

Financial Exhibits

June 7, 2022

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - PNC BANK GENERAL FD Payment Dates: 04/27/2022 - 05/31/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025074	04/29/2022	HAB-LST	1st QTR 2022 - LST Tax		2,462.00
0000025075	05/05/2022	Dehey McAndrew	Jan & Feb 22 - 403(b) Common Remitter		222.60
0000025076	05/05/2022	MARGARET DURKIN	Consultant (April 22)		1,685.50
0000025077	05/05/2022	DAWN MARTINEZ	Occupational Therapy (4/11/22 to 4/22/22)		1,182.50
0000025078	05/05/2022	MLB INFORMATION SERVICES LLC	PIMS Consultant (April 22)		1,500.00
0000025079	05/05/2022	Corner Post	DED: CRE1 - Full Payroll Pay Date: 5/6/2022		5,711.00
0000025080	05/05/2022	DEHEY MCANDREW LLC	DED: MFSA - Full Payroll Pay Date: 5/6/2022	DED: DEPC - Full Payroll Pay Date: 5/6/2022	2,074.00
0000025081	05/05/2022	DeHey McAndrew LLC	DED: KADS - Full Payroll Pay Date: 5/6/2022	DED: MET1 - Full Payroll Pay Date: 5/6/2022	7,830.18
0000025082	05/05/2022	PA College Savings Program 529	DED: 529A - Full Payroll Pay Date: 5/6/2022		200.00
0000025083	05/05/2022	Hanover Area Faculty	DED: SCHL - Full Payroll Pay Date: 5/6/2022		205.59
0000025084	05/05/2022	PSBA INSURANCE TRUST	Unemployment Claims 3rd Qtr 21-22		1,730.93
0000025085	05/05/2022	NEW YORK LIFE	May 2022 Premium		3,502.01
0000025086	05/05/2022	Hanover Area Educational	DED: ESPA - Full Payroll Pay Date: 5/6/2022		663.54
0000025087	05/05/2022	Hanover Area Ed Association	DED: PSEA - Full Payroll Pay Date: 5/6/2022		4,626.25
0000025088	05/05/2022	United Way of Wyoming Valley	DED: UWAY - Full Payroll Pay Date: 5/6/2022		47.00
0000025089	05/05/2022	UGI Utilities Inc.	1600 SANS SOUCI	80 W SAINT MARYS RD	12,645.87
0000025090	05/13/2022	Beach Fence Comp.	Completion of Job		400.00
0000025091	05/13/2022	BUTTON OIL COMPANY	Gasoline		32,861.10
0000025092	05/13/2022	CIT	District Copiers		5,405.72

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

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HANOVER AREA SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

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0000025093	05/13/2022	Edmentum	CUSTOM CONSULTING VIRTUAL		7,500.00
0000025094	05/13/2022	Elliott Greenleaf & Dean	Professional Services		4,322.96
0000025095	05/13/2022	Home Depot Credit Services	Maintenance Supplies		51.88
0000025096	05/13/2022	Lisa Kitchen	Zoom Payment		95.40
0000025097	05/13/2022	Levin Legal Group. P.C.	Professional Services		15,000.00
0000025098	05/13/2022	PARSS	Membership Dues		890.00
0000025099	05/13/2022	Pennsylvania-American	219 West St. Mary's Road	10 1st Street	1.50
0000025100	05/13/2022	POWERSCHOOL	Bubble Reader & Performance Tracker	Talent Ed Perform	18,754.19
0000025101	05/13/2022	PP&L	91 Lee Park Avenue	66 Lee Park Avenue	510.66
0000025102	05/13/2022	SCENARIO LEARNING	Vector Solutions Training /Safe Schools		1,444.34
0000025103	05/19/2022	KELLY SERVICES INC	Prek TA - Week Ending 04/03/22	PreK TA - Week Ending 04/10/22	15,371.06
0000025104	05/19/2022	DAWN MARTINEZ	Occupational Therapy (4/25/22 to 5/6/22)		990.00
0000025105	05/19/2022	HAB-DLT (ER)	Wage Attach-18, 19, 20 & 21 WB Twp per Capita Tax		20.00
0000025106	05/19/2022	Corner Post	DED: CRE1 - Full Payroll Pay Date: 5/20/2022		5,711.00
0000025107	05/19/2022	DEHEY MCANDREW LLC	DED: MFSA - Full Payroll Pay Date: 5/20/2022	DED: DEPC - Full Payroll Pay Date: 5/20/2022	2,074.00
0000025108	05/19/2022	DeHey McAndrew LLC	DED: KADS - Full Payroll Pay Date: 5/20/2022	DED: MET1 - Full Payroll Pay Date: 5/20/2022	7,830.18
0000025109	05/19/2022	PA College Savings Program 529	DED: 529A - Full Payroll Pay Date: 5/20/2022		200.00
0000025110	05/19/2022	Hanover Area Faculty	DED: SCHL - Full Payroll Pay Date: 5/20/2022		205.59
0000025111	05/19/2022	CM Regent LLC	June 2022 Premium	June 2022 (LTD) Premium	1,711.63
0000025112	05/19/2022	Hanover Area Educational	DED: ESPA - Full Payroll Pay Date: 5/20/2022		663.54

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

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment#	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025113	05/19/2022	Hanover Area Ed Association	DED: PSEA - Full Payroll Pay Date: 5/20/2022		4,626.25
0000025114	05/19/2022	United Way of Wyoming Valley	DED: UWAY - Full Payroll Pay Date: 5/20/2022		47.00
0000025115	05/19/2022	UGI Utilities Inc.	SANS SOUCI HWY		2,704.09
0000025116	05/20/2022	Penteledata	Fiber Transport		587.37
0000025117	05/20/2022	Frontier	Business Line 570-831-2300	Business Line	1,655.99
0000025118	05/20/2022	Pennsylvania-American	1600 Sans Souci Parkway	81 Lee Park Avenue	3,758.69
0000025120	05/23/2022	KEYSTONE VALLEY TRANSPORTATION LLC	May 2022 Van Billing		18,431.06
0000025121	05/23/2022	RELIABLE TRANSPORTATION	May 2022 Van Billing		13,594.69
0000025122	05/23/2022	Shippensburg University Foundation	Track States		420.00
0000025123	05/23/2022	SWB Rail Riders	STEM Day Challenge		423.00
0000025124	05/23/2022	UGI Utilities Inc.	All St HPS SL	1600 Sans Souci Parkway	1,376.20
0000025125	05/23/2022	UGI Energy Services Inc.	High School		7,078.50
0000025126	05/25/2022	JAYME MYNES	Halesy Memorial Scholarship		500.00

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

10 - GENERAL FUND	223,506.56
Grand Total All Funds	223,506.56
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	223,506.56
Grand Total All Payments	223,506.56

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - PNC BANK GENERAL FD Payment Dates: 06/01/2022 - 06/02/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025127	06/02/2022	MARGARET DURKIN	Consultant (May 22)		1,539.00
0000025128	06/02/2022	DAWN MARTINEZ	Occupational Therapy (5/9/22 to 5/20/22)		1,003.75
0000025129	06/02/2022	MLB INFORMATION SERVICES LLC	PIMS Consultant (May 22)		1,500.00
0000025130	06/02/2022	HAB-DLT (ER)	Wage Attach-18, 19, 20 & 21 WB Twp per Capita Tax		45.00
0000025131	06/02/2022	Corner Post	DED: CRE1 - Full Payroll Pay Date: 6/3/2022		5,711.00
0000025132	06/02/2022	DEHEY MCANDREW LLC	DED: MFSA - Full Payroll Pay Date: 6/3/2022	DED: DEPC - Full Payroll Pay Date: 6/3/2022	2,074.00
0000025133	06/02/2022	DeHey McAndrew LLC	DED: KADS - Full Payroll Pay Date: 6/3/2022	DED: MET1 - Full Payroll Pay Date: 6/3/2022	7,855.18
0000025134	06/02/2022	PA College Savings Program 529	DED: 529A - Full Payroll Pay Date: 6/3/2022		200.00
0000025135	06/02/2022	Hanover Area Faculty	DED: SCHL - Full Payroll Pay Date: 6/3/2022		202.59
0000025136	06/02/2022	AFLAC	May 2022 Premium		1,934.37
0000025137	06/02/2022	Hanover Area Educational	DED: ESPA - Full Payroll Pay Date: 6/3/2022		653.85
0000025138	06/02/2022	Hanover Area Ed Association	DED: PSEA - Full Payroll Pay Date: 6/3/2022		4,626.25
0000025139	06/02/2022	United Way of Wyoming Valley	DED: UWAY - Full Payroll Pay Date: 6/3/2022		47.00
0000025140	06/02/2022	AMAZON CAPITAL SERVICES INC	Laptop for L.V.	Items for OT Teacher	4,914.19
0000025141	06/02/2022	Auto Zone	Oil for equipment		37.98
0000025142	06/02/2022	BAND SHOPPE	BAND GENERAL SUPPLIES		2,601.30
0000025143	06/02/2022	Bassler Equipment Co. Inc.	4 handicapped No Parking signs for Hanover Green	HG - Entrance to handicap sign	192.00
0000025144	06/02/2022	Biros Utilities Inc.	Portable toilet rental / Baseball/Softball	Soccer field portable job johnnys	380.00
0000025145	06/02/2022	Bradford Area School District	Tuition for student attending school out of the district		3,990.50

