

## AFFILIATION AGREEMENT FOR AN STUDENT TEACHING SITE

THIS AGREEMENT is made the 4<sup>th</sup> day of October, 2012 by Baptist Bible College UNIVERSITY (hereinafter referred to as "the University"), a non-profit institution incorporated under the laws of the Commonwealth of Pennsylvania, and EAST STROUDSBURG AREA SCHOOL DISTRICT (hereinafter referred to as "the Agency"). The parties intend to be legally bound by the following terms:

- I. DUTIES AND RESPONSIBILITIES OF BBC UNIVERSITY
- a. *Selection of Students.* The University shall be responsible for the selection of qualified student (hereinafter "student") to participate in the practicum or student teaching experience. The selected students must have the appropriate Educational experience offered by the School District.
  - b. *Education of Students.* The University shall assume full responsibility for the classroom education of the students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
  - c. *Submission of Candidates.* The University shall submit the names of the students to the School District or a designated representative prior to the practicum assignment or student teaching.
  - d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District, and should any student fail to abide by any policy/or procedure, he or she may be expelled from the program.
  - e. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the practicum or student teaching assignment.
  - f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her individual responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the Agency and, should the student fail to abide by any policy and/or procedure, that he or she may be expelled from the internship program. If necessary, the termination of the student from the internship program will be done according to the policies and procedures of the University.

- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the internship.
- h. *Clearances and Records.* Prior to the rendering of services by the student pursuant to this agreement, the student shall obtain and provide to the Agency all criminal and child abuse and FBI clearances and/or other records required by the Pennsylvania School Code and/or other applicable statutes.

II. DUTIES AND RESPONSIBILITIES OF EAST STROUDSBURG AREA SCHOOL DISTRICT

- a. *Establishment of Internship.* The Agency authorizes the use of its site, as may be agreed upon by the Agency and the University, as an internship. This internship is for a student enrolled in a undergraduate degree program in education at Baptist Bible College.
- b. *Policies of the Agency.* The Agency will provide the University with all applicable information regarding its policies at least two (2) weeks in advance of the student's participation. The University will review with each student, prior to the assignment, any and all applicable policies, codes or confidentiality issues related to the experience.
- c. *Designation of Agency Representative.* The Agency shall designate a qualified staff member to function as an on-site supervisor for the student. The supervising counselor will be responsible, with the approval of the Superintendent or his/her designee, for providing opportunities for the student to engage in a variety of counseling activities under supervision, for evaluating the student's performance, and for meeting periodically with representatives of the University in order to discuss, plan and evaluate the internship experience of the student. The on-site supervisor, or his/her designee, shall provide the student with an orientation to the Agency's specific services necessary for the implementation of the internship experience.
- d. *Administration.* The Agency will have the sole authority and control over all aspects of the delivery of pupil services. The Agency will be responsible for and retain control over the organization and operation of its programs.
- e. *Removal of Noncompliant Student.* The Agency shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Agency shall immediately contact the designated University representative.

- f. *Reporting of Student Progress.* The Agency shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Agency.
- g. *Student Records.* The Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to East Stroudsburg Area School District for this student teaching experience.
- b. *Term of Agreement.* The term of this Agreement shall be one (1) year from the date of execution. This Agreement may not exceed a period of five (5) years.
- c. *Termination of Agreement.* The University or the Agency may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the Agency terminate this Agreement prior to the completion of an academic semester for other than a substantial breach, the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.
- d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 with regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- e. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.

- h. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist with regard to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

East Stroudsburg Area School District:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

University:

*Ritchie S. Kelley, Dean*  
\_\_\_\_\_  
Authorized Signature

*10/4/12*  
\_\_\_\_\_  
Date

*Ritchie S. Kelley*  
\_\_\_\_\_  
Printed Name

*Dean, School of Ed.*  
\_\_\_\_\_  
Title

SEP 20 2012

**Contract For In-District Personnel Presentation**

Name of Presenter Wayne Carson

Date(s) of Presentation November 6, 2012

Presentation Title Podcasting

Purpose of Presentation be able to create a Podcast

Total Time Required for Presentation 1 hr.

Presentation Facility High School South, Room 314M

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation \$125.00

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 9/17/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9/18/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/22/12  
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

SEP 20 2012

**Contract For In-District Personnel Presentation**

Name of Presenter Wayne Carson

Date(s) of Presentation November 7, 2012

Presentation Title Discovery Education

Purpose of Presentation be able to locate, download, share curriculum-related activities

Total Time Required for Presentation 1 hr.

Presentation Facility High School South, Room 314M

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation \$125.00

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 9/17/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9/18/12 (B)  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/22/12  
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

SEP 20 2012

**Contract For In-District Personnel Presentation**

Name of Presenter Wayne Carson

Date(s) of Presentation November 13, 2012

Presentation Title iMovie Basic

Purpose of Presentation be able to create and edit a digital movie using iMovie

Total Time Required for Presentation 1 hr.

Presentation Facility High School South, Room 314M

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation \$125.00

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 9/17/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9/18/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

(3)

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/22/12  
Send all copies to the Superintendent's Office.

**After Board Approved**

Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Send all copies to the Initiator.

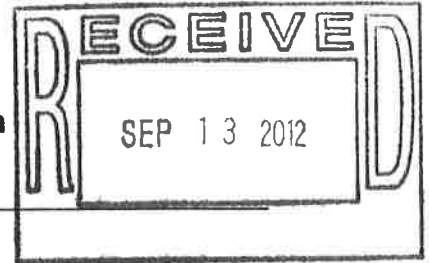
**Upon Completion of Presentation the Initiator will complete.**

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 Adam Cole

Date(s) of Presentation October 8, 2012

Presentation Title Differentiated Instruction Grades 4 & 5

Purpose of Presentation Practical Strategies for Differentiating Instruction

Total Time Required for Presentation 3 hours

Presentation Facility ESE

Maximum Number of Participants 30+

Total Estimated Cost of Proposed Presentation \$225.00

Budget Account Number to be Charged \_\_\_\_\_

Audio/Visual Equipment Needed we will provide our own as 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 9/7/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9-11-2012  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/13/12  
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



COLONIAL INTERMEDIATE UNIT 20  
A Regional Service Agency  
6 Danforth Drive  
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, PO Box 298, East Stroudsburg, PA 18301, (570) 424-8500.

Colonial Intermediate Unit 20 will provide Ms. Kaitlyn Shuster for interpreting services for a parent during a meeting at Bushkill Elementary School.

Ms. Shuster will provide 1.5 hours of service, at \$31.20 per hour, not exceed \$46.80, plus mileage as per Colonial Intermediate Unit 20's reimbursement for travel policy. This contract will be in effect on September 19, 2012.

East Stroudsburg Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant Director of Business Services, at the Intermediate Unit Office.

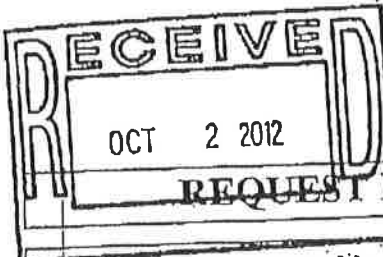
Charlene M. Brennan 9/26/12  
Dr. Charlene M. Brennan Date East Stroudsburg Area School District Date  
Executive Director

Dawn M. Hales 9/27/12  
Mrs. Dawn M. Hales Date Federal ID Number  
Secretary to the Board

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

KEO - Required  
Modis  
Contracted Services



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: Colonial Intermediate Unit 20 # 3745

Address: 6 Danforth Drive, Easton, PA 18045

Function or purpose of service (be specific): Provide 6 hr. training: "Building Blocks of Literacy" to ESASD Early Childhood Partners and ESASD licensees as required by Keystones to Opportunity Grant

Location of service: Participants attend one session only. Sessions offered: IU 20 - Easton, PA ESASD (TLC Bldg)

Time period - from 10/11/12 to 11/14/12 (begin date) 11/20/12 to 11/21/12 (end date)

up to 40 participants @ \$ 125.00 per person = \$ 5,000 plus expenses? Total days/hours/other daily/hourly/other rate Total Contract  yes  no

Charge to Account Number: \_\_\_\_\_

Signatures -- Initiator: Julie Rubins Date: 10/1/12

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.

Charles M. Gennaro Federal ID# or Social Security # \_\_\_\_\_ Date: 10/9/12

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

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: \_\_\_/\_\_\_/\_\_\_

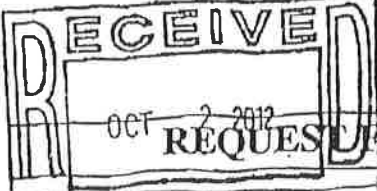
The East Stroudsburg Area School District provides equal opportunity in all of its educational programs, activities and employment. In compliance with Title VI, Title IX and Section 504, no person will be subject to discrimination based on age, race, color, gender, religion, national origin, creed, handicap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

white => accounts payable    canary => initiator    pink => business office    gold => consultant/contractor

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

KTO - Required  
0 Mods.

Contracted Services



REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Colonial Intermediate Unit 20 # 3745

Address: 6 Danforth Drive, Easton, PA 18045

Function or purpose of service (be specific): Provide 6 hr. Training: "Transitions" to ESASD Early Childhood Partners & ESASD liaisons as required by keystones to Opportunity Grant

Location of service: Participants attend one session only. Sessions offered: IU 20 - Easton, PA

Time period - from 10/25/12, 11/29/12 Pecono Services for Families & children 10/26/12

up to 26 par. impts @ \$ 125.00 per person = \$ 3,250 plus expenses?  yes  no

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

Charge to Account Number: \_\_\_\_\_

Signatures -- Initiator: Julie Rubino Date: 10/1/12

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.*

Charles M. Plessner Federal ID# or Social Security # \_\_\_\_\_ Date: 10/9/12

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

4. APPROVALS: Board of Education -- Date: \_\_\_/\_\_\_/\_\_\_ Purchase Order # \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

5. Initiator:  
Comments on Services: \_\_\_\_\_

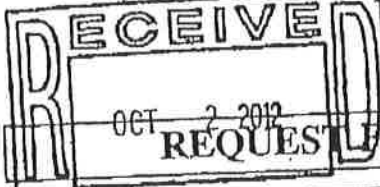
The Business Office is hereby authorized to pay \$ \_\_\_\_\_ for services rendered.  
Initiator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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white ⇨ accounts payable    canary ⇨ initiator    pink ⇨ business office    gold ⇨ consultant/contractor    (6/02)

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

KTO - Required  
D Mods  
Contracted Services



# REQUEST FOR CONSULTANT/CONTRACTED SERVICES

## 1. Initiator: Complete this section.

Name of Consultant: Colonial Intermediate Unit 20 # 3745

Address: 6 Danforth Drive, Easton, PA 18045

Function or purpose of service (be specific): Provide 6 hr. training: "Supporting Learners with Special Needs" to ESASD Early Childhood Partners and ESASD Liaisons as required by Keystone to Opportunity Grant

Location of service: Participants attend one session only. Sessions offered:

Time period - from 12/19/12 (begin date) to 1/17/13 (end date) at ESASD (TLC Bldg)

upto 40 participants @ \$ 125.00 per person \$ 5,000 plus expenses?  yes  no

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

Charge to Account Number: \_\_\_\_\_

Signatures - Initiator: Julie Rubino Date: 10/1/12

## 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.

Charles M. Brennan Federal ID# or Social Security # \_\_\_\_\_ Date 10/9/12

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

4. APPROVALS: Board of Education - Date: \_\_\_/\_\_\_/\_\_\_ Purchase Order # \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

5. Initiator:  
Comments on Services: \_\_\_\_\_

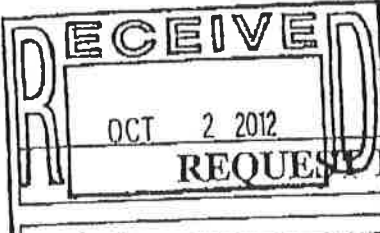
The Business Office is hereby authorized to pay \$ \_\_\_\_\_ for services rendered.  
Initiator: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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white ⇨ accounts payable    canary ⇨ initiator    pink ⇨ business office    gold ⇨ consultant/contractor    (6/02)

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contracted services

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: Colonial Intermediate Unit 20 # 3745

Address: 6 Danforth Drive, Easton, PA 18045

Function or purpose of service (be specific): Provide 6 hr. training: "Family Engagement and Family Literacy" to ESASD Early Childhood Partners and ESASD reasons as required by keystones to Opportunity Grant

Location of service: Participants attend one session only. Sessions offered: (ESASD (TLC Bldg))

Time period - from 1/11/13, 2/11/13 up to but not to exceed 4/10/13, 4/11/13 (begin date) (end date)

upto 40 participants @ \$ 125.00 per person = \$ 5000 plus expenses? Total Contract  yes  no

Charge to Account Number: \_\_\_\_\_

Signatures - Initiator: Julie Rubino Date: 10/11/12

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.

Charles M. Brennan Federal ID# or Social Security # 1019112 Date

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

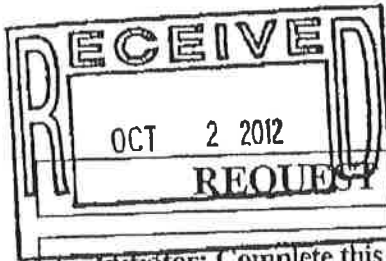
STEPS NUMBERS 1 and 2 MUST BE COMPLETED BEFORE PROCEEDING TO 3 - 5.

3. Assistant Superintendent for Curriculum: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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.



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(570) 424-8500

KtO - Required Made

Contracted Services

### REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Colonial Intermediate Unit 20 # 3745

Address: 6 Danforth Drive, Easton, PA 18045

Function or purpose of service (be specific): Provide 6 hr. training: "Navigating Content with ELLS" to ESASD Early Childhood Partners and ESASD Liaisons as required by Keystone to Opportunity Grant

Location of service: Participants attend one session only. Sessions offered

Time period - from IU 20, Easton, PA to ESASD (TLC Bldg)  
11/24/13, 2/26/13 to 3/6/13, 3/7/13  
(begin date) (end date)

upto 40 participants @ \$ 125.00 = \$ 5,000 plus expenses?  
Total days/hours/other \_\_\_\_\_ daily/hourly/other rate \_\_\_\_\_ Total Contract  yes  no

Charge to Account Number: \_\_\_\_\_ Date: 10/1/12

Signatures - Initiator: Julie Rubino

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.

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Cheryl M. Gensow Federal ID# or Social Security # \_\_\_\_\_ Date: 10/9/12

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: \_\_\_\_\_ Date: 1/1

4. APPROVALS: Board of Education - Date: 1/1 Purchase Order # \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: 1/1

5. Initiator:  
Comments on Services: \_\_\_\_\_  
The Business Office is hereby authorized to pay \$ \_\_\_\_\_ for services rendered.  
Initiator: \_\_\_\_\_ Date: 1/1

*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.*

white ⇨ accounts payable    canary ⇨ initiator    pink ⇨ business office    gold ⇨ consultant/contractor    (6/02)

SEP 19 2012

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

TITLE I  
PARENT INVOLVEMENT  
2012-2013

**Contract For In-District Personnel Presentation**

Name of Presenter Sue Czahor

Date(s) of Presentation October 25, 2012 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - Math Magic

Purpose of Presentation To provide parents with games and ideas to help their child understand math concepts that will serve as the foundations for future math learning

Total Time Required for Presentation 1 1/2 hours instruction, 3 hrs. prep.

Presentation Facility Resica Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-2850-120-440-00-00-92

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 9/22/12  
Initiator sends to Presenter to sign.

Presenter Signature \_\_\_\_\_ Date \_\_\_\_\_  
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

**Contract For In-District Personnel Presentation**

Name of Presenter Theresa DeHart

Date(s) of Presentation February 21, 2013 6:00 p.m. - 7:30 p.m.  
February 28, 2013 (SNOWDATE)

Presentation Title Kindergarten Presentation- Science Wonders- To encourage children to explore their world through

Purpose of Presentation inquiry and investigation

Total Time Required for Presentation 1 1/2 hours instruction; 3 hours prep.

Presentation Facility J.M. Hill Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-<sup>3341</sup>2850-120-440-~~10~~-00-92

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 9/27/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 10-1-12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/8/12  
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.**

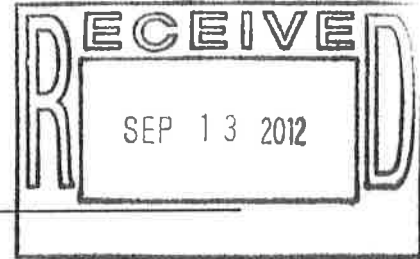
Comments on services \_\_\_\_\_

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 Rachel Hazen

Date(s) of Presentation October 8, 2012

Presentation Title Practical Ways To Differentiate Instruction

Purpose of Presentation Differentiated Instruction Grades 2 & 3

Total Time Required for Presentation 3 hours

Presentation Facility ESE

Maximum Number of Participants 20

Total Estimated Cost of Proposed Presentation \$225.00

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

Audio/Visual Equipment Needed We will provide our own as 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 John Burns Date 9/7/12  
Initiator sends to Presenter to sign.

Presenter Signature Rachel M Hazen Date 9-12-12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/13/12  
Send all copies to the Superintendent's Office.

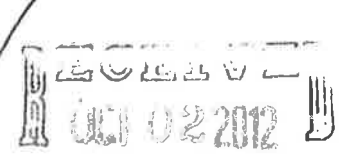
After Board Approved  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Send all copies to the Initiator.

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



**REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

**1. Initiator: Complete this section.**

Name of Consultant: Regina Spyles Koilparampil # \_\_\_\_\_

Address: 740 Ann Street, Stroudsburg, PA 18360

Function or purpose of service (be specific): Kick-off assembly SWPBS

Location of service: JM Hill Elementary School

Time period - from September 28, 2012 to: Sept. 28, 2012  
(begin date) (end date)

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

Charge to Account Number: Student Activity Acct.

Signatures — Initiator: Catherine A. Tyemorth Date: 9.14.12

**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.*

\* Regina Spyles Koilparampil Federal ID# or Social Security # \_\_\_\_\_ Date: 09.28.12

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:** W. Duff Date: 10.3.12

**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

SEP 24 2012

Name of Presenter Nancy Kruger

Date(s) of Presentation April 25, 2013 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - "Technology" Kinder-Tech

Purpose of Presentation To provide information on parent resources available through the district website

Total Time Required for Presentation 1 1/2 hours instruction; 3 hrs. prep.

Presentation Facility Middle Smithfield Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-<sup>330</sup>2850-120-440-00-00-92 ✓ *JW*

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 9/27/12  
Initiator sends to Presenter to sign.

Presenter Signature *[Signature]* Date 9/10/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction *[Signature]* Date 10/8/12  
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

SEP 24 2012

Staff Dev.

Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan w/presenting  
 Date(s) of Presentation 10/10/12, 11/13/12, 12/11/12  
 Presentation Title ESASD Secondary Tech Grads.  
 Purpose of Presentation Staff Development.  
 Total Time Required for Presentation 3-4:30pm (90 mins each) 3 sessions  
 Presentation Facility TLC.  
 Maximum Number of Participants 15  
 Total Estimated Cost of Proposed Presentation \$ 75.00 each session  
 Budget Account Number to be Charged 10-2271-120-000-10-00-04.  
 Audio/Visual Equipment Needed VA Lab Equipment.

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 9/24/12  
 Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9-20-12  
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/27/12  
 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

SEP 24 2012

Contract For In-District Personnel Presentation

Name of Presenter Brooke Langan <sup>CO</sup>/presenting  
Date(s) of Presentation 1/15/13, 2/19/13, 3/12/13, 4/9/13.  
Presentation Title ESASD Secondary Tech Grads  
Purpose of Presentation Staff Development.  
Total Time Required for Presentation 3-4:30 pm (90min each) 4 sessions  
Presentation Facility TLC  
Maximum Number of Participants 15  
Total Estimated Cost of Proposed Presentation \$75.00 each session  
Budget Account Number to be Charged 10-2271-120-000-10-00-04  
Audio/Visual Equipment Needed VA Lab Equipment.

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 9/24/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9-20-12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/27/12  
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

Staff Dev

SEP 24 2012

Contract For In-District Personnel Presentation

Name of Presenter Joe Martin. co/presenting  
 Date(s) of Presentation 10/10/12, 11/13/12, 12/11/12.  
 Presentation Title ESASD Secondary Tech Grade  
 Purpose of Presentation Staff Development.  
 Total Time Required for Presentation 3-4:30 pm (90 mins each) 3 sessions.  
 Presentation Facility TLC  
 Maximum Number of Participants 15  
 Total Estimated Cost of Proposed Presentation \$75.00 each session.  
 Budget Account Number to be Charged 10-2271-120-000-10-00-04  
 Audio/Visual Equipment Needed VA Lab Equipment

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 Brown Date 9/24/12  
Initiator sends to Presenter to sign.

Presenter Signature Joseph A. Mark Date 9-20-12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/27/12  
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 Joe Martin co/presenting  
 Date(s) of Presentation 1/15/13, 2/19/13, 3/12/13, 4/9/13  
 Presentation Title ESASD Secondary Tech Grads  
 Purpose of Presentation Staff Development.  
 Total Time Required for Presentation 3-4:30pm (90 min each) 4 sessions.  
 Presentation Facility TLC  
 Maximum Number of Participants 15  
 Total Estimated Cost of Proposed Presentation \$ 75.00 each session.  
 Budget Account Number to be Charged 10-2271-120-000-10-00-04  
 Audio/Visual Equipment Needed VA Lab Equipment.

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 Brown Date 9/24/12  
 Initiator sends to Presenter to sign.

Presenter Signature Joseph B. Martin Date 9-20-12  
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/27/12  
 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



**REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

**1. Initiator: Complete this section.**

Name of Consultant: Ted Michalowski # \_\_\_\_\_

Address: 1724 Luzerne St., Scranton PA 18504

Function or purpose of service (be specific): Celebration of the Arts

Location of service: Res:ca

Time period - from 5/11/12 to: 5/11/12  
 (begin date) (end date)

Total days/hours/other @ \$ 200.00 = \$ 200.00 plus expenses?  
 daily/hourly/other rate Total Contract  yes  no

Charge to Account Number: 29-3200-300-000-10-10-10

Signatures — Initiator: [Signature] Date: 10/19/12

**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: 5/05/12

**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: 10/8/12

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

Superintendent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**5. Initiator:**  
 Comments on Services: \_\_\_\_\_

The Business Office is hereby authorized to pay \$ 200.00 for services rendered.

Initiator: [Signature] Date: 10/19/12

*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

SEP 24 2012

Name of Presenter Laura Munch

Date(s) of Presentation April 25, 2013 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - "Technology" Kinder-Tech

Purpose of Presentation To provide information on parent resources available through the district website

Total Time Required for Presentation 1 1/2 hours instruction; 3 hrs. prep.

Presentation Facility Middle Smithfield Elementary School

Handwritten note: Title I parent

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$ 127.26

Budget Account Number to be Charged 10-<sup>3500</sup>2850-120-440-00-00-92

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 9/27/12  
Initiator sends to Presenter to sign.

Presenter Signature Laura Munch Date 10/11/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/8/12  
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**  
 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: center (Amy Courtwright)  
Northeast Pennsylvania for Independent Living # \_\_\_\_\_  
 Address: 1142 Sanderson Avenue, Suite 2 Scranton PA 18509  
 Function or purpose of service (be specific): Open House at Bushkill Elementary School  
(Sign Language Interpreter)  
 Location of service: Bushkill Elementary School  
 Time period - from 9-12-12 @ 6:30 to: 9-12-12 @ 8:00  
(begin date) (end date)  
1.5 hours @ \$ 58<sup>00</sup> ~~xx~~ hour = \$ 87.00 plus expenses?  
 Total days/hours/other daily/hourly/other rate Total Contract  yes  no  
 Charge to Account Number: \_\_\_\_\_  
 Signatures — Initiator: [Signature] Date: 9/12/12

**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.*

[Signature] Federal ID# or Social Security # \_\_\_\_\_ Date: 9/18/12

**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: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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

Superintendent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**5. Initiator:**

Comments on Services: Excellent Service. Prompt + Professional

The Business Office is hereby authorized to pay \$ 87.00 for services rendered.

Initiator: [Signature] Date: 9/24/12

*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  
 OCT 08 2012

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

**REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

**1. Initiator: Complete this section.**

Name of Consultant: ~~XXXXXXXXXXXXXXXXXXXX~~ NWPW/ESU # \_\_\_\_\_

Address: East Stroudsburg University

Function or purpose of service (be specific): Partnership with National Writing Project (NWP)/E.S.U. for Professional Development

Location of service: EAST STROUDSBURG NORTH H.S.

Time period - from August 23, 2012 (begin date) to: May 1, 2013 (end date)

36 Billable HRS @ \$ 220.00 / \$600 Showdown HRS = \$ ~~8100~~ 7370 plus expenses?  yes  no

Charge to Account Number: 10 - 2271 - 300 - 220 - 30 - 00 - 91

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

**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.*

[Signature] Director - Procurement Federal ID# or Social Security # \_\_\_\_\_ Date: 9/5/12

**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: 10/8/12

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.*

SEP 25 2012

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

TITLE I  
PARENT INVOLVEMENT  
2012-2013

Contract For In-District Personnel Presentation

Name of Presenter Mrs. Cindy Opitz

SEP 18 2012

Date(s) of Presentation September 27, 2012 - 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - Phonemic Awareness

Purpose of Presentation To familiarize parents with the curriculum and approaches to teaching and learning.

RECEIVED  
SEP 28 2012

Total Time Required for Presentation 1 1/2 hours instruction; 3 hrs. prep

Presentation Facility Smithfield Elementary School

title I  
Parent

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-<sup>3300</sup>2850-120-440-00-00-92

✓ BW

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 9/19/12  
Initiator sends to Presenter to sign.

Presenter Signature Cindy L. Opitz Date 9-21-12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/28/12  
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

SEP 19 2012

Contract For In-District Personnel Presentation

BY Name of Presenter Claudia Reyes

Date(s) of Presentation October 25, 2012 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - Math Magic

Purpose of Presentation To provide parents with games and ideas to help their child understand math concepts that will serve as the foundation for future math learning.

Total Time Required for Presentation 1 1/2 hours instruction; 3 hrs. prep.

Presentation Facility Resica Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-2850-120-440-00-00-92

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 9/22/12  
Initiator sends to Presenter to sign.

Presenter Signature \_\_\_\_\_ Date \_\_\_\_\_  
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

Contract For In-District Personnel Presentation

SEP 24 2012

Name of Presenter Maria Rogers

Date(s) of Presentation February 21, 2013 6:00 p.m. - 7:30 p.m.  
February 28, 2013 (SNOW DATE)

Presentation Title Kindergarten Presentation - Science Wonders

Purpose of Presentation To encourage children to explore their world through inquiry and investigation

Total Time Required for Presentation 1 1/2 hours instruction; 3 hrs. prep.

Presentation Facility J.M. Hill Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.78 p/h = \$ 127.26

Budget Account Number to be Charged 10-<sup>3300</sup>2850-120-440-00-00-92 ✓ *Bud*

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 9/27/12  
Initiator sends to Presenter to sign.

Presenter Signature *[Signature]* Date 10/1/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

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

After Board Approved

Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Send all copies to the Initiator.

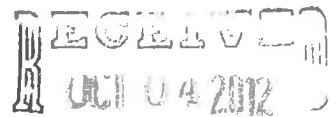
Upon Completion of Presentation the Initiator will complete.

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

Name of Presenter Maureen Seidel co-presenting  
 Date(s) of Presentation 10/2/12, 11/6/12, 12/4/12  
 Presentation Title e-Tech Academy - Elementary  
 Purpose of Presentation Staff Development  
 Total Time Required for Presentation 4-5:30pm (90 mins each) <sup>3</sup> sessions  
 Presentation Facility TLC - side 2  
 Maximum Number of Participants \_\_\_\_\_  
 Total Estimated Cost of Proposed Presentation \$75.00 x 3 = \$225.00 total  
 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 Doug Bond Date 10/4/11  
Initiator sends to Presenter to sign.

Presenter Signature Maureen G. Seidel Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent [Signature] Date 10-9-12  
Send all copies to the Initiator.

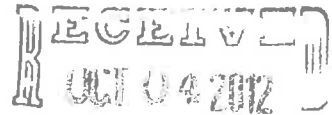
Upon Completion of Presentation the Initiator will complete.

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

Name of Presenter Maureen Seidel co-presenting  
 Date(s) of Presentation 10/9/12, 11/13/12, 12/11/12  
 Presentation Title ESASD Elementary Tech Grads  
 Purpose of Presentation Staff Development  
 Total Time Required for Presentation 4-5:30 pm (90 mins each) 3 sess  
 Presentation Facility TLC  
 Maximum Number of Participants 15  
 Total Estimated Cost of Proposed Presentation \$75.00 each session  
 Budget Account Number to be Charged 10-2271-120-000-10-00-04  
 Audio/Visual Equipment Needed VA Lab Equipment

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 Borch Date 10/4/12  
 Initiator sends to Presenter to sign.

Presenter Signature Maureen G. Seidel Date 10/2/12  
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
 Send all copies to the Superintendent's Office.

After Board Approved  
 Superintendent [Signature] Date 10-9-12  
 Send all copies to the Initiator.

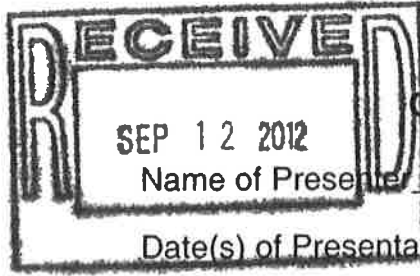
Upon Completion of Presentation the Initiator will complete.

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

SEP 13 2012 Prof. Seidel

Contract For In-District Personnel Presentation

Name of Presenter Maureen Seidel Co/present.

Date(s) of Presentation October 22, 2012

Presentation Title Moodle 2.0 - An Overview for Experienced users (Elmer)

Purpose of Presentation Prof. Development

Total Time Required for Presentation 4 - 5:30 pm

Presentation Facility TLC

Maximum Number of Participants \_\_\_\_\_

Total Estimated Cost of Proposed Presentation \$175.00

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 9/14/12  
Initiator sends to Presenter to sign.

Presenter Signature Maureen G Seidel Date 9/6/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/19/12  
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  
OCT 04 2012

BY: \_\_\_\_\_  
**Contract For In-District Personnel Presentation**

Name of Presenter Mauraen Seidel co-presenting  
Date(s) of Presentation 1/8/13, 2/5/13, 3/5/13, 4/2/13, 5/7/13  
Presentation Title eTech Academy - Elementary  
Purpose of Presentation Staff Development  
Total Time Required for Presentation 4-5:30 (90 mins each) 5 sessions  
Presentation Facility TLC-side 2  
Maximum Number of Participants \_\_\_\_\_  
Total Estimated Cost of Proposed Presentation \$75.00 x 5 = \$375.00 total  
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 Bunny Bort Date 10/4/12  
Initiator sends to Presenter to sign.

Presenter Signature Mauraen G. Seidel Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

**After Board Approved**

Superintendent [Signature] Date 10-9-12  
Send all copies to the Initiator.

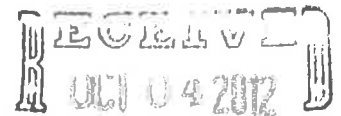
**Upon Completion of Presentation the Initiator will complete.**

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 BY: .....

Name of Presenter Mauraen Seidel co-presenting  
Date(s) of Presentation 1/15/13, 2/19/13, 3/12/13, 4/9/13  
Presentation Title ESASD Elementary Tech Grads  
Purpose of Presentation Staff Development  
Total Time Required for Presentation 4-5:30 (90 mins each) 4 sessions  
Presentation Facility TLC  
Maximum Number of Participants 15  
Total Estimated Cost of Proposed Presentation \$ 75.00 each session  
Budget Account Number to be Charged 10-2271-120-000-10-00-04  
Audio/Visual Equipment Needed VA Lab Equipment

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 10/4/12  
Initiator sends to Presenter to sign.

Presenter Signature Mauraen G. Seidel Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

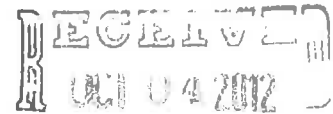
After Board Approved  
Superintendent [Signature] Date 10-9-12  
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services \_\_\_\_\_

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- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter



Contract For In-District Personnel Presentation BY: \_\_\_\_\_

Name of Presenter Shawn Wescott co presenting  
Date(s) of Presentation 10/2/12, 11/6/12, 12/4/12  
Presentation Title eTech Academy - Elementary  
Purpose of Presentation Staff Development  
Total Time Required for Presentation 4-5:30pm (90min each) 3 sessions  
Presentation Facility TLC - side 2  
Maximum Number of Participants \_\_\_\_\_  
Total Estimated Cost of Proposed Presentation \$75.00 x 3 = \$225.00 total  
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 Bunny Bond Date 10/4/12  
Initiator sends to Presenter to sign.

Presenter Signature Shawn Wescott Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction Doree [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

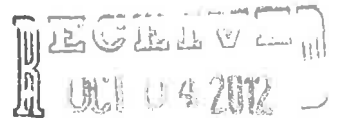
After Board Approved  
Superintendent [Signature] Date 10-9-12  
Send all copies to the Initiator.

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

BY: .....

Name of Presenter Shawn Wescott co/presenting  
Date(s) of Presentation 10/9/12, 11/13/12, 12/11/12.  
Presentation Title ESASD Elementary Tech Grads.  
Purpose of Presentation Staff Development.  
Total Time Required for Presentation 4-5:30 pm (90 min each) 3 sessions  
Presentation Facility TLC  
Maximum Number of Participants 15  
Total Estimated Cost of Proposed Presentation \$75.00 each session  
Budget Account Number to be Charged 10-2271-120-000-10-00-04  
Audio/Visual Equipment Needed VA Lab Equipment.

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 Bin Ben Date 10/4/12  
Initiator sends to Presenter to sign.

Presenter Signature Shawn Wescott Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent [Signature] Date 10-9-12  
Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

Comments on services \_\_\_\_\_

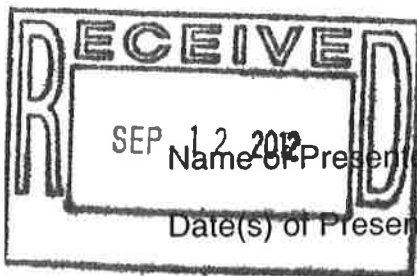
Total due presenter \_\_\_\_\_ Approved for payment \_\_\_\_\_

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

SEP 10 2012

Prof. Devel



Contract For In-District Personnel Presentation

Name of Presenter Shawn Wescott Co/Presant

Date(s) of Presentation October 22, 2012

Presentation Title Moodle 2.2 - An Overview for Experienced users (Elem)

Purpose of Presentation Prof. Development

Total Time Required for Presentation 4 - 5:30 pm

Presentation Facility TLC

Maximum Number of Participants \_\_\_\_\_

Total Estimated Cost of Proposed Presentation \$ 75.00

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

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 Bruce Board Date 9/7/12  
Initiator sends to Presenter to sign.

Presenter Signature Shawn Wescott Date 9/6/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/19/12  
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:

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- Green - Human Resources - Place in Presenter's File
- Canary - Staff Development Secretary
- Pink - Initiator
- Goldenrod - Presenter

RECEIVED  
OCT 04 2012

Contract For In-District Personnel Presentation

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

Name of Presenter Shawn Wescott - Copresenting

Date(s) of Presentation 1/8/13, 2/5/13, 3/5/13, 4/2/13, 5/7/13

Presentation Title e-Tech Academy - Elementary

Purpose of Presentation Staff Development

Total Time Required for Presentation 4-5:30pm (90 mins each) 5 Sessions

Presentation Facility TLC - side 2

Maximum Number of Participants \_\_\_\_\_

Total Estimated Cost of Proposed Presentation \$75.00 x 5 = \$375.00 total

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 Brig Beck Date 10/4/12  
Initiator sends to Presenter to sign.

Presenter Signature Shawn Wescott Date 10/2/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/5/12  
Send all copies to the Superintendent's Office.

After Board Approved

Superintendent [Signature] Date 10-9-12  
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  
OCT 04 2012

BY: .....

**Contract For In-District Personnel Presentation**

Name of Presenter Shawn Wascott copresenting  
 Date(s) of Presentation 1/15/13, 2/19/13, 3/12/13, 4/9/13  
 Presentation Title ESASD Elementary Tech Grads.  
 Purpose of Presentation Staff Development  
 Total Time Required for Presentation 4-5:30 pm (90 mins each) 4 Sessions  
 Presentation Facility TLC  
 Maximum Number of Participants 15  
 Total Estimated Cost of Proposed Presentation \$75.00 each Session  
 Budget Account Number to be Charged 10-2271-120-000-10-00-04  
 Audio/Visual Equipment Needed VA Lab Equipment

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 Bon Date 10/4/12  
 Initiator sends to Presenter to sign.

Presenter Signature Shawn Wascott Date 10/2/12  
 Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 10/3/12  
 Send all copies to the Superintendent's Office.

After Board Approved  
 Superintendent [Signature] Date 10-9-12  
 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  
SEP 27 2012

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

TITLE I  
PARENT INVOLVEMENT  
12-13

BY: \_\_\_\_\_ **Contract For In-District Personnel Presentation**

Name of Presenter Dr. Sally Yorke-Viney

Date(s) of Presentation September 27, 2012 - 6:00 p.m. - 7:30 p.m.

Presentation Title Kindergarten Presentation - Phonemic Awareness

Purpose of Presentation To familiarize parents with the curriculum and approaches to teaching and learning.

Total Time Required for Presentation 1 1/2 hours instruction; 3 hours preparation

Presentation Facility Smithfield Elementary School

Maximum Number of Participants 100

Total Estimated Cost of Proposed Presentation 4.5 hours x \$28.28 p/h = \$127.26

Budget Account Number to be Charged 10-<sup>3300</sup>~~2850~~-120-440-<sup>10</sup>~~00~~-00-92

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 9/19/12  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 9/21/12  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 9/28/12  
Send all copies to the Superintendent's Office.

**After Board Approved**

Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Send all copies to the Initiator.

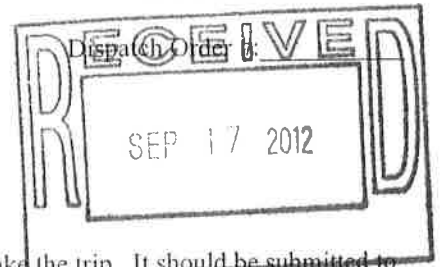
**Upon Completion of Presentation the Initiator will complete.**

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



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

*Board*

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

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

SCHOOL LEHMAN INTERMED. ARTS GROUP 7/8<sup>th</sup> GRADE CHOR REQUESTOR KEITH LABAN

DESTINATION CENTRAL DAUPHIN HIGH SCHOOL - HARRISBURG GRADE(S)/LEVEL(S) 7/8

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE Nov. 2, 2012 PLACE OF DEPARTURE (Be Specific) LEHMAN MAIN ENTRANCE

NUMBER OF STUDENTS MAKING TRIP 10 NUMBER OF SCHOOL BUSES NEEDED 1 (TRAVEL W/ JTL)

BUS ARRIVAL TIME (For pre-departure preparation) 5:50 AM

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 6:00 AM

RETURN TIME (When bus(es) arrive back at school for other duties) 9:30 PM

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) STUDENTS AUDITIONED AND WERE SELECTED TO PERFORM WITH THE HONORS CHOR - STUDENTS WILL PERFORM W/ A GUEST CONDUCTOR W/ STUDENTS FROM NORTHEAST/SOUTHWEST PA

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 1 \*

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

PROJECTED COST OF TRIP:	# of Substitutes <u>1</u> X # of Days <u>1</u> =	\$ <u>80.00</u>
	Transportation Costs (as is applicable)	\$ <u>325.00 (TRAVEL W/ JTL)</u>
	Admission/Registration Fees	\$ <u>STUDENTS PAY W/ JTL</u>
	Miscellaneous (Please list)	\$ _____
	Grand Total	\$ <u>405.00</u>

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

SIGNATURE -- Staff Member Making Request Keith Laban DATE 9/13/12

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 9/13/12

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

BUS AVAILABILITY -- Transportation Office \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 9/17/12

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

**Please Check One**

Regular Day Trip

Extended Day Trip

Overnight Trip

*Buana*

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

SEP 18 2012

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

SCHOOL High School North/Ceriman GROUP Chorus REQUESTOR Keith Laba

DESTINATION Mansfield University GRADE(S)/LEVEL(S) 7-9

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE Nov. 2, 2012 PLACE OF DEPARTURE (Be Specific) High School Main Entrance

NUMBER OF STUDENTS MAKING TRIP 18 NUMBER OF SCHOOL BUSES NEEDED 1 *TRAVELING w/ JTL*

BUS ARRIVAL TIME (For pre-departure preparation) 5:20AM

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 5:30AM

RETURN TIME (When bus(es) arrive back at school for other duties) 10:20PM

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) STUDENTS AUDITIONED AND WERE SELECTED TO PARTICIPATE IN HONORS CHORUS MASTERCLASS W/LL BE UNDER GUEST CONDUCTOR W/ STUDENTS FROM N.E. PA

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 1 \*

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

PROJECTED COST OF TRIP:	# of Substitutes <u>1</u> X # of Days <u>1</u> =	\$ <u>80.00</u>
	Transportation Costs (as is applicable)	\$ <u>325.00</u> <i>TRAVELING w/ JTL</i>
	Admission/Registration Fees	\$ <u>STUDENT PAYS</u>
	Miscellaneous (Please list)	\$ _____
	Grand Total	\$ <u>405.00</u>

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

SIGNATURE -- Staff Member Making Request [Signature] DATE 9/13/12

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 9/13/12

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

BUS AVAILABILITY -- Transportation Office \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 9/13/12

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

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

*Board*

SEP 19 2012 SEP 25 2012

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

EAST STROUDSBURG AREA SCHOOL DISTRICT  
 FIELD TRIP REQUEST FORM

*We will pay Bus and share cost w/ MCTI*

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

SCHOOL HS South MCTI GROUP DECA REQUESTOR Karen Peters

DESTINATION DeVry Institute of Technology PA GRADE(S)/LEVEL(S) 9-12

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE 10/5/12 PLACE OF DEPARTURE (Be Specific) front of HS South

NUMBER OF STUDENTS MAKING TRIP 15-20 NUMBER OF SCHOOL BUSES NEEDED 1

BUS ARRIVAL TIME (For pre-departure preparation) 7:30 7:00

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 7:30 (Arrive @ DeVry by 9 AM)

RETURN TIME (When bus(es) arrive back at school for other duties) 4:00 (Depart DeVry @ 1:45 pm)

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) DECA

*Competition being held @ DeVry Institute to gain a competitive experience & edge for competition @ District / State / National Level*

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

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

*Buses will be covered by students. This will be covered per Irene's request. Also we will share bus.*

PROJECTED COST OF TRIP:	# of Substitutes <u>1</u> X # of Days <u>1</u> = \$ <u>        </u>
	Transportation Costs (as is applicable) \$ <u>357.00</u>
	Admission/Registration Fees \$ <u>        </u>
	Miscellaneous (Please list) \$ <u>        </u>
	Grand Total \$ <u>        </u>

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

SIGNATURE -- Staff Member Making Request Karen Peters DATE 8/30/12

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 9/6/12

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

BUS AVAILABILITY -- Transportation Office \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 9/27/12

SIGNATURE -- Superintendent [Signature] DATE 10-2-12

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



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

RECEIVED  
OCT 09 2012

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

5<sup>th</sup> grade

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

SCHOOL Middle Smithfield GROUP 5<sup>th</sup> Grade REQUESTOR Billie Trauschke  
Mike Koepf  
Jill Jennings  
Colleen Koeller  
DESTINATION American Museum of Natural History GRADE(S)/LEVEL(S) 5

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE 11/8/12 PLACE OF DEPARTURE (Be Specific) Middle Smithfield

NUMBER OF STUDENTS MAKING TRIP 106 NUMBER OF SCHOOL BUSES NEEDED 0

BUS ARRIVAL TIME (For pre-departure preparation) 7:45 a.m.

