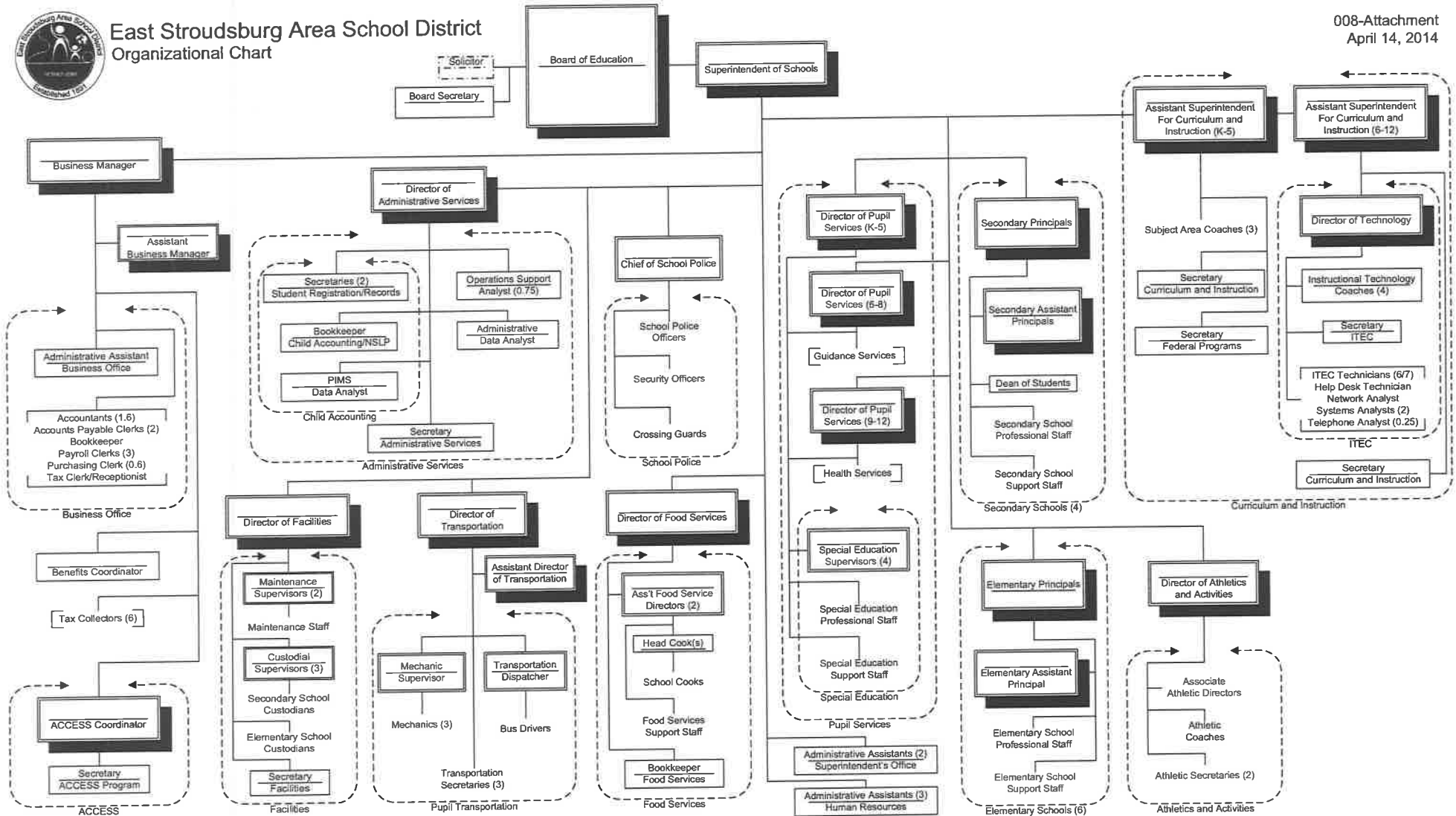




# East Stroudsburg Area School District Organizational Chart

008-Attachment  
April 14, 2014



hty

Title I ESE Parent Invol. 9R  
 MAR 27 2014 3/26/14

**REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

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

Name of Consultant: Mark Clark - Aardvark Entertainment#

Address: 97 Brushy Mountain Road East Stroudsburg, PA 18301

Function or purpose of service (be specific): "Reading is Magical!" Magic Show to promote literacy (Spring into Reading Event)

Location of service: ESE Gym

Time period - from Monday, May 12, 2014 to Monday, May 12, 2014  
(begin date) (end date)

1 day 6:00-6:30 p.m. @ \$ 400.00 = \$ 400.00 plus expenses?  
Total days/hours/other daily/hourly/other rate Total Contract  yes  no

Charge to Account Number: 10 - 3300 - 300 - 440 - 10 - 17 - 92

Signatures — Initiator: [Signature] Date: 3/13/14

**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 # 3 119 14 Date 3/13/14  
Consultant/Contractor Signature

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

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

**3. Assistant Superintendent for Curriculum:** [Signature] Date: 3/27/14

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

Superintendent:     Date:     /     /    

**5. Initiator:**

Comments on Services:    

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

Initiator:     Date:     /     /

EAST STROUDSBURG AREA SCHOOL DISTRICT

~~PO Box 222, 321 North Courtland Street~~ 50 VINE Street

East Stroudsburg, PA 18301

(570) 424-8500



REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Cynthia J. Allen # 00633

Address: Allen Sign Language Services 430 West Avenue Bear Creek TWP PA 18702

Function or purpose of service (be specific): Sign language interpreter

Location of service: ESASD HS South

Time period - from April 1, 2014 (begin date) to: June 30, 2014 (end date) not to exceed

@ \$ 40.00 = \$ 800.00 plus expenses?

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

Charge to Account Number: 10-2290-300 - 200-30-00-50

Signatures - Initiator: Linda Hopkins Date: 3/24/14

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.

See attached Fax Consultant/Contractor Signature Federal ID# or Social Security # Date

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

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

3. Assistant Superintendent for Curriculum: Thomas Zink Date: 3/27/14

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

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

5. Initiator: Comments on Services:

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

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

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

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

APR 09 2014

**Contract For In-District Personnel Presentation**

Name of Presenter Lori Barry

Date(s) of Presentation August 20, 2014

Presentation Title ESL

Purpose of Presentation New Teacher Induction 2014

Total Time Required for Presentation 1 hour

Presentation Facility Administration Center

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

Total Estimated Cost of Proposed Presentation \$75.00

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

Audio/Visual Equipment Needed \_\_\_\_\_

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

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

Initiator Signature John Burns Date 4/3/14  
Initiator sends to Presenter to sign.

Presenter Signature Lori Barry Date 4/9/14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 4/9/14  
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.**

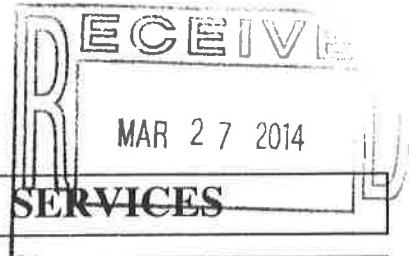
Comments on services \_\_\_\_\_

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: Todd G. Deen # 4524  
Address: 805 Orchard Road Mt. Bethel PA 18343  
Function or purpose of service (be specific): Accompanist for Cavalier Voices  
Location of service: J.T. Lambert  
Time period - from April 1st, 2014 to: June 2nd, 2014  
(begin date) (end date)  
2 months @ \$ 350 = \$ 350 plus expenses?  
Total days/hours/other daily/hourly/other rate Total Contract  yes  no  
Charge to Account Number: 107-3200-300-000-30-32-45  
Signatures — Initiator: [Signature] John Madas Date: 3/25/14

**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: 3/25/14

**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: 3/27/14

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.*

MAR 13 2014

Contract For In-District Personnel Presentation

Name of Presenter William T. Gouge

Date(s) of Presentation April 21, 2014

Presentation Title CPR/AED Training

Purpose of Presentation Re-cert. Student Helpers

Total Time Required for Presentation 3 hours

Presentation Facility Admin. Building

Maximum Number of Participants 15

Total Estimated Cost of Proposed Presentation 227.50

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

Audio/Visual Equipment Needed projection screen

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 3.13.14  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 3/13/14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 3/13/14  
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

MAR 13 2014

**Contract For In-District Personnel Presentation**

Name of Presenter William T. Gougen  
Date(s) of Presentation April 21, 2014  
Presentation Title First Aid Training  
Purpose of Presentation Re-certs. for Student helpers  
Total Time Required for Presentation 2.5  
Presentation Facility Admin Building  
Maximum Number of Participants 15  
Total Estimated Cost of Proposed Presentation 227.50  
Budget Account Number to be Charged 10-2270-190-890-10-00-50/Access  
Audio/Visual Equipment Needed over head screen

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 Arcina M... [Signature] Date 3.13.14  
Initiator sends to Presenter to sign.

Presenter Signature [Signature] Date 3/13/14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 3/13/15  
Send all copies to the Superintendent's Office.

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

Upon Completion of Presentation the Initiator will complete.  
Comments on services \_\_\_\_\_  
Total due presenter \_\_\_\_\_ Approved for payment \_\_\_\_\_

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

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

APR 09 2014  
BY: \_\_\_\_\_

**Contract For In-District Personnel Presentation**

Name of Presenter Scott Hnasko

Date(s) of Presentation August 20, 2014

Presentation Title Email, Internet Use and Progress Overview

Purpose of Presentation New Teacher Induction 2014

Total Time Required for Presentation 1.5 hours

Presentation Facility Administration Center

Maximum Number of Participants no max

Total Estimated Cost of Proposed Presentation \$137.50

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

Audio/Visual Equipment Needed Computer Lab

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 4/5/14  
Initiator sends to Presenter to sign.

Presenter Signature Scott R. Hnasko Date 4/8/14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 4/9/14  
Send all copies to the Superintendent's Office.

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

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

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

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

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

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

**Contract For In-District Personnel Presentation**

Name of Presenter Danielle Kishel  
Date(s) of Presentation Thurs. April 17, 2014  
Presentation Title Interpreting IEP's  
Purpose of Presentation In-service training for Student/Instructional Aides  
Total Time Required for Presentation 3@ 2 hrs. = 6 Hours total  
Presentation Facility TBD  
Maximum Number of Participants 15-20 per session  
Total Estimated Cost of Proposed Presentation \$350.<sup>00</sup>  
Budget Account Number to be Charged Ed. Dev. 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 3/11/14  
Initiator sends to Presenter to sign.

Presenter Signature Danielle Kishel Date 3-11-14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 3-11-14  
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

REC'D  
 MAR 31 2014

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

**REQUEST FOR CONSULTANT/CONTRACTED SERVICES**

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

Amy LEISER (EXEC. DIRECTOR)

Name of Consultant: <sup>COUNTY</sup> MONROE HISTORICAL ASSN. (Education) (Barbara Kopetskie) # \_\_\_\_\_

Address: 900 MAIN ST, ~~██████~~ STROUDSBURG PA 18360

Function or purpose of service (be specific): educational presentations about local history to students at IF INSTITUTE

Location of service: ESU - Innovation Center

Time period - from 4-23-14 to: 4-23-14  
 (begin date) (end date)

1.5 hours @ \$ presentation = \$ 125.00 plus expenses?  
 Total days/hours/other daily/hourly/other rate Total Contract  yes  no

Charge to Account Number: 10 - 1243 - 300 - 000 - ~~10~~ ~~00~~ - 50

Signatures — Initiator: Sway M Edin Date: 3 / 25 / 14

**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.

Amy Leiser  
 Consultant/Contractor Signature Federal ID# or Social Security # 03 / 28 / 2014 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: Dee Duff Date: 3 / 31 / 14

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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**AGREEMENT BETWEEN  
EAST STROUDSBURG AREA SCHOOL DISTRICT  
AND  
GEORGE PRIMIANO, MD  
600 Plaza Court – Suite C  
East Stroudsburg, PA 18301  
(Fiscal Year 2014--2015)**

The East Stroudsburg Area School District (ESASD) has retained the above-named physician to perform examinations and medical services during the 2014-2015 fiscal year for ESASD South High School varsity football athletes as required in accordance with ESASD policies to be carried out by the Board of Education and the administration of the school. The physician has agreed to perform these services at the time required (on or about July 1, 2014), which is prior to the beginning of practice on or about August 12, 2014. Said doctor will be in attendance at all regular season home varsity football games of the ESASD South High School team during the 2014 season.

The physician agrees to perform these services for a yearly compensation of Three Thousand Dollars and No Cents (\$3,000.00) and shall submit a bill for such services at the close of the football season.

ESASD maintains the confidentiality of student records, including student health information, in compliance with its policies and the Family Educational Rights and Privacy ACT (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and state laws and regulations governing student records. The undersigned physician agrees to maintain all student health information in accordance with the District's policies regarding confidentiality of student records, and in compliance with state and federal law. Because the undersigned physician may, from time to time, provide services that would qualify him or her as a "business associate" of the District, as that phrase is defined by HIPAA, the undersigned agrees to abide by the terms of the District's standard HIPAA business associate contract, a copy of which has been provided to, and reviewed by, the undersigned.

The East Stroudsburg Area School District, should it be deemed necessary based upon performance of services, reserves the right of refusal of these contracted services.

The doctor's status shall be that of an independent contractor.

DATE \_\_\_\_\_

\_\_\_\_\_  
George Primiano, DO

ATTEST:

EAST STROUDSBURG AREA SCHOOL  
DISTRICT  
By:

\_\_\_\_\_  
Patricia Rosado, Board Secretary

\_\_\_\_\_  
William Searfoss  
President, Board of Education



KTO MAR 27 2014

Contract For In-District Personnel Presentation

Name of Presenter Dr. Sally Yorke-Viney

Date(s) of Presentation on or before April 30, 2014

Presentation Title Analysis of Quick Start Program

Purpose of Presentation collect and analysis of data for final analysis report of Quick Start Program 2014

Total Time Required for Presentation up to but not to exceed 18 hours.

