

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN**

Stroud Area Regional Police Department
(Law Enforcement Authority)

and

East Stroudsburg Area School District
(School Entity)

August 8, 2012
(Date)

I. Joint Statement of Concern

A. Parties

The following Law Enforcement Authority or Authorities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

Stroud Area Regional Police Department (hereinafter referred to as "SARPD")

The following school entity or entities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

East Stroudsburg Area School District (hereinafter referred to as "ESASD")

B. The purpose of this Memorandum is to establish an understanding as to the procedures to be followed by the SARPD and ESASD upon the reporting of an incident in which criminal activity may have occurred, is believed to have occurred or has occurred in the SARPD jurisdiction and on school property; at any school-sponsored activity; on any school conveyance providing transportation to or from a school or a school-sponsored activity; or is discovered during any investigation being conducted by ESASD off school property. The locations referenced in this paragraph shall hereinafter be referred to as "School Premises." An incident shall include any one or more of the following activities, as hereinafter defined:

1. Possession of a weapon;
2. Act of violence;
3. Response to any call dispatched through the Monroe County Control Center;
4. Response to any incident directly called into SARPD Headquarters by ESASD;
5. Criminal matters witnessed by SARPD;
6. Criminal matters being investigated by the SARPD; and
7. Conflicts of interest.

- C. It is further the purpose of this Memorandum to foster a relationship of cooperation, mutual support, and the sharing of information and resources between the parties hereto as they work together to maintain the physical security and safety of schools in the district.

It is understood by the ESASD and the SARPD, that the ESASD has implemented a school police department to supplement its existing security force. The ESASD has requested that SARPD continue to respond as the exclusive law enforcement agency for any incidents herein defined. It is further understood that the ESASD will use its sole discretion in reporting any incident to the SARPD. However, once an incident has been reported to the SARPD, then the discretion in how to handle same shall lie exclusively with the SARPD.

In furtherance of the parties' intent to foster this working relationship, the following officer(s) is/are hereby designated as the ESASD's law enforcement liaison: Chief of School Police of ESASD. In so making this designation, it is the understanding of the parties that the ESASD is thereby enabled to disclose information from a student's education records to these designated officers without limitations of the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g and its implementing regulations at 34 C.F.R. Section 99.1, *et seq.*, and 22 Pa. Code Sections 12.31-12.33.

In furtherance of the parties' intent to foster this working relationship, SARPD will designate a lieutenant, as its working liaison with ESASD. In the event of an incident, the officer(s) dispatched to the scene to respond will be the individual designated by SARPD to handle that incident pursuant to established SARPD policies and procedures.

ESASD and the SARPD agree that the SARPD will investigate each incident reported to the SARPD. The ESASD shall not call off or cancel an incident once such incident is reported. Further, the SARPD shall have exclusive law enforcement decision making authority for every incident for which it is called to respond. The SARPD shall utilize its procedures and policies when investigating any incident. The ESASD police and security forces shall relinquish jurisdiction of any incident upon command of the officer in charge of the incident. The role of ESASD school police and security force will be to aide and assist the SARPD in handling an incident pursuant to SARPD directive.

- D. The parties hereto agree, in the event that an incident occurs on the School Premises, that primary law enforcement jurisdiction shall reside exclusively with the Stroud Area Regional Police.

E. Law Enforcement Functions

1. Investigate every reported incident.
2. The SARPD shall identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals.
3. The SARPD shall prosecute, where appropriate, all discovered activity which violates the laws of the Commonwealth of Pennsylvania and which carry criminal sanctions.
4. Investigations, identification, apprehension and prosecution of any individuals involved in a reported incident shall be conducted pursuant to the established policies, procedures, and protocols of the SARPD.
5. The SARPD shall attempt to disrupt the school learning environment as little as possible during any response to an incident on the School Premises.

F. School Priorities

1. Create safe learning environments that support each student's well being and opportunities to reach their full potential while balancing and protecting the rights of all students within their authority.
2. Establish and maintain cooperative relationships with the SARPD in the reporting and resolution of all reported incidents and/or possible conflicts of interest.
3. Provide SARPD with floor plans of school buildings.
4. To aide and assist the SARPD in the investigation of any incident reported to the SARPD, from any source, at the direction of the SARPD.

G. Legal Authority

1. The parties to this Memorandum enter into this agreement in accordance with the provisions of 24 P.S. §13-1303A(c), as may be amended from time to time, requiring that all school entities shall develop and implement a memorandum of understanding in cooperation with each local law enforcement entity with jurisdiction over the school entity and the Pennsylvania State Police.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to this Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

II. Incidents Requiring Law Enforcement Notification

A. Incidents Defined For the purpose of this Memorandum, the term "incident" shall be defined by the following terms:

1. Possession of a Weapon. As used in this Memorandum "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device, and any other tool, instrument or implement capable of inflicting serious bodily injury where the intent to use such tool, instrument or implement as a weapon is present.

This reporting requirement does not apply to a weapon that is used as part of a school-approved program, by an individual who is participating in the program. ESASD shall notify SARPD of the existence of and membership in any sanctioned clubs or activities including, but not limited to, a school gun club.

For the purpose of filing criminal charges, the terms "possession of a weapon" and "possession of a weapon on school property" shall mean an offense, including the attempt, solicitation or conspiracy to commit an offense as defined under the provisions of the Pa. Criminal Code as amended from time to time.

2. Act of Violence. As used in this Memorandum, "act of violence" shall mean an offense, including the attempt, solicitation or conspiracy to commit the offense, under the provisions of the Pennsylvania Crimes Code, including but not limited to:

- a. Possession of weapon on school property, 18 Pa.C.S.A. §912;
- b. Criminal homicide, 18 Pa.C.S.A. §2501;
- c. Simple Assault, 18 Pa.C.S.A. §2701;
- d. Aggravated Assault, 18 Pa.C.S.A. §2702;
- e. Terrorist threats, 18 Pa.C.S.A. §2706;
- f. Rape, 18 Pa.C.S.A. §3121;
- g. Statutory sexual assault, 18 Pa.C.S.A. §3122.1;
- h. Involuntary deviate sexual intercourse 18 Pa.C.S.A. §3123;
- i. Sexual assault, 18 Pa.C.S.A. §3124.1;
- j. Aggravated indecent assault, 18 Pa.C.S.A. §3125;
- k. Indecent assault, 18 Pa.C.S.A. §3126;
- l. Arson and related offenses, 18 Pa.C.S.A. §3301;
- m. Robbery, 18 Pa.C.S.A. §3701;
- n. Robbery of motor vehicle, 18 Pa.C.S.A. §3702.

3. *Dispatched Calls.* Shall mean any dispatch from the Monroe County Control Center made to the SARPD for the purpose of responding to the activity contained in the dispatch or arising therefrom, regardless of the nature or location of the activity as long as the activity is in the jurisdiction of the SARPD.
4. *Calls from ESASD.* Shall mean any report, request for assistance, or dispatch made by the ESASD in which a response of SARPD presence is requested.
5. *Crimes witnessed by SARPD.* Shall mean any violation of the laws of the Commonwealth of Pennsylvania carrying criminal sanctions, including but not limited to, "The Pennsylvania Criminal Code," "The Controlled Substance, Drug Device and Cosmetic Act," and "The Pennsylvania Motor Vehicle Code" witnessed by the SARPD, its officers, employees, agents, representatives or informants.
6. *Crimes Being Investigated by SARPD.* Shall mean any violation of the laws of the Commonwealth of Pennsylvania carrying criminal sanctions, including but not limited to, "The Pennsylvania Criminal Code," "The Controlled Substance, Drug Device and Cosmetic Act," and "The Pennsylvania Motor Vehicle Code" being actively investigated by the SARPD, its officers, employees, agents, representatives or informants.
7. *Conflicts of Interest.* Shall have the meaning as set forth in Article IV hereunder.

B. Notification

ESASD shall immediately report, by the most expeditious means possible, to the SARPD any incident occurring on the School Premises. Records of all reported incidents made by the ESASD shall be kept by the ESASD and provided to the SARPD monthly or as requested by the SARPD. The records shall include the nature of the incident, the method in which the incident was reported, the initial response of the ESASD to the incident, and the identification of the individuals involved.

III. Response to Incidents

A. Assistance of ESASD

Upon notification of the incident to SARPD, ESASD shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification.

1. Whether the incident is in-progress or has been concluded.
2. Nature of the incident.
3. Exact location of the incident.

4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS was notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. All other such information as is known to the school authority that may reasonably be deemed by the SARPD relevant to the incident under investigation.
- B. The ESASD Police and Security Force shall immediately relinquish police authority to the SARPD upon directive of the officer in charge for any incident. The ESASD Police and Security Force shall remain available to aide and assist the SARPD as deemed necessary by the SARPD.
- C. The response by SARPD shall be consistent with the policies, procedures and protocols regarding responses to reported incidences.

IV. Conflict of Interest within the ESASD

- A. The parties to this Memorandum recognize that in the event that an employee, contractor, or other person acting on behalf of the ESASD is the subject of criminal investigation, a conflict of interest exists between the ESASD and the adult suspect.
- B. Where the possibility of a conflict of interest exists, the ESASD School Police and/or security force shall not investigate an incident. Upon the learning of a potential conflict of interest, police jurisdiction shall immediately be divested in the SARPD. The ESASD School Police and/or security shall not participate in any investigation, as a law enforcement entity, accept as a witness when necessary.
- C. Where the possibility of such a conflict exists, neither the individual that is the subject of the investigation nor any person acting as his/her subordinate or direct supervisor shall be present during SARPD's interviews of student co-suspects, victims or witnesses.
- D. No individual who is the subject of an investigation, his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of SARPD or as otherwise required by law.
- E. In the event of a conflict of interest investigation, the SARPD shall share only that information it deems relevant and necessary to the ESASD. In no event will the SARPD share information with the ESASD which would jeopardize its investigation.

V. Reporting Requirements and Exchange of Information

- A. The SARPD shall be governed by applicable statutory and case law regarding reporting and information exchange.
- B. The designated SARPD liaison to the ESASD shall provide written notice of sexually violent predators living in the municipalities wherein the ESASD resides, as required under 42 Pa.C.S.A. §§9791, 9798(b)(3), (3.1) (commonly known as “Megan’s Law”), as may be amended from time to time.
- C. School entities shall be governed by and cooperate with the following reporting and information exchange guidelines:
 - 1. Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and its implementing regulations at 34 C.F.R. Section 99.1, *et seq.*, and 22 Pa. Code §§12.31-12.33.
 - 2. Share information and evidence as required for police to complete investigation of the incident.
 - 3. Comply with the requirements of the Public School code of 1949, 24 P.S. §§13-1303-A and 13-1317.2.
 - 4. Complete reports as required by the Public School Code of 1949, 24 P.S. §13-1303-A(b).

VI. General Provisions

- A. This Memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other persons or entities.
- B. This Memorandum may be amended, expanded or modified at any time. The parties agree that they shall review the Agreement bi-annually.
- C. In the event of changes in state or federal law that necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

- E. The parties agree that no agency, partnership or joint venture is created hereunder and neither party shall hold itself out as the agent of the other party.

- F. The SARPD, its commission, member municipalities, agents, representatives, employees assume no liability or responsibility whatsoever with respect to the conduct and operation of the School District's business nor for any loss, injury, or damage of whatever kind to persons or property however or by whomever caused whether due in whole or in part to acts of negligence or intentional, reckless misconduct on the part of the School District, its board members, agents, representatives, employees and students and others, and the School District agrees to hold the SARPD, its commission, its member municipalities, its agents, representatives, employees harmless and indemnify against any claim including the costs and attorney fees which arise from the conduct of its business and/or this Memorandum of Understanding.

- G. The School District, its board members, agents, representatives, and employees, assumes no liability or responsibility whatsoever with respect to the conduct and operation of the SARPD's activities pursuant to this Memorandum nor for any loss, injury or damage of whatever kind to persons or property, however or by whomever caused whether due in whole or in part to the acts or negligence or the intentional, reckless misconduct on the part of the SARPD, its commission, member municipalities, agents, representatives, employees and others. The SARPD agrees to hold ESASD, its board members, agents, representatives and employees harmless and indemnify against any claim including costs and attorney fees that may arise out of SARPD's activities pursuant to this Memorandum of Understanding.

[THIS SPACE HAS INTENTIONALLY BEEN LEFT BLANK.]

VII. Duration

The term of the Memorandum shall be one (1) year from the date as hereinabove set forth on page 1 and shall thereafter automatically renew annually. Any party which desires to change or renegotiate this Memorandum shall notify the other party at least forty (40) days prior to its annual renewal date. Nothing herein contained shall preclude a party from withdrawing its consent to the Memorandum in the event the conditions contained herein are not followed, or in the event circumstances change.

AND NOW, this ____ day of August, 2012, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

ATTEST:

STROUD AREA REGIONAL POLICE DEPARTMENT

Barbara K. Zwartnik
Secretary

By: Roger L. DeLarco
Roger L. DeLarco, Chairman of the
Stroud Area Regional Police Commission

ATTEST:

EAST STROUDSBURG AREA SCHOOL DISTRICT

Secretary

By: _____
President of the East Stroudsburg Area School Board

EAST STROUDSBURG AREA SCHOOL DISTRICT ✓
 PO Box 298, 321 North Courtland Street
 East Stroudsburg, PA 18301
 (570) 424-8500

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Cindy Allen, C.T. C.T. # 001633
 Address: 430 West Avenue, Bear Creek Twp, PA 18702
 Function or purpose of service (be specific): Sign Language Interpreter
 Location of service: East Stroudsburg Area S.D.
 Time period - from 8-27-12 to 10-2013 (last day of sch)
(begin date) (end date)
 @ \$ 40.00 = \$ 800.00 plus expenses?
not to exceed
 Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 2290 - 300 - 000 - 30 - 00 - 50
 Signatures — Initiator: Kimi Stevens Date: 8/14/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

C Allen Federal ID# or Social Security # Date 8/14/2012
 Consultant/Contractor Signature

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: Date: 8.14.12

4. APPROVALS: Board of Education — Date: / / Purchase Order #
 Superintendent: Date: / /

5. Initiator:

Comments on Services:

The Business Office is hereby authorized to pay \$ for services rendered.

Initiator: Date: / /

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status. 90



Contract For In-District Personnel Presentation BY.....

Name of Presenter Lori Barry

Date(s) of Presentation August 21, 2012

Presentation Title ESL Presentation

Purpose of Presentation New Teacher Induction

Total Time Required for Presentation 45 min.

Presentation Facility Admin. Building

Maximum Number of Participants _____

Total Estimated Cost of Proposed Presentation \$75.00

Budget Account Number to be Charged 10-2271-120-000-10-00-04

Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date _____
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 8/9/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/10/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter

AUG 14 2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Adam Burolett # 02473
 Address: 306 Lawrence Street Edwardsville, PA 18704
 Function or purpose of service (be specific): Drill writing for marching band and instruction of marching band during the fall season
 Location of service: High School - North
 Time period - from August 6, 2012 to: November 11, 2012
(begin date) (end date)
 X @ \$ X = \$ 2,500.00 plus expenses?
 Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 1100 - 300 - 000 - 30 - 51 - 44
 Signatures — Initiator: Pam M. B Date: 7 / 7 / 12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Adam Burolett 7113112
 Consultant/Contractor Signature Federal ID# or Social Security # Date

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___ / ___ / ___ Purchase Order # _____
 Superintendent: _____ Date: ___ / ___ / ___

5. Initiator:
 Comments on Services: _____

 The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___ / ___ / ___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.



2012
 08/14/2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Laurie Burdett # 02474
 Address: Bear 305 Main Avenue Clarks Summit, PA 18411
 Function or purpose of service (be specific): Instruction of percussion students and marching band during fall 2012 season
 Location of service: High School - North
 Time period - from August 6, 2012 to: November 11, 2012
(begin date) (end date)
 @ \$ = \$ 1,900.00 plus expenses?
Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 1100 - 300 - 000 - 30 - 51 - 44
 Signatures — Initiator: [Signature] Date: 7/11/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Laurie Burdett 08/10/12
 Consultant/Contractor Signature Federal ID# or Social Security # Date

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status. 93

EAST STROUDSBURG AREA SCHOOL DISTRICT
PO Box 298, 321 North Courtland Street
East Stroudsburg, PA 18301
(570) 424-8500

No. 0/09
(Haley)

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Center on Teaching and Learning # 3 0 8 0

Address: 5292 University of Oregon, Eugene, OR 97403-5292

Function or purpose of service (be specific) DIBELS Data System Benchmark Reporting Service
\$1/student for all elementary students.

Location of service: All elementary schools

Time period - from July 1, 2012 to: June 30, 2013
(begin date) (end date)

3,088 students @ \$1.00/per student = \$ 3,088.00 plus expenses?

Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number: 10 - 1100 - 300 - 000 - 10 - 00 - 04

Signatures — Initiator: _____ Date: 7/11/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Consultant/Contractor Signature Federal ID# or Social Security# _____ Date 8/13/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
Superintendent: _____ Date: ___/___/___

5. Initiator:
Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.

TLA Parent BSE

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Amy Cortright # _____

Address: 1327 Mt. Bethel Highway, Mt. Bethel, PA 18343

Function or purpose of service (be specific): Sign language interpretation for Parent Workshop

Location of service: Bushkill Elementary School

Time period - from July 23, 24, 25 and 26, 2012 to: _____
 (begin date) (end date)

10 hours @ \$ 55.00 = \$ 550.00 plus expenses? yes no

Total days/hours/other daily/hourly/other rate Total Contract yes no

Charge to Account Number: BUSHKILL TITLE I-PARENT BUDGET 10 - 3200 - 300 - 440 - 10 - 16 - 92

Signatures — Initiator: [Signature] Date: 7/20/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date: 7/23/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 7/23/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status. 95

RECEIVED
 JUN 23 2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Ian Flint # _____
 Address: 46 Rosewood Terrace, Dartmouth MA 02747
 Function or purpose of service (be specific): drill writer for ESHS-5
Machings Bend field show
 Location of service: ES HS-South
 Time period - from July 23, 2012 to: August 23, 2012
(begin date) (end date)
N/A @ \$ N/A = \$ 2000.00 plus expenses?
 Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no
 Charge to Account Number: 10 - 3200 - 300 - 000 - 30 - 31 - 44
 Signatures — Initiator: Katya A. Clary Date: 7/2/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date: 7/10/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 7/13/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

 The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.

RECEIVED
JUL 30 2012

Contract For In-District Personnel Presentation

Name of Presenter William T. Gouger BY: _____

Date(s) of Presentation October 8, 2012

Presentation Title CPR/AED Training

Purpose of Presentation train Student Helpers

Total Time Required for Presentation 3 hours

Presentation Facility ~~Classroom~~ Admin. Building / Board Room

Maximum Number of Participants 25

Total Estimated Cost of Proposed Presentation 227.50

Budget Account Number to be Charged 10-2270-190-890-10-00-50

Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Aurora Marshall Date 7.27.12
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date July 26, 2012
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 7/29/12
Send all copies to the Superintendent's Office.

After Board Approved
Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

- Initiator will distribute the copies:
- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

✓ RECEIVED
JUL 30 2012

BY:

Contract For In-District Personnel Presentation

Name of Presenter William T. Gauger
Date(s) of Presentation October 8, 2012
Presentation Title First Aid / Blood borne Path training
Purpose of Presentation train for student helper
Total Time Required for Presentation 3 hours
Presentation Facility Admin. Building / Board Room
Maximum Number of Participants 25
Total Estimated Cost of Proposed Presentation _____
Budget Account Number to be Charged 227.50
Audio/Visual Equipment Needed 10-2270-190-890-10-00-50

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 7.27.12
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date July 26, 2012
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 7/29/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

East Stroudsburg Area School District
Phone: (570) 424-8500 – Fax (570) 421-4968

✓
AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Scott Hnasko

Date(s) of Presentation August 20, 2012

Presentation Title Internet/New Teacher Induction/Email

Purpose of Presentation New Teacher Induction

Total Time Required for Presentation 1.25 hours

Presentation Facility Admin. Building

Maximum Number of Participants _____

Total Estimated Cost of Proposed Presentation \$137.50

Budget Account Number to be Charged 10-2271-120-000-10-00-04

Audio/Visual Equipment Needed computer lab, overhead LCD, screen, hook up

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 7/30/12

Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 8/10/12

Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12

Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____

Send all copies to the Initiator.

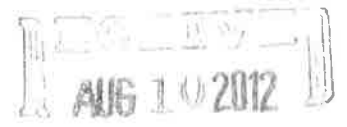
Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter



Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan Copresenting
 Date(s) of Presentation September 10, 2012
 Presentation Title Moodle 2.2 Overview (Review Upgrade Changes)
 Purpose of Presentation Prof. Development
 Total Time Required for Presentation 3-4:30pm 1.5 hrs.
 Presentation Facility TLC
 Maximum Number of Participants _____
 Total Estimated Cost of Proposed Presentation \$75.
 Budget Account Number to be Charged 10-2271-126-000-30-00-04
 Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/9/2012
Initiator sends to Presenter to sign.

Presenter Signature Brooke Langan Date 8/10/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

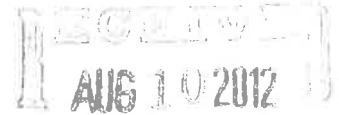
Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter



Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan Co-presenting
 Date(s) of Presentation September 11, 2012
 Presentation Title Moodle 2.2 Beginner (Basic of Building a Moodle Page)
 Purpose of Presentation Prof. Development
 Total Time Required for Presentation 3-4:30pm 1.5 hrs.
 Presentation Facility TLC
 Maximum Number of Participants _____
 Total Estimated Cost of Proposed Presentation \$75
 Budget Account Number to be Charged 10-2271-120-000-30-00-04
 Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Bruce Board Date 8/9/2012
 Initiator sends to Presenter to sign.

Presenter Signature Brooke K Langan Date 8/10/12
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
 Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
 Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

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AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan Co/Presenting
 Date(s) of Presentation September 17, 2012
 Presentation Title Module 2.2 Overview (Review Upgrade Changes)
 Purpose of Presentation Prof. Development
 Total Time Required for Presentation 3-4:30 pm 1.5 hrs.
 Presentation Facility LIS
 Maximum Number of Participants _____
 Total Estimated Cost of Proposed Presentation \$ 75
 Budget Account Number to be Charged 10-2271-120-000-10-00-04
 Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Brian Bowst Date 8/9/2012
Initiator sends to Presenter to sign.

Presenter Signature Brooke Langan Date 8/10/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan Co-presenting
Date(s) of Presentation September 18, 2012
Presentation Title Module 2.2 Beginner (Basic of Building a Module Page
Purpose of Presentation Prof. Development
Total Time Required for Presentation 3-4:30 pm 1.5 hrs.
Presentation Facility LIS
Maximum Number of Participants _____
Total Estimated Cost of Proposed Presentation \$ 75
Budget Account Number to be Charged 10-2221-120-000-10.00-01
Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/4/2011
Initiator sends to Presenter to sign.

Presenter Signature Brooke K Langan Date 8/15/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter

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AUG 13 2012

Contract For In-District Personnel Presentation

BY: _____

Name of Presenter Suzanne Ludwig

Date(s) of Presentation September 5 2012

Presentation Title Websites that help inspire! - Elem tchrs

Purpose of Presentation Explore new sites to help make teaching organized + excited

Total Time Required for Presentation 3:35pm - 5:05pm (1.5 hrs)

Presentation Facility Resica Lab

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation \$150.00

Budget Account Number to be Charged 10-2271-120-000-10-00-04

Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/7/12
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 8/13/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/14/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

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AUG 13 2012

Contract For In-District Personnel Presentation

Name of Presenter Suzanne Larkowicz

Date(s) of Presentation September 11, 2012

Presentation Title "Common Core Math" - Elem techs

Purpose of Presentation Get a heads up on helpful tech w/ Trans. Common Core

Total Time Required for Presentation 3.35 - 5:05 pm (1.5 hrs)

Presentation Facility Resica lab

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation \$150.00

Budget Account Number to be Charged 10-2271-120-000-10-06-04

Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/7/12
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 8/13/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/14/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

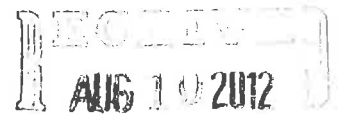
Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter



Contract For In-District Personnel Presentation

Name of Presenter De Martin co/presenting
 Date(s) of Presentation September 10, 2012
 Presentation Title Moodle 2.2 Overview (Review Upgrade Changes)
 Purpose of Presentation Prof. Development
 Total Time Required for Presentation 3-4:30 pm 1.5 hrs
 Presentation Facility TLC
 Maximum Number of Participants _____
 Total Estimated Cost of Proposed Presentation \$75
 Budget Account Number to be Charged 10-2271-120-000-30-00-04
 Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Bill Boron Date 8/9/2012
Initiator sends to Presenter to sign.

Presenter Signature Joy B. Matk Date 8/10/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

✓
AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Joe Martin Co-presenting

Date(s) of Presentation September 11, 2012

Presentation Title Woodle J. J. Beginner (Basic of Building a Moodle Page)

Purpose of Presentation Prof. Development

Total Time Required for Presentation 3-4:30 pm 1.5 hrs.

Presentation Facility TLC

Maximum Number of Participants _____

Total Estimated Cost of Proposed Presentation \$ 75 each.

Budget Account Number to be Charged 10-2271-120-000-30-00-04

Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/9/2012
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 8/10/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter

AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Joe Martin Co-presenting
 Date(s) of Presentation September 17, 2012
 Presentation Title Moodle Overview (Review Upgrade Changes)
 Purpose of Presentation Prof. Development
 Total Time Required for Presentation 3-4:30 pm 1.5 hrs.
 Presentation Facility LIS
 Maximum Number of Participants _____
 Total Estimated Cost of Proposed Presentation \$75
 Budget Account Number to be Charged 10-2271-120-000-10-00-04
 Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Brian Bowen Date 8/9/2012
 Initiator sends to Presenter to sign.

Presenter Signature Jay A. Math Date 8/10/12
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
 Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
 Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White - Business Office (payroll) for payment
- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

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AUG 10 2012

Contract For In-District Personnel Presentation

Name of Presenter Joe Martin Co-presenting
Date(s) of Presentation September 18, 2012
Presentation Title Moodle 2.2 Beginner (Basic of Building a Moodle Page)
Purpose of Presentation Prof. Development
Total Time Required for Presentation 3-4:30pm 1.5hrs.
Presentation Facility L15
Maximum Number of Participants _____
Total Estimated Cost of Proposed Presentation \$75.
Budget Account Number to be Charged 10-2271-120-000-10-00-00
Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature Brian Boyd Date 8/9/12
Initiator sends to Presenter to sign.

Presenter Signature Joe Martin Date 8/10/12
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 8/13/12
Send all copies to the Superintendent's Office.

After Board Approved
Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

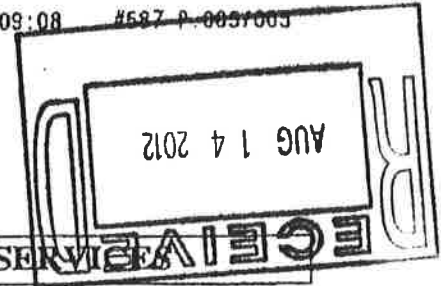
Comments on services _____

Total due presenter _____ Approved for payment _____

- Initiator will distribute the copies:
- White – Business Office (payroll) for payment
 - Green – Human Resources – Place in Presenter's File
 - Canary – Staff Development Secretary
 - Pink – Initiator
 - Goldenrod - Presenter

No. 6536 P. 1

EAST STROUDSBURG AREA SCHOOL DISTRICT
PO Box 298, 321 North Courtland Street
East Stroudsburg, PA 18301
(570) 424-8500



REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

(Ivan Rosario)

Name of Consultant: NorthEast Pennsylvania Center for Independent Living # _____

Address: 1142 Sanderson Avenue, Suite 2 Scranton, PA 18509

Function or purpose of service (be specific): Kindergarten Orientation for parents
of Sign language interpreter

Location of service: Bushkill Elementary School

Time period - from 8-16-12 to: 8-16-12
(begin date) (end date)

2 hours @ \$ 58.00/hour = \$ 116.00 plus expenses?
Total days/hours/other daily/hourly/other rate Total Contract yes no

Charge to Account Number: 10 - 1100 - 300 - 000 - 10 - 16 - 16

Signatures - Initiator: Ivan Rosario Date: 8/1/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Kelly A. Col Federal ID# or Social Security # 811012012
Consultant/Contractor Signature Date

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

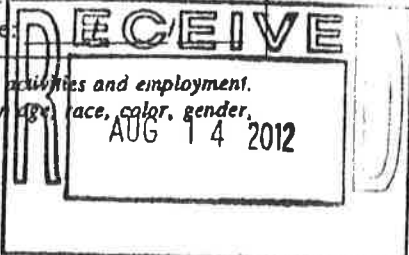
STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education - Date: 8/1/12 Purchase Order # _____
Superintendent: _____ Date: 8/1/12

5. Initiator:
Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
Initiator: _____ Date: _____



The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, or disability.

Received Time: Aug. 9, 2012 10:23AM No. 6507us.

Aug. 13, 2012 1:09PM

Title I Grant
 ✓
 12-13

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: POCONO ALLIANCE # 1 2 0 9 2
 Address: 912 Main Street, Suite 300, Stroudsburg, PA 18360
 Function or purpose of service (be specific): Pocono Alliance - S.M.I.L.E. Program
affiliated with TITLE I at risk students.
 Location of service: Varies
 Time period - from July 1, 2012 to: June 30, 2013
 (begin date) (end date)
 @ \$ _____ = \$ 9,000.00 ^{Not to exceed} plus expenses?
 Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 1491 - 300 - 440 - 10 - 00 - 92
 Signatures — Initiator: *Guillaume Prefontaine* Date: 6-28-12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Michelle B. R. Pocono Alliance, Inc. 07/25/2012
 Consultant/Contractor Signature Federal ID# or Social Security # Date

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: *Shore Duff* Date: 8/6/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

 The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.

Contract For In-District Personnel Presentation

Name of Presenter Suzanne Rasely-Phillips
Date(s) of Presentation August 2012 - September 2012
Presentation Title Online Curriculum "Listening, Speaking, Reading & Writing online"
Purpose of Presentation Online Curriculum Development
Total Time Required for Presentation 60 hrs.
Presentation Facility _____
Maximum Number of Participants _____
Total Estimated Cost of Proposed Presentation sixty hrs @ 28.28 \$/hr not to exceed \$1696.80
Budget Account Number to be Charged 10-1100-126-000-30-00-53
Audio/Visual Equipment Needed _____

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.

If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the presenter.

Initiator Signature [Signature] Date 8/13/12
Initiator sends to Presenter to sign.

Presenter Signature Suzanne Rasely-Phillips Date 8/14/2012
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction _____ Date _____
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent _____ Date _____
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services _____

Total due presenter _____ Approved for payment _____

Initiator will distribute the copies:

- White – Business Office (payroll) for payment
- Green – Human Resources – Place in Presenter's File
- Canary – Staff Development Secretary
- Pink – Initiator
- Goldenrod - Presenter

AUG 14 2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Donald Sanker # 1 2 9 8 0

Address: 411 Main St. Apt. 211 Stroudsburg, PA 18360

Function or purpose of service (be specific): Teaching marching band during fall 2012. Music instruction, design and construction of props, videography

Location of service: High School - North

Time period - from August 6, 2012 to: November 11, 2012
 (begin date) (end date)

X @ \$ X = \$ 2,500.00 plus expenses?
 Total days/hours/other daily/hourly/other rate Total Contract yes no

Charge to Account Number: 10 - 1100 - 300 - 000 - 30 - 51 - 44

Signatures — Initiator: Pam M. B. Date: 7 / 11 / 12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date: 7 / 15 / 12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

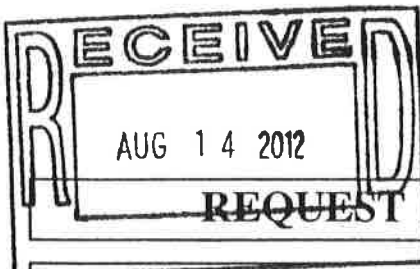
3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___ / ___ / ___ Purchase Order # _____
 Superintendent: _____ Date: ___ / ___ / ___

5. Initiator:
 Comments on Services: _____

 The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___ / ___ / ___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.



EAST STROUDSBURG AREA SCHOOL DISTRICT ✓
PO Box 298, 321 North Courtland Street
East Stroudsburg, PA 18301
(570) 424-8500

K To grant

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Scranton-Lackawanna Human Development Agency#

Address: 321 Spruce Street, Scranton, PA 18503

Function or purpose of service (be specific): Partners in Early Childhood Keystones To Opportunities Grant for data collection, management, professional development, and district comprehensive plan

Location of service: Bushkill Elementary and TLC Buildings

Time period - from July 24, 2012 to: June 30, 2013
(begin date) (end date)

@ \$ _____ = \$ 5,000.00 ^{Not to exceed} plus expenses? yes no

Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number: 10 - 1100 - 320 - 415 - 10 - 00 - 85

Signatures — Initiator: [Signature] Date: 8/14/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Consultant/Contractor Signature Federal ID# or Social Security # _____ Date: 8/6/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____

Superintendent: [Signature] Date: 8/14/12

5. Initiator:

Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap or marital status.

RECEIVED
 AUG 15 2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Staff D. E - Lynne Eckenbarger # _____
 Address: Staff Development for Educators PO Box 577, Peterborough, NH 03458
 Function or purpose of service (be specific): Training -> Differentiating Instruction in heterogeneously grouped self-contained 2-5 classrooms
 Location of service: JM Hill Elementary School
 Time period - from October 8, 2012 to: October 8, 2012
(begin date) (end date)
 Total days/hours/other 1 @ \$ 3,727.00 = \$ 3,727.00 plus expenses? yes no
daily/hourly/other rate Total Contract
 Charge to Account Number: 10 - 2271 - 300 - 440 - 10 - 17 - 92
 Signatures - Initiator: Michelle Arnold Date: 7/25/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Jennifer Kelley Federal ID# or Social Security # _____ Date: 8/10/12
Consultant/Contractor Signature

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: Steve Dugg Date: 8/15/12

4. APPROVALS: Board of Education - Date: ___/___/___ Purchase Order # _____

Superintendent: _____ Date: ___/___/___

5. Initiator:

Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

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JUL 31 2012
 BY: _____

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Jack Stamp # _____
 Address: 115 Cherry Run Lane, Indiana, PA 15701
 Function or purpose of service (be specific): Dr. Stamp will compose + conduct music for February 2013 Annual Instrumental Music Commission Project
 Location of service: High School - South
 Time period - from _____ to: February 26, 2013
 (begin date) (end date)
 _____ x @ \$ _____ x = \$ 6,000.- plus expenses?
 Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 1100 - 300 - 000 - 30 - 31 - 44
 Signatures — Initiator: Katya A. Clossy Date: 6/12/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Jack Stamp Federal ID# or Social Security # _____ Date: 07/03/12
 Consultant/Contractor Signature

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 7/31/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

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✓ Title I
 12-13

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: STEP BY STEP LEARNING, LLC # 1 4 4 8 0

Address: P.O. BOX 230, WHITEHALL, PA 18052-0230

Function or purpose of service (be specific): Provide 1 day of Teach Me to Read At Home Professional Development for approximately - 35 participants.

Location of service: TLC - East Stroudsburg School District

Time period - from August 23, 2012 to: August 23, 2012
 (begin date) (end date)

1 day @ \$ 3,650.00 = \$ 3,650.00 ^{Not to exceed} plus expenses? yes no
 Total days/hours/other daily/hourly/other rate Total Contract

Charge to Account Number: _____

SEE ATTACHED ACCOUNT BREAKDOWN

Signatures — Initiator: [Signature] Date: 7/27/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Consultant/Contractor Signature Federal ID# or Social Security # _____ Date: 7/31/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/6/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

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JUL 31 2012
 BY: _____

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Nicole Whitney # _____
 Address: 164 Grand St. East Stroudsburg, PA 18301
 Function or purpose of service (be specific): Marching Band Staff
for 2012 ESHS-South
 Location of service: ES HS-South
 Time period - from July 2012 to: November 22, 2012
 (begin date) (end date)
NA @ \$ NA = \$ 1840.00 plus expenses?
 Total days/hours/other daily/hourly/other rate Total Contract yes no
 Charge to Account Number: 10 - 3200 - 300 - 000 - 30 - 31 - 44
 Signatures — Initiator: Katya N. Clary Date: 7/24/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Nicole Whitney Federal ID# or Social Security # _____ Date: 7/24/12
 Consultant/Contractor Signature

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

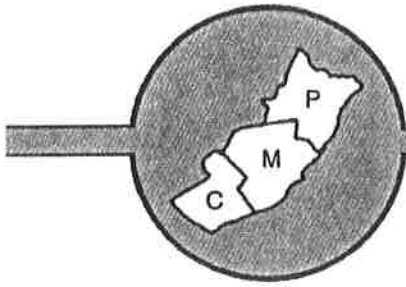
3. Assistant Superintendent for Curriculum: [Signature] Date: 7/31/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
 Superintendent: _____ Date: ___/___/___

5. Initiator:
 Comments on Services: _____

 The Business Office is hereby authorized to pay \$ _____ for services rendered.
 Initiator: _____ Date: ___/___/___

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RECEIVED
AUG 10 2012
BY

**CARBON • MONROE • PIKE
DRUG & ALCOHOL COMMISSION INC.**
RICHARD L. MROCZKA, M.S. EXECUTIVE DIRECTOR

August 6, 2012

Ms. Sharon S. Laverdure
Superintendent
East Stroudsburg Area School District
Administrative Center
North Courtland Street
East Stroudsburg, PA 18301

Dear Ms. Laverdure,

Thank you for recently meeting with members of our prevention staff to discuss the upcoming school year and the re-focusing, of both our primary prevention and Student Assistance Program (SAP)/Intervention services.

Enclosed, please find two copies of a Letter of Agreement between the Carbon-Monroe-Pike Drug and Alcohol Commission, Inc. and the East Stroudsburg Area School District for Drug and Alcohol Primary Prevention and SAP/Intervention Services for school year 2012-2013 in the amount of \$22,050.00. This agreement will allow us to provide four (4) days of services weekly.

If the Agreement meets with your approval, please sign and retain one copy and return the other signed copy to our office. If you have any questions regarding this Agreement, please do not hesitate to contact me at (570) 421-1960. Thank you in advance for your cooperation in this matter.

Sincerely,

Richard L. Mroczka, M.S.
Executive Director

Encl.

119

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

LETTER OF AGREEMENT
Between CARBON-MONROE-PIKE DRUG AND ALCOHOL COMMISSION, INC.
and EAST STROUDSBURG AREA SCHOOL DISTRICT

For DRUG AND ALCOHOL

PRIMARY PREVENTION AND STUDENT ASSISTANCE PROGRAM (SAP) INTERVENTION SERVICES

1. **Frequency of Services Provided:** The Commission will assign a D&A Prevention/Intervention Specialist (DAPS) to the School District, who will provide in-school drug and alcohol PRIMARY prevention and SAP/Intervention services four days per week over 35 weeks of the school year.

2. **The Designated Contacts for this Agreement:**

- a. The Commission's DAPS Supervisor, Michael Meehan, shall be the designated contact person for this agreement. Mr. Meehan can be reached at (570) 421-1960, Extension 3731 or by e-mailing him at: mmeehan@cmpda.cog.pa.us
- b. The School District's designated contact person shall be: (Please Complete)

Name	
Phone Number & Extension	
E-mail Address:	

3. **DAPS Prevention/SAP Responsibilities:** The assigned DAPS shall provide the following services in accordance with guidelines set by the Pennsylvania Department of Drug and Alcohol Programs:

- a. In-school consultation services on the District's prevention and intervention plans
- b. Assist in referral to appropriate student/family supports services
- c. In-school D&A individual and/or group primary prevention/education services
- d. In-school D&A prevention programming
- e. In-school consultation services for the District's Student Assistance Program (SAP) team. It is the Commission's expectation that the designated DAPS will attend SAP Core Team meetings no less than twice per month.
- f. D&A screening and treatment referral information services for students.
- g. Referral to appropriate student/family supports services

4. **District Responsibilities:** It shall be the responsibility of the District to supply the assigned DAPS with a detailed description of the District's prevention/intervention plans as well as with a specific description of the policy & procedure to be followed in delivering these prevention/intervention services. It is herein understood that it shall be the responsibility of the District to:

- a. Coordinate primary prevention program activities with the DAPS
- b. Refer at-risk students to the DAPS through the SAP team process. This shall include referral for individual or group intervention activities, or any other requested services.
- c. Coordinate the identified student's schedules for screening and intervention services
- d. Provide adequate office space for the DAPS assigned to the District

5. **Conflict Resolution:** It is assumed that, if and when appropriate, the DAPS and the SAP team members themselves shall make a good faith effort to resolve any conflict that may arise between them during the provision of these services. In the event that the DAPS or SAP team fails in their effort to resolve their differences, or if the matter is deemed to be inappropriate for discussion between these two parties then the following procedure will be followed:

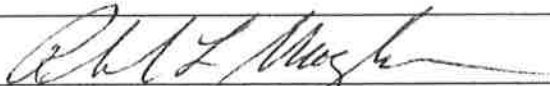
- a. The SAP team members or DAPS shall inform the designated "Contacts" for this agreement of their unresolved conflict.
- b. The designated Contacts shall attempt to facilitate an agreeable mediation of the conflict between the DAPS and SAP team within five (5) business days of the notification.
- c. If the problem cannot be resolved within the prescribed timeframe then it shall be referred to the Commission's Executive Director and/or corresponding school district administration for final disposition.

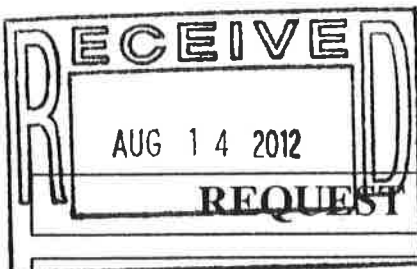
6. **Confidentiality Requirements:** State and Federal law prohibits the disclosure and re-disclosure of confidential information gathered as a result of the screening, assessment or intervention activities conducted by any of the

Commission's DAPS, without the specific written consent of the person to whom it pertains. A release of information from the Commission, signed by the service Consumer, is necessary to facilitate the exchange of any and all information:

- a. The District acknowledges that in receiving, storing, processing, or otherwise dealing with any information from the DAPS about the students in the Program is fully bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2.
 - b. The District undertakes to resist in judicial proceedings any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the federal confidentiality regulations, 42 C.F.R. Part 2.
7. **Communication & Technology Use:** All of the DAPS have Commission based e-mail and voice mail at their disposal. It is the Commission's expectation that the District and the DAPS will use these resources to augment face-to-face or written communications. To the extent that computer/telephone equipment is available and where District policy allows, the Commission herein requests that the DAPS be granted access to a telephone and/or the Internet from a computer station at the assigned District in order that he/she be able to access these communication resources. The Commission would prefer that the District not assign the DAPS a district based e-mail address.
8. **How the School District's Annual Reimbursement to the Commission is Calculated:** The following costs are included:
- a. The cost associated with providing the DAPS his/her salary and fringe benefit package at 35 hours per week for 35 weeks, which includes paid time off for holidays (based on 12 holidays per school year) and paid time off for vacation or illness (based on 20 days of paid time off per school year).
 - b. The cost associated with providing the DAPS continuing education credits (based on 25 hours per year).
 - c. The cost associated with indirect time to provide the DAPS with required supervision (based on one-hour per week) and the cost associated with having the DAPS attend 2 general staff meetings held at the Commission's administrative office during the school year.
 - d. When required by the district, the travel reimbursement cost associated with DAPS travel between school district buildings during an assigned school day.
 - e. The cost associated with indirect time required by the assigned DAPS to complete service documentation and record keeping activities.
9. **Interruption of Service due to DAPS Family or Medical Leave of Absence or Other Unforeseen Circumstance:** The total amount of days lost to the school district after two-weeks or ten(10) school days of consecutive absence shall be subtracted from the school districts payment, unless another acceptable coverage arrangement can be negotiated between the designated contacts.
10. **Annual Reimbursement:** The School District agrees to reimburse the Commission the maximum amount of \$22,050.00 for provision of the services described herein. The Commission will generate an invoice for these services three times during the school year (October, December and March).
11. **Term of this Agreement:** This agreement shall be in effect from October 1, 2012 to May 31, 2013.

The above-enumerated conditions will constitute the basis of this Agreement. Should any area be in need of negotiation, it will be the responsibility of both parties to reach an agreement. In the event that the School District is unable to provide funding for these services or, if the Commission is unable to provide the described services, this Agreement may be terminated in thirty days.

Authorized School Personnel, Title	Date
	8-6-12
Richard L. Mroczka, M.S., Executive Director	Date



EAST STROUDSBURG AREA SCHOOL DISTRICT ✓
PO Box 298, 321 North Courtland Street
East Stroudsburg, PA 18301
(570) 424-8500

KTO

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Carbon, Monroe, Pike Mental Health # _____

Address: Development Services
730 A Phillips Street, Stroudsburg, PA 18360

Function or purpose of service (be specific): Partners in Early Childhood Keystones To
Opportunities Grant for data collection, management, professional
development and district comprehensive plan

Location of service: TLC, CMP Stroudsburg Office

Time period - from July 24, 2012 to: June 30, 2013
(begin date) (end date)

@ \$ _____ = \$ Not to exceed \$12,000.00 plus expenses?

Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number: 10 - 1100 - 320 - 415 - 10 - 00 - 85

Signatures — Initiator: [Signature] Date: 7/27/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date _____

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____

Superintendent: [Signature] Date: 8/14/12

5. Initiator:
Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

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REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Northwest Evaluation Association # _____

Address: 121 NW Everett Street, Portland, OR 97209

Function or purpose of service (be specific): Internet version of NWEA's computerized measures of academic progress renewal of fees for District wide.

Location of service: All District schools.