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025146	06/02/2022	BSN Sports	Football	Wrestling Mat Tape	1,399.51
0000025147	06/02/2022	Bucks County Intermediate Unit #22	Tuition for students attending out of the district	Tuition for student	78,206.39
0000025148	06/02/2022	Builders' Supply Co.	HS cafeteria crack repair	Concrete to repair HG curb	92.00
0000025149	06/02/2022	JOSEPH CAPUTO	Business Management Consultant		6,750.00
0000025150	06/02/2022	Chester County Intermediate Unit	Tuition for student	Psychological Evaluation	3,660.65
0000025151	06/02/2022	Children's Service Center	Tuition for students attending out of the district		21,760.00
0000025152	06/02/2022	Cintas Corporation	Cintas mops & rug rentals	Mops and carpets for district schools	1,571.38
0000025153	06/02/2022	Citizen's Voice	Newspaper Legal Notice May 2022 meeting		901.57
0000025154	06/02/2022	C-K Alarm Systems	Service and repair of alarm system	Service & new battery in alarm system	255.50
0000025155	06/02/2022	C.S.I.U.	Tuition for students attending out of the district		13,155.00
0000025156	06/02/2022	Dailey Resources Ltd.	Oxygen		59.50
0000025157	06/02/2022	Education Consortium	E-Rate Final Year Report	E-Rate Mid-Year Report	3,421.94
0000025158	06/02/2022	Ehrlich	Pest treatment & HG special bed bug service	Fieldhouse termite maintenance	753.00
0000025159	06/02/2022	ELITE EDUCATIONAL & THERAPEUTIC SUPPORT SERVICE	Settlement agreement		2,400.00
0000025160	06/02/2022	Frontier	Fire alarm phone #		46.69
0000025161	06/02/2022	Gerritys	SUPPLIES - HOME EC		127.19
0000025162	06/02/2022	Hanover Nursery	Diamond Tex for baseball field		170.00
0000025163	06/02/2022	H-A TRANSPORTATION LLC	Transportation of Pre-K - April 2022	Transportation of Pre-K - May 2022	10,260.00
0000025164	06/02/2022	Henry Schein Inc.	Supplies		142.32
0000025165	06/02/2022	Herff Jones	High School Diplomas Class of 2022		113.06

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025166	06/02/2022	BERNADETTE HESS	Mileage Reimbursement		1,015.56
0000025167	06/02/2022	Interpretek	Interpreter		75.00
0000025168	06/02/2022	I-SAFE INC.	District Software		500.00
0000025169	06/02/2022	Susan Isopi	Mileage Reimbursement		360.36
0000025170	06/02/2022	Lisa Janison	Mileage Reimbursement for May 2022		307.00
0000025171	06/02/2022	Jay's Business Systems	Lease Payment		1,360.33
0000025172	06/02/2022	King Spry Herman Freund & Faul	Special Ed Consulting		1,579.50
0000025173	06/02/2022	Konopinski Inc.	Repair pump & motor wheel on Ex-mark mower	Bars for bagger on Exmark	2,569.00
0000025174	06/02/2022	Kurtz Bros.	Catch up difference from last bill		18.73
0000025175	06/02/2022	Larksville Trophy Co.	Athletic Awards - SR		2,568.00
0000025176	06/02/2022	Lowe's Home Center Inc	Handicap grab bars & hardware		402.23
0000025177	06/02/2022	LUZERNE INTERMEDIATE UNIT 18	NEPA WAN/Internet	200 3 Ply Masks for District	11,641.95
0000025178	06/02/2022	Main Hardware	Hardware & cleaning supplies		79.43
0000025179	06/02/2022	Metz Culinary Management	Teacher Appreciation Lunch		215.46
0000025180	06/02/2022	MFAC LLC	Track		1,797.20
0000025181	06/02/2022	NEPA-SD Health Trust	Medical - June 2022	Dental - June 2022	275,745.83
0000025182	06/02/2022	NRG Controls North	Gym actuator replacement		365.00
0000025183	06/02/2022	Shelly Pamell	Trampoline		47.70
0000025184	06/02/2022	Pennsylvania Paper & Supply Co	HEPA flow vacuum bags		80.61
0000025185	06/02/2022	PLD Associates	Repair of HS heat pump		2,050.34
0000025186	06/02/2022	Port Elevator	Quarterly Contract Elevator Repair Service		222.00
0000025187	06/02/2022	PRO-ED	Supplies for Life Skills class		452.00

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025188	06/02/2022	Rhyme University	Kindergarten Caps and Tassels		1,702.61
0000025189	06/02/2022	RIVERSIDE INSIGHTS	TITLE 1 SUPPLIES		5,170.63
0000025190	06/02/2022	Ron's Service Station LLC	Dump truck inspection		33.02
0000025191	06/02/2022	Verizon	District phone bill	Lyndwood's 911 line	2,781.74
0000025192	06/02/2022	CM Regent LLC	COBRA/Collection Invoice		186.00
0000025193	06/02/2022	School Specialty Education	Artist in Residence Supplies Paper for Watercolors		313.46
0000025194	06/02/2022	SPECIALIZED EDUCATION OF PENNSYLVANIA INC.	Tuition and related services for students attending out of the district		71,298.46
0000025195	06/02/2022	Sportman's	Football Recondition		4,838.08
0000025196	06/02/2022	Staples Advantage	Paper Shredder for Mr. Bleich		161.90
0000025197	06/02/2022	Staples	Artist in Residence Supplies (Crayons & Painter's Tape)		68.04
0000025198	06/02/2022	Teacher's Discovery	SUPPLIES - SOCIAL STUDIES		242.89
0000025199	06/02/2022	Topp Business Solutions	Interactive Displays K-12		444,600.00
0000025200	06/02/2022	Tri-Dim Filter Corp.	Antimicrobial treated filters		2,638.72
0000025201	06/02/2022	UGI Utilities Inc.	10 St Mary's Rd	BL2 Main Rd	2,115.03
0000025202	06/02/2022	UGI Energy Services Inc.	St. Mary's Road	1St & Colley Streets	1,300.88
0000025203	06/02/2022	United Parcel Service	Service Charge		252.00
0000025204	06/02/2022	University Of Oregon	SWIS App for MTSS Hanover Green		570.00
0000025205	06/02/2022	Valley Power Equipment	Weed whacker line		43.99
0000025206	06/02/2022	Verizon Wireless	District cell phones		658.92
0000025207	06/02/2022	Waste Reduction Recycling & Transfer Inc.	Garbage bills for April 2022		3,518.08
0000025208	06/02/2022	Wet Paint Printing & Design	Graduation Yard Signs		1,449.00

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

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HANOVER AREA SCHOOL DISTRICT

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Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000025209	06/02/2022	Wilkes Barre Behavioral	Tuition for student attending school out of the district	Tuition for students attending out of the district	4,200.00
0000025210	06/02/2022	WILSON AREA SCHOOL DISTRICT	Tuition for student attending school out of the district		5,825.52
0000025211	06/02/2022	WVADS Inc	School Based Prevention		360.00
0000025212	06/02/2022	WVCA	Related services		1,800.00
0000025213	06/02/2022	Wyoming Valley West School	Tuition and related services for students attending out of the district		2,339.12
10 - GENERAL FUND					1,046,674.98
Grand Total All Funds					1,046,674.98
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					1,046,674.98
Grand Total All Payments					1,046,674.98

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

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INTERGOVERNMENTAL COOPERATION AGREEMENT

EXHIBIT - F4

This Agreement is entered into between the Hanover Area School District (the "District") and Sugar Notch Borough (the "Borough") (collectively, the "Parties").

Whereas, the purpose of this Agreement is to have the District and the Borough apportion the cost of crossing guards during the upcoming school year; and

Whereas, the Parties agree as follows:

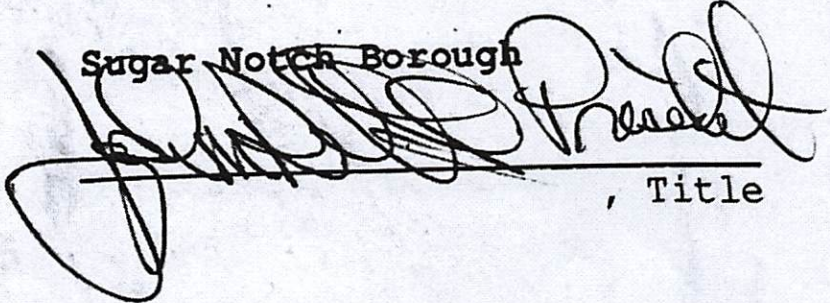
1. The District will compensate the crossing guards \$50.00 per day worked;
2. The District will invoice the Borough for fifty (50%) percent of the daily rate (i.e. \$25.00 per working day) and within thirty (30) days of receipt of the District's invoice, the Borough will reimburse the District; and
3. The District will maintain the appropriate employment insurance coverage for them, including insurance for, inter alia, workers' compensation.

