

**MONTHLY FINANCIAL STATEMENTS**

**May 31, 2023**

**BLACKHAWK SCHOOL DISTRICT**  
**DEPOSITORY CASH AND RELATED INTEREST INCOME**  
**AS OF MAY 31, 2023**

	Fund	5/1/2023	Received	Disbursed	Interest	
					Dividends	Income
First National Bank (FNB)						5/31/2023
General Fund	4076 10	\$4,100,000.00	\$1,426,604.53	\$2,926,560.82	\$0.00	\$2,600,043.71
General Fund FNB Sweep Account	4076 10	\$544,118.20	\$80,863.11	\$625,021.77	\$40.46	\$0.00
General Fund FNB Money Market	7355 10	\$4,718,485.09	\$0.00	\$0.00	\$17,064.54	\$4,735,549.63
Payroll (pass-thru account)	9201 10	\$55,837.31	\$892,628.40	\$886,127.97	\$82.03	\$62,419.77
GM Compensatory Fund	9112	\$6,553.31	\$0.00	\$0.00	\$3.85	\$6,557.16
Construction Fund	9227 32	\$171.61	\$0.00	\$0.00	\$0.00	\$171.61
Blackhawk Activities & Athletics Comm - Bank	8279 32-A	\$191,269.04	\$0.00	\$0.00	\$0.00	\$191,269.04
Blackhawk Activities & Athletics Comm - PayPal	8136 32-A	\$21,002.67	\$0.00	\$0.00	\$12.34	\$21,015.01
Food Service	9193 51	\$21,847.16	\$47,595.34	\$50,849.90	\$18.13	\$18,610.73
Food Service Money Market	8246 51	\$843.35	\$0.00	\$0.00	\$0.50	\$843.85
Health Fund	9185 66	\$1,058,519.47	\$7,768.56	\$325,398.00	\$501.24	\$741,391.27
Health Fund Money Market	4156 66	\$940,607.89	\$0.00	\$0.00	\$3,401.74	\$944,009.63
Dental Fund	4068 67	\$6,553.41	\$8,732.42	\$8,054.34	\$2.95	\$7,234.44
Dental Fund Money Market	8105 67	\$3,046.49	\$10.00	\$10.00	\$11.05	\$3,057.54
Vision Fund	9219 68	\$39,336.73	\$2,869.96	\$1,658.00	\$22.98	\$40,571.67
Scholarship Fund	8410 70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Herbert Lunt Endowment Fund (quarterly dvds/intrst)	70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Fund BHS	4050 81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Fund BHS Money Market	8253 81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity HMS	8958 81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Athletic Fund	8966 29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Athletic Stadium Facility Account	4939 29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>		<b>\$11,708,191.73</b>	<b>\$2,467,072.32</b>	<b>\$4,823,680.80</b>	<b>\$21,161.81</b>	<b>\$9,372,745.06</b>

BLACKHAWK SCHOOL DISTRICT  
REVENUE/EXPENDITURES 2022-2023 BUDGET TO ACTUAL  
EXPENDITURE BY FUNCTION  
AS OF MAY 31, 2023

ACCT	DESCRIPTION	2022-2023		2022-2023		OVER (UNDER)	
		BUDGET TOTAL	MAY/ACTUAL	11 MONTHS	BUDGET	BUDGET	MAY
<b>Revenue</b>							
	6000 Local Revenue Sources	\$ 20,765,526.00	\$ 20,956,013.54	\$ 190,487.54		\$ 556,154.32	
	7000 State Revenue Sources	\$ 18,919,518.00	\$ 13,147,299.01	\$ (5,772,218.99)		\$ 163,554.41	
	8000 Federal Revenue Sources	\$ 1,061,391.00	\$ 862,538.46	\$ (198,852.54)		\$ 165.14	
	9000 Other Financing Sources	\$ -	\$ 150,304.20	\$ 150,304.20		\$ (48,469.60)	
<b>Total Revenue</b>		<b>\$ 40,746,435.00</b>	<b>\$ 35,116,155.21</b>	<b>\$ (5,630,279.79)</b>		<b>\$ 671,404.27</b>	
<b>Expenditures</b>							
	<b>1000 Instruction</b>						
	1100 Regular Programs	\$ 17,005,913.25	\$ 15,001,493.39	\$ 2,004,419.86		\$ 1,360,597.09	
	1200 Sepcial Programs	\$ 5,026,630.00	\$ 4,311,881.75	\$ 714,748.25		\$ 363,710.08	
	1300 Vocational Programs	\$ 1,229,948.00	\$ 1,449,191.57	\$ (219,243.57)		\$ 234,656.34	
	1400 Other Instructional Programs - Federal	\$ 223,133.00	\$ 208,697.50	\$ 14,435.50		\$ 33,069.08	
	1500 Non-Public School Programs	\$ 7,997.00	\$ -	\$ 7,997.00		\$ -	
		<b>\$ 23,493,621.25</b>	<b>\$ 20,971,264.21</b>	<b>\$ 2,522,357.04</b>		<b>\$ 1,992,032.59</b>	
	<b>2000 Support Services</b>						
	2100 Pupil Personnel	\$ 863,443.00	\$ 782,700.44	\$ 80,742.56		\$ 62,346.60	
	2200 Instructional Staff	\$ 1,074,700.39	\$ 806,442.89	\$ 268,257.50		\$ 40,388.04	
	2300 Administration	\$ 2,435,387.00	\$ 2,262,734.46	\$ 172,652.54		\$ 184,636.08	
	2400 Pupil Health	\$ 478,586.00	\$ 418,409.48	\$ 60,176.52		\$ 68,322.29	
	2500 Business	\$ 422,530.00	\$ 308,212.92	\$ 114,317.08		\$ 19,869.87	
	2600 Operation & Maintenance	\$ 3,595,487.00	\$ 3,207,523.26	\$ 387,963.74		\$ 257,967.53	
	2700 Student Transportation	\$ 2,554,383.00	\$ 2,428,044.01	\$ 126,338.99		\$ 265,355.63	
	2800 Support Services - Management Fees	\$ -	\$ -	\$ -		\$ -	
	2900 Other Support Services	\$ 43,500.00	\$ 21,334.91	\$ 22,165.09		\$ -	
		<b>\$ 11,468,016.39</b>	<b>\$ 10,235,402.37</b>	<b>\$ 1,232,614.02</b>		<b>\$ 898,886.04</b>	
	<b>3000 Non-Instructional Services</b>						
	3100 Food Service	\$ -	\$ -	\$ -		\$ -	
	3200 Student Activities	\$ 710,261.00	\$ 1,051,782.39	\$ (341,521.39)		\$ 213,958.56	
	3300 Community Service	\$ 7,500.00	\$ 7,500.00	\$ -		\$ -	
	3400 Scholarships and Awards	\$ -	\$ -	\$ -		\$ -	
		<b>\$ 717,761.00</b>	<b>\$ 1,059,282.39</b>	<b>\$ (341,521.39)</b>		<b>\$ 213,958.56</b>	
	<b>4000 Facilities, Construction</b>						
	4400 Arch.,eng.,& Educ Spec - Replacmnt - Other	\$ -	\$ 102,869.39	\$ (102,869.39)		\$ 1,577.69	
	4600 Bldg. Improvement Svcs - Replacement	\$ 729,772.00	\$ 11,198.94	\$ 718,573.06		\$ 6,200.00	
		<b>\$ 729,772.00</b>	<b>\$ 114,068.33</b>	<b>\$ 615,703.67</b>		<b>\$ 2,500.00</b>	
	<b>5000 Other Financing Sources</b>						
	5100 Debt Service	\$ 4,032,262.36	\$ 3,097,832.72	\$ 934,429.64		\$ -	
	5200 Fund Transfer	\$ 305,000.00	\$ 6,250.00	\$ 298,750.00		\$ -	
	5900 Budgetary Reserve	\$ -	\$ -	\$ -		\$ -	
		<b>\$ 4,337,262.36</b>	<b>\$ 3,104,082.72</b>	<b>\$ 1,233,179.64</b>		<b>\$ -</b>	
<b>Total Expenditures</b>		<b>\$ 40,746,433.00</b>	<b>\$ 35,381,230.63</b>	<b>\$ 5,262,332.98</b>		<b>\$ 3,111,077.19</b>	
<b>Revenues exceeding Expenditures</b>		<b>\$ 2.00</b>	<b>\$ (265,075.42)</b>			<b>\$ (2,439,672.92)</b>	

**BLACKHAWK SCHOOL DISTRICT**  
**REVENUE / EXPENDITURE 2022-2023 BUDGET to ACTUAL**  
**EXPENDITURE BY OBJECT**

ACCOUNT	DESCRIPTION	2022-2023		2022-2023		OVER (UNDER)
		ADJ. BUDGET	TOTAL	11 MONTH MAY / ACTUAL	BUDGET	
<b>Revenue</b>						
6000	Local Revenue Sources	\$ 20,765,526.00	\$ 20,956,013.54	\$ 190,487.54		\$ 556,154.32
7000	State Revenue Sources	\$ 18,919,518.00	\$ 13,147,299.01	\$ (5,772,218.99)		\$ 163,554.41
8000	Federal Revenue Sources	\$ 1,061,391.00	\$ 862,538.46	\$ (198,852.54)		\$ 165.14
9000	Other Financing Sources	\$ -	\$ 150,304.20	\$ 150,304.20		\$ (48,469.60)
	<b>Total Revenue</b>	<b>\$ 40,746,435.00</b>	<b>\$ 35,116,155.21</b>	<b>\$ (5,630,279.79)</b>		<b>\$ 671,404.27</b>

ACCOUNT	DESCRIPTION	2022-2023		(OVER) UNDER
		ADJ. BUDGET	TOTAL	
<b>Expenditures</b>				
000	Support Services - Admin Fees	\$ -	\$ -	\$ 1,844,986.22
100	Salaries	\$ 16,676,567.00	\$ 14,831,580.78	\$ 844,721.74
200	Benefits	\$ 10,360,344.00	\$ 9,515,622.26	\$ (69,420.03)
300	Professional/Technical Services	\$ 892,550.00	\$ 961,970.03	\$ 125,422.93
400	Property Services	\$ 689,711.00	\$ 564,288.07	\$ 56,288.46
500	Other Services	\$ 4,949,342.39	\$ 4,893,053.93	\$ 293,927.94
600	Supplies/Books	\$ 1,471,736.01	\$ 1,177,808.07	\$ 910,906.18
700	Equipment/Property	\$ 1,303,712.24	\$ 392,806.06	\$ 316,412.54
800	Other Objects	\$ 1,367,133.36	\$ 1,050,720.82	\$ 939,087.00
900	Other Financial Uses	\$ 3,035,337.00	\$ 2,096,250.00	\$ -
	<b>Total Expenditures</b>	<b>\$ 40,746,433.00</b>	<b>\$ 35,484,100.02</b>	<b>\$ 5,262,332.98</b>

	<b>Revenues exceeding Expenditures</b>	<b>\$ 2.00</b>	<b>\$ (367,944.81)</b>
	<b>Total Expenditures</b>	<b>\$ 3,112,654.88</b>	<b>\$ (2,441,250.61)</b>



**MONTHLY FINANCIAL STATEMENTS**

**June 30, 2023**

**BLACKHAWK SCHOOL DISTRICT**  
**DEPOSITORY CASH AND RELATED INTEREST INCOME**  
**AS OF JUNE 30, 2023**

First National Bank (FNIB)	Fund	6/1/2023	Received	Disbursed	Interest	
					Dividends	Income
						6/30/2023
General Fund	4076 10	\$2,600,043.71	\$6,559,592.97	\$5,059,636.68	\$0.00	\$4,100,000.00
General Fund FNB Sweep Account	4076 10	\$0.00	\$2,609,404.65	\$2,094,219.31	\$335.89	\$515,521.23
General Fund FNB Money Market	7355 10	\$4,735,549.63	\$0.00	\$0.00	\$15,569.32	\$4,751,118.95
General Fund FNB CD	10	\$0.00		\$0.00	\$0.00	\$0.00
Payroll (pass-thru account)	9201 10					\$0.00
GM Compensatory Fund	9112	\$6,557.16	\$0.00	\$0.00	\$3.50	\$6,560.66
Construction Fund	9227 32	\$171.61	\$8,756.71	\$8,756.71	\$0.00	\$171.61
Blackhawk Activities & Athletics Comm - Bank	8279 32-A	\$191,269.04	\$0.00	\$0.00	\$0.00	\$191,269.04
Blackhawk Activities & Athletics Comm - PayPal	8136 32-A	\$21,015.01	\$0.00	\$0.00	\$11.23	\$21,026.24
Food Service	9193 51	\$18,610.73	\$25,354.23	\$45,253.94	\$15.28	-\$1,273.70
Food Service Money Market	8246 51	\$843.85	\$0.00	\$0.00	\$0.45	\$844.30
Health Fund	9185 66	\$741,391.27	\$6,472.56	\$0.00	\$396.32	\$748,260.15
Health Fund Money Market	4156 66	\$944,009.63	\$0.00	\$0.00	\$3,103.67	\$947,113.30
Dental Fund	4068 67	\$7,234.44	\$8,629.90	\$13,179.30	\$1.52	\$2,686.56
Dental Fund Money Market	8105 67	\$3,057.54	\$0.00	\$10.00	\$10.05	\$3,057.59
Vision Fund	9219 68	\$40,571.67	\$2,856.00	\$1,452.00	\$21.70	\$41,997.37
Scholarship Fund	8410 70					\$0.00
Herbert Lunt Endowment Fund (quarterly dvds/intrst)	70					\$0.00
Activity Fund BHS	4050 81					\$0.00
Activity Fund BHS Money Market	8253 81					\$0.00
Activity HMS	8958 81					\$0.00
Athletic Fund	8966 29					\$0.00
Athletic Stadium Facility Account	4939 29					\$0.00
<b>Grand Total</b>		<b>\$9,310,325.29</b>	<b>\$9,221,067.02</b>	<b>\$7,222,507.94</b>	<b>\$19,468.93</b>	<b>\$11,328,353.30</b>

BLACKHAWK SCHOOL DISTRICT  
REVENUE/EXPENDITURES 2022-2023 BUDGET TO ACTUAL  
EXPENDITURE BY FUNCTION  
AS OF JUNE 30, 2023

