits and other legal challenges in which the County is involved relating to any disputes concerning this Agreement, or the subject matter of this Agreement, and shall indemnify, defend, and hold the County harmless from any liability, damages, costs, demands and expenses, including reasonable attorneys' fees arising out of Grantee's receipt of the Grant, Grantee's acts or omissions relating to the receipt or use of the Grant or this Agreement, or Grantee's breach of this Agreement or any other agreement arising from this Agreement, unless such liability arises as a result of the willful misconduct of the County.
8. **No Obligation to Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the Grantee or any other party pertaining to any matter resulting from this Agreement.
9. **Record Retention.** Grantee shall maintain and make available such books, records, and documents related to the Project, any activity funded by the Grant, or this Agreement, for seven (7) years from the termination of this Agreement, or until all disputes have been resolved to the satisfaction of the County or by final decision or judgment, or as otherwise required by applicable federal or state laws and regulations, whichever is greater.
10. **Inappropriate Use of Grant.**
  - (a) In the event the County, in its sole discretion determines that the Grantee is not using the Grant in accordance with this Agreement, the County shall advise the Grantee by written notice of any deficiencies. If the Grantee fails to complete a corrective action satisfactory to the County within ten (10) days from the date of the notice, the County shall have the right to:
    - (a) terminate this Agreement and withdraw or reduce the amount of the Grant; and/or
    - (b) suspend this Agreement until said corrective measures have been effectuated by the Grantee; and/or
    - (c) require the Grantee to repay the Grant in part or in full. The above rights are cumulative and the County's failure to exercise these rights immediately shall not constitute a waiver by the County, nor shall the County be estopped from exercising these rights at any time.

- (b) The County, by exercising any of the rights set forth in Section 10(a):
  - (i) shall incur no liability, direct or indirect, to the Grantee, its contractors, subcontractors, agents, servants or employees as a result of such action except to the extent such liability is caused by the willful misconduct or gross negligence of the County, its contractors, subcontractors, agents, servants and employees; and
  - (ii) shall not be deemed to have waived any other rights and remedies available to the County hereunder or under applicable law, all of which are expressly reserved and preserved.
- 11. **County Loss of ARPA Funds.** If, as a result of any action(s) directly relating to efforts of the Grantee, or its contractors, subcontractors, agents, servants, or employees, that result in the loss of any ARPA Funds to the County, said loss will be chargeable to the Grantee and subtracted from the Grant amount. Further, the Grantee hereby agrees for itself, its agents, servants, employees, contractors, and subcontractors, to indemnify, defend, and hold the County harmless pursuant to Section 7 of this Agreement.
- 12. **Access to Grantee Records.** Grantee shall fully cooperate with the County including, but not limited to, enabling the County to fulfill its supervisory authority properly and completely under this Agreement which shall include but not be limited to:
  - (a) Providing the County and its duly authorized representatives access to and copies of all records relating to this Agreement.
  - (b) Grantee shall furnish the County such information, as well as periodic reports, the frequency and content of which shall be determined solely by the County, as the County may reasonably request.
- 13. **Audits.** Grantee must comply with all federal and state audit requirements including: the Single Audit Act, as amended, 31 U.S.C. 7501 *et seq*; 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards", as amended; and any other applicable law or regulation and any amendment to such other applicable law or regulation which may be enacted or promulgated by the state or federal government.
  - (a) If the Grantee is a local government or non-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Grantee shall undergo an audit in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards".

- (b) If the Grantee is a for-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Grantee shall undergo a program-specific audit in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and in accordance with the laws and regulations governing the programs in which it participates.
  - (c) If the Grantee expends total federal awards of less than \$750,000 during its fiscal year, it is exempt from the audit requirements set forth in Sections 13(a) or (b) above, but is required to maintain auditable records of federal and any state funds which supplement such awards and to provide access to such records by federal and state agencies or their designees.
  - (d) In the event any audit is required, the Grantee is responsible for obtaining the required audit, which must be conducted by a certified public accountant or other independent governmental auditor. The audit shall be completed, and the report submitted to the County, by no later than the earlier of: (i) the date the required audit is due or (ii) ninety (90) days after the end of the Term, as defined below.
  - (e) Grantee shall maintain adequate and sufficiently detailed records of all the services provided pursuant to this Agreement to permit an evaluation of finances and performance, which records shall be open at all reasonable times for inspection by the County, federal, state and county agencies or their authorized representatives. The County and any competent federal, state or county agency or their authorized representatives shall have the right to inspect, audit and copy Grantee's records during normal business hours. Any such audit or inspection shall not reduce or limit the Grantee's obligations to undergo audits as set forth in this Section 13. The County shall provide fourteen (14) days' notice to Grantee in the event of such an audit.
  - (f) The County shall promptly advise Grantee of any discrepancies that it becomes aware of in adherence to this Agreement. Grantee, upon receipt of such notification, hereby agrees to promptly correct any discrepancies to the satisfaction of the County.
  - (g) In the event that an audit is performed that is not mandated by applicable federal laws or regulations, Grantee shall not charge its costs of the audit to federal funding streams.
14. **Expiration of Agreement.** This Agreement shall remain in effect until the end of the requisite seven-year record retention period set forth in Section 9 above unless terminated earlier in accordance with the terms of this Agreement or extended by