WHEREFORE, intending to be legally bound, the Parties have set their hands and seals below.

Hanover Area School District

Secretary

Business

Sugar Notch Borough

 _____, Title

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made this thirteenth day of May, 2022 between **HANOVER AREA SCHOOL DISTRICT** of Wilkes-Barre, Pennsylvania (“District”) and **LUZERNE INTERMEDIATE UNIT NO. 18** of 368 Tioga Avenue, Kingston, Pennsylvania (“IU”). In consideration of the promises and covenants contained in this agreement, and intending to be legally bound, the parties agree as follows:

Responsibility of the IU

1. During the 2022-2023 school year, as determined by the school calendar adopted by the Board of Directors of the District, the IU shall provide and operate the programs and services enumerated in “Schedule A” attached hereto. For purposes of this agreement, the phrase “programs and services” shall mean the following:

- a. Professional or paraprofessional staff in such numbers and with such certification, licensure, or training as is required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date;
- b. Supervision, administration, classroom management, and evaluation of all professional and paraprofessional staff used to implement this agreement;
- c. Provision of such supplies, equipment, and material, including furniture and assistive technology, as is necessary to implement this agreement and for which the IU incurs or has incurred actual costs, including rental costs, provided, however, that supplies, equipment, and materials that are used exclusively by one student and are not essential to the general operation of the program or service shall remain the responsibility of the district in which the student resides.
- d. Curriculum development and provision of such in-service programs, training, and mentor programs to IU staff as the IU deems necessary to implement this agreement in accordance with state and federal law and the terms of any applicable labor agreements to which the IU is party;
- e. Administrative and clerical support services from departments or programs within the IU other than the special education department, when required in the judgment of the IU for the effective and efficient implementation of this agreement, provided, however, that any portion of the unit cost for any program or service attributable to such administrative or clerical support services shall be equal to the applicable indirect cost rate, if any, established by state or federal law in effect on the above date;

f. Such classroom space and other facilities as are required to implement this agreement in accordance with state and federal law in effect on the above date, to the extent that the program or service is provided or operated in a center that is not owned or leased by the District;

g. Provision of criminal background information on all individuals for whom such information is required by Section III of the Public School Code of 1949, 24 P.S. 1-111.

2. The IU shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal government, or any other individual or entity beyond the control of the IU. When compliance with the requirements of the state or federal law, including the provision of a free appropriate public education, depends upon the performance, actions, or cooperation of the District, the IU shall make every effort to advise the District accordingly.

3. On or before July 1, 2022, and annually thereafter on or before May 15 for each ensuing year that the parties renew this agreement, the IU shall establish and shall notify the District in writing of the unit cost of each program or service enumerated in or added to Schedule A for the ensuing year. The IU shall base the unit cost for a program or service on the actual cost that the IU estimates it will incur to provide the program or service in accordance with paragraph 1 during the term of this agreement or any renewal year. These estimated unit costs shall be incorporated into Schedule A and shall thereby be incorporated into this agreement. For purposes of this agreement, the term "unit cost" shall mean:

a. The total, actual cost incurred by the IU for the year in question for the program or service as described in paragraph 1, for which the IU will not receive state or federal funding, divided by the number of ADM's (Actual Daily Memberships), hours or students on the class list or caseload of a program or service;

b. The total, actual cost incurred by the IU for the year in question for the program or service multiplied by the total program or service required by the District. Schedule A, however, is for budgetary purposes. The final charges to the local districts will be based on the final total actual cost incurred by the IU for the year in question for the program or service as described in Paragraph 1 for which the IU will not receive state or federal funding divided by either the number of students on the assignment list for nursing services, and Learning Support Services at Wilkes-Barre Voc Tech and West Side Voc Tech; or the number of ADM's (Actual Daily Memberships) for Emotional Support, Physical Support, Autistic Support, Life Skills Support, Multi Handicapped Support, Hearing Impaired Support (classroom), or the number of sessions assigned for Visually Impaired Support Itinerant students, Hearing Impaired Support Itinerant students, Speech Therapy Support students in IU run Special Education classes, and Physical Therapy, and Occupational Therapy Support services; or the number of Learning Support Classes or Speech Therapists provided to a local district; or the percentage of the actual cost of providing Psychological Services to the local district not provided by federal funding.

4. The IU may adjust upward or down the unit cost for each program or service enumerated in Schedule A to reflect those material or significant changes in the actual costs incurred by the IU to date. The IU shall furnish the District with written notification of this adjustment in the form of a modified Schedule A, which shall become part of this agreement.

5. The District shall pay the Intermediate Unit the amounts specified on the billing statements. The billing schedule shall consist of a yearly amount payable in 12 equal monthly payments, payable on the first day of each month beginning with July 1, 2022.

6. Upon the close of the term of this agreement and upon the conclusion of any renewal year thereafter, the IU shall calculate the total, actual cost that it incurred in the implementation of this agreement, other than those costs for which the IU received state or federal funding. On or before October 15, the IU shall issue a statement containing the total thus calculated and the total payments received from the District in accordance with this agreement during the preceding year. If the amount expended is greater than the amounts received from the District, the statement shall include a bill for the difference. If the amount is less than the amounts received from the District, the statement shall so indicate, and the IU shall reimburse the difference to the District or shall credit the difference to amounts due for programs and services in the then-current year.

7. For those programs or services provided or operated in regular school facilities, the IU shall follow the calendar and schedule adopted by the Board of Directors of the district in which the program or service is located.

Responsibilities of the District

8. On or before **March 31, 2023**, the District shall identify those programs and services that the IU will operate in accordance with this agreement. This commitment shall be reflected in Schedule A and shall become part of this agreement. For any renewal year, the District shall commit, in the form of a revised Schedule A, on or before the **March 31** immediately preceding renewal. The revised Schedule A shall become a part of this agreement.

9. The District shall pay the IU the amounts specified on the billing statements issued in accordance with paragraph 5. For payments not received by the IU within 10 days of the schedule date specified in paragraph 5, the District shall pay an additional amount equal to 6% per Annum.

10. In addition to the payments required by paragraph 9, the District shall provide the following for programs or services located in facilities owned or leased by the District:

a. Classroom and other space comparable in size and condition to classrooms within the District to which non-exceptional students are typically assigned and which is located in reasonable proximity to the regular ebb and flow of building activities, unless the identified needs of the students assigned to the program or service require otherwise;

b. Compliance with all applicable provisions of the Asbestos Hazard Emergency Response Act of 1986 and its implementing regulations, including preparation and maintenance of a management plan covering the building;

c. Compliance with accessibility and other applicable building standards under any state or federal law in effect on the above date, including but not limited to Section 504 of the Rehabilitative Act of 1973 and its implementing regulations, the Americans with Disabilities Act and its implementing regulations, the Pennsylvania Human Relations Act and its implementing regulations, and Act 166 of 1988;

d. Assistance, cooperation, and participation of District staff in the development and implementation of adaptations and support services necessary to enable students assigned to the program or service to participate to the maximum extent possible in mainstream or integrated educational or extracurricular activities;

e. Regular education support and ancillary services including but not limited to such nursing, counseling, library, physical education, food custodial, and maintenance services and such mainstream instruction as is necessary to meet the needs of the students assigned to the program or service;

f. Application of building or district discipline and student conduct policies in a manner consistent with state and federal laws applicable to exceptional students in effect on the above date.

11. Also in addition to the payments by paragraph 9, the District shall provide the following:

a. Such action or cooperation as is required to ensure that the District residents who participate in or are assigned to a program or service provided or operated in accordance with this agreement receive a free appropriate public education in accordance with all state and federal laws in effect on the above date:

b. Participation in, and commitment of classroom space consistent with, and IU-administered fair share plan in accordance with Section 342.46 (c) of the regulations of the Pennsylvania Department of Education, 22 Pa. Code 342.46 (c).

c. Provision of such legal or advisory services and representation as are necessary to support the appropriateness of the evaluation, classification, program, or placement of District residents who participate in or are assigned to a program or service provided or operated in accordance with this agreement, when evaluation, classification, program, or placement is challenged through due process, provided, however, that nothing in this paragraph shall require the District to pursue due process or other legal proceedings in place of an amicable or mediated settlement;

d. Such programs or services as are required to implement the recommendations of an IEP team or the order of a hearing officer, appeals panel, or court, to the extent that the program or service is beyond the scope of programs and services enumerated in Schedule A.

12. The obligation of the District to make payments in accordance with paragraph 9 is not contingent upon the receipt of funding from the Commonwealth, the federal government, or any other source. The IU shall, however, take all reasonable steps to assist the District to obtain funding.

