

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**Regular Meeting**  
**October 17, 2023**

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The regular meeting of the Sharpsville Area School Board was held in the Cafeteria at the Sharpsville Area Elementary School on Tuesday, October 17, 2023, at 7:00 p.m. with President Jerry Trontel presiding. The following members were present: Ron Barnes, Rosemary Ferguson, Michael Garcia, Darla Grandy, Nicholas Hanahan, Margaret Hurl, Kevin Setterberg, and Jerry Trontel. Michael Lenzi participating via speakerphone.

Also present were Superintendent John Vannoy, Business Manager/Board Secretary Ashley Mocker, and guests. Solicitor Robert Tesone was absent.

**AMENDMENT OF THE AGENDA**

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There was a motion by Mrs. Grandy, seconded by Mrs. Ferguson, to amend the agenda to include the adoption of a Master Service Agreement with HHSDR and for Service Order #1 for the Sharpsville Area Middle School HVAC Renovations Project with HHSDR provided in the agreement adopted by the board on April 27, 2023.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**ADOPTION OF THE AGENDA**

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There was a motion by Mr. Barnes, seconded by Mrs. Hurl, to approve the meeting agenda.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**OPPORTUNITY FOR CITIZEN PRESENTATION ON AGENDA ITEMS**

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Jeanette Tarnoci – Baseball Skills Camp

**SECRETARY REPORT**

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Board Secretary Ashley Mocker had no official action to report.

## CONSENT AGENDA

There was a motion by Mr. Grandy, seconded by Mr. Barnes, to approve the following consent agenda items:

1. Board Minutes for the following meetings:
  - a. September 18, 2023 Regular Board Meeting
  - b. October 9, 2023 Board Work Session
2. Bills Affirmed and Approved
 

General Fund	
Affirmed for September	\$1,733,429.15
Approved for October	\$577,572.55
Capital Reserve Fund	
Affirmed for September	\$0.00
Approved for October	\$0.00
3. Financial Reports
 

	September
a. Payroll	\$0.00
b. General Fund	\$4,070,068.34
c. Capital Reserve	\$148,397.91
d. High School Activities	\$52,666.69
e. Middle School Activities	\$3,178.01
f. Cafeteria	\$168,407.02

### 4. Field Trip Requests

Date	Group	Location	Cost
October 24, 2023	Blue Crew/Student Summit for Student Team	IU4-Grove City	\$319.20
October 25, 2023	Freshman Honors Class/Writing Essentials	City Theater Pittsburgh, PA	\$400.03
October 26, 2023	Teens That Care/Resource Fair	Hickory VFW	\$159.60
November 8, 2023	Pitt American Politics Class/Government Seminar	Thiel College	\$159.60
October 5, 2023	Sharpsville Music Dept. Performance opportunity for Students	Westminster College	\$159.60
November 2, 2023	Anatomy and Physiology I Surgery Observation	Allegheny General Hospital	\$176.68
November 9, 2023	Anatomy and Physiology II	Allegheny General Hospital	\$159.60
October 19, 2023	Sharpsville Music Dept. Performance	Sharon High	\$184.60

	opportunity for Student to perform for honors band.	School	
October 26-28, 2023	Sharpsville Music Dept. Performance opportunity for student accepted into Honors Choir.	Westminster College	\$404.60

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **FINANCE REPORT**

Chairperson Jerry Trontel had no official action to report.

### **POLICY REPORT**

Mr. Lenzi had no official action to report.

### **CURRICULUM/TECHNOLOGY REPORT**

Mrs. Grandy recommended the following action:

### **EMOTIONAL SUPPORT CLASSROOM**

There was a motion by Mrs. Grandy, seconded by Mr. Hanahan, to authorize administration to being the process to start an Elementary Emotional Support classroom in the 2023-2024 school year.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **PERSONNEL REPORT**

Mr. Barnes recommended the following action:

### **UNPAID LEAVE OF ABSENCES**

There was a motion by Mr. Barnes, seconded by Mr. Setterberg, to approve the following unpaid leave of absences:

1. Dukes, Alyssa                      September 1, 2023
2. Yuran, Dawn                      September 1 – 30, 2023

Approved:     Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed:       None

Motion Carried.

### **VOLUNTEER LIST**

There was a motion by Mr. Barnes, seconded by Mr. Hanahan, to approve the following 2023-2024 volunteers:

Kelsey Schnur  
Christina Forster  
Amanda Marsteller  
Deanna Abolelhaq  
Barbara McKnight  
Jennifer Diegan  
Geri Bowser  
Corissa Yuran  
Laura Fette  
Lindsay Holsopple

Approved:     Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed:       None

Motion Carried.

### **CAFETERIA TRANSFERS**

There was a motion by Mr. Barnes, seconded by Mrs. Hurl, to approve the following cafeteria transfers for the 2023-2024 school year:

Alicia Anzio from a 2.5 hour General Worker to a 4.5 hour General Worker as of September 25, 2023  
Rachael Myers from a 2.25 hour General Worker to a 2.5 hour General Worker as of September 25, 2023

Approved:     Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed:       None

Motion Carried.



**NEW HIRES - CAFETERIA**

There was a motion by Mr. Barnes, seconded by Mr. Setterberg, to hire the following with wages and benefits as per the AFSCME agreement:

Ava Springer 2.5 hours per day Cafeteria General Worker effective September 26, 2023  
Lynn Wallace 2.25 hours per day Cafeteria General Worker effective October 2, 2023

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**SAEA RESIGNATION**

There was a motion by Mr. Barnes, seconded by Mrs. Hurl, to accept the resignation of Brooke Knox, School Psychologist, effective no later than December 2, 2023.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**NEW HIRE – INSTRUCTIONAL AIDE**

There was a motion by Mr. Barnes, seconded by Mrs. Ferguson, to hire Tracy Heidelberg as an Instructional Aide for the 2023-2024 school year effective October 5, 2023 following the AFSCME agreement.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**CAFETERIA RESIGNATION**

There was a motion by Mr. Barnes, seconded by Mr. Setterberg, to accept the resignation of Jill Baldinelli, General Worker, effective October 6, 2023.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **STUDENT TEACHER**

There was a motion by Mr. Barnes, seconded by Mr. Hanahan, to approve Amanda Auman as an Elementary School Student Teacher with Kathy Jo Bissell from January 9, 2024 to April 12, 2024.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **BUILDINGS REPORT**

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Mr. Garcia recommended the following action:

### **HHS DR AGREEMENTS**

There was a motion by Mr. Garcia, seconded by Mrs. Ferguson, to adopt the Master Service Agreement with HHS DR and for Service Order #1 for the Sharpsville Area Middle School HVAC Renovations Project with HHS DR provided in the agreement adopted by the board on April 27, 2023, the same being attached to and a part of these minutes.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **ELEMENTARY HVAC PROJECT**

There was a motion by Mr. Garcia, seconded by Mrs. Hurl, to authorize HHS DR Architects/Engineers to proceed with the design and specifications for Elementary HVAC project, Service Order #2, (Base Bid – Chiller Replacement and Alternate 1 – Cafeteria Unit Replacement, associated brazed plate hx, and replace gym unit #1 compressors) to be funded through the ARP ESSER grant, the same being attached to and a part of these minutes.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

## **GROUNDS REPORT**

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Mrs. Grandy recommended the following action:

### **BUILDING USAGE REQUEST BAND**

There was a motion by Mrs. Grandy, seconded by Mr. Barnes, to approve the Sharpsville Band Boosters to use the cafeteria and field for additional band pictures on October 11, 2023 from 2:30pm to 5:30pm with the waiver of all fees.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

### **BUILDING USAGE REQUEST MIDGET FOOTBALL**

There was a motion by Mrs. Grandy, seconded by Mrs. Hurl, to approve the Sharpsville Midget Football to use McCracken Field for a walk-through on Friday, October 6, 2023 from 5pm to 6pm with a waiver of all fees.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, and Trontel

Opposed: Setterberg

Motion Carried.

### **BUILDING USAGE REQUEST VOLLEYBALL BOOSTERS**

There was a motion by Mrs. Grandy, seconded by Mr. Hanahan, to approve the Volleyball Boosters to use the Middle School and High School gyms for a tournament fundraiser on April 13, 2024 and April 14, 2024 from 7am to 5pm with \$1,111.20 in personnel fees and a waiver of facility fees.

Approved: Barnes, Garcia, Grandy, Hanahan, Hurl, Lenzi, and Trontel

Opposed: Ferguson and Setterberg

Motion Carried.

### **BUILDING USAGE REQUEST BASEBALL BOOSTERS**

There was a motion by Mrs. Grandy, seconded by Mr. Hanahan, to table the following motion:

Board approval is requested for the Sharpsville Devil Baseball Boosters to use the Elementary gym for a youth skills camp on November 25, 2023 from 8am to 2pm with a facility fee of \$75 and personnel fee of \$317.60.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg and Trontel

Opposed: None

Motion Carried.

#### **BUILDING USAGE REQUEST SHARPSVILLE BOOSTER CLUB**

There was a motion by Mrs. Grandy, seconded by Mr. Garcia, to approve the Sharpsville Booster Club to hold the Buddy Guerino Underclassmen Tournament from March 25, 2024 to March 30, 2024 in the Elementary and High School gyms for 6 hours each day with a personnel fee for Friday of \$317.60 and Saturday of \$317.60 for a total of \$635.20 in personnel fees and a waiver of facility fees.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, and Trontel

Opposed: Setterberg

Motion Carried.

#### **BUILDING USAGE REQUEST SHARON REGIONAL MEDICAL CENTER**

There was a motion by Mrs. Grandy, seconded by Mr. Barnes, to approve the Sharon Regional Medical Center to use the High School Auditorium on May 2, 2024 from 3pm to 4:30pm and May 4, 2024 from 12:30pm to 4:30pm for their Nursing Graduation with a facility fee of \$100 and a personnel fee of \$238.20.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

#### **NEGOTIATIONS REPORT**

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Mr. Barnes recommended the following action:

### **ACT 93 ADMINISTRATION COMPENSATION PLAN**

Two consecutive Motions are presented to the Board pertaining to a compensation plan for District administrators in accordance with Section 5-508 of the Pennsylvania School Code effective July 1, 2023 through June 30, 2026 which contain percentage differences in employer contributions to employees' Health Savings Account ("HSA"). The second motion being contingent on the failure of the first. If the first motion fails, then the second motion shall be voted on. If the second motion fails, then other options for a compensation plan for District administrators shall be presented at a future meeting:

**First Motion:** There was a motion by Mr. Barnes, seconded by Mrs. Hurl, to approve a compensation plan for District administrators effective July 1, 2023 through June 30, 2026 (Exhibit A as presented), which provides for a qualified high-deductible health plan ("QHDHP") whereby the employer's contribution shall be a thirty (30%) percent of the deductible amount in the established medical insurance plan available each year of this agreement. At no time may the deductible be an amount below the IRS minimum deductible allowed to those employees who are enrolled in the QHDHP.

Roll Call Vote:	Barnes	No
	Ferguson	No
	Garcia	No
	Grandy	No
	Hanahan	No
	Hurl	Yes
	Lenzi	No
	Setterberg	Yes
	Trontel	No

Motion Failed.

**Second Motion:** There was a motion by Mr. Barnes, seconded by Mr. Hanahan, to approve a compensation plan for District administrators effective July 1, 2023 through June 30, 2026 (Exhibit B as presented), which provides for a qualified high-deductible health plan ("QHDHP") whereby the employer's contribution shall be a sixty (60%) percent of the deductible amount in the established medical insurance plan available each year of this agreement. At no time may the deductible be an amount below the IRS minimum deductible allowed to those employees who are enrolled in the QHDHP, the same being attached to and a part of these minutes.

Roll Call Vote:	Barnes	No
	Ferguson	Yes
	Garcia	Yes
	Grandy	Yes
	Hanahan	Yes
	Hurl	No
	Lenzi	No
	Setterberg	Yes

Trontel No

Motion Carried.

**Third Motion:** There was a motion by Mr. Barnes, seconded by Mr. Setterberg, to adopt Resolution No. 10 of 2023, with the approved plan being Exhibit “B” of Resolution No. 10 - 2023, the same being attached to and a part of these minutes.

Roll Call Vote:	Barnes	No
	Ferguson	Yes
	Garcia	Yes
	Grandy	Yes
	Hanahan	Yes
	Hurl	No
	Lenzi	Yes
	Setterberg	Yes
	Trontel	No

Motion Carried.

#### **AFSCME TENTATIVE AGREEMENT**

There was a motion by Mr. Barnes, seconded by Mrs. Ferguson, to approve the Tentative Agreement with AFSCME for a successor Collective Bargaining Agreement to run from July 1, 2023 through June 30, 2025, the same being attached to and a part of these minutes.

Roll Call Vote:	Barnes	Yes
	Ferguson	Yes
	Garcia	Yes
	Grandy	Yes
	Hanahan	Yes
	Hurl	Yes
	Lenzi	Yes
	Setterberg	No
	Trontel	No

Motion Carried.

#### **HRA PLAN DOCUMENTS**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to approve the following HRA plan documents:

1. Retiree Health Reimbursement Arrangement - Sharpville Area Education Association
2. Retiree Health Reimbursement Arrangement - Administrators Covered by the Administration Plan

3. Retiree Health Reimbursement Arrangement - American Federation of State, County, and Municipal Employees, AFL-CIO, Local 633

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**PUBLIC RELATIONS REPORT**

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Mrs. Ferguson had no official action to report.

**CAFETERIA REPORT**

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Mrs. Ferguson had no official action to report.

**ATHLETIC REPORT**

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Mr. Lenzi recommended the following action:

**VOLUNTEER WRESTLING COACHES**

There was a motion by Mrs. Ferguson, seconded by Mr. Hanahan, to approve Jesse Young and Justin Angermeir as Volunteer Wrestling Coaches for the 2023-2024 school year.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**VOLUNTEER ELEMENTARY GIRLS BASKETBALL**

There was a motion by Mrs. Ferguson, seconded by Mr. Garcia, to approve the following volunteer coaches for Elementary School Girls Basketball for the 2023-2024 school year:

Michael Anglin  
Julie Dugan  
Jesse Weaver

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**FOOTBALL CO-OP**

There was a motion by Mrs. Ferguson, seconded by Mr. Barnes, to approve the extension of the co-op for football with West Middlesex Area School District for the 2024-2025 and 2025-2026 school years.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**MERCER COUNTY CAREER CENTER REPORT**

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Mr. Hanahan had no official action to report.

**MIDWESTERN INTERMEDIATE UNIT IV REPORT**

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Mr. Lenzi had no official action to report.

**SUPERINTENDENT'S REPORT**

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Mr. Vannoy recommended the following action:

**BUS DRIVER ADDITION**

There was a motion by Mr. Garcia, seconded by Mrs. Grandy, to approve Ashley Lucich as a new bus driver for STA effective September 29, 2023.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

**RESOLUTION #11 OF 2023**

There was a motion by Mr. Garcia, seconded by Mr. Setterberg, to approve Resolution #11 of 2023 regarding the adoption of student expulsion hearing report and recommended discipline for student no. 2820132.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.



**OPPORTUNITY FOR CITIZEN PRESENTATION**

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Ken Robertson – Tax Abatement Resolution

**ADJOURNMENT**

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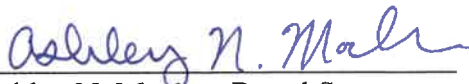
There was a motion by Mrs. Grandy, seconded by Mrs. Ferguson, to adjourn the meeting.

Approved: Barnes, Ferguson, Garcia, Grandy, Hanahan, Hurl, Lenzi, Setterberg, and Trontel

Opposed: None

Motion Carried.

The meeting adjourned at 8:50 p.m.

  
\_\_\_\_\_  
Ashley N. Mocker, Board Secretary

## SHARPSVILLE AREA SCHOOL DISTRICT

### WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

High School Baseball Skills camp  
NAME Jeanette Tarnoci  
RESIDENCE 126 Pierce Ave  
DATE 10-17-23

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We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME Ken Robertson *Regarding Tax Abatement*  
*resolution*  
RESIDENCE 246 S. 10TH ST.  
DATE 10/17/23

**SHARPSVILLE AREA SCHOOL DISTRICT  
BOARD REPORT**

**October 17, 2023**

**GENERAL FUND**

Total Bills to be Affirmed for September	1,733,429.15
Total Bills to be Approved for September	577,572.55

**CAPITAL RESERVE FUND**

Total Bills to be Affirmed for September	0.00
Total Bills to be Approved for October	0.00

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 09/01/2023 - 09/30/2023    Omit Dates: 2023-09-18

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026175	09/07/2023	LE4096900001	2400000402	70651000	10-2620-424-000-00-200-000-000-0000	1262042420 00000	335.91
0000026175	09/07/2023	LE4096900002	2400000402	50430000	10-2620-424-000-00-980-000-000-0000	1262042498 00000	504.79
0000026175	09/07/2023	LE4096900003	2400000402	70756000	10-2620-424-000-00-500-000-000-0000	1262042450 00000	201.91
0000026175	09/07/2023	LE4096900004	2400000402	70756000	10-2620-424-000-00-800-000-000-0000	1262042480 00000	246.78
<b>BOROUGHSH-BOROUGH OF SHARPSVILLE</b>							
				Remit ID R-1	Payment Date: 09/07/2023	Payment Amt:	1,289.39
0000026176	09/07/2023	LE4096900013	2400000386	SCBV.SHARON	10-3250-330-000-00-000-000-000-SCBV	330SCBV	80.00
<b>DEGILODO-DOMINICK DEGILIO</b>							
				Order ID O-1	Payment Date: 09/07/2023	Payment Amt:	80.00
0000026177	09/07/2023	LE4096900014	2400000387	FBJV.WILMINGT ON	10-3250-330-000-00-000-000-000-FBJ0	330FBJV	59.00
<b>FOSTERJAS-JASON FOSTER</b>							
				Order ID O-1	Payment Date: 09/07/2023	Payment Amt:	59.00
0000026178	09/07/2023	LE4096900015	2400000388	FBJV.WILMINGT ON	10-3250-330-000-00-000-000-000-FBJ0	330FBJV	59.00
<b>GERMANBO-BOB GERMANO</b>							
				Remit ID R-1	Payment Date: 09/07/2023	Payment Amt:	59.00
0000026179	09/07/2023	LE4096900016	2400000389	FBJV.WILMINGT ON	10-3250-330-000-00-000-000-000-FBJ0	330FBJV	59.00
<b>MILDGABE-GABE MILD</b>							
				Order ID O-1	Payment Date: 09/07/2023	Payment Amt:	59.00
0000026180	09/07/2023	LE4096900005	2400000371	110 005 503 740	10-2620-622-000-00-200-000-000-0000	1262062220 00000	5,449.50
0000026180	09/07/2023	LE4096900006	2400000371	110 005 508 863	10-2620-622-000-00-980-000-000-0000	1262062298 00000	38.31
0000026180	09/07/2023	LE4096900007	2400000371	110 005 508 905	10-2620-622-000-00-980-000-000-0000	1262062298 00000	230.65
0000026180	09/07/2023	LE4096900008	2400000371	110 005 508 954	10-2620-622-000-00-980-000-000-0000	1262062298 00000	21.60

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 09/01/2023 - 09/30/2023 Omit Dates: 2023-09-18

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026180	09/07/2023	LE4096900009	2400000371	110 139 435 421	10-2620-622-000-00-980-000-0000	1262062298 00000	32.99
0000026180	09/07/2023	LE4096900010	2400000371	110 005 508 996	10-2620-622-000-00-980-000-0000	1262062298 00000	103.88
0000026180	09/07/2023	LE4096900011	2400000371	110 005 503 203	10-2620-622-000-00-500-000-0000	1262062250 00000	3,224.39
0000026180	09/07/2023	LE4096900012	2400000371	110 005 503 203	10-2620-622-000-00-800-000-0000	1262062280 00000	3,940.93
<b>PENNPO-PENN POWER</b>							
				Remit ID R-1	Payment Date: 09/07/2023	Payment Amt:	13,042.25
0000026181	09/07/2023	LE4096900017	2400000390	FBJV.WILMINGT ON	10-3250-330-000-00-000-000-FBJ0	330FBJV	59.00
<b>RASCHIO-JOE RASCHILLA</b>							
				Remit ID R-1	Payment Date: 09/07/2023	Payment Amt:	59.00
0000026182	09/07/2023	LE4096900018	2400000391	SCBV.SHARON	10-3250-330-000-00-000-000-SCBV	330SCBV	80.00
<b>ZAJACJORD-JORDON ZAJAC</b>							
				Order ID O-1	Payment Date: 09/07/2023	Payment Amt:	80.00
0000026280	09/21/2023	LE4108800001	2400000522	FBM.SHARON	10-3250-330-000-00-000-000-FBMS	330FBM	54.00
<b>BAKERME-MELVIN BAKER</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	54.00
0000026281	09/21/2023	LE4108800002	2400000533	SCGV.GROVECIT Y	10-3250-330-000-00-000-000-SCGV	330SCGV	80.00
<b>COURTND-DAVID COURTNEY</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	80.00
0000026282	09/21/2023	LE4108800003	2400000549	5008005039	10-2720-513-000-00-000-000-3500	1272051300 00035	2,203.97
0000026282	09/21/2023	LE4108800004	2400000489	5007997181	10-2720-513-000-00-000-000-3500	1272051300 00035	703.36
<b>FERRELGA-FERRELL GAS</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	2,907.33
0000026283	09/21/2023	LE4108800005	2400000508	FBJV.MOHAWK	10-3250-330-000-00-000-000-FBJ0	330FBJV	59.00

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## FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 09/01/2023 - 09/30/2023    Omit Dates: 2023-09-18

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr/#	Invoice #	Account Code	ASN	Amount
<b>FOSTERJAS-JASON FOSTER</b>							
0000026284	09/21/2023	LE4108800006	24000000524	SCM.GROVECTY	10-3250-330-000-000-000-SCM0	330SCM	59.00
<b>FRYECH-CHRIS FRYE</b>							
0000026285	09/21/2023	LE4108800007	24000000525	FBM.SHARON	10-3250-330-000-000-000-FBMS	330FBM	54.00
0000026285	09/21/2023	LE4108800008	24000000502	FBV.REYNOLDS	10-3250-330-000-000-000-FBV0	330FBV	80.00
<b>GERMANBO-BOB GERMANO</b>							
0000026286	09/21/2023	LE4108800009	24000000503	FBV.REYNOLDS	10-3250-330-000-000-000-FBV0	330FBV	134.00
<b>HARBAUKE-KEITH HARBAUGH</b>							
0000026287	09/21/2023	LE4108800010	24000000510	FBJV.MOHAWK	10-3250-330-000-000-000-FBJ0	330FBJV	80.00
<b>HITCHCALV-ALVIN HITCHCOCK</b>							
0000026288	09/21/2023	LE4108800011	24000000526	SCM.GROVECTY	10-3250-330-000-000-000-SCM0	330SCM	59.00
0000026288	09/21/2023	LE4108800012	24000000526	SCBV.COMMPER RY	10-3250-330-000-000-000-SCBV	330SCBV	54.00
0000026288	09/21/2023	LE4108800013	24000000534	SCGV.WMIDDLE SEX	10-3250-330-000-000-000-SCGV	330SCGV	80.00
0000026288	09/21/2023	LE4108800014	24000000534	SCM.KARNSCITY	10-3250-330-000-000-000-SCM0	330SCM	54.00
<b>HOFINGAN-ANDREW HOFING</b>							
0000026289	09/21/2023	LE4108800015	24000000509	FBV.REYNOLDS	10-3250-330-000-000-000-FBV0	330FBV	268.00
<b>JAROCKJOH-JOHN JAROCKI</b>							
0000026290	09/21/2023	LE4108800016	24000000504	FBV.REYNOLDS	10-3250-330-000-000-000-FBV0	330FBV	80.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>KOERKEAN-ANDREW KOERKEL</b>							
0000026291	09/21/2023	LE4108800017	24000000505	SCBV.GROVECIT Y	10-3250-330-000-00-000-000-SCBV	330SCBV	80.00
<b>LOMBARRA-RAY LOMBARDO</b>							
0000026292	09/21/2023	LE4108800018	24000000455	3763187 10	10-2620-621-000-00-200-000-0000	1262062120 00000	48.60
0000026292	09/21/2023	LE4108800019	24000000455	3763187 10	10-2620-621-000-00-980-000-0000	1262062198 00000	17.68
0000026292	09/21/2023	LE4108800020	24000000455	3763187 10	10-2620-621-000-00-500-000-0000	1262062150 00000	87.49
0000026292	09/21/2023	LE4108800021	24000000455	3763187 10	10-2620-621-000-00-800-000-0000	1262062180 00000	106.94
<b>NATIONAFU-NATIONAL FUEL</b>							
0000026293	09/21/2023	LE4108800022	24000000538	VBV.VBJ.GRNVIL LE	10-3250-330-000-00-000-000-VBV0	330VBV	69.50
0000026293	09/21/2023	LE4108800023	24000000538	VBV.VBJ.GRNVIL LE	10-3250-330-000-00-000-000-VBJ0	330VBV	69.50
<b>NYCHNICOL-NICOLE NYCH</b>							
0000026294	09/21/2023	LE4108800024	24000000456	Order ID O-1	10-2620-622-000-00-220-000-0000	1262062222 00000	139.00
<b>PENNPO-PENN POWER</b>							
0000026295	09/21/2023	LE4108800025	24000000519	2023ACA	10-2519-340-000-00-000-000-0000	1251934000 00000	500.00
<b>RESCHIAG-RESCHINI AGENCY INC.</b>							
0000026296	09/21/2023	LE4108800026	24000000530	VBV.VBJ.GRNVIL LE	10-3250-330-000-00-000-000-VBV0	330VBV	69.50

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026296	09/21/2023	LE4108800027	2400000530	VBV.VBJ.GRNVIL LE	10-3250-330-000-000-000-VBJ0	330VBJ	69.50
<b>ROGERSED-ED ROGERS</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	139.00
0000026297	09/21/2023	LE4108800028	2400000512	SCGV.MOHAWK	10-3250-330-000-000-000-SCGV	330SCGV	80.00
<b>ROMASBHA-HARRY ROMASBURG III</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	80.00
0000026298	09/21/2023	LE4108800029	2400000550	201389629	10-2620-522-000-000-000-0000	1262052200 00000	908.00
0000026298	09/21/2023	LE4108800030	2400000550	201389629	10-2620-523-000-000-000-000-0000	1262052300 00000	19,463.00
<b>UTICANAI-UTICA NATIONAL INSURANCE GROUP</b>							
				Remit ID R-2	Payment Date: 09/21/2023	Payment Amt:	20,371.00
0000026299	09/21/2023	LE4108800031	2400000513	FBJV.MOHAWK	10-3250-330-000-000-000-000-FBJ0	330FBJV	59.00
<b>WHITTERI-RICK WHITTEN</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	59.00
0000026300	09/21/2023	LE4108800032	2400000514	FBJV.MOHAWK	10-3250-330-000-000-000-000-FBJ0	330FBJV	59.00
<b>WILLIALE-LEAH ANN WILLIAMS</b>							
				Remit ID R-1	Payment Date: 09/21/2023	Payment Amt:	59.00
0000026301	09/22/2023	LE4109800001	2400000557	58145110	10-2620-621-000-000-200-000-000-0000	1262062120 00000	60.64
0000026301	09/22/2023	LE4109800002	2400000557	58145110	10-2620-621-000-000-980-000-000-0000	1262062198 00000	22.05
0000026301	09/22/2023	LE4109800003	2400000557	58145110	10-2620-621-000-000-500-000-000-0000	1262062150 00000	109.14
0000026301	09/22/2023	LE4109800004	2400000557	58145110	10-2620-621-000-000-800-000-000-0000	1262062180 00000	133.40
<b>MARATHEN-ENERGO</b>							
				Remit ID R-1	Payment Date: 09/22/2023	Payment Amt:	325.23
0000026302	09/26/2023	AP4114000001		23INSERVICE	10-2270-360-000-000-000-4500	1227036000 00045	200.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>CYCLELSTU-QT2 SYSTEMS LLC</b>							
0000026303	09/28/2023	LE4115200001	24000000587	Remit ID R-1 0025950	Payment Date: 09/26/2023 10-0470-000-00-000-000-0000	Payment Amt: 10470	200.00
<b>BOSTONMU-BOSTON MUTUAL</b>							
0000026304	09/28/2023	LE4115200005	24000000558	Remit ID R-1 FBM.HICKORY	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBMS	Payment Amt: 330FBM	419.28
<b>CALLEJBRA-BRADLEY CALLEJA</b>							
0000026305	09/28/2023	LE4115200002	24000000585	Order ID O-1 OCTOBER2023	Payment Date: 09/28/2023 10-0470-000-00-000-000-0000	Payment Amt: 10470	54.00
<b>CMREG-CM REGENT LLC</b>							
0000026306	09/28/2023	LE4115200003	24000000588	Remit ID R-1 OCTOBER2023	Payment Date: 09/28/2023 10-0470-000-00-000-000-0000	Payment Amt: 10470	54.00
0000026306	09/28/2023	LE4115200004	24000000586	OCTOBER2023	Payment Date: 09/28/2023 10-0470-000-00-000-000-0000	Payment Amt: 10470	155.97
<b>CROWNBEA-CROWN BENEFITS ADMINISTRATION</b>							
0000026307	09/28/2023	LE4115200006	24000000577	Remit ID R-1 FBJV.GRNVILLE	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBJ0	Payment Amt: 330FBJV	1,031.98
<b>GROCELEES-LEESE GROCE</b>							
0000026308	09/28/2023	LE4115200007	24000000559	Order ID O-1 FBM.HICKORY	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBMS	Payment Amt: 330FBM	133,948.40
<b>HOOVERST-STEVE HOOVER</b>							
0000026309	09/28/2023	LE4115200008	24000000578	Remit ID R-1 FBJV.GRNVILLE	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBJ0	Payment Amt: 330FBJV	134,980.38
<b>JACKSONRO-RON JACKSON</b>							
0000026310	09/28/2023	LE4115200009	24000000560	Remit ID R-1 FBM.HICKORY	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBMS	Payment Amt: 330FBM	59.00
0000026310	09/28/2023	LE4115200010	24000000579	FBJV.GRNVILLE	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBJ0	Payment Amt: 330FBJV	59.00
<b>MILESZACH-ZACH MILES</b>							
				Order ID O-1	Payment Date: 09/28/2023	Payment Amt:	113.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026311	09/28/2023	LE4115200011	24000000506	SCBV.GROVECT Y	10-3250-330-000-000-000-SCBV	330SCBV	80.00
0000026311	09/28/2023	LE4115200012	24000000527	SCM.GROVECT Y	10-3250-330-000-000-000-SCM0	330SCM	54.00
0000026311	09/28/2023	LE4115200013	24000000535	SCM.KARNSCITY	10-3250-330-000-000-000-SCM0	330SCM	54.00
0000026311	09/28/2023	LE4115200014	24000000535	SCGV.WMIDDLE SEX	10-3250-330-000-000-000-SCGV	330SCGV	80.00
0000026311	09/28/2023	LE4115200015	24000000561	SCGV.WILMINGT ON	10-3250-330-000-000-000-SCGV	330SCGV	80.00
<b>RAGERRI-RICK RAGER</b>							
				Remit ID R-1	Payment Date: 09/28/2023	Payment Amt:	348.00
0000026312	09/28/2023	LE4115200016	24000000507	FBV.REYNOLDS	10-3250-330-000-000-000-FBV0	330FBV	80.00
0000026312	09/28/2023	LE4115200017	24000000528	FBM.SHARON	10-3250-330-000-000-000-FBMS	330FBM	54.00
<b>RASCHIGO-JOE RASCHILLA</b>							
				Remit ID R-1	Payment Date: 09/28/2023	Payment Amt:	134.00
0000026313	09/28/2023	LE4115200020	24000000511	SCGV.MOHAWK	10-3250-330-000-000-000-SCGV	330SCGV	80.00
0000026313	09/28/2023	LE4115200021	24000000529	SCBV.GROVECT Y	10-3250-330-000-000-000-SCBV	330SCBV	80.00
0000026313	09/28/2023	LE4115200022	24000000536	SCGV.GROVECT Y	10-3250-330-000-000-000-SCGV	330SCGV	80.00
0000026313	09/28/2023	LE4115200023	24000000562	SCGV.WILMINGT ON	10-3250-330-000-000-000-SCGV	330SCGV	80.00
<b>RODGERSJO-JOHN RODGERS</b>							
				Remit ID R-1	Payment Date: 09/28/2023	Payment Amt:	320.00
0000026314	09/28/2023	LE4115200018	24000000571		10-3250-330-000-000-000-VBV0	330VBV	69.50
0000026314	09/28/2023	LE4115200019	24000000571		10-3250-330-000-000-000-VBJ0	330VBJ	69.50
<b>ROGERSED-ED ROGERS</b>							
				Remit ID R-1	Payment Date: 09/28/2023	Payment Amt:	139.00
0000026315	09/28/2023	LE4115200024	24000000572	SCM.WMIDDLES EX	10-3250-330-000-000-000-SCM0	330SCM	54.00

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<b>ROMASBHA-HARRY ROMASBURG III</b>							
0000026316	09/28/2023	LE4115200025	24000000580	Remit ID R-1 FBJV.GRNVILLE	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-FBJ0	Payment Amt: 330FBJV	54.00
<b>SEARLEST-STEPHEN SEARLE</b>							
0000026317	09/28/2023	LE4115200026	24000000573	Remit ID R-1 VBV.J.SLPPRYR OCK	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-VBV0	Payment Amt: 330VBV	59.00
0000026317	09/28/2023	LE4115200027	24000000573	Remit ID R-1 VBV.J.SLPPRYR OCK	Payment Date: 09/28/2023 10-3250-330-000-00-000-000-VBJ0	Payment Amt: 330VBV	59.00
<b>TAYLORCO-COLLEEN TAYLOR</b>							
0000026318	09/28/2023	LE4115200028	24000000575	Remit ID R-1 72680092	Payment Date: 09/28/2023 10-2620-531-000-00-800-000-0000	Payment Amt: 1262053180 00000	139.00
0000026318	09/28/2023	LE4115200029	24000000575	72680092	10-2620-531-000-00-200-000-000-0000	1262053120 00000	26.93
0000026318	09/28/2023	LE4115200030	24000000575	72680092	10-2620-531-000-00-500-000-000-0000	1262053150 00000	22.19
<b>VERIZOBUS-VERIZON BUSINESS SERVICES</b>							
0009062023	09/06/2023	LE4116400001	24000000191	Remit ID R-1 Harrisbank-09	Payment Date: 09/28/2023 10-3250-650-000-00-000-000-AD00	Payment Amt: 650AD	65.32
<b>BIGTE-HARRIS BANK</b>							
0009062024	09/06/2023	LE4116700001	24000000323	Remit ID R-2 DC1413B1-0001	Payment Date: 09/06/2023 10-1110-610-000-30-800-160-137-0000	Payment Amt: 1110061080 16000	950.00
<b>BLOOKETLL-HARRIS BANK</b>							
0009062025	09/06/2023	LE4116300001	24000000195	Remit ID R-1 Harrisbank-09	Payment Date: 09/06/2023 10-1110-610-000-30-800-150-137-0000	Payment Amt: 1110061080 15000	35.88
<b>DAVIDSTCO-HARRIS BANK</b>							
0009062026	09/06/2023	LE4116600001	24000000321	Remit ID R-1 8F7EAA65-0001	Payment Date: 09/06/2023 10-1110-610-000-30-800-160-137-0000	Payment Amt: 1110061080 16000	35.88

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<b>GIMKIT-HARRIS BANK</b>							
0009062027	09/06/2023	LE4116200001	24000000444	Harrisbank-09	10-2620-610-000-10-220-000-000-0000	1262061022 00000	59.88
0009062027	09/06/2023	LE4116200002	24000000444	Harrisbank-09	10-2620-610-000-00-000-000-000-0000	1262061000 00000	616.00
0009062027	09/06/2023	LE4116800001	24000000458	Harrisbank-09	10-2519-810-000-00-000-000-000-0000	1251981000 00000	1,329.03
0009062027	09/06/2023	LE4116800002	24000000458	Harrisbank-09	10-2270-610-000-00-000-000-000-0000	1227061000 00000	400.00
0009062027	09/06/2023	LE4116800003	24000000458	Harrisbank-09	10-2270-360-000-10-200-000-117-0000	1227036020 00000	60.00
0009062027	09/06/2023	LE4116900001	24000000446	Harrisbank-09	10-2620-610-000-00-000-000-000-0000	1262061000 00000	435.00
0009062027	09/06/2023	LE4116900002	24000000446	Harrisbank-09	10-2360-635-000-00-000-000-000-0000	1236063500 00000	1,491.23
0009062027	09/06/2023	LE4117000001	24000000384	Harrisbank-09	10-1110-610-000-30-800-240-137-0000	1110061080 24000	212.00
<b>HARRISBA-HARRIS BANK</b>							
0009062028	09/06/2023	LE4116500001	24000000028	17069	10-1110-610-000-20-500-121-127-0000	1110061050 12100	23.88
<b>NEARPO-HARRIS BANK</b>							
0009082023	09/08/2023	LE4114200001	23000002170	PSEA-08 ACC	10-0470-000-000-00-000-000-000-0000	10470	4,567.14
0009082023	09/08/2023	LE4114200002	24000000382	PSEA-08	10-0470-000-000-00-000-000-000-0000	10470	168.54
0009082023	09/08/2023	LE4114200003	24000000382	PSEA-08	10-5800-272-000-00-000-000-000-0000	15800272	188.54
<b>PSEAHEW-PSEA HEALTH AND WELFARE FUND</b>							
0009122023	09/12/2023	LE4115500001	24000000480	Sept Payroll	10-0462-000-000-00-000-000-000-0000	10462	4,022.38
							3,308.66
							1,885.87
							9,216.91
							674,979.73

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>SASDPR-SHARPSVILLE AREA SCHOOL DISTRICT</b>							
0009192023	09/19/2023	LE4116000001	24000000457	91606000	10-2720-513-000-00-000-000-3500	1272051300 00035	674,979.73
0009192023	09/19/2023	LE4116000002	24000000457	91606000	10-2620-626-000-00-000-000-0000	1262062600 00000	83.93
<b>SUNOCOFU-WEX BANK</b>							
0009212023	09/21/2023	LE4114600001	24000000500	VOYA-09	10-0460-000-000-00-000-000-0200	0200	155.98
0009212023	09/21/2023	LE4114600002	24000000500	VOYA-09	10-0471-000-000-00-000-000-0000	10471	2,640.08
<b>VOYA-VOYA FINANCIAL INSTITUTIONAL PLAN SERVICES LLC</b>							
0009222023	09/22/2023	LE4119400001	24000000546	PSER-09	10-0471-000-000-00-000-000-0000	10471	2,146.04
<b>PSERS-PUBLIC SCHOOL EMPLOYEES'</b>							
0009292023	09/29/2023	LE4119000001	24000000553	24 Budget Trans	10-5230-932-000-00-000-000-0000	1523093200 00000	4,786.12
<b>SASDCR-SHARPSVILLE AREA SCHOOL DIST.</b>							
0092020232	09/20/2023	AP4119800001			10-0462-000-000-00-000-000-0000	10462	752,789.71
<b>SASDPR-SHARPSVILLE AREA SCHOOL DISTRICT</b>							
0092120232	09/21/2023	LE4117700001	2400000253	A23082522794	10-2519-340-000-00-000-000-0000	1251934000 00000	752,789.71
<b>HIGHMABL-B-HIGHMARK BLUE CROSS BLUE SHIELD</b>							
					10-0462-000-000-00-000-000-0000	10462	107,000.00
					10-2519-340-000-00-000-000-0000	1251934000 00000	107,000.00
					10-0462-000-000-00-000-000-0000	10462	300.00
					10-2519-340-000-00-000-000-0000	1251934000 00000	300.00
					10-0462-000-000-00-000-000-0000	10462	248.92
					10-2519-340-000-00-000-000-0000	1251934000 00000	248.92
					10-0462-000-000-00-000-000-0000	10462	1,733,429.15

10 - GENERAL FUND

## FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 09/01/2023 - 09/30/2023    Omit Dates: 2023-09-18

Payment Categories: Regular Checks  
Sort: Payment Number

Grand Total All Funds	1,733,429.15
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	1,733,429.15
Grand Total All Payments	1,733,429.15

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026339	09/27/2023	LE4114900031	24000000520	2023-24	10-2360-810-000-00-000-000-0000	1236081000 00000	90.00
0000026339	10/12/2023	LE4114900169	24000000688	PIMS.NOV.7.11	10-2836-360-000-00-000-000-0000	1283636000 00000	370.00
0000026339	10/12/2023	LE4114900170	24000000595	PIMS.NOV.7.10	10-2836-360-000-00-000-000-0000	1283636000 00000	370.00
<b>ACAPA-A/CAPA</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	830.00
0000026340	10/13/2023	LE4114900217	24000000738	890629	10-1110-562-000-30-800-000-109-0000	1110056280 00000	2,079.50
<b>AGORACYC-AGORA CYBER CHARTER SCHOOL</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	2,079.50
0000026341	10/06/2023	AP4131600001	24000000452	1LXK-36MQ-CMMP	10-1110-610-000-20-500-170-127-0000	1110061050 17000	(67.89)
0000026341	10/02/2023	LE4114900058	24000000400	1K47-7WKY-WDF9	10-2360-610-000-00-000-000-0000	1236061000 00000	4.94
0000026341	10/02/2023	LE4114900059	24000000403	1P4N-64HF-WTCY	10-1110-610-000-12-200-000-117-1200	1110061020 00012	56.42
0000026341	10/02/2023	LE4114900060	24000000404	19WX-FQJN-XCX7	10-1110-650-000-30-800-000-402-6100	1110065080 00061	805.52
0000026341	10/02/2023	LE4114900061	24000000405	1QGT-9GWW-YWJL	10-1110-610-000-14-200-000-117-1400	1110061020 00014	327.18
0000026341	10/02/2023	LE4114900062	24000000406	1T7Y-JW1T-165Y	10-1110-610-000-14-200-000-117-1400	1110061020 00014	135.29
0000026341	10/02/2023	LE4114900063	24000000419	1TFC-KF4K-3CFC	10-1225-610-000-10-200-000-201-0000	1122561020 00000	49.99
0000026341	10/02/2023	LE4114900064	24000000427	13DN-DTYV-WTX6	10-1110-650-000-20-500-000-402-6100	1110065050 00061	169.90
0000026341	10/02/2023	LE4114900065	24000000427	13DN-DTYV-WTX6	10-1110-650-000-30-800-000-402-6100	1110065080 00061	169.90
0000026341	10/02/2023	LE4114900066	24000000428	1MQC-LM6G-1L3R	10-2519-610-000-00-000-000-0000	1251961000 00000	29.34



# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026341	10/02/2023	LE4114900067	2400000451	1HVJ-3JLY-1XN9	10-2620-610-000-000-000-0000	1262061000 00000	55.96
0000026341	10/02/2023	LE4114900068	2400000478	13TC-W7PK-3JLM	10-2620-610-000-000-000-0000	1262061000 00000	39.97
0000026341	10/02/2023	LE4114900069	2400000479	1N4Y-999J-14VY	10-1110-610-000-20-500-122-127-0000	1110061050 12200	71.88
0000026341	10/02/2023	LE4114900070	2400000515	1RNV-MMJT-X3WX	10-1110-610-000-15-200-000-117-1500	1110061020 00015	125.51
0000026341	10/02/2023	LE4114900071	2400000517	133V-VNFM-WD66	10-1110-610-000-14-200-000-117-1400	1110061020 00014	241.44
0000026341	10/02/2023	LE4114900072	2400000521	1L9J-6TLQ-Y9KK	10-2380-610-000-20-500-000-127-0000	1238061050 00000	58.48
0000026341	10/02/2023	LE4114900073	2400000532	1F7V-FDJ7-YVYQ	10-2380-610-000-20-500-000-127-0000	1238061050 00000	33.98
0000026341	10/02/2023	LE4114900074	2400000539	1QFP-4MJQ-WV4T	10-1290-610-000-00-000-000-201-0000	1129061000 00000	40.40
0000026341	10/02/2023	LE4114900075	2400000542	1RNV-MMJT-WVY7	10-2620-610-000-00-000-000-0000	1262061000 00000	94.66
0000026341	10/02/2023	LE4114900076	2400000543	161H-WD97-13T6	10-1110-650-000-10-200-000-402-6100	1110065020 00061	24.99
0000026341	10/02/2023	LE4114900077	2400000556	1K1T-W6QN-YMXD	10-1290-610-890-30-800-000-201-5900	1129061080 00059	29.97
0000026341	10/02/2023	LE4114900078	2400000568	1KKL-C9VY-WLNX	10-2380-610-000-20-500-000-127-0000	1238061050 00000	27.98
0000026341	10/02/2023	LE4114900079	2400000581	1RLD-G1YH-1FKF	10-1110-640-000-20-500-000-127-0000	1110064050 00000	25.20
0000026341	10/02/2023	LE4114900085	2400000361	1J7M-TM3W-7TM6	10-1110-610-000-20-500-122-127-0000	1110061050 12200	136.38
0000026341	10/04/2023	LE4114900091	2400000452	1FFK-R6CF-XGR9	10-1110-610-000-20-500-170-127-0000	1110061050 17000	178.54
0000026341	10/04/2023	LE4114900092	2400000582	1PQ9-FYDM-X7LQ	10-1233-610-000-10-200-000-201-0000	1123361020 00000	67.99

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr/#	Invoice #	Account Code	ASN	Amount
<b>AMAZON-AMAZON CAPITAL SERVICES</b>							
0000026342	10/13/2023	LE4114900218	2400000691	VBV.J.SHARON	10-3250-330-000-000-000-VBV0	330VBV	2,933.92
0000026342	10/13/2023	LE4114900219	2400000691	VBV.J.SHARON	10-3250-330-000-000-000-VBJ0	330VBV	69.50
<b>ANDERSCH-CHRIS ANDERSON</b>							
0000026343	10/13/2023	LE4114900220	2400000706	10794.0.12.14.16	10-2350-330-000-000-000-0000	1235033000 00000	69.50
0000026343	10/13/2023	LE4114900221	2400000706	10794.0.12.14.16	10-2350-330-000-000-000-000-2200	1235033000 00022	69.50
0000026343	10/13/2023	LE4114900222	2400000707		10-2350-330-000-000-000-000-0000	1235033000 00000	139.00
0000026343	10/13/2023	LE4114900223	2400000707		10-2350-330-000-000-000-000-2200	1235033000 00022	2,400.00
<b>ANDREWPR-ANDREWS &amp; PRICE</b>							
0000026344	09/27/2023	LE4114900032	2400000190	5032049	10-1110-650-000-20-500-000-402-6100	1110065050 00061	600.00
0000026344	09/27/2023	LE4114900033	2400000190	5032049	10-1110-650-000-10-200-000-402-6100	1110065020 00061	5,985.00
0000026344	09/27/2023	LE4114900034	2400000190	5032049	10-2220-650-000-00-000-000-402-0000	1222065000 00000	345.00
0000026344	10/12/2023	LE4114900172	2400000275	5032100	10-1190-650-431-10-200-000-402-5500	1119065020 00055	9,330.00
<b>BIT DI-BIT DIRECT INC</b>							
0000026345	10/12/2023	LE4114900173	2400000255	0000285379	10-1290-610-890-30-800-000-201-5900	1129061080 00059	28,590.00
<b>BLACKBPH-BLACKBURNS PHYSICIANS PHARMACY INC</b>							
0000026346	10/09/2023	LE4114900154	2400000609	1603493	10-1110-610-000-30-800-122-137-0000	1110061080 12200	30,591.30
							6,199.65
							21,477.80
							86,858.75
							786.00
							786.00
							61.80

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>BLICKARM-BLICK ART MATERIALS</b>							
0000026347	10/09/2023	LE4114900155	2400000627	Remit ID R-1	FBV.SHARON	10-3250-330-000-000-000-FBV0 330FBV	61.80
<b>BOWSERGER-GERI BOWSER</b>							
				Order ID O-1			
0000026348	09/27/2023	LE4114900035	2400000188	922744432	10-3250-610-000-000-000-AT00 610AT		30.00
<b>BSNSP-BSN SPORTS LLC</b>							
				Remit ID R-1			
0000026349	10/09/2023	LE4114900156	2400000638	BURGTWN.WRV. 2023	10-3250-810-000-000-000-WRV0 810WRV		30.00
<b>BURGETWRB-BURGETTSTOWN WRESTLING BOOSTERS</b>							
				Order ID O-1			
0000026350	09/28/2023	LE4114900050	2400000576	FBJV.GRNVILLE	10-3250-330-000-000-000-FBJ0 330FBJV		30.00
<b>CADMANAID-AIDEN CADMAN</b>							
				Order ID O-1			
0000026351	10/13/2023	LE4114900224	2400000708	SVL 2023-1	10-1225-330-000-000-000-109-0000 00000		8,610.00
0000026351	10/13/2023	LE4114900225	2400000708	SVL 2023-1	10-1290-330-000-000-000-109-0000 00000		6,360.00
0000026351	10/13/2023	LE4114900226	2400000708	SVL 2023-1	10-1290-330-000-000-000-109-0000 00000		1,180.00
<b>CAPABLK-CAPABLE KIDS LLC</b>							
				Remit ID R-1			
0000026352	09/27/2023	LE4114900036	2400000523	VBV.GREENVILL E	10-3250-330-000-000-000-VBV0 330VBV		30.00
0000026352	09/28/2023	LE4114900051	2400000569	VBV.SLPTRYROC K	10-3250-330-000-000-000-VBV0 330VBV		30.00
0000026352	10/02/2023	LE4114900080	2400000599	VBV.OILCITY	10-3250-330-000-000-000-VBV0 330VBV		30.00
0000026352	10/09/2023	LE4114900157	2400000647	VBV.TITUSVILLE	10-3250-330-000-000-000-VBV0 330VBV		30.00
0000026352	10/13/2023	LE4114900227	2400000692	VBV.J.SHARON	10-3250-330-000-000-000-VBV0 330VBV		30.00
<b>TOTAL</b>							
							16,150.00

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>CHAMBEKI-KIMBERLY A CHAMBERLAIN</b>							
0000026353	10/04/2023	LE4114900093	2400000608	8510	10-3250-610-000-000-000-AD00	610AD	150.00
<b>CLARKSST-CLARK'S STUDIO</b>							
0000026354	10/12/2023	LE4114900174	2400000679	85519	10-2620-430-000-00-200-000-0000	1262043020 00000	1,725.00
<b>COMBUSSEE-COMBUSTION SERVICE &amp; EQUIPMENT CO.</b>							
0000026355	10/13/2023	LE4114900228	2400000739	895689	10-1110-562-000-10-200-000-109-0000	1110056220 00000	1,800.78
0000026355	10/13/2023	LE4114900229	2400000739	895689	10-1110-562-000-30-800-000-109-0000	1110056280 00000	2,079.49
0000026355	10/13/2023	LE4114900230	2400000739	895689	10-1290-562-000-20-500-000-109-0000	1129056250 00000	2,079.50
0000026355	10/13/2023	LE4114900231	2400000739	895689	10-1290-562-000-30-800-000-109-0000	1129056280 00000	2,157.12
<b>COMMONCHA-COMMONWEALTH CHARTER ACADEMY</b>							
0000026356	10/13/2023	LE4114900232	2400000709	2737	10-1290-569-000-30-800-000-109-0000	1129056980 00000	8,473.22
0000026356	10/13/2023	LE4114900233	2400000709	2737	10-1442-569-000-30-800-000-109-0000	1144256980 00000	6,556.40
0000026356	10/13/2023	LE4114900234	2400000709	2737	10-1290-569-000-30-800-000-109-0000	1129056980 00000	3,278.40
0000026356	10/13/2023	LE4114900235	2400000709	2737	10-1442-569-000-20-500-000-109-0000	1144256950 00000	(0.50)
<b>CROSSGRH-CROSSROADS GROUP HOMES</b>							
0000026357	10/12/2023	LE4114900175	2400000681	SCBV.WILMINGT ON	10-3250-330-000-00-000-000-SCBV	330SCBV	13,030.74
<b>DEGILIODO-DOMINICK DEGILIO</b>							
				Order ID O-1	Payment Date: 10/17/2023	Payment Amt:	80.00

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026358	09/27/2023	LE4114900037	2400000171	80896918	10-5140-830-000-00-000-000-0000	1514083000 00000	76.83
0000026358	09/27/2023	LE4114900038	2400000171	80896918	10-5140-910-000-00-000-000-0000	1514091000 00000	2,918.17
0000026358	10/12/2023	LE4114900167	2400000171		10-5140-910-000-00-000-000-0000	1514091000 00000	2,918.17
0000026358	10/12/2023	LE4114900168	2400000171		10-5140-830-000-00-000-000-0000	1514083000 00000	76.83
<b>DELAGELAF-DE LAGE LANDEN FINANCIAL SERVICES INC</b>							
0000026359	09/27/2023	LE4114900039	2400000001	3301313B01	10-3210-610-000-30-800-000-137-4500	1321061080 00045	34,817.15
0000026359	09/27/2023	LE4114900040	2400000001	3301313	10-3210-610-000-30-800-000-137-4500	1321061080 00045	8,740.55
<b>DEMOULBR-DEMOULIN BROTHERS &amp; COMPANY</b>							
0000026360	10/13/2023	LE4114900236	2400000710	25842	10-2519-448-000-00-000-000-0000	1251944800 00000	28.45
0000026360	10/13/2023	LE4114900237	2400000710	25842	10-2360-448-000-00-000-000-0000	1236044800 00000	28.46
0000026360	10/13/2023	LE4114900238	2400000710	258341	10-1110-448-000-10-200-000-117-0000	1110044820 00000	239.47
0000026360	10/13/2023	LE4114900239	2400000710	258344	10-1110-448-000-30-800-000-137-0000	1110044880 00000	39.94
0000026360	10/13/2023	LE4114900240	2400000710	258341	10-1110-448-000-20-500-000-127-0000	1110044850 00000	0.01
0000026360	10/13/2023	LE4114900241	2400000710	258343	10-1110-448-000-20-500-000-127-0000	1110044850 00000	83.87
0000026360	10/13/2023	LE4114900242	2400000710	258344	10-1110-448-000-20-500-000-127-0000	1110044850 00000	39.94
<b>DIRECTIM-DIRECT IMAGE</b>							
0000026361	10/09/2023	LE4114900158	2400000626	SEPTEMBER2023	10-3250-635-000-00-000-000-AD00	635AD	92.91
<b>PAYMENT SUMMARY</b>							
						<b>Payment Amt:</b>	<b>460.14</b>

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026361	10/09/2023	LE4114900159	2400000626	SEPTEMBER2023	10-1211-610-000-30-800-000-201-0000	1121161080 00000	32.02
0000026361	10/09/2023	LE4114900160	2400000626	SEPTEMBER2023	10-1110-610-000-30-800-240-137-0000	1110061080 24000	32.56
0000026361	10/13/2023	LE4114900243	2400000711	03651939	10-1233-610-000-10-200-000-201-0000	1123361020 00000	33.23
0000026361	10/13/2023	LE4114900244	2400000711	03651939	10-1110-610-000-30-800-240-137-0000	1110061080 24000	6.99
<b>DONOFROC-DONOFRIO'S FOOD CENTER</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	197.71
0000026362	10/12/2023	LE4114900213	2400000673	16589	10-2620-430-000-00-500-000-000-0000	1262043050 00000	310.00
0000026362	10/12/2023	LE4114900214	2400000673	16588	10-2620-430-000-00-500-000-000-0000	1262043050 00000	695.00
<b>DRAINDR-STERLING SEWER SERVICE</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	1,005.00
0000026363	10/13/2023	LE4114900245	2400000695	2023	10-3250-330-000-00-000-000-000-CCV0	330CCV	80.00
<b>DZURICBI-BILL DZURICKO</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	80.00
0000026364	10/09/2023	LE4114900161	2400000630	FBV.SHARON	10-3250-330-000-00-000-000-000-FBV0	330FBV	25.00
<b>EDWARDSCO-CONNER EDWARDS</b>							
				Order ID O-1	Payment Date: 10/17/2023	Payment Amt:	25.00
0000026365	09/27/2023	LE4114900041	2400000349	7172365	10-3250-617-000-00-000-000-000-VB70	617VB7	490.38
0000026365	09/27/2023	LE4114900042	2400000349	7172365	10-3250-617-000-00-000-000-000-VB80	617VB8	490.38
<b>EPICSP-EPIC SPORTS INC</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	980.76
0000026366	10/12/2023	LE4114900176	2400000674	266821	10-2620-610-000-00-000-000-000-0000	1262061000 00000	123.62
0000026366	10/12/2023	LE4114900177	2400000674	264795	10-2620-610-000-00-000-000-000-0000	1262061000 00000	383.58

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

10/14/2023 01:14:00 PM

Sharpville Area School District

Page 7 of 29

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
EQUIPA-EQUIPARTS							
0000026367	10/13/2023	LE4114900246	2400000712	AUG-23	10-2750-513-000-000-000-0000	1275051300 00000	507.20
0000026367	10/13/2023	LE4114900247	2400000712	AUG-23	10-2720-513-271-00-000-000-2200	1272051300 00022	636.00
0000026367	10/13/2023	LE4114900248	2400000712	AUG-23	10-2720-513-000-000-000-3700	1272051300 00037	1,392.00
0000026367	10/13/2023	LE4114900249	2400000712	AUG-23	10-2750-513-000-000-000-0000	1275051300 00000	882.00
0000026367	10/13/2023	LE4114900250	2400000712	AUG-23	10-2720-513-271-00-000-000-2200	1272051300 00022	100.00
0000026367	10/13/2023	LE4114900251	2400000713	SEP-23	10-2750-513-000-000-000-0000	1275051300 00000	1,386.00
0000026367	10/13/2023	LE4114900252	2400000713	SEP-23	10-2720-513-271-00-000-000-2200	1272051300 00022	1,802.00
0000026367	10/13/2023	LE4114900253	2400000713	SEP-23	10-2720-513-000-000-000-3700	1272051300 00037	6,960.00
0000026367	10/13/2023	LE4114900254	2400000713	SEP-23	10-2750-513-000-000-000-0000	1275051300 00000	1,960.00
0000026367	10/13/2023	LE4114900255	2400000713	SEP-23	10-2720-513-271-00-000-000-2200	1272051300 00022	500.00
0000026367	10/13/2023	LE4114900256	2400000713	SEP-23	10-2720-513-000-000-000-3700	1272051300 00037	3,960.00
0000026367	10/13/2023	LE4114900257	2400000713	SEP-23	10-2720-513-271-00-000-000-2200	1272051300 00022	2,176.00
0000026367	10/13/2023	LE4114900257	2400000713	SEP-23	10-2720-513-000-000-000-2200	1272051300 00022	96.00
ERDOSTR-ERDOS TRANSPORT SERVICES							
0000026368	10/12/2023	LE4114900178	2400000682	184478	10-2620-610-000-000-000-0000	1262061000 00000	21,850.00
0000026368	10/12/2023	LE4114900179	2400000682	184410	10-2620-610-000-000-000-0000	1262061000 00000	315.76
0000026368	10/12/2023	LE4114900179	2400000682	184410	10-2620-610-000-000-000-0000	1262061000 00000	4,554.90

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Payment Categories: Regular Checks  
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0000026368	10/12/2023	LE4114900180	2400000682	184519	10-2620-610-000-000-000-0000	1262061000 00000	283.40
0000026368	10/12/2023	LE4114900181	2400000682	184232-2	10-2620-610-000-000-000-0000	1262061000 00000	209.16
0000026368	10/12/2023	LE4114900182	2400000682	184232-1	10-2620-610-000-000-000-0000	1262061000 00000	337.48
0000026368	10/12/2023	LE4114900183	2400000682	184232	10-2620-610-000-000-000-0000	1262061000 00000	1,434.84
0000026368	10/12/2023	LE4114900184	2400000682	184203	10-2620-610-000-000-000-0000	1262061000 00000	999.50
0000026368	10/12/2023	LE4114900185	2400000682	184204	10-2620-610-000-000-000-0000	1262061000 00000	2,801.30
<b>FAGANSAS-FAGAN SANITARY SUPPLY</b>							<b>10,936.34</b>
0000026369	10/13/2023	LE4114900258	2400000714	104697454	10-2720-513-000-000-000-000-3500	1272051300 00035	1,496.36
<b>FERRELGA-FERRELL GAS</b>							<b>1,496.36</b>
0000026370	09/27/2023	LE4114900043	2400000563	0117115CC	10-3250-650-000-000-000-000-AD00	650AD	671.25
<b>FINALFO-FINALFORMS</b>							<b>671.25</b>
0000026371	10/12/2023	LE4114900186	2400000134	2885296	10-1110-610-000-30-800-180-137-0000	1110061080 18000	685.08
0000026371	10/13/2023	LE4114900259	2400000350	2904645	10-1110-610-000-30-800-180-137-0000	1110061080 18000	630.73
0000026371	10/13/2023	LE4114900260	2400000350	2906188	10-1110-610-000-30-800-180-137-0000	1110061080 18000	290.97
0000026371	10/13/2023	LE4114900261	2400000350	2908538	10-1110-610-000-30-800-180-137-0000	1110061080 18000	246.50
0000026371	10/13/2023	LE4114900262	2400000350	2909929	10-1110-610-000-30-800-180-137-0000	1110061080 18000	331.65
<b>FLINNSC-FLINN SCIENTIFIC</b>							<b>2,184.93</b>

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

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Sharpville Area School District



# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000026372	10/13/2023	LE4114900263	2400000395	1524439	10-1110-610-000-10-200-000-117-0000	1110061020 00000	103.00
0000026372	10/13/2023	LE4114900264	2400000395	1522155	10-1110-610-000-10-200-000-117-0000	1110061020 00000	299.18
<b>FOLLETSCS-FOLLETT SCHOOL SOLUTIONS LLC</b>							
0000026373	10/13/2023	LE4114900265	2400000718	SEPTEMBER2023	10-2360-635-000-00-000-000-0000	1236063500 00000	40.25
<b>FOXMIC-MICHELLE FOX</b>							
0000026374	09/27/2023	LE4114900044	2400000555	1683133-0	10-2310-610-000-00-000-000-0000	1231061000 00000	24.79
<b>FRIENDBUS-FRIENDS OFFICE</b>							
0000026375	10/13/2023	LE4114900266	2400000715	SEPT.OCT2023	10-2380-580-000-10-200-000-117-0000	1238058020 00000	34.56
<b>FRYJO-JONATHAN FRY</b>							
0000026376	10/09/2023	LE4114900162	2400000654	SCGV.MERCER	10-3250-330-000-00-000-000-SCGV	330SCGV	80.00
0000026376	10/12/2023	LE4114900187	2400000667	SCBV.KENNEDY	10-3250-330-000-00-000-000-SCBV	330SCBV	80.00
<b>GIARDIMI-MICHAEL GIARDINA</b>							
0000026377	10/13/2023	LE4114900267	2400000716	901113	10-1231-569-000-20-500-000-109-0000	1123156950 00000	5,775.84
<b>GLADERL-GLADE RUN LUTHERAN SERVICES</b>							
0000026378	09/27/2023	LE4114900045	2400000007	OCTOBER2023	10-2620-538-000-00-000-000-0000	1262053800 00000	50.00
<b>GRABANPA-PAUL J. GRABAN</b>							
0000026379	10/02/2023	LE4114900081	2400000594	19	10-3210-390-000-20-500-000-127-0000	1321039050 00000	250.00

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<b>GRAHAMMI-MICHAEL GRAHAM</b>							
0000026380	10/12/2023	LE4114900188	24000000675	24152	10-2620-430-000-000-0000-0000	1262043000 00000	250.00
<b>GREENELI-GREEN ELEVATOR INSPECTION CO.</b>							
0000026381	10/09/2023	LE4114900163	24000000640	GRVCTY.WRV.20 23	10-3250-810-000-000-000-WRV0	810WRV	400.00
<b>GROVECIW-GROVE CITY WRESTLING BOOSTERS</b>							
0000026382	10/13/2023	LE4114900268	24000000703	FBM.REYNOLDS	10-3250-330-000-000-000-FBMS	330FBM	54.00
<b>HANCOCALV-ALVIN HANCOCK</b>							
0000026383	10/13/2023	LE4114900269	24000000719	2	10-4600-431-990-20-500-000-000-4300	1460043150 00043	734.84
0000026383	10/13/2023	LE4114900270	24000000719	2	10-4600-431-990-30-800-000-000-4300	1460043180 00043	244.95
<b>HHS DR-HHS DR</b>							
0000026384	09/27/2023	LE4114900046	24000000008	OCTOBER2023	10-2620-538-000-00-000-000-0000	1262053800 00000	50.00
<b>HOAGLAWA-WADE HOAGLAND</b>							
0000026385	09/27/2023	LE4114900047	24000000009	OCTOBER2023	10-2620-538-000-00-000-000-0000	1262053800 00000	25.00
0000026385	09/27/2023	LE4114900048	24000000531	AUG.SEP2023	10-2380-635-000-30-800-000-137-0000	1238063580 00000	310.43
0000026385	09/27/2023	LE4114900049	24000000531	AUG.SEP2023	10-2380-610-000-30-800-000-137-0000	1238061080 00000	100.95
<b>HOUCKCA-CAROL HOUCK</b>							
0000026386	10/12/2023	LE4114900189	24000000677	7143	10-2620-430-000-00-200-000-000-0000	1262043020 00000	1,200.00

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0000026386	10/12/2023	LE4114900190	2400000677	7209	10-2620-430-000-00-500-000-0000-0000	1262043050 00000	450.00
HUZZYSRE-HUZZY'S REFRIGERATION INC							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	1,650.00
0000026387	10/12/2023	LE4114900191	2400000685	165621	10-2620-430-000-00-500-000-0000-0000	1262043050 00000	963.11
0000026387	10/13/2023	LE4114900271	2400000717	09292023	10-4600-431-990-20-500-000-0000-4300	1460043150 00043	15,835.13
0000026387	10/13/2023	LE4114900272	2400000717	09292023	10-4600-431-990-30-800-000-0000-4300	1460043180 00043	5,278.38
ICEL-I.C. ELECTRIC							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	22,076.62
0000026388	10/13/2023	LE4114900273	2400000740	895172	10-1110-562-000-20-500-000-109-0000	1110056250 00000	1,039.74
0000026388	10/13/2023	LE4114900274	2400000740	895172	10-1290-562-000-30-800-000-109-0000	1129056280 00000	2,157.12
INSIGHTPAC-INSIGHT PA CYBER CHARTER SCHOOL							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	3,196.86
0000026389	10/13/2023	LE4114900275	2400000720	31085	10-0473-000-000-000-000-0000-0000	10473	158.40
INTERSTA-INTERSTATE TAX SERVICE INC.							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	158.40
0000026390	10/13/2023	LE4114900276	2400000693	VBV.J.SHARON	10-3250-330-000-00-000-000-0000-VBV0	330VBV	69.50
0000026390	10/13/2023	LE4114900277	2400000693	VBV.J.SHARON	10-3250-330-000-00-000-000-0000-VBJ0	330VBVJ	69.50
JACKSOAN-ANDREA JACKSON							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	139.00
0000026391	10/12/2023	LE4114900171	2400000683	SCBV.WILMINGT ON	10-3250-330-000-00-000-000-0000-SCBV	330SCBV	80.00
JAMESRO-ROBIN L JAMES BESHRO							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	80.00
0000026392	10/04/2023	LE4114900094	2400000014	1-131258576669	10-2620-430-000-00-000-000-0000-0000	1262043000 00000	2,859.50

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<b>JOHNSOCO-JOHNSON CONTROLS</b>							
0000026393	10/12/2023	LE4114900192	24000000597	344630	10-2620-610-000-30-800-000-0000	1262061080 00000	2,859.50
<b>KENNEDIN-KENNEDY INDUSTRIES INC.</b>							
0000026394	10/13/2023	LE4114900278	24000000721	149003	10-2620-411-000-00-000-000-0000	1262041100 00000	497.44
<b>KEYSTOBLA-KEYSTONE BLIND ASSOCIATION</b>							
0000026395	10/13/2023	LE4114900279	24000000722	2400002287	10-1290-562-000-20-500-000-109-0000	1129056250 00000	297.27
0000026395	10/13/2023	LE4114900280	24000000722	2400002287	10-1110-562-000-20-500-000-109-0000	1110056250 00000	1,006.67
0000026395	10/13/2023	LE4114900281	24000000722	2400002287	10-1110-562-000-30-800-000-109-0000	1110056280 00000	485.24
0000026395	10/13/2023	LE4114900282	24000000723		10-1290-562-000-20-500-000-109-0000	1129056250 00000	3,977.09
0000026395	10/13/2023	LE4114900283	24000000723		10-1110-562-000-20-500-000-109-0000	1110056250 00000	2,732.39
0000026395	10/13/2023	LE4114900284	24000000723		10-1110-562-000-30-800-000-109-0000	1110056280 00000	2,898.99
<b>KEYSTOEDC-KEYSTONE EDUCATION CENTER</b>							
0000026396	10/12/2023	LE4114900193	24000000185	0908570-0	10-1110-610-000-14-200-000-117-1400	1110061020 00014	10,634.87
<b>KNOWLETRE-THE KNOWLEDGE TREE</b>							
0000026397	09/27/2023	LE4114900011	24000000305	54668.00	10-1110-610-000-10-200-000-117-0000	1110061020 00000	21,735.25
0000026397	09/27/2023	LE4114900012	24000000086	30604.00	10-1110-610-000-13-200-000-117-1300	1110061020 00013	54.90
							54.90
							235.75
							856.03

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0000026397	09/27/2023	LE4114900013	2400000062	16085.01	10-1110-610-000-18-200-000-117-1800	1110061020 00018	25.23
0000026397	09/27/2023	LE4114900014	2400000062	16085.00	10-1110-610-000-18-200-000-117-1800	1110061020 00018	2,609.31
0000026397	09/27/2023	LE4114900015	2400000061	17756.01	10-1110-610-000-15-200-000-117-1500	1110061020 00015	73.32
0000026397	09/27/2023	LE4114900016	2400000061	17756.00	10-1110-610-000-15-200-000-117-1500	1110061020 00015	2,342.35
0000026397	09/27/2023	LE4114900017	2400000059	18198.01	10-1110-610-000-10-200-000-117-0000	1110061020 00000	108.85
0000026397	09/27/2023	LE4114900018	2400000059	18198.00	10-1110-610-000-10-200-000-117-0000	1110061020 00000	2,429.74
0000026397	09/27/2023	LE4114900019	2400000210	47972.01	10-1233-610-000-30-800-000-201-0000	1123361080 00000	74.92
0000026397	09/27/2023	LE4114900020	2400000210	47972.00	10-1233-610-000-30-800-000-201-0000	1123361080 00000	442.76
0000026397	09/27/2023	LE4114900021	2400000207	47524.01	10-1211-610-000-30-800-000-201-0000	1121161080 00000	4.43
0000026397	09/27/2023	LE4114900022	2400000207	47524.00	10-1211-610-000-30-800-000-201-0000	1121161080 00000	672.86
0000026397	09/28/2023	LE4114900052	2400000178	31645.01	10-1241-610-000-10-200-000-201-0000	1124161020 00000	224.38
0000026397	09/28/2023	LE4114900053	2400000178	31645.00	10-1241-610-000-10-200-000-201-0000	1124161020 00000	1,444.00
0000026397	10/12/2023	LE4114900194	2400000398	58521.00	10-1290-610-890-10-200-000-201-5900	1129061020 00059	951.75
<b>KURTZBR-KURTZ BROS.</b>				<b>Remit ID R-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	<b>12,495.68</b>
0000026398	10/13/2023	LE4114900286	2400000741	JLY.SEP2023	10-1110-562-000-30-800-000-109-0000	1110056280 00000	3,119.24
<b>LINCOLNPP-THE LINCOLN PARK PERFORMING</b>				<b>Remit ID R-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	<b>3,119.24</b>

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0000026399	10/13/2023	LE4114900287	2400000724	2853	10-1110-569-000-30-800-000-109-0000	1110056980 00000	10,500.00
0000026399	10/13/2023	LE4114900288	2400000724	2853	10-3210-513-000-30-800-000-000-4500	1321051380 00045	1,750.00
<b>LINDENDEC-LINDENPOINTE DEVELOPMENT CORPORATION</b>							
0000026400	09/27/2023	LE4114900023	2400000170	OCTOBER2023	10-2430-330-000-20-500-000-000-0000	1243033050 00000	24.84
0000026400	09/27/2023	LE4114900024	2400000170	OCTOBER2023	10-2430-330-000-10-200-000-000-0000	1243033020 00000	55.27
<b>LOMBARDOG-DOMENIC G. LOMBARDI D.M.D.</b>							
0000026401	10/12/2023	LE4114900195	2400000672	2230571	10-2660-610-360-00-000-000-000-4500	1266061000 00045	576.38
0000026401	10/12/2023	LE4114900196	2400000672	2230570	10-2660-610-360-00-000-000-000-4500	1266061000 00045	576.38
<b>LOWRYMOC-LOWRY MOBILE COMMUNICATIONS</b>							
0000026402	09/27/2023	LE4114900025	2400000017	22067	10-2270-360-989-00-000-000-000-4200	1227036000 00042	285.00
<b>LTRTUTOAS-LTR TUTORING ASSOCIATES, LLC</b>							
0000026403	09/27/2023	LE4114900026	24000000564	SHARON-17754	10-3250-513-000-00-000-000-000-GFBV	513GFBV	179.90
0000026403	10/02/2023	LE4114900082	2400000603	SHARON-17788	10-3250-513-000-00-000-000-000-GFBV	513GFBV	116.20
0000026403	10/13/2023	LE4114900285	2400000704	SHARON-17828	10-3210-444-000-30-800-000-137-0000	1321044480 00000	89.95
<b>LUMPRRE-LUMPP RENT-A-CAR INC</b>							
0000026404	09/28/2023	LE4114900054	24000000583	10.07.2023	10-3250-810-000-00-000-000-000-CCV0	810CCV	380.00
<b>MAPLEWRUR-MAPLEWOOD RUNNING ROCKETS</b>							
				Order ID O-1	Payment Date: 10/17/2023	Payment Amt:	380.00

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0000026405	10/13/2023	LE4114900289	2400000725	PLC2023	10-2270-580-000-10-200-000-000-2200	1227058020 00022	15.36
<b>MARINOCY-CYNDI MARINOFF</b>							
0000026406	09/27/2023	LE4114900027	2400000010	Remit ID R-1 OCTOBER2023	Payment Date: 10/17/2023 10-2620-538-000-00-000-000-0000	Payment Amt: 1262053800 00000	15.36
<b>MARSHALI-HEIDI MARSHALL</b>							
0000026407	10/06/2023	LE4114900148	2400000631	Remit ID R-1 FBV.SHARON	Payment Date: 10/17/2023 10-3250-330-000-00-000-000-FBV0	Payment Amt: 330FBV	25.00
<b>MASTERTO-TOM MASTERS</b>							
0000026408	10/13/2023	LE4114900290	2400000726	Remit ID R-1 SEPT2023	Payment Date: 10/17/2023 10-2330-530-000-00-000-000-0000	Payment Amt: 1233053000 00000	25.00
0000026408	10/13/2023	LE4114900291	2400000726	Remit ID R-1 SEPT2023	Payment Date: 10/17/2023 10-2330-610-000-00-000-000-0000	Payment Amt: 1233061000 00000	30.00
<b>MCKNIGBA-BARBARA MCKNIGHT</b>							
0000026409	10/12/2023	LE4114900197	2400000664	Remit ID R-1 2023SOCCER	Payment Date: 10/17/2023 10-3250-810-000-00-000-000-SCBV	Payment Amt: 810SCBV	110.00
0000026409	10/12/2023	LE4114900198	2400000664	Remit ID R-1 2023SOCCER	Payment Date: 10/17/2023 10-3250-810-000-00-000-000-SCGV	Payment Amt: 810SCGV	30.00
0000026409	10/12/2023	LE4114900199	2400000664	Remit ID R-1 2023SOCCER	Payment Date: 10/17/2023 10-3250-810-000-00-000-000-SCM0	Payment Amt: 810SCM	80.00
<b>MCKNIGDA-DAVID MCKNIGHT</b>							
0000026410	10/06/2023	LE4114900149	2400000212	Remit ID R-1 IN96848365	Payment Date: 10/17/2023 10-3250-610-000-00-000-000-AT00	Payment Amt: 610AT	54.00
<b>MEDCOSUC-MEDCO SUPPLY CO</b>							
0000026411	10/04/2023	LE4114900087	2400000015	Remit ID R-1 SEPTEMBER2023	Payment Date: 10/17/2023 10-1390-564-000-30-800-000-0000	Payment Amt: 1139056480 00000	214.00
0000026411	10/13/2023	LE4114900216	2400000015	Remit ID R-1 OCTOBER2023	Payment Date: 10/17/2023 10-1390-564-000-30-800-000-0000	Payment Amt: 1139056480 00000	673.83
<b>MERCERCOC-MERCER COUNTY CAREER CENTER</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	673.83
							673.83
							31,253.53
							31,253.53
							62,507.06

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026412	10/06/2023	LE4114900150	2400000633	FBV.SHARON	10-3250-330-000-000-000-FBV0	330FBV	25.00
<b>MILLERTE-TED MILLER</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	25.00
0000026413	10/12/2023	LE4114900200	2400000148	23240017	10-2380-610-000-10-200-000-117-0000	1238061020 00000	283.00
<b>MIUIV-MIDWESTERN IU IV</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	283.00
0000026414	09/27/2023	LE4114900028	2400000011	OCTOBER2023	10-2620-538-000-00-000-000-0000	1262053800 00000	25.00
<b>MOCKERASH-ASHLEY MOCKER</b>							
				Order ID O-1	Payment Date: 10/17/2023	Payment Amt:	25.00
0000026415	10/12/2023	LE4114900201	2400000686	66713	10-2620-610-000-00-000-000-0000	1262061000 00000	184.00
<b>MUNICISIS-MUNICIPAL SIGNS &amp; SALES</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	184.00
0000026416	10/13/2023	LE4114900292	2400000727	6746	10-2620-430-000-00-800-000-000-0000	1262043080 00000	910.00
<b>OPENSYP-OPEN SYSTEMS PITTSBURGH LLC</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	910.00
0000026417	10/13/2023	LE4114900293	2400000742	OCTOBER2023	10-1110-562-000-10-200-000-109-0000	1110056220 00000	1,039.75
0000026417	10/13/2023	LE4114900294	2400000742	OCTOBER2023	10-1110-562-000-20-500-000-109-0000	1110056250 00000	4,158.98
0000026417	10/13/2023	LE4114900295	2400000742	OCTOBER2023	10-1110-562-000-30-800-000-109-0000	1110056280 00000	6,238.48
0000026417	10/13/2023	LE4114900296	2400000742	OCTOBER2023	10-1290-562-000-20-500-000-109-0000	1129056250 00000	2,157.12
<b>PACCS-PENNSYLVANIA CYBER CHARTER SCHOOL</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	13,594.33
0000026418	10/12/2023	LE4114900202	2400000665	10553	10-2380-810-000-30-800-000-137-0000	1238081080 00000	605.00
0000026418	10/12/2023	LE4114900203	2400000565	12435	10-2380-810-000-10-200-000-117-0000	1238081020 00000	605.00

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card



# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>PAPA-PA PRINCIPALS ASSOCIATION</b>							
0000026419	10/12/2023	LE4114900204	2400000396	IN-00244271	10-2140-610-000-000-201-0000	1214061000 00000	1,210.00
<b>PARINC-PAR INC</b>							
0000026420	10/12/2023	LE4114900205	2400000544	4706	10-2260-810-000-000-201-0000	1226081000 00000	333.72
<b>PASA-PASA</b>							
0000026421	10/13/2023	LE4114900297	2400000728	1972	10-2270-580-000-20-500-000-0000	1227058050 00000	333.72
<b>PATAKIIR-IRA PATAKI</b>							
0000026422	10/13/2023	LE4114900298	2400000743	889757	10-1110-562-000-10-200-000-109-0000	1110056220 00000	161.00
<b>PAVIC-PA VIRTUAL CHARTER SCHOOL</b>							
0000026423	10/04/2023	LE4114900088	2400000154	INV00071275	10-2120-340-000-20-500-000-127-0000	1212034050 00000	19.90
0000026423	10/04/2023	LE4114900089	2400000566	INV00071275	10-2120-340-000-10-200-000-117-0000	1212034020 00000	19.90
<b>PBISAP-UNIVERSITY OF OREGON</b>							
0000026424	09/27/2023	LE4114900029	2400000422	23221986	10-2140-610-000-000-201-0000	1214061000 00000	1,039.75
<b>PEARSO3-NCS PEARSON INC</b>							
0000026425	10/13/2023	LE4114900299	2400000729	110 046 135 841	10-2620-622-000-00-220-000-000-0000	1262062222 00000	1,039.75
<b>PENNPO-PENN POWER</b>							
0000026426	10/06/2023	LE4114900151	2400000649	VBV.TITUSVILLE	10-3250-330-000-00-000-000-000-VBV0	330VBV	350.00

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<b>PERFILRI-RICHARD PERFILO</b>							
0000026427	10/13/2023	LE4114900300	2400000701	FBM.REYNOLDS	10-3250-330-000-000-000-FBMS	330FBM	25.00
<b>PERRICMA-MATT PERRICO</b>							
0000026428	10/12/2023	LE4114900206	2400000676	INV902941	10-2620-610-000-30-980-000-0000	1262061098 00000	54.00
0000026428	10/12/2023	LE4114900207	2400000676	INV899285	10-2620-610-000-30-980-000-0000	1262061098 00000	54.00
<b>PIONEEMF-PIONEER MFG CO.</b>							
0000026429	10/13/2023	LE4114900318	2400000748	2100026967	10-1110-329-000-10-200-000-000-0000	1110032920 00000	1,124.40
0000026429	10/13/2023	LE4114900319	2400000748	2100026967	10-1110-329-000-20-500-000-000-0000	1110032950 00000	1,165.80
0000026429	10/13/2023	LE4114900320	2400000748	2100026967	10-1110-329-000-30-800-000-000-0000	1110032980 00000	2,290.20
0000026429	10/13/2023	LE4114900321	2400000748	2100026967	10-1290-329-000-30-800-000-000-0000	1129032980 00000	1,512.88
0000026429	10/13/2023	LE4114900322	2400000748	2100026967	10-2380-329-000-10-200-000-000-0000	1238032920 00000	2,154.60
0000026429	10/13/2023	LE4114900323	2400000748	2100026967	10-2620-413-000-00-000-000-000-0000	1262041300 00000	2,846.20
0000026429	10/13/2023	LE4114900324	2400000748	2100026967	10-3100-572-000-00-000-000-000-0000	1310057200 00000	260.68
0000026429	10/13/2023	LE4114900325	2400000748	2100026967	10-3210-329-000-30-800-000-000-0000	1321032980 00000	297.92
0000026429	10/13/2023	LE4114900326	2400000747	2100026862	10-1110-329-000-10-200-000-000-0000	1110032920 00000	784.00
0000026429	10/13/2023	LE4114900327	2400000747	2100026862	10-1110-329-000-20-500-000-000-0000	1110032950 00000	161.70
0000026429	10/13/2023	LE4114900328	2400000747	2100026862	10-1110-329-000-30-800-000-000-0000	1110032980 00000	94.20
* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card							