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 8:00 a.m.

RETURN TIME (When bus(es) arrive back at school for other duties) 6:00 P.M.

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) To explore the living environment halls which corresponds to our plants and ecosystems units and to explore the Native American halls which corresponds to our S.S. unit

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 11 \*

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

PROJECTED COST OF TRIP:	# of Substitutes _____ X # of Days _____ =	\$ _____
	Transportation Costs (as is applicable)	\$ <u>2400.00</u> Eastern Coach
	Admission/Registration Fees	\$ <u>1,470.00</u>
	Miscellaneous (Please list) _____	\$ _____
	Grand Total	\$ <u>3,870.00</u>

Paid for BY STUDENTS per Ginger Kirk

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

SIGNATURE -- Staff Member Making Request Billie Trauschke DATE 10/4/12

SIGNATURE/APPROVAL -- Building Principal David Blum DATE 10/4/12

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

BUS AVAILABILITY -- Transportation Office \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE -- Asst. Supt./Curriculum & Instruction [Signature] DATE 10/9/12

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

Student

REQUEST TO ESTABLISH A SPECIAL ACTIVITY

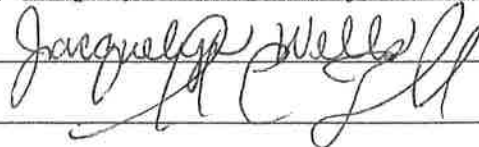
1. NAME OF ORGANIZATION: East Stroudsburg Senior HS North Class of 2015
2. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)  
To raise funds for senior year activities.
3. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)  
Funds raised will offset student cost of senior trip and prom.
4. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) Officers and homeroom representatives will be elected each year. Class officers will run bimonthly meetings to organize different activities and fundraising events.
5. FUND RAISING:
  - a. Will this organization raise funds? Yes  No
  - b. If "yes", briefly describe typical fund-raising activities and who will be involved.  
All members of the ESN Class of 2015 will be involved in fundraising, which will include selling clothing, and other timberwolf accessories, such as headbands, bracelets, cups, and beach towels, as well as other events at local restaurants.
6. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)  
All money raised will directly offset the cost of the senior trip and prom.
7. FINANCIAL DEPENDENCE:
  - a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes  No
  - b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.  
\_\_\_\_\_
8. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)  
The class advisor and officers will be responsible for all funds and decisions related to fundraising.

Date Submitted: 9/28/12

Submitted by: Jacquelyn Wells, Class of 2015 Advisor

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

Principal: \_\_\_\_\_



EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A STUDENT ACTIVITY

1. NAME OF ORGANIZATION: CLASS OF 2016 Freshman Class - South
2. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)  
— To raise funds for activities for the benefit of the Freshman Class.
3. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)  
For yearly events and eventually for Senior year.
4. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) Officers were elected last year at JTL.
5. FUND RAISING:  
a. Will this organization raise funds? Yes  No   
b. If "yes", briefly describe typical fund-raising activities and who will be involved.  
car washes, bake sales, tag days at Shop Right
6. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)  
Basket raffles, and others to be determined by students  
To purchase supplies for fundraisers and the majority going towards Sr. Prom.
7. FINANCIAL DEPENDENCE:  
a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes  No   
b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.  
Use of facilities to hold car washes and bake sales.
8. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)  
Pam and Anna will be responsible for funds with the decisions made in conjunction with the treasurer and officers.

Date Submitted: 8/30/12 Submitted by: Pamela Furst Anna Nicoletta  
Signature: Pamela Furst Anna Nicoletta  
Principal: \_\_\_\_\_

**EAST  
STROUDSBURG  
AREA  
SCHOOL  
DISTRICT**

SECTION: PROGRAMS

TITLE: CONCUSSION MANAGEMENT

ADOPTED: October 15, 2012

**123.1. CONCUSSION MANAGEMENT**

1. Purpose

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

2. Definitions  
24 P.S.  
Sec. 5322

**Appropriate medical professional** shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

24 P.S.  
Sec. 5322

**Athletic activity** shall mean all of the following:

Pol. 123

1. Interscholastic athletics.

Pol. 122

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

Pol. 122

3. Noncompetitive cheerleading that is sponsored by or associated with the school.

Pol. 122, 123

4. Practices, interschool practices and scrimmages for all athletic activities.



<p>3. Delegation of Responsibility 24 P.S. Sec. 5323</p>	<p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.</p>
<p>4. Guidelines 24 P.S. Sec. 5323</p>	<p>The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.</p> <p><u>Removal From Play</u></p>
<p>24 P.S. Sec. 5323</p>	<p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p><u>Return To Play</u></p>
<p>24 P.S. Sec. 5323</p>	<p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.</p> <p><u>Training</u></p>
<p>24 P.S. Sec. 5323</p>	<p>All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.</p> <p><u>Penalties</u></p>
<p>24 P.S. Sec. 5323</p>	<p>A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none"> <li>1. For a <b>first</b> violation, suspension from coaching any athletic activity for the remainder of the season.</li> <li>2. For a <b>second</b> violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.</li> <li>3. For a <b>third</b> violation, permanent suspension from coaching any athletic activity.</li> </ol>

**References:**

**Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.**

**Board Policy – 122, 123**

**EAST  
STROUDSBURG  
AREA  
SCHOOL  
DISTRICT**

SECTION: PROGRAMS

TITLE: SUDDEN CARDIAC ARREST

ADOPTED: October 15, 2012

**123.2. SUDDEN CARDIAC ARREST**

<p>1. Authority 24 P.S. Sec. 5331 et seq</p> <p>2. Definition 24 P.S. Sec. 5332</p> <p>Pol. 123</p> <p>Pol. 122</p> <p>Pol. 122</p> <p>Pol. 122, 123</p> <p>3. Delegation of Responsibility 24 P.S. Sec. 5333</p> <p>4. Guidelines 24 P.S. Sec. 5333</p>	<p>The Board recognizes the importance of ensuring the safety of students participating in the district’s athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.</p> <p><b>Athletic activity</b> shall mean all of the following:</p> <ol style="list-style-type: none"> <li>1. Interscholastic athletics.</li> <li>2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.</li> <li>3. Noncompetitive cheerleading that is sponsored by or associated with the school.</li> <li>4. Practices, interschool practices and scrimmages for all athletic activities.</li> </ol> <p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.</p> <p>The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.</p>
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24 P.S. Sec. 5333	<p><u>Removal From Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p>Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.</p>
24 P.S. Sec. 5333	<p><u>Return To Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.</p>
24 P.S. Sec. 5333	<p><u>Training</u></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.</p>
24 P.S. Sec. 5333	<p><u>Penalties</u></p> <p>After July 29, 2014, a coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none"> <li>1. For a <b>first</b> violation, suspension from coaching any athletic activity for the remainder of the season.</li> <li>2. For a <b>second</b> violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.</li> <li>3. For a <b>third</b> violation, permanent suspension from coaching any athletic activity.</li> </ol> <p>References:</p> <p>Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.</p> <p>Board Policy – 122, 123, 822</p>

**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: August 19, 2002

REVISED: March 20, 2006  
July 17, 2006  
August 18, 2008  
October 15, 2012

201. ADMISSION OF STUDENTS	
<p>1. Authority SC 1301 Title 22 Sec. 11.41</p>	<p>The Board shall establish age requirements for the admission of beginning students which are consistent with statute and sound educational practice and ensure the equitable treatment of all eligible children.</p>
<p>2. Guidelines</p> <p>SC 1304, 1326</p>	<p><u>First Grade</u></p> <p>Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.</p>
<p>SC 1304</p>	<p>The entrance age for first grade students in the school district shall be six (6) years or more on or before the first day of each school term with the maximum entry age for beginners to be eight (8) years. This age requirement also applies to out of state, public and private school transfer students.</p> <p>If a child has not met the age requirement of at least six (6) years by the first day of that school term, but has spent at least until December 31 of that school term in an approved first grade program or has successfully completed an approved kindergarten program which is comprised of at least 450 instructional hours, that child will be considered for admission to first grade in the school district under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Written recommendation and academic documentation from the sending school.</li> <li>2. The school principal will make a decision whether or not to admit the student to first grade after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.</li> </ol>
<p>Title 22 Sec. 11.16</p>	<p>The Board is not required to admit as a beginner any child whose chronological age is less than the school district's established admission age.</p> <p>The Board may admit as beginner any child who has successfully completed the</p>

<p>Title 22 Sec. 11.14</p> <p>3. Delegation of Responsibility Pol. 203</p>	<p>school district's kindergarten program.</p> <p><u>Kindergarten</u></p> <p>The entrance age for kindergarten students of the school district shall be five (5) years or more on or before the first day of each school term. This age requirement also applies to out of state, public and private school transfer students.</p> <p>If a child who has not met the age requirement of at least five (5) years by the first day of that school term, but has spent at least until December 31 of that school term in an approved kindergarten program; that child will be considered for admission to kindergarten in the school district under the following conditions:</p> <ol style="list-style-type: none"><li>1. Written recommendation and academic documentation from the sending school.</li><li>2. The school principal will make a decision whether or not to admit the student to kindergarten after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.</li></ol> <p>The Superintendent shall require that each student who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birthdate, along with proof of required immunization.</p>
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EAST  
STROUDSBURG  
AREA  
SCHOOL  
DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF  
NONRESIDENT STUDENTS

ADOPTED: August 19, 2002

REVISED: April 11, 2005  
June 25, 2007  
October 15, 2012

202. ELIGIBILITY OF NONRESIDENT STUDENTS

1. Purpose  
SC 501, 502

The Board shall operate schools of the school district for the benefit of students resident in this school district who are eligible for attendance.

General Provisions

2. Authority  
SC 1301, 1316

The Board recognizes that there may be occasions when nonresident students may be required or permitted to attend the schools of the school district. This policy addresses such occasions.

SC 1302  
Title 22  
Sec. 11.19

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the schools of the school district, as provided in this policy. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education, and as provided in this policy.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

A resident whose student is to be disenrolled from the District may request a Board hearing to determine the student's eligibility to attend the District's schools. The District's administration shall adopt procedures for the notification of the resident and the student of the disenrollment and the right to request a hearing, including adopting a reasonable deadline for making a request. A resident who requests a Board hearing to determine the student's enrollment eligibility under this policy shall remain enrolled in the District's schools pending the Board's decision.

It shall be the responsibility of the administration to determine the residency status of each student at the time of his/her application for enrollment and to obtain the necessary affidavit and supporting documents when required.

<p>SC 1316, 2561</p> <p>3. Guidelines SC 1305</p> <p>Title 22 Sec. 11.19 SC 1302</p>	<p>The child will be enrolled in the building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has been supplied proof of the child's age, residence, immunizations, and other documentation as required by law and this policy. This applies equally to nonresident children who are children living in facilities or institutions as defined in 22 Pa. Code § 11.8 (relating to nonresident children living in facilities or institutions), or foster homes, or with a school district resident who is supporting the child without personal compensation as defined in 22 Pa. Code § 11.9 (relating to nonresident children living with a school district resident), provided that the person making the application has supplied the documentation required by law.</p> <p>The Board shall not be responsible for transportation to or from school for any student residing outside school district boundaries, unless required by the McKinney Homeless Act.</p> <p>Where applicable, tuition rates shall be determined in accordance with statute.</p> <p><u>Court-Ordered Guardianship</u></p> <p>A resident of the District who has a court order granting guardianship of a child may enroll the child in the District's schools without the payment of tuition. A court order granting custody of the child will not, in and of itself, substantiate the right of a non-parent to enroll the child.</p> <p><u>Other Nonresident Students Under Section 1302(a)(2) of the Public School Code</u></p> <p>A non-resident student may be admitted to the school district where attendance is justified on the grounds that the student lives full-time and not just for the school year with a school district resident who has assumed the responsibility to keep and support the student in line with applicable state law and the provisions of the School Code or is visiting this country as an exchange student and lives in the school district.</p> <p>A resident seeking enrollment of a non-resident student under this policy provision must provide a Sworn Statement of Support Under Section 1302. A resident who knowingly provides false information in the sworn statement shall be subject to the penalties provided by law.</p> <p>As substantiation of the sworn statement that the child is being supported gratis, the resident shall, in addition to the sworn statement, furnish at least one of the following documents at the time of the application for enrollment:</p> <ul style="list-style-type: none"> <li>• Copy of Federal or State tax form which lists child as a dependent of resident, or</li> <li>• Copy of insurance policy/card/statement listing child as eligible for services as a dependent of resident or public assistance, or</li> </ul>
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Title 22  
Sec. 11.18  
SC 1305

- Copy of marriage certificate listing the child's parent as a spouse of the resident, or
- Documentation that the child's parent(s) has been deployed for active military duty.

In lieu of providing one of the aforementioned four (4) acceptable substantiating documents, resident(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable substantiating documents within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

#### Nonresident Children Placed By a Court or Appropriate Government Agency In The School District

Any child placed in the home of a resident of the school district by a court or an agency of the government shall receive the same benefits and be subject to the same duties as resident children. The resident shall provide to the District administration appropriate documentation to substantiate the residential placement of the child by the court or government agency. A child custody order does not constitute court-ordered residential placement for the purposes of this policy provision.

#### Inmates of Institutions

A child who resides in an institution for the care or training of children located within the school district is not a legal resident of the school district by such placement, but shall be admitted to the schools of the school district and a charge shall be made for tuition in accordance with the school district's established tuition rates and the School Code.

#### Immigration Status

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a

Title 22  
Sec. 11.18  
SC 1306

student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.

SC 1316

Future Residents

Students whose parent(s)/guardian(s) have purchased a domicile or are building a primary residence in the school district, but face delayed occupancy, may start school in a given school year provided that the delay in occupying that residence is reasonably anticipated to be no more than ninety (90) days.

Parent(s)/guardian(s) who seek enrollment of students pursuant to this policy provision must, as a further condition of enrollment, sign an agreement that if they fail to establish residency in the District within ninety (90) days of their application for the student's enrollment, they are responsible for the payment of tuition on a pro-rated daily basis for the number of days the student attended school in the District.

The failure to establish residency within ninety (90) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is timely requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district reserves the right to require proof of the anticipated residency, to verify the representations as to the purchase/construction of a residence, and to deny admission to or to remove from school any non-resident student whose request for enrollment is not considered by the school district as having been substantiated. The Board is not responsible for the transportation of non-resident students.

SC1316

Former Residents

Regularly enrolled children whose parent(s)/guardian(s) have moved out of the school district may be permitted to finish the school year without payment of tuition provided that:

1. The student is in twelfth grade when the parent(s)/guardian(s) have moved from the school district.
2. The student is not in the 12<sup>th</sup> grade but there is less than one full marking period remaining in the school year.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student has displayed acceptable behavior and academic progress prior to the move.

5. The administration has made a recommendation for the student to remain in the school district.

In all cases, application must be made to the Superintendent through the school principal.

In all cases, a resident student whose family is displaced from the school district for a total time period not to exceed six (6) weeks may continue enrollment in the school district. However, the parent(s)/guardian(s) is required to provide or arrange for the necessary transportation. If the students' family is still residing outside the school district at the end of the six (6) week interval, the student's enrollment in the school district will be ended and s/he will be removed from the school district rolls.

#### Home Language Survey

The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

#### Tuition Students

The school district provides for attendance on a prepaid monthly tuition basis for non-resident students, including F-1 Visa students where space is available and on an annual tuition basis for students educated in accord with the Fair Share Policy agreement entered into with Colonial Intermediate Unit #20 and/or any other similar inter-district special education placement agreement.

#### Penalties And Enforcement

Violators of this policy and/or those submitting a falsified affidavit and/or otherwise are not in legal compliance with residency regulations may be prosecuted under applicable law.

The school district reserves the right to request proof of residency of any resident with school-age children at any time. The school district reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

#### Exclusions

This policy does not pertain to the education of homeless children placed in residential institutions within school district boundaries. The admission and education of those students are covered through appropriate Pennsylvania legislation.

The District administration shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of

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4. Delegation of  
Responsibility

required documentation by the parent or guardian.

2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for school district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.
6. The Superintendent shall recommend to the Board for its approval the admission of qualified applicants.

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS  
 TITLE: ATTENDANCE ELIGIBILITY  
 ADOPTED: August 19, 2002  
 REVISED: April 11, 2005  
 July 17, 2006  
 August 18, 2008  
 October 15, 2012

202.1 ATTENDANCE ELIGIBILITY	
1. Purpose	The Board shall operate the schools of the school district for the benefit of the children residing in the school district. Children residing in the school district are eligible to attend the schools of the school district.
2. Authority	<p>The Pennsylvania School Code states that a child shall be considered a resident of the school district in which his/her parents or the guardian of his/her person resides. When the parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the school district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.</p> <p>To ascertain if a student is, in fact, emancipated and has a right to attend school in the school district the student shall:</p> <ol style="list-style-type: none"> <li>1. sever most "filial ties" and must be substantially free from parental "domination and control"; and</li> <li>2. live apart from the parent; and</li> <li>3. be financially independent of the parent; and</li> <li>4. be responsible for his/her own welfare and behavior.</li> </ol> <p>The parent or guardian shall place on file a sworn statement attesting to the fact that the four previous conditions exist. Every reasonable effort should be made to secure this documentation directly from the parent or guardian in order to confirm that the child is not a runaway or under the control of juvenile authorities or some other agency. Where the parent or guardian cannot be contacted or does not provide the statement, verification can be made by having the student provide evidence that the four tests have been satisfactorily met. In instances whereby a parent has submitted the required evidence of emancipation, the school district reserves the right to request additional</p>

202.1. ATTENDANCE ELIGIBILITY - Pg. 2

	<p>evidence substantiating the veracity of any such claims. In instances where the school cannot verify emancipation, the student shall be referred to an appropriate child care agency.</p> <p>Note: Students who are married and living with a spouse are also considered to be emancipated. This is usually the case no matter what the age of either partner.</p> <p>Federal installations/land are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident students of the school district. This policy pertains to all students registering in all grades (K-12) including original entries, re-entries and new entries in the school district.</p>
<p>3. Guidelines</p>	<p><u>Registration Process</u></p>
	<p>Parents/guardians of all students registering in the school district must present acceptable proof of residency before a student is permitted to register and attend school. The following are proofs of residency which may be accepted by the school district:</p> <p>Application for registration must be accompanied by one proof of residency from List `A` and one proof of residency from List `B`.</p> <p>List A</p> <ol style="list-style-type: none"> <li>1. Current lease agreement, indicating the term of lease, address of leased property, names and signatures of property owner(s) and lessee(s).</li> <li>2. Mortgage settlement document(s) indicating address of residence, and name(s) of property owner(s).</li> <li>3. Recorded deed indicating address of residence, and name(s) of property owner(s).</li> <li>4. School property tax bill in the resident's name for the current or immediately preceding tax year.</li> </ol>
	<p>In addition to providing one of the aforementioned documents, a Landlord/Tenant Affidavit shall be made available to residents residing in a property not owned/leased by resident.</p>
	<p>List B</p> <ol style="list-style-type: none"> <li>1. Valid Pennsylvania driver's license indicating physical address of residence.</li> </ol>

202.1. ATTENDANCE ELIGIBILITY - Pg. 3

	<p>2. Valid Pennsylvania identification card indicating physical address of residence.</p>
	<p>3. Valid Pennsylvania automobile registration indicating physical address of residence.</p>
	<p>4. Signed income tax return filed for the current or immediately preceding tax year indicating physical address of residence.</p>
	<p>5. Check stub from wages, public assistance, or social security issued within the past thirty (30) days indicating physical address of residence.</p>
	<p>6. Current Pennsylvania Local Earned Income Tax Residency Certification Form.</p>
<p>Title 22 Sec. 11.11</p>	<p>7. In lieu of providing any of the aforementioned five (5) acceptable proofs of residency from List `B`, parent(s)/guardian(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable proofs of residency within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.</p> <p>The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.</p> <p>The school district may require more than one (1) type of proof of residency from List A and/or List B (above) either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue.</p> <p>At the time of registration, the parent/guardian must present a positive form of identification, which shall include government issued photo identification.</p> <p>The child will be enrolled in the school building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later</p>

than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied proof of the child's age, residency, and immunizations as required by law.

The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Withdrawal Process

When the school district receives a request for educational records from another school district or charter school, it shall forward the records within ten (10) business days of receipt of the request.

Penalties And Enforcement

Children of violators of this policy and/or of those submitting a falsified affidavit and/or who are otherwise not in legal compliance with residency regulations shall be dropped from the rolls of the school district, and such violators may be prosecuted under applicable law.

The school district reserves the right to request proof of residency of any resident with school-age children at any time. The school district also reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.



**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS  
TITLE: STUDENT RECORDS  
ADOPTED: April 22, 2002  
REVISED: February 23, 2004  
July 17, 2006  
November 20, 2006  
June 25, 2007  
October 15, 2012

216. STUDENT RECORDS	
<p>1. Purpose 24 P.S. Sec. 1402(b), 1532, 1533</p>	<p>The educational interests of pupils and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.</p>
<p>2. Authority SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22, Sec. 4.52, 12.31, 20 U.S.C. Sec. 1232g 34 C.F.R. Sec. 99</p>	<p>It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupils.</p> <p>The Board of Education (School Board) of the East Stroudsburg Area School District (school district) has primary responsibility for the compilation, maintenance, access to, and security and confidentiality of pupil records. The staff may compile records mandated by the Commonwealth, the federal government, or specifically permitted by this policy.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the school district and revised as required by changes in federal or state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan, which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>School district staff shall compile only those educational records mandated by federal and state laws and regulations.</p>

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<p>SC 1532 Pol. 213, 215</p> <p>4. Definitions 34 C.F.R. Sec. 99.3 Title 22 Sec. 11.11</p>	<p>In accordance with law, each school district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p> <p>The following definitions are provided for the purpose of interpretation and implementation of this policy:</p> <ol style="list-style-type: none"><li>1. <b>Dates of Attendance</b> - Means the period of time during which a student attends or attended the school district. Examples of dates of attendance would include an academic year, semester, quarter or grading period, but would not include specific daily records of a student's attendance.</li><li>2. <b>Destruction</b> - Means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable. (Also known as "purging").</li><li>3. <b>Directory Information</b> - Means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and includes, but is not limited to, the following information relating to a student: the student's name, address, listed telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, honor rolls, degrees and awards received, and the most recent previous educational agency or institution attended by that student.</li><li>4. <b>Dissemination or Disclosure</b> - Means permitting access to or the release, transfer or other communication of the education records of a student, or the personally identifiable information contained therein, orally or in writing, or by electronic or any other means, to any party.</li><li>5. <b>"Educational Institution" or "Educational Agency"</b> means any public or private agency or institution that is the recipient of funds under any Federal program.</li><li>6. <b>Education Records</b> - Those records that contain personally identifiable information directly related to a student and are maintained by the school district or by a party acting for the school district. It can be recorded in any form, including but not limited to, handwriting, print computer media, video or audio tape, film, microfilm and microfiche.</li></ol> <p>The term does not include:</p> <ol style="list-style-type: none"><li>a. Records of instructional, supervisory and administrative personnel and</li></ol>
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ancillary personnel, which are in the sole possession of the maker and are not accessible or revealed to another individual, except a substitute. A "substitute" is an individual who performs, on a temporary basis, the duties of the individual who made the record, and does not refer to an individual who currently succeeds the maker of the record in his/her position.

- b. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 34 C.F.R. §99.8.
- c. Records relating to an individual who is employed by the educational agency or institution, that:
  - 1) Are made and maintained in the normal course of business.
  - 2) Relate exclusively to the individual in that individual's capacity as an employee.
  - 3) Are not available for use for any other purpose.

Note: Records relating to an individual in attendance at the agency or institution who is employed as a result of his/her status as a student are education records.

- 7. **Eligible Student** - Means a student who has attained eighteen (18) years of age, is attending an institution of post-secondary education, or is a legally emancipated minor. For the purposes of this section, whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. In cases where an eligible student is dependent upon the parent as defined in Section 152 of the Internal Revenue Code, the school will make the education records accessible to the parent of said student.
- 8. **Exceptional Student** - As defined in this policy, an exceptional student means any student eligible to receive special education services under the Individuals with Disabilities Education Act (IDEA), 20 U.S. C. § 1400. 1, et. seq., and its implementing regulation, 34 C.F.R. Part 300; and Chapters 14 and 16 of the regulations of the State Board of Education, 22 Pa. Code §§ 14.1 and 16.1, et. seq.
- 9. **Informed Consent** – the approval by signature of an individual (parent, guardian, student) who has been apprised of the nature, content, and procedure of a records collection, maintenance, or release activity of an agency.

10. **LEA** – Local Education Agency.
11. **Legally Emancipated Minor** - A person below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of his/her parents or guardians. A minor living with a spouse is deemed emancipated.
12. **Maintain or Maintained** – In the case of personally-identifiable information on paper or stored on magnetic or video tape, the term shall mean kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local disk drives dedicated to the storage of sent or received electronic mail, shall not for any purpose constitute a “student records maintenance site” and any mail stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.
13. **Panel** – the body, that will adjudicate cases under procedures set forth on pages six (6) and seven (7) of this policy.
14. **Parent** - Includes natural parents, a legal guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The school district will presume that a parent has the authority to exercise the rights inherent in this policy unless the school district has been provided with evidence that there is a state law or court order governing such matters as divorce, separation, or custody, or a legally binding instrument, which provides to the contrary.
15. **Personally Identifiable** - Means that the data or information includes, but is not limited to:
- a. The name of a student, the student's parents/guardians, or other family member.
  - b. The address of the student or the student’s family.
  - c. A personal identifier, such as the student's social security number, or a student number.
  - d. A list of personal characteristics which would make the student's identity

<p>5. Guidelines</p> <p>Title 22 Sec. 12.33 34 C.F.R. Sec. 99</p>	<p>easily traceable by a person not already familiar with the student's identity or other information which would make the student's identity easily traceable.</p> <p>16. Purging – See “Destruction”.</p> <p>17. Record – any information maintained in any way, including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. handwriting</li> <li>2. print</li> <li>3. film</li> <li>4. computer media</li> <li>5. video or audio tape</li> <li>6. microfilm or microfiche</li> </ol> <p>18. Representational Consent – as the legally elected or appointed representatives of the parents/guardians of a school district, the Board of School Directors may collectively, as a body, grant approval (representational consent) to such programs, processes, and procedures as are considered to be the valid, legal, and expected function of any responsible educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/guardians whether or not they might individually have consented.</p> <p>19. Secretary – Secretary of the U.S. Department of Education.</p> <p>20. Student - Includes any school age person, whether a regular education or exceptional student, with respect to whom the school district maintains an education record.</p> <p><u>Collection</u></p> <p>By their approval of this policy, the School Board provides representational consent of parents and eligible students for the collection of basic identifying information and the administration of aptitude and achievement tests. Annually, the School Board shall approve a district wide testing program that shall be made known to parents and eligible students.</p> <p>Parents and eligible students eighteen (18) years and older shall be notified annually and upon enrollment of:</p> <ol style="list-style-type: none"> <li>1. The policies and procedures of the school district regarding student education records.</li> <li>2. The data collected through representational consent.</li> </ol>
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3. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
4. The conditions for disclosure or dissemination of information.
5. The rights and procedures for parents or eligible students:
  - a. To access education records.
  - b. To seek an amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family and Educational Rights and Privacy Act and 34 C.F.R. § 99.31 authorize disclosure without consent.

6. The right to file with the Department of Education a complaint under 34 C.F.R. § 99.63-99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act and 34 C.F.R. § 99.7.

The student or the parents or guardian of a dependent student may request that specific data, e.g., awards, part-time employment, volunteer service in school or community, be placed on the student's file. If such information is verified and of recognized relevance, it may be added to the file. Also, the student or parent may submit a disclaimer concerning the appropriateness or validity of any material in the file. Such statement shall be dated, signed, and kept in the file as long as the material it concerns remains in the file. The appeal process outlined in this policy shall apply for this purpose.

#### Security and Privacy

The Superintendent shall be responsible for education record maintenance and access and for the education of staff about maintenance and access policies. The school principal is responsible for implementing the policy concerning student education records in the building. All school personnel having access to education records should receive periodic training in security, with emphasis upon privacy rights of students and parents.

Records are to be kept secure at all times under the supervision of the school principal or designated agent.

In addition to the submission of a disclaimer, a parent or eligible student has

34 C.F.R.  
Sec. 99.21, 99.22,  
99.63

the right to challenge the validity or appropriateness of any information in the education record and request that such information be corrected or deleted.

A parent or eligible student who believes that information in education records collected, maintained or used by the school district is inaccurate or misleading or violates the privacy or other rights of the student, has the right to request that the building principal amend the information under the following procedures:

1. The parent or eligible student shall submit, in writing to the building principal, a request for amendment, which shall include a brief statement, which specifies the record(s) to be amended and the reason that an amendment is requested.
2. The school principal shall decide whether to amend the information in accordance with the requests of the parent or eligible student within a reasonable time period after receipt by the school principal of the request to amend, but not more than thirty (30) calendar days.
3. If the school principal decides to amend the information in accordance with the request, the school principal shall notify the Superintendent. After approval by the Superintendent, the school principal shall notify the parent or eligible student, in writing, of the decision to amend the record.
4. If the school principal decides to refuse to amend the information in accordance with the request of the parent or eligible student, the school principal shall inform the parent or eligible student, in writing, of both the refusal and the specific reason(s) for the refusal, and shall notify the parent or eligible student, in writing, of their rights to request and receive a hearing.

If the parent or eligible student, upon receiving written explanation from the school principal, still feels a need to challenge information in the education record, the parent or eligible student shall, upon written request to the Superintendent, be granted a hearing in accordance with the following provisions:

1. The hearing shall be held at a mutually agreed upon time and place within a reasonable time of receiving the written request, but not more than thirty (30) calendar days. The parent or eligible student shall be given notice of the date, place and time within a reasonable time period in advance of the hearing but not less than ten (10) calendar days in advance of the hearing.
2. A three (3) member panel of professional school staff shall preside over the hearing. A chairperson designated by the Superintendent, who shall not have a direct interest in the outcome, shall conduct the hearing. Under no

circumstances will the school principal who initially received the request for amendment of the record be involved in the hearing process other than to offer testimony.

3. The parent or eligible student may be represented by counsel at their own expense and will be afforded a full and fair opportunity to present evidence and to examine and cross-examine witnesses.
4. Within a reasonable period of time after the conclusion of the hearing, but not more than thirty (30) calendar days, the panel will make its decision(s), based solely on the evidence presented at the hearing, known to the parent/guardian or individual acting as a parent in the absence of the parent(s)/guardian(s), and will include a summary of the evidence and reasons for said decision(s).
5. If, as a result of the hearing, the panel decides to amend the record, it shall so notify the parent or eligible student, in writing and the item(s) in question shall be amended.
6. If, as a result of the hearing, the panel decides not to amend the information, then it shall inform the parent or eligible student, in writing, of their rights to place in the education record a statement which sets forth the written comments of the parent or eligible student upon the information in the education record, or reason(s) for disagreeing with the decision of the school district, or both written comments and reasons.
7. The statement of the parent or eligible student shall be appended, by the Superintendent or designee, to the education record so long as the record or the contested portion thereof is maintained by the school district.
8. If the education record of the student or the contested portion thereof is released to any party, the statement of the parent or eligible student shall also be released to that party.

A parent or eligible student also has the right to file complaints concerning acts of non-compliance with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Dissemination or Disclosure

The school district is often asked to transmit student information to other agencies, institutions or individuals. Since conveyance of records removes data from the control of the school, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.

Title 22  
Sec. 12.33  
34 C.F.R.  
Sec. 99



Title 22 sec. 11.11

Upon receiving a request for educational records from another school district or charter school, the school district shall forward the records within ten (10) business days of receipt of the request.

Student medical records, maintained by the nurse's office, are considered educational records as per federal guidance and may be shared with staff who the school district determines has a legitimate educational interest and a need to know medical information in order to protect the safety and health of the student. Parental requests to maintain the confidentiality of any given medical information must be made in writing and should be directed to the school principal.

The confidentiality of mental health records/information shall be completely maintained. Such records are covered by the PA Mental Health Procedures Act 55 Pa. Code § 5100.33.

The school district may, without the consent of the student or parent, release personally identifiable information from an educational record of a student to/when:

1. Members of the professional staff and the clerical support staff (including but not limited to, teachers, instructional aides, guidance counselors, school psychologists, home school visitors, administrative personnel, and confidential secretaries) who have a legitimate education interest. A person having a legitimate education interest shall be defined as:
  - a. Person(s) directly responsible for providing instruction to the student.
  - b. Person(s) directly providing support services to the student.
  - c. Appropriate authorities in a health/safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.
2. Authorized members of the professional staff of the vocational-technical school, and their clerical support staff, if the student is enrolled or seeks to enroll in the vocational-technical school.
3. Authorized representatives of the Comptroller General of the United States,
4. the Attorney General of the United States, the Secretary of Education, and state or local educational authorities subject to the requirement of 34 C.F.R. §

99.35.

5. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  - a. Determine eligibility for the aid.
  - b. Determine the amount of the aid.
  - c. Determine the conditions for the aid.
  - d. Enforce the terms and conditions of the aid.

Financial aid is defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

6. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to:
  - a. State statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
  - b. State statute adopted after November 19, 1974, subject to the requirements of 34 C.F.R § 99.38.
7. Officials of other primary, secondary, or post-secondary schools in which the student is presented for enrollment or intends to enroll, provided the parent, guardian or eligible student, in advance of the transfer, is notified of the transfer and has an opportunity to challenge the record and to receive a copy of the record if so desired in accordance with 34 C.F.R. § 99.35. (Annual notice prior to the beginning of the school year shall be given to parents regarding their rights in cases of transfer of records without consent. This annual notification to parents shall be considered sufficient to meet the intent of record transfers to other educational agencies.)
8. Agents or agencies conducting educational research who may request group data, provided:
  - a. The project is approved according to the school district's policies and guidelines pertaining to research activities.

- b. The study is conducted in a manner that does not permit personal identification of the parents and students by individuals other than representatives of the organization.
- c. The information is destroyed when no longer needed for the purposes for which the study was conducted.
9. The disclosure is to accrediting organizations to carry out their accrediting functions.
10. The disclosure is to parents, as defined in 34 C.F.R. § 99.3, of a dependent student, as defined in Section 152 of the Internal Revenue Code.
11. The disclosure is to the parent of a student who is not an eligible student or to the student.
12. The disclosure is information the educational agency or institution has designated as "directory information."
13. To the school district's insurance carriers and legal counsel, and/or their agents, employees and representatives in connection with existing or anticipated claims, litigation or other proceedings involving the student; provided, however, that such disclosure shall be subject to the condition that any such third parties will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student unless otherwise required by law.
14. For the purpose of enforcing the law, maintaining school safety and creating, maintaining and releasing records in connection with law enforcement purposes, and pursuant to the Family Educational Rights and Privacy Act, the Superintendent or proper school officials, as designated by the Superintendent, may release records and information created and maintained for law enforcement purposes, such as incident reports, files, notes and memoranda, without the consent of students or parents.
15. To the Attorney General of the United States or to his or her designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g)(5)(B) and 2331 of title 18, US Code, which does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an *ex parte* order.
16. To military recruiters, upon request, access to and contact information on secondary students (name, address and listed telephone number). Access must be the same as would be provided to higher education institutions and

prospective employers. A parent/guardian or student can request that the information not be released without prior written consent.

Other than as prescribed above, no information from a student education record may be divulged, except:

1. With written consent of the eligible student or former student or the parent or guardian (if the student is a dependent) specifying records to be released, to whom, for what purpose, and with a copy of the records to be released to the consenter, if desired. (For the purposes of this part, whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the rights afforded, and the consent required of the parent of the student, shall thereafter only be accorded to and required of the eligible student unless s/he is a dependent as defined in Section 152 of the Internal Revenue Code.)
2. The disclosure is to comply with a judicial order or subpoena. A reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance unless disclosure is in compliance with:
  - a. A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena not be disclosed.
  - b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
3. If an educational agency or institution and a parent or student are involved in a legal action against each other, the educational agency or institution may disclose to the court, without a court order or subpoena, the educational records that are relevant to the case.

Each matter of request for consent must be handled separately; for example, blanket permission for release of data within an extended period of time may not be solicited since it, by definition, does not provide an opportunity for informed consent.

The school district will annually designate certain personally identifiable information as "Directory Information." Directory information on former students or students currently enrolled may be disclosed for purposes beneficial to the student or the school district and only with the approval of the Superintendent. It shall not, however, be the policy of the school district to prepare annually and maintain file lists of "directory type information" for disclosure purposes.

The parent or eligible student has the right to refuse the disclosure or dissemination of any or all types of directory information by giving the school district written notice within twenty (20) calendar days of publication of the notice.

Parents or eligible students shall be given public notice relative to this right at the beginning of the school year. The parent/guardian of a dependent student may have access to all education records. The same access is extended to eligible students and former students who are legally emancipated.

Requests by a parent, guardian or eligible student to inspect and review the education record of a student or to have a designated representative inspect and review the education record of a student are to be directed to the principal of the building in which the student is enrolled or to the school district administrative offices for the access to inactive records (graduates and withdrawals). Access shall be granted within a reasonable period of time (not to exceed 45 calendar days) and shall be in the presence of the principal or a designated agent for the purposes of security and assistance in explaining or interpreting the data. Below are the locations of educational records:

1. Active student education records of regular students are available in the building in which the student is enrolled. Copies of the record will be provided to the parent or eligible student upon written request.
2. Active records of exceptional students are available at the following locations, depending on the nature of the information and its relative need in the daily educational activities of the student.

a. Building in Which the Student is Enrolled

Permanent administrative records, including:

1. Name and birth dates.
2. Names and addresses of parents/guardians.
3. Academic work completed.
4. Level of achievement, e.g., grades and standardized test scores.
5. Attendance data.
6. Health records.

b. Special Education Office - Evaluation, psychological, psychiatric, and

neurological reports, Individualized Education Programs, and all other reports of a similar nature relative to an exceptional student's educational program and placement and necessary for providing the student with appropriate educational services.

3. Records of graduates and withdrawals are available in the school district administrative offices. Request forms for release of inactive student information from graduate or withdrawal files maintained in the school district administrative offices shall be signed by a parent, guardian, or eligible student. A copy of this request will be maintained in the school district administrative offices.