MDE and IEP Responsibilities

13. The District, in cooperation with the IU, shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision processes for exceptional or thought-to-be exceptional students who reside within the District and are serviced by the IU. The availability of psychological and other diagnostic personnel provided by the IU in accordance with Schedule A shall be determined by a work schedule established by the District and the IU in light of service purchased by the District. The IU shall make appropriate members of its staff available at reasonable times and locations for participation as needed in MDEs and IEP planning conferences. The district shall provide the IU staff with adequate notification and an opportunity to participate in the development of MDEs and IEPs. Nothing in this paragraph, however, shall require the IU to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The District and the IU shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations is within the scope of the programs and services enumerated in Schedule A. In the event the recommendations of the IEP team require the provision of programs, services, accommodations, or support not within the scope of the programs and services enumerated in Schedule A, but are available through the IU, such provisions will be determined and reflected in a revised Schedule A. It is understood that the Luzerne Intermediate Unit will provide the related Itinerant Services to students from its member school districts that are enrolled in Luzerne Intermediate Unit Programs.

Duration, Renewal, and Termination of Agreement

14. This agreement shall take effect on July 1, 2022, and shall remain in full force and effect, subject to adjustments in accordance with paragraphs 4 through June 30, 2023.

15. This agreement shall renew automatically for one year commencing July 1, 2023, and from year to year thereafter, unless the IU receives written notice of non-renewal on or before the **March 31** immediately preceding the renewal year. If the district fails to provide timely notice of non-renewal in accordance with this paragraph, this agreement shall renew, at the option of the IU, for the ensuing year beginning July 1 and shall terminate effective June 30 of the next year.

16. If the termination or non-renewal of this agreement necessitates the suspension of professional employees employed by the IU, and the District continues to operate the programs or services affected by the termination or non-renewal, the rights of the suspended professional shall be governed by the provisions of Section 1113 of the Public School Code, 24 P.S. 11-1113.

Liability

17. The IU agrees to indemnify, defend, and hold harmless both the District and any director, officer, agent, or employee of the District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this agreement or from the maintenance or operation of any equipment or vehicles provided or used by the IU under the terms of this agreement. The IU shall maintain sufficient liability insurance for this purpose in amounts not less than \$500,000 per incident or occurrence and shall provide the District with evidence of this coverage on demand.

18. The District agrees to indemnify, defend, and hold harmless both the IU and any director, officer, agent, or employees of the IU against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff of the District or from the maintenance, use, or operation of any real property, equipment, or vehicles. The District shall maintain sufficient liability insurance of this purpose in amounts not less than \$500,000 per incident or occurrence and shall provide the IU with evidence of this coverage on demand.

19. None of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this agreement shall be considered employees or agents of the District for any purpose, and none of the administrative, professional, paraprofessional, or support staff of the District shall be considered employees or agents of the IU for any purpose. The IU agrees to indemnify, defend, and hold harmless the District against all claims, damages, losses or penalties resulting from any determination, whether judicial, administrative, or otherwise, that any of the foregoing staff members provided by the IU under the terms of this agreement is an employee or agent of the District. The District agrees to indemnify, defend, and hold harmless the IU against all claims, damages, losses, or penalties resulting from any determination, whether judicial, administrative, or otherwise, that any of the foregoing staff members provided by the District under the terms of this agreement is an employee or agent of the IU.

20. This agreement is intended to and shall be construed as consistent with all applicable state and federal laws in effect on the above date, including the Individuals with Disabilities Act and its implementing regulations, the Rehabilitation Act of 1973 and its implementing regulations, Titles VI and IX of the Civil Rights Act of 1964 and their implementing regulations, the Family Education Rights and Privacy Act and its implementing regulations, the Pennsylvania Public School Code of 1949, Chapters 14 and 15 of the regulations of the State Board of Education, and Chapter 342 of the standards of the Pennsylvania Department of Education. To the extent that the law is construed as inconsistent with the language of this agreement, the law shall supersede the language as the contractual expression of the parties' intent and may be enforced as such.

21. Modifications to or adjustments in Schedule A as permitted or required by this agreement shall in all cases be made in writing executed by a representative of the parties and shall become part of this agreement regardless of whether a modified or adjusted schedule is affixed hereto.

22. This agreement constitutes the entire agreement and understanding between the IU and the District concerning the programs and services to which it applies. It supersedes and repeals all prior or contemporaneous agreements and understandings, written or oral, on this subject. Any modification to this agreement shall be in writing executed by the legal representatives of the parties.

LUZERNE INTERMEDIATE UNIT NO.18

Attest: _____ by: _____
Secretary of the Board President

HANOVER AREA SCHOOL DISTRICT

Attest: _____ by: _____

2022-2023

Schedule A

**CONTRACTED PROFESSIONAL SERVICES PROVIDED BY
THE LUZERNE INTERMEDIATE UNIT TO:
HANOVER AREA**

INSTRUCTIONAL COSTS:EST. ADM'S

Autistic Support	1.87	at	\$ 37,948.00	each =	\$70,962.76
Emotional Support	1.00	at	24,523.00	each =	24,523.00
	-	at	-	each =	-
Life Skills	2.00	at	25,429.00	each =	50,858.00
Multi-Handicapped	2.97	at	38,118.00	each =	113,210.46
Adaptive Phys Ed - P. Forlenza	0.25	at	98,001.00	each =	24,500.25
			<u># Students</u>		
Learning Support at Wilkes-Barre Voc-Tech	-	at	-	each =	-

TOTAL INSTRUCTIONAL COSTS**\$284,054.47****SUPPORT SERVICE COST:**

Account 2400 Health Services:	<u># Students</u>				
Nursing Costs - Basic Fee	10.00	at	850.00	each =	8,500.00
Nursing Costs - IEP Students	-	at	6,525.00	each =	-
	<u># Hours</u>				
Occupational Therapy	110.25	at	154.33	hour =	17,015.00
Physical Therapy	-	at	-	hour =	-
Hearing Impaired (Itinerant)	108.50	at	138.71	hour =	15,050.04
Visually Impaired (Itinerant)	419.00	at	162.32	hour =	68,012.08
Speech Support for Special Education Students in Luzerne Intermediate Unit Classes	169.50	at	110.28	hour =	18,692.46

Account 2100 Pupil Personnel Services:

Physical Therapy	154.00	at	\$207.36	qday =	31,933.44
Social Work Services	-	at	\$139.00	qday =	-

Account 2300: Supervision *

-

TOTAL SUPPORT SERVICES COST**159,203.02****GRAND TOTAL****\$443,257.49**

These costs are based on 2021-2022 student totals as of 4-22-22. A final reconciliation will be computed based on actual 2022-2023 numbers as per contract.

These costs are to be paid to the Luzerne Intermediate Unit in 12 equal payments; each payment due the first of each month beginning July 1, 2022.



Partial Agreement

Letter of Agreement between The Children's Service Center of Wyoming Valley, Inc. and the Hanover Area School District.

Children's Service Center will provide an educational component within its Milford E. Barnes Jr. School - Partial Hospitalization Program (PHP). Services include clinical support to meet the youths emotional and behavioral health needs.

Partial Hospitalization Service (PHS) will provide a 5-day a week program from 8:30 am - 2:30 pm in which educational, therapeutic activities and a behavioral component are integrated throughout the course of each day. PA Certified Special Education Teachers and aides will provide educational services; the therapeutic component will be provided by Master level and Bachelor level clinically trained staff. Together with the PHS/RTF Psychiatrist and nursing staff, this team of professionals will provide an intensive and holistic model of care for each individual participating in this program.

The School District will be billed on a monthly basis at the cost of \$134.50 per student per day for the time the youth is enrolled in the Milford E. Barnes Jr. School – Partial Hospitalization Program. The term of this agreement is effective the first day of the 2022/2023 school year, and ending the last day of the 2022/2023 school year, including Extended School Year (ESY) if eligible with appropriate ESY billing rate.

Each referral to Milford E. Barnes, Jr. School/PHS, with the exception of crisis based hospital diversion referrals, will require the approval of the School District Liaison supporting PHS as the least restrictive educational setting for the youth. A psychiatric evaluation must indicate clinical necessity for this level of care prior to the admission being finalized.

Crisis based hospital diversion referrals will be first admitted to Milford E. Barnes, Jr. /PHS, and then the school liaison contacted to notify them of the admission. The designated liaison/contact person for the School District is Mr. Nathan Barrett (if this is not current, please contact Ms. Denise Astaneh at (570) 825-6425, with the current designated school liaison for your district.)

For youths/students who are in Special Education upon their referral, we will ask that a copy of their most current IEP, ER, RR, NOREP and report card be forwarded to us for review. CSC will be responsible for providing specified behavioral and educational components as is reflected within our PHS program description and the individual youth's PHS treatment plan.

Based on your request for us not to do IEP's for youths who are in Regular Education upon referral, we will admit them under the context of our role as a Private Academic school provider for your district. By this, an IEP will not be required for those youths, a Section 504 Service Agreement will be developed. If a student is thought to be exceptional under the Child Find Process and required a psychological evaluation is requested, the school district will be notified. It will be the school's determination if their personnel will initiate the evaluation process. All procedural safeguards will be followed as required by IDEA 2004.