Time period - from July 1, 2012 to: June 30, 2013
 (begin date) (end date)

@ \$ _____ = \$ 62,962.50 plus expenses? yes no

Total days/hours/other	daily/hourly/other rate	Total Contract	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Charge to Account Number:	10-1100-300-000-10-00-04 \$32,775.00	10-1100-300-000-30-00-04 \$30,187.50	

Signatures — Initiator: [Signature] Date: 7/11/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

Consultant/Contractor Signature: [Signature] Federal ID# or Social Security # _____ Date: 8/13/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/1/12

4. APPROVALS: Board of Education — Date: ___ / ___ / ___ Purchase Order # _____

Superintendent: _____ Date: ___ / ___ / ___

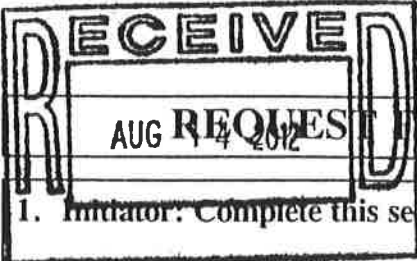
5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___ / ___ / ___

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123



REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Pocono Alliance # _____

Address: 912 Main Street, Stroudsburg, PA 18360

Function or purpose of service (be specific): Partners in Keystones to Opportunities Grant for data collection, management, professional development, extension of S.M.I.L.E.S. and Healthy Start Screenings.

Location of service: Pocono Alliance Office, TLC, PSFC Building

Time period - from July 24, 2012 to: June 30, 2013
 (begin date) (end date)

@ \$ _____ = \$ 35,000.00 ^{Not to exceed} plus expenses?
 Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number 10 - 1100 - 320 - 415 - 10 - 00 - 85

Signatures — Initiator [Signature] Date: 7/27/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date: 08/07/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/14/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____

Superintendent: [Signature] Date: 8/14/12

5. Initiator:
 Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

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KEO Grant 12-73

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Pocono Services for Families & Children # _____

Address: 212 West Fourth Street, East Stroudsburg, PA 18301

Function or purpose of service (be specific): Partners in Early Childhood Keystones To Opportunities Grant for data collection, management, professional development and in-home services.

Location of service: PSFC Main Campus and TLC Building

Time period - from July 24, 2012 to: June 30, 2013
(begin date) (end date)

@ \$ _____ = \$ Not to exceed 30,000.00 plus expenses?

Total days/hours/other _____ daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number: 10 - 1100 - 320 - 415 - 10 - 00 - 85

Signatures — Initiator: [Signature] Date: 7/27/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Consultant/Contractor Signature Federal ID# or Social Security # _____ Date: 8/1/12

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/6/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____
Superintendent: _____ Date: ___/___/___

5. Initiator:
Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.
Initiator: _____ Date: ___/___/___

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EAST STROUDSBURG AREA SCHOOL DISTRICT
 PO Box 298, 321 North Courtland Street
 East Stroudsburg, PA 18301
 (570) 424-8500

REC
 AUG 10 2012

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: The Great Books Foundation # _____

Address: 35 East Wacker Drive, #400, Chicago, IL 60601-2105

Function or purpose of service (be specific): Sixteen Professional Development courses and consultation days (to be scheduled)

Location of service: _____

Time period - from September 1, 2012 to: June 30, 2013
 (begin date) (end date)

16 Days @ \$ _____ = \$ 29,500.00 plus expenses?

Total days/hours/other 16 daily/hourly/other rate _____ Total Contract yes no

Charge to Account Number: 10 - 2271 - 324 - 000 - 30 - 31 - 36

Signatures — Initiator: [Signature] Date: 8/13/12

2. Consultant/Contractor: Complete this section, return all copies along with a completed W-9 form to the office of the Assistant Superintendent for Curriculum.

I agree to satisfactorily complete the function noted above according to the criteria stipulated above. I understand that work not completed by the completion date will not be paid for under this agreement. Should circumstances occur beyond the control of the district/contractor which prevents the service from taking place, the district is not obligated to pay the consultant/contractor.

[Signature] Federal ID# or Social Security # _____ Date: 8/19/2012

NOTE: Upon completion of service send an Invoice to the Business Office for payment.

STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: [Signature] Date: 8/13/12

4. APPROVALS: Board of Education — Date: ___/___/___ Purchase Order # _____

Superintendent: _____ Date: ___/___/___

5. Initiator:

Comments on Services: _____

The Business Office is hereby authorized to pay \$ _____ for services rendered.

Initiator: _____ Date: ___/___/___

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: August 19, 2002

REVISED: July 17, 2006
August 18, 2008
August 20, 2012

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority Title 22 Sec. 12.11	The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.
SC 1317.3	The Board has the authority to impose limitations on students' dress in school.
SC 1317.3	The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	<p>The Board authorizes the school principal or designee to monitor student dress and grooming, and to enforce Board Policy and school rules prohibiting student dress or grooming practices.</p> <p>At no time, shall students dress or groom themselves in a manner which could:</p> <ol style="list-style-type: none"> 1. Present a hazard to the health or safety of the student or to others in the school. 2. Materially interfere with school work, create disorder, or disrupt the educational program. 3. Cause excessive wear or damage to school property. 4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

221. DRESS AND GROOMING - Pg. 2

Title 22
Sec. 12.11

The Superintendent shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

The Superintendent shall have the right to question and regulate any mode of dress/jewelry/hairstyle that is beyond current community/school-accepted standards or in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extra-curricular activities such as band, football, etc.

School district officials will not make school-wide policies limiting the length or style of hair, but they may require changes in either style or length on an individual basis if they can show sufficient justification. An example of such justification would be that a student's hair or dress is a health and/or safety hazard and/or disruptive to the educational process.

The following are specifics to be followed regarding student dress and grooming in the school district.

Photo Identification

Students in grades 9 through 12 must wear and visibly exhibit in the front of his/her outer garment between the shoulders and the waist, their current district issued photo identification while on school property, unless specifically granted exemption for religious reasons submitted in writing to and approved by the school administration. Students exempted for religious reasons will be issued a non-photo identification badge which must be visibly worn while on school property as set forth above.

Tops/Pants/Skirts/Skorts

1. Torn , frayed or ripped clothing is not permitted.
2. Spandex, Lycra, stretch, form fit or skin-tight outfits of any type or material are not permitted unless accompanying clothing covers the hips, buttocks and chest in an appropriate manner.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
4. See-through garments are prohibited. Undergarments will not be exposed in any way.

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5. Tops will not be "low-cut" or exposing, including cleavage. Bare midriffs and bare backs are not permitted. Tops must be long enough to tuck in.
6. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts.
 - b. Spaghetti strap/halter/mesh tops.
 - c. See-through blouses or shirts.
 - d. Tube tops/crop tops.
 - e. Pajamas or slippers
 - f. Micro-mini skirts, dresses and shorts.
 - g. Wallet or waist chains.
 - h. Headwear.
 - i. Leather or chain neckwear.
7. Coats, jackets and/or garments designed for protection from the outside weather are not to be worn in school.

Any school within the school district may decide to prohibit the wearing of shorts in the school setting. Parents/Guardians and students will be notified of the institution or adoption of such a building-specific policy.

1. Pants, shorts, and skorts must be secure and worn no lower than the hip. Low riding/sag style garments are not permitted. Pants must fit at the waist and crotch.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts and slits in skirts must extend to the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type are not permitted.

Offensive Dress

Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they:

1. Have sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocate violence, hate, intolerance or racism..
3. Advertise and/or promote the use of tobacco, alcohol and/or drugs.
4. Have double-meaning wording, obscene language, or sends an "anti-snitch" message.
5. Are disrespectful.
6. Suggest gang affiliation or activities.

A tattoo must be covered if it:

1. Has sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocates violence, hate, intolerance or racism.
3. Advertises and/or promotes the use of tobacco, alcohol and/or drugs.
- 5 Has double-meaning wording, obscene language, or sends an "anti-snitch" message.
- 5 Is disrespectful.
- 6 Suggests gang affiliation or activities.

Footwear

1. Some sort of shoe or footwear must be worn at all times.
2. Any shoe or footwear that poses a safety hazard is not permitted.

Pol. 218.3	<p><u>Jewelry</u></p> <p>Spiked jewelry, chains, and/or any jewelry that could be deemed offensive, be considered disruptive to the academic process, suggest gang affiliation or cause injury and/or constitute a safety hazard to the student or others are not permitted.</p> <p><u>Headwear</u></p> <p>Headwear, including hats, caps, bandanas, kerchiefs, sunglasses, visors, and/or sweatbands are not permitted to be worn in school.</p> <p><u>Health And Hygiene</u></p> <ol style="list-style-type: none">1. Any apparel that is judged to be unhealthy and/or unsanitary (e.g., clothing is dirty and/or gives off a foul odor) is not permitted.2. Each student is expected to maintain good personal hygiene. <p><u>Disciplinary Consequences</u></p> <p>Students violating this policy shall be subject to disciplinary consequences as outlined in the Code of Student Conduct.</p> <p>Students violating this policy in a manner considered to be gang-related can also be in violation of Board Policy No. 218.3 and receive applicable consequences.</p> <p>If possible, the student may exchange restricted clothing for clothing provided by the school.</p> <p>A dress code is a dynamic document. Administrative discretion may be used to determine appropriate attire in the school setting. Students and parents/guardians shall be notified of any change in policy. Solutions to situations not specifically covered herein are the responsibility of building-level administrators.</p> <p>Appropriate decisions will be made based on the Board policy. Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school.</p>
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LETTER OF AGREEMENT
Between
East Stroudsburg Area SCHOOL DISTRICT
And
COLONIAL INTERMEDIATE UNIT 20

This agreement is made and entered into as of the 1 day of August 2012, by and between East Stroudsburg School District (hereinafter referred to as the "School District") and **COLONIAL INTERMEDIATE UNIT, CIU20.**

1. TERM

The Term of this Agreement shall commence on July 1, 2012 and Terminate on June 30, 2013.

2. DESCRIPTION

Upon the terms and conditions set forth herein, the East Stroudsburg Area School District requests that CIU20 provide remedial reading and /or math instructional services in accordance with the Title I Program at Notre Dame Elementary School and/or any nonpublic school of the Diocese of Allentown within Colonial IU20.

3. FEES AND PAYMENT

- a. In consideration of the services mutually agreed upon as described herein, the School District shall pay CIU20 up to but not to exceed **\$11,000.00** as determined by their per-pupil allocation times the number of low income private school children.
- b. Colonial Intermediate Unit 20 will charge Administrative Costs in the amount of 3% of instructional costs (**\$330.00**) for supervisor salaries, office expenses, travel costs, postage, professional development for employees of Colonial Intermediate Unit 20, etc.
- c. Colonial IU 20 shall invoice the School District for the total amount in May, 2013. Payment must be received by CIU20 by June 15, 2013.

4. COLONIAL INTERMEDIATE UNIT 20 RESPONSIBILITIES:

- a. To provide instructional services in reading by a certified reading specialist, as required by Title I.
- b. To provide instructional services in math by a teacher certified in elementary education.
- c. To use appropriate evaluative testing/screening procedures and materials
- d. To provide small group supplemental reading instruction for eligible private school students
- e. To assure all financial and legal responsibilities involved in providing
 1. Instruction
 2. Pay salary and all benefits for the reading specialist
 3. Provide reading materials, which supplement regular Instruction
 4. Provide diagnostic testing instruments
 5. Supervision of the instruction
- f. To require the CIU20 teacher to complete the following requirements in addition to providing the weekly instructional periods
 1. Conduct diagnostic and benchmark testing as needed on eligible private school students
 2. Maintain records of assessment data, instructional activities, and attendance for students served
 3. Meet with parents for conferences as requested
 4. Provide the School District with a progress report at mid-year and the end of the year for each student served
 5. Provide the School District with the addresses of the students served
 6. Provide the School District with the data necessary to complete their Title I responsibilities including assessment data and related data

7. Meet with private school administrators twice to review services provided to their students
8. Provide the School District access to the program and program records at any time

5. SCHOOL DISTRICT RESPONSIBILITIES

1. Provide CIU20 with names of private schools identified to participate in Title I
2. Assist CIU20 in identifying addresses of students who reside in Title I attendance areas
3. Inform Colonial IU 20 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation

6. MISCELLANEOUS

1. Colonial IU 20 maintains and keeps in force insurance including, but not limited to Workers Compensation, Liability, and Property Damage.
2. Colonial IU 20 shall indemnify, defend, and hold harmless the School District from any and all losses, damage, claims or costs, including Attorney's fees, arising from any act or omission of CIU20, its officials, Agents or employees.
3. The parties have entered into this Agreement as of the Effective Date written above.

East Stroudsburg School District

Colonial Intermediate Unit 20

By: _____
(Name Typed)

By: _____

Title: _____

Director of Business and
Operations

Date: _____

Date: _____

Revised: 7/21/12

EMPLOYEE BENEFIT TRUST OF EASTERN PENNSYLVANIA

6 Danforth Drive, Easton, PA 18045-7899
(610) 515-6510

Hans E. Balzeisen
Trust Manager

Kelly S. Fox
Secretary to the Trust

Participating Districts:

Colonial I.U. 20
Pen Argyl School District
Nazareth School District
Northampton School District
Bethlehem Area Vo-Tech
Career Institute of Technology

Monroe Career & Technical
Institute
Delaware Valley School District
East Stroudsburg School District
Pleasant Valley School District
Stroudsburg School District

April 9, 2012

Re: Overhauled Trust Agreement for the Employee Benefit Trust of Eastern Pennsylvania

Dear Local Education Association:

An ad hoc Trust Agreement Committee was charged with reviewing the EBTEP Trust Agreement and making recommendations for revisions. The purposes of this letter are to provide the background to the revision process and a brief overview of the major revisions.

The actual impetus to the revision process was the interest of a school district in the Colonial IU area in joining the Trust. Many questions were raised, but to make a long story short, it became apparent in the process that the Trust Agreement needed an overhaul. As the result, Dr. Brennan, as Chair of the Trust, appointed a committee to go to work on the Trust Agreement overhaul. The Committee has met many times since its first meeting in July, 2011, and we have gone through numerous drafts of the Trust Agreement in order to reach the point where we are recommending the adoption of the final draft of this document. The Trust Agreement provides for its amendment by 66 2/3% of the Members, and the goal of the Committee is to have approval of the amended Trust Agreement as expeditiously as possible, but no later than December 31, 2012. For your convenience, a sample Resolution is attached. This particular Resolution is not required, it is only attached to make things a little easier.

For your convenience, attached are: a draft of the Trust Agreement with notes and comments; a clean copy of the final draft of the Trust Agreement; and, a copy of the existing Trust Agreement for comparison purposes.

Just like an engine overhaul, we tore apart the agreement word by word, line by line, and paragraph by paragraph. As we did this, it became very apparent that the original 1983 document was way out of step with the way business has been conducted in the Trust, and also that the Trust Agreement would not be able to accommodate change in the future. The end result is that we worked hard to have the final draft of the Trust Agreement reflect current practices and ways of doing business, but also to be better able to adopt to different ways of providing benefits in the future. This draft of the Trust Agreement also addresses the mechanics of application to the Trust for participation in its programs, which was the original impetus for this effort. Lastly, we attempted to put some teeth into provisions for payment of contributions by districts and maintenance of reserves. The end result, we think, is that the Trust will have a better foundation to be more businesslike in its activities going forward.

Although there were some amendments to the Trust Agreement in 1990, 1999 and 2000, these amendments were designed to address specific situations and did not represent a comprehensive review of the Trust Agreement.

This is a summary of a few of the more important revisions:

1. A new Definitions section was added to the Agreement to define key terms used in the Agreement.
2. We have established different levels of participation in the Trust, including "Regular Members" which participate in the medical and pharmacy plans and these continue to have voting trustees. We established a new category of "Associate Members" which are those school employers which have more than 1,500 participants. We established a separate category for these larger employers because they have the potential to swing trust reserves of the regular members, perhaps too abruptly, and it was felt that these larger employers should stand on their own. There is still an incentive for larger employers to join the Trust, since they would participate and enhance the Trust's bargaining leverage, and the administrative offices of the larger employers should also have less work in administering health care benefits through the Trust than if they were administering them on their own. Lastly, a new category of "Affiliates" was established for school employers with fewer than 1,500 participants which desire to participate in Trust programs other than medical and pharmacy, such as vision and dental contracts. The last important point is that Associate Members and Affiliates have two *non-voting* representatives to the Trust. These representatives can attend and participate in Trust meetings but do not have a vote.
3. An important new section was added to the Trust Agreement to describe possible funding arrangements and to make it clear that the Trust separately accounts for the assets and liabilities of each employer. The possible arrangements are Pooled Funding, Cash-Flow Funding, Cost-Reimbursement Funding and Insured Funding. It is important to stress that the pooled funding which is described in the Trust Agreement is not a "pure" pooled funding arrangement in which participating employers have a single contribution rate, no matter what their experience is. The EBTEP Trust has historically operated on the basis that each school employer is responsible for its own claims experience, but all school employers share the benefits of the Trust contracting on behalf of the school employers, which results in both financial and administrative benefits.
4. It is important to note that this revised Trust Agreement incorporates the existing practice that the business manager of the school district is the liaison between the Trust and the school employer in matters of administration.
5. It is important to note that in revising the Trust Agreement, the Committee felt that it was important to have well drafted Policies in place which can be amended from time to time. The Trust consultant, Tom Longenecker, authored these policies. These include an Application and Procedure for Membership Policy, a Contribution and Payment Policy, an Investment Policy, and a Reserve and Funding Policy. The revised Trust Agreement provides that these Policies must be adopted by a 66-2/3% vote of all Trustees. After the Trust Agreement is hopefully approved, the Trustees will move forward with adoption of the new Policies. (In addition to the new Policies, the Committee is also going to work on Bylaws for the Trust.)
6. The Committee preserved a funding holiday provision, provided that certain requirements are met.
7. The Committee also revised the Trust Agreement to provide for a "Finance and Management Committee" in place of the Executive Committee provided in the current Trust Agreement in order to recognize the current practice of the Trust Manager meeting periodically with the business managers of the participating school districts. Like the powers granted to the Executive Committee in the existing Trust Agreement, the Finance and Management Committee can act in between the Trust's quarterly meetings, but any such actions "shall be reported to the Trustees at their next regular meeting for ratification." This is a good thing and a reflection of past practice. The Trust Manager regularly meets with the business managers who are members of the Intermediate Unit anyway, and this gives them the opportunity to discuss Trust financial information.

As mentioned previously, the above items are the most significant changes to the Trust Agreement, but there are many other revisions, and some sections of the Trust Agreement were not revised.

The Committee truly believes that the proposed redrafted Trust Agreement represents a very positive step forward for the Trust and strongly recommends adoption by the employers participating in the Trust.

Respectfully submitted,

Lisa Blank
Susan Famularo
William Hessling
Bernadine Rishcoff
Dr. Charlene Brennan
Hans Baltzersen
Michael Balducci
Thomas Longenecker
Kelly Fox

Enclosures

**EMPLOYEE BENEFIT TRUST
OF
EASTERN PENNSYLVANIA
TRUST AGREEMENT**

Date: _____

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EMPLOYEE BENEFIT TRUST OF EASTERN PENNSYLVANIA TRUST AGREEMENT

WHEREAS, by an Agreement dated the 1st day of July, 1983, by and between the administrative units of Colonial Intermediate Unit 20, (Pennsylvania School Employers) entered into an agreement for the establishment and management of a school employees benefit trust styled EMPLOYEE BENEFIT TRUST OF EASTERN PENNSYLVANIA (hereinafter "Trust"), and

WHEREAS, the functioning of the Trust in conformity to the Agreement has disclosed certain areas that would be improved through modification of the Trust Agreement, and

WHEREAS, it is the intention of the respective Boards of Directors of the School Employer Members that the Trust continue its operations without interruption or substantial alteration,

NOW THEREFORE, be it resolved that this Agreement replace the original Agreement dated the 1st day of July, 1983, as subsequently amended, and further that the Trust be in conformance with Section 501(c)(9) of the Internal Revenue Code as it pertains to Voluntary Employee Benefit Associations, and that School Employers as defined herein may become Members by procedures set forth herein and in accordance with the Policies of the Trust as established and amended from time to time.

ARTICLE I: DEFINITIONS

1.1 "Administrative Agent" shall mean a person or legal entity (corporation, partnership, limited liability company) with whom the Trust has contracted to provide and/or administer a plan of benefits.

1.2 "Affiliate" shall mean a School Employer which has been accepted as such by the Trustees as hereinafter provided to participate in programs sponsored by the Trust other than medical and hospitalization plans and prescription drug plans. Affiliates shall have no trustee representation on the EBTEP Board of Trustees, but shall name employees to represent them to the Trust as hereafter provided. An Affiliate shall participate in a program or programs pursuant to a program participation agreement.

1.3 "Associate Member" shall mean a School Employer which has been accepted as such by the Trustees as hereafter provided to fund its medical, hospitalization and prescription drug plans through the Trust under the Cash-Flow Funding Arrangement pursuant to Article VI, Paragraph 6.10 hereof. Associate Members shall have no representation on the EBTEP Board of Trustees, but shall name employees to represent them to the Trust as hereafter provided.

1.4 "Central Administrative Staff" shall mean those persons employed in the central administrative office of the School Employer including but not limited to the: Superintendent, Business Manager or Business Administrator, Chief Financial Officer, Human Relations Manager, Benefits Secretary, Curriculum Manager, and all other administrators and support staff of the central administrative office of the school employer, but not including bargaining unit employees.

1.5 "Duly convened" shall mean a regular or special meeting of the Trustees scheduled or called with the notice being provided as required by this Agreement or the Trust's Bylaws, and with the quorum being present as provided by this Agreement or the Trust's Bylaws.

1.6 "Finance and Management Committee" shall mean the Committee established pursuant to Article XVII of this Trust Agreement.

1.7 "Liaison Trustee" shall mean the Trustee of a Regular Member which is appointed from the Central Administrative Staff as set forth in Article V, Section 5.1 of this Trust Agreement, and whose duties are described in Article VII, Section 7.6 and in Article XVII of this Trust Agreement.

1.8 "Member" is a general term used in this Trust Agreement which includes School Employers which are "Affiliates", "Associate Members" and "Regular Members" as defined and as

set forth in this Trust Agreement, which have been accepted as such by the Trustees as hereafter provided to fund benefits through the Trust.

1.9 "Non-Professional Employee Group" shall mean all of those employees of a School Employer who are not part of the Central Administrative Staff and who are not members of the Professional Employee Group.

1.10 "Participant" shall mean a person whose employment or other status, except for family dependency or family relationship, is the basis for eligibility for enrollment for coverage in the Plan of an Employer and who is enrolled for coverage in the plan. Participant may include, without limitation, a retiree or COBRA enrollee.

1.11 "Plan" shall mean a plan of benefits that is administered by the Trust.

1.12 "Professional Bargaining Unit Employee Group" includes, but is not limited to: certified teachers, guidance counselors, professional psychologists, and nurses who are not members of the Central Administrative Staff.

1.13 "Regular Member" shall mean a School Employer which has been accepted as such by the Trustees as hereafter provided to fund its medical, hospitalization and prescription drug plans through the Trust under the Pooled Funding Arrangement pursuant to Article VI, Paragraph 6.1(a). Regular Members shall have representation on the EBTEP Board of Trustees as hereafter provided.

1.14 "School Employer" or "Employer" shall mean a school district, area vocational-technical school, intermediate unit, or community college, established by the laws of the Commonwealth of Pennsylvania which is an employer of persons to carry out education in conformity thereto.

1.15 "Trust Administrator" shall mean Colonial Intermediate Unit 20.

1.16 "Trust Chairperson" shall mean the Executive Director of Colonial Intermediate Unit 20.

1.17 "Trustee" shall mean those representatives of Regular Members which are appointed pursuant to Article V of this Trust Agreement, and, unless otherwise noted, includes "Alternate Trustees".

1.18 "Trust Manager" shall mean the person designated by the Executive Director of Colonial Intermediate Unit 20 to be responsible for the day to day administration of the Trust.

ARTICLE II: NAME

The Trust shall be known as EMPLOYEE BENEFIT TRUST OF EASTERN PENNSYLVANIA ("EBTEP").

ARTICLE III: PURPOSE

The purpose of the Trust is to serve as a means for the joint provision or purchase of employee benefits by Members of the Trust, such benefits to include, but not be limited to: medical, hospitalization, prescription drug, dental and vision benefits; group life insurance benefits; disability insurance benefits; and wellness program benefits.

ARTICLE IV: MEMBERSHIP, ASSOCIATION AND AFFILIATION

4.1 A School Employer may become a Regular Member, an Associate Member or an Affiliate of the Trust upon acceptance as provided herein.

4.2 A School Employer which desires to participate in the Trust as a Regular Member, Associate Member or Affiliate shall signify its intention by furnishing to the Secretary of the Trustees or his or her designee a certified copy of the resolution of the governing body of such Employer indicating its intention to do so. Such resolution shall be substantially in the form set forth in Exhibit A of the Application Policy which is described in Section 4.3 below.

4.3 A School Employer which has furnished the resolution to the Secretary of the Trustees as set forth in 4.2 above shall provide a deposit and such financial and claims information and reports as required by the Trustees pursuant to an Application Policy which shall be adopted and amended by the Trustees from time to time. The Application Policy and amendments thereto shall be approved at a duly convened meeting of the Trustees by a sixty-six and two-thirds percent (66 2/3%) vote of all Trustees. The School Employer shall be responsible for all costs incurred by the Trust in obtaining and evaluating the provided information, including legal, accounting and actuarial costs, and pursuant to the Application Policy, may require a monetary deposit for this purpose.

4.4 In addition to any other financial requirements as determined under the Application Policy, as a condition of membership in the Trust any School Employer admitted as a Regular Member, Associate Member or Affiliate shall be required to make a reserve payment of four months of claim expenses and associated administrative fees as determined by an actuarial study. The said reserve payment may be made in cash, letter of credit or other financial security, the terms, form and approval of which shall be in the sole discretion of the Trustees. This reserve payment shall be made in advance of the School Employer's effective date of joining the Trust. Other advance payments or conditions for membership, association or affiliation shall be at the sole discretion of the Trustees.

4.5 **Classes of Membership.** Depending upon the number of Participants covered by a School Employer's benefit Plan and upon the benefits said Employer wishes to provide through the Trust, each School Employer shall be classified as follows:

a. **Regular Members.** School Employers that provide benefits through the Trust for one thousand five hundred (1,500) or fewer Participants and that provide medical-surgical, hospitalization and prescription drug benefits through the Trust shall be classified as Regular Members, and, as such, shall fund their Plan under the Pooled Funding Arrangement as set forth in Article VI and be entitled to appoint four trustees and four alternate trustees to the Board of Trustees pursuant to Article V. Regular Members shall be entitled to participate in all programs operated by the Trust. Those School Employers which were members of the Employee Benefit Trust of Eastern Pennsylvania as set forth in the Trust Agreement in effect immediately prior to the adoption of this amended Trust Agreement shall continue to be Regular Members of the Trust with four Trustees and four alternate trustees even if the number of their Participants increases to more than one thousand five hundred (1,500), so long as the School Employer continues to provide medical-surgical, hospitalization and prescription drug benefits through the Trust.

b. **Associate Members.** School Employers that provide benefits for more than one thousand five hundred (1,500) Participants shall be classified as Associate Members. Such members shall be required to provide their medical-surgical, hospitalization and prescription drug benefits through the Trust and to fund those benefits under the Cash-Flow Funding Arrangement pursuant to Article VI. An Associate Member may appoint two of its employees as a representative and alternate representative to the Trust. Such representative shall not be a voting Trustee as herein defined, but may attend meetings of the Trustees, enter into discussion of issues and actions considered by the Trustees and report on such to the Associate Member. Associate Members shall be entitled to participate in programs operated by the Trust only at the discretion of the Trustees.

c. **Affiliates.** School Employers that desire to provide benefits other than for medical-surgical services, hospitalization and prescription drugs, shall be classified as Affiliates. Affiliates shall be required to fund benefits provided through the Trust under the Cost-Reimbursement Funding Arrangement pursuant to Article VI. An Affiliate may appoint two of its employees as a representative and

alternate representative to the Trust. Such representative shall not be a voting Trustee as herein defined, but may attend Trust meetings of the Trustees, enter into discussion of issues and actions considered by the Trustees and report on such to the Affiliate Member. Affiliates shall be entitled to participate in programs operated by the Trust only at the discretion of the Trustees.

4.6 A School Employer may join the Trust by an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of all Trustees at a duly convened meeting of the Trustees. The applicant shall become a Regular Member, Associate Member or Affiliate of the Trust on an effective date agreed upon by both the applicant and the Trustees.

4.7 There shall be an initial mandatory period for membership, association or affiliation of three years. In addition to fulfilling its responsibilities under Article XIX of this Trust Agreement with respect to withdrawal by an Employer, an Employer which terminates its initial participation prior to the end of its initial three year term at the end of its first year of participation shall be required to pay a penalty equaling one year of total contributions for each program (medical and hospitalization, prescription drug, vision, dental, wellness or other) in which the Employer participates. An Employer which terminates at the end of its second year of participation shall be required to pay a penalty equaling ten (10) months of total contributions for each program in which the Employer participates. An Employer which terminates prior to the end of its third year of participation shall pay a penalty equaling eight (8) months of total contributions for each program in which the Employer participates. The rights and liabilities of any Employer which terminates prior to the end of the initial mandatory three year period shall be the same as those provided in Article XIX of this Agreement with respect to withdrawal by an Employer.

4.8 Notwithstanding the minimum mandatory period of membership, association or affiliation provided by 4.7 above, and notwithstanding anything to the contrary in this Trust Agreement, the membership, association or affiliation of any Employer in the Trust may be terminated for cause on June 30th of any fiscal year upon at least 180 days written notice to the Employer, provided there has been a vote approving the Employer's termination of at least sixty-six and two-thirds percent (66 2/3%) of all Trustees at a duly convened meeting of the Trustees. "For cause" shall mean, for example, failure to make timely contributions, failure to maintain a four month reserve for a period of two years or failure to follow the Trust Agreement. An Employer terminated for cause during its initial three (3) year period shall nevertheless be subject to the penalty provisions of 4.7 above. The rights and liabilities of any Employer whose participation in the Trust has been terminated shall be the same as those provided in Article XIX of this Agreement with respect to Withdrawal by an Employer concerning the funding arrangement in which the Employer is participating.

ARTICLE V: APPOINTMENT OF TRUSTEES AND ALTERNATE TRUSTEES

5.1 Each Regular Member shall appoint four (4) Trustees and four (4) Alternates to the Trust consisting of: (1) one Trustee and one Alternate to represent the professional bargaining unit employee group; (2) one Trustee and one Alternate to represent the non-professional employee group; (3) one Liaison Trustee, and one Alternate to represent the Central Administrative Staff which shall be the business manager, business administrator or chief financial officer of the Employer; and, (4) one Trustee and one Alternate (which may be any non-bargaining unit employee on the central administrative staff), to represent the Board of Directors.

5.2 Trustees and Alternate Trustees which represent the professional employee group, the non-professional employee group and the central administrative staff shall be current active employees or retired former employees of the School Employer. The Trustee and Alternate Trustee appointed to represent the Board of Directors of the School Employer shall be a member of the Board of Directors, Superintendent or Executive Director of the Employer, or a current active employee or a retired former employee of the School Employer. A retired former employee of a School Employer who is appointed as a Trustee or Alternate Trustee shall have retired from the School Employer he or she is representing, and shall participate in the medical-surgical, hospitalization and prescription drug plan(s) of his or her former School Employer.

5.3 If the professional employees or non-professional employees of any Member are represented by a certified collective bargaining unit, then the Member shall appoint as Trustees or Alternate Trustees representing professional and non-professional employees those persons designated by the president of the certified collective bargaining unit.

5.4 Alternate Trustees may attend all Trust meetings; however, Alternate Trustees will exercise voting rights only in the absence of their regular appointed Trustee.

5.5 Trustees and Alternate Trustees shall be required to sign the Trust's Disclosure and Conflict of Interest Statement upon their appointment.

ARTICLE VI: FUNDING ARRANGEMENTS

6.1 The Trustees shall approve the type of funding arrangement used to fund benefits. A separate accounting of assets and liabilities by each Employer shall be maintained for all funding arrangements except for any Catastrophic Claims Pool or except as specifically provided otherwise by the Trustees. Depending on the class of membership, the following funding arrangements shall be employed:

a. Pooled Funding. In this arrangement, Regular Members contribute funds to a pool from which costs of claims, administration and other expenses are paid. At any given time, should contributions paid into the pool by any Regular Member be insufficient to cover that Member's costs, pool funds contributed by other Regular Members will be used to make up the shortfall. The Trustees may increase the contribution rates for Regular Members in a deficit position at their discretion.

b. Cash-Flow Funding. In this funding arrangement the Trust shall arrange with the Administrative Agent for each benefit to invoice the Associate Member directly for expenses of claims and administration. The Associate Member shall be responsible for making payment directly to the Administrative Agent pursuant to the terms of the Agreement between the Trust and the Administrative Agent. Alternatively the Trust shall electronically forward claim and administrative service invoices from the Administrative Agent to the Associate Member, which, in turn, within 48 hours of receipt of such invoices, would electronically transfer funds to satisfy such invoices. Under this arrangement, no Associate Member shall have access to any reserve funds of the Trust. Further, the Associate Member hereby agrees to indemnify the Trust in the event of legal action brought by any Administrative Agent due to any default by the Associate Member pursuant to said agreement.

c. Cost-Reimbursement Funding. In this arrangement, Affiliates contribute sufficient funds to cover costs of claims, administration and other expenses for a mutually agreeable period at the time they join the Trust. The Trust shall then pay for the costs of claims, administration and other expenses on a periodic basis, and the Affiliate shall reimburse the Trust for such expenses following receipt of a statement of account for such expenses.

d. Insured Funding. For certain benefits Members and Affiliates may choose to insure all or part of the cost of claims associated with those benefits. In this instance expense for premiums for any such insurance policy shall be paid through the Pooled, Cash-Flow or Cost Reimbursement arrangements, as if they were the same as expenses for claims or administration.

6.2 The Trustees shall promulgate rules, regulations and policies relating to the administration of the funding arrangements, including, but not limited to: an Employer's entrance and exit from funding arrangements and the settlement of an Employer's account upon leaving a funding arrangement.

ARTICLE VII: ADMINISTRATION OF PLANS

7.1 To carry out the purposes of the Trust, the Members have adopted or will adopt from time to time schedules of benefits and regulations to provide employee benefit plans for their employees which are set forth in their respective Plans.

7.2 The Trustees, having assumed the general obligations and responsibility for carrying into effect the Plans, may designate any person, corporation, partnership or limited liability company as their Administrative Agent to act in their behalf in the administration of a Plan or any of its component parts. In making such designation(s), the Trustees shall require any such Administrative Agent to agree not to resign as their agent except upon not less than one hundred eighty (180) days' written notice.

7.3 The Trustees shall require any Administrative Agent of a Plan to keep accurate and detailed records of its administration of the Plan, which records shall be open for examination during regular business hours by any person authorized in writing by the Trustees. The Administrative Agent will, on such a date as determined by the Trustees, file with the Trustees a summary of its administration since the last statement, which shall include all information as set forth in the administration agreement between the Trustees and the Administrative Agent.

7.4 The Trustees may require Administrative Agents to procure a commercial blanket fidelity bond in such amount as may be deemed appropriate by the Trustees for the faithful performance and handling of funds by the agent and its employees, the cost thereof to be borne by the Administrative Agent.

7.5 The Trust Manager shall be the Colonial Intermediate Unit 20 Business Manager or the designee of the Executive Director of Colonial Intermediate Unit 20. The Colonial Intermediate Unit 20 shall be the central Administrative office of the Trust and the repository of Trust records.

7.6 The Liaison Trustees and one of the representatives of each Associate Member and Affiliate shall serve as a liaison and contact person between the Trust and the Member.

ARTICLE VIII: CONTRIBUTIONS

8.1 The Trustees shall annually approve monthly contribution rates of Regular Members and Affiliates for each Plan in which the Regular Member or Affiliate participates.

8.2 With respect to pooled or self-funded programs, upon written notice from the Trust Manager, Regular Members shall pay to the Trustees such sums as are determined on established actuarial principles to be adequate to cover the costs of claims, catastrophic loss insurance and administration of the Employers' Plans plus sufficient reserves as determined by the Trustees to provide for unexpected claim expenses, all of which are referred to hereinafter as "contributions". Each Regular Member recognizes that there may be times when there are insufficient funds, including reserves, to cover a program's costs, and therefore it may be necessary for the Trustees to increase a contribution rate during the course of a fiscal year in order to pay for the program cost.

8.3 Each Affiliate participating in the Cost-Reimbursement funding arrangement shall deposit in advance into the Trust sufficient funds to pay for claims and administrative costs for a mutually-agreeable period of time, and shall replenish these accounts as needed on a periodic basis following receipt of a statement of account for such expenses. The Trustees shall establish a budget rate estimated to be sufficient to meet such monthly obligations, and each Affiliate in the Cost-Reimbursement funding arrangement may deposit such budgeted amount on a monthly basis, but such Affiliate shall be responsible for payment of all costs incurred and properly accounted for by the Trust on a periodic basis.

8.4 Regular Members and Affiliates participating in the Insured Funding arrangement shall deposit in advance into the Trust such sums as are determined to be due by the Trust Manager as their share of the premium and associated costs of the insured Plan(s) and shall make such deposits on such periodic basis as is required by the Plan(s).

8.5 The Trustees shall adopt a Contribution Policy or Policies with respect to the setting of contribution rates for each type of funding arrangement with notice to Regular Members and Affiliates which participate in the various Pooled, Cost-Reimbursement and Insured Plans of the Members and Affiliates. Any Contribution Policy or amendment thereto shall be approved at a duly convened meeting of the Trustees by a sixty-six and two-thirds percent (66 2/3%) vote of all Trustees.

8.6 Regular Members and Affiliates shall be responsible for one hundred percent (100%) of their contributions which are due the Trust which shall include contributions for all active employees, inactive employees, retirees and self-pays.

8.7 Regular Members and Affiliates shall pay to the Trust their contributions in cash or such other assets as may be deemed acceptable by the Trustees and which shall have been delivered to the Trustees free of any claim or lien thereon.

ARTICLE IX: RESERVES

9.1 The Trust shall maintain a reserve for each type of funding arrangement sufficient to cover at least four months' expenses for benefit claims and operating costs.

9.2 Should an individual Regular Member's or individual Affiliate's reserve funds fall below the four-month level, then the Trustees may, at their discretion, require a lump-sum payment and/or increase the contribution and/or increase or require an irrevocable letter of credit for that individual Regular Member or Affiliate sufficient to restore the Regular Member's or Affiliate's reserves to the four-month level. In making such increase in the contributions, the Trustees shall take into account the effect of such increase on the individual Regular Member or Affiliate and balance those considerations against the reserve requirements of the Trust.

9.3 The Trustees shall establish a Reserve Policy which shall be approved at a duly convened meeting of the Trustees by a sixty-six and two-thirds percent (66 2/3%) vote of all Trustees. Amendments to the Reserve Policy shall be approved at a duly convened meeting of the Trustees by a sixty-six and two-thirds percent (66 2/3%) vote of all Trustees. Provisions for funding holidays, if any, shall be set forth in the Reserve Policy, as amended from time to time.

9.4 All contributions, reserve funds and bank accounts and investments of the Trust, together with the income therefrom and any increment thereon shall be collectively referred to and held as the "Trust Fund" which shall be held, invested, reinvested, and administered by the Trustees pursuant to the terms of this agreement without distinction between principal and income and without liability for the payment of interest thereon.

9.5 The Trustees shall not be personally responsible for the collection of any contribution, but shall be responsible only for the administration of the Trust Fund as set forth hereinafter.

ARTICLE X: FUNDING POLICY

10.1 The Trustees shall from time to time establish schedules for the funding arrangements provided herein by which monthly contributions for funding the benefits provided by the Plans, providing for reserves, and paying associated costs shall be made, such schedules to be known as the Funding Policies. The Funding Policies shall be approved at a duly convened meeting of the Trustees by a majority vote of the Trustees present and voting.

10.2 The Trustees shall be guided by the Funding Policies in the investment and reinvestment of contributions and income from the Trust Fund.

10.3 The Trustees, after consideration of the impact upon contributions pursuant to the Funding Policies, may make such changes as may seem best from time to time and communicate such changes in writing to Regular Members and Affiliates. Changes to the Funding Policy shall be approved at a duly convened meeting of the Trustees by a majority vote of the Trustees present and voting.

10.4 The Trustees shall give written notice of the Funding Policies or changes to it to the business manager, business administrator, chief financial officer and other designated representatives of Regular Members and Affiliates.

10.5 The Trustees, in the establishment and conduct of Funding policies consistent with the purposes of the Plans and the requirements of applicable law, shall exercise their discretion in making investments of Trust Funds so as to provide sufficient cash assets in the appropriate amount under the Funding policies then in effect to the end that liquidity requirements for the administration of the Plans shall be met promptly and economically.

ARTICLE XI: DISBURSEMENTS FROM TRUST FUND

11.1 No part of the Trust Fund shall be used for or diverted to purposes other than for the exclusive benefit of the Participants under the Plans, and their qualifying beneficiaries or qualifying dependents, except expenses of administration and associated services may be made from the Trust Fund as provided hereinafter.

11.2 From contributions received from Regular Members and Affiliates in Pooled or Cost-Reimbursement funding arrangements, the Trustees shall deposit in a claims checking account or other approved account such funds as will enable Administrative Agents to pay benefits in conformity to the Plans.

11.3 From contributions received from Regular Members or Affiliates in an Insured Funding arrangement, the Trustees shall deposit such sums in an approved account and remit them for payment for insured plan premiums and associated costs.

11.4 The funds so disbursed by Administrative Agents and the accounts kept in connection therewith shall be open at all times during regular business hours to the inspection thereof by the Trustees or their representatives and Administrative Agents shall periodically render an accounting of all funds disbursed by it.

11.5 The Members agree that the Trustees shall not be responsible for the application of trust funds drawn out of accounts managed by Administrative Agents for the payment of benefits and the Members and Affiliates shall look solely to Administrative Agents for the faithful receipt and disbursements of such funds.

11.6 The expenses incurred by the Trustees in the performance of their duties, including fees for accounting, consulting, actuarial and legal services, as well as the services of Administrative Agents, and all other proper charges and disbursements of the Trustees, including but not limited to investigation fees and charges for the purchase of liability protection of the individual Trustees and fidelity bonds in connection with carrying out the functions of the Trust shall be paid out of the Trust Funds from funds in the hands of the Trustees, and the Trustees shall account for expenses on a monthly basis with distribution of financial reports at least on a quarterly basis.

11.7 The depositories of the Trust shall be approved annually by a majority vote of the Trustees present and voting at a duly convened meeting of the Trustees.

ARTICLE XII: POWERS OF THE TRUSTEES

12.1 The Trustees are empowered in their discretion to invest trust funds of any sort as set forth in an Investment Policy which shall be established as set forth below. The Trustees may change the form of any trust assets without prior approval of Members. The Trustees may invest and reinvest the funds held by them without distinction between principal and income and in such amounts and in such investments as may be permitted by the laws of the Commonwealth, subject however to the needs of liquidity for the operation of the Plans in order that the benefits provided thereunder shall at all times be adequately funded for prompt payment. The Trustees shall approve the establishment of the Investment Policy and make amendments to the Investment Policy by a sixty-six and two-thirds percent (66 2/3%) vote of all Trustees at a duly convened meeting of the Trustees.

12.2 Except as otherwise provided herein, any action taken by a majority of the Trustees present and voting at a meeting thereof shall be deemed the act of all the Trustees

12.3 The Trustees, in addition to all powers and authority under state and federal law, and all other provisions of this Trust Agreement, in administering the Trust fund and in performance of their duties as enumerated hereinafter are authorized and empowered, subject to the Funding Policy, to do all things necessary to perform and accomplish the purposes set forth in this Trust Agreement, including, but not limited to, the powers to:

- a. Make and enter into contracts;
- b. Incur debts, liabilities and obligations in the ordinary course of business;
- c. Purchase, or subscribe for, any securities or other property and to retain the same;
- d. Sell at public or private sale, for cash or upon credit, or otherwise dispose of any property belonging to the Trust, and no person dealing with the Trustees shall be bound to see to the propriety of any such sale or other disposition, or to the proper application of the proceeds thereof;

e. Adjust, settle, contest, compromise, or sue or arbitrate any claim, debt, or damages due or owing to or from the Trust Fund and to commence, prosecute or defend any legal proceedings arising therefrom or in connection therewith;

f. Exercise by themselves or by general or limited power of attorney, any right, including the right to vote, incident to any securities or other property held by them;

g. Borrow money upon such terms and conditions as may be deemed advisable to carry out the purposes of the Trust Fund and to give such assurances of repayment as may be required by the lender or lenders thereof and to pledge securities or other property for the repayment of such loans, provided that such borrowing be structured so that if funds held by the Trust were to become insufficient to repay the obligations, the creditor(s) would be required to look to the Members for repayment;

h. Invest all or part of the Trust Fund in interest-bearing deposits with a bank or similar financial institution, including but not limited to investments in time deposits, saving deposits, certificates of deposit, or such securities as are permitted for the investment of trust funds under the laws of the Commonwealth of Pennsylvania;

i. Hold any investment in bearer form or to register any investment held in the Trust or in the name of the Trust or in the name of a nominee;

j. Employ suitable investment advisers, consultants, agents, accountants and counsel and to pay their reasonable expenses and compensation;

k. Hold all or any part of the Trust Fund uninvested;

l. Fund benefits under the Plans through self-funding, cash-flow funding, cost-reimbursement or insured funding and by any combination of these or other funding arrangements in their sole discretion and to purchase catastrophic loss insurance of any type and in such amounts as they deem appropriate in their sole discretion;

m. Establish and maintain bank accounts for the administration of the Trust and authorizing the Trust Manager and other appropriate persons to make payments from any such account for purposes of the Trust;

n. Adopt and amend Bylaws, policies, rules, regulations, formulas, rates forms and procedures by resolution from time to time as they deem advisable and appropriate for the proper administration of the Trust;

o. Review applications for regular membership, affiliation and association in the Trust and approve or disapprove them in their sole discretion;

p. Purchase insurance, including, but not limited to: errors and omissions insurance, fidelity bonding or fidelity insurance, for the Trustees, Trust officers, Trust Manager and such others as the Trustees may determine;

q. To exercise generally any of the powers which an individual owner might exercise in connection with property held by the Trust Fund and to do all other acts that the Trustees may deem necessary or proper to carry out the powers of the Trustees herein before granted or otherwise in the best interest of the Trust Fund.