Once student education record information has been released to an agency or person outside the school district, as prescribed above, the school district can no longer be exclusively responsible for the confidentiality of the information.

There shall be maintained, for each active student, a record of access to and release of the student's education record. This shall be available to the parent or guardian of dependent students or to eligible students and to the school district as a means of auditing the operation of the system. The record of access is not meant to include entries by the primary users and custodians of student records designated by the Superintendent or the building principal. Specifically, this includes teachers, school counselors, and authorized clerical staff.

34 C.F.R. §99.11 (a)

Copying Records

Copies of student transcripts, including certification thereof, shall be provided free of charge to for student actively enrolled in the school district within the 60 days immediately preceding such a request.

Otherwise, the school district shall charge fees for copies of education records, even when obligated to provide copies to parents under C.F.R. §99.10 (d), as follows:

Unofficial (non-certified) copy of transcript via facsimile, e-mail, regular USPS, or pick-up: \$1.00

Official (certified) copy of transcript via facsimile, e-mail, regular USPS, or pick-up: \$5.00

Official (certified) copy of transcript via USPS Priority Mail: \$10.00. Other than as specified above, fees for the actual cost of reproducing, secretarial time, and postage shall be reasonable and shall follow the same fee schedule as

provided for public records. Such fees may be waived by the school district when the imposition effectively prevents a parent or eligible student from exercising the right to inspect and review the students' education records.

Maintenance and Destruction of Information

The school district shall maintain the educational records of all its students consistent with this policy. Parents and eligible students shall be informed of these records and their right of access to these data as described in the policy.

Staff members may maintain personal and confidential files containing grades, notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own use in counseling students and parents or guardians. Such private notes are not to be made a part of the student's permanent or cumulative record, are not to be released to others, and must be destroyed when they no longer serve a useful purpose to the staff member or when the student or professional leaves the school or school system. Such notes are considered to be the personal property of the professional and shall be guarded by the tenets of professional ethics.

The school district shall inform the parents or eligible student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Upon written request of the parent or eligible student, information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed by the school district. However, a written record, or microfilm copy of the same, including a student's name, address, phone number, grades, attendance records, classes attended, grade level completed and year completed shall be maintained for at least one hundred (100) years beyond the date the student attains the age of twenty-one (21).

Prior to the destruction of information referred to in this policy, the school district shall send written notification to the parents, which shall inform the parents of their right to receive a copy of the material to be destroyed at a fee not to exceed duplication costs.

The school district may destroy education records under the following circumstances:

- a. Records that include a student's name, address, grades, attendance records, classes attended, grade level completed and year completed may be destroyed when 100 years have passed since the student's 24th birthday.
- b. Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed when ten (10)

years have passed from the date a student has left the school district as long as there is no outstanding request to inspect and review the records and the records are deemed no longer useful to the school district.

- c. Parents or eligible students (eighteen years of age or older) have not requested copies by November 1 of the year the records may be destroyed as per paragraphs a & b above. Parents or eligible students have the right to request a copy of student records before destruction.
- d. Notice of this procedure is provided annually by publication in student handbooks, the school district newsletter and/or the school district calendar, and on the school district website.

No education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the school district shall be destroyed except as outlined in this policy.

Nothing in this section, except as stated above, shall be construed to mean that the school district is required to destroy education records.

The destruction of any student records recorded on paper shall be by shredding.

The school district shall not destroy any education records if there is an outstanding request to inspect and review the records.

Policy Interpretation and Construction

This policy shall not be construed to impose upon the school district any obligation or duty not otherwise imposed by law.

Failure to conform to the requirements of this policy shall not be used against the school district, unless that failure causes a substantial violation of the privacy or other legal rights of the student, or his/her parents.

Relative to special education students, this policy shall not be construed to be inconsistent with the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 1400.1 et. seq., and its implementing regulation, 34 C.F.R. Part 300; and Chapters 14 and 16 of the regulations of the State Board of Education, 22 Pa. Code § 14.1 and 16.1, et. seq.

This policy shall be construed as consistent with all applicable state and federal laws. When a requirement of law cannot be reconciled with a provision of this policy, the requirement of law shall supersede and nullify the provision of this policy and shall be considered the policy of the school district.

Title 22

The school district shall provide for the need to effectively notify



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Sec. 12.31	<p>parents/guardians of students identified as having a primary or home language other than English, hearing or visual impairment.</p> <p>Procedures for the disclosure of student records shall apply equally to military recruiters and postsecondary institutions.</p> <p>Copies of the student records plan shall be submitted to the Department of Education upon request of the Secretary.</p>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS  
TITLE: BULLYING /CYBERBULLYING  
ADOPTED: April 14, 2003  
REVISED: April 16, 2007  
November 17, 2008  
October 15, 2012

**249. BULLYING/CYBERBULLYING**

**1. Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**2. Definitions  
SC 1303.1-A**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and results in, or is likely to result in, any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying** includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student’s personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.
6. Perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student.

	<p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p> <p>Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantial interference with a student’s education.</li> <li>2. Creation of a threatening environment.</li> <li>3. Substantial disruption of the orderly operation of the school.</li> </ol> <p>Examples of cyberbullying include sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate disciplinary consequences, which may include legal and/or police proceedings.</p>
<p>SC 1303.1-A</p>	<p><b>School setting</b> means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
<p>3. Authority SC 1303.1-A</p>	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or other district employees.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with and subject to the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>
<p>4. Delegation of Responsibility</p>	<p>Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p>
<p>SC 1303.1-A</p>	<p>The Superintendent or designee shall develop any administrative regulations necessary to implement this policy.</p>
<p>SC 1303.1-A</p>	<p>The Superintendent or designee shall ensure that this policy and administrative</p>

SC 1303.1-A	<p>regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p>
SC 1303.1-A	<p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board's Bullying Policy.</li> <li>2. Report of bullying incidents.</li> <li>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</li> </ol>
5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.</p> <p><u>Education</u></p>
SC 1303.1-A 1202.1-A Pol. 236	<p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p>
SC 1303.1-A Pol 218, 233	<p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> <li>1. Counseling within the school</li> <li>2. Parental conference</li> <li>3. Loss of school privileges</li> <li>4. Transfer to another school building, classroom or school bus</li> <li>5. Exclusion from school-sponsored activities</li> <li>6. Detention</li> </ol>

7. Suspension
8. Expulsion
9. Referral to law enforcement officials

**References:**

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 136

**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: August 19, 2002

REVISED: October 15, 2007  
October 15, 2012

610. PURCHASES SUBJECT TO BID	
1. Authority	<p>It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.</p> <p><u>Supplies</u></p>
SC 807.1	<p>The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances whose costs exceed the currently established State threshold for required bidding, unless exempt by statute. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation. The District may also participate in cooperative purchasing programs that meet State bidding requirements.</p> <p>Furniture, equipment, school supplies and appliances to be purchased by the district exceeding the currently established State threshold for quotations, but less than the State threshold for required bids may be obtained on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p>
SC 751	<p><u>Contracts</u></p> <p>The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property exceeding the currently established State threshold for required bidding, unless exempt by statute. The District may also participate in cooperative purchasing programs that meet State bidding requirements.</p>
SC751	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property, unless exempt by statute, exceeding the currently established State threshold for quotations, but less than the State threshold for required bids may be obtained on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that</p>

610. PURCHASES SUBJECT TO BID - Pg. 2

<p>2. Delegation of Responsibility</p> <p>SC 807.1</p> <p>SC 751</p>	<p>fewer than three (3) qualified contractors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than the State threshold.</p> <p>Bid specifications shall be prepared by the Business Manager.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.</p> <p>Bids shall be opened publicly by the Business Manager before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder provided that the low bidder is considered to be qualified to supply the specified materials and perform the service upon resolution of the Board, unless the Board chooses to reject all bids. Whenever a contract is not awarded to the lowest bidder, the school district is obligated to explain and document its decision.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq</p>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: FINANCES  
TITLE: PURCHASES BUDGETED  
ADOPTED: August 19, 2002  
REVISED: October 17, 2011  
October 15, 2012

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</p>	<p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the school district.</p>
<p>2. Delegation of Responsibility SC 807.1  SC 609</p>	<p>All purchases that are within budgetary limits may be made upon authorization of the Business Manager and/or designee.</p> <p>All purchase order requests must be referred to the Business Manager and/or designee, who shall check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school district.</p>
<p>3. Guidelines SC 511, 807.1</p>	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure exceeds the currently established State threshold for quotations, but less than the State threshold for required bidding. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> <li>1. Items commonly used in the various schools and buildings be standardized whenever possible.</li> <li>2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.</li> <li>3. No purchase request will be honored unless made on a school district requisition</li> </ol>



form that has the necessary approval.

4. The Board is not obligated to pay for purchases that are not made through the use of a District purchase order.

The Board recognizes its position as a major purchaser in the community. While it is the Board's intent to purchase quality materials and supplies at the lowest possible cost through open competition, if all other considerations are equal the Board prefers to purchase within the school district from established local merchants.

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# 403(b) Plan Document

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East Stroudsburg Area School District, PA

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**East Stroudsburg Area School District**  
**403(b) Plan Document**

## Preamble

This plan document includes the IRS model language set forth in Rev. Proc. 2007-71 and has been modified to delete certain optional features and include provisions that were not included in the IRS model language. It is expected that school districts will, with the assistance of counsel, modify this plan document by selecting certain options as provided in the Adoption Agreement, the terms of which are incorporated into this plan document.

## Section 1 - Definitions

The following words and terms, when used in the Plan, have the meaning set forth below.

- 1.1. **Account** means the account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.
- 1.2. **Account Balance** means the value of the aggregate amount credited to each Participant's Account under all Accounts, including the Participant's Elective Deferrals, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. If a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, if such contributions are authorized under the Adoption Agreement, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an alternate payee (as defined in section 414(p)(8) of the Code).
- 1.3. **Administrator** means TSA Consulting Group, Inc. Notwithstanding this appointment, the Employer may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendor, or other organization.
- 1.4. **Annuity Contract** means a nontransferable contract as defined in section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities in the state in which the Employer or Participant, as applicable, resides and that includes payment in the form of an annuity.
- 1.5. **Beneficiary** means the designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.
- 1.6. **Custodial Account** means the group or individual custodial account or accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.

- 1.7. **Code** means the Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.
- 1.8. **Compensation** means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 of the Plan made to reduce compensation in order to have Elective Deferrals under the Plan).
- 1.9. **Disabled** means the definition of disability provided in the applicable Individual Agreement.
- 1.10. **Elective Deferral** means the Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. Elective Deferrals are limited to pre-tax salary reduction contributions, unless the Employer has authorized Roth 403(b) Contributions on the Adoption Agreement that conform to the requirements of Section 10.
- 1.11. **Employee** means each individual, whether appointed or elected, who is a common law employee of the Employer performing services for a public school as an employee of the Employer. This definition is not applicable unless the Employee's compensation for performing services for a public school is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a public school unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a state or local government.
- 1.12. **Employer** means the public education organization identified in the Adoption Agreement as the Employer.
- 1.13. **Employer Contributions** means any non-elective contributions made to the Plan by the Employer as provided in the Adoption Agreement.
- 1.14. **Funding Vehicles** means the Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and authorized by Employer for use under the Plan.
- 1.15. **Includible Compensation** means an Employee's actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$245,000 (or such higher maximum as may apply under section 401(a)(17) of the Code) and increased (up to the dollar maximum) by any compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). The amount of Includible Compensation is determined without regard to any community property laws. Beginning in 2009 and thereafter, such term also includes any "differential pay" that may be received from the Employer while performing qualified military service under section 414(u) of the Code.
- 1.16. **Individual Agreement** means an agreement between a Vendor and the Employer or a Vendor and a Participant that constitutes or governs a Custodial Account or an Annuity Contract.



- 1.17. **Participant** means an individual for whom Elective Deferrals or other contributions permitted under the Plan are currently being made, or for whom such contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan.
- 1.18. **Plan** means the name given to this Plan by the Employer in the Adoption Agreement and may include separate documents that govern special provisions if so indicated in the Adoption Agreement.
- 1.19. **Plan Year** means the calendar year.
- 1.20. **Related Employer** means the Employer and any other entity which is under common control with the Employer under section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.
- 1.21. **Roth 403(b) Contribution** means, if authorized in the Adoption Agreement, any contribution made by a Participant which is designated as a Roth 403(b) Contribution in accordance with Section 10 of the Plan that qualifies as a Roth 403(b) Contribution under section 402A of the Code.
- 1.22. **Severance from Employment** means severance from employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer).
- 1.23. **Vendor** means the provider of an Annuity Contract or Custodial Account, or any organization acting on their behalf under this Plan.
- 1.24. **Valuation Date** means each business day of the Plan Year.

## Section 2 - Participation and Contributions

- 2.1. **Eligibility.** Unless otherwise provided in the Adoption Agreement, each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer. However, an Employee who is a student-teacher (i.e., a person providing service as a teacher's aid on a temporary basis while attending a school, college or university) or a student-worker is not eligible to participate in the Plan.
- 2.2. **Contributions.** (a) Elective Deferral Contributions. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed to the Plan as an Elective Deferral on his or her behalf) and filing it with the appropriate Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a lower amount from time to time. The participation election shall also include designation of the

Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. Unless otherwise provided in the Plan or Adoption Agreement, all Elective Deferrals shall be made on a pre-tax basis. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the employee's election.

(b) Roth 403(b) Contributions. If authorized in the Adoption Agreement and if permitted under an Employee's Individual Agreement(s), an Employee may elect to make Roth 403(b) Contributions to the Plan in accordance with Section 10 of the Plan. The Participant's election to make Roth 403(b) Contributions shall be made on the agreement provided by the Administrator and shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed.

(c) Employer Contributions.

(1) If authorized in the Adoption Agreement, the Employer may make non-elective Employer contributions to Accounts of designated Employees. Employer contributions shall be determined in accordance with the Adoption Agreement. Contributions made under this Section 2.2(c) shall be deposited into each Participant's Account in accordance with Sections 2.4 and 2.5 of the Plan.

(2) Employer may make contributions into the 403(b) Accounts of former Employees, provided that any such contributions satisfy all of the following conditions:

A. Contributions may not be made later than the fifth calendar year following the year in which the former Employee ceased to be an Employee.

B. Contributions must be made in accordance with applicable IRS guidance.

C. Contributions shall be 100% vested at all times.

D. Contributions shall be based on "includible compensation" as defined in section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of section 415(c)(1) of the Code.

Subject to (2)B. above, amounts not contributed by Employer to any former Employee's 403(b) Account due to the contribution limitations of section 415(c) of the Code shall be contributed in the next Plan Year (and each succeeding Plan Year) until the Employer contributes all amounts due to Participant. No contributions may be made after the last day of the fifth year following the Plan Year in which the Participant's Severance from Employment occurred.

(d) External Plan Contributions. If authorized in the Adoption Agreement, Employer may make additional contributions to the Plan and permit Employees to make contributions in accordance with the terms of an Optional Retirement Plan and/or a Supplemental 403(b) Program. Contributions made under an external 403(b) plan shall be made in accordance with the requirements of the applicable plan as indicated on the Adoption Agreement.

- 2.3. Information Provided by the Employee. Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

- 2.4. **Change in Elective Deferral Election.** Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, a change in the allocation of his or her Elective Deferrals to reflect pre-tax or Roth 403(b) Contributions (if permitted under the Plan), and/or a change to previous investment directions. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor.
- 2.5. **Contributions made Promptly.** Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, unless an earlier date is required by applicable state law. Employer contributions shall be transferred to the applicable Funding Vehicle within a reasonable period of time but in no event later than thirty (30) days after the end of the Employer's standard work year for which such contributions were owed.
- 2.6. **Leave of Absence.** Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

### Section 3 - Limitations on Amounts Deferred

- 3.1. **Basic Annual Limitation.** Except as provided in Sections 3.2 and 3.3, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the "applicable dollar amount" or (b) the Participant's Includible Compensation. The "applicable dollar amount" is the amount established under section 402(g)(1)(B) of the Code, which is \$17,000 for 2012, and is adjusted for cost-of-living thereafter to the extent provided under section 415(d) of the Code.
- 3.2. **Special Section 403(b) Catch-up Limitation for Employees with 15 Years of Service.** If authorized in the Adoption Agreement, the applicable dollar amount under Section 3.1(a) for any "qualified employee" is increased (to the extent provided in the Individual Agreements) by the least of:
- (a) \$3,000;
  - (b) The excess of:
    - (1) \$15,000, over
    - (2) The total special 403(b) catch-up elective deferrals made for the qualified employee by the qualified organization for prior years; or

(c) The excess of:

- (1) \$5,000 multiplied by the number of years of service of the employee with the qualified organization, over
- (2) The total Elective Deferrals made for the employee by the qualified organization for prior years.

For purposes of this Section 3.2, a "qualified employee" means an employee who has completed at least 15 years of service taking into account only employment with the Employer.

- 3.3. **Age 50 Catch-up Elective Deferral Contributions.** An Employee who is a Participant who will attain age 50 or more by the end of the tax year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is \$5,500 for 2012, and is adjusted for cost-of-living thereafter to the extent provided under the Code.
- 3.4. **Coordination.** If the Adoption Agreement authorizes contributions under Section 3.2 of the Plan, amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Includible Compensation for the year.
- 3.5. **Special Rule for a Participant Covered by Another Section 403(b) Plan.** For purposes of this Section 3, if the Participant is or has been a participant in one or more other plans under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the Elective Deferral limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Entity shall be taken into account for purposes of Section 3.2 only if the other plan is a section 403(b) plan.
- 3.6. **Correction of Excess Elective Deferrals.** If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant in accordance with applicable IRS guidance.

- 3.7. **Protection of Persons Who Serve in a Uniformed Service.** An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this right applies for five (5) years following the resumption of employment (or, if sooner, for a period equal to three (3) times the period of the interruption or leave).
- 3.8. **Annual Contribution Limits.** The aggregate annual amount contributed into a Participant's Account shall not exceed the amount permitted under section 415(c) of the Code. If any Employer Contributions cause a Participant's 403(b) Contract to exceed the annual contribution limitation of section 415(c)(1) of the Code, the excess contributions shall be segregated and treated in a manner consistent with applicable IRS guidance on excess "annual additions."

## Section 4 - Loans

- 4.1. **Loans.** If authorized in the Adoption Agreement, loans shall be permitted under the Plan to the extent permitted by and in accordance with the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured. An Employee who has previously defaulted on a loan from any retirement plan or deferred compensation arrangement sponsored by the Employer and who has not repaid the loan, in full, shall not be permitted to take a loan from his or her Account under the Plan.
- 4.2. **Information Coordination Concerning Loans.** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Sections 4.1 and 4.3, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors and to transmit information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.
- 4.3. **Maximum Loan Amount.** No loan to a Participant under the Plan may exceed the lesser of (a) or (b) below:  
(a) \$50,000, reduced by the greater of:

- (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or
  - (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period).
- (b) the greater of one half of the value of the Participant's Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator) or \$10,000.

For purposes of this Section 4.3, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

- 4.4. Loan Repayments for Employees in Military Service. Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel may be suspended as permitted under section 414(u)(4) of the Code and the terms of any loan shall be modified to conform therewith.

## Section 5 - Benefit Distributions

- 5.1. Benefit Distributions at Severance from Employment or Other Distribution Event. Except as may otherwise be permitted under applicable IRS guidance or under Section 3.6 (relating to excess Elective Deferrals), Section 5.3 (relating to withdrawals of amounts rolled over into the Plan), or Section 5.4 (relating to Hardship Distributions), distributions from a Participant's Account may not be made earlier than the earliest of the date on which the Participant has a Severance from Employment, Dies, becomes Disabled, or Attains age 59-1/2. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.
- 5.2. Minimum Distributions. Each Individual Agreement shall comply with the minimum distribution requirements of section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Treas. Reg. §1.408-8, except as provided in Treas. Reg. § 1.403(b)-6(e).
- 5.3. In-Service Distributions from Rollover Account. If the Funding Vehicles in which a Participant's Account is invested has established and maintains a separate account attributable to rollover contributions to the Plan and if permitted by the applicable Individual Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in such rollover account.

- 5.4. **Hardship Distributions.** If authorized under the Adoption Agreement, (a) hardship distributions shall be authorized under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. No Elective Deferrals to any retirement or deferred compensation plan sponsored by the Employer shall be allowed during the six (6) month period beginning on the date the Participant receives a distribution on account of hardship.
- (b) No hardship distribution is permitted unless the Vendors agree to the exchange of information between the Administrator and the Vendors to the extent necessary to implement the Individual Agreements. Notwithstanding any Individual Agreement, the Plan only permits hardship distributions that satisfy the "safe harbor" standards with respect to establishing an immediate and heavy financial need (under Treas. Reg. §1.401(k)-(d)(3)(iii)(B)). For purposes of satisfying the lack of other resources requirement (under Treas. Reg. §1.401(k)-1(d)(3)(iv)(E)), the Plan shall follow the provisions of the applicable Individual Agreements, except that all Participants shall suspend Elective Deferrals for a period of six (6) months following the date of the hardship distribution. Vendor shall notify Employer of any hardship distributions in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan.
- 5.5. **Rollover Distributions.** (a) A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an alternate payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. **In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse or former spouse of the Participant or alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of section 408(d)(3)(C) of the Code).**
- (b) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.
- 5.6. **Distributions From External Plans.** Employees participating in ORP and/or Supplemental 403(b) Plans may have different rules applicable to Distributions, Exchanges, Transfers and Loans from those plans. Distributions from an external 403(b) plan shall be made in accordance with the requirements of the applicable plan as indicated on the Adoption Agreement.

- 5.7. **Vesting.** All Accounts under the Plan are nonforfeitable at all times, except that the portion of a Participant's Account that reflects any contributions made under an ORP or Supplemental 403(b) Retirement Program will be subject to the vesting requirements of that plan.

## Section 6 - Rollovers, Exchanges and Transfers

- 6.1. **Eligible Rollover Contributions to the Plan.** To the extent provided in the Individual Agreements, **any Employee or Participant** who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. However, unless Roth 403(b) Contributions are authorized under the Adoption Agreement, in no event does the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code or a Roth IRA described in section 408A of the Code.
- 6.2. **Eligible Rollover Distributions.** For purposes of Section 6.1, an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include any installment payment payable over a period of ten (10) years or more, any distribution made as a result of a financial hardship or other distribution which is made upon hardship of the employee, or for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code. In addition, for purposes of Section 6.1, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accept eligible rollover distributions.
- 6.3. **Separate Accounts.** Unless otherwise provided by the terms of applicable Individual Agreements, Vendors shall provide separate accounting for any eligible rollover distributions paid to the Plan.
- 6.4. **Plan-to-Plan Transfers to the Plan.** (a) If authorized under the Adoption Agreement, the Administrator may permit a transfer of assets to the Plan as provided in this Section 6.4. Such a transfer is permitted only if the other 403(b) plan provides for the direct plan-to-plan transfer of each Employee's interest therein to the Plan and the Participant is an Employee or former Employee of the Employer. The Administrator or any Vendor accepting a transfer may require such documentation from the other 403(b) plan as it deems necessary to effectuate the transfer in accordance with Treas. Reg. §1.403(b)-10(b)(3) and other applicable IRS guidance and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.



(b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions that are not less stringent than those imposed on the transferor plan and the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.5. Plan-to-Plan Transfers from the Plan. (a) If authorized under the Adoption Agreement, Participants and Beneficiaries may elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with Treas. Reg. § 1.403(b)-10(b)(3). A transfer is permitted under this Section 6.5(a) only if the Participants or Beneficiaries are Employees or former Employees of the Employer under the receiving plan and the other 403(b) plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for the Account of each Participant and Beneficiary after the transfer to at least equal the Account value immediately prior to the transfer.

(b) The other 403(b) plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, it shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.5, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.5 (for example, to confirm that the receiving plan satisfies section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Treas. Reg. §1.403(b)-10(b)(3).

6.6. Contract and Custodial Account Exchanges. (a) If authorized in the Adoption Agreement, a Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. The Adoption Agreement may also permit exchanges into the Plan from Funding Vehicles that previously accepted contributions from the Employer but are not currently authorized Vendors under the Plan. Exchanges from the Plan to a Funding Vehicle not currently authorized to accept contributions from the Employer are not permitted. If the Adoption Agreement authorizes exchanges to a Vendor that is not eligible to receive contributions under Section 2, the conditions in paragraphs (b) through (d) of this Section 6.6 must be satisfied.

(b) The Participant or Beneficiary must have an Account balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) Annuity Contracts or Custodial Accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for any current or former Vendor to which Plan contributions have been made in order to satisfy section 403(b) of the Code, including the following:

A. Employer shall provide information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5);

B. If hardship distributions are authorized in the Adoption Agreement, Vendor shall notify Employer of any hardship distribution under Section 5.4 of the Plan; and

C. Vendor shall provide information to the Employer or other Vendors concerning the Participant's or Beneficiary's Annuity Contracts or Custodial Accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship distribution rules of Section 5.4); and

(2) Information necessary for the resulting Annuity Contract or Custodial Account and any other 403(b) contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following:

A. The amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional Plan loan satisfies the loan limitations of Section 4.3, so that any such additional loan is not a deemed distribution under section 72(p)(1) of the Code; and

B. Information concerning the Participant's or Beneficiary's Roth 403(b) Contributions and after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

(e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Vendor shall enter into an information sharing agreement as described in Section 6.6(d) to the extent the Employer's relationship with the Vendor does not provide for the exchange of information described in Section 6.6(d)(1) and (2).

- 6.7. Permissive Service Credit Transfers. (a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of Plan-to-Plan Transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account balance transferred to such defined benefit governmental plan. A transfer under this Section 6.7(a) may be made before the Participant has had a Severance from Employment.
- (b) A transfer may be made under this **Section 6.7** only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.
- (c) If a Plan-to-Plan Transfer under this Section 6.7 does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

## Section 7 - Investment of Contributions

- 7.1. Manner of Investment. All Elective Deferrals, Roth 403(b) Contributions, Employer Contributions or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.
- 7.2. Investment of Contributions. Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and exchanges among Annuity Contracts and Custodial Accounts may be made under this Section 7.2 as authorized under the Adoption Agreement and to the extent provided in the Individual Agreements as permitted under applicable Income Tax Regulations.

- 7.3. Current and Former Vendors. The Administrator shall maintain a list of all Vendors under the Plan. Such list is hereby incorporated as part of the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. If a Vendor is not eligible to receive Elective Deferrals, Roth 403(b) Contributions or Employer Contributions under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Section 6.4 or 6.6), Employer shall keep Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.
- 7.4. Vendors for External 403(b) Plans. Employees participating in ORP and/or Supplemental 403(b) Plans may have different Vendors authorized to accept contributions and hold Accounts under the external plan. The ORP or the Supplemental 403(b) Plan will identify authorized Vendors for purposes of those plans, which may be different than the Vendors authorized under the Plan.

## Section 8 - Amendments to the Plan

- 8.1. Termination of Contributions. The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.
- 8.2. Amendment. The Employer reserves the authority to amend this Plan at any time, provided that any amendment which reduces the contractual rights or benefits under an Individual Agreement shall apply prospectively only except as required under the Code and applicable regulations.

## Section 9 - Miscellaneous

- 9.1. Non-Assignability. Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.
- 9.2. Domestic Relation Orders. Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any state ("Domestic Relations Order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the Domestic Relations Order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the Domestic Relations Order.

- 9.3. **IRS Levy.** Notwithstanding Section 9.1, the Administrator may direct payment from a Participant's or Beneficiary's Account in the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.
- 9.4. **Tax Withholding.** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals and Roth 403(b) Contributions, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator or Vendor may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.
- 9.5. **Payments to Minors and Incompetents.** If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid in conformity with applicable Annuity Contracts or Custodial Accounts. If the applicable Annuity Contracts or Custodial Accounts do not address the issue of payments to minors and incompetents, then the Administrator shall direct payment of the benefit to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.
- 9.6. **Mistaken Contributions.** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one (1) year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned to the party that made the contribution.
- 9.7. **Procedure when Distributee cannot be Located.** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. If, after sending the communication by certified mail to the last known address shown on the records of the Employer or the Administrator and not receiving a response within six (6) months, then the terms of the Funding Vehicle holding the Accounts of the Participant that govern payment of benefits to Participants and Beneficiaries who cannot be located shall be followed.

- 9.8. **Incorporation of Individual Agreements.** The Plan, together with the Adoption Agreement and any Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Adoption Agreement and applicable Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code. In such event, the Individual Agreements shall be interpreted, to the extent possible, in a manner to conform to the Plan and applicable requirements.
- 9.9. **Governing Law.** The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.
- 9.10. **Construction.** Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof. Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.
- 9.11. **Indemnification.** If Employer appoints an Employee or a committee of Employees to act as the Administrator of the Plan, Employer shall indemnify any such Employee acting on its behalf in this capacity. Such individuals shall be indemnified from any and all liability that may arise by reason of his action or failure to act concerning this Plan, excepting any willful misconduct or criminal acts.
- 9.12. **No Employer Liability.** Employer shall have no liability for the payment of benefits under the Plan. Each Participant shall look solely to the providers of applicable Annuity Contracts and Custodial Accounts for receipt of payments or benefits under the Plan.
- 9.13. **Qualified Military Service Benefits.** Notwithstanding any other provision of this Plan, any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code shall be entitled to all rights, benefits and protections afforded to such individuals thereunder, and such provisions are incorporated into this Plan. Uniformed services by any individual shall be determined as described in section 3401(h)(2)(A) of the Code.

## Section 10 - Roth 403(b) Contribution Provisions

- 10.1. **General Application.** This Section 10 shall apply only if the Employer has elected to permit Roth 403(b) Contributions under the Plan as indicated on the Adoption Agreement.
- 10.2. **Roth 403(b) Contributions.** Participants may make Roth 403(b) Contributions to their Accounts under the Plan if authorized by the Employer on the Adoption Agreement. Unless otherwise provided, such contributions shall be treated as Elective Deferrals and are therefore subject to the requirements and limitations imposed by section 402(g) of the Code. A Participant's Roth 403(b) Contributions shall be allocated to a separate account maintained for such deferrals as described in Section 10.3.

- 10.3. **Separate Accounting Requirements.** Contributions and withdrawals of Roth 403(b) Contributions, and earnings or losses thereon, shall be credited and debited to each Participant's Account and shall be separately accounted for under each Employee's Account. Gains, losses, and other credits or charges shall be separately allocated on a reasonable and consistent basis for each Participant's Roth 403(b) Contributions. Except as provided in Section 10.6, no contributions other than Roth 403(b) Contributions and properly attributable earnings may be credited to each Participant's Roth subaccount.
- 10.4. **Deposit Requirements.** Roth 403(b) Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in accordance with Section 2.5 of the Plan, unless an earlier date is required under state law.
- 10.5. **Direct Roth Rollovers from the Plan.** Notwithstanding Section 5.5 of the Plan, Participants may only make a direct rollover of a distribution of Roth 403(b) Contributions (and earnings thereon) to another 403(b) plan with Roth 403(b) Contribution features, to a Roth 401(k) plan with Roth contribution features or to a Roth IRA described in Section 408A of the Code, and only to the extent the Rollover is permitted under the rules of section 402(c) of the Code.
- 10.6. **Roth Rollovers into the Plan.** Notwithstanding Section 6.1 of the Plan, and unless otherwise indicated on the Adoption Agreement, direct rollovers of Roth 403(b) Contributions and Roth 401(k) Contributions and earnings thereon from another 403(b) plan with Roth 403(b) Contribution features or from a Roth 401(k) plan with Roth Contribution features are permitted, provided that the Funding Vehicles selected by a Participant will accept Roth 403(b) and/or 401(k) rollovers. Direct rollovers shall only be permitted if the transmitting plan satisfies the conditions set forth in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.
- 10.7. **Correction of Excess Deferrals.** Excess Deferrals shall be corrected by first distributing the amount of Roth 403(b) contributions (plus earnings thereon) made during the Plan Year needed to correct the excess and then by distributing a Participant's pre-tax Elective Deferrals (plus earnings thereon). However, if a highly compensated employee (as defined in Section 414(q) of the Code) experiences an Excess Deferral in any Plan Year, he may designate the extent to which the excess amount is composed of Elective Deferrals and excess Roth 403(b) Contributions, provided that both types of contributions were made by the Employee during the applicable Plan Year. If the highly compensated employee does not designate which type of contributions are to be distributed, then pre-tax Elective Deferrals shall be distributed first, followed by Roth 403(b) Contributions.
- 10.8. **Definition of Roth 403(b) Contributions.** A Roth 403(b) Contribution is an Employee contribution that is designated irrevocably by the Employee on his enrollment form to be a Roth 403(b) Contribution and is treated by the Employer as includible in the Employee's income.

- 10.9. **Roth Caveat.** Employer, Administrator and providers of Annuity Contracts and Custodial Accounts shall utilize good faith compliance efforts to conform to the requirements applicable to Roth 403(b) Contributions based on applicable IRS guidance related to Roth 403(b) Contributions. The Plan shall be administered and interpreted in the manner necessary to ensure compliance with such guidance.

## Section 11 - Optional Retirement Plan Provisions

- 11.1. **General Application.** This Section 11 shall apply only if the Employer has indicated that it offers an Optional Retirement Program (ORP) on the Adoption Agreement.
- 11.2. **Incorporation of ORP.** The ORP is established and governed by separate plan documentation which may include a plan document, statutory language and/or regulatory guidance. The terms and conditions of the ORP are incorporated herein by reference. If there is a conflict between the Plan and the requirements of the ORP, the ORP shall govern with respect to those provisions that are exclusive to the ORP. The Plan shall govern in all other circumstances.
- 11.3. **ORP Contributions.** Employer shall make contributions under the ORP to the Accounts of Participants that are also participating in the ORP in accordance with the terms of the ORP and/or as authorized by the Employer on the Adoption Agreement. Unless otherwise provided by the ORP, such contributions shall be treated as Employer Contributions and are therefore subject to the requirements and limitations imposed by section 415(c) of the Code.
- 11.4. **Separate Accounting Requirements.** ORP contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.
- 11.5. **Deposit Requirements.** ORP contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with any requirements established in the ORP.

## Section 12 - Supplemental 403(b) Programs

- 12.1. **General Application.** This Section 12 shall apply only if the Employer has indicated that it offers a Supplemental 403(b) Program on the Adoption Agreement.



- 12.2. Incorporation of Supplemental 403(b) Program. The Supplemental 403(b) Program is established and governed by a separate plan document. The Plan includes the Adoption Agreement and the document establishing the Supplemental 403(b) Program, as identified on the Adoption Agreement. If there is a conflict between the Plan and the Supplemental 403(b) Program document, the Supplemental 403(b) Program shall govern with respect to those provisions that are exclusive to the Supplemental 403(b) Program. The Plan shall govern in all other circumstances.
- 12.3. Supplemental 403(b) Contributions. Employer shall make contributions as required under the Supplemental 403(b) Plan to the Accounts of Participants that are participating in the Supplemental 403(b) Program in accordance with the terms of the Supplemental 403(b) Program. Such contributions shall be subject to the appropriate annual contribution limitations based on the type of contribution required under the Supplemental 403(b) Program.
- 12.4. Separate Accounting Requirements. Supplemental 403(b) Program contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.
- 12.5. Deposit Requirements. Supplemental 403(b) Program Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with the Supplemental 403(b) Program document.

The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, documents governing ORPs and Supplemental 403(b) Programs, as applicable, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.

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# 403(b) Adoption Agreement

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East Stroudsburg Area School District, PA

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ADOPTION AGREEMENT

East Stroudsburg Area School District hereby adopts the 403(b) Plan Document (the "Plan") for Public Education Organizations as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

EMPLOYER INFORMATION

Name of Employer: East Stroudsburg Area School District

Federal Tax ID: 23-1669371

Employer's Address: 321 North Courtland Street, PO Box 298
East Stroudsburg, PA 18301

Telephone Number: (570) 424-8500 Extension:

Contact Person: Kathy Ciaciulli

Fax: E-mail: kathy-ciaciulli@esasd.net

Type of Organization:

- [X] K-12 Public School [ ] Community College [ ] Public College/University

Note: If Employer is not a public education organization, this document may not be used.

PLAN INFORMATION

1. Name of Plan: East Stroudsburg Area School District 403(b) Plan

2. Effective Date: This Adoption Agreement:

- [ ] Establishes a Plan effective as of (the "Effective Date") and is the first 403(b) plan document established by the Employer.
[X] Amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is January 1, 2012 (the "Effective Date").

Default Construction Rule: If no box is checked, that feature is NOT included in the Plan.

3. Eligibility: Under the Plan document, ALL common law employees except student teachers are immediately eligible to make contributions under the Plan, unless an exception is indicated below. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject, or as determined by the Employer from year to year.

Employers that participate in External Plans may have additional eligibility requirements established by the plan(s). See Appendix 3 and/or 3A to for additional conditions, if any, applicable to ORP contributions and Appendix 4 for additional conditions, if any, applicable to FICA Alternative Plan contributions.

The following employees are excluded from participating in the Plan:

- [ ] Employees who normally work fewer than (must be 20 hours or less and generally equivalent to 1,000 hours or less in a working year except as otherwise provided under applicable 403(b) regulations).
[ ] Employees who are participants in another plan sponsored by the Employer that permits salary reduction contributions described under Section 403(b)(12)(A) of the Code.

Note: Excluding any employees will greatly increase the risk of violating the "universal availability" requirements of Section 403(b)(A)(ii) of the Code which may result in complete Plan failure.

**4. Contributions:**

Employee Contributions (in addition to pre-tax Elective Deferrals):

- Roth 403(b) Contributions are NOT permitted under the Plan.
- Roth 403(b) contributions to the Plan are permitted on or after a specific date determined solely by the Plan Sponsor and upon written communication to the plan administrator and each provider of Roth investment products. If Roth 403(b) Contributions are permitted to the Plan, direct rollovers from other Roth 403(b) or Roth 401(k) plans are  are not  accepted into the Plan.

Employer Contributions, if any:

- No Employer Contributions will be made.
- Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.
- Other (Describe) \_\_\_\_\_
- External Plan Contributions will be made as indicated below (See Section 2.2(d)):
  - ORP (Optional Retirement Plan) contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 11 of the Plan apply. Appendix 3 must be completed.
  - Supplemental 403(b) Program contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 12 of the Plan apply. The Supplemental 403(b) Program is described in the document entitled \_\_\_\_\_ Plan
  - FICA Alternative Plan contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 13 of the Plan apply. Appendix 4 must be completed.

**5. 15 Years of Service Catch Up Contributions:** The Plan will  or will not  permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

**6. Investment Options:** Any Annuity Contracts and/or Custodial Accounts that meet the requirements of Section 403(b) of the Code offered by the organizations listed on Appendix 1 are authorized as Vendors under the Plan.

**7. Exchanges Within the Plan:** The Plan will  or will not  permit Participants to make Exchanges. If permitted, Exchanges may occur between:

- Those Vendors listed on Appendix 1 only (Vendors authorized to maintain current payroll slots).
- Those Vendors listed on Appendix 1 and from Vendors not listed on Appendix 1 to Vendors listed on Appendix 1. Exchanges to Vendors not listed on Appendix 1 are not permitted.
- Those Vendors listed on Appendix 1 and any other Vendor offering annuity contracts and/or custodial accounts that satisfy the requirements of Section 403(b) of the Code and execute the information sharing agreement provided by Employer for purposes of satisfying applicable compliance requirements. Administrator will maintain a list of Vendors that have executed information sharing agreements and will make this list available to Vendors (Appendix 2).

**8. Transfers Into the Plan:** The Plan will  or will not  accept Transfers from another employer's 403(b) plan.

**9. Transfers From the Plan:** The Plan will  or will not  permit Transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

**10. Financial Hardship Distributions:** Hardship Distributions are  or are not  available under the Plan.

**11. Loans:** Loans are  or are not  available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

**Note:** The Plan prohibits loans to any Participant who has previously defaulted on a loan from any retirement or deferred compensation plan sponsored by the Employer.

12. **Beneficiary Rights:** A Beneficiary of a deceased Participant's Account  may, or may not  designate his/her own Beneficiary.

13. **Additional Modifications:** The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan Document or Adoption Agreement.

**NOTE:** Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):

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**EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES**

Employer acknowledges that it is an eligible public education organization under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Internal Revenue Code.

EMPLOYER

Print Name of Employer: East Stroudsburg Area School District

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

Print Name of Signer: \_\_\_\_\_

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

Dated: \_\_\_\_\_

## APPENDIX 1

Authorized Vendors under the Plan Are:

Ameriprise Financial

AXA Equitable Life Insurance Company

Kades-Margolis Capital

Lincoln Investment Planning, Inc

Lincoln Investment Planning, Inc (Great American Financial Resources)

Lincoln Investment Planning, Inc (VALIC)

Lincoln National Life Insurance Company

MetLife Resources

Oppenheimer Funds

Putnam Funds

The Variable Annuity Life Insurance Company

<sup>ii</sup> Authorized Vendor also offers Roth 403(b) accounts.

<sup>iii</sup> Contributions only - no longer accepting new participants.