ACCT	DESCRIPTION	2022-2023			JUNE
		2022-2023 BUDGET TOTAL	12 MONTHS JUNE/ACTUAL	OVER (UNDER) BUDGET	
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 20,765,526.00	\$ 21,335,061.20	\$ 569,535.20	\$ 379,047.66
7000	State Revenue Sources	\$ 18,919,518.00	\$ 17,426,209.54	\$ (1,493,308.46)	\$ 4,278,910.53
8000	Federal Revenue Sources	\$ 1,061,391.00	\$ 862,572.86	\$ (198,818.14)	\$ 34.40
9000	Other Financing Sources	\$ -	\$ 150,304.20	\$ 150,304.20	\$ -
<b>Total Revenue</b>		<b>\$ 40,746,435.00</b>	<b>\$ 39,774,147.80</b>	<b>\$ (972,287.20)</b>	<b>\$ 4,657,992.59</b>
<b>Expenditures</b>					
<b>1000 Instruction</b>					
1100	Regular Programs	\$ 17,005,913.25	\$ 16,519,450.15	\$ 486,463.10	\$ 1,517,956.76
1200	Special Programs	\$ 5,026,630.00	\$ 5,048,988.90	\$ (22,358.90)	\$ 737,107.15
1300	Vocational Programs	\$ 1,229,948.00	\$ 1,546,297.25	\$ (316,349.25)	\$ 97,105.68
1400	Other Instructional Programs - Federal	\$ 223,133.00	\$ 240,822.19	\$ (17,689.19)	\$ 32,124.69
1500	Non-Public School Programs	\$ 7,997.00	\$ -	\$ 7,997.00	\$ -
		<b>\$ 23,493,621.25</b>	<b>\$ 23,355,558.49</b>	<b>\$ 138,062.76</b>	<b>\$ 2,384,294.28</b>
<b>2000 Support Services</b>					
2100	Pupil Personnel	\$ 863,443.00	\$ 865,721.68	\$ (2,278.68)	\$ 83,021.24
2200	Instructional Staff	\$ 1,074,700.39	\$ 844,294.19	\$ 230,406.20	\$ 37,851.30
2300	Administration	\$ 2,435,387.00	\$ 2,447,301.45	\$ (11,914.45)	\$ 184,566.99
2400	Pupil Health	\$ 478,586.00	\$ 482,365.83	\$ (3,779.83)	\$ 63,956.35
2500	Business	\$ 422,530.00	\$ 328,176.83	\$ 94,353.17	\$ 19,963.91
2600	Operation & Maintenance	\$ 3,595,487.00	\$ 3,461,031.37	\$ 134,455.63	\$ 253,508.11
2700	Student Transportation	\$ 2,554,383.00	\$ 2,659,151.67	\$ (104,768.67)	\$ 231,107.66
2800	Support Services - Management Fees	\$ -	\$ -	\$ -	\$ -
2900	Other Support Services	\$ 43,500.00	\$ 21,334.91	\$ 22,165.09	\$ -
		<b>\$ 11,468,016.39</b>	<b>\$ 11,109,377.93</b>	<b>\$ 358,638.46</b>	<b>\$ 873,975.56</b>
<b>3000 Non-Instructional Services</b>					
3100	Food Service	\$ -	\$ -	\$ -	\$ -
3200	Student Activities	\$ 710,261.00	\$ 1,161,911.34	\$ (451,650.34)	\$ 110,128.95
3300	Community Service	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
3400	Scholarships and Awards	\$ -	\$ -	\$ -	\$ -
		<b>\$ 717,761.00</b>	<b>\$ 1,169,411.34</b>	<b>\$ (451,650.34)</b>	<b>\$ 110,128.95</b>
<b>4000 Facilities, Construction</b>					
4400	Arch., eng., & Educ Spec - Replacmnt - Other	\$ -	\$ 102,869.39	\$ (102,869.39)	\$ -
4600	Bldg. Improvement Svcs - Replacement	\$ 729,772.00	\$ 11,198.94	\$ 718,573.06	\$ -
		<b>\$ 729,772.00</b>	<b>\$ 114,068.33</b>	<b>\$ 615,703.67</b>	<b>\$ -</b>
<b>5000 Other Financing Sources</b>					
5100	Debt Service	\$ 4,032,262.36	\$ 3,098,332.72	\$ 933,929.64	\$ 500.00
5200	Fund Transfer	\$ 305,000.00	\$ 13,006.71	\$ 291,993.29	\$ 6,756.71
5900	Budgetary Reserve	\$ -	\$ -	\$ -	\$ -
		<b>\$ 4,337,262.36</b>	<b>\$ 3,111,339.43</b>	<b>\$ 1,225,922.93</b>	<b>\$ 7,256.71</b>
<b>Total Expenditures</b>		<b>\$ 40,746,433.00</b>	<b>\$ 38,756,886.13</b>	<b>\$ 1,886,677.48</b>	<b>\$ 3,375,655.50</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ 2.00</b>	<b>\$ 1,017,261.67</b>		<b>\$ 1,282,337.09</b>

**BLACKHAWK SCHOOL DISTRICT**  
**REVENUE / EXPENDITURE 2022-2023 BUDGET to ACTUAL**  
**EXPENDITURE BY OBJECT**

ACCOUNT	DESCRIPTION	2022-2023		2022-2023		OVER (UNDER) BUDGET
		ADJ. BUDGET	TOTAL	12 MONTH JUNE / ACTUAL	JUNE	
Revenue						
6000	Local Revenue Sources	\$ 20,765,526.00	\$ 21,335,061.20	\$ 569,535.20	\$ 379,047.66	
7000	State Revenue Sources	\$ 18,919,518.00	\$ 17,426,209.54	\$ (1,493,308.46)	\$ 4,278,910.53	
8000	Federal Revenue Sources	\$ 1,061,391.00	\$ 862,572.86	\$ (198,818.14)	\$ 34.40	
9000	Other Financing Sources	\$ -	\$ 150,304.20	\$ 150,304.20	\$ -	
<b>Total Revenue</b>		<b>\$ 40,746,435.00</b>	<b>\$ 39,774,147.80</b>	<b>\$ (972,287.20)</b>	<b>\$ 4,657,992.59</b>	

ACCOUNT	DESCRIPTION	2022-2023		2022-2023		(OVER) UNDER BUDGET
		ADJ. BUDGET	TOTAL	12 MONTH JUNE / ACTUAL	JUNE	
Expenditures						
000	Support Services - Admin Fees	\$ -	\$ -	\$ 407,407.87	\$ 1,437,578.35	
100	Salaries	\$ 16,676,567.00	\$ 16,269,159.13	\$ (407,407.87)	\$ 860,977.06	
200	Benefits	\$ 10,360,344.00	\$ 10,376,599.32	\$ (16,255.32)	\$ 187,492.23	
300	Professional/Technical Services	\$ 892,550.00	\$ 1,149,462.26	\$ (256,912.26)	\$ 17,971.34	
400	Property Services	\$ 689,711.00	\$ 582,259.41	\$ 107,451.59	\$ 771,329.04	
500	Other Services	\$ 4,949,342.39	\$ 5,664,382.97	\$ (715,040.58)	\$ 77,095.64	
600	Supplies/Books	\$ 1,471,736.01	\$ 1,254,903.70	\$ 216,832.31	\$ 17,455.13	
700	Equipment/Property	\$ 1,303,712.24	\$ 410,261.19	\$ 893,451.05	\$ (1,000.00)	
800	Other Objects	\$ 1,367,133.36	\$ 1,049,720.82	\$ 317,412.54	\$ 6,756.71	
900	Other Financial Uses	\$ 3,035,337.00	\$ 2,103,006.71	\$ 932,330.29	\$ -	
<b>Total Expenditures</b>		<b>\$ 40,746,433.00</b>	<b>\$ 38,859,755.51</b>	<b>\$ 1,886,677.49</b>	<b>\$ 3,375,655.50</b>	

<b>Revenues exceeding Expenditures</b>		<b>\$ 2.00</b>	<b>\$ 914,392.29</b>	<b>\$ 1,282,337.09</b>
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NOTE: DETAIL ATTACHED FROM PROSOFT FINANCIAL SOFTWARE SYSTEM



**Blackhawk School District**  
**Invoice Listing 2022-2023 for FUND: 10**  
**Vendor # 000011 - YMCA**

Invoice #	Stat	Batch	Invoice Date	Release Date	Vendor Number/Name	Invoice Amount
W03655529	Open	71323	06/02/23	07/13/23	0003821000BULBS.COM	\$249.75
0000027814	Open	71323	06/05/23	07/13/23	004388ADELPHOI EDUCATION INC	\$3,254.16
06/30/2023	Open	71323	06/30/23	07/13/23	4615ADVANCE AUTO PARTS	\$57.02
078775	Open	71323	06/19/23	07/13/23	003874AGIREPAIR	\$3,389.00
MAY 2023	Open	71323	06/01/23	07/13/23	004209ALLISON CUMMINGS	\$825.00
2023.02	Open	71323	07/01/23	07/13/23	001110ALTERNATIVE HEALTHCARE OPTIONS	\$870.00
315183	Open	71323	06/07/23	07/13/23	1465AZ JANITORIAL	\$236.28
315184	Open	71323	06/07/23	07/13/23	1465AZ JANITORIAL	\$208.53
315393	Open	71323	06/20/23	07/13/23	1465AZ JANITORIAL	\$4,098.76
110043	Open	71323	05/22/23	07/13/23	3030B&R POOLS AND SWIM SHOP	\$809.50
L92004	Open	71323	05/25/23	07/13/23	3030B&R POOLS AND SWIM SHOP	\$128.00
L92436	Open	71323	06/29/23	07/13/23	3030B&R POOLS AND SWIM SHOP	\$160.00
4006	Open	71323	04/30/23	07/13/23	101056BCRC INC	\$2,898.38
4107	Open	71323	05/31/23	07/13/23	101056BCRC INC	\$5,565.60
2023 COURT FEES	Open	71323	06/12/23	07/13/23	102917BEAVER COUNTY RECREATION DEPARTMENT	\$774.00
22/23 REIMB ATHLETICS	Open	71323	07/10/23	07/13/23	103177BLACKHAWK ATHLETIC ACCOUNT	\$17,570.85
2223105	Open	71323	06/01/23	07/13/23	484BLACKHAWK FOOD SERVICE	\$175.00
REIMB SUPPLIES JUNE	Open	71323	06/20/23	07/13/23	004381BONNIE LEAHY	\$31.13
JAN 23-MAY 23 MILEAGE	Open	71323	06/14/23	07/13/23	000948BRADY OKON	\$37.47
1752011	Open	71323	02/13/23	07/13/23	77BRIGHTON MUSIC CENTER	\$80.00
1754760	Open	71323	02/07/23	07/13/23	77BRIGHTON MUSIC CENTER	\$3.75
1789846	Open	71323	06/10/23	07/13/23	77BRIGHTON MUSIC CENTER	\$3,848.99
921770446	Open	71323	07/01/23	07/13/23	000154BSN SPORTS, LLC	\$12,525.00
2223-019-007-00000166	Open	71323	05/31/23	07/13/23	001025BVIU	\$5,838.10
223-019-006-00000262	Open	71323	05/31/23	07/13/23	002891BVIU ESL	\$600.60
BHLETRS-2023	Open	71323	06/07/23	07/13/23	001179BVIU-SPS	\$798.00
170778	Open	71323	05/26/23	07/13/23	1141CASTLE MAINTENANCE PRODUCTS	\$415.94
409555 RENEWAL	Open	71323	06/01/23	07/13/23	001705COMMONWEALTH OF PA	\$35.00
50019	Open	71323	06/05/23	07/13/23	003601CREST/GOOD MANUFACTURING CO INC	\$774.05
22449	Open	71323	05/31/23	07/13/23	003074Chartiers Valley School District	\$2,983.05
867095	Open	71323	06/06/23	07/13/23	002964Commonwealth Charter Academy	\$4,814.97
312066	Open	71323	07/06/23	07/13/23	147D & G RENT-ALLS	\$74.35
120722	Open	71323	07/10/23	07/13/23	004372DILLON MCCANDLESS KING COULTER & GRAHAM	\$15,983.60

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Invoice #	Stat	Batch	Invoice Date	Release Date	Vendor Number/Name	Invoice Amount
2289	Open	71323	05/04/23	07/13/23	002869Dillon's Trophy City	\$225.00
22-S29-01-08	Open	71323	06/07/23	07/13/23	000316DRAW COLLECTIVE	\$1,468.50
067862	Open	71323	04/13/23	07/13/23	0993ERZEN ASSOCIATES, INC	\$200.00
PAVAN127760	Open	71323	05/24/23	07/13/23	0398FASTENAL	\$39.43
881354	Open	71323	05/31/23	07/13/23	102971GLADE RUN LUTHERAN SERVICES	\$5,093.25
881422	Open	71323	05/31/23	07/13/23	102971GLADE RUN LUTHERAN SERVICES	\$229.50
120630867	Open	71323	06/22/23	07/13/23	001089GLOBAL INDUSTRIAL EQUIPMENT CO	\$1,688.55
9753591735	Open	71323	06/27/23	07/13/23	1365GRAINGER INC	\$17.42
23416	Open	71323	05/03/23	07/13/23	05560GREEN ELEVATOR INSPECTON INC	\$240.00
1542305	Open	71323	06/13/23	07/13/23	003791H & A SERVICE COMPANY	\$2,887.50
JUNE 01 2023	Open	71323	06/01/23	07/13/23	1420HERITAGE VALLEY REHAB	\$4,080.00
MAY 2023	Open	71323	06/01/23	07/13/23	004257HIGHLANDER TRACK CLUB	\$280.00
54077	Open	71323	06/01/23	07/13/23	000117HUCKESTEIN MECHANICAL	\$249.00
54078	Open	71323	06/01/23	07/13/23	000117HUCKESTEIN MECHANICAL	\$196.00
865654	Open	71323	06/02/23	07/13/23	004210INSIGHT PA CYBER CHARTER SCHOOL	\$1,954.46
2204	Open	71323	07/07/23	07/13/23	004221J MARTIN & ASSOCIATES	\$5,950.00
048977	Open	71323	06/15/23	07/13/23	01580JANITORS SUPPLY CO INC.	\$637.00
APR 2023- JUNE 2023	Open	71323	06/07/23	07/13/23	001790JEFF SHAFFER	\$26.00
JUNE 2023 MILEAGE	Open	71323	07/05/23	07/13/23	07153JODI BORRONI	\$26.33
S102881794.001	Open	71323	06/30/23	07/13/23	654JOHNSTONE SUPPLY	\$649.13
S102887979.001	Open	71323	07/05/23	07/13/23	654JOHNSTONE SUPPLY	\$452.69
S102888038.001	Open	71323	06/30/23	07/13/23	654JOHNSTONE SUPPLY	\$8.32
83188	Open	71323	05/25/23	07/13/23	86JOSEPH J. BRUNNER, INC	\$3,565.12
84000	Open	71323	05/31/23	07/13/23	86JOSEPH J. BRUNNER, INC	\$65.00
85842	Open	71323	06/26/23	07/13/23	86JOSEPH J. BRUNNER, INC	\$1,782.56
80108	Open	71323	06/01/23	07/13/23	002624KEFFER Development Services LLC	\$640.00
796036	Open	71323	06/15/23	07/13/23	002862KELLY SERVICES INC	\$2,282.00
798838	Open	71323	06/22/23	07/13/23	002862KELLY SERVICES INC	\$1,339.80
801645	Open	71323	06/29/23	07/13/23	002862KELLY SERVICES INC	\$2,634.94
804446	Open	71323	07/06/23	07/13/23	002862KELLY SERVICES INC	\$2,111.20
JUNE 2023 MILEAGE	Open	71323	07/05/23	07/13/23	001730KENDALL CODDINGTON	\$23.19
NASP MEMBERSHIP	Open	71323	06/07/23	07/13/23	003796KRISTEN WALLACE	\$230.00
770695060623	Open	71323	06/06/23	07/13/23	354LAKESHORE LEARNING MATERIALS	\$415.38
2643476	Open	71323	06/06/23	07/13/23	003684LANDPRO EQUIPMENT LLC	\$23.24

