



IMPORTANT: This form must be completed and received
30 business days prior to the Committee of the Whole Meeting.

FISCAL YEAR: 2026-2027
CONTRACT APPROVAL COVER
SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: PA Lifesharing, LLC

Start Date: 08/28/20026 _____ End Date: 06/30/2027 _____

Building/Department Name: Student Services _____

Total Cost of Contract: \$1,057,279 _____

Scope of Work: PA Lifesharing will provide the District with substitute school nurses and supplemental healthcare personnel. _____

Funding Source: _____ | _____

Budget Account Code 10-2440-345-000-000-00-00-000-0054 _____ | _____

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- ☐ Document Submitted by: Krystal Palmer _____ Date: 09/04/2026 _____
- ☐ Office Director Reviewed: _____ Date: _____
- ☐ Superintendent/Designee Reviewed: _____ Date: _____

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



PA Lifesharing, LLC

Caring & Sharing at home

5137 Devonshire Road, Suite B
Harrisburg, PA 17112
Phone: 717-329-5999 Fax: 717-585-6561
Email: info@palifeshare.com
Web: www.palifeshare.com

Service Agreement for Substitute School Nurses/Healthcare Personnel

This Service Agreement ("Agreement") is entered into and made effective as of, by and between the Harrisburg School District, with its principal place of business at 1010 North 7th Street, Harrisburg, PA 17102 (hereinafter referred to as the "District"), and PA Lifesharing LLC, a Pennsylvania limited liability company, with its principal office at 5137 Devonshire Road, Suite B, Harrisburg, PA 17112 (hereinafter referred to as the "Company").

WHEREAS, the District desires to obtain the professional services of Substitute School Nurses/ supplemental healthcare personnel; and

WHEREAS, the Company is qualified and willing to provide such services in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and intending to be legally bound, the parties agree as follows:

1. Services to the District

The Company shall provide qualified Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) for temporary staffing upon the District's request. Personnel must meet all Pennsylvania licensing requirements, including successfully completing the State Board of Nursing Exam and listing on the state registry.

The Company shall:

- Screen all personnel for qualifications and competence.
- Assign personnel based on specific requests and timeframes, during which the District shall compensate the Company according to Exhibit A.
- Maintain the status of an independent contractor and control over its employees.
- Ensure that its employees are not considered employees of the District under federal law, including provisions of the Affordable Care Act.

2. Payment and Invoicing Terms

2.1 Payment

The District shall pay for services rendered as detailed in Exhibit A.

2.2 Cancellation Policy & Reimbursable Costs

The District must notify the Company of any canceled shifts within the requested period.

2.3 Invoicing

- The Company shall submit monthly invoices specifying personnel names, hours worked, and hourly rates.
- The District shall make payments net upon receipt. Balances unpaid after 30 days shall accrue 1.5% interest per month.
- The District is responsible for collection costs if payments are delinquent.

2.4 Changes

All changes to this Agreement must be in writing and signed by both parties.



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3. Standard of Care

The Company shall:

- Maintain documentation of assigned personnel, available for District review.
- Ensure compliance with all applicable laws and regulations.
- Uphold service quality and ensure staff adherence to District policies.
- Provide personnel meeting professional healthcare standards.

4. Insurance

The Company shall maintain adequate insurance coverage, including, but not limited to:

- General liability
- Workers' compensation
- Auto liability
- Coverage for sexual harassment, honesty/crime, and discrimination

5. Term and Termination

This Agreement shall be in effect for one (1) year and shall renew automatically unless either party gives 30 days written notice of termination.

Either party may terminate at any time, with 30 days written notice. The District may immediately remove personnel for any reason. If a predetermined assignment is not completed due to such removal, compensation shall be prorated based on hours worked.

6. Hiring of Company Personnel

- Company personnel may not be employed directly by the District within one (1) year of introduction without written notice of resignation from the Company.
- A mutually agreed-upon finder's fee shall apply if such personnel are hired.
- Both parties shall comply with all applicable non-discrimination laws.