ARTICLE XIII: DUTIES OF TRUSTEES

13.1 The Trustees shall discharge their duties under this Agreement solely for the benefit of the Participants and their beneficiaries in an efficient and economical manner.

13.2 The Trustees are vested with the duties of oversight of Administrative Agents, the acceptance of contributions to the Trust Fund, management of the Trust property and the execution of the duties of investment, planning and distribution of funds in conformity to law and this Agreement.

13.3 It is expressly understood that while the Trustees are the means of carrying into effect the Plans, the Trustees are in no sense parties to the Plans and at all times and under all circumstances, the parties to the Plans are the Members and their employees, for whose benefit this Agreement has been entered into and for whose benefit the Plans have been devised and are funded.

13.4 The Trustees are expected in the exercise of their duties to use the care, skill, judgment and diligence under the circumstances prevailing that a reasonable prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and like aims.

13.5 The Trustees may consult with counsel of their selection and the Trustees shall not be deemed imprudent by reason of their acting in conformity with the opinion of counsel. The expense of retention of counsel to the Trustees shall be borne out of the Trust Fund as an expense of operation thereof. In the event a Member becomes involved in a legal proceeding involving its participation in the Trust, the Trustees shall have the option of employing counsel to assist a Member's solicitor on a consulting basis. A Member shall give reasonable notice to the Trust of any legal matter involving the Trust or any Plan.

13.6 Trustees are fiduciaries and shall act in good faith, using reasonable care and diligence in the exercise of their powers and in the performance of their duties. They shall not be liable for any mistakes of judgment or other action made, taken or omitted by them in good faith and in the exercise of ordinary care and reasonable diligence, nor for any action taken or omitted by any agent, employee, or independent contractors selected with reasonable care, nor for loss incurred through investment of funds or through failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. No Trustee shall be required to give a bond or other surety to guarantee the faithful performance of his or her duties hereunder. To the extent permitted under applicable law, the Members shall defend, indemnify and hold harmless any Trustee or Trustees for acts or omissions performed within the scope of their authority, provided that such acts or omissions were in good faith and not grossly negligent. To the extent permitted under applicable law, the Trustees may purchase directors and officers insurance, including errors and omissions coverage for the Trustees, Trust officers and Trust Manager.

13.7 The cost of any bond or security required for the faithful performance of the duties of the Trustees, the Trust officers, the Trust Manager, and the Trust administrative staff, shall be deemed to be an expense of the Trust.

13.8 The Trustees shall obtain and keep in force liability and errors and omissions insurance with coverages and limits recommended by their professional advisors.

13.9 As they may deem appropriate, the Trustees shall be entitled to require of the Members, or any other person engaged in the administration of Plans or the investment of the Trust Fund, or having any interest in a Plan, or arising by virtue of this Agreement, such certificates and proofs of facts as shall permit the Trustees to perform their duties, or exercise the powers granted the Trustees under this Agreement.

ARTICLE XIV: SUCCESSION OF TRUSTEES AND REPRESENTATIVES

14.1 A Trustee, Alternate Trustee, and a representative and alternate representative of an Associate Member or an Affiliate, respectively, and their successors, may be removed at any time, with or without cause, by a Member, Associate Member or Affiliate, respectively. Any Trustee, Alternate Trustee, representative or alternate representative hereunder may resign at any time by giving written notice to a Member, Associate Member or Affiliate, respectively, to that effect.

14.2 Upon resignation, or in the event of removal or disqualification of a Trustee, Alternate Trustee, representative or alternate representative, the Member, Associate Member or Affiliate, respectively, employing such Trustee, Alternate Trustee, representative or alternate representative, respectively, shall appoint a successor. A successor Trustee or Alternate Trustee must represent the same constituent group represented by the departing Trustee or Alternate Trustee. Such appointment of a successor Trustee or Alternate Trustee shall be made pursuant to the terms of Article V.

14.3 A successor Trustee, Alternate Trustee, representative or alternate representative, shall, upon his or her acceptance of appointment, have the same right, title, powers, duties, discretions and immunities as an original Trustee, Alternate Trustee, representative or alternate representative appointed hereunder.

14.4 Upon appointment of a Trustee, Alternate Trustee, representative or alternate representative, such Trustee, Alternate Trustee, representative or alternate representative, shall execute and deliver to the Secretary of the Trust, or his or her designee, a written acceptance, and an assurance that in event of any conflict of interest between such Trustee, Alternate Trustee, representative or alternate representative, as an individual and his or her exercise of the office of a Trustee or of a representative, that such Trustee, Alternate Trustee, representative or alternate representative, shall take no part in the deliberation of such question as a Trustee or representative, and if a Trustee or Alternate Trustee, shall not vote upon the disposition of such matters by the Trustees.

14.5 All acceptances of office and assurances of regarding conflict of interest executed by Trustees, Alternate Trustees, representatives and alternate representatives, shall be kept on file with the Secretary of the Trust, or his or her designee.

ARTICLE XV: LIMITATIONS ON TRUSTEES

15.1 The Trustees, having appointed Administrative Agents to administer the Plans, are not responsible for the administration of this Plan except for the determination of a claim situation appealed from the decision of an Administrative Agent.

15.2 The Trustees are not in any way personally responsible for the adequacy of contributions to the Trust Fund to discharge any liabilities of expenses of administration of the Plans.

15.3 The Trustees may rely conclusively upon any written notice, instruction, direction or other communication of an Administrative Agent with respect to administration of a Plan.

15.4 Any action required by any provision of this Agreement to be taken by a Member shall be evidenced by a resolution of the Board of Directors of the Member, a copy of which has been certified by the Trustees by the Secretary of the Board under its seal and the Trustees shall be fully protected in relying upon any action of the Member so certified.

15.5 Unless otherwise specifically prescribed in this Agreement, any action of any Member, including the approval of, or filing exceptions to, the Trustees' accounts, shall be evidenced by a certificate signed by an officer of the Member, and the Trustees shall be fully protected in relying upon such certificate.

15.6 The Trustees may accept a certificate signed by an officer of a Member as proof of any fact or matter that the Trustees deem necessary or desirable to have established in the administration of the Trust Fund (unless other evidence of such fact or matter is expressly prescribed herein) and the Trustees shall be fully protected in relying upon the statements in such certificate.

15.7 The Trustees shall be entitled conclusively to rely upon any written notice, instruction, direction, certificate, or other communication believed by them to be genuine and to be signed by the proper person or persons, and the Trustees shall be under no duty to make investigation or inquiry as to the trust, accuracy or completeness of any statement contained therein.

ARTICLE XVI: ACCOUNTS AND RECORDS

16.1 The Trustees shall keep accurate and detailed accounts of all receipts and disbursements, investments, and all other transactions for each Member within their handling and all such accounts and other records and correspondence relating thereto shall be open to inspection and audit at reasonable times and with reasonable notice by a Member or their agents.

16.2 Within one hundred and eighty (180) days following the close of any fiscal year of the Trust Fund, the Trustees shall file with the Members an Annual Report and a written account setting forth all receipts, disbursements, investments, and other transactions effected by them during the fiscal year, and the Trust Manager shall furnish to them interim or partial accounts as are customarily presented.

16.3 Upon the expiration of sixty (60) days after the filing of an account for a fiscal year as provided in Section 16.2 above, if no Member has filed a written exception or objection to such account, then the Trustees shall be forever released, remised and discharged from all liability and accountability with respect to the propriety of such account or the transactions shown therein.

16.4 To the extent permitted by law, no person other than the Members may require an accounting or bring any action against the Trustees with respect to the Trust Fund or their actions as Trustees.

16.5 Notwithstanding any other provision of this Article, the Trustees shall have the right to a judicial settlement of their accounts.

16.6 In any proceeding for a judicial settlement of the accounts of the Trustees, or for instructions in connection with the Trust Fund, the only necessary party thereto in addition to the Trustees shall be the Members.

16.7 If the Trustees so elect, they may bring in any other person or persons as a party or parties defendant in any proceeding for a judicial settlement of the accounts of the Trust.

ARTICLE XVII: FINANCE AND MANAGEMENT COMMITTEE

17.1 There shall be a standing Finance and Management Committee ("the Committee") consisting of the officers of the Trust as provided in the Trust Bylaws, including the Trust Chairperson, the Trust Manager, and, the Liaison Trustees of the Regular Members.

17.2 The Committee's duties and responsibilities shall include, but are not limited to:

a. Developing and recommending to the Trustees funding rates for all Members and presenting these to the Trustees for approval no less than 30 days prior to the start of each fiscal year.

b. Reviewing, from time to time, the Policy Statements of the Board of Trustees and recommending any changes they deem appropriate, and developing and recommending any additional Policy Statements.

c. Evaluating, from time to time, the appropriateness of the Plans of the Members and making recommendations for changes in benefits to the Members.

d. Evaluating, from time to time, the services of the Administrative Agents of the Plans and making recommendations for changes in the provision of these services.

e. Recommending additional service or activities the Trust should undertake to further its mission.

17.3 In addition to the above duties and responsibilities, the Committee shall serve in the periods between the regular meetings of the Trustees for the purpose of taking actions which must be taken within such a time limit that precludes convening of the Board of Trustees. When time does not permit action by the Trustees in an emergency claim appeal situation, the Trust Manager or Trust Chair shall have the authority to make the emergency appeal decision. Any such actions by the Committee, Trust Chair or Trust Manager shall be reported to the Trustees at their next regular meeting for ratification.

17.4 The Committee shall have such general powers as are herein granted to the Trustees and the same may be exercised by a majority of this Committee.

17.5 The Committee shall be entitled to the same immunities as the Trustees generally in the performance of their duties and shall be protected from liability to the same extent as the Trustees generally as described hereinbefore.

17.6 The Committee shall keep accurate and careful records of their proceedings and hold the same open to inspection by the Trustees to the same extent as other records of the Trustees are subject thereto.

17.7 To carry out these duties and responsibilities, the Committee may utilize the advisors, consultants and legal counsel under contract to the Trust, the costs of which to be borne by the Trust.

ARTICLE XVIII: AMENDMENT OF AGREEMENT

18.1 By affirmative vote of at least sixty-six and two thirds percent (66 2/3%) of the Boards of Directors of the Regular Members, this Agreement may be amended in whole or in part, with the exception of Article XI, Paragraph 11.1, by an instrument in writing duly executed on behalf of the respective Regular Members and copies thereof provided to the Trustees and provided that no amendment which affects the rights, duties, responsibilities or immunities of the Trustees may be made without their consent.

ARTICLE XIX: WITHDRAWAL AND TERMINATION

19.1 As set forth in Article I: Definitions, the term "Members" includes "Regular Members", "Associate Members" and "Affiliates" in this Trust Agreement including this Article XIX.

19.1.1 Withdrawal by a Member. On or after the expiration of any mandatory membership period pursuant to Paragraph 4.7, and provided that at least one hundred eighty (180) days' written notice is given to the Trust, any Member may withdraw from the Trust or from any particular benefit plan or program sponsored by the Trust at the end of the fiscal year.

19.1.2 Obligations of Withdrawing Members. The withdrawing Member shall be responsible to have all accounts current at the time of withdrawal. All accounts are measured based on total contributions made by the Member versus the total associated expenses. Expenses include, but are not limited to, paid claims, administration, stop-loss premiums, line of credit and other related charges. The Member shall continue to reimburse the Trust for claims and expenses incurred prior to the withdrawal date and paid after such date. The withdrawing Member shall also be responsible for its share of loss deficits (if applicable) incurred in any particular program. With the approval of the Trustees, the withdrawing Member may negotiate withdrawal terms and conditions based on commercially reasonable terms.

19.1.3 Claims for Withdrawing Members Assets or Funds. After meeting all of its obligations pursuant to Paragraph 19.1.2, the withdrawing Member may claim its assets or funds remaining in the Trust, only if the total funds held by the Trust at the time of the Member's withdrawal exceed the total projected expenses for the Trust, including any obligations the Trust has incurred, for a projected period of six months. Should the total funds held by the Trust at the time of the Member's withdrawal be insufficient to cover the total projected expenses for the Trust, including any obligations the Trust has incurred, for a projected period of six months, then the Trust may hold the withdrawing Member's assets or funds for a period not to exceed 12 months from the date the withdrawing Member has met its obligations pursuant to Paragraph 19.12.

19.2.1 Termination of Trust. This Agreement and the Trust, may be terminated at any time by the agreement of the Boards of Directors of two-thirds of the Regular Members (not Associate Members or Affiliates). Any claim, line of credit balance, pertinent administrative and operating costs, the costs of any benefit plan or program, mini-pool obligations, and any other applicable costs, under any plan or program administered by the Trust, which are incurred prior to the date of termination, and which are known or unknown as of the date of closing and settlement of accounts, shall be paid by the Members according to their respective obligations to the particular programs and plans in which they participate.

19.2.2 Payments to or from Members after Termination. In event of termination of the Agreement by the Regular Members, the funds remaining in the Trust Fund, if any, and any funds remaining in a mini-pool or in the interest reserve fund, must be returned to the current Members as their interests may appear for the benefit of the then Participants and their beneficiaries, and such distribution of funds shall be made only after all operating and liquidating expenses of the Trust and the Plans have been funded and no outstanding claim, suit, or other charge shall then remain unsettled or unprovided for. If after all claims, line of credit balance, and administrative, operating and liquidating expenses are taken into account, any Member has a negative balance in the Trust Fund, then the Member with the negative balance shall reimburse the Trust.

ARTICLE XX: MISCELLANEOUS PROVISIONS

20.1 The establishment of this Trust Agreement or any amendment thereof shall not give to any employees, his or her dependents, heirs, or personal representatives, any legal or equitable right against the Members, their officers, directors, or the Trustees not specifically provided for in this Agreement.

20.2 The right of any employee to employment by any of the Members who are parties to this Agreement shall not be enlarged, diminished, or in any way affected by this Agreement and all employees shall remain subject to their contracts of employment to the same extent as if this Agreement had not been executed.

20.3 In the event of dissolution, merger or consolidation of any of the Members, the successor or successors thereof may continue their Plan(s) subject to the provisions of this Agreement with such alteration of operation as may be found best for the orderly, efficient, and economical functioning of the Plan(s) for the benefit of the participants therein.

20.4 Upon dissolution, merger or consolidation of any of the Members, the successor or successors thereof, if they elect to adopt and continue their Plan(s), shall furnish to the Trustees an instrument duly authorized and executed, acknowledging such election and expressing the intention to abide by the terms of this Agreement in all respects.

20.5 Subject to the provisions of 501(c)(9) of the Internal Revenue Code and other applicable provisions of Federal law, this Agreement, as amended, shall be administered, construed and enforced according to the laws of the Commonwealth of Pennsylvania.

20.6 The fiscal year of this Trust shall commence on July 1 of each year and conclude on June 30 of each succeeding year.

20.7 The Plans, this Trust Agreement and the Trust Fund are intended to meet all of the requirements of the Internal Revenue Code (in particular, Section 501(c)(9)) and any amendments thereto.

IN WITNESS WHEREOF, the Regular Members have caused this Agreement to be executed by the President of each Regular Member on behalf of its Board of Directors and the corporate seal thereof to be affixed and attested by its Secretary as set forth on the following pages.

REGULAR MEMBER NAME:

ATTEST:

Secretary

Board President

Date

Date

CORPORATE SEAL

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East Stroudsburg Area School District
 Carl T. Secor Administration Center
 50 Vine Street
 P. O. Box 298
 East Stroudsburg, PA 18301
 Phone: (570) 424-8500 - Fax (570) 424-5646
 www.esasd.net

Human Resources/Special Projects
 Irene N. Duggins, Assistant Superintendent
 for Curriculum and Instruction
 Carolina Rodriguez,
 Interim Business Manager

REQUEST FOR PROPOSAL (RFP) INVITATION

The East Stroudsburg Area School District, together with the East Stroudsburg Board of Education, HEREBY GIVES PUBLIC NOTICE THAT RFP'S WILL BE OPENED FOR THE FOLLOWING:

RFP #	RFP TITLE	RFP OPENING DATE	TIME
ESASD SUB 1213	Substitute Employee Staffing Services	September 10, 2012	2:00 PM

SPECIFICATIONS

RFP specifications and other documents for the requested items may be obtained at the East Stroudsburg Area School District Business Office, Administration Center, 50 Vine Street, East Stroudsburg, PA 18301, Telephone (570)-424-8500. The documents may be examined and obtained there between the hours of 8:00 am and 3:00 pm, except Saturday, Sunday and Holidays. RFP Specifications can also be requested via email at Carolina-rodriquez@esasd.net

RFP'S will be opened and publicly read aloud at the East Stroudsburg Area School District, Administration Center, 50 Vine Street, East Stroudsburg, PA 18301, on September 10, 2012 at 2:00 PM. No RFP's will be received or opened after the RFP closing date, and time. All RFP's must be marked "SEALED RFP" along with the RFP NUMBER and must be submitted to:

East Stroudsburg Area School District
 Business Office
 50 Vine Street
 East Stroudsburg, PA 18301

Inquiries regarding this RFP should be directed to **Carolina Rodriguez, Interim Business Manager (570) 424-8500**

Failure to comply with these specifications in their entirety may be grounds for disqualification. All RFP's shall be enclosed in sealed envelopes bearing on the outside thereof the name and address of the bidder and the contract said bid pertains to, addressed and delivered to the address referenced above.

-To properly submit an RFP relative to this proposal, the individual, partnership, corporation, or association must be registered to do business within the Commonwealth of Pennsylvania. Proof of same shall be provided only if so requested.

-Any other items required by statute, regulation or by the specifications.

The District reserves the right to reject any and all RFP's, to waive any informality in any RFP or RFP's and to make such awards that are in the best interest of the East Stroudsburg Areas School District.



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Phone: (570) 424-8500 - Fax (570) 424-5646
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Human Resources/Special Projects
Irene N. Duggins, Assistant Superintendent
for Curriculum and Instruction
Carolina Rodriguez,
Interim Business Manager

SPECIFICATIONS

A. GENERAL CONDITIONS

1. TERM OF SERVICES

It is the intent of the School District to award a contract to a single Contractor for district-wide Substitute Services. The contract to commence on XXXX and continue for five XXX years thereafter. The Contract will be re-evaluated annually at the end of each fiscal year. If the School District is not satisfied with the performance of the Contractor, then the Contract will be terminated at that time, or, at such earlier time as provided for in the Agreement.

2. PREPARATION AND SUBMISSION OF PROPOSALS

A. Proposer shall be solely responsible for the delivery of their Proposal in the manner and time prescribed. All Proposals must be received by the School District at the place designated in the Invitation to Proposal, prior to the time designated in the Invitation to Submit Proposals for Proposal opening. Proposals received after the time advertised for Proposal opening shall be returned to Proposer unopened.

B. All Proposals shall be irrevocable for a period of 60 days from Proposal opening.

C. The Proposal Form shall be signed in accordance with the following:

- (1) If the Proposer is an individual, the Proposal shall be executed by him/her.
- (2) If the Proposer is a partnership, the Proposal Form shall be executed in the name of the partnership by each of the partners, or a general partner authorized for this purpose; the signatures of the partners shall be witnessed; the business of the partnership shall be stated; and the business address of the partnership shall be stated.
- (3) If the Proposer is a corporation, the Proposal Form shall be executed in its name and on its behalf:
 - (a) by the President or Vice President and attested by the Secretary or Assistant Secretary. The business address of the corporation and state of incorporation shall be stated. The corporation shall be registered to do business in the Commonwealth of Pennsylvania.

D. All Proposals, including required enclosures if applicable, shall be submitted in a sealed envelope, clearly identified with Proposer's name and the name of the Project subject to the Proposal. If a Proposer elects to submit a Proposal by mailing rather than hand delivery, the sealed Proposal envelope described above shall be enclosed in a mailing envelope and addressed to the School District, and must be received prior to the date and time specified for Proposal opening.

E. References. It is the School District's position that only a Contractor, who has demonstrated the ability to successfully deliver Instructional and Non-Instructional services to an educational facility similar in size and configuration to the School District, can deliver service at the level required by these specifications. Therefore, these specifications have as a standard that all references have a minimum rating of "acceptable performance." Each bidder shall submit as part of its Proposal: How many references?

All references to be complete with name, contact individual, location, phone number, and type of facility.

F. Financial Statements. Proposer shall submit a copy of its financial statements with its Proposal.

G. Finality of Decision. Any decision made by the School District, including the Contractor selection, shall be final.



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H. Release of Claims. Each Proposer by submitting its Proposal releases the School District from any and all claims arising out of, and related to, this RFP process and selection of a Contractor.

I. Contractor Bears Proposal Costs. A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

J. Disclosure of Proposal Content. The laws of the Commonwealth of Pennsylvania require public information be available for examination by all interested parties. No Proposals shall be disclosed until after an award has been made. The School District reserves the right to destroy all Proposals if the RFP is withdrawn; the award of the Contract is withdrawn; or otherwise in the normal course of business. Trade secrets or proprietary information legally recognized as such and protected by law may be withheld if they are clearly labeled "Proprietary" in the margin of each individual page where they appear in the proposal response package. Pricing information is normally not considered proprietary. The Contractor's entire Proposal shall not be considered proprietary.

K. Exceptions to RFP. Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions this RFP cannot be met.

L. The selected Contractor(s) shall be required and expected to meet the RFP requirements as set forth in this RFP in their entirety, except to the extent exceptions are expressly set forth in the Contractor's Proposal and those exceptions are expressly accepted by the School District and expressly incorporated into the Agreement in writing.

M. Oral Interview. The School District may require qualified Proposers to participate in an oral interview and negotiation process to discuss their Proposal and to answer any questions the School District may have regarding the RFP and Contractor's Proposal.

3. MODIFICATION AND WITHDRAWAL

- A. Proposals may not be modified after submittal.
- B. Proposals may be withdrawn after submittal, provided Proposer makes his request to withdraw in writing and the request is received prior to the time specified for Proposal opening.
- C. Negligence by Proposer in preparing his Proposal confers no right of withdrawal or modification of his Proposal after such Proposal has been opened.

4. OPENING OF PROPOSALS

Proposals will be publicly opened and reviewed on the date, at the location, and commencing at the time stated in the Invitation to Submit Proposals. Proposer or their authorized agents may be present at Proposal opening.

5. QUALIFICATIONS

- A. Prior to the award of contract, School District may require satisfactory evidence to show that the Proposer is fully prepared in every way to perform the Contract timely and that he has been regularly engaged in such business.
- B. Proposer shall be prepared to furnish evidence that all certificates and public licenses have been properly maintained, are current, and shall attest that his company has never been defaulted on any public contract. Proposer shall agree that any problem identified by the School District shall be remedied within forty-eight (48) hours.



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6. COLLUSIVE PROPOSALS

More than one Proposal for one contract from an individual, partnership, corporation, or an association under the same or different names will be grounds for rejection of all Proposals in which such Proposer is interested. Any and all Proposals will be rejected if there is any reason for believing that collusion exists among any of the Proposer. Participants in such collusion will not be considered in future Proposals. Proposer shall submit with their Proposals, a Non-Collusion Affidavit in the form contained in the Proposal Documents.

7. RESERVATION OF RIGHTS

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in this RFP process or any Proposal, and the right to award the Contract to other than the Proposer submitting the best financial proposal (low bidder). The School District reserves the right to request additional information from any or all Proposers. The School District reserves the right to negotiate with one or more Proposers concerning their Proposals.

8. PROPOSAL REJECTION

The School District reserves the right to reject any and all Proposals, or parts of a Proposal, when a rejection is in the School District's interest. The School District reserves the right to reject a Proposer if he is not in a position to perform the contract or has previously failed to perform similar contracts properly or on time.

9. CONTRACT

- A. A contract shall be awarded by the School District within 30 calendar days of the date of Proposal opening, unless this time is extended by the mutual consent of the successful Proposer and the School District.
- B. The School District reserves the right to award a contract for one or more of the items set forth in the Specifications, or for all items set forth in the Specifications.
- D. The contract documents form the Contract.

10. INSURANCE

All Contractors doing work for the School District shall carry such liability insurance as set forth below to fully protect the School District against all claims which may arise. No work shall be started until the School District has been provided Certificates of Insurance executed by an insurer licensed and qualified to do business in the Commonwealth of Pennsylvania on a standard form provided by the insurer stating their intention to provide insurance to the Contractor in accordance with these insurance requirements. All Certificates of Insurance must indicate that the School District has (through endorsement to the policy) been specifically named as an additional insured. The Certificate of Insurance must also provide that the policy will not be changed, cancelled or allowed to expire until at least thirty (30) days prior written notice has been received by the School District.

11. FAMILIARITY WITH PROPOSED WORK

The Contract is entered into by the School District with the understanding that the Contractor, prior to submission of his Proposal, acquainted himself with the requirements of all Instructions to Proposer, Specifications, and other Proposal Documents, and that he has obtained all necessary information for completion of the work during the term of the Contract. The Contractor shall not at any time after the execution of the Contract set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall the Contractor claim any misunderstanding in regard to the nature, conditions or character of the work to be done under the Contract, and Contractor shall assume all risk resulting from any changes in the conditions which may occur during the progress of the work.



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12. HUMAN RELATIONS ACT

The Pennsylvania Human Relations Act, Act 222 of October 27, 1955, P.L. 744, 43 P.S. §951 *et seq.*, prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. Contractor does hereby agree to comply with the provisions of this Act, as amended, which are hereby made part of the Contract. Contractor's attention is directed to the language of the Commonwealth Non-Discrimination Clause as set forth in 16 Pa. Code §349.101.

13. DISCRIMINATION PROHIBITED

According to Section 62 Pa.C.S. § 3701, the Contractor agrees that:

- A. In the hiring of employees for the performance of work under the Contract, or any sub-contract, no contractor, subcontractor, or any person acting on behalf of the contractor or subcontractor shall, by reason of gender, race, creed or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. No contractor, sub-contractor, or any person acting on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under the Contract on account of gender, race, creed or color.
- C. The Contract may be canceled or terminated by the School District, and all money due or to become due under the Contract may be forfeited, for a violation of the terms or conditions of that portion of the Contract.

14. ACT 34 CRIMINAL BACKGROUND CHECKS

Pursuant to § 1-111 of the Pennsylvania Public School Code of 1949, as the same has been and may be amended from time to time, prior to commencing work under the Contract, Contractor shall submit for any employee or independent contractor who would be working on the School District site, pursuant to work contemplated in the Contract, a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. Contractor shall produce the original document for each prospective employee or independent contractor of such Contractor prior to employment. Where the applicant is not a resident of the Commonwealth of Pennsylvania, Contractor shall submit a report of federal criminal history record information pursuant to the Federal Bureau of Investigation appropriation of Title 2 of Public Law 92-544. Contractor shall not allow any prospective employee or independent contractor on the job site prior to providing the School District with the above-referenced criminal history record information for said prospective employee or independent contractor. The requirements of this Section 19 shall also apply to all of Contractor's subcontractors and employees of same, performing services under this Contract. Contractor shall comply with all amendments to § 1-111 at Contractor's sole cost and expense. Contractor's compliance shall include, without limitation, all required updates to the background check, including, without limitation, the submission of PDE 6004 form (as the same may be amended from time to time) in compliance with the act.

15. CHILD PROTECTIVE SERVICES BACKGROUND CHECKS

Prior to commencing the work under the Contract, Contractor shall submit for any employee or independent contractor who would be working on the School District site, pursuant to any work contemplated in the Contract, an official clearance statement obtained from the Pennsylvania Department of Public Welfare, pursuant to Act 151 of December 16, 1994 (P.L.1292), Subchapter C.2. of the Child Protective Services Act, as the same has been or may be amended from time to time. Contractor shall not allow any prospective employee or independent contractor on the job site prior to providing the School District with the above-referenced clearance statement for prospective employees or independent contractors. Contractor shall comply with all amendments to this Act at Contractor's sole cost and expense.



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16. FEES, PERMITS AND CERTIFICATIONS

Contractor, its employees and agents shall secure, at its sole cost and expense, and maintain all necessary permits, licenses and certifications as required by federal, state and local laws, regulations and ordinances. All costs and fees for such licenses shall be the sole responsibility of the Contractor.

17. TAXES

Contractor is responsible for sales taxes and any other applicable taxes related to the services provided under the Contract.

18. ALL APPLICABLE LAWS, STATUTES, REGULATIONS AND STANDARDS

A. Contractor shall comply with all applicable federal, state, local and industry statutes, regulations, ordinances, codes and standards. The failure to specifically reference or include said matters in the Contract Documents does not excuse Contractor from compliance with same.

B. The Contractor shall comply with any and all laws, rules, regulations, ordinances, and School District policies, applicable to providing the services contemplated under the Contract. The Contractor, including its employees and agents, shall be responsible for knowing the School District's policies concerning appropriate behavior of persons in its schools, and on its properties including for example, the prohibitions of sexual harassment, alcohol and smoking, and shall comply with all such policies. In the event any federal, state, local or other governmental body's laws, rules, ordinances or regulations are revised, changed or amended, or in the event there are revisions, changes or amendments to the School District's policies, the Contractor shall comply with all such revised, changed or amended laws, rules, ordinances regulations or policies, at no additional cost to the School District.

C. All services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act.

19. START OF WORK

Unless otherwise provided in the Agreement, the Contractor shall provide services commencing on July XXX, 2012.

20. PAYMENT

Invoices received and approved by the School District, by the first of the month, will be paid within thirty (30) days. Contractor will be paid in accordance with the foregoing schedule, provided all work for which payment is requested has been completed in accordance with the Contract and Contractor is in full compliance with all requirements of the Contract.

21. GOVERNING LAW.

The Contract shall be governed by the law of the Commonwealth of Pennsylvania.

22. CLAIMS AND DISPUTES.

A. Claims, disputes or other matters in question between the parties to the Contract arising out of or relating to the Contract or breach thereof shall be exclusively litigated in the Court of Common Pleas of Monroe County and shall not be subject to arbitration, except for compulsory arbitration as provided by the applicable rules of civil procedure.

B. Pending resolution of any claim and/or dispute, unless otherwise agreed in writing, Contractor shall proceed diligently with performance of the Contract so as to avoid delay in the schedule of completion of the Project.



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23. WAIVER OF CLAIMS.

The making and acceptance of final payment shall constitute:

- A. A waiver of all claims by the School District against Contractor other than those arising from liens, claims, security interests or encumbrances arising out of the Contract and unsettled; faulty or defective work; failure of Contractor to comply with the requirements of the Contract Documents; terms of any special guarantees required by the Contract Documents; or any matters arising following such payment which were not within the reasonable contemplation of the School District when payment was made.
- B. A waiver of all claims by Contractor against the School District other than those previously made in writing and specifically identified by Contractor as unsettled at the time of application for final payment.

24. ASSIGNMENT AND SUBCONTRACTING

The Contractor shall not assign, convey, encumber, subcontract, or otherwise transfer its rights or duties under the Contract, in whole or in part, without the prior written consent of the School District.

25. SUBMISSION OF DOCUMENTS

Work shall not be started before all bonds, insurance documents, background checks and child abuse clearance records have been received by the School District.

26. HAZARDOUS SUBSTANCES

Throughout the term of the Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency and the School District. A violation of applicable laws, rule or regulations may result in termination of this Contract. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Contract, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any Hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law.

27. SCHEDULE OF WAGES AND BENEFITS

Each Proposal must include a schedule indicating the wages and benefits to be offered to employees of Contractor; provided however, the pricing contained in a Contractor's Proposal must be based only on the wages and non-health related fringe benefits such as 401k plans, disability insurance etc., offered to the Contractor's employees. Contractor's Proposal and pricing shall not include the cost of medical, vision and/or dental insurance ("Health Benefits") offered to its employees. The Contractor shall, however, provide in its Proposal the additional monthly charge to the School District per employee who elects to take the Health Benefits from the Contractor, based upon



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the employer/employee contribution scenarios offered by Contractor. We normally do not bill back health benefits since they are optional to the employee.

28. CONSIDERATION OF DISTRICT EMPLOYEES

It must be understood that this RFP provides for the selection of a professional company to provide Substitute Teacher Services. The Contractor shall consider all current School District Substitute Teacher personnel who are interested in employment with the Contractor; however, the Contractor shall be free to hire only those individuals which it deems to be best qualified, in its sole and absolute discretion.

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Specifications

GENERAL CONDITIONS:

- 1) Contract to supply Instructional Substitute Teachers and Non-Instructional necessary to complete the contract under these specifications.**
- 2) Training, Employee Retention and Absenteeism, and Substance Abuse are all conditions that materially affect the level of Services that the District receives from the Contractor. It is the District's position that only a Contractor that has a formal, documented program in place for each of these areas is capable of delivering Substitute Teacher Services at a level of effectiveness that will meet the District's specifications. Therefore, Contractor shall maintain formal programs for the following areas:**
 - *Training consistent with State regulations**
 - *Employee Recruitment and Retention**
 - *Substitute Employee Pool**
 - *Substance Abuse Program**
- 3) All Contract personnel must wear, at all times, if required by the District: The approved identification badge. No Contract Personnel will be permitted to enter or remain on District property unless this condition is met. All contract personnel must be thoroughly reliable and of good moral character. Contractor agrees that the District shall have the right to request dismissal from service to the District any person who, in the opinion of the District, is not qualified or otherwise acceptable to fulfill the terms of this contract, and the Contractor shall not unreasonably refuse such request.**
- 5) The Contractor shall maintain a file of "Child Abuse Clearances" and "Criminal Background Checks" and FBI clearances for all current employees in the Business Administrator's Office. The Contractor will comply with all provisions of Act 34 of 1985, Act 151 of 1994, and Act 114 of 2006, as the same have been or may be amended from time to time regarding background checks of prospective employees, and to provide to the district the criminal history record information required by the aforementioned Acts in advance of assigning any person to perform services under this Contract. All the Contractor's employees shall pass a satisfactory background clearance as set forth in Section 1-111 of the Public School Code of 1949, and Act 151, Child Abuse Clearance Check, as the same has been or may be amended from time to time. The failure to comply with Act 34, Act 151, Act 159, PA Worker & Community Right to Know, Act 114, or any other federal, state, or local law, regulation or ordinance applicable to personnel or labor requirements shall constitute a breach by Contractor of this Contract. The District reserves the right to review and/or audit background checks/clearances for all employees of the Contractor.**
- 6) The Contractor shall notify the District in advance of any condition or situation, which will affect the performance of the work under this contract. In either case, the Contractor shall submit a plan, in writing, of how the affected work is to be rescheduled. All substitute employees shall also be background checked and pass all clearance requirements prior to their being assigned duties in the district due to an unforeseen event.**



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8) It is the intent of the School District to award a contract to a single Contractor for Substitute Teacher services. The contract to commence on **XXXX, 2012** and continue for **Three (3) years** thereafter. The contract will be re-evaluated annually at the end of each fiscal year. If the district is not satisfied with the performance of the Contractor, then the contract will be terminated at that time, or at such earlier time as allowed per Agreement.

9) The Contractor is responsible for the conduct of its personnel. The Contractor must provide written policies and procedures with its proposal regarding suspected theft and other unlawful conduct by its personnel. The Contractor shall fully cooperate with the District and with any Law Enforcement authorities in the investigation of suspected unlawful activities. In the event that personnel employed by the Contractor are found to have committed theft or other unlawful activities, the Contractor shall be responsible to the District for restitution which will include, but not necessarily be limited to, all actual losses, damages, costs of investigation, and costs of prosecution.

10) The Contractor shall be responsible for the strict adherence to all Federal, state and local laws, regulations and ordinances, such as, but not limited to OSHA, Right-To-Know, FERPA and HIPPA.

11) All School District buildings and grounds are "no smoking areas." It is the policy of the School District to establish and maintain an Alcohol and Drug-Free Workplace.

12) Contractor shall be responsible to provide adequate advertising means to recruit employees to serve as **SUBSTITUTE TEACHERS** under this agreement. The contractor from time to time shall conduct special advertising campaigns which will be launched in local newspaper publications. These campaigns may identify **TPS** as the "end user" in order to attract those in the community who have an interest in the schools.

III. WORK SCHEDULE:

i) Contractor will provide Substitute Teachers to the District during the term of this Contract based on the District's needs. Contractor is not guaranteed that the District will require any Substitute Teachers or any minimum or maximum number of Substitute Teachers, or any minimum or maximum number of hours, days or weeks.

v) **Inclement Weather.** Substitute Teachers shall not be required to report to work when the District's schools are closed for inclement weather. Substitute Teachers shall not be paid for the days when schools are closed for inclement weather. When pupils are dismissed early for any reason, Substitute Teachers shall be paid only for those hours worked.



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IV. PERFORMANCE SPECIFICATIONS:

a) The tasks outlined and the frequencies discussed are not meant in any way to limit the scope of the Contractor's work, but rather as a guide to express the District's expectations and establish minimum acceptable standards.

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Proposal Submission Requirements

- (1) Executive Summary:

- (2) **Experience and Qualifications of Firm:**
 - a. Company Background:
 - b. Experience:

 - c. Financial Stability:

- (3) **Company Organization & Qualifications of Staff:**

- (4) **Human Resources: Not sure what this means?**

- (5) **Proposed Scope of Services:**

- (6) **Training:**

- (7) **License(s):**

- (8) **Additional Information:**

“REQUIRED INFORMATION-ATTACH AND STAPLE TO “RFP RETURN PACKAGE PACKET”



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Cost Saving Opportunities:

9. Does your company have a formal process for determining individual needs of each district and/or company?
10. What steps will your company take to ensure all of our implementation needs are met?
11. What will happen to our current pool of substitute staff? Describe the transition process from current service provider to another. I would change the wording from "current service provider" to "the school district"
12. How is your company prepared to handle the school district's long-term substitute staff needs?
13. What are your on-line billing and reporting capabilities?
14. Describe your process for sourcing and identifying qualified substitute clerical, technical and professional staff in our geographic area. This should be under the recruiting section below.

ABC School District Recruiting Strategy

15. Describe your hiring process for substitute teachers.
 1. Candidate Pre-Qualification
 2. Candidate Evaluation
16. What background checking, fingerprinting and/or drug testing Is Drug testing a requirement now? if not, remove this section as most agencies would mirror district requirements are performed prior to placing a substitute on assignment? (Fingerprinting will be required for all Clerical staff and for Technical and Professional staff if they are located in a school facility. Any costs associated with fingerprinting shall be the responsibility of the Respondent.)
17. What credentials and qualifications do you require substitute teachers?
18. What processes are in place to educate new and existing substitute staff about district policies and procedures?

"REQUIRED INFORMATION-ATTACH AND STAPLE TO "RFP RETURN PACKAGE PACKET"



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19. How would we order substitute staff from your company? Does your company use an automated scheduling system? If yes, is the automated scheduling system available via the web?
20. Do you provide reporting to administrators so that they may monitor absenteeism? If yes, provide examples of the reports.
21. How can our District feel confident that our needs will be met if we leave a message before or after normal business hours?
22. What metrics does your company track to ensure customer's needs are being met at an acceptable rate?
23. Who and how will your company handle performance and employee relations issues with your substitute staff?
24. Please attach a copy of your service questionnaire and client grievance procedures. Are these documents provided each time a temporary assignment is initiated? Not sure what this means?
25. What types of benefits do you offer your substitute staff?
26. What programs do you have in place for retention of substitute staff?
27. Detail the supervisor time approval process.
28. If service is discontinued, what happens to designated subs?
29. Provide Sample of Respondent's Contract.
30. Describe any recommendations or suggestions above and beyond the requirements listed in this request. Include any additional costs related to these suggestions.
31. *In this section, please comment on the following non-discrimination clause:*

Any determination in a final order of any State or Federal agency, or dispositive decision or order of a court of law that the proposer engaged in discriminatory or unlawful conduct under the Age Discrimination in Employment Act (the "ADEA"), Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 1981, 1983, 1985 and 1988, the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Equal Pay Act, Civil Service Law, Social Services Law or any other State or Federal statute or regulation intended to protect the civil rights of individuals, shall constitute grounds for rejecting the proposal submitted by that proposer.

"REQUIRED INFORMATION-ATTACH AND STAPLE TO "RFP RETURN PACKAGE PACKET"



East Stroudsburg Area School District
Carl T. Secor Administration Center
50 Vine Street
P. O. Box 298
East Stroudsburg, PA 18301
Phone: (570) 424-8500 - Fax (570) 424-5646
www.esasd.net

Human Resources/Special Projects
Irene N. Duggins, Assistant Superintendent
for Curriculum and Instruction
Carolina Rodriguez,
Interim Business Manager

Experience/References

Background/History of your company:

Level of Experience and References: How many references?

Existing Educational Staffing Customers: How many?

DRAFT



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Carl T. Secor Administration Center
50 Vine Street
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Phone: (570) 424-8500 - Fax (570) 424-5646
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Human Resources/Special Projects
Irene N. Duggins, Assistant Superintendent
for Curriculum and Instruction
Carolina Rodriguez,
Interim Business Manager

Corporate Summary

Name of Company: _____

Contact Name & Title: _____

Street Address: _____

City, State, ZIP: _____

Telephone: _____

Email: _____

Fax: _____

Federal Tax ID#: _____

Company URL:
(If available) _____

DRAFT



Quote Number: 2332
 Proposal Date: 2012-07-20
 Sales Person: Steve Esposito
 Valid Until: 2012-08-24

Pricing Proposal for: East Stroudsburg Area School District

Bill To : 50 Vine Street P.O. Box 298
 East Stroudsburg PA,18301

Number of Students : 8304

Tenex	Qty	Price	Total
Tenex Software License Requisitions System Until the expiration date of this proposal, Harris will offer the browser based version (for approvals only) with this package at no additional charge.	1	\$4,600.00	\$4,600.00
Tenex Maintenance Requisitions annual Maintenance	1	\$860.00	\$860.00 .
Tenex Software License eRequisitions web based application.	1	\$1,995.00	\$1,995.00
Tenex Maintenance eRequisitions annual maintenance	1	\$410.00	\$410.00 .
Tenex Professional Support Requisitions modules setup and training	1	\$2,250.00	\$2,250.00 *
Subtotal			\$10,115.00

TAX : \$0.00

PROPOSAL TOTAL: \$10,115.00

Notes

- (1) Annual Maintenance is due in Year 1 and each year thereafter. Annual maintenance fees are subject to an annual increase.
- (2) Travel expenses are estimates and will be based on actual travel required.

Harris School Solutions ... Experience ... Expertise ... Solutions

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BID OPENING REPORT

Bids were opened on the 2nd of August at 2:00 a.m.
For ESSD - Concrete stair and curbing / storefront entrance

Pre-Bid Estimate \$254,880.00

CONTRACTOR:

BID AMOUNT:

1. <u>KOBALT CONSTRUCTION INC.</u>	<u>238,000</u>
2. <u>SOUL CUSTOMS METALWORKS</u>	
3. <u>BOGNET INC.</u>	<u>367,000</u>
4. <u>CC CONSTRUCTION SERVICES</u>	<u>289,700</u>
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

Signed: *Eil H...*
Date: 8-2-12

THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED.
THE BID TOTALS ARE SUBJECT TO CORRECTION AFTER
THE BIDS HAVE BEEN COMPLETELY REVIEWED.

BID OPENING REPORT

Bids were opened on the 2nd of August at 2:00 a.m.
For ESSD - Driveway / Tennis Court Replacement p.m.

Pre-Bid Estimate \$ 307,000.00

CONTRACTOR:

	BID AMOUNT:
1. <u>LEE WARD CONSTRUCTION</u>	<u>265,710.30</u>
2. <u>IMAGE CONTRACTORS</u>	
3. <u>NORTHEAST SITE CONTRACTORS</u>	
4. <u>GRACE INDUSTRIES</u>	<u>246,695.00</u>
5. <u>LOCUST RIDGE CONTRACTORS</u>	<u>253,769.00</u>
6. <u>BRUCE GEORGE PAULING + ET</u>	<u>262,000.00</u>
7. _____	
8. _____	
9. _____	
10. _____	

Signed: Ed Hany
Date: 8-2-12

THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED.
THE BID TOTALS ARE SUBJECT TO CORRECTION AFTER
THE BIDS HAVE BEEN COMPLETELY REVIEWED.



***REVISION**

July 18, 2012

Ms. Patricia L. Rosado
Board Secretary
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Ms. Rosado:

The reimbursable percent has been revised on the following lease number(s) due to the approval of PlanCon Part J, "Project Accounting Based on Final Costs," for PDE Project No. 3273, East Stroudsburg Elementary School. Attached is a copy of the Department's worksheet used to calculate the reimbursable percent.

<u>Lease Number</u>	<u>Bond Issue</u>	<u>Method of Financing</u>	<u>Reimbursable Percent</u>	<u>Temporary or Permanent</u>	<u>Effective Date</u>
013111	\$ 10,000,000	GOB Series of 2001	11.49%	Permanent	7/1/2001
041173	\$ 8,700,000	GON Series of 2004	18.50%	Permanent	7/1/2004
051173	\$ 10,000,000	GOB Series of 2005	21.25%	Permanent	7/1/2004
062111	\$ 10,000,000	GOB Series of 2006	24.28%	Permanent	7/1/2005
091173	\$ 8,415,000	GON Series of 2009	10.26%	Temporary	7/1/2009
101025	\$ 11,345,000	GOB Series of 2010	24.69%	Permanent	7/1/2010
112111	\$ 6,860,000	GOB Series of 2011	24.28%	Permanent	7/1/2011
*121173	\$ 7,495,000	GOB Series of 2012	18.50%	Permanent	7/1/2011

Ms. Rosado
Page 2
July 18, 2012

This approval is based on a limited review of the documents submitted. If information reviewed subsequent to this approval violates law, policy or procedure, the Department reserves the right to rescind any and all approvals materially affected.