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CAMP KON O KWEE	Open	71323	06/20/23	07/13/23	001735LAURA KINNICK	\$220.00
9310656669	Open	71323	05/31/23	07/13/23	004328LAWSON PRODUCTS	\$134.35
PDS 6984	Open	71323	05/31/23	07/13/23	002462LEADER SERVICES	\$912.80
REIMB POSTAGE JULY 3	Open	71323	07/03/23	07/13/23	688LINDA RAWDING	\$37.80
JUNE 2023 MILEAGE	Open	71323	07/05/23	07/13/23	001733LUKE MANNS	\$51.68
1457	Open	71323	07/06/23	07/13/23	1468MANHATTAN CLEANERS	\$2,240.98
E9809080756	Open	71323	06/30/23	07/13/23	002337MAXIM STAFFING SOLUTIONS	\$1,000.20
1689 06/01/2023	Open	71323	06/01/23	07/13/23	637MCCARTER TRANSIT INC	\$120,823.17
1707 07/03/2023	Open	71323	07/03/23	07/13/23	637MCCARTER TRANSIT INC	\$2,611.47
REIMB WALMART JUNE	Open	71323	06/16/23	07/13/23	001018MELISSA DELMONICO	\$64.69
ARI2305-05-03	Open	71323	06/01/23	07/13/23	002967MHY Family Services	\$6,720.00
REIMB MICHAELS	Open	71323	07/11/23	07/13/23	000554MICHALEEN ENSWORTH	\$426.12
APRIL 2023 MILEAGE	Open	71323	06/04/23	07/13/23	003806MIKAELA KALMER	\$24.56
MAY 2023 MILEAGE	Open	71323	06/14/23	07/13/23	003806MIKAELA KALMER	\$25.15
124833	Open	71323	06/14/23	07/13/23	406National Plumbing & Heating Supply	\$40.26
27055965	Open	71323	06/30/23	07/13/23	001016OFFICE DEPOT	\$1,348.82
241184597	Open	71323	06/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
241184620	Open	71323	06/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
241184666	Open	71323	06/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
249800469	Open	71323	06/01/23	07/13/23	914ORKIN PEST CONTROL	\$900.00
22/23 CROSSING GUARD	Open	71323	06/26/23	07/13/23	002287PATTERSON TWP	\$2,712.06
13782	Open	71323	05/18/23	07/13/23	003952RAYS SERVICE LLC	\$295.79
AUG 2022-JUNE 2023	Open	71323	06/19/23	07/13/23	1190REBECCA EFFERT	\$248.25
4391	Open	71323	06/20/23	07/13/23	000334RENO BROTHERS INC	\$1,713.50
866104	Open	71323	06/07/23	07/13/23	003091Reach Cyber Charter School	\$3,837.75
S6964460.001	Open	71323	05/04/23	07/13/23	168SCHAEDLER YESCO DISTB	\$434.60
S70360032.001	Open	71323	06/21/23	07/13/23	168SCHAEDLER YESCO DISTB	\$45.73
19-0523	Open	71323	06/27/23	07/13/23	001706SCHOOL DISTRICT OF SPRINGFIELD TWP	\$5,460.00
19-22-23	Open	71323	06/15/23	07/13/23	001706SCHOOL DISTRICT OF SPRINGFIELD TWP	\$37,180.00
4942-7	Open	71323	06/19/23	07/13/23	792SHERWIN-WILLIAMS	\$268.96
5150-6	Open	71323	06/28/23	07/13/23	792SHERWIN-WILLIAMS	\$205.58
04/13/2023	Open	71323	04/13/23	07/13/23	003870SHUTEY'S TRANSMISSION SERVICE	\$375.59
253520	Open	71323	06/12/23	07/13/23	000481SIGNS XPRESS	\$1,320.00
253540	Open	71323	06/19/23	07/13/23	000481SIGNS XPRESS	\$260.00

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40660	Open	71323	05/26/23	07/13/23	002987 STAT Staffing Medical Services, Inc	\$5,144.36
40724	Open	71323	06/02/23	07/13/23	002987 STAT Staffing Medical Services, Inc	\$1,917.72
40779	Open	71323	06/09/23	07/13/23	002987 STAT Staffing Medical Services, Inc	\$1,141.50
2190	Open	71323	04/11/23	07/13/23	180T & L FERGUSON INC	\$832.00
4864	Open	71323	06/12/23	07/13/23	180T & L FERGUSON INC	\$416.00
MAY 2023	Open	71323	06/01/23	07/13/23	002785 THE WESTERN PA SCHOOL FOR BLIND CHILDREN	\$742.50
4779	Open	71323	06/01/23	07/13/23	4155 THE PREVENTION NETWORK	\$8,610.00
NATIONAL TSA 2023	Open	71323	07/06/23	07/13/23	04351 TIM LINKENHEIMER	\$265.97
251292	Open	71323	05/30/23	07/13/23	002845 TMS Equiparts	\$401.10
5758	Open	71323	07/05/23	07/13/23	462 TOWN-COUNTRY LAWN & GARDEN CENTER	\$301.23
6099	Open	71323	06/28/23	07/13/23	462 TOWN-COUNTRY LAWN & GARDEN CENTER	\$64.51
INV-01744490	Open	71323	06/02/23	07/13/23	000781 UNITED SITE SERVICES	\$98.92
INV-01746371	Open	71323	06/02/23	07/13/23	000781 UNITED SITE SERVICES	\$395.64
INV-01746375	Open	71323	06/02/23	07/13/23	000781 UNITED SITE SERVICES	\$98.92
INV-01822569	Open	71323	06/30/23	07/13/23	000781 UNITED SITE SERVICES	\$134.22
22089	Open	71323	07/01/23	07/13/23	003296 VANCE'S LANDSCAPE SUPPLY, INC	\$2,150.00
22141	Open	71323	06/28/23	07/13/23	003296 VANCE'S LANDSCAPE SUPPLY, INC	\$1,200.00
06/25/2023	Open	71323	06/25/23	07/13/23	003924 WATTERSON PAVING & MAINTENANCE	\$2,000.00
JUNE 29 2023	Open	71323	06/29/23	07/13/23	000658 WITHEREL & ASSOCIATES	\$2,185.00
PLAYOFF MEALS 22/23	Open	71323	06/13/23	07/13/23	004365 ZACK HAYWARD	\$1,046.88
<b>Total Open</b>				\$353,060.70		
<b>Total Paid</b>				\$0.00	<b>Grand Total 121 Paid/Open Invoices</b>	<b>\$353,060.70</b>

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Invoice #	Stat	Batch	Invoice Date	Release Date	Vendor Number/Name	Invoice Amount
146650	Open	71323	07/07/23	07/13/23	002544ALLEGHENY REFRIGERATION SALES, INC	\$1,757.00
146651	Open	71323	07/07/23	07/13/23	002544ALLEGHENY REFRIGERATION SALES, INC	\$15,445.00
6150	Open	71323	07/06/23	07/13/23	002533AMASTI, Inc	\$332.18
93	Open	71323	07/07/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$130.34
94 2023	Open	71323	07/07/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$280.70
95 2023	Open	71323	07/01/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$1,622.74
96 2023	Open	71323	07/07/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$853.00
97 2023	Open	71323	07/07/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$948.70
98 2023	Open	71323	07/07/23	07/13/23	000635BEAVER COUNTY CENTRAL PRINTING	\$1,060.24
CTI23226	Open	71323	07/01/23	07/13/23	003337CAPITAL TECHNOLOGIES, INC	\$1,875.00
AUGUST 2023	Open	71323	07/11/23	07/13/23	0916CHIPPEWA TWP POLICE DEPT	\$13,769.64
HEARING	Open	71323	07/10/23	07/13/23	0916CHIPPEWA TWP POLICE DEPT	\$138.00
SR2008618	Open	71323	06/21/23	07/13/23	1847EDULINK	\$1,686.00
28615	Open	71323	06/27/23	07/13/23	003623ELECTRIC GARAGE DOOR SALES MONACA	\$679.00
HER-116863	Open	71323	06/07/23	07/13/23	004223M&R POWER EQUIPMENT GROUP	\$49.88
242332556	Open	71323	07/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
242332580	Open	71323	07/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
242332603	Open	71323	07/01/23	07/13/23	914ORKIN PEST CONTROL	\$112.49
242332622	Open	71323	07/01/23	07/13/23	914ORKIN PEST CONTROL	\$50.01
119094	Open	71323	07/26/23	07/13/23	004303SECURLY INC	\$10,900.50
132108	Open	71323	07/06/23	07/13/23	003709THEMES & VARIATIONS	\$174.95
313669493	Open	71323	06/09/23	07/13/23	000812TRANE INC	\$11,800.00
16217	Open	71323	07/01/23	07/13/23	002067WORKS INTERNATIONAL INC	\$2,275.00
<b>Total Open</b>					\$66,040.39	
<b>Total Paid</b>					\$0.00	
					<b>Grand Total 23 Paid/Open Invoices</b>	<b>\$66,040.39</b>

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Invoice #	Stat	Batch	Invoice Date	Release Date	Vendor Number/Name	Invoice Amount
APPLICATION 1 BIS	Open	71323	06/30/23	07/13/23	000334RENO BROTHERS INC	\$46,930.95
<b>Total Open</b>				\$46,930.95		
<b>Total Paid</b>				\$0.00	<b>Grand Total 1 Paid/Open Invoices</b>	<b>\$46,930.95</b>

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**Blackhawk School District**  
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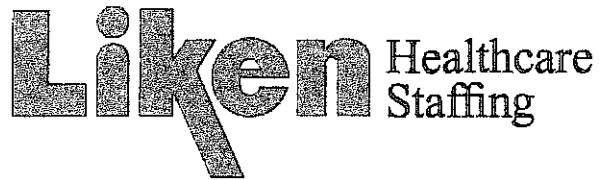
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Invoice #	Stat	Batch	Invoice Date	Release Date	Vendor Number/Name	Invoice Amount
STMT DATE 11/30/2022	Open	71323	07/07/23	07/13/23	004280 GOLD STAR FOODS INC	\$1.26
8141523-002	Open	71323	06/16/23	07/13/23	001728 SOUTH SIDE AREA SCHOOL DISTRICT	\$200.00
<b>Total Open</b>				\$201.26		
<b>Total Paid</b>				\$0.00	<b>Grand Total 2 Paid/Open Invoices</b>	<b>\$201.26</b>



## **LIKEM HEALTHCARE STAFFING**

### **AGREEMENT**

This Agreement is made as of the 19th day of May, 2023 between PD Homecare Associates, LLC dba LIKEN HEALTHCARE STAFFING hereinafter referred to as LIKEN and BLACKHAWK AREA SCHOOL DISTRICT hereinafter referred to as CLIENT.

Whereas, the CLIENT is in need of qualified Registered Nurses (RNs) and Licensed Practical Nurses (LPNs). Whereas, LIKEN does employ or otherwise engages the services of such personnel and is willing to provide such services to the CLIENT.

THEREFORE, in consideration of the premises and mutual covenants herein set forth, it is agreed that the CLIENT engages LIKEN to provide such services and the CLIENT accepts such engagement on the terms and conditions set forth in this AGREEMENT. All services provided by said personnel will be in accordance with applicable laws, regulations, or accreditation standards.

#### **RESPONSIBILITIES OF LIKEN HEALTHCARE STAFFING:**

1. LIKEN personnel are licensed or certified in the State in which service is provided for the discipline in which he or she has applied to practice in accordance to laws, regulations, and accreditation standards.
  - All LIKEN staff will have experience in the skill area in which placement is desired.
  - Per CLIENT's requirements by licensing. LIKEN will adhere to those training requirements and conduct staff orientation as such.
  - Have a satisfactory reference from previous employers, as to clinical competency and dependability.
  - Carry a copy of license and/or certificate and CPR card, if required and present these to the CLIENT representative upon request.
  - Have a health clearance which includes, but is not limited to, a current physical, TB test and drug test.
  - Have completed the LIKEN Orientation program.
  - Have completed a skills evaluation according to skill level and passed said evaluation prior to hire.
  - Have competencies evaluated at least annually. Upon request, LIKEN will provide verification of such competencies.
2. LIKEN will maintain at its sole expense a valid policy of insurance covering professional liability, general liability, and worker's compensation.
3. STATE AND FEDERAL LAW: LIKEN is and will remain in compliance with all State and Federal requirements for each LIKEN employee.



4. **NONDISCRIMINATION:** LIKEN will not discriminate in employment with respect to age, race, creed, color, religion, sex, disability, national origin, veteran status, marital status, any other protected status.
5. **PERSONNEL REPLACEMENT:** LIKEN will make every effort to replace a LIKEN employee scheduled to work for the CLIENT should a cancellation occur due to illness, etc.
6. **DIRECT RECRUITING:** LIKEN agrees to refrain from directly recruiting any employee of CLIENT.

#### **RESPONSIBILITIES OF THE CLIENT:**

1. **FAILURE TO REPORT:** The CLIENT agrees to notify LIKEN immediately if a LIKEN employee assigned to the CLIENT fails to report to work as scheduled.
2. **NOTICE OF CANCELLATION:** CLIENT agrees to give LIKEN a minimum of two (2) hours notice of cancellation of a shift. If less than 2 hours CLIENT agrees to pay LIKEN for four (4) hours.
3. **RESPONSIBILITIES FOR PATIENT CARE:** The CLIENT accepts full responsibility for patient care while utilizing LIKEN employees; however, not to the exclusion of insurance referred in paragraph 2 of the responsibilities of LIKEN on page 1 of this agreement.
4. **DIRECT RECRUITING:** CLIENT agrees to refrain from directly recruiting any employee of LIKEN for a period of one (1) year after the completion of the last assignment.
5. **ACCEPTANCE OF REFERRALS:** CLIENT agrees NOT to Accept LIKEN personnel through other agencies during the period of time LIKEN is servicing CLIENT. CLIENT also agrees that all referrals made to CLIENT by LIKEN will be honored for either one (1) year from the referral date or from the last day worked by LIKEN employee.
6. **BILLING SCHEDULE:** The CLIENT will be billed weekly (according to the enclosed *Exhibit A*) for all services provided and payment is expected due upon receipt of invoice net thirty (30) days. All balances due over thirty (30) days will be subject to one and one half (1 ½) percent interest. If there are to be any changes to an invoice it must be mutually agreed upon by both CLIENT and LIKEN according to the situation.
7. **ORIENTATION:** The CLIENT will be billed a training /orientation rate as outlined on *Exhibit A* for all hours at the start of each new assignment.

#### **MISCELLANEOUS TERMS**

1. **TERM AND TERMINATION:** This Agreement will be in effect for one (1) year and will be evaluated at the end of the 12-month period and each subsequent year unless terminated. Either the CLIENT or LIKEN may terminate the Agreement at any time with or without cause by providing thirty (30) days written notice of the termination to the other party. Termination will have NO effect on the rights and obligations of the parties arising from any transactions taking place before the effective date of termination.
2. **INDEPENDENT CONTRACTORS:** The parties enter into this Agreement are independent contractors and nothing within this contract will be construed to create a joint venture, partnership, agency or other employment relationship between the parties.
3. **AMENDMENTS:** No amendments to this Agreement will be in effect unless made in writing and signed by both parties.

4. **INDEMNIFICATION:** The **CLIENT** agrees to indemnify and hold harmless **LIKEN**, its officers, directors, agents and employees from and against any claims, actions or liabilities of any kind which may be asserted against them by third parties in connection with the performance of the **CLIENT**, its officers, directors, agents and employees under this Agreement. **LIKEN** agrees to indemnify and hold harmless the **CLIENT**, its officers, directors, agents and employees from any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with their performance of **LIKEN**, its officers, directors, agents and employees under this Agreement.
5. **AMENDMENTS:** No assignment of this Agreement or the obligations and/or rights hereunder will be valid or effective unless made in writing and signed by both parties.