Presentation Facility NA

Maximum Number of Participants NA

Total Estimated Cost of Proposed Presentation 18 hrs @ \$28.56 p/h = <sup>NOT TO</sup> exceed \$514.08

Budget Account Number to be Charged 10-1495-120-415-10-00-85

Audio/Visual Equipment Needed NA

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 Julie Rubino Date 3/26/14  
Initiator sends to Presenter to sign.

Presenter Signature Sally Yorke-Viney Date 3/26/14  
Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent for Curriculum and Instruction [Signature] Date 3/27/14  
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



**AGREEMENT BETWEEN  
EAST STROUDSBURG AREA SCHOOL DISTRICT  
AND  
JOHN P. BART, DO  
940 Dietrich Road  
Halifax, PA 17032-7729  
(Fiscal Year 2014-2015)**

The East Stroudsburg Area School District (District) has retained the above-named physician to perform medical services as required in accordance with the Pennsylvania School Code and policies as developed by the Board of Education and the administrators of the District. The physician has agreed to perform these services at the time required during the 2014-2015 fiscal year, beginning July 1, 2014 through June 30, 2015.

The physician shall be responsible for providing medical services for students in grades K through 12 in all District elementary, intermediate, and secondary schools, as well as any parochial school located within District boundaries. Payments will be made for performing such medical services in two (2) installments. A retainer fee of \$16,375.00 will be paid on or about July 1, 2014 to secure the physician's services. Upon proper documentation of the completion of medical services submitted by the school nurse, the remaining \$16,375.00 will be paid for a total retainer fee of \$32,750.00 for the year ending June 30, 2015.

Medical services provided by the physician shall include:

- An estimated 625 state-mandated grade-level medical examinations. This estimate is based upon past delivery of services and enrollment growth.
- Medical examinations of approximately 500-700 District students and student-athletes prior to their participation in a particular activity for the fall, winter, and spring sports seasons; including the cheerleading squad, varsity/junior varsity football, boys and girls basketball, wrestling, rifle team, boys and girls track, baseball, softball, boys and girls soccer, golf, boys and girls tennis, cross country, swimming, and junior high football. The physician will also perform periodic examinations as necessary during the playing seasons.
- Said physician will be in attendance at all home varsity football games of the ESASD High School-North team during the 2014 season.
- Said physician shall also guide and advise District nurses and administrators regarding general health services and District athletic training staff as per No. 209-AR, and shall also perform such other routine medical services as may be reasonably required.
- Said physician will review Individualized Education Programs (IEPs) for the purposes of ACCESS billing.
- A mileage reimbursement will be made at the approved IRS rate from the doctor's place of residence or, in some cases, place of employment, not to exceed three hundred twenty (320) miles round trip per instance, to the school(s) of the East

Stroudsburg Area School District for purposes of performing state-mandated physical examinations, athletic physical examinations, and game attendance as stated above.

These services shall be performed at the times required, which is, for athletes prior to the beginning of practice, for state-mandated physical exams during the school year such examination is required and scheduled by the District, and for other medical services as the need is identified.

The District maintains the confidentiality of student records, including student health information, in compliance with its policies and the Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and state laws and regulations governing student records. The undersigned physician agrees to maintain all student health information in accordance with the District's policies regarding confidentiality of student records, and in compliance with state and federal law. Because the undersigned physician may, from time to time, provide services that would qualify him or her as a "business advocate" of the District, as that phrase is defined by HIPAA, the undersigned agrees to abide by the terms of the District's standard HIPAA business associate contract, a copy of which has been provided to, and reviewed by, the undersigned.

In order to validate this contract, the East Stroudsburg Area School District must have:

1. A copy of the physician's license with validation dates.
2. Act 34 (Criminal) and Act 151 (Child Abuse) Clearances.
3. Certificate indicating the physician's current liability insurance.

The East Stroudsburg Area School District, should it be deemed necessary based upon performance of services, reserves the right to terminate these contracted services, in which event the physician shall be entitled to prorate payment for those services actually performed prior to termination.

The Physician's status shall be that of an independent contractor.

DATE \_\_\_\_\_

\_\_\_\_\_  
John P. Bart, D.O.

ATTEST:

EAST STROUDSBURG AREA SCHOOL DISTRICT BY:

\_\_\_\_\_

\_\_\_\_\_  
William Searfoss  
President, Board of Education

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. East Stroudsburg Area School District will utilize Colonial Intermediate Unit 20 to provide a mental health worker for direct, one-on-one services at the following location:

The total cost for said services shall not exceed \$12,119.13. This contract is in effect on April 2, 2014 and terminates at the end of the 2013-2014 school year.

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

Unemployment cost will be charged to the School District if Colonial Intermediate Unit 20 is unable to reassign the position.

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

Charlene M. Brennan 3/26/14  
Dr. Charlene M. Brennan Date East Stroudsburg Area School District Date  
Executive Director

Dawn M. Hales 3/27/14  
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.

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. East Stroudsburg Area School District will utilize Colonial Intermediate Unit 20 to provide an associate teacher for direct, one-on-one services at the following location:

The total cost for said services shall not exceed \$14,840.70. This contract is in effect on March 10, 2014 and terminates at the end of the 2013-2014 school year.

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

Unemployment cost will be charged to the School District if Colonial Intermediate Unit 20 is unable to reassign the position.

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

Charlene M. Brennan      3/26/14      \_\_\_\_\_  
Dr. Charlene M. Brennan      Date      East Stroudsburg Area School District      Date  
Executive Director

Dawn M. Hales      3/27/14      \_\_\_\_\_  
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.

Print Trip Report

**Trip ID 4529**

**Booked By**

**Booked By** peters, Karen  
**Email** karen-peters@esasd.net  
**Phone** 570-424-8500

**Pager**  
**Cellular** 570-856-1613

**Booking Details**

**Trip Name** HS South  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 3/4/2014 11:32:00 AM

**Location** ES High School-South  
**Organization** High School South  
**Trip Destination** Philadelphia Airport  
**Trip Type** Round Trip  
**Trip Package**

**Trip Departure Date Time** 5/2/2014 8:00:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 5/2/2014 12:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0

**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** Peters, Karen  
**Email** karen-peters@esasd.net  
**Phone**

**Pager**  
**Cellular** 570-856-1613

**Attendees**

**Faculty**  
**Supervising Adults** Karen Peters  
**Number of students** 9  
**Number of adults** 2  
**Totals Attendees** 11

**Cost per student** \$0.00  
**Cost per adult** \$0.00

**Categorization**

**Budget Code**  
**Budget Code Description**  
**Recommended Min Age** 0  
**Educational Objective**

**Recommended Max Age** 0

**Notes**

**Special Needs and/or**  
**Trip Requirements**  
**Driving Directions**

**Required Services**

**Transportation Type** School Bus



Print Trip Report

**Trip ID 4530**

**Booked By**

**Booked By** peters, Karen  
**Email** karen-peters@esasd.net  
**Phone** 570-424-8500

**Pager**  
**Cellular** 570-856-1613

**Booking Details**

**Trip Name** Philadelphia Airport  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 3/4/2014 11:38:00 AM

**Location** ES High School-South  
**Organization** High School South  
**Trip Destination** HS South-Deca International Competition  
**Trip Type** Round Trip  
**Trip Package**

**Trip Departure Date Time** 5/7/2014 5:30:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 5/7/2014 1:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0  
**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** peters, Karen  
**Email** karen-peters@esasd.net  
**Phone** 570-424-8500

**Pager**  
**Cellular** 570-856-1613

**Attendees**

**Faculty**  
**Supervising Adults**  
**Number of students** 9  
**Number of adults** 2  
**Totals Attendees** 11

**Cost per student** \$0.00  
**Cost per adult** \$0.00

**Categorization**

**Budget Code**  
**Budget Code Description**  
**Recommended Min Age** 0  
**Educational Objective**

**Recommended Max Age** 0

**Notes**

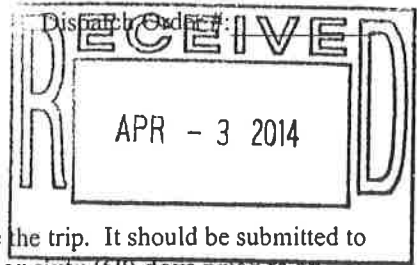
**Special Needs and/or Trip Requirements**  
**Driving Directions**

**Required Services**

**Transportation Type** School Bus

63

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



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 South HS GROUP FBLA REQUESTOR Primaunter

DESTINATION Hershey, PA GRADE(S)/LEVEL(S) 9-12

DIRECTIONS TO DESTINATION OBTAINED (Please check)  YES  NO

DATE April 6-9 PLACE OF DEPARTURE (Be Specific) South HS

NUMBER OF STUDENTS MAKING TRIP 38 NUMBER OF SCHOOL BUSES NEEDED 2

BUS ARRIVAL TIME (For pre-departure preparation) 10:15

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 10:30 depart HS

RETURN TIME (When bus(es) arrive back at school for other duties) wednesday - pickup @ 10:30

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

FBLA State competition

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 4 \* 2 BUSES

\* 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>4</u> X # of Days <u>4</u> =	\$ <u>covered by district</u>
Transportation Costs (as is applicable)	\$ <u>5400</u>
Admission/Registration Fees	\$ <u>STUDENTS COVER</u>
Miscellaneous (Please list)	\$ <u>COST</u>
Grand Total	\$ _____

PROCEDURAL PLAN/RAIN DATE IN CASE OF POSTPONEMENT/CANCELLATION: - NONE -

SIGNATURE -- Staff Member Making Request [Signature] DATE April 3, 14

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 4/3/14

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

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

SIGNATURE -- Asst. Supt./Curriculum & Instruction Thomas Jenks DATE 4/3/14

SIGNATURE -- Superintendent [Signature] DATE 4/4/14

Print Trip Report

**Trip ID 4620**

**Booked By**

**Booked By** polmounter, Amy  
**Email** Amy-Polmounter@esasd.net  
**Phone** 570-956-3729  
**Pager**  
**Cellular**

**Booking Details**

**Trip Name** IU 20 State Computer Fair  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 4/4/2014 12:45:00 PM  
**Location** ES High School-South  
**Organization** High School South  
**Trip Destination** Dickinson College/ Hotel TBD  
**Trip Type** Round Trip  
**Trip Package**  
**Trip Departure Date Time** 5/19/2014 4:00:00 PM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**  
**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0  
**Trip Return Date Time** 5/20/2014 5:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**  
**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** polmounter, Amy  
**Email** Amy-Polmounter@esasd.net  
**Phone** 570-956-3729  
**Pager**  
**Cellular**

**Attendees**

**Faculty**  
**Supervising Adults**  
**Number of students** 8  
**Number of adults** 2  
**Totals Attendees** 10  
**Cost per student** \$0.00  
**Cost per adult** \$0.00

**Categorization**

**Budget Code**  
**Budget Code Description**  
**Recommended Min Age** 0  
**Educational Objective** Qualified to attend the State Computer Fair  
**Recommended Max Age** 0

**Notes**

**Special Needs and/or Trip Requirements** \*\*\* Location does not show up as a option  
**Driving Directions**

**Required Services**

**Transportation Type** School Bus

Print Trip Report

**Trip ID 4563**

**Booked By**

**Booked By** Ridner, Fred  
**Email** fred-ridner@esasd.net  
**Phone** 570-424-8471

**Pager**  
**Cellular** 570-236-1329

**Booking Details**

**Trip Name** PA State Science Olympiad Competition  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 3/20/2014 12:15:00 PM

**Location** ES High School-South  
**Organization** Science Olympiad (S)  
**Trip Destination** University Park, PA and then to Juniata College  
**Trip Type** Round Trip

**Trip Package**  
**Trip Departure Date Time** 5/1/2014 7:30:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 5/2/2014 10:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0

**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** Ridner, Fred  
**Email** fred-ridner@esasd.net  
**Phone** 570-424-8471

**Pager**  
**Cellular** 570-236-1329

**Attendees**

**Faculty** Fred Ridner, Patricia Bixler, Jay Kule

**Supervising Adults**  
**Number of students** 20  
**Number of adults** 3  
**Totals Attendees** 23

**Cost per student** \$0.00  
**Cost per adult** \$0.00

**Categorization**

**Budget Code**  
**Budget Code Description**

**Recommended Min Age** 0

**Recommended Max Age** 0

**Educational Objective** Formal tour of Penn State University (5/1) and then competing at the PA State Science Olympiad Competition

**Notes**

**Special Needs and/or Trip Requirements** Overnight Trip DEPART FROM THE TUNNEL AREA  
**Driving Directions**

**Required Services**

**Transportation Type** School Bus

66

**Trip ID 4591**

**Booked By**

**Booked By** Catrillo, Michael

**Email** michael-catrillo@esasd.net

**Phone** 424-8430

**Pager**

**Cellular**

**Booking Details**

**Trip Name** PBS State Conference

**Status** Approved

**Trip State** Inactive

**Created Date** 4/1/2014 10:25:00 AM

**Location** ES High School-South

**Organization** High School South

**Trip Destination** Hershey Lodge and Convention Center

**Trip Type** Round Trip

**Trip Package**

**Trip Departure Date Time** 5/28/2014 9:30:00 AM

**Trip Return Date Time** 5/28/2014 6:00:00 PM

**Driver Departure Time**

**Driver Return Time**

**Participant Drop Off Time**

**Participant Pick Up Time**

**Destination Arrival Date Time**

**Destination Departure Date Time**

**Driver Start Location**

**Driver End Location**

**Participant Drop Off Location**

**Participant Pick Up Location**

**Estimated Round Trip Mileage** 0

**Trip Contact**

**Name** Catrillo, Michael

**Name** Michael

**Email** michael-catrillo@esasd.net

**Pager**

**Phone** 424-8430

**Cellular** 5706564312

**Attendees**

**Faculty** Ann Catrillo/Cynthia Ippolito

**Supervising Adults**

**Number of students** 8

**Cost per student** \$0.00

**Number of adults** 2

**Cost per adult** \$0.00

**Totals Attendees** 10

**Categorization**

**Budget Code**

**Budget Code Description**

**Recommended Min Age** 0

**Recommended Max Age** 0

**Educational Objective** To present at the state conference and receive the PBS award for the school

**Notes**

**Special Needs and/or**

**Trip Requirements**

**Driving Directions**

**Required Services**

**Transportation Type** School Bus

Trip ID 4548



**Booked By**

Booked By Lagace, Suzanne  
Email Suzanne-Lagace@esasd.net  
Phone 424-8471  
Pager Cellular