an amendment approved by the County's Board of Commissioners (the "Term"). Notwithstanding the foregoing and except as provided in Section 18, the County may terminate this Agreement: (a) in the event of a breach by the Grantee, which breach remains uncured for a period of ten (10) days following written notice thereof; or (b) in the event all funding sources relied on by the County for the provision of the Grant become unavailable.

15. **Right to Know.**

- (a) The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101–3104 ("RTKL"), and all of the administrative interpretations and rulings of the Pennsylvania Office of Open Records and/or courts with jurisdiction apply to this Agreement.
- (b) Unless the Grantee provides the County, in writing, with the name and contact information of another person, the agency shall notify the Grantee using the information provided by the Grantee herein if the agency needs the Grantee's assistance in any matter arising out of the RTKL. The Grantee shall notify the agency in writing of any change in the name or the contact information within a reasonable time prior to the change.
- (c) Upon notification from the County or the Right-to-Know Requestor that the County requires the Grantee's assistance in responding to a RTKL request for records in the Grantee's possession, the Grantee shall respond to the County, within ten (10) calendar days after receipt of such notification, with the copies of, any document or information in the Grantee's possession which arises out of the Agreement that the County requests ("Requested Information") in order to comply with the RTKL, or shall respond with a written statement explaining its objections. If the Grantee fails to provide the Requested Information within ten (10) calendar days after receipt of such request, the Grantee shall indemnify and hold the County harmless for any damages, penalties, detriment, or harm that the County may incur as a result of the Grantee's failure, including any statutory damages assessed against the Grantee.
- (d) If the Grantee considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, the Grantee will immediately notify the County, and will provide a written statement signed by a representative of the Grantee explaining why the requested material is exempt from public disclosure under the RTKL within seven (7) calendar days of receiving the request. If, upon review of the Grantee's written statement, the County still determines it is required by law to release the Requested Information, the County will inform the Grantee within five (5) business days of that decision being made. The Grantee retains the right to seek a judicial order to stop such a release but will hold the County harmless if such release occurs pursuant to statutory deadlines contained within the RTKL.



- (e) The County will not reimburse the Grantee for any costs associated with complying with this provision.
- (f) The Grantee agrees to abide by any decision to release a record to the public made by the Office of Open Records, or by the Pennsylvania Courts. The Grantee agrees it will hold the County harmless for the County's disclosure of information that is required by the RTKL, the Office of Open Records, or by the Pennsylvania Courts. The Grantee's duties relating to the RTKL are continuing duties that survive the expiration of this Agreement and shall continue as long as the Grantee has Requested Information in its possession.

16. **Confidentiality.**

- (a) Grantee agrees that all information disclosed by the County to Grantee shall be held in confidence and used only in performance under this Agreement. Grantee shall exercise the same standard of care to protect such information as used to protect its own proprietary or trade secret information.
- (b) Grantee agrees that all individuals diagnosed, counseled, treated, or placed, or receiving any services from the Grantee, or former recipients of such services, shall be secure in the confidentiality of their names, identities, records, and the general information contained in their files except as disclosure is permitted by applicable laws and regulations and policies of the County, or by informed written consent signed by the individual or his/her legal representative, as required, or by court order.
- (c) Grantee shall, to ensure confidentiality of individual information, make provisions for security of records and protection of individual privacy as required by applicable laws or regulations. Provider shall require that all subcontractors adhere to the applicable confidentiality laws and regulations and policies of the County.

17. **Interest of Parties and Others.**

- (a) No officer, member, employee, independent contractor or elected official of the County and no member of its governing body who exercises any functions or responsibilities in the review or approval of services or activities being funded under this Agreement shall participate in any decision relating to this Agreement, which affects his/her personal interest or the interest of any corporation, partnership, or association, in which he/she is directly or indirectly interested, nor shall any such officer, member, elected official or employee of the County and no member of its governing body have any interest, direct or indirect, in this Agreement or the proceeds thereof.