**EITHER PARTY NAMED IN THIS AGREEMENT MAY BE NOTIFIED OF ANY CHANGES IN WRITING AT THE ADDRESSES BELOW:**

**CLIENT**

Blackhawk Area School District  
 402 Shenango Road  
 Beaver Falls, PA 15010

**VENDOR**

PD Homecare Associates, LLC dba  
 LIKEN HEALTHCARE STAFFING  
 599 Market Street  
 Bridgewater, PA 15009

6. **GOVERNING LAW:** This contract will be governed and construed in accordance with the laws of the state of PA.
7. **WAIVER OF BREACH:** The waiver by either party in this contract of a breach or violation of any of these provisions will not be deemed a waiver of any subsequent breach of the same or a different provision.
8. **SEVERABILITY:** In the event that a provision of this contract is held to be unenforceable or invalid, the balance of this contract will remain in full force and effect.
9. **THIS ENTIRE CONTRACT:** This Agreement and all attachments constitute the entire contract between the **CLIENT AND LIKEN** in regard to the supplemental staffing of Registered Nurses (RNs), and Licensed Practical Nurses (LPNs). Any promises, negotiations, representations or agreements not specifically set forth in this contract are of no force and effect. This contract may be executed in any number of counterparts, each of which will be deemed to be an original.
10. **AVAILABILITY OF PERSONNEL:** Both parties hereby agree that **LIKEN's** duty to provide personnel at the request of the **CLIENT** is subject to the availability of qualified **LIKEN** personnel. Except as herein provided, the failure of **LIKEN** to provide the **CLIENT** with personnel or the failure of the **CLIENT** to request the personnel results in no penalties and does not constitute a breach of this contract.

**HIPPA, HIPPA Privacy and Security Rule and the HITECH Act Compliance**

Both parties agree to:

- Not use or further disclose Personal Health Information other than as permitted or required by this agreement.
- Not sue or further disclose the information in a manner that would violate the requirements of applicable law.
- Use appropriate safeguards to prevent use of disclosure of such information other than as provided for by this agreement.
- Report to CLIENT any use or disclosure of such information not provided for by this agreement of which LIKEN becomes aware.
- Ensure that any subcontractors or agents to who LIKEN provides Protected Health Information received from CLIENT agree to the same restrictions and conditions that apply to LIKEN with respect to such information.
- Make available Protected Health Information in accordance with applicable law.
- Make internal practices, books and records relating to the user and disclosure of Protected Health Information received from either party available to the Secretary of the United States Health & Human Services for purposes of determining both party's compliance with applicable law (in all events, either party shall immediately notify the other upon receipt of any such request, and shall provide each other with copies of any such materials).
- Incorporate any amendments or corrections to Protected Health Information when notified pursuant to applicable law.

**ABUSE:**

If abuse or neglect is detected it is the responsibility of CLIENT to file an appropriate report per state regulatory guidelines and CLIENT policy and to submit report to LIKEN

**ACCEPTANCE OF TERMS:**

The parties hereby agree to and accept these terms as indicated by the authorized signatures below.  
(Please sign with blue ink)

Blackhawk Area School District

PD Homecare Associates, LLC dba  
LIKENEALTHCARE STAFFING

By: \_\_\_\_\_

By: Palma Ivan

Title: \_\_\_\_\_

Title: Operations Manager

Date: \_\_\_\_\_

Date: 05/19/2023

**SCHEDULE A**

Below are the invoice hourly rates for the services provided to:

**Blackhawk Area School District**

- RN's: ..... \$65.00/Hour
- LPN'S: ..... \$55.00/Hour

**NOTE: HAZARD BILL RATE - THREE DOLLARS (\$3.00)/HOUR WILL BE ADDED TO THE ABOVE RATES DURING ANY NATIONAL HEALTH CRISIS UPON APPROVAL BY CLIENT. THESE RATES WILL BE RE-EVALUATED EVERY 30-DAYS DURING THIS CRISIS AND ADJUSTMENTS MUST BE AGREED UPON BY BOTH PARTIES. CLIENT IS TO INFORM LIKEN IMMEDIATELY OF ANY POSITIVE CASES.**

**Policies and definitions:**

- The following Holidays are billed and paid at **OVERTIME RATES**: New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.
- **Overtime Policy**: A payroll week is defined as forty (40) hours. Overtime begins at 40 hours. Any hours exceeding 40 hours in a single payroll week will be billed at one time and one half (1.5). Overtime must be pre-approved by the **CLIENT**.
- The above rate includes the pay rate to the healthcare professional plus the State & Federal unemployment contribution, the Workers Compensation contribution, the employer's share of the Social Security contribution, professional liability insurance and general liability insurance.
- Due to the mandated **ACA (Affordable Care Act)**, and the increased costs associated with the implementation and administration of the required program; at present Liken will absorb those costs in the above bill rates. If, however, there are revisions or changes made to the statute or the regulations governing the Act, this may have to be evaluated and agreed to in writing by both parties.
- **Other Government and Mandated Changes**: In the event of an increase in the base rate for Unemployment Compensation, Employees Share of Social Security, Minimum Wage increases, contribution or any other government-imposed costs, there will be an immediate corresponding increase in the bill rate for those employees affected subject to **CLIENT** approval.
- All rates listed above are hourly and will be subject to evaluation and adjustment on an annual basis, or sooner as the market dictates.
- Payment is expected and due upon receipt of invoice net thirty (30) days. All balances due over thirty (30) days will be subject to one and one half (1 ½) percent interest. If there are to be any changes to an invoice it must be mutually agreed upon by both **CLIENT** and **LIKEN** according to the situation.
- In the event the **CLIENT** would like to offer **LIKEN** staff a Shift Bonus, an Hourly Shift Differential, an increase or addition to the hourly rates listed above for any reason, they must contact **LIKEN** directly to discuss billing options and should not discuss this with the **LIKEN** caregiver directly.

ADDENDUM

1. DIRECT RECRUITING: LIKEN agrees to refrain from directly recruiting any employee of CLIENT.
  2. DIRECT RECRUITING: CLIENT agrees to refrain from directly recruiting any employee of LIKEN for a period of 1 year after the completion of the last assignment.
- (1) ACCEPTANCE OF REFERRALS: CLIENT agrees NOT to Accept LIKEN personnel through other agencies during the period of time LIKEN is servicing CLIENT. CLIENT also agrees that all referrals made to CLIENT by LIKEN will be honored for either one (1) year from the referral date or from the last day worked by LIKEN employee.

PD Homecare Associates, LLC dba  
LIKEN HEALTHCARE STAFFING

BY: \_\_\_\_\_

BY: Palma Ivan

TITLE: \_\_\_\_\_

TITLE: Operations Manager

DATE: \_\_\_\_\_

DATE: 05/19/2023



# Blackhawk School District

## FIELD TRIP REQUEST

Title of Field Trip: Weekly CBI's Date of Field Trip: weekly 1-3x

Location of Field Trip: community

Name of Class/Group: Special Education Life Skills Number of Students: up to 8

Name of Sponsoring Teacher: Mariah J Brown

Name of other District Chaperoens: Pam Thellman and Nurse Para

Community Based Instruction (CBI) is educational instruction in naturally occurring community environments providing students "real life experiences." The goal is to provide a variety of hands on learning opportunities at all age levels to help students with disabilities acquire the skills to live in the world today.

Transportation Cost:	\$	_____
Substitute Cost (\$150 per day)	\$	_____
Registration Cost	\$	_____
Other District Expenses	\$	_____ (Explain below)
<b>TOTAL DISTRICT COST</b>	\$	<u>0</u>

District Expenses Budgeted  Yes  No

Total Student Cost \$ \_\_\_\_\_

Other District Expenses \_\_\_\_\_

Sponsor Teacher Signature: Mariah J Brown Date submitted to Supervisor: 5/22/23

Supervisor Signature: Tisha A. Huston Date submitted to District Office: 5/22/23

Please submit at least 7 days prior to the Work Session



# Blackhawk School District

## FIELD TRIP REQUEST

Title of Field Trip: BC YES for Success 23/24 Date of Field Trip: monthly see attachment

Location of Field Trip: BVIU

Name of Class/Group: Special Education Number of Students: up to 9

Name of Sponsoring Teacher: Mariah J Brown

Name of other District Chaperons: HS Special Education teachers only 1 teacher will attend

Educational Value: See attachment

Transportation Cost:	\$ _____
Substitute Cost (\$150 per day)	\$ <u>x8</u> _____
Registration Cost	\$ _____
Other District Expenses	\$ _____ (Explain below)
<b>TOTAL DISTRICT COST</b>	<b>\$ _____</b>

District Expenses Budgeted  Yes  No

Total Student Cost \$ \_\_\_\_\_

Other District Expenses no other cost

Sponsor Teacher Signature Mariah J Brown Date submitted to Supervisor 5/22/23

Supervisor Signature Trisha Houston Date submitted to District Office 5/22/23

Please submit at least 7 days prior to the Work Session

[\*\* EXTERNAL \*\*] BC YES for Success 2023/2024 session dates

Melissa Lanious

Tue 5/2/2023 9:30 AM

To: Marisa Adams <marisa.adams@mitcharterschool.org>;To: <snecaster@bccspa.org>;snecaster@bccspa.org <snecaster@bccspa.org>;Luke Travepiece <ltravelpiece@sssd.k12.pa.us>;Jacque Ambrose <ambrosej@basd.k12.pa.us>;Eaton, Michelle <MEaton@bcbh.org>;Hunt, Chelcee <CHunt@bcbh.org>;Shafer, Marty <MarShafer@PA.gov>;mshugars@bcbh.org <mshugars@bcbh.org>;Chelcee Hunt <CHunt@ANRinfo.org>;Sheryl Bromley <sbromley@anrinfo.org>;Michelle Hall <mhall@ellwood.k12.pa.us>;Angela Denham (Agora) <adenham@agora.org>;tmajors <tmajors@quipsd.org>;TBREWER <TBREWER@ambridge.k12.pa.us>;Sue Chance <schance@bcctc.org>;Jamie Kuriger <jkuriger@bcctc.org>;Mariah Brown <brownm2@bsd.k12.pa.us>;Stephanie.simoni <Stephanie.simoni@pacyber.org>;MaryAnn Kostelic (Central Valley) <mkostelic@centralvalleysd.net>

Cc: Kathryn Wisniewski <KWisniewski@BCRC.NET>

1 attachments (16 KB)

BC YES FOR SUCCESS .Dates 2023 2024.docx;

**CAUTION:** This email originated from outside of Blackhawk School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning!

I am pleased to announce once again the YES for Success Program will make a return in PERSON for the 2023/2024 school year. Ms. Katie from BCRC will partner with the BVIU to bring rich content, and employment skills to the students of the YES for Success Program. Again, as mentioned last year and moving forward this program will be for your students with IEPs that are planning on entering into the work force following graduation. Our focus will be to help and support those facing the most challenges. Attached you will find dates and tentative descriptions. If you have a direct question please reach out to me. We hope to see as many districts as possible this school year.

Please join the BVIU and its partnership with BCRC as we team up to provide the students of Beaver County Youth Employment Skills to help them as the transition from high school into post- secondary endeavors. This program is open to students in grades 9-12. Each session will focus on a unique skill surrounding employment skills. Sessions will run in person September- April. Sessions will be held at the BVIU room 107. Sessions will run from 9-12:00. Students are required to bring a lunch!

Each session will be available to register on Eventbrite one month ahead of time. Registration is required. Staff is required to stay with students the entire session.

All sessions will run the 4<sup>th</sup> Tuesday of each month (with December as an exception)  
The Eventbrite link to register will be sent out in August.

Thank you and have a wonderful day!  
Melissa

<< RTF: Rich object >>

**Melissa Lanious M.Ed.**

Training and Consultation  
Beaver Valley Intermediate Unit

Email : [Melissa.Lanious@bviu.org](mailto:Melissa.Lanious@bviu.org)  
724-774-7800 ext. 3026  
147 Poplar Avenue  
Monaca, PA 15061-2585

[www.bviu.org](http://www.bviu.org)

*We at the Beaver Valley Intermediate Unit proudly accept Rachel's Challenge and wish to inspire, equip and empower every person to create a permanent positive culture change by starting a chain reaction of kindness and compassion.*

\*\*\*\*\*  
Please consider the environment before printing this email. This message, together with any attachments, may contain information which is privileged and confidential. If the reader of this message is not the intended recipient or the agent responsible for delivering it to the intended recipient, you are hereby notified that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete the message, along with any attachments.  
\*\*\*\*\*



# Beaver County YES for SUCCESS

## Tentative Dates 2023/2024 School Year

Date	Time	Location	Theme and Topic Discussed
09/26/2023	9:00-12:00	BVIU 107	What to expect
10/24/2023	9:00-12:00	BVIU 107	Basic Job Skills/Soft Skills
11/28/2023	9:00-12:00	BVIU 107	Interviewing
12/19/2023	9:00-12:00	BVIU 107	Topic to be Determined
1/23/2024	9:00-12:00	BVIU 107	Professional Expectations
2/27/2024	9:00-12:00	BVIU 107	Topic to be Determined
3/26/2024	9:00-12:00	BVIU 107	Topic to be Determined
4/23/2024	9:00-12:00	BVIU 107	Graduation

\*All meetings unless otherwise changed ahead of time will meet at the BVIU. Start time will be 9:00am. All meetings will be available to register via the BVIU Eventbrite page one month prior to the meeting. \*Meetings are subject to change\*

\*Students are expected to bring a lunch with them

**The agenda for the day will go as follows:**

- 9:00-Arrival and getting ready
- 9:10-10:00- presentation and activity
- 10:00-10:15 Break with snack
- 10:15-12:00 Team Activity
- 12:00- Lunch / Dismissal



# Blackhawk

## School District

### FIELD TRIP REQUEST

Title of Field Trip: 2023 Student Leadership Camp Date of Field Trip: 07/27/2023

Location of Field Trip: North Hills High School

Name of Class/Group: Marching Band Number of Students: 10

Name of Sponsoring Teacher: Brandon Tambellini

Name of other District Chaperoens: \_\_\_\_\_

Educational Value: Students will work with a guest clinician on leadership skills.

Transportation Cost:	\$ <u>1 School Bus 4hr</u> ( <del>4200</del> )
Substitute Cost (\$150 per day)	\$ _____
Registration Cost	\$ _____
Other District Expenses	\$ _____ (Explain below)
<b>TOTAL DISTRICT COST</b>	\$ <u>1 School Bus 4hr</u>

District Expenses Budgeted  Yes  No

Total Student Cost \$ \_\_\_\_\_

Other District Expenses \_\_\_\_\_

Sponsor Teacher Signature *Brandon Tambellini* Date submitted to Supervisor 5/16/2023

Supervisor Signature *[Signature]* Date submitted to District Office 5-16-23

Please submit at least 7 days prior to the Work Session



**Blackhawk**  
School District

FIELD TRIP REQUEST

Title of Field Trip: BizTown Date of Field Trip: May 28 and May 29 2024

Location of Field Trip: BizTown: 90 Emerson Lane Bridgeville, PA 15017

Name of Class/Group: 5th Grade Number of Students: 190

Name of Sponsoring Teacher: Sami Hanna

Name of other District Chaperoens: See attached.