**Booking Details**

Trip Name Foreign Language Club Aquarium Field Trip  
Status Approved  
Trip State Inactive  
Created Date 3/12/2014 11:55:00 AM  
Location ES High School-South  
Organization High School South  
Trip Destination Camden Aquarium  
Trip Type Round Trip  
Trip Package  
Trip Departure Date Time 5/8/2014 7:30:00 AM  
Driver Departure Time  
Participant Drop Off Time  
Destination Arrival Date Time  
Driver Start Location  
Participant Drop Off Location  
Estimated Round Trip Mileage 0  
Trip Return Date Time 5/8/2014 7:00:00 PM  
Driver Return Time  
Participant Pick Up Time  
Destination Departure Date Time  
Driver End Location  
Participant Pick Up Location

**Trip Contact**

Name Lagace, Suzanne  
Email Suzanne-Lagace@esasd.net  
Phone 424-8471  
Pager Cellular

**Attendees**

Faculty Suzanne Lagacé  
Supervising Adults Patricia Cramer  
Number of students 15  
Number of adults 3  
Totals Attendees 18  
Cost per student \$0.00  
Cost per adult \$0.00

**Categorization**

Budget Code  
Budget Code Description  
Recommended Min Age 0  
Recommended Max Age 0  
Educational Objective Explore marine life, view different species, become aware of environmental problems.

**Notes**

Special Needs and/or None  
Trip Requirements  
Driving Directions

**Required Services**

Transportation Type School Bus

Print Trip Report

**Trip ID 4584**

**Booked By**

Booked By Libby, Tina  
 Email Tina-Libby@esasd.net  
 Phone 588-4400 ext 1313

Pager  
 Cellular

**Booking Details**

Trip Name 5th Grade Field Trip  
 Status Approved  
 Trip State Inactive  
 Created Date 3/27/2014 2:00:00 PM

Location Bushkill Elementary  
 Organization Bushkill Elementary  
 Trip Destination Liberty Science Center  
 Trip Type Round Trip

Trip Package

Trip Departure Date Time 6/10/2014 7:30:00 AM  
 Driver Departure Time  
 Participant Drop Off Time  
 Destination Arrival Date Time

Trip Return Date Time 6/10/2014 6:00:00 PM  
 Driver Return Time  
 Participant Pick Up Time  
 Destination Departure Date Time

Driver Start Location  
 Participant Drop Off Location  
 Estimated Round Trip Mileage 0

Driver End Location  
 Participant Pick Up Location

**Trip Contact**

Name Libby, Tina  
 Email Tina-Libby@esasd.net  
 Phone 588-4400 ext 1313

Tina

Pager  
 Cellular (570)872-7251

**Attendees**

Faculty Tina Libby, Dan Rusk, Elyse Vitchers, Linda Wisniewski, Donna Moraski, Marlene Camilleri-Yip  
 Supervising Adults 6 unnamed parent chaperones  
 Number of students 84  
 Number of adults 12  
 Totals Attendees 96

Cost per student \$37.00  
 Cost per adult \$37.00

**Categorization**

Budget Code

Budget Code Description

Recommended Min Age 0

Recommended Max Age 0

Educational Objective reinforce the simple machines curriculum

**Notes**

Special Needs and/or  
 Trip Requirements  
 Driving Directions

**Required Services**

Transportation Type Charter Bus

69



Print Trip Report

Trip ID 4309

Booked By

Booked By Marshall, Stephanie
Email Stephanie-Marshall@esasd.net
Phone 570-424-8073
Pager Cellular

Booking Details

Trip Name 4th Grade Harrisburg/Hershey
Status Approved
Trip State inactive
Created Date 2/1/2014 6:26:00 PM
Location JM Hill Elementary
Organization JM Hill Elementary
Trip Destination Capitol building in Harrisburg, Hershey's Chocolate
Trip Type Round Trip
Trip Package
Trip Departure Date Time 6/9/2014 7:15:00 AM
Driver Departure Time
Participant Drop Off Time
Destination Arrival Date Time
Driver Start Location
Participant Drop Off Location
Estimated Round Trip Mileage 0
Trip Return Date Time 6/9/2014 6:00:00 PM
Driver Return Time
Participant Pick Up Time
Destination Departure Date Time
Driver End Location
Participant Pick Up Location

Trip Contact

Name Marshall, Stephanie
Email Stephanie-Marshall@esasd.net
Phone 570-424-8073
Pager Cellular

Attendees

Faculty Stephanie Marshall
Supervising Adults Jeff Heagle 570-460-1145
Number of students 63 Cost per student \$0.00
Number of adults 21 Cost per adult \$0.00
Totals Attendees 84

Categorization

Budget Code
Budget Code Description
Recommended Min Age 0 Recommended Max Age 0
Educational Objective Students will learn about our state government while touring the Capitol Building. At Chocolate World, they will

Notes

Special Needs and/or
Trip Requirements
Driving Directions

Required Services

Transportation Type Charter Bus

Print Trip Report

**Trip ID 4547**

**Booked By**

**Booked By** Oliver, Deborah  
**Email** deborah-oliver@esasd.net  
**Phone** 570-588-4400

**Pager**  
**Cellular**

**Booking Details**

**Trip Name** Crystal Cave  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 3/12/2014 10:26:00 AM

**Location** Bushkill Elementary  
**Organization** Bushkill Elementary  
**Trip Destination** Kutztown PA  
**Trip Type** Round Trip  
**Trip Package**

**Trip Departure Date Time** 6/2/2014 9:00:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 6/2/2014 6:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0

**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** Oliver, Deborah  
**Email** deborah-oliver@esasd.net  
**Phone** 570-588-4400

**Pager**  
**Cellular**

**Attendees**

**Faculty** 4 Classroom Teachers  
**Supervising Adults** 12-16 chaperones  
**Number of students** 100  
**Number of adults** 24  
**Totals Attendees** 124

**Cost per student** \$35.00  
**Cost per adult** \$35.00

**Categorization**

**Budget Code**

**Budget Code Description**

**Recommended Min Age** 0

**Recommended Max Age** 0

**Educational Objective** Science and Social Studies Curriculum-Landforms, and rocks and minerals

**Notes**

**Special Needs and/or** We will be using 3 charter buses  
**Trip Requirements**  
**Driving Directions**

**Required Services**

**Transportation Type** Charter Bus

71

Print Trip Report

**Trip ID 4619**

**Booked By**

**Booked By** polmounter, Amy  
**Email** Amy-Polmounter@esasd.net  
**Phone** 570-956-3729

**Pager**  
**Cellular**

**Booking Details**

**Trip Name** Madison Square Garden  
**Status** Approved  
**Trip State** Inactive  
**Created Date** 4/4/2014 12:41:00 PM

**Location** ES High School-South  
**Organization** High School South  
**Trip Destination** New York  
**Trip Type** Round Trip

**Trip Package**

**Trip Departure Date Time** 5/12/2014 8:00:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 5/12/2014 8:00:00 PM

**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0

**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** polmounter, Amy  
**Email** Amy-Polmounter@esasd.net  
**Phone** 570-956-3729

**Pager**  
**Cellular**

**Attendees**

**Faculty**  
**Supervising Adults**  
**Number of students** 40  
**Number of adults** 4  
**Totals Attendees** 44

**Cost per student** \$0.00  
**Cost per adult** \$0.00

**Categorization**

**Budget Code**  
**Budget Code Description**  
**Recommended Min Age** 0  
**Educational Objective** FBLA -Follow up to the American Enterprise Boot Camp  
**Recommended Max Age** 0

**Notes**

**Special Needs and/or**  
**Trip Requirements**  
**Driving Directions**

**Required Services**

**Transportation Type** School Bus

Print Trip Report

**Trip ID 4570**

**Booked By**

Booked By rescigno, Barbara  
 Email Barbara-Rescigno@esasd.net  
 Phone 570-894-3646

Pager  
 Cellular 570-807-1956

**Booking Details**

Trip Name American Museum of Natural History  
 Status Approved  
 Trip State Inactive  
 Created Date 3/23/2014 7:56:00 PM

Location Smähfield Elementary  
 Organization Smähfield Elementary  
 Trip Destination New York City  
 Trip Type Round Trip  
 Trip Package

Trip Departure Date Time 5/30/2014 8:00:00 AM  
 Driver Departure Time  
 Participant Drop Off Time  
 Destination Arrival Date Time

Trip Return Date Time 5/30/2014 5:30:00 PM  
 Driver Return Time  
 Participant Pick Up Time  
 Destination Departure Date Time

Driver Start Location  
 Participant Drop Off Location  
 Estimated Round Trip Mileage 0

Driver End Location  
 Participant Pick Up Location

**Trip Contact**

Name Rescigno, Barbara  
 Email barbara-rescigno@esasd.net  
 Phone

Pager  
 Cellular 570-807-1956

**Attendees**

Faculty Barbara Rescigno  
 Supervising Adults Mrs. Danielle Metz  
 Number of students 65  
 Number of adults 14  
 Totals Attendees 79

Cost per student \$16.00  
 Cost per adult \$27.00

**Categorization**

Budget Code  
 Budget Code Description  
 Recommended Min Age 0  
 Recommended Max Age 0  
 Educational Objective Animal, dinosaur, Native American and other exhibits support science and social studies curricula.

**Notes**

Special Needs and/or Trip Requirements Cost paid in full by PTO  
 Driving Directions

**Required Services**

Transportation Type Charter Bus



Print Trip Report

**Trip ID 4553**

**Booked By**

Booked By Toth, Donald  
Email Donald-Toth@esasd.net  
Phone 570-424-8430

Pager  
Cellular

**Booking Details**

Trip Name Middle School Computer Fair  
Status Approved  
Trip State Inactive  
Created Date 3/17/2014 10:25:00 AM

Location JT Lambert Intermediate  
Organization JT Lambert Intermediate  
Trip Destination Dickinson College, in Carisle PA.  
Trip Type Round Trip  
Trip Package

Trip Departure Date Time 5/21/2014 5:00:00 AM  
Driver Departure Time  
Participant Drop Off Time  
Destination Arrival Date Time

Trip Return Date Time 5/21/2014 6:30:00 PM  
Driver Return Time  
Participant Pick Up Time  
Destination Departure Date Time

Driver Start Location  
Participant Drop Off Location  
Estimated Round Trip Mileage 0

Driver End Location  
Participant Pick Up Location

**Trip Contact**

Name Toth, Donald  
Email Donald-Toth@esasd.net  
Phone 570-424-8430

Pager  
Cellular

**Attendees**

Faculty Terry Toth  
Supervising Adults Jan Zelinski  
Number of students 14  
Number of adults 2  
Totals Attendees 16

Cost per student \$20.00  
Cost per adult \$20.00

**Categorization**

Budget Code  
Budget Code Description  
Recommended Min Age 0 Recommended Max Age 0  
Educational Objective Computer at the state level middle school computer fair.

**Notes**

Special Needs and/or  
Trip Requirements  
Driving Directions

**Required Services**

Transportation Type School Bus

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## LICENSE AGREEMENT

This License Agreement (this "Agreement") is made as of this      day of April, 2014 (the "Effective Date"), by and between Mountain Laurel Development Group, LP, a Delaware limited partnership, with offices for notice purposes at c/o O'Neill Properties, 2701 Renaissance Boulevard, Fourth Floor, King of Prussia, PA 19406 ("Licensor") and the East Stroudsburg Area School District, with a mailing address for notice purposes at 50 Vine Street, East Stroudsburg, PA 18301 ("Licensee").

### RECITALS

WHEREAS, Licensor is the fee simple owner of that certain building commonly known as the Mountain Laurel Center for the Performing Arts (the "Center") situated on certain real property located in Lehman Township, Pike County, Pennsylvania identified as Pike County Tax parcel Number 06-0-193.00-01-01 (collectively, with the Center, the "Property"), and

WHEREAS, Licensee and Licensor have agreed in principal to permit Licensee to hold a 2014 high school graduation/commencement ceremonies and related activities in the Center (all such activities, collectively, the "Graduation"), subject to the parties formal execution of this Agreement and the timely compliance by Licensee of all of the terms and conditions hereof.

### AGREEMENT

NOW THEREFORE, for good and valuable consideration as set forth below, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

**1. Recitals.** The Recitals set forth above are hereby incorporated into this Agreement by reference as if the same had been repeated herein in full.