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Payment Categories: Regular Checks  
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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026429	10/13/2023	LE4114900329	2400000747	2100026862	10-1233-329-000-30-800-000-0000	1123332980 00000	159.60
0000026429	10/13/2023	LE4114900330	2400000747	2100026862	10-1290-329-000-30-800-000-0000	1129032980 00000	111.72
0000026429	10/13/2023	LE4114900331	2400000747	2100026862	10-2250-329-000-00-000-000-0000	1225032900 00000	159.60
0000026429	10/13/2023	LE4114900332	2400000747	2100026862	10-2250-329-000-30-800-000-0000	1225032980 00000	65.17
0000026429	10/13/2023	LE4114900333	2400000747	2100026862	10-2380-329-000-10-200-000-0000	1238032920 00000	148.96
0000026429	10/13/2023	LE4114900334	2400000747	2100026862	10-2380-329-000-30-800-000-0000	1238032980 00000	83.79
0000026429	10/13/2023	LE4114900335	2400000747	2100026862	10-2620-413-000-00-000-000-0000	1262041300 00000	784.00
0000026429	10/13/2023	LE4114900336	2400000747	2100026862	10-3100-572-000-00-000-000-0000	1310057200 00000	107.80
0000026429	10/13/2023	LE4114900337	2400000746	2100026757	10-1110-329-000-10-200-000-0000	1110032920 00000	1,516.20
0000026429	10/13/2023	LE4114900338	2400000746	2100026757	10-1110-329-000-20-500-000-0000	1110032950 00000	1,915.20
0000026429	10/13/2023	LE4114900339	2400000746	2100026757	10-1110-329-000-30-800-000-0000	1110032980 00000	1,848.70
0000026429	10/13/2023	LE4114900340	2400000746	2100026757	10-1211-329-000-30-800-000-0000	1121132980 00000	257.51
0000026429	10/13/2023	LE4114900341	2400000746	2100026757	10-1231-329-000-20-500-000-0000	1123132950 00000	159.60
0000026429	10/13/2023	LE4114900342	2400000746	2100026757	10-1233-329-000-10-200-000-0000	1123332920 00000	130.34
0000026429	10/13/2023	LE4114900343	2400000746	2100026757	10-1290-329-000-30-800-000-0000	1129032980 00000	325.85
0000026429	10/13/2023	LE4114900344	2400000746	2100026757	10-2620-413-000-00-000-000-0000	1262041300 00000	705.60

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Payment Categories: Regular Checks  
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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026429	10/13/2023	LE4114900345	2400000746	2100026757	10-3100-572-000-00-000-0000-0000	1310057200 00000	137.20
0000026429	10/13/2023	LE4114900346	2400000745	2100026663	10-1110-329-000-10-200-000-0000-0000	1110032920 00000	1,661.17
0000026429	10/13/2023	LE4114900347	2400000745	2100026663	10-1110-329-000-20-500-000-0000-0000	1110032950 00000	1,516.20
0000026429	10/13/2023	LE4114900348	2400000745	2100026663	10-1110-329-000-30-800-000-0000-0000	1110032980 00000	2,221.10
0000026429	10/13/2023	LE4114900349	2400000745	2100026663	10-1290-329-000-30-800-000-0000-0000	1129032980 00000	130.34
0000026429	10/13/2023	LE4114900350	2400000745	2100026663	10-2620-413-000-00-000-0000-0000	1262041300 00000	627.20
PRECISHUR-PRECISION HUMAN RESOURCE SOLUTIONS							28,258.23
0000026430	09/27/2023	LE4114900030	2400000545	CHALUPKA06.07	10-3100-230-000-00-000-0000-0000	1310023000 00000	175.14
0000026430	10/04/2023	LE4114900090	2400000622	SULICK.2022.202 3	10-3100-230-000-00-000-0000-0000	1310023000 00000	2,593.62
PSERS-PUBLIC SCHOOL EMPLOYEES'							2,768.76
0000026431	10/06/2023	LE4114900152	2400000641	DEC.23.23	10-3250-810-000-00-000-0000-WRV0	810WRV	200.00
PYMATUVAA-PYMATUNING VALLEY ATHLETIC DPT							200.00
0000026432	10/12/2023	LE4114900208	2400000669	SCBV,KENNEDY	10-3250-330-000-00-000-0000-SCBV	330SCBV	80.00
RAGERRI-RICK RAGER							80.00
0000026433	10/12/2023	LE4114900209	2400000671	1	10-3210-390-000-20-500-000-127-0000	1321039050 00000	420.00
RAPPMARJO-MARJORIE RAPP							420.00
0000026434	10/13/2023	LE4114900301	2400000744	897182	10-1110-562-000-10-200-000-109-0000	1110056220 00000	4,158.98

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Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
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Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026434	10/13/2023	LE4114900302	2400000744	897182	10-1110-562-000-30-800-000-109-0000	1110056280 00000	8,317.97
0000026434	10/13/2023	LE4114900303	2400000744	897182	10-1290-562-000-30-800-000-109-0000	1129056280 00000	8,628.48
<b>REACHCYC-REACH CYBER CHARTER SCHOOL</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	21,105.43
0000026435	10/06/2023	LE4114900153	2400000655	SCGV.MERCER	10-3250-330-000-00-000-000-000-SCGV	330SCGV	80.00
0000026435	10/13/2023	LE4114900304	2400000702	SCBV.MERCER	10-3250-330-000-00-000-000-000-SCBV	330SCBV	80.00
<b>RODGERSJO-JOHN RODGERS</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	160.00
0000026436	10/02/2023	LE4114900083	2400000612	810VBV	10-3250-810-000-00-000-000-000-VBV0	810VBV	80.00
<b>ROGERSED-ED ROGERS</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	80.00
0000026437	10/12/2023	LE4114900210	2400000144	PS-INV110451	10-2380-610-000-10-200-000-117-0000	1238061020 00000	684.08
<b>RYDINSIDE-RYDIN SIGN &amp; DECAL</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	684.08
0000026438	09/27/2023	LE4114900001	2400000548	9	10-2360-635-000-00-000-000-000-0000	1236063500 00000	20.56
0000026438	10/04/2023	LE4114900086	2400000621	10	10-0485-000-000-00-000-000-000-MSSW	10485MSSW	25.50
<b>SASDCAF-SHARPSVILLE AREA SCHOOL DIST.</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	46.06
0000026439	10/12/2023	LE4114900211	2400000687	8106374992	10-2620-430-000-00-500-000-000-0000	1262043050 00000	935.82
<b>SCHINDEL-SCHINDLER ELEVATOR CORP.</b>							
				Remit ID R-1	Payment Date: 10/17/2023	Payment Amt:	935.82
0000026440	09/28/2023	LE4114900055	2400000146	M7391292	10-1110-610-000-11-200-000-117-1100	1110061020 00011	512.00
0000026440	09/28/2023	LE4114900056	2400000146	M7391292	10-1110-610-000-13-200-000-117-1300	1110061020 00013	209.69

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Payment Categories: Regular Checks  
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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
<b>SCHOLA-SCHOLASTIC INC.</b>							
0000026441	10/12/2023	LE4114900212	2400000684	4026049	10-2620-610-000-000-0000-0000	1262061000 00000	721.69
<b>SCOTTEL-SCOTT ELECTRIC</b>							
0000026442	10/06/2023	LE4114900095	2400000661	198	10-2310-549-000-000-000-0000	1231054900 00000	252.50
<b>SHARONHE-SHARON HERALD CO.</b>							
0000026443	10/13/2023	LE4114900317	2400000696	OCT.20.2023	10-1110-894-000-30-800-000-137-0000	1110089480 00000	31.65
<b>SHARONOR-SHARON ORCHESTRA</b>							
0000026444	09/28/2023	LE4114900057	2400000574	FBL09.07.23	10-3250-635-000-00-000-000-AD00	635AD	25.00
<b>SHARPSBAB-SHARPSVILLE BAND BOOSTERS</b>							
0000026445	10/13/2023	LE4114900305	2400000730	6465-8	10-2620-610-000-30-800-000-0000	1262061080 00000	127.00
<b>SHERWIN-SHERWIN-WILLIAMS CO.</b>							
0000026446	10/06/2023	LE4114900096	2400000642	24WRM.SLPRYR OCK	10-3250-810-000-00-000-000-WRM0	810WRM	662.20
<b>SLIPPEROT-SLIPPERY ROCK TAKEDOWN CLUB</b>							
0000026447	10/10/2023	LE4114900164	2400000541	IN244001213	10-0485-000-000-00-000-000-0000	10485	200.00
<b>SNIFTYSCP-SNIFTY SCENTED PRODUCTS</b>							
0000026448	10/13/2023	LE4114900306	2400000731	226619001100123	10-2220-538-000-00-000-000-402-0000	1222053800 00000	290.00
<b>SPECTR-CHARTER COMMUNICATIONS</b>							
				Remit ID R-2	Payment Date: 10/17/2023	Payment Amt:	245.96

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

10/14/2023 01:14:00 PM    Sharpsville Area School District    Page 23 of 29

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr/Invt#	Invoice #	Account Code	ASN	Amount
0000026449	09/27/2023	LE4114900002	2400000454	OCTOBER2023	10-2720-513-000-00-000-000-3600	1272051300 00036	39,388.43
0000026449	09/27/2023	LE4114900003	2400000454	OCTOBER2023	10-2720-513-271-00-000-000-2200	1272051300 00022	5,368.01
0000026449	10/06/2023	LE4114900097	2400000652	70225132	10-3210-513-000-30-800-000-137-0000	1321051380 00000	198.18
0000026449	10/06/2023	LE4114900098	2400000652	70225127	10-3210-513-000-30-800-000-137-0000	1321051380 00000	1,977.12
0000026449	10/06/2023	LE4114900099	2400000658	70225147	10-3250-513-000-00-000-000-FBV0	513FBV	140.64
0000026449	10/06/2023	LE4114900100	2400000658	70225147	10-3250-513-000-00-000-000-FBJ0	513FBJ	26.41
0000026449	10/06/2023	LE4114900101	2400000658	70225147	10-3250-513-000-00-000-000-FBMS	513FBM	26.41
0000026449	10/06/2023	LE4114900102	2400000658	70225147	10-3250-513-000-00-000-000-CCV0	513CCV	114.24
0000026449	10/06/2023	LE4114900103	2400000658	70225147	10-3250-513-000-00-000-000-VBV0	513VBV	160.70
0000026449	10/06/2023	LE4114900104	2400000658	70225147	10-3250-513-000-00-000-000-SCBV	513SCBV	126.32
0000026449	10/06/2023	LE4114900105	2400000658	70225147	10-3250-513-000-00-000-000-SCGV	513SCGV	29.28
0000026449	10/06/2023	LE4114900106	2400000658	70225147	10-3250-513-000-00-000-000-SCM0	513SCM	49.98
0000026449	10/06/2023	LE4114900107	2400000658	70225147	10-3250-513-000-00-000-000-FBV0	513FBV	183.24
0000026449	10/06/2023	LE4114900108	2400000658	70225146	10-3250-513-000-00-000-000-FBV0	513FBV	310.31
0000026449	10/06/2023	LE4114900109	2400000658	70225146	10-3250-513-000-00-000-000-SCM0	513SCM	84.65
0000026449	10/06/2023	LE4114900110	2400000658	70225146	10-3250-513-000-00-000-000-SCGV	513SCGV	49.58
0000026449	10/06/2023	LE4114900111	2400000658	70225146	10-3250-513-000-00-000-000-SCBV	513SCBV	213.93
0000026449	10/06/2023	LE4114900112	2400000658	70225146	10-3250-513-000-00-000-000-VBV0	513VBV	272.16
0000026449	10/06/2023	LE4114900113	2400000658	70225146	10-3250-513-000-00-000-000-CCV0	513CCV	193.47
0000026449	10/06/2023	LE4114900114	2400000658	70225146	10-3250-513-000-00-000-000-FBMS	513FBM	44.73

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026449	10/06/2023	LE4114900115	2400000658	70225146	10-3250-513-000-00-000-000-FBJ0	513FBJ	44.73
0000026449	10/06/2023	LE4114900116	2400000658	70225146	10-3250-513-000-00-000-000-FBV0	513FBV	238.20
0000026449	10/06/2023	LE4114900117	2400000658	70225141	10-3250-513-000-00-000-000-FBV0	513FBV	253.09
0000026449	10/06/2023	LE4114900118	2400000658	70225141	10-3250-513-000-00-000-000-FBJ0	513FBJ	47.53
0000026449	10/06/2023	LE4114900119	2400000658	70225141	10-3250-513-000-00-000-000-FBMS	513FBM	47.53
0000026449	10/06/2023	LE4114900120	2400000658	70225141	10-3250-513-000-00-000-000-CCV0	513CCV	205.57
0000026449	10/06/2023	LE4114900121	2400000658	70225141	10-3250-513-000-00-000-000-VBV0	513VBV	289.20
0000026449	10/06/2023	LE4114900122	2400000658	70225141	10-3250-513-000-00-000-000-SCBV	513SCBV	227.33
0000026449	10/06/2023	LE4114900123	2400000658	70225141	10-3250-513-000-00-000-000-SCGV	513SCGV	52.68
0000026449	10/06/2023	LE4114900124	2400000658	70225141	10-3250-513-000-00-000-000-SCM0	513SCM	89.95
0000026449	10/06/2023	LE4114900125	2400000658	70225141	10-3250-513-000-00-000-000-FBV0	513FBV	329.76
0000026449	10/06/2023	LE4114900126	2400000658	70225134	10-3250-513-000-00-000-000-FBV0	513FBV	257.78
0000026449	10/06/2023	LE4114900127	2400000658	70225134	10-3250-513-000-00-000-000-SCM0	513SCM	70.31
0000026449	10/06/2023	LE4114900128	2400000658	70225134	10-3250-513-000-00-000-000-SCGV	513SCGV	41.18
0000026449	10/06/2023	LE4114900129	2400000658	70225134	10-3250-513-000-00-000-000-SCBV	513SCBV	177.70
0000026449	10/06/2023	LE4114900130	2400000658	70225134	10-3250-513-000-00-000-000-VBV0	513VBV	226.07
0000026449	10/06/2023	LE4114900131	2400000658	70225134	10-3250-513-000-00-000-000-CCV0	513CCV	160.70
0000026449	10/06/2023	LE4114900132	2400000658	70225134	10-3250-513-000-00-000-000-FBMS	513FBM	37.15
0000026449	10/06/2023	LE4114900133	2400000658	70225134	10-3250-513-000-00-000-000-FBJ0	513FBJ	37.15
0000026449	10/06/2023	LE4114900134	2400000658	70225134	10-3250-513-000-00-000-000-FBV0	513FBV	197.86
0000026449	10/06/2023	LE4114900135	2400000658	70225151	10-3250-513-000-00-000-000-FBV0	513FBV	225.61
0000026449	10/06/2023	LE4114900136	2400000658	70225151	10-3250-513-000-00-000-000-FBJ0	513FBJ	42.36

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card



# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
0000026449	10/06/2023	LE4114900137	2400000658	70225151	10-3250-513-000-00-000-000-FBMS	513FBM	42.36
0000026449	10/06/2023	LE4114900138	2400000658	70225151	10-3250-513-000-00-000-000-CCV0	513CCV	183.24
0000026449	10/06/2023	LE4114900139	2400000658	70225151	10-3250-513-000-00-000-000-VBV0	513VBV	257.77
0000026449	10/06/2023	LE4114900140	2400000658	70225151	10-3250-513-000-00-000-000-SCBV	513SCBV	202.62
0000026449	10/06/2023	LE4114900141	2400000658	70225151	10-3250-513-000-00-000-000-SCGV	513SCGV	46.96
0000026449	10/06/2023	LE4114900142	2400000658	70225151	10-3250-513-000-00-000-000-SCM0	513SCM	80.17
0000026449	10/06/2023	LE4114900143	2400000658	70225151	10-3250-513-000-00-000-000-FBV0	513FBV	293.91
0000026449	10/13/2023	LE4114900307	2400000732	27977117	10-2720-513-000-00-000-000-000-3600	1272051300 00036	2,837.20
0000026449	10/13/2023	LE4114900308	2400000733	27977118	10-1290-390-890-00-000-000-201-5900	1129039000 00059	1,790.10
<b>STA-STA CENTRAL REGION</b>							
				<b>Remit ID R-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	
0000026450	09/27/2023	LE4114900005	2400000420	OCTOBER2023	10-2620-538-000-00-000-000-000-0000	1262053800 00000	50.00
<b>STEELEANN-ANNESSAA STEELE</b>							
				<b>Order ID O-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	
0000026451	09/27/2023	LE4114900004	2400000354	12425	10-1211-640-520-30-800-000-201-5800	1121164080 00058	46,313.52
<b>TALENTAS-TALENT ASSESSMENT, INC.</b>							
				<b>Order ID O-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	
0000026452	10/02/2023	LE4114900084	2400000602	810GFBV	10-3250-810-000-00-000-000-000-GFBV	810GFBV	175.00
0000026452	10/06/2023	LE4114900144	2400000639	GFBV.2023	10-3250-810-000-00-000-000-000-GFBV	810GFBV	225.00
<b>TAMOSHANT-TAM O'SHANTER OF PA</b>							
				<b>Remit ID R-1</b>	<b>Payment Date: 10/17/2023</b>	<b>Payment Amt:</b>	
0000026453	10/10/2023	LE4114900165	2400000082	194131	10-1110-610-000-30-800-160-137-0000	1110061080 16000	68.91

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card

# FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
<b>TEACHEDI-TEACHER'S DISCOVERY</b>							
0000026454	10/06/2023	LE4114900145	24000000620	242980096	10-1110-610-000-20-500-180-127-0000	Payment Amt: 1110061050 18000	68.91
0000026454	10/10/2023	LE4114900166	24000000625	243310177	10-1110-610-000-30-800-189-137-0000	Payment Amt: 1110061080 18900	22.99
<b>TEACHESY-TEACHER SYNERGY LLC</b>							
0000026455	09/27/2023	LE4114900006	2400000012	OCTOBER2023	10-2350-330-000-000-000-0000	Payment Amt: 1235033000 00000	37.99
<b>TESONEROJ-ROBERT J. TESONE</b>							
0000026456	10/13/2023	LE4114900309	24000000734	24000000031	10-2360-550-000-000-000-0000	Payment Amt: 1236055000 00000	60.98
<b>TITUSVARS-TITUSVILLE AREA SCHOOL DISTRICT</b>							
0000026457	09/27/2023	LE4114900007	24000000020	1526135	10-2620-411-000-000-000-0000	Payment Amt: 1262041100 00000	583.34
<b>TRICOUINI-TRI-COUNTY INDUSTRIES INC</b>							
0000026458	09/27/2023	LE4114900008	24000000567	26897	10-3210-610-000-20-500-000-127-0000	Payment Amt: 1321061050 00000	216.00
0000026458	09/27/2023	LE4114900009	24000000547	26887	10-2620-610-000-00-000-000-0000	Payment Amt: 1262061000 00000	830.00
<b>VALLEYSIS-VALLEY SILK SCREENING</b>							
0000026459	09/27/2023	LE4114900010	24000000013	OCTOBER2023	10-2620-538-000-00-000-000-0000	Payment Amt: 1262053800 00000	830.00
0000026459	10/13/2023	LE4114900310	24000000735	SEPT-23	10-2360-580-000-00-000-000-0000	Payment Amt: 1236058000 00000	520.65
0000026459	10/13/2023	LE4114900311	24000000735	SEPT-23	10-2310-610-000-00-000-000-0000	Payment Amt: 1231061000 00000	313.50
<b>VALLEYSIS-VALLEY SILK SCREENING</b>							
0000026459	09/27/2023	LE4114900010	24000000013	OCTOBER2023	10-2620-538-000-00-000-000-0000	Payment Amt: 1262053800 00000	834.15
0000026459	10/13/2023	LE4114900310	24000000735	SEPT-23	10-2360-580-000-00-000-000-0000	Payment Amt: 1236058000 00000	50.00
0000026459	10/13/2023	LE4114900311	24000000735	SEPT-23	10-2310-610-000-00-000-000-0000	Payment Amt: 1231061000 00000	26.88
0000026459	10/13/2023	LE4114900311	24000000735	SEPT-23	10-2310-610-000-00-000-000-0000	Payment Amt: 1231061000 00000	118.88

## FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctr#	Invoice #	Account Code	ASN	Amount
<b>VANNOYJO-JOHN VANNOY</b>							
0000026460	10/06/2023	LE4114900146	24000000636	Remit ID R-1 FBV.SHARON	Payment Date: 10/17/2023 10-3250-330-000-000-000-FBV0	Payment Amt: 330FBV	195.76
<b>WATSONED-WATSON</b>							
0000026461	10/13/2023	LE4114900312	24000000736	Remit ID R-1 AUGUST2023	Payment Date: 10/17/2023 10-1224-323-000-30-800-000-109-0000	Payment Amt: 1122432380 00000	25.00
0000026461	10/13/2023	LE4114900313	24000000736	AUGUST2023	10-1224-323-000-10-200-000-109-0000	1122432320 00000	385.00
<b>WESTERPE-WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN</b>							
0000026462	10/12/2023	LE4114900215	24000000680	Remit ID R-1 43612	Payment Date: 10/17/2023 10-2620-430-000-00-000-000-0000	Payment Amt: 1262043000 00000	55.00
<b>WJALARMCO-WJ ALARM COMPANY</b>							
0000026463	10/13/2023	LE4114900314	24000000196	Remit ID R-1 ARINV68007001	Payment Date: 10/17/2023 10-1110-610-000-10-200-000-117-0000	Payment Amt: 1110061020 00000	440.00
0000026463	10/13/2023	LE4114900315	24000000196	ARINV68007039	10-1110-610-000-10-200-000-117-0000	1110061020 00000	69.90
0000026463	10/13/2023	LE4114900316	24000000196	ARINV68007016	10-1110-610-000-10-200-000-117-0000	1110061020 00000	251.60
<b>WOODWIBR-WOODWIND &amp; BRASSWIND</b>							
0000026464	10/06/2023	LE4114900147	24000000637	Remit ID R-1 FBV.SHARON	Payment Date: 10/17/2023 10-3250-330-000-00-000-000-FBV0	Payment Amt: 330FBV	189.00
<b>YURANCORI-CORISSA YURAN</b>							
				Order ID O-1	Payment Date: 10/17/2023	Payment Amt:	198.00
<b>10 - GENERAL FUND</b>							638.60
							30.00
							30.00
							577,572.55

## FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND    Payment Dates: 10/17/2023 - 10/17/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Grand Total All Funds	577,572.55
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	577,572.55
Grand Total All Payments	577,572.55

## SHARPSVILLE AREA SCHOOL DISTRICT

Bank Reconciliation Summary FINALIZED 10/4/2023 12:18:05 PM

Bank Account ID: PR Statement Date: 09/29/2023

<b>Bank Statement Beginning Balance as of 09/01/2023</b>	<b>14,379.38</b>
<b>Cleared Transactions</b>	
Payments and Other Debits - 32 Items	(686,690.16)
Deposits and Other Credits - 4 Items	675,467.13
<b>Bank Statement Ending Balance as of 09/29/2023</b>	<b>3,156.35</b>
<b>Cleared Ending Balance</b>	<b>3,156.35</b>
<b>Difference</b>	<b>0.00</b>
<b>Outstanding Transactions</b>	
Payments and Other Debits - 7 Items	(3,156.35)
Deposits and Other Credits - 0 Items	0.00
<b>Balance as of 09/29/2023</b>	<b>0.00</b>
<b>Voided This Statement Period - 4 Items</b>	<b>(2,167.26)</b>

**SHARPSVILLE AREA SCHOOL DISTRICT  
TREASURER'S REPORT  
GENERAL FUND ACCOUNT**

**SEPTEMBER 30, 2023**

	MONTH-TO-DATE	YEAR-TO-DATE
BALANCE FORWARD AUGUST 31, 2023		
CHECKING - GENERAL	\$ 426,582.84	\$ 403,789.43
INDEXED MONEY MARKET	386,607.68	880,970.28
PA GOV TRUST	2,960,916.74	3,137,212.60
PA GOV TRUST-I SHARES	11,493.87	11,394.09
INDEXED MONEY MARKET-STD Reserve	22,314.96	22,145.36
INDEXED MONEY MARKET-Restricted	<u>100,766.66</u>	<u>100,000.00</u>
 FUNDS AVAILABLE AUGUST 31, 2023	 \$ 3,908,682.75	 \$ 4,555,511.76
 RECEIPTS - SEPTEMBER		
GENERAL REVENUE	2,145,369.02	4,669,246.30
ACCOUNTS RECEIVABLE	<u>154,458.56</u>	<u>164,772.34</u>
 TOTAL RECEIPTS - SEPTEMBER	 2,299,827.58	 4,834,018.64
 DISBURSEMENTS - SEPTEMBER		
GENERAL EXPENSES	1,362,486.75	3,840,571.64
ACCOUNTS PAYABLE	<u>775,955.24</u>	<u>1,478,890.42</u>
 TOTAL DISBURSEMENTS SEPTEMBER	 <u>(2,138,441.99)</u>	 <u>(5,319,462.06)</u>
 FUNDS AVAILABLE SEPTEMBER 30, 2023	 \$ 4,070,068.34	 \$ 4,070,068.34
 DISTRIBUTION OF FUNDS:		
CHECKING - GENERAL	381,337.57	
INDEXED MONEY MARKET	337,983.80	
PA GOV TRUST	3,215,681.82	
PA GOV TRUST-I SHARES	11,543.46	
INDEXED MONEY MARKET-STD Reserve	22,394.75	
INDEXED MONEY MARKET-Restricted	<u>101,126.94</u>	
 FUNDS AVAILABLE SEPTEMBER 30, 2023	 \$ 4,070,068.34	

**SHARPSVILLE AREA SCHOOL DISTRICT  
TREASURER'S REPORT  
GENERAL FUND ACCOUNT**

**SEPTEMBER 30, 2023**

<b>INDEXED MONEY MARKET ACCOUNT</b>		<b>CURRENT INTEREST RATE:</b>	<b>4.59%</b>
BALANCE FORWARD AUGUST 31, 2023			\$386,607.68
09/29/23	TO CHECKING	(50,000.00)	
09/30/23	INVESTMENT #3	<u>1,376.12</u>	
FUNDS AVAILABLE SEPTEMBER 30, 2023			\$337,983.80

<b>PA GOVERNMENT TRUST INVESTMENTS</b>		<b>CURRENT INTEREST RATE:</b>	<b>5.15%</b>
BALANCE FORWARD AUGUST 31, 2023			\$2,960,916.74
09/06/23	TO CHECKING	(5,851.44)	
09/18/23	INVESTMENT #11	542,829.75	
09/21/23	TO CHECKING	(550,000.00)	
09/21/23	INVESTMENT #12	31,232.42	
09/28/23	INVESTMENT #13	223,686.67	
09/30/23	INVESTMENT #14	<u>12,867.68</u>	
FUNDS AVAILABLE SEPTEMBER 30, 2023			\$3,215,681.82

<b>PA GOVERNMENT TRUST I SHARES INVESTMENTS</b>		<b>CURRENT INTEREST RATE:</b>	<b>5.25%</b>
BALANCE FORWARD AUGUST 31, 2023			\$11,493.87
9/30/2023	INVESTMENT #3	<u>49.59</u>	
FUNDS AVAILABLE SEPTEMBER 30, 2023			\$11,543.46

<b>SHORT-TERM DISABILITY RESERVE INDEXED MONEY MARKET ACCOUNT</b>		<b>CURRENT INTEREST RATE:</b>	<b>4.59%</b>
BALANCE FORWARD AUGUST 31, 2023			\$ 22,314.96
9/30/2023	INVESTMENT #3	<u>79.79</u>	
FUNDS AVAILABLE SEPTEMBER 30, 2023			\$ 22,394.75

<b>INDEXED MONEY MARKET ACCOUNT-RESTRICTED</b>		<b>CURRENT INTEREST RATE:</b>	<b>4.59%</b>
BALANCE FORWARD AUGUST 31, 2023			\$ 100,766.66
9/30/2023	INVESTMENT #3	<u>360.28</u>	
FUNDS AVAILABLE SEPTEMBER 30, 2023			\$ 101,126.94

# SHARPSVILLE AREA SCHOOL DISTRICT

Bank Reconciliation Summary FINALIZED 10/5/2023 10:30:48 AM

Bank Account ID: GF Statement Date: 09/29/2023

<b>Bank Statement Beginning Balance as of 09/01/2023</b>	<b>615,734.61</b>
<b>Cleared Transactions</b>	
Payments and Other Debits - 148 Items	(2,989,070.24)
Deposits and Other Credits - 52 Items	2,913,031.11
<b>Bank Statement Ending Balance as of 09/29/2023</b>	<b>539,695.48</b>
<b>Cleared Ending Balance</b>	<b>539,695.48</b>
<b>Difference</b>	<b>0.00</b>
<b>Outstanding Transactions</b>	
Payments and Other Debits - 63 Items	(163,022.79)
Deposits and Other Credits - 4 Items	4,664.88
<b>Balance as of 09/29/2023</b>	<b>381,337.57</b>
 <b>Voided This Statement Period - 1 Items</b>	 <b>(200.00)</b>



# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1100							
100	PERSONNEL SERV-SALARIES	4,324,258.00	350,251.35	350,551.35	0.00	3,973,706.65	8.11
200	PERSONNEL EMPL BENEFITS	2,909,770.00	219,052.01	288,299.09	0.00	2,621,470.91	9.91
300	PURCHASED PROF & TECH	228,140.00	4,788.00	18,475.84	0.00	209,664.16	8.10
400	PURCHASED PROPERTY SVC	16,780.00	254.98	468.93	0.00	16,311.07	2.79
500	OTHER PURCHASED SERVICE	368,509.00	22,163.75	32,274.24	0.00	336,234.76	8.76
600	SUPPLIES	320,352.00	93,611.72	198,265.34	37,575.07	84,511.59	73.62
700	PROPERTY	12,095.00	0.00	0.00	0.00	12,095.00	0.00
800	OTHER OBJECTS	4,930.00	0.00	0.00	0.00	4,930.00	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>8,184,834.00</b>	<b>690,121.81</b>	<b>888,334.79</b>	<b>37,575.07</b>	<b>7,258,924.14</b>	<b>11.31</b>
1200	<b>GENERAL FUND - SPEC PROG ELEMEN/SECOND</b>						
100	PERSONNEL SERV-SALARIES	1,139,571.00	72,592.20	79,900.33	0.00	1,059,670.67	7.01
200	PERSONNEL EMPL BENEFITS	892,818.00	58,721.75	108,260.55	0.00	784,557.45	12.13
300	PURCHASED PROF & TECH	493,924.00	652.93	34,527.93	0.00	459,396.07	6.99
400	PURCHASED PROPERTY SVC	2,750.00	0.00	0.00	0.00	2,750.00	0.00
500	OTHER PURCHASED SERVICE	282,176.00	18,360.85	28,835.82	0.00	253,340.18	10.22
600	SUPPLIES	92,361.00	50,211.72	63,068.06	2,026.64	27,266.30	70.48
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800	OTHER OBJECTS	4,259.00	0.00	0.00	0.00	4,259.00	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>2,907,859.00</b>	<b>200,539.45</b>	<b>314,592.69</b>	<b>2,026.64</b>	<b>2,591,239.67</b>	<b>10.89</b>
1300	<b>GENERAL FUND - VOCATIONAL EDUCATION</b>						
500	OTHER PURCHASED SERVICE	380,632.00	31,253.53	62,507.06	281,281.77	36,843.17	90.32
	<b>SUB FUNCTION TOTAL</b>	<b>380,632.00</b>	<b>31,253.53</b>	<b>62,507.06</b>	<b>281,281.77</b>	<b>36,843.17</b>	<b>90.32</b>
1400	<b>GENERAL FUND - OTHER INSTRUCTION PROG</b>						
100	PERSONNEL SERV-SALARIES	44,250.00	0.00	5,500.00	0.00	38,750.00	12.43
200	PERSONNEL EMPL BENEFITS	16,026.00	0.00	2,287.85	0.00	13,738.15	14.28

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
300	PURCHASED PROF & TECH	13,386.00	0.00	0.00	0.00	13,386.00	0.00
500	OTHER PURCHASED SERVICE	107,969.00	2,049.50	2,049.50	365.16	105,554.34	2.24
600	SUPPLIES	15,430.00	0.00	0.00	0.00	15,430.00	0.00
800	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
SUB FUNCTION TOTAL		197,061.00	2,049.50	9,837.35	365.16	186,858.49	5.18
1500	GENERAL FUND - NONPUBLIC SCHOOL PGMS						
300	PURCHASED PROF & TECH	5,000.00	0.00	0.00	0.00	5,000.00	0.00
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
SUB FUNCTION TOTAL		5,000.00	0.00	0.00	0.00	5,000.00	0.00
2100	GENERAL FUND - SUPPORT SERV-PUPIL PERS						
100	PERSONNEL SERV-SALARIES	351,033.00	29,108.79	30,187.35	0.00	320,845.65	8.60
200	PERSONNEL EMPL BENEFITS	199,456.00	17,660.30	24,454.92	0.00	175,001.08	12.26
300	PURCHASED PROF & TECH	9,220.00	(3,724.00)	3,556.00	810.00	4,854.00	47.35
500	OTHER PURCHASED SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
600	SUPPLIES	8,142.00	1,697.44	6,475.30	510.82	1,155.88	85.80
SUB FUNCTION TOTAL		567,851.00	44,742.53	64,673.57	1,320.82	501,856.61	11.62
2200	GENERAL FUND - SUPPORT SERVICES-INSTRU						
100	PERSONNEL SERV-SALARIES	236,163.00	18,532.30	36,950.32	0.00	199,212.68	15.65
200	PERSONNEL EMPL BENEFITS	129,034.00	12,860.62	23,194.26	0.00	105,839.74	17.98
300	PURCHASED PROF & TECH	28,246.00	3,243.74	9,538.45	0.00	18,707.55	33.77
400	PURCHASED PROPERTY SVC	5,140.00	0.00	3,616.00	0.00	1,524.00	70.35
500	OTHER PURCHASED SERVICE	13,600.00	0.00	2,489.88	1,100.00	10,010.12	26.40
600	SUPPLIES	77,117.00	6,350.76	30,104.53	7,353.41	39,659.06	48.57
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800	OTHER OBJECTS	875.00	90.00	90.00	161.00	624.00	28.69

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
SUB FUNCTION TOTAL		490,175.00	41,077.42	105,983.44	8,614.41	375,577.15	23.38
2300	GENERAL FUND - SUPPORT SERVICES-ADMIN						
100	PERSONNEL SERV-SALARIES	639,868.00	51,101.78	145,977.72	0.00	493,890.28	22.81
200	PERSONNEL EMPL BENEFITS	441,377.00	32,199.86	91,655.27	0.00	349,721.73	20.77
300	PURCHASED PROF & TECH	124,826.00	876.20	11,764.22	4,666.64	108,395.14	13.16
400	PURCHASED PROPERTY SVC	200.00	17.22	19.72	0.00	180.28	9.86
500	OTHER PURCHASED SERVICE	28,559.00	92.09	11,734.91	0.00	16,824.09	41.09
600	SUPPLIES	32,623.00	5,107.95	17,812.29	1,330.85	13,479.86	58.68
800	OTHER OBJECTS	7,944.00	90.00	6,600.00	704.00	640.00	91.94
SUB FUNCTION TOTAL		1,275,397.00	89,485.10	285,564.13	6,701.49	983,131.38	22.92
2400	GENERAL FUND - SUPP SVC-PUBLIC HEALTH						
100	PERSONNEL SERV-SALARIES	115,673.00	7,581.37	8,288.57	0.00	107,384.43	7.17
200	PERSONNEL EMPL BENEFITS	92,818.00	6,466.20	11,292.92	0.00	81,525.08	12.17
300	PURCHASED PROF & TECH	2,769.00	160.23	160.23	560.77	2,048.00	26.04
500	OTHER PURCHASED SERVICE	309.00	0.00	0.00	0.00	309.00	0.00
600	SUPPLIES	1,386.00	394.45	1,403.67	0.00	(17.67)	101.27
SUB FUNCTION TOTAL		212,955.00	14,602.25	21,145.39	560.77	191,248.84	10.19
2500							
100	PERSONNEL SERV-SALARIES	131,175.00	10,524.84	31,574.52	0.00	99,600.48	24.07
200	PERSONNEL EMPL BENEFITS	87,589.00	6,958.03	20,474.50	0.00	67,114.50	23.38
300	PURCHASED PROF & TECH	38,716.00	748.92	23,543.13	970.28	14,202.59	63.32
400	PURCHASED PROPERTY SVC	879.00	17.22	19.72	0.00	859.28	2.24
500	OTHER PURCHASED SERVICE	2,250.00	0.00	916.24	0.00	1,333.76	40.72
600	SUPPLIES	1,750.00	69.06	467.05	47.73	1,235.22	29.42
800	OTHER OBJECTS	700.00	665.00	665.00	0.00	35.00	95.00

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>2600 SUB FUNCTION TOTAL</b>		<b>263,059.00</b>	<b>18,983.07</b>	<b>77,660.16</b>	<b>1,018.01</b>	<b>184,380.83</b>	<b>29.91</b>
100	PERSONNEL SERV-SALARIES	686,025.00	53,299.39	118,313.99	0.00	567,711.01	17.25
200	PERSONNEL EMPL BENEFITS	452,534.00	35,441.63	87,857.25	0.00	364,676.75	19.41
300	PURCHASED PROF & TECH	101,275.00	39,262.50	39,262.50	39,262.50	22,750.00	77.54
400	PURCHASED PROPERTY SVC	219,780.00	15,333.39	55,093.00	15,218.50	149,468.50	31.99
500	OTHER PURCHASED SERVICE	89,978.00	20,861.32	43,399.71	2,659.50	43,918.79	51.19
600	SUPPLIES	572,943.00	27,821.07	86,551.53	1,221.08	485,170.39	15.32
700	PROPERTY	0.00	0.00	0.00	72,166.00	(72,166.00)	0.00
800	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>2700 SUB FUNCTION TOTAL</b>		<b>2,122,535.00</b>	<b>192,019.30</b>	<b>430,477.98</b>	<b>130,527.58</b>	<b>1,561,529.44</b>	<b>26.43</b>
<b>2800 SUB FUNCTION TOTAL</b>		<b>586,455.00</b>	<b>80,178.90</b>	<b>80,178.90</b>	<b>313,295.06</b>	<b>192,981.04</b>	<b>67.09</b>
<b>2900 SUB FUNCTION TOTAL</b>		<b>277,489.00</b>	<b>21,446.08</b>	<b>65,347.14</b>	<b>370.00</b>	<b>211,771.86</b>	<b>23.68</b>
<b>GENERAL FUND - SUPPORT SVCS-CENTRAL</b>							
100	PERSONNEL SERV-SALARIES	186,060.00	14,974.06	44,922.18	0.00	141,137.82	24.14
200	PERSONNEL EMPL BENEFITS	80,784.00	6,442.03	18,757.07	0.00	62,026.93	23.22
300	PURCHASED PROF & TECH	4,400.00	0.00	0.00	370.00	4,030.00	8.41
400	PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500	OTHER PURCHASED SERVICE	3,650.00	0.00	0.00	0.00	3,650.00	0.00
600	SUPPLIES	2,000.00	29.99	1,667.89	0.00	332.11	83.39
800	OTHER OBJECTS	595.00	0.00	0.00	0.00	595.00	0.00
<b>2900 SUB FUNCTION TOTAL</b>		<b>277,489.00</b>	<b>21,446.08</b>	<b>65,347.14</b>	<b>370.00</b>	<b>211,771.86</b>	<b>23.68</b>
<b>500 OTHER PURCHASED SERVICE</b>		<b>8,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
SUB FUNCTION TOTAL		8,500.00	0.00	0.00	0.00	8,500.00	0.00
3100	GENERAL FUND - FOOD SERVICES						
100	PERSONNEL SERV-SALARIES	0.00	0.00	(2,616.90)	0.00	2,616.90	0.00
200	PERSONNEL EMPL BENEFITS	0.00	324.90	(3,477.23)	0.00	3,477.23	0.00
500	OTHER PURCHASED SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
SUB FUNCTION TOTAL		0.00	324.90	(6,094.13)	0.00	6,094.13	0.00
3200	GENERAL FUND - STUDENT ACTIVITIES						
100	PERSONNEL SERV-SALARIES	200,109.00	16,392.62	17,834.12	0.00	182,274.88	8.91
200	PERSONNEL EMPL BENEFITS	87,590.00	6,203.57	6,753.24	0.00	80,836.76	7.71
300	PURCHASED PROF & TECH	99,879.00	4,853.00	5,163.00	34,254.00	60,462.00	39.46
400	PURCHASED PROPERTY SVC	11,450.00	0.00	1,250.00	0.00	10,200.00	10.92
500	OTHER PURCHASED SERVICE	59,915.00	4,829.44	4,960.80	0.00	54,954.20	8.28
600	SUPPLIES	120,578.00	47,639.22	80,379.85	3,439.83	36,758.32	69.51
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800	OTHER OBJECTS	22,082.00	380.00	1,320.00	0.00	20,762.00	5.98
SUB FUNCTION TOTAL		601,603.00	80,297.85	117,661.01	37,693.83	446,248.16	25.82
4100	GENERAL FUND - SITE ACQUISITION SVCS						
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
SUB FUNCTION TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
4200	GENERAL FUND - EXISTING SITE IMPROVE						
400	PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
SUB FUNCTION TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
4600	GENERAL FUND - EXISTING BLDG IMPROVE						

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
400	PURCHASED PROPERTY SVC	1,143,636.00	110,169.00	184,711.50	0.00	958,924.50	16.15
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>1,143,636.00</b>	<b>110,169.00</b>	<b>184,711.50</b>	<b>0.00</b>	<b>958,924.50</b>	<b>16.15</b>
5100	<b>GENERAL FUND - OTHER EXPEND &amp; FINANCE</b>						
800	OTHER OBJECTS	20,468.00	76.83	15,194.49	691.51	4,582.00	77.61
900	OTHER USES OF FUNDS	930,018.00	2,918.17	903,754.51	26,263.49	0.00	100.00
	<b>SUB FUNCTION TOTAL</b>	<b>950,486.00</b>	<b>2,995.00</b>	<b>918,949.00</b>	<b>26,955.00</b>	<b>4,582.00</b>	<b>99.52</b>
5200	<b>GENERAL FUND - FUND TRANSFERS</b>						
900	OTHER USES OF FUNDS	326,575.00	107,000.00	219,312.50	0.00	107,262.50	67.16
	<b>SUB FUNCTION TOTAL</b>	<b>326,575.00</b>	<b>107,000.00</b>	<b>219,312.50</b>	<b>0.00</b>	<b>107,262.50</b>	<b>67.16</b>
5800	<b>GENERAL FUND - SUSPENSE ACCOUNT</b>						
100	PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
200	PERSONNEL EMPL BENEFITS	0.00	(812.18)	(270.84)	1.00	269.84	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>0.00</b>	<b>(812.18)</b>	<b>(270.84)</b>	<b>1.00</b>	<b>269.84</b>	<b>0.00</b>
5900	<b>GENERAL FUND - BUDGETARY RESERVE</b>						
800	OTHER OBJECTS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>75,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>0.00</b>
6100	<b>GENERAL FUND - TAXES LEVIED BY THE LEA</b>						
000		(5,813,914.00)	(1,289,146.01)	(1,876,346.47)	0.00	(3,937,567.53)	32.27
	<b>SUB FUNCTION TOTAL</b>	<b>(5,813,914.00)</b>	<b>(1,289,146.01)</b>	<b>(1,876,346.47)</b>	<b>0.00</b>	<b>(3,937,567.53)</b>	<b>32.27</b>
6400	<b>GENERAL FUND - DELINQUENCIES TAXES LEV</b>						
000		(227,237.00)	(12,936.56)	(57,971.46)	0.00	(169,265.54)	25.51
	<b>SUB FUNCTION TOTAL</b>	<b>(227,237.00)</b>	<b>(12,936.56)</b>	<b>(57,971.46)</b>	<b>0.00</b>	<b>(169,265.54)</b>	<b>25.51</b>
6500	<b>GENERAL FUND - EARNINGS ON INVESTMENTS</b>						