Educational Value: Teaching financial literacy and career readiness skills.

Transportation Cost:	\$ <u>2240</u>	
Substitute Cost (\$150 per day)	\$ _____	
Registration Cost	\$ <u>4750</u>	
Other District Expenses	\$ _____	(Explain below)
TOTAL DISTRICT COST	\$ <u>6990</u>	

District Expenses Budgeted  Yes  No

Total Student Cost \$ 0

Other District Expenses \_\_\_\_\_

Sponsor Teacher Signature Sami Hanna Date submitted to Supervisor 6/19/23

Supervisor Signature [Signature] Date submitted to District Office 6-19-23

Please submit at least 7 days prior to the Work Session

**Staff Chaperones**

Sama Hanna  
Wes Chismar  
Rachael Omogrosso  
Kelsey Hanna  
Jake Anderson  
Matt Merulli  
Amy Taylor  
Amy Muslin  
Kyleigh Squicquero  
Meredith Wilkinson  
Drew Bosco

**Student Volunteers**

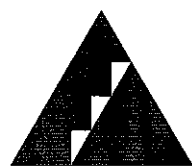
High School Students: Student Ambassadors and/or Student Council

**Bus Cost: \$2240**

\$320 per bus  
Need 7 buses

**Registration Cost: \$4750**

\$25 per student  
190 students



Junior  
Achievement®

JA BizTown®

# Teacher Guide

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Junior Achievement USA  
One Education Way  
Colorado Springs, CO 80906  
<https://www.juniorachievement.org>

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First Edition 2006

©2019 Junior Achievement USA, E901 JA BizTown Teacher Guide, Units 1–5

# ACKNOWLEDGMENTS

## Sponsorship

Junior Achievement USA (JA®; JA USA®) programs encourage confidence in young people and motivate them to achieve their personal, educational, and career goals. JA programs help young people understand work readiness, entrepreneurship, and personal financial literacy.

Junior Achievement USA acknowledges Gus and Frances Stavros, the Pinellas County School Board, and the Pinellas Education Foundation for their support of *JA BizTown*.

## Consultants

Junior Achievement expresses its gratitude to the consultants and writers who contributed to the development of *JA BizTown*. Their expertise in curriculum development, financial literacy, mathematics, and entrepreneurship has enhanced the quality of this program.

## Sources

JA is committed to developing and implementing vital and innovative programs to help students understand the importance of free enterprise.

*JA BizTown* is interdisciplinary and supports academic-content standards in social studies, reading, writing, mathematics, and entrepreneurship. JA acknowledges the support of the following JA Area Offices for their assistance in piloting the *JA BizTown* program:

- JA of Arizona
- JA of Central Ohio
- JA of Central Indiana
- JA of Greater St. Louis
- JA of Kentuckiana
- JA of Northern Indiana
- JA of Oregon and SW Washington
- JA of Tampa Bay
- JA of the Upper Midwest
- JA of Utah
- JA of Washington
- JA of Wisconsin

## **JUNIOR ACHIEVEMENT USA**

Junior Achievement USA empowers young people to own their economic success. Since its founding in 1919, JA has contributed to the business and economic education of more than 100 million young people in the United States and throughout the world.

JA's programs span the K-12 educational spectrum. The programs help students assess their personal skills, interests, and values; understand the economic benefits of education; explore career options; learn job-hunting skills; respect and understand business ethics; and practice personal and business financial management. Junior Achievement's Capstone Programs introduce students to the principal characteristics of a market economy and the roles that consumers and producers play in the free enterprise system.

Junior Achievement uses hands-on experiences to help young people understand the economics of life. In partnership with educators and business, JA brings the real world to students, opening their minds to their potential.

For more information about Junior Achievement programs, visit online at <https://www.juniorachievement.org>.

# OVERVIEW

*JA BizTown* is the name for Junior Achievement's experiential-based elementary school Capstone Program. Through the years, *JA BizTown* has undergone substantial revisions to the curriculum, simulation, and software elements of the program.

*JA BizTown* encompasses important aspects of work readiness, entrepreneurship, and financial literacy, providing students in grades four through six with a solid foundation of business, economics, and free enterprise education. The program content also augments students' core curriculum in social studies, language arts, and mathematics. Correlations to state and national standards for this and other programs are available at <https://www.juniorachievement.org/web/ja-usa/correlations>.

Through daily lessons, hands-on activities, and active participation in a simulated community, students are encouraged to use critical-thinking skills as they learn about key economic concepts. They develop a strong understanding of the relationship between what they learn in school and their successful participation in a local economy. *JA BizTown* helps prepare students for a lifetime of learning and academic achievement.

## **JA BizTown Goals**

*JA BizTown* meets the needs of a diverse group of students by providing engaging, academically enriching experiential lessons. Following participation in the *JA BizTown* experience, students will be able to:

- Discuss the roles they as citizens play in their community as workers and consumers and relate these personal roles to the free enterprise system.
- Discuss the importance of citizen's rights and responsibilities in a community.
- Demonstrate a basic understanding of the free enterprise system.
- Explain the importance of philanthropy in our communities.
- Build money management skills through a practical knowledge of economic concepts and banking practices.
- Develop an understanding of basic business practices and responsibilities.
- Display the soft skills necessary for successful participation in the world of work.



## CURRICULUM

The *JA BizTown* curriculum is designed to minimize lesson preparation time through efficient organization of lessons. Various teaching strategies are included throughout the curriculum in an effort to address multiple learning styles. The lessons are designed as a framework and can be adapted to meet the special needs and interests of students in the classroom. However, students should complete each required lesson to ensure they have the background knowledge necessary to fully participate in the *JA BizTown* experience. Application and Extension Activities provide further practice in concepts and offer additional related learning opportunities. These activities provide options for teachers and students that complement the core curriculum. Local JA Area staff, working with teachers, will determine which of these activities are required.

Following their participation in the *JA BizTown* simulation, students participate in a debriefing to ensure a well-rounded learning experience. This allows students to reflect on their *JA BizTown* experience and further identify the relevance of classroom learning to their future plans and goals. Please refer to the *JA BizTown* overviews for a summary of the key concepts included in each lesson of the program.

## EXPERIENTIAL LEARNING

*JA BizTown* is designed as an experiential-learning opportunity in which students gain knowledge and value from direct experiences that are facilitated and debriefed. Experiential Learning Theory (ELT) has shown that students who learn concepts and principles via discovery and experience demonstrate greater levels of engagement in, and take more personal responsibility for, the learning process\*. Throughout the process that prepares students to become citizens of *JA BizTown*, students are prompted and encouraged to be curious, consider problems, seek creative solutions, and pose questions as they build meaning in their lessons and activities.

At *JA BizTown*, students spend a day in a simulated city, acting as business leaders and employees offering public and private goods and services. Experiential learning is more than merely “experiencing” a simulation. The students’ learning process is facilitated and mentored to help make more concrete the connection between what they are doing within the simulation and what actually happens in the “real” world.

The experiential-learning process requires adequate time for students to construct meaning from their experiences. The *JA BizTown* program does this by offering a debriefing opportunity called “Summing It Up” in the classroom and immediately following the simulation. During the debriefing, teachers, simulation volunteers, and JA staff encourage students to reflect on their new learning. Facilitated debriefings help make understanding gained through experiences more concrete.

When students discover that learning and development itself can be fun and rewarding, that provides a platform for future learning. Experiential learning can help students respond positively and confidently to future learning, even in areas that initially would have been considered uncomfortable or unnecessary. (Chapman, 2008)

Ultimately, it is JA’s goal to partner with schools, businesses, and families to help prepare students to become successful, productive citizens. *JA BizTown* helps students understand the relationship between what they learn in school and their successful participation in a free enterprise system as they move into adulthood.

\*Kolb, David. (2014). *Experiential Learning: Experiences as the Sources of Learning and Development* (2nd ed.). New Jersey: Pearson Education, Inc.

## **ECONOMICS**

Like other academic specialties, economics studies the behavior of people, businesses, and communities from a particular perspective. Economics studies how people and institutions decide to allocate their scarce resources to produce the goods and services consumers want and need.

Resources are the people and things that are used to produce goods and services. There are three basic types of resources: natural, human, and capital. Natural resources are things that occur naturally in our world, such as land, trees, water, and minerals. Human resources are the physical and mental efforts of workers harnessed to produce goods and services. Capital resources are goods that are produced and used to make other goods and services, such as tools and factories.

The basic economic problem we all confront is scarcity. Scarcity is the condition of not being able to have all the goods and services that one person or society would like because “wants” always are greater than the resources available to satisfy them. People cannot have everything they want because there are not enough resources in the world at any point in time.

Because scarcity exists, people, institutions, and societies must make decisions about what goods and services to produce with scarce resources, how to produce them, and who will get them. Individuals, businesses, and governments make many economic decisions every day because of scarcity.

In a market economy (also known as a free enterprise system), these economic decisions are made in the marketplace. The circular flow of economic activity—shortened for brevity in the program to “circular flow of an economy” or “circular flow”—is a simple model of the market economy that shows the economic interactions between people and businesses.

Whenever an economic decision is made, an opportunity cost is incurred. Opportunity cost is the value of the next best alternative that is given up when a decision is made. There is no such thing as a free lunch.

When market-driven economic decisions alone cannot accommodate the needs of some in society, nonprofit organizations, individuals, and businesses act out of a sense of altruism and offer help through philanthropy.

All of the above concepts are taught in the *JA BizTown* curriculum. The circular flow of economic activity serves as an organizing construct for describing economic decisions made by people and businesses. The curriculum expands into learning about the roles of governments and financial institutions in an economy.

# GETTING STARTED

## TEACHING STRATEGIES

In an effort to address multiple learning styles, various teaching strategies are employed throughout the curriculum, including (but not limited to) concept definitions, cooperative learning activities, role-play, writing prompts, webbing, and other contemporary methods to actively engage students.

STEM education is an approach to teaching and learning that integrates the content and skills of science, technology, engineering, and mathematics. Teaching strategies that augment STEM education include engagement in inquiry, logical reasoning, collaboration, and investigation. To assist teachers in furthering STEM education, *JA BizTown* incorporates many of the learning processes recommended by STEM educators. These include but are not limited to:

- An inquiry-based question for each lesson that serves to guide learning.
- An inquiry-based application activity lesson in most units that engages the students in research and collaboration and in preparing a document based on that research.
- Logical reasoning and collaboration skills emphasized in many *JA BizTown* lessons.
- Lessons about work readiness that feature STEM careers and education.
- STEM-based jobs in many of the *JA BizTown* facilities.

## CURRICULUM MATERIALS

Note: This Teacher Guide and all accompanying non-consumable classroom kit materials are the sole property of Junior Achievement USA and are on loan to you and your school for the express purpose of being used in the teaching of the *JA BizTown* curriculum. Because of their intellectual and dollar value, all materials are inventoried by the local JA Area Office and will be collected in their entirety should you or your school, for whatever reason, discontinue teaching the *JA BizTown* curriculum.

## **TEACHER GUIDE**

The Teacher Guide is divided into tabs.

### **OVERVIEW AND GETTING STARTED**

This section of the Teacher Guide provides a broad, comprehensive summary of both the in-class curriculum and the on-site visit simulation. It also provides a suggested timeline and “helpful hints” for implementation.

### **FINANCIAL LITERACY**

- Lesson 1: Financial Services
- Lesson 2: Checking Accounts
- Lesson 3: Savings Accounts
- Lesson 4: Debit Cards

### **COMMUNITY AND ECONOMY**

- Lesson 1: Circular Flow of an Economy
- Lesson 2: Free Enterprise
- Lesson 3: Public Goods and Services

### **WORK AND CAREER READINESS**

- Lesson 1: Interests and Skills
- Lesson 2: Applying for a Job

### **JA BIZTOWN JOBS**

The Jobs section of the Teacher Guide provides locally developed information essential to both the teacher and the student during the job application and job assignment phases of the curriculum.

### **BUSINESS MANAGEMENT**

- Lesson 1: Business Costs
- Lesson 2: Setting Prices
- Lesson 3: Visit Preparation

## **BIZPREP**

The BizPrep section of the Teacher Guide provides a sample of BizPrep paperwork. This BizPrep paperwork is completed at school by each business group prior to its *JA BizTown* on-site visit and must accompany the students to *JA BizTown* on the day of their simulation.

JA Area Staff will also provide information related to the JA BizTown web portal. The portal is a cloud-based system that allows part of BizPrep to be available electronically when students arrive for their on-site visit. This includes bonus pay, news articles and advertisements, and payroll.

## **VISIT AND DEBRIEFING**

Lesson 1: The Visit

Lesson 2: Debriefing

## **VISIT INFORMATION**

The Visit Information section of the Teacher Guide identifies and explains various steps and procedures that must be completed by the teacher before visiting the *JA BizTown* facility.

## **VOLUNTEER INFORMATION**

The Volunteer Information section of the Teacher Guide includes information about communicating with and managing volunteers. Parent communication templates also are provided in this section.

## **MISCELLANEOUS**

This tab provides space for the teacher to store any reference materials or notes accumulated while teaching the curriculum.

# LESSON FORMAT FOR JA BIZTOWN CURRICULUM

## 1. Unit Overview

- Concepts explored in the lessons are defined for the teacher.
- An explanation of the references for the Common Core State Standards is included.
- Suggestions are provided on how to prepare for lessons in each unit.
- A reference and page number for the unit assessment is listed.
- The unit's core and application/extension activities are listed by lesson in the sidebar.

## 2. Lesson Introduction

### a. Concepts

- Each lesson includes a brief overview of the concepts taught in the lesson.
- An inquiry question that guides the learning in the lesson is provided for those concentrating on STEM education.
- Learning objectives for each lesson are provided.

### b. Materials

- Items found in the *JA BizTown* classroom kit are denoted by the word (*kit*).
- Once the Circular Flow Poster and the Check It Out! Poster are displayed, please try to leave them on the classroom wall until the program is completed. If you are using digital images, project them at the beginning of each lesson.
- Additional materials that are occasionally required (teacher-provided advertisements in Financial Literacy Lesson 1, for example) are listed in each lesson.
- When a lesson calls for response boards, it is referring to personal-size (5 x 7 or 8 x 10) whiteboards, slates, or pressure-sensitive boards that can easily be erased and used again. If you do not have these in your classroom, use scratch paper.

### **c. Preparation**

When special preparation is needed for the lesson or additional materials are needed for a future lesson, that information is given in this section.

## **3. Core Lesson**

### **a. Setting the Stage**

This part of the lesson provides teachers with open-ended questions or thought-provoking ideas to help arouse students' curiosity about the lesson and stimulate the learning process.

### **b. Activity**

- The lesson has been broken up into easily teachable portions that can be taught in one session or spread out over the school day or days. Whenever possible, the activity is presented first and used to teach the concept of the lesson.
- Activities may include games, art projects, demonstrations, or other experiential-learning opportunities.
- Option boxes indicate when a core activity may be substituted with an application activity to accommodate teaching style, students' needs, or time constraints.
- These substitutions are optional and intended for teachers who want to take the time to customize the lessons.

### **c. Instruction**

- The instruction phase of the lesson may appear before or after the activity, depending on whether the lesson is a deductive or inductive exercise.
- Instruction may include review, teacher-led discussion, guided practice in completing worksheets or forms, vocabulary, and use of visual aids (posters and illustrations).