**2.. Right of Entry and License.**

Licensor hereby grants to Licensee a non-exclusive, revocable license to enter upon the Licensor's Property and into the Center specifically, solely for the purpose of holding the Graduation, including setting up for and cleaning up after in accordance with the schedule set forth in the following paragraph, it being clearly understood that Licensee shall be solely responsible for leaving the Center and all of the Property in at least the same condition it was in prior to Licensee's entry onto the Property for the purposes set forth herein. Licensee shall remove all trash and garbage from the Center and the Property at Licensee's sole cost and expense. Nothing contained herein shall be construed as granting to the Licensee any property or ownership rights in the Property, or to create a partnership, joint venture or an agency relationship between Licensor and Licensee. Licensor, in its sole discretion, may designate certain areas of the Property which shall be specifically excluded from the applicability of this Agreement and any such areas shall be described in sufficient detail in a writing to Licensee, which such writing shall automatically become a part of this Agreement by reference.

Schedule: Licensee will have the Center available to them on a date TBD (June 12-30, 2014 between 9:00 am and 5:00 pm to allow for set-up and pre-ceremony coordination with the Licensor and its representative(s). The Graduation ceremony for the East Stroudsburg High School North will be on a date TBD, June 12-30, 2014 and Licensee shall have the Center

available to them on that day from 7.30 a.m. until 8:00 p.m. to allow time for set-up, practice, rehearsal, guest and participant arrival/departure, and to allow Licensee time to clean up.

**3. License Fee.** Upon the execution of this Agreement by all parties, and in full consideration of Licensor's agreement to enter into this Agreement, Licensee agrees to pay Licensor the sum of Seven Thousand Five Hundred Dollars and No Cents (\$7,500) for the Graduation.

**4. Safety Deposit.** Upon the execution of this Agreement by all parties, and in full consideration of Licensor's agreement to enter into this Agreement, Licensee agrees to deliver to Licensor a Safety Deposit ("Deposit") in the sum of One Thousand Dollars and No Cents (\$1,000.00). The Deposit will be held by Licensor, to insure that the Licensee, its invitees, guests, contractors, agents or other third parties leave the Center and all of the Property in at least the same condition it was prior to Licensee's entry onto the Property for the purposes set forth herein, including but not limited to Licensee's removal of all trash and garbage from the Center and the Property at Licensee's sole cost and expense. If Licensor finds the Center and Property have been restored by the Licensee to at least the same condition it was in prior to the Licensee's entry onto the Property for the purposes set forth herein, Licensor shall return the Deposit to the Licensee within ten (10) business days from the expiration of the term of this Agreement. If Licensor finds the Center and Property have not been restored by the Licensee to at least the same condition it was prior to Licensee's entry onto the Property for the purposes set forth herein, Licensor will provide Licensee photographic evidence of such conditions, and will utilize the Deposit to restore the Center and the Property to the same condition it was in prior to the Licensee's entry onto the Property.

**5. Insurance Requirements.** Within five (5) days of the Effective Date of this Agreement, Licensee shall deliver to Licensor evidence that Licensee, Licensee's invitees, guests, contractors, agents and other third parties, and/or the particular party who intends to enter upon Licensor's Property for the purposes set forth herein, has in effect a fully paid policy of insurance that insures Licensor, the general partner of Licensor (Mountain Laurel Development Acquisition Group, LLC), Licensee and Northstar Reality Finance and Mount Productions L.P. against any liability normally covered by a general public liability policy with limits of at least Two Million Dollars (\$2,000,000.00) per occurrence of death of, or injury to, any one person or as otherwise reasonably requested by Licensor. The policy(ies) maintained, or caused to be maintained, pursuant to this Section 4 shall insure the contractual liability of Licensee covering the indemnities herein set forth and shall (i) name Licensor, Northstar Reality Finance and Mount Productions L.P. as additional insured parties, and (ii) contain a provision that the insurance provided thereunder shall be primary and noncontributing with any other insurance available to Licensor.

**6. Licensee's Covenants.** Licensee hereby covenants and agrees not to damage, deface or otherwise injure the Center, Property or any part thereof, to comply with all applicable federal, state and municipal laws, orders, rules and regulations while on or about the Property; and not to disrupt, affect or interfere with the use of the Property by others entitled to use same. This covenant by Licensee includes, but is not limited to, Licensee's obligation to obtain any and all permits or other governmental or quasi-governmental approvals which may be required in connection with the Graduation, at its sole cost and expense.

**7. Licensor's Covenants.** Licensor hereby covenants and agrees that the Center is and will be fit and suitable for the purposes intended by Licensee as recited above, which covenant



includes but is not limited to ensuring that all electrical, plumbing, heating and cooling services reasonably necessary for Licensee's purposes is and will be fully functional at the time of exercise of this License.

**8. Personal Property.** Any personal property belonging to Licensee, its invitees, guests, contractors, agents or other third parties, situate upon the Property shall be there at the sole risk of Licensee, and Licensor shall not be liable for damage thereto or theft, misappropriation or loss thereof, except to the extent such damages, theft, misappropriation or theft is attributable to Licensor's gross negligence or willful misconduct.

**9. Indemnification.** Licensee shall indemnify, defend and hold Licensor, its agents, subcontractors, officers, employees, lenders, partners, assigns and successors harmless from and against any and all loss, cost, damage and expense directly arising from Licensee's negligence or misconduct at the Property and any breach of this Agreement, including but not limited to, reasonable attorney's fees, professional fees and court costs. The indemnification provided in this Section 7 shall survive the expiration or earlier termination of this Agreement.

**10. Governing Law; Status and Authority; Entire Agreement; Counterparts; Amendments; Waivers; Assignment.** This Agreement shall be governed by the substantive laws of the Commonwealth of Pennsylvania. The parties hereto each represent and warrant to the other that they are duly organized, validly existing and subsisting under the laws of the Commonwealth of Pennsylvania and under the laws of the State of Delaware, as applicable, and that they have all requisite power and authority to execute and deliver this Agreement and to perform under this Agreement. This Agreement constitutes the entire agreement between the parties relating to the Graduation, there being no other terms or conditions, oral or written, except as herein expressed. This Agreement may be executed in counterparts and each counterpart constitutes an original document. This Agreement may be amended, changed or modified only by written amendment executed by the parties hereto. No waiver of any provision of this Agreement shall be valid unless in writing signed by both parties. Neither party shall assign their interest under this Agreement to any other party without the prior written consent of the other party. **This License Agreement shall survive the sale, lease or encumbrance of the Center and/or the Property by Licensor.**

[Signatures appear on the following page.]

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement the day and year first above written.

**LICENSOR:**

**MOUNTAIN LAUREL DEVELOPMENT  
GROUP, LP**

By Mountain Laurel Development Acquisition  
Group, LLC, its sole general partner

By: \_\_\_\_\_  
Name:  
Title:

**LICENSEE:**

**EAST STROUDSBURG AREA SCHOOL  
DISTRICT**

By: \_\_\_\_\_  
Name:  
Title:

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO CLOSE A SPECIAL ACTIVITY

1. NAME OF ORGANIZATION: HS-NORTH - MUSICAL PERFORMANCE CLUB

2. REASON FOR CLOSING: (Briefly describe why this organization is being disbanded.) \_\_\_\_\_  
ACCOUNT HAS BEEN INACTIVE FOR THE 2010/2011 SCHOOL YEAR.

3. DISPOSITION OF FUNDS:

a. Does this organization have any funds? Yes X No \_\_\_\_\_

If yes, what is the present balance? \$ - 0-

b. What disposition will be made of these funds? \_\_\_\_\_

c. How will the funds be used after the above disposition is made?  
\_\_\_\_\_

4. DATE OF CLOSING: 4/14/14

Date Submitted: 4/14/14

Submitted by:  DIANE KELLY

Approval of Sponsoring Administrator: \_\_\_\_\_

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**BOARD OF EDUCATION ACTION**

This request was (Approved \_\_\_\_\_ Disapproved \_\_\_\_\_) by the Board of Education at their meeting held on \_\_\_\_\_.

Reasons for disapproval or qualifications of approval, if applicable, were as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**\*\*SUBMIT ORIGINAL PLUS ONE (1) COPY TO SPONSORING ADMINISTRATOR\*\***

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS  
 TITLE: FIELD TRIPS  
 ADOPTED: August 19, 2002  
 REVISED: February 10, 2003  
 April 14, 2014

121. FIELD TRIPS	
<p>1. Purpose SC 1361</p>	<p>The purpose of field trips is to afford a first-hand educational experience not available in the typical educational setting as well as the opportunity to become familiar with real things/concepts in their actual environment(s).</p> <p>The Board of Education recognizes that field trips, when used as a device for teaching and learning integral to the curriculum and/or extra-curricular activities, are an educationally sound and important ingredient in the instructional and/or extra-curricular program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom activities by providing learning experiences in an environment outside the school setting.</li> <li>2. Arouse new interests among students.</li> <li>3. Help students relate school experiences to the reality of the world outside of school.</li> <li>4. Bring outside resources, natural, artistic, industrial, commercial, governmental, educational, etc. within the realm of a student's learning experience.</li> <li>5. Offer an excellent link connecting the school and community, helping school staff to relate the instructional program to the practical aspects of life itself.</li> <li>6. Provide an opportunity for students to compete and/or showcase talents in a venue and/or under circumstances outside the regularly defined scope of the traditional in-school activity.</li> </ol>
<p>2. Definition</p>	<p>The <b>field trip</b> is an instructional opportunity to enrich and extend the educational experiences of school district students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with</p>

<p>3. Authority</p>	<p>the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.</p> <p>All field trips generally fall into one of the following categories:</p> <ol style="list-style-type: none"><li>1. Curriculum/Instruction based field trips.</li><li>2. Club/Organizational field trips.</li><li>3. Contest/Competition field trips.</li></ol> <p>Students on field trips remain under the supervision and authority of the Board and are subject to its rules and regulations. The Board shall have approval responsibility for those field trips which are planned to keep students out of the school district overnight or longer, or which are over seventy-five (75) miles from the school district.</p> <p>Whenever the school principal or Superintendent determines that dangerous conditions may affect the health, safety or welfare of those traveling, the school principal or Superintendent may withdraw approval for the trip. The Board and school district assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the school principal, Superintendent or Board withdraws its approval.</p> <p>The Board accepts no responsibility for student field trips not authorized by or under the direct supervision of the school district.</p> <p>The Board will not endorse or approve school-sponsored trips outside of the borders of the United States.</p> <p>No student shall be permitted to transport him/herself and/or any other student to or from the site of a field trip. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone, even for disciplinary reasons. Parents/Guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.</p>
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<p>4. Delegation of Responsibility</p> <p>SC 517 Title 22 Sec. 4.4</p>	<p>The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that the safety and well being of students shall be protected at all times. This shall include procedures for administration of medication on field trips by non-medical staff. 42 Pa. C.S.A. S8541, et seq provides that school districts and their employees enjoy absolute immunity from prosecution for negligent acts except under limited exceptions to the rule (42 Pa. C.S.A. S8850), (121AP).</p> <p>The school principal shall recommend approval or disapproval of each proposed field trip taking into consideration the purpose, itinerary, and duration of each proposed trip. Each field trip will be properly planned, related to the curriculum or purpose of the extra-curricular activity, and followed up by appropriate activities which enhance its usefulness. Staff members requesting trip with the approval of the school principal, are allowed a considerable degree of professional flexibility and innovation in planning field trips. However, no prior commitments, promises or announcements are to be made relative to a field trip by the faculty before necessary written approvals have been obtained.</p> <p>The Board expects responsible administrators to screen all field trip requests and base approval or denial on educational value, financing and availability of substitute staff, and availability of transportation equipment and staff.</p>
<p>5. Guidelines</p>	<p>Field trips should preferably be taken during the time(s) that school is in session. However, there may be exceptions under special circumstances. Such exceptions must obtain appropriate approvals. If a trip extends beyond regular school hours, staff members and chaperones are to remain at the school upon return until all students have safely departed the premises.</p> <p>Field trips must be arranged by the school principal through the Superintendent's office by completing the Field Trip Request form. All field trips are subject to the approval of the Board or Superintendent or school principal.</p> <p>The school principal shall approve the purpose, itinerary, and duration of each proposed trip as well as the list of chaperones for said trip as submitted on the appropriate form. The Itinerary For Field Trip form is to be submitted for trips requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.</p> <p>In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the school principal and the</p>

<p>SC 517</p>	<p>Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the school principal and the Director of Athletics and Activities.</p> <p>In the event that individual student competitors, student-athletes and/or full teams/clubs/organizations representing the school district qualify for PIAA or PMEA district, regional, or state level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek Board approval on, at minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.</p> <p>In the event that students are participating in a competition/festival sponsored by PMEA, in which those students are required to stay overnight, the current overnight field trip policy will be followed for the first day only when school district staff members are required to accompany their students. After the initial day of the festival, PMEA guidelines will be in effect. The parent(s)/guardian(s) of school district students participating and host parents at the site of the festival shall sign an agreement and permission slip which indicates acceptance of responsibility by PMEA once school district staff members leave.</p> <p>Students must have written parental permission to attend a field trip. Such parental permission must be obtained before student may be removed or released from school for a field trip. Parental permission is required for student-athletes if an overnight stay is part of the trip.</p> <p>The Superintendent or school principal shall approve all field trips in advance. Field trips shall be subject to the availability of school district resources. The Board shall approve those field trips, which are planned for overnight or longer and/or trips over seventy-five (75) miles from the school district.</p> <p>Transportation for field trips provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered.</p> <p>The school district does not endorse, support, or assume responsibility in any way for any staff member of the school district who takes students on trips not approved by the Board and/or Superintendent. No staff member may solicit students of the school district for such trips within the facilities or on the school grounds of the school district without the permission of the Board and/or Superintendent.</p>
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121. FIELD TRIPS - Pg. 5

	<p>As per approved guidelines set forth in the applicable student handbook, a student may be excluded from participation in a field trip. All decisions to exclude a student from a field trip should be made on a case-by-case basis. The school principal must be consulted concerning the participation of students on a field trip.</p> <p>A ratio of ten (10) students per chaperone is required for every trip. All field trips shall have a minimum of two (2) chaperones. The extension of the number of chaperones can be made by the school principal.</p> <p>Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the trip.</p> <p>Administrative approval must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the building administrator or designee on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.</p> <p>No more than five (5) adults are permitted to ride on the same school bus unless deemed appropriate by the school principal. At least one coach/advisor/director, faculty member, or chaperone will accompany each bus.</p> <p>Administration of Medication</p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p> <p>Where a student having a disability, having a medical condition or requiring the administration of medication will be participating in a field trip, an appropriate school district staff member, the certified school nurse, health room nurse and/or designee should accompany such a field trip if the school district determines that there is a sufficient medical need. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the school principal.</p>
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121. FIELD TRIPS - Pg. 6

Ultimately, the school principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled field trip.
2. If a certified school nurse, health room nurse and/or other designee is to accompany a field trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse and/or other designee to predetermine a location where the certified school nurse, health room nurse and/or designee can be easily located in the event of an emergency and/or for medication administration.
3. Students who are capable of self-administering medication may do so under the supervision of a school district staff member with written parental permission and a physician's written instructions prior to the field trip.
4. Each year, those staff members who are expected to monitor self-administration, whether in school or on field trips, will, at the direction of the building administrator, receive an orientation by a certified school nurse consistent with applicable guidelines and regulations.
5. Any occurrence of monitored self-administration will be recorded on the appropriate form by the staff member who monitors the self-administration.
6. The staff member(s) in charge of the field trip will obtain and maintain required paperwork.
7. The *Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement* must be submitted for each student participating in any field trip, and the *Itinerary For Student Field Trip* form must be completed for a field trip requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.
8. Parent(s)/Guardian(s) shall be informed in a timely manner, as per the school district's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse.
9. A designated staff member will store any necessary medication in a secure location.