- (b) Grantee covenants that the Grantee (including directors, officers, members, and employees of the Grantee) presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services or activities funded through this Agreement. Further, the Grantee covenants that no person having any such interest shall be employed in the performance of activities or services funded by this Agreement.
- (c) No County appropriated funds (including, without limitation, any County appropriated funds provided under the Grant provided under this Agreement) have been paid or will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence any officer or employee of the County, in connection with the making of this Grant.

18. **No Suspension or Debarment.**

- (a) This Grant is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, Grantee is required to verify that none of Grantee's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (b) Grantee hereby certifies that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the Federal government. Grantee also acknowledges that if it is currently under suspension or debarment or if the Grantee should become suspended or debarred such event shall constitute a violation of the covenants contained herein and the County shall thereupon have the right to terminate this Agreement, which termination shall be effective immediately upon the provision of written notice thereof to the Grantee.
- (c) Grantee shall execute the Suspension and Debarment Certification Form attached hereto as Exhibit A. This certification is a material representation of fact relied upon by the County. If it is later determined that the Grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (d) Grantee shall sign the Suspension and Debarment Certification Form attached hereto as **Exhibit A**.

19. **Byrd Anti-Lobbying Amendment.** During the term of this Agreement and any extensions thereof, the Grantee shall at all times comply with all applicable

provisions of the Byrd Anti-Lobbying Amendment (42 U.S.C. § 1352, *et seq.*). Grantee certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency. The Grantee shall sign the certification attached hereto as **Exhibit B**.

20. **Clean Air Act.**

- (a) During the term of this Agreement and any extensions thereof, the Grantee shall at all times comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*
- (b) The Grantee agrees to promptly report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Funding Agency, and the appropriate Environmental Protection Agency Regional Office.
- (c) The Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

21. **Federal Water Pollution Control Act (Clean Water Act).**

- (a) During the term of this Agreement and any extensions thereof, the Grantee shall at all times comply with all applicable provisions, standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*
- (b) The Grantee agrees to promptly report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Funding Agency, and the appropriate Environmental Protection Agency Regional Office.
- (c) The Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

22. **Procurement of Recovered Material (Solid Waste Act).** During the term of this Agreement and any extensions thereof, the Grantee shall at all times comply with all applicable provisions of The Solid Waste Disposal Act of 1965, as amended (42 U.S.C.A. § 6901, *et seq.*).

- (a) In the performance of this contract, the Grantee shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
    - (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
    - (ii) Meeting contract performance requirements; or
    - (iii) At a reasonable price.
  - (b) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
  - (c) The Grantee also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.
23. **Program Fraud and False or Fraudulent Statements or Related Acts.** The Grantee acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Grantee's actions pertaining to this contract.
24. **Entire Agreement.** This Agreement and any attachments contained herein is the final, complete, exclusive, and fully integrated record of the agreement of parties with regard to this matter and supersedes any prior or contemporaneous agreements or understandings, whether oral or written, between the parties with respect to the subject matter of this Agreement. No amendment or modification of this Agreement, and no waiver of any of its terms, shall become effective unless in writing and signed by all parties. The express terms of this Agreement control and supersede any course of performance or usage of trade inconsistent with any of the terms hereof.
25. **Choice of Law and Venue.** This Agreement shall be construed and enforced in accordance with the substantive laws of the Commonwealth of Pennsylvania, excepting conflicts of laws, and without regard to rules of construction or interpretation relating to which party drafted this Agreement. The parties confer exclusive jurisdiction to interpret and enforce this Agreement upon the Chester County Court of Common Pleas and waive any objections to such jurisdiction and venue, including objection as to an inconvenient forum.
26. **Waiver.** No claim or right arising out of a breach of this Agreement may be discharged in whole or in part by a waiver of the claim or right, unless the waiver is in writing signed by the waiving party. The waiver or acceptance of any breach by either party of any provision of this Agreement shall not constitute a waiver of or an excuse for non-performance as to any other provision of this Agreement, nor as to any prior or subsequent breach of the same provision.

27. **Tax Consequences.** Grantee acknowledges that receipt of these ARPA Funds may have Federal and/or Pennsylvania tax consequences, and/or create Federal and/or Pennsylvania and/or municipal tax liabilities; that the Grantee is solely responsible for determining the impact of those tax consequences or liabilities on the Grantee; that the Grantee is not relying on the County to determine whether such tax consequences or liabilities may arise or exist; and that the Grantee is responsible to consult its accountant or tax advisor to determine the scope and impact of such tax consequences or liabilities. Grantee further acknowledges that the use and expenditure of the ARPA Funds by the Grantee may require compliance with various laws and regulations governing the use and expenditure of governmental funds by third parties; that the Grantee is solely responsible for determining the applicability and impact of such laws and regulations; that the Grantee is not relying on the County to determine whether such laws or regulations are applicable; and that the Grantee is responsible to consult its own legal counsel to determine the scope and impact of such laws and regulations.
28. **Survival.** Sections 6, 7, 8, 9, 10, 12, 13 and 16 shall survive termination of this Agreement.
29. **Notice.** Communication and details concerning this Agreement should be made in writing and directed to the following representatives:

**To County:** County of Chester  
Attn: County Administrator  
313 W. Market Street, Suite 6206, West Chester, PA 19380

With a copy to: County of Chester  
Attn: County Solicitor  
313 W. Market Street, Suite 6702, West Chester, PA 19380

**To Grantee:** Octorara Area School District  
Attn: Jim Scanlon  
228 Highland Rd Suite 1  
Atglen, PA 19310

With a copy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~*[Signatures appear on the following page.]*~~~~

IN WITNESS WHEREOF, the parties have entered their duly authorized signatures below on the date first set forth above.

Grantee:

DocuSigned by:



ABF72800E7B34E0

Signature of Authorized Official  
Jim Scanlon

Interim Superintendent

Typed Name & Title of Authorized  
Official

COUNTY OF CHESTER:

DS



Chief Clerk

Witness for Grantee:

DocuSigned by:



6D09C9031B92437...

Signature

Witness for County:

DocuSigned by:



DAE8A06DD387443...

Signature

**EXHIBIT A: SUSPENSION AND DEBARMENT CERTIFICATION FORM**

The Grantee certifies that: (i) the Grantee is "Actively" registered with SAMS (Service for Award Management) and has been the following DUNS number: 077098374; and (ii) neither the Grantee nor any owner, partner, director, officer, or principal of the Grantee, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

1. Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
2. Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; or
4. Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

The Grantee further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

DocuSigned by:

Jim Scanlon

Signature of Consultant's Authorized Official

Interim Superintendent

Jim Scanlon

Name and Title of Consultant's Authorized Official

6/26/2023

Dated



**EXHIBIT B: BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

DocuSigned by:

*Jim Scanlon*

Signature of Consultant's Authorized Official

Interim Superintendent

Jim Scanlon

Name and Title of Consultant's Authorized Official

6/26/2023

Dated

**EXHIBIT C: GRANTEE APPLICATION**



## ARPA Application

### Chester County Government

Submitted On: May 10, 2022, 02:30PM EDT

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Organization</b>                                                                                                                        | Octorara Area School District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Type</b>                                                                                                                                        | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tax ID/DUNS/UEI/TIN number (if applicable)</b>                                                                                                  | 077098374                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Address</b>                                                                                                                                     | <b>Street Address:</b> 228 Highland Road<br>Suite 1<br><b>City:</b> Atglen<br><b>State:</b> PA<br><b>Zip:</b> 10310                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Website link</b>                                                                                                                                | <a href="https://www.octorara.k12.pa.us/">https://www.octorara.k12.pa.us/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2021 Revenue</b>                                                                                                                                | \$57,133,701                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Number of employees (full time, part time and volunteers)</b>                                                                                   | 324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Describe changes to your organization directly related to COVID-19, if applicable.</b>                                                          | <p>Since 2015 the Octorara Area School District (OASD) has partnered with the Chester County Public Safety Training Campus (CCPSTC) to offer its Homeland Security and Protective Services Academy (OHSPSA) in the county's state of the art facility. All school districts in Chester County and OHSPSA used remote learning to support instruction and mitigate the spread of COVID during the pandemic. As the pandemic progressed, CCPSTC limited access to their facility to county employees. This forced OHSPSA to find alternative locations. For example, in June of 2020, cadets &amp; teachers were not able to complete testing for the 2019-2020 school year at the CCPSTC. As a result, testing and graduation was moved to the Wagontown Fire Company. Remote learning continued during much of the 2020-2021 school year, cadets and teachers were not able to return to the CCPSTC. Once again, the district relocated the program to support a safe return to in person learning. Cadets participating in the fire year were sent to Wagontown Fire Company to train while cadets enrolled in the Law and EMT portions of the program were sent to Octorara High School to train. In March of 2021 all cadets were allowed to return to CCPSTC and followed screening protocols.</p> |
| <b>Overview of applicant's history of services (Notable accomplishments, (Length of time providing services to people of Chester County, etc.)</b> | <p>The OHSPSA program educates high school students to a national certification level, ensuring participants are college and career ready as well as prepared to serve Chester County as first responders. Students enrolled in OHSPSA for all three years can graduate with 82 industry level certifications. Holding the OHSPSA at the CCPSTC provides Chester County students in grades 10, 11, &amp; 12 with access to state of the art equipment to support their training as first responders. Access to a state of the art facility increases the number of students who can participate in a program that graduates well trained, nationally certified employees to staff fire stations, ambulance stations, prisons, police barracks, security service jobs, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Attach bios of key staff</b>                                                                                                                    | Biographies for Octorara Homeland Security and Protective Services Academy (1).pdf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Name of person submitting application</b>                                                                                                       | Lisa McNamara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Title</b>                                                                                                                                       | Director of Career and Technical Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Email</b>                                                                                                                                       | <a href="mailto:lmcnamara@octorara.org">lmcnamara@octorara.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Phone Number</b>                                                                                                                                | 6105938238                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Project Manager Name (if applicable)</b>                                                                                                        | Octorara Homeland Security and Protective Services Academy Modular                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Type</b>                                                                                                                                | New                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Project Name</b>                                                                                                                                | Octorara Homeland Security and Protective Services Academy Modular Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Project Location</b>                                                                                                                            | <b>Street Address:</b> 137 Modena Road<br><b>City:</b> Coatesville<br><b>State:</b> PA<br><b>Zip:</b> 19320                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Project Mission</b>                                                                                                                             | The purpose of the Octorara Homeland Security and Protective Services Academy Modular                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                               | <p>Project is to continue to provide educating and training Chester County students in a consistent manner by securing sufficient space at the Chester County Public Safety Training Campus. This mission supports the growth of the Academy and ability to provide Chester County with highly trained first responders to: help fight the pandemic, support families in crisis, maintain vital public services even amid declines in revenue, and build a strong, resilient first responder community within Chester County.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Describe the need for this project.</b></p>                             | <p>OHSPSA has been in existence for nine years. During the last seven years, the program has been held at CCPSTC. During this time, the program has expanded to the current format where all three disciplines (Fire Science, EMT, &amp; Law Enforcement) are offered each year. The expansion and success of the academy has driven an increase in enrollment. Because of this increase in enrollment, there is the need for additional academic classroom and learning spaces. These rooms need to be close to the critical resources and equipment that CCPSTC offers. The awareness of the importance of maintaining a classroom setting at the CCPSTC was a direct result of the pandemic. The need for separate classrooms outside the main buildings is necessary to support the continuity of education and training needed to complete the Academy and meet certification requirements. Having to leave the CCPSTC during the pandemic was detrimental to the program. Without the support of a strong Occupational Advisory Committee and the Wagontown Fire Company, OASD would not have been able to meet the needs of the students enrolled in OHSPSA program during the COVID-19 pandemic.</p>                                                                                                                                                                        |
| <p><b>Are other organizations addressing this need in Chester County?</b></p> | <p>No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Is the need for this project a result of COVID-19?</b></p>              | <p>Yes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Describe how the need for this project relates to COVID-19.</b></p>     | <p>Due to COVID mitigation procedures and Department of Health directives, OHSPSA was unable to conduct the live-in person training that is an essential part of the program's curriculum. By adding modular classrooms, OHSPSA and CCPSTC will increase space to provide training, even during a health emergency like the COVID-19 pandemic and create opportunities to meet the current demands for more emergency response. Making it easier to meet these changing needs while still being able to continue the current scope of each entity. COVID-19 presents innumerable challenges to first responders and affected Chester County.</p> <ol style="list-style-type: none"> <li>1. Changes in the operational environment, available resources, work conditions, or the level or type of demand for services.</li> <li>2. Threats to personnel from illness related to COVID-19, including absenteeism, emotional trauma, and reductions in productivity.</li> <li>3. Impacts on operations due to the combination of environmental and direct effects. These include changes to how services are delivered, and training slowdowns.</li> </ol> <p>OHSPSA can mitigate the impact of this pandemic on our community by providing the means to maintain the education and training of our youth by providing a location that does not interfere with the needs of CCDES.</p> |
| <p><b>Who will benefit from this project, and how?</b></p>                    | <p>The County of Chester, the Octorara Area School District, and every first responder agency in the county will benefit from this project. Currently, there are only five (5) physical classrooms at the CCPSTC. On many days, all are in use to support the OHSPSA program and CCDES operations. Adding more classrooms will allow for the continued growth and expansion of the OHSPSA program and support the needs of the County. Students give back to their communities immediately by joining their local fire and EMS organizations while attending the Academy. The implementation of this project will have a positive impact to not only these agencies and departments but also to every citizen, visitor, and consumer of Chester County in the way of trained professionals to meet the needs when an emergency arises.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Estimated Project Start Date</b></p>                                    | <p>June 11, 2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Estimated Project End Date</b></p>                                      | <p>September 01, 2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Amount of ARPA funds requested</b></p>                                  | <p>\$2,000,000.00</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Total project cost</b></p>                                              | <p>Currently the cost is 1.8 million. The total cost of the project is subject to market increases, which we have attempted to account for with the current inflation rate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>What percentage of the project will be funded by ARPA funds?</b></p>    | <p>100</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Describe how ARPA funding will be used. Be specific.</b></p>            | <p>The ARPA funds will be used to purchase and install a three classroom modular structure and the appropriate required infrastructure to facilitate classroom education. These funds are intended to cover construction, delivery, set-up and infrastructure modifications to provide water, electric, sewer, and internet capabilities. The modular will require a sanitary sewer lift</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**How does this funding fit into the County's strategic plan? (Plan linked above)**