### **d. Practice**

- Though not included in the core of every lesson, independent practice in the form of worksheets or work posted on the board or via computer or overhead projection helps students master the material.
- Often, practice is provided in application or extension activities.



- Occasionally, it may be desirable to have students complete the practice as homework. In that case, you may want to have students remove the page from their Citizen Guide to take home.

**e. Summing It Up**

- When students are facilitated and prompted to take time to reflect, they clarify and extend their knowledge.
- Summaries allow teachers to check for student understanding of the lesson material and to gauge the depth of concept review needed during the next lesson.
- Summaries also are helpful to make sure all points in the lesson were covered.

**4. Application Activities**

- These segments, which may be optional in some JA Areas, are designed to extend or support the concepts presented in the lesson or offer additional practice with a concept.
- Lessons can be tailored by choosing learning activities that best fit personal teaching style, students' abilities, or time constraints. An application activity can occasionally be substituted for a component of the core lesson. Option cues will let you know when these substitutions are most appropriate.
- Application activities are valuable for reinforcing a concept and can be presented in less time than would be necessary for a full lesson. For that reason, these activities can be used to fill the 15- to 25-minute increments of the school day when a learning or "sponge" activity is desirable.
- These activities also may be used to review a concept when the summary questions reveal the concept has not been mastered by the majority of the students.

**5. Extension Activities**

Extension activities correlate to the concept or topics being presented in the core lesson but do not directly reinforce the lesson concepts. When an idea is touched on but not expanded upon in the lesson, a "Find Out More" cue will direct you to the extension activity that is designed to more fully explain the concept.

## 6. Check It Out!

Check It Out! scenarios, initially presented in Financial Literacy, Lesson 2, are featured in the first four units of *JA BizTown*. They contain daily prompts that provide students an opportunity to practice skills with check writing, debit purchases, electronic payments, deposits, and registers. All 10 scenarios are found on Pages 101-103, Financial Literacy.

- For your convenience, the scenarios also are given after the Summing It Up portion of each lesson.
- These prompts do not appear in the Citizen Guide, so teachers may want to read them aloud, write them on the board, or display them using a document camera.
- Practice checkbook materials—a sufficient number for completing all the Check It Out! prompts (one page per prompt)—are provided at the end of the Citizen Guide.

## 7. Other Lesson Features

- Plan for each class session to be about 50 minutes.
- Thumbnails of the kit pieces are presented on the lesson introduction page for visual reference.
- Illustrations: These pages are used to introduce concepts to students. They can be printed as transparencies, projected using a computer or interactive board, or displayed using a document camera. They are numbered by unit name, lesson, and order of use—FL-1B, for example.
- Resources: These pages are needed for games or other learning activities and may need to be copied and distributed to students. They are also numbered according to unit, lesson, and order of use, and follow immediately after their presentation in the lesson.
- Answer keys for Citizen Guide and illustration pages are found immediately following their presentation in the lesson.
- Boldfaced words are vocabulary terms introduced for the first time. They are defined in the page sidebars and also in the glossary at the end of each unit. These vocabulary words may reappear in application or extension activities.
- Various “Teacher Notes” and “*JA BizTown* Connections” are offered throughout the guide to clarify and/or assist with teacher planning.

- The estimated time to present each lesson segment is provided to assist in lesson planning. Please take into account your teaching style and student engagement level when considering these time estimates. They are a guide. It may take your class considerably more or less time.
- “Find Out More” and “Need More Practice” cues are given in the lesson to indicate a connection between the core lesson and the application and extension activities.

## 8. Teacher References

These pages appear at the end of each unit and include:

- **Assessment:** The assessments are optional but encouraged.
- **Family Newsletter:** Students are encouraged to remove the newsletter from the Citizen Guide as each unit is completed and take it home.
- **CCSS References:** For teachers who need to track time spent teaching Common Core State Standards (CCSS), the grade level and CCSS number will be stated in the activity or instruction heading when applicable. The Teacher References section of each unit includes the detail of each standard for easy reference.
- **Vocabulary:** A glossary of vocabulary, organized by lesson, is included for each unit.

## Citizen Guides (student workbooks)

Once students have completed the citizen pledge in the Community and Economy unit, they are referred to as “citizens” in the curriculum to indicate the role and responsibilities they will assume during their visit to *JA BizTown*. Citizen Guides are provided for each student. The guide contains worksheets used in conjunction with each of the units, as well as key items found below:

- **Family Newsletters:** After each of the five units, students are encouraged to remove the newsletter from the guide and take it home.
- **Practice Checkbook Materials:** Near the back of the guide, there are pages of deposit tickets, check registers, and checks for students to use throughout the curriculum. When required, the lesson plan will ask them to refer to their “practice checkbook materials.”

- **Glossary:** Near the back of the Citizen Guide is an alphabetized list of all boldfaced vocabulary words used in the lessons.
- **Citizen Alerts:** Throughout the guide, “Citizen Alerts” help to form a link between learning and *JA BizTown* and real-world activities.

### **Classroom Kit**

A classroom kit containing other materials necessary for teaching the curriculum is available. Kit items are listed in the Master List of Materials at the end of this introduction and in the “Materials” section of each lesson. They also are indicated in the copy by the word (*kit*). These items are non-consumable and should be used year after year. Consider laminating paper materials for reuse. Carefully store them when you have completed *JA BizTown*’s curriculum. The classroom kit includes:

- ***JA BizTown* Posters:** The Circular Flow Poster introduced in Community and Economy should hang in the classroom during all lessons, if possible. Most lessons refer to the poster and use it as a vital organizing tool to represent a community’s circular flow of economic activity. There also is a two-sided poster, Government in an Economy and Banks in an Economy. The Materials section of each lesson refers to the poster or posters to be displayed for that lesson.
- **Assorted activity cards:** Various activities require cards. Please note that these cards may have pictures for other lessons on the reverse side.
- **Check It Out! Poster:** The Materials section of Financial Literacy, Lesson 2, refers to this poster. Once displayed, it should remain posted during the entire *JA BizTown* curriculum.
- **Bingo Pads:** An application activity in Financial Literacy, Lesson 1, calls for these bingo cards. Students will probably use only a few each year.
- **Digital Resources:** Some classroom kit materials, including posters, are available as digital, interactive resources, on JA Connect, the JA Learning Platform. Access to these resources is provided through your local JA Area staff.

### **JA BizTown Checkbooks**

Practice checkbook materials for classroom use are included in the Citizen Guide. Teachers may wish to seek a donation of practice checkbooks from a local financial institution or make checkbooks for students to practice with in advance of the simulation day.

Checkbooks for use during the simulation will be provided by your JA Area Office. These should not be used in the classroom until they are distributed during the lesson immediately prior to the *JA BizTown* visit.

### **BizPrep/Business Envelope**

BizPrep is provided by the local JA Area Office for each *JA BizTown* business and contains paperwork needed to operate the *JA BizTown* business on the day of the on-site visit. Instructions for preparing this paperwork are provided in the BizPrep tab.

A business envelope may also be provided for each *JA BizTown* business. This envelope may be used to collect and store BizPrep paperwork, *JA BizTown* checkbooks, and other materials to be brought to *JA BizTown* on the simulation visit date.

### **BizBriefs**

BizBriefs booklets may be provided by your local JA Area Office and contain brief summaries of several businesses for use in an application activity in Business Management.

### **Assessment Tools**

- Each unit includes an assessment that may be copied and distributed to students to check for mastery of concepts that have been taught.
- Citizen Guides include numerous worksheets that may be collected for grading.
- Individual or group grades may be assigned for participating in and completing in-class group activities, such as preparing the BizPrep paperwork.
- Student *JA BizTown* Checkbooks may be collected at the end of the simulation to assess checkbook-management skills.
- Several writing prompts and assignments are offered throughout the curriculum that would be suitable for grading.

### **Pre-/Post-Program Student Survey**

To measure student understanding of this program and its content, your local JA Area Office may ask that a Pre-/Post-Program Student Survey be administered to students. The survey is available for download on the JA Connect, the JA learning platform (contact your local JA Area for access). Click on *JA BizTown* and then the Evaluations folder. The Pre-Program Survey should be administered prior to the first session, either

by a teacher or a JA staff member, and the Post-Program Survey should be done after students have completed the program. If your local JA Area Office has asked that the surveys be completed, your program manager will collect the results at the end of the program.

## **JA BIZTOWN SIMULATION PREPARATION**

### **Preparing for the JA BizTown Visit**

If your simulation visit date(s) has not already been scheduled and confirmed, your school administrator or lead teacher should contact your local JA Area Office. Scheduling is based on student numbers, curriculum schedules, and school start times. Shared visits (i.e., visits to the *JA BizTown* facility with other classes and/or schools) may be scheduled to maximize the effectiveness of the simulation experience for your students. Please make sure that all school personnel (paraprofessionals, office staff, cafeteria staff, etc.) are aware of your school's visit date(s).

Please see the Teacher Checklist and Timeline provided on Pages 22–23 for recommendations about when to begin teaching the curriculum and when to provide information to Junior Achievement throughout the curriculum implementation process.

### **Business Assignments**

Teachers should use the staffing model found in the *JA BizTown* Jobs tab to determine the job positions needed for business assignments. If additional job positions are needed, please contact the local JA Area Office. Do not randomly assign jobs.

During the Work and Career Readiness unit, you will need to copy and post the job descriptions for the *JA BizTown* jobs (found in the jobs tab) in your classroom. That will give students an idea of which *JA BizTown* jobs will best suit them before they submit their applications.

We recommend teachers in different classrooms divide the businesses among themselves to make it easier to prepare BizPrep paperwork. (For example, one teacher could take all retail; another teacher all media.)

### **Job Applications and Special Training**

- Give equal importance to all *JA BizTown* jobs.
- Select a chief executive officer and chief financial officer for each business assigned to your school unless designated otherwise in the Staffing Model found behind the *JA BizTown* Jobs tab.

- Let students know they will be trained how to do their specific job when they arrive at *JA BizTown*.

### **Chief Financial Officer (CFO) Positions**

Select students for the CFO positions who have good organizational skills and who are able to work independently. These students will be working on a computer much of the day and will have a good deal of paperwork flowing through their work space.

### **Chief Executive Officer (CEO) Positions**

CEOs should be able to function in multiple roles to help all other business employees and provide leadership in business decisions.

### **Salaries**

Reinforce that students are working to earn their salaries.

The money they earn is for purchasing goods at *JA BizTown*; the goods are not free. Students will make choices about how and where they spend their salaries.

Payroll taxes (2 percent of salaries) are deducted from each student's payroll check.

Students should be encouraged to save a portion of their earnings and to spend the remainder of the money in their account while at *JA BizTown*. They also may contribute a portion of their salary to the philanthropy project chosen for their simulation day. Students may also have the option to invest a portion of their money at *JA BizTown*.

Students also have the opportunity to earn up to \$10 bonus money in the classroom, for use during the on-site visit. Bonus dollars **MUST** be entered in the *JA BizTown* web portal prior to the on-site visit in order for students to have access to the funds. *JA Area* staff will provide the URL and login information for the portal.

### **JA BizTown Banking Practices**

Students are allowed to withdraw a maximum of \$2.00 in cash from each of their two payroll checks. Some *JA Areas* allow citizens to withdraw cash only once.

*JA BizTown* staff will inform students where cash, checks, debit cards, or electronic payments may be used. Typically, only cash may be used for some purchases. Retail goods may be bought using checks, debit

cards, or electronic payments. Each business may accept only one type of payment.

If students visit the bank to deposit payroll, they will need an endorsed payroll check, a completed deposit ticket, and a balanced transaction register.

If direct deposit is used for payroll, a visit to the bank will only be necessary to open a savings account, withdraw cash, or to transfer funds to savings or investment accounts.

### **JA BizTown Price Setting**

Prices are set in 25-cent increments for products paid for with *JA BizTown* cash.

No products are priced under \$1.00.

*JA BizTown* volunteers will guide students on the pricing of goods, unless the local JA Area Office has made different arrangements.

*JA BizTown* goods and services are authentic. Prices for the items may or may not be realistic.

### **Product Availability**

Most goods will be relatively limited, and the availability of items will decrease during the day.

Students will need to save money to purchase higher-priced goods, which are limited.

### **Final Visit Preparations**

Refer to the Teacher On-Site Visit Preparation Checklist found behind the Visit Information tab.

Be sure to remind your students about the various opportunities they will have to demonstrate good citizen behavior during their visit to *JA BizTown*. Students will receive reminders about voting, personal philanthropy, and other functions at *JA BizTown*.

- Students must know their account numbers.
- Students should prepare their first deposit ticket prior to their arrival at *JA BizTown*, or note their direct deposit amount in their register. (See Business Management, Lesson 3, Visit Preparation.)



- Students should plan the amount they will transfer to savings before they arrive at *JA BizTown* and note this amount in their transaction register.
- School attire is appropriate for the *JA BizTown* visit. However, students may dress as “business professionals.”

### **On the Day of the JA BizTown Visit**

Make every effort to depart the school at the designated time.

Experience the day with students: Encourage and support the business CEOs and CFOs; circulate among the businesses; and assist whenever possible.

At the beginning of each break, please report to the bank to help students with individual banking.

Local JA Area staff may have specific task assignments that will require teacher support; this will be communicated during a morning teacher meeting with JA staff. In the event that fewer trained volunteers than required arrive on simulation day, teachers may need to assume a volunteer role in one or more *JA BizTown* businesses.

Enjoy the day!

## **JA BIZTOWN SUGGESTED CURRICULUM TIMELINE**

The scheduling of *JA BizTown* curriculum is flexible, and the following is provided as two options. The timeline will vary depending on whether only the core lessons are implemented, the local JA Area requires specific application activities be included, or if local curriculum standards and teacher interest dictate extra time for specific content.

The minimum requirement is 12 classes prior to the simulation, the visit day to *JA BizTown*, and one class following the simulation. The following schedules illustrate possible scenarios for implementation. JA strongly recommends allowing for extra days on the planning calendar to accommodate schedule changes, lesson flexibility, and student needs.

## Implementation Scenario One

TOTAL MINIMUM TIME: Thirteen lessons and the on-site visit (14 days) total.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Financial Literacy Lesson 1	Financial Literacy Lesson 2	Financial Literacy Lesson 3	Financial Literacy Lesson 4	Application Activities (optional)

**Send home JA BizTown "Volunteers Needed" form**

<b>Week 2</b>	Community and Economy Lesson 1	Community and Economy Lesson 2	Community and Economy Lesson 3	Application Activities (optional)	Work and Career Readiness Lesson 1
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**Same volunteer form as above**

<b>Week 3</b>	Work and Career Readiness Lesson 2	Job Interviews (optional)	Elections (optional)	Job Assignment by teachers	Business Management Lesson 1
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**Same form as above**

<b>Week 4</b>	Business Management Lesson 2	Business Management Lesson 3	Application Activities (optional)	On-site visit	Debrief Lesson 2
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## Implementation Scenario Two

TOTAL MINIMUM TIME: Thirteen lessons and the on-site visit (14 days) total.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Pre-program survey and video introduction	Community and Economy Lesson 1	Community and Economy Lesson 2	Community and Economy Lesson 3	Application Activities (optional)

**Send home JA BizTown "Volunteers Needed" form**

<b>Week 2</b>	Financial Literacy Lesson 1	Financial Literacy Lesson 2	Financial Literacy Lesson 3	Financial Literacy Lesson 4	Application Activities (optional)
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**Same volunteer form as above**

<b>Week 3</b>	Work and Career Readiness Lesson 1	Work and Career Readiness Lesson 2	Job Interviews (optional)	Elections (optional)	Job Assignment by teachers
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**Same form as above**

<b>Week 4</b>	Business Management Lesson 1	Business Management Lesson 2	Business Management Lesson 3	On-site visit	Debrief Post-program survey Lesson 2
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# JA BIZTOWN TEACHER CHECKLIST AND TIMELINE

## **6–8 weeks before simulation visit**

- Attend *JA BizTown* teacher workshop/training session. Arrange for a substitute if necessary.
- Arrange for bus transportation on simulation day. (Students need 4½ hours at *JA BizTown*.)
- Send “Introduction to *JA BizTown* Letter” to parents. This letter introduces the program, informs parents of lunch options for their children, and notifies them of the need for volunteers.