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
000		(50,000.00)	(14,934.97)	(42,482.63)	0.00	(7,517.37)	84.97
	<b>SUB FUNCTION TOTAL</b>	<b>(50,000.00)</b>	<b>(14,934.97)</b>	<b>(42,482.63)</b>	<b>0.00</b>	<b>(7,517.37)</b>	<b>84.97</b>
6700	GENERAL FUND - REV FROM STUDENT ACT						
000		(39,300.00)	(16,227.00)	(20,792.00)	0.00	(18,508.00)	52.91
	<b>SUB FUNCTION TOTAL</b>	<b>(39,300.00)</b>	<b>(16,227.00)</b>	<b>(20,792.00)</b>	<b>0.00</b>	<b>(18,508.00)</b>	<b>52.91</b>
6800	GENERAL FUND - REV FROM INTERMEDIATE						
000		(245,677.00)	(1,000.00)	(1,000.00)	0.00	(244,677.00)	0.41
	<b>SUB FUNCTION TOTAL</b>	<b>(245,677.00)</b>	<b>(1,000.00)</b>	<b>(1,000.00)</b>	<b>0.00</b>	<b>(244,677.00)</b>	<b>0.41</b>
6900	GENERAL FUND - OTHER REV FROM LOCAL						
000		(213,342.00)	(14,894.30)	(26,641.54)	0.00	(186,700.46)	12.49
	<b>SUB FUNCTION TOTAL</b>	<b>(213,342.00)</b>	<b>(14,894.30)</b>	<b>(26,641.54)</b>	<b>0.00</b>	<b>(186,700.46)</b>	<b>12.49</b>
7100	GENERAL FUND - BASIC INSTRUCT & OPER						
000		(7,515,278.00)	421.58	(1,200,128.97)	0.00	(6,315,149.03)	15.97
	<b>SUB FUNCTION TOTAL</b>	<b>(7,515,278.00)</b>	<b>421.58</b>	<b>(1,200,128.97)</b>	<b>0.00</b>	<b>(6,315,149.03)</b>	<b>15.97</b>
7200	GENERAL FUND - SUBSIDIES SPECIAL ED						
000		(946,546.00)	(143,066.00)	(286,132.00)	0.00	(660,414.00)	30.23
	<b>SUB FUNCTION TOTAL</b>	<b>(946,546.00)</b>	<b>(143,066.00)</b>	<b>(286,132.00)</b>	<b>0.00</b>	<b>(660,414.00)</b>	<b>30.23</b>
7300	GENERAL FUND - SUBSIDIES NON-ED PGMS						
000		(1,113,557.00)	(80,620.67)	(398,354.72)	0.00	(715,202.28)	35.77
300	PURCHASED PROF & TECH	0.00	0.00	0.00	0.00	0.00	0.00
	<b>SUB FUNCTION TOTAL</b>	<b>(1,113,557.00)</b>	<b>(80,620.67)</b>	<b>(398,354.72)</b>	<b>0.00</b>	<b>(715,202.28)</b>	<b>35.77</b>
7500	GENERAL FUND - EXTRA GRANTS						
000		(239,259.00)	0.00	0.00	0.00	(239,259.00)	0.00

# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7800	GENERAL FUND - SUBSIDIES ST PAID BENE	(239,259.00)	0.00	0.00	0.00	(239,259.00)	0.00
000	.	(1,834,743.00)	(541,732.67)	(541,279.25)	0.00	(1,293,463.75)	29.50
	SUB FUNCTION TOTAL	(1,834,743.00)	(541,732.67)	(541,279.25)	0.00	(1,293,463.75)	29.50
8500	GENERAL FUND - RESTRICT GRANTS-IN-AID	(308,657.00)	0.00	(44,942.00)	0.00	(263,715.00)	14.56
000	.	(308,657.00)	0.00	(44,942.00)	0.00	(263,715.00)	14.56
	SUB FUNCTION TOTAL	(308,657.00)	0.00	(44,942.00)	0.00	(263,715.00)	14.56
8600	GENERAL FUND - RESTRICT GRANTS-IN-AID	0.00	0.00	0.00	0.00	0.00	0.00
000	.	0.00	0.00	0.00	0.00	0.00	0.00
	SUB FUNCTION TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
8700	GENERAL FUND - MED ASSIST REIMBURSE	(1,765,633.00)	(31,232.42)	(149,324.94)	0.00	(1,616,308.06)	8.46
000	.	(1,765,633.00)	(31,232.42)	(149,324.94)	0.00	(1,616,308.06)	8.46
	SUB FUNCTION TOTAL	(1,765,633.00)	(31,232.42)	(149,324.94)	0.00	(1,616,308.06)	8.46
8800	GENERAL FUND - PROCEEDS EXTENDED TERM	(72,000.00)	0.00	(3,318.60)	0.00	(68,681.40)	4.61
000	.	(72,000.00)	0.00	(3,318.60)	0.00	(68,681.40)	4.61
	SUB FUNCTION TOTAL	(72,000.00)	0.00	(3,318.60)	0.00	(68,681.40)	4.61
9200	GENERAL FUND - INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
000	.	0.00	0.00	0.00	0.00	0.00	0.00
	SUB FUNCTION TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
9300	GENERAL FUND - SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
000	.	0.00	0.00	0.00	0.00	0.00	0.00
	SUB FUNCTION TOTAL	0.00	0.00	0.00	0.00	0.00	0.00



# Condensed Board Summary Report

Fund: 10  
From 09/01/2023 To 09/30/2023  
Summarization Level: FULL FUND/SUB FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
000		0.00	0.00	0.00	0.00	0.00	0.00
	SUB FUNCTION TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
9900							
000		0.00	0.00	(20,531.72)	0.00	20,531.72	0.00
	SUB FUNCTION TOTAL	0.00	0.00	(20,531.72)	0.00	20,531.72	0.00
Fund 10 Totals							
	Total Expenditure	19,225,041.00	1,617,290.69	2,702,580.98	821,350.61	15,701,109.41	18.33
	Total Other Expenditure	1,352,061.00	109,182.82	1,137,990.66	26,956.00	187,114.34	86.16
	Total Revenue	(20,385,143.00)	(2,145,369.02)	(4,648,714.58)	0.00	(15,736,428.42)	22.80
	Total Other Revenue	0.00	0.00	(20,531.72)	0.00	20,531.72	0.00
		191,959.00	(418,895.51)	(928,674.66)	848,306.61	172,327.05	

## Condensed Board Summary Report

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	19,225,041.00	1,617,290.69	2,702,580.98	821,350.61	15,701,109.41	18.33
Total Other Expenditure	1,352,061.00	109,182.82	1,137,990.66	26,956.00	187,114.34	86.16
Total Revenue	(20,385,143.00)	(2,145,369.02)	(4,648,714.58)	0.00	(15,736,428.42)	22.80
Total Other Revenue	0.00	0.00	(20,531.72)	0.00	20,531.72	0.00
	191,959.00	(418,895.51)	(828,674.66)	848,306.61	172,327.05	

**SHARPSVILLE AREA SCHOOL DISTRICT  
TREASURER'S REPORT  
CAPITAL RESERVE ACCOUNT**

**SEPTEMBER 30, 2023**

	MONTH-TO-DATE	YEAR-TO-DATE
BALANCE FORWARD AUGUST 31, 2023	\$ 89,432.23	\$ 94,687.46
RECEIPTS - SEPTEMBER		
9/29/2023      TRANSFER FROM GENERAL FUND	107,000.00	
9/30/2023      INTEREST	<u>249.64</u>	
 TOTAL RECEIPTS - SEPTEMBER	 107,249.64	 107,969.41
DISBURSEMENTS - SEPTEMBER		
9/18/2023      CK 1286 MANNINGTON COMMERCIAL	48,283.96	
 TOTAL DISBURSEMENTS - SEPTEMBER	 <u>48,283.96</u>	 <u>54,258.96</u>
 FUNDS AVAILABLE SEPTEMBER 30, 2023	 \$ 148,397.91	 \$ 148,397.91

**SUMMARY OF CAPITAL RESERVE FUNDS**

CHECKING (CURRENT INTEREST RATE: .65%)	9.08
MONEY MARKET ACCOUNT (CURRENT INTEREST RATE: 4.59%)	<u>148,388.83</u>
 FUNDS AVAILABLE SEPTEMBER 30, 2023	 \$ 148,397.91

**STUDENT ACTIVITY ACCOUNT SUMMARY**  
**Fund: 81 - ACTIVITY FUND**      **From 09/01/2023 to 09/30/2023**

Activity Account	Beginning Balance	Receipts	Expended	Adjustments	Transfer Amends	Ending Balance
81-0496-000-00-800-000-000-2019						
2019 - CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-2021						
2021 - CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-2022						
2022 - CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-2023						
2023 - CLASS OF 2023	4,152.09	0.00	(538.54)	0.00	0.00	3,613.55
81-0496-000-00-800-000-000-2024						
2024 - CLASS OF 2024	3,388.34	400.00	(500.00)	0.00	0.00	3,288.34
81-0496-000-00-800-000-000-2025						
2025 - CLASS OF 2025	2,500.57	0.00	0.00	0.00	0.00	2,500.57
81-0496-000-00-800-000-000-2026						
2026 - CLASS OF 2026	1,610.30	0.00	(466.40)	0.00	0.00	1,143.90
81-0496-000-00-800-000-000-BOOK						
BOOK - BOOK CLUB	108.00	0.00	0.00	0.00	0.00	108.00
81-0496-000-00-800-000-000-CHES						
CHES - CHES	442.39	0.00	0.00	0.00	0.00	442.39
81-0496-000-00-800-000-000-CHOI						
CHOI - CHOIR	4,097.55	0.00	0.00	0.00	0.00	4,097.55
81-0496-000-00-800-000-000-DADV						
DADV - DEVILS ADVOCATE	107.34	0.00	0.00	0.00	0.00	107.34
81-0496-000-00-800-000-000-DLOG						
DLOG - DEVILS LOG	915.70	0.00	0.00	0.00	0.00	915.70

**STUDENT ACTIVITY ACCOUNT SUMMARY**  
**Fund: 81 - ACTIVITY FUND**      **From 09/01/2023 to 09/30/2023**

Activity Account	Beginning Balance	Receipts	Expended	Adjustments	Transfer Amends	Ending Balance
81-0496-000-00-800-000-000-ENGI ENGI - ENGINEERING CLUB	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-FACH FACH - FALL CHEER	938.65	1,109.00	0.00	0.00	0.00	2,047.65
81-0496-000-00-800-000-000-FBCH FBCH - FOOTBALL CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-FCCL FCCL - FAM CAREER & COM LEADER	1,225.68	0.00	0.00	0.00	0.00	1,225.68
81-0496-000-00-800-000-000-INTE INTE - INTEREST	203.03	0.00	0.00	0.00	0.00	203.03
81-0496-000-00-800-000-000-LEAD LEAD - LEAD Team	0.00	0.00	0.00	0.00	0.00	0.00
81-0496-000-00-800-000-000-NHEL NHEL - NATURAL HELPERS	399.64	0.00	0.00	0.00	0.00	399.64
81-0496-000-00-800-000-000-NHSO NHSO - NATIONAL HONOR SOCIETY	197.55	0.00	0.00	0.00	0.00	197.55
81-0496-000-00-800-000-000-PEPB PEPB - PEP BAND	228.00	0.00	0.00	0.00	0.00	228.00
81-0496-000-00-800-000-000-ROBO ROBO - ROBOTICS CLUB	56.18	0.00	0.00	0.00	0.00	56.18
81-0496-000-00-800-000-000-SCIE SCIE - SCIENCE CLUB	690.21	0.00	0.00	0.00	0.00	690.21
81-0496-000-00-800-000-000-SFCH SFCH - STUDENTS FOR CHARITY	0.00	0.00	0.00	0.00	0.00	0.00

**STUDENT ACTIVITY ACCOUNT SUMMARY**  
**Fund: 81 - ACTIVITY FUND      From 09/01/2023 to 09/30/2023**

Activity Account	Beginning Balance	Receipts	Expended	Adjustments	Transfer Amends	Ending Balance
81-0496-000-000-800-000-000-SPAN						
SPAN - SPANISH CLUB	1,264.50	0.00	0.00	0.00	0.00	1,264.50
81-0496-000-000-800-000-000-STUC						
STUC - STUDENT COUNCIL	1,479.84	29.18	0.00	0.00	0.00	1,509.02
81-0496-000-000-800-000-000-TECH						
TECH - TECHNOLOGY CLUB	229.75	0.00	0.00	0.00	0.00	229.75
81-0496-000-000-800-000-000-TEEN						
TEEN - TEENS THAT CARE	2,751.99	0.00	0.00	0.00	0.00	2,751.99
81-0496-000-000-800-000-000-THES						
THES - THESPIANS	26,888.13	0.00	(3,664.00)	0.00	0.00	23,224.13
81-0496-000-000-800-000-000-TRAC						
TRAC - TRACK CLUB	1,695.30	0.00	0.00	0.00	0.00	1,695.30
81-0496-000-000-800-000-000-UNIS						
UNIS - UNIFIED SPORTS	191.97	0.00	0.00	0.00	0.00	191.97
81-0496-000-000-800-000-000-WICH						
WICH - WINTER CHEER	534.75	0.00	0.00	0.00	0.00	534.75
<b>INSTRUCTIONAL ORG 00 TOTALS</b>	<b>56,297.45</b>	<b>1,538.18</b>	<b>(5,168.94)</b>	<b>0.00</b>	<b>0.00</b>	<b>52,666.69</b>
<b>FUND 81 TOTALS</b>	<b>56,297.45</b>	<b>1,538.18</b>	<b>(5,168.94)</b>	<b>0.00</b>	<b>0.00</b>	<b>52,666.69</b>
<b>GRAND TOTALS</b>	<b>56,297.45</b>	<b>1,538.18</b>	<b>(5,168.94)</b>	<b>0.00</b>	<b>0.00</b>	<b>52,666.69</b>

**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      2019 - CLASS OF 2019

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2019		(Inactive)			
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2021 - CLASS OF 2021

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-00-800-000-000-2021		(Inactive)			0.00
Beginning Balance:					0.00
Receipts:					0.00
Expended:					0.00
Adjustments:					0.00
Transfer Amends:					0.00
Ending Balance:					0.00



# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2022 - CLASS OF 2022

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-800-000-000-2022		(Inactive)			0.00
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2023 - CLASS OF 2023

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
09/21/2023	AP4108900003	BALFOU - BALFOUR	0000005154	CLASS OF 2023	(538.54)
					(538.54)
				Beginning Balance:	4,152.09
				Receipts:	0.00
				Expended:	(538.54)
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	3,613.55

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2024 - CLASS OF 2024

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-800-000-000-2024					
09/25/2023	AP4110000001	STEWARTZA - ZANE STEWART	00000005146	CLASS OF 2024	(500.00)
09/25/2023	RV4110400004			CLASS OF 2024	400.00
					(100.00)
					3,388.34
				Beginning Balance:	
				Receipts:	400.00
				Expended:	(500.00)
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	3,288.34

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2025 - CLASS OF 2025

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2025					
					0.00
				Beginning Balance:	2,500.57
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	2,500.57

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND 2026 - CLASS OF 2026

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2026					
09/21/2023	AP4108900001	BROWNEMIL - EMILY BROWN	00000005155	CLASS OF 2026	(466.40)
					(466.40)
				Beginning Balance:	1,610.30
				Receipts:	0.00
				Expended:	(466.40)
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,143.90

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND BOOK - BOOK CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-BOOK					
					0.00
				Beginning Balance:	108.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	108.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND CHES - CHES

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-CHES					
					0.00
					442.39
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	442.39

STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      CHOI - CHOIR

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-CHOI					
					0.00
				Beginning Balance:	4,097.55
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	4,097.55



# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      DADV - DEVILS ADVOCATE

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-DADV					
					0.00
				Beginning Balance:	107.34
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	107.34

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      DLOG - DEVILS LOG

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-DLOG					
					0.00
				Beginning Balance:	915.70
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	915.70

**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      ENGI - ENGINEERING CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-ENGI		(Inactive)			
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND FACH - FALL CHEER

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-0000-FACH					
09/25/2023	RV4110400003			FALL CHEERLEADERS	141.00
09/25/2023	RV4110400002			FALL CHEERLEADERS	199.00
09/25/2023	RV4110400001			FALL CHEERLEADERS	769.00
					<u>1,109.00</u>
					<u>938.65</u>
				Beginning Balance:	
				Receipts:	1,109.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	<u>2,047.65</u>

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND FBCH - FOOTBALL CHEERLEADERS

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-FBCH		(Inactive)			
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      FCCL - FAM CAREER & COM LEADER

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-FCCL					
					0.00
				Beginning Balance:	1,225.68
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,225.68

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND    INTE - INTEREST

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-INT					
					0.00
					203.03
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	203.03

STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND LEAD - LEAD Team

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-LEAD		(Inactive)			
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00



# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND    NHSL - NATURAL HELPERS

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-NHSL					
					0.00
				Beginning Balance:	399.64
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	399.64

**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      NHSO - NATIONAL HONOR SOCIETY

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-NHSO					
					0.00
				Beginning Balance:	197.55
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	197.55

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND    PEPB - PEP BAND

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-PEPB					
				Beginning Balance:	0.00
				Receipts:	228.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	228.00

**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      ROBO - ROBOTICS CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-ROBO					
					0.00
				Beginning Balance:	56.18
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	56.18

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND SCIE - SCIENCE CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-SCIE					
					0.00
				Beginning Balance:	690.21
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	690.21

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      SFCH - STUDENTS FOR CHARITY

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-800-000-000-SFCH		(Inactive)			0.00
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	0.00

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND SPAN - SPANISH CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-SPAN					
				Beginning Balance:	
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,264.50
					0.00
					1,264.50

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND STUC - STUDENT COUNCIL

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-STUC					
09/30/2023	RV4136200001			SEPTEMBER 2023 BANK INTEREST	29.18
					29.18
				Beginning Balance:	1,479.84
				Receipts:	29.18
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,509.02



# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      TECH - TECHNOLOGY CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-TECH					
				Beginning Balance:	229.75
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	229.75

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      TEEN - TEENS THAT CARE

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-TEEN					
				Beginning Balance:	2,751.99
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	2,751.99

STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      THES - THESPIANS

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-THES					
09/21/2023	AP4108900002	FERENCJO - JOHN FERENCE	00000005156	THESPIANS	(3,664.00)
					(3,664.00)
				Beginning Balance:	26,888.13
				Receipts:	0.00
				Expended:	(3,664.00)
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	23,224.13

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      TRAC - TRACK CLUB

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-TRAC					
					0.00
				Beginning Balance:	1,695.30
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,695.30

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND UNIS - UNIFIED SPORTS

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-UNIS					
				Beginning Balance:	191.97
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	191.97

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/30/2023

Fund: 81 - ACTIVITY FUND      WICH - WINTER CHEER

\*Includes accounts with no activity for this period

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
81-0496-000-000-800-000-000-WICH					
					0.00
					534.75
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	534.75
Fund 81 - ACTIVITY FUND					
		Beginning Balance			Ending Balance
		09/01/2023			09/30/2023
Fund Totals:	56,297.45		Receipts	Expended	Transfer Amends
			1,538.18	(5,168.94)	0.00
					52,666.69
		Beginning Balance			Ending Balance
		09/01/2023			09/30/2023
Grand Totals:	56,297.45		Receipts	Expended	Transfer Amends
			1,538.18	(5,168.94)	0.00
					52,666.69

**SHARPSVILLE AREA SCHOOL DISTRICT**

Bank Reconciliation Detail FINALIZED 10/12/2023 10:48:40 AM

Bank Account ID: HS Statement Date: 09/30/2023

Type	Date	Number	Payee / Desc	Clr	Amount	Balance
Bank Statement Beginning Balance as of 09/01/2023						56,618.87
Cleared Payments and Other Debits						
CK	09/21/2023	0000005154	BALFOUR	Y	(538.54)	
CK	09/21/2023	0000005155	EMILY BROWN	Y	(466.40)	
CK	09/21/2023	0000005156	JOHN FERENGE	Y	(3,664.00)	
Total Cleared Payments and Other Debits - 3 Items					(4,668.94)	
Cleared Deposits and Other Credits						
DEP	09/25/2023	HS09252023		Y	1,509.00	
INT	09/30/2023	HS09302023		Y	29.18	
Total Cleared Deposits and Other Credits - 2 Items					1,538.18	
Bank Statement Ending Balance as of 09/30/2023						53,488.11
Cleared Ending Balance						53,488.11
Difference						0.00
Outstanding Payments and Other Debits						
CK	06/02/2021	0000004903	MARTHA SMITH	N	(38.06)	
CK	11/04/2022	0000005043	PAIGE MESSETT	N	(33.36)	
CK	03/07/2023	0000005106	MELANIE HAGGARD	N	(250.00)	
CK	09/25/2023	0000005146	ZANE STEWART	N	(500.00)	
Total Outstanding Payments and Other Debits - 4 Items					(821.42)	
Outstanding Deposits and Other Credits						
Total Outstanding Deposits and Other Credits - 0 Items					0.00	
Balance as of 09/30/2023						52,666.69
Voided This Statement Period						
Total Voided This Statment Period - 0 Items					0.00	

**STUDENT ACTIVITY ACCOUNT SUMMARY**  
**Fund: 82 - MS ACTIVITY FUND      From 09/01/2023 to 09/29/2023**

Activity Account	Beginning Balance	Receipts	Expended	Adjustments	Transfer Amends	Ending Balance
82-0496-000-00-000-000-000-MSCH	1,053.55	0.00	0.00	0.00	0.00	1,053.55
82-0496-000-00-000-000-000-MSNH	553.89	0.00	0.00	0.00	0.00	553.89
82-0496-000-00-000-000-000-MSST	1,595.80	1.65	(28.60)	0.00	0.00	1,568.85
82-0496-000-00-000-000-000-MSYB	1.72	0.00	0.00	0.00	0.00	1.72
<b>INSTRUCTIONAL ORG 00 TOTALS</b>	<b>3,204.96</b>	<b>1.65</b>	<b>(28.60)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,178.01</b>
<b>FUND 82 TOTALS</b>	<b>3,204.96</b>	<b>1.65</b>	<b>(28.60)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,178.01</b>
<b>GRAND TOTALS</b>	<b>3,204.96</b>	<b>1.65</b>	<b>(28.60)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,178.01</b>



**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/29/2023

Fund: 82 - MS ACTIVITY FUND -

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSCH					
					0.00
				Beginning Balance:	1,053.55
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,053.55

**STUDENT ACTIVITY STATEMENT**

From 09/01/2023 to 09/29/2023

Fund: 82 - MS ACTIVITY FUND -

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSNH					
					0.00
				Beginning Balance:	553.89
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	553.89

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/29/2023

Fund: 82 - MS ACTIVITY FUND -

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
82-0496-000-000-000-000-MSST					
09/21/2023	AP4108600001	NESPORMI - MICHELE NESPOR	0000001291	MS STUDENT COUNCIL	(28.60)
09/29/2023	RV4131500001			September2023 Bank Interest	1.65
					(26.95)
				Beginning Balance:	1,595.80
				Receipts:	1.65
				Expended:	(28.60)
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1,568.85

# STUDENT ACTIVITY STATEMENT

From 09/01/2023 to 09/29/2023

Fund: 82 - MS ACTIVITY FUND -

Trans Date	Trans #	Payee Name	Payment #	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSYB					
					0.00
					1.72
				Beginning Balance:	0.00
				Receipts:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Transfer Amends:	0.00
				Ending Balance:	1.72

## Fund 82 - MS ACTIVITY FUND

Beginning Balance					Ending Balance
09/01/2023					09/29/2023
Fund Totals:	3,204.96	Receipts	1.65	Expended	(28.60)
				Adjustments	0.00
				Transfer Amends	0.00
					3,178.01
Beginning Balance					Ending Balance
09/01/2023					09/29/2023
Grand Totals:	3,204.96	Receipts	1.65	Expended	(28.60)
				Adjustments	0.00
				Transfer Amends	0.00
					3,178.01

# SHARPSVILLE AREA SCHOOL DISTRICT

Bank Reconciliation Summary FINALIZED 10/6/2023 10:39:59 AM

Bank Account ID: MS Statement Date: 09/29/2023

<b>Bank Statement Beginning Balance as of 09/01/2023</b>	<b>3,204.96</b>
<b>Cleared Transactions</b>	
Payments and Other Debits - 1 Items	(28.60)
Deposits and Other Credits - 1 Items	1.65
<b>Bank Statement Ending Balance as of 09/29/2023</b>	<b>3,178.01</b>
<b>Cleared Ending Balance</b>	<b>3,178.01</b>
<b>Difference</b>	<b>0.00</b>
<b>Outstanding Transactions</b>	
Payments and Other Debits - 0 Items	0.00
Deposits and Other Credits - 0 Items	0.00
<b>Balance as of 09/29/2023</b>	<b>3,178.01</b>
<b>Voided This Statement Period - 0 Items</b>	<b>0.00</b>

# SHARPSVILLE AREA SCHOOL DISTRICT

Bank Reconciliation Detail FINALIZED 10/6/2023 10:39:59 AM

Bank Account ID: MS Statement Date: 09/29/2023

Type	Date	Number	Payee / Desc	Clr	Amount	Balance
Bank Statement Beginning Balance as of 09/01/2023						3,204.96
Cleared Payments and Other Debits						
CK	09/21/2023	0000001291	MICHELE NESPOR	Y	(28.60)	
Total Cleared Payments and Other Debits - 1 Items					(28.60)	
Cleared Deposits and Other Credits						
INT	09/29/2023	MS10062023		Y	1.65	
Total Cleared Deposits and Other Credits - 1 Items					1.65	
Bank Statement Ending Balance as of 09/29/2023						3,178.01
Cleared Ending Balance						3,178.01
Difference						0.00
Outstanding Payments and Other Debits						
Total Outstanding Payments and Other Debits - 0 Items					0.00	
Outstanding Deposits and Other Credits						
Total Outstanding Deposits and Other Credits - 0 Items					0.00	
Balance as of 09/29/2023						3,178.01
Voided This Statement Period						
Total Voided This Statment Period - 0 Items					0.00	

**SHARPSVILLE AREA SCHOOL DISTRICT  
CAFETERIA REPORT**

**SEPTEMBER 2023**

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$177,466.60		\$188,227.21
Revenues:				
Lunch/Breakfast/A La Carte	122,356	12,424.75	15,074	14,591.90
Adult Lunches	10,000	635.65	1,232	746.60
Special Functions	49,722	1,487.85	6,126	1,546.31
State Subsidy	15,114	-	2,947	-
Social Security Subsidy	11,288	421.58	1,513	421.58
Retirement Subsidy	41,049	1,097.08	5,504	1,097.08
Federal Subsidy	351,271	-	46,177	-
Transfers from General Fund	-	-	-	-
Interest	2,515	715.36	337	2,232.74
Other	-	-	-	-
Account's Receivable	-	3,416.36	-	28,378.11
Total Revenues	603,315	20,198.63	78,910	49,014.32
Expenditures:				
Wages	205,244	7,599.57	32,372	7,599.57
Employee Benefits	70,292	2,094.37	13,874	2,094.37
FMSC Expenses	342,750	19,424.31	48,734	28,797.61
Substitute Service	4,000	-	-	-
Other Expenses	1,797	139.96	777	11,661.96
Accounts Payable	-	-	-	18,681.00
Total Expenditures	624,083	\$29,258.21	95,757	\$68,834.51
Ending Cash Balance	(20,768)	168,407.02	(16,847)	168,407.02

**Total Distribution of Cafeteria Funds:**

Checking (Current Interest Rate .65%):	6,152.45
PLGIT (Current Interest Rate 5.15%):	<u>162,254.57</u>
Total	168,407.02

# **AIA® Document B121™ – 2018**

## ***Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders***

**AGREEMENT** made as of the 27th day of April in the year 2023  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

and the Architect:  
(Name, legal status, address, and other information)

HHS DR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Architect's scope of Services and related terms. This document is intended to be used in conjunction with AIA Document B221™–2018, Service Order for use with Master Agreement Between Owner and Architect

Init.



## TABLE OF ARTICLES

1	MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES
2	SERVICE ORDERS
3	ARCHITECT'S RESPONSIBILITIES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COPYRIGHTS AND LICENSES
7	CLAIMS AND DISPUTES
8	TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS
9	COMPENSATION
10	MISCELLANEOUS PROVISIONS
11	SPECIAL TERMS AND CONDITIONS
12	SCOPE OF THIS MASTER AGREEMENT

### ARTICLE 1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES

§ 1.1 This Master Agreement shall be effective for Three years after the date first written above ("Date of this Master Agreement").

§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

§ 1.3 This Master Agreement will renew on an annual basis, on the day and month of the Date of this Master Agreement, unless either party provides notice of their intent not to renew this Master Agreement. Notice must be provided at least 60 days prior to the renewal date. In the event either party elects not to renew this Master Agreement, the terms of this Master Agreement shall remain applicable until all Service Orders under this Master Agreement are completed or terminated.

§ 1.4 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to this Master Agreement:

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

§ 1.4.1 In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

Init.

§ 1.5 The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Vincent M. Ordinario  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

§ 1.5.1 In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

§ 1.6 Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

## ARTICLE 2 SERVICE ORDERS

§ 2.1 The Owner is not required to issue any Service Orders under this Master Agreement.

§ 2.2 The Architect may decline to accept any Service Order issued by the Owner.

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the Project; describe the Architect's Services; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

## ARTICLE 3 ARCHITECT'S RESPONSIBILITIES

§ 3.1 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement.

§ 3.2 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

§ 3.3 The Architect shall maintain the following insurance until termination of this Master Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 9.4.

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

- .1 General Liability: Policy limits of not less than one-million dollars (\$ 1,000,000.00 ) for each occurrence and one-million dollars (\$ 1,000,000.00 ) in the aggregate for bodily injury and property damage.
- .2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one-million dollars (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage
- .3 Workers' Compensation at statutory limits.

- .4 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one-million dollars (\$ 1,000,000.00 ) per claim and one-million dollars (\$ 1,000,000.00 ) in the aggregate

§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.5 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.6 The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

#### ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of a Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article 4 shall entitle the Architect to compensation pursuant to Section 9.3.

§ 4.2 Unless otherwise provided in a Service Order, upon recognizing the need to perform the following Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals; or
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction.

#### ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 The Owner shall provide information in a timely manner regarding requirements for and limitations of each Service Order.

§ 5.2 The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts

between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.4 The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time to meet the Owner's needs and interests under a Service Agreement.

§ 5.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## **ARTICLE 6 COPYRIGHTS AND LICENSES**

§ 6.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

§ 6.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 6.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Master Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 10.9, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates a Service Agreement for cause as provided in Section 8.4, the license granted in this Section 6.3, and related to the terminated Service Agreement, shall terminate.

§ 6.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 6.3.1. The terms of this Section 6.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 8.4.

§ 6.4 Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 6.5 Except as otherwise stated in Section 6.3, the provisions of this Article 6 shall survive the termination of this Master Agreement.

## **ARTICLE 7 CLAIMS AND DISPUTES**

## § 7.1 General

§ 7.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Master Agreement and within the period specified by applicable law, but in any case not more than 10 years after the completion of the services provided pursuant to a specific Service Agreement, whichever is sooner. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 7.1.1.

§ 7.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201™–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 7.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6.

## § 7.2 Mediation

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

☒ [ X ] Arbitration pursuant to Section 7.3 of this Master Agreement

☐ [ ] Litigation in a court of competent jurisdiction

☐ [ ] Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### **§ 7.3 Arbitration**

**§ 7.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Master Agreement, any claim, dispute or other matter in question arising out of or related to a Service Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Master Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the arbitration.

**§ 7.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 7.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Master Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 7.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### **§ 7.3.4 Consolidation or Joinder**

**§ 7.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Master Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 7.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 7.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 7.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Master Agreement.

**§ 7.4** The provisions of this Article 7 shall survive the termination of a Service Agreement.

## **ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS**

**§ 8.1** If the Owner fails to make payments to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 8.2** If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption

of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 8.3** If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than seven days' written notice.

**§ 8.4** Either party may terminate a Service Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

**§ 8.5** The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 8.6** In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

**§ 8.7** In addition to any amounts paid under Section 8.6, if the Owner terminates a Service Agreement for its convenience pursuant to Section 8.5, or the Architect terminates a Service Agreement pursuant to Section 8.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

**.1 Termination Fee:**

Fifteen Percent (15%) of the value of the Architect's fee for services not yet completed.

**.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:**

Twenty-Five Thousand Dollars (\$25,000.00)

**§ 8.8** Except as otherwise expressly provided herein, a Service Agreement shall terminate one year from the date of Substantial Completion.

**§ 8.9** The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

## **ARTICLE 9 COMPENSATION**

**§ 9.1** The Owner shall compensate the Architect for the services described in a Service Order as set forth in each Service Order.

When the basis of construction is a percentage of the Cost of the Work, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work.

**§ 9.2** Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate (\$0.00)
Principal	\$190.00
Senior Associate	\$145.00
Associate	\$130.00
Specifications Writer	\$130.00
Project Manager	\$125.00
Architect/Engineer III	\$115.00
Architect/Engineer II	\$100.00
Architect/Engineer I	\$ 80.00
Architect/Engineer Intern	\$ 65.00
Interior Designer III	\$110.00
Interior Designer I	\$ 70.00
Draftsperson/CADD Technician	\$ 65.00
Junior Draftsperson	\$ 45.00
Field Representative	\$ 95.00
Planner	\$100.00
Business Manager/Accounting	\$ 95.00
Administrative, Clerical	\$ 55.00

**§ 9.3** Except as otherwise set forth in a Service Order, the Owner shall compensate the Architect for Additional Services designated in Article 4 as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

#### Hourly Rates

#### **§ 9.4 Compensation for Reimbursable Expenses**

**§ 9.4.1** Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;
- .9 All taxes levied on professional services and on reimbursable expenses;



- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

§ 9.4.3 Reimbursable Expenses will be allocated to each Service Agreement.

## § 9.5 Payments to the Architect

### § 9.5.1 Progress Payments

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Forty-Five ( 45 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect. *(Insert rate of monthly or annual interest agreed upon.)*

6 % per year

§ 9.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 Each Service Agreement shall be governed by the law of the place where the Project described in the Service Order is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3.

§ 10.2 Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under the Service Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of the Service Agreement.

§ 10.5 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. To carry out any asbestos-related work required for the completion of the Project, the Owner hereby agrees to retain an EPA certified designer under separate contract and an EPA certified asbestos abatement contractor under separate contract. The parties agree that such asbestos-related work for each phase of the Project shall be performed by the EPA certified designer at the time and in the manner consistent with and required by the construction activities and construction schedule, such that the Architect shall share design information with that of the EPA certified designer to accomplish the design intent of the completed project. The Architect is not in any way performing services or charging fees for the preparation of reports, design, drawings and specifications related to the

investigation, detection, abatement, materials, or processes involving asbestos. Therefore, nothing in this Agreement shall impose liability on the Architect for claims, lawsuits, expenses or damages arising from, or in any way related to the exposure to, or the handling or disposal of, asbestos or asbestos containing materials. Further, the Architect hereby states and the Owner acknowledges that the Architect has no professional liability (errors and omissions) of other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance of or failure to perform professional services, including, but not limited to the preparation of reports, design, drawings and specifications related to the investigation, detection, abatement, materials or processes involving asbestos. The Owner hereby agrees to bring no claim for negligence, breach of contract, indemnity or otherwise against the Architect, his principals, employees, agents and consultants if such claim or remedial work is related to asbestos in the Project.

**§ 10.6** The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Projects. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

**§ 10.7** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.7.

**§ 10.8** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**§ 10.9** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 10.9.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## **ARTICLE 11 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Master Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

## **ARTICLE 12 SCOPE OF THIS MASTER AGREEMENT**

**§ 12.1** This Master Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 12.2** This Master Agreement is comprised of the following documents identified below:

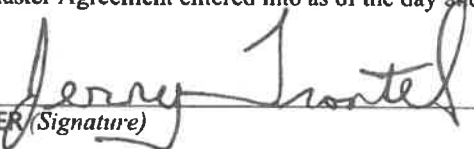
- .1 AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

.2  
(Paragraphs deleted)


.3 Exhibits:  
(Clearly identify any other exhibits incorporated into this Master Agreement.)

.4 Other documents:  
(List other documents, if any, forming part of the Master Agreement.)

This Master Agreement entered into as of the day and year first written above.

  
OWNER (Signature)

Jerry Trontel, Board President  
(Printed name and title)

  
ARCHITECT (Signature)

Vincent M. Ordinario, President  
(Printed name, title, and license number, if required)

## **Additions and Deletions Report for AIA® Document B121™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:07:29 ET on 10/17/2023.

### **PAGE 1**

**AGREEMENT** made as of the 27th day of April in the year 2023

...

Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

...

HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

### **PAGE 2**

§ 1.1 This Master Agreement shall be effective for ~~one year~~ Three years after the date first written above ("Date of this Master Agreement").

...

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

### **PAGE 3**

Vincent M. Ordinario  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

...

#### **.1 General Liability**

Liability: Policy limits of not less than one-million dollars (\$ 1,000,000.00 ) for each occurrence and one-million dollars (\$ 1,000,000.00 ) in the aggregate for bodily injury and property damage.

...

- ~~.2 Automobile Liability.2~~ Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one-million dollars (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage
- .3 Workers' Compensation at statutory limits.
- .4 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one-million dollars (\$ 1,000,000.00 ) per claim and one-million dollars (\$ 1,000,000.00 ) in the aggregate

PAGE 4

§ 3.6 The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

PAGE 6

[ X ] Arbitration pursuant to Section 7.3 of this Master Agreement

PAGE 8

Fifteen Percent (15%) of the value of the Architect's fee for services not yet completed.

...

Twenty-Five Thousand Dollars (\$25,000.00)

...

§ 9.1 The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9, as set forth in each Service Order.

When the basis of construction is a percentage of the Cost of the Work, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work.

PAGE 9

<u>Principal</u>	<u>\$190.00</u>
<u>Senior Associate</u>	<u>\$145.00</u>
<u>Associate</u>	<u>\$130.00</u>
<u>Specifications Writer</u>	<u>\$130.00</u>
<u>Project Manager</u>	<u>\$125.00</u>
<u>Architect/Engineer III</u>	<u>\$115.00</u>
<u>Architect/Engineer II</u>	<u>\$100.00</u>
<u>Architect/Engineer I</u>	<u>\$ 80.00</u>
<u>Architect/Engineer Intern</u>	<u>\$ 65.00</u>

## ***Certification of Document's Authenticity***

***AIA® Document D401™ – 2003***

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:07:29 ET on 10/17/2023 under Order No. 4104238610 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B121™ – 2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Dated)

<u>Interior Designer III</u>	<u>\$110.00</u>
<u>Interior Designer I</u>	<u>\$ 70.00</u>
<u>Draftsperson/CADD Technician</u>	<u>\$ 65.00</u>
<u>Junior Draftsperson</u>	<u>\$ 45.00</u>
<u>Field Representative</u>	<u>\$ 95.00</u>
<u>Planner</u>	<u>\$100.00</u>
<u>Business Manager/Accounting</u>	<u>\$ 95.00</u>
<u>Administrative, Clerical</u>	<u>\$ 55.00</u>

...

Hourly Rates  
**PAGE 10**

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

...

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Forty-Five ( 45 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

6 % per year

...

§ 10.5 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. To carry out any asbestos-related work required for the completion of the Project, the Owner hereby agrees to retain an EPA certified designer under separate contract and an EPA certified asbestos abatement contractor under separate contract. The parties agree that such asbestos-related work for each phase of the Project shall be performed by the EPA certified designer at the time and in the manner consistent with and required by the construction activities and construction schedule, such that the Architect shall share design information with that of the EPA certified designer to accomplish the design intent of the completed project. The Architect is not in any way performing services or charging fees for the preparation of reports, design, drawings and specifications related to the investigation, detection, abatement, materials, or processes involving asbestos. Therefore, nothing in this Agreement shall impose liability on the Architect for claims, lawsuits, expenses or damages arising from, or in any way related to the exposure to, or the handling or disposal of, asbestos or asbestos containing materials. Further, the Architect hereby states and the Owner acknowledges that the Architect has no professional liability (errors and omissions) of other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance of or failure to perform professional services, including, but not limited to the preparation of reports, design, drawings and specifications related to the investigation, detection, abatement, materials or processes involving asbestos. The Owner hereby agrees to bring no claim for negligence, breach of contract, indemnity or otherwise against the Architect, his principals, employees, agents and consultants if such claim or remedial work is related to asbestos in the Project.

**PAGE 12**

- .2 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

*(Insert the date of the E203 2013 incorporated into this Master Agreement.)*

...



Jerry Trontel, Board President

Vincent M. Ordinario, President





# AIA Document B221™ – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 001 made as of the 27th day of April in the year 2023  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

and the Architect:  
(Name, legal status, address, and other information)

HHS DR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

for the following **PROJECT**:  
(Name, location, and detailed description)

Sharpsville Area Middle School – HVAC Renovations

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the 27th day of April in the year 2023  
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

#### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

#### Architectural Services for HVAC Renovations

##### Schematic Design Phase Services

.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

.6 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service.