SC 111  
23 Pa. C.S.A.  
Sec. 6301

Current Act 34, Act 151 and TB clearances must be obtained and submitted to the building administrator for any person acting as a chaperone on an overnight trip.

Upon returning from a field trip, the staff member in charge will complete and submit a *Field Trip Summary* form making sure to report any difficulties or

problems encountered during the trip directly to the school principal and, if applicable, the Director of Athletics and Activities.

The effectiveness of field trip activities is to be monitored and continually evaluated by the applicable administrator(s).

Transportation

Field trips will be arranged, whenever possible, to utilize school district transportation services.

1. The staff member requesting the trip should contact the school district transportation office regarding the availability and cost of transportation for the trip.
2. The staff member requesting the trip will provide the transportation office with the destination of the trip and, if necessary, detailed directions.
3. All trips will be scheduled from school to the destination and back to school. Special stops will not be permitted unless approved by the school principal with an itinerary attached in writing. Key elements of this itinerary will be provided to the driver prior to departure.
4. Students are expected to abide by all bus riding rules as presented in applicable student handbooks and/or posted on the bus.
5. Coaches/Advisors/Directors, faculty members and/or chaperones will account for all students assigned to their bus(es) prior to departing from scheduled stops.
6. Coaches/Advisors/Directors, faculty members and/or chaperones in charge of each particular bus will inspect that bus after all students have been discharged to check for damage and any articles that may have been left behind.
7. If any food and/or beverages are provided to the group, it is the group's responsibility to see that the bus is clear of any related debris. No glass containers will be allowed on the bus.

Request for Approval

Field trips must be formally requested a minimum of thirty (30) days prior to the date of a day trip and sixty (60) days prior to the date of an overnight trip. A procedural plan and, if appropriate, a rain date must be part of any request in case an emergency cancellation/postponement is necessitated.

Field trips will be approved by the school principal only when such trips have a direct relationship to the curricular and/or extra-curricular program.

The school principal is responsible for ensuring that all activities are planned to provide for the safety and welfare of the students involved.

If a registration fee is applicable, the registration form must be attached to the appropriate district check request form and submitted to the business office upon securing all appropriate approvals. Likewise, any transportation fee must also be attached to the appropriate school district check request form and submitted to the business office upon securing all appropriate approvals.

In the event some children are not able to afford the costs of field trips, the school principal shall make arrangements for those students to participate at no cost. The school principal should make reasonable efforts to ensure that students are given an opportunity to participate in a field trip for which they are eligible.

The completion of appropriate forms is required for trips with a destination other than a school district facility. The completed form shall be retained by the individual school for a one (1) year period. Forms may be obtained through the school's main office. When trips are planned to other school district facilities, such as orientation programs, stage presentations and field days during the school day, the school principal will ensure that parents/guardians are notified in writing of such plans.

#### Overnight Field Trips

The regular education program shall be given top priority. Therefore, whenever possible, overnight field trips should be taken when school is not in session. However, since it is not always possible to schedule overnight field trips during weekends or periods of vacation, the Board, at its discretion, may approve such trips.

#### Two Categories of Overnight Field Trips

1. Educational – These trips include tours of historical, cultural or scientific sites and/or exhibits directly related to the curriculum.
  - a. Any entertainment on such trips shall be cultural and may include ballet, plays and concerts. These trips are not designed to include trips to amusement parks, student dances or other types of social entertainment.
  - b. These trips are generally designed for small groups of students specifically interested in learning about the tour subjects.

- c. Unless ten (10) students currently enrolled in the school district are signed up for such a trip, the Board will not approve the trip unless extenuating circumstances warrant such approval.
2. Representational/Competitive/Social – These trips are designed for some identifiable group such as the band, chorus, athletes/athletic teams or senior class, to visit an educational site while representing the school district and/or enjoying one another's company.
- a. The educational portion of the trip must meet standards similar to those of educational trips. The competitive/social aspects of the trip may include banquets, dances and trips to amusement parks.
  - b. Unless at least sixty-six percent (66%) of the group's members sign up for the trip, the Board will not approve the trip.

Regulations

- 1. Classification and Rules Interpretation – The Superintendent will determine what classification is to be given each trip and will interpret the meaning and application of all rules.
- 2. Enrollment – Each trip must meet the sign-up requirements for its classification or Board endorsement may be withdrawn.
- 3. Cost – Trips must be reasonably priced.
- 4. Missed Days of Instruction
  - a. Students on Representational/Competitive/Social overnight trips may miss no more than one (1) day of instruction, unless extenuating circumstances dictate otherwise. Trips requiring students to miss more than one (1) day of instruction must be categorized as solely educational.
  - b. The Board will not approve any trip which, in its opinion, requires students to miss an excessive number of days of instruction.
- 5. Chaperones
  - a. Each field trip must have a minimum of two (2) chaperones. There must be a minimum of one (1) chaperone for every ten (10) students.
  - b. If a trip is overnight, the Board will assume the cost for the staff member(s) involved. Other chaperone expenses will be paid by the group making the request or by the chaperone.

SC 111  
23 Pa. C.S.A.  
6301

- c. Current Act 34, Act 151 and TB clearances must be obtained and submitted to the school principal for any person acting as a chaperone on an overnight trip.

Requests for Permission for an Overnight Field Trip

1. Requests for an overnight field trip must be completed and presented to the school principal for approval a minimum of sixty (60) days prior to the date of the trip and prior to submission to the Superintendent and Board for approval.
2. All appropriate approvals must be obtained prior to soliciting participants.

Emergencies

The following instructions are for the staff member(s) to follow in case of an emergency when on a field trip:

1. Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The staff member(s) conducting the field trip should investigate the site of the field trip, to the extent possible, prior to the actual trip. Items to be investigated include, but are not limited to, accessibility for physically disabled students, emergency contact individuals and their telephone numbers at the site, special facilities that are available for eating if applicable, and toilet facilities.
2. The staff member(s) in charge should have at his/her immediate disposal a roster of the students on the trip and must secure a "Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement" for each participating student. These forms should be taken on the trip and copies provided to the school principal and, as is applicable, the Director of Athletics and Activities.
3. In case of an emergency while on a field trip the teacher and/or appropriate supervising staff member should refer to the school district's *Emergency Operation Plan*.

Behavior Reports

The "Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement" informs the parent(s)/guardian(s) of their responsibility for their child's behavior and states that students who violate school and/or trip rules may be sent home at parent/guardian expense.

121. FIELD TRIPS - Pg. 11

All school rules, regulations and policies as may be in effect at the time of any field trip shall remain in full force and effect for all students participating. Students who violate such rules, regulations and policies shall be subject to such disciplinary actions as maybe provided for in such rules, regulations and policies.

Bus drivers will not depart from any educational, athletic or other school field trip location without first confirming with the staff member(s) in charge that the event has reached its conclusion, all students have been accounted for, and roll has been taken. Trips requiring the use of multiple buses will depart, travel and park together. A lead bus will be determined by the transportation department prior to departure. Copies of maps and directions to locations will be made available to and/or disseminated from the transportation department.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 000, 103.1, 113, 210

**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: MEDICATIONS

ADOPTED: August 19, 2002  
 REVISED: February 28, 2005  
 November 20, 2006  
 February 25, 2008  
 December 19, 2011  
 April 14, 2014

210. MEDICATIONS	
<p>1. Purpose SC 510 Title 22 Sec. 7.13</p>	<p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.</p> <p>Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. If this is not possible, the parent(s)/guardian(s) may request school staff to administer medication at the scheduled time. Every effort should be made by the parent(s)/guardian(s) and their licensed prescriber to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process. Medication, including aspirin or other over-the-counter medications will be administered only upon written order from a licensed prescriber and in accordance with this policy. All requests shall be reviewed by the Certified School Nurse.</p>
<p>2. Definition</p>	<p>For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.</p> <p>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.</p>
<p>3. Authority</p> <p>SC 510 Title 22 Sec. 12.41</p>	<p>The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.</p> <p>Before any medicine may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication as well as the written order of the licensed prescriber, which shall include the purpose of the medication, dosage, time at which or special</p>

<p>4. Delegation of Responsibility Act 187 of 2004</p>	<p>circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. These written permissions from parent(s)/guardian(s) /licensed prescriber must be submitted on an annual basis. Medication orders are valid for the <b>current</b> school year. New orders must be obtained each school year (September through June) from the individual's licensed prescriber by the parent(s)/guardian(s).</p> <p>The Superintendent, in conjunction with the Certified School Nurse (CSN), shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the Certified School Nurse or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy , or self-administered by the student upon appropriate written authorization, which includes the use of the applicable school district forms.</p> <p>All school district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the Certified School Nurse before performing this responsibility.</p>
<p>42 Pa. C.S.A. Sec. 8337.1</p> <p><b>Pol. 103.1, 113</b></p>	<p><b>In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.</b></p> <p>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>Building administrators and the Certified School Nurse shall review at least every two (2) years the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</p> <p><b>SC 1409 Pol. 216</b></p>	<p>The school district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>All standing medication orders and parental consents shall be renewed at the beginning of each school year.</p> <p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>



**SC 1414.1**  
**Pol. 210.1**

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

**Delivery And Storage Of Medications**

An "Authorization for Medication During School Hours" form must be completed by the licensed prescriber and signed by the parent(s)/guardian(s) before medication can be given in school. In the absence of this form, there must be a written order from the licensed prescriber and a note from the parent(s)/guardian(s) requesting administration of the medication. The Certified School Nurse may accept a verbal order from the student's licensed prescriber only in a life-threatening situation.

An "Authorization for Medication During School Hours" form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication name, prescription serial number, dosage, time schedule and duration.
5. Special conditions to observe.
6. If child is qualified and able to self-administer the medication.
7. Licensed prescriber's name, signature, registration number, address, phone number (fax number, if possible) and federal DEA (Drug Enforcement Agency number of pharmacy.
8. Signature of parent(s)/guardian(s).

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the Certified School Nurse to obtain written permission from the licensed prescriber or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the Certified School Nurse. When deemed applicable, the Certified School Nurse shall review pertinent information regarding the prescribed medication with the student and/or parent/guardian.

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).

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2. All medications shall be brought to the nurse's office by the parent(s)/guardian(s) or another adult designated by the parent(s)/guardian(s).
3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. The district shall not store more than a thirty-day supply of an individual student's medication.
4. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.
5. Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
6. The Certified School Nurse has primary responsibility for the administration of medication including:
  - a. Reporting to licensed prescriber and/or parent(s)/guardian(s).
  - b. Conferring with the licensed prescriber and/or parent(s)/guardian(s).
  - c. Informing, when appropriate, school staff regarding a student's medication requirements.
  - d. Administering and recording of medication data.
7. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the signature of the person administering the medication.
7. The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action.
8. In the absence of the Certified School Nurse, the principal is responsible for the administration of medication.
9. If it is necessary to administer emergency medication, the Certified School Nurse can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.

10. Parent(s)/Guardian(s) are responsible for informing the Certified School Nurse and/or any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including over-the-counter medications, will be administered only upon written order from the licensed prescriber.
11. All medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a licensed prescriber's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
12. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the Certified School Nurse will be considered to be in violation of the school district's drug and alcohol policy and will be subject to the disciplinary action as set forth therein.
13. The school district will incur NO liability for the use of unauthorized drugs or medications.
14. This policy is in effect for all school district sponsored activities and field trips.

Disposal of Medications

**Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:**

- 1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.**
- 2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.**
- 3. Methods for safe and environmentally friendly disposal of medications.**
- 4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.**

School Code  
510, 1402

Hold Harmless Clause

The school district, in consideration of dispensation of prescription drugs by the

school staff who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all school staff against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any of such school staff because of any negligent act or omission done or not done by such school staff in connection with said dispensation.

This policy is a directive of the Board; school staff acting pursuant to this policy are acting within the scope of their employment.