This document should be entered into the minutes of the next board meeting. If you have any questions, please contact Jason Drayer at (717) 787-5480.

Sincerely,



Nichole F. Duffy, Director
Bureau of Budget and Fiscal Management

NFD/clr

Attachment

cc: Buchart Horn Inc/Basco Associates
Project File - 2111 ✓
Budget
Chronological File

PERMANENT REIMBURSABLE PERCENT FOR ISSUE OR NOTE FINANCING POST-BEC 24 P.S. 25-2574 PROJECTS ONLY

LEASE #: 013111
 SD/AVTS: EAST STROUDSBURG AREA
 FINANCING METHOD: GOB-2001
 TOTAL AMOUNT: \$10,000,000
 BOND DISCOUNT: \$48,900
 ORIGINAL ISSUE DISCOUNT: \$61,075
 EFFECTIVE DATE: July 1, 2001

ALWAYS INPUT CASH (IF NOT TREATED AS A SEPARATE SOURCE) ON PAGE J03 INFO
 FOR ISSUES OR NOTES WITH BOTH PRE- AND POST-BEC 24 P.S. 25-2574 PROJECTS, USE WORKSHEET JB-BOTH.

ADJUSTMENT CALCULATION FOR ALL PROJECTS FUNDED BY THESE REVENUE SOURCES

LEASE #: 013111 SD/AVTS: EAST STROUDSBURG AREA

IF MORE THAN ONE BOND ISSUE USED TO FUND THE PROJECT(S), ONLY COMPLETE THIS SECTION FOR THE ISSUE
 TO BE ADJUSTED; DO NOT COMPLETE THIS SECTION ON THE WORKSHEETS USED FOR THE OTHER ISSUES FUNDING
 THE PROJECT(S).

PAGE J04 INFORMATION FOR ISSUES FINANCING BEC 24 P.S. 25-2574 PROJECTS ONLY
 FOR REFLUNDING WITH NEW MONEY, USE NEW MONEY TOTAL FOR TOTAL BOND ISSUE

LEASE NO.	013111	092800
TOTAL BOND ISSUE	\$10,000,000	\$10,000,000
TOTAL INTEREST EARNINGS	\$73,980	\$502,494
BUILDING INSURANCE RECEIVED		
SALE OF BUILDING AND LAND		
LOCAL & OTHER FUNDS-NOT SHARED		
LOCAL & OTHER FUNDS-SHARED		
TOTAL		

TOTAL	\$30,000,000	XXXXXX	\$0	XXXXXX	\$0	ADJUSTED TOTAL	\$30,000,000
	\$834,312		\$0		\$0		\$834,312
	\$0		\$0		\$0		\$0
	\$0		\$0		\$0		\$0
	\$0		\$0		\$0		\$0
	\$30,834,312		\$0		\$0		\$30,834,312

ALWAYS COMPLETE THIS SECTION FOR ALL PROJECTS FUNDED BY THIS ISSUE ONLY.

PAGE J03 INFORMATION ON BEC 24 P.S. 25-2574 PROJECTS ONLY

PROJECT NO.	2111	2900	3273	XXXX	XXXX	XXXX	TOTAL
TOTAL PROJECT COSTS	\$0	\$16,404,189	\$0	\$0	\$0	\$0	\$16,404,189
INTEREST EARNINGS	\$0	\$704,189	\$0	\$0	\$0	\$0	\$704,189
BUILDING INSURANCE RECEIVED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SALE OF BUILDING AND LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL & OTHER FUNDS-	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NOT SHARED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOCAL & OTHER FUNDS-SHARED	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* - GREATER OF J03 OR J04

TOTAL INTEREST EARNINGS ON PAGE J04 \$834,312
 PROJECT COSTS AS PCT OF ADJUSTED TOTAL REVENUE SOURCES 53.20%
 CALCULATED REIMBURSABLE PROJECT SHARE \$443,854
 ADJUSTMENT (CALCULATED INTEREST EARNINGS MINUS J03, ACTUAL INTEREST EARNINGS; MIN = 0) \$0

LEASE #: 013111
 SD/AVTS: EAST STROUDSBURG AREA
 EFFECTIVE DATE: July 1, 2001

PERMANENT REIMBURSABLE PERCENT

FINANCING METHOD:
 TOTAL AMOUNT:
 BOND DISCOUNT:
 ORIGINAL ISSUE DISCOUNT:
 TOTAL DISCOUNT:

GOB-2001
 \$10,000,000.00
 \$48,900.00
 \$61,074.75
 \$109,974.75

PROJECT NUMBER & PROJECT BLDG NAME	2111 N.SITE IS & HS	2900 SMITHFIELD ES	3273 EAST STROUDSBURG ELEM	XXXX	XXXX	XXXX	XXXX	TOTAL
A-1. AMOUNT FINANCED BY THE ABOVE ISSUE, NOTE OR CASH PAYMENT FOR THIS PROJECT (J03, LINE J)	\$1,931,932	\$1,900,000	\$228,297					\$4,060,229
A-2. ADJUSTED AMOUNT FINANCED (A-1 minus ADJ)								
B. TOTAL AMOUNT FINANCED FOR THIS PROJECT - ALL ISSUES, NOTES AND CASH PAYMENTS (J03, LINE J-TOTAL)	\$55,285,331	\$15,700,000	\$32,462,585					\$4,060,229
C. AMOUNT FINANCED FACTOR (A-1 divided by B)	0.0349	0.1210	0.0070					
D. ADJUSTED MAXIMUM REIMBURSABLE PROJECT AMOUNT	\$16,297,535	\$5,091,630	\$7,588,311					
E. REIMBURSEMENT FOR THIS ISSUE, NOTE OR CASH PYMT (C times D)	\$568,784	\$616,087	\$53,118					\$1,237,989
F-1. TOTAL PROJECT COSTS	\$62,313,999	\$16,404,189	\$36,746,103					
2. LESS: CASH / OTHER FUNDS NOT SHARED	\$0	\$0	\$0					
3. ADJUSTED PROJECT COSTS	\$62,313,999	\$16,404,189	\$36,746,103					
G. PROJECT COSTS ASSIGNABLE TO THIS BOND ISSUE (C times F-3)	\$2,174,759	\$1,984,907	\$257,223					\$4,416,889
H. TOTAL ISSUE, NOTE OR CASH BY TOTAL ISSUE/NOTE/CASH (A-2 divided by H)								\$10,000,000
J. BOND DISCOUNT AND OID								0.4060
K. PRORATED BOND DISCOUNT & OID (I times J)								\$109,975
L. PRORATED PROJECT COSTS LESS BOND DISCOUNT (G minus K)								\$44,650
M. PRORATED REIMBURSEMENT DIVIDED BY COSTS LESS DISCOUNT (E div. by L; max = 1)								\$4,372,239
N. REIMBURSABLE FRACTION (M times I)								0.2831
O. REIMBURSABLE PERCENT (N times 100)								0.1149
								11.49%

NOTES: OID/OIP FOR PROJECT 2900 & 3273 INCLUDED IN TOTAL PROJECT COSTS
 PLANCON-JW09 -P%

182

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 041173

ACT 50: Before
After X

Lease #	Outstanding Debt Service	Available Funds	Net Outstanding Debt	Reim %	T or P	Eligible Debt
982056	2,660,644	0	2,660,644	0.2488	(P)	661,968
981173	1,666,660	0	1,666,660	0.4501	(P)	750,164
002111	358,400	0	358,400	0.2642	(P)	94,689
013111	1,834,322	0	1,834,322	0.1149	(P)	210,764
012111	265,400	0	265,400	0.2642	(P)	70,119
022900	225,298	0	225,298	0.3119	(P)	70,270
021025	1,572,696	0	1,572,696	0.3044	(P)	478,729
TOTAL:	8,583,420	0	8,583,420			2,336,703
A. Total Eligible Debt - Refinancing						2,336,703
B. Total Net Outstanding Debt						8,583,420
C. Total New Debt Service						12,628,857
D. Reimbursable Pct (Temporary or Permanent)						0.1850 (P)

REFINANCING WITH NO NEW MONEY.

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 051173

Lease #	Outstanding Debt Service	ACT 50: Before After		Net Outstanding Debt	Reim %	T or P	Eligible Debt
		Available Funds	X				
981173	3,737,840	0		3,737,840	0.4501	(P)	1,682,402
013111	9,101,175	0		9,101,175	0.1149	(P)	1,045,725
0	0	0		0	0.0000	(P)	0
0	0	0		0	0.0000	(P)	0
0	0	0		0	0.0000	(P)	0
TOTAL:	12,839,015	0		12,839,015			2,728,127
							2,728,127
A. Total Eligible Debt - Refinancing							12,839,015
B. Total Net Outstanding Debt							12,339,754
C. Total New Debt Service							0.2125 (P)
D. Reimbursable Pct (Temporary or Permanent) (Total Eligible Debt divided by the greater of Line B or Line C)							

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 062111

Lease #	ACT 50: Before After		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
012111	11,825,098	0	11,825,098	0.2642	(P)	3,124,191
013111	1,978,900	0	1,978,900	0.1149	(P)	227,376
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	13,803,998	0	13,803,998			3,351,567
A. Total Eligible Debt - Refinancing						3,351,567
B. Total Net Outstanding Debt						13,803,998
C. Total New Debt Service						13,188,999
D. Reimbursable Pct (Temporary or Permanent) (Total Eligible Debt divided by the greater of Line B or Line C)						0.2428 (P)

185

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 091173

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	After Available Funds				
051173	1,882,981	0	1,882,981	0.2125	(P)	400,133
052900	115,000	0	115,000	0.3119	(P)	35,869
062111	1,064,923	0	1,064,923	0.2428	(P)	258,563
072859	5,057,000	0	5,057,000	0.1757	(T)	888,515
0	0	0	0	0.0000	(P)	0
TOTAL:	8,119,904	0	8,119,904			1,583,080
A. Total Eligible Debt - Refinancing						1,583,080
B. Total Net Outstanding Debt						8,119,904
C. Total New Debt Service						15,435,628
D. Reimbursable Pct (Temporary or Permanent)						0.1026 (T)
(Total Eligible Debt divided by the greater of Line B or Line C)						

186

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 101025

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds After				
021025	4,886,883	0	4,886,883	0.3044	(P)	1,487,567
051173	8,157,000	0	8,157,000	0.2125	(P)	1,733,363
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	13,043,883	0	13,043,883			3,220,930

- A. Total Eligible Debt - Refinancing 3,220,930
 - B. Total Net Outstanding Debt 13,043,883
 - C. Total New Debt Service 12,489,699
 - D. Reimbursable Pct (Temporary or Permanent) 0.2469 (P)
- (Total Eligible Debt divided by the greater of Line B or Line C)

187

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 112111

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
062111	8,209,694	0	8,209,694	0.2428	(P)	1,993,314
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	8,209,694	0	8,209,694			1,993,314

A. Total Eligible Debt - Refinancing 1,993,314
 B. Total Net Outstanding Debt 8,209,694
 C. Total New Debt Service 7,855,184
 D. Reimbursable Pct (Temporary or Permanent) 0.2428 (P)
 (Total Eligible Debt divided by
 the greater of Line B or Line C)

188

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 121173

Lease #	ACT 50:		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
041173	9,007,538	0	9,007,538	0.1850	(P)	1,666,395
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	9,007,538	0	9,007,538			1,666,395
A. Total Eligible Debt - Refinancing						1,666,395
B. Total Net Outstanding Debt						9,007,538
C. Total New Debt Service						8,293,113
D. Reimbursable Pct (Temporary or Permanent)						0.1850 (P)
(Total Eligible Debt divided by the greater of Line B or Line C)						



***REVISION**

July 18, 2012

Ms. Patricia L. Rosado
Board Secretary
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Ms. Rosado:

The reimbursable percent has been revised on the following lease number(s) due to the approval of PlanCon Part J, "Project Accounting Based on Final Costs," for PDE Project No. 3273, East Stroudsburg Elementary School. Attached is a copy of the Department's worksheet used to calculate the reimbursable percent.

<u>Lease Number</u>	<u>Bond Issue</u>	<u>Method of Financing</u>	<u>Reimbursable Percent</u>	<u>Temporary or Permanent</u>	<u>Effective Date</u>
013111	\$ 10,000,000	GOB Series of 2011	11.49 %	Permanent	7/1/2001
032900	\$ 10,000,000	GOB Series of 2003	12.09%	Permanent	7/1/2003
041173	\$ 8,700,000	GON Series of 2004	18.50 %	Permanent	7/1/2004
051173	\$ 10,000,000	GOB Series of 2005	21.25%	Permanent	7/1/2004
062111	\$ 10,000,000	GOB Series of 2006	24.28%	Permanent	7/1/2005
072056	\$ 81,130,000	GON Series of 2007	13.95%	Temporary	7/1/2007
091173	\$ 8,415,000	GON Series of 2009	10.26%	Temporary	7/1/2009
091641	\$ 15,015,000	GOB Series of 2009	15.62%	Temporary	7/1/2009

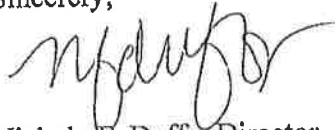
Ms. Rosado
Page 2
July 18, 2012

<u>Lease Number</u>	<u>Bond Issue</u>	<u>Method of Financing</u>	<u>Reimbursable Percent</u>	<u>Temporary or Permanent</u>	<u>Effective Date</u>
092056	\$ 3,660,000	GOB Series of 2009	10.20%	Temporary	7/1/2009
101025	\$ 11,345,000	GOB Series of 2010	24.69%	Permanent	7/1/2010
112111	\$ 6,860,000	GOB Series of 2011	24.2 %	Permanent	7/1/2011
*121173	\$ 7,495,000	GOB Series of 2012	18.50 %	Permanent	7/1/2011

This approval is based on a limited review of the documents submitted. If information reviewed subsequent to this approval violates law, policy or procedure, the Department reserves the right to rescind any and all approvals materially affected.

This document should be entered into the minutes of the next board meeting. If you have any questions, please contact Jason Drayer at (717) 787-5480.

Sincerely,



Nichole F. Duffy, Director
Bureau of Budget and Fiscal Management

NFD/clr

Attachment

cc: Buchart Horn Inc/Basco Associates
Project File - 2900 ✓
Budget
Chronological File

191

PERMANENT REIMBURSABLE PERCENT FOR ISSUE OR NOTE FINANCING POST-BEC 24 P.S. 25-2574 PROJECTS ONLY

LEASE #: 013111
 SD/AVTS: EAST STROUDSBURG AREA
 FINANCING METHOD: GOB-2001
 TOTAL AMOUNT: \$10,000,000
 BOND DISCOUNT: \$48,900
 ORIGINAL ISSUE DISCOUNT: \$61,075
 EFFECTIVE DATE: July 1, 2001

ALWAYS INPUT CASH (IF NOT TREATED AS A SEPARATE SOURCE) ON PAGE J03 INFO
 FOR ISSUES OR NOTES WITH BOTH PRE- AND POST-BEC 24 P.S. 25-2574 PROJECTS, USE WORKSHEET JB-BOTH.

ADJUSTMENT CALCULATION FOR ALL PROJECTS FUNDED BY THESE REVENUE SOURCES

LEASE #: 013111 SD/AVTS: EAST STROUDSBURG AREA

IF MORE THAN ONE BOND ISSUE USED TO FUND THE PROJECT(S), ONLY COMPLETE THIS SECTION FOR THE ISSUE TO BE ADJUSTED; DO NOT COMPLETE THIS SECTION ON THE WORKSHEETS USED FOR THE OTHER ISSUES FUNDING THE PROJECT(S).

PAGE J04 INFORMATION FOR ISSUES FINANCING BEC 24 P.S. 25-2574 PROJECTS ONLY FOR REFUNDING WITH NEW MONEY. USE NEW MONEY TOTAL FOR TOTAL BOND ISSUE

LEASE NO.	013111	022900	032900
TOTAL BOND ISSUE	\$10,000,000	\$10,000,000	\$10,000,000
TOTAL INTEREST EARNINGS	\$73,980	\$257,898	\$502,434
BUILDING INSURANCE RECEIVED			
SALE OF BUILDING AND LAND			
LOCAL & OTHER FUNDS-NOT SHARED			
LOCAL & OTHER FUNDS-SHARED			
TOTAL			

TOTAL	\$30,000,000	XXXXXX	XXXXXX	XXXXXX	\$0	\$0	ADJUSTED TOTAL =
	\$834,312	\$0	\$0	\$0	\$0	\$0	\$834,312
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$30,834,312						\$30,834,312

ALWAYS COMPLETE THIS SECTION FOR ALL PROJECTS FUNDED BY THIS ISSUE ONLY.

PAGE J03 INFORMATION ON BEC 24 P.S. 25-2574 PROJECTS ONLY

PROJECT NO.	2111	2900	**3273
TOTAL PROJECT COSTS	\$0	\$16,404,189	\$0
INTEREST EARNINGS	\$0	\$704,189	\$0
BUILDING INSURANCE RECEIVED	\$0	\$0	\$0
SALE OF BUILDING AND LAND	\$0	\$0	\$0
LOCAL & OTHER FUNDS-	\$0	\$0	\$0
NOT SHARED	\$0	\$0	\$0
LOCAL & OTHER FUNDS-SHARED	\$0	\$0	\$0
TOTAL INTEREST EARNINGS	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$0	\$0	\$0

* - GREATER OF J03 OR J04

TOTAL	\$16,404,189	XXXX	XXXX	XXXX	\$0	\$0
	\$704,189	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL INTEREST EARNINGS ON PAGE J04
 PROJECT COSTS AS PCT OF ADJUSTED TOTAL REVENUE SOURCES
 CALCULATED REIMBURSABLE PROJECT SHARE
 ADJUSTMENT (CALCULATED INTEREST EARNINGS MINUS J03, ACTUAL INTEREST EARNINGS; MIN = 0)

\$834,312
53.20%
\$443,854
\$0

PERMANENT REIMBURSABLE PERCENT

LEASE #: 013111
 SD/AVTS: EAST STROUDSBURG AREA
 EFFECTIVE DATE: July 1, 2001

FINANCING METHOD:
 TOTAL AMOUNT: \$10,000,000.00
 BOND DISCOUNT: \$48,900.00
 ORIGINAL ISSUE DISCOUNT: \$61,074.75
 TOTAL DISCOUNT: \$109,974.75

PROJECT NUMBER & PROJECT BLDG NAME	2111 N.SITE IS & HS	2900 SMITHFIELD ES	3273 EAST STROUDSBURG ELEM	XXXX	XXXX	XXXX	XXXX	TOTAL
A-1. AMOUNT FINANCED BY THE ABOVE ISSUE, NOTE OR CASH PAYMENT FOR THIS PROJECT (J03, LINE J)	\$1,931,932	\$1,900,000	\$228,297	\$0	\$0	\$0	\$0	\$4,060,229
A-2. ADJUSTED AMOUNT FINANCED (A-1 minus AD.J)								\$4,060,229
B. TOTAL AMOUNT FINANCED FOR THIS PROJECT - ALL ISSUES, NOTES AND CASH PAYMENTS (J03, LINE J-TOTAL)	\$55,285,331	\$15,700,000	\$32,462,585	\$0	\$0	\$0	\$0	XXXXXXXXXXXXXX
C. AMOUNT FINANCED FACTOR (A-1 divided by B)	0.0349	0.1210	0.0070	0.0000	0.0000	0.0000	0.0000	XXXXXXXXXXXXXX
D. ADJUSTED MAXIMUM REIMBURSABLE PROJECT AMOUNT	\$16,297,535	\$5,091,630	\$7,588,311	\$0	\$0	\$0	\$0	XXXXXXXXXXXXXX
E. REIMBURSEMENT FOR THIS ISSUE, NOTE OR CASH PYMT (C times D)	\$568,784	\$616,087	\$53,118	\$0	\$0	\$0	\$0	\$1,237,989
F-1. TOTAL PROJECT COSTS 2. LESS: CASH / OTHER FUNDS NOT SHARED	\$62,313,999	\$16,404,189	\$36,746,103	\$0	\$0	\$0	\$0	XXXXXXXXXXXXXX
3. ADJUSTED PROJECT COSTS G. PROJECT COSTS ASSIGNABLE TO THIS BOND ISSUE (C times F-3)	\$62,313,999	\$16,404,189	\$36,746,103	\$0	\$0	\$0	\$0	XXXXXXXXXXXXXX
H. TOTAL ISSUE, NOTE OR CASH L. ADJ AMT FINANCED DIVIDED BY TOTAL ISSUE/NOTE/CASH (A-2 divided by H)	\$2,174,759	\$1,984,907	\$257,223	\$0	\$0	\$0	\$0	\$4,416,889
J. BOND DISCOUNT AND OID K. PRORATED BOND DISCOUNT & OID (1 times J)								\$10,000,000
L. PRORATED PROJECT COSTS LESS BOND DISCOUNT (G minus K) (G minus K)								0.4060
M. PRORATED REIMBURSEMENT DIVIDED BY COSTS LESS DISCOUNT (E div. by L; max = 1)								\$109,975
N. REIMBURSABLE FRACTION (M times I)								\$44,650
O. REIMBURSABLE PERCENT (N times 100)								\$4,372,239
								0.2831
								0.1149
								11.49%

NOTES: QID/OIP FOR PROJECT 2900 & 3273 INCLUDED IN TOTAL PROJECT COSTS

PLANCON-JW09-P%

193

PERMANENT REIMBURSABLE PERCENT FOR ISSUE OR NOTE FINANCING POST-BEC 24 P.S. 25-2574 PROJECTS ONLY

LEASE #: 032900
SD/AVTS: EAST STROUDSBURG AREA
FINANCING METHOD: GOB-2003
TOTAL AMOUNT: \$10,000,000
EFFECTIVE DATE: July 1, 2003

ALWAYS INPUT CASH (IF NOT TREATED AS A SEPARATE SOURCE) ON PAGE J03 INFO
FOR ISSUES OR NOTES WITH BOTH PRE- AND POST-BEC 24 P.S. 25-2574 PROJECTS, USE WORKSHEET JB-BOTH.

ADJUSTMENT CALCULATION FOR ALL PROJECTS FUNDED BY THESE REVENUE SOURCES

LEASE #: 032900 SD/AVTS: EAST STROUDSBURG AREA

IF MORE THAN ONE BOND ISSUE USED TO FUND THE PROJECT(S), ONLY COMPLETE THIS SECTION FOR THE ISSUE TO BE ADJUSTED; DO NOT COMPLETE THIS SECTION ON THE WORKSHEETS USED FOR THE OTHER ISSUES FUNDING THE PROJECT(S).

PAGE J04 INFORMATION FOR ISSUES FINANCING BEC 24 P.S. 25-2574 PROJECTS ONLY
FOR REFUNDING WITH NEW MONEY, USE NEW MONEY-TOTAL FOR TOTAL BOND ISSUE

LEASE NO.	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOTAL BOND ISSUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INTEREST EARNINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING INSURANCE RECEIVED														
SALE OF BUILDING AND LAND														
LOCAL & OTHER FUNDS-NOT SHARED														
LOCAL & OTHER FUNDS-SHARED														
TOTAL														

ALWAYS COMPLETE THIS SECTION FOR ALL PROJECTS FUNDED BY THIS ISSUE ONLY.

PAGE J03 INFORMATION ON BEC 24 P.S. 25-2574 PROJECTS ONLY

PROJECT NO.	2900	3273	
TOTAL PROJECT COSTS	\$16,325,862	\$0	\$0
INTEREST EARNINGS	\$704,189	\$0	\$0
BUILDING INSURANCE RECEIVED	\$0	\$0	\$0
SALE OF BUILDING AND LAND	\$0	\$0	\$0
LOCAL & OTHER FUNDS-NOT SHARED	\$0	\$0	\$0
LOCAL & OTHER FUNDS-SHARED	\$0	\$0	\$0
TOTAL	\$16,325,862	\$0	\$704,189

* - GREATER OF J03 OR J04

TOTAL INTEREST EARNINGS ON PAGE J04
PROJECT COSTS AS PCT OF ADJUSTED TOTAL REVENUE SOURCES
CALCULATED REIMBURSABLE PROJECT SHARE
ADJUSTMENT (CALCULATED INTEREST EARNINGS MINUS J03, ACTUAL INTEREST EARNINGS; MIN = 0)

	\$0	\$0
	0.00%	\$0
	\$0	\$0

194

LEASE # 032900 S/DI/AVTS: EAST STROUDSBURG AREA EFFECTIVE DATE: July 1, 2003		PERMANENT REIMBURSABLE PERCENT					FINANCING METHOD: TOTAL AMOUNT:			GOB-2003 \$10,000,000.00
PROJECT NUMBER & PROJECT BLDG NAME	2900 SMITHFIELD ES	3273 EAST STROUDSBURG ELEM	XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX	TOTAL	TOTAL
A-1. AMOUNT FINANCED BY THE ABOVE ISSUE, NOTE OR CASH PAYMENT FOR THIS PROJECT (J03, LINE J)	\$3,800,000	\$122,117	\$0	\$0	\$0	\$0	\$0	\$0	\$3,922,117	\$3,922,117
A-2. ADJUSTED AMOUNT FINANCED (A-1 minus ADJ)										
B. TOTAL AMOUNT FINANCED FOR THIS PROJECT - ALL ISSUES, NOTES AND CASH PAYMENTS (J03, LINE J-TOTAL)	\$15,700,000	\$32,462,585	\$0	\$0	\$0	\$0	\$0	\$0		
C. AMOUNT FINANCED FACTOR (A-1 divided by B)	0.2420	0.0036	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
D. ADJUSTED MAXIMUM REIMBURSABLE PROJECT AMOUNT	\$5,091,630	\$7,588,311	\$0	\$0	\$0	\$0	\$0	\$0		
E. REIMBURSEMENT FOR THIS ISSUE, NOTE OR CASH PYMT (C times D)	\$1,232,174	\$28,836	\$0	\$0	\$0	\$0	\$0	\$0		
F-1. TOTAL PROJECT COSTS	\$16,325,862	\$36,746,103	\$0	\$0	\$0	\$0	\$0	\$0		
2. LESS: CASH / OTHER FUNDS NOT SHARED	\$16,325,862	\$36,746,103	\$0	\$0	\$0	\$0	\$0	\$0		
3. ADJUSTED PROJECT COSTS	\$3,950,859	\$139,635	\$0	\$0	\$0	\$0	\$0	\$0		
G. PROJECT COSTS ASSIGNABLE TO THIS BOND ISSUE (C times F-3)										
H. TOTAL ISSUE, NOTE OR CASH										
I. ADJ AMT FINANCED DIVIDED BY TOTAL ISSUE/ NOTE/CASH (A-2 divided by H)										
J. PRORATED REIMBURSEMENT DIVIDED BY PROJECT COSTS (E div. by G; max = 1)										
K. REIMBURSABLE FRACTION (I times J)										
L. REIMBURSABLE PERCENT (K times 100)										12.09%

PLANCON-JW09 -P%

NOTES: ADJUSTMENT = \$0

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 041173

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
982056	2,660,644	0	2,660,644	0.2488	(P)	661,968
981173	1,666,660	0	1,666,660	0.4501	(P)	750,164
002111	358,400	0	358,400	0.2642	(P)	94,689
013111	1,834,322	0	1,834,322	0.1149	(P)	210,764
012111	265,400	0	265,400	0.2642	(P)	70,119
022900	225,298	0	225,298	0.3119	(P)	70,270
021025	1,572,696	0	1,572,696	0.3044	(P)	478,729
TOTAL:	8,583,420	0	8,583,420			2,336,703
A. Total Eligible Debt - Refinancing						2,336,703
B. Total Net Outstanding Debt						8,583,420
C. Total New Debt Service						12,628,857
D. Reimbursable Pct (Temporary or Permanent)						0.1850 (P)

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 051173

Lease #	Outstanding Debt Service	ACT 50: Before After		Net Outstanding Debt	ReIm %	T or P	Eligible Debt
		Available Funds	X				
981173	3,737,840	0		3,737,840	0.4501	(P)	1,682,402
013111	9,101,175	0		9,101,175	0.1149	(P)	1,045,725
0	0	0		0	0.0000	(P)	0
0	0	0		0	0.0000	(P)	0
0	0	0		0	0.0000	(P)	0
TOTAL:	12,839,015	0		12,839,015			2,728,127
A. Total Eligible Debt - Refinancing							2,728,127
B. Total Net Outstanding Debt							12,839,015
C. Total New Debt Service							12,339,754
D. Reimbursable Pct (Temporary or Permanent)							0.2125 (P)
(Total Eligible Debt divided by the greater of Line B or Line C)							

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 062111

Lease #	ACT 50: Before		Net Outstanding Debt	Relm %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
012111	11,825,098	0	11,825,098	0.2642	(P)	3,124,191
013111	1,978,900	0	1,978,900	0.1149	(P)	227,376
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	13,803,998	0	13,803,998			3,351,567
A. Total Eligible Debt - Refinancing						3,351,567
B. Total Net Outstanding Debt						13,803,998
C. Total New Debt Service						13,188,999
D. Reimbursable Pct (Temporary or Permanent)						0.2428 (P)
(Total Eligible Debt divided by the greater of Line B or Line C)						

REFINANCING WITH NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 072056

Lease #	Outstanding Debt Service	Available Funds	Net Outstanding Debt	Reim Pct	T or P	Eligible Debt
982056	25,453,500	0	25,453,500	0.2488	(P)	6,332,831
032900	5,572,413	0	5,572,413	0.1209	(P)	673,705
032859	14,637,418	0	14,637,418	0.1682	(T)	2,462,014
042859	1,367,565	0	1,367,565	0.1648	(P)	225,375
073273	77,083,592	0	77,083,592	0.1316	(T)	10,144,201
TOTAL:	124,114,488	0	124,114,488			19,838,126
A. Reimbursable Percent-All Lease Numbers						0.1598
B-1. Escrow						83,375,710
2. New Money-Reimbursable						0
3. New Money-Non-Reimbursable						177,040
4. Total						83,552,750
C. Escrow divided by Total						0.9979
D. Total Debt Service						142,190,423
E. Debt Assignable to Escrow						141,891,823
F. Eligible Debt - Refinancing						19,838,126
(E=>Net Outstanding - Total Eligible Debt;						
E<Net Outstanding - Line A times Line E)						

G-1. Amount Financed - This Issue						0
2. Total Amount Financed						0
3. Amount Fin-This Issue as Pct of Total						0.0000
H-1. Total Reimbursement for This Project						0
2. Reimbursement Assigned to This Bond Issue						0
I-1. Total Project Costs						0
2. Project Costs Assigned to This Bond Issue						0
J-1. New \$-Reimb divided by Escrow & New Money						0.0000
2. Bond Discount & OID for This Issue						0
3. Bond Discount & OID Assigned to New \$-Reim						0
K. Assigned Project Costs Minus Assigned Bond Discount & OID						0
L-1. Reimbursable Percent - New Money-Reimb						0.0000
2. 5% Reduction for Prjt Assigned Temp Pct						0.0000
3. Applicable Reimbursable Percent						0.0000
M. Debt Assignable to New Money-Reimbursable						0
N. Eligible Debt - New Money						0

O. Eligible Debt - Total (F plus N)						19,838,126
P. Reimbursable Percent (O divided by D)						0.1395 (T)

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 091173

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
051173	1,882,981	0	1,882,981	0.2125	(P)	400,133
052900	115,000	0	115,000	0.3119	(P)	35,869
062111	1,064,923	0	1,064,923	0.2428	(P)	258,563
072859	5,057,000	0	5,057,000	0.1757	(T)	888,515
0	0	0	0	0.0000	(P)	0
TOTAL:	8,119,904	0	8,119,904			1,583,080
A. Total Eligible Debt - Refinancing						1,583,080
B. Total Net Outstanding Debt						8,119,904
C. Total New Debt Service						15,435,628
D. Reimbursable Pct (Temporary or Permanent)						0.1026 (T)
(Total Eligible Debt divided by the greater of Line B or Line C)						

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 091641

Lease #	ACT 50: Before After		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
011641	549,493	0	549,493	0.4095	(P)	225,017
032900	6,948,281	0	6,948,281	0.1209	(P)	840,047
042859	12,321,475	0	12,321,475	0.1648	(T)	2,030,579
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	19,819,249	0	19,819,249			3,095,643
A. Total Eligible Debt - Refinancing						3,095,643
B. Total Net Outstanding Debt						19,819,249
C. Total New Debt Service						18,671,244
D. Reimbursable Pct (Temporary or Permanent)						0.1562 (T)
(Total Eligible Debt divided by the greater of Line B or Line C)						

201

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 092056

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
072056	3,591,768	0	3,591,768	0.1395	(T)	501,052
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	3,591,768	0	3,591,768			501,052

A. Total Eligible Debt - Refinancing	501,052
B. Total Net Outstanding Debt	3,591,768
C. Total New Debt Service	5,002,650
D. Reimbursable Pct (Temporary or Permanent)	0.1002 (T)
(Total Eligible Debt divided by the greater of Line B or Line C)	

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 101025

Lease #	ACT 50: Before		Net Outstanding Debt	Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds				
021025	4,886,883	0	4,886,883	0.3044	(P)	1,487,587
051173	8,157,000	0	8,157,000	0.2125	(P)	1,733,363
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
0	0	0	0	0.0000	(P)	0
TOTAL:	13,043,883	0	13,043,883			3,220,930
A. Total Eligible Debt - Refinancing						3,220,930
B. Total Net Outstanding Debt						13,043,883
C. Total New Debt Service						12,489,699
D. Reimbursable Pct (Temporary or Permanent)						0.2469 (P)
(Total Eligible Debt divided by the greater of Line B or Line C)						

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 112111

Lease #	ACT 50: Before		After		Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds	Net Outstanding Debt	X			
062111	8,209,694	0	8,209,694		0.2428	(P)	1,993,314
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
TOTAL:	8,209,694	0	8,209,694				1,993,314

- A. Total Eligible Debt - Refinancing 1,993,314
- B. Total Net Outstanding Debt 8,209,694
- C. Total New Debt Service 7,855,184
- D. Reimbursable Pct (Temporary or Permanent) 0.2428 (P)
(Total Eligible Debt divided by
the greater of Line B or Line C)

REFINANCING WITH NO NEW MONEY

SD/AVTS: EAST STROUDSBURG AREA

LEASE #: 121173

Lease #	ACT 50: Before		After		Reim %	T or P	Eligible Debt
	Outstanding Debt Service	Available Funds	Net Outstanding Debt	X			
041173	9,007,538	0	9,007,538		0.1850	(P)	1,666,395
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
0	0	0	0		0.0000	(P)	0
TOTAL:	9,007,538	0	9,007,538				1,666,395
A. Total Eligible Debt - Refinancing							1,666,395
B. Total Net Outstanding Debt							9,007,538
C. Total New Debt Service							8,293,113
D. Reimbursable Pct (Temporary or Permanent)							0.1850 (P)
(Total Eligible Debt divided by the greater of Line B or Line C)							

**AGREEMENT MADE BETWEEN
EAST STROUDSBURG AREA SCHOOL DISTRICT AND
THOMAS F. DIRVONAS, 11 NORTH EIGHTH STREET
STROUDSBURG, PENNSYLVANIA
SOLICITOR**

AGREEMENT MADE THIS _____ day of August, 2012, between THOMAS F. DIRVONAS, an attorney licensed to practice law in the Commonwealth of Pennsylvania, with offices at 11 North Eighth Street, Stroudsburg, Pennsylvania (hereinafter called "Solicitor"); and the EAST STROUDSBURG AREA SCHOOL DISTRICT, with offices at 50 Vine Street, East Stroudsburg, Pennsylvania (hereinafter called "School District").

WHEREAS, Thomas F. Dirvonas is currently the appointed Solicitor for the School District; and

WHEREAS, the School District wishes to retain the services of said Thomas F. Dirvonas as Solicitor for the balance of the 2012-2013 fiscal year and for the 2013-2014 fiscal year, with an option to renew this contract for the 2014-2015 fiscal year.

NOW, THEREFORE, it is agreed that:

1. The above-named Solicitor will perform routine legal services for the sum of THIRTY-FIVE THOUSAND (\$35,000.00) DOLLARS, as retainer for the fiscal year 2012-2013, which began July 1, 2012 and ends June 30, 2013 and for the sum of THIRTY-FIVE THOUSAND (\$35,000.00) DOLLARS for the fiscal year which begins July 1, 2013 and ends June 30, 2014.

2. Said retainer services shall include attending school board meetings, routine legal advice and opinions, attending routine conferences and meetings as required, preparation or review of routine contracts and resolutions and other routine services.

3. Said retainer services shall not include required time for the following work: preparation for arbitrations, hearings and litigation and/or conducting said arbitrations, hearings and litigation, as well as trials and appeals; title searches; bond

issues and other financing; construction matters and Authority work; conveyancing; teacher and service personnel negotiations and related labor matters and substantial work for preparation for same; preparation of tax resolutions; other legal services requiring a substantial amount of time over and above routine items. Separate billings will be made for these items as non-retainer items.

4. The Solicitor shall make monthly billings for retainer and non-retainer services and for reimbursement of out-of-pocket expenses. Non-retainer items shall be billed at the hourly rate of \$130.00 per hour or as otherwise agreed upon. In this regard:

A. It is acknowledged that the District has engaged, and shall continue to engage additional attorneys or law firms specializing in specific or particular areas of legal practice upon terms to be agreed upon. Examples of such areas of specialization include, but are not limited to, collective bargaining, construction issues and litigation, special education and workers compensation. In such instances, the District will be expected to retain independent counsel, provided that the Solicitor declines to represent the District, and that the District agrees to pay the fees for such counsel.

B. With regard to future bond issues, the parties agree that the fee to be paid to the Solicitor shall be a minimum of \$5,000.00 and shall not exceed a maximum of one-half (1/2) or fifty (50%) percent of the fee charged by bond counsel for the issue. The District and Solicitor shall consider the nature and amount of the particular bond issue and the final determination of the Board as to the amount of the fee shall be controlling.

5. It is agreed that Thomas F. Dirvonas shall be primarily responsible for the performance of the legal services required, but that he may utilize the assistance of other attorneys with whom he may become associated in properly serving the School District. At least one additional attorney shall be employed by the Solicitor's law firm to assist the Solicitor in providing legal services to the District.

6. In addition to the two (2) year term set forth above, the Solicitor shall have the option to renew this Agreement for an additional one (1) year term, that being for the 2014-2015 fiscal year. In the event that the Solicitor exercises this option, the Solicitor may request the School District to renegotiate the annual retainer and hourly billing rate. In the event that the Solicitor determines not to exercise this option, the solicitor shall so advise the School District at least one hundred and fifty (150) days prior to the end of the two year term in order that the School District may have sufficient time to advertise for and select a replacement solicitor.

IN WITNESS WHEREOF, Thomas F. Dirvonas has executed this Agreement and the School District has caused this Agreement to be signed by its President and attested by its Secretary the day and year first above written.

Thomas F. Dirvonas, Solicitor

ATTEST:

EAST STROUDSBURG AREA SCHOOL
DISTRICT

Patricia Rosado, Secretary

By: _____
William Searfoss, President

SBAP Continuation of Services Contract

Please have the following contract signed by a person authorized to bind your district or IU in a contract, or remit a purchase order. Return original signed document to:

Leader Services
Attn: SBAP Contract Administrator
PO Box O
Hazleton, PA 18201

SCHOOL-BASED ACCESS PROGRAM (SBAP) CONTINUATION AGREEMENT

This Agreement made and entered this _____, 2012 between East Stroudsburg Area SD (hereinafter referred to as the "**CLIENT**") having an address at 50 Vine Street East Stroudsburg, PA 18301 and LDP, Inc. d/b/a Leader Services (hereinafter referred to as "**LEADER**") having an office at 75 Kiwanis Blvd., West Hazleton, Pennsylvania 18202.

The parties hereto agree that **LEADER** will provide Pennsylvania Medicaid Direct Services web applications and support services to **CLIENT**.

1. COMMENCEMENT, DURATION AND TERMINATION OF SERVICES

This Agreement will be effective for twelve (12) consecutive months commencing on July 1, 2012 for preparing claims for **CLIENT**. Claims will be submitted to the PA state contractor on a weekly basis. This Agreement will automatically renew for additional periods of twelve (12) months each unless one party has provided written notice of cancellation to the other party not less than ninety (90) days prior to the renewal date.

2. FEE SCHEDULE

The following fees are based on a per transaction fee for all claims submitted to the state contractor for processing:

All direct service transactions (excluding Transportation)	\$.70 per transaction
Transportation Services	\$.45 per transaction

LEADER shall invoice **CLIENT** each month for transactions that are submitted to the state contractor for processing. **LEADER** shall provide a report indicating which services were submitted and the corresponding service fee charged by **LEADER**. **CLIENT** shall pay **LEADER** upon receipt of **LEADER**'s invoice.

3. OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed by **LEADER** in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between **LEADER** and **CLIENT**, the sole and exclusive property of **LEADER**.

CLIENT agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession.

4. CONFIDENTIALITY OF DATA

The parties agree that, because of the sensitive nature of data and in view of the proprietary nature of business information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each party's confidence. Each party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other party will be held in confidence and each party agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other party.

The parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision will be wholly inadequate to fully compensate the aggrieved party and therefore the aggrieved party will be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

LEADER, as both a Covered Entity and Business Associate of **CLIENT**, agrees to adhere to all HIPAA and FERPA requirements related to the electronic transmission of data, privacy and security.

5. **INPUT DATA**

Accurate, complete, and correct data necessary for **LEADER** to perform its services hereunder will be the sole responsibility of **CLIENT**. **LEADER** will not be responsible for any delays or failure to prepare and submit transactions because of incomplete, inaccurate, or incorrect data provided by **CLIENT**. **LEADER** will be responsible for the input of all information given to **LEADER** by **CLIENT** in a reasonably accurate, complete and correct form provided same is provided to **LEADER** by **CLIENT**. Any errors, mistakes or liability in connection with the failure of **LEADER** to process such data, provided such data has been accurately, completely and correctly transmitted to **LEADER**, will be the sole responsibility of **LEADER** and will be corrected by **LEADER**.

6. **LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES**

LEADER will not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this agreement resulting from any cause beyond the reasonable control of **LEADER**. **LEADER's** liability, under this agreement, is limited to the amount paid by client for the services under this agreement. **LEADER** will not be liable for any indirect, consequential, or incidental damages arising out of this agreement.

7. **OPERATING PROCEDURES**

LEADER will be responsible for the processing of all those claims for services rendered by **CLIENT** and its employees, which have been turned over to **LEADER** for processing.

LEADER agrees to:

- Provide training, continuing education, and forms required by **CLIENT** staff for the preparation of data required for the submission of the claims to Medicaid.
- Provide web application (WebSDS, WebPSL, and WebTRAN) for the entry of service transactions by **CLIENT** staff.
- Leader will data enter paper claims for those LEAs that record their services using paper Service Description Slips.
- Maintain knowledge of current billing procedures, rules, and laws for Pennsylvania's Medicaid School-Based Billing program. Maintain knowledge of the Centers of Medicare and Medicaid Services (CMS) guidelines as they pertain to the provision of Medicaid school-based services
- Establish and maintain procedures for the timely preparation and submission of transactions to the PA state contractor. This includes setting time schedules that must be adhered to by **CLIENT's** staff. Prepare and submit weekly claims to the state contractor.
- Provide monthly management reports to **CLIENT** as support for the transactions processed and submitted to the state contractor.
- Assign an account manager to provide technical assistance to **CLIENT** with compiling and maintaining data required for claiming. The account manager will provide all program support to **CLIENT** and will direct other **LEADER** resources to **CLIENT** as required.

CLIENT agrees to:

- Provide **LEADER**, on a timely basis, all forms and documentation in a manner prescribed by **LEADER** and as required for the successful preparation and submission of claims.
- Provide a contact person who will serve as coordinator for all **CLIENT** activities. This person will work directly with **LEADER's** account manager.
- Notify **LEADER** of any errors and/or omissions in information sent to **LEADER** so that **LEADER** may notify the state contractor of any required adjustments.

8. **GENERAL**

- a) **ENTIRE AGREEMENT** - This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.
- b) **SUCCESSORS** - This Agreement will be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective parties hereto. Each party agrees that there are no third party beneficiaries to this agreement. Neither party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.
- c) **ATTORNEYS** - In the event that either **LEADER** or **CLIENT** commences a legal proceeding, each party will pay their own attorney's fees.
- d) **SEVERABILITY** - In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of any federal, state or local government, such term or provision will be deemed severed from this Agreement and the remaining terms and provisions will remain unaffected thereby.
- e) **NOTICES** - Any notice sent pursuant to this agreement will be sent by certified mail to the parties at their respective addresses.
- f) **STATE LAW** - This agreement will be governed by and construed in accordance with the laws of Pennsylvania.
- g) **SURVIVAL OF NON-DISCLOSURE OBLIGATION** - The obligation of non-disclosure and confidentiality recited in this Agreement will survive the termination of this Agreement and will be in full force and effect notwithstanding such expiration or termination.
- h) **ANTI-FRAUD AND ABUSE** - Notwithstanding anything to the contrary herein this Agreement will be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare/Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations or interpretations, then the provision in question or this entire Agreement, if necessary, will be automatically void and of no effect whatsoever.
- i) **DESCRIPTIVE HEADINGS** - The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

9. **EQUAL EMPLOYMENT OPPORTUNITY**

It is and has been the policy of **LEADER** to provide equal employment and individual opportunity to all job applicants and employees without regard to race, color, religion, sex, age, national origin, veteran or disability status. It is **LEADER's** policy not to violate Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or any other local, state or federal law, regulation or ordinance prohibiting discrimination in employment.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year below written.