.7 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work. The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

.8 The Architect shall submit to the Owner an estimate of the Cost of the Work based on the Schematic Design Documents.

.9 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

#### **Design Development Phase Services**

.10 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

.11 The Architect shall update the estimate of the Cost of the Work based on the Design Development Documents.

.12 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **Construction Documents Phase Services**

.13 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with this Section.

.14 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

.15 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

.16 The Architect shall update the estimate for the Cost of the Work based on the Construction Documents.

.17 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### **Bidding Phase Services**

.18 The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids (2) confirming responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction. The Architect's Services during the Bidding phase shall consist of

.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

.2 The Architect shall assist the Owner in bidding the Project by:

- a. facilitating the distribution of Bidding Documents to prospective bidders;
- b. organizing and conducting a pre-bid conference for prospective bidders;
- c. preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- d. organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### **Construction Phase Services**

.19 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

.20 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

.21 The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

Init.

**.22** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in this Section, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**.23** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**.24** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**.25** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**.26** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

**.27** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in this Section and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**.28** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**.29** The Architect shall maintain a record of the Applications and Certificates for Payment.

**.30** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in

accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**.31** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**.32** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**.33** The Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**.34** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**.35** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**.36** The Architect shall maintain records relative to changes in the Work.

**.37** The Architect shall:

- .1** conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2** issue Certificates of Substantial Completion;
- .3** forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4** issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**.38** The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

.39 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

.40 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

.41 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, with additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### **§ 2.1.2 Additional Services**

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

The Architect may provide other Additional Services after execution of this Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section shall entitle the Architect to compensation pursuant Master Services Agreement and an appropriate adjustment in the Architect's schedule.

.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Weekly ( ) visits to the site by the Architect during construction
- .3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion.

.4 Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

.5 If the services covered for any specific Project under this Agreement have not been completed within twelve ( 12 ) months (unless otherwise agreed for a specific project) of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To be determined

- .2 Substantial Completion date:

To be determined

### ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

- .2 Percentage Basis  
(Insert percentage value)



Six Percent ( 6 ) % of the Owner's Cost of the Work, as calculated in accordance with Section 4.4.

**.3 Other**  
(Describe the method of compensation)

**§ 4.2** For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

**Hourly Rates**

**§ 4.3** For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work. The Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes commissioning, testing and balancing of equipment and systems, and the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work

The proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (	15	%)
Design Development Phase	Twenty	percent (	20	%)
Construction Documents Phase	Forty	percent (	40	%)
Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)
<hr/>				
Total Basic Compensation	one hundred	percent (	100	%)

**ARTICLE 5 INSURANCE**

**§ 5.1** Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:  
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

*(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)*

**Coverage**

**Limits**

**ARTICLE 6 PARTY REPRESENTATIVES**

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

*(List name, address, and other information.)*

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

*(List name, address, and other information.)*

Jon Finn  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement.)*
- .3 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

  
OWNER (Signature)

Jerry Trontel, Board President  
*(Printed name and title)*

  
ARCHITECT (Signature)

Vincent M. Ordinario, President  
*(Printed name, title, and license number, if required)*

# **Additions and Deletions Report for**

## **AIA® Document B221™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:35:54 ET on 10/16/2023.

### **PAGE 1**

**SERVICE ORDER** number 001 made as of the 27th day of April in the year 2023

...

Sharpville Area School District  
1 Blue Devil Way  
Sharpville, PA 16150  
Telephone Number 724-962-8300

...

HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

...

Sharpville Area Middle School – HVAC Renovations

...

This Service Order, together with the Master Agreement between Owner and Architect dated the 27th day of April in the year 2023

### **PAGE 2**

#### Architectural Services for HVAC Renovations

##### **Schematic Design Phase Services**

.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

.6 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service.

.7 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work. The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

.8 The Architect shall submit to the Owner an estimate of the Cost of the Work based on the Schematic Design Documents.

.9 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

#### **Design Development Phase Services**

.10 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

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.12 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

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.14 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

.15 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

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### **Bidding Phase Services**

.18 The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids (2) confirming responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction. The Architect's Services during the Bidding phase shall consist of

.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

.2 The Architect shall assist the Owner in bidding the Project by:

- a. facilitating the distribution of Bidding Documents to prospective bidders;
- b. organizing and conducting a pre-bid conference for prospective bidders;
- c. preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- d. organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### **Construction Phase Services**

.19 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

.20 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

.21 The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

.22 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in this Section, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

.23 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

.24 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

.25 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

.26 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

.27 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in this Section and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

.28 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

.29 The Architect shall maintain a record of the Applications and Certificates for Payment.

.30 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in

accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

.31 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

.32 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

.33 The Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

.34 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

.35 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

.36 The Architect shall maintain records relative to changes in the Work.

.37 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

.38 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

.39 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

.40 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

.41 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, with additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

## **PAGE 7**

The Architect may provide other Additional Services after execution of this Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section shall entitle the Architect to compensation pursuant Master Services Agreement and an appropriate adjustment in the Architect's schedule.

.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a



careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Weekly ( ) visits to the site by the Architect during construction
- .3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion.

.4 Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

.5 If the services covered for any specific Project under this Agreement have not been completed within twelve ( 12 ) months (unless otherwise agreed for a specific project) of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 8

To be determined

...

To be determined

PAGE 9

(~~Six~~ Percent ( 6 ) % of the Owner's ~~budget for the~~ Cost of the Work, as calculated in accordance with Section 4.4.

...

Hourly Rates

...

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work. The Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes commissioning, testing and balancing of equipment and systems, and the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work

is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work

The proportion of compensation for each phase of services shall be as follows:

<u>Schematic Design Phase</u>	<u>Fifteen</u>	<u>percent (</u>	<u>15</u>	<u>%)</u>
<u>Design Development Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>%)</u>
<u>Construction Documents</u>	<u>Forty</u>	<u>percent (</u>	<u>40</u>	<u>%)</u>
<u>Phase</u>				
<u>Procurement Phase</u>	<u>Five</u>	<u>percent (</u>	<u>5</u>	<u>%)</u>
<u>Construction Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>%)</u>
<hr/>				
<u>Total Basic Compensation</u>	<u>one hundred</u>	<u>percent (</u>	<u>100</u>	<u>%)</u>


PAGE 10

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

...

Jon Finn  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

...

  
Jerry Trontel, Board President

Vincent M. Ordinario, President

## ***Certification of Document's Authenticity***

***AIA® Document D401™ – 2003***

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:35:54 ET on 10/16/2023 under Order No. 4104238610 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*



# AIA® Document B221™ – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 002 made as of the 17th day of October in the year 2023  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

and the Architect:  
(Name, legal status, address, and other information)

HHS DR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

for the following **PROJECT**:  
(Name, location, and detailed description)

Sharpsville Area Elementary School – HVAC Renovations

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the 27th day of April in the year 2023  
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B221™–2018, Standard Form of Master Agreement Between Owner and Architect

Init.

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

#### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

#### Architectural Services for HVAC Renovations

##### Schematic Design Phase Services

.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

.6 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service.

.7 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work. The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

.8 The Architect shall submit to the Owner an estimate of the Cost of the Work based on the Schematic Design Documents.

.9 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

#### **Design Development Phase Services**

.10 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

.11 The Architect shall update the estimate of the Cost of the Work based on the Design Development Documents.

.12 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **Construction Documents Phase Services**

.13 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with this Section.

.14 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

.15 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

.16 The Architect shall update the estimate for the Cost of the Work based on the Construction Documents.

.17 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

#### **Bidding Phase Services**

.18 The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids (2) confirming responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction. The Architect's Services during the Bidding phase shall consist of

.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

.2 The Architect shall assist the Owner in bidding the Project by:

- a. facilitating the distribution of Bidding Documents to prospective bidders;
- b. organizing and conducting a pre-bid conference for prospective bidders;
- c. preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- d. organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

#### **Construction Phase Services**

.19 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

.20 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

.21 The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

Init.

.22 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in this Section, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

.23 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

.24 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

.25 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

.26 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

.27 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in this Section and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

.28 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

.29 The Architect shall maintain a record of the Applications and Certificates for Payment.

.30 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in



accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**.31** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**.32** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**.33** The Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**.34** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**.35** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**.36** The Architect shall maintain records relative to changes in the Work.

**.37** The Architect shall:

- .1** conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2** issue Certificates of Substantial Completion;
- .3** forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4** issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**.38** The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

.39 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

.40 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

.41 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, with additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### **§ 2.1.2 Additional Services**

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

The Architect may provide other Additional Services after execution of this Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section shall entitle the Architect to compensation pursuant Master Services Agreement and an appropriate adjustment in the Architect's schedule.

.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

Init.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Weekly ( ) visits to the site by the Architect during construction
- .3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion.

.4 Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

.5 If the services covered for any specific Project under this Agreement have not been completed within twelve ( 12 ) months (unless otherwise agreed for a specific project) of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To be determined

- .2 Substantial Completion date:

To be determined

### ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)
- .2 Percentage Basis  
(Insert percentage value)

Six Percent (6 ) % of the Owner's Cost of the Work, as calculated in accordance with Section 4.4.

**.3 Other**  
(Describe the method of compensation)

**§ 4.2** For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

**Hourly Rates**

**§ 4.3** For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work. The Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes commissioning, testing and balancing of equipment and systems, and the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work

The proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (	15	%)
Design Development Phase	Twenty	percent (	20	%)
Construction Documents Phase	Forty	percent (	40	%)
Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)
Total Basic Compensation	one hundred	percent (	100	%)

**ARTICLE 5 INSURANCE**

**§ 5.1** Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:  
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

*(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)*

**Coverage**

**Limits**

**ARTICLE 6 PARTY REPRESENTATIVES**

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
*(List name, address, and other information.)*

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
*(List name, address, and other information.)*

Jon Finn  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:


- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement.)*

- .3 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

  
OWNER (Signature)

Jerry Trontel, Board President  
*(Printed name and title)*

  
ARCHITECT (Signature)

Vincent M. Ordinario, President  
*(Printed name, title, and license number, if required)*

## **Additions and Deletions Report for AIA® Document B221™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:35:40 ET on 10/16/2023.

### **PAGE 1**

**SERVICE ORDER** number 002 made as of the 17th day of October in the year 2023

...

Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

...

HHS DR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

...

Sharpsville Area Elementary School – HVAC Renovations

...

This Service Order, together with the Master Agreement between Owner and Architect dated the 27th day of April in the year 2023

### **PAGE 2**

#### **Architectural Services for HVAC Renovations**

##### **Schematic Design Phase Services**

.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

.6 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service.

.7 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work. The Architect does not represent, warrant, or guarantee that the design of the Owner's desired project and its quality will produce bids that meet the Owner's budget for the Cost of the Work.

.8 The Architect shall submit to the Owner an estimate of the Cost of the Work based on the Schematic Design Documents.

.9 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

#### **Design Development Phase Services**

.10 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

.11 The Architect shall update the estimate of the Cost of the Work based on the Design Development Documents.

.12 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **Construction Documents Phase Services**

.13 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with this Section.

.14 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

.15 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

.16 The Architect shall update the estimate for the Cost of the Work based on the Construction Documents.

.17 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### **Bidding Phase Services**

.18 The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids (2) confirming responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction. The Architect's Services during the Bidding phase shall consist of

.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

.2 The Architect shall assist the Owner in bidding the Project by:

- a. facilitating the distribution of Bidding Documents to prospective bidders;
- b. organizing and conducting a pre-bid conference for prospective bidders;
- c. preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- d. organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### **Construction Phase Services**

.19 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

.20 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

.21 The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.



.22 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in this Section, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

.23 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

.24 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

.25 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

.26 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

.27 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in this Section and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

.28 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

.29 The Architect shall maintain a record of the Applications and Certificates for Payment.

.30 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in

accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

.31 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

.32 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

.33 The Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

.34 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

.35 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

.36 The Architect shall maintain records relative to changes in the Work.

.37 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

.38 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

.39 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

.40 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

.41 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, with additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**PAGE 7**

The Architect may provide other Additional Services after execution of this Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section shall entitle the Architect to compensation pursuant Master Services Agreement and an appropriate adjustment in the Architect's schedule.

.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a

careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Weekly ( ) visits to the site by the Architect during construction
- .3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion.

.4 Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

.5 If the services covered for any specific Project under this Agreement have not been completed within twelve ( 12 ) months (unless otherwise agreed for a specific project) of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 8

To be determined

...

To be determined

PAGE 9

(~~Six~~ Percent ( 6 ) % of the Owner's ~~budget for the~~ Cost of the Work, as calculated in accordance with Section 4.4.

...

#### Hourly Rates

...

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work. The Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect for the base bid plus add alternates and shall include contractors' general conditions costs, overhead and profit and all construction insurance. The Cost of the Work also includes commissioning, testing and balancing of equipment and systems, and the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or the Owner's contingencies; or other costs that are the responsibility of the Owner. Until such time as the Cost of the Work

is finally determined, payments shall be calculated based upon the Owner's most recent budget for the Cost of the Work, which shall be reconciled and adjusted upon determination of the Owner's Cost of the Work

The proportion of compensation for each phase of services shall be as follows:

<u>Schematic Design Phase</u>	<u>Fifteen</u>	<u>percent (</u>	<u>15</u>	<u>%)</u>
<u>Design Development Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>%)</u>
<u>Construction Documents</u>	<u>Forty</u>	<u>percent (</u>	<u>40</u>	<u>%)</u>
<u>Phase</u>				
<u>Procurement Phase</u>	<u>Five</u>	<u>percent (</u>	<u>5</u>	<u>%)</u>
<u>Construction Phase</u>	<u>Twenty</u>	<u>percent (</u>	<u>20</u>	<u>%)</u>
<hr/>				
<u>Total Basic Compensation</u>	<u>one hundred</u>	<u>percent (</u>	<u>100</u>	<u>%)</u>

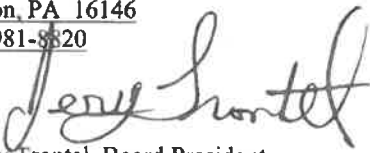
PAGE 10

John Vannoy, Superintendent  
Sharpsville Area School District  
1 Blue Devil Way  
Sharpsville, PA 16150  
Telephone Number 724-962-8300

...

Jon Finn  
HHSDR, Inc.  
40 Shenango Avenue  
Sharon, PA 16146  
724-981-8820

...

  
Jerry Trontel, Board President

Vincent M. Ordinario, President

## ***Certification of Document's Authenticity***

***AIA® Document D401™ – 2003***

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:35:40 ET on 10/16/2023 under Order No. 4104238610 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

---

*(Signed)*

---

*(Title)*

---

*(Dated)*

**RESOLUTION No. 10 - 2023**

**RESOLUTION OF THE SHARPSVILLE AREA SCHOOL DISTRICT OF MERCER COUNTY, PENNSYLVANIA, AUTHORIZING THE ADOPTION OF A COMPENSATION PLAN OF THE SCHOOL DISTRICT ADMINISTRATORS AND DIRECTING THE PROPER OFFICERS OF THE DISTRICT TO EXECUTE THE NECESSARY DOCUMENTS TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION.**

**WHEREAS**, the Sharpsville Area School District ("District") met and discussed with District Administrators and developed a compensation plan for the term beginning July 1, 2023 and ending June 30, 2026;

**WHEREAS**, a majority vote of all members of the board of school directors is required before the District may enter into a agreement fixing salaries or compensation of officers, teachers, or other appointees of the board of school directors in accordance with Section 5-508 of the Pennsylvania School Code. (24 P.S. §5-508); and

**WHEREAS**, the Board of School Directors ("Board") of the District believes it is in the best interests of the District to adopt a compensation plan for District administrators for the provision of services; and

**WHEREAS**, the purpose of this Resolution is to ratify and adopt said compensation plan and authorize the appropriate officers of the District to execute same.

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the District and it is **HEREBY RESOLVED AND ADOPTED** by authority of the same as follows:

1. The Board hereby adopts and ratifies the provisions contained in the District's administration compensation plan beginning July 1, 2023 and ending June 30, 2026, a copy of same being attached hereto, marked **Exhibit "B"**, and made a part hereof.

2. The Board hereby agrees to be bound by the terms and provisions set forth in the said compensation plan.

3. The President and Secretary of the Board and any other appropriate officials of the District are hereby authorized to execute the said compensation plan together with any and all other documents necessary to effectuate the purpose of this Resolution.

4. This Resolution shall become effective upon adoption by the Board  
**ADOPTED** at a meeting of the Board of School Directors of the Sharpsville Area School District duly convened on this 17<sup>th</sup> day of October, 2023.

Attest:

By:

  
Ashley Mocker, Board Secretary

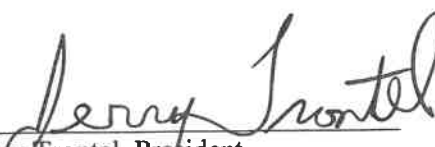


  
Jerry Trontel, President,  
Board of School Director

Exhibit B

**SHARPSVILLE AREA SCHOOL DISTRICT  
ADMINISTRATION COMPENSATION PLAN  
JULY 1, 2023 – JUNE 30, 2026**

**Approved by the Board of Education on October 17, 2023**

  
Jerry Trontel, President

  
Ashley Mocker, Secretary



## **TABLE OF CONTENTS**

I.	TERM OF COMPENSATION	3
II.	DEFINITIONS	3
III.	ASSIGNMENT	3
IV.	COMPENSATION PLAN	3
V.	WORK YEAR	4
VI.	SALARY	4
VII.	TAX SHELTERED ANNUITY	4
XIII.	VACATION	4
IX.	HOLIDAYS	5
X.	PAID LEAVE	5
XI.	INSURANCE BENEFITS	6
XII.	PROFESSIONAL ASSOCIATION MEMBERSHIP	8
XIII.	NATIONAL CONFERENCE ATTENDANCE	8
XIV.	EDUCATIONAL ADVANCEMENT	8
XV.	RETIREMENT BENEFITS	9

## **ADMINISTRATION COMPENSATION PLAN**

The Board of School Directors of the Sharpsville Area School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949," as amended, Section 1164 and Board Policy No. 328, "Wage and Salary." The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution and other relationships among the members of the Team.

### **I. TERM OF COMPENSATION**

This Plan is effective July 1, 2023 and shall continue until June 30, 2026.

### **II. DEFINITIONS**

1. The term "Administrator" shall include the following positions for the purpose of this Plan:

- Director of Student Services
- High School Principal
- Middle School Principal
- Elementary Principal
- Technology Integrator/Data Specialist

2. The term "Supervisor" shall include the following positions for the purpose of this plan:

- Director of Facilities
- Assistant Director of Facilities

### **III. ASSIGNMENT**

The Board of Education reserves the right to assign administrator positions in accordance with appropriate State certification and in conjunction with the guideline set forth in Board Policy No. 309.

### **IV. COMPENSATION PLAN**

Salaries and related compensation for Professional Administrators and Supervisors have been determined following the "meet and discuss" process between a Committee of the School Board and the Administrative Team. Said compensation shall be based upon the salary schedule set forth in Section VI below relative to the duties specified in both the job description and additional assignments in accordance with Board Policy No. 313 by the Superintendent of Schools.

V. WORK YEAR

The work year for all Administrators and Supervisors shall be Twelve (12) months, July 1 through June 30.

VI. SALARY

The salary of each individual covered under this agreement will be as follows:

<b>Administrator/Supervisor</b>	<b><u>2023-2024</u> Salary</b>	<b><u>2024-2025</u> Increase</b>	<b><u>2025-2026</u> Increase</b>
Annessa Steele	\$96,000 Prorated	2.90%	2.90%
Carol Houck	\$99,401	2.90%	2.90%
Heidi Marshall	\$98,281	2.90%	2.90%
Jonathan Fry	\$98,281	2.90%	2.90%
Kirk Scurpa	\$110,548	2.90%	2.90%
Wade Hoagland	\$71,844	2.90%	2.90%
Andrew Kocis	\$55,043	2.90%	2.90%

The salaries for new Administrators will be established at the time of hire, and prorated for the appropriated work days remaining in the fiscal year of hire.

VII. TAX SHELTERED ANNUITY

The District will contribute the following amounts per month for each Administrator, excluding Supervisors, to the District's tax sheltered annuity:

<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
\$325.00	\$325.00	\$325.00

VIII. VACATION

1. Administrators

- a. Twenty-One (21) days per year. The Administrative Staff can carry unused vacation beyond June 30th with the Superintendent's approval but must be used by July 31.
- b. Upon written request by June 1st of each year, each Administrator shall receive their daily rate for up to five (5) unused vacation days.
- c. In the event that an Administrator's work year is shortened, it is mandated that vacation days will be prorated accordingly.

## 2. Supervisors

### a. Supervisor's vacation will be granted as follows:

1 year	5 days
2 years	10 days
6 years	15 days
10 years	16 days
12 years	18 days
15 years	19 days
20 years	20 days
25 years	21 days

- b. Vacation is earned in the fiscal year July 1 - June 30. There will be no accrual of vacation beyond July 31st each year.
- c. No vacation time will be granted for any work up to three months. Vacation cannot be taken during the first three months of employment.
- d. An employee will become eligible for additional vacation for years of service in the fiscal year in which the required anniversary date of initial employment occurs with at least six months of the fiscal year remaining.
- e. In the event that a Supervisor's work year is shortened, it is mandated that vacation days will be prorated accordingly.

## IX. PAID HOLIDAYS

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the day following
- The Christmas holiday as scheduled in the yearly school calendar
- Other days off afforded the instructional staff during the school calendar

## X. PAID LEAVE

- A. Sabbatical. Sabbatical leaves for eligible professional employees as provided for in the Public School Code of the Commonwealth of Pennsylvania.

- B. Personal Days. Two (2) Personal Days per year. One day may be carried over for a period of one year.
- C. Sick Days. Twelve (12) sick days per year, cumulative.
- D. Bereavement Leave. Five (5) school days shall be granted for the death of a child, parent, husband, wife, or grandchild. This shall not exceed seven (7) consecutive days commencing at the time of death. Three (3) days shall be granted for the death of a brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent or for a relative living in the house of the professional employee. This shall not exceed five (5) consecutive days commencing at the time of death. One (1) day shall be granted for the death of a more distant relative to enable the administrator to attend the funeral.
- E. Family Leave. Each employee shall be entitled to five (5) paid leave days per year for the purpose of attending to the illness of a member of the immediate family. Immediate family shall be defined as child, parent, husband, wife, grandparent, grandchild, or live-in relatives. If both husband and wife are employed in the District, only one (1) individual at a time will be eligible to use this leave. If more than three (3) consecutive days are taken, the District may request a doctor's excuse. This leave will be deducted from the employee's sick leave.

#### XI. INSURANCE BENEFITS

- A. Health Care - From January 1, 2024 through December 31, 2026, eligible Administrators and Supervisors will be offered the same third-party medical insurance plan offered to the instructional staff. The deductibles shall be \$1,500 individual and \$3,000 for all other coverage options for the calendar year 2023. Deductible amounts adjusted annually based on plans established in future years. At no time may the deductible be an amount below the IRS minimum.

The District will continue contributions to a health savings account (HSA) for each eligible Administrator and Supervisor enrolled in the Qualified High-Deductible Health Plan (QHDHP) effective January 1, 2024 through December 31, 2026. The HSA will be administered in accordance with the regulations and guidelines as established/amended by the Internal Revenue Service. The SASD will make annual contributions to those employees' HSA who are enrolled in the QHDHP as soon as possible on or after January 1<sup>st</sup> each year. However, it is understood that a period of time may be necessary in order for the monies to be processed and posted to the employee's HSA. The employer's contribution will be based on each employee's QHDHP enrollment status (single or family) in accordance with the following schedule:

<u>Calendar Year</u>	<u>% of Deductible</u>
2024	60%
2025	60%
2026	60%

Administrators/Supervisors who enroll in the QHDHP other than on January 1 will have their employer contribution pro-rated based on the remaining months in the calendar year.

Administrators/Supervisors can make additional contributions to their HSA through voluntary payroll deduction. Employees are responsible for compliance with IRS regulations including annual contributions and eligibility limits.

The SASD shall be responsible for the payment of the monthly HSA administration fee. Investments are voluntary and any fees associated with investment accounts shall be the responsibility of the employee.

Premium Share – For the balance of the 2023 calendar year, Administrators receiving medical insurance will have a co-pay in the amount of \$125.00 deducted from each pay. Supervisors receiving medical insurance will have a co-pay deducted from each pay in accordance with the AFSCME Agreement in effect for those months. Beginning January 1, 2024, Administrators and Supervisors receiving medical insurance will have a co-pay in the amount of five percent (5.00%) of the monthly medical insurance premium deducted from their monthly pay.

Spousal Coverage – Beginning January 1, 2024, the spouse of an Administrator or Supervisor will be eligible to enroll under the District's medical plan as a dependent.

Insurance Waiver - An Administrator/Supervisor may decline the Group Medical coverage in exchange for an annual incentive payment of 1/2 the cost of eligible insurance. The said payment will be pro-rated as part of the regular pay periods throughout the twelve month pay period. During the open enrollment period beginning December 1 of each year, each Administrator/Supervisor must notify the Superintendent or Business Manager, in writing, of his/her intention to opt out of the medical insurance plan for the upcoming calendar year. Administrators or Supervisors whose spouses are employed by the District and who receive the District's health care plan through spousal coverage are ineligible for the waiver while receiving health care coverage under the spouse's plan.

- B. Dental Insurance- The District will pay for individual dental coverage for each employee. The District will pay twenty dollars (\$20.00) per month towards family coverage for each eligible employee. Any additional costs for family coverage shall be shared by the District and employee at the rate of 50%/50%.
- C. Vision - The District will provide vision insurance coverage in accordance with the coverage provided instructional staff. (No Co-Pay)
- D. Life Insurance (term).
  - 1. Administrators - The policy will be \$75,000.00 per year with AD & D.
  - 2. Supervisors - The policy will be \$40,000.00 per year with AD & D.

E. Disability Income Protection Plan.

1. Administrators - The District will provide and pay the full premium for a Group Long Term Disability Insurance Plan. The plan will pay monthly benefits after a ninety (90) day elimination period and payments will continue up to five (5) years if less than age 65; to age 70, but not less than one (1) year if age 65 through 68; or one (1) year if age 69 and over. The monthly indemnity will be 66.66667% of salary up to a maximum benefit of four thousand dollars (\$4,000.00) per month and shall be fully integrated with deductible sources of income as specified in the certificate of coverage. In the event that the number of paid days eligible to the Administrator at the time of the disability is not sufficient to cover the elimination period, the District will cover the benefit amount to fulfill the elimination period. The Income Disability Insurance will begin on the 91st consecutive day at which time sick day payments will cease.
2. Supervisors - Income Disability coverage as per the SAEA Contract

XII. PROFESSIONAL ASSOCIATION MEMBERSHIP

The School District will provide for each Administrator's membership in his/her State and National professional organization.

XIII. NATIONAL CONFERENCE ATTENDANCE

The School District will pay for each Administrator to attend up to one national conference of ASCD, NAEESP or other nationally recognized education organization one time during the life of the agreement with the understanding that all reasonable expenses will be covered by the building level budget of the attending principal. Conference attendance will be contingent upon Board approval.

XIV. EDUCATIONAL ADVANCEMENT

Tuition reimbursement to Administrators will be provided for a maximum of three (3) credits per semester at a rate not to exceed the graduate fees per credit at Westminster College. It is understood that if an Administrator leaves the District within one year of taking a class, they must repay the district 100% of the tuition reimbursement they received for courses taken in the preceding twelve-month period.

## **XV. RETIREMENT BENEFITS.**

### **1. Administrators**

- a. **Eligibility Criteria** - The District will provide the following retirement payments to those eligible Administrative Employees who meet all of the below eligibility requirements: (for Sections b., c., and d., below)
1. The equivalent of at least twenty-five (25) years of employment in the Pennsylvania Public Schools as defined by the Pennsylvania School Employees Retirement System, and;
  2. The equivalent of at least twenty (20) years of employment in the Sharpsville Area School District, and;
  3. A minimum of fifty-two (52) years of age by the time retirement becomes effective, and;
  4. Notify the Superintendent's Office in writing at least 60 days in advance of the effective date of the retirement.
- b. **Retiree Health Care Incentive** – Subject to the Eligibility Criteria in Section 1.a. above. Eligible retirees shall receive payments in the amount of up to a maximum of \$25,000 over five (5) years, with an amount of up to a maximum of a \$5,000 payment made each year into the retiree's HRA. Monetary benefits shall be paid on an annual basis, on or shortly after July 1 of each year following the retiree's retirement. In the event that the retiree selects a retirement date part-way through the school year, the initial payment made shall be prorated for the number of months remaining in that year (July 1 through June 30), once the retiree has ended their District health insurance coverage. This initial pro-rated payment shall be paid on or shortly after the first day of the month following the District's written notification that the retiree has ended their District health insurance coverage. The parties agree that retirees shall be ineligible to receive the incentive payments upon a retiree reaching Medicare eligibility. In the event that a retiree reaches or will reach Medicare eligibility during the year in which a retirement payment is made (July 1 through June 30), the parties agree that the applicable payment made shall be prorated to cease on the date the retiree becomes eligible for Medicare, and no further payments shall be made by the District.

For any eligible retiree who has elected spousal health coverage in the 12 months prior to the retirement notification date, monetary benefits of the program will continue to be paid to the designated beneficiary according to the payment schedule of the retiree should the retiree die before he/she reaches ages sixty-five (65).



The parties agree that retirees who elect to receive benefits under this incentive shall be required to obtain health insurance from a provider other than the District's group plan. Any retiree who chooses to receive incentive payments under this section must waive his or her right to elect to purchase District-provided health insurance coverage as contemplated by the Pennsylvania School Code. This waiver shall be in effect both during and after the incentive payments are being made by the District. In the event it is determined that this right is not waivable or the relevant School Code section is changed to render this arrangement unlawful, no further incentive payments shall be made to retirees by the District, and the District will be held harmless from any liability or legal action arising from application of this provision. Under these circumstances, if retirees have unspent incentive payment amounts in their HRA, those amounts shall be returned to the District, but if the incentive payments were spent on obtaining health insurance, retirees shall not be obligated to repay those amounts and may elect to have their coverage under the District's plan reinstated at the retiree's expense. If a retiree receives benefits under this incentive and later desires to revoke that election, the retiree must pay back to the District all amounts paid to him or her under this incentive prior to the retiree's coverage being reinstated.

- c. **Years of Service Incentive** – Subject to the Eligibility Criteria in Section 1.a. above. A severance payment of \$250.00 for each full year of service in the Sharpsville Area School District. The method of receiving payment shall be a lump sum payment in the year of retirement to a 403b plan or comparable plan as specified in the District's plan document. These funds will be made as a direct contribution into the employee 403(b) tax sheltered annuity account in an amount as calculated by the Business Manager in accordance with the schedule above. This is an employer contribution, and no cash option is available. Contributions are limited to Section 415 limits. Excessive contributions will be made to the employee's account in the next subsequent year up to the 415 limits.
- d. **Unused Sick Days Incentive** – Per Diem Pay – Subject to the Eligibility Criteria in Section 1.a. above. Administrators shall receive a per diem amount for any unused sick days remaining, upon retirement, as calculated with the following rate schedule:
  - Days 1 through 49: Thirty -six dollars (\$36.00) per day.
  - Days 50 through 99: Fifty-three dollars (\$53.00) per day.
  - Days 100 through 149: Seventy-two dollars (\$72.00) per day.
  - Days 150 and greater: Eighty-nine dollars (\$89.00) per day.

The method of receiving payment shall be a lump sum payment in the year of retirement to a 403b plan or comparable plan as specified in the District's plan document. These funds will be made as a direct contribution into the employee 403(b) tax sheltered annuity account in an amount as calculated by the Business

Manager in accordance with the schedule above. This is an employer contribution, and no cash option is available. Contributions are limited to Section 415 limits. Excessive contributions will be made to the employee's account in the next subsequent year up to the 415 limits.

## **2. Supervisors**

a. **Eligibility Criteria** – The District will provide the following retirement payments to those eligible Supervisory Employees who meet all of the below eligibility requirements: (for Sections b. and c., below)

1. The equivalent of at least twenty-five (25) years of employment in the Pennsylvania Public Schools as defined by the Pennsylvania School Employees Retirement System, and;
2. The equivalent of at least twenty (20) years of employment in the Sharpsville Area School District, and;
3. A minimum of fifty-two (52) years of age by the time retirement becomes effective, and;
4. Notify the Superintendent's Office in writing at least 60 days in advance of the effective date of the retirement.

b. **Retiree Health Care Incentive** - Subject to the Eligibility Criteria in Section 2.a. above. Eligible retirees shall receive payments in the amount of up to a maximum of \$25,000 over five (5) years, with an amount of up to a maximum of a \$5,000 payment made each year into the retiree's HRA. Monetary benefits shall be paid on an annual basis, on or shortly after July 1 of each year following the retiree's retirement. In the event that the retiree selects a retirement date part-way through the school year, the initial payment made shall be prorated for the number of months remaining in that year (July 1 through June 30), once the retiree has ended their District health insurance coverage. This initial pro-rated payment shall be paid on or shortly after the first day of the month following the District's written notification that the retiree has ended their District health insurance coverage. The parties agree that retirees shall be ineligible to receive the incentive payments upon a retiree reaching Medicare eligibility. In the event that a retiree reaches or will reach Medicare eligibility during the year in which a retirement payment is made (July 1 through June 30), the parties agree that the applicable payment made shall be prorated to cease on the date the retiree becomes eligible for Medicare, and no further payments shall be made by the District.

For any eligible retiree who has elected spousal health coverage in the 12 months prior to the retirement notification date, monetary benefits of the program will continue to be paid to the designated beneficiary according to the payment schedule of the retiree should the retiree die before he/she reaches ages sixty-five (65).

The parties agree that retirees who elect to receive benefits under this incentive shall be required to obtain health insurance from a provider other than the District's group plan. Any retiree who chooses to receive incentive payments under this section must waive his or her right to elect to purchase District-provided health insurance coverage as contemplated by the Pennsylvania School Code. This waiver shall be in effect both during and after the incentive payments are being made by the District. In the event it is determined that this right is not waivable or the relevant School Code section is changed to render this arrangement unlawful, no further incentive payments shall be made to retirees by the District, and the District will be held harmless from any liability or legal action arising from application of this provision. Under these circumstances, if retirees have unspent incentive payment amounts in their HRA, those amounts shall be returned to the District, but if the incentive payments were spent on obtaining health insurance, retirees shall not be obligated to repay those amounts and may elect to have their coverage under the District's plan reinstated at the retiree's expense. If a retiree receives benefits under this incentive and later desires to revoke that election, the retiree must pay back to the District all amounts paid to him or her under this incentive prior to the retiree's coverage being reinstated.

- c. **Unused Sick Days Incentive** – Per Diem Pay – Subject to the Eligibility Criteria in Section 2.a. above. Supervisors shall receive a per diem amount for any unused sick days remaining, upon retirement, as calculated with the following rate schedule:

- Days 1 through 49: 10% of the daily rate on the last day of employment.
- Days 50 through 99: 15% of the daily rate on the last day of employment.
- Days 100 through 149: 20% of the daily rate on the last day of employment.
- Days 150 and greater: 25% of the daily rate on the last day of employment.

The method of receiving payment shall be a lump sum payment in the year of retirement to a 403b plan or comparable plan as specified in the District's plan document. These funds will be made as a direct contribution into the employee 403(b) tax sheltered annuity account in an amount as calculated by the Business Manager in accordance with the schedule above. This is an employer contribution, and no cash option is available. Contributions are limited to Section 415 limits. Excessive contributions will be made to the employee's account in the next subsequent year up to the 415 limits.

# AGREEMENT

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BETWEEN

SHARPSVILLE AREA SCHOOL DISTRICT

AND

AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES, AFL-  
CIO

**FOR FISCAL YEARS:**

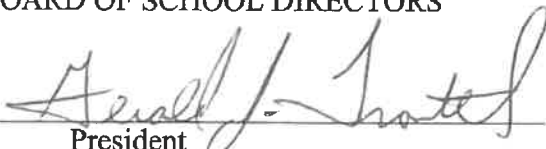
2023-2024

2024-2025

## AGREEMENT

This Agreement is entered into this \_\_\_\_ day of October, 2023, by and between the Sharpsville Area School District of Sharpsville, Pennsylvania, and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 633. Except as otherwise provided, this Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2025. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

SHARPSVILLE AREA SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO

  
\_\_\_\_\_  
AFSCME Representative

  
\_\_\_\_\_

  
\_\_\_\_\_

## TABLE OF CONTENTS

ARTICLE I	Recognition . . . . .	1
ARTICLE II	Purpose and Intent of Parties . . . . .	2
ARTICLE III	Union Security . . . . .	2
ARTICLE IV	Dues Deduction & Fair Share . . . . .	3
ARTICLE V	Hours of Work . . . . .	5
ARTICLE VI	Break Periods . . . . .	5
ARTICLE VII	Overtime . . . . .	5
ARTICLE VIII	Call Time . . . . .	7
ARTICLE IX	Sick Leave . . . . .	8
ARTICLE X	Leave of Absence . . . . .	9
ARTICLE XI	Vacations . . . . .	11
ARTICLE XII	Holidays . . . . .	14
ARTICLE XIII	Emergency Leave and Personal Day . . . . .	15
ARTICLE XIV	Discipline and Discharge . . . . .	16
ARTICLE XV	Grievance Procedure . . . . .	17
ARTICLE XVI	Seniority . . . . .	21
ARTICLE XVII	Insurance: Hospitalization, Surgical, Major Medical; Dental; Vision; and Life . . . . .	25
ARTICLE XVIII	Retirement Payment . . . . .	29
ARTICLE XIX	Wages . . . . .	32
ARTICLE XX	No Lock-out – No Strike Provision . . . . .	32
ARTICLE XXI	Termination . . . . .	34
ARTICLE XXII	Acknowledgement of District Compliance . . . . .	34
APPENDIX A	Wages . . . . .	35
APPENDIX B	Medical Benefit Levels . . . . .	37
APPENDIX C	Dental Benefit Levels . . . . .	39
APPENDIX D	Vision Benefit Levels . . . . .	40
	Memorandum of Understanding . . . . .	41

## **AGREEMENT**

This Agreement dated August \_\_, 2023, and effective the first day of July 1, 2023, unless otherwise provided, is between the Sharpsville Area School District, Sharpsville, Mercer County, Pennsylvania, hereinafter referred to as the "School District" and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union" in behalf of the non-instructional employees of the School District as defined in Article I of this Agreement. In consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties agree as follows:

### **ARTICLE I - RECOGNITION**

**Section 1.** Pursuant to the certification of the Pennsylvania Labor Relations Board (reference PERA-R-11, 927-W, dated April 5, 1979), the School District recognizes the Union as the exclusive collective bargaining representative for the unit comprised of all full time and regular part-time nonprofessional, noninstructional employees including but not limited to teacher aides, secretarial/clerical employees, cafeteria employees, maintenance employees and custodial employees; and excluding management-level employees, supervisors, first level supervisors, confidential employees, and guards, as defined in the Act.

**Section 2.** The provisions of this Agreement do not apply to seasonal and temporary employees. A temporary employee is one who is employed to work as a substitute during the absence of an included employee; such as:

- A. approved leave of absence;
- B. extended sick leave;
- C. an individual employed to do work of a specialty nature on a part-time basis for less than ninety days;
- D. a seasonal employee who is hired only during summer months;

E. employees who are employed under programs in which the basis for hire is other than merit or qualifications.

**Section 3:** All references to employees in this Agreement designate both sexes and wherever one particular gender is used it shall be construed to include both male and female employees.

## **ARTICLE II - PURPOSE AND INTENT OF PARTIES**

**Section 1:** The purpose of the School District and the Union in entering into this Agreement is to establish an equitable and peaceful procedure for the resolution of differences; establish standards of hours of work, rates of pay and the other terms and conditions of employment under which the covered employees shall work for the School District.

**Section 2:** Further, the desire, intent and purpose of the parties to this Agreement is to work together harmoniously as to promote orderly and peaceful relations between the School District and its said employees which will serve to the best interest of all concerned. The School District and the Union realize that the achievement of their goal depends on more than words in agreement, that it depends primarily on attitudes between people in their respective organization and at all levels of responsibility. They further believe that proper attitudes must be based on a full understanding of and regard for the respective rights and responsibilities of both the School District and Union.

## **ARTICLE III - UNION SECURITY**

**Section 1:** Each employee who on the effective date of this Agreement is a member of the Union, and each employee who becomes a member of the Union after that date, shall maintain his membership in the Union; provided, that such employee may resign in writing from the Union during a period of fifteen (15) days prior to the expiration of this Agreement with notification to the School District and the Union.



**Section 2:** The Sharpsville Area School District will not reduce the hours of employment of existing positions during the term of this Agreement. However, the reduction made by the District at the Board's June 1985 meeting is exempt from this term of Agreement. This does not prohibit the elimination of any position during the life of the Agreement by the District.

**Section 3:** The Union shall be given the opportunity to access new Employees during the Sharpsville Area School District orientation process with approval of management and at a time not to conflict with scheduled orientation events.

#### **ARTICLE IV - DUES DEDUCTION**

**Section 1:**

The School District shall inform new, transferred, promoted, or demoted Employees in the bargaining unit that the Union is the exclusive representative. The School District shall provide Employees with Union membership and dues deduction materials. The Union shall furnish the School District with sufficient copies of membership and dues deduction materials.

**Section 2:**

The School District agrees to deduct an amount equal to the Union dues and assessments, if any, from the pay of those Employees who individually request in writing that such deductions be made. Such requests shall be made on a Union payroll deduction authorization card, be certified to the School District by the Union, and the aggregate deduction of Employees shall be remitted together with an itemized statement to America Federation of State, County and Municipal Employees Council 13, 150 S. 43<sup>rd</sup> St., Suite 3, Harrisburg, PA 17111 no later than the 15<sup>th</sup> day of the calendar month following the calendar month in which such deductions are made.