### **Student Self-Administration Of Emergency Medications**

Any student who wishes to carry an asthma inhaler or epinephrine auto-injector and is authorized to do so must demonstrate the competency to the Certified School Nurse for self-administration and for responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior. In addition, the student must notify the Certified School Nurse immediately following each use of the inhaler. Abuse or misuse of the inhaler or epinephrine auto-injector and/or failure to follow any Board policy related to use of an inhaler or epinephrine auto-injector may lead to confiscation of the inhaler or epinephrine auto-injector, a loss or privilege to carry the inhaler or epinephrine auto-injector, and appropriate disciplinary consequences.

In cases where the parent/guardian requests that their child be permitted to carry/self-administer medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the parent/guardian must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent/guardian must also acknowledge that the East Stroudsburg Area School District has no legal responsibility to ensure that the medication is taken or when the above-named student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.

### **Administration Of Medication During Field Trips And Other School-Sponsored Activities**

The "Field Trip Medication Administration Form" must be completed by parent(s)/guardian(s) when a staff member is responsible for medication administration to a student during a field trip or other school district sponsored activity.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

PA BD. of  
Nursing  
September 1992

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References:

School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010

Board Policy – 000, 103.1, 113, 121, 210.1, 216

**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS  
TITLE: STUDENT WELLNESS  
ADOPTED: May 15, 2006  
REVISED: July 17, 2006  
April 14, 2014

246. STUDENT WELLNESS	
<p>1. Purpose</p>	<p>East Stroudsburg Area School District recognizes that student wellness and proper nutrition are related to each student's physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
<p>2. Authority 42 U.S.C. Sec. 1758b</p>	<p>The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws.</p> <p>To ensure the health and well-being of all students, the Board establishes that the school district shall provide to students:</p> <ol style="list-style-type: none"> <li>1. A comprehensive nutrition program consistent with federal and state requirements.</li> <li>2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.</li> <li>3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.</li> <li>4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic Standards.</li> </ol>
<p>2. Delegation of Responsibility 42 U.S.C. Sec. 1758b</p>	<p>The Superintendent or designee shall be responsible to monitor the district's schools, programs, and curriculum of the school district to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p>

<p>42 U.S.C. Sec. 1758b</p>	<p>Each school principal shall report to the Superintendent or designee regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p> <p>The Superintendent or designee shall periodically report to the Board on the district's compliance with law and policies related to student wellness. The report may include:</p> <ul style="list-style-type: none"><li>• Assessment of school environment regarding student wellness issues.</li><li>• Evaluation of food services program.</li><li>• Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.</li><li>• Listing of activities and programs conducted to promote nutrition and physical activity.</li><li>• Recommendations for policy and/or program revisions.</li><li>• Suggestions for improvement in specific areas.</li><li>• Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.</li></ul> <p>The Superintendent or designee and the appointed Wellness Committee shall periodically conduct an assessment on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which district schools are in compliance with law and policies related to student wellness, and shall describe the progress made by the district in attaining the goals of this policy. The assessment shall be made available to the public.</p> <p>The district shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.</p> <p>The Superintendent or designee shall ensure the school district's compliance with law and policies related to student wellness.</p> <p>An assurance that school district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided by the Director of Food Services.</p>
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<p>4. Guidelines</p> <p>42 U.S.C. Sec. 1758b</p> <p>SC 1422</p> <p>SC 1422</p>	<p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee may be comprised of at least one (1) of each of the following: School Board member, district administrator, school district food service representative, teacher, school nurse, student, parent/guardian, member of the public and any other individual(s) chosen by the Superintendent.</p> <p>The district shall be required to permit physical education teachers and school health professionals to participate on the Wellness Committee.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.</p> <p>The Wellness Committee shall meet no less than four (4) times during the school year.</p> <p>The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.</p> <p>Individuals who conduct student medical and dental examinations shall submit to the annual reports and later reports on the remedial work accomplished during the year, as required by law.</p> <p><u>Nutrition Education</u></p> <p>Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.</p> <p>Nutrition education shall provide all students with knowledge and skills that will help them to lead healthy lives.</p>
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Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall be behavior focused.

School food service and nutrition education classes shall cooperate to facilitate effective student learning.

Nutrition education shall, when appropriate, be integrated into other subjects to complement but not replace academic standards based on nutrition education.

A-lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be trained and shall participate in applicable professional development.

School district staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Nutrition education shall extend beyond the school environment by engaging and involving families and communities.

Consistent nutrition messages shall be disseminated throughout the schools of the school district, classrooms, and cafeterias, and to homes, the community and the media.

#### Nutrition Promotion

The district aims to teach, encourage, and support healthful eating by students. District schools shall promote nutrition by providing appropriate nutrition education in accordance with the Student Wellness Policy.

- District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
- Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.
- District schools shall encourage parents/guardians to provide healthy meals for their children through newsletter articles, take-home materials, or other means.

**Physical Activity**

Schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Schools shall help in the effort to provide students with opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment; such as outdoor play at home, sports, etc.

- Students shall be encouraged to participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical activity opportunities, such as recess, clubs, intramurals; and interscholastic athletics, shall be provided to meet the needs and interests of students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity shall be discouraged.

Physical activity breaks, such as recess and other similar activities, shall be provided for elementary students during school hours.

After-school programs shall provide developmentally appropriate physical activity for participating children.

Schools of the school district shall partner with parents/guardians and community members to institute programs that support physical activity.

Students and the community shall have access to physical activity facilities outside school hours as per applicable Board policies and school procedures.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

SC 1512.1  
Pol. 102, 105

<p>7 CFR Sec. 210.10, 220.8</p>	<p>Physical education classes shall be a means through which students can learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.</p> <p>A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p>Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.</p> <p>A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.</p> <p>Students shall be moderately- to-vigorously active as much time as possible during a physical education class. Students without documented medical conditions and disabilities shall be accommodated.</p> <p>Safe and adequate equipment, facilities and resources shall be provided for physical education courses.</p> <p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Physical activity shall not be used as a form of punishment.</p> <p><u>Other School Based Activities</u></p> <p>Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.</p> <p>Schools of the school district shall provide adequate space, as defined by the school district, for eating and serving school meals.</p> <p>Students shall be provided a clean and safe meal environment.</p>
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<p>FNS #791-1 Pol. 808 NSLA Sections 2 and 9 Child Nutrition Act of 1966 Section 2, 3 and 4</p>	<p>Students shall be provided adequate time to eat: a minimum of ten (10) minutes sit-down time for breakfast; a minimum of twenty (20) minutes sit-down time for lunch.</p> <p>Meal periods shall be scheduled at appropriate hours, as defined by the school district.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>Nutrition professionals who meet criteria established by the school district shall administer the school meals program.</p> <p>Professional development opportunities shall be provided for school district nutrition staff.</p> <p>Access to the food service operation shall be limited to authorized staff.</p> <p>Nutrition content of school meals shall be available to nurses, principals/designee, students and parents/guardians.</p> <p>Students and parents/guardians may be involved in menu selections through various means.</p> <p>Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.</p> <p>To the extent possible, the school district shall utilize available finding and outside programs to enhance student wellness.</p> <p>Food, including the withholding of food, shall not be used in the schools as a form of punishment. Disciplinary action that indirectly results in the loss of meals or milk is allowable. However, withholding meals or milk as a disciplinary action, or imposing a disciplinary action that directly results in the loss of meals or milk, is inconsistent with regulation and not allowable.</p> <p>Goals of the Student Wellness Policy shall be considered in planning all school-based activities.</p> <p>Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.</p> <p>Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through</p>
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<p>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.10, 220.8</p> <p>7 CFR Sec. 210.11, 220.12a</p> <p>7 CFR Sec. 210.11</p> <p>SC 504.1</p> <p>Pol. 209.1</p>	<p>school district programs, communications and outreach efforts.</p> <p>The school district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.</p> <p>Nutrition Standards/Guidelines</p> <p>All foods available in schools of the district during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.</p> <p>Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition and regulation</p> <p>Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.</p> <p>All competitive foods available to students in the schools of the school district shall comply with established nutrition guidelines, as listed in the applicable federal, state and administrative regulations.</p> <p>Competitive foods available for sale to students in district schools outside of school meal programs shall comply with established federal nutrition standards.</p> <p>The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal regulations.</p> <p>Management Of Food Allergies In District Schools</p> <p>The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> <li>1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.</li> <li>2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.</li> </ol>
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3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The schools of the school district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.

School district administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

References:

School Code – 24 P.S. Sec. 504.1, 1337.1, 1422, 1422.1, 1422.3, 1512.1, 1513

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 220

Board Policy – 000, 102, 103, 103.1, 105, 209.1, 808

NOTE: Federal regulations pertaining to competitive foods are effective August 27, 2013. Local educational agencies must implement these provisions beginning on July 1, 2014.

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: UNLAWFUL HARASSMENT  
ADOPTED: August 19, 2002  
REVISED: August 18, 2003  
April 14, 2014

248. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive learning climate for students in the schools of the school district. Therefore, it shall be the policy of the school district to maintain an educational environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681 43 P.S. Sec. 951 et seq 29 CFR Sec. 1606.8 (a)</p>	<p>The Board prohibits all forms of unlawful harassment of students and third parties by all school district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the school district's legal and investigative obligations.</p> <p>No reprisals or retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.</li> <li>3. Otherwise adversely affects an individual's learning opportunities.</li> </ol>

29 CFR  
Sec. 1604.11 (a)

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Rehabilitation  
Act of 1973  
(Section 504);  
Americans with  
Disabilities Act  
of 1990 (Title II)

**Disability harassment** consists of intimidation and/or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities from district programming through such things as verbal acts and name calling, nonverbal behavior-such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from school district programming.

Examples of **disability harassment** include but are not limited to repeated remarks, negative in nature and made aloud in the school setting, regarding a student's disability and resulting in the harassed student having difficulty performing assigned educational tasks and/or causing a significant decline in his/her grades; physically impeding a disabled student's ability to function in



<p>4. Delegation of Responsibility Pol. 103</p>	<p>the classroom setting; subjecting a student to inappropriate physical restraint resulting from conduct related to his/her disability, with the result that the student tries to avoid attending school on a regular, punctual basis; repeatedly denying a disabled student with access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability; repeatedly belittling and/or criticizing a student with a disability for using accommodations in the school setting, with the result that the student becomes discouraged and has difficulty performing in a manner commensurate with his/her ability; continual taunting and/or belittling of a disabled student in a manner that focuses upon his/her disability, resulting in limited participation in the educational process.</p> <p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the school district's Compliance Officer. (Superintendent, P.O. Box 298, East Stroudsburg, PA 18301, 570-424-8500).</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and school district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The school principal shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"><li>1. Inform the student or third party of the right to file a complaint and the complaint procedure.</li><li>2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.</li><li>3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li></ol>
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<p>5. Guidelines</p>	<p>4. Refer the complainant to the Compliance Officer if the school principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Student/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the school principal or a school district employee.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the school principal.</p> <p>If the school principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the school principal, but oral complaints shall be acceptable. Oral complaints will be transcribed and must be signed by the complainant.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of unlawful harassment, the school principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the school principal to investigate the complaint, unless the school principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The school principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the</p>
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complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

**Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the school code of conduct, Board policies and school district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the school principal who conducted the initial investigation.

References:

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq (Title IX),  
42 U.S.C. Sec. 2000e et seq (Title VII)  
Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq  
Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8 (a)  
Federal Register – 62 Fed. Reg. 12033, 66 Fed. Reg. 5512  
Rehabilitation Act of 1973 (Section 504)  
Americans with Disabilities Act of 1990 (Title II)  
Board Policy – 103, 806

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: BULLYING  
/CYBERBULLYING  
ADOPTED: April 14, 2003  
REVISED: April 16, 2007  
November 17, 2008  
October 15, 2012  
April 14, 2014

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.

**Bullying**, as defined in this policy, includes cyberbullying.

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:

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

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.

Pol. 815

Additional information regarding the misuse of technology and/or cyberbullying may be found in Board Policy No. 815.

**School setting** 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.

3. Authority  
SC 1303.1-A  
Pol. 248

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or other district employees.

4. Delegation of  
Responsibility

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.

Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop any administrative regulations necessary to implement this policy.

249. BULLYING/CYBERBULLYING—Pg. 3

5. Guidelines  
SC 1303.1-A  
Title 22  
Sec. 12.3  
Pol. 218

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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.

SC 1303.1-A  
1202.1-A

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Pol. 236

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

SC 1303.1-A  
Pol 218, 233

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.

Education

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.

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, 236, 248, 815

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: August 19, 2002

REVISED: April 14, 2014

705. SAFETY	
<p>1. Purpose</p>	<p>The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.</p>
<p>2. Authority SC 510</p>	<p>The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect school district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools of the school district.</p>
<p>3. Delegation of Responsibility</p> <p>SC 1518</p> <p>SC 1517, 1518 Pol. 805</p>	<p>The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government.</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Ensure curriculum to instruct students in safety and fire prevention.</li> <li>2. Provide required drills to instruct students in safety procedures.</li> <li>3. Review and evaluate annually district safety rules and plans.</li> </ol> <p>Administrators shall inform all staff and students of school safety rules at the beginning of the school year.</p> <p>The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.</p>
<p>4. Guidelines</p> <p>Title 34 Sec. 129.1001- 129.1011</p>	<p><u>Certified Safety Committee</u></p> <p>A safety committee shall be established to promote the school district's goals concerning safe schools.</p>

72 P.S.  
Sec. 1722-J  
77 P.S.  
Sec. 1038.2

The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) school district employee representatives. If the number of members on the safety committee exceeds four (4), the school district administrators shall not constitute a majority of the safety committee.

It shall be the responsibility of the safety committee to:

1. Provide measures for employee involvement in achieving a safe, healthful working environment.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
3. Conduct quarterly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority.
4. Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to management.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the safety committee members shall meet at least once a month.

The safety committee is responsible for developing and maintaining operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of safety committee training.