### Important Note:

**As provided under the Plan, any authorized Vendor named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.**

This Appendix is dated: January 1, 2012

## LICENSE AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between **BUSHKILL VOLUNTEER FIRE COMPANY**, whose offices are located at 1 Evergreen Drive, Bushkill, Pennsylvania 18324 (hereinafter called "FIRE COMPANY"), and **EAST STROUDSBURG AREA SCHOOL DISTRICT**, whose offices are located at 50 Vine Street, East Stroudsburg, Pennsylvania 18360 (hereinafter call ESASD).

**WHEREAS**, ESASD, currently provides bus transportation for resident students attending District schools;

**WHEREAS**, there are currently students residing in Lehman Township who attend ESASD schools and utilize ESASD bus transportation;

**WHEREAS**, FIRE COMPANY is the owner of a parcel of land located at 1 Evergreen Drive, Bushkill, Pennsylvania which houses FIRE COMPANY'S facilities and contains a parking lot adjacent to Evergreen drive, a public road, on which a school bus pick up and drop-off and parent parking location (hereinafter called the "BUS STOP") has been established for students residing in the immediate area;

**WHEREAS**, the current BUS STOP is convenient and reduces potential dangers for students embarking on and disembarking from buses; and

**WHEREAS**, the parties agree that it is in the best interests of the aforementioned students that ESASD be permitted to continue the use of the BUS STOP for the purpose of picking up and discharging students and for permitting parent parking at the BUS STOP area.

**NOW, THEREFORE**, for and in consideration of the sum of One (\$1.00) Dollar, paid by ESASD, the parties hereto hereby agree as follows:

1. FIRE COMPANY hereby gives ESASD the license, right and privilege to drive upon and to utilize the BUS STOP area for the purpose of picking up and discharging students and for the purpose of parent parking at the times of pick up and discharge.

2. FIRE COMPANY agrees that it shall be responsible for exercising reasonable efforts to ensure the maintenance of the BUS STOP area, including snow removal, and keeping the same in a safe and reasonable condition so as to enable ESASD to utilize the BUS STOP without subjecting the drivers and passengers of its buses and the buses themselves to unreasonable risk of damage or injury.

3. ESASD accepts the terms and conditions set forth herein and agrees that its use of the property is not to be construed as a public right and will not confer any vested right upon ESASD or others for the public use of such property.

4. The parties acknowledge that the provision of bus transportation and the establishment of bus routes and loading and unloading zones is a matter entirely within the authority and discretion of the Board of Education of the ESASD. Accordingly, ESASD may, in its discretion, elect to discontinue utilizing the BUS STOP at any time. Likewise, FIRE COMPANY may terminate this license agreement and its obligations hereunder at any time by giving ESASD forty-five (45) days written notice to that effect, at which time ESASD will no longer use the BUS STOP for pick-up and discharge of students.

5. ESASD hereby agrees that it shall indemnify, defend and hold harmless FIRE COMPANY in connection with any complaints, claims or actions asserted against



FIRE COMPANY arising out of, or in connection with, the bus transportation operations of ESASD pursuant to this Agreement, excepting only gross negligence or willful misconduct on the part of FIRE COMPANY.

6. ESASD shall name FIRE COMPANY and LEHMAN TOWNSHIP as additional insured or certificate holders on its liability insurance policy for the purposes uses contemplated by this Agreement.

**IN WITNESS WHEREOF**, said parties have hereunto set their hands and seals the day and year first above written.

ATTEST:

\_\_\_\_\_

BUSHKILL VOLUNTEER FIRE COMPANY

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

ATTEST:

\_\_\_\_\_

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

**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**

By: Robert E. Coles  
(Name Typed)

Title: Board Vice President

Date: 8/20/12

**Colonial Intermediate Unit 20**

By: Charlene M. Brennan  
Dr. Charlene Brennan

Executive Director

Date: September 26, 2012

Revised: 7/21/12

COLONIAL INTERMEDIATE UNIT 20  
A Regional Service Agency  
6 Danforth Drive  
Easton, Pennsylvania 18045-7899

APPENDIX TO CONTRACT FOR SERVICE  
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, PO Box 298, East Stroudsburg, PA 18301, (570) 424-8500 shall be contingent on the following information:

Colonial Intermediate Unit 20 will administrate instructional services in accordance with the Title I program at nonpublic schools.

The rates for these services are as follows:

Instructional Services	\$11,000.00
Administrative Costs	\$330.00

The total cost for said services shall not exceed \$11,330.00. This contract becomes effective the first day of the 2012-2013 school year and terminates at the end of the 2012-2013 school year.

East Stroudsburg Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant Director of Business Services, at the Intermediate Unit Office.

Charlene M. Brennan 9/26/12  
Dr. Charlene M. Brennan Date East Stroudsburg Area School District Date  
Executive Director

Dawn M. Hales 9/27/12  
Mrs. Dawn M. Hales Date Federal ID Number  
Secretary to the Board

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.


## LETTER OF COMMITMENT

The East Stroudsburg Area School District is committed to participating in the CIU20 WAN Project to continue the regional education network. As such, our district accepts the responsibility to remain a part of the CIU20 WAN for the period beginning July 1, 2010 and ending June 30, 2015. The monthly cost for participation in the CIU20 WAN for East Stroudsburg Area School District is identified below and will be billed by CIU20 in installments (monthly or quarterly). It is recognized that a portion of this amount may be eligible for erate reimbursement and such reimbursements will be reconciled to the districts in accordance with their applicable erate discount percentage as it is received by CIU20. I understand that additional costs will be incurred if I request the purchase of additional commodity internet during the course of this commitment. Such requests will be made in writing to the CIU20 Technology Director at least 60 days in advance of service. The costs referenced below include all benefits associated with the WAN connection and are based on 13 members participating. Should fewer or more members choose participation, the PAIUNet and Internet2 costs may be slightly higher or lower.

East Stroudsburg Area School District is pleased to support the efforts of the consortium to improve the regional technology infrastructure, share resources and provide greater learning opportunities for the students we serve. Additionally, I understand that by signing this Letter of Commitment, East Stroudsburg Area School District will share in any proceeds or non-financial benefits acquired through the E-Fund grant application.

### East Stroudsburg Area School District Monthly WAN Costs

Monthly Recurring WAN Circuit Cost (100MB Circuit)	\$1553.00
Monthly Commodity Internet Cost (50 MB x \$45/MB)	\$2250.00
Monthly Internet2 Cost (24MB Shared)	\$175.38
Monthly PAIUNet Cost (1000GB Shared)	\$307.69
Monthly CIU20 Cost Recovery Fee	\$50.00

  
\_\_\_\_\_  
Sharon S. Laverdure, Superintendent

12/22/09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Horace S. Cole, Board President

12/21/09  
\_\_\_\_\_  
Date

## LETTER OF COMMITMENT

The East Stroudsburg Area School District is committed to participating in the CIU20 WAN Project to continue the regional education network. As such, our district accepts the responsibility to remain a part of the CIU20 WAN for the period beginning July 1, 2010 and ending June 30, 2015. The monthly cost for participation in the CIU20 WAN for East Stroudsburg Area School District is identified below and will be billed by CIU20 in installments (monthly or quarterly). It is recognized that a portion of this amount may be eligible for erate reimbursement and such reimbursements will be reconciled to the districts in accordance with their applicable erate discount percentage as it is received by CIU20. I understand that additional costs will be incurred if I request the purchase of additional commodity internet during the course of this commitment. Such requests will be made in writing to the CIU20 Technology Director at least 60 days in advance of service. The costs referenced below include all benefits associated with the WAN connection and are based on 15 members participating. Should fewer or more members choose participation, the PAIUNet and Internet2 costs may be slightly higher or lower.

East Stroudsburg Area School District is pleased to support the efforts of the consortium to improve the regional technology infrastructure, share resources and provide greater learning opportunities for the students we serve. Additionally, I understand that by signing this Letter of Commitment, East Stroudsburg Area School District will share in any proceeds or non-financial benefits acquired through the E-Fund grant application.

### East Stroudsburg Area School District Monthly WAN Costs

Monthly Recurring WAN Circuit Cost (150MB Circuit)	\$1287.80 (incl. support fees)
Monthly Commodity Internet Cost (70 MB x \$35/MB)	\$2450.00 (11/1/12 – 12/31/12)
Monthly Commodity Internet Cost (100MB x \$25/MB)	\$2500.00 (01/1/13 – 06/30/15)
Monthly Internet2 Cost (24MB Shared)	\$145.60
Monthly PAIUNet Cost (1000GB Shared)	\$266.67
Monthly CIU20 Cost Recovery Fee	\$50.00

\_\_\_\_\_  
Sharon S. Laverdure, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Searfoss, Board President

\_\_\_\_\_  
Date

<b>ESASD Monthly Internet Costs</b>				
<b>Current Service</b>	<b>Current Costs</b>		<b>Proposed Service</b>	<b>Proposed Costs</b>
<b>(July 1, 2010- June 30, 2015)</b>			<b>(January 1, 2013 - June 30, 2015)</b>	
A. Commodity Internet 50 MB @ \$45 per MB	\$2,250.00		A. Commodity Internet 100 MB @ \$25 per MB	\$2,500.00
B. WAN Circuit (Connection to CIU #20) 100 MB Circuit	\$1,553.00		B. WAN Circuit (Connection to CIU #20) 150 MB Circuit	\$1,287.80
C. Internet2 (not e-Rate Eligible) 2 MB	\$175.38		C. Internet2 (not e-Rate Eligible) 2 MB	\$145.60
D. PAUNet (not e-Rate Eligible) Share of 1 GB of Bandwidth	\$307.69		D. PAUNet (not e-Rate Eligible) Share of 1 GB of Bandwidth	\$266.67
E. CIU #20 Cost Recovery Fee (not e-Rate Eligible)	\$50.00		E. CIU #20 Cost Recovery Fee (not e-Rate Eligible)	\$50.00
F. Total Monthly Cost (before e-Rate) (A+B+C+D+E)	\$4,336.07		F. Total Monthly Cost (before e-Rate) (A+B+C+D+E)	\$4,250.07
G. e-Rate Discount (69%) e-Rate Eligible Items Total	\$2,624.07	(A+B) x 69%	G. e-Rate Discount (71%) e-Rate Eligible Items Total	\$2,689.34
H. Monthly District Costs (F-G)	\$1,712.00		H. Monthly District Costs (F-G)	\$1,560.73
I. Yearly Costs (H*12)	\$20,544.00		I. Yearly Costs (H*12)	\$18,728.78
REMAINDER of TERM COSTS (2.5 years) (I x 30)	\$51,360.00		TOTAL TERM COSTS (2.5 years) (I x 30)	\$46,821.96
			<b>MONTHLY SAVINGS</b>	<b>\$151.27</b>
			<b>YEARLY SAVINGS</b>	<b>\$1,815.22</b>
			<b>TOTAL SAVINGS over 30 Month Term</b>	<b>\$4,538.04</b>





Audio•Video•Sales•Design•Service•Installation  
 491 Baltimore Pike #677  
 Springfield, PA 19064

QUOTATION  
 #Q73011077  
 October 2, 2012

**QUOTED TO**

**TROXELL CONTACT**

Account: East Stroudsburg Area SD  
 Contact: Brian Borosh  
 Address: 50 Vine St. P.O. box 298  
 East Stroudsburg, PA 18301

Account Executive: David Wible  
 Email: david.wible@trox.com  
 Phone: (610)565-4686  
 Fax: (610)565-4256

COSTARS (003-1269 CONTRACT NUMBER) NORMAL FREIGHT INCLUDED.

Terms Net 30

FOB Destination

Cust. # 11707

Expires 11/02/12

Item #	Description	Unit Price	Qty	Ext. Price
1	CAN CANXF305 PRO HD CAMCORDER HD/SD-SDI CF CARD SLOTS	6900.00	2	13800.00
2	LIB LIBZC3 ZOOM CONTROL FOR SONY, CANON, PANASONIC	101.00	2	202.00
3	Lap top needed or desktop with dual video card AVD AVD1PRMT17X2CAM TELEPROMPTOR 17IN 2-CAMERA MOUNTED	2976.00	1	2976.00
4	PAN PANAVHS410NJ HD MULTI-STANDARD LIVE VIDEO SWITCHER	11444.00	1	11444.00
5	MIL MIL730 AIR ASSIST STUDIO PEDESTAL	1178.00	2	2356.00
6	BPC BPC516 FLUID HEAD CINE/VIDEO W/QR PLATE 3158	553.00	2	1106.00
7	This is a complete set of radios for four including carry case. ETC ETCSLT24GS44 4 RADIOS W/SLIMELINE SINGLE HEADSETS	681.00	1	681.00
8	MKE MKE1642VLZ3 MIXER - 16 CH/10 PREAMP SR AND RECORDING	575.00	1	575.00
9	JBA AJAHD10CEA HD-SDI/SDI W/EMBEDDED AUDIO TO ANALOG	796.00	1	796.00
10	JBA AJAH15 HD-SDI/SDI TO HDMI CONVERTER	395.00	4	1580.00
11	JBA AJADWP POWER SUPPLY, 110V, WALL PLUG-IN TYPE	35.30	5	176.50
12	INM VIEVT1601LED VIEWSONIC VT1601LED 16" 720P LED-LCD TV	181.00	4	724.00
13	TCH TCHDELV2LCD7XLR DELVCAM DUAL 7IN FIXED RACKMOUNT COLOR M	507.00	1	507.00



Troxell offers competitively priced extended warranties on much of the equipment we sell.  
 Please contact your account executive for more details.

172

Thank You,



**David Wible**  
**Account Executive**

**Total**      36923.50  
**Plus Applicable Tax**

**\*\*\*\*\* DID YOU KNOW? \*\*\*\*\***

**Troxell offers Professional Staff Development.**

Maximize your investment on your new or existing classroom technology with customized training that matches your curriculum and delivers a high rate of return with better teacher adoption rates and stronger student engagement.

For more information please go to: [http://customer.teamtroxell.com/eFlip/pdc\\_brochure/index.html](http://customer.teamtroxell.com/eFlip/pdc_brochure/index.html)

**WE CAN HELP YOU ACHIEVE YOUR GOALS!**



Troxell offers competitively priced extended warranties on much of the equipment we sell.  
Please contact your account executive for more details. 173

# CHECKING ACCOUNT SIGNATURES FOR ALL FUNDS

## GENERAL FUND:

Needs 3 signers

Robert Huffman  
Patricia Rosado  
(On Facsimile)

Eileen Featherman  
Irene Duggins  
Robert E. Cooke  
Jeffery S. Bader

---

## PAYROLL FUND:

Needs 2 Signers

Robert Huffman  
Patricia Rosado  
(On Facsimile)

Eileen Featherman  
Irene Duggins  
Robert E. Cooke  
Jeffery S. Bader

---

## ATHLETIC FUND-NORTH:

Signers:

Needs 2 Signatures:

Brian Mitchell  
Charles Dailey Jr  
Armand Martinelli

Benjamin Brenneman  
Jeffery S. Bader  
Steve Zall

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## SPECIAL ACTIVITY:

Signers

Needs 2 Signatures

Jeffery S. Bader  
Irene Duggins  
Thomas J. Williams  
Robert E. Cooke  
Eileen Featherman

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## CONSTRUCTION FUND:

Signers

Needs 2 signatures on checks

Thomas J. Williams  
Eileen Featherman  
Robert E. Cooke  
William Searfoss  
Jeffery S. Bader

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**CAFETERIA:**

Signers:  
Needs 2 Signatures

Robert E. Cooke  
Eileen Featherman  
Thomas J. Williams  
Jeffery S. Bader

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**CONCESSION STAND:**

Signers:  
Needs 2 Signatures

Irene Duggins  
Jeffery S. Bader  
Thomas J. Williams  
Robert E. Cooke  
Eileen Featherman

---

**STUDENT ACTIVITY:**

Signers:  
Needs 2 Signatures

Jeffery S. Bader  
Irene Duggins  
Thomas J. Williams  
Robert E. Cooke  
Eileen Featherman

---

**ATHLETIC FUND-SOUTH:**

Signers:  
Needs 2 Signatures

Jeffery S. Bader  
Michael Catrillo  
Armand Martinelli  
Steve Schoupe  
Benjamin Brenneman

---

**SCHOLARSHIP FUND:**

**EXPENDABLE TRUST**

Signers:  
Needs 2 signature on Checks

Jeffery S. Bader  
Robert E. Cooke  
Irene Duggins  
Thomas J. Williams  
Eileen Featherman

---

**SCHOLARSHIP FUND**

**NON-EXPENDABLE TRUST**

Signers

Robert E. Cooke  
Eileen Featherman

Needs 2 Signatures on Checks

Jeffery S. Bader  
Irene Duggins  
Thomas J. Williams

---

**PLGIT – CAPITAL RESERVE**

Signers

Jeffery S. Bader  
Eileen Featherman

Needs 2 Signatures on checks

Irene Duggins  
Robert E. Cooke  
Thomas J. Williams

---

## **Health eTools PROGRAM AGREEMENT**

This **HEALTH eTOOLS PROGRAM AGREEMENT** ("Agreement") is made and entered into as of \_\_\_\_\_ ("Effective Date"), by and between \_\_\_\_\_, located at \_\_\_\_\_ ("Customer") and InnerLink, Inc., a Pennsylvania corporation, located at 313 West Liberty Street, Liberty Place, Suite 201, Lancaster, Pennsylvania 17603 ("InnerLink"). In consideration of the mutual covenants contained herein, Customer and InnerLink agree as follows:

**I. InnerLink Services.** InnerLink shall provide Customer with the following products and services:

- a) Health eTools for Schools Service Application ("HET"). The HET application is a web based service that captures and aggregates health information. Additional to the HET application, InnerLink provides other resources and tools including but not limited to learning curriculum content via the Student Health Force website, which includes learning content and plans, tests, videos, and other tools such as Wellness Tracker to promote better health decisions and goal setting.
- b) InnerLink shall be responsible for hosting, maintaining and otherwise controlling the HET Application and technical support provided to users who access the HET Application and the service (the "InnerLink Service").

**II. Grant of Use.** During the term hereof, InnerLink grants Customer a non-exclusive, use to: (i) access the HET Application made available through the InnerLink Service and (ii) use the logos and trademarks provided to Customer by InnerLink, all solely for Customer's internal business purposes involving health services and health records for educational school systems. Any rights not expressly granted by InnerLink to Customer are reserved by InnerLink, and all implied licenses are disclaimed. Without limiting the foregoing, Customer shall not (i) modify, reverse engineer, decompile, create derivative works of the InnerLink Service and/or the HET application or (ii) sublicense, lease, rent, assign, re-broadcast, distribute, rebrand and/or (iii) duplicate, sell or reproduce or any portion thereof.

**III. Term** - The Terms of this Agreement are as follows: Use of the HET Application to be available from August 31, 2012 thru August 31, 2018. This Agreement will begin based on the Effective Date of this agreement and will automatically renew on August 1 of each calendar year, unless either the Customer or InnerLink provide notification of cancellation within 90 days or May 1 of each year. Notification of cancellation may be provided at any time as a result of a significant reduction in use of the HET application by the Customer.

**IV. InnerLink Service** - The terms and conditions of use of the HET application and the free vs. premium services provided by InnerLink are included in ATTACHMENT A for which acceptance of these conditions is required for each user of the application.

**V. Compliance with Laws and Regulations** - InnerLink and its Hosting Provider may obtain certain Protected Information while providing the HET application to the School District. "Protected Information" is all personally identifiable information about individuals obtained, used, or disclosed in the Program and is subject to privacy standards, including state laws governing the privacy of personal financial and health information, the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and regulations adopted thereunder (45 C.F.R. Parts 160, 162 and 164).

**VII. Indemnity.** If any claim is asserted against one party ("Indemnitee") that the Technology of the other party ("Indemnitor") infringes the intellectual property rights in the United States of America of any third party, the Indemnitee shall promptly advise the Indemnitor in writing of such claim, and the Indemnitor

shall have the right to elect to control the defense of such claim with counsel of Indemnitor's choosing, and to the extent Indemnitor so elects to defend, the Indemnitee shall cooperate fully in the defense thereof and furnish to the Indemnitor all evidence and assistance in Indemnitee's control. If the Indemnitor controls the defense or in its sole discretion elects not to control the defense but is determined to have so infringed, the Indemnitor shall indemnify the Indemnitee from and against any and all liability, damages, and reasonable costs (not including attorneys' fees incurred by the Indemnitee in monitoring or participating in any defense provided by Indemnitor) incurred by Indemnitee as a result of any such claim or any resulting judgment or settlement.

**VIII). Limited Warranty.** InnerLink specifically disclaims whether express, implied, statutory, or arising from trade usage or course of conduct, any and all warranties including, but not limited to, any implied warranties of merchantability, accuracy, non-infringement, title or fitness for a particular purpose relating to the InnerLink technology or its performance hereunder.

**IX). Limitation of Liability.** In no event shall either party be liable for any indirect, incidental, consequential, special, exemplary or punitive damages arising out of this agreement. The use of its technology or performance of its obligations hereunder, even if the affected party has been advised of the possibility of such damages. Except for (i) a party's obligation to indemnify the other pursuant to Section VII, and/or (ii) damages arising from a party's breach of a confidentiality obligation set forth herein, each party agrees that the other party's maximum liability arising out of contract, negligence, strict liability in tort or otherwise, shall not exceed the amount of fees paid or otherwise payable to InnerLink by Customer hereunder.

**X). Dispute Resolution** - The parties hereby agree to: (a) resolve any dispute relating to this Agreement or this relationship by good faith negotiation and, failing that, by non-jury trial, the exclusive venue for which is the state or federal courts having jurisdiction of Pennsylvania; (b) waive their rights to jury trials, to claims of the other or of anyone related in any way to them arising from acts or omissions related to this Agreement except claims that arise from gross negligence or willful misconduct, and to any claims for punitive or similar damages; and (c) permit the prevailing party in litigation to obtain reimbursement of its litigation fees, costs, and expenses from the other party.

**XI). Assignment** - InnerLink, Inc. or its assignees may assign this agreement to another party, capable of providing the HET service in the same manner as InnerLink. InnerLink is not required to obtain customer permission or provide notification to customer of this assignment.

**XII). Additional Terms** - Pennsylvania law governs this Agreement without regard to principles of conflicts of laws. If a provision hereof becomes unenforceable, all others remain enforceable, and the parties shall rewrite that provision to restore its enforceability and to conform to their original intent as closely as possible. Neither party is liable for failure to perform hereunder if prevented by Act of God, natural calamity, riot, civil unrest, war, or their equivalents. A failure or delay in exercising any right or remedy hereunder does not constitute a waiver. Executed duplicates hereof are permissible for all purposes. Headings and captions do not affect the meaning hereof. This Agreement constitutes the complete understanding of the parties as to its subject matter, it supersedes all prior negotiations and agreements, and the parties may amend it only by mutual written consent. A party may assign this Agreement with the written consent of the other.

IN WITNESS WHEREOF, the parties have executed this Agreement as set forth below.

**INNERLINK, INC.:**

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

\_\_\_\_\_   
Print: Name, Title

**CUSTOMER:**

\_\_\_\_\_ **SCHOOL DISTRICT:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_   
Print: Name, Title



**Attachment A  
InnerLink Services**

InnerLink, Inc. ("InnerLink") will provide the following services to the \_\_\_\_\_ ("School District") which are listed below as part of the Health eTools web-based portal application ("HET application"):

1. Customer Support provided and included with this Agreement without charge:
  - a. Access to InnerLink toll-free telephone support.
  - b. Access to email customer and technical support.
  - c. Online help resources.
  - d. Health eTools (HET) Webinars (recorded)
  - e. Health eTools (HET) Webinars (as per registration)
  - f. Routine uploads of demographic data
  
2. Premium Customer Services available:
  - a. Custom Data Reports – hourly programming fee - \$125/ per hr.
  - b. Data Services / Import and Export of Data – hourly programming fee - 125/per hr.
  - c. On Site School Training – per Training Offering Schedule.
  - d. Regional Training Sessions - per Training Offering Schedule.
  
3. Availability of the Service:
  - a. Except under those circumstances described elsewhere in this Agreement, including subsection (c) below, the HET application will be "functionally operational" for 99.95% of every working weekday. For the purposes of definition, a "working weekday" will encompass 24 hours.
  - b. "Functionally operational" is defined as the systems being up and available, whereby School District, InnerLink and its users can enter and extract data in the usual manner. InnerLink acknowledges that some aspects of the HET application may be unavailable for short periods of time due to issues out of InnerLink's and its hosting provider's control. In the event that an unexpected system outage should occur, InnerLink and its hosting provider are responsible for restoring service.
  - c. InnerLink and School District acknowledge that the following events may render the HET application as unavailable in such a way that InnerLink is not in default of its obligations:
    - Routine maintenance;
    - School District-caused outages due to School District's action or inaction on the server;
    - Server over-utilization;
    - Force majeure; or
    - Any other events beyond InnerLink's reasonable control.

- d. InnerLink will make reasonable efforts to ensure the related downtimes are performed in such a way as to minimize the impact on InnerLink's and School District's access.
4. Security Commitments:
- a. Only select individuals authorized by InnerLink have access to the HET application and its content. These individuals are in Customer/Technical Support or Systems Administration and access the HET application based on the request of the School District for support purposes.
  - b. *User authentication*: Authentication is managed by HET application systems.
  - c. *Firewalls*: Cisco or other similar industry-standard firewalls are used by the hosting provider to protect access to the HET application server.
  - d. Any attempt by third parties to violate the integrity of the HET application will be addressed to the full extent of the law, as appropriate on a case-by-case basis in the sole discretion of the hosting provider.
5. Data Storage and Backup:
- a. The HET files are stored on a third-party cloud servers and are backed up on a daily basis.
  - b. The HET databases have automated backup feature that enables point-in-time recovery.
  - c. Third-party Host provider utilizes Relational Database Services to back up our databases and transaction logs and stores both for our various specified retention periods.
  - d. Database instances can be restored to any second during our retention period, up to the last five minutes. Our automatic backup retention period is eight days.
6. Scope of services offered by support and help desk services which are offered free of charge:
- a. Live telephone help for School District's designated contacts is available between 08:30 AM and 04:30 PM Eastern Standard Time, from Monday to Friday, except on legal holidays and other days to be determined.
  - b. Methods of contact: (e.g., phone, fax, email )

Customer Support

InnerLink, Inc.

Phone: 888-837-4737 (answered 8:30 a.m. – 4:30 p.m. EST Monday to Friday).

Fax: 717-735-8109

Email: [support@theinnerlink.com](mailto:support@theinnerlink.com)

**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:

**October 15, 2012**

Requisition #	Vendor/Address	Description		Amount
<b>2008-360</b> <b>V# 1369</b>	Architectural Studio 732 Turner Street Allentown, PA 18102	HSS 30-4200-450-080-07-31 Proj# 27-00 R Invoice# 12-177	\$ 100.00	
				\$ 100.00
		<b>TOTAL:</b>		\$ 100.00

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization EC Pecora Today's Date 10 / 8 / 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: Soccer Training

Name of School Requested E S E

DAYS	TIME	DESCRIPTION
<del>Monday</del> <del>Tuesday</del>	<del>6:00 pm</del> <del>9:00 pm</del>	<del>Practice - Soccer</del>
<u>Wednesdays</u>	<u>10/15/12</u> <u>5/22/13</u>	

Facility Required:  Auditorium  Cafeteria  Gymnasium  
 All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  Other (specify) \_\_\_\_\_  
 Classrooms # \_\_\_\_\_

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:

\$ 4,000,000 Bodily Injury Liability (\$500,000 minimum) \$ 1,000,000 Property Damage Liability (each occurrence) (\$500,000 minimum)

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

Name Bob Hebnes Address 2070 Meadow Ct E. Stroud Phone 570-269-0135  
 Name Ray Ross Address 781 Bryant St. Stroud Phone 570-856-2465

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) 570 223 8393  
 (eve.) 570 269 0135  
 Billing Address 781 Bryant Street Stroudsburg PA.

APPROVALS: Principal [Signature] Date 10/10/12  
 Business Administrator [Signature] Date 1/1  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  Other Date 1/1

FACILITIES/EQUIPMENT USED	CHARGES USE INVOICE
Facilities/Equipment used: _____	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets)	\$ _____
_____	\$ _____
Other (specify): <u>183</u>	Charges: \$ _____
_____	\$ _____

### APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization ESYA Today's Date 8/14/12

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: ESYA with Basketball (Grades 3rd-6th)

Name of School Requested East Stroudsburg Elementary

DAY(S)	DESCRIPTION
from — DATE(S) — to	(meeting, practice, game, rehearsal, performance,...)
Nov 19th, 2012 March 8th, 2013	Basketball practice and games
MON + WEDS ONLY	
6:15-9:00pm	

Facility Required:

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

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

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

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

\$ \_\_\_\_\_ 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 Chris Kross Address 730 Hollow Dr. E.burg Phone 807-6832  
 Name Randy Litts 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 Chris Kross Phone (day) 807-6832  
 (eve.) SAME

Billing Address \_\_\_\_\_

APPROVALS: Principal Suzanne C. Linger Date 9/12/12

Business Administrator Shub... Date 10/18/12

copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date \_\_\_/\_\_\_/\_\_\_

FACILITIES USE INVOICE	
Facilities/Equipment used: <u>Class 1 - no fees</u>	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): _____	Charges: \$ _____
<u>184</u>	\$ _____

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization Cub Scout Pack 92 Today's Date 06/14/2012

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: Events + Activities for the cub scouts  
 Name of School Requested ESE

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Jan. 4, 18, 25 <u>Fridays</u>	6-8 p.m.	"try-it" sports program
Feb. <del>1, 15, 22</del>	"	
Mar. <del>1, 8, 22</del>	"	
Apr. <del>5, 19, 26</del>	"	

**Facility Required:**  
 All-Purpose Room  Auditorium  Cafeteria  Gymnasium  
 Swimming Pool (requires proof of certified lifeguard)  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Stage  Fields (specify) \_\_\_\_\_  
 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) \_\_\_\_\_

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:

\$ 1,000,000 Bodily Injury Liability (\$500,000 minimum) \$ 1,000,000 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 Guy + Susan Jostad <sup>cubmaster</sup> Address 3194 Dayton Terrace E.S. 18301 Phone 476 1323  
 Name Jaine Frankelli <sup>committee chairperson</sup> Address 705 Willowbrook Acres E.S. 18301 Phone 236 6671

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) 476 1323  
 Cell (even) 460 1878  
 Billing Address 3194 Dayton Terrace E.S. 18301

APPROVALS: Principal Irene C. Longstre Date 9/12/12  
 Business Administrator [Signature] Date 10/8/12  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1/12

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>185</u>	Charges:	\$ _____
			\$ _____

# APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization EAST STROUDSBURG YOUTH ASSOCIATION Today's Date 9 / 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, 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: WRESTLING PRACTICE

Name of School Requested E.S.S. STADIUM WRESTLING ROOM

DAY(S) from — DATE(S) — to	HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>Nov 1 2012</u> <u>MARCH 1, 2012</u> <u>2013</u>	<u>6 PM - 8 PM</u>	<u>WRESTLING PRACTICE</u>

Facility Required: Monday - Friday

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

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

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

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

\$ on file Bodily Injury Liability (\$500,000 minimum) \$ on file 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 Dan Munch Address 28 Elm St. E. Stbg Pa 18301 Phone 570 656 0040

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 Dan Munch Phone (day) 570 656-0040 (eve.) \_\_\_\_\_

Billing Address \_\_\_\_\_

APPROVALS: Principal [Signature] Date 9/13/12  
 Business Administrator [Signature] Date 10/8/12  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1/12

For office use only:		FACILITIES USE INVOICE	
Facilities/Equipment used:	<u>Class 1 - no fees.</u>	Charges:	\$ _____
			\$ _____
			\$ _____
Personnel Employed: (attach time sheets)		Charges:	\$ _____
			\$ _____
			\$ _____
Other (specify):	<u>186</u>	Charges:	\$ _____
			\$ _____

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization Big Brothers Big Sisters of The Bridge Today's Date 10 / 1 / 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: After School Mentoring Program

Name of School Requested J M Hill Elementary

DAY(S) from — DATE(S) — to from — HOURS — to DESCRIPTION (meeting, practice, game, rehearsal, performance,...)  
Wednesdays Nov 7 - May 8 3<sup>10</sup> pm 4<sup>30</sup> p.m Mentoring Program

Facility Required:  Auditorium  Cafeteria  Gymnasium  
 All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  
 Classrooms #  Other (specify) Conference 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:

\$ 1,000,000<sup>00</sup> Bodily Injury Liability (\$500,000 minimum) \$ 1,000,000 Property Damage Liability (each occurrence) (\$500,000 minimum) Pending insurance

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 Jenna Sargent Address 724A Phillips St. Stroudsburg, PA 18360 Phone 570-421-2877  
 Name Tanya Olaviany Address 33 E. Northampton St. Wilkes-Barre, PA 18701 Phone 570-824-8156

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 Tanya Olaviany Responsible Organization Official Phone (day) 570-824-8156  
 (eve.) 570-466-1040  
 Billing Address 33 East Northampton St. Wilkes-Barre PA 18701

APPROVALS: Principal \_\_\_\_\_ Date 1 / 1  
 Business Administrator [Signature] Date 10 / 8 / 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: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 (attach time sheets) \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 Other (specify): \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
187



APPLICATION FOR USE OF SCHOOL FACILITIES

Rec. 9/6/12

Name of Organization ESYA Today's Date 8/4/12

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: ESYA Youth Basketball (Grades 3rd-6th) Name of School Requested JTL Lambert + Coaches must remain w/ players until a parent or guardian picks them up

DAY(S) from DATE(S) to from HOURS to DESCRIPTION Basketball practice & games

Nov 19th, 2012 March 8th, 2013 6:30 pm 8:45 pm M, T, W, Th, F - Available on on: 11/19, 11/27-30, 12/4, 12/6, 12/7, 12/11, 12/13, 12/14, 12/18, 12/20, 12/21, 1/4, 1/18, 1/25, 2/1, 2/8, 2/22

Facility Required:  Auditorium  Cafeteria  Gymnasium  All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  Other (specify) \*parents must accompany players into building and not leave. Players w/ attendees

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 Chris Kross Address 730 Hollow Dr. E. burg Phone 807-6832  
Name Randy Litts 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 Chris Kross Phone (day) 570-807-6832 (eve.) SAME

Billing Address                     

APPROVALS: Principal John Burman see memo dated 9/24/12 plus schedules Date 9/24/12  
Business Administrator Ph... see available dates and guidelines Date 10/8/12  
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: Class 1 - no fees Charges: \$                       
Personnel Employed:                      Charges: \$                       
Other (specify):                      Charges: \$

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization ESYA Today's Date 8 14 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.  
 If yes, amount \$ \_\_\_\_\_ This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: ESYA Youth Basketball (Grades 3rd-6th)  
 Name of School Requested Middle Smithfield Elementary

DAY(S) from — DATE(S) — to	HOURS from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>Nov 19th, 2012 March 8th, 2012</u>	<u>5:30-9:00 AM</u>	<u>Basketball practice and games</u>
<u>Nov 19 - Dec 21</u>		
<u>Fri only Jan 4 - 8</u>		

**Facility Required:**  
 All-Purpose Room  Auditorium  Cafeteria  Gymnasium  
 Swimming Pool (requires proof of certified lifeguard)  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Stage  Fields (specify) \_\_\_\_\_  
 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) \_\_\_\_\_

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 Chas Kross Address 730 Hollow Dr. E. burg Phone 807-6832  
 Name Randy Litts 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 Chas Kross Phone (day) 807-6832  
 (eve.) \_\_\_\_\_

Billing Address \_\_\_\_\_

**APPROVALS:** Principal [Signature] Date 9/18/12  
 Business Administrator [Signature] Date 10/8/12  
 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>Census 1 - no fees</u>	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): _____	Charges: \$ _____
<u>189</u>	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization FC Poccano Soccer club Today's Date 9/24/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
Yes no Yes no 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: Soccer Practice and games

Name of School Requested Resica

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
9/24/12 11/18/12 After school weekdays for practice - Games on weekends we would put portable soccer goals on field.

Facility Required: Auditorium, Stadium, Cafeteria, Kitchen/Preparation, Gymnasium, Kitchen/Serving, All-Purpose Room, Stage, Fields (specify), Other (specify), Swimming Pool (requires proof of certified lifeguard), Classrooms #

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 ESAD 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 Gregg Hanson Address 69 Windsor Lakes Phone (908) 399-8118

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) (908) 399 8118 (eve.) (570) 588 6016

Billing Address

APPROVALS: Principal Date 9/27/12 Business Administrator Date 10/8/12

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

Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$
Class 1 - no fees
190

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization FC Pocahontas Today's Date 9/25/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
Yes no Yes no 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: Soccer practice Indoor

Name of School Requested Resica

Table with columns: DAY(S) from DATE(S) to, from HOURS to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
1/7/13 4/25/13 6:00 9:00 Practice
tues - thurs.

- Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Scoreboard, Sound System, Record Player, etc.

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

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum) 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: Gregg Hanson Address: 32 Hilltop Circle East Stroudsburg Phone: 908 359 8118

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) 908 359 8118 (eve.) 570 588 6016

Billing Address

APPROVALS: Principal [Signature] Date 9/27/12 Business Administrator [Signature] Date 10/8/12
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: \$
Other (specify): 191 Charges: \$

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pocahontas Family Ymca Today's Date 7/9/12

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: Youth Basketball League Name of School Requested East Stroudsburg Elementary

DAY(S) from Jan 12, 2013 to March 9, 2013 from 8:30am to 3:30pm DESCRIPTION practice/games

Saturdays ONLY  
\*except Feb 23, 2013

Facility Required:  Auditorium  Cafeteria  Gymnasium  
 All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  
 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:

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

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

Name Nicole Hill Address 809 Main St. Stroudsburg Phone 570-421-2575  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone ext 124

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 Nicole Hill Phone (day) same  
Responsible Organization Official (eve.) \_\_\_\_\_

Billing Address 809 Main Street Stroudsburg PA 18360

APPROVALS: Principal Irene C. Longstre Date 9/12/12  
Business Administrator Ph... Date 10/8/12  
copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1/12

For office use only: FACILITIES USE INVOICE

Facilities/Equipment used: <u>Class 1 -</u>	Charges: \$ _____
Personnel Employed: _____ (attach time sheets)	Charges: \$ _____
Other (specify): <u>192</u>	Charges: \$ _____

X Same day as Kiwanis Pancake Breakfast

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization E. STROUDSBURG WRESTLING BOOSTER CLUB Today's Date 9 / 11 / 12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
X yes [ ] no [ ] yes [ ] no [ ] yes [ ] no [ ]
If yes, amount \$ 5/3
This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: WRESTLING TOURNAMENT (H.S. AND YOUTH)

Name of School Requested E. STROUDSBURG SOUTH NEW AND OLD GYMS

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
NOV 10 2012 NOV 10 2012 6 AM 6 PM WRESTLING TOURNAMENT

Saturday

Facility Required: Auditorium, Stadium, Cafeteria, Gymnasium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other (specify) BOTH GYMS

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:

\$ ON FILE Bodily Injury Liability (\$500,000 minimum) \$ ON FILE 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 FRANK EMS Address 252 BROMLEY RD HENRYVILLE PA Phone 570 216-0406
Name DAN MUNCH Address 28 ELM ST ESTBG PA 18301 Phone 570 656 0040

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) 570 656-0040 (eve.)

Billing Address

APPROVALS: Principal [Signature] Business Administrator [Signature] Date 9/11/12
copy to: [Signature] Date 10/8/12
[ ] stage manager [ ] athletic director [ ] cafeteria manager [ ] head custodian [ ] librarian [ ] a/v coordinator [ ] other Date / /

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Class 1 Charges: \$
Personnel Employed: Charges: \$
Other (specify): 193 Charges: \$

rec 7/11/12 Sec 3 to Athletics

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization EAST STROUDSBURG YOUTH ASSOCIATION Today's Date 9/11/12

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? [X] yes [ ] no
[ ] yes [ ] no [ ] yes [X] 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: WRESTLING MATCH

Name of School Requested E.S.S. WARING GYM

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
1-20-13 1-20-13 9:00 AM 3:00 PM WRESTLING MATCH

Facility Required: Auditorium, Stadium, Cafeteria, Gymnasium, All-Purpose Room, Kitchen/Preparation, Swimming Pool, Stage, Fields, Classroom #, Other (specify) OLD GYM

Equipment Required: (\*must be operated/attended by school personnel) Piano, Kitchen Equipment, Sound System, Record Player/Stereo Equip., Stage Lighting, Motion Picture Projector, 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:

\$ ON FILE Bodily Injury Liability (\$500,000 minimum) \$ ON FILE 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 DAN MUNCH Address 28 ELM ST. E. STBG PA. 1830 Phone 656-0040

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 DAN MUNCH Phone (day) 656-0040 (eve.)