## **4–5 weeks before simulation visit**

- Introduce *JA BizTown* to students and begin teaching the classroom curriculum.
- Send “Volunteers Needed at *JA BizTown*” letter to parents. (You will need a minimum of one volunteer in each business on simulation day.)

## **3 weeks before simulation visit**

- Assign volunteers to businesses using the appropriate form. Email the completed form to *JA BizTown*.
- Send the “Volunteer Confirmation Letter” to parents/volunteers telling them what business they are assigned to and the process they will follow for the mandatory training.
- Distribute Permission Slip/Photo Release to students for parent signature.

## **1 week before simulation visit**

- Input student payroll and bonus earnings information on the *JA BizTown* web portal. (Or email the Student Job Assignments sheet to the JA Area office if your school is not utilizing the web portal.)

## **1–3 days before simulation visit**

- Ensure that all BizPrep paperwork is being completed and that news articles and other applicable information has been entered in the *JA BizTown* web portal.

- Depending on the instruction from your local JA Area, ensure that students have completed their first deposit ticket and recorded it and their planned savings account deposit in their transaction register; or noted their direct deposit amount and planned savings transfer.
- Send "Volunteer Reminder" about arrival time at *JA BizTown*.
- Remind students of lunch plans for *JA BizTown* simulation visit. Drinks are provided and will be purchased with *JA BizTown* cash.
- Remind students of behavior expectations/code of conduct expected during the visit.
- Remind students that they may purchase souvenirs at *JA BizTown* (if applicable).

### **JA BizTown Simulation Visit**

Remember to bring:

- BizPrep Paperwork/Envelopes
- JA BizTown* Checkbooks and/or transaction registers
- Sack lunches (if appropriate)
- Medication (Teachers must dispense medication while at *JA BizTown*.)
- Directions to *JA BizTown* facility (for bus drivers)

### **Following Simulation Visit**

- Complete Debrief lesson.

# MASTER LIST OF MATERIALS

The following is a comprehensive inventory of items included in the *JA BizTown* program. Items with an asterisk (\*) will be provided by the local JA Area office in sufficient quantities for teacher and student use in the classroom and during the simulation visit. Local JA offices will provide one Citizen Guide per student.

Qty	Item	Financial Literacy (Unit 1)	Community and Economy (Unit 2)	Work and Career Readiness (Unit 3)	Business Management (Unit 4)	Visit and Debriefing (Unit 5)
*	E917 JA BizTown Guide Tabs (a-k)	•	•	•	•	•
*	E901 JA BizTown Teacher Guide	•	•	•	•	•
*	E902 JA BizTown Citizen Guide	•	•	•	•	•
1	How to Fill in Your Transaction Register Instructional Video	•				
1	E903 Banks and Government in an Economy Poster (two-sided)	•	•		•	•
1	E905 Bingo Pad Set (six pads, a-f)	•				
1	E906 Check It Out! Poster (two-sided)	•	•	•	•	•
1	E907 Circular Flow Poster (digital asset available)	•	•	•	•	•
18	E908 Money Cards Sheets		•			
6	E909 Circular Flow Cards Sheets (a-b; 60 cards)	•	•			
4	E910 Workplace Scenario Cards Sheets (a-d; 8 cards)			•		
4	E911 STEM Career Match Cards Sheets (a-d; 32 cards)			•		
4	E912 Career-Type Table Tents (a-d)			•		
*	E913 JA BizTown Checkbook				•	•
30	E914 BizQuiz Cards (a-f)					•
1	E915 BizQuiz Category Banner					•

**PENNSYLVANIA ASSOCIATION**



**OF RURAL AND SMALL SCHOOLS**

**"QUALITY EDUCATION FOR ALL CHILDREN IN PENNSYLVANIA"**

**2023-24 DISTRICT MEMBER DUES INVOICE**

**PLEASE PROVIDE THE FOLLOWING  
REQUESTED INFORMATION**

*Questions About This Invoice*

Contact:  
Dr. Joseph Clapper  
Asst. Ex. Director of PARSS  
412-779-1414  
[jclapper@parss.org](mailto:jclapper@parss.org)

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Superintendent/District Representative:

\_\_\_\_\_  
Address:

\_\_\_\_\_

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Phone:

**ADDITIONAL INFORMATION** – List the current e-mail address for  
the District Representative and Administrative Assistant

\_\_\_\_\_  
Superintendent/District Rep Email Address

Administrative Assistant Name and Email Address

Name \_\_\_\_\_ Email \_\_\_\_\_

**CHECK ONE**

\_\_\_\_ One-Year Membership 2023-24                      **\$940**

**Please return a copy of this invoice with your payment. Make check  
payable to PARSS and mail to:**

**Dr. Jon Rednak, Financial Officer  
PARSS**

**1508 Emerson Drive  
Mount Joy, PA 17552**

**Mobile  
Email:**

**717-951-3064  
[jrednak@parss.org](mailto:jrednak@parss.org)**



**Center for Hearing & Deaf Services, Inc.**

5/26/2023

Blackhawk School District-Highland Middle School

402 Shenango Road

Beaver Falls PA 15010

To Whom It May Concern:

The Center for Hearing & Deaf Services, Inc. (HDS) is pleased to be a part of your business.

Blackhawk School District-Highland Middle School  
Enclosed, please find a contract between \_\_\_\_\_ and HDS to provide interpreting services.

If this new agreement is acceptable, please sign and return one copy. The contract will be considered valid when we have received a signed copy in our office. Please note that for the first time in over 14 years, in order to continue to ensure the highest quality services we have had to make a slight increase in our hourly rates.

Requests for interpreting services continue to escalate and occasionally requests exceed the number of available interpreters. Therefore, companies are encouraged to make requests as soon as possible. A five (5) to seven (7) day notice is preferred, but a concerted effort will be made to accommodate all requests.

HDS looks forward to the opportunity of rendering quality interpreting services that support your efforts to meet the communication needs of persons who are deaf, deaf-blind, hard of hearing, or non-English speaking. If you have any questions or require further information, please do not hesitate to contact Interpreting Services, at 412-281-1375. You can also schedule interpreters via our website, [www.hdscenter.org](http://www.hdscenter.org).

Thank you for your interest in HDS.

Sincerely,

DocuSigned by:

*Amy Hart*

7932BC714929423...

Amy Hart  
President & CEO

Enclosures



Center for Hearing & Deaf Services, Inc.

1945 Fifth Avenue  
Pittsburgh, PA 15219-5543  
412-281-1375

**AGREEMENT BETWEEN**

Center for Hearing & Deaf Services  
and

Blackhawk School District-Highland Middle School

This agreement made and entered into this 5/26/2023, between Center for Hearing & Deaf Services, Inc., 1945 Fifth Avenue, Pittsburgh, PA 15219-5543 hereinafter known as HDS and Blackhawk School District-Highland Middle School Beaver Falls PA 15010, hereinafter known as Company.

The purpose of this agreement is for HDS to provide interpreting services for Company and all facilities. HDS agrees to provide a qualified interpreter for any client duly authorized by Company. This service will be available on a 24-hour basis. Due to escalating demand for these services, 72-hours' notice is preferred. A concerted effort will be made to accommodate all requests.

For services rendered, Company will pay HDS on the basis of rates and information presented in Attachment I. Invoices will be submitted to Company by HDS and are payable upon receipt.

This agreement shall continue to be binding upon both parties beginning 5/26/2023 and ending June 30, 2024. It may be amended by written consent by both parties and all amendments shall be attached to this agreement and made a part thereof.

This agreement may be terminated by either party by the giving of 30 days written notice of intention to the other party.

*HDS does not discriminate against any employee, applicant for employment independent contractor or any other person because of race, religious creed, disability, ancestry, national origin, sexual orientation, age or sex.*

Signed: \_\_\_\_\_

Name:

Title:

Company: \_\_\_\_\_

Date: \_\_\_\_\_

DocuSigned by:  
Amy Hart  
7932BC714929423...  
Amy Hart  
President and CEO  
Center for Hearing & Deaf Services  
5/26/2023





Center for Hearing & Deaf Services, Inc.  
1945 Fifth Ave.  
Pittsburgh, PA 15219  
412-281-1375

## Customer Contact Form

Please complete the customer information form for The Center for Hearing & Deaf Services, Inc. We would appreciate your cooperation by completing the form below and returning via email to [ksanta@hdscenter.org](mailto:ksanta@hdscenter.org). The Billing Contact will be the person that should receive copies of invoices and statements for payment. Please contact, the finance department, Kim Santa or Salina Dingle at 412-281-1375 with any questions or if you would like to set-up ACH payments.

### COMPANY INFORMATION

Company Name: Blackhawk School District-Highland Middle School

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website: \_\_\_\_\_

Any affiliation: \_\_\_\_\_

### BILLING INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

Is a Purchase Order Number required?

Email to send electronic invoice: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# The Center for Hearing & Deaf Services, Inc.

1945 Fifth Avenue, Pittsburgh, PA 15219

412-281-1375 Voice

412-281-6564 Fax

[www.hdscenter.org](http://www.hdscenter.org)

[Interpret@hdscenter.org](mailto:Interpret@hdscenter.org)

## CART Services

Rates Effective – July 1, 2020

### Regular CART requests

Monday – Sunday, 7am – 7pm: \$130.00/Hour

Services scheduled with less than two business days' notice: \$135.00/Hour

### CART Projected

Monday – Sunday, 7am – 7pm: \$175.00/Hour

Services scheduled with less than two business days' notice: \$180.00/Hour

### Legal CART requests:

Monday – Sunday, 7am – 7pm: \$150.00/Hour

Services scheduled with less than two business days' notice: \$155.00/Hour

Transcripts: \$75.00

\*transcripts are given within 5 business days

*~ A 2-hour minimum requirement applies to all of the above rates. ~*

### Travel Expenses:

Parking & toll reimbursement if applicable.

### Travel Zones:

Travel Zone charges will be applied if assignment is beyond a specific geographic area from HDS office.

Zone	Miles Radius	Flat Rate
1	0 – 30	\$00.00
2	31 – 60	\$30.00
3	61 – 90	\$40.00
4	91 – 120	\$50.00
5	121 – 150	\$60.00
6	151 – 180	\$70.00
7	181 – 200	\$80.00

*Beyond 200 miles is determined on a case-by-case basis and may include lodging and meal expenses.*

**Cancellations with less than 24-hours notice, early completion, & client no shows will be charged the requested time.**

~ Title III of the Americans with Disabilities Act requires that all public accommodations provide equal access. ~

For more information on how this applies to you, please call the Pennsylvania Office for the Deaf and Hard of Hearing at 1-800-233-3008.

Sponsored in part by the United Way



HDS Donation Code 90



# The Center for Hearing & Deaf Services, Inc.

1945 Fifth Avenue, Pittsburgh, PA 15219

412-281-1375 Voice 412-281-6564 Fax  
www.hdscenter.org email: plan@hdscenter.org

## Foreign Language Interpreting Services

Program Rates Effective – July 1, 2020

### In-Person and Video Remote Interpreting Services:

Scheduled requests (new customers, please contact us by phone to set up an account):

Monday – Sunday, 7am – 7pm: \$60.00/Hour  
Monday – Sunday, 7pm – 7am: \$65.00/Hour

A one-hour minimum requirement applies to foreign language in-person interpreting assignments. For assignments longer than one hour, additional time will be charged in 15-minute increments. A \$5.00/hour surcharge applies when scheduling short-notice appointments with less than two business days' notice.

### Telephonic Interpreting Services

Monday – Sunday, 7am – 7pm: \$65.00/Hour  
Monday – Sunday, 7pm – 7am: \$65.00/Hour

A 15-minute minimum applies to telephonic services. Additional minutes will be charged in 15-minute increments.

### **Travel Expenses:**

Parking & toll reimbursement if applicable.

### **Travel Zones:**

Travel Zone charges will be applied if assignment is beyond a specific geographic area from HDS office.  
**Please note: A two-hour minimum requirement applies to all foreign language in-person interpreting assignments outside of Zone 1.**

Zone	Miles Radius	Flat Rate
1	0 – 30	\$00.00
2	31 – 60	\$40.00
3	61 – 90	\$50.00
4	91 – 120	\$60.00
5	121 – 150	\$70.00
6	151 – 180	\$80.00
7	181 – 200	\$90.00
8	201 – 240	\$100.00

*Beyond 240 miles is determined on a case-by-case basis and may include lodging and meal expenses.*

### Written Translation

Translation fees are charged on a per word basis and are determined on language, length, and complexity of subject matter. For an estimate or to request written translation work, please contact Simone Vecchio at [svecchio@hdscenter.org](mailto:svecchio@hdscenter.org)

**Cancellations with less than 24-hours' notice, early completion, & client no shows will be charged the requested time.**



**Center for Hearing & Deaf Services, Inc.**  
*Languages for **ORAL** Interpretation*

<b>Language</b>		<b>Male Interpreters</b>	<b>Female Interpreters</b>
<b>Arabic</b>		✓	✓
<b>Bosnian</b>	<i>(See below: Serbo-Croatian)</i>		✓
<b>Brazilian Portuguese</b>		✓	✓
<b>Burmese</b>			✓
<b>Chinese</b>	<i>(See below: Mandarin)</i>	✓	✓
<b>French</b>	<i>(Please allow up to one week in advance)</i>		✓
<b>Hebrew</b>			✓
<b>Italian</b>	<i>(Please allow 2 to 3 business days)</i>		✓
<b>Karen</b>			✓
<b>Kikuyu</b>		✓	✓
<b>Kinyarwanda</b>		✓	✓
<b>Kirundi</b>		✓	✓
<b>Kurdish</b>		✓	
<b>Lingala</b>		✓	✓
<b>Mandarin Chinese</b>		✓	✓
<b>Nepalese</b>	<i>(AKA Nepali)</i>	✓	✓
<b>Portuguese</b>	<i>(See above: Brazilian Portuguese)</i>	✓	✓
<b>Russian</b>		✓	✓
<b>Serbo-Croatian</b>	<i>(Includes Serbian &amp; Croatian)</i>		✓
<b>Spanish</b>		✓	✓
<b>Swahili</b>		✓	✓
<b>Tshiluba</b>			✓
<b>Uzbek</b>		✓	✓

To schedule an interpreter, please call 412-281-1375 or use our convenient online request form:

[http://www.hdscenter.org/requestPLAN/REQUEST\\_AN\\_INTERPRETER\\_Spoken\\_Languages.pdf](http://www.hdscenter.org/requestPLAN/REQUEST_AN_INTERPRETER_Spoken_Languages.pdf)

**Center for Hearing & Deaf Services, Inc.**  
*Languages for WRITTEN Translation*

<b>Arabic</b>			No minimum, readily available.
<b>Bosnian</b>	(See below: Serbo-Croatian)		No minimum, please allow 1 to 2 weeks.
<b>Brazilian Portuguese</b>			No minimum, readily available.
<b>Burmese</b>			No minimum, please allow 1 to 2 weeks.
<b>Chinese</b>	(Traditional or Simplified)		No minimum, readily available.
<b>Hebrew</b>			No minimum, please allow 1 to 2 weeks.
<b>Hungarian</b>			No minimum, please allow up to 1 week.
<b>Italian</b>			No minimum, please allow up to 1 week.
<b>Korean</b>			No minimum, please allow 1 to 2 weeks.
<b>Kurdish</b>			No minimum, readily available.
<b>Lingala</b>			No minimum, please allow 1 to 2 weeks.
<b>Nepalese</b>	(AKA Nepali or Nepali Bhutanese)		No minimum, please allow up to 1 week.
<b>Portuguese</b>	(See above: Brazilian Portuguese)		No minimum, readily available.
<b>Russian</b>			No minimum, please allow up to 1 week.
<b>Serbo-Croatian</b>	(Includes Serbian & Croatian)		No minimum, please allow 1 to 2 weeks.
<b>Spanish</b>			No minimum, readily available.
<b>Swahili</b>			No minimum, please allow up to 1 week.
<b>Uzbek</b>			No minimum, please allow up to 1 week.