References:

School Code – 24 P.S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 805

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS  
TITLE: FOOD SERVICES  
ADOPTED: August 19, 2002  
REVISED: April 14, 2014

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
<p>2. Authority SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1772 7 CFD Sec. 210.10, 220.8</p>	<p>The Board shall provide food service for breakfast and for lunch in all district schools that meets the standards required by state and federal school breakfast and lunch programs.</p> <p>Unless they have been excused by the principal, all students are expected to remain in school for lunch.</p> <p>Students on in-school suspension (ISS) or other form of disciplinary action may be limited in their opportunity in this regard. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available.</p>
<p>SC 504</p>	<p>A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.</p>
<p>SC 504 42 U.S.C. Sec. 1760</p>	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.</p>
<p>3. Delegation of Responsibility</p>	<p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services.</p>
<p>SC 504, 1337</p>	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor.</p>
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C.</p>	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p>

<p>Sec. 1758(h) 7 CFR Sec. 210.13</p> <p>SC 504</p> <p>SC 504, 1337</p>	<p>The Superintendent or designee shall prepare guidelines for the implementation of a food service program including:</p> <ol style="list-style-type: none"> <li>1. The maintenance of facilities free from fire or health hazards.</li> <li>2. The purchase of perishable foodstuffs, seasonal commodities and other supplies.</li> <li>3. Accounting and depositing procedures for cafeteria funds.</li> <li>4. Control, safekeeping and storage of food and food equipment.</li> <li>5. Compliance with all state and federal regulations regarding the National School Lunch Program and/or National School Breakfast Program and Special Program and Special Milk Program.</li> </ol>
<p>4. Definitions</p>	<p><b>Ticket</b>—The term ticket refers to any and all forms of exchange that pertain to paid, free, or reduced price meals and are used in the food service collection program, including computer-based accounts.</p> <p><b>PIN Number</b>—A person identification number assigned by the school district that allows a student to purchase a meal through a computer-based account.</p> <p><b>Ticket Misuse</b>—The misuse of a ticket which includes, but is not limited to misrepresentation of identity, attempt to purchase more than one lunch or breakfast in a day through ticket use, stealing a PIN Number, and/or sharing a PIN Number with another student with the intent of making a meal purchase.</p> <p><b>Charge</b>—A record as a debt to be paid. All meal charges are expected to be paid within two (2) weeks of the charge. Any charge not paid within two (2) weeks shall be considered “Outstanding”.</p> <p>It is a violation of this policy to lend or steal a Personal Identification Number (PIN). Students caught doing so are subjected to disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>2. Meet the nutrition standards specified in law and regulations and approved by the Board.</li> </ol>

<p>SC 504</p>	<p>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</p> <p>4. Be served in age-appropriate quantities, at reasonable prices.</p> <p>5. The district shall use food commodities for school menus available under the Federal Food Commodity Program.</p> <p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p>
<p>42 U.S.C. Sec. 1773 7 CFR Part 220</p>	<p>The district shall participate in the National School Breakfast Program and the National School Lunch Program.</p>
<p>42 U.S.C. Sec. 1751 et seq 7 CFR Part 210</p>	
<p>7 CFR Part 215</p>	
<p>Pol. 103, 103.1</p>	<p>The district shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p>
<p>SC 1335, 1337</p>	<p>Provisions shall be made for free and reduced rate meals, as prescribed by federal and state law.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p><b><u>Free/Reduced-Price Meals And Free Milk</u></b></p> <p>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.</p>

<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p>	<p><b><u>Accommodating Students With Special Dietary Needs</u></b></p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p>
	<p><b><u>School Food Safety Inspections</u></b></p>
	<p>The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.</p>
	<p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p><b><u>School Food Safety Program</u></b></p>
	<p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.</p>
	<p><b><u>School Meal Accounts</u></b></p>
	<p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p>
	<p>The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:</p>
	<ol style="list-style-type: none"> <li>1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.</li> <li>2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.</li> <li>3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.</li> </ol>

<p>School Code 504, 1335, 1337</p> <p>Policy No. 218</p>	<p>Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.</p> <p><b><u>Ticket Use</u></b></p> <p>Any student eligible to receive free or reduced price meal is permitted one (1) lunch per day per ticket and one (1) breakfast per day per ticket. Any additional meals requested for purchase the same day will be charged to the student at full price.</p> <p>A student who is eligible to receive free or reduced meals is not permitted to lend his/her ticket (or PIN Number) to any other person; sharing a ticket or PIN Number with any other person may result in the loss of the student's eligibility and disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p> <p>Parent(s)/Guardian(s) and students must be advised in writing of the school's policy regarding misused meal tickets and of the students' corresponding responsibility for their tickets and numbers. Such notice shall be provided annually, preferably at the time applications are distributed to household or upon approval for free or reduced price benefits.</p> <p>Incidents involving ticket misuse can result in disciplinary consequences as per the school code of conduct and applicable Board Policy.</p> <p>The school shall maintain a list of students who have misused ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student due to the misuse of a ticket, the list should always be reviewed to determine if the student has already had at least two (2) ticket misuses and/or special meal arrangements for misused tickets within that school year.</p> <p>After two (2) misuses of a ticket or PIN Number in one (1) school year, the following may occur: the student may be charged the full price for a meal; or provided a complete reimbursable meal; or provided a peanut butter and jelly sandwich and a drink; or the child may bring a lunch from home. The Superintendent or designee shall decide which sanction shall be imposed, on a case-by-case basis.</p> <p>At least one (1) advance written warning must be given to the student and the parent(s)/guardian(s) prior to refusal to allow additional meals due to ticket misuse. The written warning must include an explanation that the student has repeatedly had a problem with the chosen form of exchange and that, should the student again misuse the ticket, s/he will be expected to either bring lunch or pay full price for lunch.</p>
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Meals must always be provided to preprimary and young primary students or for any disabled students who may be unable to take full responsibility for a meal ticket.

**Meal Charges**

In the case of any student who comes through the serving line without a meal ticket or the money needed to purchase a lunch, these procedure will be followed:

1. A student will be allowed to charge a meal up to four (4) times (2 lunch meals and 2 breakfast meals) without having repaid the charge(s).
2. Once a student has accumulated outstanding charges for four (4) total meals, and s/he is unable to repay the charge(s) and is incapable of purchasing a meal, s/he will be provided a peanut butter and a jelly sandwich, a cheese sandwich (or other form of food as determined by cafeteria staff) and a drink.
3. Any charge made is done so with the understanding that the student will reimburse the school for the charged meal within two (2) weeks of the date of the charge.
4. In the case of outstanding obligations resulting from meal charges that have not been paid or checks returned due to insufficient funds, the school shall allot a reasonable amount of collection time for fulfilling this responsibility. If the deadline date for this obligation has passed and the obligation has not been satisfied, outstanding obligations may result in legal action being filed with the appropriate Magisterial District Judge. Additionally, parent(s)/guardian(s) may be responsible for court costs and attorney fees. In the attempt to collect this debt, parent(s)/guardian(s) share have thirty (30) days to dispute the validity of the debt. If parent(s)/guardian(s) notify the school district within thirty (30) days that the debt is wholly or partially disputed, they will be provided with a verification of the debt. Unless parent(s)/guardian(s) dispute the validity of the debt within thirty (30) days after receipt of a written statement regarding the debt, the debt will be assumed to be valid.

**Method of Payment**

Students may pay for meals with cash, personal check, certified check or money order.

Parents may put money on child's account via a Board approved web-based system.

Any checks returned due to insufficient funds will result in an obligation on the part of the student to compensate for the original debt and any additional debt accrued, including a \$20.00 charge. See Item 4 immediately above (under the "Meal Charges" section of this policy) for further details regarding outstanding obligations.

Disciplinary action that indirectly results in the loss of meals or milk is allowable (Example: A student is suspended from school). However, withholding meals or milk as a disciplinary action, or imposing a disciplinary action that directly results in the loss of meals or milk, is inconsistent with regulation and not allowable. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available. Denial of meals or milk is inconsistent with Section 2 and 9 of the National School Lunch Act and Sections 2, 3, and 4 of the Child Nutrition Act of 1966.

References:

School Code – 24 P.S. Sec. 504, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 215, Part 220, Part 245

Board Policy – 000, 103, 103.1, 113, 209.1, 246

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.  
7 CFR Part 225



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA**  
**and**  
**EAST STROUDSBURG AREA SCHOOL DISTRICT**

This Memorandum of Understanding ("MOU") is made this 14th day of April 2014, by and between the East Stroudsburg University of Pennsylvania ("ESU") and the EAST STROUDSBURG AREA SCHOOL DISTRICT ("ESASD").

1. Both ESU and ESASD recognize the need and desirability of ESASD to have an off-campus emergency evacuation site and wish to enter into this MOU to create such an emergency evacuation site.
2. ESU having a location, at Smith and Normal Streets in East Stroudsburg, Pennsylvania, which is both convenient and accessible to and from various ESASD facilities, agree that such location shall serve as an emergency evacuation site for ESASD.
3. ESU and ESASD agree that ESASD shall use the property of ESU at Smith and Normal Streets solely as an emergency evacuation site, and shall use the property of the ESU for no further purpose whatsoever.
4. ESU and ESASD agree that as part of ESASD's use of ESU's property as an emergency evacuation site, ESASD may, from time to time, with prior notice to and consent from ESU make use of the emergency evacuation site for practice evacuations, drills, and other activities designed to prepare for an emergency evacuation.
5. ESU and ESASD agree that by this MOU neither ESU nor ESASD gains any interest in any property, be it real or personal, of the other party beyond that explicitly granted by the terms of this MOU.
6. Either ESU or ESASD may terminate this MOU at any time and for any reason by delivering to the other party 60 days written notice of termination.

Contact information for each party for the above notice of termination, or any other correspondence related to this MOU, is as follows:

East Stroudsburg Area School District  
ATTN: Eric D. Forsyth, SFO, PRSBO  
50 Vine Street  
East Stroudsburg, PA 18301

East Stroudsburg University of Pennsylvania  
ATTN: James Flannery, Assistant Chief of Police  
200 Prospect Street  
East Stroudsburg PA 18301

7. By signature below, ESU and ESASD hereby acknowledge the foregoing as the terms and conditions of their understanding:

\_\_\_\_\_  
EAST STROUDSBURG UNIVERSITY  
OF PENNSYLVANIA:

\_\_\_\_\_  
EAST STROUDSBURG AREA  
SCHOOL DISTRICT

BY:

BY:

TITLE:

TITLE:

**Bill To:**

**Ship To:**

Name

Address

City  State  Zip Code

Acct. Payable Contact

Ph:  PO #

Name

Address

City  State  Zip Code

Main Contact

Ph:  Email

Order Date  Est. Del.  Order Type  Terms

Model/Item	Product Code	Serial Number	Item Description	Qty	Unit Price	Amount
IR6055	Refurbished		Refurbished Canon IR6055	3	\$0.00	\$0.00
E1	Refurbished		Refurbished Staple Finisher	3	\$0.00	\$0.00
AJ1	3905B001AA		PCL Print Kit	3	\$0.00	\$0.00
AJ1	3906B002AA		Postscript Print Kit	3	\$0.00	\$0.00
A1	3738B001AA		USB Connection for AA Prox	3	\$0.00	\$0.00
AA Prox	5105B001AA		AA Prox Card Reader & Software	3	\$0.00	\$0.00
AF1	3907B002AA		Fax Kit	3	\$0.00	\$0.00
Service	TBS Item		Machines to be added to group service program	3	\$0.00	\$0.00

Trade-In Info None

The undersigned BUYER has read the attached "Conditions of Sale" hereof and hereby orders from Topp Business Solutions the above item(s) at the price and terms shown. This document contains confidential and proprietary information.

**Signature** Please Print Name / Title

Rep  Mgr  Terr

Sale Type  Tax

Sub Total	<input type="text" value="\$0.00"/>
Sales Tax	<input type="text" value="\$0.00"/>
Deposit	<input type="text"/>
Total	<input type="text" value="\$0.00"/>

**Sales Order**



Topp Copy  
Copyfax  
Topp Telcom

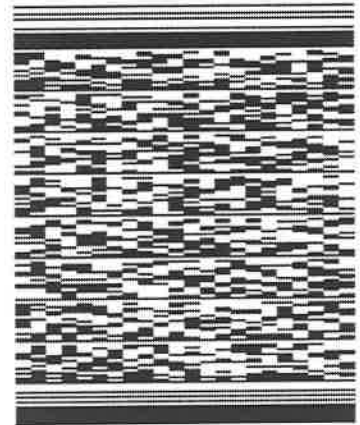
**Topp Business Solutions**

Corporate Headquarters  
1110 Saginaw Street  
Scranton, PA 18505  
Ph: 570-344-9611 800-982-4021  
Fx: 570-344-5227

[www.toppcopy.com](http://www.toppcopy.com)

**Special Instructions**

\*Machines to be added to lease agreement at no charge on coterminous basis.  
\*Machines to be added to group service program and bill at actual volume x \$0.0039 per page.  
\*Two machines to be located at HS South Maple Wing 3rd Floor.  
\*One machine to be located at JTL Intermediate.