PHS discharge planning will be done in cooperation between the clinical and educational team of PHS with the student/family and Home School District Liaison. Our expectation is that the School Liaison will represent the school personnel directly involved in the child's educational program at their home school unless the Liaison requests a different model. For example, if you feel due to the length of driving miles, you cannot act as LEA for the educational decisions for this student; you have the options to contract with our host school district, Wilkes-Barre Area at (570) 826-7119. If we do not hear from you concerning the student, we will assume you have chosen to continue as LEA. If the student in question parent rights is terminated and is a ward of the state, it is the school districts responsibility to request surrogate parent assignment through the local IU #18 at (570) 287-9681. Should the youth require an extended care program beyond the parameters of PHS's medical necessity options are available and will be reviewed with school district and guardians.

Children's Service Center Milford E. Barnes School warrants that during the entire term of this agreement the respective school district will receive a written Quarterly Progress Report and also welcome participation in 30 day review sessions. The quarterly reports and 20/30-day review shall cover the following areas: subject and credits information, progress grade information, attendance information, discipline reports, teacher and staff comments, conduct, discharge planning and/or any other pertinent issues regarding the education and overall progress of said student.

The provision of Appendix A, "Business Associate Agreement to Maintain Confidential Protected Health Information", attached becomes part of this Agreement and are incorporated into this Agreement in their entirety.

Mr. Michael P. Hopkins – President/CEO
The Children's Service Center of Wyoming Valley, Inc.

Date: _____

Mr. Nathan Barrett
 Hanover Area

Date: _____

cc: Dr. Michael Koury – Education Director; Ms. Denise Astaneh – Director Partial Hospitalization Program; Ms. Shari Pisarcik – Controller (files)



Therapeutic Educational Agreement (TEP)

Letter of Agreement between The Children's Service Center of Wyoming Valley, Inc. and the Hanover Area School District.

Children's Service Center will provide a Therapeutic Educational Program within its Milford E. Barnes Jr. School with recognized educational and behavioral costs offset by the home school district.

Therapeutic Educational Program (TEP) will provide a 5-day a week program from 8:30 am - 2:30 pm in which educational and a behavioral component are integrated throughout the course of each day. If indicated a referral can be made to Outpatient Services. These services can be scheduled during the school day on campus. PA Certified Special Education Teachers and aides will provide educational services.

The School District will be billed on a monthly basis at the cost of \$177.00 per student per day for the time the youth is enrolled in the Milford E. Barnes Jr. School. The term of this agreement is effective the first day of the 2022/2023 school year, and ending the last day of the 2022/2023 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate.

Each referral to Milford E. Barnes, Jr. School/TEP will require the approval of the School District Liaison in collaboration with the parent/guardian and CSC staff supporting TEP as the least restrictive educational setting for the youth. A psychiatric evaluation prior to or at some time after admission is recommended.

For youths/students that are in Special Education upon their referral, we will ask that a copy of their most current IEP, ER, RR, NOREP and report card be forwarded to us for review. CSC will be responsible for providing specified behavioral and educational components as is reflected within our TEP program description and the individual youth's TEP treatment plan.

Based on your request for us not to do IEP's for youths who are in Regular Education upon referral, we will admit them under the context of our role as a Private Academic school provider for your district. By this, an IEP will not be required for those youth, a Section 504 Service Agreement will be developed. If a student is thought to be exceptional under the Child Find Process and required a psychological evaluation is requested, the school district will be notified. It will be the school's determination if their personnel will initiate the child find evaluation process. All procedural safeguards will be followed as required by IDEA.

TEP discharge planning will be done in cooperation between the CSC staff and educational team of PHS with the student/family and Home School District Liaison. Our expectation is that the School Liaison will represent the school personnel directly involved in the child's educational program at their home school unless the Liaison requests a different model (i.e. phone conference, Skype). For example, if you feel due to the length of driving miles, you cannot act as LEA for the educational decisions for this student; you have the options to contract with our host school district, Wilkes-Barre Area at (570) 826-7119. If we do not hear from you concerning the student, we will assume you have chosen to continue as LEA. If the student in question parent rights is terminated and is a ward of the state, it is the school districts responsibility to request surrogate parent assignment through the local IU #18 at (570) 287-9681. Should the youth require an extended care program beyond the parameters of TEP's therapeutic necessity options are available and will be reviewed with school district and guardians.

Children's Service Center Milford E. Barnes School warrants that during the entire term of this agreement the respective school district will receive a written Quarterly Progress Report and also welcome participation in the 30-day review sessions. The quarterly reports and 20/30-day review shall cover the following area: subject and credits information, progress grade information, attendance information, discipline reports, teacher and staff comments, conduct, discharge planning and/or any other pertinent issues regarding the education and overall progress of said student.

The provision of Appendix A, "Business Associate Agreement to Maintain Confidential Protected Health Information", attached becomes part of this Agreement and are incorporated into this Agreement in their entirety.

Mr. Michael P. Hopkins – President/CEO
Children's Service Center of Wyoming Valley, Inc.

Date: _____

Mr. Nathan Barrett
Hanover Area School District

Date: _____

CC: Dr. Michael Koury – Education Director; Ms. Denise Astaneh – Director Partial Hospitalization Program; Ms. Shari Pisarcik – Controller (files)

Addendum

Serious Acuity Situations

If necessary, add on fees will be applied for special circumstances and situations for clients with extreme, acute issues described below.

Alerts will be given of the situation and consultation with the school district will occur prior to fees being applied. The school must approve any rate increase prior to the higher rate being applied.

Add On Fees:

1. Transportation to or from school done by our staff related to: Aggression, Safety Concerns, Truancy or lack of any other transportation. Fee: \$40 per trip plus 48 cents per mile.
2. Level One Acuity: Acuity level that requires 1:1 staffing. This includes but is not limited to "In School Suspension". Districts will be given the opportunity to refuse this level and choose "Out of School Suspension" or alternative placement. "In School Suspension" and 1:1 Staffing Fee: Additional \$90 per day.
3. Level Two Acuity: Acuity level that requires 1:1 staffing 50% of the school day over a 10 or more day period. This will be measured by 50% or more time out of the classroom or disruption to the classroom and school environment that requires on going 1:1 attention for more than 50% of the school day. Fee: Additional \$45 per day. This fee will only be imposed after a pattern of two or more weeks and only after consultation with the school district.

All of the above are based on availability of staff.

APPENDIX A

The Children's Service Center of Wyoming Valley, Inc.
335 South Franklin Street
Wilkes-Barre, PA 18702
Phone: (570) 825-6425 Fax: (570) 970-9960
Email: cboyle@e-csc.org
Website: <http://www.cscwv.org>

Business Associate Agreement to Maintain Confidential Protected Health Information

WHEREAS Hanover Area School District (hereinafter "Contractor") and The Children's Service Center of Wyoming Valley, Inc. (hereinafter "Agency") entered into an Agreement dated July 1, 2022 for the provision of maintaining confidential protected health information.

WHEREAS, Contractor recognizes that, in the course of providing services for Agency, Contractor may come into contact with confidential client health information created, maintained and/or used by or on behalf of Agency, which is protected by virtue of state and federal law, including but not limited to the federal regulations set forth at 45 C.F.R., Parts 160 and 164, entitled *Standards/or Privacy of Individually Identifiable Health Information* (hereinafter "Regulations").

WHEREAS, Agency is required by the Regulations to receive satisfactory assurances from Contractor that Contractor will use the confidential client health information (which shall at all times include any and all forms of health care, treatment, or billing information, including but not limited to client identity)(hereinafter referred to as "Protected Health Information") only as permitted by these Regulations; and Contractor is hereby providing such satisfactory assurances by agreeing to amend the underlying agreement as follows.

WHEREAS, Agency is willing to provide access to the Protected Health Information necessary for Contractor to perform its duties under the Agreement, subject to the obligations contained in the Agreement and this Amendment to the Agreement. Accordingly, in consideration of Agency's continued grant of access to such information, and intending to be legally bound, the parties, their officers, directors, employees, agents, owners, successors and assigns, agree to the following additional terms, which are intended to modify the original terms of their underlying Agreement:

1.0 General Duty of Confidentiality. Contractor hereby agrees that it will not divulge, disclose or communicate in any manner any Protected Health Information to any third party without the prior written consent of Agency, and where required, the patient. Contractor will protect all such information and treat it as strictly confidential. Contractor agrees to abide by the requirements of 45 C.F.R., Parts 160 and 164, *Standards for Privacy of Individually Identifiable Health Information*. Any violation of this paragraph shall be considered a material breach of this agreement.