Billing Address

APPROVALS: Principal [Signature] Date 9/17/12 Business Administrator [Signature] Date 10/2/12
[ ] stage manager [ ] athletic director [ ] cafeteria manager [ ] head custodian [ ] librarian [ ] a/v coordinator [ ] other

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Class 1 Charges: \$
Personnel Employed: Charges: \$
Other (specify): 194 Charges: \$

rec 9/11/12; Sect to Athletics

see 9/17

CP

EAST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization MARINE CORPS BAND NEW ORLEANS Today's Date 09 27 2012

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

Specific purpose of use PATRIOTIC CONCERT

Name of School Requested EAST STROUDSBURG HIGH SCHOOL SOUTH

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>20 OCT 2012</u>	<u>2 PM 9 PM</u>	<u>PERFORMANCE</u>

Facility Required:  All-Purpose Room  Auditorium  Cafeteria  Gymnasium  
 Swimming Pool (requires proof of certified lifeguard)  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Stage  Classrooms  Fields (specify)  Other (specify)  
 Equipment Required: (\*must be operated/attended by school personnel)  Piano  
 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:

\$ SEE LETTER Bodily Injury Liability \$ SEE LETTER Property Damage Liability (each occurrence)  
 (\$500,000 minimum) (\$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 DAW IRELAND GUNNERY SERGEANT Address 2000 OPELOUSAS AVE NEW ORLEANS, LA 70146 Phone 504 697 7854  
 Name WILLIAM CAH MASTER SERGEANT Address SAME AS ABOVE Phone 504 697 7846  
CELL 817 975 5725

I verify 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 District, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

James Mervig JAMES MERVIG STAFF SERGEANT Phone (day) 504 697 7828  
 Signature — Responsible Organization Official (eve.) 602 515 8878

Billing Address 2000 OPELOUSAS AVE. NEW ORLEANS, LA 70146

APPROVALS: Principal \_\_\_\_\_ Date \_\_\_\_\_  
 Business Administrator Shirley... Date 10 8 12  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  day coordinator  other Date \_\_\_\_\_

For office use only: **FACILITIES USE INVOICE**  
 Facilities/Equipment used Class 3- Charges: \$ \_\_\_\_\_  
 Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 (attach time sheets) \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 Other (specify): \_\_\_\_\_ Charges: \$ \_\_\_\_\_

white⇒business office pink⇒accounts receivable cyan⇒school secretary gold⇒requesting organization reference policy #707 (8/02)

195



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization NOTARA DANCE THEATRE, INC Today's Date 9-17-12

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: NUTCRACKER BALLET 2012 - MIKE SILVOY WILL BE WORKING WITH US.

Name of School Requested EAST STROUDSBURG HIGH SCHOOL SOUTH (AUDITORIUM)

DAY(S) from — DATE(S) — to from — HOURS — to DESCRIPTION (meeting, practice, game, rehearsal, performance,...)

LOAD IN SCENERY SUNDAY NOV:18 - TIME TO BE SET BY MIKE SILVOY  
ADDING LIGHTS WITH MIKE DURING WEEK - ONLY MIKE + TECH DIRECTOR SCOTT MATTHEW  
TECHNICAL REHEARSAL WEDNESDAY NOV:21 - AUDITORIUM ONLY WITH CAST + CREW 6:00 PM  
DRESS REHEARSAL FRIDAY NOV:23 - CAST + CREW 6:00 - 11 PM STAGE + CHANGING AREA  
TWO SHOWS SATURDAY NOV:24 2:30 + 7:30 PM - ONE SHOW SUNDAY NOV:25 (CAST AT 12 NOON)

Facility Required:  Auditorium  Stadium  Cafeteria  Gymnasium  
 All-Purpose Room  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  Other (specify) BLACK BOX AND CAFETERIA FOR DRESSING ROOM FOR CHANGING

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) FOR MAKE UP

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

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

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

Name SALLY KAY NOTARA Address PO BOX 368 Phone 973-347-1111  
Name \_\_\_\_\_ Address STANHOPE NJ 07874 Phone 6229

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 Sally Kay Notara, President Phone (day) 973 349 6229  
Responsible Organization Official (eve.) \_\_\_\_\_  
Billing Address PO Box 368 Stanhope NJ 07874 WORK 570 421-1718

APPROVALS: Principal \_\_\_\_\_ Date 9/21/12  
Business Administrator [Signature] Date 10/8/12  
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: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>196</u>	Charges: \$ _____
_____	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Rotary Club of The Stroudsburg Today's Date 9/16/12

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 \$ 7.00 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: 38th Annual Spaghetti Dinner  
Name of School Requested East Stroudsburg High School South

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<del>May 3, 2013</del> <u>April 26</u> <del>5-8</del>	<del>5<sup>00</sup> - 8 pm</del>	<del>make meatballs, prep.</del>
<del>May 4, 2013</del> <u>April 27</u> <del>10</del>	<del>10<sup>00</sup> - 8pm</del>	<del>food prep - spaghetti dinner</del>

- Facility Required:
- All-Purpose Room
  - Auditorium
  - Stadium
  - Swimming Pool (requires proof of certified lifeguard)
  - Stage
  - Classrooms # \_\_\_\_\_
  - Cafeteria
  - Kitchen/Preparation
  - Gymnasium
  - Kitchen/Serving
  - Fields (specify) \_\_\_\_\_
  - Other (specify) \_\_\_\_\_
- 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:  
\$ on file Bodily Injury Liability (\$500,000 minimum) \$ on file Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.  
Name Leslie Underhill Address PO box 38 Shawnee PA Phone 476-1714  
Name \_\_\_\_\_ Address 18356 Phone \_\_\_\_\_

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

Signature [Signature] Responsible Organization Official Phone (day) cell 570-460-2304 (eve.) \_\_\_\_\_

Billing Address \_\_\_\_\_

APPROVALS: Principal [Signature] Date 9/21/12  
Business Administrator [Signature] Date 10/8/12  
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: _____	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>197</u>	Charges: \$ _____
_____	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BPO Elks Lodge 319 Today's Date 10/5/12

Non-Profit? Will an admission fee be charged? 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: Basketball Hoop Shoot

Name of School Requested JTH

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

- Facility Required: Auditorium, Stadium, Cafeteria, Gymnasium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other.
Equipment Required: 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.

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:

\$ 1,000,000 Bodily Injury Liability \$1,000,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) (\$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 Richard Laverdure HAROLD Address 260 Washington St Phone 421-8760
Name Jerone Henderson LITZ Address 260 Washington St Phone 460-5156

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 Harold J. Litz 570-236-5335 Phone (day) 460-5156 (eve.)
Billing Address 260 Washington St. E. Stroudsburg PA 18301

APPROVALS: Principal Business Administrator Date 10/5/12
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 3 - Charges: \$
Personnel Employed: Charges: \$
Other (specify): 198 Charges: \$

B A T C H I N F O R M A T I O N

Batch number: 23349      Date of Batch: 10/15/2012      Batch Totals      Debit      Credit  
 User ID: KJK      Re-entry date: 10/04/2012      156,269.68      156,269.68  
 Re-entry User ID: KJK  
 Closing date: 10/31/2012

DK Budget Transfers - 10/15/12 Meeting  
October 15, 2012

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
10/15/2012	00001	10-2360-810-000-00-02	SUPT., DUES & FEES	F-PASBO Board Devel.Value	224.00	00001
10/15/2012	00001	10-2310-810-000-00-01	BOARD SERVICE,DUES & FEES	T-PASBO Board Devel.Value	224.00	00001
10/15/2012	00002	10-2360-550-000-00-02	SUPT., PRINTING/BIND.	F-BUSINESS CARDS (HORTON)	64.00	00002
10/15/2012	00002	10-2310-550-000-00-01	BOARD SERVICE,PRINTING/BINDING	T-BUSINESS CARDS (HORTON)	64.00	00002
10/15/2012	00003	10-2360-810-000-00-02	SUPT., DUES & FEES	F-ADJUST ORIGINAL BUDGET	3,500.00	00003
10/15/2012	00003	10-2360-761-000-00-02	SUPT., REPL. EQUIP, GASB	T-ADJUST ORIGINAL BUDGET	2,500.00	00003
10/15/2012	00003	10-2360-640-000-00-02	SUPT., BOOKS/PERIODICAL	T-ADJUST ORIGINAL BUDGET	500.00	00003
10/15/2012	00003	10-2360-618-000-00-02	SUPT., TECH SUPPLIES	T-ADJUST ORIGINAL BUDGET	500.00	00003
10/15/2012	00004	10-2830-300-000-00-03	PERSONNEL, CONTRACT SERVICE	F-COVER COST-NEW COPIER	238.68	00004
10/15/2012	00004	10-2830-442-000-00-03	PERSONNEL, EQUIPMENT RENTAL	T-COVER COST-NEW COPIER	238.68	00004
10/15/2012	00005	10-2260-530-000-10-00-04	CURRICULUM,POSTAGE	F-COVER BOND INSURANCE	675.00	00005
10/15/2012	00005	10-2260-525-000-10-00-04	CURRICULUM,BONDING INSURANCE	T-COVER BOND INSURANCE	675.00	00005
10/15/2012	00006	10-2270-810-000-30-00-04	STAFF DEV., SEC., DUES & FEES	F-COVER DUES FOR ELEM.	200.00	00006
10/15/2012	00006	10-2270-810-000-10-00-04	STAFF DEV., ELEM,DUES & FEES	T-COVER DUES FOR ELEM.	200.00	00006
10/15/2012	00007	10-2834-580-000-10-00-04	CURR/FED., CERT/NON-INSTR.CONF.	F-COVER COL.IU20 CONF.	26.00	00007
10/15/2012	00007	10-2834-580-000-00-00-04	CURR/FED., CERTIF/CONF.TRAVEL	T-COVER COL.IU20 CONF.	26.00	00007
10/15/2012	00008	10-2271-580-000-10-00-04	STAFF DEV., ELEM, CONF (Teachers)	F-COVER SEC.TEACHER CONF.	1,814.45	00008
10/15/2012	00008	10-2271-580-000-30-00-04	STAFF DEV., SEC., CONF (Teachers)	T-COVER SEC.TEACHER CONF.	1,814.45	00008
10/15/2012	00009	10-2834-580-000-10-00-04	CURR/FED., CERT/NON-INSTR.CONF.	F-COVER SEC.TEACHER CONF	147.24	00009
10/15/2012	00009	10-2271-580-000-30-00-04	STAFF DEV., SEC., CONF (Teachers)	T-COVER SEC.TEACHER CONF	147.24	00009
10/15/2012	00010	10-2270-610-000-10-00-04	STAFF DEV., ELEM,SUPPLIES	F-COST OF 12/13 DUES	75.00	00010
10/15/2012	00010	10-2270-810-000-10-00-04	STAFF DEV., ELEM,DUES & FEES	T-COST OF 12/13 DUES	75.00	00010
10/15/2012	00011	10-2390-300-000-00-00-05	AUTHORITY EXP.,PAYING AGENT	F-COVER INVESTMENT FEES	80.12	00011
10/15/2012	00011	10-2390-300-002-00-00-05	INVESTMENT MANAGEMENT FEES	T-COVER INVESTMENT FEES	80.12	00011

DK Budget Transfers - 10/15/12 Meeting  
October 15, 2012

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00012	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF. CONTR. SVC	F-COVER MAINT CANON COPIE	5,000.00CR	
10/15/2012	00012	10-2500-400-000-00-00-05	BUSINESS OFFICE, PROPERTY SVC.	T-COVER MAINT. CANON COPY	5,000.00	00012
10/15/2012	00013	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF. CONTR. SVC	F-COVER CANON COP. LEASE	4,507.56CR	
10/15/2012	00013	10-2500-442-000-00-00-05	BUSINESS OFFICE, EQUIP. RENTAL	T-COVER CANON COP. LEASE	4,507.56	00013
10/15/2012	00014	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF. CONTR. SVC	F-COVER REQUISITION MODUL	10,200.00CR	
10/15/2012	00014	10-2500-759-000-00-00-05	BUSINESS OFFICE, TECH. EQ. >\$2500	T-COVER REQUISITION MODUL	10,200.00	00014
10/15/2012	00015	10-2500-618-000-00-00-05	BUSINESS OFFICE, TECH SUPPLIES	F-PURCHASE OF FINANCE BK	67.00CR	
10/15/2012	00015	10-2500-640-000-00-00-05	BUSINESS OFFICE, BOOKS/PERIOD.	T-PURCHASE OF FINANCE BK	67.00	00015
10/15/2012	00016	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-COPY MAINT. PROG. PHASE#3	2,516.40CR	
10/15/2012	00016	10-1100-400-000-10-17-17	ESE, INST., PROPERTY SERVICE	T-COPY MAINT. PROG. PHASE#3	2,516.40	00016
10/15/2012	00017	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-MAINT. COPIER PHASE#3	2,273.40CR	
10/15/2012	00017	10-2380-442-000-30-31-31	EHS, PRIN., EQUIPMENT RENTAL	T-MAINT. COPIER PHASE#3	2,273.40	00017
10/15/2012	00018	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-MAINT COPIER PROG. PHASE	1,530.96CR	
10/15/2012	00018	10-2380-442-000-10-16-16	BES, PRIN., EQUIPMENT RENTAL	T-MAINT COPIER PROG. PHASE	1,530.96	00018
10/15/2012	00019	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-Cover Copier Lease ESE	3,925.80CR	
10/15/2012	00019	10-2380-442-000-10-17-17	ESE, PRIN., EQUIPMENT RENTAL	T-Cover Copier Lease ESE	3,925.80	00019
10/15/2012	00020	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-Cover Copier Lease ESE	19,413.72CR	
10/15/2012	00020	10-1100-442-000-10-17-17	ESE, INST, EQUIPMENT RENTAL	T-Cover Copier Lease ESE	19,413.72	00020
10/15/2012	00021	10-2840-538-000-00-00-06	ITEC, INTERNET ACCESS	F-Cover Copier Maint. ESE	561.60CR	
10/15/2012	00021	10-2380-400-000-10-17-17	ESE, PRIN., PROPERTY SERVICE	T-Cover Copier Maint. ESE	561.60	00021
10/15/2012	00022	10-2700-640-000-00-00-07	TRANSPORTATION, BOOKS/PERIOD.	F-ADJ. ORIGINAL BUD. ENTRIE	4,500.00CR	
10/15/2012	00022	10-2700-650-000-00-00-07	TRANSPORTATION, TECH BOOKS	F-ADJ. ORIGINAL BUD. ENTRIE	28,450.00CR	
10/15/2012	00022	10-2700-758-000-00-00-07	TRANSPORTATION, NEW TECH EQUIP.	F-ADJ. ORIGINAL BUD. ENTRIE	6,800.00CR	
10/15/2012	00022	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	F-ADJ. ORIGINAL BUD. ENTRIE	800.00CR	
10/15/2012	00022	10-2700-750-000-00-00-07	TRANSPORTATION, NEW EQUIPMENT	T-ADJ. ORIGINAL BUD. ENTRIE	32,250.00	
10/15/2012	00022	10-2700-810-000-00-00-07	TRANSPORTATION, DUES & FEES	T-ADJ. ORIGINAL BUD. ENTRIE	8,300.00	00022
10/15/2012	00023	10-2830-300-000-10-00-09	PUPIL SVCS, ELEM, CONTR. SERVICES	F-COST OF DRUG/ALCOHOL	2,000.00	
10/15/2012	00023	10-2830-300-000-20-00-09	PUPIL SVCS, INT., CONTR. SERVICES	T-COST OF DRUG/ALCOHOL	2,000.00	00023
10/15/2012	00024	10-2830-300-000-10-00-09	PUPIL SVCS, ELEM, CONTR. SERVICES	F-COST OF DRUG/ALCOHOL	2,000.00CR	
10/15/2012	00024	10-2830-300-000-30-00-09	PUPIL SVCS, SEC., CONTR. SERVICES	T-COST OF DRUG/ALCOHOL	2,000.00	00024
10/15/2012	00025	10-1100-610-000-10-10-10	RES, INSTR, SUPPLIES	F-Additional books needed	11,332.85CR	
10/15/2012	00025	10-1100-640-000-10-10-10	RES, INSTR, BOOKS/PERIODICALS	T-Additional books needed	11,332.85	00025

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October 15, 2012

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Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00026	10-2380-610-010-10-12-12	SMI,PRIN., BID SUPPLIES	F-COST PI DELTA KAPPA	90.00CR	
10/15/2012	00026	10-2380-810-000-10-12-12	SMI,PRIN., DUES & FEES	T-COST PI DELTA KAPPA	90.00	00026
10/15/2012	00027	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	F-PURCHASE TONER/COPIER	240.00CR	
10/15/2012	00027	10-2380-618-000-10-16-16	BES, PRIN., TECH SUPPLIES	T-PURCHASE TONER/COPIER	240.00	00027
10/15/2012	00028	10-1100-610-010-10-17-17	ESE, INSTR, BID SUPPLIES	F-PURCHASE ADDITIONAL BKS	5,354.20CR	
10/15/2012	00028	10-1100-640-000-10-17-17	ESE, INSTR, BOOKS/PERIODICALS	T-PURCHASE ADDITIONAL BKS	5,354.20	00028
10/15/2012	00029	10-2620-610-000-30-31-24	EHS, CUST., SUPPLIES	F-ADJ A/C PROPANE (W.END)	2,500.00CR	
10/15/2012	00029	10-2620-423-000-30-31-24	EHS, CUST., BOTTLED PROPANE	T-ADJ A/C PROPANE (W.END)	2,500.00	00029
10/15/2012	00030	10-1100-610-010-30-51-33	ART, EHN, BID SUPPLIES	F-COVER ART ED. CONFERENCE	200.00CR	
10/15/2012	00030	10-2271-324-000-30-52-33	ART, LIS, CONFERENCE TRAINING	T-COVER ART ED. CONFERENCE	200.00	00030
10/15/2012	00031	10-1100-610-010-20-52-33	ART, LIS, BID SUPPLIES	F-ADJ.A/C USE NEW FORMAT	6,000.00CR	
10/15/2012	00031	10-1100-610-010-30-52-33	ART, LIS, BID SUPPLIES	T-ADJ.A/C USE NEW FORMAT	6,000.00	00031
10/15/2012	00032	10-1100-610-010-20-52-33	ART, LIS, BID SUPPLIES	F-ADJ.A/C'S TO NEW FORMAT	2,100.00CR	
10/15/2012	00032	10-1100-610-000-30-52-33	ART, LIS, SUPPLIES	T-ADJ.A/C'S TO NEW FORMAT	2,100.00	00032
10/15/2012	00033	10-1100-610-010-30-51-33	ART, EHN, BID SUPPLIES	F-SUPPLIES NOT ON BID	363.37CR	
10/15/2012	00033	10-1100-610-000-30-51-33	ART, EHN, SUPPLIES	T-SUPPLIES NOT ON BID	363.37	00033
10/15/2012	00034	10-1360-650-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	F-REPL.BULB LCD RM 103	169.84CR	
10/15/2012	00034	10-2840-618-000-00-00-06	IITEC, TECH SUPPLIES	T-REPL.BULB LCD RM 103	169.84	00034
10/15/2012	00035	10-1360-650-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	F-REPL.KEYBOARD MAC LAB	138.00CR	
10/15/2012	00035	10-1360-618-000-30-31-34	BUSINESS ED., EHS, TECH SUPPLIES	T-REPL.KEYBOARD MAC LAB	138.00	00035
10/15/2012	00036	10-1360-650-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	F-ADDL.BKS/INCREASED CLAS	1,111.00CR	
10/15/2012	00036	10-1360-640-000-30-31-34	BUSINESS ED., EHS, BOOKS/PERIODI	T-ADDL.BKS/INCREASED CLAS	1,111.00	00036
10/15/2012	00037	10-2120-610-000-10-10-38	GUIDANCE, RES, SUPPLIES	F-PUR.COUNSEL RESOURCE	16.02CR	
10/15/2012	00037	10-2120-640-000-10-12-38	GUIDANCE, SMI, BOOKS/PERIODICALS	T-PUR.COUNSEL RESOURCE	16.02	00037
10/15/2012	00038	10-2120-581-000-10-11-38	GUIDANCE, JMH, MILEAGE	F-PURCHASE POSITIVE PROMO	5.95CR	
10/15/2012	00038	10-2120-640-000-10-17-38	GUIDANCE, ESE, BOOKS/PERIODICALS	T-PURCHASE POSITIVE PROMO	5.95	00038
10/15/2012	00039	10-2271-580-000-30-32-38	GUIDANCE, JTL, CERT/INSTR. CONF.	F-ADDDIT-SCHEDULING CARDS	300.00CR	
10/15/2012	00039	10-2120-610-000-30-32-38	GUIDANCE, JTL, SUPPLIES	T-ADDDIT-SCHEDULING CARDS	300.00	00039
10/15/2012	00040	10-1100-610-010-30-31-40	F&CS, EHS, BID SUPPLIES	F-COVER SUPPLY/NOT ON BID	10,459.12CR	
10/15/2012	00040	10-1100-610-000-30-31-40	F&CS, EHS, SUPPLIES	T-COVER SUPPLY/NOT ON BID	10,459.12	00040
10/15/2012	00041	10-2250-810-000-10-10-42	LIBRARY, RES, DUES&FEES	F-INVOICE OVER BY BUDGET	.07CR	

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DK Budget Transfers - 10/15/12 Meeting  
October 15, 2012

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Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00041	10-2250-650-000-10-10-42	LIBRARY, RES, SOFTWARE/VIDEOS	T-INVOICE OVER BY BUDGET	.07	
10/15/2012	00042	10-2250-810-000-10-11-42	LIBRARY, JMH, DUES&FEES	F-FOLLETT PRICE HIGHER	9.00	00041
10/15/2012	00042	10-2250-640-000-10-11-42	LIBRARY, JMH, BOOKS/PERIODICALS	T-FOLLETT PRICE HIGHER	9.00	
10/15/2012	00043	10-2250-650-000-10-11-42	LIBRARY, JMH, SOFTWARE/VIDEOS	F-INCREASED PRICE FOLLETT	.36	00042
10/15/2012	00043	10-2250-640-000-10-11-42	LIBRARY, JMH, BOOKS/PERIODICALS	T-INCREASED PRICE FOLLETT	.36	
10/15/2012	00044	10-2250-610-000-10-11-42	LIBRARY, JMH, SUPPLIES	F-INCREASED PRICE FOLLETT	39.97	00043
10/15/2012	00044	10-2250-640-000-10-11-42	LIBRARY, JMH, BOOKS/PERIODICALS	T-INCREASED PRICE FOLLETT	39.97	
10/15/2012	00045	10-2250-610-000-30-51-42	LIBRARY, EHN, SUPPLIES	F-3M SECURITY GATES INCRE	.00	00044
10/15/2012	00045	10-2250-400-000-30-51-42	LIBRARY, EHN, PROPERTY SERVICE	T-3M SECURITY GATES INCRE	.00	
10/15/2012	00046	10-2250-610-000-30-51-42	LIBRARY, EHN, SUPPLIES	F-TONER FOR A REPL.PRINTE	288.00	00045
10/15/2012	00046	10-2250-650-000-30-51-42	LIBRARY, EHN, SOFTWARE/VIDEOS	T-TONER FOR A REPL.PRINTE	288.00	
10/15/2012	00047	10-2250-640-000-30-51-42	LIBRARY, EHN, BOOKS/PERIODICALS	F-REPLACE DESK PRINTER	2,468.00	00046
10/15/2012	00047	10-2250-650-000-30-51-42	LIBRARY, EHN, SOFTWARE/VIDEOS	T-REPLACE DESK PRINTER	2,468.00	
10/15/2012	00048	10-1100-640-000-30-51-43	MATH, EHN, BOOKS/PERIODICALS	F-SEND TEACHERS PCTM CONF	1,600.00	00047
10/15/2012	00048	10-2271-580-000-30-51-43	MATH, EHN, CERT/INST. CONF, TRAVEL	T-SEND TEACHERS PCTM CONF	1,600.00	
10/15/2012	00049	10-1100-640-000-30-51-43	MATH, EHN, BOOKS/PERIODICALS	F-CALCULATORS/KEYSTONE EX	100.00	00048
10/15/2012	00049	10-1100-610-000-30-51-43	MATH, EHN, SUPPLIES	T-CALCULATORS/KEYSTONE EX	100.00	
10/15/2012	00050	10-1100-750-000-30-32-43	MATH, JTL, NEW EQUIPMENT	F-REPL.BROKEN ACTIVSLATE	240.00	00049
10/15/2012	00050	10-1100-650-000-30-32-43	MATH, JTL, INSTR.TECH SOFTW/SUPP	T-REPL.BROKEN ACTIVSLATE	240.00	
10/15/2012	00051	10-2271-580-000-30-32-43	MATH, JTL, CERT/INST. CONFERENCES	F-REPL.PENCIL SHARPENERS	600.00	00050
10/15/2012	00051	10-1100-610-000-30-32-43	MATH, JTL, SUPPLIES	T-REPL.PENCIL SHARPENERS	600.00	
10/15/2012	00052	10-3200-300-000-30-51-44	BAND, EHN, CONTRACT SVCS.	F-CONSUL.MARCHING BAND	8,800.00	00051
10/15/2012	00052	10-1100-300-000-30-51-44	MUSIC, INSTR, EHN, PROF. CONTR. SVC	T-CONSUL.MARCHING BAND	8,800.00	
10/15/2012	00053	10-1100-751-000-30-51-44	MUSIC, INSTR, EHN, NEW EQUIP>2500	F-CONSULTANTS FOR NEW YR	100.00	00052
10/15/2012	00053	10-1100-300-000-30-51-44	MUSIC, INSTR, EHN, PROF. CONTR. SVC	T-CONSULTANTS FOR NEW YR	100.00	

Total: 156,269.68  
Debits: 156,269.68  
Credits:

112 Transactions  
0 Unbalanced references

----- END OF BATCH INFORMATION -----

Batch number: 23349 Date of Batch: 10/15/2012

Number of Journals -----

With errors: 0

Without errors: 1

Total: 1

Number of Transactions: 112

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	156,269.68	156,269.68
		156,269.68	156,269.68



B A T C H I N F O R M A T I O N

Batch number: 23369  
 Date of Batch: 10/15/2012  
 User ID: KJK  
 Re-entry date: 10/08/2012  
 Re-entry User ID: KJK  
 Closing date: 10/31/2012

----- Batch Totals -----  
 Debit 135,031.97  
 Credit 135,031.97

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Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
10/15/2012	00001	10-2830-768-000-00-00-03	PERSONNEL, REPL.TECH EQUIPMENT	F-PURCHASE OF NEW PRINTER	772.53	00001
10/15/2012	00001	10-2830-618-000-00-00-03	PERSONNEL, TECH SUPPLIES	T-PURCHASE OF NEW PRINTER	772.53	00001
10/15/2012	00002	10-1100-650-000-10-14-14	MSI, INSTR. TECH.SUPPLY/SOFTWARE	F-COVER ITEMS NOT ON BID	1,931.56	00002
10/15/2012	00002	10-1100-610-000-10-14-14	MSE, INSTR., SUPPLIES	T-COVER ITEMS NOT ON BID	1,931.56	00002
10/15/2012	00003	10-1100-650-000-10-14-14	MSI, INSTR. TECH.SUPPLY/SOFTWARE	F-ADDITIONAL COST ON BOOK	300.25	00003
10/15/2012	00003	10-1100-640-000-10-14-14	MSE, INSTR, BOOKS/PERIODICALS	T-ADDITIONAL COST ON BOOK	300.25	00003
10/15/2012	00004	10-1100-610-010-10-14-14	MSE, INSTR, BID SUPPLIES	F-COVER ITEMS NOT ON BID	688.95	00004
10/15/2012	00004	10-1100-610-000-10-14-14	MSE, INSTR., SUPPLIES	T-COVER ITEMS NOT ON BID	688.95	00004
10/15/2012	00006	10-2620-610-010-00-00-24	CUSTODIAL SVCS, BID SUPPLIES	F-COVER JTL ITEMS ON BID	500.00	00006
10/15/2012	00006	10-2620-610-010-30-32-24	JTL, CUST., BID SUPPLIES	T-COVER JTL ITEMS ON BID	500.00	00006
10/15/2012	00007	10-2620-610-000-30-32-24	JTL, CUST., SUPPLIES	F-COVER BID ITEMS	42.54	00007
10/15/2012	00007	10-2620-610-010-30-32-24	JTL, CUST., BID SUPPLIES	T-COVER BID ITEMS	42.54	00007
10/15/2012	00008	10-2271-580-000-30-32-43	MATH, JTL, CERT/INST. CONFERENCES	F-COVER ADDITIONAL SUPPLY	270.00	00008
10/15/2012	00008	10-1100-610-000-30-32-43	MATH, JTL, SUPPLIES	T-COVER ADDITIONAL SUPPLY	270.00	00008
10/15/2012	00009	10-2271-580-000-30-32-43	MATH, JTL, CERT/INST. CONFERENCES	F-COVER COST OF TRAINING	150.00	00009
10/15/2012	00009	10-2271-324-000-30-32-43	MATH, JTL, TRAINING	T-COVER COST OF TRAINING	150.00	00009
10/15/2012	00010	10-3200-610-000-30-32-45	CHORUS, JTL, SUPPLIES	F-COVER COST ACCOMPANIST	800.00	00010
10/15/2012	00010	10-3200-300-000-30-32-45	CHORUS, JTL, CONTRACT SVCS	T-COVER COST ACCOMPANIST	800.00	00010
10/15/2012	00011	10-3200-610-000-30-32-45	CHORUS, JTL, SUPPLIES	F-STUDENT REGIST. CHORAL	220.00	00011
10/15/2012	00011	10-3200-810-000-30-32-45	CHORUS, JTL, DUES & FEES	T-STUDENT REGIST. CHORAL	220.00	00011
10/15/2012	00012	10-1100-610-000-10-16-45	MUSIC, VOCAL, BES, SUPPLIES	F-COVER PMEA DUES	22.00	00012
10/15/2012	00012	10-1100-810-000-10-16-45	MUSIC, VOCAL, BES, DUES/FEES	T-COVER PMEA DUES	22.00	00012
10/15/2012	00013	10-1100-810-000-30-32-45	MUSIC, VOCAL, JTL, DUES/FEES	F-COST OF PMEA & ACDA DUE	75.00	00013
10/15/2012	00013	10-3200-810-000-30-32-45	CHORUS, JTL, DUES & FEES	T-COST OF PMEA & ACDA DUE	75.00	00013

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Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00014	10-1100-610-000-10-14-45	MUSIC,VOCAL,MSE,SUPPLIES	F-UPGRADE MUSIC SOFTWARE	.00	00013
10/15/2012	00014	10-1100-650-000-10-14-45	MUSIC,VOCAL,MSE,SOFTWARE/VIDEO	T-UPGRADE MUSIC SOFTWARE	160.00	
10/15/2012	00015	10-1100-610-000-10-12-45	MUSIC,VOCAL,SMI,SUPPLIES	F-SOFTWARE PROG/MICROPHON	.00	00014
10/15/2012	00015	10-1100-650-000-10-12-45	MUSIC,VOCAL,SMI,TECH.SOFTWARE	T-SOFTWARE PROG/MICROPHON	530.00	
10/15/2012	00016	10-1100-610-010-30-31-46	PHYS.ED.,EHS,BID SUPPLIES	F-ITEMS NO ONE BID ON	.00	00015
10/15/2012	00016	10-1100-610-000-30-31-46	PHYS.ED.,EHS,SUPPLIES	T-ITEMS NO ONE BID ON	968.70	
10/15/2012	00017	10-1100-610-010-30-32-46	PHYS.ED.,JTL,BID SUPPLIES	F-ITEMS NO VENDOR BID ON	.00	00016
10/15/2012	00017	10-1100-610-000-30-32-46	PHYS.ED.,JTL,SUPPLIES	T-ITEMS NO VENDOR BID ON	67.87	
10/15/2012	00018	10-2290-610-000-20-00-50	SPEC.ED.ADMIN,SUPPLIES	F-PRICE HIGHER THAN EXPEC	.50	00017
10/15/2012	00018	10-1225-610-890-20-00-50	SPEECH/LANG.,INT.,SUPPLIES	T-PRICE HIGHER THAN EXPEC	.50	
10/15/2012	00019	10-2290-610-000-20-00-50	SPEC.ED.ADMIN,SUPPLIES	F-BID PRICE HIGH/EXPECTED	.00	00018
10/15/2012	00019	10-2290-610-010-20-00-50	SPEC.ED.,INT.,BID SUPPLIES	T-BID PRICE HIGH/EXPECTED	313.14	
10/15/2012	00020	10-1241-640-320-30-00-50	LEARN.SUP.,SEC.,BOOKS/PERIOD.	F-COST EDMARK READING PRO	.00	00019
10/15/2012	00020	10-1211-640-320-30-00-50	LIFE SKILLS,SEC.,TEXTBOOKS	T-COST EDMARK READING PRO	616.97	
10/15/2012	00021	10-2290-530-000-30-00-50	SPEC.ED.SUPV.SEC.,EQUIP.RENTAL	F-RENTAL FEE POSTAGE METE	252.66	00021
10/15/2012	00021	10-2290-442-000-30-00-50	SPEC.ED.SUPV.SEC.,EQUIP.RENTAL	T-RENTAL FEE POSTAGE METE	252.66	
10/15/2012	00022	10-2271-580-000-30-31-61	GEN.ATHL.EHS,INSTR./CERT.CONF.	F-CORRECT A/C CODING	100.00	00022
10/15/2012	00022	10-2834-324-000-30-31-61	GEN.ATHL.EHS.,CONFERENCE TRAIN	T-CORRECT A/C CODING	.00	
10/15/2012	00023	10-2271-580-000-30-31-61	GEN.ATHL.EHS,INSTR./CERT.CONF.	F-CORRECT A/C CODING	212.26	00023
10/15/2012	00023	10-2834-580-000-30-31-61	GEN.ATHL.,EHS,CERT/N-INST.CONF	T-CORRECT A/C CODING	.00	
10/15/2012	00024	10-3200-400-000-30-31-61	GEN.ATHL.,EHS,PROPERTY SERVICE	F-PORTA POTTY SERV.12/13	.00	00024
10/15/2012	00024	10-3200-400-000-30-32-61	GEN.ATHL.,JTL,PROPERTY SERVICE	T-PORTA POTTY SERV.12/13	1,595.55	
10/15/2012	00025	10-3200-610-000-30-51-61	GEN.ATHL.,EHN,SUPPLIES	F-PURCHASE OF PRINTER INK	782.65	00025
10/15/2012	00025	10-3200-618-000-30-51-61	GEN.ATHL.,EHN,TECH SUPPLIES	T-PURCHASE OF PRINTER INK	.00	
10/15/2012	00026	10-3200-610-000-30-51-61	GEN.ATHL.,EHN,SUPPLIES	F-COVER BNS SPORTS ITEMS	203.84	00026
10/15/2012	00026	10-3202-610-000-30-51-71	SOCCER,EHN,GIRLS,SUPPLIES	T-COVER BNS SPORTS ITEMS	.00	
10/15/2012	00027	10-3200-610-000-30-51-78	ATHL.TRAINER,EHN,SUPPLIES	F-COVER GATOR MAINT.	1,200.00	00027
10/15/2012	00027	10-3200-400-000-30-51-78	ATHL.TRAINER,EHN,PROPERTY SVC	T-COVER GATOR MAINT.	.00	
10/15/2012	00028	10-3200-300-000-30-31-68	FOOTBALL,EHS,CONTRACT SERVICE	F-ADJ.A/C CODE AGILE TECH	800.00	00028
10/15/2012	00028	10-3200-650-000-30-31-68	FOOTBALL,EHS.TECH SUPPLIES	T-ADJ.A/C CODE AGILE TECH	.00	

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Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00031	10-3200-626-000-30-51-78	ATHL. TRAINER, EHN GASOLINE (CART	F-USING GAS FOR GATOR	150.00CR	
10/15/2012	00031	10-2620-626-000-30-51-24	EHN, CUST., GASOLINE	T-GAS FOR GATOR-ATHLETIC	150.00	00031
10/15/2012	00032	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF. CONTR. SVC	F-PRINT OF TAX REMINDERS	2,305.00CR	
10/15/2012	00032	10-2500-550-000-00-00-05	BUSINESS OFFICE, PRINTING	T-PRINT OF TAX REMINDERS	2,305.00	00032
10/15/2012	00034	10-2600-610-000-00-00-08	GEN. MAINT., SUPPLIES	F-PROSSER WATER TEST	1,000.00CR	
10/15/2012	00034	10-2600-400-000-30-00-08	GEN. MAINT., SEC., PROPERTY SVCS	F-PROSSER WATER TEST	1,000.00	00034
10/15/2012	00035	10-2600-610-000-00-00-08	GEN. MAINT., SUPPLIES	F-MAINT. PROG/ELEM. SCHOOLS	20,000.00CR	
10/15/2012	00035	10-2600-610-000-10-00-08	GEN. MAINT., ELEM., SUPPLIES	T-MAINT. PROG/ELEM. SCHOOLS	20,000.00	00035
10/15/2012	00036	10-2600-610-000-00-00-08	GEN. MAINT., SUPPLIES	F-COVER SEC. BUILDING PROG	20,000.00CR	
10/15/2012	00036	10-2600-610-000-30-00-08	GEN. MAINT., SEC., SUPPLIES	T-COVER SEC. BUILDING PROG	20,000.00	00036
10/15/2012	00037	10-2600-400-000-10-10-08	GEN. MAINT., RES, CONTRACT SVCS	F-REPAIR ON SIMPLEX RECOR	1,500.00CR	
10/15/2012	00037	10-2600-432-000-10-10-08	RES, MAINT. REPAIR/MAINT. EQUIP.	T-REPAIR ON SIMPLEX RECOR	1,500.00	00037
10/15/2012	00038	10-2600-400-000-10-11-08	MAINT., JMH PROPERTY SERVICE	F-MAINT ON ELEVATORS JMH	9,000.00CR	
10/15/2012	00038	10-2600-431-000-10-11-08	JMH, MAINT. BUILDING REPAIR/MAIN	T-MAINT ON ELEVATORS JMH	9,000.00	00038
10/15/2012	00039	10-2600-400-000-10-11-08	MAINT., JMH PROPERTY SERVICE	F-REPAIR ON SIMPLEX TIME	1,500.00CR	
10/15/2012	00039	10-2600-432-000-10-11-08	JMH, MAINT. REPAIR/MAINT. EQUIP.	T-REPAIR ON SIMPLEX TIME	1,500.00	00039
10/15/2012	00040	10-2600-400-000-10-14-08	MAINT., MSE, PROPERTY SERVICE	F-MAINT/INSPECT. ELEV. MSE	9,000.00CR	
10/15/2012	00040	10-2600-431-000-10-14-08	MSE, MAINT. BUILDING, REPAIR/MAIN	T-MAINT/INSPECT. ELEV. MSE	9,000.00	00040
10/15/2012	00041	10-2600-400-000-10-17-08	MAINT., ESE, PROPERTY SERVICE	F-MAINT/INSPECT. ELEV. ESE	8,000.00CR	
10/15/2012	00041	10-2600-431-000-10-17-08	ESE, MAINT. BUILDING, REPAIR/MAIN	T-MAINT/INSPECT. ELEV. ESE	8,000.00	00041
10/15/2012	00042	10-2600-400-000-10-16-08	MAINT., BES, PROPERTY SERVICE	F-MAINT/INSPECT ELEV. BES	2,000.00CR	
10/15/2012	00042	10-2600-432-000-10-16-08	BES, MAINT. REPAIR/MAINT. EQUIP.	T-MAINT/INSPECT ELEV. BES	2,000.00	00042
10/15/2012	00043	10-2600-400-000-10-16-08	MAINT., BES, PROPERTY SERVICE	F-MAINT ON SIMPLEX TIME	2,000.00CR	
10/15/2012	00043	10-2600-432-000-10-16-08	BES, MAINT. REPAIR/MAINT. EQUIP.	T-MAINT ON SIMPLEX TIME	2,000.00	00043
10/15/2012	00044	10-2600-400-000-30-31-08	MAINT., EHS, PROPERTY SERVICE	F-REPL. CSI NOTIFIER LCD	10,000.00CR	
10/15/2012	00044	10-2600-760-000-30-31-08	GEN. MAINT. EHS, REPL. EQUIP. >2500	T-REPL. CSI NOTIFIER LCD	10,000.00	00044
10/15/2012	00045	10-2600-400-000-30-32-08	MAINT., JTL, PROPERTY SERVICE	F-MAINT/INSPECT. ELEV. JTL	10,000.00CR	
10/15/2012	00045	10-2600-431-000-30-32-08	JTL, MAINT. BUILDING, REPAIR/MAIN	T-MAINT/INSPECT. ELEV. JTL	10,000.00	00045
10/15/2012	00046	10-2600-400-000-30-32-08	MAINT., JTL, PROPERTY SERVICE	F-MAINT/REPAIR SIMPLEX TI	1,500.00CR	
10/15/2012	00046	10-2600-432-000-30-32-08	JTL, MAINT. REPAIR/MAINT. EQUIP.	T-MAINT/REPAIR SIMPLEX TI	1,500.00	00046
10/15/2012	00047	10-2600-400-000-30-51-08	MAINT., EHN, PROPERTY SERVICE	F-MAINT/INSPECT. ELEV. HSN	10,000.00CR	