East Stroudsburg Area SD

LEADER SERVICES

By: _____

By: _____

Name: _____

Name: Charles J. Mason, Jr.

Title: _____

Title: Chief Financial Officer

Date: _____

Date: _____

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**BUSINESS MANAGER
EMPLOYMENT CONTRACT**

An Agreement Between

The Board of Education
of the
East Stroudsburg Area School District

and

Jeffrey S. Bader

For the Period September 1, 2012 to August 31, 2015

PREAMBLE

This Contract represents the agreement of the Board of Education of the East Stroudsburg Area School District, with an address of P.O. Box 298, East Stroudsburg, Pennsylvania 18301, (hereafter referred to as the "District" or the "Board") and Jeffrey S. Bader, an individual currently residing at 542 Trails End Court, Easton, Pennsylvania 18040 (hereafter referred to as "Business Manager"), with respect to the appointment of Jeffrey S. Bader to the position of Business Manager of the District.

The Board, at its regularly scheduled meeting duly and properly called and held on the 16th day of July, 2012, did appoint Jeffrey S. Bader to the office of Business Manager for the District in accordance with the provisions of the Pennsylvania Public School Code of 1949.

In addition to matters set forth herein, it is understood by the District and the Business Manager that his service to the School District will be governed by the applicable provisions of the School Code and by the Business Manager's job description, the provisions of which are incorporated by reference herein, and by any directive or directives hereafter made to the Business Manager by the Superintendent on his/her behalf or on behalf of the Board.

TERM OF CONTRACT

The term of this Contract shall be September 1, 2012 through August 31, 2015, a period of three (3) years.

Notwithstanding the above, it is understood and agreed that, upon approval of the Superintendent of the School District, the Business Manager may perform services for the

School District, including but not limited to the review of School District protocols and procedures, prior to September 1, 2012, in which event the Business Manager shall be compensated at the rate of \$461.54 per diem.

SALARY

The Business Manager's salary for the initial fiscal year shall be \$120,000.00, prorated from September 1, 2012 to June 30, 2013. The salary for subsequent fiscal years shall determined by the Board at the recommendation of the Superintendent, but in no event shall the salary be less than the salary for the previous year, provided that the Business Manager receives a satisfactory evaluation from the Superintendent for the previous year.

EMPLOYEE BENEFITS

The School District shall provide, as a minimum, family medical coverage, family dental coverage, group term life insurance, income/disability protection program, retirement health insurance, leave of absence benefits and other benefits to the Business Manager as are more specifically set forth in Appendix A attached hereto and made a part hereof, or as may otherwise be subsequently approved by the School District, except that there shall be no diminution of said benefits from the initial year of this contract.

YEARLY EVALUATION

A yearly evaluation shall be conducted by the Superintendent in a written format, and a conference to discuss that evaluation shall be held with the Business Manager within

thirty (30) days of said evaluation. In the event the Superintendent determines the performance of the Business Manager to be unsatisfactory in any respect, the Business Manager shall be allowed to respond in writing to the final assessment, and such response shall be attached to and be made a permanent appendix to the assessment in the Business Manager's personnel file. The evaluation shall include a determination of the Business Manager's compliance with any improvement plan or job goals developed by the Business Manager or presented to the Business Manager by the Board and/or Superintendent. The issuance of unsatisfactory rating(s) and/or the failure of the Business Manager to comply with any improvement plan or job goals may subject the Business Manager to discharge as further provided herein.

PHYSICAL EXAMINATION OF BUSINESS MANAGER

The Business Manager agrees to have a comprehensive medical and visual examination once a year and to authorize the consulting physician to file with the Superintendent a statement certifying to his/her physical competency, which statement shall be held in confidence by the Superintendent and the Board. The cost of said medical and visual examination shall be borne by the School District.

PROFESSIONAL DUES

In addition to, and notwithstanding, any of the remaining terms and conditions of this Contract, the Board will pay, at the expense of the School District, the membership fees of the Business Manager in the following organizations for the term of the Business Manager's contract:

- PA Association School Administrators (PASA)
- PA School Boards Association (PSBA)
- Association of School Business Officials International (ASBO)
- PA Association of School Business Officials (PASBO)
- Lehigh Valley Chapter – PASBO
- Government Finance Officers Association (GFOA)
- Association of Government Accountants (AGA)
- Any other organization approved by the Superintendent

MILEAGE

Mileage reimbursement to the Business Manager for approved business travel shall be at the IRS rate then in effect (see Appendix A), and the Business Manager shall receive reimbursement for such additional expenses in connection with the performance of his duties as shall be approved by the Board.

QUALIFICATIONS OF THE BUSINESS MANAGER

The Business Manager covenants and warrants that he possesses all of the qualifications required by law to serve as Business Manager for the School District

The Business Manager further agrees to devote his time, skill, labor, and attention to the performance of his duties as Business Manager of the School District on a full time basis during the term of this Contract; provided, however, that the Business Manager, with prior approval of the Superintendent and as allowed by law, may undertake work as a consultant, speaking engagements, writing, lecturing, or other professional duties and obligations which do not interfere with the performance of the Business Manager's duties with the School District.

The Business Manager further expressly covenants and warrants that he does not and will not have during the term of this Contract any financial interest, direct or indirect,

in the sale or adoption of any book or books, or the sale to or lease by the School District of any supplies or equipment, or any other pecuniary or financial interest which would create or appear to create a conflict of interest with the performance of his duties as Business Manager. The Business Manager further covenants and warrants that he/she has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to his qualification or appointment as Business Manager.

GENERAL DUTIES

During the term of this Contract, the Business Manager agrees to serve as an Administrator of the School District and to perform the duties of the Business Manager in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the Job Description established by the School District for the Business Manager, the regulations of the Board, and all amendments thereto.

TERMINATION/NON-RENEWAL

The Business Manager warrants that he has made no misrepresentation as to his qualifications and background either on his application or orally. In addition to those reasons as set forth in Section 514 and Section 1089 of the School Code, the Board shall have grounds to terminate this contract if the Business Manager has made any misrepresentations either in writing or orally, if the Business Manager fails to maintain his legal credentials, or if the Business Manager undertakes work which interferes with his duties as Business Manager. If the Superintendent or the Board determines that the

Business Manager's outside activities are interfering with his duties as Business Manager, they shall first put him on written notice. If he persists in these activities, the Board shall have grounds to terminate this contract. The Business Manager's rights prior to and after formal termination shall be as set forth in Section 514 and 1089 of the School Code.

This agreement may be terminated only by:

- Resignation of the Business Manager upon at least sixty (60) days written notice to the School District; or
- Written mutual agreement of the parties; or
- Discharge of the Business Manager for the causes and under the procedures stated herein and in the Public School Code, as amended. In the event of discharge following a hearing before the Board, if requested, the Business Manager may exercise any rights of appeal or review granted under Local Agency Law, the Public School Code, and other applicable laws enforceable in this Commonwealth.

The Board shall notify the Business Manager at least one hundred and fifty (150) days prior to the expiration of his contract that the Board intends to either reappoint or not reappoint him as Business Manager. If no action is taken by the Board within this timeline, contract shall be renewed for an additional one (1) year term.

APPLICABLE LAW

All references to the School Code of the Commonwealth of Pennsylvania shall be to the Public School Code of 1949 and shall include any amendments to or recodifications of such Act. This Contract shall be construed in accordance with the law of the Commonwealth of Pennsylvania. In the event any provision of this contract shall be

determined to be invalid or in conflict with the School Code of the Commonwealth of Pennsylvania, or any other federal, state, or municipal law by any court of competent jurisdiction, then such provision shall be deemed void and of no further effect; provided, however, that such determinations by a court of competent jurisdiction shall not affect or impair the remaining provisions of this contract.

APPENDICES

Please refer to appendices attached to this document as pages 10 to 14.

NOTICES AND BINDING EFFECT

Any notice required by this contract shall be effective if mailed to the other party at the addresses set forth above, and shall be effective as of the date of mailing. This contract shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this contract to be duly executed this _____ day of _____, 2012.

ATTEST:

BOARD OF EDUCATION
EAST STROUDSBURG AREA SCHOOL
DISTRICT

By: _____

WITNESS:

Jeffrey S. Bader, Business Manager

Appendix A

Supplemental Schedules

A. Insurances

1. Family Medical Coverage

The Board shall provide health care benefits for the Business Manager and his/her eligible dependents in accordance with the provisions the Board's Administrative Compensation Plan with its Act 93 employees and any associated memorandums of understanding as they may exist from time to time.

2. Family Dental Coverage

The Board will pay the entire monthly premiums for the dental insurance for the Business Manager and his/her eligible dependents through United Concordia or an equivalent plan. Payment under the program shall be limited to a maximum of \$1,250 per person for all services rendered in any calendar year, except for orthodontics which specifies a \$1,500 lifetime maximum. There will be fifty (50%) percent coverage for periodontics and orthodontics riders including adult non-cosmetic orthodontic care.

3. Term Life Insurance/Additional Purchase Provision

A term life insurance policy equal in value to 2-1/2 times the Business Manager's annual salary (rounded to the nearest thousand) shall be provided. Business Manager shall have the option of increasing her coverage by paying the premium to the District. Should the Business Manager retire, this policy will be maintained by the District until the Business Manager reaches age 65, provided that the Business Manager has at least ten (10) years of administrative service in the East Stroudsburg Area School District at the time of retirement and will be based upon the annual salary in effect at the time of retirement. In the event that the Business Manager retires and reaches the age of 65 he/she will have the option of maintaining the policy by paying the premium to the District.

4. Long-Term Disability/Income Protection Plan

The Board shall pay the cost of providing the Business Manager a disability program which shall include the following:

- 66 2/3% of salary (\$5,000 maximum per month)
- 30 day elimination period

5. Health Insurance Benefit for Retired Employees

Retired employees who have been employees of the School District for a minimum of twenty (20) years, or who have served a minimum of ten (10) years as an administrator in the school District, and who retire will receive

hospitalization benefits for themselves and partial payment for their spouse, at the Board's expense, until such time as the Retired employee becomes eligible for Medicare. The Board agrees to pay \$50.00 per month, up to a maximum of \$600.00 per year, for spousal partial premium payments for benefits. These benefits shall be available to the Business Manager.

Retired employees who have been employees of the School District for less than twenty (20) years, or who have served less than ten (10) years as an administrator in the School District, and who retire will be able to purchase hospitalization benefits for themselves and for their dependents at the School District's group rate, at the Retired employee's expense, until such time as the Retired employee becomes eligible for Medicare. These benefits shall be available to the Business Manager.

6. Vision

Vision insurance for the Business Manager and his/her eligible dependents shall be provided by Vision Benefits of America or an equivalent plan as is provided in the ESEA agreement.

B. Leaves of Absence

1. Sick Leave

The Business Manager shall be credited with twelve (12) days sick leave at the beginning of each new contract year, which will be accumulative without ceiling. Sick leave days may be utilized for illness of a family member as defined herein. Any unused days of sick leave remaining at the end of a given year shall be credited as additional days of sick leave for the following year and shall be cumulative from year to year.

The Business Manager may transfer not more than ninety (90) accumulated days of sick leave from his current employer to the School District. Any transferred sick leave shall be held in reserve and used only in the case of illness or injury certified to the satisfaction of the Board of Education after sick leave earned within the School District has been used. In no event shall any such transferred sick leave be subject to reimbursement upon the Business Manager's cessation or termination of employment with the School District.

Sick days may be used for illness of a spouse, mother, father, son, daughter, step-father, step-mother, step-son, step-daughter, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother or near relative who resides in the same household, or any person with whom the Business Manager has made hi/her home.

The rate paid for unused sick leave at retirement for the length of this agreement shall be per diem rate then in effect for the School District's Act 93 administrators. Such payment shall be made as a non-elective employer contribution to the Business Manager's 403(b) retirement program or as a cash payment, at the Business Manager's option. This benefit is subject to the following limitations:

- A. No additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days.
- B. In order to be eligible for said payment, the Business Manager must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an Administrator in the East Stroudsburg Area School District upon retirement.
- C. Payment shall not be made for "transferred sick leave".

If the Business Manager's sick leave becomes depleted, payment will be made for additional days lost due to illness or injury at the rate of \$150 per day for a total amount of additional days not to exceed ten (10) days for each full year of service to the School District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the Long-Term Disability Plan provided by the School District.

The Board may require the Business Manager to furnish a certificate from a physician or other practitioner certifying that the Business Manager was unable to perform his/her duties during the period of absence claimed as sick leave.

2. Personal Leave

Three (3) days of personal leave shall be granted during each contract year without deduction of salary. These days shall be granted without requiring the Business Manager to state a reason. Any unused personal leave days shall be converted to the Business Manager's vacation days on September 1 of each following year.

3. Vacation

The Business Manager shall be granted twenty (20) days of vacation leave during each contract year without deduction of salary. He/she may accumulate up to forty-five (45) days of vacation leave. Those days accumulated in excess of forty-five (45) shall, on September 1 of the following year, convert to sick leave. Vacation leave must be requested and approved by the Superintendent. Upon separation, the Business Manager shall be compensated for any unused vacation days at his/her respective daily rate of pay.

4. Disability/Child Rearing Leave

Disability/Child Rearing Leaves of Absence shall be granted to the Business Manager of the School District in strict compliance with the Equal Employment Opportunities Code of Federal Regulations as amended.

5. Compensated Professional, Military and Family Medical Leaves

The provisions of the Pennsylvania School Code, as amended, Board Policy and state and federal law shall be deemed to apply in the case of compensated professional, military and family medical leaves.

6. Bereavement Leave

Death of Spouse, Parent or Child

Up to five (5) consecutive work days leave of absence will be allowed in the event of the death of the Business Manager's spouse, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter, or near relative who resides in the same household, or any person with whom the Business Manager has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Death of Immediate Relative

Up to three (3) consecutive work days' leave of absence will be allowed in the event of the death of an immediate relative of the Business Manager. An immediate relative shall be defined as a brother, sister, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother or grandchild. This leave can only be used to attend the funeral and/or attend the affairs of the deceased.

7. Jury Duty

The Business Manager, if he/she is called and reports for service as a juror, shall be paid by the School District for each such day of service on which he/she otherwise would have worked.

C. Other Benefits

1. Reimbursement for Graduate Education

If the Business Manager is enrolled in a degree program, or is taking graduate courses relevant to his/her present job responsibilities, he/she shall be reimbursed for tuition expenses not to exceed twelve (12) credits per contract year and for related textbooks. All courses must have prior approval of the Board. Tuition costs shall be provided; however, a grade of "B" or better is required to qualify for this reimbursement. At the completion of the course, textbooks are to be returned to the Superintendent who shall forward them to the librarian for placement in the building professional library.

Any reimbursement for graduate credits shall be subject to the Business Manager remaining as an employee in the School District for at least two (2) years after

completion of the course for which reimbursement is paid. If the Business Manager voluntarily leaves the School District sooner than two (2) years after completion of the course, he/she will be required to repay the School District as follows:

1 day to 1 year - 100% 1 year 1 day to 2 years - 50%

2. Mileage Reimbursement

Reimbursement for use of the Business Manager's vehicle for School District purposes shall be at the IRS-established rate. If the IRS establishes a new rate, that rate will become the approved rate for reimbursement.

3. Deferred Compensation

The school district shall adopt the Kades-Margolis Capital Section 457 Plan and permit the Business Manager to contribute to the plan up to the maximum amount allowed by law.

MEMORANDUM OF FIRST AMENDMENT TO
ANTENNA SITE AGREEMENT

This Memorandum of First Amendment to Antenna Site Agreement is made and entered into this ____ day of _____, 20____, by and between East Stroudsburg Area School District, having an address of 321 North Courtland Street, P.O. Box 298, East Stroudsburg, Pennsylvania 19301, hereinafter referred to as "Owner" and Cellco Partnership d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter referred to as "Tenant". (Owner and Tenant are sometimes collectively referred to herein as the "Parties" or individually as a "Party").

WHEREAS, on May 6, 2005, Owner and South Canaan Cellular Communications Co., L.P. executed an Antenna Site Agreement (the "ASA") whereby South Canaan Cellular Communications Co., L.P. leased from Owner a certain parcel of property and space on Owner's Water Tower (the "Tower") located off of Bushkill Falls Road, Bushkill, Monroe County, Pennsylvania; and

WHEREAS, the Property is more particularly described in the Monroe County, Pennsylvania Recorder of Deeds Office in **Deed Book** ____, at **Page** ____, and contains **Tax Parcel No.:** _____; and

WHEREAS, Tenant is the successor in interest to South Canaan Cellular Communications Co., L.P. in and to the ASA; and

WHEREAS, Tenant desires to alter its antennas and equipment installed on the Tower; and

WHEREAS, Tenant further desires to install an exterior generator on a 4' x 10' concrete pad on the Owner's Property; and

WHEREAS, Exhibit "A" to the ASA currently depicts Tenant's ground space on the Owner's Property and describes the installation and the location of Tenant's antennas and supporting equipment on the Tower; and

WHEREAS, Tenant has requested, and the Owner has agreed, to a modification of Tenant's equipment on the Owner's Property by installing an exterior generator on a 4' x 10' concrete pad at such location on the Owner's Property as is more particularly depicted on Exhibit A-1 which is attached hereto and incorporated herein; and

WHEREAS, Tenant has requested, and the Owner has agreed, to a modification of Tenant's antennas and equipment on the Tower as is more particularly depicted on Exhibit A-1 which is attached hereto and incorporated herein; and

WHEREAS, Owner and Tenant executed a First Amendment to Antenna Site Agreement on _____, 20____ (the "Amendment") to reflect the modification of Tenant's equipment and antennas; and

WHEREAS, Owner and Tenant desire to record a Memorandum of the Amendment in accordance with the applicable statutes of Pennsylvania relating thereto.

NOW, THEREFORE, Owner and Tenant enter into this Memorandum of First Amendment to Antenna Site Agreement for recording purposes.

1. Pursuant to the Amendment, the ASA was modified and amended by deleting Exhibit "A" attached to the ASA in its entirety and substituting Exhibit "A" to the ASA with Exhibit "A-1" attached to the Amendment and this Memorandum. All references to Exhibit "A" in the ASA were, in accordance with the Amendment, deemed references to Exhibit "A-1."

2. The Amendment further established new notice addresses for the Parties.

3. Except as amended by the Amendment, the terms and conditions of the ASA remain unchanged and in full force and effect.

4. Copies of the ASA and the Amendment are on file in the offices of Owner and Tenant.

5. The terms, covenants and provisions of the ASA and the Amendment of which this is a Memorandum, shall be binding upon and inure to the benefit of the Parties hereto, their respective heirs, executors, administrators, successors and assigns.

6. The Parties hereto agree that this Memorandum of First Amendment to Antenna Site Agreement shall be recorded in the Office of the Recorder of Deeds in and for Monroe County, Pennsylvania, and shall have the full force and effect provided under the applicable statutes relating thereto.

IN WITNESS WHEREOF, Owner and Tenant have duly executed this Memorandum on the date first above written.

WITNESS

Owner:
East Stroudsburg Area School District

BY: _____
Name: _____
Title: _____

WITNESS

LESSEE:
Cellco Partnership d/b/a Verizon Wireless

BY: _____
David R. Heverling
Area Vice President Network

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF _____)

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally came before me this day and acknowledged that he/she is the _____ of East Stroudsburg Area School District and that he/she, as _____, being authorized to do so, executed the foregoing Memorandum of First Amendment to Antenna Site Agreement on behalf of East Stroudsburg Area School District.

WITNESS my hand and official Notarial Seal, this ___ day of _____, 20__.

Notary Public

My Commission Expires:

STATE OF MASSACHUSETTS)

COUNTY OF WORCESTER)

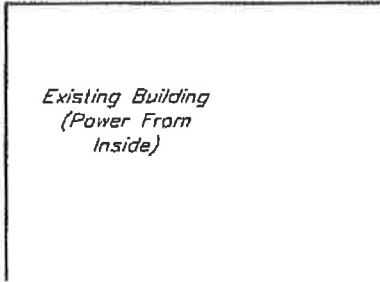
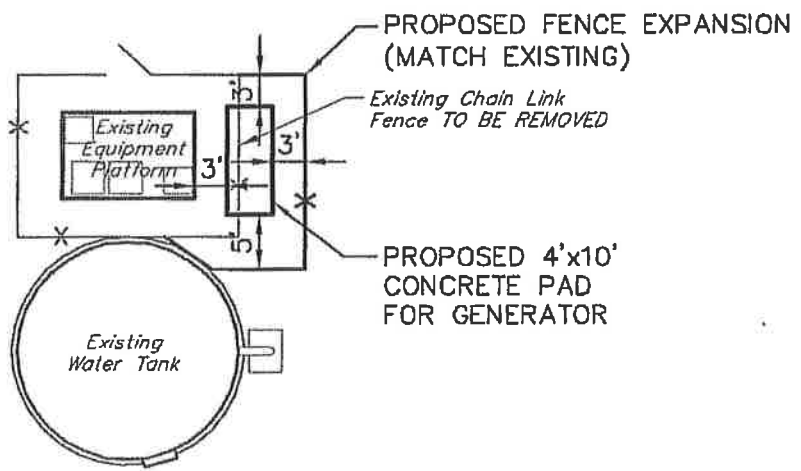
I, _____, a Notary Public for said County and State, do hereby certify that David R. Heverling personally came before me this day and acknowledged that he is the Area Vice President Network, of Cellco Partnership d/b/a Verizon Wireless and that he, as Area Vice President Network, being authorized to do so, executed the foregoing Memorandum of First Amendment to Antenna Site Agreement on behalf of Cellco Partnership d/b/a Verizon Wireless.

WITNESS my hand and official Notarial Seal, this ___ day of _____, 20__.

Notary Public

My Commission Expires:

EXHIBIT A-1
Antennas and Equipment to be Modified

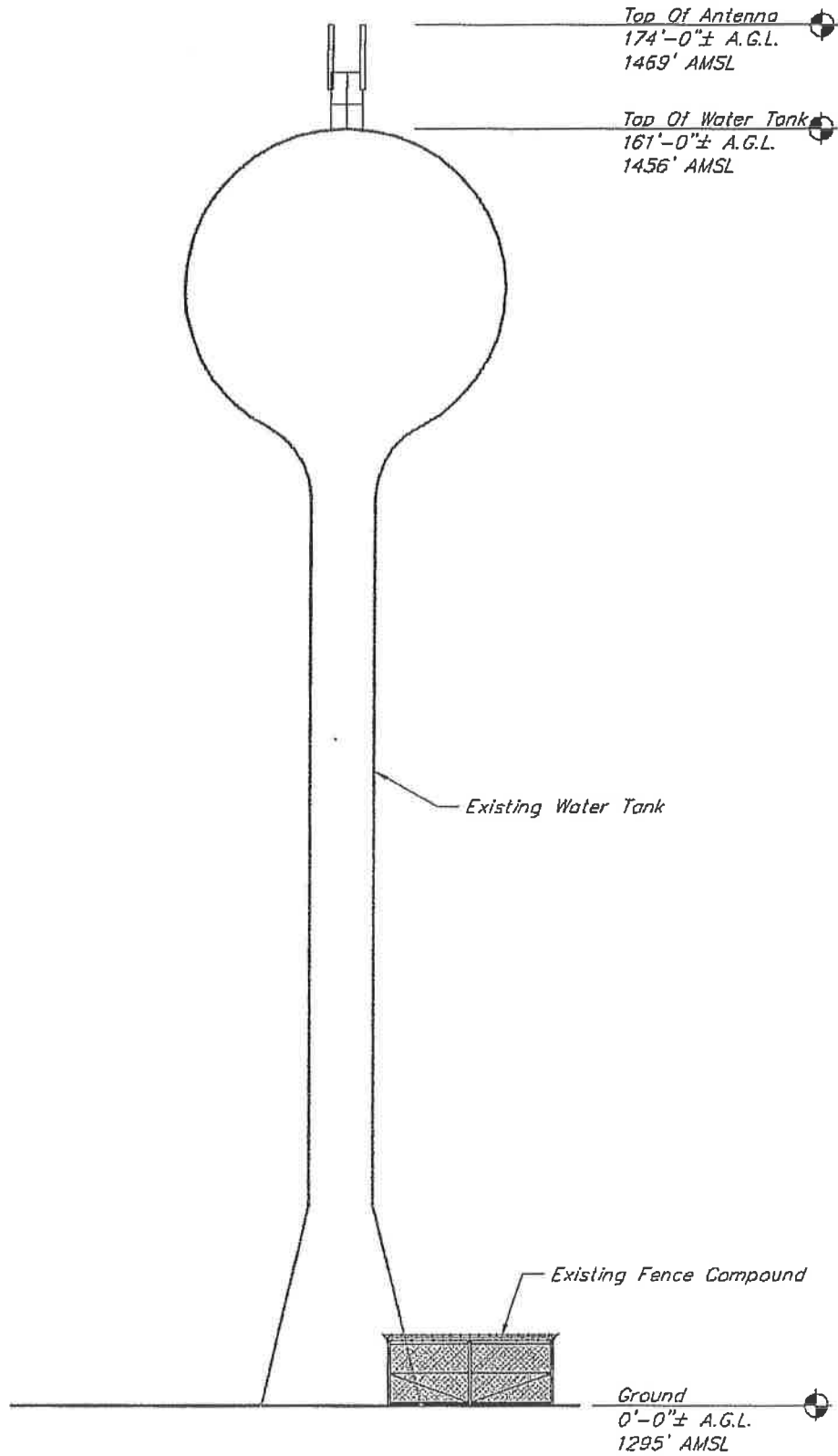


LEASE EXHIBIT
SHEET 1 OF 2
PA-5 TAMIMENT

RETTEW

RETTEW Associates, Inc.
5631 Richard Lane, Suite 111 - Mechanicsburg, PA 17050
Phone (717) 697-3551 - Fax (717) 697-8963

DRAWN BY: RAW
DATE: 04/30/12
SCALE: 1" = 16'
DWG. NO. 041802D45



LEASE EXHIBIT
SHEET 2 OF 2
PA-5 TAMIMENT

RETTEW.

RETTEW Associates, Inc.
8431 Richard Lane, Suite 111 • Mechanicsburg, PA 17055
Phone (717) 857-3501 • Fax (717) 857-0763

DRAWN BY: RAW

DATE: 04/30/12

SCALE: 1" = 20'

DWG. NO. 041802D45

FIRST AMENDMENT TO ANTENNA SITE AGREEMENT

This First Amendment to Antenna Site Agreement (the "Amendment") is made and entered into this ____ day of _____, 2012, by and between East Stroudsburg Area School District, having an address of 321 North Courtland Street, P.O. Box 298, East Stroudsburg, Pennsylvania 19301, hereinafter referred to as "Owner" and Celco Partnership d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter referred to as "Tenant". (Owner and Tenant are sometimes collectively referred to herein as the "Parties" or individually as a "Party").

WITNESSETH

WHEREAS, on May 6, 2005, Owner and South Canaan Cellular Communications Co., L.P. executed an Antenna Site Agreement (the "ASA") whereby South Canaan Cellular Communications Co., L.P. leased from Owner a certain parcel of property and space on Owner's Water Tower (the "Tower") located off of Bushkill Falls Road, Bushkill, Monroe County, Pennsylvania; and

WHEREAS, the Property is more particularly described in the Monroe County, Pennsylvania Recorder of Deeds Office in **Deed Book** ____, **at Page** ____, and contains **Tax Parcel No.:** _____; and

WHEREAS, Tenant is the successor in interest to South Canaan Cellular Communications Co., L.P. in and to the ASA; and

WHEREAS, Tenant desires to alter its antennas and equipment installed on the Tower; and

WHEREAS, Tenant further desires to install an exterior generator on a 4' x 10' concrete pad on the Owner's Property; and

WHEREAS, Tenant has requested, and Owner has agreed, to amend the ASA by replacing Exhibit "A" to the ASA with Exhibit "A-1" attached hereto and incorporated herein, and Owner and Tenant desire to ratify, confirm and restate the terms of the ASA, as amended by this Amendment, and to amend the ASA solely and exclusively to the extent hereinafter set forth.

NOW, THEREFORE, in consideration of these presents and the agreement of each other, Owner and Tenant agree that the ASA shall be and the same is hereby amended as follows:

1. Incorporation of Recitals: The recitals set forth above and the ASA referred to therein are hereby incorporated herein by reference as if set forth in full in the body of this Amendment. All capitalized terms not otherwise defined in this Amendment shall have the meaning assigned to them in the ASA.

2. Modification of Antennas and Equipment: The ASA is hereby modified and amended by replacing Exhibit "A" with Exhibit "A-1" attached hereto and incorporated herein reflecting the modification of Tenant's antennas and equipment on the Tower and at the Site. Paragraph 1 of the ASA is further amended to reflect that Tenant shall have the right to install twelve (12) antennas and twelve (12) lines of coaxial cable at such locations on the Tower as are depicted in Exhibit A-1. Owner consents to Tenant's modification of Tenant's antennas and equipment as set forth in Exhibit A-1 attached hereto and incorporated herein. Owner and Tenant acknowledge and agree that Exhibit "A" attached to the ASA shall be deleted in its entirety, substituted with, and superseded by Exhibit "A-1" attached to this

Amendment. All references to Exhibits "A" in the ASA shall be deemed references to Exhibit "A-1" hereto.

3. Installation of Generator: Tenant is hereby given permission to install an exterior generator on a 4' x 10' concrete pad at such location on the Owner's Property as is depicted in Exhibit A-1 attached hereto. Paragraph 1 of the ASA is amended to reflect that Tenant's Site shall include the right to install an exterior generator on a 4' x 10' concrete pad at such location as is depicted in Exhibit A-1.

4. Notices: Paragraph 7 of the ASA is hereby deleted in its entirety and replaced with the following:

All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

Owner: East Stroudsburg Area School District.
321 North Courtland Street
P.O. Box 298
East Stroudsburg, PA 19301

Lessee: Cellco Partnership
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

5. Representations: Owner and Tenant hereby represent and warrant that: (a) all the representations and warranties in the ASA are true and correct as of the date hereof; (b) no default exists

under the ASA; and (c) this Amendment has been duly authorized, executed and delivered and constitutes the legal, valid and binding obligation of both Owner and Tenant, in accordance with its terms.

6. Non-Modification: Except as amended hereby, the terms and conditions of the ASA shall remain unchanged and in full force and effect. Except as expressly provided herein, this Amendment shall not constitute an amendment, waiver, consent or release with respect to any provision of the ASA. To the extent that the terms of the ASA may be inconsistent with the terms hereof, this Amendment shall control. In all other respects, the terms of the ASA are ratified by the Parties.

7. Binding Effect: This Amendment shall be binding upon and inure to the benefit of the Parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Amendment on the date first above written.

LESSOR:
EAST STROUDSBURG AREA SCHOOL DISTRICT

WITNESS

By: _____
Name: _____
Title: _____

Date: _____

LESSEE:
CELLCO PARTNERSHIP d/b/a VERIZON WIRELESS

WITNESS

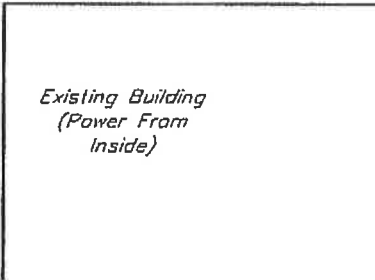
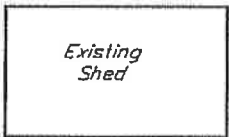
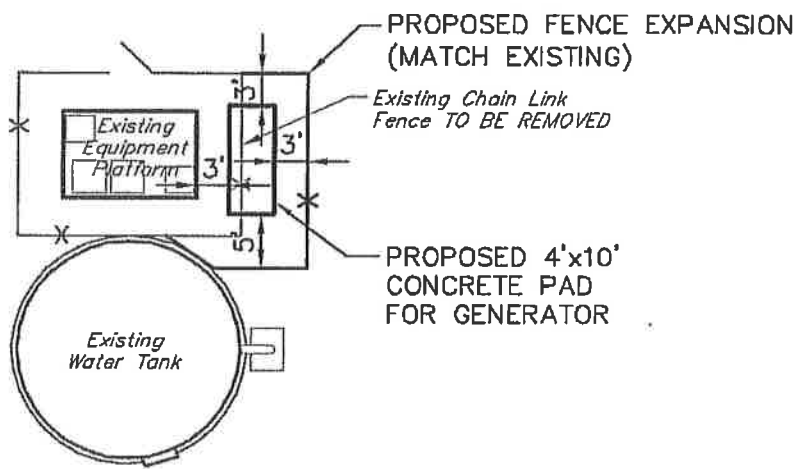
BY: _____
David R. Heverling
Area Vice President Network

EXHIBIT A-1
Antennas and Equipment to be Modified

1004089.1

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LEASE EXHIBIT
SHEET 1 OF 2
PA-5 TAMIMENT

RETTEW

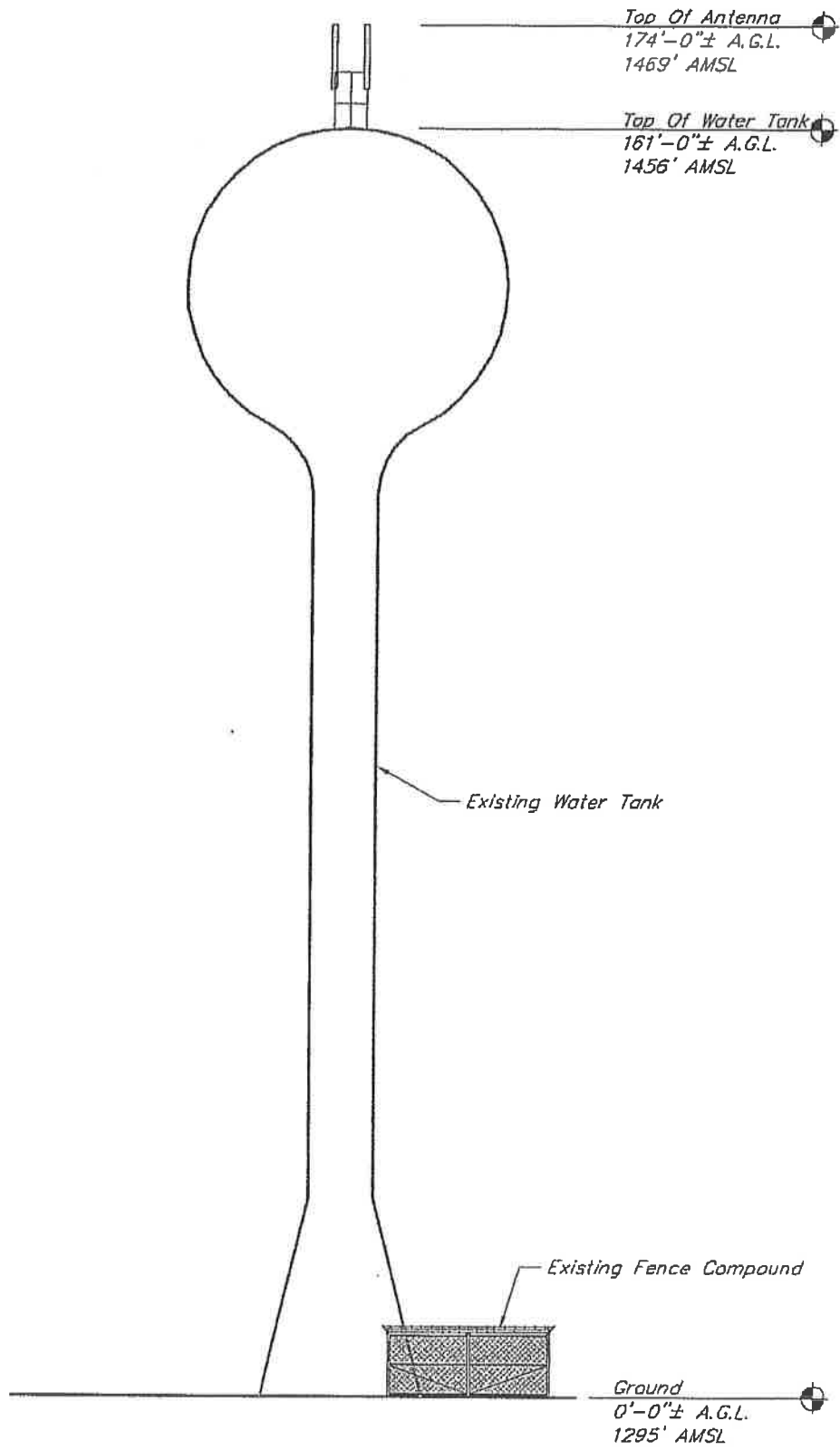
RETTEW Associates, Inc.
34331 Richard Lane, Suite 111 - Mechanicsburg, PA 17056
Phone (717) 697-3961 • Fax (717) 697-6963

DRAWN BY: RAW

DATE: 04/30/12

SCALE: 1" = 16'

DWG. NO. 041802D45



LEASE EXHIBIT
 SHEET 2 OF 2
 PA-5 TAMIMENT

RETTEW

RETTEW Associates, Inc.
 5031 Richard Lane, Suite 111 • Mechanicsburg, PA 17056
 Phone (717) 837-3301 • Fax (717) 897-8803

DRAWN BY: RAW
 DATE: 04/30/12
 SCALE: 1" = 20'
 DWG. NO. 041802045

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P.O. Box 303, East Stroudsburg, PA 18301-0303
Phone: 570-421-8300 FAX: 570-421-5575 TDD: 570-421-4153
E-mail: boroesh@epix.net Web: www.castburg.org
Deliveries: 24 Analomink Street, East Stroudsburg, PA 18301-2801

August 15, 2012

East Stroudsburg Area School District
321 N. Courtland St. P.O. Box 298
East Stroudsburg PA 18301

Attention: Sharon Laverdure, Superintendent

RE: Paving of portion of State Street next to new parking lot at J.M. Hill Elem. School

Dear Mrs. Laverdure,

As you are aware, the Borough repaved State Street adjacent to J.M. Hill School last year. We had held off on doing the work as long as we could, trying to coordinate the repaving with the District's long-planned work on expanding the parking lot at the school. However, the parking lot paving got put off by the District until this year, and we had to proceed with our paving in October 2011. As a result, we left unpaved an approx. 200 ft. half-width of the road along the new parking lot, so that the new paving would not be "cut up" by the new curb construction and new driveway entrance into the parking lot off of State St. We felt that the District should be responsible for that milling and paving, since we were not able to complete that work due to the District's delay on the parking lot.

When the District received an estimate from it's parking lot contractor to do that additional milling and paving work on State St., it was felt that cost quote was excessive (around \$8,000, I recall). The Borough then agreed to include that work in our 2012 paving program – on the basis of the District paying (reimbursing the Borough) for at least a good portion of that work.

We did include the quantity in our new paving program bid; and I am pleased to advise that the Borough opened paving bids on 8/6/12, and has tentatively awarded the paving contract to the low bidder, Livengood Excavators, Inc. of Walnutport, PA. Based on the unit prices submitted by the contractor, our estimated cost for this remaining work on State St. is \$3,866.74 (please see attached). We hereby request the District to pay for less than ½ of the area of this work, or \$1,785.00 as indicated. If this is agreeable, please let me know so we can proceed to schedule this work with our contractor.

We will again have some issue with trying to coordinate this work around the school schedule (and the use of the parking lot); but I think they probably can do the milling and repaving mid-day and so be able to still do it on a day that school is in

President - Roger L. DeLarco
Vice-President - William T. Recce
Councilwoman - Sonia C. Wolbert
Councilman - Edward Flory

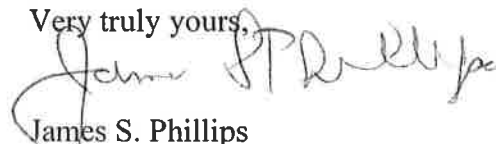
Mayor - Armand M. Martinelli
Borough Manager - James S. Phillips
Councilman - Peter Begley
Councilman - Donald Repsher

Codes Officer/Health Officer - John E. Blick
Solicitor - John C. Prevoznik
Engineer - R.K.R. Hess Assoc., Inc.

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session, if necessary. If you have any questions concerning this matter, please contact me. Thank you in advance for the cooperation of the School District in getting this work done on State Street.

Very truly yours,



James S. Phillips
Manager

Cc: ESASD file
2012 Paving Program file

ESASD

PAVING WORK REMAINING ON STATE STREET ADJACENT TO NEW
PARKING LOT AT J.M. HILL ELEMENTARY SCHOOL

(Quantities are estimated, and the prices are based on the low bid contract proposal of the
Borough contractor)

Item 5 Full Width Milling	
Est. 200 ft. x 13 ft. = 289.89 sq. yds. @ \$3.69 per sq. yd. =	\$1,069.69
Item 3 Leveling Course Asphalt	
Est. 5 ton @ \$91.72 per ton =	\$ 458.60
Item 1 Wearing Course Asphalt 1 ½"	
Est. 200 ft. x 13 ft. = 289.89 sq. yds. @ 0.09 ton/sq. yd. =	
26.09 ton @ \$89.63 per ton =	<u>\$2,338.45</u>
Estimated Total Cost (on a unit price basis)	\$3,866.74

If the School District pays for a 6 ft. width, or 6/13 of the total (46.15%) repaving work;

It's total would be 46.15% of \$3,866.74 = \$1,784.50, or \$1,785.

Please make payment in the amount of \$1,785.00 within thirty (30) days to:

Borough of East Stroudsburg
P.O. Box 303
East Stroudsburg PA 18301

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:

August 20, 2012

Requisition #	Vendor/Address	Description		Amount
2008-355 V# 1369	Architectural Studio 732 Turner Street Allentown, PA 18102	HSS 30-4200-450-080-07-31 Proj# 27-00 R Invoice# 12-126 Proj# 27-00 R Invoice# 12-127	\$ 7,045.50 \$ 497.00	\$ 7,542.50
2008-356 V# 4805	Thomas F. Dirvonas 11 North Eighth Street Stroudsburg, PA 18360-1717	HSS 30 4500 720 080 16 31 Invoice 6/22/12 March Legal Services Invoice 6/23/12 April Legal Services Invoice 6/25/12 May Legal Services	\$ 162.50 \$ 390.00 \$ 130.00	\$ 682.50
2008-357 V# 4960	East Stroudsburg Area School District - General Fund	30-0421-010-000-00-00 Reimburse General Fund	\$ 877.50	\$ 877.50
2008-358 V# 12802	Rhoads & Sinon LLP One South Market Square P.O. Box 1146 Harrisburg, PA 17108-1146	HSS 30-4500-720-080-16-31 Special Construction Council Invoice# 338976 7/16/12 June Legal Services	\$ 96.00	\$ 96.00
TOTAL:				\$ 9,198.50

EAST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization East Stroudsburg Youth Association Today's Date 7/8/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? Yes No

Specific purpose of use: Football games Name of School Requested: East Stroudsburg High School South Football Stadium

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

- Facility Required: Auditorium, Cafeteria, Gymnasium, etc.
Equipment Required: (*must be operated/attended by school personnel)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services.
Bodily Injury Liability \$ On file * Property Damage Liability (each occurrence) \$ On file *

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used...

Name Sig Markowski Address 250 Harris St B2 Phone 242-4204

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.

Signature - Responsible Organization Official Phone (day) 242 4204 (eve.)

Billing Address 250 Harris St B2 East Stroudsburg PA 18301

APPROVALS: Principal Business Administrator Stage manager Athletic director Cafeteria manager Head custodian Librarian a/v coordinator Other

FACILITIES USE INVOICE Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Delaware Football League (DFL) Today's Date 7/30/12

Non-Profit? yes no Will an admission fee be charged? yes no Are you requesting a waiver of facilities fees? yes no
If yes, amount \$ _____ 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: Football - Cheer game
Name of School Requested Lehman Intermediate Field

DAY(S) from — DATE(S) — to	HOURS from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>9-29-12</u>	<u>8:00 - 4:00</u>	<u>Football game</u>

- Facility Required:**
- All-Purpose Room
 - Swimming Pool (requires proof of certified lifeguard)
 - Auditorium
 - Stadium
 - Stage
 - Classrooms # _____
 - Cafeteria
 - Kitchen/Preparation
 - Fields (specify) _____
 - Other (specify) _____
 - Gymnasium
 - Kitchen/Serving
- Equipment Required:** (*must be operated/attended by school personnel)
- Kitchen Equipment*
 - Stage Lighting*
 - Scoreboard*
 - Sound System
 - Motion Picture Projector
 - Athletic Equipment
 - Record Player/Stereo Equip.
 - Overhead Projector/Screen
 - Other (specify) _____
 - Piano
 - Folding Stands
 - 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:

\$ 1 million Bodily Injury Liability (\$500,000 minimum) \$ 1 million Property Damage Liability (each occurrence) (\$500,000 minimum) or free

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 Jay Finerty Address 1094 Pine Ridge Phone 201-208-7704
Name Steve Block Address 430 the den famient Phone 570-350-9191

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 — Responsible Organization Official [Signature] Phone (day) 201-795-6779 (eve.) 570-588-6546

Billing Address _____

APPROVALS: Principal [Signature] Date 8/7/12
Business Administrator [Signature] Date 8/14/12
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: <u>Class 1 - no fees</u>	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>246</u>	Charges: \$ _____
_____	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pack 82 Cub Scout Today's Date 07/11/12

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: Meetings Name of School Requested Middle Smith Field Elementary

from Sept 9 DAY(S) of June 3:30 4:30 PM DESCRIPTION (meeting practice, game, rehearsal, performance,...)