**Cite specific language from the American Rescue Plan Act that supports your request for funds and why you feel that your request fits ARPA requirements.**

**Project Category**

**Describe how funds will be used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.**

**Is this project a one-time cost or ongoing cost?**

**Attach all federal, state, local, and/or private funding designated for this project. List source, dates, amounts requested, and amounts received. Also include potential funding that has been applied for but has not yet been awarded, donations, volunteers, matching funds, in-kind funds, etc. PLEASE ATTACH AS ONE DOCUMENT.**

**Attach an overview of expenses including salaries, contracted services, materials, marketing, etc. PLEASE ATTACH AS ONE DOCUMENT.**

**Describe anticipated measurable outcomes for the project and how your agency plans to ensure measurements are reliable and valid.**

station. Stormwater Management for the modular will be accomplished with minor modification to the existing on-site stormwater systems. A cost per square foot has been provided for interior fit out. This cost includes items such as drywall partition walls between classrooms, drop ceiling, carpet, lighting, HVAC, and electrical and data connections for each room. An estimate of permitting costs based on review of Borough requirements for Land Development and Building Permits. The estimate for architectural and engineering design services as well as construction management, which are based on a percentage of the total construction cost. The overall project cost has been adjusted for inflation for the year based on current data. A contingency of 25% has been added to the overall project cost.

The funding to support the OHSPSA Modular Project supports the goals of Chester County's strategic plan in the area of Public Safety. Students are trained to ensure safe and secure communities. Being able to have a consistent location will help students receive the 911 Dispatch certification, so they will enhance public safety communication and technology. Continuous training will help students receive their EMT certification and work on ambulances to help reduce drug overdose and overdose deaths. It is important to note that OHSPSA recruits students from all the high schools in Chester County to train, retain and support public safety professionals. The implementation of this project will also help the County meet Public Safety Priority #4: recruit, retain, and support public safety professionals.

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), supports the Octorara Homeland and Protective Services Modular Project through recovery of the COVID-19 public health emergency and mitigation to any other pandemic emergency. The project and the American Rescue Plan Act ensures that Chester County have the resources needed to: Fight the pandemic and support families and businesses struggling with its public health and economic impacts, Maintain vital public services, even amid declines in revenue, and Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

**Public Health Response**

COVID-19 challenged many educational institutions and emergency services. Public health mitigation procedures limited OHSPSA's ability to conduct the live in person training essential to the program. By creating additional classroom space, OHSPSA and CCPSTC can continue to provide training, evening during unprecedented situations. The increase of classrooms and additional space will allow for more training as it has been noted that there is a need for additional first responders to help respond and combat a pandemic, such as COVID-19. The addition of the modular classroom will make it possible to meet changing needs while still being able to continue the current scope of each entity.

One-time cost

Project Budget.pdf

CCPRO21002P\_COATESVILLE FACILITY COST ESTIMATE\_rev.pdf

The project will increase the available classroom space by 40% allowing for up to eight separate classes for training or meetings to be conducted simultaneously. By increasing the classroom space specifically for the OHSPSA, it will allow for the Academy to meet the needs of a consistent space for this three separate discipline program to continue and grow, while permitting the other trainings that are conducted during the day for county, regional, state, and federal to continue without disruption to any of the educational offerings. The classrooms also allow for more flexibility for county emergency services training that is offered during evenings to have additional space for flexibility of classroom scheduling. Both this and the daytime solution will be visible in the measurable outcome of increased training to first responders and the availability of more space and classrooms to accommodate additional customers to use

Recipients will be required to report to the County on a quarterly basis. Will your organization be able to satisfy this requirement?

Yes

Describe your organization's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.

The District follows the Pennsylvania Department of Education accounting manual and chart of accounts. The District also utilizes accounting software, specially developed for Pennsylvania school districts. All purchases are initiated by a budget manager and ultimately approved by the Business Manager. Purchases are segregated by source of funding, local, state or federal funds. The District is audited annually by an independent CPA firm.

How does your organization plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting, and audit?