1.1 Use and Disclosure of Protected Health Information. Contractor may, except as otherwise limited in this Agreement, use or disclose Protected Health Information received, obtained, created and/or maintained in the course of Contractor's relationship with Agency only: (1) as required by law, or (2) to perform functions, activities or services for, or on behalf of, Agency as specified in the underlying Agreement, provided that such use or disclosure would not violate the requirements of 45 C.F.R., Parts 160 and 164, *Standards for Privacy of Individually Identifiable Health Information* if done by Agency. Contractor is hereby permitted to use or disclose Protected Health Information for the proper management and administration of the Contractor's business, and/or to carry out the legal responsibilities of the Contractor. Proper management and administration of the Contractor's business does not include the use of Protected Health Information, or the identity of Agency's clients, for solicitation, marketing, fundraising, or other non-necessary purposes. Should Contractor at any time disclose to a third party Agency's Protected Health Information for its proper management and administration or to carry out its legal responsibilities, Contractor agrees to obtain reasonable assurances from that third party of the following: (1) that the third party will hold the disclosed Protected Health Information confidentially and only use or disclose the information as required by law or for the purpose for which it was properly disclosed to the third party; and (2) that the third party will immediately report in writing to the Contractor any instances of a breach of confidentiality of which the third party is aware. The Contractor must report in writing to the Agency any instances of a breach of Protected Health Information within 20 days of said breach.

1.2 Appropriate Safeguards. Contractor agrees to maintain and use appropriate physical, technical and administrative safeguards to prevent the use or disclosure of any Protected Health Information, including the identities of patients, other than as provided for by this Agreement. Such safeguards must be in place at all times for the security of Protected Health Information that is maintained both in electronic and paper forms. Contractor further agrees to maintain and use appropriate safeguards to prevent the improper disclosure of such information in the form of oral communications. Should an improper disclosure of Protected Health Information occur, the Contractor has 20 days from the discovery of the disclosure to provide the Agency detailed information of the disclosure and identify any and all affected individuals.

1.3 Agent and Sub-Contractors. Contractor hereby agrees to ensure that any agent or sub-contractor agrees to the same restrictions and conditions under this Agreement that apply to Contractor with respect to such Protected Health Information

2.0 Reporting of Improper Uses and/or Disclosures. Contractor agrees to immediately report to the Agency any use or disclosure of Agency's Protected Health Information and/or the identity of Agency's clients of which it becomes aware, which is not permitted pursuant to this Agreement or pursuant to the Regulations. Contractor must also mitigate, to the extent practicable, any harmful effect known to Contractor of a use or disclosure of Protected Health Information by Contractor that is not permitted pursuant to this Agreement or pursuant to the Regulations.

2.1 Availability of Information Maintained by Contractor. Contractor hereby agrees to make available any of Agency's Protected Health Information, immediately upon Agency's request, for purposes of insuring the right of access of patients to their own health information.

2.2 Amendments. Contractor shall make available to Agency, upon request, any Protected Health Information for which Agency has agreed to make and/or has made any amendments. In such cases, Contractor agrees to incorporate all such amendments made by Agency, to the information maintained by Contractor.

2.3 Accounting. Contractor shall maintain appropriate records of all disclosures of Protected Health Information made to third parties in sufficient form to allow for an accounting of disclosures to be properly generated pursuant to the Regulations. Upon request of the Agency, Contractor shall make such records available to Agency for purposes of providing an accounting of disclosures pursuant to the Regulations.

2.4 Availability of Internal Practices, Books, and Records. Contractor hereby agrees to make all of its internal practices, books and records relating to the use and disclosure of the Protected Health Information received from Agency, or created or received by Contractor on behalf of Agency, available to the Secretary of the Department of Health & Human Services, or its agent, upon the request of either the Secretary of the Department of Health & Human Services or the Agency, for purposes of determining whether the Agency is complying with the above-referenced Regulations.

3.0 Maintenance of Protected Health Information upon Termination of Agreement. Upon the termination of this Agreement for any reason, Contractor shall return to Agency all Protected Health Information received from Agency, or created or received by Contractor on behalf of Agency, including Protected Health Information in the possession of Contractor's agents and Sub-Contractors, retaining no copies of any such information. In the alternative, upon the termination of the Agreement, Contractor may choose to destroy all Protected Health Information, retaining no copies of such information, so long as a Certificate of Destruction including the date of destruction, manner of destruction, and name, title and signature of the authorized agent of the Contractor completing such destruction is immediately provided to Agency. Such destruction must be performed in such a way that no readable or otherwise interpretable portion of the information continues to exist.

If Contractor believes that such a return or destruction is not feasible for any reason, Contractor must contact an authorized representative of Agency to discuss the reason that return or destruction is not feasible and the extension of the protection of the Agreement to this information with the limitation of further usage and disclosures.

Contractor's rights and obligations under this section shall survive the termination of this Agreement.

3.1 Termination of Agreement. Contractor hereby authorizes termination of this Agreement by Agency should the Agency find that Contractor has violated a material term of this Agreement.

4.0 Continuity of Original Agreement. The agreement between the parties consists of this original Agreement and any Amendments. Unless inconsistent with the terms of this Agreement, all terms set forth in the original Agreement remain unchanged and effective. To the extent that there exist any inconsistencies between the terms of any other Agreement and this Amendment with regard to the duties of maintaining confidentiality of Protected Health Information, the terms of this Agreement shall prevail.

5.0 References. Any reference in this Agreement to a section of the *Standards/or Privacy of Individually Identifiable Health Information*, or to the "Regulations", shall mean the section as in effect or as amended, and for which compliance is required.

5.1 Amendment of Agreement. Contractor and Agency agree to take such action to amend this Agreement from time to time as is necessary for Agency to comply with the *Standards for Privacy of Individually Identifiable Health Information*, and related federal and state law.

5.2 Resolution of Ambiguities. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Agency to comply with the *Standards/or Privacy of Individually Identifiable Health Information*.

IN WITNESS WHEREOF, The Contractor and the Agency have executed this Agreement as of the date above written.

Hanover Area School District

Contractor

Children's Service Center of Wyoming Valley

Agency

By: _____

By: _____

Title: _____

Christopher Boyle
VP Human Resources

WILKES-BARRE AREA CAREER AND TECHNICAL CENTER
350 JUMPER ROAD, PLAINS TOWNSHIP
POST OFFICE BOX 1699
WILKES-BARRE, PA 18705-0699

OPERATING BUDGET
2022-2023

Participating Districts

Crestwood School District
Greater Nanticoke Area School District
Hanover Area School District
Pittston Area School District
Wilkes-Barre Area School District

**Wilkes Barre Area Career and Technical Center
2022-2023 Budget Member District Share**

Member Districts - General Allocation (As per CTC Final Budget):

(Based on 4/28/2022 120 Day Attendance Report)

	120 Day ADM's	% of Membership	2022-2023 Local Share	Adjusted 2021-2022 District Share (per 60 day ADM's)	Increase (Decrease) for 2022-2023
Crestwood	92.00	14.21	973,391	889,274	84,117
Nanticoke	78.00	12.04	824,745	753,950	70,795
Hanover	117.25	18.10	1,239,858	1,141,879	97,979
Pittston	105.00	16.21	1,110,392	1,014,932	95,460
Wilkes-Barre	255.38	39.44	2,701,659	2,507,687	193,972
	647.63	100.00%	6,850,045	6,307,722	542,323 Increase

Member Districts - Debt Allocation (As per CTC Final Budget):

(Based on 2010 US Census)

	Percent	2022-2023 Local Share	2022-2023 Local Share	Adjusted 2021-2022 District Share	Increase (Decrease) for 2022-2023
Crestwood	14.07		25,095	89,055	(63,960)
Nanticoke	13.43		23,954	85,004	(61,050)
Hanover	10.85		19,352	68,674	(49,322)
Pittston	19.56		34,887	123,804	(88,917)
Wilkes-Barre	42.09		75,072	266,406	(191,334)
	100.00		178,361	632,943	(454,582) Decrease

Member Districts - Combined Allocation (As per CTC Final Budget):

	2022-2023 Local Share	Adjusted 2021-2022 District Share	Increase (Decrease) for 2021-2022
Crestwood	998,486	978,329	20,157
Nanticoke	848,699	838,954	9,745
Hanover	1,259,210	1,210,553	48,657
Pittston	1,145,279	1,138,736	6,543
Wilkes-Barre	2,776,731	2,774,093	2,638
	7,028,406	6,940,665	87,741 1.25% Increase

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Revenue**

6500	Earnings on Investments	\$ 1,200.00
6800	Revenues from Intermediate Sources/ Pass Through	28,291.00
6910	Rentals	2,000.00
6944	Receipts from Other Districts or Patrons	805,850.00
6946	Receipts from Member Districts	7,028,406.00
6990	Miscellaneous Revenue	55,000.00
6991	Day Care Program	65,000.00
7220	Subsidies for Specific Educational Programs - Vocational	881,345.00
7810	State Share of Social Security And Medicare	250,467.00
7820	State Share of Retirement Contribution	1,084,609.00
8521	Restricted Grants - In - Aid from the Federal Government - Vocational Education (Perkins)	490,019.00
8742	ARP ESSER Grant	168,580.00
9640	Capital Reserve Transfer	543,683.00
	Report Total	<u><u>\$ 11,404,450.00</u></u>