**Section 3:**

The Employee's dues deduction authorization shall remain in effect until expressly revoked in writing by the Employee in accordance with the terms of the authorization. When it is determined by the Union that an Employee's payroll dues deduction should cease, the Union shall be responsible for notifying the School District in writing. The School District shall rely on the information provided by the Union to cancel or change the authorization.

**Section 4:**

The School District agrees to make payroll deductions from the pay of those employees who so request in writing for the purpose of contributing to the Union's Political and Legislative Fund (PAL).

**Section 5:**

The Union shall indemnify and save the School District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the School District for the purpose of complying with any of the provisions of this Article, or in reliance of any list, notice or assignment furnished under any of such provisions.

**Section 6:**

The School District shall provide to the Union, upon ratification of this contract and once every six months thereafter, a list of all employees covered by the collective bargaining agreement. This list shall contain the following information: (1) employee name, (2) home address, (3) telephone number, (4) position, (5) department, (6) hourly pay rate, (7) work schedule, and (8) most recent date of hire/seniority date.

**Section 7:**

The Employer shall provide this list electronically, in Excel or similar format. The electronic file shall be transmitted as needed and defined above by email to the District Council Staff Representative.

## **ARTICLE V - HOURS OF WORK**

- Section 1:** The normal workday for the purpose of this Agreement shall be the established hours of work in a 24-hour period beginning with the time the employee begins work except that a tardy employee's workday shall begin at the time it would have begun had he not been tardy. The hours of work shall be consecutive.
- Section 2:** The normal work week shall be scheduled on the basis of five (5) consecutive workdays.
- Section 3:** All employees shall be scheduled on the basis of the normal weekly work pattern of five (5) consecutive normal workdays except where deviations from the normal work pattern are necessary because no work is available due to strike, work stoppage, breakdowns, failure of utilities, acts of God or circumstances beyond the control of the School District.
- Section 4:** When a regularly scheduled school day is cancelled due to one or more of the reasons stated in Section 3, all twelve-month employees will report for duty unless otherwise instructed by the Superintendent or their immediate supervisor. A personal day or a vacation day may be utilized.

## **ARTICLE VI - BREAK PERIODS**

- Section 1:** Each employee will be entitled to a fifteen-minute coffee break with pay, each one-half shift. (At least four hours duration.)

## **ARTICLE VII - OVERTIME**

- Section 1:**
- A. Overtime premium of time and one-half shall be paid for work under the following conditions:
    - 1. All work performed in excess of eight (8) hours in one day;
    - 2. All work performed in excess of forty (40) hours in the work week.
  - B. Overtime premium of double time will be paid for work on Sundays only for events held by non-school sponsored groups.

C. Prior approval must be obtained by the immediate supervisor before overtime is granted.

**Section 2:** There shall be no duplication of overtime pay for the same hours worked under the provisions of this Article.

**Section 3:** Distribution of Overtime. Each employee, who through his/her job assignment and past job experience might be directed or asked to participate in overtime, will be asked prior to the end of each working month to indicate on a form provided by his/her employer his/her interest in being considered for any overtime work for the coming month. The Supervisor will post no later than the first calendar day and the 15<sup>th</sup> calendar day of each month the scheduled overtime for the month.

A. Scheduled Overtime

Will be posted by the immediate supervisor bimonthly (1<sup>st</sup> and 15<sup>th</sup>).

1. Employees will sign up for overtime beginning with the most senior member and continuing through all members within the unit.
2. The most senior employee will have the first opportunity for overtime assignment. If he/she declines, the next most senior employee will have an opportunity for the overtime assignment. The process repeats through the list until an Employee accepts the overtime assignment.
3. Declining or accepting an overtime assignment will move the employee to the bottom of the list.
4. Once every employee on the list has had an opportunity to accept or decline an overtime assignment, the process repeats, starting at the top of the list with the most senior employee.

5. If no one signs up for a specific overtime assignment, the employee with the lowest seniority within the unit will work the scheduled overtime.
6. The next time a scheduled overtime is open after all employees have received the list, the second lowest employee will work the overtime, etc.
7. The overtime list will reset at the beginning of each school year (July 1—June 30).

**B. Unscheduled Overtime**

1. Will be offered to the employees assigned to the building within the unit beginning with the most senior employee.
  - a. If overtime is not satisfied within the building, it will be filled by remaining employees within the unit being offered to the most senior member and continuing through all members outside the building who must cover. This will be on a rotating basis the same as scheduled overtime, except that the particular building employees are exempt from this rotation.
2. In cases of an emergency situation in a building where property damage is possible, the building person must come when called to handle the emergency. In cases where the building person is not available, the most senior person must come in.

**Section 4:** By mutual agreement between the school district and the employee involved, compensatory time at the appropriate rate may be granted in lieu of premium overtime pay for all employees. Compensatory time must be used in one hour increments.

**ARTICLE VIII - CALL TIME**

**Section 1:** An employee who has completed his regular scheduled shift and is called back to work at the request of the School District shall receive a minimum of two hours pay at overtime rate.

## **ARTICLE IX - SICK LEAVE**

**Section 1:** Any employee contracting or incurring non-occupational connected sickness or disability shall receive sick leave with full pay according to the following schedule:

A. Employees shall be granted one (1) sick day for each month of work. Employees so entitled shall be granted no less than ten (10) sick leave days per annum.

**Section 2:** For the purpose of this Article, unworked paid holidays, vacation, funeral leave, jury duty leave, shall be credited as work time in determining sick leave.

**Section 3:** Sick leave shall be applicable only if the employee is ill on days during which he is normally scheduled to work.

**Section 4:** An employee shall be permitted to accumulate sick leave without any maximum. Unused sick leave can be transferred to another employee suffering from an extended illness. Transferred days cannot be used for any retirement reimbursement or other incentives.

**Section 5:** A doctor's certificate is required for an absence from work, due to the above guidelines in Section 1, for five (5) or more consecutive work days. An employee who is absent ten (10) or more non-consecutive days in any one year, will be required to secure a doctor's certificate for any additional sick leave. The parties agree and acknowledge that unauthorized use or misuse of sick leave may lead to employee discipline.

**Section 6:** Employees shall start to earn sick leave from the date of employment with the School District.

**Section 7:** An employee shall be eligible to use sick leave after ninety (90) days of service with the School District.

**Section 8:** Family Illness Leave.

Each employee shall be entitled to five (5) paid leave days per year for the purpose of attending to the illness of a member of the immediate family. Immediate family shall be defined as child, parent, husband, wife or grandchild. If both husband and wife are employed in the District, only

one (1) individual at a time will be eligible to use this leave. If more than three (3) consecutive days are taken, the District may request a doctor's excuse. This leave will be deducted from the employee's sick leave.

**Section 9:** An employee shall be permitted to donate sick leave for another employee's extended absence. An extended absence is a period of five (5) or more consecutive days.

**Section 10:** Employees may take sick days in one-half (1/2) day increments.

**Section 11:** The parties agree and acknowledge that employees who have used all of their allotted paid time off may not take unpaid days unless the same have been approved by the Superintendent or his or her designee.

**Section 12:** Beginning with the 2023-2024 school year, employees who use only the below amounts of any sick days during the year, July 1<sup>st</sup> through June 30<sup>th</sup>, shall be entitled to an additional wellness bonus, as follows, for their attendance over the year:

0 sick days used	\$250
½ sick day used	\$200
1 sick day used	\$150

## **ARTICLE X - LEAVE OF ABSENCE**

### **Section 1: Funeral Leave**

Five (5) consecutive work days without loss of pay for the death of child, parent, husband or wife (not to exceed seven (7) consecutive days - one of the consecutive days must be the day of the actual funeral); three (3) consecutive work days without loss of pay for a brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, niece, nephew, grandchild, or relative living in the home of the employee (not to exceed five (5)

consecutive days - one of the consecutive days must be the day of the actual funeral); one (1) work day without loss of pay for a more distant relative to enable the employee to attend the funeral.

**Section 2:**     Jury Duty

An employee who is called for jury service or subpoenaed as a witness shall be excused from work for the days on which he serves. Service, as used herein, includes required reporting for jury duty or witness duty when summoned, whether or not he/she is used. Such employee shall receive full wages and benefits for such time on which he/she otherwise would have worked, less any compensation received in excess of expenses.

**Section 3:**     Military Service

- A.     The School District shall afford to each employee who applies for re-employment after conclusion of compulsory military service with the United States such re-employment rights as he/she shall be entitled to under then existing statutes.
- B.     Employees who are members of Reserve components of the Armed Forces of the National Guard shall be granted leave without pay when required to attend a training period or when activated for specific law enforcement purposes or called to active duty by the Governor or President. Proof of such requirement is to be submitted to the School District.

**Section 4:**     Leave Due to Pregnancy/Childbearing

Upon submission of a statement from the employee's physician that she is unable to work due to her physical condition, a sick leave will be initiated. A monthly statement from the physician indicating the employee's health status in relation to her ability to return to work must be submitted to the Superintendent. The employee may return to work when a statement indicating the same is issued by her physician.



**Section 5:**    Union Business

Union Officials or Elected Delegates shall be permitted to attend the following conferences, workshops or conventions up to a cumulative total of ten (10) days per year. During these days, the delegate shall not lose any benefits or pay. The AFSCME Local 633 shall be entirely responsible for the cost of travel, food, lodging, and admittance fees and reimburse the District for the employee's per diem. The District would pay for the substitute staff wages. The AFSCME Local 633 will give adequate and prior notification of such attendance to the Superintendent. Requests for Union Business leave will not be made during the first and last ten (10) days of the school year (pupils in session).

The following shall be recognized as official Union conventions or conferences:

AFSCME Council 13 Convention

District Council Conventions

AFSCME International Convention

Pennsylvania AFL-CIO Convention

Non-State Educational Conference

AFSCME Women's Conference

AFSCME C13 Leadership Training

New Wave Conference

Council 85 Delegate Assembly

**ARTICLE XI - VACATIONS**

**Section 1:**    To be eligible for a vacation in any calendar year during the term of this Agreement, the employee must:

A.      Be a twelve-month employee of the School District.

- B. Have one or more years of continuous service with the School District, and;
- C. Have actual work in pay status in the immediately preceding fiscal year equal to at least fifty percent (50%) of the hours the employee is normally scheduled to work. Uncompensated leave of absence in the immediately preceding fiscal year shall not be considered actual work in pay status, under any circumstances, for purposes of the employee meeting the fifty percent (50%) test.

**Section 2:**    Vacation Days

An eligible employee, who has attained, as of July 1<sup>st</sup> of any calendar year, years of continuous service indicated in the following table during the term of this Agreement, shall receive a vacation with pay corresponding to such years of continuous service as shown below:

1 year	five (5) days
2 years	ten (10) days
6 years	fifteen (15) days
10 years	sixteen (16) days
12 years	seventeen (17) days
15 years	eighteen (18) days
20 years	nineteen (19) days
25 years	twenty (20) days

**Section 3:**    All employees shall be credited with the number of hours in their normal work week for each of the vacation periods set forth in Section 2 above in this Article X but not in excess of forty (40) hours per week.

**Section 4:** Vacation periods will be scheduled as follows:

- A. Employees will submit a vacation request electronically to immediate supervisor for approval. Vacation requests must have prior approval. Employees will be permitted to schedule vacation from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.
- B. Within the parameters of subsection (c), below, effective July 1, 1995, a maximum of ten (10) days of vacation may be taken while school is in session, subject to the approval of the immediate supervisor and the Superintendent. Any remaining vacation which an employee has earned may be taken at any time when school is not in session and operating conditions permit.
- C. If the nature of the work schedule makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater unit seniority will be given first choice over the employee with lesser seniority.

**Section 5:** If one of the specified holidays occurs during an employee's vacation period, it is not included in the vacation day request.

**Section 6:** The rate of vacation pay shall be the employee's regular straight time rate of pay in effect at the time he/she takes his/her vacation. The ten cents (\$ .10) per hour for second shift is not a part of the vacation pay.

**Section 7:** An employee who resigns after one (1) year of service shall be entitled to applicable vacation pay pro-rated on the basis of his actual service.

**Section 8:** Ten-month secretaries will be entitled to five (5) vacation days with pay, to be taken during the Christmas recess.

## **ARTICLE XII - HOLIDAYS**

**Section 1:** Employees who are employed by the District on a twelve (12) month basis shall be entitled to paid holidays.

**Section 2:** The following days shall be recognized as paid holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Labor Day	Day before Christmas
Good Friday	Christmas Day
Day after Easter	Day after Christmas
Fourth of July	New Year's Eve

**Section 3:** All non-twelve month basis employees shall be paid for the following holiday at their scheduled hours and rates of pay:

**Thanksgiving Day**

Christmas Day

New Year's Eve

**Good Friday**

**Section 4:** The holiday shall be the 24-hour period beginning at 12:01 a.m. on the holiday.

**Section 5:** An eligible employee who does not work on a holiday listed in Section 2 of this Article XI shall be paid for such holiday at his/her regular time rate of pay for his/her normal work hours per workday (excludes \$ .10 per hour for second shift), provided, however, that if an eligible employee is scheduled to work on any such holiday, but fails to report and perform his/her assigned work, he/she shall become ineligible to receive pay for the unworked holiday, unless the employee failed to perform such scheduled work because of sickness or death in the immediate family. The employee may be required to furnish proof of such sickness.

- Section 6:** For all hours worked by an employee on any of the holidays listed in Section 2 of this Article XI, an employee shall be paid at the overtime rate of one and one-half times (1 ½) his/her regular rate of pay, plus holiday pay.
- Section 7:** An employee who is eligible to receive pay for an unworked holiday shall be credited with the number of hours in his/her normal workday (maximum of 8 (eight) hours) for such holiday. Such credited hours are to be considered as time worked in the computation of overtime.
- Section 8:** If a specified holiday occurs during an employee's vacation period, he/she shall not submit that day as being part of the vacation request.
- Section 9:** To be eligible for holiday pay, worked and unworked, the employee shall have worked his/her scheduled workday prior to and his/her first scheduled workday following the day on which the holiday is observed unless he/she has failed to so work because of sickness or death in the immediate family, jury duty or vacation day.
- Section 10:** An employee who has less than ninety (90) days service with the School District shall not be eligible to receive pay for an unworked holiday.

### **ARTICLE XIII - EMERGENCY LEAVE AND PERSONAL DAY**

**Section 1:** Emergency Leave.

The School District will provide one (1) emergency day each year to those employees who can demonstrate the need. An emergency is defined as an unforeseen occasion requiring immediate attention causing the person to be absent from work. It will be the responsibility of the Superintendent to determine that each case meets the emergency criteria. The emergency day will be allotted at a minimum of one-half (1/2) of the employee's work day. A reason must be stated by the employee on the form provided by the employer.

**Section 2:**     **Personal Day.**

All employees shall be permitted two (2) personal days each year without deduction of salary after ninety (90) calendar days of service with the School District. Any employee who does not use his/her personal days during the course of the school year shall be allowed to carry over up to three (3) personal days to the next year, up to a maximum of no more than five (5) personal days at any one time. All other personal days shall be converted to illness leave.

**ARTICLE XIV - DISCIPLINE AND DISCHARGE**

- Section 1:**     **A.**     **Suspension or Discharge Procedure Defined:** The School District retains the right to suspend and discharge and Employee for the reasons set forth in Section 514 of the Pennsylvania School Code of 1949, as amended, 24 P.S. § 5-514. In all cases involving discharge or suspension of an Employee, the School District must notify the Employee in writing of his/her discharge or suspension and reason therefore. Such notice shall also be given to the Union Steward and a copy mailed to the Union Office within forty-eight (48) hours from time of the discharge or suspension.
- B.**     Suspension Appeal Rights Procedures: A suspended Employee who believes he/she was not suspended for just cause must notify the Employer in writing within five (5) working days after receiving notification of such action against him/her and of his/her desire to appeal the suspension. In such event, such grievance shall then be handled in accordance with the grievance procedures set forth in Article XV of the Collective Bargaining Agreement beginning at Step 3.
- C.**     Discharged Appeal Rights Defined: An Employee may be discharged only for the reasons set forth in the School Code. A discharged Employee must notify the Employer in writing within five (5) working days after receiving notification of such action against him/her of his/her desire

to appeal the discharge. If the Employee provides the Employer with such notice, he/she may then contest the discharge pursuant to the grievance procedures set forth in Article XV of the Collective Bargaining Agreement beginning at Step 3.

#### **ARTICLE XV - GRIEVANCE PROCEDURE**

**Section 1:** The parties to this Agreement agree that an orderly and expeditious resolution of grievances is essential to the encouragement of proper attitudes and the highest degree of friendly cooperative relationship between the parties.

Accordingly, the parties agree to the following procedures for the processing and settlement of grievances:

A grievance, as used in this Agreement between the parties, shall be defined as a complaint or request of an individual which involves the interpretation or application of or compliance with, the terms of this Agreement.

**Step 1.** An employee who believes that he has a justifiable grievance shall first discuss such grievance with the administrator (Principal or Assistant Principal) or other Supervisor, as applicable to the individual's assignment, within eight (8) workdays after the occurrence of the alleged act or condition giving rise to the grievance. The grievant's union representative may be present in such discussion.

The foregoing procedure, if followed in good faith by both parties concerned, should lead to a fair and speedy solution of most of the complaints arising out of their day-to-day relationship.

Whenever either party notifies the other that further discussion of the grievance cannot contribute to its settlement, the supervisor shall then have not more than five (5) workdays to give his/her oral response to the grievance.

**Step 2.**

If the Step 1 discussion fails to satisfactorily resolve the grievance, the grievant may pursue the matter further by filing a grievance in writing (on forms provided by the Union) with their appropriate Supervisor, whichever is applicable to the aggrieved individual's assignment. The grievance shall be signed by the grievant and the Union representative and submitted to the appropriate supervisor within eight (8) workdays after the conclusion of Step 1 discussion.

Upon receipt of the written grievance, the Supervisor and the Union representative shall arrange for a meeting to discuss the grievance. The grievant, the grievant's Union representative and the grievant's immediate supervisor may participate in such meeting.

The supervisor shall reply to the grievant in writing on the submitted form within five (5) workdays after such meeting. One (1) copy of the reply shall be sent to the Union representative.

**Step 3.**

If the Supervisor's Step 2 decision is unsatisfactory and the Union wishes to appeal such decision, the Chief Union Steward shall contact the Superintendent of Schools within eight (8) workdays after the Union representative received the Supervisor's written decision and arrange for a meeting at a mutually convenient time to discuss the grievance. All persons involved in prior discussions of the grievance may be present in such meeting.

The parties may agree to also invite to participate in the discussion such additional personnel from the School District who may be able to submit pertinent information that may contribute to an equitable resolution of the specific grievance.

After a review of the grievance by the interested parties, the Superintendent of Schools shall submit his/her decision in writing within five (5) workdays after



conclusion of the discussion. One (1) copy of the reply shall be sent to the Chief Union Steward.

**Step 4.** If the action taken in Step 3 of the procedure fails to resolve the grievance to the mutual satisfaction of the parties involved, the grievance may be appealed to arbitration as provided in Article IX, Section 903, of Act 195. Such appeal may be taken by either party by written notice to the other party within thirty (30) days following receipt of the Step 3 decision.

The arbitrator shall be appointed by mutual agreement of the parties. If the parties cannot voluntarily agree upon the selection of an arbitrator within ten (10) working days, the parties shall notify the Bureau of Mediation, Pennsylvania Department of Labor, of their inability to do so. Selection of an arbitrator shall then be made in accordance with the selection procedures of the Bureau of Mediation.

The decision of the arbitrator on any issue which shall have been submitted to him/her in accordance with the provisions of the Agreement between the parties shall be final and binding upon the parties, except where the decision would require the enactment of legislation, in which case it shall be binding only if such legislation is enacted and the appeal provided by existing law and judicial procedure. The expense of the arbitrator shall be shared equally by the School District and the Union. Each party shall bear the costs of preparing and presenting its case in arbitration.

## **GENERAL**

- A. A grievance based on the action of authority higher than the applicable supervisor shall be initiated at the appropriate step in the grievance procedure. The general procedures relating to that step shall apply to the presentation and processing of the grievance.
- B. Conferences held under the grievance procedures shall be scheduled at a time and place which will afford a fair and reasonable opportunity to all persons entitled to be present to attend. The employer reserves the right to process grievances at such times to provide a minimum of interference with work schedules.
- C. Time limits outlined in the procedure will be followed without deviation except by mutual agreement of the participants.
- D. A decision rendered by supervision at any level that is not appealed within the prescribed time limit, unless such time has been mutually extended, shall be considered settled on the basis of such decision and shall be ineligible for further appeal.
- E. Grievance submitted by the Union at any level that is not answered within the prescribed time limit, unless such time has been mutually extended, shall be considered settled in favor of the Union.

## **ARTICLE XVI - SENIORITY**

**Section 1.** The purpose of this Article is to define the relative seniority rights of employees covered by this Agreement in connection with advancement and reduction in force. This article constitutes the entire Agreement between the parties with respect to seniority.

**Section 2.** Seniority means an employee's length of continuous service with the employer since his/her last date of hire.

**Section 3.** The following shall constitute a break in continuous service with the School District:

- A. Quit or resignation
- B. Separation
- C. Retirement
- D. Absence without leave for five (5) days
- E. Failure to report to work within the ten (10) days after he/she had been notified to return to work

**Section 4.** New employees and those hired after a break in continuous service will be regarded as a probationary employee for a period of ninety (90) days following date of hire, and will receive no continuous service for this period. If such employee is continued subsequent to this probationary period, he/she shall receive credit for continuous service from the date of hiring. Probationary employees may be laid off or discharged as exclusively determined by the School District.

**Section 5.** As of July 1 of each year, the School District shall prepare a list of relative continuous service of each employee in each seniority unit. This list will be posted by August 15 of each calendar year

on all appropriate bulletin boards. The seniority rights of individual employees shall in no way be prejudiced by errors, inaccuracies or omissions on such lists.

**Section 6.** In the event of layoff or reduction in force, employees shall be laid off in accordance with seniority within their applicable seniority unit. Employees shall be recalled in inverse order of their layoff.

**Section 7.** Promotional opportunities will be provided within the seniority unit in which an employee is currently working. In recognition of the need for efficient performance, it is understood and agreed that in all cases of promotions the following factors as listed below shall be considered:

- A. Ability to perform the work – will include but not be limited to completion of all sections of a school district provided skills test and a cumulative score of 60% or greater on the test.
- B. Physical fitness (as related to and required by the position)
- C. Employee's performance evaluations in past assignments
- D. Continuous service within the appropriate seniority unit

For vacancies occurring within the unit for which there are no interested candidates within that job classification, the District shall consider interested internal candidates in the unit who are in other job classifications and may advertise for outside candidates. If the Superintendent determines in his or her discretion that there is no internal candidate in another job classification who meets the necessary qualifications, he or she may hire an outside candidate. The qualifications to be considered may include the candidates' education, past work experience and performance on a test which evaluates relevant skills.

**Section 8.** In the event of a reduction in force, the following factors as listed below shall be considered:

- A. Ability to perform work
- B. Physical fitness (as related to and required by the position)
- C. Employee's performance evaluations in past assignments
- D. Continuous service within the appropriate seniority unit

**Section 9.**

- A. Line of Progression – The line of progression within a unit is reflected in the hourly rate being paid. The highest paid job within a Unit shall be placed at the top of the list. In accordance with Article XVI, Section 7, the employee with the highest hourly rate of pay, and the most unit seniority will be given preference in job promotions within the Unit.
  - 1. Promotion Within a Unit - All promotions within a Unit shall be in accordance with Article XVI, Section 7, the employee will not have to satisfy Article XIX, Section 2, regarding the new position. They will be placed immediately on the lowest rate on the new level.
  - 2. Job Bidding Outside the Unit – If no one within the Unit bids on the opening or if no one within the Unit has a positive evaluation on criteria one through three of Section 7, then consideration will be given to employees from other Units who bid on the position. However, the same three criteria will be applicable to their evaluation. Seniority is not carried from one Unit to another, but remains frozen in the initial Unit.

- a. Promotion Involving a Unit Change – If the employee has been employed by the Sharpsville Area School District for a period of at least one (1) year, Article XIX, Section 2, of the Agreement between the Sharpsville Area School District and the American Federation of State, County, and Municipal Employees will be modified to the extent that the entry level wage will be fifty cents (\$.50) lower than the lowest established wage in each category or their existing wage whichever is higher for the first six (6) months, and twenty-five cents (\$.25) lower than the lowest established wage in each category or their existing wage whichever is higher for the second six (6) months of employment. However, the employee will serve a job evaluation period of ninety (90) days in the new unit. At the end of the ninety (90) day period and having performed satisfactorily in the position, the employee would begin to accrue seniority in the new unit from the time of his/her hire in the new position. Should it be determined after the end of the ninety (90) day period that either the employee has not demonstrated the competency to perform the work required or has not shown the physical fitness required by the position, the employee will be reinstated in his/her previous position with the seniority previously established in that Unit.

**Section 10:** A vacancy within any unit will be posted, bid and filled with first the senior, qualified bidder in the classification, then any qualified bargaining unit member prior to utilizing or hiring someone outside the bargaining unit.

**Section 11:** A shift opening will be offered to the most senior member in classification prior to assigning the shift.

B. Line of Regression - The line of regression within a Unit is reflected in the hourly rate being paid. In accordance with Article XVI, Section 8, the employee with the highest rate of pay, and the most seniority may replace other employees within the Unit.

1. Bumping Procedures – This bumping procedure may take place laterally (same hourly rate of pay and less seniority) or downward (lower level of pay and less seniority).
2. An employee who has seniority in two units in the Union and has the least hourly rate of pay and seniority, may bump into his/her previous Unit with the total of his/her existing seniority and that previously frozen in the Unit, at a level comparable to that which he/she previously held in that Unit or lower depending on the seniority of those currently in those positions.
3. Seniority During Furlough - Employees who are furloughed after having served one (1) year with the District shall continue to accrue seniority during furlough for a period up to and not to exceed two (2) years.

**ARTICLE XVII - INSURANCE: HOSPITALIZATION, SURGICAL,  
AND MAJOR MEDICAL; DENTAL; VISION; AND LIFE**

**Section 1. In General**

Insurance benefits under this provision shall apply to all full-time employees who are scheduled to work more than twenty-five (25) hours a week. The District may, in its sole discretion, contract with a Preferred Provider Organization to deliver hospitalization, surgical, major medical, dental, vision, and life insurance coverage. Insurance benefits for all new employees will become

effective the first of the month immediately following employment by the District, provided that the employee must be physically able to work on that date. Unless otherwise provided, existing insurance benefits for current employees will be effective on the date of ratification of this Agreement.

**Section 2.** Hospitalization, Surgical, And Major Medical. The School District will provide to the individual employees and eligible dependents Hospitalization, Surgical and Major Medical benefits in accordance with Appendix B to this Agreement .

Beginning January 1, 2022, eligible employees will be enrolled in a Qualified High Deductible Plan (QHDHP). The QHDHP shall be administered in accordance with the regulations and guidelines as established/amended by the Internal Revenue Service. The deductibles shall be \$1,500 single and \$3,000 family, and the plan overview is attached to this Agreement as Appendix B-1. At no time may the deductible be an amount below the IRS minimum.

The School District will establish a health savings account (HSA) for each eligible employee enrolled in the QHDHP effective January 1, 2022. The HSA will be administered in accordance with the regulations and guidelines as established/amended by the Internal Revenue Service. The School District will make annual contributions to those employees' HSA who are enrolled in the QHDHP as soon as possible on or after January 1<sup>st</sup> each year. However, it is understood that a period of time may be necessary in order for the monies to be processed and posted the employee's HSA. The School District's contribution will be based on each employee's QHDHP enrollment status (single or family) in accordance with the following schedule:



<u>Calendar Year</u>	<u>% of Deductible</u>
2023	30%
2024	30%
2025	30%

Employees who are enrolled in the QHDHP other than on January 1 will have their employer contribution pro-rated based on the remaining months in the calendar year.

Employees can make contributions to their HSA through voluntary payroll deduction. Employees are responsible for compliance with IRS regulations, including annual contributions and eligibility limits.

The School District shall be responsible for the payment of the monthly HSA administration fee. Investments are voluntary and any fees associated with investment accounts shall be the responsibility of the employee.

- A. If the spouse of the employee has hospitalization, surgical, or major medical coverage through their employment, no such coverage shall be furnished to the spouse by the School District.
- B. In lieu of District paid health insurance, the employee may elect to waive participation in the District sponsored health plan annually during the open enrollment period from December 1 through January 1. Those employees who elect to waive participation will receive an annual payment in the amount of one thousand eighty dollars (\$1080.00). Such waiver payment shall be paid at ninety dollars (\$90.00) each month in which an eligible participant has made an election to waive coverage under the health insurance plan and

shall be paid instead of and in lieu of receiving benefits under the health insurance plan. The Health Insurance Waiver Plan shall be administered by the District in accordance with regulations set forth in the Internal Revenue Code, Section 125.

C. Effective January 1, 2022, the premium contribution will be 3.75% of the applicable premium (.0375).

D. Excise Tax on High Cost Health Plans

1. In the event any of the health benefit plans offered in accordance with this Agreement may be subject to the excise tax on high cost health plans, the Employer shall provide the Union with notice within a reasonable period of time not to exceed thirty (30) days of the Employer becoming aware that the plan may be subject to the tax based on prospective costs exceeding the applicable dollar limit established pursuant to 26 USC §49801. The notice will include the prospective costs of the plan(s) and be accompanied by statements from the health insurer, carrier and/or plan actuary certifying that costs for the ensuing plan year shall exceed the applicable limit. The Employer shall promptly provide the union with information relevant and necessary to verifying prospective plan costs subject to any restrictions under law.

2. Within a reasonable period of time, not to exceed thirty (30) days of the notice described in subsection 1 above, the Employer shall provide the Union with plan design change options; with the minimum changes necessary to avoid the excise tax in 2018 (increases in co-insurance, co-payments, deductibles, narrower networks, higher out of pocket limits, etc) accompanied by the cost reduction to the

plan associated with each change. The Employer shall obtain estimated plan cost reductions for other plan design options proposed by the Union. The Union shall select the plan changes to reduce prospective plan costs below the applicable dollar limits.

**Section 3.** Life Insurance. The School District will provide for term life insurance in the amount of eighteen thousand-five hundred dollars (\$18,500.00) for each employee.

**Section 4:** Dental. The School District will provide to the individual employees and eligible dependents the same dental benefits the School District currently provides to its Professional Employees. For the duration of the Agreement, the District will pay for individual dental coverage for each employee. In addition to the individual coverage, the District shall pay twenty dollars (\$20.00) per month towards family coverage for each eligible employee. Any additional costs for family coverage shall be shared by the District and employee at the rate of 50%/50%. The term “cost” used in this Section and Appendix C is understood to include any and all premium increases. Dental benefit levels shall be in accordance with Appendix C.

**Section 5.** Vision. The School District will provide to the individual employees and eligible dependents the same vision benefits the School District currently provides to its Professional Employees. The School District will pay the full premium for a basic vision plan for either the individual employee or family coverage, at the option of the employee. Benefit levels for said plan shall be in accordance with those listed in Appendix C.

## **ARTICLE XVIII - RETIREMENT PAYMENT**

**Section 1.** All bargaining unit members with at least fifteen (15) years of service will receive a retirement payment providing such employee:

- A. Is eligible for superannuation retirement under the Public School Employees Retirement System; and,
- B. Submits his/her letter of resignation from employment at least sixty (60) days prior to the final day of work.

**Section 2.** This payment will be based on unused sick leave providing credit in the following amounts based on the number of unused days:

Days 1-49	10% of the Employee's daily rate at the time of retirement
Days 50-99	15% of the Employee's daily rate at the time of retirement
Days 100-149	20% of the Employee's daily rate at the time of retirement
Days 150 and above	25% of the Employee's daily rate at the time of retirement

**Section 3.** This payment will not be added to the employee's salary for retirement purposes but will be paid in lump sum at the time of retirement.

**Section 4.**

- A.** The following incentive shall be paid to all employees who meet the eligibility requirements set forth in Section 1, above, whose effective retirement date falls during the term of this Agreement and who were eligible to receive health care coverage during their employment.
- B.** Eligible retirees shall receive payments in the amount of \$12,500 over ten (10) years, with a \$1,250 payment made each year into the retiree's HRA. Monetary benefits shall be paid on an annual basis on September 1 of each year following the retiree's retirement. The parties agree that retirees shall be ineligible to receive the incentive payments upon a retiree reaching Medicare eligibility. In the event that a retiree reaches or will reach Medicare eligibility during the year in

which a retirement payment is made (September 1 through August 31), the parties agree that the applicable payment made shall be prorated to cease on the date the retiree becomes eligible for Medicare, and no further payments shall be made by the District.

1. No subsequent contract negotiations shall add to or detract from the benefits awarded retirees under this plan.
2. Monetary benefits of the program will continue to be paid to the designated beneficiary according to the payment schedule of the retiree should the retiree die before he/she reaches ages sixty-five (65).
3. The parties agree that retirees who elect to receive benefits under this incentive shall be required to obtain health insurance from a provider other than the District's group plan, and the parties agree and acknowledge that this provision of the parties' Agreement is the result of a bargained-for exchange in which both parties have received something of value. The parties agree that retirees who do not elect to receive benefits under this incentive may, upon retirement, continue to elect to continue their health insurance through the District's insurance program, subject to any limitations set forth in Act 110 and Act 43.
4. Any retiree who chooses to receive incentive payments under this section must waive his or her right to elect to purchase District-provided health insurance coverage as contemplated by the Pennsylvania School Code. This waiver shall be in effect both during and after the incentive payments are being made by the District. In the event it is determined that this right is not waivable or the relevant School Code section is changed to render this arrangement unlawful, no further incentive payments shall be made to retirees by the District and the Association will hold the District harmless from any liability or legal action arising from application of this provision. Under these circumstances, if retirees have unspent incentive payment amounts in their HRA, those amounts shall be returned to the District, but if the incentive payments were spent on obtaining health

insurance, retirees shall not be obligated to repay those amounts and may elect to have their coverage under the District's plan reinstated at the retiree's expense. If a retiree receives benefits under this incentive and later desires to revoke that election, the retiree must pay back to the District all amounts paid to him or her under this incentive prior to the retiree's coverage being reinstated.

## **ARTICLE XIX - WAGES**

**Section 1.** Rate of all classifications shall be in accordance with Appendix A of this Agreement.

**Section 2.** Entry level wage rates will be one dollar and fifty cents (\$1.50) lower than the established wage rate in each category for the first year of employment, fifty cents (\$.50) lower than the established wage rate in each category for the second year of employment and twenty-five cents (\$.25) lower than the established wage rate in each category for the third year of employment. Effective the first day of the fourth year of employment, the employee will receive the established wage rate.

**Section 3.** Employees assigned to work at a higher classification will receive the rate for the classification after five (5) consecutive work days at the higher classification. The higher rate is not retroactive.

**Section 4.** Employees who have a laid-off status with the Sharpsville Area School District, when requested to substitute in their previous unit, shall receive the same wage rate as their last active employment with the District.

**Section 5:** Instructional aides with certification will be able to substitute for any teacher as needed at the highest rate of pay (teacher sub rate or instructional aide rate).

## **ARTICLE XX - NO LOCK-OUT - NO STRIKE PROVISION**

**Section 1.** Both parties agree to faithfully abide by the provisions of Pennsylvania Public Employee Bargaining Law (Act 195) and Act 88 of 1992. As a condition of the various provisions of this

agreement to which the parties have agreed, the employer pledges that it will not conduct, or cause to be conducted, a lock-out during the terms of this agreement and the bargaining agent pledges that members of the bargaining unit will not engage in a strike (as that term is defined in Act 195) during the term of this agreement.

## **ARTICLE XXI - TERMINATION**

**Section 1.** This agreement shall be effective as of July 1, 2023, unless otherwise specified, and shall remain in full force and effect through June 30, 2025 and shall remain in full force thereafter subject to the right of either party, upon one hundred seventy-one (171) days written notice (by registered mail) served upon the other party prior to the aforesaid termination date, to change, modify or terminate this Agreement. Promptly after such written notice is served, the parties shall meet to commence negotiations.

## **ARTICLE XXII -- ACKNOWLEDGEMENT OF DISTRICT COMPLIANCE**

As an Equal Rights and Opportunities School District, the Sharpsville Area School District does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or nonrelevant handicaps and disabilities. The Sharpsville Area School District's commitment of nondiscrimination extends to students, employees, prospective employees and the community.

The Sharpsville Area School District is committed to the provisions of the Handicapped Act as amended by (PL 94-142 including Section 504).

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Sharpsville Area School District hereby certifies that its governing body has adopted the terms of this Resolution and the same is recorded in the meeting held on June 17, 2009.



**APPENDIX A**  
**ARTICLE XIX - WAGES**

<b>Fiscal Year</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Increases</b>		<b>2.25%</b>	<b>2.25%</b>
<b>Aides</b>	<b>\$18.44</b>	<b>\$18.85</b>	<b>\$19.27</b>
<b>Assistant Cook</b>	<b>\$18.04</b>	<b>\$18.45</b>	<b>\$18.87</b>
<b>General Worker</b>	<b>\$16.64</b>	<b>\$17.01</b>	<b>\$17.39</b>
<b>Cleaning</b>	<b>\$18.28</b>	<b>\$18.69</b>	<b>\$19.11</b>
<b>Custodian</b>	<b>\$22.83</b>	<b>\$23.34</b>	<b>\$23.87</b>
<b>Nurse Technician</b>	<b>\$27.20</b>	<b>\$27.81</b>	<b>\$28.44</b>
<b>Secretarial - Level 1</b>	<b>\$21.28</b>	<b>\$21.76</b>	<b>\$22.25</b>
<b>Secretarial - Level 2</b>	<b>\$19.01</b>	<b>\$19.44</b>	<b>\$19.88</b>

**NOTES:**

- The hourly assignment of aides serving special needs students will be directly attributable to the needs of said students. The number of hours assigned will be determined by the professional team and must be considered flexible as indicated at the time of hire. Said assignment will cease when the special need no longer exists.
- A member can be moved into any position within the same unit as long as they meet the requirements of the position. This could be on a permanent or temporary basis.

- Second shift custodians will be paid an additional \$ .10 (ten cents) per hour for only hours actually worked on the second shift. The second shift is defined as starting on or after 12:00 P.M. This \$ .10 (ten cents) does not apply when working day turn or overtime and is not applicable for vacation pay, sick pay, etc.
- The District can name a Head Custodian. This position will be paid \$ .20 (twenty cents) more per hour. This position will not be based on seniority. Internal candidates will be looked at first.
- The remaining instructional aide from the 2001 Agreement will not be transferred to the area formerly known as Special Student Aides.
- An employee serving as a Nurse in addition to an Instructional Aide in the normal course of their work shall receive in addition to his/her compensation as an Instructional Aide the sum of Four Thousand and No/100ths (\$4,000) dollars each year for services as an LPN in assisting a special needs student for the school years 2023-2024 and/or 2024-2025. This additional compensation will be paid in equal monthly installments beginning September 1 through June 30 each year.
- Regarding the Nurse/Instructional Aide, any individual holding such designations is required to provide proof of valid continuing certification upon request of the School District, and such individual is responsible to maintain such certification at his or her own expense.

# Appendix B

## Sharpsville Area School District

### Active Support Staff Contracts

#### Overview of Proposed PPOBlue Qualified High Deductible Health Plan

BENEFIT	Proposed PPOBlue Qualified HDHP Non-Grandfathered	
	In-Network Care <sup>1</sup>	Out-of-Network Care <sup>1,2</sup>
<b>Policy Provisions</b>		
Benefit Period	12 month period begins with plan implementation date	
Benefit Period Deductible <sup>3</sup> (Employee Only Plan / Family Plan)	\$1,500 / \$3,000 Applies to Medical and Prescription Drug Benefits	
Co-Insurance (The Plan Pays:)	100% after deductible	80% after deductible
Annual Out-of-Pocket Maximum (Employee Only Plan / Family Plan)	Not Applicable <i>Does not apply when the in-network co-insurance is 100% after deductible</i>	\$1,500 / \$3,000 <sup>4</sup> (not including deductibles) (not including balance billing)
Total Maximum Out-of-Pocket (Employee Only Plan / Family Plan) (Includes medical & prescription drug deductible, coinsurance, & copays) <sup>5</sup>	\$1,500 / \$3,000	Not Applicable
Lifetime Maximum Per Person	Unlimited	
Dependent Eligibility	Dependents To Age 26	
Precertification Requirements	Yes (provider responsibility)	Yes <sup>6</sup>
<b>Preventive Care Services</b>		
Routine Physical Exams (adult & pediatric)	100% (deductible does not apply)	80% after deductible
Routine Gynecological Exams, including PAP Test	100% (deductible does not apply)	80% (deductible does not apply)
Adult Immunizations	100% (deductible does not apply)	80% after deductible
Childhood Immunizations	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms - Routine	100% (deductible does not apply)	80% after deductible
Colorectal Cancer Screening - Routine	100% (deductible does not apply)	80% after deductible
<b>Hospital/Physician Services</b>		
Physician Office Visits	100% after deductible	80% after deductible
Specialist Office Visits	100% after deductible	80% after deductible
Maternity Care (facility & professional)	100% after deductible	80% after deductible
Inpatient Hospital Services	100% after deductible	80% after deductible
Outpatient Hospital Services	100% after deductible	80% after deductible
Medical/Surgical Services (except office visits)	100% after deductible	80% after deductible
Diagnostic Services		
Advanced Imaging (MRI, CAT Scan, PET Scan, etc)	100% after deductible	80% after deductible
Basic Diagnostic Services (Standard Imaging, Diagnostic Medical, Lab/Pathology, Allergy Testing)	100% after deductible	80% after deductible
Mammograms - Medically Necessary	100% after deductible	80% after deductible
Colorectal Cancer Screening - Medically Necessary	100% after deductible	80% after deductible
Allergy Extracts	100% after deductible	80% after deductible
Transplant Services	100% after deductible	80% after deductible
<b>Emergency Services</b>		
Emergency Room Services <sup>7</sup>	100% after deductible	
Ambulance	100% after deductible	80% after deductible
<b>Therapy Services</b>		
Spinal Manipulation Services	100% after deductible	80% after deductible
Physical Therapy Services	100% after deductible	80% after deductible
Speech & Occupational Therapy Services	100% after deductible	80% after deductible
Cardiac Rehabilitation, Chemotherapy, & Dialysis Treatment	100% after deductible	80% after deductible
Infusion & Radiation Therapy Services	100% after deductible	80% after deductible
Respiratory Therapy Services	100% after deductible	80% after deductible

Confidential and Proprietary Information  
October 2020

# Sharpsville Area School District Active Support Staff Contracts

## Overview of Proposed PPOBlue Qualified High Deductible Health Plan

BENEFIT	Proposed PPOBlue Qualified HDHP Non-Grandfathered	
	In-Network Care <sup>1</sup>	Out-of-Network Care <sup>1,2</sup>
<b>Behavioral Health Services</b>		
Mental Health - Inpatient	100% after deductible	80% after deductible
Mental Health - Outpatient	100% after deductible	80% after deductible
Substance Abuse - Inpatient Detoxification	100% after deductible	80% after deductible
Substance Abuse - Inpatient Rehabilitation	100% after deductible	80% after deductible
Substance Abuse - Outpatient Rehabilitation	100% after deductible	80% after deductible
<b>Other Services</b>		
Dental Services Related to Accidental Injury	100% after deductible	80% after deductible
Diabetes Treatment	100% after deductible	80% after deductible
Durable Medical Equipment	100% after deductible	80% after deductible
Enteral Formulae	100% after deductible	80% after deductible
Home Infusion Therapy	100% after deductible	80% after deductible
Home Health Care	100% after deductible	80% after deductible
Hospice Care	100% after deductible	80% after deductible
Infertility Counseling, Testing and Treatment <sup>4</sup>	100% after deductible	80% after deductible
Orthotics	100% after deductible	80% after deductible
Pediatric Extended Care Services	100% after deductible	80% after deductible
<i>Combined Limit: 100 days per benefit period</i>		
Private Duty Nursing	100% after deductible	80% after deductible
Prosthetics	100% after deductible	80% after deductible
Skilled Nursing Facility	100% after deductible	80% after deductible
<b>Prescription Drugs</b>		
Prescription Drug (retail)	100% after deductible <sup>5</sup> Up to a 31 day supply National Plus Pharmacy Network Open Formulary with Soft Mandatory Generic Provision <sup>10</sup>	
	100% after deductible <sup>6</sup> Up to a 90 day supply Open Formulary with Soft Mandatory Generic Provision <sup>10</sup>	
Prescription Drug (mail)		

<sup>1</sup> You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

<sup>2</sup> Precertification may be required for services rendered by out-of-network providers.

