

**Please Check One:**  
 Regular Day Trip  
 Extended Day Trip  
 Overnight Trip

*Board approved*

EAST STROUDSBURG AREA SCHOOL DISTRICT

121. ATTACHMENT A

Dispatch Order #: 1342

FIELD TRIP REQUEST FORM

The top section of this form is to be completed by the staff member seeking permission to make the trip. It should be submitted to the building principal for approval at least **thirty (30) days prior to the desired day trip date or sixty (60) days prior to an overnight trip**. Buses and trips will be approved on a first-come, first-served basis. All field trips made during regular school days should be scheduled between 8:30 A.M. and 1:45 P.M. Drivers will be assigned by the Transportation Office. **Do not request specific drivers.**

SCHOOL LIS GROUP NJHS REQUESTOR Baldwin (Gollinge)  
 DESTINATION Pocono Plateau (local) GRADE(S)/LEVEL(S) 6-10  
 DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO Local  
 DATE June 2-3, 10 PLACE OF DEPARTURE (Be Specific) LIS bus parking lot  
 NUMBER OF STUDENTS MAKING TRIP 50 NUMBER OF SCHOOL BUSES NEEDED 2  
 BUS ARRIVAL TIME (For pre-departure preparation) 7:45 a.m. - June 1  
 BUS DEPARTURE TIME (After all pre-trip preparation is complete) 8:00 a.m. - June 1  
 RETURN TIME (When bus(es) arrive back at school for other duties) 5:00 p.m. - June 2  
 PURPOSE OF TRIP (Include relationship to present curriculum area being covered) NJHS trip - focuses on leadership - cooperative learning - overcoming personal challenges - individual goal setting  
 NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 5 \*

\* List must be submitted to the building principal at least two (2) weeks prior to the date of the trip.

PROJECTED COST OF TRIP:	# of Substitutes <u>1</u> X # of Days <u>2</u> =	\$ <u>160 -</u>
	Transportation Costs (as is applicable)	\$ <u>350 -</u>
	Admission/Registration Fees	\$ <u>3850 -</u>
	Miscellaneous (Please list)	\$ <u>100 - (leader tips)</u>
	Grand Total	\$ <u>4460.00</u>

*Does not have forms for return 4/22/10*

PROCEDURAL PLAN/RAIN DATE IN CASE OF POSTPONEMENT/CANCELLATION: \_\_\_\_\_

SIGNATURE -- Staff Member Making Request Luc Gollinge DATE 4/20/10  
 SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 4/21/10  
 SIGNATURE/APPROVAL -- Director of Athletics and Activities\* \_\_\_\_\_ DATE \_\_\_\_\_  
 BUS AVAILABILITY -- Transportation Office Kimberly A. Holcomb DATE 4-22-10  
 SIGNATURE -- Asst. Supt./Curriculum & Instruction Jane Duggins DATE 4/22/10  
 SIGNATURE -- Superintendent [Signature] DATE MAY 10 2010

Please Check One:  
 Regular Day Trip  
 Extended Day Trip  
 Overnight Trip

RECEIVED  
 JUN 02 2010  
 BY: *Board of Ed*

Dispatch Order #:  
 RECEIVED  
 MAY 03 2010

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

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

The top section of this form is to be completed by the staff member seeking permission to make the trip. It should be submitted to the building principal for approval at least thirty (30) days prior to the desired day trip date or sixty (60) days prior to an overnight trip. Buses and trips will be approved on a first-come, first-served basis. All field trips made during regular school days should be scheduled between 8:30 A.M. and 1:45 P.M. Drivers will be assigned by the Transportation Office. Do not request specific drivers.

SCHOOL Sawh HS GROUP FBLA REQUESTOR Palmounter

DESTINATION NLC -> Nashville GRADE(S)/LEVEL(S) 9-12

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE July 12 - July 18 PLACE OF DEPARTURE (Be Specific) front of HS

NUMBER OF STUDENTS MAKING TRIP 4 NUMBER OF SCHOOL BUSES NEEDED 0

BUS ARRIVAL TIME (For pre-departure preparation) TBD

BUS DEPARTURE TIME (After all pre-trip preparation is complete) -

RETURN TIME (When bus(es) arrive back at school for other duties) -

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) Students placed 1st at the state leadership conference at Hershey & several will present at the SLC

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) \_\_\_\_\_ \*

\* List must be submitted to the building principal at least two (2) weeks prior to the date of the trip.