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DK Budget Transfers 10/15/12 Meeting  
October 15, 2012 (continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00047	10-2600-431-000-30-51-08	EHN, MAINT. BUILDING, REPAIR/MAIN	T-MAINT/INSPECT. ELEV. HSN	10,000.00	00047
10/15/2012	00048	10-2600-400-000-30-51-08	MAINT., EHN, PROPERTY SERVICE	F-GROUND MAINTENACNE	1,000.00CR	00048
10/15/2012	00048	10-2600-442-000-30-51-08	GEN. MAINT. EHN, RENTAL EQUIPMENT	T-GROUND MAINTENACNE	1,000.00	00048
10/15/2012	00049	10-2600-400-000-30-52-08	GEN. MAINT., LIS, PROPERTY SVC.	F-MAINT/INSPECT. ELEV. LEHN	10,000.00CR	00049
10/15/2012	00049	10-2600-431-000-30-52-08	LIS, MAINT. BUILDING, REPAIR/MAIN	T-MAINT/INSPECT. ELEV. LEHN	10,000.00	00049
10/15/2012	00050	10-2600-400-000-30-52-08	GEN. MAINT., LIS, PROPERTY SVC.	F-REPAIR/MAINT SIMPLEX LE	2,500.00CR	00050
10/15/2012	00050	10-2600-432-000-30-52-08	LIS, MAINT. REPAIR/MAINT. EQUIP.	F-REPAIR/MAINT SIMPLEX LE	2,500.00	00050
					Total:	
					92 Transactions	135,031.97
					0 Unbalanced references	135,031.97
						Credits:

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E N D O F B A T C H I N F O R M A T I O N -----

Batch number: 23369 Date of Batch: 10/15/2012

Number of Journals -----

With errors: 0

Without errors: 1

Total: ----- 1

Number of Transactions: 92

F U N D T O T A L S

Fund	Description	Debit	Credit
00010	GENERAL FUND	135,031.97	135,031.97
		135,031.97	135,031.97
		=====	=====

B A T C H I N F O R M A T I O N

Batch number: 23370 Date of Batch: 10/15/2012 Batch Totals Credit  
 User ID: RST Debit 36,624.19  
 Re-entry date: 36,624.19  
 Re-entry User ID:  
 Closing date: 10/31/2012

DK BUDGET TRANSFERS 10/15/12 MEETING  
October 15, 2012

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
10/15/2012	00001	10-3203-610-000-30-31-64	CHEERLEAD, EHS, FALL, SUPPLIES	F-T-O COVER ATHL BID EHS	995.00	
10/15/2012	00001	10-3200-610-010-30-31-64	CHEERLEADING, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	995.00	
10/15/2012	00001	10-3200-610-000-30-31-67	FIELD HOCKEY, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	763.35	
10/15/2012	00001	10-3200-610-010-30-31-67	FIELD HOCKEY, EHS, BID SUPPLIES	F-T-O COVER ATHL BID EHS	763.35	
10/15/2012	00001	10-3200-610-000-30-31-68	FOOTBALL, EHS, SUPPLIES	T-T-O COVER ATHL BID EHS	3,529.45	
10/15/2012	00001	10-3200-610-010-30-31-68	FOOTBALL, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	3,529.45	
10/15/2012	00001	10-3200-610-000-30-31-69	GOLF, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	32.00	
10/15/2012	00001	10-3200-610-010-30-31-69	GOLF, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	32.00	
10/15/2012	00001	10-3200-610-000-30-31-70	RIFLE, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	2,745.50	
10/15/2012	00001	10-3200-610-010-30-31-70	RIFLE, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	2,745.50	
10/15/2012	00001	10-3200-610-000-30-31-72	SOFTBALL, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	49.10	
10/15/2012	00001	10-3200-610-010-30-31-72	SOFTBALL, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	49.10	
10/15/2012	00001	10-3200-610-000-30-31-73	SWIMMING, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	2,775.08	
10/15/2012	00001	10-3200-610-010-30-31-73	SWIMMING, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	2,775.08	
10/15/2012	00001	10-3200-610-000-30-31-77	VOLLEYBALL, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	867.30	
10/15/2012	00001	10-3200-610-010-30-31-77	VOLLEYBALL, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	867.30	
10/15/2012	00001	10-3200-610-000-30-31-78	ATHL. TRAINER, EHS, SUPPLIES	F-T-O COVER ATHL BID EHS	275.15	
10/15/2012	00001	10-3200-610-010-30-31-78	ATHL. TRAINER, EHS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	275.15	
10/15/2012	00001	10-3201-610-000-30-31-63	BASKETBALL, EHS, BOYS, SUPPLIES	F-T-O COVER ATHL BID EHS	318.95	
10/15/2012	00001	10-3201-610-010-30-31-63	BASKETBALL, EHS, BOYS, BID SUPPLY	F-T-O COVER ATHL BID EHS	318.95	
10/15/2012	00001	10-3201-610-000-30-31-71	SOCCER, EHS, BOYS, SUPPLIES	F-T-O COVER ATHL BID EHS	408.00	
10/15/2012	00001	10-3201-610-010-30-31-71	SOCCER, EHS, BOYS, BID SUPPLIES	F-T-O COVER ATHL BID EHS	408.00	
10/15/2012	00001	10-3201-610-000-30-31-75	TRACK, EHS, BOYS, SUPPLIES	F-T-O COVER ATHL BID EHS	958.08	
10/15/2012	00001	10-3201-610-010-30-31-75	TRACK, EHS, BOYS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	958.08	
10/15/2012	00001	10-3202-610-000-30-31-63	BASKETBALL, EHS, GIRLS, SUPPLIES	F-T-O COVER ATHL BID EHS	507.24	
10/15/2012	00001	10-3202-610-010-30-31-63	BASKETBALL, EHS, GIRLS, BID SUPPL	T-T-O COVER ATHL BID EHS	507.24	
10/15/2012	00001	10-3202-610-000-30-31-71	SOCCER, EHS, GIRLS, SUPPLIES	F-T-O COVER ATHL BID EHS	408.00	
10/15/2012	00001	10-3202-610-010-30-31-71	SOCCER, EHS, GIRLS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	408.00	
10/15/2012	00001	10-3202-610-000-30-31-74	TENNIS, EHS, GIRLS, SUPPLIES	F-T-O COVER ATHL BID EHS	219.74	
10/15/2012	00001	10-3202-610-010-30-31-74	TENNIS, EHS, GIRLS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	219.74	
10/15/2012	00001	10-3202-610-000-30-31-75	TRACK, EHS, GIRLS, SUPPLIES	F-T-O COVER ATHL BID EHS	1,099.00	
10/15/2012	00001	10-3202-610-010-30-31-75	TRACK, EHS, GIRLS, BID SUPPLIES	T-T-O COVER ATHL BID EHS	1,099.00	
10/15/2012	00002	10-3200-610-000-30-32-62	BASEBALL, JTL, SUPPLIES	F-T-O COVER ATHL BID JTL	231.11	
10/15/2012	00002	10-3200-610-010-30-32-62	BASEBALL, JTL, BID SUPPLIES	T-T-O COVER ATHL BID JTL	231.11	

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**DK BUDGET TRANSFERS 10/15/12 MEETING**  
**October 15, 2012**

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00002	10-3200-610-000-30-32-66	CROSS COUNTRY, JTL, SUPPLIES	F-TO COVER ATHL BID	124.44	JTL
10/15/2012	00002	10-3200-610-000-30-32-66	CROSS COUNTRY, JTL, BID SUPPLIES	T-TO COVER ATHL BID	124.44	JTL
10/15/2012	00002	10-3200-610-000-30-32-67	FIELD HOCKEY, JTL, SUPPLIES	F-TO COVER ATHL BID	754.45	CR
10/15/2012	00002	10-3200-610-000-30-32-67	FIELD HOCKEY, JTL, BID SUPPLIES	T-TO COVER ATHL BID	754.45	CR
10/15/2012	00002	10-3200-610-000-30-32-68	FOOTBALL, JTL, SUPPLIES	F-TO COVER ATHL BID	57.76	CR
10/15/2012	00002	10-3200-610-000-30-32-68	FOOTBALL, JTL, BID SUPPLIES	T-TO COVER ATHL BID	57.76	CR
10/15/2012	00002	10-3200-610-000-30-32-72	SOFTBALL, JTL, SUPPLIES	F-TO COVER ATHL BID	431.44	CR
10/15/2012	00002	10-3200-610-000-30-32-72	SOFTBALL, JTL, BID SUPPLIES	T-TO COVER ATHL BID	431.44	CR
10/15/2012	00002	10-3200-610-000-30-32-77	VOLLEYBALL, JTL, SUPPLIES	F-TO COVER ATHL BID	6.72	CR
10/15/2012	00002	10-3200-610-000-30-32-77	VOLLEYBALL, JTL, BID SUPPLIES	T-TO COVER ATHL BID	6.72	CR
10/15/2012	00002	10-3201-610-000-30-32-63	BASKETBALL, JTL, BOYS, SUPPLIES	F-TO COVER ATHL BID	547.52	CR
10/15/2012	00002	10-3201-610-000-30-32-63	BASKETBALL, JTL, BOYS, BID SUPPLY	T-TO COVER ATHL BID	547.52	CR
10/15/2012	00002	10-3201-610-000-30-32-71	SOCCER, JTL, BOYS, SUPPLIES	F-TO COVER ATHL BID	205.00	CR
10/15/2012	00002	10-3201-610-000-30-32-71	SOCCER, JTL, BOYS, BID SUPPLIES	T-TO COVER ATHL BID	205.00	CR
10/15/2012	00002	10-3201-610-000-30-32-75	TRACK, JTL, BOYS, SUPPLIES	F-TO COVER ATHL BID	1,280.76	CR
10/15/2012	00002	10-3201-610-000-30-32-75	TRACK, JTL, BOYS, BID SUPPLIES	T-TO COVER ATHL BID	1,280.76	CR
10/15/2012	00003	10-3200-610-000-30-51-62	BASEBALL, EHN, SUPPLIES	F-TO COVER ATHL BID	1,411.00	CR
10/15/2012	00003	10-3200-610-000-30-51-62	BASEBALL, EHN, BID SUPPLIES	T-TO COVER ATHL BID	1,411.00	CR
10/15/2012	00003	10-3200-610-000-30-51-67	FIELD HOCKEY, EHN, SUPPLIES	F-TO COVER ATHL BID	522.85	CR
10/15/2012	00003	10-3200-610-000-30-51-67	FIELD HOCKEY, EHN, BID SUPPLIES	T-TO COVER ATHL BID	522.85	CR
10/15/2012	00003	10-3200-610-000-30-51-68	FOOTBALL, EHN, SUPPLIES	F-TO COVER ATHL BID	4,254.88	CR
10/15/2012	00003	10-3200-610-000-30-51-68	FOOTBALL, EHN, BID SUPPLIES	T-TO COVER ATHL BID	4,254.88	CR
10/15/2012	00003	10-3200-610-000-30-51-72	SOFTBALL, EHN, SUPPLIES	F-TO COVER ATHL BID	872.88	CR
10/15/2012	00003	10-3200-610-000-30-51-72	SOFTBALL, EHN, BID SUPPLIES	T-TO COVER ATHL BID	872.88	CR
10/15/2012	00003	10-3200-610-000-30-51-76	WRESTLING, EHN, SUPPLIES	F-TO COVER ATHL BID	361.60	CR
10/15/2012	00003	10-3200-610-000-30-51-76	WRESTLING, EHN, BID SUPPLIES	T-TO COVER ATHL BID	361.60	CR
10/15/2012	00003	10-3200-610-000-30-51-78	ATHL. TRAINER, EHN, SUPPLIES	F-TO COVER ATHL BID	106.30	CR
10/15/2012	00003	10-3200-610-000-30-51-78	ATHL. TRAINER, EHN, BID SUPPLIES	T-TO COVER ATHL BID	106.30	CR
10/15/2012	00003	10-3201-610-000-30-51-63	BASKETBALL, EHN, BOYS, SUPPLIES	F-TO COVER ATHL BID	302.17	CR
10/15/2012	00003	10-3201-610-000-30-51-63	BASKETBALL, EHN, BOYS, BID SUPPLY	T-TO COVER ATHL BID	302.17	CR
10/15/2012	00003	10-3201-610-000-30-51-71	SOCCER, EHN, BOYS, SUPPLIES	F-TO COVER ATHL BID	961.50	CR
10/15/2012	00003	10-3201-610-000-30-51-71	SOCCER, EHN, BOYS, BID SUPPLIES	T-TO COVER ATHL BID	961.50	CR
10/15/2012	00003	10-3201-610-000-30-51-74	TENNIS, EHN, BOYS, SUPPLIES	F-TO COVER ATHL BID	354.40	CR
10/15/2012	00003	10-3201-610-000-30-51-74	TENNIS, EHN, BOYS, BID SUPPLIES	T-TO COVER ATHL BID	354.40	CR
10/15/2012	00003	10-3201-610-000-30-51-75	TRACK, EHN, BOYS, SUPPLIES	F-TO COVER ATHL BID	442.65	CR
10/15/2012	00003	10-3201-610-000-30-51-75	TRACK, EHN, BOYS, BID SUPPLIES	T-TO COVER ATHL BID	442.65	CR
10/15/2012	00003	10-3202-610-000-30-51-63	BASKETBALL, EHN, GIRLS, SUPPLIES	F-TO COVER ATHL BID	357.44	CR
10/15/2012	00003	10-3202-610-000-30-51-63	BASKETBALL, EHN, GIRLS, BID SUPPL	T-TO COVER ATHL BID	357.44	CR
10/15/2012	00003	10-3202-610-000-30-51-71	SOCCER, EHN, GIRLS, SUPPLIES	F-TO COVER ATHL BID	80.72	CR
10/15/2012	00003	10-3202-610-000-30-51-71	SOCCER, EHN, GIRLS, BID SUPPLIES	T-TO COVER ATHL BID	80.72	CR
10/15/2012	00003	10-3202-610-000-30-51-74	TENNIS, EHN, GIRLS, SUPPLIES	F-TO COVER ATHL BID	199.00	CR
10/15/2012	00003	10-3202-610-000-30-51-74	TENNIS, EHN, GIRLS, BID SUPPLIES	T-TO COVER ATHL BID	199.00	CR
10/15/2012	00003	10-3202-610-000-30-51-75	TRACK, EHN, GIRLS, SUPPLIES	F-TO COVER ATHL BID	386.00	CR
10/15/2012	00003	10-3202-610-000-30-51-75	TRACK, EHN, GIRLS, BID SUPPLIES	T-TO COVER ATHL BID	386.00	CR

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**DK BUDGET TRANSFERS 10/15/12 MEETING  
October 15, 2012**

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
10/15/2012	00004	10-3200-610-000-30-52-61	GEN ATHL., LIS SUPPLIES	F-TO COVER ATHL BID LIS	1,507.00CR	
10/15/2012	00004	10-3200-610-010-30-52-61	GEN ATHL., LIS BID SUPPLIES	T-TO COVER ATHL BID LIS	1,507.00	
10/15/2012	00004	10-3200-610-000-30-52-62	BASEBALL, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	435.97CR	
10/15/2012	00004	10-3200-610-010-30-52-62	BASEBALL, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	435.97	
10/15/2012	00004	10-3200-610-000-30-52-67	FIELD HOCKEY, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	815.00CR	
10/15/2012	00004	10-3200-610-010-30-52-67	FIELD HOCKEY, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	815.00	
10/15/2012	00004	10-3200-610-000-30-52-68	FOOTBALL, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	467.40CR	
10/15/2012	00004	10-3200-610-010-30-52-68	FOOTBALL, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	467.40	
10/15/2012	00004	10-3200-610-000-30-52-72	SOFTBALL, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	433.14CR	
10/15/2012	00004	10-3200-610-010-30-52-72	SOFTBALL, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	433.14	
10/15/2012	00004	10-3200-610-000-30-52-76	WRESTLING, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	5.60CR	
10/15/2012	00004	10-3200-610-010-30-52-76	WRESTLING, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	5.60	
10/15/2012	00004	10-3200-610-000-30-52-77	VOLLEYBALL, LIS, SUPPLIES	F-TO COVER ATHL BID LIS	290.22CR	
10/15/2012	00004	10-3200-610-010-30-52-77	VOLLEYBALL, LIS, BID SUPPLIES	T-TO COVER ATHL BID LIS	290.22	
10/15/2012	00004	10-3201-610-000-30-52-63	BASKETBALL, LIS, BOYS, SUPPLIES	F-TO COVER ATHL BID LIS	304.40CR	
10/15/2012	00004	10-3201-610-010-30-52-63	BASKETBALL, LIS, BOYS, BID SUPPLY	T-TO COVER ATHL BID LIS	304.40	
10/15/2012	00004	10-3201-610-000-30-52-75	TRACK, LIS, BOYS, SUPPLIES	F-TO COVER ATHL BID LIS	770.93CR	
10/15/2012	00004	10-3201-610-010-30-52-75	TRACK, LIS, BOYS, BID SUPPLIES	T-TO COVER ATHL BID LIS	770.93	
10/15/2012	00004	10-3202-610-000-30-52-71	SOCCER, LIS, GIRLS, SUPPLIES	F-TO COVER ATHL BID LIS	395.00CR	
10/15/2012	00004	10-3202-610-010-30-52-71	SOCCER, LIS, GIRLS, BID SUPPLIES	T-TO COVER ATHL BID LIS	395.00	
10/15/2012	00004	10-3202-610-000-30-52-75	TRACK, LIS, GIRLS, SUPPLIES	F-TO COVER ATHL BID LIS	996.00CR	
10/15/2012	00004	10-3202-610-010-30-52-75	TRACK, LIS, GIRLS, BID SUPPLIES	T-TO COVER ATHL BID LIS	996.00	

Total: .00  
Debits: 36,624.19  
Credits: 36,624.19

100 Transactions  
0 Unbalanced references

21



001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Oct 10, 2012

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E N D O F B A T C H I N F O R M A T I O N -----  
Batch number: 23370 Date of Batch: 10/15/2012

Number of Journals -----  
With errors: 0  
Without errors: 1  
Total: 1  
Number of Transactions: 100

F U N D T O T A L S		
Fund	Description	Credit
00010	GENERAL FUND	36,624.19
		36,624.19
		=====

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Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195944	9/06/2012	PAUL & ANNETTE BATTAGLIA Misc.Revenues-Bank Adj.Taxes	20.00
195945	9/06/2012	ERIK BUKSA GEN.ATHL., EHS, MILEAGE	52.50
195946	9/06/2012	GEORGE CAMELLA W9 Received: Y 8/27/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,015.84
195947	9/06/2012	CAREER CRUISING DIST. INSTR. TECH. SOFTWARE/LICEN	1,580.00
195948	9/06/2012	BWP CARQUEST AUTO PARTS SECURITY, EHS, CONTR. MAINT.	23.97
195949	9/06/2012	MARLENE AND JULIO CHARLOTTEN LEGAL SVCS., SPECIAL EDUCATION	200.00
195950	9/06/2012	EDWARD CHRISTIAN GEN.ATHL., EHS, MILEAGE	42.18
195951	9/06/2012	COMPUTER DISCOUNT WAREHOUSE SCIENCE, LIS, SOFTWARE/VIDEOS	1,005.07
195952	9/06/2012	LESLIE COX MEDICAL, LIS, IN-DISTR. MILEAGE	29.42
195953	9/06/2012	CRAMER'S HOME CENTER GEN. MAINT., SEC., SUPPLIES	252.69
195954	9/06/2012	CRAMER'S HOME CENTER GEN. MAINT., SEC., SUPPLIES	410.75
195955	9/06/2012	CRAMER'S HOME CENTER JMH, CUST., SUPPLIES	639.94
195956	9/06/2012	CRAMER'S HOME CENTER JMH, CUST., SUPPLIES	700.46
195957	9/06/2012	CRAMER'S HOME CENTER JMH, CUST., SUPPLIES	234.61
195958	9/06/2012	CRAMER'S HOME CENTER EHS, CUST., SUPPLIES	525.45
195959	9/06/2012	CRAMER'S HOME CENTER GEN. MAINT., SEC., SUPPLIES	50.22
195960	9/06/2012	EAST STROUDSBURG CAFETERIA TITLE 1 SCHOOL IMPR, SUPPLIES	17.50
195961	9/06/2012	EPLUS TECHNOLOGY, INC. A/V, EHN, REPL. EQUIPMENT	1,614.00
195962	9/06/2012	EPS/SCHOOL SPECIALTY LITERACY & RES, INSTR, BOOKS/PERIODICALS	481.25
195963	9/06/2012	EXELON ENERGY COMPANY EHS, CUST., ELECTRIC	37,064.97
195964	9/06/2012	TOM FORSELL Misc.Revenues-Bank Adj.Taxes	2.46
195965	9/06/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN. MAINT., ELEM., SUPPLIES	352.02
195966	9/06/2012	SALVATRICE GIAMBRA Misc.Revenues-Bank Adj.Taxes	29.91
195967	9/06/2012	GMRS OUTLET 12610073	863.97

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195968	9/06/2012	GTS-WELCO EHN,CUST., CONTR.PROPERTY SERV.	8.97
195969	9/06/2012	HAWTAN LEATHERS LLC Misc.Revenues-Bank Adj.Taxes	3.62
195970	9/06/2012	KIMBERLY A. HOLCOMB TRANSPORTATION, IN-DIST.MILEAGE	87.69
195971	9/06/2012	INSTRUMENTATION ASSOCIATION INC. MEDICAL, NON-PUB., CONTR.MAINT.	1,020.00
195972	9/06/2012	IPS LASER EXPRESS LEARN.SUP., SEC., SUPPLIES	1,041.75
195973	9/06/2012	KAR BILL ENTERPRISES, INC. GEN.MAINT., FUELS	6,003.23
195974	9/06/2012	IHSAN KARAF & JOVANNA CARRANZA LIBRARY, RES, BOOKS/PERIODICALS	3.50
195975	9/06/2012	LAKESHORE LEARNING MATERIALS BES, INSTR, BOOKS/PERIODICALS	85.85
195976	9/06/2012	SHARON LAVERDURE SUPT., MILEAGE	9.99
195977	9/06/2012	MALCOLM LAW A/V, EHN, TECH, SOFTWARE/LICENSES	1,426.00
195978	9/06/2012	LEARNING SEED F&CS, EHN, SUPPLIES	812.70
195979	9/06/2012	LEVIN LEGAL GROUP LEGAL SVCS., SPECIAL EDUCATION	781.46
195980	9/06/2012	LJC DISTRIBUTORS OF FULLER BRUSH EHN, CUST., SUPPLIES	8,608.80
195981	9/06/2012	LVPA CHARTER/CYBER SCHOOLS- REG.ED.	3,153.24
195982	9/06/2012	W.B. MASON CO., INC. W9 Received: Y 3/02/2011 13013027	632.94
195983	9/06/2012	MET-ED JTL, CUST., ELECTRIC	5,260.53
195984	9/06/2012	DARYLE MILLER GEN.MAINT., IN-DISTRICT MILEAGE	219.78
195985	9/06/2012	MONROE COUNTY AREA VOCATIONAL-TECHNICAL MCTI, HS-S, OPERATING BUDGET	159,002.00
195986	9/06/2012	MOORE MEDICAL LLC MEDICAL, RES, BID SUPPLIES	8.80
195987	9/06/2012	PAXTON/PATTERSON LLC TECH.ED., EHS, BID SUPPLIES	1,263.28
195988	9/06/2012	PEARSON EDUCATION, INC. MSE, INSTR, BOOKS/PERIODICALS	9,832.98
195989	9/06/2012	J.W.PEPPER & SONS-ACCT.#36-136400 CHORUS, EHN, SUPPLIES	404.39
195990	9/06/2012	PHILLIPS SUPPLY COMPANY ART, EHN, BID SUPPLIES	1,636.11
195991	9/06/2012	PHILLIPS SUPPLY COMPANY ESE, INSTR, BID SUPPLIES	85.22

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
195992	9/06/2012	POCONO MOUNTAIN CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC.ED.	2,705.36
195993	9/06/2012	PROSSER LABORATORIES, INC. SEWER PLANT, CONTRACT MAINT.	7,956.13
195994	9/06/2012	PROSSER LABORATORIES, INC. SEWER PLANT, CONTRACT MAINT.	8,320.94
195995	9/06/2012	QUILL CORPORATION ART, ESE, BID SUPPLIES	73.13
195996	9/06/2012	SCHNATTER'S AUTO BODY DRIVE ED., EHS, EQUIP. REPAIR	624.55
195997	9/06/2012	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LIFE INSURANCE	11,568.91
195998	9/06/2012	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LTD INSURANCE	8,166.73
195999	9/06/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 ESE, INSTR, SUPPLIES	276.73
196000	9/06/2012	SOCIAL STUDIES SCHOOL SERVICE LEARN.SUP., SEC., BOOKS/PERIOD.	371.59
196001	9/06/2012	SPORT SUPPLY GROUP, INC. PHYS.ED., ESE, BID SUPPLIES	709.59
196002	9/06/2012	STYLES BY CONNIE & CO Misc.Revenues-Bank Adj.Taxes	4.52
196003	9/06/2012	VWR SARGENT WELCH EMOT.SUP., SEC., SUPPLIES	565.47
196004	9/06/2012	WESTMINSTER ABSTRACT CO. Misc.Revenues-Bank Adj.Taxes	3.00
196005	9/06/2012	ZZOUNDS MUSIC CHORUS, EHS, SUPPLIES	218.00
196006	9/13/2012	ACADEMIC THERAPY PUBLICATIONS SPEECH/LANG., INT., SUPPLIES	35.20
196007	9/13/2012	AGF COMPANY LIS, CUST., BID SUPPLIES	2,242.64
196008	9/13/2012	ANGELA M NEVIN TRANSPORTATION, IN-DIST.MILEAGE	22.20
196009	9/13/2012	ARTS ACADEMY CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	6,987.36
196010	9/13/2012	ASSOCIATION FOR SUPERVISION AND RES, PRIN., DUES & FEES	154.00
196011	9/13/2012	CORRINE BACHMAN TRANSPORTATION, IN-DIST.MILEAGE	229.83
196012	9/13/2012	GEORGE BIDDULPH ADMIN.SYS., IN-DIST.MILEAGE	77.70
196013	9/13/2012	BIO-RAD LABORATORIES INC SCIENCE, EHS, SUPPLIES	1,939.08
196014	9/13/2012	TOM BERT LAUWERS W9 Received: Y 8/29/2011 MATH, EHS, SOFTWARE/VIDEOS	207.34

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196015	9/13/2012	BENJAMIN BRENNEMAN GEN.ATHL., EHS, MILEAGE	79.92
196016	9/13/2012	BUCKET FILLERS, INC. GUIDANCE, RES, BOOKS/PERIODICALS	81.07
196017	9/13/2012	BUILD A SIGN EHS, INSTR, SUPPLIES	499.68
196018	9/13/2012	CAROLINA BIOLOGICAL SUPPLY COMPANY SCIENCE, EHS, SUPPLIES	1,732.01
196019	9/13/2012	CARUS PUBLISHING COMPANY BES, INSTR, BOOKS/PERIODICALS	223.60
196020	9/13/2012	CASCADE SCHOOL SUPPLIES ART, RES, BID SUPPLIES	110.15
196021	9/13/2012	CENTRAL PENN GAS, INC. EHS, CUST., NATURAL GAS	1,667.37
196022	9/13/2012	CENTRAL POLY CORP. EHS, CUST., BID SUPPLIES	832.50
196023	9/13/2012	CHAMPION'S CHOICE RIFLE, EHS, SUPPLIES	1,980.00
196024	9/13/2012	JAMES CHIARELLO GEN.MAINT., IN-DISTRICT MILEAGE	176.35
196025	9/13/2012	DAWN CHIGHIZOLA LIBRARY, JTL, IN-DIST.MILEAGE	6.66
196026	9/13/2012	EDWARD CHRISTIAN GEN.ATHL., EHS, MILEAGE	25.53
196027	9/13/2012	COLLEGE BOARD PUBLICATIONS GUIDANCE, JTL, BOOKS/PERIODICALS	121.57
196028	9/13/2012	COLLINS SPORTS MEDICINE ATHL.TRAINER, EHS, BID SUPPLIES	1,388.95
196029	9/13/2012	COMMITTEE FOR CHILDREN KTO GRANT, BOOKS & PERIODICAL	658.00
196030	9/13/2012	COMPASS LEARNING DIST.INSTR.TECH.SOFTWARE/LICEN	41,400.00
196031	9/13/2012	COMPUTER DISCOUNT WAREHOUSE ENGLISH, EHS, SOFTWARE/VIDEOS	3,995.67
196032	9/13/2012	COMPUTER DISCOUNT WAREHOUSE PHYS.ED., EHS, SOFTWARE/VIDEOS	690.36
196033	9/13/2012	DAVID COOPER ITEC, IN-DISTRICT MILEAGE	55.66
196034	9/13/2012	DATA MANAGEMENT, INC. EHN, PRIN., GENERAL SUPPLIES	164.80
196035	9/13/2012	DELAWARE RIVER PRINTING & MARKETING W9 Received: Y 11/10/2011 SUPT., PRINTING/BIND.	2,992.52
196036	9/13/2012	DEMCO INC LIBRARY, RES, SUPPLIES	773.81
196037	9/13/2012	DEVIOUS DESIGNS JTL, PRIN., PRINTING	917.46
196038	9/13/2012	THOMAS F. DIRVONAS LEGAL SVCS., NON-RETAINER	9,489.14

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196039	9/13/2012	DOWNES & READER HARDWOOD CO. TECH.ED., EHN, BID SUPPLIES	2,578.50
196040	9/13/2012	IRENE DUGGINS CURRICULUM, IN-DISTR. MILEAGE	51.89
196041	9/13/2012	EAST STROUDSBURG AREA SCHOOL DISTRICT HS-N, ATHLETIC FUND TRANSFER	10,000.00
196042	9/13/2012	EBSCO LIBRARY, EHN, BOOKS/PERIODICALS	573.93
196043	9/13/2012	EDUCATIONAL INNOVATIONS SCIENCE, EHS, SUPPLIES	234.80
196044	9/13/2012	EDWARDS BUSINESS SYSTEMS TECH.ED., EHN, PROPERTY SERVICE	24.00
196045	9/13/2012	ELGIN SCHOOL SUPPLY CO., INC. ART, EHS, BID SUPPLIES	189.06
196046	9/13/2012	EMBROIDERY EXPRESS BES, PRIN., GENERAL SUPPLIES	78.00
196047	9/13/2012	ENGLE-HAMBRIGHT & DAVIES, INC. BUSINESS OFFICE, BONDING INS.	250.00
196048	9/13/2012	EPLUS TECHNOLOGY, INC. LIS, 6TH, NEW TECH EQUIPMENT	5,216.89
196049	9/13/2012	EXELON ENERGY COMPANY ESE, CUST., ELECTRIC	7,843.30
196050	9/13/2012	THE EXPRESS TIMES BOARD SERVICE, ADVERTISING	208.60
196051	9/13/2012	FEDEX ITEC, COMMUNICATIONS	90.05
196052	9/13/2012	FISHER SCIENTIFIC W9 Received: Y 7/16/2012 SCIENCE, EHN, SUPPLIES	288.64
196053	9/13/2012	FLINN SCIENTIFIC INC. SCIENCE, EHS, SOFTWARE/VIDEOS	3,002.25
196054	9/13/2012	IAN FLINT BAND, EHS, PROF. CONTR. SVCS.	2,000.00
196055	9/13/2012	FREE SPIRIT ESE, INSTR, SUPPLIES	70.89
196056	9/13/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN. MAINT., ELEM., SUPPLIES	1,177.49
196057	9/13/2012	FRONTIER ITEC, MSE, TELECOMMUNICATION SRV	1,486.88
196058	9/13/2012	GEYER INSTRUCTIONAL AIDS CO., INC MATH, EHS, SUPPLIES	674.95
196059	9/13/2012	GLOGSTER DIST. INSTR. TECH. SOFTWARE/LICEN	1,894.50
196060	9/13/2012	GREAT BOOKS FOUNDATION W9 Received: Y 8/19/2011 SMI, INSTR, BOOKS/PERIODICALS	699.30
196061	9/13/2012	DONALD J HAINES REFUND OF PRIOR YEAR REVENUE	576.14

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196062	9/13/2012	HAJOCA CORPORATION GEN.MAINT., SEC., SUPPLIES	1,802.37
196063	9/13/2012	HEINEMANN PUBLISHING GROUP CURRICULUM, SEC., BOOKS/PERIOD.	129.80
196064	9/13/2012	HENRY SCHEIN INC. ATHL.TRAINER, EHS, BID SUPPLIES	3,194.38
196065	9/13/2012	HESS CORPORATION EHS, CUST., NATURAL GAS	1,531.31
196066	9/13/2012	HODGE PRODUCTS, INC. LIS, CUST., SUPPLIES	1,710.00
196067	9/13/2012	HOME DEPOT CREDIT SERVICE GEN.MAINT., SEC., SUPPLIES	2,013.48
196068	9/13/2012	HOME DEPOT CREDIT SERVICE GEN.MAINT., ELEM., SUPPLIES	513.61
196069	9/13/2012	HM RECEIVABLES CO., LLC SMI, INSTR, BOOKS/PERIODICALS	3,950.84
196070	9/13/2012	HUMAN RELATIONS MEDIA PHYS.ED., JTL, SOFTWARE/VIDEOS	225.39
196071	9/13/2012	ID SUPERSTORE EHS, PRIN., GENERAL SUPPLIES	1,367.95
196072	9/13/2012	ID WHOLESALER EHS, PRIN., GENERAL SUPPLIES	1,232.60
196073	9/13/2012	INDUSTRIAL ARTS SUPPLY CO. TECH.ED., JTL, SUPPLIES	228.45
196074	9/13/2012	INFOBASE PUBLISHING F&CS, EHS, SUPPLIES	651.42
196075	9/13/2012	INTEGRAONE ITEC, MAINTAIN/UPGRADE INFOSYS	400.00
196076	9/13/2012	IPS LASER EXPRESS MSE, INSTR., SUPPLIES	2,840.25
196077	9/13/2012	ISTE ITEC, DUES & FEES	189.00
196078	9/13/2012	JERSEY PAPER PLUS 13020001	6,028.20
196079	9/13/2012	ERIC KERSTETTER SMI, PRIN., IN-DISTRICT MILEAGE	21.65
196080	9/13/2012	KURTZ BROS. ART, EHS, BID SUPPLIES	1,070.22
196081	9/13/2012	RONALD LABAR'S LOCK SERVICE JTL, CUST., SUPPLIES	10.00
196082	9/13/2012	BROOKE K LANGAN ITEC, IN-DISTRICT MILEAGE	22.20
196083	9/13/2012	LANTEK DIST. INSTR. TECH. SOFTWARE/LICEN	7,500.00
196084	9/13/2012	LAWSON PRODUCTS TRANSPORTATION, REPAIRS & PARTS	160.26
196085	9/13/2012	HAL LEONARD CORPORATION MUSIC, VOCAL, JMH, SUPPLIES	195.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196086	9/13/2012	LIBRARY VIDEO COMPANY PHYS.ED., JMH, BOOKS/PERIODICALS	373.86
196087	9/13/2012	LINGUI SYSTEMS SPEECH/LANG., ELEM, SUPPLIES	193.95
196088	9/13/2012	LJC DISTRIBUTORS OF FULLER BRUSH MSE, CUST., SUPPLIES	523.29
196089	9/13/2012	MANWALAMINK WATER COMPANY SMI, CUST., WATER/SEWER	372.78
196090	9/13/2012	JOSEPH P. MARTIN ITEC, IN-DISTRICT MILEAGE	69.93
196091	9/13/2012	W.B. MASON CO., INC. W9 Received: Y 3/02/2011 EHS, INSTR, BID SUPPLIES	1,159.20
196092	9/13/2012	MCGRAW-HILL INC. FOR.LANG., EHS, BOOKS/PERIODICAL	2,393.29
196093	9/13/2012	MEDCO SUPPLY COMPANY MEDICAL, RES, SUPPLIES/FIRST AID	102.12
196094	9/13/2012	MET-ED EHN, CUST., ELECTRIC	8,145.60
196095	9/13/2012	METCO TECH.ED., JTL, BID SUPPLIES	626.78
196096	9/13/2012	METUCHEN CENTER, INC. CHEERLEADING, EHS, BID SUPPLIES	875.00
196097	9/13/2012	MIDWEST TECHNOLOGY PRODUCTS TECH.ED., EHS, BID SUPPLIES	3,266.52
196098	9/13/2012	MODERN GAS SALES, INC. LIS, CUST., BOTTLE GAS	581.74
196099	9/13/2012	MODERN SCHOOL SUPPLIES, INC. TECH.ED., LIS, BID SUPPLIES	849.40
196100	9/13/2012	MOORE MEDICAL LLC MEDICAL, RES, SUPPLIES/FIRST AID	33.87
196101	9/13/2012	NASCO (Quote # 7 2 6 5 0) LEARN.SUP., ELEM, SUPPLIES	265.71
196102	9/13/2012	NASCO ART, SMI, BID SUPPLIES	612.45
196103	9/13/2012	NATIONAL GEOGRAPHIC SCHOOL PUBLISHING ESL, JMH, BOOKS/PERIODICALS	189.38
196104	9/13/2012	OFFICE DEPOT KTO GRANT, SUPPLIES	68.99
196105	9/13/2012	OFFICE DIRECT, INC. ESE, PRIN., GENERAL SUPPLIES	24.00
196106	9/13/2012	P & S GARAGE SECURITY, EHS, CONTR.MAINT.	887.14
196107	9/13/2012	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS MSE, PRIN., DUES & FEES	525.00
196108	9/13/2012	PASBO BUSINESS OFF, CERT/N.INST TRAIN	75.00
196109	9/13/2012	PCI EDUCATIONAL PUBLISHING LIFE SKILLS, SEC., SUPPLIES	442.58



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196110	9/13/2012	PEARSON EDUCATION, INC. ESE, INSTR, BOOKS/PERIODICALS	4,834.87
196111	9/13/2012	PHILLIPS SUPPLY COMPANY SMI, INSTR, BID SUPPLIES	102.46
196112	9/13/2012	PICKEREL INN DRIVER ED., EHN, SUPPLIES	45.03
196113	9/13/2012	PLANK ROAD PUBLISHING MUSIC, VOCAL, MSE, SUPPLIES	127.20
196114	9/13/2012	PORTA PHONE FOOTBALL, EHN, SUPPLIES	475.45
196115	9/13/2012	POSITIVE PROMOTIONS TRANSPORTATION, GEN. SUPPLIES	168.45
196116	9/13/2012	POSTMASTER BUSINESS OFFICE, POSTAGE	380.00
196117	9/13/2012	PP&L EHS, CUST., ELECTRIC	42.23
196118	9/13/2012	PSBA INSURANCE TRUST BOARD SERVICE, LIABILITY INS.	1,875.00
196119	9/13/2012	PSERS EHS, CUST., RETIREMENT	194.41
196120	9/13/2012	PYRAMID SCHOOL PRODUCTS ART, EHS, BID SUPPLIES	631.84
196121	9/13/2012	QUILL CORPORATION GEN.ATHL., EHS, SUPPLIES	533.57
196122	9/13/2012	REMEDIA PUBLICATIONS, INC. LIFE SKILLS, SEC., SUPPLIES	339.33
196123	9/13/2012	ROBINSON RODRIGUEZ JR. ITEC, IN-DISTRICT MILEAGE	39.41
196124	9/13/2012	SAW SALES AND MACHINERY CO. TECH.ED., EHS, BID SUPPLIES	3,393.45
196125	9/13/2012	SCANTRON CORPORATION PHYS.ED., EHS, SUPPLIES	199.02
196126	9/13/2012	SCHOOL HEALTH CORPORATION ATHL.TRAINER, EHS, BID SUPPLIES	2,087.88
196127	9/13/2012	SCHOOL NURSE SUPPLY INC. MEDICAL, EHS, SUPPLIES/FIRST AID	785.65
196128	9/13/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 PHYS.ED., SMI, SUPPLIES	2,976.86
196129	9/13/2012	SCHUYLKILL VALLEY SPORTING GOODS W9 Received: Y VOLLEYBALL, EHN, SUPPLIES	525.00
196130	9/13/2012	MAUREEN G. SEIDEL ITEC, IN-DISTRICT MILEAGE	19.43
196131	9/13/2012	SHRED-IT USA - NEWARK RES, CUST., DISPOSAL SERVICE	66.00
196132	9/13/2012	SOCIAL STUDIES SCHOOL SERVICE SOC.STUDIES, EHS, BOOKS/PERIODIC	109.52