Have another language to translate that isn't listed? Contact us for a free estimate on pricing.

Pricing for written translation projects is based on several factors, including:

- Complexity of the subject or content language,
- Timeline for completion,
- Number of pages (projects with 10+ pages qualify for volume discounts), and
- Source material being provided in Microsoft Word or alternate format.

All projects will be delivered in Microsoft Word; special formatting requests will be priced separately.

To request a free pricing estimate for your translation project, please call 412-281-1375, extension 323.





# The Center for Hearing & Deaf Services, Inc.

1945 Fifth Avenue, Pittsburgh, PA 15219

412-281-1375 Voice

412-281-6564 Fax

[www.hdscenter.org](http://www.hdscenter.org)

[interpret@hdscenter.org](mailto:interpret@hdscenter.org)

## Sign Language Interpreting Services

School K-12 Rate Schedule

Effective September 1, 2022

**\*Interpreting & Transliterating Services: A 2-hour minimum requirement applies to the below rates**

**Scheduled requests:**

Monday – Sunday, 7am – 7pm:	\$60.00/Hour
Monday – Sunday, 7pm – 7am:	\$65.00/Hour

Services scheduled with less than two business days' notice: \$65.00/Hour

\*Tactile Interpreting is used for our Deaf-Blind clients and will add an additional \$5.00/hour to the above rates

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**\*Video Remote Interpreting Services: A 1-hour minimum requirement applies to the below rates**

**Scheduled requests:**

Monday – Sunday, 7am – 7pm:	\$60.00/Hour
Monday – Sunday, 7pm – 7am:	\$65.00/Hour

Services scheduled with less than two business days' notice: \$65.00/Hour

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**Travel Expenses:** Parking, Toll & Mileage reimbursement if applicable.

Mileage is billed at the IRS Standard Rate

**Travel Zones:**

Travel Zone charges will be applied if an assignment is beyond a specific geographic area from HDS office.

Zone	Miles Radius	Flat Rate
1	31 – 60	\$30.00
2	61 – 90	\$40.00
3	91 – 120	\$50.00
4	121 – 150	\$60.00
5	151 – 180	\$70.00
6	181 – 200	\$80.00

Beyond 200 miles is determined on a case-by-case basis and may include lodging and meal expenses.

**For complex situations or assignments, 2 or more interpreters may be required.**

**For assignments in excess of 2 hours, 2 or more interpreters may be required**

**Cancellations with less than 24-hours' notice, early completion, & client no shows will be charged the requested time.**

- Title III of the Americans with Disabilities Act requires that all public accommodations provide equal access. -

For more information on how this applies to you, please call the Pennsylvania Office for the Deaf and Hard of Hearing at 1-800-233-3008.

Sponsored in part by the United Way



HDS Donation Code 90

**Transition Agreement**  
*Between*  
**Head Start/Early Head Start of Beaver County**  
*And*  
**Blackhawk School District**  
**2023-2024 Program Year**

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An important goal for Head Start/Early Head Start of Beaver County is to facilitate a smooth and successful transition from the program to a school age program, while recognizing the uniqueness of each child, family, agency and school system. This agreement defines transition activities to be carried out by both entities. Both parties can opt out of the agreement at any time or propose updates that will assist in meeting the needs of the families we serve.

1. Kindergarten teachers will be invited to participate in Early Childhood trainings provided by or in collaboration with Head Start. The School District will reciprocate this endeavor.
2. Kindergarten teachers will complete a survey on transitioning children that will enable Head Start to identify strengths and weaknesses. These surveys will be sent to each elementary school principal in September. The School District will send completed surveys attached to a copy of the child's report card by mid-November.
3. Head Start of Beaver County will attend the county's Transition Team Day which strengthens the ties of early childhood providers and school districts. The school districts will share their kindergarten registration dates.
4. Head Start of Beaver County and school districts will provide the contact information of staff that coordinates transition activities. This will ensure Head Start families receive the information in a timely manner and provide Head Start staff the opportunity to support families through the process. Additionally, Head Start staff may accompany families to registration to support and assist as well as recruit potential Head Start families.
5. Families will complete a transition plan in preparation of kindergarten transition. The transition plan will include health, education, and social services that need completed before the transition.
6. The transition plan and assessment information will be shared with district staff at transition meetings.



7. The School Districts/Kindergarten teachers will provide a list of readiness skills or expectations considered for children's successful transition.
8. The school district will invite Head Start staff, transitioning children, and their families to attend special events such as field trips, seasonal programs and other presentations or activities.
9. Head Start Instructors will observe Kindergarten classrooms/teachers in order to develop a rapport with the district. It is Head Starts expectation that this will ensure a positive working relationship, built on mutual respect and understanding. These visits will be planned in advance with assigned district personnel per this agreement.
10. Kindergarten teachers and principals will visit Head Start centers throughout the county. This will continue to build positive relations among district staff and Head Start. While at the center, district staff could read a story, participate in activities or just observe. These visits will be planned in advance with assigned Head Start personnel.
11. In the spring, transitioning children will visit the elementary school they are scheduled to attend in the fall. This visit will include a tour of the building, playground, and cafeteria, in addition to participating in activities in/with the Kindergarten class. This visit will be coordinated in early spring with appropriate district personnel.
12. An assigned representative from the school district will be invited sit on Head Start's Education School Readiness Leadership team.
13. An assigned representative for the School District will be invited to our Health Advisory Board. The district will provide the participating staff person's name and title to Head Start. Meetings are held each fall and spring.
14. The School District will share any ideas on improving the transition process.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) HMS Staff Building HMS

Meeting / Event Student Engagement: BVIU Location Virtual

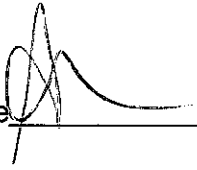
Date (s) 11/28/23 and 11/29/23

Educational Value Increasing student engagement in discussions

Transportation Cost:	\$ _____
Substitute Cost (\$150 per day)	\$ _____
Registration Cost	\$ <u>100</u>
Meals	\$ _____
Lodging	\$ _____
Other District Expenses	\$ _____ (Explain below)
<b>TOTAL DISTRICT COST</b>	<b>\$ <u>100</u></b>

District Expenses Budgeted  Yes  No

Other District Expenses \_\_\_\_\_

Teacher Signature  Date submitted to Supervisor 6.19.23

Supervisor Signature \_\_\_\_\_ Date submitted to District Office \_\_\_\_\_

Please submit at least 7 days prior to the Work Session

**PREPARED FOR: Blackhawk School District**

Proposed timeline or schedule of planned services.

Date	Service	Training Concept/Description	Time	IU27 Staff	Fees
10/3/23	Math Word Problems	This will be an introduction on sites that can that take math standards and turn them into real world problems.	3:00-3:30	Susan Emmett	\$100 for session and session prep
10/31/23	Science and SS apps	This will be an introduction on iPad apps that are support science and social studies content.	3:00-3:30	Susan Emmett	\$100 for session and session prep
11/28-11/29/23	Student Engagement	This will be a session around how to increase student engagement and getting students to participating in discussions.	3:00-3:30	Susan Emmett	\$100 for session and session prep

**Total** \$300

Approver/Signatory	
Position	
Approver Email	
Phone	

Will this contract require Board approval to proceed? Any additional comments?



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Carolyn Clyde & Kristie Wilson Building BHS

Meeting / Event Pennsylvania State Modern Language Association Fall Conference Location Seven Springs, PA

Date (s) Nov 2-4, 2023

Educational Value Workshops on world language education teaching, technology, and intercultural competency. Act 48 will be given

Transportation Cost:	\$ <u>0</u>	
Substitute Cost (\$150 per day)	\$ <u>600</u>	
Registration Cost	\$ <u>558</u>	
Meals	\$ <u>0</u>	
Lodging	\$ <u>337</u>	
Other District Expenses	\$ _____	(Explain below)
<b>TOTAL DISTRICT COST</b>	<b>\$ <u>1495</u></b>	

District Expenses Budgeted  Yes  No

Other District Expenses \_\_\_\_\_

Teacher Signature *Carolyn Clyde* Date submitted to Supervisor 6-1-23  
*Kristie Wilson* 6-1-23

Supervisor Signature *[Signature]* Date submitted to District Office 6-5-23

Please submit at least 7 days prior to the Work Session



**Blackhawk**  
School District

CONFERENCE REQUEST

Employee Name (s) Mariah J Brown Building BHS

Meeting / Event BC Transition Council Meeting Location BVIU and community

Date (s) 9/22, 10/20, 11/17, 12/8, 1/19, 2/16, 3/15

Educational Value Indicator 13 training- required by Special Education (topics vary month to month)

Transportation Cost:	\$ <u>mileage reimbursement</u>	
Substitute Cost (\$150 per day)	\$ <u>X 7</u>	
Registration Cost	\$ <u>0</u>	
Meals	\$ <u>0</u>	
Lodging	\$ <u>0</u>	
Other District Expenses	\$ <u>0</u>	(Explain below)
TOTAL DISTRICT COST	\$ <u>                    </u>	

District Expenses Budgeted  Yes  No

Other District Expenses \_\_\_\_\_

Teacher Signature Mariah J Brown Date submitted to Supervisor 5/22/23

Supervisor Signature Justin D. Huston Date submitted to District Office 5/22/23

Please submit at least 7 days prior to the Work Session



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Trisha Huston Building District

Meeting / Event Council of Administrators of Special Education Conference Location Pittsburgh, PA

Date (s) 11-8-23 through 11-10-23

Educational Value Leadership, Legal Issues and the Law, IDEA Implementation

Transportation Cost:	\$ <u>60</u>	
Substitute Cost (\$150 per day)	\$ <u>0</u>	
Registration Cost	\$ <u>445</u>	
Meals	\$ <u>25</u>	
Lodging	\$ <u>0</u>	
Other District Expenses	\$ <u>0</u>	(Explain below)
<b>TOTAL DISTRICT COST</b>	<b>\$ <u>530</u></b>	

District Expenses Budgeted  Yes  No

Other District Expenses None

Teacher Signature Trisha D. Huston Date submitted to Supervisor 5-22-23

Supervisor Signature \_\_\_\_\_ Date submitted to District Office \_\_\_\_\_

Please submit at least 7 days prior to the Work Session



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Trisha Huston Building District

Meeting / Event PA Community of Practice Transition Conference Location State College, PA

Date (s) August 9 & 10, 2023

Educational Value Resources, Support and Accommodations for school to community post-secondary planning

Transportation Cost:	\$	<u>260</u>	
Substitute Cost (\$150 per day)	\$	<u>0</u>	
Registration Cost	\$	<u>130</u>	
Meals	\$	<u>100</u>	
Lodging	\$	<u>520</u>	
Other District Expenses	\$	<u>0</u>	(Explain below)
TOTAL DISTRICT COST	\$	<u>1,010</u>	

District Expenses Budgeted  Yes  No

Other District Expenses None

Teacher Signature Trisha D. Huston Date submitted to Supervisor 5-22-23

Supervisor Signature \_\_\_\_\_ Date submitted to District Office \_\_\_\_\_

Please submit at least 7 days prior to the Work Session



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Ryan Hardesty Building HMS

Meeting / Event NSTOY-PA TEACH Conference Location West Chester, PA

Date (s) Nov. 3-4, 2023

Educational Value Keynote speaker for pre-service teachers

Transportation Cost:	\$	_____
Substitute Cost (\$150 per day)	\$	<u>150</u>
Registration Cost	\$	_____
Meals	\$	_____
Lodging	\$	_____
Other District Expenses	\$	_____ (Explain below)
TOTAL DISTRICT COST	\$	_____

District Expenses Budgeted  Yes  No

Other District Expenses \_\_\_\_\_

Teacher Signature *Ry Hardesty* Date submitted to Supervisor 7-5-23

Supervisor Signature *[Signature]* Date submitted to District Office 7.5.23

Please submit at least 7 days prior to the Work Session

EQUAL OPPORTUNITY EMPLOYER





# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Ryan Hardesty Building HMS

Meeting / Event East Stroudsburg University Location East Stroudsburg, PA

Date (s) Jan. 31 - Feb 1, 2024

Educational Value Speaker at the college for their pre-service teachers

Transportation Cost:	\$ _____
Substitute Cost (\$150 per day)	\$ <u>300</u>
Registration Cost	\$ _____
Meals	\$ _____
Lodging	\$ _____
Other District Expenses	\$ _____ (Explain below)
TOTAL DISTRICT COST	\$ _____

District Expenses Budgeted  Yes  No

Other District Expenses \_\_\_\_\_

Teacher Signature *Ryan Hardesty* Date submitted to Supervisor 7-5-23

Supervisor Signature *[Signature]* Date submitted to District Office 7.5.23

Please submit at least 7 days prior to the Work Session

EQUAL OPPORTUNITY EMPLOYER



# Blackhawk School District

## CONFERENCE REQUEST

Employee Name (s) Ryan Hardesty Building HMS

Meeting / Event PDE SAS and TOY Conference Location Hershey, PA

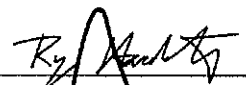
Date (s) Dec. 11-13, 2023

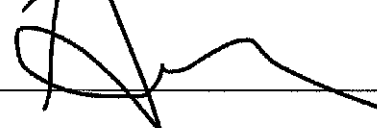
Educational Value Various speaking opportunities and ceremony

Transportation Cost:	\$	_____
Substitute Cost (\$150 per day)	\$	<u>450</u>
Registration Cost	\$	_____
Meals	\$	_____
Lodging	\$	_____
Other District Expenses	\$	_____ (Explain below)
TOTAL DISTRICT COST	\$	_____

District Expenses Budgeted  Yes  No

Other District Expenses I'm putting in for 3 days just in case but I think I will only need 2

Teacher Signature  Date submitted to Supervisor 7-5-23

Supervisor Signature  Date submitted to District Office 7.5.23

Please submit at least 7 days prior to the Work Session

EQUAL OPPORTUNITY EMPLOYER

Sent from my iPhone