PROJECTED COST OF TRIP:

# of Substitutes <u>0</u>	X # of Days <u>0</u>	= \$ <u>0</u>
Transportation Costs (as is applicable)		\$ <u>0</u>
Admission/Registration Fees		\$ <u>0</u>
Miscellaneous (Please list)		\$ <u>0</u>
Grand Total	<u>\$ 6,816.</u>	\$ <u>0 = cost to district</u>

*see attached covered by FBLA*

PROCEDURAL PLAN/RAIN DATE IN CASE OF POSTPONEMENT/CANCELLATION: \_\_\_\_\_

SIGNATURE -- Staff Member Making Request A Palmounter DATE \_\_\_\_\_

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 5/28/10

SIGNATURE/APPROVAL -- Director of Athletics and Activities\* \_\_\_\_\_ DATE \_\_\_\_\_

BUS AVAILABILITY -- Transportation Office Kimberly A. Holcomb DATE 6-2-10

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 6/2/10

SIGNATURE -- Superintendent \_\_\_\_\_ DATE \_\_\_\_\_

Dispatch Order #: \_\_\_\_\_

05-12-10A09:38 RCVD

**Please Check One:**  
 Regular Day Trip  
 Extended Day Trip  
 Overnight Trip

*Board approval*

MAY 12 2010

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

The top section of this form is to be completed by the staff member seeking permission to make the trip. It should be submitted to the building principal for approval at least thirty (30) days prior to the desired day trip date or sixty (60) days prior to an overnight trip. Buses and trips will be approved on a first-come, first-served basis. All field trips made during regular school days should be scheduled between 8:30 A.M. and 1:45 P.M. Drivers will be assigned by the Transportation Office. Do not request specific drivers.

MAY 19 2010

SCHOOL HS-South GROUP Class of 2011 REQUESTOR Denise Moleto

DESTINATION Hoboken, NJ-Cornucopia Cruise Line GRADE(S)/LEVEL(S) 12

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE 5/27/11 - Friday 7-11:30 pm PLACE OF DEPARTURE (Be Specific) front of HS South

NUMBER OF STUDENTS MAKING TRIP 350 NUMBER OF SCHOOL BUSES NEEDED Charter Bus

BUS ARRIVAL TIME (For pre-departure preparation) 4:30 pm

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 5:00 pm

RETURN TIME (When bus(es) arrive back at school for other duties) 1:00 am

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) Senior Prom 2011 on Cornucopia Cruise Line - Majesty Ship

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) ~ 35 \*

\* List must be submitted to the building principal at least two (2) weeks prior to the date of the trip.

PROJECTED COST OF TRIP:  
To be paid by students.

# of Substitutes	<u>1/2 day</u>	X # of Days	<u>1/2 day</u>	\$	<u>~ 45.00</u>
Transportation Costs (as is applicable)	<u>Charter Bus</u>			\$	
Admission/Registration Fees				\$	
Miscellaneous (Please list)				\$	
Grand Total				\$	<u>~ 45.00</u>

*Returned 5/21/10 to submit w/ Gary + include Form 121.c. (102)*

PROCEDURAL PLAN/RAIN DATE IN CASE OF POSTPONEMENT/CANCELLATION: rain or shine

SIGNATURE -- Staff Member Making Request [Signature] DATE 4/30/10

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 5/11/10

SIGNATURE/APPROVAL -- Director of Athletics and Activities\* Mark A. [Signature] DATE 5/10/10

BUS AVAILABILITY -- Transportation Office Lily A. [Signature] DATE 5-12-10

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 5/19/10

SIGNATURE -- Superintendent \_\_\_\_\_ DATE \_\_\_\_\_

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CP

## EAST STROUDSBURG AEA SCHOOL DISTRICT

### 2010-2011 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School directors of East Stroudsburg Area School District, that homestead and farmstead exclusion real estate tax assessment reductions area authorized for the school year beginning July, 2010, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

**1. Aggregate amount available for homestead and farmstead real estate tax reduction.**

The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2010:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as property tax reduction allocation funded by gambling tax funds, the amount of \$ 4,337,414.67.

b. **Remaining Property Tax Reduction Funds.** Funds will be available during the school year for real estate reductions as a result of undistributed funds from the property tax reduction funds received in 2009-2010. These funds will be added to the allocation for this school year in the amount of \$22,834.16.

c. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P. S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$8,315.27.

d. **Aggregate amount available.** Adding these amounts, the aggregate amount Available during the school year for real estate tax reduction is \$4,368,564.10.