<sup>3</sup> Deductible levels are determined by the IRS and are subject to change.

<sup>4</sup> Non-participating providers or those who are not in the Highmark network can bill members for the difference between the amount that the non-participating provider bills and the payment Highmark will make for the covered services that are performed by the non-participating provider. This is referred to as balance billing and the member's liability is not limited by the health plan. Balance billing liabilities are above and beyond the out-of-pocket maximum listed on this benefit grid.

<sup>5</sup> The in-network total maximum out-of-pocket as mandated by the federal government must include medical and prescription drug deductible, coinsurance, & copays, if you are enrolled as an individual, the deductible, and Total Maximum Out-of-Pocket for the "Employee Only" plan apply. If you are enrolled in a "Family" plan, the entire family deductible and Total Maximum Out-of-Pocket apply.

<sup>6</sup> HMS must be contacted prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related inpatient admission. Some facility providers will contact HMS and obtain precertification of the inpatient admission on your behalf. Be sure to verify that your provider is contacting HMS for precertification. If not, you are responsible for contacting HMS. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, you will be responsible for payment of any costs incurred.

<sup>7</sup> Emergency service is any health care service provided to a member after the sudden onset of a medical condition that manifests itself by acute symptoms of sufficient severity or severe pain, such that a prudent layperson who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in: a) placing the health of the member, or, with respect to a pregnant woman, the health of the woman or her unborn child, in serious jeopardy; b) serious impairment to bodily functions; or c) serious dysfunction of any bodily organ or part.

<sup>8</sup> Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.

<sup>9</sup> At a retail or mail order pharmacy, if your deductible has not been met, you pay the entire cost for your prescription drug at the discounted rate Highmark has negotiated. The eligible amount you paid for your prescription will be applied to your deductible.

<sup>10</sup> Under the Soft Mandatory Generic Provision, the member is responsible for the payment differential when a generic drug is available and the patient elects to purchase a brand name drug. The member payment is the price difference between the generic and the brand name, in addition to copayment or coinsurance amounts which apply.

## APPENDIX C

### ARTICLE XVII - DENTAL BENEFIT LEVELS

<u>Dental Services</u>	<u>Paid by Fund</u>	<u>Paid by Patient</u>
Diagnostic	100% UCR*	0%
Preventative	100% UCR	0%
Basic Restorative	100% UCR	0%
Major Restorative	50% UCR	50%
Simple Extraction	100% UCR	0 %
Oral Surgery	100% UCR	0 %
Endodontic	100% UCR	0 %
Periodontic	100% UCR	0 %
Prosthodontic	50% UCR	50%
Denture Repair and Relining	100% UCR	0 %
Orthodontic	50% UCR	50%
Deductible	None	
Maximum	\$1,000 per person per contract year	
Orthodontic Maximum	\$1,000 per child lifetime	

NOTE: "Usual, Customary, and Reasonable"

#### ILLUSTRATIVE EXAMPLE OF FAMILY PREMIUMS:

##### Current year Dental Insurance Premiums Rates:

Individual	\$32.43*
Individual and Family	\$64.88*

Individual and Family Premium	\$64.88*
Individual	\$32.43*
Maximum towards Family	<u>\$20.00</u>
Subtotal	\$52.43*
Additional Cost	\$ 12.45*
50% of Additional Cost	<u>\$6.23*</u>
Total paid by District	\$58.66*
Total paid by Employee:	
50% of Additional Cost	<u>\$6.22*</u>

Total Premium \$64.88

\* NOTE: Subject to adjustment as Premiums increase periodically.

## APPENDIX D

### ARTICLE XVII - VISION BENEFIT LEVELS

<u>Schedule of Benefits</u>	<u>Allowance</u>
Examination	UCR*
Frames	\$24.00
<u>Types of Lenses</u>	<u>Allowance Per Pair</u>
Single Vision	\$24.00
Bifocal	36.00
Trifocal	46.00
Aphakic (replaces natural lens of eye)	110.00
<u>Contact Lenses</u>	
Medically Necessary	
Hard	\$200.00
Soft	300.00
Cosmetic	24.00

Contact lenses shall be a covered benefit only after cataract surgery, corneal transplant surgery, or other conditions such as, but not limited to, keratoconus if indicated, or when visual acuity is not correctable to 20/40 in the worse eye by use of lenses in a frame but can be improved to 20/40 or better by the use of contact lenses.

In cases involving services in which the provider and subscriber elect to utilize contact lenses, although the subscriber does not qualify under the criteria delineated above, the Program will provide benefits at the single vision lens and frame allowance, providing the subscriber qualifies for such benefits.

\*NOTE: "Usual, Customary and Reasonable"

**MEMORANDUM OF  
UNDERSTANDING BETWEEN  
SHARPSVILLE AREA SCHOOL  
DISTRICT AND**

It is expressly understood by both parties that married employees who are enrolled as individuals will each pay one half (1/2) of the cost of the co-pay as documented in the contract under Article XVII – Insurance: Hospitalization, Surgical, and Major Medical; Dental; Vision; and Life Section

Upon retirement of the remaining spouse, both parties agree that Article XVIII. Retirement Payment Section 4 will become effective for both retired employees.

For the District

For AFSCME

Date \_\_\_\_\_

## AGREEMENT

This Agreement ("Agreement") is made between the Sharpsville Area School District (the "District") and AFSCME Local 633 (the "Union"), (collectively the "Parties").

WHEREAS, on or about September 28, 2023, the District expressed its desire to change the date monetary benefits payment shall be paid into a retiree's HRA and "the year" be redefined;

WHEREAS, the District and the Union are parties to a Collective Bargaining Agreement (hereinafter the "CBA"); and

WHEREAS, the Parties desire to memorialize their agreement in writing, as follows:


1. The Parties agree to make the following changes to Article XVIII, Section 4, B. of the 2023 – 2025 CBA, with the changes underlined below:

B. Eligible retirees shall receive payments in the amount of \$12,500 over ten (10) years, with a \$1,250 payment made each year into the retiree's HRA. Monetary benefits shall be paid on an annual basis on July 1<sup>st</sup> of each year following the retiree's retirement. The parties agree that retirees shall be ineligible to receive the incentive payments upon a retiree reaching Medicare eligibility. In the event that a retiree reaches or will reach Medicare eligibility during the year in which a retirement payment is made (July 1<sup>st</sup> through June 30<sup>th</sup>), the parties agree that the applicable payment made shall be prorated to cease on the date the retiree becomes eligible for Medicare, and no further payments shall be made by the District.

In Agreement:



Sharpsville Area School District      Date

 10-27-23

AFSCME Local 633      Date

 10/27/23

AFSCME Staff Representative      Date



**SHARPSVILLE AREA SCHOOL DISTRICT**  
**RETIREE HEALTH REIMBURSEMENT ARRANGEMENT (HRA)**  
**SHARPSVILLE AREA EDUCATION ASSOCIATION**  
**(FOR PREMIUM ONLY)**

EFFECTIVE SEPTEMBER 1, 2023

SHARPSVILLE AREA SCHOOL DISTRICT  
HEALTH REIMBURSEMENT ARRANGEMENT (HRA)  
SHARPSVILLE AREA EDUCATION ASSOCIATION  
TABLE OF CONTENTS

**ARTICLE 1 INTRODUCTION**

Section 1.01 Plan .....	1
Section 1.02 Application of Plan .....	1

**ARTICLE 2 DEFINITIONS.....**

**ARTICLE 3 PARTICIPATION**

Section 3.01 Participation .....	2
Section 3.02 Procedures for Admission.....	2
Section 3.03 Termination of Participation .....	2

**ARTICLE 4 ACCOUNTS**

Section 4.01 Health Reimbursement Accounts.....	2
---	---

**ARTICLE 5 NONDISCRIMINATION**

Section 5.01 Nondiscrimination.....	3
-------------------------------------	---

**ARTICLE 6 REIMBURSEMENTS**

Section 6.01 Procedures for Reimbursement.....	4
Section 6.02 Claims Procedure.....	4
Section 6.03 Minor or Legally Incompetent Payee.....	5
Section 6.04 Missing Payee.....	5

**ARTICLE 7 PLAN ADMINISTRATION**

Section 7.01 Plan Administrator.....	6
Section 7.02 Indemnification .....	7
Section 7.03 HIPAA Privacy Rules .....	7
Section 7.04 Medical Child Support Orders .....	9
Section 7.05 HIPAA Portability Rules .....	9

**ARTICLE 8 AMENDMENT**

Section 8.01 Amendment.....	9
-----------------------------	---

**ARTICLE 9 MISCELLANEOUS**

Section 9.01 Nonalienation of Benefits .....	10
Section 9.02 No Right to Employment .....	11
Section 9.03 No Funding Required.....	11
Section 9.04 Governing Law .....	11
Section 9.05 Tax Effect .....	11
Section 9.06 Severability of Provisions .....	11
Section 9.07 Headings and Captions .....	11
Section 9.08 Gender and Number .....	12

## **ARTICLE 1 INTRODUCTION**

### **Section 1.01     PLAN**

Sharpville Area School District hereby establishes the Sharpville Area School District Retiree Health Reimbursement Arrangement (HRA) (the "Plan"), which is intended to qualify as a health reimbursement arrangement providing benefits to retirees that are excludable from gross income under Code section 105(b) and which shall be administered in accordance with IRS Notice 2002-45 and IRS Revenue Ruling 2002-41.

### **Section 1.02     APPLICATION OF PLAN**

Except as otherwise specifically provided herein, the provisions of this Plan shall apply only to those individuals who are Eligible Retirees and accept the retirement incentive of the Employer offered during pursuant the contract agreement between the Sharpville Area School District and the Sharpville Area Education Association.

## **ARTICLE 2 DEFINITIONS**

"Claims Administrator" means Sharpville Area School District, or a third party administrator designated by Sharpville Area School District.

"Code" means the Internal Revenue Code of 1986, as amended from time to time.

"Covered Person" shall mean the Participant.

"Dependent" shall mean any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.

"Effective Date" is September 1, 2023

"Eligible Expenses" shall mean all medical and prescription drug insurance premium expenses that are excludable from income under Code section 105(b).

"Eligible Retiree" means any retired employee of the Employer who qualifies and accepts the Early Retirement Incentive as stated in the contract agreement between the Sharpville Area School District and the Sharpville Area Education Association.

"Employer" means the Plan Sponsor.

"ERISA" means the Employee Retirement Income Security Act of 1974, as amended from time to time.

"Health Reimbursement Account" means the balance of a hypothetical account established pursuant to Section 4.01 for each Participant as of the applicable date.

"Participant" means an Eligible Retiree who participates in the Plan in accordance with Articles 3 and 4.

"Plan Administrator" means Sharpville Area School District.

"Plan Sponsor" means Sharpville Area School District.

"Plan Year" means the 12-consecutive month period ending August 31<sup>st</sup>.

### **ARTICLE 3 PARTICIPATION**

#### **Section 3.01      PARTICIPATION**

Each Eligible Retiree shall become a Participant eligible to participate in the Plan upon the first of the month coincident with or immediately following the month in which the retiree becomes an Eligible Retiree in accordance with the contract agreement between the Sharpsville Area School District and the Sharpsville Area Education Association.

#### **Section 3.02      PROCEDURES FOR ADMISSION**

The Plan Administrator shall prescribe such forms and may require such data from Participants as are reasonably required to enroll a Participant in the Plan or to effectuate any Participant elections.

#### **Section 3.03      TERMINATION OF PARTICIPATION**

The Participant's Health Reimbursement Account shall terminate when the balance in the Health Reimbursement Account is zero or no longer eligible for said benefits, whichever is first.

### **ARTICLE 4 ACCOUNTS**

#### **Section 4.01      HEALTH REIMBURSEMENT ACCOUNTS**

(a) Credits. Each Participant's Health Reimbursement Account shall be credited by the amount attributed for payment of unused sick leave and/or the retirement incentive amount based upon their retirement from the employer.

(b) Debits. Each Participant's Health Reimbursement Account shall be debited for Eligible Premium Expenses described in Subsection (c).

(c) Eligible Expenses. A Participant may be reimbursed from his or her Health Reimbursement Account for Eligible Medical and Prescription Insurance Premium Expenses incurred by Covered Persons provided such expenses are (i) incurred in the Plan Year, (ii) incurred while the Participant participates in the Plan, (iii) not attributable to a deduction allowed under Code section 213 for any prior taxable year, and (iv) not covered, paid or reimbursed from any other source.

(d) End-of Year Balances. Any balance remaining in a Participant's Health Reimbursement Account after the end of the Plan Year shall be carried over to the immediately following Plan Year.

**ARTICLE 5**  
**NONDISCRIMINATION**

Section 5.01      NONDISCRIMINATION

(a)      The Plan may be subject to certain of the non-discrimination rules set forth in Code section 105(h), as a retiree only plan.

(b)      Adjustment of Eligibility/Benefits. If the Plan Administrator determines that the Plan may fail to satisfy any nondiscrimination requirement or any limitation imposed by the Code, the Plan Administrator may modify any eligibility requirement or benefit amount under the Plan in order to assure compliance with such requirements or limitations. Any act taken by the Plan Administrator under this Subsection shall be carried out in a uniform and non-discriminatory manner.

## **ARTICLE 6 REIMBURSEMENTS**

### **Section 6.01      PROCEDURES FOR REIMBURSEMENT**

(a)      **Benefits Provided by Insurance.** All claims for benefits that are provided under insurance contracts shall be made by the Participant to the insurance company issuing such contract.

(b)      **Timing of Claims.** Reimbursements and/or payments shall only be made for premium expenses incurred in the applicable Plan Year while the Participant, or in the case of a deceased Participant, and the spouse participates in the Plan. Except as otherwise expressly provided herein, no reimbursement and/or payment shall be made for any expenses relating to services rendered before participation for any reason. All claims for reimbursement and/or payment must be made within 90 days following the last day of the Plan Year.

(c)      **Documentation.** A Participant or any other person entitled to benefits from the Plan (a "Claimant") may apply for such benefits by completing and filing a claim with the Claims Administrator. Any such claim shall include all information and evidence that the Claims Administrator deems necessary to properly evaluate the merit of and to make any necessary determinations on a claim for benefits. The Claims Administrator may request any additional information necessary to evaluate the claim.

(d)      **Payment.** To the extent that the Claims Administrator approves the claim, the Claims Administrator shall reimburse the Claimant from the Health Reimbursement Account. The Claims Administrator shall establish a schedule, not less frequently than annually, for the payment of claims. The Claims Administrator may provide that payments/reimbursements of less than a certain amount may be carried forward and aggregated with future claims until the reimbursable amount is greater than such minimum, provided, however, that the entire amount of payments/reimbursements outstanding at the end of the Plan Year shall be reimbursed without regard to the minimum payment amount.

(e)      **Death.** If a Participant dies prior to the termination of his Health Reimbursement Account, the spouse may continue to submit claims and be reimbursed for medical and prescription care insurance premium expenses they incur after the Participant's death until the balance in the Health Reimbursement Account is zero, or until they are no longer eligible for said benefits, whichever is first.

(f)      **Form of Claim/Notice.** All claims and notices shall be made in written form unless the Claims Administrator provides procedures for such claims and notices to be made in electronic and/or telephonic format to the extent that such alternative format is permitted under applicable law.

(i)      **Claims Administrator Procedures.** The Claims Administrator may establish procedures regarding the documentation to be submitted in a claim for reimbursement and/or payment and may also establish any other procedures regarding claims for reimbursement and/or payment. Such procedures may include, without limitation, requirements to submit claims periodically throughout the Plan Year.

### **Section 6.02      CLAIMS PROCEDURE**

(a)      A request for benefits is a "claim" subject to this Section only if it is filed by the Participant or the Participant's authorized representative in accordance with the Plan's claim filing guidelines. In general, claims must be filed in writing. Any claim that does not relate to a specific benefit under the Plan (for example, a general eligibility claim) must be filed with the Plan Administrator. A casual inquiry about benefits or the circumstances under which benefits might be paid under the Plan is not a "claim" under these rules, unless it is determined that your inquiry is an attempt to file a claim. If a claim is received, but there is not enough information to process the

claim, the Claimant will be given an opportunity to provide the missing information. Claimants may designate an authorized representative if written notice of such designation is provided.

(b) This Section 6.02(b) shall apply for any claim for benefits under the Health Reimbursement Account.

(1) **Timing of Notice of Denied Claim.** The Claims Administrator shall notify the Claimant of any adverse benefit determination within a reasonable period of time, but not later than 30 days after receipt of the claim. This period may be extended one time by the Plan for up to 15 days, provided that the Claims Administrator both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies the Claimant, prior to the expiration of the initial 30-day period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision. If such an extension is necessary due to a failure of the Claimant to submit the information necessary to decide the claim, the notice of extension shall specifically describe the required information, and the Claimant shall be afforded at least 45 days from receipt of the notice within which to provide the specified information.

(2) **Content of Notice of Denied Claim.** If a claim is wholly or partially denied, the Claims Administrator shall provide the Claimant with a notice identifying (A) the reason or reasons for such denial, (B) the pertinent Plan provisions on which the denial is based, (C) any material or information needed to grant the claim and an explanation of why the additional information is necessary, (D) an explanation of the steps that the Claimant must take if he wishes to appeal the denial, and (E): (I) If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, either the specific rule, guideline, protocol, or other similar criterion; or a statement that such a rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Claimant upon request; or (II) if the adverse benefit determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Claimant's medical circumstances, or a statement that such explanation will be provided free of charge upon request.

(3) **Appeal of Denied Claim.** If a Claimant wishes to appeal the denial of a claim, he shall file an appeal with the Plan Administrator on or before the 180th day after he receives the Claims Administrator's notice that the claim has been wholly or partially denied. The appeal shall identify both the grounds and specific Plan provisions upon which the appeal is based. The Claimant shall be provided, upon request and free of charge, documents and other information relevant to his claim. An appeal may also include any comments, statements or documents that the Claimant may desire to provide. The Plan Administrator shall consider the merits of the Claimant's presentations, the merits of any facts or evidence in support of the denial of benefits, and such other facts and circumstances as the Plan Administrator may deem relevant. In considering the appeal, the Plan Administrator shall:

(A) Provide for a review that does not afford deference to the initial adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;

(B) Provide that, in deciding an appeal of any adverse benefit determination that is based in whole or in part on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, the appropriate named fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment;

(C) Provide for the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a Claimant's adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; and

(D) Provide that the health care professional engaged for purposes of a consultation under Subsection (2) shall be an individual who is neither an individual who was consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinate of any such individual.

The Plan Administrator shall notify the Claimant of the Plan's benefit determination on review within 60 days after receipt by the Plan of the Claimant's request for review of an adverse benefit determination. The Claimant shall lose the right to appeal if the appeal is not timely made.

(4) Denial of Appeal. If an appeal is wholly or partially denied, the Plan Administrator shall provide the Claimant with a notice identifying (1) the reason or reasons for such denial, (2) the pertinent Plan provisions on which the denial is based, and (3) a statement that the Claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claimant's claim for benefits. The determination rendered by the Plan Administrator shall be binding upon all parties.

(5) Exhaustion of Remedies. Before a suit can be filed in federal court, claims must exhaust internal remedies.

#### Section 6.03 MINOR OR LEGALLY INCOMPETENT PAYEE

If a distribution is to be made to an individual who is either a minor or legally incompetent, the Plan Administrator may direct that such distribution be paid to the legal guardian. If a distribution is to be made to a minor and there is no legal guardian, payment may be made to a parent of such minor or a responsible adult with whom the minor maintains his residence, or to the custodian for such minor under the Uniform Transfer to Minors Act, if such is permitted by the laws of the state in which such minor resides. Such payment shall fully discharge the Plan Administrator and the Employer from further liability on account thereof.

#### Section 6.04 MISSING PAYEE

If the Claims Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participants or other person after reasonable efforts have been made to identify or locate such person, such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited one year after the date any such payment first became due.



**ARTICLE 7**  
**PLAN ADMINISTRATION**

Section 7.01     PLAN ADMINISTRATOR

(a)     Designation. The Plan Sponsor shall designate a Plan Administrator. In the absence of a designation, the Plan Sponsor shall be the Plan Administrator. If a Committee is designated as the Plan Administrator, the Committee shall consist of one or more individuals who may be employees appointed by the Plan Sponsor and the Committee shall elect a chairman and may adopt such rules and procedures as it deems desirable. The Committee may also take action with or without formal meetings and may authorize one or more individuals, who may or may not be members of the Committee, to execute documents on its behalf.

(b)     Authority and Responsibility of the Plan Administrator. The Plan Administrator shall have total and complete discretionary power and authority:

(i)     to make factual determinations, to construe and interpret the provisions of the Plan, to correct defects and resolve ambiguities and inconsistencies therein and to supply omissions thereto. Any construction, interpretation or application of the Plan by the Plan Administrator shall be final, conclusive and binding;

(ii)    to determine the amount, form or timing of benefits payable hereunder and the recipient thereof and to resolve any claim for benefits in accordance with Article 6;

(iii)   to determine the amount and manner of any allocations hereunder;

(iv)   to maintain and preserve records relating to the Plan;

(v)    to prepare and furnish all information and notices required under applicable law or the provisions of this Plan;

(vi)   to prepare and file or publish with the Secretary of Labor, the Secretary of the Treasury, their delegates and all other appropriate government officials all reports and other information required under law to be so filed or published;

(vii)   to hire such professional assistants and consultants as it, in its sole discretion, deems necessary or advisable; and shall be entitled, to the extent permitted by law, to rely conclusively on all tables, valuations, certificates, opinions and reports which are furnished by same;

(viii) to determine all questions of the eligibility of retirees and of the status of rights of Participants;

(ix)   to adjust Accounts in order to correct errors or omissions;

(x)    to determine the validity of any judicial order;

(xi)   to retain records on elections and waivers by Participants;

(xii)   to supply such information to any person as may be required;

(xiii) to perform such other functions and duties as are set forth in the Plan that are not specifically given to any other fiduciary or other person.

(c)     Procedures. The Plan Administrator may adopt such rules and procedures as it deems necessary, desirable, or appropriate for the administration of the Plan. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished to it. The Plan Administrator's decisions shall be binding and conclusive as to all parties.

(d) Allocation of Duties and Responsibilities. The Plan Administrator may designate other persons to carry out any of his duties and responsibilities under the Plan.

(e) Compensation. The Plan Administrator shall serve without compensation for its services.

(f) Expenses. All direct expenses of the Plan, the Plan Administrator and any other person in furtherance of their duties hereunder shall be paid or reimbursed by the Employer.

(g) Allocation of Fiduciary Duties. A Plan fiduciary shall have only those specific powers, duties, responsibilities and obligations as are explicitly given him under the Plan. It is intended that each fiduciary shall not be responsible for any act or failure to act of another fiduciary. A fiduciary may serve in more than one fiduciary capacity with respect to the Plan.

#### Section 7.02      INDEMNIFICATION

The Employer shall indemnify and hold harmless any person serving as the Plan Administrator (and its delegate) from all claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and expenses, incurred by such persons in connection with their duties hereunder to the extent not covered by insurance, except when the same is due to such person's own gross negligence, willful misconduct, lack of good faith, or breach of its fiduciary duties under this Plan.

#### Section 7.03      HIPAA PRIVACY RULES

(a) Application. This Section 7.03 shall only apply in the event that this Plan constitutes a group health plan as defined in section 2791(a)(2) of the Public Health Service Act or if the Plan Administrator determines that the Plan is subject to the HIPAA privacy rules.

(b) Privacy Policy. The Plan shall adopt a HIPAA privacy policy, the terms of which are incorporated herein by reference.

(c) Business Associate Agreement. The Plan will enter into a business associate agreement with any persons as may be required by applicable law as determined by the Plan Administrator.

(d) Notice of Privacy Practices. The Plan will provide each Participant with a notice of privacy practices to the extent required by applicable law.

(e) Disclosure to the Employer.

(1) In General. This Subsection permits the Plan to disclose protected health information ("PHI"), as defined in the HIPAA privacy rules, to the Employer to the extent that such PHI is necessary for the Employer to carry out its administrative functions related to the Plan.

(2) Permitted Disclosure. The Plan may disclose the PHI to the Employer that is necessary for the Employer to carry out the following administrative functions related to the Plan: eligibility determinations, enrollment and disenrollment activities, and Plan amendments or termination. The Employer may use and disclose the PHI provided to it from the Plan only for the administrative purposes described in this Subsection.

(3) Limitations. The Employer agrees to the following limitations and requirements related to its use and disclosure of PHI received from the Plan:

(A) Use and Further Disclosure. The Employer shall not use or further disclose PHI other than as permitted or required by the Plan document or as required by all applicable law, including but not limited to the HIPAA privacy rules. When using or disclosing PHI or when requesting PHI from the Plan, the Employer shall make reasonable efforts to limit the PHI to the minimum amount necessary to accomplish the intended purpose of the use, disclosure or request.

(B) Agents and Subcontractors. The Employer shall require any agents, including subcontractors, to whom it provides PHI received from the Plan to agree to the same restrictions and conditions that apply to the Employer with respect to such information.

(C) Employment-Related Actions. Except as permitted by the HIPAA privacy rules and other applicable federal and state privacy laws, the Employer shall not use PHI for employment-related actions and decisions, or in connection with any other employee benefit plan of the Employer.

(D) Reporting of Improper Use or Disclosure. The Employer shall promptly report to the Plan any improper use or disclosure of PHI of which it becomes aware.

(E) Adequate Protection. The Employer shall provide adequate protection of PHI and separation between the Plan and the Employer by: (i) ensuring that only those employees who work in the human resources department of the Employer on issues related to the healthcare components of the Plan will have access to the PHI provided by the Plan; (ii) restricting access to and use of PHI to only the employees identified in clause (i) above and only for the administrative functions performed by the Employer on behalf of the Plan that are described herein; (iii) requiring any agents of the Plan who receive PHI to abide by the Plan's privacy rules; and (iv) using the Employer's established disciplinary procedures to resolve issues of noncompliance by the employees identified in clause (i) above.

(F) Return or Destruction of PHI. If feasible, the Employer shall return or destroy all PHI received from the Plan that the Employer maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made. If such return or destruction is not feasible, the Employer shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

(G) Participant Rights. The Employer shall provide Participants with the following rights: (i) the right to access to their PHI in accordance with 45 C.F.R. §164.524; (ii) the right to amend their PHI upon request (or the Employer will explain to the Participant in writing why the requested amendment was denied) and incorporate any such amendment into a Participant's PHI in accordance with 45 C.F.R. §164.526; and (iii) the right to an accounting of all disclosures of their PHI in accordance with 45 C.F.R. §164.528.

(H) Cooperation with HHS. The Employer shall make its books, records, and internal practices relating to the use and disclosure of PHI received from the Plan available to HHS for verification of the Plan's compliance with the HIPAA privacy rules.

(4) Certification. The Employer hereby certifies that the Plan documents have been amended in accordance with 45 C.F.R. §164.504(f), and that the Employer shall protect the PHI as described in Subsection 3 herein.

(5) Security Standards Requirement. To comply with the Security Standards regulations that were published on February 21, 2003, the Employer must:

(A) implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains or transmits on behalf of the Plan;

(B) ensure that the adequate separation required by 45 C.F.R. 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures;

(C) ensure that any agent, including a subcontractor, to whom it provides this information agrees to implement reasonable and appropriate security measures to protect the information; and

(D) report to the Plan any security incident of which it becomes aware.

(6) Amendment. Notwithstanding any other provision of the Plan, this Section may be amended in any way and at any time by the Privacy Officer.

(7) Effective Dates. Subsections (1) – (4) and Subsection (6) apply to the Plan no later than April 14, 2003, or such other date that the HIPAA Privacy Regulations apply to the Plan. Section (5) applies to the Plan no later than April 20, 2005, or such other date that the HIPAA Security Regulations apply to the Plan.

#### Section 7.04      MEDICAL CHILD SUPPORT ORDERS

In the event the Plan Administrator receives a medical child support order (within the meaning of ERISA section 609(a)(2)(B)), the Plan Administrator shall notify the affected Participant and any alternate recipient identified in the order of the receipt of the order and the Plan's procedures for determining whether such an order is a qualified medical child support order (within the meaning of ERISA section 609(a)(2)(A)). Within a reasonable period the Plan Administrator shall determine whether the order is a qualified medical child support order and shall notify the Participant and alternate recipient of such determination.

If the plan is not subject to ERISA any applicable law related to qualified medical child support orders or National Medical Support Notices shall apply and the Plan Administrator shall follow any required procedures under such law.

#### Section 7.05      HIPAA PORTABILITY RULES

In the event the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules, the Plan shall comply with the requirements of Code section 9801 et. seq. including the requirement to cover children until the attainment of age 26 if the Plan makes dependent coverage of children available. The Plan Administrator shall only provide a certificate of creditable coverage if the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2.

### **ARTICLE 8 AMENDMENT AND TERMINATION**

#### Section 8.01      AMENDMENT

The provisions of the Plan may be amended in writing at any time and from time to time by the Plan Sponsor, if required to remain in compliance with IRS rules and regulations.

## **ARTICLE 9 MISCELLANEOUS**

### **Section 9.01      NONALIENATION OF BENEFITS**

No Participant, spouse or Dependent shall have the right to alienate, anticipate, commute, pledge, encumber or assign any of the benefits or payments which he may expect to receive, contingently or otherwise, under the Plan.

### **Section 9.02      NO RIGHT TO EMPLOYMENT**

Nothing contained in this Plan shall be construed as a contract of employment between the Employer and the Participant, or as a right of any employee to continue in the employment of the Employer, or as a limitation of the right of the Employer to discharge any of its employees, with or without cause.

### **Section 9.03      NO FUNDING REQUIRED**

Except as otherwise required by law:

(a) Any amount contributed by the Employer to provide benefits hereunder shall remain part of the general assets of the Employer and all payments of benefits under the Plan shall be made solely out of the general assets of the Employer.

(b) The Employer shall have no obligation to set aside any funds, establish a trust, or segregate any amounts for the purpose of making any benefit payments under this Plan. However, the Employer may in its sole discretion, set aside funds, establish a trust, or segregate amounts for the purpose of making any benefit payments under this Plan.

(c) No person shall have any rights to, or interest in, any Account other than as expressly authorized in the Plan.

### **Section 9.04      GOVERNING LAW**

(a) The Plan shall be construed in accordance with and governed by the laws of the state of Pennsylvania to the extent not preempted by Federal law.

(b) The Plan hereby incorporates by reference any provisions required by state law to the extent not preempted by Federal law.

### **Section 9.05      TAX EFFECT**

The Employer does not represent or guarantee that any particular federal, state or local income, payroll, personal property or other tax consequence will result from participation in this Plan. A Participant should consult with professional tax advisors to determine the tax consequences of his or her participation.

### **Section 9.06      SEVERABILITY OF PROVISIONS**

If any provision of the Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof, and the Plan shall be construed and enforced as if such provisions had not been included.

### **Section 9.07      HEADINGS AND CAPTIONS**

The headings and captions herein are provided for reference and convenience only, shall not be considered part of the Plan, and shall not be employed in the construction of the Plan.

Section 9.08      GENDER AND NUMBER

Except where otherwise clearly indicated by context, the masculine and the neuter shall include the feminine and the neuter, the singular shall include the plural, and vice-versa.

The Plan Sponsor caused this Plan to be executed and adopted this 17<sup>th</sup> day of October, 2023.

Sharpsville Area School District

Signature: \_\_\_\_\_



Print Name: \_\_\_\_\_

JERRY TRONTÉL

Title/Position: \_\_\_\_\_

PRESIDENT - SHARPSVILLE  
AREA SCHOOL DISTRICT

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**RETIREE HEALTH REIMBURSEMENT ARRANGEMENT (HRA)**  
**ADMINISTRATORS COVERED BY THE ADMINISTRATION PLAN**  
**(FOR PREMIUM ONLY)**

EFFECTIVE October 1, 2023

SHARPSVILLE AREA SCHOOL DISTRICT  
HEALTH REIMBURSEMENT ARRANGEMENT (HRA)  
ADMINISTRATORS COVERED BY THE ADMINISTRATION COMPENSATION PLAN  
TABLE OF CONTENTS

<b>ARTICLE 1 INTRODUCTION</b>	
Section 1.01 Plan .....	1
Section 1.02 Application of Plan .....	1
<b>ARTICLE 2 DEFINITIONS</b> .....	
<b>ARTICLE 3 PARTICIPATION</b>	
Section 3.01 Participation .....	2
Section 3.02 Procedures for Admission .....	2
Section 3.03 Termination of Participation .....	2
<b>ARTICLE 4 ACCOUNTS</b>	
Section 4.01 Health Reimbursement Accounts.....	2
<b>ARTICLE 5 NONDISCRIMINATION</b>	
Section 5.01 Nondiscrimination.....	3
<b>ARTICLE 6 REIMBURSEMENTS</b>	
Section 6.01 Procedures for Reimbursement .....	4
Section 6.02 Claims Procedure .....	4
Section 6.03 Minor or Legally Incompetent Payee.....	5
Section 6.04 Missing Payee .....	5
<b>ARTICLE 7 PLAN ADMINISTRATION</b>	
Section 7.01 Plan Administrator .....	6
Section 7.02 Indemnification .....	7
Section 7.03 HIPAA Privacy Rules .....	7
Section 7.04 Medical Child Support Orders .....	9
Section 7.05 HIPAA Portability Rules .....	9
<b>ARTICLE 8 AMENDMENT</b>	
Section 8.01 Amendment.....	9
<b>ARTICLE 9 MISCELLANEOUS</b>	
Section 9.01 Nonalienation of Benefits .....	10
Section 9.02 No Right to Employment .....	11
Section 9.03 No Funding Required.....	11
Section 9.04 Governing Law .....	11
Section 9.05 Tax Effect .....	11
Section 9.06 Severability of Provisions .....	11
Section 9.07 Headings and Captions .....	11
Section 9.08 Gender and Number .....	12



## **ARTICLE 1 INTRODUCTION**

### Section 1.01      PLAN

Sharpsville Area School District hereby establishes the Sharpsville Area School District Retiree Health Reimbursement Arrangement (HRA) (the "Plan"), which is intended to qualify as a health reimbursement arrangement providing benefits to retirees that are excludable from gross income under Code section 105(b) and which shall be administered in accordance with IRS Notice 2002-45 and IRS Revenue Ruling 2002-41.

### Section 1.02      APPLICATION OF PLAN

Except as otherwise specifically provided herein, the provisions of this Plan shall apply only to those individuals who are Eligible Retirees and accept the retirement incentive of the Employer offered pursuant to the contract agreement between the Sharpsville Area School District and administrators covered by the Administration Compensation Plan.

## **ARTICLE 2 DEFINITIONS**

"Claims Administrator" means Sharpsville Area School District, or a third party administrator designated by Sharpsville Area School District.

"Code" means the Internal Revenue Code of 1986, as amended from time to time.

"Covered Person" shall mean the Participant.

"Dependent" shall mean any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.

"Effective Date" is October 1, 2023

"Eligible Expenses" shall mean all medical and prescription drug insurance premium expenses that are excludable from income under Code section 105(b).

"Eligible Retiree" means any retired employee of the Employer who qualifies and accepts the Early Retirement Incentive as stated in the Administration Compensation Plan.

"Employer" means the Plan Sponsor.

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"Plan Year" means the 12-consecutive month period ending June 30<sup>th</sup>.

### **ARTICLE 3 PARTICIPATION**

#### **Section 3.01      PARTICIPATION**

Each Eligible Retiree shall become a Participant eligible to participate in the Plan upon the first of the month coincident with or immediately following the month in which the retiree becomes an Eligible Retiree in accordance with the contract agreement between the Sharpsville Area School District and the Administration Compensation Plan.

#### **Section 3.02      PROCEDURES FOR ADMISSION**

The Plan Administrator shall prescribe such forms and may require such data from Participants as are reasonably required to enroll a Participant in the Plan or to effectuate any Participant elections.

#### **Section 3.03      TERMINATION OF PARTICIPATION**

The Participant's Health Reimbursement Account shall terminate when the balance in the Health Reimbursement Account is zero or no longer eligible for said benefits, whichever is first.

### **ARTICLE 4 ACCOUNTS**

#### **Section 4.01      HEALTH REIMBURSEMENT ACCOUNTS**

(a) Credits. Each Participant's Health Reimbursement Account shall be credited by the amount attributed for payment of unused sick leave and/or the retirement incentive amount based upon their retirement from the employer.

(b) Debits. Each Participant's Health Reimbursement Account shall be debited for Eligible Premium Expenses described in Subsection (c).

(c) Eligible Expenses. A Participant may be reimbursed from his or her Health Reimbursement Account for Eligible Medical and Prescription Insurance Premium Expenses incurred by Covered Persons provided such expenses are (i) incurred in the Plan Year, (ii) incurred while the Participant participates in the Plan, (iii) not attributable to a deduction allowed under Code section 213 for any prior taxable year, and (iv) not covered, paid or reimbursed from any other source.

(d) End-of Year Balances. Any balance remaining in a Participant's Health Reimbursement Account after the end of the Plan Year shall be carried over to the immediately following Plan Year.

**ARTICLE 5**  
**NONDISCRIMINATION**

Section 5.01      NONDISCRIMINATION

(a)      The Plan may be subject to certain of the non-discrimination rules set forth in Code section 105(h), as a retiree only plan.

(b)      Adjustment of Eligibility/Benefits. If the Plan Administrator determines that the Plan may fail to satisfy any nondiscrimination requirement or any limitation imposed by the Code, the Plan Administrator may modify any eligibility requirement or benefit amount under the Plan in order to assure compliance with such requirements or limitations. Any act taken by the Plan Administrator under this Subsection shall be carried out in a uniform and non-discriminatory manner.

## **ARTICLE 6 REIMBURSEMENTS**

### **Section 6.01      PROCEDURES FOR REIMBURSEMENT**

(a)      **Benefits Provided by Insurance.** All claims for benefits that are provided under insurance contracts shall be made by the Participant to the insurance company issuing such contract.

(b)      **Timing of Claims.** Reimbursements and/or payments shall only be made for premium expenses incurred in the applicable Plan Year while the Participant, or in the case of a deceased Participant, and the spouse participates in the Plan. Except as otherwise expressly provided herein, no reimbursement and/or payment shall be made for any expenses relating to services rendered before participation for any reason. All claims for reimbursement and/or payment must be made within 90 days following the last day of the Plan Year.

(c)      **Documentation.** A Participant or any other person entitled to benefits from the Plan (a "Claimant") may apply for such benefits by completing and filing a claim with the Claims Administrator. Any such claim shall include all information and evidence that the Claims Administrator deems necessary to properly evaluate the merit of and to make any necessary determinations on a claim for benefits. The Claims Administrator may request any additional information necessary to evaluate the claim.

(d)      **Payment.** To the extent that the Claims Administrator approves the claim, the Claims Administrator shall reimburse the Claimant from the Health Reimbursement Account. The Claims Administrator shall establish a schedule, not less frequently than annually, for the payment of claims. The Claims Administrator may provide that payments/reimbursements of less than a certain amount may be carried forward and aggregated with future claims until the reimbursable amount is greater than such minimum, provided, however, that the entire amount of payments/reimbursements outstanding at the end of the Plan Year shall be reimbursed without regard to the minimum payment amount.

(e)      **Death.** If a Participant dies prior to the termination of his Health Reimbursement Account, the spouse may continue to submit claims and be reimbursed for medical and prescription care insurance premium expenses they incur after the Participant's death until the balance in the Health Reimbursement Account is zero, or until they are no longer eligible for said benefits, whichever is first.

(f)      **Form of Claim/Notice.** All claims and notices shall be made in written form unless the Claims Administrator provides procedures for such claims and notices to be made in electronic and/or telephonic format to the extent that such alternative format is permitted under applicable law.