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
1300 Vocational Education			
120 - Instructional Salaries	2,499,143.00	243,185.00	2,742,328.00
122 - Substitutes	63,833.00	0.00	63,833.00
190 - Instructional Assistants	505,921.00	0.00	505,921.00
210 - Medical Buyout	133,987.00	0.00	133,987.00
211 - Medical Insurance	690,562.00	24,464.00	715,026.00
212 - Dental Insurance	29,821.00	771.00	30,592.00
213 - Life Insurance	13,285.00	171.00	13,456.00
215 - Vision Insurance	3,246.00	97.00	3,343.00
220 - Social Security	243,918.00	9,456.00	253,374.00
230 - Retirement	1,047,634.00	43,115.00	1,090,749.00
250 - Unemployment Compensation	8,897.00	420.00	9,317.00
260 - Worker's Compensation	26,784.00	1,112.00	27,896.00
340 - Technical Services	0.00	0.00	0.00
390 - Professional Services	8,500.00	0.00	8,500.00
430 - Repairs & Maintenance Services	10,000.00	0.00	10,000.00
441 - Gym Rental	0.00	0.00	0.00
442 - Rental & Lease of Equipment	20,000.00	0.00	20,000.00
580 - Travel	14,300.00	0.00	14,300.00
610 - Supplies	216,105.00	45,569.00	261,674.00
640 - Books & Periodicals	23,051.00	0.00	23,051.00
648 - Software	0.00	0.00	0.00
750 - Equipment	0.00	166,250.00	166,250.00
760 - Equipment/Replacement	0.00	0.00	0.00
810 - Dues & Fees	2,500.00	0.00	2,500.00
934- Indirect Cost - Perkins	0.00	0.00	0.00
	\$5,561,487.00	\$534,610.00	\$6,096,097.00
1400 Other Instruction Programs			
120 - In-School Detention Salaries	55,589.00	25,000.00	80,589.00
122 - Substitutes	900.00	0.00	900.00
210 - Medical Buyout	8,136.00	0.00	8,136.00
211 - Medical Insurance	0.00	0.00	0.00
212 - Dental Insurance	895.00	0.00	895.00
213 - Life Insurance	342.00	0.00	342.00
215 - Vision Insurance	114.00	0.00	114.00
220 - Social Security	6,234.00	0.00	6,234.00
230 - Retirement	28,733.00	0.00	28,733.00
250 - Unemployment Compensation	156.00	0.00	156.00
260 - Worker's Compensation	733.00	0.00	733.00
610 - Supplies	0.00	0.00	0.00
	\$101,832.00	\$25,000.00	\$126,832.00

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
1600 Adult Education			
120 - Instructional Salaries	12,990.00	0.00	12,990.00
220 - Social Security	994.00	0.00	994.00
230 - Retirement	4,580.00	0.00	4,580.00
250 - Unemployment Compensation	4.00	0.00	4.00
260 - Worker's Compensation	117.00	0.00	117.00
540 - Advertising	0.00	0.00	0.00
580 - Travel	0.00	0.00	0.00
610 - Supplies	0.00	0.00	0.00
640 - Books & Periodicals	0.00	0.00	0.00
	\$18,685.00	\$0.00	\$18,685.00
2100 Support Services - Pupil Personnel			
110 - Administrative Salaries	0.00	0.00	0.00
120 - Guidance/Admissions Salaries	148,505.00	83,700.00	232,205.00
150 - Clerical Salaries	46,604.00	0.00	46,604.00
210 - Medical Buyout	0.00	0.00	0.00
211 - Medical Insurance	103,897.00	0.00	103,897.00
212 - Dental Insurance	3,658.00	0.00	3,658.00
213 - Life Insurance	1,283.00	0.00	1,283.00
215 - Vision Insurance	478.00	0.00	478.00
220 - Social Security	21,329.00	0.00	21,329.00
230 - Retirement	97,250.00	0.00	97,250.00
250 - Unemployment Compensation	613.00	0.00	613.00
260 - Worker's Compensation	2,509.00	0.00	2,509.00
430 - Repairs & Maintenance Services	0.00	0.00	0.00
580 - Travel	350.00	0.00	350.00
610 - Supplies	3,257.00	0.00	3,257.00
640 - Books & Periodicals	0.00	0.00	0.00
810 - Dues & Fees	0.00	0.00	0.00
	\$429,733.00	\$83,700.00	\$513,433.00

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
2200 Support Services - Instructional Staff			
438 - Network - Support/Maintenance	35,000.00	0.00	35,000.00
442 - Rental & Lease of Equipment	100,800.00	0.00	100,800.00
580 - Travel	0.00	0.00	0.00
610 - Supplies	3,258.00	0.00	3,258.00
648 - Software	32,000.00	0.00	32,000.00
810 - Dues & Fees	3,100.00	0.00	3,100.00
	\$174,158.00	\$0.00	\$174,158.00
2300 Support Services - Administration/Board Services			
111- Administrative Salaries	231,500.00	0.00	231,500.00
150 - Clerical	109,735.00	0.00	109,735.00
210 - Medical Buyout	0.00	0.00	0.00
211 - Medical Insurance	102,663.00	0.00	102,663.00
212 - Dental Insurance	3,581.00	0.00	3,581.00
213 - Life Insurance	2,964.00	0.00	2,964.00
215 - Vision Insurance	457.00	0.00	457.00
220 - Social Security	26,104.00	0.00	26,104.00
230 - Retirement	120,319.00	0.00	120,319.00
250 - Unemployment Compensation	560.00	0.00	560.00
260 - Worker's Compensation	3,071.00	0.00	3,071.00
311 - Audit	14,000.00	0.00	14,000.00
330 - Legal	30,000.00	0.00	30,000.00
340 - Technical Services	5,000.00	0.00	5,000.00
390 - Professional Services	0.00	0.00	0.00
430 - Repair & Maintenance Services	0.00	0.00	0.00
540 - Advertising/Brochures	18,000.00	0.00	18,000.00
580 - Travel	2,800.00	0.00	2,800.00
610 - Supplies	2,573.00	0.00	2,573.00
640 - Books & Periodicals	2,206.00	0.00	2,206.00
810 - Dues & Fees	7,700.00	0.00	7,700.00
	\$683,233.00	\$0.00	\$683,233.00

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
2400 Support Services - Pupil Health			
120 - Nurse Salaries	62,780.00	0.00	62,780.00
122 - Substitutes	900.00	0.00	900.00
211 - Medical Insurance	29,799.00	0.00	29,799.00
212 - Dental Insurance	895.00	0.00	895.00
213 - Life Insurance	342.00	0.00	342.00
215 - Vision Insurance	114.00	0.00	114.00
220 - Social Security	4,872.00	0.00	4,872.00
230 - Retirement	22,136.00	0.00	22,136.00
250 - Unemployment Compensation	156.00	0.00	156.00
260 - Worker's Compensation	573.00	0.00	573.00
430 - Repairs & Maintenance Services	0.00	0.00	0.00
580 - Travel	0.00	0.00	0.00
610 - Supplies	4,412.00	0.00	4,412.00
640 - Books & Periodicals	0.00	0.00	0.00
810 - Dues & Fees	200.00	0.00	200.00
	\$127,179.00	\$0.00	\$127,179.00
2500 Support Services - Business			
111- Administrative Salaries	102,288.00	0.00	102,288.00
130- Payroll/AP	46,283.00	0.00	46,283.00
140- Printing and Warehouse	45,183.00	0.00	45,183.00
150 - Clerical	0.00	0.00	0.00
210 - Medical Buyout	15,297.00	0.00	15,297.00
211 - Medical Insurance	83,770.00	0.00	83,770.00
212 - Dental Insurance	3,147.00	0.00	3,147.00
213 - Life Insurance	504.00	0.00	504.00
215 - Vision Insurance	307.00	0.00	307.00
220 - Social Security	14,822.00	0.00	14,822.00
230 - Retirement	50,198.00	0.00	50,198.00
250 - Unemployment Compensation	420.00	0.00	420.00
260 - Worker's Compensation	1,283.00	0.00	1,283.00
310 - Official/Admin Services	88,485.00	0.00	88,485.00
430 - Repair & Maintenance Services	0.00	0.00	0.00
550 - Printing & Binding	0.00	0.00	0.00
580 - Travel	1,000.00	0.00	1,000.00
610 - Supplies	5,253.00	0.00	5,253.00
640 - Books & Periodicals	0.00	0.00	0.00
810 - Dues & Fees	1,700.00	0.00	1,700.00
	\$459,940.00	\$0.00	\$459,940.00