**2. Homestead/farmstead number.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341 (g)(3), Monroe and Pike Counties have provided the School District with certified reports listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 7,904 in Monroe County, and 3,281 in Pike County, totaling 11,185.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 2 in Monroe County and 0 in Pike County, totaling 2.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 11,187.

01

3. **Real estate tax reduction calculation.** The School Board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(d) aggregate amount available during the school year for real estate tax reduction of \$ 4,368,564.10 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 11,187 the calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is a maximum \$390.50.
4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$ 390.50 by the School District real estate tax rate in Monroe County of 174.53 mill (.17453) and in Pike County of 125.10 mills (.12510), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$2,237 in Monroe County and \$3,121 in Pike County, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$2,237 in Monroe County and \$ 3,121 in Pike County.
5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$2,237 in Monroe County and \$3,121 in Pike County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$ 3,121 in Monroe County and \$2,237 in Pike County. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341 (g) (3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

**Master Lease Purchase Agreement # 7387311  
Lease Schedule # 009**

**LESSOR: APPLE, INC.**  
300 E. John Carpenter Fwy #204  
Irving, TX. 75062

**LESSEE: East Stroudsburg Area School District**  
321 N Courtland St  
East Stroudsburg, PA 18301

Apple personal computers, servers, and networking equipment not to exceed **\$612,976.15** Equipment configuration to be determined by invoices presented to Apple, Inc., as Lessor, and accepted by Lessee which will be incorporated as the final Schedule of Equipment. Final Rental stream will be amended, if necessary, determined by final equipment payment by Lessor as determined by the effective interest rate stated below.

**TRANSACTION TERMS:**

# OF RENTS: 4@ \$165,476.68 (net of applicable taxes)

PAYABLE: Annual in Advance

LEASE TERM: 48Months LEASE RATE: .26995

Promotional Interest Rate based on Equipment Cost: 0.00%  
Effective Interest Rate based on Total Cost to Lessor's Assignee: 5.24%

EQUIPMENT PURCHASE OPTION AT END OF LEASE TERM:  \$1  FMV  Other

Equipment Location (if different from Lessee address above):

Lessee Contact/Telephone: Brian Borosh (570) 424-8500 ext 1329

**THIS SCHEDULE INCORPORATES ALL OF THE TERMS AND CONDITIONS IN THE MASTER LEASE PURCHASE AGREEMENT IDENTIFIED ABOVE.**

**TRANSACTION SUMMARY**

Equipment Cost \$661,906.71

Upgrades \$  
Discount \$48,930.56

Tax \$  
Total Cost to Lessor's Assignee \$612,976.15

**IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS SCHEDULE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. THIS SCHEDULE INCORPORATES THE TERMS OF THE ABOVE IDENTIFIED MASTER LEASE PURCHASE AGREEMENT. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN SCHEDULE OR THE MASTER LEASE PURCHASE AGREEMENT MAY NOT BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS SCHEDULE ONLY BY ANOTHER WRITTEN AGREEMENT BETWEEN YOU AND US. YOU AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS SCHEDULE. YOU AGREE THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.**

**YOU CERTIFY THAT ALL THE INFORMATION GIVEN IN THIS SCHEDULE AND YOUR APPLICATION WAS CORRECT AND COMPLETE WHEN THIS SCHEDULE WAS SIGNED. THIS SCHEDULE IS NOT BINDING UPON US OR EFFECTIVE UNTIL AND UNLESS WE EXECUTE THIS SCHEDULE.**

ACCEPTED BY:  
LESSOR: APPLE, INC.

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

PRINT NAME: \_\_\_\_\_

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

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

PROPOSED BY:  
LESSEE: East Stroudsburg Area School District

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

PRINT NAME: \_\_\_\_\_

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

DATE: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_

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COUNTERPART NO. \_\_\_\_\_ OF \_\_\_\_\_. TO THE EXTENT THAT THIS SCHEDULE CONSTITUTES CHATTEL PAPER (AS DEFINED ON THE UCC), NO SECURITY INTEREST IN THIS SCHEDULE MAY BE CREATED THROUGH THE TRANSFER OR POSSESSION OF ANY COUNTERPART OTHER THAN COUNTERPART NO. 1.

STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT  
SCHEDULE

Hewlett-Packard Financial Services Company<sup>1</sup> ("Lessor") and East Stroudsburg Area School District, an agency, department or political subdivision of the State of Pennsylvania ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement identified by the Master Agreement Number specified above (the "Master Agreement"). This Schedule (which shall be identified by the Schedule Number specified above) and the Master Agreement together comprise a separate Lease between the parties. The terms and conditions of the Master Agreement are hereby incorporated by reference into this Schedule. All capitalized terms used in this Schedule without definition have the meanings ascribed to them in the Master Agreement.

1. LEASE.

A. Description of Items of Leased Equipment

Please refer to HP quotes 4952386-6 and 5185070-5, and Integra One proposal

Total Cost  
\$858,983.57

B. Term: 48 Months.

2. RENT. See Attachment A.

ANNUAL RATE OF INTEREST: 3.65%

3. LATEST COMMENCEMENT DATE: 06/30/2010. Lessor's obligation to purchase and lease the Equipment is subject to the Acceptance Date being on or before the Latest Commencement Date.

4. EQUIPMENT LOCATION: \_\_\_\_\_

5. SELLER: Hewlett-Packard and Integra One.

6. APPROPRIATIONS: Monies for all Rent and other payments due under the Lease for the Fiscal Period ending \_\_\_\_\_ are available from Lessee's appropriated funds for such Fiscal Period and that appropriations and/or other funds have been encumbered or designated for the payment of all Rent and other payments that shall become due under the Lease in such Fiscal Period.

7. NON-ASSIGNABILITY BY LESSOR: Notwithstanding any other terms or conditions set forth in the Master Agreement to the contrary, Lessor hereby agrees that it shall not and will not sell, discount, factor, hypothecate or otherwise dispose of its interest in the Equipment or this Schedule or any Lease.

8. ADDITIONAL PROVISIONS: NA

9. FISCAL PERIOD: \_\_\_\_\_

LESSOR AGREES TO LEASE TO LESSEE AND LESSEE AGREES TO LEASE FROM LESSOR THE EQUIPMENT DESCRIBED IN SECTION 1.A ABOVE. SUCH LEASE WILL BE GOVERNED BY THE MASTER AGREEMENT AND THIS SCHEDULE, INCLUDING THE IMPORTANT ADDITIONAL TERMS AND CONDITIONS SET FORTH ABOVE. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS SCHEDULE AND THE MASTER AGREEMENT, THE TERMS OF THIS SCHEDULE SHALL GOVERN. LESSEE HEREBY REPRESENTS AND WARRANTS THAT ON AND AS OF THE DATE HEREOF EACH OF THE REPRESENTATIONS AND WARRANTIES MADE BY LESSEE IN THE MASTER AGREEMENT ARE TRUE, CORRECT AND COMPLETE.

LESSEE:  
EAST STROUDSBURG AREA SCHOOL DISTRICT

LESSOR:  
HEWLETT-PACKARD FINANCIAL SERVICES COMPANY<sup>2</sup>

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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<sup>1</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.  
<sup>2</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization POCONO FAMILY YMCA Today's Date      /      /     

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?  yes  no  
 yes  no  yes  no If yes, attach a letter of justification addressed to the Board of Education.  
If yes, amount \$      This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Swim Team Practice

Name of School Requested Libran Intermediate

DAY(S)	DATE(S)	from	HOURS	to	DESCRIPTION
<u>8/27</u>	<u>8/27</u>	<u>8:00</u>	<u>10:30 AM</u>		<u>Swim Team Practice</u>
<u>6-25-10</u>					

Facility Required:

<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium
<input checked="" type="checkbox"/> Swimming Pool (requires proof of certified lifeguard)	<input type="checkbox"/> Stadium	<input type="checkbox"/> Kitchen/Preparation	<input type="checkbox"/> Kitchen/Serving
	<input type="checkbox"/> Stage	<input type="checkbox"/> Fields (specify)	
	<input type="checkbox"/> Classrooms #	<input type="checkbox"/> Other (specify)	