7. Confidentiality

The Company agrees to maintain strict confidentiality regarding:

- Patient care and data
- District's proprietary and business information

Confidential information shall not be disclosed without written consent unless:

- It was already known to the Company
- It becomes public knowledge through no fault of the Company
- It is lawfully obtained from another source

A HIPAA-compliant Business Associate Agreement shall be executed as part of this Agreement.

8. Notices and Payments

All notices under this Agreement shall be delivered to:

For the District:

Harrisburg School District
1010 North 7th Street,
Harrisburg, PA 17102



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For the Company:

PA Lifesharing LLC
5137 Devonshire Road, Suite B
Harrisburg, PA 17112

All payments shall be sent to the Company's address above.

9. District Rules and Regulations

Company personnel shall comply with all:

- Certification laws
- Applicable regulations
- District policies

10. Indemnification

Each party agrees to indemnify and hold harmless the other for claims arising out of its own negligence or wrongful acts. This clause survives termination.

11. Background Checks

The Company shall:

- Conduct background checks (State Police, Child Abuse Clearance, Federal FBI checks) as required by law
- Provide documentation at least 14 days before personnel commence work
- Ensure no assigned personnel:
 - Are under 18 years of age
 - Have disqualifying criminal records as defined under 24 P.S. §1-111
- The Company is responsible for all costs of obtaining the background checks described in this Section II. The District shall not be responsible for any of the costs associated with obtaining the background checks described in this Section II.

12. Governing Law and Jurisdiction

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, with exclusive jurisdiction in the Court of Common Pleas of Dauphin County.

13. Assignment

No party may assign this Agreement without written consent of the other.

14. Limitation on Liability

No District official or employee shall be held personally liable under this Agreement. The District retains all statutory immunities.

15. Severability

If any provision is deemed invalid, the remaining provisions shall remain in full force and effect.



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16. Final Approval

This Agreement is effective only upon approval by the governing body of the Harrisburg School District.

17. Entire Agreement

This document represents the complete agreement between the parties, superseding all prior agreements.

18. Headings

Headings are provided for convenience only and do not affect interpretation.

19. Counterparts

This Agreement may be executed in counterparts, including electronically, each of which shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

PA LIFESHARING LLC

By: Carolyn Bennett-Carson, Vice President

Harrisburg School District

By:

Signature: Carolyn Bennett-Carson

Signature: _____

Date: 08/28/2026

Date: _____

Overtime Work Agreement

Purpose:

This agreement outlines the terms under which an employee may be required or permitted to work overtime, defined as more than 8 hours in a day or more than 40 hours in a week.

No Rates will be applied due to school closings on holidays.

Terms of Agreement

1. Definition of Overtime:

- o Any work done beyond 8 hours in a single workday, or
- o More than 40 hours in a standard workweek.

2. Compensation for Overtime:

- o Overtime hours will be paid at the rate of 1.5 times (time-and-a-half) the regular hourly wage, in accordance with applicable labor laws.



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- Double time may apply for hours exceeding a certain threshold (e.g., over 12 hours in a day), depending on state or local law.
- 3. Authorization:
 - All overtime must be approved in advance by a supervisor or Principal unless otherwise agreed upon in writing.
- 4. Compliance with Law:
 - This agreement complies with all federal, state, and local labor regulations, including the Fair Labor Standards Act (FLSA).
- 5. Acknowledgment:
 - Both parties acknowledge and agree to the terms related to overtime work and compensation.

EXHIBIT "A"

Job Classification	Weekday Rate (Per Hour)
RN (Registered Nurse)	\$59.00
LPN (Licensed Practical Nurse)	\$49.00
Certified School Nurse	\$67.00
Paraprofessional	\$29.00
Personal Care Assistant (PCA)	\$27.00

Signature: _____

Date: _____