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
2600 Operation & Maintenance of Plant Services			
110 - Administrative Salaries	217,600.00	0.00	217,600.00
170 - Custodian Salaries	417,994.00	0.00	417,994.00
180 - Security Salaries	126,998.00	0.00	126,998.00
210 - Medical Buyout	51,358.00	0.00	51,358.00
211 - Medical Insurance	207,005.00	0.00	207,005.00
212 - Dental Insurance	9,454.00	0.00	9,454.00
213 - Life Insurance	4,322.00	0.00	4,322.00
215 - Vision Insurance	707.00	0.00	707.00
220 - Social Security	58,338.00	0.00	58,338.00
230 - Retirement	262,030.00	0.00	262,030.00
250 - Unemployment Compensation	2,075.00	0.00	2,075.00
260 - Worker's Compensation	6,603.00	0.00	6,603.00
390 - Professional Services	4,000.00	0.00	4,000.00
411 - Garbage Removal	15,000.00	0.00	15,000.00
422 - Electricity	110,000.00	0.00	110,000.00
424 - Water/Sewage	34,000.00	0.00	34,000.00
430 - Repairs & Maintenance Services	84,500.00	0.00	84,500.00
442 - Rental & Lease of Equipment	0.00	0.00	0.00
460 - Extermination Services	2,000.00	0.00	2,000.00
500 - Auto, Property & Liability Insurance	126,500.00	0.00	126,500.00
580 - Travel	500.00	0.00	500.00
610 - Supplies	54,931.00	43,580.00	98,511.00
620 - Natural Gas	62,000.00	0.00	62,000.00
626 - Gasoline	4,202.00	0.00	4,202.00
640 - Books & Periodicals	0.00	0.00	0.00
810 - Dues & Fees	1,700.00	0.00	1,700.00
	\$1,863,817.00	\$43,580.00	\$1,907,397.00
2700 Student Transportation Services			
400 - Bus Rental	2,500.00	0.00	2,500.00
430 - Repairs & Maintenance Services	0.00	0.00	0.00
610 - Supplies	1,051.00	0.00	1,051.00
626 - Gasoline	0.00	0.00	0.00
	\$3,551.00	\$0.00	\$3,551.00

**Wilkes-Barre Area Career and Technical Center
2022-2023 Budget Expenditure Detail**

	Local	Federal/State Other	Total
2800 Support Services - Central			
140 - Technical Salaries	140,038.00	0.00	140,038.00
150 - Clerical	45,106.00	0.00	45,106.00
210 - Medical Buyout	30,625.00	0.00	30,625.00
211 - Medical Insurance	10,354.00	0.00	10,354.00
212 - Dental Insurance	323.00	0.00	323.00
213 - Life Insurance	1,493.00	0.00	1,493.00
215 - Vision Care	39.00	0.00	39.00
220 - Social Security	14,164.00	0.00	14,164.00
230 - Retirement	65,282.00	0.00	65,282.00
250 - Unemployment Compensation	420.00	0.00	420.00
260 - Worker's Compensation	1,666.00	0.00	1,666.00
340 - Technical Services	10,000.00	0.00	10,000.00
430 - Repairs & Maintenance	5,000.00	0.00	5,000.00
442 - Rental & Lease of Equipment Services	23,760.00	0.00	23,760.00
530 - Communications	36,000.00	0.00	36,000.00
580 - Travel	3,000.00	0.00	3,000.00
610 - Supplies	20,230.00	0.00	20,230.00
648 - Software	0.00	0.00	0.00
810 - Dues & Fees	2,900.00	0.00	2,900.00
	\$410,400.00	\$0.00	\$410,400.00
3200 Student Activities			
130 - Student Advisor Salaries	6,750.00	0.00	6,750.00
220 - Social Security	516.00	0.00	516.00
230 - Retirement	0.00	0.00	0.00
250- Unemployment Compensation	118.00	0.00	118.00
260 - Worker's Compensation	61.00	0.00	61.00
415- Laundry & Dry Cleaning	0.00	0.00	0.00
580 - Travel	12,375.00	0.00	12,375.00
610 - Supplies	1,681.00	0.00	1,681.00
	\$21,501.00	\$0.00	\$21,501.00
5200 Fund Transfers			
934- Indirect Cost - Perkins	0.00	0.00	0.00
939- Debt Service Fund Transfer	722,044.00	0.00	722,044.00
939- Contribution to Cafeteria	0.00	0.00	0.00
	722,044.00	0.00	722,044.00
5900 Budgetary Reserve			
951- Reserve	140,000.00	0.00	140,000.00
Report Total	\$10,717,560.00	\$686,890.00	\$11,404,450.00

RESOLUTION

RESOLVED, that the Wilkes-Barre Area Career and Technical Center shall operate for the fiscal year July 1, 2022 to June 30, 2023 in accordance with a budget proposed by the Center's Joint Operating Committee at its meeting of May 16, 2022. Said budget anticipates total expenditures of \$ 11,404,450.00.

SCHOOL DIRECTORS OF _____
DISTRICT

VOTING

	FOR	AGAINST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, Secretary of the _____ School District, do hereby certify that this is a true and correct copy of a Resolution adopted at a meeting of the Board of Directors of said School District duly held on _____ day of _____, 2022 at which a quorum was present. I further certify that _____ votes were cast in favor of this Resolution and _____ votes were cast in opposition to this Resolution.

Secretary



Pennsylvania School Boards Association, Inc.
400 Bent Creek Blvd.
Mechanicsburg, PA 17050-1873

DUES INVOICE

BILL TO:

Hanover Area S D
1600 Sans Souci Pkwy
Hanover Township, PA
18706-6091

Account ID

HANO000252

Invoice Date

April 27, 2022

Invoice Number

2223-SD-0227

YOUR 2021-22 SELECTIONS	MEMBERSHIP OPTIONS	2022-23 ALL ACCESS PACKAGE
✓	1 ALL ACCESS PACKAGE (Standard Membership + \$2,480.00)	<input checked="" type="checkbox"/> \$10,305.69
	2 LIVE & ONLINE TRAINING	INCLUDED
	3 BOARD SELF-ASSESSMENT WITH INTERPRETATION	INCLUDED
	4 COMPREHENSIVE SUBSCRIPTION PACKAGE	INCLUDED
	5 POLICY MAINTENANCE	INCLUDED
✓	6 ADMINISTRATIVE REGULATIONS Annual Updates	<input checked="" type="checkbox"/> \$ 764.15
TOTAL MEMBERSHIP DUES		\$11,069.84 (* Please add any selected rows 1 & 6 for your total)
TOTAL PAYMENT REMITTED \$ _____ REMIT ONE COPY WITH PAYMENT		

NOTICE: Payment of dues to maintain membership in PSBA acknowledges that: (1) PSBA is organized under the Pennsylvania Non-Profit Corporation Law as a private, non-stock, non-profit corporation in which members in good standing have only such voting or other rights as are set forth in the Bylaws; (2) regardless of the source of payment, funds received by PSBA in the form of dues by law constitute the private funds of the corporation as income derived from corporate activities; (3) ownership of the physical, financial, intellectual or other assets of PSBA is vested exclusively in the PSBA corporate entity; and (4) access to and use of such assets by PSBA members exists only to the extent permitted by PSBA within the limitations of the Non-Profit Corporation Law, and subject to all terms, conditions and limitations applicable thereto as determined solely by PSBA.

SUBMIT PAYMENT TO PSBA C/O ACCOUNTS RECEIVABLE BY JULY 15, 2022
400 Bent Creek Boulevard, Mechanicsburg, PA 17050 • (717) 506-2450 • (800) 932-0588 • www.psba.org

OFFER TO PURCHASE FROM REPOSITORY

LUZERNE COUNTY TAX CLAIM BUREAU
Luzerne County Courthouse
200 North River Street
Wilkes-Barre, PA 18711
(570) 825-1512

NOTICE: It is expressly understood and agreed that the purchaser, as acknowledged below, is aware of all potential risks involved in this sale. The Tax Claim Bureau does not convey title by general warranty and is held harmless from any effects of such potential risks or defects in title.

By statute, repository bids require the approval of all three of the taxing authorities (county, municipality & school district) in which the property is located. The Director of Tax Revenue has the discretion to disapprove any bid.

Also by statute, the successful bidder confirms that he/she is not delinquent in paying real estate taxes for any property assessed to them in Luzerne County and does not have municipal utility bills, where the property is located, that are more than one year outstanding.

All funds must be made payable to Elite Revenue Solutions, LLC in the form of a money order, cashier's check or other bank certified funds. Cash will only be accepted if you are paying in person at the Tax Claim bureau. Please note, if you are mailing in your repository offer to purchase form, you must enclose a copy of your driver's license. A \$100.00, non-refundable, administrative processing fee, along with the full repository bid amount, is to be deposited by the bidder at the time that the bid is placed. You are advised to consult your attorney with any legal questions regarding the purchase of this property. (Please Initial)

***** BID *****

I/we hereby submit a repository bid offer in the amount of \$1.00 (minimum \$500.00) for the property assessed in the name(s) of the following owners/reputed owners:
Heal Home Owners, Inc.

Parcel No.: 25-I9NW3-017-001-000 AV 11,300 D/B 3017-032392
Description: 68 S. Regent Street, Hanover Township, PA 18706

situated in Hanover Township and Hanover
(Borough, Township, or City) (School District)

Signature: [Handwritten Signature]

Mailing address: 159 S. Main St Date:
Pittston, PA 18640 Phone: (570) 905-7941

Hanover Township
(Specify names & relationship - exactly as deed will be recorded) *make sure its legible*
[] Single [] Married [] Separated, but married [] Divorced [] Tenants in Common