Equipment Required: (\*must be operated/attended by school personnel)

<input type="checkbox"/> Kitchen Equipment*	<input type="checkbox"/> Sound System	<input type="checkbox"/> Record Player/Stereo Equip.	<input type="checkbox"/> Piano
<input type="checkbox"/> Stage Lighting*	<input type="checkbox"/> Motion Picture Projector	<input type="checkbox"/> Overhead Projector/Screen	<input type="checkbox"/> Folding Stands
<input type="checkbox"/> Scoreboard*	<input checked="" type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Tables and/or Chairs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ 3,000,000 Bodily Injury Liability (\$500,000 minimum)      \$ 3,000,000 Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Michael Wolbert Address 804 MAIN ST. STBS Phone 570-320-2142  
Name      Address      Phone     

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature [Signature] Responsible Organization Official Phone (day) 570-320-2142 (eve.)     

Billing Address 804 MAIN ST. STBS. PA. 18360

APPROVALS: Principal [Signature] Date 5/24/10  
 Business Administrator [Signature] Date 5/26/10  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date      /      /     

For office use only:		FACILITIES USE INVOICE	
Facilities/Equipment used:		Charges:	\$
			\$
			\$
Personnel Employed:		Charges:	\$
(attach time sheets)			\$
			\$
Other (specify):	<u>15</u>	Charges:	\$
			\$



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Girl Scouts in the Heart of Pennsylvania Today's Date 5/25/10

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Day Camp Program

Name of School Requested Resica Elementary School

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance...)

- Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other (specify) PAULICIDE, etc.

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name TERI GOWARD Address 426 AIRPORT RD 12 BETWY COMMONS HAZLE TWP PA 18202 Phone 570 501 2604

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Teri Goward Responsible Organization Official Phone (day) 570-501-2604 (eve.) 570-801-0099

Billing Address 426 AIRPORT RD 12 BETWY COMMONS HAZLE TWP PA 18202

APPROVALS: Principal Paul Wilbur Date 6/4/10 Business Administrator Ph... Date 6/7/10

For office use only: FACILITIES USE INVOICE

Table for Facilities Use Invoice with columns: Facilities/Equipment used, Personnel Employed (attach time sheets), Other (specify), Charges: \$



Girl Scouts in the Heart of Pennsylvania  
 350 Hale Avenue  
 P.O. Box 2837  
 Harrisburg, PA 17105-2837  
 T: 717.233.1656 • 1.800.692.7816  
 F: 717.234.5097  
[www.gshpa.org](http://www.gshpa.org) • [general@gshpa.org](mailto:general@gshpa.org)

#### Service Centers

**Gettysburg**  
 3045 York Road  
 Gettysburg, PA 17325  
 T: 717.334.0590  
 F: 717.334.4161

**Hazleton**  
 426 Airport Road  
 12 Beltway Commons  
 Hazle Township, PA 18202  
 T: 570.501.2604  
 F: 570.501.2325

**Lancaster**  
 151 Good Drive  
 Lancaster, PA 17603  
 T: 717.397.8115  
 F: 717.397.4899

**Montoursville**  
 Parkview Center, Suite 1  
 999 N. Loyalsock Avenue  
 Montoursville, PA 17754  
 T: 570.368.1705  
 F: 570.368.1836

**Scranton**  
 1444 E. Lackawanna Avenue  
 Suite 222  
 Olyphant, PA 18447  
 T: 570.307.0601  
 F: 570.307.0653

**State College**  
 10401 Benner Pike  
 State College, PA 16801  
 T: 814.231.4077  
 F: 814.231.4083

**York**  
 1600 Mount Zion Road  
 P.O. Box 20159  
 York, PA 17402  
 T: 717.757.3561  
 F: 717.755.1550

East Stroudsburg School District  
 Administration Office  
 Vine Street  
 East Stroudsburg, PA 18301

May, 2010

Dear School Board Directors,

Please waive the facility use fee for the Double Dare Camp Program at Resica Elementary. This program will be provided to girls in the East Stroudsburg School District, free of charge. Girl Scouts in the Heart of Pennsylvania is a non-profit organization.