The District reports federally funded programs by utilizing the Pennsylvania Department of Education's chart of accounts which segregates federal funds from state and local funds, both revenues and expenditures. The District prepares a single audit, audited by the District's independent CPA firm, and reports federally funded programs annually. The district currently manages more than a dozen other federally funded programs and grants.

If the request is not fully funded, what adjustments will your organization implement to move the project forward?

The Octorara Area School District would continue to search for funding to support this critical mission to provide public safety training to Chester County high school students.

Attach letters of support if available

Homeland.pdf  
letter for homeland security.docx  
OHSPSA Letter of Support.pdf

Is your organization in arrears with the IRS, Commonwealth of Pennsylvania, and/or County of Chester for taxes?

No

Is or has your organization been debarred by a governmental entity at the local, state, or federal level?

No

Does your organization have competitive quotes, proposals and/or bids for the project?

Yes

Attach competitive quotes, proposals and/or bids.

CCPRO21002P\_COATESVILLE FACILITY COST ESTIMATE\_rev.pdf

Has this project been denied other funding?

No

What is the organization's timeline for expending all ARPA funds? (Please note, all funds must be spent on or before 12/31/26)

As construction allows we would like the project to be done as soon as possible to be able to benefit from the outcome.

Are there any additional partners necessary to implement the project?

Yes

Please identify additional partners and explain why they are necessary to implement this project.

Chester County Department of Emergency Services and Chester County Public Safety Training Campus

Are any of the organization's staff or board members immediate family members of one or more elected/appointed officials of the County of Chester?

No

Grant Funding Agreement Acknowledgement

I have reviewed the sample Grant Funding Agreement and agree.

Certification: I hereby declare, pursuant to 18 Pa.C.S. § 4904, that the information contained in this application is true and correct based upon my personal knowledge, information, and belief. I further certify that the information provided in this application and the

Applicant acknowledges and agrees to the above Declaration and Certification.

information provided in any and all supporting documents and forms is true and accurate in all material respects and that I am authorized to submit this application. I acknowledge that the County of Chester is relying on this application to determine eligibility for this grant and any false information contained herein may result in the repayment of the funds to the County of Chester and/or the United States Federal Government.

**ARPA Regulations and Guidelines Agreement**

By checking this box, applicant agrees to follow all laws, regulations, and guidelines concerning the American Rescue Plan Act and the funds associated with this grant, including all federal, state, and municipal laws. This also includes all guidelines, bidding processes, purchasing processes, drug policies, and reporting procedures.

**Funding Source**

By checking this box, applicant certifies that the funds requested for this specific project have not been received and/or provided by any other source (either by a COVID-19 or non COVID-19 funding source).

**Applicant Status**

By checking this box, applicant certifies that applicant is not currently under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the Federal government.

**Disclosures**

By checking this box, applicant certifies that applicant has disclosed, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

**Audit Acknowledgement**

By checking this box, applicant acknowledges that approved projects will be required to adhere with both state and federal audit requirements.

The County of Chester provides equal grant opportunities to all applicants and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, political affiliation, or any other characteristic protected by federal, state, or local laws. This policy prohibits any recipients of financial assistance under covered grants from the County of Chester from discrimination in any "project," irrespective of the amount of financial assistance the recipient receives. The term "project" refers to all of the operations of a recipient, even if non-covered funds support a particular operation.

By checking this box, applicant acknowledges the below Equal Opportunity Statement.

**Right to Know Disclosure**

By checking this box, applicant agrees that this application, its attachments, and any other documents and materials submitted to the County of Chester may be subject to disclosure under the Pennsylvania Right to Know Law 65 P.S., subsections 67.101, et seq. (RTKL). The authorized representative may mark documents as confidential if the documents contain confidential and proprietary information and/or trade secrets as defined by 65 P.S. subsection 67.102; however, the County will make the ultimate determination regarding the release of any documents as required under the RTKL.

**Signature Data**

First Name: Lisa  
Last Name: McNamara  
Email Address: lmcnamara@octorara.org

*Lisa McNamara*

Signed at: May 10, 2022 2:29pm America/New\_York



**EXHIBIT D: GRANTEE WORK STATEMENT**

## Octorara Administration Office

228 HIGHLAND ROAD, SUITE 1, ATGLEN, PA 19310-1603  
Phone: (610) 593-8238 Extension 30549 • Fax: (610) 593-6425  
Email: [lmcnamara@octorara.org](mailto:lmcnamara@octorara.org) Website: [www.octorara.k12.pa.us](http://www.octorara.k12.pa.us)



**Lisa M. McNamara**  
Director of Career and Technical Education

December 22, 2022

Allie Foster  
COVID-19 Recovery Program Manager  
Chester County Finance Department  
313 West Market St.  
Suite 6902  
West Chester, PA 19380

Dear Ms. Foster,

It is with great appreciation that the Octorara Area School District accepts the generous amount of \$500,000.00 from the Chester County ARPA funding.