Every 3rd Tuesday we have pack night 6pm - 8pm Sept 9 - June 6 3:30 - 4:30 PM meetings MTW

Facility Required: All-Purpose Room Auditorium Cafeteria pack notes Gymnasium Stadium Kitchen/Preparation Kitchen/Serving Swimming Pool (requires proof of certified lifeguard) Stage Fields (specify) Other (specify)

Equipment Required: (*must be operated/attended by school personnel) Kitchen Equipment* Sound System Record Player/Stereo Equip. Folding Stands Stage Lighting* Motion Picture Projector Overhead Projector/Screen Tables and/or Chairs Scoreboard* Athletic Equipment Other (specify)

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) on file

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 SACQUEHAIE DEFOUR Address 900 Saw Creek rd Phone 570 242 751 Name Dackie Rivera Address 641 Saw Creek rd Phone 484 599 1013

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 Jacqueline D. Stov Responsible Organization Official Phone (day) _____ (eve.) _____ Billing Address _____

APPROVALS: Principal [Signature] Date 7/24/12 Business Administrator [Signature] Date 8/14/12 copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other Date 1/1

For office use only: FACILITIES USE INVOICE Facilities/Equipment used: Class 1 - no fees Charges: \$ _____ Personnel Employed: _____ Charges: \$ _____ (attach time sheets) _____ Other (specify): 247 Charges: \$ _____

Sept 8/13/12

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Girl Scout Brownie Troop 50688 Today's Date 7/17/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
[X] yes [] no [] yes [X] no [X] 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: Troop Meetings

Name of School Requested Resica Elementary

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Sept 1, 2012 - June 1, 2013 3:30 - 4:30 Meeting

- Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other, proof of certified lifeguard, Classrooms #, Other (specify)
Equipment Required: (*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player/Stereo Equip, Piano, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard, Athletic Equipment, Other (specify) 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:

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

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 Lori Tassinari Address 3319 Poplar Place N East Stroudsburg PA Phone 610-407-3567

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 Responsible Organization Official Phone (day) 216-407-3567 (eve.) 570-223-2235
Billing Address 3319 Poplar Place N East Stroudsburg PA 18302

APPROVALS: Principal Paul Hill Date 8/13/12
Business Administrator [Signature] Date 8/14/12
copy to: [] stage manager [] athletic director [] cafeteria manager [] head custodian [] librarian [] a/v coordinator [] other Date / /

FACILITIES USE INVOICE
For office use only:
Facilities/Equipment used: Class 1 - no fees. Charges: \$
Personnel Employed: Charges: \$
Other (specify): 248 Charges: \$

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization State Representative Rosemary H. Brown Today's Date 08 / 07 / 2012

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: Veteran's Expo

Name of School Requested Bushkill Elementary School

DAY(S)	DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)	
	10/13/2012	10/13/2012	10 am 4 pm	information for area Veterans & families Also doing with St. Rep. Maria Scavellio's Office

- Facility Required:**
- All-Purpose Room
 - Auditorium
 - Stadium
 - Swimming Pool (requires proof of certified lifeguard)
 - Stage
 - Classrooms # _____
 - Cafeteria
 - Kitchen/Preparation
 - Fields (specify) _____
 - Other (specify) _____
 - Gymnasium
 - Kitchen/Serving
- Equipment Required:** (*must be operated/attended by school personnel)
- Kitchen Equipment*
 - Sound System
 - Record Player/Stereo Equip.
 - Stage Lighting*
 - Motion Picture Projector
 - Overhead Projector/Screen
 - Scoreboard*
 - Athletic Equipment
 - Other (specify) _____
 - Piano
 - Folding Stands
 - 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:

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

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 St. Rep. Rosemary H. Brown Address P.O. Box 86A, Marshall's Creek, PA Phone 720-8301
 Name LINDA MEGGIO Address P.O. Box 86A, Marshall's Creek, PA Phone 720-8301

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 — Rosemary H. Brown Responsible Organization Official Phone (day) 570 720-8301
 (eve.) _____
 Billing Address P.O. Box 86A, Marshall's Creek, PA 18335

APPROVALS: Principal _____ Date 1 / 1
 Business Administrator [Signature] Date 8 / 14 / 12
 copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other _____ Date 1 / 1

For office use only:

FACILITIES USE INVOICE	
Facilities/Equipment used: <u>Class 2 - no facility fees</u>	Charges: \$ _____
<u>personnel fees</u>	\$ _____
<u>will be assessed</u>	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets)	\$ _____
Other (specify): <u>249</u>	Charges: \$ _____
	\$ _____

Att: Fran

EAST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

Name of Organization NE PA Community Federal Credit Union Today's Date 07 / 23 / 2012

Non-Profit? Yes No Will an admission fee be charged? Yes No Are you requesting a waiver of facilities fees? Yes No
If yes, amount \$ _____ 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: Credit Union Branch

Name of School Requested High School - North

August 2012 July 2013 MON 10:30 am - 11:15 pm Credit Union Student Branch

Facilities Required: All Purpose Room Auditorium Cafeteria Gymnasium
 Swimming Pool (requires proof of certified lifeguard) Studio Kitchen/Preparation Kitchen/Serving
 Classrooms # _____ Other (specify) Vending Room
Equipment Required: (*must be operated/attended by school personnel)
 Kitchen Equipment Sound System Record Player/Stereo Equip. Piano
 Stage Lighting Motion Picture Projector Overhead Projector/Screen Folding Stands
 Scoreboard Athletic Equipment Other (specify) _____

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:
\$4,000,000 Business Liability \$4,000,000 Business Liability
\$500,000 Uninsured Bodily Injury Liability \$500,000 Uninsured Property Damage Liability (each occurrence)
(\$500,000 minimum) (Excluded) (\$500,000 minimum) (Excluded)

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 Mark T. Elbert, President/CEO Address 337 Clay Ave., Strg PA 18360 Phone 421-5585 x1111
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 — Responsible Organization Official Mark T. Elbert, President/CEO Phone (day) 421-5585 x 1111
(eve.) 421-5585 x 1111

Billing Address _____

APPROVALS: Principal _____ Date 8/14/12

Business Administrator _____ Date _____

copy to: Stage manager Athletic director Cafeteria manager Head custodian Librarian A/v coordinator Other _____ Date _____

Facilities/Equipment used: _____ Charges: \$ _____
_____ Charges: \$ _____
_____ Charges: \$ _____
Personnel Employed: _____ Charges: \$ _____
(attach time sheets) _____ Charges: \$ _____
Other (specify): 250 _____ Charges: \$ _____
_____ Charges: \$ _____

EAST STROUDSBURG AREA SCHOOL DISTRICT

(Valid for one year from date of application)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization NE PA Community Federal Credit Union Today's Date 07 / 23 / 2012
 Non-Profit? Yes No Will an admission fee be charged? yes no
 If yes, amount \$ _____ 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: Credit Union Branch
 Name of School Requested: South High School

August 2012 - July 2013 MWF 10:30 am - 1:15 pm Credit Union Student Branch

Facility Required: Auditorium Cafeteria Gymnasium
 All-Purpose Room Stadium Kitchen/Preparation Kitchen/Serving
 Swimming Pool (requires proof of certified lifeguard) Stage Fields (specify) Vending Room
 Classrooms # _____ Other (specify) Vending Room
 Equipment Required: (*must be operated/attended by school personnel)
 Kitchen Equipment* Sound System Record Player/Stereo Equip. Piano
 Stage Lighting* Motion Picture Projector Overhead Projector/Screen Folding Stands
 Scoreboard* Athletic Equipment Other (specify) _____

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:
~~300,000 Business Liability~~ 300,000 Business Liability
~~\$1,000,000 Excess Liability~~ \$1,000,000 Excess Liability
 (\$500,000 minimum) (Umbrella) (\$500,000 minimum) (Umbrella) on file
300,000 Business Liability
\$400,000 Excess Liability
 (\$500,000 minimum) (Umbrella)

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 Mark T. Filbert, President/CEO Address 337 Clay Ave., Strg PA 18360 Phone 421-5585 x1111
 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 motions, 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 — Responsible Organization Official Mark T. Filbert, President/CEO Phone (day) 421-5585 x 1111
 (eve.) 421-5585 x 1111

Billing Address _____

APPROVALS: Principal [Signature] Date 8/14/12
 Business Administrator _____ Date _____
 copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other Date _____

Facilities/Equipment used: Class 3 - Charges: \$ _____
 _____ Charges: \$ _____
 _____ Charges: \$ _____
 Personnel Employed: _____ Charges: \$ _____
 (attach time sheets) _____ Charges: \$ _____
 _____ Charges: \$ _____
 Other (specify): 251 Charges: \$ _____
 _____ Charges: \$ _____

NE PA Community Federal Credit Union



Monroe And Pike Counties' Community Credit Union

July 21, 2012

Board of Education
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

RE: Request for Waiver of Facilities Fee

Dear Board Members,

The credit union has completed the "Application for Use of School Facilities" for the purpose of obtaining approval for the use of office space located at the East Stroudsburg North High School to be occupied as the credit union's student branch location. As a part of that application, on behalf of the credit union, I wish to request a waiver of facilities fees. This request is being made in consideration of the credit union's agreement to pay all expenses associated with renovating and furnishing the space to accommodate the operations of the branch including:

- Vault
- Teller stations
- Office furniture
- Personal computers
- Printers
- Network security hardware
- Data communication infrastructure
- Security surveillance cameras
- Marketing signage

Additionally, the monthly expenses required to operate the student branch will also be borne by the credit union, including:

- Monthly data/telephone connection charges
- Collateral/liability insurance
- Student employee payroll

If you have any questions regarding this request, please contact me directly at (570) 421-5585 x 1111.

Thank you for your consideration in this matter.

Sincerely,

Mark T. Filbart
President/CEO

935 Clay Avenue • Stroudsburg, PA 18360-1115

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Moraine County Assoc. for the Education of Young Children today's Date 6/28/12

Non-Profit? yes no Will an admission fee be charged? yes no If yes, amount \$ 25- 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: Host Early Childhood Conference for Early Childhood Providers & School

Name of School Requested JT Lambert District Personnel District Personnel

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>11/3/12</u> to <u>11/3/12</u>	<u>7:00</u> to <u>4:00</u>	<u>conference</u>

- Facility Required:
- Auditorium
 - All-Purpose Room
 - Stadium
 - Swimming Pool (requires proof of certified lifeguard)
 - Stage
 - Classrooms # 10
 - Cafeteria
 - Kitchen/Preparation
 - Fields (specify)
 - Other (specify)
 - Gymnasium
 - Kitchen/Serving
- Equipment Required: (*must be operated/attended by school personnel)
- Kitchen Equipment*
 - Stage Lighting*
 - Scoreboard*
 - Sound System
 - Motion Picture Projector
 - Athletic Equipment
 - Piano
 - Record Player/Stereo Equip.
 - Overhead Projector/Screen
 - Other (specify)
 - Folding Stands
 - 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:

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

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 Dorothy Borden Address 212 W Fourth Street Estby Phone 570-421-2711 x232

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 — Responsible Organization Official Dorothy Borden Phone (day) 570-421-2711 x232 (eve.) 570-242-7156

Billing Address 212 W Fourth Street E. Estby PA 18301

APPROVALS: Principal John Bunn Date 7/9/12
Business Administrator Shepherdson Date 8/14/12
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:	<u>Class 3-</u>	Charges:	\$ _____
			\$ _____
			\$ _____
Personnel Employed: (attach time sheets)		Charges:	\$ _____
			\$ _____
			\$ _____
Other (specify):	<u>253</u>	Charges:	\$ _____
			\$ _____



June 28, 2012

To whom it may concern,

We are requesting the use of the J.T. Lambert School building to host an Early Childhood Conference on Saturday, November 3, 2012.

We would like for you to consider to waiver the facilities fees as this conference could be a benefit to school district personnel especially in regards to the Keystone to Opportunity Grant awarded to your district. Since the grant's focus is on Birth to 5 yr olds services, district personnel could participate in this conference.

If there are any questions, you can reach me at (570)421-2711 x 232 or by email, dborden@psfc.org.

Thank you.

Sincerely,

Dorothy Borden,

President of MCAEYC (Monroe County Association for the Education of Young Children)

Mission: Monroe County Association for the Education of Young Children will provide local leadership emphasizing quality care and education for young children through advocacy and networking.

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Cheer Ltd. Today's Date 6 / 5 / 12

Non-Profit? yes no Will an admission fee be charged? yes no Are you requesting a waiver of facilities fees? yes no

Specific purpose of use: - Tri State Regional Competition -

Name of School Requested East Stroudsburg North High School

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION. Row 1: Sat. Jan 19, 2013, 7:00 am - 5:00 pm, Cheer Ltd. regional competition. Row 2: Sun. Jan 20, 2013, 7:00 am - 5:00 pm, "

- Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields (specify), proof of certified lifeguard, Classrooms #, Other (specify) Aux Gym, library.
- Equipment Required: Kitchen Equipment, Record Player/Stereo Equip., Stage Lighting, Overhead Projector/Screen, Scoreboard, Athletic Equipment, Other (specify)

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) on file

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 Gwen P. Holtzclaw Address 118 Ridgeway Dr, #101, Fayetteville, NC Phone 910-488-2600
Name TBA - NATIONAL DIRECTOR Address same Phone same

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 Gwen P. Holtzclaw Phone (day) 910-488-2600
Billing Address 118 Ridgeway Dr. Ste 101, Fayetteville, NC 28311

APPROVALS: Principal _____ Date 7/2/12
Business Administrator Sha London Date 8/14/12
copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other Date 1/1

FACILITIES USE INVOICE

Facilities/Equipment used: <u>Class 3-</u>	Charges: \$ _____
Personnel Employed: _____	Charges: \$ _____
Other (specify): <u>255</u>	Charges: \$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Kiwanis Club of the Stroudsburgs Today's Date 7/9/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
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: 48th Annual Pancake Day
Name of School Requested H.S. South

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, Swimming Pool, Stage, Fields, proof of certified lifeguard, Classrooms, Other

Equipment Required: Kitchen Equipment, Sound System, Record Player/Stereo Equip., Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Scoreboard, Athletic Equipment, Other

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services.

Bodily Injury Liability (\$500,000 minimum) Property Damage Liability (\$500,000 minimum) on file

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used...

Name Terry Burns Address 304 N. Courtland St. E Burg Phone 424-1800

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.

Signature - Responsible Organization Official Phone (day) 424-1800 (eve.) 907-1805

Billing Address PO Box 144, East Stroudsburg PA 18301

APPROVALS: Principal Business Administrator Date 7/12/12 Date 7/14/12

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Class 3 Charges: \$
Personnel Employed: Charges: \$
Other (specify): 256 Charges: \$



KIWANIS CLUB of the STROUDSBURGS

"We Build"

July 9, 2012

Chartered 1922

Incorporated December 13, 1954

Board of Education
East Stroudsburg Area School District
279 N. Courtland St.
East Stroudsburg, PA 18301

Re: Waiver Request for Facilities Fee

Dear Board Members:

For many years the Kiwanis Club of the Stroudsburgs has held its annual Pancake Day Fund Raising event at either the High School or J.T. Lambert Junior High. It is fair to say the holding of this event at East Stroudsburg has become a community tradition, where many people congregate to see old friends, as well as to contribute to a good cause. The monies which are raised from it are used entirely to fund the annual scholarships that Kiwanis awards each spring to graduating seniors from throughout the county.

In June of each year, an awards luncheon is held, attended by the various school administrators, the award recipients and their parents. At that time these seniors from each high school and the vo-tech are recognized and awarded either the Scholarship Award for \$1,250.00 or the Citation Award for \$500.00. At that time two of your seniors were so honored.

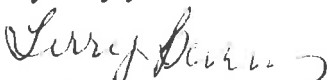
The making of these awards is dependant upon the donations Kiwanis membership, as well as local merchants who donate a significant amount of the foodstuffs used at this event.

Last year, the Board of Education voted to waive the facilities and personnel fees.

Based upon the charitable nature of the endeavor, and benefit to local students, we would request that the facilities and personnel fees to use the High School kitchen and cafeteria, please be waived so that the amount of the awards will not have to be lowered.

Thank you for your kind consideration.

Very truly yours,


Terry Burns

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APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization The Salvation Army Today's Date 6/18/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
[X] yes [] no [] yes [X] 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: Kick off 2012 Kettle Campaign with S.A. Band Concert

Name of School Requested High School South

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
11/2/12 11/2/12 6:30 AM 9:30 PM Concert Performance

- Facility Required: [X] Auditorium, [X] Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Classrooms, Other
Equipment Required: (*must be operated/attended by school personnel)
Kitchen Equipment, Sound System, Record Player/Stereo Equip, Piano, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard, Athletic Equipment, Other

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) on file

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 Major James Gingrich Address 226 Washington St. E.S. Phone 570-421-3050
Name Major Deborah Gingrich Address same as above 18301 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.

Signature - Responsible Organization Official Phone (day) 570-421-3050 (eve.)

Billing Address 226 Washington St. E. Stroudsburg PA 18301

APPROVALS: Principal [Signature] Date 7/17/12
Business Administrator [Signature] Date 8/14/12
copy to: [] stage manager [] athletic director [] cafeteria manager [] head custodian [] librarian [] a/v coordinator [] other Date

FACILITIES USE INVOICE
For office use only:
Facilities/Equipment used: Class 3 - Charges: \$
Personnel Employed: Charges: \$
Other (specify): 258 Charges: \$
7/10/12

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
194954	7/02/2012	A-G ADMINISTRATORS, INC. GEN.ATHL.,EHS,STUDENT INS.	35,964.00
194955	7/02/2012	GE CAPITAL LEASE PRINCIPAL-APPLE COMPUTER	744,105.97
194956	7/02/2012	HP FINANCIAL SERVICES COMPANY LEASE PRINCIPAL,HP COMPUTER	133,403.08
194957	7/02/2012	IMPACT APPLICATIONS, INC. ATHL.TRAINER,EHS,BOOKS/PERIODA	1,000.00
194958	7/02/2012	TODD DEEN W9 Received: Y 6/20/2012 CHORUS,JTL,CONTRACT SVCS	800.00
194959	7/05/2012	MICHELLE ARNOLD JMH,PRIN.,IN-DISTRICT MILEAGE	248.64
194960	7/05/2012	BRIAN J. BOROSH ITEC,IN-DISTRICT MILEAGE	29.97
194961	7/05/2012	MARY L. BURKE OUT-OF-DIST-PLACEMENT, MILEAGE	285.94
194962	7/05/2012	CAMBIUM LEARNING, INC. SPEC.ED.,ACCESS, TEXTBOOKS	1,647.25
194963	7/05/2012	BWP CARQUEST AUTO PARTS GEN.MAINT.,SEC.,SUPPLIES	5.51
194964	7/05/2012	CENTER CITY PLUMBING SUPPLIES GEN.MAINT.,RES,SUPPLIES	9.90
194965	7/05/2012	COLLEGE NANNIES & TUTORS TL 1,TUTORING CONTRACT SERVICE	4,792.50
194966	7/05/2012	COLOSSEUM INC. TL 1,TUTORING CONTRACT SERVICE	8,046.21
194967	7/05/2012	COMPUTER DISCOUNT WAREHOUSE JMH,INSTR.TECH.SOFTWARE/SUPPLY	5,716.92
194968	7/05/2012	CRAMER'S HOME CENTER GEN.MAINT.,SEC.,SUPPLIES	350.92
194969	7/05/2012	CRAMER'S HOME CENTER GEN.MAINT.,SEC.,SUPPLIES	543.00
194970	7/05/2012	CRAMER'S HOME CENTER MSE,CUST.,SUPPLIES	436.41
194971	7/05/2012	CRAMER'S HOME CENTER LIS,CUST.,SUPPLIES	337.34
194972	7/05/2012	CRAMER'S HOME CENTER EHS,CUST.,SUPPLIES	520.21
194973	7/05/2012	CRAMER'S HOME CENTER EHS,CUST.,SUPPLIES	817.47
194974	7/05/2012	DA VINCI SCIENCE CENTER MSE,TARGET GRANT, DUE & FEES	629.00
194975	7/05/2012	EAST STROUDSBURG SOUTH CHEERLEADING CLUB GEN.ATHL.,EHS,SUPPLIES	1,248.00
194976	7/05/2012	EXELON ENERGY COMPANY JTL,CUST.,ELECTRIC	18,233.55
194977	7/05/2012	ERIC D. FORSYTH ADMIN.SYS.,IN-DIST.MILEAGE	28.31

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
194978	7/05/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., SEC., SUPPLIES	68.86
194979	7/05/2012	LYNDA HOPKINS SPEC.ED.SUPV., SEC., MILEAGE	67.82
194980	7/05/2012	HSBC BUSINESS SOLUTIONS TRANSPORTATION, GEN. SUPPLIES	365.38
194981	7/05/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 JMH, PRIN., TECH SUPPLIES	124.34
194982	7/05/2012	KAR BILL ENTERPRISES, INC. TRANSPORTATION, GASOLINE/OIL	5,482.27
194983	7/05/2012	LJC DISTRIBUTORS OF FULLER BRUSH EHN, CUST., SUPPLIES	200.00
194984	7/05/2012	MCGRAW HILL EDUCATION TITLE 1 SCHOOL IMPR, BOOKS	1,497.87
194985	7/05/2012	MEIER SUPPLY CO., INC. GEN.MAINT., SEC., SUPPLIES	4,254.38
194986	7/05/2012	MET-ED ESE, CUST., ELECTRIC	6,901.36
194987	7/05/2012	MONROE COUNTY TAX COLLECTION COMMITTEE MISC.REVENUE	3,895.54
194988	7/05/2012	OFFICE DEPOT BUSINESS OFFICE, GEN.SUPPLIES	1,036.82
194989	7/05/2012	OFFICE DIRECT, INC. MSE, PRIN., GENERAL SUPPLIES	979.35
194990	7/05/2012	OFFICE MAX INCORPORATED RES, PRIN., GENERAL SUPPLIES	479.64
194991	7/05/2012	PAXTON/PATTERSON LLC TECH.ED., EHS, SUPPLIES	285.00
194992	7/05/2012	PITNEY BOWES INC. EHS, INSTR, EQUIPMENT RENTAL	451.00
194993	7/05/2012	PRENTKE ROMICH COMPANY ACCESS, NEW EQUIP > \$2500	7,615.00
194994	7/05/2012	QUILL CORPORATION BUSINESS OFFICE, GEN.SUPPLIES	128.73
194995	7/05/2012	SAW SALES AND MACHINERY CO. TECH.ED., EHN, PROPERTY SERVICE	373.46
194996	7/05/2012	TARGET FIELD TRIPS GRANT PROGRAM Misc.Revenue-Local Grants	21.00
194997	7/05/2012	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LTD INSURANCE	8,248.53
194998	7/05/2012	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LIFE INSURANCE	11,528.48
194999	7/05/2012	SMITHFIELD SEWER AUTHORITY JTL, CUST., WATER/SEWER	13,650.00
195000	7/05/2012	DEBORAH STONE W9 Received: Y 2/16/2012 ADMIN.SYS., GENERAL SUPPLIES	220.00

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195001	7/05/2012	TSA CONSULTING GROUP, INC. BUSINESS OFFICE, PROF. CONTR. SVC	630.00
195002	7/05/2012	TU-WAY COMMUNICATIONS TRANSPORTATION, REPAIRS & PARTS	83.00
195003	7/05/2012	WEST END EQUIPMENT EHS, CUST., SUPPLIES	124.14
195004	7/05/2012	XEROX CORPORATION RYU419719 6/1-6/30	64.96
195005	7/05/2012	XYLEM WATER SOLUTINS U.S.A., INC. SEWER PLANT, CONTRACT MAINT.	6,370.00
195006	7/05/2012	EAST STROUDSBURG School Service Personnel Dues	74.68
195007	7/05/2012	CHAPTER 13 TRUSTEE Miscellaneous Deductions	273.32
195008	7/05/2012	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	40.00
195009	7/05/2012	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
195010	7/05/2012	E.S.E.A. ESEA Dues	47.60
195011	7/05/2012	HAB-DLT (ER) Miscellaneous Deductions	95.31
195012	7/05/2012	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	306.99
195013	7/05/2012	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	370.50
195014	7/05/2012	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	124.15
195015	7/05/2012	SOCIAL SECURITY ADMINISTRATION W9 Received: Y Miscellaneous Deductions	137.28
195016	7/05/2012	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	435.77
195017	7/05/2012	UNITED STATES TREASURY Miscellaneous Deductions	200.00
195018	7/12/2012	A.C. MOORE, INC. ENGLISH, EHS, SUPPLIES	29.08
195019	7/12/2012	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	6,176.14
195020	7/12/2012	AGILE SPORTS TECHNOLOGIES W9 Received: Y 6/24/2011 FOOTBALL, EHS. TECH SUPPLIES	800.00
195021	7/12/2012	AGONSWIM.COM SWIMMING, EHN, SUPPLIES	92.00
195022	7/12/2012	AFCA MEMBERSHIP SERCIVE FOOTBALL, EHS, DUES & FEES	60.00
195023	7/12/2012	DAVID COOPER ITEC, IN-DISTRICT MILEAGE	303.03

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195024	7/12/2012	EAST RIVER ENERGY SMI, CUST., OIL	21,055.02
195025	7/12/2012	EAST RIVER ENERGY EHN, CUST., OIL	5,166.87
195026	7/12/2012	FEDEX BUSINESS OFFICE, POSTAGE	85.65
195027	7/12/2012	FOLLETT LIBRARY RESOURCES LIBRARY, LIS, BOOKS/PERIODICALS	964.02
195028	7/12/2012	GET CONNECT W9 Received: Y 3/15/2010 ITEC, TECH BOOKS & PERIODICALS	1,349.00
195029	7/12/2012	GLECO PAINTS, INC. GEN.MAINT., EHN, SUPPLIES	257.64
195030	7/12/2012	AILEEN GOODMAN REFUND OF PRIOR YEAR REVENUE	204.00
195031	7/12/2012	GREAT BOOKS FOUNDATION W9 Received: Y 8/19/2011 TITLE III, BOOKS	61.39
195032	7/12/2012	HOME DEPOT CREDIT SERVICE JMH, PRIN., GENERAL SUPPLIES	2,389.81
195033	7/12/2012	HOME DEPOT CREDIT SERVICE GEN.MAINT., SEC., SUPPLIES	717.01
195034	7/12/2012	HEWLETT-PACKARD FINANCIAL SERVICES CO. LEASE PRINCIPAL, HP COMPUTER	308,467.80
195035	7/12/2012	IPS LASER EXPRESS GEN.MAINT., TECH SUPPLIES	117.00
195036	7/12/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 HMU01871	10,165.98
195037	7/12/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 HMU01908	5,519.28
195038	7/12/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 HTK11258	151.86
195039	7/12/2012	SHARON LAVERDURE SUPT., MILEAGE	19.98
195040	7/12/2012	JAYNE LIPS REFUND OF PRIOR YEAR REVENUE	925.00
195041	7/12/2012	LUZERNE INTERMEDIATE UNIT 18 3RD.PART/EMOT.SUP/PUBLIC/TUITI	10,905.00
195042	7/12/2012	MANWALAMINK WATER COMPANY SMI, CUST., WATER/SEWER	366.38
195043	7/12/2012	MET-ED EHN, CUST., ELECTRIC	6,723.91
195044	7/12/2012	MIDDLE SMITHFIELD TOWNSHIP RES, CUST., WATER/SEWER	7,022.50
195045	7/12/2012	MODERN GAS SALES, INC. LIS, CUST., BOTTLE GAS	1,023.74

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Check no.	Check Date	Vendor name and comment	Amount
195046	7/12/2012	MONROE CAREER AND TECHNICAL INSTITUTE MCTI, HS-S, OPERATING BUDGET	159,002.00
195047	7/12/2012	MONROE FAMILY PRACTICE TRANSPORTATION, PROF. CONT. SERV	840.00
195048	7/12/2012	OFFICE DEPOT BUSINESS OFFICE, GEN. SUPPLIES	198.94
195049	7/12/2012	PA TREATMENT & HEALING 3RD, PART, ALT/SPEC ED. SEC. TUIT.	23,504.60
195050	7/12/2012	MANVEL R PAGE ITEC, IN-DISTRICT MILEAGE	8.88
195051	7/12/2012	J.W. PEPPER & SONS-ACCT.#36-136400 CHORUS, EHS, SUPPLIES	457.49
195052	7/12/2012	PETROLEUM TRADERS CORP. EHN, CUST., OIL	625.37
195053	7/12/2012	PHONAK, LLC SPEC. ED. SUPV., ELEM., SUPPLIES	100.00
195054	7/12/2012	POCONO MOUNTAIN SCHOOL DISTRICT 3RD. PART/EMOT. SUP/PUBLIC/TUITI	6,514.83
195055	7/12/2012	POCONO RECORD BOARD SERVICE, ADVERTISING	619.32
195056	7/12/2012	POSTMASTER MSE, PRIN., POSTAGE/TELEPHONE	360.00
195057	7/12/2012	PP&L EHS, CUST., ELECTRIC	41.85
195058	7/12/2012	RESERVE ACCOUNT BUSINESS OFFICE, POSTAGE	2,125.24
195059	7/12/2012	RESERVE ACCOUNT CURRICULUM, POSTAGE	1,874.76
195060	7/12/2012	THE SANDONE TIRE & BATTERY TRANSPORTATION, TIRES	3,953.46
195061	7/12/2012	SCHUYLKILL VALLEY SPORTING GOODS W9 Received: Y BASKETBALL, EHS, GIRLS, SUPPLIES	238.00
195062	7/12/2012	SHAMOKIN AREA SCHOOL DISTRICT 3RD. PART/EMOT. SUP/PUBLIC/TUITI	8,089.96
195063	7/12/2012	TRANE U.S. INC. LIS, MAINT. BUILDING, REPAIR/MAIN	1,706.17
195064	7/12/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	588.13
195065	7/12/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	562.09
195066	7/12/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	523.71
195067	7/12/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	472.56
195068	7/12/2012	TU-WAY COMMUNICATIONS TRANSPORTATION, NEW EQUIPMENT	15,706.45
195069	7/12/2012	XEROX CORPORATION YHT198713	47.39

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Check no.	Check Date	Vendor name and comment	Amount
195070	7/13/2012	GE CAPITAL LEASE PRINCIPAL-APPLE COMPUTER	283,403.76
195071	7/19/2012	AMERICAN CHORAL DIRECTORS ASSOCIATION CHORUS,EHS,DUES & FEES	95.00
195072	7/19/2012	ADVANCED MANAGEMENT SOFTWARE, LLC TRANSPORTATION,TECH SUPPLIES	2,929.95
195073	7/19/2012	AGORA CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC.ED.	69,555.38
195074	7/19/2012	ANDRONIKKI S. ANDREWS ESE,INST.,TUITION REIMBURSE.	1,248.00
195075	7/19/2012	BECKER'S SCHOOL SUPPLIES LEARN.SUP.,INT.,SUPPLIES	148.92
195076	7/19/2012	BETH BENSLEY BEHME LIS,PRIN.,IN-DISTRICT MILEAGE	19.98
195077	7/19/2012	ERIC BELL SEPTIC SYSTEMS, INC. SEWER PLANT,DISPOSAL SERVICES	1,550.00
195078	7/19/2012	H.A. BERKHEIMER INC. TAX COLLECTION,PROF.CONTR.SVCS	159.54
195079	7/19/2012	TINA BETANCOURT LEARN.SUP.,SEC.,TUITION REIMB.	4,992.00
195080	7/19/2012	BINDINGMACHINE.COM CURRICULUM,ELEM,SUPPLIES	44.68
195081	7/19/2012	BLENDEDSCHOOLS.NET DIST.INSTR.TECH.SOFTWARE/LICEN	17,335.00
195082	7/19/2012	DICK BLICK ART,EHS,BID SUPPLIES	1,920.60
195083	7/19/2012	DEBRA CAAMANO LEARN.SUP.,SEC.,TUITION REIMB.	2,496.00
195084	7/19/2012	CAMBIUM LEARNING, INC. TITLE 1 SCHOOL IMPR,BOOKS	160.55
195085	7/19/2012	MARLENE CAMILLERI-YIP LEARN.SUP.,ELEM,TUITION REIMB.	990.00
195086	7/19/2012	CCP INDUSTRIES INC. EHN,CUST.,BID SUPPLIES	1,078.00
195087	7/19/2012	CENTRAL PENN GAS, INC. EHS,CUST.,NATURAL GAS	2,056.62
195088	7/19/2012	CARLEY CHAMBERLIN GUIDANCE,BES,TUITION REIMB.	300.00
195089	7/19/2012	CHECKMASTER AGENCY BUSINESS OFFICE,PROF.CONTR.SVC	179.50
195090	7/19/2012	LEON CLAPPER, INC. MAINT.,ESE,PROPERTY SERVICE	600.00
195091	7/19/2012	CLEAR CHOICE GLASS AND MIRROR SECURITY,EHS,EQUIP.REPAIR	15.00
195092	7/19/2012	COLONIAL INTERMEDIATE UNIT 20 COL.ACADEMY,OPERATING COST	6,102.11
195093	7/19/2012	COMMERCIAL ART SUPPLY ART,EHN,BID SUPPLIES	131.88

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Check no.	Check Date	Vendor name and comment	Amount
195094	7/19/2012	MICHAEL J. COPPOLA ENGLISH, EHN, TUITION REIMBURSE.	255.00
195095	7/19/2012	CENTRAL PENNSYLVANIA DIGITAL CHARTER/CYBER SCHOOL-SPEC.ED.	2,576.52
195096	7/19/2012	DAWN S. DAILEY EHS, PRIN., IN-DISTRICT MILEAGE	53.28
195097	7/19/2012	IRENE DUGGINS CURRICULUM, IN-DISTR. MILEAGE	5.55
195098	7/19/2012	EISENHOWER INN & CONFERENCE CENTER KTO GRANT, CONFERENCE	1,300.00
195099	7/19/2012	ENGLE-HAMBRIGHT & DAVIES, INC. SUSPENSE ACCT., WORKER'S COMP.	471,482.68
195100	7/19/2012	ENGLE-HAMBRIGHT & DAVIES, INC. TRANSPORTATION, INSURANCE	117,066.04
195101	7/19/2012	EXELON ENERGY COMPANY MSE, CUST., ELECTRIC	8,850.26
195102	7/19/2012	EXELON ENERGY COMPANY EHN, CUST., ELECTRIC	26,134.29
195103	7/19/2012	FOLLETT LIBRARY RESOURCES LIBRARY, BES, BOOKS/PERIODICALS	98.25
195104	7/19/2012	THE FOLLETT SOFTWARE CO. LIBRARY, EHN, SOFTWARE/VIDEOS	19,256.50
195105	7/19/2012	NICOLE FREED ART, JTL, TUITION REIMBURSEMENT	1,248.00
195106	7/19/2012	FREESTYLE PHOTO CO. ART, EHS, BID SUPPLIES	3,608.52
195107	7/19/2012	FRONTIER ITEC, MSE, TELECOMMUNICATION SRV	1,460.06
195108	7/19/2012	GILMAN GEAR FOOTBALL, EHS, SUPPLIES	273.96
195109	7/19/2012	GOPHER PHYS.ED., JTL, BID SUPPLIES	836.25
195110	7/19/2012	GREATER POCONO CHAMBER OF COMMERCE SUPT., DUES & FEES	140.00
195111	7/19/2012	HARRIS COMPUTER SYSTEMS ADMIN.SYS., TECH SUPPLIES	1,300.00
195112	7/19/2012	HESS CORPORATION EHS, CUST., NATURAL GAS	1,704.03
195113	7/19/2012	HSLC - ACCESS PA LIBRARY, EHS, DUES&FEES	2,560.00
195114	7/19/2012	INTEGRITEC, INC. W9 Received: Y 5/17/2012 EHN, MAINT. BUILDING, REPAIR/MAIN	755.00
195115	7/19/2012	INTERSTATE TAX SERVICE INC. BUSINESS OFFICE, PROF. CONTR. SVC	849.00
195116	7/19/2012	ERIC KERSTETTER SMI, PRIN., IN-DISTRICT MILEAGE	18.04
195117	7/19/2012	WILLIAM C KESSELRING BES, INST., TUITION REIMBURSE.	1,248.00

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Check no.	Check Date	Vendor name and comment	Amount
195118	7/19/2012	KRONOS ADMIN.SYS., TECH SUPPLIES	29,860.49
195119	7/19/2012	SALVATORE LAPADULA LEARN.SUP., SEC., TUITION REIMB.	2,496.00
195120	7/19/2012	PHILIP LAZOWSKI TECH.ED, LIS, TUITION REIMBURSE.	387.00
195121	7/19/2012	LEHIGH LEARNING ACADEMY 3RD, PART, ALT/SPEC ED.SEC.TUIT.	2,700.00
195122	7/19/2012	BRIAN K. LEYRER SOC.STUDIES, EHS, TUITION REIMB.	945.00
195123	7/19/2012	LJC DISTRIBUTORS OF FULLER BRUSH EHN, CUST., BID SUPPLIES	7,229.00
195124	7/19/2012	LONGSTRETH WOMEN'S SPORTS FIELD HOCKEY, EHS, BID SUPPLIES	306.35
195125	7/19/2012	L R P PUBLICATIONS TL.I, MEMBERSHIPS	2,588.00
195126	7/19/2012	M-F ATHLETIC COMPANY TRACK, EHS, GIRLS, BID SUPPLIES	2,140.65
195127	7/19/2012	WILLIAM V. MACGILL & CO. MEDICAL, MSE, BID SUPPLIES	460.54
195128	7/19/2012	JOHN L. MADAS MUSIC, VOCAL, JTL, TUITION REIMB.	1,248.00
195129	7/19/2012	MASTER CHEMICAL PRODUCTS, INC. LIS, CUST., SUPPLIES	307.00
195130	7/19/2012	THE A.G. MAURO COMPANY MAINT., EHN, PROPERTY SERVICE	6,118.00
195131	7/19/2012	MAXIMUS, INC. ADMIN.SYS., TECH SUPPLIES	25,524.30
195132	7/19/2012	MEDCO SUPPLY COMPANY ATHL.TRAINER, EHS, BID SUPPLIES	4,428.16
195133	7/19/2012	MET-ED MSE, CUST., ELECTRIC	4,256.48
195134	7/19/2012	MET-ED BUS GARAGE, ELECTRIC	48.00
195135	7/19/2012	DARYLE MILLER GEN.MAINT., IN-DISTRICT MILEAGE	103.23
195136	7/19/2012	JOSEPH MINNICHBACH SCIENCE, EHN, TUITION REIMBURSE.	315.00
195137	7/19/2012	LISA M MINNICHBACH LEARN.SUP., SEC., TUITION REIMB.	315.00
195138	7/19/2012	MONROE FAMILY PRACTICE TRANSPORTATION, PROF.CONT.SERV	360.00
195139	7/19/2012	NAPT TRANSPORTATION, DUES & FEES	100.00
195140	7/19/2012	NASCO ART, LIS, BID SUPPLIES	561.19
195141	7/19/2012	NATIONAL TICKET GEN.ATHL., EHS, SUPPLIES	126.78

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Check no.	Check Date	Vendor name and comment	Amount
195142	7/19/2012	NORTH POCONO BUS COMPANY, INC. TENNIS, EHN, BOYS, CONTR. TRANSP.	10,440.65
195143	7/19/2012	NORTH POCONO BUS COMPANY, INC. CHORUS, JTL, CONTRACT TRANSP.	12,851.05
195144	7/19/2012	NATIONAL SCHOOL BOARDS ASSOC. (NSBA) BOARD SERVICE, DUES & FEES	4,525.00
195145	7/19/2012	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS EHS, PRIN., DUES & FEES	525.00
195146	7/19/2012	PENNSYLVANIA VIRTUAL CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	33,684.31
195147	7/19/2012	PALMERI TRANSPORTATION TARGET, TRANSPORTATION EXP	650.00
195148	7/19/2012	THE PARENT INSTITUTE TL.I, PARENT SUPPLIES	710.10
195149	7/19/2012	PA ASSOCIATION OF SCHOOL ADMINSTRATORS SUPT., DUES & FEES	1,511.00
195150	7/19/2012	THE PENNSYLVANIA STATE UNIVERSITY ADMIN.SYS., DUES & FEES	50.00
195151	7/19/2012	PITNEY BOWES EHN, PRIN., EQUIPMENT RENTAL	187.87
195152	7/19/2012	PA MUSIC EDUCATORS ASSOCIATION CHORUS, EHS, DUES & FEES	244.00
195153	7/19/2012	POCONO GAS STATIONS, INC. SMI, CUST., SUPPLIES	44.84
195154	7/19/2012	POSTMASTER ESE, PRIN., POSTAGE/TELEPHONE	270.00
195155	7/19/2012	PROSSER LABORATORIES, INC. SEWER PLANT, OPERATION SERVICE	1,008.00
195156	7/19/2012	PA SCHOOL BOARDS ASSOCIATION (PSBA) BOARD SERVICE, DUES & FEES	12,300.00
195157	7/19/2012	PUPIL TRANSPORTATION ASSOCIATION OF PA TRANSPORTATION, DUES & FEES	75.00
195158	7/19/2012	PYRAMID SCHOOL PRODUCTS EHN, CUST., BID SUPPLIES	587.65
195159	7/19/2012	RONALD RADE SCIENCE, EHS, TUITION REIMBURSE.	3,009.00
195160	7/19/2012	READING SCHOOL DISTRICT 3RD.PART/EMOT.SUP/PUBLIC/TUITI	2,100.00
195161	7/19/2012	RESERVE ACCOUNT SPEC.ED.SUPV., INT., POSTAGE	3,500.00
195162	7/19/2012	ALL AMERICAN/RIDDELL, INC. FOOTBALL, LIS, BID SUPPLIES	765.55
195163	7/19/2012	S & S WORLDWIDE ART, LIS, BID SUPPLIES	247.66
195164	7/19/2012	S.A.N.E. F&CS, LIS, BID SUPPLIES	432.10
195165	7/19/2012	SCHOOL HEALTH CORPORATION MEDICAL, ESE, BID SUPPLIES	17.64

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Check no.	Check Date	Vendor name and comment	Amount
195166	7/19/2012	SCHOOLDUDE.COM, INC. ADMIN.SYS.,TECH.BOOKS/SOFTWARE	30,336.04
195167	7/19/2012	SCHOOLWIRES, INC. W9 Received: Y 3/08/2012 ITEC,TECH BOOKS & PERIODICALS	11,251.52
195168	7/19/2012	DAVID JOHN SCOTT SCIENCE,EHS,TUITION REIMBURSE.	1,248.00
195169	7/19/2012	JAMES F. SHEAROUSE GEN.MAINT.,IN-DISTRICT MILEAGE	111.56
195170	7/19/2012	MERCY SHEMANSKY ART,JTL,TUITION REIMBURSEMENT	330.00
195171	7/19/2012	SIGNATURE SYSTEMS, LLC GEN.ATHL.,EHN,SUPPLIES	1,537.24
195172	7/19/2012	HEATHER SKELDON SCIENCE,EHS,TUITION REIMBURSE.	855.00
195173	7/19/2012	JULIE SLACK RES,INSTR,TUITION REIMBURSE.	1,248.00
195174	7/19/2012	STAPLES CREDIT PLAN ITEC,GENERAL SUPPLIES	11.65
195175	7/19/2012	STEFANIE M. STRICKER RES,INSTR,TUITION REIMBURSE.	375.00
195176	7/19/2012	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT.,JMH,SUPPLIES	90.46
195177	7/19/2012	SUNGARD PUBLIC SECTOR DIST.INSTR.TECH.SOFTWARE/LICEN	14,480.00
195178	7/19/2012	TOWNSEND SECURITY, INC. ADMIN.SYS.,TECH.BOOKS/SOFTWARE	2,695.00
195179	7/19/2012	VALLEY LITHO SUPPLY TECH.ED.,JTL,BID SUPPLIES	28.00
195180	7/19/2012	VICKI J. HEITCZMAN SMI,INST.,TUITION REIMBURSE.	2,496.00
195181	7/19/2012	MATTHEW WALTERS MEDICAL SVCS.,STAFF EXAM/TESTS	20.00
195182	7/19/2012	LINDA L.WISNEISKI BES,INST.,TUITION REIMBURSE.	3,657.00
195183	7/19/2012	XEROX CORPORATION WTM772679	2,319.40
195184	7/19/2012	EAST STROUDSBURG School Service Personnel Dues	5,507.51
195185	7/19/2012	CHAPTER 13 TRUSTEE Miscellaneous Deductions	140.00
195186	7/19/2012	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	40.00
195187	7/19/2012	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
195188	7/19/2012	HAB-DLT (ER) Miscellaneous Deductions	77.40
195189	7/19/2012	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	288.50

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Check no.	Check Date	Vendor name and comment	Amount
195190	7/19/2012	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	485.89
195191	7/19/2012	SOCIAL SECURITY ADMINISTRATION W9 Received: Y Miscellaneous Deductions	137.28
195192	7/19/2012	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	435.77
195193	7/19/2012	UNITED STATES TREASURY Miscellaneous Deductions	200.00
195194	7/19/2012	21ST CENTURY CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	2,573.15
195195	7/26/2012	ALUMINUM ATHLETIC EQUIPMENT CO. CROSS COUNTRY, EHS, BID SUPPLIES	6.80
195196	7/26/2012	GE MONEY BANK/AMAZON TITLE III, BOOKS	225.27
195197	7/26/2012	AMERICAN PSYCHOLOGICAL ASSOC. GUIDANCE, MSE, BOOKS/PERIODICALS	45.95
195198	7/26/2012	ASSOCIATION FOR MIDDLE LEVEL EDUCATION LIS, PRIN., DUES & FEES	280.00
195199	7/26/2012	ASSOCIATION FOR SUPERVISION AND PUPIL SVCS, SEC., DUES & FEES	237.00
195200	7/26/2012	CORRINE BACHMAN TRANSPORTATION, IN-DIST. MILEAGE	53.28
195201	7/26/2012	DR. JOHN BART D.O. PUPIL SVCS, CONTRACT SERVICES	13,918.75
195202	7/26/2012	CHANNING L. BETE CO. INC. GUIDANCE, SMI, BOOKS/PERIODICALS	265.69
195203	7/26/2012	DICK BLICK ART, EHN, BID SUPPLIES	2,238.46
195204	7/26/2012	JOHN BURRUS SMI, PRIN., IN-DISTRICT MILEAGE	139.58
195205	7/26/2012	CALLOWAY HOUSE, INC. MSE, INSTR., SUPPLIES	113.90
195206	7/26/2012	GEORGE CARAMELLA W9 Received: Y 8/27/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,393.81
195207	7/26/2012	CASCADE SCHOOL SUPPLIES BES, INSTR, BID SUPPLIES	639.10
195208	7/26/2012	CCP INDUSTRIES INC. LIS, CUST., BID SUPPLIES	2,371.60
195209	7/26/2012	CENTER CITY PLUMBING SUPPLIES GEN. MAINT., SMI, SUPPLIES	138.60
195210	7/26/2012	CENTER FOR EDUCATION & EMPLOYMENT LAW ESE, PRIN., DUES & FEES	159.00
195211	7/26/2012	CENTRAL PENN GAS, INC. ESE. CUST., NATURAL GAS	140.72
195212	7/26/2012	CHC MOTORS SECURITY, EHS, EQUIP. REPAIR	324.60