Thank you for your consideration.  
 Most appreciatively,

Teri Goward  
 Membership Services, Associate

426 Airport Road  
 12 Beltway Commons  
 Hazle Township, PA 18202

[tgoward@gshpa.org](mailto:tgoward@gshpa.org)  
 1.8.00. 692.7816 X 1416  
 Locally: 570.501.2604 X 1416

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**EAST STROUDSBURG AREA SCHOOL DISTRICT**

East Stroudsburg, Pennsylvania 18301

**PAYMENTS TO BE MADE THRU THE Bond Issue 2008**

The following payments for construction and related costs associated with the Bond Funds have been approved as authorized for payment as of:

**June 17, 2010**

Requisition #	Vendor/Address	Description		Amount
2008-221 V# 1369	Architectural Studio 732 Turner Street Allentown, PA 18102	HSN 30-4200-450-080-05-51 Proj# 21-08 Invoice# 10-116	\$ 4,942.14	\$ 4,942.14
2008-222 V# 4960	East Stroudsburg Area School District - General Fund	30-0421-000-000-00-00 Reimburse General Fund	\$ 455.00	\$ 455.00
2008-223 V# 4957	E.R. Stuebner, Inc. 227 Blair Ave. Reading, PA 19601	MSE 30-4500-720-080-01-14 Application# 21 General Construction	\$ 267,261.12	\$ 267,261.12
2008-224 V# 7150	H. T. Lyons, Inc. 7165 Ambassador Drive Allentown, PA 18106	HSN Stadium Toilet Facility 30-4500-720-080-03-51 Application# 3 Plumbing	\$ 22,176.00	\$ 22,176.00
2008-225 V# 9194	Lombardo & Lipe Electrical Contractors 6 Progress Street East Stroudsburg, PA 18301	HSN Toilet Facility 30-4500-720-080-04-51 Application# 4	\$ 21,951.00	\$ 21,951.00
2008-226 V# 10026	Midlantic Engineering 120 Commerce Road Pittston Twp., PA 18640	MSE 30-4500-720-080-08-14 Proj# 8217 Invoice# 05124 HSN Stadium Toilet Facility 30-4500-720-080-07-51 Proj# 10078 Invoice# 05167	\$ 336.00 \$ 718.00	\$ 1,054.00
2008-227 V# 10995	O'Brien's Moving & Storage Companies PO Box 236 Allentown, PA 18105	HSS 30-4500-610-080-08-31 PO# CP100030 Invoice# G 39485-M	\$ 943.13	\$ 943.13
2008-228 V# 12358	EF Possinger & Sons, Inc PO Box 520 Bartonville, PA 18321	HSS 30-4500-610-080-08-31 Invoice# P-9130 RT-19 (Move Out Charge) Invoice# P-9130 RT-29 (Move Out Charge) Invoice# P-9130 EFP-611 Invoice# P-9130 EFP-611 (Move Out Charge) Invoice# P-9130 T-51 Invoice# P-9130 T-51 (Move Out Charge) Invoice# P-9130 NO# Invoice# P-9130 NO# (Move Out Charge) Invoice# P9130 Roadway #8309 Invoice# P9130 Roadway #8309 (Move Out Charge) MSE 30-4500-610-080-06-14 Invoice# P-9131 RT-24 Invoice# P-9131 T-04	\$ 75.00 \$ 75.00 \$ 42.50 \$ 75.00 \$ 42.50 \$ 75.00 \$ 42.50 \$ 75.00 \$ 85.00 \$ 75.00 \$ 85.00 \$ 85.00	\$ 662.50 \$ 170.00
2008-229 V# 12920	S & K Construction Co., Inc. 465 Sterling Road Tobyhanna, PA 18466	HSN Stadium Toilet Facility 30-4500-720-080-01-51 Application# 3 General Construction	\$ 67,135.95	\$ 67,135.95
2008-230 V# 13260	School Specialty MB Unit 67-3106 Milwaukee, WI 53268	MSE 30-4500-610-080-08-31 PO# CP090021 Invoice# 608100003977	\$ 2,548.88	\$ 2,548.88
2008-231 V# 15692	Wind Gap Electric, Inc. 125 West Seventh Street Wind Gap, PA 18091	MSE 30-4500-720-080-04-14 Application# 17 Electrical Construction	\$ 112,484.75	\$ 112,484.75
		<b>TOTAL AMOUNT:</b>		<b>\$ 501,784.47</b>

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