The total amount of funding originally requested to cover all costs for the Octorara Homeland Security and Protective Services Academy Modular Project as reported in the ARPA grant was \$2,000,000. This included:

- The purchase and installation of a three-classroom modular structure and the appropriate required infrastructure to facilitate classroom education. These funds were intended to cover construction, delivery, and set-up and infrastructure modifications to provide water, electric, sewer, and internet capabilities.

The generous amount of \$500,000.00 affords the Octorara Area School District and project partners, the Chester County Department of Emergency Services, to prioritize funds toward the purchase of the three classroom modular. The installation costs will be the responsibility of the Octorara Area School District and the Chester County Department of Emergency Services.

The plan of work includes:

1. Coordination between the Octorara Area School District, the Chester County Department of Emergency Services, Modular Company, and other stakeholders as needed.
2. Property preparation and permitting.
3. Purchase of modular classrooms.
4. Installation of modular classrooms.

Projected timelines:

January ~ June 2023

- Attend County Grant Webinar

***MAXIMIZING OPPORTUNITIES FOR SUCCESS***

- Coordination meetings between the Octorara Area School District, the Chester County Department of Emergency Services, Modular Company, and other stakeholders as needed.

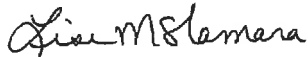
June 2023 - August 2024

- Property preparation and permitting
- Purchase of modular classrooms
- Installation of modular classrooms

County mandates:

Octorara does not have any county mandates

Sincerely,



Lisa McNamara

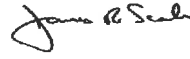
Director of Career and Technical Education

[lmcnamara@octorara.org](mailto:lmcnamara@octorara.org)

610-593-8248 extension 30549

TO: Dr. Steve Leever, Superintendent, Octorara Area School District

FROM: Jim Scanlon, Educational Consultant



DATE: July 24, 2023

RE: Proposal for Mentoring Services

Thank you for the opportunity to submit a proposal for mentoring services to support the Octorara Area School District.

As a newly retired superintendent who has been consulting with PASA, AASA, PSBA, and mentoring new superintendents, I'm passionate about supporting educators as they transition into top leadership roles. In my career, I had the pleasure of spending 22 years in the role of superintendent in three school districts. I have been the recipient of skilled mentorship myself, and developed systems that supported ascending leaders and contributed to district-wide successes. I would very much enjoy working with you, your team, and the school board as you acclimate to this challenging and exciting role.

Here is summary of the proposed work:

**Term of Agreement:** August 1, 2023 – June 30, 2024

**Consulting Agreement:** Agreement is between the Octorara Area School District (Client), and Dr. Jim Scanlon (Consultant)

**Compensation:** \$150 per hour up to a daily rate not to exceed \$1,200. The rate includes all travel expenses. The district will not make any contributions to any social security, local, state, or federal tax, unemployment compensation, insurance premiums, pension, or any other employee benefit for the term of this agreement. The consultant will be responsible for all local, state, and federal taxes on compensation. Monthly invoices with a description of work completed will be submitted.

**Confidentiality:** All written and oral information and material disclosed or provided by the Rose Tree Media School District is confidential information regardless of whether it was provided before or after the services rendered. Consultant agrees not to disclose any confidential information to other parties without approval by the Octorara Area School District Board or designee.

**Scope of work:** Consultant agrees to the following scope of work:

- A. **Weekly planning meetings, as needed:** If requested, the Consultant will establish a weekly meeting schedule with the Superintendent to discuss topics and priorities for each week.
- B. **Availability for phone calls 24/7:** Consultant will make every attempt to be available on a 24/7 basis for phone calls and/or to discuss unexpected situations that arise for the Superintendent. Topics can include:
  - **Goal-Setting:** Establishing weekly, monthly and yearly goals. The consultant will discuss keys to success as a superintendent and educational leader, based on both national best practices and personal experiences.

- **Communications:** What are the essential protocols of good communications with the internal and external stakeholders? What are proper steps to take in the event of crisis and/or urgent communication?
- **School governance and school board relationships:** What are the essential roles of a school board and superintendent? What communications protocol will be established? How does the superintendent build a positive relationship with the school board as a committee of 10? Some of this information was discussed during the July 10, 2023, school board retreat.
- **Time management:** Managing time/resources is always one of the most challenging and impactful tasks for a new superintendent.
- **Engaging the Community:** Finding balance with meaningful internal and external visibility and interaction.
- **Strategies to build and organize an effective team.**
- **Strategies to organize effective organizational systems.**
- **Other topics:** As needed by the superintendent.