(i)      **Claims Administrator Procedures.** The Claims Administrator may establish procedures regarding the documentation to be submitted in a claim for reimbursement and/or payment and may also establish any other procedures regarding claims for reimbursement and/or payment. Such procedures may include, without limitation, requirements to submit claims periodically throughout the Plan Year.

### **Section 6.02      CLAIMS PROCEDURE**

(a)      A request for benefits is a "claim" subject to this Section only if it is filed by the Participant or the Participant's authorized representative in accordance with the Plan's claim filing guidelines. In general, claims must be filed in writing. Any claim that does not relate to a specific benefit under the Plan (for example, a general eligibility claim) must be filed with the Plan Administrator. A casual inquiry about benefits or the circumstances under which benefits might be paid under the Plan is not a "claim" under these rules, unless it is determined that your inquiry is an attempt to file a claim. If a claim is received, but there is not enough information to process the

claim, the Claimant will be given an opportunity to provide the missing information. Claimants may designate an authorized representative if written notice of such designation is provided.

(b) This Section 6.02(b) shall apply for any claim for benefits under the Health Reimbursement Account.

(1) **Timing of Notice of Denied Claim.** The Claims Administrator shall notify the Claimant of any adverse benefit determination within a reasonable period of time, but not later than 30 days after receipt of the claim. This period may be extended one time by the Plan for up to 15 days, provided that the Claims Administrator both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies the Claimant, prior to the expiration of the initial 30-day period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision. If such an extension is necessary due to a failure of the Claimant to submit the information necessary to decide the claim, the notice of extension shall specifically describe the required information, and the Claimant shall be afforded at least 45 days from receipt of the notice within which to provide the specified information.

(2) **Content of Notice of Denied Claim.** If a claim is wholly or partially denied, the Claims Administrator shall provide the Claimant with a notice identifying (A) the reason or reasons for such denial, (B) the pertinent Plan provisions on which the denial is based, (C) any material or information needed to grant the claim and an explanation of why the additional information is necessary, (D) an explanation of the steps that the Claimant must take if he wishes to appeal the denial, and (E): (I) If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, either the specific rule, guideline, protocol, or other similar criterion; or a statement that such a rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Claimant upon request; or (II) if the adverse benefit determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Claimant's medical circumstances, or a statement that such explanation will be provided free of charge upon request.

(3) **Appeal of Denied Claim.** If a Claimant wishes to appeal the denial of a claim, he shall file an appeal with the Plan Administrator on or before the 180th day after he receives the Claims Administrator's notice that the claim has been wholly or partially denied. The appeal shall identify both the grounds and specific Plan provisions upon which the appeal is based. The Claimant shall be provided, upon request and free of charge, documents and other information relevant to his claim. An appeal may also include any comments, statements or documents that the Claimant may desire to provide. The Plan Administrator shall consider the merits of the Claimant's presentations, the merits of any facts or evidence in support of the denial of benefits, and such other facts and circumstances as the Plan Administrator may deem relevant. In considering the appeal, the Plan Administrator shall:

(A) Provide for a review that does not afford deference to the initial adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;

(B) Provide that, in deciding an appeal of any adverse benefit determination that is based in whole or in part on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, the appropriate named fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment;

(C) Provide for the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a Claimant's adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; and

(D) Provide that the health care professional engaged for purposes of a consultation under Subsection (2) shall be an individual who is neither an individual who was consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinate of any such individual.

The Plan Administrator shall notify the Claimant of the Plan's benefit determination on review within 60 days after receipt by the Plan of the Claimant's request for review of an adverse benefit determination. The Claimant shall lose the right to appeal if the appeal is not timely made.

(4) Denial of Appeal. If an appeal is wholly or partially denied, the Plan Administrator shall provide the Claimant with a notice identifying (1) the reason or reasons for such denial, (2) the pertinent Plan provisions on which the denial is based, and (3) a statement that the Claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claimant's claim for benefits. The determination rendered by the Plan Administrator shall be binding upon all parties.

(5) Exhaustion of Remedies. Before a suit can be filed in federal court, claims must exhaust internal remedies.

#### Section 6.03 MINOR OR LEGALLY INCOMPETENT PAYEE

If a distribution is to be made to an individual who is either a minor or legally incompetent, the Plan Administrator may direct that such distribution be paid to the legal guardian. If a distribution is to be made to a minor and there is no legal guardian, payment may be made to a parent of such minor or a responsible adult with whom the minor maintains his residence, or to the custodian for such minor under the Uniform Transfer to Minors Act, if such is permitted by the laws of the state in which such minor resides. Such payment shall fully discharge the Plan Administrator and the Employer from further liability on account thereof.

#### Section 6.04 MISSING PAYEE

If the Claims Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participants or other person after reasonable efforts have been made to identify or locate such person, such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited one year after the date any such payment first became due.

**ARTICLE 7**  
**PLAN ADMINISTRATION**

Section 7.01     PLAN ADMINISTRATOR

(a)     Designation. The Plan Sponsor shall designate a Plan Administrator. In the absence of a designation, the Plan Sponsor shall be the Plan Administrator. If a Committee is designated as the Plan Administrator, the Committee shall consist of one or more individuals who may be employees appointed by the Plan Sponsor and the Committee shall elect a chairman and may adopt such rules and procedures as it deems desirable. The Committee may also take action with or without formal meetings and may authorize one or more individuals, who may or may not be members of the Committee, to execute documents on its behalf.

(b)     Authority and Responsibility of the Plan Administrator. The Plan Administrator shall have total and complete discretionary power and authority:

(i)     to make factual determinations, to construe and interpret the provisions of the Plan, to correct defects and resolve ambiguities and inconsistencies therein and to supply omissions thereto. Any construction, interpretation or application of the Plan by the Plan Administrator shall be final, conclusive and binding;

(ii)    to determine the amount, form or timing of benefits payable hereunder and the recipient thereof and to resolve any claim for benefits in accordance with Article 6;

(iii)   to determine the amount and manner of any allocations hereunder;

(iv)    to maintain and preserve records relating to the Plan;

(v)     to prepare and furnish all information and notices required under applicable law or the provisions of this Plan;

(vi)    to prepare and file or publish with the Secretary of Labor, the Secretary of the Treasury, their delegates and all other appropriate government officials all reports and other information required under law to be so filed or published;

(vii)   to hire such professional assistants and consultants as it, in its sole discretion, deems necessary or advisable; and shall be entitled, to the extent permitted by law, to rely conclusively on all tables, valuations, certificates, opinions and reports which are furnished by same;

(viii)   to determine all questions of the eligibility of retirees and of the status of rights of Participants;

(ix)    to adjust Accounts in order to correct errors or omissions;

(x)     to determine the validity of any judicial order;

(xi)    to retain records on elections and waivers by Participants;

(xii)   to supply such information to any person as may be required;

(xiii)   to perform such other functions and duties as are set forth in the Plan that are not specifically given to any other fiduciary or other person.

(c)     Procedures. The Plan Administrator may adopt such rules and procedures as it deems necessary, desirable, or appropriate for the administration of the Plan. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished to it. The Plan Administrator's decisions shall be binding and conclusive as to all parties.

(d) Allocation of Duties and Responsibilities. The Plan Administrator may designate other persons to carry out any of his duties and responsibilities under the Plan.

(e) Compensation. The Plan Administrator shall serve without compensation for its services.

(f) Expenses. All direct expenses of the Plan, the Plan Administrator and any other person in furtherance of their duties hereunder shall be paid or reimbursed by the Employer.

(g) Allocation of Fiduciary Duties. A Plan fiduciary shall have only those specific powers, duties, responsibilities and obligations as are explicitly given him under the Plan. It is intended that each fiduciary shall not be responsible for any act or failure to act of another fiduciary. A fiduciary may serve in more than one fiduciary capacity with respect to the Plan.

#### Section 7.02 INDEMNIFICATION

The Employer shall indemnify and hold harmless any person serving as the Plan Administrator (and its delegate) from all claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and expenses, incurred by such persons in connection with their duties hereunder to the extent not covered by insurance, except when the same is due to such person's own gross negligence, willful misconduct, lack of good faith, or breach of its fiduciary duties under this Plan.

#### Section 7.03 HIPAA PRIVACY RULES

(a) Application. This Section 7.03 shall only apply in the event that this Plan constitutes a group health plan as defined in section 2791(a)(2) of the Public Health Service Act or if the Plan Administrator determines that the Plan is subject to the HIPAA privacy rules.

(b) Privacy Policy. The Plan shall adopt a HIPAA privacy policy, the terms of which are incorporated herein by reference.

(c) Business Associate Agreement. The Plan will enter into a business associate agreement with any persons as may be required by applicable law as determined by the Plan Administrator.

(d) Notice of Privacy Practices. The Plan will provide each Participant with a notice of privacy practices to the extent required by applicable law.

(e) Disclosure to the Employer.

(1) In General. This Subsection permits the Plan to disclose protected health information ("PHI"), as defined in the HIPAA privacy rules, to the Employer to the extent that such PHI is necessary for the Employer to carry out its administrative functions related to the Plan.

(2) Permitted Disclosure. The Plan may disclose the PHI to the Employer that is necessary for the Employer to carry out the following administrative functions related to the Plan: eligibility determinations, enrollment and disenrollment activities, and Plan amendments or termination. The Employer may use and disclose the PHI provided to it from the Plan only for the administrative purposes described in this Subsection.

(3) Limitations. The Employer agrees to the following limitations and requirements related to its use and disclosure of PHI received from the Plan:

(A) Use and Further Disclosure. The Employer shall not use or further disclose PHI other than as permitted or required by the Plan document or as required by all applicable law, including but not limited to the HIPAA privacy rules. When using or disclosing PHI or when requesting PHI from the Plan, the Employer shall make reasonable efforts to limit the PHI to the minimum amount necessary to accomplish the intended purpose of the use, disclosure or request.



(B) Agents and Subcontractors. The Employer shall require any agents, including subcontractors, to whom it provides PHI received from the Plan to agree to the same restrictions and conditions that apply to the Employer with respect to such information.

(C) Employment-Related Actions. Except as permitted by the HIPAA privacy rules and other applicable federal and state privacy laws, the Employer shall not use PHI for employment-related actions and decisions, or in connection with any other employee benefit plan of the Employer.

(D) Reporting of Improper Use or Disclosure. The Employer shall promptly report to the Plan any improper use or disclosure of PHI of which it becomes aware.

(E) Adequate Protection. The Employer shall provide adequate protection of PHI and separation between the Plan and the Employer by: (i) ensuring that only those employees who work in the human resources department of the Employer on issues related to the healthcare components of the Plan will have access to the PHI provided by the Plan; (ii) restricting access to and use of PHI to only the employees identified in clause (i) above and only for the administrative functions performed by the Employer on behalf of the Plan that are described herein; (iii) requiring any agents of the Plan who receive PHI to abide by the Plan's privacy rules; and (iv) using the Employer's established disciplinary procedures to resolve issues of noncompliance by the employees identified in clause (i) above.

(F) Return or Destruction of PHI. If feasible, the Employer shall return or destroy all PHI received from the Plan that the Employer maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made. If such return or destruction is not feasible, the Employer shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

(G) Participant Rights. The Employer shall provide Participants with the following rights: (i) the right to access to their PHI in accordance with 45 C.F.R. §164.524; (ii) the right to amend their PHI upon request (or the Employer will explain to the Participant in writing why the requested amendment was denied) and incorporate any such amendment into a Participant's PHI in accordance with 45 C.F.R. §164.526; and (iii) the right to an accounting of all disclosures of their PHI in accordance with 45 C.F.R. §164.528.

(H) Cooperation with HHS. The Employer shall make its books, records, and internal practices relating to the use and disclosure of PHI received from the Plan available to HHS for verification of the Plan's compliance with the HIPAA privacy rules.

(4) Certification. The Employer hereby certifies that the Plan documents have been amended in accordance with 45 C.F.R. §164.504(f), and that the Employer shall protect the PHI as described in Subsection 3 herein.

(5) Security Standards Requirement. To comply with the Security Standards regulations that were published on February 21, 2003, the Employer must:

(A) implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains or transmits on behalf of the Plan;

(B) ensure that the adequate separation required by 45 C.F.R. 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures;

(C) ensure that any agent, including a subcontractor, to whom it provides this information agrees to implement reasonable and appropriate security measures to protect the information; and

(D) report to the Plan any security incident of which it becomes aware.

(6) Amendment. Notwithstanding any other provision of the Plan, this Section may be amended in any way and at any time by the Privacy Officer.

(7) Effective Dates. Subsections (1) – (4) and Subsection (6) apply to the Plan no later than April 14, 2003, or such other date that the HIPAA Privacy Regulations apply to the Plan. Section (5) applies to the Plan no later than April 20, 2005, or such other date that the HIPAA Security Regulations apply to the Plan.

#### Section 7.04      MEDICAL CHILD SUPPORT ORDERS

In the event the Plan Administrator receives a medical child support order (within the meaning of ERISA section 609(a)(2)(B)), the Plan Administrator shall notify the affected Participant and any alternate recipient identified in the order of the receipt of the order and the Plan's procedures for determining whether such an order is a qualified medical child support order (within the meaning of ERISA section 609(a)(2)(A)). Within a reasonable period the Plan Administrator shall determine whether the order is a qualified medical child support order and shall notify the Participant and alternate recipient of such determination.

If the plan is not subject to ERISA any applicable law related to qualified medical child support orders or National Medical Support Notices shall apply and the Plan Administrator shall follow any required procedures under such law.

#### Section 7.05      HIPAA PORTABILITY RULES

In the event the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules, the Plan shall comply with the requirements of Code section 9801 et. seq. including the requirement to cover children until the attainment of age 26 if the Plan makes dependent coverage of children available. The Plan Administrator shall only provide a certificate of creditable coverage if the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2.

### **ARTICLE 8 AMENDMENT AND TERMINATION**

#### Section 8.01      AMENDMENT

The provisions of the Plan may be amended in writing at any time and from time to time by the Plan Sponsor, if required to remain in compliance with IRS rules and regulations.

## **ARTICLE 9 MISCELLANEOUS**

### **Section 9.01      NONALIENATION OF BENEFITS**

No Participant, spouse or Dependent shall have the right to alienate, anticipate, commute, pledge, encumber or assign any of the benefits or payments which he may expect to receive, contingently or otherwise, under the Plan.

### **Section 9.02      NO RIGHT TO EMPLOYMENT**

Nothing contained in this Plan shall be construed as a contract of employment between the Employer and the Participant, or as a right of any employee to continue in the employment of the Employer, or as a limitation of the right of the Employer to discharge any of its employees, with or without cause.

### **Section 9.03      NO FUNDING REQUIRED**

Except as otherwise required by law:

(a) Any amount contributed by the Employer to provide benefits hereunder shall remain part of the general assets of the Employer and all payments of benefits under the Plan shall be made solely out of the general assets of the Employer.

(b) The Employer shall have no obligation to set aside any funds, establish a trust, or segregate any amounts for the purpose of making any benefit payments under this Plan. However, the Employer may in its sole discretion, set aside funds, establish a trust, or segregate amounts for the purpose of making any benefit payments under this Plan.

(c) No person shall have any rights to, or interest in, any Account other than as expressly authorized in the Plan.

### **Section 9.04      GOVERNING LAW**

(a) The Plan shall be construed in accordance with and governed by the laws of the state of Pennsylvania to the extent not preempted by Federal law.

(b) The Plan hereby incorporates by reference any provisions required by state law to the extent not preempted by Federal law.

### **Section 9.05      TAX EFFECT**

The Employer does not represent or guarantee that any particular federal, state or local income, payroll, personal property or other tax consequence will result from participation in this Plan. A Participant should consult with professional tax advisors to determine the tax consequences of his or her participation.

### **Section 9.06      SEVERABILITY OF PROVISIONS**

If any provision of the Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof, and the Plan shall be construed and enforced as if such provisions had not been included.

### **Section 9.07      HEADINGS AND CAPTIONS**

The headings and captions herein are provided for reference and convenience only, shall not be considered part of the Plan, and shall not be employed in the construction of the Plan.

Section 9.08      GENDER AND NUMBER

Except where otherwise clearly indicated by context, the masculine and the neuter shall include the feminine and the neuter, the singular shall include the plural, and vice-versa.

The Plan Sponsor caused this Plan to be executed and adopted this 17<sup>th</sup> day of October, 2023.

Sharpsville Area School District

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

*Jerry Trontel*  
JERRY TRONTEL  
PRESIDENT - SHARPSVILLE  
AREA SCHOOL DISTRICT

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**RETIREE HEALTH REIMBURSEMENT ARRANGEMENT (HRA)**  
**AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO,**  
**LOCAL 633**  
**(FOR PREMIUM ONLY)**

EFFECTIVE October 1, 2023

SHARPSVILLE AREA SCHOOL DISTRICT  
HEALTH REIMBURSEMENT ARRANGEMENT (HRA)  
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, LOCAL 633  
TABLE OF CONTENTS

**ARTICLE 1 INTRODUCTION**

Section 1.01 Plan .....	1
Section 1.02 Application of Plan .....	1

**ARTICLE 2 DEFINITIONS.....**

**ARTICLE 3 PARTICIPATION**

Section 3.01 Participation .....	2
Section 3.02 Procedures for Admission .....	2
Section 3.03 Termination of Participation .....	2

**ARTICLE 4 ACCOUNTS**

Section 4.01 Health Reimbursement Accounts.....	2
---	---

**ARTICLE 5 NONDISCRIMINATION**

Section 5.01 Nondiscrimination.....	3
-------------------------------------	---

**ARTICLE 6 REIMBURSEMENTS**

Section 6.01 Procedures for Reimbursement .....	4
Section 6.02 Claims Procedure .....	4
Section 6.03 Minor or Legally Incompetent Payee.....	5
Section 6.04 Missing Payee .....	5

**ARTICLE 7 PLAN ADMINISTRATION**

Section 7.01 Plan Administrator .....	6
Section 7.02 Indemnification .....	7
Section 7.03 HIPAA Privacy Rules .....	7
Section 7.04 Medical Child Support Orders .....	9
Section 7.05 HIPAA Portability Rules .....	9

**ARTICLE 8 AMENDMENT**

Section 8.01 Amendment.....	9
-----------------------------	---

**ARTICLE 9 MISCELLANEOUS**

Section 9.01 Nonalienation of Benefits .....	10
Section 9.02 No Right to Employment .....	11
Section 9.03 No Funding Required.....	11
Section 9.04 Governing Law .....	11
Section 9.05 Tax Effect .....	11
Section 9.06 Severability of Provisions .....	11
Section 9.07 Headings and Captions .....	11
Section 9.08 Gender and Number .....	12

## **ARTICLE 1 INTRODUCTION**

### Section 1.01      PLAN

Sharpsville Area School District hereby establishes the Sharpsville Area School District Retiree Health Reimbursement Arrangement (HRA) (the "Plan"), which is intended to qualify as a health reimbursement arrangement providing benefits to retirees that are excludable from gross income under Code section 105(b) and which shall be administered in accordance with IRS Notice 2002-45 and IRS Revenue Ruling 2002-41.

### Section 1.02      APPLICATION OF PLAN

Except as otherwise specifically provided herein, the provisions of this Plan shall apply only to those individuals who are Eligible Retirees and accept the retirement incentive of the Employer offered pursuant to the contract agreement between the Sharpsville Area School District and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 633.

## **ARTICLE 2 DEFINITIONS**

"Claims Administrator" means Sharpsville Area School District, or a third party administrator designated by Sharpsville Area School District.

"Code" means the Internal Revenue Code of 1986, as amended from time to time.

"Covered Person" shall mean the Participant.

"Dependent" shall mean any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.

"Effective Date" is October 1, 2023

"Eligible Expenses" shall mean all medical and prescription drug insurance premium expenses that are excludable from income under Code section 105(b).

"Eligible Retiree" means any retired employee of the Employer who qualifies and accepts the Early Retirement Incentive as stated in the contract agreement between the Sharpsville Area School District and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 633.

"Employer" means the Plan Sponsor.

"ERISA" means the Employee Retirement Income Security Act of 1974, as amended from time to time.

"Health Reimbursement Account" means the balance of a hypothetical account established pursuant to Section 4.01 for each Participant as of the applicable date.

"Participant" means an Eligible Retiree who participates in the Plan in accordance with Articles 3 and 4.

"Plan Administrator" means Sharpsville Area School District.

"Plan Sponsor" means Sharpsville Area School District.

"Plan Year" means the 12-consecutive month period ending June 30<sup>th</sup>.

### **ARTICLE 3 PARTICIPATION**

#### **Section 3.01      PARTICIPATION**

Each Eligible Retiree shall become a Participant eligible to participate in the Plan upon the first of the month coincident with or immediately following the month in which the retiree becomes an Eligible Retiree in accordance with the contract agreement between the Sharpville Area School District and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 633.

#### **Section 3.02      PROCEDURES FOR ADMISSION**

The Plan Administrator shall prescribe such forms and may require such data from Participants as are reasonably required to enroll a Participant in the Plan or to effectuate any Participant elections.

#### **Section 3.03      TERMINATION OF PARTICIPATION**

The Participant's Health Reimbursement Account shall terminate when the balance in the Health Reimbursement Account is zero or no longer eligible for said benefits, whichever is first.

### **ARTICLE 4 ACCOUNTS**

#### **Section 4.01      HEALTH REIMBURSEMENT ACCOUNTS**

(a) Credits. Each Participant's Health Reimbursement Account shall be credited by the amount attributed for payment of unused sick leave and/or the retirement incentive amount based upon their retirement from the employer.

(b) Debits. Each Participant's Health Reimbursement Account shall be debited for Eligible Premium Expenses described in Subsection (c).

(c) Eligible Expenses. A Participant may be reimbursed from his or her Health Reimbursement Account for Eligible Medical and Prescription Insurance Premium Expenses incurred by Covered Persons provided such expenses are (i) incurred in the Plan Year, (ii) incurred while the Participant participates in the Plan, (iii) not attributable to a deduction allowed under Code section 213 for any prior taxable year, and (iv) not covered, paid or reimbursed from any other source.

(d) End-of Year Balances. Any balance remaining in a Participant's Health Reimbursement Account after the end of the Plan Year shall be carried over to the immediately following Plan Year.



**ARTICLE 5**  
**NONDISCRIMINATION**

Section 5.01      NONDISCRIMINATION

(a)      The Plan may be subject to certain of the non-discrimination rules set forth in Code section 105(h), as a retiree only plan.

(b)      Adjustment of Eligibility/Benefits. If the Plan Administrator determines that the Plan may fail to satisfy any nondiscrimination requirement or any limitation imposed by the Code, the Plan Administrator may modify any eligibility requirement or benefit amount under the Plan in order to assure compliance with such requirements or limitations. Any act taken by the Plan Administrator under this Subsection shall be carried out in a uniform and non-discriminatory manner.

## **ARTICLE 6 REIMBURSEMENTS**

### **Section 6.01      PROCEDURES FOR REIMBURSEMENT**

(a)      **Benefits Provided by Insurance.** All claims for benefits that are provided under insurance contracts shall be made by the Participant to the insurance company issuing such contract.

(b)      **Timing of Claims.** Reimbursements and/or payments shall only be made for premium expenses incurred in the applicable Plan Year while the Participant, or in the case of a deceased Participant, and the spouse participates in the Plan. Except as otherwise expressly provided herein, no reimbursement and/or payment shall be made for any expenses relating to services rendered before participation for any reason. All claims for reimbursement and/or payment must be made within 90 days following the last day of the Plan Year.

(c)      **Documentation.** A Participant or any other person entitled to benefits from the Plan (a "Claimant") may apply for such benefits by completing and filing a claim with the Claims Administrator. Any such claim shall include all information and evidence that the Claims Administrator deems necessary to properly evaluate the merit of and to make any necessary determinations on a claim for benefits. The Claims Administrator may request any additional information necessary to evaluate the claim.

(d)      **Payment.** To the extent that the Claims Administrator approves the claim, the Claims Administrator shall reimburse the Claimant from the Health Reimbursement Account. The Claims Administrator shall establish a schedule, not less frequently than annually, for the payment of claims. The Claims Administrator may provide that payments/reimbursements of less than a certain amount may be carried forward and aggregated with future claims until the reimbursable amount is greater than such minimum, provided, however, that the entire amount of payments/reimbursements outstanding at the end of the Plan Year shall be reimbursed without regard to the minimum payment amount.

(e)      **Death.** If a Participant dies prior to the termination of his Health Reimbursement Account, the spouse may continue to submit claims and be reimbursed for medical and prescription care insurance premium expenses they incur after the Participant's death until the balance in the Health Reimbursement Account is zero, or until they are no longer eligible for said benefits, whichever is first.

(f)      **Form of Claim/Notice.** All claims and notices shall be made in written form unless the Claims Administrator provides procedures for such claims and notices to be made in electronic and/or telephonic format to the extent that such alternative format is permitted under applicable law.

(i)      **Claims Administrator Procedures.** The Claims Administrator may establish procedures regarding the documentation to be submitted in a claim for reimbursement and/or payment and may also establish any other procedures regarding claims for reimbursement and/or payment. Such procedures may include, without limitation, requirements to submit claims periodically throughout the Plan Year.

### **Section 6.02      CLAIMS PROCEDURE**

(a)      A request for benefits is a "claim" subject to this Section only if it is filed by the Participant or the Participant's authorized representative in accordance with the Plan's claim filing guidelines. In general, claims must be filed in writing. Any claim that does not relate to a specific benefit under the Plan (for example, a general eligibility claim) must be filed with the Plan Administrator. A casual inquiry about benefits or the circumstances under which benefits might be paid under the Plan is not a "claim" under these rules, unless it is determined that your inquiry is an attempt to file a claim. If a claim is received, but there is not enough information to process the

claim, the Claimant will be given an opportunity to provide the missing information. Claimants may designate an authorized representative if written notice of such designation is provided.

(b) This Section 6.02(b) shall apply for any claim for benefits under the Health Reimbursement Account.

(1) **Timing of Notice of Denied Claim.** The Claims Administrator shall notify the Claimant of any adverse benefit determination within a reasonable period of time, but not later than 30 days after receipt of the claim. This period may be extended one time by the Plan for up to 15 days, provided that the Claims Administrator both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies the Claimant, prior to the expiration of the initial 30-day period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision. If such an extension is necessary due to a failure of the Claimant to submit the information necessary to decide the claim, the notice of extension shall specifically describe the required information, and the Claimant shall be afforded at least 45 days from receipt of the notice within which to provide the specified information.

(2) **Content of Notice of Denied Claim.** If a claim is wholly or partially denied, the Claims Administrator shall provide the Claimant with a notice identifying (A) the reason or reasons for such denial; (B) the pertinent Plan provisions on which the denial is based; (C) any material or information needed to grant the claim and an explanation of why the additional information is necessary; (D) an explanation of the steps that the Claimant must take if he wishes to appeal the denial; and (E): (I) If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, either the specific rule, guideline, protocol, or other similar criterion; or a statement that such a rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Claimant upon request; or (II) if the adverse benefit determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Claimant's medical circumstances, or a statement that such explanation will be provided free of charge upon request.

(3) **Appeal of Denied Claim.** If a Claimant wishes to appeal the denial of a claim, he shall file an appeal with the Plan Administrator on or before the 180th day after he receives the Claims Administrator's notice that the claim has been wholly or partially denied. The appeal shall identify both the grounds and specific Plan provisions upon which the appeal is based. The Claimant shall be provided, upon request and free of charge, documents and other information relevant to his claim. An appeal may also include any comments, statements or documents that the Claimant may desire to provide. The Plan Administrator shall consider the merits of the Claimant's presentations, the merits of any facts or evidence in support of the denial of benefits, and such other facts and circumstances as the Plan Administrator may deem relevant. In considering the appeal, the Plan Administrator shall:

(A) Provide for a review that does not afford deference to the initial adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;

(B) Provide that, in deciding an appeal of any adverse benefit determination that is based in whole or in part on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, the appropriate named fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment;

(C) Provide for the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a Claimant's adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; and

(D) Provide that the health care professional engaged for purposes of a consultation under Subsection (2) shall be an individual who is neither an individual who was consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinate of any such individual.

The Plan Administrator shall notify the Claimant of the Plan's benefit determination on review within 60 days after receipt by the Plan of the Claimant's request for review of an adverse benefit determination. The Claimant shall lose the right to appeal if the appeal is not timely made.

(4) Denial of Appeal. If an appeal is wholly or partially denied, the Plan Administrator shall provide the Claimant with a notice identifying (1) the reason or reasons for such denial, (2) the pertinent Plan provisions on which the denial is based, and (3) a statement that the Claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claimant's claim for benefits. The determination rendered by the Plan Administrator shall be binding upon all parties.

(5) Exhaustion of Remedies. Before a suit can be filed in federal court, claims must exhaust internal remedies.

#### Section 6.03      MINOR OR LEGALLY INCOMPETENT PAYEE

If a distribution is to be made to an individual who is either a minor or legally incompetent, the Plan Administrator may direct that such distribution be paid to the legal guardian. If a distribution is to be made to a minor and there is no legal guardian, payment may be made to a parent of such minor or a responsible adult with whom the minor maintains his residence, or to the custodian for such minor under the Uniform Transfer to Minors Act, if such is permitted by the laws of the state in which such minor resides. Such payment shall fully discharge the Plan Administrator and the Employer from further liability on account thereof.

#### Section 6.04      MISSING PAYEE

If the Claims Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participants or other person after reasonable efforts have been made to identify or locate such person, such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited one year after the date any such payment first became due.

**ARTICLE 7**  
**PLAN ADMINISTRATION**

Section 7.01     PLAN ADMINISTRATOR

(a)     Designation. The Plan Sponsor shall designate a Plan Administrator. In the absence of a designation, the Plan Sponsor shall be the Plan Administrator. If a Committee is designated as the Plan Administrator, the Committee shall consist of one or more individuals who may be employees appointed by the Plan Sponsor and the Committee shall elect a chairman and may adopt such rules and procedures as it deems desirable. The Committee may also take action with or without formal meetings and may authorize one or more individuals, who may or may not be members of the Committee, to execute documents on its behalf.

(b)     Authority and Responsibility of the Plan Administrator. The Plan Administrator shall have total and complete discretionary power and authority:

(i)     to make factual determinations, to construe and interpret the provisions of the Plan, to correct defects and resolve ambiguities and inconsistencies therein and to supply omissions thereto. Any construction, interpretation or application of the Plan by the Plan Administrator shall be final, conclusive and binding;

(ii)    to determine the amount, form or timing of benefits payable hereunder and the recipient thereof and to resolve any claim for benefits in accordance with Article 6;

(iii)   to determine the amount and manner of any allocations hereunder;

(iv)    to maintain and preserve records relating to the Plan;

(v)     to prepare and furnish all information and notices required under applicable law or the provisions of this Plan;

(vi)    to prepare and file or publish with the Secretary of Labor, the Secretary of the Treasury, their delegates and all other appropriate government officials all reports and other information required under law to be so filed or published;

(vii)   to hire such professional assistants and consultants as it, in its sole discretion, deems necessary or advisable; and shall be entitled, to the extent permitted by law, to rely conclusively on all tables, valuations, certificates, opinions and reports which are furnished by same;

(viii)   to determine all questions of the eligibility of retirees and of the status of rights of Participants;

(ix)    to adjust Accounts in order to correct errors or omissions;

(x)     to determine the validity of any judicial order;

(xi)    to retain records on elections and waivers by Participants;

(xii)   to supply such information to any person as may be required;

(xiii)   to perform such other functions and duties as are set forth in the Plan that are not specifically given to any other fiduciary or other person.

(c)     Procedures. The Plan Administrator may adopt such rules and procedures as it deems necessary, desirable, or appropriate for the administration of the Plan. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished to it. The Plan Administrator's decisions shall be binding and conclusive as to all parties.

(d) Allocation of Duties and Responsibilities. The Plan Administrator may designate other persons to carry out any of his duties and responsibilities under the Plan.

(e) Compensation. The Plan Administrator shall serve without compensation for its services.

(f) Expenses. All direct expenses of the Plan, the Plan Administrator and any other person in furtherance of their duties hereunder shall be paid or reimbursed by the Employer.

(g) Allocation of Fiduciary Duties. A Plan fiduciary shall have only those specific powers, duties, responsibilities and obligations as are explicitly given him under the Plan. It is intended that each fiduciary shall not be responsible for any act or failure to act of another fiduciary. A fiduciary may serve in more than one fiduciary capacity with respect to the Plan.

#### Section 7.02 INDEMNIFICATION

The Employer shall indemnify and hold harmless any person serving as the Plan Administrator (and its delegate) from all claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and expenses, incurred by such persons in connection with their duties hereunder to the extent not covered by insurance, except when the same is due to such person's own gross negligence, willful misconduct, lack of good faith, or breach of its fiduciary duties under this Plan.

#### Section 7.03 HIPAA PRIVACY RULES

(a) Application. This Section 7.03 shall only apply in the event that this Plan constitutes a group health plan as defined in section 2791(a)(2) of the Public Health Service Act or if the Plan Administrator determines that the Plan is subject to the HIPAA privacy rules.

(b) Privacy Policy. The Plan shall adopt a HIPAA privacy policy, the terms of which are incorporated herein by reference.

(c) Business Associate Agreement. The Plan will enter into a business associate agreement with any persons as may be required by applicable law as determined by the Plan Administrator.

(d) Notice of Privacy Practices. The Plan will provide each Participant with a notice of privacy practices to the extent required by applicable law.

(e) Disclosure to the Employer.

(1) In General. This Subsection permits the Plan to disclose protected health information ("PHI"), as defined in the HIPAA privacy rules, to the Employer to the extent that such PHI is necessary for the Employer to carry out its administrative functions related to the Plan.

(2) Permitted Disclosure. The Plan may disclose the PHI to the Employer that is necessary for the Employer to carry out the following administrative functions related to the Plan: eligibility determinations, enrollment and disenrollment activities, and Plan amendments or termination. The Employer may use and disclose the PHI provided to it from the Plan only for the administrative purposes described in this Subsection.

(3) Limitations. The Employer agrees to the following limitations and requirements related to its use and disclosure of PHI received from the Plan:

(A) Use and Further Disclosure. The Employer shall not use or further disclose PHI other than as permitted or required by the Plan document or as required by all applicable law, including but not limited to the HIPAA privacy rules. When using or disclosing PHI or when requesting PHI from the Plan, the Employer shall make reasonable efforts to limit the PHI to the minimum amount necessary to accomplish the intended purpose of the use, disclosure or request.

(B) Agents and Subcontractors. The Employer shall require any agents, including subcontractors, to whom it provides PHI received from the Plan to agree to the same restrictions and conditions that apply to the Employer with respect to such information.

(C) Employment-Related Actions. Except as permitted by the HIPAA privacy rules and other applicable federal and state privacy laws, the Employer shall not use PHI for employment-related actions and decisions, or in connection with any other employee benefit plan of the Employer.

(D) Reporting of Improper Use or Disclosure. The Employer shall promptly report to the Plan any improper use or disclosure of PHI of which it becomes aware.

(E) Adequate Protection. The Employer shall provide adequate protection of PHI and separation between the Plan and the Employer by: (i) ensuring that only those employees who work in the human resources department of the Employer on issues related to the healthcare components of the Plan will have access to the PHI provided by the Plan; (ii) restricting access to and use of PHI to only the employees identified in clause (i) above and only for the administrative functions performed by the Employer on behalf of the Plan that are described herein; (iii) requiring any agents of the Plan who receive PHI to abide by the Plan's privacy rules; and (iv) using the Employer's established disciplinary procedures to resolve issues of noncompliance by the employees identified in clause (i) above.

(F) Return or Destruction of PHI. If feasible, the Employer shall return or destroy all PHI received from the Plan that the Employer maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made. If such return or destruction is not feasible, the Employer shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

(G) Participant Rights. The Employer shall provide Participants with the following rights: (i) the right to access to their PHI in accordance with 45 C.F.R. §164.524; (ii) the right to amend their PHI upon request (or the Employer will explain to the Participant in writing why the requested amendment was denied) and incorporate any such amendment into a Participant's PHI in accordance with 45 C.F.R. §164.526; and (iii) the right to an accounting of all disclosures of their PHI in accordance with 45 C.F.R. §164.528.

(H) Cooperation with HHS. The Employer shall make its books, records, and internal practices relating to the use and disclosure of PHI received from the Plan available to HHS for verification of the Plan's compliance with the HIPAA privacy rules.

(4) Certification. The Employer hereby certifies that the Plan documents have been amended in accordance with 45 C.F.R. §164.504(f), and that the Employer shall protect the PHI as described in Subsection 3 herein.

(5) Security Standards Requirement. To comply with the Security Standards regulations that were published on February 21, 2003, the Employer must:

(A) implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains or transmits on behalf of the Plan;

(B) ensure that the adequate separation required by 45 C.F.R. 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures;

(C) ensure that any agent, including a subcontractor, to whom it provides this information agrees to implement reasonable and appropriate security measures to protect the information; and

(D) report to the Plan any security incident of which it becomes aware.

(6) Amendment. Notwithstanding any other provision of the Plan, this Section may be amended in any way and at any time by the Privacy Officer.

(7) Effective Dates. Subsections (1) – (4) and Subsection (6) apply to the Plan no later than April 14, 2003, or such other date that the HIPAA Privacy Regulations apply to the Plan. Section (5) applies to the Plan no later than April 20, 2005, or such other date that the HIPAA Security Regulations apply to the Plan.

#### Section 7.04      MEDICAL CHILD SUPPORT ORDERS

In the event the Plan Administrator receives a medical child support order (within the meaning of ERISA section 609(a)(2)(B)), the Plan Administrator shall notify the affected Participant and any alternate recipient identified in the order of the receipt of the order and the Plan's procedures for determining whether such an order is a qualified medical child support order (within the meaning of ERISA section 609(a)(2)(A)). Within a reasonable period the Plan Administrator shall determine whether the order is a qualified medical child support order and shall notify the Participant and alternate recipient of such determination.

If the plan is not subject to ERISA any applicable law related to qualified medical child support orders or National Medical Support Notices shall apply and the Plan Administrator shall follow any required procedures under such law.

#### Section 7.05      HIPAA PORTABILITY RULES

In the event the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules, the Plan shall comply with the requirements of Code section 9801 et. seq. including the requirement to cover children until the attainment of age 26 if the Plan makes dependent coverage of children available. The Plan Administrator shall only provide a certificate of creditable coverage if the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2.

### **ARTICLE 8 AMENDMENT AND TERMINATION**

#### Section 8.01      AMENDMENT

The provisions of the Plan may be amended in writing at any time and from time to time by the Plan Sponsor, if required to remain in compliance with IRS rules and regulations.



## **ARTICLE 9 MISCELLANEOUS**

### **Section 9.01      NONALIENATION OF BENEFITS**

No Participant, spouse or Dependent shall have the right to alienate, anticipate, commute, pledge, encumber or assign any of the benefits or payments which he may expect to receive, contingently or otherwise, under the Plan.

### **Section 9.02      NO RIGHT TO EMPLOYMENT**

Nothing contained in this Plan shall be construed as a contract of employment between the Employer and the Participant, or as a right of any employee to continue in the employment of the Employer, or as a limitation of the right of the Employer to discharge any of its employees, with or without cause.

### **Section 9.03      NO FUNDING REQUIRED**

Except as otherwise required by law:

(a) Any amount contributed by the Employer to provide benefits hereunder shall remain part of the general assets of the Employer and all payments of benefits under the Plan shall be made solely out of the general assets of the Employer.

(b) The Employer shall have no obligation to set aside any funds, establish a trust, or segregate any amounts for the purpose of making any benefit payments under this Plan. However, the Employer may in its sole discretion, set aside funds, establish a trust, or segregate amounts for the purpose of making any benefit payments under this Plan.

(c) No person shall have any rights to, or interest in, any Account other than as expressly authorized in the Plan.

### **Section 9.04      GOVERNING LAW**

(a) The Plan shall be construed in accordance with and governed by the laws of the state of Pennsylvania to the extent not preempted by Federal law.

(b) The Plan hereby incorporates by reference any provisions required by state law to the extent not preempted by Federal law.

### **Section 9.05      TAX EFFECT**

The Employer does not represent or guarantee that any particular federal, state or local income, payroll, personal property or other tax consequence will result from participation in this Plan. A Participant should consult with professional tax advisors to determine the tax consequences of his or her participation.

### **Section 9.06      SEVERABILITY OF PROVISIONS**

If any provision of the Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof, and the Plan shall be construed and enforced as if such provisions had not been included.

### **Section 9.07      HEADINGS AND CAPTIONS**

The headings and captions herein are provided for reference and convenience only, shall not be considered part of the Plan, and shall not be employed in the construction of the Plan.

Section 9.08      GENDER AND NUMBER

Except where otherwise clearly indicated by context, the masculine and the neuter shall include the feminine and the neuter, the singular shall include the plural, and vice-versa.

The Plan Sponsor caused this Plan to be executed and adopted this 17<sup>th</sup> day of October, 2023.

Sharpsville Area School District

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

*Jerry Trontel*  
JERRY TRONTEL  
PRESIDENT - SHARPSVILLE  
AREA SCHOOL DISTRICT

RESOLUTION No. 11 of 2023

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SHARPSVILLE AREA SCHOOL DISTRICT ADOPTING THE STUDENT DUE PROCESS HEARING REPORT AND RECOMMENDED DISCIPLINE FOR STUDENT No.: 2820132.**

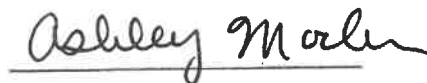
**BE IT RESOLVED**, that the Sharpsville Area School District approve and adopt the Student Due Process Hearing Report and Recommended Discipline for Student No.: **2820132** held on October 9, 2023.

**FURTHER RESOLVED**, that the Administrators of the Sharpsville Area School District are hereby authorized and directed to execute the recommended disciplinary action set forth in the said Due Process Hearing Report for Student No.: **2820132**.


**RESOLVED AND ADOPTED** this 17th day of October, 2023, at a regular meeting of the Sharpsville Area School District Board of Directors, duly convened.

ATTEST:

SHARPSVILLE AREA  
SCHOOL DISTRICT



Ashley Mocker, Secretary

By   
Jerry Tromtel, Board President