**Bank: 11 PNC Bank (Concentration)**

Check no.	Check Date	Vendor name and comment	Amount
196133	9/13/2012	STANDARD STATIONERY SUPPLY ART, EHS, BID SUPPLIES	94.72
196134	9/13/2012	STUDENT TELEVISION NETWORK ENGLISH, EHS, DUES/FEEES	75.00
196135	9/13/2012	THEATRE HOUSE INC. ENGLISH, EHS, SUPPLIES	159.45
196136	9/13/2012	THE TIMES-TRIBUNE BOARD SERVICE, ADVERTISING	542.35
196137	9/13/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	573.28
196138	9/13/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. EHS, CUST., UNIFORM RENTAL	548.29
196139	9/13/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. GEN.MAINT., UNIFORM RENTAL	591.51
196140	9/13/2012	TRI-STATE INDUSTRIAL LAUNDRIES INC. MSE, CUST., UNIFORM RENTAL	36.86
196141	9/13/2012	TSA CONSULTING GROUP, INC. BUSINESS OFFICE, PROF.CONTR.SVC	610.00
196142	9/13/2012	TULPEHOCKEN SPRING WATER SCIENCE, EHS, SUPPLIES	96.75
196143	9/13/2012	UNIVERSITY MUSIC SERVICE CHORUS, EHS, SUPPLIES	786.78
196144	9/13/2012	VWR SARGENT WELCH SCIENCE, EHN, SUPPLIES	782.25
196145	9/13/2012	WEIS MARKET, INC. F&CS, EHS, SUPPLIES	241.70
196146	9/13/2012	WEST MUSIC COMPANY MUSIC, VOCAL, MSE, SUPPLIES	142.70
196147	9/13/2012	A WISH COME TRUE BAND, EHN, SUPPLIES	1,045.00
196148	9/13/2012	XEROX CORPORATION YHT198713	98.22
196149	9/13/2012	EAST STROUDSBURG School Service Personnel Dues	32.76
196150	9/13/2012	CHAPTER 13 TRUSTEE Miscellaneous Deductions	629.60
196151	9/13/2012	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	40.00
196152	9/13/2012	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
196153	9/13/2012	E.S.E.A. ESEA Dues	46.00
196154	9/13/2012	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	68.95
196155	9/13/2012	HAB-DLT (ER) Miscellaneous Deductions	101.89
196156	9/13/2012	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	327.26

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Check no.	Check Date	Vendor name and comment	Amount
196157	9/13/2012	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	592.04
196158	9/13/2012	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	110.99
196159	9/13/2012	SOCIAL SECURITY ADMINISTRATION W9 Received: Y Miscellaneous Deductions	137.28
196160	9/13/2012	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	435.77
196161	9/13/2012	UNITED STATES TREASURY Miscellaneous Deductions	200.00
196162	9/14/2012	DELAWARE RIVER PRINTING & MARKETING W9 Received: Y 11/10/2011 BES, PRIN., PRINTING	9,632.00
196163	9/20/2012	ABC TROPHIES, INC. GEN.ATHL., EHS, SUPPLIES	59.00
196164	9/20/2012	ACTION PUBLISHING INC. ENGLISH, EHS, SUPPLIES	1,238.19
196165	9/20/2012	AGF COMPANY EHS, CUST., BID SUPPLIES	1,649.00
196166	9/20/2012	AGILE SPORTS TECHNOLOGIES W9 Received: Y 6/24/2011 FOOTBALL, EHN, SUPPLIES	800.00
196167	9/20/2012	AMERICAN JANITOR & PAPER SUPPLY JTL, CUST., BID SUPPLIES	100.00
196168	9/20/2012	JAY ARMITAGE GEN.ATHL., EHS, MILEAGE	60.93
196169	9/20/2012	DAWN M. ARNST TAX COLLECTOR TAX COLLECTION, POSTAGE	13.30
196170	9/20/2012	AWARD COMPANY OF AMERICA SUPT., GEN. SUPPLIES	452.40
196171	9/20/2012	BAC TAX SERVICES CORP Misc.Revenues-Bank Adj.Taxes	6,574.62
196172	9/20/2012	BADGER GRAPHIC SALES, INC. TECH.ED., EHS, BID SUPPLIES	9,921.39
196173	9/20/2012	BARNES & NOBLE MATH, EHS, BOOKS/PERIODICALS	1,065.60
196174	9/20/2012	TANIA BELLINGER W9 Received: Y 1/26/2012 TRANSP, CONTR DRIVER, SPEC EDUC	664.34
196175	9/20/2012	BERGER'S AGWAY SCIENCE, EHS, SUPPLIES	35.94
196176	9/20/2012	H.A. BERKHEIMER INC. TAX COLLECTION, PROF. CONTR. SVCS	195.55
196177	9/20/2012	LISA LEE BLOISE W9 Received: Y 8/29/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,160.27
196178	9/20/2012	BOROUGH OF EAST STROUDSBURG EHS, CUST., WATER/SEWER	3,019.53

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196179	9/20/2012	ALEXANDRA BRIDGMAN W9 Received: Y 1/18/2012 TRANSP, CONTR DRIVER, SPEC EDUC	2,161.64
196180	9/20/2012	BRITE CLEANERS BAND, EHN, PROPERTY SERVICE	710.50
196181	9/20/2012	CAMBIUM LEARNING, INC. EMOT. SUP., INT., SUPPLIES	300.00
196182	9/20/2012	GEORGE CAMELLA W9 Received: Y 8/27/2011 TRANSP, CONTR DRIVER, SPEC EDUC	3,355.30
196183	9/20/2012	BWP CARQUEST AUTO PARTS TRANSPORTATION, REPAIRS & PARTS	122.15
196184	9/20/2012	CASCADE SCHOOL SUPPLIES ART, EHN, BID SUPPLIES	530.70
196185	9/20/2012	CCI JMH, PRIN., DUES & FEES	195.00
196186	9/20/2012	CENTRAL PENN GAS, INC. ESE. CUST., NATURAL GAS	605.73
196187	9/20/2012	TARA COLLINS TRANSPORTATION, PARENT TRANSPOR	490.62
196188	9/20/2012	COMMITTEE FOR CHILDREN GUIDANCE, ESE, TECH SUPPLIES	608.00
196189	9/20/2012	COMPUTER DISCOUNT WAREHOUSE SMI, PRIN., NEW TECH EQUIPMENT	2,745.78
196190	9/20/2012	CoSN MEMBERSHIP ITEC, DUES & FEES	550.00
196191	9/20/2012	HADIYAH CROSSWELL LEARN. SUP., ELEM, TUITION REIMB.	3,744.00
196192	9/20/2012	CHECK VOIDED	
196193	9/20/2012	CHRISTINE DAVIS W9 Received: Y 8/31/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,518.03
196194	9/20/2012	SHARON DEIBLER PHYS. ED., LIS, TUITION REIMBURSE	1,664.00
196195	9/20/2012	BILL DEIHL'S TIRE STORE GEN. MAINT., SUPPLIES	1,041.50
196196	9/20/2012	ROCHESTER 100 INC. RES, INSTR, SUPPLIES	204.00
196197	9/20/2012	DENVER DEVELOPMENTAL MATERIALS INC. KTO GRANT, SUPPLIES	189.20
196198	9/20/2012	CASANDRA S. DIETZ GUIDANCE, EHN, TUITION REIMB.	295.00
196199	9/20/2012	BEVERLY DOLLAR-KRELL GUIDANCE, MSE, TUITION REIMB.	375.00
196200	9/20/2012	THE EC/BCLS TRAINING CENTER STAFF DEV., ELEM, SUPPLIES	320.01
196201	9/20/2012	EDUCATIONAL INNOVATIONS SCIENCE, EHS, SUPPLIES	137.12

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196202	9/20/2012	EDWARDS BUSINESS SYSTEMS EHN, PRIN., GENERAL SUPPLIES	361.33
196203	9/20/2012	EDWARDS BUSINESS SYSTEMS TECH.ED., EHN, PROPERTY SERVICE	39.56
196204	9/20/2012	EMS MUSIC CHORUS, JTL, DUES & FEES	275.00
196205	9/20/2012	JAMES R. ENDRES MATH, JTL, TUITION REIMBURSEMENT	1,560.00
196206	9/20/2012	ENGLE-HAMBRIGHT & DAVIES, INC. SUSPENSE ACCT., WORKER'S COMP.	212,291.75
196207	9/20/2012	EPLUS TECHNOLOGY, INC. ENGLISH, EHS, SOFTWARE/VIDEOS	84.20
196208	9/20/2012	EPS/SCHOOL SPECIALTY LITERACY & JMH, INSTR, SUPPLIES	84.15
196209	9/20/2012	EXELON ENERGY COMPANY SMI, CUST., ELECTRIC	4,250.83
196210	9/20/2012	TINA FALBO FOR. LANGUAGE, JTL, TUITION REIMB	780.00
196211	9/20/2012	FAULKNER BUICK-CHEVROLET BAND, EHN, REPL. EQUIPMENT > \$2500	27,574.00
196212	9/20/2012	CARLEEN FINK W9 Received: Y 9/01/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,083.90
196213	9/20/2012	FIRST NATIONAL COMMUNITY BANK Real Estate Refunds, Mid. Smith	2,565.76
196214	9/20/2012	FISHER SCIENTIFIC W9 Received: Y 7/16/2012 SCIENCE, EHS, SUPPLIES	5,207.21
196215	9/20/2012	FISHER SCIENTIFIC W9 Received: Y 7/16/2012 SCIENCE, EHS, SUPPLIES	1,364.82
196216	9/20/2012	FLINN SCIENTIFIC INC. SCIENCE, EHN, SUPPLIES	4,253.50
196217	9/20/2012	FOLLETT EDUCATIONAL SERVICES MATH, EHN, BOOKS/PERIODICALS	859.02
196218	9/20/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. JMH, CUST., SUPPLIES	757.85
196219	9/20/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. LIS, CUST., SUPPLIES	647.21
196220	9/20/2012	JENNY GALUNIC W9 Received: Y 9/07/2011 TRANSPORTATION, CONT. DRIVER	2,689.96
196221	9/20/2012	LISA GERST TRANSP, CONTR DRIVER, SPEC EDUC	3,442.01
196222	9/20/2012	ROSALYN R. GILMORE TRANSPORTATION, CONT. DRIVER	2,194.53
196223	9/20/2012	GTM SPORTSWEAR-REMT TRACK, JTL, GIRLS, SUPPLIES	328.00

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196224	9/20/2012	HAJOCA CORPORATION GEN.MAINT., ELEM., SUPPLIES	89.44
196225	9/20/2012	HESS CORPORATION STADIUM, CUST., NATURAL GAS	62.34
196226	9/20/2012	HEWLETT-PACKARD COMPANY ITEC, GENERAL SUPPLIES	63.18
196227	9/20/2012	THE HIGHSMITH CO., INC. LIBRARY, EHS, SUPPLIES	649.65
196228	9/20/2012	HILLTOP SALES & SERVICE GEN.MAINT., SUPPLIES	336.42
196229	9/20/2012	DEBORAH HOLMES W9 Received: Y 9/01/2011 TRANSP, CONTR DRIVER, SPEC EDUC	1,835.60
196230	9/20/2012	KATHARINE HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	1,708.20
196231	9/20/2012	LYNDA HOPKINS SPEC.ED.SUPV., SEC., MILEAGE	79.92
196232	9/20/2012	EDWARD A. HUDAK MUSIC, VOCAL, EHS, PROPERTY SVC	170.00
196233	9/20/2012	IDENTISOURCE, LLC SPECIAL PROJECTS, GEN.SUPPLIES	373.21
196234	9/20/2012	INDUSTRIAL ARTS SUPPLY CO. SCIENCE, EHS, SUPPLIES	28.85
196235	9/20/2012	INNOVATIVE LEARNING CONCEPTS, INC. LEARN.SUP., ELEM, SUPPLIES	31,182.00
196236	9/20/2012	INSTRUCTIONAL SOLUTIONS GROUP ACCT BLOCK, CERT.INSTR. CONF.	139.00
196237	9/20/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 LIS, INSTR, SUPPLIES	1,593.27
196238	9/20/2012	BARBARA KAELIN READING, LIS, TUITION REIMBURSE.	95.00
196239	9/20/2012	ASHLEY E KEAN LEARN.SUP., SEC., TUITION REIMB.	2,496.00
196240	9/20/2012	JAMES M. KEANEY MATH, EHS, TUITION REIMBURSEMENT	1,625.00
196241	9/20/2012	KRESGE-LEBAR DRUG & SURGICAL MEDICAL, ESE, SUPPLIES/FIRST AID	240.00
196242	9/20/2012	SCOTT KRUEGERS SHEET METAL GEN.MAINT., EHS, SUPPLIES	411.00
196243	9/20/2012	DIANE KRUPSKI W9 Received: Y 9/16/2011 TRANSP, CONTR DRIVER, SPEC EDUC	3,642.86
196244	9/20/2012	KURTZ BROS. EHN, INSTR, BID SUPPLIES	6,939.05
196245	9/20/2012	KURTZ BROS. JMH, INSTR, BID SUPPLIES	3,781.67
196246	9/20/2012	GINA D. LABADIE W9 Received: Y 9/11/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,086.11

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Check no.	Check Date	Vendor name and comment	Amount
196247	9/20/2012	KARLA J LABAR W9 Received: Y 9/12/2011 TRANSPORTATION, CONT. DRIVER	3,825.28
196248	9/20/2012	LACKAWANNA COLLEGE SECURITY, DISTRICT, DUES & FEES	475.20
196249	9/20/2012	LAKESHORE LEARNING MATERIALS SMI, INSTR, SUPPLIES	787.21
196250	9/20/2012	CHRISTOPHER LASTRA W9 Received: Y 9/13/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,765.62
196251	9/20/2012	STEVEN LASTRA W9 Received: Y 9/12/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,613.91
196252	9/20/2012	RYAN LEITCH GEN.ATHL., EHS, MILEAGE	94.79
196253	9/20/2012	THE LEUKEMIA & LYMPHOMA SOCIETY Accounts Payable-Donations	75.00
196254	9/20/2012	LJC DISTRIBUTORS OF FULLER BRUSH MSE, CUST., SUPPLIES	306.30
196255	9/20/2012	MARCO PRODUCTS, INC. ESE, INSTR, SUPPLIES	92.18
196256	9/20/2012	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES GEN.MAINT., LIS, SUPPLIES	141.04
196257	9/20/2012	J.P. MASCARO & SONS, INC. EHS, CUST., DISPOSAL SERVICE	15,894.08
196258	9/20/2012	W.B. MASON CO., INC. W9 Received: Y 3/02/2011 LIS, INSTR, BID SUPPLIES	4,361.56
196259	9/20/2012	MASTER CHEMICAL PRODUCTS, INC. LIS, CUST., BID SUPPLIES	7,501.14
196260	9/20/2012	ELIZABETH MAZZEI GUIDANCE, EHN, TUITION REIMB.	780.00
196261	9/20/2012	TESHA MCDONALD TRANSPORTATION, PARENT TRANSPOR	303.03
196262	9/20/2012	MET-ED MSE, CUST., ELECTRIC	4,792.19
196263	9/20/2012	MET-ED MSE, CUST., ELECTRIC	39.24
196264	9/20/2012	METCO TECH.ED., EHN, BID SUPPLIES	1,934.25
196265	9/20/2012	METUCHEN CENTER, INC. 1	1,290.30
196266	9/20/2012	JOSEPH MINNICHBACH SCIENCE, EHN, TUITION REIMBURSE.	60.00
196267	9/20/2012	LISA M MINNICHBACH LEARN.SUP., SEC., TUITION REIMB.	60.00
196268	9/20/2012	MODERNFOLD OF READING, INC. SEWER PLANT, OPERATION SERVICE	980.00

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196269	9/20/2012	DENISE MOLETTO BUSINESS ED., EHS, TUITION REIMB	409.00
196270	9/20/2012	MARY ANN MOORE TRANSPORTATION, IN-DIST. MILEAGE	82.14
196271	9/20/2012	MR. DISPOSABLE INC. W9 Received: Y 2/10/2011 PHYS. ED., JTL, SUPPLIES	57.37
196272	9/20/2012	PETER MUTI W9 Received: Y 8/29/2011 TRANSP, CONTR DRIVER, SPEC EDUC	1,897.66
196273	9/20/2012	NASCO (Quote # 7 2 6 5 0) MATH, EHS, SUPPLIES	25.62
196274	9/20/2012	NASCO ART, EHS, BID SUPPLIES	1,179.68
196275	9/20/2012	NATIONAL ART & SCHOOL SUPPLIES JMH, INSTR, BID SUPPLIES	576.60
196276	9/20/2012	JESSICA NEWBERRY SMI, PRIN., IN-DISTRICT MILEAGE	9.99
196277	9/20/2012	JOHN O'ROURKE, JR. W9 Received: Y 9/15/2011 TRANSP, CONTR DRIVER, SPEC EDUC	469.15
196278	9/20/2012	O'SHEA LUMBER COMPANY TECH. ED., JTL, BID SUPPLIES	4,105.00
196279	9/20/2012	OFFICE DIRECT, INC. MSE, INSTR., SUPPLIES	48.00
196280	9/20/2012	OFFICE MAX INCORPORATED SOC. STUDIES, EHS, SUPPLIES	1,435.27
196281	9/20/2012	OTIS ELEVATOR COMPANY MAINT., ESE, PROPERTY SERVICE	1,375.00
196282	9/20/2012	PA SCHOOL COUNSELORS ASSOCIATION GUIDANCE, EHS, DUES & FEES	330.00
196283	9/20/2012	MANVEL R PAGE ITEC, IN-DISTRICT MILEAGE	13.32
196284	9/20/2012	PAXTON/PATTERSON LLC TECH. ED., EHS, BOOKS/PERIODICALS	29.60
196285	9/20/2012	PEARSON EDUCATION, INC. ESE, INSTR, BOOKS/PERIODICALS	18,768.69
196286	9/20/2012	PEARSON EDUCATION, INC. RES, INSTR, BOOKS/PERIODICALS	7,492.95
196287	9/20/2012	PELLETS, INC. LEARN. SUP., SEC., SUPPLIES	145.50
196288	9/20/2012	PHILLIPS SUPPLY COMPANY ART, EHS, BID SUPPLIES	202.22
196289	9/20/2012	PITNEY BOWES JTL, PRIN., PROPERTY SERVICE	641.31
196290	9/20/2012	BUSINESS CARD SPEC. ED. SUPV., ELEM., SUPPLIES	257.20
196291	9/20/2012	POSITIVE PROMOTIONS ACCESS, DISTRICT, SUPPLIES	248.95



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Check no.	Check Date	Vendor name and comment	Amount
196292	9/20/2012	PP&L EHS, CUST., ELECTRIC	56.20
196293	9/20/2012	BARBARA PREVOST W9 Received: Y 9/15/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,390.31
196294	9/20/2012	PURE BLUE SWIMMING, EHS, SUPPLIES	389.99
196295	9/20/2012	QUILL CORPORATION SMI, INSTR, BID SUPPLIES	1,830.65
196296	9/20/2012	SUSANNE S RASELY-PHILIPPS ESL, EHS, TUITION REIMB.	1,185.00
196297	9/20/2012	RESOURCES FOR EDUCATORS ESE, PRIN., DUES & FEES	207.00
196298	9/20/2012	KIMBERLY A. RILEY TL.1, PK-1, TUITION REIMB.	315.00
196299	9/20/2012	CAROLINA RODRIGUEZ BUSINESS OFFICE, IN-DISTR.MILES	82.61
196300	9/20/2012	RYDIN DECAL EHS, INSTR, SUPPLIES	278.81
196301	9/20/2012	SADDLEBACK EDUCATIONAL PUBLISHING LEARN.SUP., SEC., BOOKS/PERIOD.	374.86
196302	9/20/2012	SAGE PUBLICATIONS, INC. GIFTED, INT., BOOKS/PERIODICALS	48.00
196303	9/20/2012	THE SANDONE TIRE & BATTERY TRANSPORTATION, TIRES	10,971.30
196304	9/20/2012	SCHOLASTIC MAGAZINES SOC.STUDIES, JTL, BOOKS/PERIODIC	807.68
196305	9/20/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 ART, BES, BID SUPPLIES	391.86
196306	9/20/2012	SHRED-IT USA - NEWARK ESE.CUST., DISPOSAL SERVICE	68.64
196307	9/20/2012	DOUGLAS L. SISK W9 Received: Y 8/31/2011 TRANSPORTATION, CONT.DRIVER	4,347.72
196308	9/20/2012	DUSTIN SISK W9 Received: Y 8/31/2011 TRANSP, CONTR DRIVER, SPEC EDUC	2,974.40
196309	9/20/2012	STANDARD STATIONERY SUPPLY JMH, INSTR, BID SUPPLIES	3,822.89
196310	9/20/2012	STANDARD STATIONERY SUPPLY EHS, INSTR, BID SUPPLIES	193.67
196311	9/20/2012	STAPLES CREDIT PLAN COMP ED PAYABLE #123021	3,259.90
196312	9/20/2012	KIM STEVENS SPEC.ED.SUPV.INT.MILEAGE	80.48
196313	9/20/2012	SUN LITHO-PRINT, INC. CURRICULUM, ELEM, PRINTING	2,943.57

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196314	9/20/2012	SUPER HEAT, INC. MAINT., EHN, PROPERTY SERVICE	21,773.64
196315	9/20/2012	TEEN INK ENGLISH, EHN, BOOKS/PERIODICALS	189.00
196316	9/20/2012	JOYCELYN THOMAS TRANSPORTATION, PARENT TRANSPOR	349.65
196317	9/20/2012	KATHLEEN VARKADOS TRANSPORTATION, PARENT TRANSPOR	735.93
196318	9/20/2012	MARGARET CONFORTI VITALE SMI, PRIN., TUITION REIMB.	1,248.00
196319	9/20/2012	JOHN X WAIBEL PHYS. ED. BUSHKILL, TUITION REIMB	1,664.00
196320	9/20/2012	WEIS MARKET, INC. F&CS, LIS, SUPPLIES	274.83
196321	9/20/2012	SHAWN WESCOTT CURR. DEV. TUITION REIMB. ELEM.	309.44
196322	9/27/2012	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	5,477.75
196323	9/27/2012	GE MONEY BANK/AMAZON ENGLISH, LIS, BOOKS/PERIODICALS	539.14
196324	9/27/2012	AMERICAN JANITOR & PAPER SUPPLY RES, CUST., BID SUPPLIES	40.00
196325	9/27/2012	ANGELA M NEVIN TRANSPORTATION, IN-DIST. MILEAGE	22.20
196326	9/27/2012	ARTS ACADEMY CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC. ED.	2,705.36
196327	9/27/2012	BAC TAX SERVICES CORPORATION Misc. Revenues-Bank Adj. Taxes	10,804.15
196328	9/27/2012	LES BERNS REFUND OF PRIOR YEAR REVENUE	360.50
196329	9/27/2012	BRIAN J. BOROSH ITEC, IN-DISTRICT MILEAGE	6.66
196330	9/27/2012	BUREAU OF EDUCATION & RESEARCH ESE, INSTR, BOOKS/PERIODICALS	2,896.95
196331	9/27/2012	JOHN BURRUS SMI, PRIN., IN-DISTRICT MILEAGE	57.17
196332	9/27/2012	BWP CARQUEST AUTO PARTS TRANSPORTATION, REPAIRS & PARTS	90.18
196333	9/27/2012	CASCADE SCHOOL SUPPLIES SMI, INSTR, BID SUPPLIES	711.77
196334	9/27/2012	CERTIFIED CHEMICAL CO. JTL, CUST., SUPPLIES	270.00
196335	9/27/2012	THE COLLEGE BOARD GUIDANCE, EHS, BOOKS/PERIODICAL	135.00
196336	9/27/2012	COLLINS SPORTS MEDICINE ATHL. TRAINER, EHS, SUPPLIES	350.25
196337	9/27/2012	COLONIAL INTERMEDIATE UNIT 20 COL. IU20/PHYSICAL SUPPORT, SEC.	296,519.65

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196338	9/27/2012	COLONIAL INTERMEDIATE UNIT 20 STAFF DEV., INSERVICE, PROF. CTR.	945.00
196339	9/27/2012	COLONIAL INTERMEDIATE UNIT 20 COL.IU20/LEARN SUPPORT, CONTR.	39,776.31
196340	9/27/2012	COMMUNICATIONS SYSTEMS, INC. MAINT., EHS, PROPERTY SERVICE	66,395.00
196341	9/27/2012	COMMUNICATIONS SYSTEMS, INC. ITEC, TECH SUPPLIES	683.80
196342	9/27/2012	DEEP SURPLUS ITEC, GENERAL SUPPLIES	60.39
196343	9/27/2012	DEMCO INC LIBRARY, SMI, SUPPLIES	337.53
196344	9/27/2012	DEVELOPMENTAL EDUCATION SERVICES EHS, CUST., DISPOSAL SERVICE	1,030.50
196345	9/27/2012	DOWNES & READER HARDWOOD CO. TECH.ED., JTL, BID SUPPLIES	733.00
196346	9/27/2012	DYNAMITE CASTROL PREMIUM LUBE EXPRESS SECURITY, EHS, CONTR. MAINT.	16.98
196347	9/27/2012	EDWARDS BUSINESS SYSTEMS BES, PRIN., PROPERTY SERVICE	874.19
196348	9/27/2012	ELGIN SCHOOL SUPPLY CO., INC. ART, EHN, BID SUPPLIES	278.03
196349	9/27/2012	EMBROIDERY EXPRESS CHEERLEAD, EHN, FALL, SUPPLIES	1,682.25
196350	9/27/2012	EVERGREEN COMMUNITY CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	10,603.80
196351	9/27/2012	EXELON ENERGY COMPANY EHS, CUST., ELECTRIC	30,277.68
196352	9/27/2012	EXELON ENERGY COMPANY EHN, CUST., ELECTRIC	28,264.56
196353	9/27/2012	FEDEX BUSINESS OFFICE, POSTAGE	70.03
196354	9/27/2012	BRAD FITZPATRICK ADMIN.SYS., IN-DIST.MILEAGE	109.34
196355	9/27/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., ELEM., SUPPLIES	93.58
196356	9/27/2012	GENESIS TURFGRASS, INC. GEN.MAINT., SEC., SUPPLIES	2,500.00
196357	9/27/2012	HAJOCA CORPORATION GEN.MAINT., SEC., SUPPLIES	939.92
196358	9/27/2012	HESS CORPORATION ESE.CUST., NATURAL GAS	546.59
196359	9/27/2012	HEWLETT-PACKARD COMPANY GEN.ATHL., EHS, NEW EQUIPMENT	1,229.40
196360	9/27/2012	INDCO INC EHN, CUST., BID SUPPLIES	226.60
196361	9/27/2012	INTEGRAONE VIRTUAL ACADEMY, TECH.SUP/SOFTW	118.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
196362	9/27/2012	INTERBORO PACKAGING CORP RES, CUST., BID SUPPLIES	958.40
196363	9/27/2012	IPS LASER EXPRESS BES, PRIN., TECH SUPPLIES	2,832.75
196364	9/27/2012	JAY & D COPY CENTER W9 Received: Y 10/12/2011 JTL, 6TH, SUPPLIES	248.43
196365	9/27/2012	JUNIOR LIBRARY GUILD LIBRARY, SMI, BOOKS/PERIODICALS	855.00
196366	9/27/2012	KISTLER PRINTING COMPANY PUPIL SVCS, ELEM, PRINTING/BIND.	522.00
196367	9/27/2012	KREMPASKY EQUIPMENT CO. EHN, CUST., REPAIR/MAINT.EQUIP.	4,061.34
196368	9/27/2012	KURTZ BROS. SMI, INSTR, BID SUPPLIES	900.41
196369	9/27/2012	LETICIA LLADOC, Ph.D. W9 Received: Y 6/15/2012 STAFF DEV., INSERVICE, PROF.CTR.	100.00
196370	9/27/2012	MAC ADDICT JTL, INSTR, BOOKS/PERIODICALS	21.00
196371	9/27/2012	MASTER CHEMICAL PRODUCTS, INC. JTL, CUST., BID SUPPLIES	15,491.39
196372	9/27/2012	MET-ED EHS, CUST., ELECTRIC	5,637.02
196373	9/27/2012	METUCHEN CENTER, INC. FIELD HOCKEY, JTL, BID SUPPLIES	621.60
196374	9/27/2012	MGE, INC. GOLF, EHN, SUPPLIES	599.50
196375	9/27/2012	MIDWEST TECHNOLOGY PRODUCTS TECH.ED., EHS, BID SUPPLIES	89.20
196376	9/27/2012	MONROE COUNTY AREA VOCATIONAL-TECHNICAL MCTI, HS-S, OPERATING BUDGET	159,002.00
196377	9/27/2012	MONROE FAMILY PRACTICE MEDICAL SVCS., STAFF EXAM/TESTS	120.00
196378	9/27/2012	MOORE MEDICAL LLC ATHL. TRAINER, EHS, BID SUPPLIES	1,627.00
196379	9/27/2012	NASCO (Quote # 7 2 6 5 0) FUEL UP TO PLAY 60, SUPPLIES	240.10
196380	9/27/2012	NASCO ART, EHS, BID SUPPLIES	44.76
196381	9/27/2012	NATIONAL LINK Misc.Revenues-Bank Adj.Taxes	71.95
196382	9/27/2012	OPDYKE'S SALES & SERVICE TRANSPORTATION, REPAIRS & PARTS	303.05
196383	9/27/2012	THE PACKAGING PLACE BUSINESS OFFICE, POSTAGE	15.95
196384	9/27/2012	PEACHTREE BUSINESS PRODUCTS SECURITY, EHS, SUPPLIES	209.00

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Check no.	Check Date	Vendor name and comment	Amount
196385	9/27/2012	PENNSYLVANIA PAPER & SUPPLY CO. MSE, CUST., SUPPLIES	266.46
196386	9/27/2012	J.W. PEPPER & SONS-ACCT.#36-136400 CHORUS, LIS, SUPPLIES	316.99
196387	9/27/2012	PERMA-BOUND BOOKS LIBRARY, RES, BOOKS/PERIODICALS	4,504.66
196388	9/27/2012	PITNEY BOWES EHN, PRIN., EQUIPMENT RENTAL	187.87
196389	9/27/2012	POCONO RECORD CURRICULUM, ADVERTISING	435.80
196390	9/27/2012	PRUFROCK PRESS GIFTED, ELEM, BOOKS/PERIODICALS	105.65
196391	9/27/2012	PYRAMID SCHOOL PRODUCTS ART, EHN, BID SUPPLIES	1,390.81
196392	9/27/2012	QUILL CORPORATION ART, BES, BID SUPPLIES	129.00
196393	9/27/2012	REALLY GOOD STUFF INC. SMI, INSTR, SUPPLIES	397.03
196394	9/27/2012	S & W CRAFTS INC. TECH. ED., LIS, SUPPLIES	704.00
196395	9/27/2012	LISANDRA SANTIAGO TRANSPORTATION, PARENT TRANSPOR	1,010.10
196396	9/27/2012	HENRY & GWEN SCHIAVELLO REFUNDS, PRIOR YEAR, MID. SM.	3,955.78
196397	9/27/2012	SCHOOL HEALTH CORPORATION MEDICAL, NON-PUB., SUPPLIES	286.97
196398	9/27/2012	SCHOOL SPECIALTY W9 Received: Y 1/01/2010 MSE, PRIN., NEW EQUIPMENT	10,291.71
196399	9/27/2012	SEVEN GENERATIONS CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	3,153.24
196400	9/27/2012	POCONO SEW & VAC ART, EHS, SUPPLIES	335.20
196401	9/27/2012	SEXTON EYEWEAR INC. TECH. ED., EHS, SUPPLIES	218.95
196402	9/27/2012	CHRISTOPHER SOLLIDAY MUSIC, VOCAL, EHS, PROPERTY SVC	120.00
196403	9/27/2012	SPORTS PARADISE FOOTBALL, EHN, SUPPLIES	7,840.00
196404	9/27/2012	STANDARD STATIONERY SUPPLY MSE, INSTR, BID SUPPLIES	524.98
196405	9/27/2012	STAR CONTINUOUS CARDS SYSTEM, INC. GUIDANCE, JTL, SUPPLIES	280.71
196406	9/27/2012	SIEGFRIED & GISELA SUHREKE Misc. Revenues-Bank Adj. Taxes	18.00
196407	9/27/2012	SWEET, STEVENS, KATZ & WILLIAMS LLP W9 Received: Y 1/06/2011 LEGAL SVCS., NON-RETAINER	4,482.66

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Check no.	Check Date	Vendor name and comment	Amount
196408	9/27/2012	THE TIMES-TRIBUNE BOARD SERVICE, ADVERTISING	264.35
196409	9/27/2012	TRIPLE CROWN SPORTS FOOTBALL, EHS, BID SUPPLIES	1,884.20
196410	9/27/2012	UNIVERSITY OF OREGON ADMIN. SYS., TECH SUPPLIES	2,100.00
196411	9/27/2012	UNIVERSITY MUSIC SERVICE CHORUS, EHS, SUPPLIES	118.77
196412	9/27/2012	USA TESTPREP, INC. ENGLISH, EHS, BOOKS/PERIODICALS	300.00
196413	9/27/2012	VALLEY LITHO SUPPLY TECH. ED., EHS, BID SUPPLIES	426.50
196414	9/27/2012	EMILDA VASQUEZ REFUND OF PRIOR YEAR REVENUE	925.00
196415	9/27/2012	MARIA TERESA VAZQUEZ REFUND OF PRIOR YEAR REVENUE	925.00
196416	9/27/2012	VERNIER SOFTWARE SCIENCE, EHS, SOFTWARE/VIDEOS	5,123.13
196417	9/27/2012	VWR SARGENT WELCH SCIENCE, EHS, SUPPLIES	416.69
196418	9/27/2012	WALMART COMMUNITY/GEMB LIFE SKILLS, ELEM, SUPPLIES	1,136.57
196419	9/27/2012	WEIS MARKET, INC. SCIENCE, EHS, SUPPLIES	522.20
196420	9/27/2012	WEST END EQUIPMENT GEN. MAINT. EHN, RENTAL EQUIPMENT	400.06
196421	9/27/2012	EAST STROUDSBURG School Service Personnel Dues	5,279.30
196422	9/27/2012	CHAPTER 13 TRUSTEE Miscellaneous Deductions	576.10
196423	9/27/2012	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	35.00
196424	9/27/2012	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
196425	9/27/2012	E.S.E.A. ESEA Dues	140.00
196426	9/27/2012	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	187.32
196427	9/27/2012	HAB-DLT (ER) Miscellaneous Deductions	237.67
196428	9/27/2012	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	442.05
196429	9/27/2012	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	592.04
196430	9/27/2012	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	415.91
196431	9/27/2012	SOCIAL SECURITY ADMINISTRATION W9 Received: Y Miscellaneous Deductions	137.28

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Check no.	Check Date	Vendor name and comment	Amount
196432	9/27/2012	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	435.77
196433	9/27/2012	UNITED STATES TREASURY Miscellaneous Deductions	200.00
196434	9/27/2012	3M LIBRARY,JTL,PROPERTY SERVICE	2,122.00
			----- 1,817,122.08

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Check no.	Check Date	Vendor name and comment	Amount
8625	9/06/2012	GEORGE D. BUTTS LEHMAN VOLLEYBALL OFFICIAL w/PV	51.00
8626	9/06/2012	KRISTINE HAHN LEH FIELD HOCKEY OFFICIAL w/PAUPACK	69.00
8627	9/06/2012	JULIE M. HINTON LEH FIELD HOCKEY OFFICIAL w/PAUPACK	69.00
8628	9/06/2012	LUTHER KEMMERER V/JV VOLLEYBALL OFFICIAL w/PV	84.00
8629	9/06/2012	THOMAS J. LEIS IV V/JV VOLLEYBALL OFFICIAL w/PV	84.00
8630	9/06/2012	EUGENE SCHWARTZ V/JV GIRSL SOCCER OFFICIAL w/PV	99.00
8631	9/06/2012	DANIEL K. SNYDER V/JV GIRLS SOCCER OFFICIAL w/PV	99.00
8632	9/07/2012	WILLIAM J. BRADDOCK V/JV BOYS SOCCER OFFICIAL w/BECCA	103.00
8633	9/07/2012	JOHN C. FLEMING V/JV BOYS SOCCER OFFICIAL w/PMW	103.00
8634	9/07/2012	JULIE M. HINTON V/JV FIELD HOCKEY OFFICIAL w/PMW	99.00
8635	9/07/2012	GEORGE KAZAKOS V/JV BOYS SOCCER OFFICIAL w/PMW	103.00
8636	9/07/2012	MICHAEL A. VINCOVITCH, JR. LEHMAN FIELD HOCKEY OFFICIAL w/PV	69.00
8637	9/07/2012	JAMES W. VON BROOCK V/JV FIELD HOCKEY OFFICIAL w/PMW	99.00
8638	9/07/2012	AMBER L. WITTEL LEHMAN FIELD HOCKEY OFFICIAL w/PV	69.00
8639	9/11/2012	WILLIAM J. BRADDOCK V GIRLS SOCCER OFFICIAL w/LEHIGHTON	67.00
8640	9/11/2012	JOHN C. FLEMING LEHMAN FOOTBALL OFFICIAL w/DVMS	50.00
8641	9/11/2012	SEAN GOLDEN V/JV BOYS SOCCER OFFICIAL w/BECCA	103.00
8642	9/11/2012	WILLIAM C. KIERNAN V GIRLS SOCCER OFFICIAL w/LEHIGHTON	67.00
8643	9/11/2012	JAMES LITTS LEHMAN FOOTBALL OFFICIAL w/DVMS	50.00
8644	9/11/2012	DAVID MAGGIPINTO LEHMAN BOYS SOCCER OFFICIAL w/PMW	69.00
8645	9/11/2012	PAUL D. MENDITTO LEH BOYS SOCCER OFFICIAL w/PMW	69.00
8646	9/11/2012	JOSEPH DIORIO JH FOOTBALL OFFICIAL w/PME	55.00
8647	9/11/2012	ADDAM LITTS JH FOOTBALL OFFICIAL w/PME	55.00
8648	9/11/2012	ADDAM LITTS LEHMAN FOOTBALL OFFICIAL w/DVMS	50.00



Bank: 41 PNC BANK-ATHLETIC FUND NORTH

Check no.	Date	Vendor name and comment	Amount
8649	9/11/2012	JAMES LITTS JH FOOTBALL OFFICIAL w/PME	55.00
8650	9/11/2012	KEVIN STOCKER JH FOOTBALL OFFICIAL w/PME	55.00
8651	9/13/2012	NANCY BILLGER V/JV FIELD HOCKEY OFFICIAL w/PME	99.00
8652	9/13/2012	DAVID BOANDL V/JV VOLLEYBALL OFFICIAL w/LEHIGHTO	84.00
8653	9/13/2012	GEORGE F. NICK BOYER V/JV VOLLEYBALL OFFICIAL w/LEHIGHTO	84.00
8654	9/13/2012	WILLIAM DANISH V?JV BOYS SOCCER OFFICIAL w/PME	103.00
8655	9/13/2012	KRISTEN ENGLER LEHMAN FIELD HOCKEY OFFICIAL w/LEHI	89.00
8656	9/13/2012	JULIE M. HINTON V/JV FIELD HOCKEY OFFICIAL w/PME	99.00
8657	9/13/2012	MICHAEL SCHRODER V/JV BOYS SOCCER OFFICIAL w/PME	103.00
8658	9/14/2012	LARRY L. ARNER V FOOTBALL OFFICIAL w/WILLIAM ALLEN	72.00
8659	9/14/2012	LARRY EICHLIN V FOOTBALL OFFICIAL w/WILLIAM ALLEN	72.00
8660	9/14/2012	THEODORE IOBST V FOOTBALL OFFICIAL w/WILLIAM ALLEN	72.00
8661	9/14/2012	GAIL JOHNSON START UP \$\$, V FOOTBALL w/WM ALLEN	600.00
8662	9/14/2012	PETER J. JULO III V FOOTBALL OFFICIAL w/WILLIAM ALLEN	72.00
8663	9/14/2012	LACKAWANNA COUNTY COMMISSIONERS CROSS COUNTRY ENTRY FEE, 9-15-12	65.00
8664	9/14/2012	PAUL TUMAVITCH V FOOTBALL OFFICIAL w/WILLIAM ALLEN	72.00
8665	9/17/2012	JOHN DAVID BRITTO V BOYS SOCCER OFFICIAL w/PEN ARGYL	67.00
8666	9/17/2012	CHECK VOIDED	
8667	9/17/2012	CHECK VOIDED	
8668	9/17/2012	CHECK VOIDED	
8669	9/17/2012	CHECK VOIDED	
8670	9/17/2012	GLENN MINNICK V BOYS SOCCER OFFICIAL w/PEN ARGYL	67.00
8671	9/19/2012	WILLIAM E. BELLAS LEHMAN FOOTBALL OFFICIAL w/PAUPACK	50.00
8672	9/19/2012	GEORGE D. BUTTS V/JV VOLLEYBALL OFFICIAL w/STBG	84.00
8673	9/19/2012	LARRY EICHLIN LEHMAN FOOTBALL OFFICIAL w/PAUPACK	50.00
8674	9/19/2012	JOHN C. FLEMING LEHMAN FOOTBALL OFFICIAL w/PAUPACK	50.00