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Check no.	Check Date	Vendor name and comment	Amount
195213	7/26/2012	COLONIAL INTERMEDIATE UNIT 20 TL.1,NON-INST CERTIFIED,CONF	5,155.00
195214	7/26/2012	COLONIAL INTERMEDIATE UNIT 20 VIRTUAL ACADEMY,TECH SUPPLIES	14,900.00
195215	7/26/2012	COMMERCIAL ART SUPPLY SMI, INSTR,BID SUPPLIES	32.34
195216	7/26/2012	DONNA CONKLIN PUPIL SVCS,ELEM,MILEAGE	57.28
195217	7/26/2012	CURRICULUM ASSOCIATES, INC. MSE, INSTR,BOOKS/PERIODICALS	556.13
195218	7/26/2012	EDUCATION WEEK PUPIL SVCS,ELEM,DUES & FEES	39.00
195219	7/26/2012	EDWARDS BUSINESS SYSTEMS BES,PRIN.,PROPERTY SERVICE	1,031.53
195220	7/26/2012	EXELON ENERGY COMPANY EHS,CUST.,ELECTRIC	20,604.11
195221	7/26/2012	BRAD FITZPATRICK ADMIN.SYS.,IN-DIST.MILEAGE	83.81
195222	7/26/2012	FOLLETT LIBRARY RESOURCES LIBRARY,RES,BOOKS/PERIODICALS	28.13
195223	7/26/2012	FRANKLIN COVEY FOOTBALL,EHS,SUPPLIES	32.36
195224	7/26/2012	GOPHER PHYS.ED.,LIS,BID SUPPLIES	1,863.21
195225	7/26/2012	HESS CORPORATION ESE.CUST.,NATURAL GAS	121.46
195226	7/26/2012	INTEGRITEC, INC. W9 Received: Y 5/17/2012 EHN,MAINT.BUILDING,REPAIR/MAIN	1,650.00
195227	7/26/2012	INTERBORO PACKAGING CORP EHS,CUST.,BID SUPPLIES	12,512.40
195228	7/26/2012	IPS LASER EXPRESS SMI, INSTR,SOFTWARE/VIDEOS	298.50
195229	7/26/2012	ITS MAILING SYSTEMS BUSINESS OFFICE,PROPERTY SVC.	1,243.00
195230	7/26/2012	JATON MAINT.,JTL,PROPERTY SERVICE	1,024.00
195231	7/26/2012	KISTLER PRINTING COMPANY CHILD ACCT.,PRINTING	873.00
195232	7/26/2012	KARLA J LABAR W9 Received: Y 9/12/2011 TRANSPORTATION,CONT.DRIVER	2,041.65
195233	7/26/2012	LJC DISTRIBUTORS OF FULLER BRUSH MSE,CUST.,BID SUPPLIES	1,970.00
195234	7/26/2012	LONGSTRETH WOMEN'S SPORTS SOFTBALL,JTL,BID SUPPLIES	123.95
195235	7/26/2012	WILLIAM V. MACGILL & CO. DENTAL,DISTRICT,BID SUPPLIES	10.00

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Check no.	Check Date	Vendor name and comment	Amount
195236	7/26/2012	MASTER CHEMICAL PRODUCTS, INC. LIS, CUST., SUPPLIES	506.00
195237	7/26/2012	THE A.G. MAURO COMPANY MAINT., EHN, PROPERTY SERVICE	200.00
195238	7/26/2012	MET-ED EHS, CUST., ELECTRIC	4,053.20
195239	7/26/2012	MIDWEST TECHNOLOGY PRODUCTS TECH.ED., EHS, BID SUPPLIES	402.12
195240	7/26/2012	MOUSER ELECTRONICS TECH.ED., EHS, BID SUPPLIES	640.50
195241	7/26/2012	NASCO ART, EHN, BID SUPPLIES	1,642.99
195242	7/26/2012	NASSP/NASC EHS, INSTR, DUES/FEES	85.00
195243	7/26/2012	NATIONAL COUNCIL OF TEACHERS MATH, LIS, DUES/FEES	78.00
195244	7/26/2012	NATIONAL COUNCIL OF TEACHERS OF ENGLISH ENGLISH, LIS, DUE/FEES	75.00
195245	7/26/2012	OFFICE DEPOT SCIENCE, EHN, SOFTWARE/VIDEOS	167.80
195246	7/26/2012	OFFICE DIRECT, INC. ESE, PRIN., GENERAL SUPPLIES	15.00
195247	7/26/2012	ORIENTAL TRADING GUIDANCE, MSE, SUPPLIES	35.49
195248	7/26/2012	OTIS ELEVATOR COMPANY MAINT., SMI, PROPERTY SERVICE	4,345.92
195249	7/26/2012	PENNSYLVANIA ONE CALL SYSTEM, INC. GEN.MAINT., PROPERTY SERVICES	59.16
195250	7/26/2012	THE PENNSYLVANIA TURFGRASS COUNCIL, INC. GEN.MAINT., DUES & FEES	200.00
195251	7/26/2012	PAPSA PUPIL SVCS, ELEM, DUES & FEES	732.00
195252	7/26/2012	PAXTON/PATTERSON LLC TECH.ED., EHS, BID SUPPLIES	258.84
195253	7/26/2012	PEARSON EDUCATION, INC. SMI, INSTR, BOOKS/PERIODICALS	12,756.76
195254	7/26/2012	PEARSON EDUCATION MATH, EHN, BOOKS/PERIODICALS	3,227.24
195255	7/26/2012	PELLA PRODUCTS INC GEN.MAINT., EHS, SUPPLIES	129.00
195256	7/26/2012	PETTY CASH HS SOUTH EHS, PRIN., GENERAL SUPPLIES	21.58
195257	7/26/2012	PLAK SMACKER DENTAL, DISTRICT, SUPPLIES	709.89
195258	7/26/2012	PENNSYLVANIA MIDDLE SCHOOL ASSOCIATION LIS, PRIN., DUES & FEES	129.00
195259	7/26/2012	POSTMASTER TAX COLLECTION, POSTAGE	13,481.55

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195260	7/26/2012	PP&L EHS, CUST., ELECTRIC	55.74
195261	7/26/2012	PSERS LEARN. SUP., ELEM, RETIREMENT	7.18
195262	7/26/2012	QUILL CORPORATION GEN.ATHL., LIS, SUPPLIES	807.72
195263	7/26/2012	DIANE RAFFA BES, PRIN., IN-DISTRICT MILEAGE	15.54
195264	7/26/2012	REALLY GOOD STUFF INC. MSE, INSTR., SUPPLIES	147.80
195265	7/26/2012	ALL AMERICAN/RIDDELL, INC. FOOTBALL, EHS, BID SUPPLIES	2,213.05
195266	7/26/2012	ROTO-ROOTER PLUMBING SERVICE MAINT., EHN, PROPERTY SERVICE	395.00
195267	7/26/2012	S & S WORLDWIDE INC. EHS, INSTR, BID SUPPLIES	654.72
195268	7/26/2012	THE SANDONE TIRE & BATTERY CUSTODIAL SVCS, EQUIP.REPAIRS	94.32
195269	7/26/2012	SAW SALES AND MACHINERY CO. TECH.ED., LIS, SUPPLIES	272.62
195270	7/26/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 EHS, PRIN., GENERAL SUPPLIES	1,189.34
195271	7/26/2012	CAROL SIMERSON EHN, PRIN., IN-DISTRICT MILEAGE	31.08
195272	7/26/2012	SIMPLEX GRINNELL LIS, MAINT.REPAIR/MAINT.EQUIP.	3,486.00
195273	7/26/2012	SPORT SUPPLY GROUP, INC. BASEBALL, EHN, BID SUPPLIES	6,564.19
195274	7/26/2012	SPORT SUPPLY GROUP, INC. SOCCER, JTL, BOYS, BID SUPPLIES	2,269.03
195275	7/26/2012	SPORT SUPPLY GROUP, INC. TRACK, JTL, GIRLS, BID SUPPLIES	73.04
195276	7/26/2012	STOFIK'S LANDSCAPING LIS, CUST., UPKEEP GROUNDS SERV.	3,570.00
195277	7/26/2012	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT., PROPERTY SERVICES	37.00
195278	7/26/2012	TELVENT DTN ADMIN.SYS., TECH SUPPLIES	820.50
195279	7/26/2012	TOWNSEND PRESS BOOK CENTER ENGLISH, EHN, BOOKS/PERIODICALS	3,111.48
195280	7/26/2012	TRIUMPH LEARNING LLC MSE, INSTR, BOOKS/PERIODICALS	292.41
195281	7/26/2012	VENTURE SIX, INC. DENTAL, DISTRICT, SUPPLIES	443.37
195282	7/26/2012	VOICETHREAD DIST.INSTR.TECH.SOFTWARE/LICEN	2,000.00
195283	7/26/2012	WALMART COMMUNITY/GEMB JTL, ACTIVITIES, SUPPLIES	442.84

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195284	7/26/2012	PATRICIA WRIGHT EHN, PRIN., IN-DISTRICT MILEAGE	19.98
195285	7/26/2012	XEROX CORPORATION WTD002861	556.26
195286	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	58,787.60
195287	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	17,708.40
195288	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	39,908.36
195289	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	45,574.73
195290	7/26/2012	BERKHEIMER TAX ADMINISTRATOR O P T Taxes	7,691.04
195291	7/26/2012	BERKHEIMER TAX ADMINISTRATOR O P T Taxes	29.40
195292	7/26/2012	BERKHEIMER TAX ADMINISTRATOR O P T Taxes	3,553.48
195293	7/26/2012	BERKHEIMER TAX ADMINISTRATOR O P T Taxes	49.00
195294	7/26/2012	PA UNEMPLOYMENT COMPENSATION FUND PA Unemployment Taxes	11,952.32
195295	7/26/2012	DEPT. OF LABOR & INDUSTRY W9 Received: Y LEARN.SUP., ELEM, UNEMPLOYMENT	11,563.95
195296	7/26/2012	DEPT. OF LABOR & INDUSTRY W9 Received: Y TRANSPORTATION, UNEMP.COMP.	6,685.22
195297	7/26/2012	UNITED WAY OF MONROE COUNTY W9 Received: Y United Way Deductions	1,174.50
195298	7/26/2012	CORRINE BACHMAN TRANSPORTATION, IN-DIST.MILEAGE	43.29
195299	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	67,309.86
195300	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	19,617.55
195301	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	42,902.63
195302	7/26/2012	BERKHEIMER TAX ADMINISTRATOR E I T Taxes	52,297.04
195303	7/31/2012	AMERICAN JANITOR & PAPER SUPPLY EHN, CUST., BID SUPPLIES	907.18
195304	7/31/2012	APPLE COMPUTER, INC. JTL, INSTR.TECH.SUPPLY/SOFTWARE	2,698.55
195305	7/31/2012	DR. JOHN BART D.O. PUPIL SVCS, MILEAGE	430.68
195306	7/31/2012	BETH BENSLEY BEHME LIS, PRIN., IN-DISTRICT MILEAGE	19.98

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195307	7/31/2012	BEST BLANKS TECH.ED., EHN, SUPPLIES	480.60
195308	7/31/2012	BRODHEAD CREEK REGIONAL AUTHORITY ESE, CUST., WATER/SEWER	1,371.11
195309	7/31/2012	BRODHEAD GARRETT TECH.ED., EHS, BID SUPPLIES	936.98
195310	7/31/2012	CAMBIUM LEARNING, INC. MSE, INSTR, BOOKS/PERIODICALS	109.95
195311	7/31/2012	CAREER COMMUNICATIONS INC. W9 Received: Y 9/28/2011 GUIDANCE, JTL, BOOKS/PERIODICALS	154.65
195312	7/31/2012	CAROLINA BIOLOGICAL SUPPLY COMPANY EMOT.SUP., SEC., SUPPLIES	102.55
195313	7/31/2012	CASCADE SCHOOL SUPPLIES ESE, INSTR, BID SUPPLIES	53.16
195314	7/31/2012	CCP INDUSTRIES INC. BES, CUST., BID SUPPLIES	107.80
195315	7/31/2012	COMMERCIAL ART SUPPLY ART, EHS, BID SUPPLIES	11.04
195316	7/31/2012	COMPUTER DISCOUNT WAREHOUSE FOR.LANG., EHN, SOFTWARE/VIDEOS	4,708.33
195317	7/31/2012	CONTRACT PAPER GROUP, INC W9 Received: Y 3/04/2011 ESE, INSTR, BID SUPPLIES	16,848.92
195318	7/31/2012	CONTRACT PAPER GROUP, INC W9 Received: Y 3/04/2011 SMI, PRIN., BID SUPPLIES	721.16
195319	7/31/2012	CRISIS PREVENTION INSTITUTE, INC. SPEC.ED.SUPV., SEC., BOOKS	1,319.10
195320	7/31/2012	DALPRO TECH.ED., EHN, SUPPLIES	465.30
195321	7/31/2012	DEVELOPMENTAL EDUCATION SERVICES BES, CUST., DISPOSAL SERVICE	450.00
195322	7/31/2012	DRIVER EDUCATION SUPPLIES, INC. W9 Received: Y 2/22/2011 DRIVER ED., EHN, SUPPLIES	732.00
195323	7/31/2012	EPS/SCHOOL SPECIALTY LITERACY & MSE, INSTR, BOOKS/PERIODICALS	132.61
195324	7/31/2012	EXELON ENERGY COMPANY JMH, CUST., ELECTRIC	1,665.08
195325	7/31/2012	ARAINA MAYNARD-FREED ACCESS, DISTRICT MILEAGE	31.08
195326	7/31/2012	FREESTYLE PHOTO CO. ART, EHN, BID SUPPLIES	5,183.46
195327	7/31/2012	GLOBAL EQUIPMENT LIS, CUST., SUPPLIES	231.97
195328	7/31/2012	THE GUIDANCE GROUP, INC. W9 Received: Y 6/21/2012 GUIDANCE, MSE, BOOKS/PERIODICALS	90.80

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195329	7/31/2012	HATCH - THE EARLY LEARNING EXPERTS KTO GRANT,SUPPLIES	3,636.08
195330	7/31/2012	IPS LASER EXPRESS FOR.LANG.,EHN,SOFTWARE/VIDEOS	1,641.75
195331	7/31/2012	KAST-A-WAY SWIMWEAR SWIMMING,EHN,SUPPLIES	135.95
195332	7/31/2012	KURTZ BROS. JTL, INSTR,BID SUPPLIES	115.73
195333	7/31/2012	LEVIN LEGAL GROUP LEGAL SVCS.,SPECIAL EDUCATION	1,147.50
195334	7/31/2012	LIBRARY VIDEO COMPANY SCIENCE,EHN,SOFTWARE/VIDEOS	101.75
195335	7/31/2012	LJC DISTRIBUTORS OF FULLER BRUSH BES,CUST.,BID SUPPLIES	561.75
195336	7/31/2012	MET-ED JMH,CUST.,ELECTRIC	699.17
195337	7/31/2012	MIDWEST TECHNOLOGY PRODUCTS TECH.ED.,EHS,BID SUPPLIES	3.60
195338	7/31/2012	MR. JOHN, INC. W9 Received: Y 2/10/2011 DEP,OUTDOOR NORTH CLASSROOM	4.82
195339	7/31/2012	THE MUSIC STORE, INC. MUSIC, INSTR, SMI, PROP.SERVICE	790.34
195340	7/31/2012	NASCO ART,EHN,SUPPLIES	87.32
195341	7/31/2012	NOODLETOOLS, INC. LIBRARY,EHN,SOFTWARE/VIDEOS	576.00
195342	7/31/2012	OFFICE DEPOT LIS, INSTR, TECH.SOFTWARE/SUPPLY	1,279.04
195343	7/31/2012	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS EHS,PRIN.,DUES & FEES	525.00
195344	7/31/2012	PAXTON/PATTERSON LLC TECH.ED.,EHN,BID SUPPLIES	1,162.93
195345	7/31/2012	PEARSON EDUCATION, INC. ESE, INSTR,BOOKS/PERIODICALS	1,866.76
195346	7/31/2012	PENTELEDATA ITEC,INTERNET ACCESS	19,004.00
195347	7/31/2012	PETROLEUM TRADERS CORP. EHN,CUST.,OIL	1,271.78
195348	7/31/2012	PROSSER LABORATORIES, INC. SEWER PLANT,CONTRACT MAINT.	5,357.54
195349	7/31/2012	PA SCHOOL BOARDS ASSOCIATION (PSBA) BOARD SERVICE,DUES & FEES	899.00
195350	7/31/2012	PYRAMID SCHOOL PRODUCTS BES,CUST.,BID SUPPLIES	272.12
195351	7/31/2012	QUILL CORPORATION GUIDANCE,EHN,SUPPLIES	521.35
195352	7/31/2012	REALLY GOOD STUFF INC. MSE, INSTR., SUPPLIES	175.21

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195353	7/31/2012	RODATA, INC. ITEC, TECH BOOKS & PERIODICALS	6,270.00
195354	7/31/2012	ROBINSON RODRIGUEZ JR. ITEC, IN-DISTRICT MILEAGE	15.26
195355	7/31/2012	ROLLERBLADE USA PHYS. ED., JTL, SUPPLIES	554.70
195356	7/31/2012	S.A.N.E. F&CS, EHS, BID SUPPLIES	156.45
195357	7/31/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 LIS, INSTR, SUPPLIES	1,854.25
195358	7/31/2012	SCHOOLMART MATH, LIS, SUPPLIES	3,019.20
195359	7/31/2012	SPRING HILL LASER TAX COLLECTION, PRINTING/BIND.	16,253.40
195360	7/31/2012	STAR CONTINUOUS CARDS SYSTEM, INC. GUIDANCE, JTL, SUPPLIES	140.95
195361	7/31/2012	WOODWIND & BRASSWIND BAND, JTL, SUPPLIES	342.00
195362	7/31/2012	XEROX CORPORATION uhg036959	590.17
195363	7/31/2012	YOUTH ADVOCATE PROGRAMS, INC. SPEC. ED., ACCESS, CONTR. SERVICES	22,993.00
195364	7/31/2012	EAST STROUDSBURG School Service Personnel Dues	41.92
195365	7/31/2012	CHAPTER 13 TRUSTEE Miscellaneous Deductions	140.00
195366	7/31/2012	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	40.00
195367	7/31/2012	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
195368	7/31/2012	E.S.E.A. ESEA Dues	47.60
195369	7/31/2012	HAB-DLT (ER) Miscellaneous Deductions	88.45
195370	7/31/2012	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	381.37
195371	7/31/2012	SOCIAL SECURITY ADMINISTRATION W9 Received: Y Miscellaneous Deductions	137.28
195372	7/31/2012	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	435.77
195373	7/31/2012	UNITED STATES TREASURY Miscellaneous Deductions	200.00
			3,667,815.47

**EAST STROUDSBURG AREA SCHOOL DISTRICT
CAPITAL PROJECTS - BOND FUND - 2012-2013**

Jul-12

DATE	PNC CONST .15% APYE	2008 PLGIT .02% MDY	2011A .02% MDY	2011D (QZAB) .02% MDY	2012A .02% MDY	TOTAL
*Interest Rates						
Beg Bal	\$ 68,302.97	\$ 319,357.85	\$ 619,472.18	\$ 456,734.71	\$ 2,331,605.27	\$ 3,795,472.98
ADJ TO BEG BAL						
Deposit	\$ 71,744.89					\$ -
Transfers		(71,744.89)				\$ -
Interest	\$ 8.80	\$ 4.31	\$ 9.15	\$ 6.75	\$ 34.45	\$ 63.46
Expense	\$ (71,762.89)					\$ (71,762.89)
End Bal	\$ 68,293.77	\$ 247,617.27	\$ 619,481.33	\$ 456,741.46	\$ 2,331,639.72	\$ 3,723,773.55

*APYE Annual Percentage Yield Earned
MDY Monthly Distribution Yield

**EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / CAPITAL RESERVE FUND
2012-2013**

	<u>July 31, 2012</u>		<u>July 1, 2011 July 31, 2012</u>		<u>Prior Year July 1, 2011 to June 30, 2012</u>	
Beginning Balance:		\$ 3,943,239.57		\$ 3,943,239.57		\$ 2,964,118.89
Adjustment to Beginning Balance						
Deposit:						
	\$ -		\$ -		\$ 1,311,780.17	
Recoverable Bus Purchase:						
Reimbursement to/from G.F.			\$ -		0.00	
Reimbursement to/from PLGIT			\$ -		0.00	
Wolffington Bus Buy Back			\$ -		0.00	1,311,780.17
Interest:						
PLGIT .02% *MDY	\$ 51.05	51.05	\$ 51.05	51.05	753.61	753.61
TOTAL RECEIPTS		51.05		51.05		
TOTAL RESOURCES		<u>\$ 3,943,290.62</u>		<u>\$ 3,943,290.62</u>		<u>1,312,533.78</u>
Disbursements:						
Transportation - New Buses			\$ -		0.00	
Due to General Fund			\$ -		0.00	
Due to PLGIT			\$ -		0.00	
Land Acquisition Costs			\$ -		0.00	
Architect/Engineer-JTL	7,797.00		7,797.00		7,797.00	
District Security - JTL			\$ -		0.00	
District Security - HSN			\$ -		0.00	
District Security - JM Hill			\$ -		0.00	
District Security - Resica			\$ -		0.00	
District Security - Bushkill			\$ -		0.00	
District Security			\$ -		0.00	
District Software			\$ -		0.00	
District Tech Equipment			\$ -		0.00	
Cust Supplies - Bushkill			\$ -		231.65	
Land Imp. - JMH			\$ -		0.00	
Maint. - BES			\$ -		0.00	
Maint. - RES			\$ -		12,700.00	
Maint. - JMH			\$ -		28,994.55	
Maint. - MSE			\$ -		0.00	
Maint. - SME			\$ -		0.00	
Maint. - HSN	17,593.40		17,593.40		0.00	
Maint. - HSS			\$ -		184,913.07	
Maint. - JTL			\$ -		2,430.02	
Maint. - LEH			\$ -		0.00	
Bldg Imp. - BSE			\$ -		0.00	
Bldg Imp. - HSN			\$ -		626.51	
Bldg Imp. - HSS			\$ -		0.00	
Bldg Imp. - JMH			\$ -		0.00	
Bldg Imp. - JTL			\$ -		0.00	
Bldg Imp. - LIS			\$ -		0.00	
Bldg Imp. - ESE			\$ -		0.00	
Bldg Imp. - MSE			\$ -		0.00	
Bldg Imp. - RES			\$ -		0.00	
Site Imp. - Trans			\$ -		0.00	
Site Imp. - District			\$ -		0.00	
Site Imp. - BES			\$ -		0.00	
Site Imp. - HSN			\$ -		0.00	
Site Imp. - HSS			\$ -		0.00	
Site Imp. - JMH	86,500.00		86,500.00		95,720.30	
Site Imp. - JTL			\$ -		0.00	
Site Imp. - SME			\$ -		0.00	
Site Imp. - RES			\$ -		0.00	
Site Imp. - LIS			\$ -		0.00	
Site Imp. - ESE			\$ -		0.00	
Site Imp. - MSE			\$ -		0.00	
		<u>111,890.40</u>		<u>111,890.40</u>		<u>333,413.10</u>
Ending Balance		<u>\$ 3,831,400.22</u>		<u>\$ 3,831,400.22</u>		<u>\$ 3,943,239.57</u>
Cash Summary:						
PLGIT	3,831,400.22		\$ 3,831,400.22		3,943,239.57	
Ending Balance		<u>\$ 3,831,400.22</u>		<u>\$ 3,831,400.22</u>		<u>\$ 3,943,239.57</u>

*Interest Rate
MDY (Monthly Distribution Yield)

Bank: 21 PLGIT - Capital Reserve

Check no.	Check Date	Vendor name and comment	Amount
1182	7/13/2012	DAVID HORNUNG, ARCHITECT ARCHIT/ENGINE,JTL,RFP PROF.SRV	7,797.00
1183	7/26/2012	COMMUNICATIONS SYSTEMS, INC. MAINT,NHS,SECURITY/SAFETY SERV	17,593.40
1184	7/26/2012	BRUCE GEORGE PAVING & EXCAVATING INC. SITE IMP.,JM HILL, CONTR.SERV.	86,500.00
			----- 111,890.40

End of Report - 8.55.02

**EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)
July 31, 2012**

	July 31, 2012		July 1, 2012 to July 31, 2012		Prior Year July 1, 2011 to June 30, 2012	
Beginning Balance:	\$	60,744,381.53	\$	60,744,381.53	\$	41,565,145.23
Adjustment to Beginning Balance					\$	(231.27)
Receipts:						
Earned Income Tax	\$	142,555.31	142,555.31		\$	2,868,857.20
Occupational Privilege Tax	\$	144,715.86	2,160.55	144,715.86	\$	70,850.14
Real Estate Transfer Tax:						
Monroe	\$	1,819,707.03	1,819,707.03		\$	465,012.06
Pike	\$	1,828,994.28	9,287.25	1,828,994.28	\$	100,612.78
Delinquent Taxes						
Monroe	\$	2,431.60	2,431.60		\$	8,222,795.85
Pike	\$	568,554.43	568,122.83	568,554.43	\$	1,876,583.19
Real Estate Taxes:						
East Stroudsburg	\$	-	-		\$	11,385,710.12
Middle Smithfield	\$	6,370.90	6,370.90		\$	32,748,434.45
Price	\$	-	-		\$	8,171,832.00
Smithfield	\$	9,655.15	9,655.15		\$	16,817,934.30
Lehman	\$	1,269.34	1,269.34		\$	20,447,344.66
Porter	\$	17,295.39	-	17,295.39	\$	1,919,719.13
Interest:						
PNC - ATHLETICS .15% **APYE			-		\$	15.09
CITIZENS - ATHLETICS						
PLGIT .02% **MDY	\$	36.81	36.81		\$	2,941.37
PLGIT/PLUS .04% **MDY	\$	-	-		\$	2,313.08
PLGIT/TERM						
PLGIT/CD's *Multiple Rates	\$	6,381.15	6,381.15		\$	10,388.92
PSDLAF .2%	\$	4,590.16	4,590.16		\$	52,787.88
PNC NOW .15% **APYE	\$	643.18	643.18		\$	19,950.15
		11,651.30		11,651.30		88,396.49
ACH State Transfers:						
Access					\$	11,175,916.99
Basic Ed						
All Ed for Disr Yth						
Charter School Tr						
DEP						
DCED Anli Gang Initiative						
Drivers Ed						
Dual Enrollment						(1,490.72)
Education Assistance						
Grant	\$	14,988.00	14,988.00			164,847.33
Health Reimb						
Homebound						
Incarcerated Ed						73,644.42
Lieu of Taxes						
Colonial IU20 Refund						
NP Transportation						118,741.06
NSLP Sub	\$	283,653.35	283,653.35			1,806,318.17
09/10 Excess Revenue - MCTI						
PA Accountability Grant						504,703.00
Perf Incentives						
Property Tax Relief						4,341,927.75
PURTA						133,733.60
Rental Subsidy						2,733,881.37
Retirement						2,637,836.14
SD Special Ed Funding	\$	540,524.00	540,524.00			3,650,250.15
SD Transportation						3,175,024.97
School Health Program						
Section 1305/1306						
Social Security	\$	213,162.00	213,162.00			493,053.94
Tuition Transfer						2,548,899.49
Vocational Ed-PDE	\$	38,502.84	38,502.84			191,982.87
Vocational Ed-MCTI						18,267.51
Ward of State						
WIA Summer Youth	\$	1,070,830.19	1,070,830.19			33,767,518.04
Federal Revenue:						
Access						942,058.01
Academic Achievement						
ARRA - Fiscal Stabilization-Basic Ed						253,509.30
ARRA -IDEA						203,109.37
ARRA -Title I Part A Grant						
ARRA -Title I School Improvement						
Grant						
Impact Aid						429,254.00
IU 20 IDEA						1,363,831.64
Pregnant & Parent						
Program Improvement-Set Aside	\$	7,785.24	7,785.24			146,987.20
Title I	\$	72,895.84	72,895.84			965,592.56
Title II	\$	17,175.76	17,175.76			194,299.95
Title III						95,611.00
Title V						
Title VI	\$	97,856.84	97,856.84			4,594,250.03
Other Revenue:						
Athletic Events					\$	79,407.41
Transfer from General Fund to Athletics					\$	40,000.00
Refunds					\$	58,971.90
Miscellaneous	\$	3,485.26	3,485.26			106,563.91
Jury Duty Reimb	\$	11.55	11.55			3,529.71
Local Grants	\$	2,280.00	2,280.00			21,940.00
Bus Reimbursement-Outside ESASD	\$	325.00	325.00			4,305.00
Donations						1,000.00
Early Intervention Amendment A	\$	9,676.00	9,676.00			
Early Intervention Amendment B	\$	8,118.00	8,118.00			
Federal Subsidy Payment for 2010A						29,483.00
Federal Subsidy Payment for 2011D						9,890.64
Parking Permits/Smoking Fines/Locker Fees/ID's						3,883.72
Cell Tower	\$	2,388.10	2,388.10			13,315.30
Online Summer School	\$	11,285.00	11,285.00			18,459.00
Credit Recovery Program						2,684.00
Use of Facilities	\$	1,087.00	1,087.00			23,204.37
Use of Facilities Deposit						783.00
QSCB Federal Subsidy						29,483.15
Restitutions	\$	779.75	779.75			2,009.15
Settlement Proceeds						55.19
Shawnee Academy	\$	39,435.66	39,435.66			6,432.49

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**EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)
July 31, 2012**

	July 31, 2012	July 1, 2012 to July 31, 2012	July 1, 2012 to July 31, 2012	Prior Year July 1, 2011 to June 30, 2012
Credit to Expense:				
Wage/Tuition Reimb		-		\$ 23,949.45
Misc. Expense		-		93.83
Cafeteria Reimb		-		150.00
Misc. Reimb/Refunds	347.31	347.31		400,843.42
Insurance Reimbursements	3,504.14	3,504.14		37,150.22
Bus Reimbursement-Inside ESASD				11,700.00
Custodian/Security Fees				-
Donations				-
Obligations	10.00	10.00		8,058.04
Bond/Const. Fund to GF				3,087.50
Capital Reserve to GF				-
Concession Stand to GF				-
Special/Student Activity to GF	100.00	100.00		6,455.46
Sub Teacher Permits				535.00
PayPal to GF				-
Portnoff Fees				1,515.36
MCTI				203,521.08
Bus Buy-Back (Wolflington)				1,417,370.00
Shawnee Reconciliation				-
Blue Cross Pym/COBRA	13,833.59	17,795.04	13,833.59	219,613.96
			17,795.04	2,333,841.32
TOTAL RECEIPTS		\$ 3,797,128.99		3,797,128.99
TOTAL RESOURCES		\$ 54,541,510.52		54,541,510.52
				142,154,852.70
				183,719,766.66
Disbursements:				
Accounts Payable - Athletics (South)				78,925.29
Accounts Payable - Athletics (North)				59,148.85
Accounts Payable	5,313,730.28	5,313,730.28		52,826,189.20
Payroll	2,696,523.68	2,696,523.68		41,381,041.99
Investment Fees	1,580.12	1,580.12		4,427.47
Prior Months Voids/Adj - Athletics				(286.00)
Prior Months Voids/Adj	800.00	800.00		(34,587.24)
Accrued Interest				-
2004A GON Principal & Int				393,025.00
2006 GOB Principal & Int				-
2007 GON Principal & Int				3,832,553.75
2007A GOB Principal & Int				3,865,000.00
2008 GOB Principal & Int				1,617,582.50
2009 GOB Principal & Int				87,937.50
2009A GOB Principal & Int	766,025.00	766,025.00		879,112.50
2009 GON Principal & Int				379,337.50
2010 GOB Principal & Int				2,987,400.00
2010A GOB Principal & Int				895,512.50
2010A QSCB Principal & Int				65,999.66
2011 GOB Principal & Int				493,176.73
2011A GOB Principal & Int				77,417.72
2011D QZAB Principal & Int				9,890.64
2012 GOB Principal & Int				54,963.34
2012A GOB Principal & Int				28,068.33
GOB CP \$37.5M				-
Blue Cross Payment (EBTEP)	1,450,843.73	1,450,843.73		17,496,821.17
Due to/from Capital Projects				-
Due to/from Capital Reserves				1,306,000.00
98 VRLP \$7M Principal, Int & Annual Trust Fee				446,465.82
98 VRLP \$10M Principal, Int & Annual Trust Fee	5,822.66	5,822.66		663,870.91
T.R.A.N. & Interest				-
Bus Buy-Back (Wolflington)	1,739,850.00	1,739,850.00		3,510,590.00
Balance:		\$ 11,975,175.45	1,739,850.00	11,975,175.45
		\$ 42,566,335.07	42,566,335.07	3,510,590.00
				132,975,385.13
				50,744,381.53
CASH SUMMARY (FUNDS 10 & 19):				
PNC - Athletics (Fund 19)	\$ 4,455.65	4,455.65		\$ 4,455.65
CITIZENS - Athletics (Fund 19)	\$ 4,760.77	4,760.77		\$ 4,760.77
PNC Bank - NOW (Fund 10)	\$ 6,554,714.12	6,554,714.12		\$ 7,256,427.97
PSDLAF (Fund 10)	26,765,405.40	26,765,405.40		30,760,815.24
PLGIT (Fund 10)	2,214,728.39	2,214,728.39		4,702,071.04
PLGIT/PLUS (Fund 10)	4,049,270.74	4,049,270.74		5,042,850.88
PLGIT/CD (Fund 10)	2,973,000.00	2,973,000.00		2,973,000.00
Balance (Funds 10 & 19):		\$ 42,566,335.07	42,566,335.07	0
				50,744,381.53

***PLGIT CD's Interest Rates**

Tristate Capital Bank .55%	Southside Bank .66%
Sterling National Bank .46%	Bridgewater Bank .85%
Gbc International Bank .45%	Privatebank & Trust Co. .50%
Bank of the West .70%	Onewest Bank .51%
Sonabank .50%	Isreal Discount Bank of NY .85%
Fifth Third Bank .62%	Bank of China .60%

****Interest Rates**

APYE (Annual Percentage Yield Earned)
MDY (Monthly Distribution Yield)

East Stroudsburg Area School District							
Special Activity Fund							
Quarterly Report -April 1, 2012 to June 30, 2012							
2011-2012							
			<u>Balance</u>	<u>Deposits</u>	<u>Disburst.</u>	<u>ADJ</u>	<u>Balance</u>
			<u>3/31/2012</u>				<u>6/30/2012</u>
PNC Bank			205,726.82	114,098.26	(93,775.30)	(322.00)	225,727.78
Investments - CD-Citizen's Bank			37,575.89	4.73	-	-	37,580.62
Accounts Receivable			-	-	-	-	-
Due from Student Activity			-	-	-	-	-
Due From General Fund			-	-	-	3,473.56	3,473.56
Due to Student Activity			-	-	-	(21.62)	(21.62)
Due to Cafeteria			-	-	-	-	-
Due to General Fund			-	-	-	-	-
Due to HS-South Athletic			-	-	-	-	-
Due to Expendable Scholarship Fund			-	(377.00)	377.00	-	-
Other Governmental Units			-	-	135.00	(135.00)	-
Other Current Liabilities-O/S Checks			(685.41)	-	-	135.00	(550.41)
Other Current Liabilities-Tax			(0.61)	(21.83)	-	22.44	-
Accounts Payable			-	-	-	(612.87)	(612.87)
TOTAL CASH			242,616.69	113,704.16	(93,263.30)	2,539.51	265,597.06
		<u>A/C</u>	<u>Balance</u>	<u>Deposits</u>	<u>Disburst.</u>	<u>ADJ</u>	<u>Balance</u>
		<u>#'s</u>	<u>3/31/2012</u>				<u>6/30/2012</u>
Due to Honors Reception	Irene Duggins	00-00-04	(1,671.55)	(3,200.00)	3,400.00	(2.43)	(1,473.98)
Due to Community Prog.Support	Sharon Laverdure	00-00-05	(46,970.75)	-	-	(77.70)	(47,048.45)
Due to Outdoor Banner Fundraiser		00-09-09	-	-	-	-	-
Due to Smithfield Elem	John Burrus	10-12-12	(7,995.67)	(828.50)	820.20	(13.24)	(8,017.21)
Due to Resica Elem	Gail Kulick	10-10-10	(5,707.26)	(2,782.50)	1,922.50	(10.86)	(6,578.12)
Due to Resica - SGA	Kathy North	10-10-25	(1,749.72)	-	-	(2.89)	(1,752.61)
Due to JM Hill Elem.	Michelle Arnold	10-11-11	(9,756.99)	(902.00)	1,260.68	(15.55)	(9,413.86)
Due to Middle Smithfield	David Baker	10-14-14	(14,559.51)	(1,083.00)	3,121.69	(20.71)	(12,541.53)
Due to ESE	Irene Livingston	10-17-17	(7,087.72)	(2,573.98)	304.30	(15.66)	(9,373.06)
Due to Bushkill	Rick Carly	10-16-16	(1,563.58)	(1,866.00)	411.99	(4.99)	(3,022.58)
Due to Elementary Songfest	Linda Schaller	00-00-51	18.09	(500.00)	71.25	(0.68)	(411.34)
Due to District Interpretive Trail Project	Robert Dilliplane	00-00-52	(4,659.68)	(14,000.00)	3,788.07	(525.43)	(15,397.04)
Due to Misc. Club	Business office	00-00-99	-	-	-	(3,473.56)	(3,473.56)
Due to H.S. South General	Michael Cattrillo	30-31-18	(4,441.17)	(7,164.50)	7,397.50	206.21	(4,001.96)
Due to HS. South Band	Christopher Ritter	30-31-19	-	-	-	-	-
Due to H.S. South Chorus	Dave Lantz	30-31-21	(3,972.71)	(917.00)	-	(8.09)	(4,897.80)
Due to H.S. South Field Trip	-----	30-31-28	(284.81)	(2,881.00)	2,584.00	(0.75)	(582.56)
Due to H.S. South Trans Skills	Aimee Ellison	30-31-30	(679.52)	-	-	(1.12)	(680.64)
Due to H.S. South Drama	Lee Ann Stokes	30-31-37	(782.79)	-	-	(1.29)	(784.08)
Due to H.S. South Golf	Brian Kolcun	30-31-41	(42.99)	-	-	(0.07)	(43.06)
Due to H.S. South Wallyball	Mauray Molin	30-31-42	(373.21)	-	-	(0.62)	(373.83)
Due to H.S.South Track/Field	Maurice Molin	30-31-43	(343.95)	(311.25)	175.00	(0.79)	(480.99)
Due to H.S. South Special Spring Gala	Sandra Derenzis/Linda Males	30-31-45	-	(2,228.07)	1,136.35	(1.81)	(1,093.53)
Due to H.S. South Cheerleading Booster Club	Layton Heller	30-31-46	-	-	-	-	-
Due to H.S. South Musical	Linda Schaller	30-31-51	(8,918.75)	(6,449.70)	6,338.22	(14.94)	(9,045.17)
Due to H.S. South Boys Basketball	Rich Baker	30-31-81	(2,022.97)	-	1,831.00	(0.34)	(192.31)
Due to H.S.South Girls Tennis	Elaine Bedell	30-31-82	(633.66)	-	-	(1.05)	(634.71)
Due to H.S.South Spirt Club	Theresa Benjamin	30-31-83	(1,344.76)	-	-	(2.22)	(1,346.98)
Due to H.S.South Cavalier Justice Acad	Patricia Tiernan	30-31-90	(1,450.08)	(119.00)	556.43	(1.68)	(1,014.33)
Due to H.S South Book Club	Justine Howath	30-31-91	-	-	-	-	-
Due to H.S South Treasure Chest Bouti	Jay Kule	30-31-92	(100.48)	-	-	(0.17)	(100.65)
Due to H.S South Cross Country	Sharon Deibler	30-31-93	(192.55)	-	-	(0.32)	(192.87)
Due to H.S South Rifle Team	Jay Armitage	30-31-94	(1,144.70)	(858.00)	1,397.13	(1.00)	(606.57)
Due to H.S. South Cavalier Softball	Elaine Bedell	30-31-95	(1,215.65)	-	-	(2.01)	(1,217.66)

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Due to JTL General	John Burrus	20-32-18	(11,850.73)	(1,798.00)	954.80	(18.71)	(12,712.64)
Due to JTL Memory Book	Maria Testa/jessica Ru	20-32-20	(8,435.40)	(6,187.00)	3,928.28	98.50	(10,595.62)
Due to JTL Spring Prod.	Mercy Shemansky	20-32-27	(14,045.72)	(5,835.45)	2,590.10	(28.60)	(17,319.67)
Due to JTL Special Olympics	Frank Johnson	20-32-29	(7,468.86)	-	-	(12.36)	(7,481.22)
Due to JTL Student Council	Catherine Hennings	20-32-31	(7,012.74)	-	-	(11.60)	(7,024.34)
Due to JTL After Sch Act.	Steve Schouppe	20-32-40	(2,355.43)	-	-	(3.90)	(2,359.33)
Due to JTL 7/8th Grade Band	Kim Conklin	20-32-76	(1,801.31)	-	86.96	(2.84)	(1,717.19)
Due to JTL Sprit Squad-SPRING	Michelle Osborn Hallet	20-32-80	(1,788.24)	-	-	(2.96)	(1,791.20)
Due to JTL Pace Club	Shiela Bove	20-32-81	(703.16)	-	-	(1.16)	(704.32)
Due to JTL Stamp & Scrap Club	Jane Partel	20-32-82	-	-	-	-	-
Due to H.S. North-Faculty	Lisa Minnichbach	30-51-17	(5,097.02)	-	176.44	(8.14)	(4,928.72)
Due to H.S. North-General	Steve Zall	30-51-18	(2,083.95)	(1,130.00)	641.61	896.91	(1,675.43)
Due to H.S. North-Chorus	Keith Labar	30-51-21	183.56	(15,693.00)	15,337.00	(154.54)	(326.98)
Due to H.S. North Athens & Rome 2013	Trish Turner	30-51-22	(462.00)	(7,762.01)	6,172.80	(3.39)	(2,054.60)
Due to H.S. North-Spring Prod.(Musical)	Keith Labar	30-51-27	(3,975.81)	(5,322.00)	1,792.15	348.18	(7,157.48)
Due to H.S. North-Field Trips	-----	30-51-28	(3,230.44)	-	-	(5.56)	(3,236.00)
Due to H.S. North-Poetry Club	Mary Estrabrook	30-51-29	-	-	-	-	-
Due to H.S. North-Transitional Skills	Lisa Minnichbach	30-51-30	(501.39)	-	-	(0.83)	(502.22)
Due to H.S. North-Art Club	Cynthia Hartopp	30-51-34	(904.88)	-	-	(1.50)	(906.38)
Due to H.S. North-Golf	Jeffrey Nevil	30-51-41	(2,501.12)	-	-	(4.14)	(2,505.26)
Due to H.S. North-TSA	Jacqueline Edelbaun	30-51-44	(2,841.61)	(593.66)	3,508.00	(901.37)	(828.64)
Due to H.S. North-Hockey Club	Holly Eich	30-51-50	(690.28)	-	-	(1.14)	(691.42)
Due to H.S. North-Musical Performance	Patti Mondello/Stacey	30-51-52	-	-	-	-	-
Due to H.S. North-Baseball	Jason Kirkpatrick	30-51-71	(1,727.31)	-	-	(2.86)	(1,730.17)
Due to H.S. North-Softball	Kristin Broderick	30-51-73	(0.92)	-	-	(0.00)	(0.92)
Due to H.S. North-Girls Basketball	Tim Harris/Charles Da	30-51-74	(1,638.84)	-	-	(2.71)	(1,641.55)
Due to H.S. North-Environmental Projec	Ryan Delong	30-51-84	(1,060.23)	-	-	499.07	(561.16)
Due to H.S. North-Track & Field	Chuck Dailey	30-51-88	-	-	-	-	-
Due to H.S. North-Boys Basketball	Kevin Kennedy	30-51-89	(277.09)	-	-	(0.46)	(277.55)
Due to H.S. North Athletic Awards Comr	Chris Rossi	30-51-91	-	(80.00)	-	(0.13)	(80.13)
Due to H.S. North- School Store	Jessica Hopstetter	30-51-93	(290.25)	(166.09)	-	(0.82)	(457.16)
Due to H.S. North-Leadership Seminar	Carolyn Krotowski	30-51-94	-	-	-	-	-
Due to H.S. North Website Club	Stacy Susic	30-51-95	-	-	-	-	-
Due to H.S. North-Faith Club	John Millard/Jamie Ge	30-51-96	-	-	-	-	-
Due to H.S. North-Outdoor Act.Club	Ryan Delong	30-51-97	-	-	-	-	-
Due to H.S.,North-Fitness Club	Miriam Stevens	30-51-98	-	-	-	-	-
Due to H.S. North Portfolio Club	Karen Fattorusso	30-51-99	-	-	-	-	-
Due to Lehman -General(Principal)	Robert Dilliplane	20-52-18	(4,887.82)	(746.00)	4,414.07	395.72	(824.03)
Due to Lehman -Memory Book	Kelly Feuhrer/Beth Ber	20-52-20	(2,835.10)	(3,381.00)	3,124.14	(5.11)	(3,097.07)
Due to Lehman - Crew Club	Hillary Beal	20-52-24	(329.00)	(359.00)	380.00	(0.51)	(308.51)
Due to Lehman -Spring Prod.	Donna Leight	20-52-27	(4,842.98)	(5,449.75)	3,640.49	(11.00)	(6,663.24)
Due to Lehman -Field Trips	-----	20-52-28	(10,057.33)	(2,250.00)	2,683.22	(18.57)	(9,642.68)
Due to Lehman -Student Coun.	Eileen Pearson	20-52-31	(632.67)	(50.00)	156.14	(0.87)	(527.40)
Due to Lehman-Cooking Club	Anna Nicoletta	20-52-35	(500.00)	-	254.79	(0.41)	(245.62)
Due to Lehm.National Jr.Honor Society	Lisa Baldwin	20-52-82	(5,060.86)	(6,572.00)	6,237.60	(6.85)	(5,402.11)
Due to Lehm.8 Silver/Blue Team	Lisa Baldwin	20-52-84	(768.67)	(1,525.00)	668.40	(2.69)	(1,627.96)
Due to Lehm. Reading Olympics	Louise Zavertnik/Chris	20-52-88	(177.78)	-	-	(0.32)	(178.10)
Due to Unknown Deposit		00-00-00	(20.00)	-	-	-	(20.00)
Due to all Accounts - Investment Interest		00-00-00	(57.99)	(4.73)	-	62.72	-
Due to all Accounts - NSF	-----		(80.00)	(60.00)	-	140.00	-
Due to all Accounts - Interest		00-00-00	(156.23)	(74.97)	-	231.20	-
TOTAL BALANCES	Proof		(242,616.69)	(113,704.16)	93,263.30	(2,539.52)	(265,597.07)

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Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Date	Vendor name and comment	Amount
5025	4/04/2012	CHECK VOIDED	
5026	4/04/2012	CHECK VOIDED	
5027	4/04/2012	CHECK VOIDED	
5028	4/04/2012	CHECK VOIDED	
5029	4/04/2012	CHECK VOIDED	
5030	4/04/2012	CHECK VOIDED	
5031	4/04/2012	CHECK VOIDED	
5032	4/04/2012	CHECK VOIDED	
5033	4/04/2012	CHECK VOIDED	
5034	4/04/2012	AMERICAN CANCER SOCIETY W9 Received: Y 2/24/2011 DONATION-BOWLING FOR CANCER	2,072.50
5035	4/04/2012	CRAMER'S HOME CENTER SUPPLIES TO BUILD SET FOR PRODUCTIO	617.35
5036	4/04/2012	EAST STROUDSBURG AREA - GENERAL FUND BUS-LORAX MOVIE TRIP(ZAVERTNIK)	650.00
5037	4/04/2012	EAST STROUDSBURG AREA - GENERAL FUND 4/4/12-LORAX MOVIE TRIP(LOWE)	650.00
5038	4/04/2012	EAST STROUDSBURG CAFETERIA SNACK FOR PSSA TESTING	292.50
5039	4/04/2012	PHELIA FRANCIS REFUND ESU TRIP-(BOWEN) CK#251	25.00
5040	4/04/2012	GERTRUDE HAWK CHOCOLATES CANDY FUNDRAISER	1,440.00
5041	4/04/2012	SAVAGE ARMS PURCHASE OF 5 RIFLES	1,170.00
5042	4/04/2012	SHOW YOUR LOGO WATER BOTTLE FUND-ADOP DON'T BUY	180.00
5043	4/12/2012	COMMONWEALTH OF PA Unclaimed Prop.for 2/2004-6/2007	135.00
5044	4/12/2012	EAST STROUDSBURG CAFETERIA STUDENT PRIZE BREAKFAST	55.20
5045	4/12/2012	GROSH SCENIC RENTALS BACK DROPS"NIGHT AT THE WAX MUSEUM"	486.23
5046	4/12/2012	KENMARK INC BACK DROP FOR PLAY	576.00
5047	4/12/2012	LEHIGH VALLEY IRONPIGS IRON PIGS GAME ON 6/2/12-50 TICKET	380.00
5048	4/12/2012	PA TSA CONF.4/18/12 TO 4/21/12 -REGISITION	400.00
5049	4/12/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 SUPPLIES FOR SPRING PROD.	374.10
5050	4/12/2012	SCHUYLKILL VALLEY SPORTING GOODS W9 Received: Y CLOTHING FOR TEAM	1,606.00
5051	4/12/2012	SEVEN SPRINGS MOUNTAIN RESORT ROOM FEE FOR CONF.4/18--4/21/12	2,408.00

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Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Check Date	Vendor name and comment	Amount
5052	4/12/2012	SANDRA M. SMITH REFUND FOR SPANISH TRIP 4/12/12	35.00
5053	4/12/2012	STROUDSBURG AREA SCHOOL DISTRICT BUS FOR CONFERENCE ON 5/18-5/21/12	700.00
5054	4/19/2012	VINCENT BIANCHI W9 Received: Y 2/08/2012 MUSICAL PERFORMANCE-5/13/12	500.00
5055	4/19/2012	CHILIS #55 SPANISH TRIPI-4/12/12 (WALLEN)	567.00
5056	4/19/2012	EAST STROUDSBURG AREA - GENERAL FUND Bus-Fashion marketing Mall (Moletto)	350.00
5057	4/19/2012	EAST STROUDSBURG AREA - GENERAL FUND Bus-Spanish Trip-Chilis (Wallen)	325.00
5058	4/19/2012	EAST STROUDSBURG CAFETERIA Computer Fair Breakfast	30.60
5059	4/19/2012	EAST STROUDSBURG UNIVERSITY Adpot Don't Buy/Register FEE	20.00
5060	4/19/2012	HAMPTON INN STATE COLLEGE SCIENCE "O" TEAM (BOVE) 4/26/12	954.80
5061	4/19/2012	MARTINA H MATHEIS Reimb. buttons/Domestic Violence	242.01
5062	4/19/2012	NANCY REED W9 Received: Y 3/28/2012 MUSICIANS FOR CELEBRATION OF ARTS	200.00
5063	4/19/2012	CHECK VOIDED	
5064	4/19/2012	SCHOLASTIC YOUTH SERVICES Latin American Show (Wallen)	456.00
5065	4/19/2012	SCHUYLKILL VALLEY SPORTING GOODS W9 Received: Y NORTH/SOUTH GAMES/RALLY TOWELS	106.25
5066	4/19/2012	JASON SMELZER W9 Received: Y 2/28/2012 MUSICIANS FOR CELEBRATION OF ARTS	200.00
5067	4/19/2012	STATUE CRUISES Ellis Island Trip 4/20/2012	668.40
5068	4/19/2012	JAY STEVESKEY W9 Received: Y 2/27/2012 MUSICIANS FOR CELEBRATION OF ARTS	200.00
5069	4/19/2012	WATERWHEEL CAFE & BAKERY Lunch/Trip to Grey Towers 5/10/12	459.00
5070	4/19/2012	LOUISE ZAVERTNIK Student fundraising profit for trip	1,358.22
5071	4/27/2012	ABC SCREEN PRINTING & MORE, LLC W9 Received: Y 4/26/2012 Sweatshirt Sales	820.80
5072	4/27/2012	BECK FABRIC AND DESIGN W9 Received: Y 4/30/2012 Sewing of Costumes/Design "Joseph"	2,158.27

Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Date	Vendor name and comment	Amount
5073	4/27/2012	CTA W9 Received: Y 11/17/2011 BALANCE DUE FOR WAHINGTON DC TRIP	350.00
5074	4/27/2012	EAST STROUDSBURG AREA - GENERAL FUND PO#12901649 REIMB-GENERAL/WAL-MART	254.79
5075	4/27/2012	EAST STROUDSBURG AREA - GENERAL FUND reimb/Gen.Fund for PO 12901735	597.29
5076	4/27/2012	EAST STROUDSBURG AREA - GENERAL FUND Grey towers/5/10/12(Lagace)	325.00
5077	4/27/2012	EAST STROUDSBURG CAFETERIA Snacks for student on Song Fest	71.25
5078	4/27/2012	EAST STROUDSBURG CAFETERIA PSSA Testing Snacks	1,280.80
5079	4/27/2012	EAST STROUDSBURG CAFETERIA INDUCTION CEAREMONY NHS	490.00
5080	4/27/2012	LAURIE FAVINI Reimb.for Tights for"Seussical Jr"	23.00
5081	4/27/2012	GERTRUDE HAWK CHOCOLATES CANDY FUNDRAISER	2,160.00
5082	4/27/2012	MARLU COSTUMES W9 Received: Y 4/26/2012 Costumes	2,035.00
5083	4/27/2012	PIN POINT LIGHTING LLC W9 Received: Y 3/16/2012 PMT for Damaged Equipment	1,199.00
5084	4/27/2012	R&H THEATRICALS Rental "Joseph"-Remaining Balance	48.66
5085	4/27/2012	REGINA S.KOILPARAMPIL W9 Received: Y 4/19/2012 Musical ASsembly/Music in Schools	500.00
5086	4/27/2012	MERCY SHEMANSKY PHILADELPHIA ATHEATRICAL SUPPLY	245.57
5087	4/27/2012	JAN E. ZELINSKI EMBROIDERY EXPRESS	199.97
5088	5/03/2012	ABC SCREEN PRINTING & MORE, LLC W9 Received: Y 4/26/2012 T-SHIRTS FOR PRODUCTION	1,358.65
5089	5/03/2012	MICHELE BENEFIELD W9 Received: Y 5/30/2012 4 CUSTOM MADE RENTAL DRESSES/NARRAT	200.00
5090	5/03/2012	CRAMER'S HOME CENTER Supplies for Production Set	141.55
5091	5/03/2012	LAURIE FAVINI BJ'S 4/24/12	106.23
5092	5/03/2012	SUN LITHO-PRINT, INC. POSTERS FOR MUSICAL	112.50
5093	5/03/2012	BILLIE K TRAUSCHKE SCHOOL WIDE BEHAVIOR PRIZE	253.35

Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Check Date	Vendor name and comment	Amount
5094	5/10/2012	SANDRA DERENZIS THNINGS REMEMBERED-REIMB.	120.00
5095	5/10/2012	LINDA MALES A.C.MOORE 3/29/12	69.79
5096	5/10/2012	MR. JOHN, INC. W9 Received: Y 2/10/2011 ADA TEMP.RESTROOM SERVICE	14.46
5097	5/10/2012	DEBRA ANN PADAVANO MUGS - WALL-MART 4/26/12	18.88
5098	5/11/2012	DUTCH MILL BULBS BULB FUNDRAISER	321.00
5099	5/11/2012	OLD JAIL MUSEUM PHOTO CLASS (CHRISTOPHER) 5/14/12	92.00
5100	5/17/2012	AMERICAN HEART ASSOCIATION Donation/hoops and jumprope (Waibel)	413.00
5101	5/17/2012	BROTHERS IN ARMS FOUNDATIONS WALK-A-THON (EILBER & ROWE)	4,500.50
5102	5/17/2012	DEVIOUS DESIGNS PRINTING POSTERS/TICKETS/PROGRAMS	892.46
5103	5/17/2012	EAST STROUDSBURG AREA - GENERAL FUND OLD JAIL-JIM THORPE (CHRISTOPHER)	325.00
5104	5/17/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT FOR JTL SPRING PROD.SCHOLARSHIP	377.00
5105	5/17/2012	EAST STROUDSBURG CAFETERIA Student of Month Breakfast	41.55
5106	5/17/2012	EAST STROUDSBURG UNIVERSITY BOOK STORE TRACK AWARD (JENNIFER SEARFOSS)	175.00
5107	5/17/2012	HOUSE OF RIBBONS AWARD RIBBONS/EOY ASSEMBLY PROGRAM	93.00
5108	5/17/2012	JONES AWARDS & SCHOOL SUPPLY COMPANY AWARD RIBBONS/PLAQUES FOR EOY	828.40
5109	5/17/2012	JANICE MCKEOWN Gifts for Honor Receptions students	3,400.00
5110	5/17/2012	MUSIC IN THE PARKS Lehman Students/music in park	7,200.00
5111	5/17/2012	ORIENTAL TRADING school Wide Behavior Supplies	208.99
5112	5/17/2012	REGINA S.KOILPARAMPIL W9 Received: Y 4/19/2012 Music Assembly	500.00
5113	5/17/2012	REGINA S.KOILPARAMPIL W9 Received: Y 4/19/2012 MUSICAL ASSEMBLY-CHAR.ED	500.00
5114	5/17/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 PROP MATERIALS	34.12
5115	5/17/2012	LISA VITULLI Reimb/Pizza Party	56.50

Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Date	Vendor name and comment	Amount
5116	5/24/2012	MICHELLE ARNOLD Wal-mart/Breakfast fool/flashlights	387.02
5117	5/24/2012	KAITLYN BIDGOOD Cup Cakes/Sheet Cake for sp. Prom	70.00
5118	5/24/2012	EAST STROUDSBURG CAFETERIA IF INSTITUTE PARENT SHOW CASE	30.00
5119	5/24/2012	EAST STROUDSBURG CAFETERIA IF INSTITUTE PARENT SHOWCASE	30.00
5120	5/24/2012	EAST STROUDSBURG CAFETERIA IF INSTITUTE PARENT SHOW CASE	30.00
5121	5/24/2012	EAST STROUDSBURG CAFETERIA DANSBURY PARK PICNIC 5/17/12	132.90
5122	5/24/2012	JENNIFER HUSSON GIFTS FOR GAMES-SLEEP OVER	231.66
5123	5/24/2012	JAID'S LOUNGE, INC. W9 Received: Y 5/24/2012 CATERING FOR PROM	680.42
5124	5/24/2012	LINDA MALES WAL-MART 5/4/12	66.96
5125	5/24/2012	ORIENTAL TRADING CAST PARTY ITEMS	155.72
5126	5/24/2012	DEBRA ANN PADAVANO SAMS CLUB 5/13/12	42.53
5127	5/24/2012	POCONO PLATEAU CAMP AND RETREAT CENTER FIELD TRIP/5/30-5/31/12-POCONO PLAT	2,580.00
5128	5/24/2012	STACEY TOTERO GIFTS CARDS/BEST BUY	50.00
5129	5/24/2012	TRANS-BRIDGES LINES DEPOSIT-PPL GRANT-CAMDEN, NJ AQUAR.	300.00
5130	5/24/2012	METZ AMUSEMENTS & CONCESSIONS LLC Block Party-Amusement Equipment	1,070.00
5131	5/24/2012	SHOW YOUR LOGO Adopt Water Bottle Fundraiser	114.42
5132	5/30/2012	BROTHERS IN ARMS FOUNDATIONS Head First Designs	483.00
5133	5/30/2012	EAST STROUDSBURG CAFETERIA IF Institute Parent Show Case	30.00
5134	5/30/2012	EAST STROUDSBURG CAFETERIA IF Institute Parent Showcase	30.00
5135	5/30/2012	MUSIC IN THE PARKS Music in the Park Admission	8,137.00
5136	5/30/2012	DEBORAH SANDS School Wide Positive Celebration	31.92
5137	5/30/2012	SCL DESIGNS, LLC Tangerinie Tee Shirts Fundraiser	88.00
5138	6/08/2012	JAY F. ARMITAGE REIMB/RIFLE ACCESSORIES/CHAMP.CHOIC	227.13
5139	6/08/2012	BUSHKILL ELEMENTARY PTO REIMB/INV.#2853775/RHODE ISLAND NOV	204.11

Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Check Date	Vendor name and comment	Amount
5140	6/08/2012	EAST STROUDSBURG CAFETERIA CHAR.ED COUPONS 97@.50	78.50
5141	6/08/2012	CHRISTINA GIOVE MADY'S CHARACTER SCHOLARSHIP	3,000.00
5142	6/08/2012	HOME DEPOT CREDIT SERVICE BUILD CASE/HOUSE SHELL COLLECTION	187.51
5143	6/08/2012	JONES SCHOOL SUPPLY COMPANY INC. END OF YEAR/STUDENT ASSEMBLIES	290.74
5144	6/08/2012	LIFETOUCH NSS ACCOUNTS RECEIVABLES 2012 YEARBOOK PAYMENT	3,124.14
5145	6/08/2012	MARLU COSTUMES W9 Received: Y 4/26/2012 RENTAL OF COSTUMES/ACCESSORIES	1,757.46
5146	6/08/2012	OLD FASHION CANDY CO INC W9 Received: Y 3/08/2012 CANDY FUNDRAISER	657.60
5147	6/08/2012	POCONO MEDICAL CENTER-CANCER CENTER DONATION-SPARKLE CAR WASH FUNDRAISE	112.00
5148	6/08/2012	LINDA STEIN SCIENCE FAIR AWARDS/GIFT CERTIF.	450.00
5149	6/08/2012	TAM LAPP CONSSTRUCTION LLC W9 Received: Y 5/23/2012 30% DEPOSIT-PAVILION CONSTRUCTION	3,195.00
5150	6/08/2012	SNOANN TOBIN SCHOOL WIDE BEHAVIOR REWARDS-REIMB	18.85
5151	6/14/2012	KIMBERLY CONKLIN STEVE WEISS MUSIC-SUPPLIES-5/2/12	58.01
5152	6/14/2012	SANDRA DERENZIS TARGET-TABLE DEC/JUMP DRIVE 5/9/12	79.18
5153	6/14/2012	EAST STROUDSBURG AREA - GENERAL FUND PPL GRANT-LUPINACCI-WAL-MART	99.13
5154	6/14/2012	EAST STROUDSBURG AREA - GENERAL FUND PPL GRANT-LEONARD-WAL-MART	100.07
5155	6/14/2012	EAST STROUDSBURG CAFETERIA SENIOR BREAKFAST	278.80
5156	6/14/2012	EF EDUCATIONAL TOURS Steve Leibig - Trip	192.00
5157	6/14/2012	EF EDUCATIONAL TOURS GENAMARIE ROSADO - TRIP	249.60
5158	6/14/2012	EF EDUCATIONAL TOURS JORDAN BENOIT - TRIP	249.60
5159	6/14/2012	EF EDUCATIONAL TOURS RICHARD FONTANET	249.60
5160	6/14/2012	EF EDUCATIONAL TOURS SHANNON DONAHUE - TRIP	249.60
5161	6/14/2012	EF EDUCATIONAL TOURS JEFFERY CONNOR SZABO - TRIP	230.40
5162	6/14/2012	GERTRUDE HAWK CHOCOLATES CANDY FUNDRAISER	1,152.00

Bank: 33 PNC - SPECIAL ACTIVITY ACCOUNT

Check no.	Date	Vendor name and comment	Amount
5163	6/14/2012	GLOBAL EQUIPMENT MESSAGE BOARD	578.61
5164	6/14/2012	LOCKS OF LOVE HAIR DONATION	91.00
5165	6/14/2012	ELIZABETH LORD A.C.MOORE-T-SHIRT GREEK OLYMPICS	200.00
5166	6/14/2012	SAY IT WITH SCREENPRINTING & EMBROIDERY T-SHIRTS-SPECIAL OLYMPICS	152.00
5167	6/14/2012	LAUREEN SPERING CAFETERIA/PIZZA-11/21/11	99.64
5168	6/14/2012	ST.JUDE'S CHILDRENS RESEARCH HOSPITAL SERVICE LEARNING PROJ.CHARITY	70.80
5169	6/14/2012	WALMART COMMUNITY/GEMB DONATION-SERVICE LEARNININB PROJ.	70.60
5170	6/21/2012	TODD DEEN W9 Received: Y 6/20/2012 Accompanist serv. Spotlight Awards	100.00
5171	6/21/2012	EAST STROUDSBURG CAFETERIA PSSA SNACKS	95.00
5172	6/21/2012	LIFETOUCH NSS ACCOUNTS RECEIVABLES 2012 Yearbook	3,928.28
5173	6/21/2012	VIC MALVAGNO W9 Received: Y 6/19/2012 SPORTS AWARD CEREMONY-DECORATIONS	150.00
5174	6/21/2012	MARY PIERCE K-MART/SEEDS-PLANTS-5/4/12	50.96
5175	6/21/2012	MICHAEL S. COLIN,CPA 2012 STELLAR SHOWCASE 7/11-7/15/12	225.00
5176	6/21/2012	MERLE TURITZ STAFF T-SHIRTS REIMB.FIELD DAY	170.00
5177	6/27/2012	ABC TROPHIES, INC. ENGRAVING FOR STUDENT AWARDS	28.95
5178	6/27/2012	EAST STROUDSBURG CAFETERIA SNACK COUPON FOR INCENTIVE	11.85
5179	6/27/2012	EAST STROUDSBURG CAFETERIA SENIOR PICNIC	221.51
5180	6/27/2012	EAST STROUDSBURG CAFETERIA TAKE ME OUT TO THE BALLGAME LUNCH	115.03
5181	6/27/2012	JESTER ENTERTAINMENT W9 Received: Y 6/27/2012 CHARACTER NIGHT-ENTERTAINMENT	150.00
			93,775.30

STUDENT ACTIVITY FUND QUARTERLY REPORT-4/1/2012 -6/30/2012 2011-2012			3/31/2012				6/30/2012
			Balance	Deposits	Disburst.	Adj.	Balance
Citizens Bank			\$ 69,608.89	129,352.38	(129,301.26)	(1,532.00)	\$ 68,128.01
Due to Other Current Liability-O/S Checks			(515.07)	-	-	415.83	(99.24)
Due to Other Current Liability-Sales Tax			(1.39)	(48.67)	49.06	1.00	0.00
Accounts Payable			-	-	-	-	-
Due to Cafeteria			-	-	-	-	-
Due from General Fund			-	-	-	-	-
Due from Non-Expendabel Scholarship			275.00	1,605.27	-	(275.00)	1,605.27
Due from Special Activity			(0.00)	-	21.62	-	21.62
Due to Other Governmentals			-	-	415.83	(415.83)	-
Due to General Fund			-	-	-	-	-
Due to Special Activity			(1,027.00)	(1,104.00)	2,131.00	-	-
Total Cash			68,340.43	129,804.98	(126,683.75)	(1,806.00)	69,655.66
CLUBS	Account #s	Advisors	3/31/2012 Balance	Deposits	Disburst.	Adj.	3/31/2012 Balance
Due to HS-S Yearbook	30-31-20	Patricia Tiernan	(7,642.23)	(8,056.84)	10,109.10	308.23	(5,281.74)
Due to HS-S Cavalier Times	30-31-22	Lucianna Coke	(15.38)	-	-	(0.06)	(15.44)
Due to HS-S Nat'l Honor Society	30-31-23	Lois Yarnall/Marie Giffers	(1,173.80)	(741.00)	1,114.72	(3.16)	(803.24)
Due to HS-S Student Gov't	30-31-25	Denise Moletto	(718.96)	-	-	(2.84)	(721.80)
Due to HS-S SADD	30-31-26	Gisela Piedra	(78.59)	(222.16)	131.92	(0.73)	(169.56)
Due to HS-S Quidditch Team/Club	30-31-29	Miranda Wilcha/Joshua Cohen	-	-	-	-	-
Due to HS-S Forensics	30-31-33	Mary Sagan	-	-	-	-	-
Due to HS-S Art Club	30-31-34	Michelle Christopher	(1,771.91)	-	305.00	(5.79)	(1,472.70)
Due to HS-S FBLA	30-31-35	Amy Polmounter	(13,460.02)	(9,818.88)	21,638.20	(367.31)	(2,008.01)
Due to HS-S GSA	30-31-36	Lucianna Coke	-	-	-	-	-
Due to HS-S Key Club	30-31-38	Donald Sanker/Tom Bordigan	(1,303.69)	(2,677.28)	1,400.83	625.15	(1,954.99)
Due to HS-S Foreign Language	30-31-39	Edit Vergara/Pat Cramer	(1,986.32)	(278.00)	911.21	(5.34)	(1,358.45)
Due to HS-S Class of 2009	30-31-66	Alice Deuerlein	-	-	-	-	-
Due to HS-S Class of 2010	30-31-67	Trisha Agnell / Robyn Fasolino	(6,187.07)	-	-	(24.43)	(6,211.50)
Due to HS-S Class of 2011	30-31-68	Denise Moletto	11,443.13	-	-	-	11,443.13
Due to HS-S Class of 2012	30-31-69	Alice Deuerlein	(9,387.16)	(38,473.31)	46,360.49	521.15	(978.83)
Due to HS-S Step Team	30-31-72	Karen Kirschner/Bev McMahon	-	-	-	-	-
Due to HS-S Performance Club	30-31-74	Gillian Bender	(568.63)	-	-	(2.24)	(570.87)
Due to HS-S Mock Trial	30-31-80	Paul Kerman	-	-	-	-	-
Due to HS-S DECA	30-31-82	Karen Peters	(1,124.84)	(6,103.20)	1,430.16	(22.89)	(5,820.77)
Due to HS-S Class of 2013	30-31-85	Karen Kirschner/Jenny Bogart	(2,725.72)	(3,545.73)	1,756.25	(17.83)	(4,533.03)
Due to HS-S Class of 2014	30-31-86	Karen Kirschner/Deb Ecenbarger	(1,026.91)	(101.80)	-	(4.46)	(1,133.17)
Due to HS-S Class of 2015	30-31-87	Ann Zannella/Sandy DeRenzis	-	(623.90)	-	(2.46)	(626.36)
Due to HS-S Committee for Multicultural Affai	30-31-95	Michael Healey	-	-	-	-	-
Due to HS-N Yearbook	30-51-20	Carol Simerson/Ellen Massaro	(8,435.57)	(5,644.79)	-	(55.59)	(14,135.95)
Due to HS-N Timberwolves Newspaper	30-51-22	Trish Turner	(337.57)	-	-	(1.33)	(338.90)
Due to HS-N Nat'l Honor Society	30-51-23	Laura Kolansoski	(1,888.28)	-	-	(7.45)	(1,895.73)
Due to HS-N Reach Hei Club	30-51-24	Helene Tscheschlog	(525.27)	(149.10)	141.99	(2.19)	(534.57)
Due to HS-N Student Gov't	30-51-25	David Falbo	(266.16)	-	-	(1.05)	(267.21)
Due to HS-N S.A.D.D	30-51-26	Stacy Tramutola	(44.24)	-	-	(0.17)	(44.41)
Due to HS-N FBLA	30-51-35	Jessica Hopstetter	(849.44)	(1,605.27)	-	(9.69)	(2,464.40)
Due to HS-N Key Club	30-51-38	John Millard	(1,624.21)	(160.00)	564.00	13.25	(1,206.96)
Due to HS-N Foreign Language	30-51-39	Donald Cloward	(4,008.80)	-	-	(15.82)	(4,024.62)
Due to HS-N Class of 2009	30-51-66	Jeff Reichl/Carrie Panepinto	-	-	-	0.00	0.00
Due to HS-N Class of 2010	30-51-67	Carrie Panepinto	-	-	-	(0.00)	(0.00)
Due to HS-N Class of 2011	30-51-68	Stacy Susic/ Patty Flotz	(1,293.16)	-	-	(5.11)	(1,298.27)
Due to HS-N Class of 2012	30-51-69	Catherine VanWinkle	(9,189.99)	(46,453.50)	38,116.64	894.59	(16,632.26)
Due to HS-N Leo Club	30-51-83	Laura Householder	-	-	-	-	-
Due to HS-N Reading Olympics	30-51-84	Marjory Gullstrand	(280.35)	(409.91)	341.25	(1.38)	(350.39)
Due to HS-N Class of 2013	30-51-85	Colleen Ashcraft / Camille Gigio	(1,334.05)	(1,432.44)	1,029.79	(7.22)	(1,743.92)
Due to HS-N Class of 2014	30-51-86	Camille Gigio/Marjay Gullstrand	(415.24)	(3,107.87)	1,332.20	(309.83)	(2,500.74)
Due to All Accounts-Interest (NSF Fee)	995-995		(120.00)	(200.00)	-	320.00	-
Due to All Accounts-Interest	995-995		-	-	-	-	-
TOTAL BALANCES			(68,340.43)	(129,804.98)	126,683.75	1,806.00	(69,655.66)
PROOF			(0.00)	0.00	(0.00)	(0.00)	(0.00)

Bank: 28 CITIZENS BANK ACTIVITY FUND

Check no.	Check Date	Vendor name and comment	Amount
18373	4/04/2012	COMMONWEALTH OF PA UNCLAIMED CHECKS 2001 TO 2006	415.83
18374	4/04/2012	EAST STROUDSBURG AREA - GENERAL FUND APRIL 2012 LOAN PAYMENT	100.00
18375	4/04/2012	MARTZ TRAILWAYS 3-BUS DEPOSIT SENIOR TRIP-5/16/12	300.00
18376	4/12/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT Deposit in error-S/B Special Act	2,131.00
18377	4/12/2012	J & J MAIN STREET LEASING Prom Bus	4,869.34
18378	4/12/2012	KEY CLUB INTERNATIONAL 47 MEMBERS/INTERN/DIST.DUES 11/12	564.00
18379	4/12/2012	PA FBLA LODGING/REGISTRATION/DUES	11,000.00
18380	4/12/2012	4EVER YOUNG PHOTOBOOTHS W9 Received: Y 11/13/2011	600.00
18381	4/17/2012	CITY CENTER WHOLESALE 2nd pmt for Prom D.J-Paid in full	222.20
18382	4/17/2012	DECA INC. CANDY FOR STORE	240.00
18383	4/17/2012	ICDC TOUR PURCHASE (LOGOON)	250.00
18384	4/17/2012	AUBREY KRAFT DESILVA Travel fee for Creative Boys prog.	26,798.89
18385	4/17/2012	THE SKYLANDS AT RANDOLPH Prom-5/19/12	150.00
18386	4/19/2012	5K RUN/WALK DECA INC. ANUSHA CHAUDHRY	642.16
18387	4/19/2012	OLD FASHION CANDY CO INC W9 Received: Y 3/08/2012	1,150.00
18388	4/19/2012	WELCH'S FRUIT SNACK FUNDRAISER POCONO VALLEY RESORT AND CONFERENCE	17.94
18389	4/19/2012	DEPOSIT ON CLASS FIELD TRIP 5/24/12 MARGUERITE ZUN	775.00
18390	4/26/2012	REIMB.SUPPLIES CLUB 4EVER YOUNG PHOTOBOOTHS	325.00
18391	4/26/2012	W9 Received: Y 11/13/2011 PHOTOBOOTH FOR PROM-BALANCE DUE	25.00
18392	4/26/2012	EAST STROUDSBURG AREA - GENERAL FUND BUS-STATUE LIBERTY/ELLIS ISL 5/17	1,000.00
18393	4/26/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT 2 BOOTHS/BLOCK PARTY	63.98
18394	4/26/2012	GENETTI MANOR W9 Received: Y 4/27/2012	18.49
		DEPOSIT FOR 12/13 PROM 5/18/13	
		LOIS GROFF-YARNALL	
		WEIS - 4/13/12	
		ROBERT AND ANN MARIE LONG	
		REIMB/GIFTS FOR OFFICERS @ INDUCTIO	

Bank: 28 CITIZENS BANK ACTIVITY FUND

Check no.	Check Date	Vendor name and comment	Amount
18395	4/26/2012	STATUE CRUISES BOAT TO VISIT STATUE OF LIBERTY	88.00
18396	5/03/2012	DORNEY PARK WILDWATER KINGDOM FBLA-DORNEY PARK TRIP	2,687.50
18397	5/03/2012	EAST STROUDSBURG AREA - GENERAL FUND MAY 2012 LOAN PAYMENT	100.00
18398	5/03/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT BOOTH @ BLOCK PARTY-SPROTS MANAG.	25.00
18399	5/03/2012	OLIVE GARDEN Field Trip/Dinner	235.04
18400	5/10/2012	JILLIAN ANDRES GIL DUNNING MEMORIAL AWARD	100.00
18401	5/10/2012	EMBROIDERY EXPRESS TEAM T-SHIRT	341.25
18402	5/10/2012	KAREN PETERS LUGGAGE FEE - 7 PEOPLE @ 20.00	559.41
18403	5/10/2012	AMY POLMOUNTER 10 ADDITIONAL STUDENTS @ 21.50	215.00
18404	5/10/2012	STROUDSBURG FOTO SHOP, INC CAMERA REPAIR	185.00
18405	5/15/2012	TOMMIE ALLEN Final Pmt for Prom DJ-5/19/12	500.00
18406	5/15/2012	EAST STROUDSBURG AREA - GENERAL FUND 3-buses for senior trip 5/24/12	525.00
18407	5/15/2012	HOWELL'S FLOWERS AND GREENHOUSE FLOWERS FOR 2012 PROM	935.00
18408	5/15/2012	NASSP/NHS/NJHS Grad.stoles/diploma seals/pin	1,032.25
18409	5/15/2012	PA FBLA National PMT for Chinedu Irofulal	375.00
18410	5/15/2012	POCONO VALLEY RESORT AND CONFERENCE Senior Trip-117 stud.@46.00-Deposit	4,232.00
18411	5/15/2012	THE SKYLANDS AT RANDOLPH Choc.Fountain @prom	2,732.76
18412	5/24/2012	PATRICIA CRAMER Weis-Party Food	27.23
18413	5/24/2012	VIC MALVAGNO W9 Received: Y 6/19/2012 Prom Decorations	800.00
18414	5/24/2012	OLD FASHION CANDY CO INC W9 Received: Y 3/08/2012 Welch's fruit snacks fundraiser	376.00
18415	5/24/2012	KAREN PETERS Name Badges Inc.	189.21
18416	5/24/2012	ROBERT PROTHRO 2012 North Prom DJ-5/12/12	1,000.00
18417	5/24/2012	WRIST-BAND.COM W9 Received: Y 5/22/2012 Wrist Band Fundraiser	141.99

Bank: 28 CITIZENS BANK ACTIVITY FUND

Check no.	Check Date	Vendor name and comment	Amount
18418	6/01/2012	JULIE BAUTISTA. YEARBOOK REFUND- (BAUTISTA)	87.19
18419	6/01/2012	DOUBLE M PRODUCTIONS CLASS OF 2012-T-SHIRTS	1,964.75
18420	6/01/2012	EAST STROUDSBURG CAFETERIA BREAKFAST W/EASTER BUNNY 3/31/12	279.79
18421	6/01/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT FULL COURT PRESS/FIELD DAY FUNDRAIS	180.00
18422	6/01/2012	MAKE A WISH FOUNDATION OF GREATER PENNA. W9 Received: Y 6/19/2012 DONATION FORM CLASS OF 2014	314.04
18423	6/01/2012	CHECK VOIDED	
18424	6/01/2012	GISELA PIEDRA WATER FOR WALK OF EDEN FUNDRAISER	11.97
18425	6/01/2012	POLOR BEARS INTERNATIONAL W9 Received: Y 6/18/2012 DONATION-CHOSEN BY STUDENTS	118.00
18426	6/01/2012	SKYTOP LODGE DEPOSIT ON 2013 PROM	750.00
18427	6/01/2012	SPIRIT ROSES & MORE WOODEN ROSE FUNDRAISER	119.95
18428	6/01/2012	SPLIT ROCK RESORT AND GOLF CLUB PROM 2012 PAYMENT	24,972.24
18429	6/01/2012	MARTHA S. WALCK YEARBOOK REFUND	79.50
18430	6/01/2012	WALMART COMMUNITY/GEMB BLOCK PARTY SUPPLIES	86.54
18431	6/01/2012	WHOLESALES FAVORS INC. PHOTO ALBUMS PRESENT FOR 2012 CLASS	2,052.75
18432	6/01/2012	WHOLESALES FAVORS INC. PHOTO ALBUMS AS PROM FAVORS	1,618.40
18433	6/07/2012	CARMEN ALCINDOR GIANT-5/24/12	36.82
18434	6/07/2012	EAST STROUDSBURG AREA - GENERAL FUND JUNE 2012 LOAN PAYMENT	100.00
18435	6/07/2012	EMBROIDERY EXPRESS T-SHIRT FUNDRAISER	506.25
18436	6/07/2012	FBLA-PBL REG.FEE(CHINEDU IROFUALA) TEXAS	95.00
18437	6/07/2012	JOSTENS PRODUCTION 2012-PMT ON YEARBOOKS	9,917.41
18438	6/07/2012	PEPSI-COLA PEPSI ORDER	235.40
18439	6/07/2012	DONALD SANKER FOOD REIMBURSEMENT FOR CLUB/PARTY	177.83
18440	6/21/2012	CHECK VOIDED	
18441	6/21/2012	CHILDREN'S MIRACLE NETWORK DONATION/TICKETS FOR YULE BALL FUND	500.00

Bank: 28 CITIZENS BANK ACTIVITY FUND

Check no.	Check Date	Vendor name and comment	Amount
18442	6/21/2012	CITY CENTER WHOLESALE SCHOOL STORE CANDY	158.10
18443	6/21/2012	EAST STROUDSBURG AREA - GENERAL FUND BUS FOR KING OF PRUSSA TRIP 2/4/12	350.00
18444	6/21/2012	PA FBLA LODGING AND REGISTRATION	6,000.00
18445	6/28/2012	EAST STROUDSBURG SOUTH BAND PARENTS DRIVE ONE 4 UR SCHOOL FUNDRAISER	633.33
18446	6/28/2012	EAST STROUDSBURG AREA - GENERAL FUND IPS LASER EXPRESS/INK CARTRIDGE	120.00
18447	6/28/2012	MARTZ TRAILWAYS CHARTER BUS FOR PROM 5/15/12	8,651.00
18448	6/28/2012	VH1 SAVE THE MUSIC FOUNDATION BLOCK PARTY BENEFIT CONCERT FUNDRA	52.85
18451	7/20/12	PA DEPARTMENT OF REVENUE 2ND QUARTER SALES TAX 4/2012 TO 6/30/2012	129,230.58 70.68
End of Report - 12.42.11			129,301.26

001 East Stroudsburg Area School District
STATEMENT OF INCOME
For the Period Ending June 30, 2012

CAFETERIA FUND

	Current Period	Year-to-Date	Account number
REVENUE FROM LOCAL SOURCES			
EARNINGS ON INVESTMENTS			
INTEREST ON INVESTMENTS	104.51	982.90	50-6510-000
TOTAL EARNINGS ON INVESTMENTS	104.51	982.90	
REVENUE FROM OPERATIONS			
SALES, LUNCH - PAID	7,943.75	697,532.00	50-6611-000
SALES, LUNCH - REDUCED	346.40	37,011.60	50-6612-000
SUMMER SALES - B-FAST & LUNCH	347.00	1,349.46	50-6614-000
SALES, BREAKFAST - PAID	1,062.15	67,070.70	50-6615-000
SALES, BREAKFAST - REDUCED	55.80	7,601.40	50-6616-000
SALES, ADULT LUNCH	173.30	29,334.95	50-6620-000
SALES, A LA CARTE LUNCH	709.39	621,929.77	50-6621-000
MISCELLANEOUS-PEPSI COMMISSION	112.52	1,302.64	50-6622-000
MISC. WEBSITE COMMISSION	100.00	13,802.50	50-6625-000
SALES, IN-HOUSE-EVENTS	4,879.60	44,001.16	50-6630-000
TOTAL SALES	14,311.13	1,520,936.18	
TOTAL LOCAL REVENUE	14,415.64	1,521,919.08	
REVENUE FROM STATE SOURCES			
STATE SUBSIDY	1,655.61	156,600.14	50-7600-000
STATE SUBSIDY -SOCIAL SECURITY	4,640.57	44,304.66	50-7810-000
STATE SUBSIDY -RETIREMENT	4,779.66	53,543.87	50-7820-000
TOTAL STATE REVENUE	11,075.84	254,448.67	
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY	21,352.74	1,810,870.35	50-8530-000
TOTAL FEDERAL REVENUE	21,352.74	1,810,870.35	
TOTAL CAFETERIA REVENUE	\$46,844.22	\$3,587,238.10	
EXPENSES OF OPERATIONS			
Salary, Manager	21,537.26	142,016.70	50-3100-110
SALARIES, SUMMER WORKERS	951.50	3,507.11	50-3100-160
SALARIES, WORKERS	114,442.08	1,031,431.91	50-3100-170
MEDICAL INSURANCE	36,585.51	556,921.74	50-3100-210
LIFE INSURANCE	625.01	7,514.77	50-3100-213
LTD INSURANCE	168.50	1,919.27	50-3100-214
FICA OASDI	8,083.46	72,375.19	50-3100-220
FICA HI	1,759.13	16,794.98	50-3100-221
RETIREMENT	11,615.35	109,144.55	50-3100-230
UNEMPLOYMENT	6.70	535.87	50-3100-250
WORKERS COMPENSATION	1,691.37	19,272.13	50-3100-260
PROFESSIONAL CONTRACT SERVICES	.00	480.00	50-3100-300
CONTRACT MAINTENANCE	1,313.17	15,519.31	50-3100-400
MAINTENANCE/REPAIRS	973.87	25,224.59	50-3100-430
AUTO INSURANCE	.00	1,242.47	50-3100-522
ADVERTISING EXPENSE	.00	31.60	50-3100-540
PRINTING EXPENSE	.00	2,802.10	50-3100-550
CONF/TRAVEL/MILEAGE	920.76	5,735.22	50-3100-580
SUPPLIES, NON-FOOD	8,700.69	82,619.31	50-3100-610
TECHNOLOGY SUPPLIES	3,036.90	8,100.57	50-3100-618
FUEL	623.62	3,844.80	50-3100-620
Food Purchases	120,552.65	916,997.05	50-3100-631
MILK PURCHASES	40,362.27	316,518.66	50-3100-632
DEPRECIATION OF EQUIPMENT	435.75	5,229.00	50-3100-741
EQUIPMENT, REPLACEMENT >2500	4,138.00	.00	50-3100-761
DUES & FEES	185.00	712.65	50-3100-810
PREPAY FEES	945.65	9,883.22	50-3100-811
TOTAL FOOD SERVICE EXPENSES	\$371,378.20	\$3,356,374.77	

Net Income / (Loss)

\$ < 324,533.98

\$ 230,863.33

Bank: 45 PNC BANK-CAFETERIA

Check no.	Date	Vendor name and comment	Amount
103843	6/07/2012	BOB COLIN SERVICE MAINTENANCE/REPAIRS	733.99
103844	6/07/2012	FREDA BOGART CONF/TRAVEL/MILEAGE	62.99
103845	6/07/2012	BUTTER KRUST BAKING CO. Food Purchases	4,061.44
103846	6/07/2012	CARGILL Food Purchases	257.40
103847	6/07/2012	LINDORA DICKENSON SALES, LUNCH - PAID	17.75
103848	6/07/2012	ECOLAB SUPPLIES, NON-FOOD	245.56
103849	6/07/2012	FEESER'S FOOD DISTRIBUTORS Food Purchases	11,628.48
103850	6/07/2012	MARTINE FERDINAND SALES, LUNCH - PAID	33.00
103851	6/07/2012	DENISE A. FLYNN CONF/TRAVEL/MILEAGE	566.99
103852	6/07/2012	FRITO-LAY, INC. Food Purchases	5,008.57
103853	6/07/2012	HERSHEY CREAMERY COMPANY Food Purchases	1,342.93
103854	6/07/2012	KASA'S FOODS DIST CO INC. Food Purchases	1,751.76
103855	6/07/2012	ELIZABETH KOLCUN SALES, LUNCH - PAID	6.25
103856	6/07/2012	OFFICE DIRECT, INC. SUPPLIES, NON-FOOD	269.23
103857	6/07/2012	PEPSI-COLA Food Purchases	6,126.75
103858	6/07/2012	POCONO MOUNTAIN DAIRIES MILK PURCHASES	39,896.73
103859	6/07/2012	PA SCHOOL BOARDS ASSOCIATION (PSBA) DUES & FEES	185.00
103860	6/07/2012	DEBORAH RODRIGUEZ CONF/TRAVEL/MILEAGE	63.27
103861	6/07/2012	BARBARA SEARFOSS CONF/TRAVEL/MILEAGE	72.71
103862	6/07/2012	EILEEN SMITH CONF/TRAVEL/MILEAGE	27.48
103863	6/07/2012	SYSCO FOOD SERVICES OF CENTRAL PA Food Purchases	21,490.12
103864	6/07/2012	TASTY BAKING COMPANY (REMIT) Food Purchases	131.61
103865	6/07/2012	US FOODSERVICE, INC. Food Purchases	10,723.42
103866	6/07/2012	WEIS MARKET, INC. Food Purchases	640.52

Bank: 45 PNC BANK-CAFETERIA

Check no.	Date	Vendor name and comment	Amount
103867	6/07/2012	XEROX CORPORATION CONTRACT MAINTENANCE	41.64
103868	6/19/2012	COMPUTER DISCOUNT WAREHOUSE TECHNOLOGY SUPPLIES	434.40
103869	6/19/2012	ECOLAB SUPPLIES, NON-FOOD	627.60
103870	6/19/2012	HEWLETT-PACKARD COMPANY TECHNOLOGY SUPPLIES	1,452.50
103871	6/19/2012	INTEGRAONE TECHNOLOGY SUPPLIES	1,150.00
103872	6/19/2012	OFFICE DIRECT, INC. SUPPLIES, NON-FOOD	24.98
103873	6/19/2012	OFFICE MAX INCORPORATED SUPPLIES, NON-FOOD	48.58
103874	6/19/2012	DEANNINE VARONE SALES, LUNCH - PAID	97.95
			109,221.60

End of Report - 13.48.30

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