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Check no.	Date	Vendor name and comment	Amount
8675	9/19/2012	JOSEPH MICHAEL LIGHT V/JV VOLLEYBALL OFFICIAL w/STBG	84.00
8676	9/19/2012	JOSEPH RYCEK LEH VOLLEYBALL OFFICIAL w/JTL	51.00
8677	9/19/2012	JAMES W. VON BROOCK LEH FIELD HOCKEY OFFICIAL w/STBG	89.00
8678	9/21/2012	ANNE WENNINGER V/JV FIELD HOCKEY OFFICIAL w/SOUTH	99.00
8679	9/21/2012	MICHAEL DEL PRIORE V/JV BOYS SOCCER OFFICIAL w/SOUTH	103.00
8680	9/21/2012	DELAWARE RIVER PRINTING & MARKETING W9 Received: Y 11/10/2011 FALL SPORT POCKET SCHEDULE PRINTING	500.00
8681	9/21/2012	JESSICA GOYETTE LEHMAN FIELD HOCKEY OFFICIAL w/BANG	89.00
8682	9/21/2012	JESSICA GOYETTE V/JV FIELD HOCKEY OFFICIAL w/HONESD	99.00
8683	9/21/2012	MEGAN HAU V VOLLEYBALL OFFICIAL w/FAITH CHRIS	57.00
8684	9/21/2012	THOMAS J. LEIS IV V VOLLEYBALL OFFICIAL w/FAITH CHRIS	57.00
8685	9/21/2012	MYLES MUTH V/JV BOYS SOCCER OFFICIAL w/SOUTH	103.00
8686	9/21/2012	ELISSA WALKER V/JV FIELD HOCKEY OFFICIAL w/HONESD	99.00
8687	9/21/2012	AMBER L. WITTEL V/JV FIELD HOCKEY OFFICIAL w/SOUTH	99.00
8688	9/24/2012	LARRY L. ARNER JH FOOTBALL OFFICIAL w/VALLEY VIEW	55.00
8689	9/24/2012	LARRY EICHLIN JH FOOTBALL OFFICIAL w/VALLEY VIEW	55.00
8690	9/24/2012	ADDAM LITTS JH FOOTBALL OFFICIAL w/VALLEY VIEW	55.00
8691	9/24/2012	KEVIN STOCKER JH FOOTBALL OFFICIAL w/VALLEY VIEW	55.00
8692	9/25/2012	NANCY BILLGER V/JV FIELD HOCKEY OFFICIAL w/PV	99.00
8693	9/25/2012	MARTIN KAZIMIR V/JV BOYS SOCCER OFFICIAL w/PV	103.00
8694	9/25/2012	ROBERT F. KIMBALL V/JV BOYS SOCCER OFFICIAL w/PV	103.00
8695	9/25/2012	THOMAS J. LEIS IV LEH VOLLEYBALL OFFICIAL w/DING-DEL	51.00
8696	9/25/2012	CHERYL LOZIER V/JV FIELD HOCKEY OFFICIAL w/PV	99.00
8697	9/25/2012	KAREN GOLDEN LYNOTT LEH BOYS SOCCER OFFICIAL w/JTL	69.00
8698	9/25/2012	WALTER SYPERSKI LEH BOYS SOCCER OFFICIAL w/JTL	69.00

Bank: 41 PNC BANK-ATHLETIC FUND NORTH

Check no.	Date	Vendor name and comment	Amount
8699	9/27/2012	JOE BENDA V FOOTBALL OFFICIAL w/PMW	72.00
8700	9/27/2012	LARRY EICHLIN LEHMAN FOOTBALL OFFICIAL w/Ding-Del	50.00
8701	9/27/2012	JOHN C. FLEMING LEHMAN FOOTBALL OFFICIAL w/Ding-Del	50.00
8702	9/27/2012	PATRICK FRANK V FOOTBALL OFFICIAL w/PMW	72.00
8703	9/27/2012	STEPHEN T. GERKOVICH V FOOTBALL OFFICIAL w/PMW	72.00
8704	9/27/2012	CHECK VOIDED	
8705	9/27/2012	GAIL JOHNSON START-UP \$\$\$, V FOOTBALL w/PMW	600.00
8706	9/27/2012	JAMES LITTS LEHMAN FOOTBALL OFFICIAL w/Ding-Del	50.00
8707	9/27/2012	JAMES LITTS V FOOTBALL OFFICIAL w/PMW	72.00
8708	9/27/2012	KAREN GOLDEN LYNOTT LEHMAN BOYS SOCCER OFFICIAL w/PV	69.00
8709	9/27/2012	NORTHEAST PA RIFLE LEAGUE 2012-13 DUES	175.00
8710	9/27/2012	WILLIAM G. ROSS V/JV GIRLS SOCCER OFFICIAL w/PEN AR	103.00
8711	9/27/2012	PATRICK SALVAGE V FOOTBALL OFFICIAL w/PMW	72.00
8712	9/27/2012	DANIEL K. SNYDER LEHMAN BOYS SOCCER OFFICIAL w/PV	69.00
8713	9/27/2012	MICHAEL STEINER V/JV GIRLS SOCCER OFFICIAL w/PMW	103.00
8714	9/27/2012	CHECK VOIDED	
8715	9/27/2012	HAMDIJA TODOROVAC V/JV GIRLS SOCCER OFFICIAL w/PMW	103.00
8716	9/27/2012	WILLIAM VANZINO V/JV GIRLS SOCCER OFFICIAL w/PEN AR	103.00
8717	9/27/2012	JAMES W. VON BROOCK LEHMAN FIELD HOCKEY OFFICIAL w/Paup	89.00
8718	9/27/2012	ELISSA WALKER V FIELD HOCKEY OFFICIAL w/DIERUFF	65.00
8719	9/27/2012	JACQUELINE M. WILLIAMS V FIELD HOCKEY OFFICIAL w/DIERUFF	65.00
8720	9/27/2012	WILSON WRESTLING BOOSTER CLUB WRESTLING ENTRY FEE, 12-8-12	225.00
			8,620.00

**Bank: 40 CITIZENS BANK - ATHLETIC FUND SOUTH**

Check no.	Check Date	Vendor name and comment	Amount
7175	9/05/2012	NANCY BILLGER V/JV FIELD HOCKEY OFFICIAL w/W-HALL	99.00
7176	9/05/2012	GEORGE F. NICK BOYER V/JV VOLLEYBALL OFFICIAL w/PIUS X	84.00
7177	9/05/2012	FELICIA MULLEN V/JV FIELD HOCKEY OFFICIAL w/W-HALL	99.00
7178	9/05/2012	JOSEPH RYCEK V/JV VOLLEYBALL OFFICIAL w/PIUS X	84.00
7179	9/07/2012	NANCY BILLGER V/JV FIELD HOCKEY OFFICIAL w/PEN AR	99.00
7180	9/07/2012	JOELLE FAIR V/JV FIELD HOCKEY OFFICIAL w/PV	99.00
7181	9/07/2012	CORY GOLDEN V BOYS SOCCER OFFICIAL w/PV	67.00
7182	9/07/2012	JAMES A. HALL JV BOYS SOCCER OFFICIAL w/PV	55.00
7183	9/07/2012	CHECK VOIDED	
7184	9/07/2012	CHECK VOIDED	
7185	9/07/2012	CHECK VOIDED	
7186	9/07/2012	CHERYL MOCZULSKI V/JV FIELD HOCKEY OFFICIAL w/PV	99.00
7187	9/07/2012	ELIO SERPICO JV BOYS SOCCER OFFICIAL w/PV	55.00
7188	9/07/2012	ELIO SERPICO JV BOYS SOCCER OFFICIAL w/NORTHAMPT	55.00
7189	9/07/2012	DUANE STOFFLET JTL BOYS SOCCER OFFICIAL w/DVMS	69.00
7190	9/10/2012	MARK BRONKO Fr/JV FOOTBALL OFFICIAL w/PMW	92.00
7191	9/10/2012	JOSEPH DIORIO V FOOTBALL OFFICIAL w/PMW	92.00
7192	9/10/2012	ANDREW FANTASIA FR/JV FOOTBALL OFFICIAL w/PMW	92.00
7193	9/10/2012	SEAN GOLDEN V BOYS SOCCER OFFICIAL w/PV	67.00
7194	9/10/2012	JESSICA GOYETTE V/JV FIELD HOCKEY OFFICIAL w/PEN AR	99.00
7195	9/10/2012	KIM S LAWRENCE JTL VOLLEYBALL OFFICIAL w/DING-DEL	51.00
7196	9/10/2012	KAREN GOLDEN LYNOTT JTL BOYS SOCCER OFFICIAL w/DVMS	69.00
7197	9/10/2012	ARMAND MARTINELLI FR/JV FOOTBALL START UP \$	300.00
7198	9/10/2012	JOHN URBANAVAGE Fr/JV FOOTBALL OFFICIAL w/PMW	92.00
7199	9/11/2012	CARMEN J. CONTRINO JV GIRLS SOCCER OFFICIAL w/PMW	55.00
7200	9/11/2012	MICHAEL DEL PRIORE V GIRLS SOCCER OFFICIAL w/PMW	67.00

**Bank: 40 CITIZENS BANK - ATHLETIC FUND SOUTH**

Check no.	Check Date	Vendor name and comment	Amount
7201	9/11/2012	JOHN C. FLEMING JTL BOYS SOCCER OFFICIAL w/PV	69.00
7202	9/11/2012	JAMES A. HALL JTL BOYS SOCCER OFFICIAL w/PV	69.00
7203	9/11/2012	LACKAWANNA COUNTY COMMISSIONERS ENTRY FEE JTL CROSS COUNTRY	65.00
7204	9/11/2012	KAREN GOLDEN LYNOTT JV GIRLS SOCCER OFFICIAL w/PMW	55.00
7205	9/11/2012	ELIO SERPICO V GIRLS SOCCER OFFICIAL w/PMW	67.00
7206	9/12/2012	JAMES L. HANEY JTL FOOTBALL OFFICIAL w/HONESDALE	50.00
7207	9/12/2012	TIMOTHY PETERS JTL FOOTBALL OFFICIAL w/HONESDALE	50.00
7208	9/12/2012	STEPHEN LEWIS TONE JTL FOOTBALL OFFICIAL w/HONESDALE	50.00
7209	9/13/2012	SEAN GOLDEN V BOYS SOCCER OFFICIAL w/LEHIGHTON	67.00
7210	9/13/2012	JAMES A. HALL V BOYS SOCCER OFFICIAL w/LEHIGHTON	67.00
7211	9/13/2012	JUDITH A. HOLLENBACH V/JV FIELD HOCKEY OFFICIAL w/LEHIGH	99.00
7212	9/13/2012	LACKAWANNA COUNTY COMMISSIONERS CROSS COUNTRY ENTRY FEE, 9-15-12	150.00
7213	9/13/2012	THOMAS J. LEIS IV V/JV VOLLEYBALL OFFICIAL w/PMW	84.00
7214	9/13/2012	JAMES NEMETH V/JV VOLLEYBALL OFFICIAL w/PMW	84.00
7215	9/13/2012	AMBER L. WITTEL V/JV FIELD HOCKEY OFFICIAL w/LEHIGH	99.00
7216	9/14/2012	BENJAMIN BRENNEMAN START UP \$\$, V FOOTBALL w/STBG	1,200.00
7217	9/14/2012	MARK T. CESARE V FOOTBALL OFFICIAL w/STROUDSBURG	72.00
7218	9/14/2012	FRANCIS R FELCHOCK V FOOTBALL OFFICIAL w/STROUDSBURG	72.00
7219	9/14/2012	J. DANIEL FERRY V FOOTBALL OFFICIAL w/STROUDSBURG	72.00
7220	9/14/2012	SEAN GOLDEN V BOYS SOCCER OFFICIAL w/PEN ARGYL	67.00
7221	9/14/2012	RICK G. LEAMON V FOOTBALL OFFICIAL w/STROUDSBURG	72.00
7222	9/14/2012	KAREN GOLDEN LYNOTT JV BOYS SOCCER OFFICIAL w/LEHIGHTON	55.00
7223	9/14/2012	BARRY SCHAFFER V FOOTBALL OFFICIAL w/STROUDSBURG	72.00
7224	9/14/2012	MICHAEL SCHRODER V BOYS SOCCER OFFICIAL w/PEN ARGYL	67.00

**Bank: 40 CITIZENS BANK - ATHLETIC FUND SOUTH**

Check no.	Check Date	Vendor name and comment	Amount
7225	9/14/2012	MICHAEL A. VINCOVITCH, JR. JTL FIELD HOCKEY OFFICIAL w/PMW	69.00
7226	9/14/2012	JAMES W. VON BROOCK JTL FIELD HOCKEY OFFICIAL w/PMW	69.00
7227	9/14/2012	BRADLEY A. WELLS JV BOYS SOCCER OFFICIAL w/LEHIGHTON	55.00
7228	9/19/2012	JON T. ADAMS V BOYS SOCCER OFFICIAL w/STROUDSBUR	67.00
7229	9/19/2012	JOSE CARLOS V BOYS SOCCER OFFICIAL w/STROUDSBUR	67.00
7230	9/19/2012	SEAN GOLDEN JV BOYS SOCCER OFFICIAL w/STBG	55.00
7231	9/19/2012	JUDITH A. HAKAKAL V/JV VOLLEYBALL OFFICIAL w/PME	84.00
7232	9/19/2012	MICHAEL HAKAKAL, JR V/JV VOLLEYBALL OFFICIAL w/PME	84.00
7233	9/19/2012	CHERYL LOZIER JTL FIELD HOCKEY OFFICIAL w/PME	89.00
7234	9/19/2012	BRENDA S. MITSTIFER V/JV FIELD HOCKEY OFFICIAL w/STBG	99.00
7235	9/19/2012	CHRISTINE PACOVICH V/JV FIELD HOCKEY OFFICIAL w/STBG	99.00
7236	9/19/2012	DANIEL K. SNYDER JV BOYS SOCCER OFFICIAL w/STROUDSBUR	55.00
7237	9/20/2012	ANNE WENNINGER V/JV FIELD HOCKEY OFFICIAL w/PME	99.00
7238	9/20/2012	JOHN CASCIOTTA JV BOYS SOCCER OFFICIAL w/PME	55.00
7239	9/20/2012	JOHN C. FLEMING JTL BOYS SOCCER OFFICIAL w/STBG	69.00
7240	9/20/2012	STEVE GRIFFITH JV GIRLS SOCCER OFFICIAL w/NORTH	55.00
7241	9/20/2012	WILLIAM HORVATH JV BOYS SOCCER OFFICIAL w/PME	55.00
7242	9/20/2012	FRANK A. LAZENKA, JR V GIRLS SOCCER OFFICIAL w/NORTH	67.00
7243	9/20/2012	KAREN GOLDEN LYNOTT JTL BOYS SOCCER OFFICIAL w/STBG	69.00
7244	9/20/2012	TARA MEZZANOTTE V GIRLS SOCCER OFFICIAL w/NORTH	67.00
7245	9/20/2012	DIANE SCHANTZENBACH V/JV FIELD HOCKEY OFFICIAL w/PME	99.00
7246	9/20/2012	KEVIN STOCKER JTL FOOTBALL OFFICIAL w/DVMS	50.00
7247	9/20/2012	E. W. NED STRONG V BOYS SOCCER OFFICIAL w/PME	122.00
7248	9/20/2012	BRADLEY A. WELLS V BOYS SOCCER OFFICIAL w/PME	67.00

**Bank: 40 CITIZENS BANK - ATHLETIC FUND SOUTH**

Check no.	Check Date	Vendor name and comment	Amount
7249	9/21/2012	DELAWARE RIVER PRINTING & MARKETING W9 Received: Y 11/10/2011 FALL SPORT POCKET PRINTING SCHEDULE	500.00
7250	9/21/2012	JAMES L. HANEY JTL FOOTBALL OFFICIAL w/DVMS	50.00
7251	9/21/2012	RICK G. LEAMON JTL FOOTBALL OFFICIAL w/DVMS	50.00
7252	9/24/2012	MALCOLM JONES JH/JV FOOTBALL OFFICIAL w/WM ALLEN	92.00
7253	9/24/2012	JAMES LITTS JH/JV FOOTBALL OFFICIAL w/WM ALLEN	92.00
7254	9/24/2012	CRAIG MOSSER JH/JV FOOTBALL OFFICIAL w/WM ALLEN	92.00
7255	9/24/2012	ERIC J. STRIBA JH/JV FOOTBALL OFFICIAL w/WM ALLEN	92.00
7256	9/25/2012	KRISTEN ENGLER JTL FIELD HOCKEY OFFICIAL w/LEHMAN	69.00
7257	9/25/2012	KRISTINE HAHN JTL FIELD HOCKEY OFFICIAL w/LEHMAN	69.00
7258	9/25/2012	CHERYL LOZIER JTL FIELD HOCKEY OFFICIAL w/DING-DE	69.00
7259	9/25/2012	SAHR MBRIWA JTL BOYS SOCCER OFFICIAL w/LEHIGHTO	69.00
7260	9/25/2012	CHERYL MOCZULSKI V FIELD HOCKEY OFFICIAL w/NDES	65.00
7261	9/25/2012	STANLEY MONTROM JTL BOYS SOCCER OFFICIAL w/LEHIGHTO	69.00
7262	9/25/2012	JAMES NEMETH V/JV VOLLEYBALL OFFICIAL w/NORTH	84.00
7263	9/25/2012	DAVID SELL JTL VOLLEYBALL OFFICIAL w/DVMS	51.00
7264	9/25/2012	CHECK VOIDED	
7265	9/25/2012	JACQUELINE M. WILLIAMS V FIELD HOCKEY OFFICIAL w/NDES	65.00
7266	9/27/2012	ROBERT ANDREWS JTL FOOTBALL OFFICIAL w/PMW	50.00
7267	9/27/2012	GEORGE F. NICK BOYER V/JV VOLLEYBALL OFFICIAL w/NORTHAMP	84.00
7268	9/27/2012	BENJAMIN BRENNEMAN START UP \$\$, V FOOTBALL w/PME	1,200.00
7269	9/27/2012	MICHAEL DEL PRIORE V GIRLS SOCCER OFFICIAL w/PV	67.00
7270	9/27/2012	MEDHAT ELSAYED JV GIRLS SOCCER OFFICIAL w/BANGOR	55.00
7271	9/27/2012	FREEDOM TO LIBERTY RUN JTL C COUNTRY ENTRY FEE, 10-17-12	80.00
7272	9/27/2012	JOSEPH TIM FREEMAN V/JV VOLLEYBALL OFFICIAL w/NORTH	84.00

Bank: 40 CITIZENS BANK - ATHLETIC FUND SOUTH

Check no.	Check Date	Vendor name and comment	Amount
7273	9/27/2012	SEAN GOLDEN JV GIRLS SOCCER OFFICIAL w/PV	55.00
7274	9/27/2012	SEAN GOLDEN V GIRLS SOCCER OFFICIAL w/BANGOR	67.00
7275	9/27/2012	STEVE GRIFFITH V GIRLS SOCCER OFFICIAL w/BANGOR	67.00
7276	9/27/2012	JAMES L. HANEY JTL FOOTBALL OFFICIAL w/PMW	50.00
7277	9/27/2012	BRUCE A. HEWETT JV GIRLS SOCCER OFFICIAL w/BANGOR	55.00
7278	9/27/2012	FRANK J. KEGLOVITZ V/JV VOLLEYBALL OFFICIAL w/NORTHAMP	84.00
7279	9/27/2012	RICK G. LEAMON JTL FOOTBALL OFFICIAL w/PMW	50.00
7280	9/27/2012	CHERYL LOZIER JTL FIELD HOCKEY OFFICIAL w/DING-DE	20.00
7281	9/27/2012	PAUL D. MENDITTO JV GIRLS SOCCER OFFICIAL w/PV	55.00
7282	9/27/2012	NORTHEAST PA RIFLE LEAGUE 2012-13 DUES	175.00
7283	9/27/2012	TIMOTHY PETERS V FOOTBALL OFFICIAL w/PME	72.00
7284	9/27/2012	PAT PETRONE V FOOTBALL OFFICIAL w/PME	72.00
7285	9/27/2012	MICHAEL SCHRODER V GIRLS SOCCER OFFICIAL w/PV	67.00
7286	9/27/2012	JAMES M. SOLTIS V FOOTBALL OFFICIAL w/PME	72.00
7287	9/27/2012	ERIC J. STRIBA V FOOTBALL OFFICIAL w/PME	72.00
7288	9/27/2012	LEE C. WILLIAMS V FOOTBALL OFFICIAL w/PME	72.00
			10,983.00

End of Report - 8.14.26



**EAST STROUDSBURG AREA SCHOOL DISTRICT  
CAPITAL PROJECTS - BOND FUND - 2012-2013**

**Sep-12**

DATE	PNC CONST	2008 PLGIT	2011A	2011D (QZAB)	2012A	TOTAL
*InterestRates	.15% APYE	.02% MDY	.02% MDY	.02% MDY	.02% MDY	
Beg Bal	\$ 68,291.72	\$ 238,421.98	\$ 619,489.43	\$ 456,747.43	\$ 2,331,670.20	\$ 3,714,620.76
ADJ TO BEG BAL						\$ -
Deposit						\$ -
Transfers	\$ 5,064.00	\$ (64.00)	\$ (5,000.00)			\$ -
Interest	\$ 6.17	\$ 3.60	\$ 9.35	\$ 6.90	\$ 35.21	\$ 61.23
Expense	\$ (5,064.00)					\$ (5,064.00)
End Bal	\$ 68,297.89	\$ 238,361.58	\$ 614,498.78	\$ 456,754.33	\$ 2,331,705.41	\$ 3,709,617.99

\*APYE Annual Percentage Yield Earned  
MDY Monthly Distribution Yield

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / CAPITAL RESERVE FUND  
2012-2013**

	<u>September 30, 2012</u>		<u>July 1, 2011 September 30, 2012</u>		<u>Prior Year July 1, 2011 to June 30, 2012</u>	
<b>Beginning Balance:</b>		\$ 3,831,527.65		\$ 3,943,239.57		\$ 2,964,118.89
<b>Adjustment to Beginning Balance</b>						
<b>Deposit:</b>					\$ 1,311,780.17	
<b>Recoverable Bus Purchase:</b>						
Reimbursement to/from G.F.			\$ -		0.00	
Reimbursement to/from PLGIT			\$ -		0.00	
Wolfington Bus Buy Back			\$ -		0.00	1,311,780.17
<b>Interest:</b>						
PLGIT .02% *MDY	\$ 49.06	49.06	227.54	227.54	753.61	753.61
<b>TOTAL RECEIPTS</b>		49.06		227.54		1,312,533.78
<b>TOTAL RESOURCES</b>		<u>\$ 3,831,576.71</u>		<u>\$ 3,943,467.11</u>		<u>\$ 4,276,652.67</u>
<b>Disbursements:</b>						
Transportation - New Buses			\$ -		0.00	
Due to General Fund	7,207.01		7,207.01		0.00	
Due to PLGIT			-		0.00	
Land Acquisition Costs			-		0.00	
Architect/Engineer-JTL			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	31,041.46		31,041.46		12,700.00	
Maint. - JMH			-		28,994.55	
Maint. - MSE			-		0.00	
Maint. - SME			-		0.00	
Maint. - HSN			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	146,389.00		146,389.00		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	1,421.75		87,921.75		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>186,059.22</u>		<u>297,949.62</u>	<u>-</u>	<u>333,413.10</u>
<b>Ending Balance</b>		<u>\$ 3,645,517.49</u>		<u>\$ 3,645,517.49</u>		<u>\$ 3,943,239.57</u>
<b>Cash Summary:</b>						
PLGIT	3,645,517.49		\$ 3,645,517.49		3,943,239.57	
<b>Ending Balance</b>		<u>\$ 3,645,517.49</u>		<u>\$ 3,645,517.49</u>		<u>\$ 3,943,239.57</u>

\*Interest Rate  
MDY (Monthly Distribution Yield)

Bank: 21 PLGIT - Capital Reserve

Check no.	Date	Vendor name and comment	Amount
1185	9/20/2012	EAST STROUDSBURG AREA - GENERAL FUND Due to Other Funds - General	7,207.01
1186	9/20/2012	GIANT FLOOR & CARPET ONE MAINT.,RESICA, CONT.SERV.	31,041.46
1187	9/20/2012	T&M ASSOCIATES SITE IMP.JMH,OTHER PROF.SERV.	1,421.75
1188	9/20/2012	WEATHERPROOFING TECHNOLOGIES, INC. BLDG.IMPR.REPAIR/MAINT,JMH	146,389.00
			186,059.22

End of Report - 9.01.55

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
**STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)**  
**September 30, 2012**

	<u>September 30, 2012</u>		<u>July 1, 2012 to September 30, 2012</u>		<u>Prior Year July 1, 2011 to June 30, 2012</u>	
<b>Beginning Balance:</b>	\$	42,528,567.87	\$	50,744,381.83	\$	41,865,145.23
<b>Adjustment to Beginning Balance</b>					\$	(231.27)
<b>Receipts:</b>						
Earned Income Tax	\$	244,999.12	668,989.66	683,794.92	\$	2,868,857.20
Occupational Privilege Tax	2,769.25	\$ 247,768.37	14,805.26		70,650.14	2,939,507.34
<b>Real Estate Transfer Tax:</b>						
Monroe	\$	73,138.88	1,925,706.99		\$	485,012.06
Pike	13,147.37	86,286.25	31,340.66	1,957,047.65	100,612.78	585,624.84
<b>Delinquent Taxes</b>						
Monroe			2,431.60		\$	6,222,795.85
Pike			566,122.83	568,554.43	1,876,583.19	8,099,379.04
<b>Real Estate Taxes:</b>						
East Stroudsburg	\$	5,314,449.62	6,574,829.33		\$	11,385,710.12
Middle Smithfield	10,905,043.87		13,975,691.71		32,748,434.45	
Pike	2,410,284.66		3,140,451.33		6,171,832.00	
Smithfield	9,683,703.03		11,478,427.68		16,617,934.30	
Lehman	13,787,679.76		15,822,944.85		20,447,344.66	
Porter	1,070,776.20	43,171,937.14	1,401,036.93	52,193,381.83	1,819,719.13	89,290,974.66
<b>Interest:</b>						
PNC - ATHLETICS .15% **APYE	\$	2.59	4.25		\$	15.09
PLGIT .02% **MDY	\$	81.79	212.85		\$	2,941.37
PLGIT/PLUS .04% **MDY	460.58		460.58		2,313.08	
PLGIT/CD's *Multiple Rates	5,380.91		13,858.79		10,388.92	
PSDLAF .15%	3,175.08		11,806.22		52,787.88	
PNC NOW .15% **APYE	1,603.19		3,131.19		19,950.15	
		10,704.14	-	29,473.88		88,396.49
<b>ACH State Transfers:</b>						
Access						
Basic Ed			1,697,029.93		\$	11,175,916.99
Alt Ed for Dier Yth			-		-	
Charter School Tr			-		-	
DEP			-		-	
DCED Anti Gang Initiative			-		-	
Drivers Ed			-		-	
Dual Enrollment			-		(1,490.72)	
Education Assistance			-		-	
Grant			14,988.00		-	
Health Reimb			-		164,847.33	
Homebound			-		-	
Incarcerated Ed			-		-	
Lieu of Taxes			39,989.46		73,644.42	
Colonial IU20 Refund			-		-	
NP Transportation			-		118,741.06	
10/11 Pupil Transportation Shortfall			6,068.99		-	
10/11 Nonpublic Transportation Shortfall			649.25		-	
NSLP Sub	46,584.98		321,837.83		1,806,318.17	
09/10 Excess Revenue - MCTI			-		-	
PA Accountability Grants	252,351.00		504,703.00		504,703.00	
Perf Incentives			-		-	
Property Tax Relief			2,170,920.00		4,341,927.75	
PURTA			-		133,733.60	
Rental Subsidy			-		2,733,881.37	
Retirement	713,032.97		713,032.97		2,637,836.14	
SD Special Ed Funding	537,818.63		1,078,342.63		3,650,250.15	
SD Transportation			318,551.00		3,175,024.97	
School Health Program			-		-	
Section 1305/1306			-		493,053.94	
Social Security	164,005.80		590,329.80		2,548,899.49	
Tuition Transfer			-		-	
Vocational Ed-PDE			-		-	
Vocational Ed-MCTI			38,502.84		191,962.87	
Ward of State			-		18,287.51	
WIA Summer Youth		1,713,793.38	-	7,494,945.70		33,767,518.04
<b>Federal Revenue:</b>						
Access	187,678.98		189,544.90		942,058.01	
Academic Achievement			-		-	
ARRA - Education Jobs	13,308.00		13,308.00		-	
ARRA - Fiscal Stabilization-Basic Ed			-		253,506.30	
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		146,987.20	
Title I	200,383.74		273,279.58		965,592.56	
Title II	28,673.34		45,849.10		194,299.95	
Title III	3,838.40		3,838.40		95,611.00	
Title V			-		-	
Title VI		433,882.46	-	533,605.22		4,594,250.03
<b>Other Revenue:</b>						
Athletic Events	\$	14,955.00	14,955.00		\$	79,407.41
Transfer from General Fund to Athletics	\$	10,000.00	10,000.00		\$	40,000.00
Refunds	\$	367.53	367.53		\$	58,971.90
Miscellaneous	1,319.78		7,349.44		106,563.91	
Jury Duty Reimb	25.65		271.85		3,529.71	
Local Grants			2,280.00		21,940.00	
Bus Reimbursement-Outside ESASD			325.00		4,305.00	
Donations			-		1,000.00	
Early Intervention Amendment A			9,676.00		-	
Early Intervention Amendment B			8,118.00		-	
Federal Subsidy Payment for 2010A	29,463.00		29,463.00		29,463.00	
Federal Subsidy Payment for 2011D	13,487.25		13,487.25		9,890.64	
Parking Permits/Smoking Fines/Locker Fees/ID's	520.00		1,667.00		3,883.72	
Cell Tower	1,194.05		4,776.20		13,315.30	
Online Summer School			11,285.00		18,459.00	
Credit Recovery Program	370.00		370.00		2,684.00	
Use of Facilities	548.49		1,635.49		23,204.37	
Use of Facilities Deposit			-		783.00	
QSCB Federal Subsidy			-		29,463.15	
Restitutions	249.45		1,029.20		2,009.15	
Settlement Proceeds			-		55.19	
Shawnee Academy		72,500.20	-	117,255.96	6,432.49	455,360.94

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)  
September 30, 2012**

	September 30, 2012	July 1, 2012 to September 30, 2012	Prior Year July 1, 2011 to June 30, 2012
<b>Credit to Expense:</b>			
Wage/Tuition Reimb		-	\$ 23,949.45
Misc. Expense		-	93.83
Cafeteria Reimb		-	150.00
Misc. Reimb/Refunds	22,271.92	30,970.92	400,643.42
Insurance Reimbursements		3,824.14	37,150.22
Bus Reimbursement-Inside ESASD	675.00	1,325.00	11,700.00
Custodian/Security Fees		-	-
Donations		-	-
Obligations	36.02	54.77	8,056.04
Bond/Const. Fund to GF		877.50	3,087.50
Capital Reserve to GF	7,207.01	7,207.01	-
Concession Stand to GF		-	-
Special/Student Activity to GF	100.00	200.00	6,455.46
Sub Teacher Permits	25.00	260.00	535.00
PayPal to GF		-	-
Portnoff Fees		-	1,515.36
MCTI	23,183.89	23,183.89	203,521.08
Bus Buy-Back (Wollington)			1,417,370.00
Shawnee Reconciliation			
Blue Cross Pymt/COBRA	12,781.35	66,280.19	219,613.96
		42,391.10	2,333,641.32
		110,294.33	
			219,613.96
			2,333,641.32
<b>TOTAL RECEIPTS</b>	\$ 45,803,152.13		63,688,353.92
<b>TOTAL RESOURCES</b>	\$ 88,331,719.80		114,432,735.45
			142,154,852.70
			183,719,766.66
<b>Disbursements:</b>			
Accounts Payable - Athletics (South)	10,983.00	15,037.00	78,925.29
Accounts Payable - Athletics (North)		8,620.00	59,148.85
Accounts Payable	4,856,729.14	13,810,358.04	52,826,189.20
Payroll	3,154,180.76	9,752,200.87	41,381,041.99
Investment Fees	1,499.00	3,079.12	4,427.47
Prior Months Voids/Adj - Athletics		(193,788.29)	(286.00)
Prior Months Voids/Adj	(362.92)	(362.92)	(34,587.24)
Accrued Interest		-	-
2004A GON Principal & Int		-	393,025.00
2006 GOB Principal & Int		-	-
2007 GON Principal & Int		1,818,730.00	3,632,553.75
2007A GOB Principal & Int		2,515,000.00	3,665,000.00
2008 GOB Principal & Int		811,241.25	1,617,582.50
2009 GOB Principal & Int		-	67,937.50
2009A GOB Principal & Int		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		106,150.46	65,999.66
2011 GOB Principal & Int		-	493,176.73
2011A GOB Principal & Int		-	77,417.72
2011D QZAB Principal & Int		42,653.82	9,690.64
2012 GOB Principal & Int		-	54,963.34
2012A GOB Principal & Int		-	28,069.33
GOB CP \$37.5M		-	-
Blue Cross Payment (EBTEP)	1,453,330.21	4,372,250.77	17,486,621.17
Due to/from Capital Projects		-	-
Due to/from Capital Reserves		-	1,306,000.00
96 VRLP \$7M Principal, Int & Annual Trust Fee	4,371.40	8,781.17	446,465.82
96 VRLP \$10M Principal, Int & Annual Trust Fee	5,891.60	17,657.55	663,870.91
T R A N. & Interest			
Bus Buy-Back (Wollington)		-	-
<b>Balance:</b>	\$ 9,495,242.19	1,739,850.00	35,596,257.84
	\$ 78,836,477.61	-	78,836,477.61
			3,510,590.00
			132,975,385.13
			50,744,381.53
<b>CASH SUMMARY (FUNDS 10 &amp; 19):</b>			
PNC - Athletics (Fund 19)	\$ 6,863.90	6,863.90	\$ 4,455.65
CITIZENS - Athletics (Fund 19)	\$ 860.77	860.77	\$ 4,760.77
PNC Bank - NOW (Fund 10)	\$ 39,476,025.58	39,476,025.58	\$ 7,256,427.97
PSDLAF (Fund 10)	24,772,621.46	24,772,621.46	30,760,815.24
PLGIT (Fund 10)	7,557,815.16	7,557,815.16	4,702,071.04
PLGIT/PLUS (Fund 10)	4,049,270.74	4,049,270.74	5,042,850.66
PLGIT/CD (Fund 10)	2,973,000.00	2,973,000.00	2,973,000.00
<b>Balance (Funds 10 &amp; 19):</b>	\$ 78,836,477.61	-	78,836,477.61
			0
			50,744,381.53

**\*PLGIT CD's Interest Rates**

Valley Green Bank .55%	Southside Bank .66%
Affiliated Bank .50%	Bridgewater Bank .85%
Bank of the West .70%	Privatebank & Trust Co. .50%
Sterling National Bank .52%	Onewest Bank .51%
Sonabank .50%	Israel Discount Bank of NY .65%
Fifth Third Bank .62%	Bank of China .60%

**\*\*Interest Rates**

APYE (Annual Percentage Yield Earned)  
MDY (Monthly Distribution Yield)

001 East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending August 31, 2012

CAFETERIA FUND

	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES		
EARNINGS ON INVESTMENTS		
INTEREST ON INVESTMENTS	110.00	219.62
TOTAL EARNINGS ON INVESTMENTS	110.00	219.62
REVENUE FROM OPERATIONS		
SALES, LUNCH - PAID	15,728.65	15,728.65
SALES, LUNCH - REDUCED	748.80	748.80
SUMMER SALES - B-FAST & LUNCH	753.27	954.77
SALES, BREAKFAST - PAID	850.20	850.20
SALES, BREAKFAST - REDUCED	87.90	87.90
SALES, ADULT LUNCH	528.95	528.95
SALES, A LA CARTE LUNCH	10,130.58	11,431.57
MISC. WEBSITE COMMISSION	837.50	839.04
SALES, IN-HOUSE-EVENTS	631.27	2,563.63
TOTAL SALES	30,297.12	33,733.51
TOTAL LOCAL REVENUE	30,407.12	33,953.13
REVENUE FROM STATE SOURCES		
STATE SUBSIDY	2,895.78	3,456.26
STATE SUBSIDY -SOCIAL SECURITY	930.46	1,443.13
STATE SUBSIDY -RETIREMENT	1,581.19	2,046.05
TOTAL STATE REVENUE	5,407.43	6,945.44
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY - BREAKFAST	5,539.09	9,479.59
FEDERAL SUBSIDY - LUNCH	38,150.11	45,248.63
TOTAL FEDERAL REVENUE	43,689.20	54,728.22
TOTAL CAFETERIA REVENUE	\$79,503.75	\$95,626.79
EXPENSES OF OPERATIONS		
Salary, Manager	10,339.95	13,533.70
SALARIES, SUMMER WORKERS	3,960.00	4,314.75
SALARIES, WORKERS	14,115.34	20,319.22
MEDICAL INSURANCE	54,039.04	108,043.54
LIFE INSURANCE	595.43	1,220.44
LTD INSURANCE	2,656.95	2,825.66
FICA OASDI	1,508.17	2,339.03
FICA HI	352.75	547.10
RETIREMENT	3,162.35	4,092.05
WORKERS COMPENSATION	431.69	640.68
PROFESSIONAL CONTRACT SERVICES	480.00	480.00
CONTRACT MAINTENANCE	13,750.65	13,750.65
MAINTENANCE/REPAIRS	4,084.50	4,084.50
AUTO INSURANCE	.00	1,255.61
PRINTING EXPENSE	225.00	225.00
CONF/TRAVEL/MILEAGE	167.05	167.05
SUPPLIES, NON-FOOD	1,293.95	1,405.00
FUEL	273.77	273.77
Food Purchases	21,799.21	21,799.21
MILK PURCHASES	1,613.62	1,613.62
DEPRECIATION OF EQUIPMENT	108.42	216.84
DUES & FEES	75.75	75.75
PREPAY FEES	45.75	49.64
TOTAL FOOD SERVICE EXPENSES	\$135,079.34	\$203,272.81
NET LOSS	\$ < 55,575.57 >	\$ < 107,646.02 >

**Bank: 45 PNC BANK-CAFETERIA**

Check no.	Check Date	Vendor name and comment	Amount
103886	8/27/2012	BOB COLIN SERVICE MAINTENANCE/REPAIRS	2,192.80
103887	8/27/2012	BUTTER KRUST BAKING CO. Food Purchases	73.86
103888	8/27/2012	CHC MOTORS MAINTENANCE/REPAIRS	933.60
103889	8/27/2012	HEARTLAND PAYMENT SYSTEM CONTRACT MAINTENANCE	11,184.70
103890	8/27/2012	CONSUMER REPORTS ON HEALTH DUES & FEES	39.00
103891	8/27/2012	DELAWARE RIVER PRINTING & MARKETING W9 Received: Y 11/10/2011 PRINTING EXPENSE	225.00
103892	8/27/2012	DENISE A. FLYNN SUPPLIES, NON-FOOD	1,355.60
103893	8/27/2012	FRIEDMAN ELECTRIC SUPPLY CO. INC. supplies	69.08
103894	8/27/2012	FRITO-LAY, INC. Food Purchases	760.75
103895	8/27/2012	M & M REFRIGERATION & AIR CONDITIONING MAINTENANCE/REPAIRS	815.00
103896	8/27/2012	MONROE FAMILY PRACTICE PROFESSIONAL CONTRACT SERVICES	480.00
103897	8/27/2012	MULLEN MARKETING, LLC Food Purchases	19,997.00
103898	8/27/2012	POCONO MOUNTAIN DAIRIES MILK PURCHASES	1,613.62
103899	8/27/2012	RAY PRICE STROUD FORD MAINTENANCE/REPAIRS	143.10
103900	8/27/2012	SCHOOL NUTRITION ASSOCIATION DUES & FEES	36.75
103901	8/27/2012	US FOODSERVICE, INC. Food Purchases	818.09
103902	8/27/2012	WEIS MARKET, INC. Food Purchases	185.83
103903	8/27/2012	XEROX CORPORATION CONTRACT MAINTENANCE	22.89
			40,946.67

End of Report - 9.41.19

Date: Oct 01, 2012

East Stroudsburg Area SD  
BUILDING ENROLLMENT LIST

ID: SR0380

IU	Intermediate Unit 20	56
OAP	OOD Awaiting Place	13
01	E Stroudsburg Elemen	666
02	E Stroudsburg HS - S	1,444
04	JM Hill Elementary	398
05	Smithfield Elem	326
06	Middle Smithfield El	571
12	Lambert Intermediate	979
14	Bushkill Elementary	475
16	Lehman Intermediate	786
17	ES Senior High North	1,203
19	Resica Elementary	555
212	Mainstay North	
214	Lehigh Cty Det Ctr	2
222	DTA	1
223	Firely Home for Kids	1
227	Cornell Abraxas	1
241	Devereux-Mapleton	1
253	The Summit Academy	1
258	Children's Home/Read	1
267	Pike Co Corrections	2
28	La Sa Quik	2
333	Scranton School Deaf	1
347	Altern Rehab Com	1
349	N Central Treatment	1
358	Northwestern Academy	2
364	Youth Services Agenc	4
63	Vision Quest(Waynes)	1
67	GeorgeJr Repub Grove	4
89	Glen Mills School	1
990	Cyber Charter School	211
	Total	7,710

End of Report- 10:33:19