TBS-PD417-0Fv1.3

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## ProVision

### Small Bus

2-Camera System

5 Year warranty

Lifetime SDXC card warranty

HD Quality Video

Wireless File Transfer

Integrated GPS mapping

Passive GPS

Viewing format

DVR-129 Standard Dome night vision camera kit-24 LED (3.6mm)

DVR-704 base kit with single camera

2.8 mm wide angle night vision camera (included in DVR-704)

Solid State DVR (included in DVR-704)

64GB class 10 SDXC memory card (included in DVR-704)

Lockable cage (included in DVR-704)

5m AV cable (included in DVR-704)

Software & Guides (included in DVR-704)

### Pricing Small Bus

30 X \$847.00 = \$25,410.00

30 X \$1,118.00 = \$33,540.00 including installation (installation price per bus \$271.00)

Pay by Purchase order minus 5% Total cost \$31,773.00

### Big Bus

2-Camera System

90 X \$847.00 = \$76,230.00

90 X \$1,082.00 = \$97,380.00 including installation (installation price per bus \$235.00)

Pay by Purchase order minus 5 % Total cost \$92,511.00

### Big Bus

3-Camera System

90 X 986.00 = \$88,740.00

90 X \$ 1,233.00 = \$110,970.00 including installation (installation per bus \$247.00)

Pay by Purchase order minus 5% Total cost \$105,421.50

### ProVision installs

Total with 5% discount (all buses 2 camera's) \$124,284.50

Total with 5% discount (small bus 2 camera, big bus 3 camera) \$137,195.00

### Installed by ESASD

Small buses 2 camera's with 5% discount \$24,911.85

Big Buses 3 camera's with 5% discount \$85,945.55

Total package to meet transportation department needs \$110,857.40

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Business Office**



**Jeffrey S. Bader, PRSBA**

**Business Manager**

50 Vine Street

East Stroudsburg, PA 18301

Phone: (570) 424-8500 • Fax: (570) 420-8384

**PRESS RELEASE  
FOR IMMEDIATE DISTRIBUTION**

The Board of Directors of the East Stroudsburg Area School District are pleased to announce that the District's Senior Citizen School Tax Rebate Program has been greatly enhanced beginning with the 2013 tax year. Understanding the difficulty placed on our senior citizens as a result of current economic conditions, and recognizing the lack of suitable State funding for the East Stroudsburg Area School District, the Board has increased the income eligibility and the amounts of the rebate to provide additional assistance to senior citizens of the school district.

The expanded Senior Citizens School Tax Rebate Program is effective for school real estate taxes issued August 1, 2013. The program raises the income eligibility limit to \$35,000, and the maximum rebate has been increased to \$1,425, over twice the amount available from the State's tax rebate program. Applications are available on the District's web site ([www.esasd.net](http://www.esasd.net)) under the Community tab. They may also be obtained from the offices of local legislators and many Senior Service agencies. Completed applications must be sent to the East Stroudsburg Area School District Tax Office, 50 Vine Street, East Stroudsburg, PA 18301. Applications must be filed no later than June 30, 2014.

East Stroudsburg Area School District  
Board of Education

# AIA Document G702™ - 1992

## Application and Certificate for Payment

<b>TO OWNER:</b> E. STROUDSBURG AREA SHCOOL DIST. 321 N. COURTLAND ST. E. STROUDSBURG, PA 18301	<b>PROJECT:</b> HILL ELEMENTARY-HVAC J.M. HILL ELEMENTARY SCHOOL 151 E. BROAD STREET E. STROUDSBURG, PA 18301	<b>APPLICATION NO:</b> 1070 // <b>PERIOD TO:</b> 1/15/2014 <b>CONTRACT FOR:</b> HVAC <b>CONTRACT DATE:</b> 3/12/2013 <b>PROJECT NOS:</b> M13-005 /	<b>Distribution to:</b> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>
<b>FROM CONTRACTOR:</b> J B M MECHANICAL, INC. VIA ARCHITECT: 3273 Gun Club Road Nazareth, PA 18064		<i>Stark Albert</i>	

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .....	\$ 2,991,000.00
2. Net change by Change Orders .....	\$ 38,995.63
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ 3,029,995.63
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$ 2,953,495.63
<b>5. RETAINAGE:</b>	
a. <u>5.0</u> % of Completed Work (Column D + E on G703)	\$ 147,962.99
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$ 147,962.99
6. TOTAL EARNED LESS RETAINAGE .....	\$ 2,805,532.64
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 2,753,337.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$ 52,195.14
9. BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less Line 6)	\$ 224,462.99

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** J B M MECHANICAL, INC.  
 By: *[Signature]* Date: 1/20/14  
 State of: PENNSYLVANIA  
 County of: NORTHAMPTON  
 Subscribed and sworn to before me this 20 day of Jan, 2014  
 Notary Public:  
 My Commission expires: *[Signature]*

COMMONWEALTH OF PENNSYLVANIA  
 Notarial Seal  
 Daria L. Stark, Notary Public  
 City of Bethlehem, Lehigh County  
 My Commission Expires May 22, 2016  
 MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 52,195.14  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
**ARCHITECT:** *[Signature]*  
 By: *[Signature]* Date: 4.3.14  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this Month	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>
<b>NET CHANGES</b> by Change Order	<b>\$</b>	

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.  
 AIA Document G702™ - 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

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# AIA Document G702™ – 1992

## Application and Certificate for Payment

<b>TO OWNER:</b> E. STROUDSBURG AREA SCHOOL DIST. PROJECT: 321 N. COURTLAND ST. E. STROUDSBURG, PA 18301	<b>PROJECT:</b> HILL ELEMENTARY-HVAC J.M. HILL ELEMENTARY SCHOOL 151 E. BROAD STREET E. STROUDSBURG, PA 18301	<b>APPLICATION NO:</b> 1070 11 <b>PERIOD TO:</b> 1/15/2014 <b>CONTRACT FOR:</b> HVAC <b>CONTRACT DATE:</b> 3/12/2013 <b>PROJECT NOS:</b> M13-005
<b>Distribution to:</b> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>		
<b>FROM CONTRACTOR:</b> J B M MECHANICAL, INC. VIA ARCHITECT: 3273 Gun Club Road Nazareth, PA 18064		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .....	\$ 2,991,000.00
2. Net change by Change Orders .....	\$ 38,995.63
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ 3,029,995.63
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$ 2,953,495.63
<b>5. RETAINAGE:</b>	
a. 5.0 % of Completed Work (Column D + E on G703) .....	\$ 147,962.99
b. _____ % of Stored Material (Column F on G703) .....	\$ _____
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$ 147,962.99
6. TOTAL EARNED LESS RETAINAGE .....	\$ 2,805,532.64
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 2,753,337.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$ 52,195.14
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) .....	\$ 224,462.99

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** J B M MECHANICAL, INC.  
 By: \_\_\_\_\_ Date: 1/25/14  
 State of: PENNSYLVANIA  
 County of: NORTHAMPTON  
 Subscribed and sworn to before me this 22 day of January, 2014.

COMMONWEALTH OF PENNSYLVANIA  
 Notarial Seal  
 Daria L. Stark, Notary Public  
 City of Bethlehem, Lehigh County  
 My Commission Expires May 22, 2016  
 MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ \_\_\_\_\_  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this Month	\$	\$
<b>TOTALS</b>	\$	\$
<b>NET CHANGES</b> by Change Order	\$	

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Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1070  
 APPLICATION DATE: 1/27/2014  
 PERIOD TO: 1/15/2014  
 ARCHITECT'S PROJECT NO: M13-005

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
05	BONDS	60,000.00	60,000.00			60,000.00	100.00		3,000.00
10	MOBILIZATION	55,000.00	55,000.00			55,000.00	100.00		2,750.00
15	PIPE MATERIAL	95,000.00	95,000.00			95,000.00	100.00		4,750.00
20	PIPE LABOR	80,000.00	80,000.00			80,000.00	100.00		4,000.00
25	FITTINGS	50,000.00	50,000.00			50,000.00	100.00		2,500.00
30	COILS/KITS MATERIAL	50,000.00	50,000.00			50,000.00	100.00		2,500.00
35	COILS/KITS LABOR	40,000.00	40,000.00			40,000.00	100.00		2,000.00
40	MECHANICAL ROOM MATERI	140,000.00	140,000.00			140,000.00	100.00		7,000.00
45	MECHANICAL ROOM LABOR	85,000.00	85,000.00			85,000.00	100.00		4,250.00
50	MECHANICAL ROOM RENTAL	10,000.00	10,000.00			10,000.00	100.00		500.00
55	VALVES MATERIAL	30,000.00	30,000.00			30,000.00	100.00		1,500.00
60	VALVES LABOR	15,000.00	15,000.00			15,000.00	100.00		750.00
65	DEMO MATERIAL	8,000.00	8,000.00			8,000.00	100.00		400.00
70	DEMO LABOR	50,000.00	50,000.00			50,000.00	100.00		2,500.00
75	DEMO RENTAL	10,000.00	10,000.00			10,000.00	100.00		500.00
80	HANGERS MATERIAL	40,000.00	40,000.00			40,000.00	100.00		2,000.00
85	HANGERS LABOR	15,000.00	15,000.00			15,000.00	100.00		750.00
90	FIRESTOP MATERIAL	3,000.00	3,000.00			3,000.00	100.00		150.00
95	FIRESTOP LABOR	3,000.00	3,000.00			3,000.00	100.00		150.00
100	TAGS/ID MATERIAL	1,000.00	1,000.00			1,000.00	100.00		50.00
105	TAGS/ID LABOR	1,000.00	1,000.00			1,000.00	100.00		50.00
110	CONCR/STONE MATERIAL	20,000.00	20,000.00			20,000.00	100.00		1,000.00
115	CONCR/STONE LABOR	20,000.00	20,000.00			20,000.00	100.00		1,000.00
120	CONCR/STONE RENTAL	5,000.00	5,000.00			5,000.00	100.00		250.00
125	CUT/PATCH MATERIAL	10,000.00	10,000.00			10,000.00	100.00		500.00

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Continuation Sheet

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APPLICATION NO: 1070  
 APPLICATION DATE: 1/27/2014  
 PERIOD TO: 1/15/2014  
 ARCHITECT'S PROJECT NO: M13-005

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D1+E)	THIS PERIOD			% (G ÷ C)		
130	CUT/PATCH LABOR	7,000.00	7,000.00			7,000.00	100.00		350.00
135	ROOF WORK MATERIAL	20,000.00	20,000.00			20,000.00	100.00		1,000.00
140	ROOF WORK LABOR	35,000.00	35,000.00			35,000.00	100.00		1,750.00
145	RENTAL	20,000.00	20,000.00			20,000.00	100.00		1,000.00
150	GLYCOL MATERIAL	25,000.00	25,000.00			25,000.00	100.00		1,250.00
155	GLYCOL LABOR	9,400.00	9,400.00			9,400.00	100.00		470.00
160	HEAT TRACE MATERIAL	5,000.00	5,000.00			5,000.00	100.00		250.00
165	HEAT TRACE LABOR	3,000.00	3,000.00			3,000.00	100.00		150.00
170	PLUMBING ITEMS MATERIAL	20,000.00	20,000.00			20,000.00	100.00		1,000.00
175	PLUMBING ITEMS LABOR	10,000.00	10,000.00			10,000.00	100.00		500.00
180	FIRE PROTECTION MATERIA	15,000.00	15,000.00			15,000.00	100.00		750.00
185	FIRE PROTECTION LABOR	10,000.00	10,000.00			10,000.00	100.00		500.00
190	CARPENTRY MATERIAL	25,000.00	25,000.00			25,000.00	100.00		1,250.00
195	CARPENTRY LABOR	30,000.00	30,000.00			30,000.00	100.00		1,500.00
200	FENCE MATERIAL	3,000.00	3,000.00			3,000.00	100.00		150.00
205	FENCE LABOR	7,000.00	7,000.00			7,000.00	100.00		350.00
210	ATC DRAWINGS	80,000.00	80,000.00			80,000.00	100.00		4,000.00
215	ATC MATERIAL	275,000.00	275,000.00			275,000.00	100.00		13,750.00
220	ATC LABOR	100,000.00	100,000.00			100,000.00	100.00		5,000.00
225	ATC VALVES MATERIAL	80,000.00	80,000.00			80,000.00	100.00		4,000.00
230	ATC VALVES LABOR	30,000.00	30,000.00			30,000.00	100.00		1,500.00
235	ATC PROGRAMMING	40,000.00	40,000.00			40,000.00	100.00		2,000.00
240	WATER TREATMENT	7,100.00	7,100.00			7,100.00	100.00		355.00
245	INSULATION MATERIAL	80,000.00	80,000.00			80,000.00	100.00		4,000.00
250	INSULATION LABOR	35,000.00	35,000.00			35,000.00	100.00		1,750.00

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Continuation Sheet

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APPLICATION NO: 1070  
 APPLICATION DATE: 1/27/2014  
 PERIOD TO: 1/15/2014  
 ARCHITECT'S PROJECT NO: M13-005

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
255	DUCTWORK DRAWINGS	10,000.00	10,000.00			10,000.00	100.00		500.00
260	DUCTWORK MATERIAL	225,000.00	213,750.00	11,250.00		225,000.00	100.00		11,250.00
265	DUCTWORK LABOR	100,000.00	95,000.00	5,000.00		100,000.00	100.00		5,000.00
270	EQUIPMENT MATERIAL	600,000.00	600,000.00			600,000.00	100.00		30,000.00
275	EQUIPMENT LABOR	40,000.00	40,000.00			40,000.00	100.00		2,000.00
280	CEILINGS MATERIAL	42,000.00	42,000.00			42,000.00	100.00		2,100.00
285	CEILINGS LABOR	30,000.00	30,000.00			30,000.00	100.00		1,500.00
290	PUNCHLIST MATERIAL	3,000.00						3,000.00	
295	PUNCHLIST LABOR	3,000.00						3,000.00	
300	CLOSEOUT	3,000.00						4,250.00	
305	UNIT M/A	4,250.00						1,125.00	
310	UNIT M/B	1,125.00						19,000.00	
315	UNIT M/C	19,000.00						22,000.00	
320	UNIT M/D	22,000.00						9,800.00	
325	UNIT M/E	9,800.00						3,250.00	
330	UNIT M/F	3,250.00						875.00	
335	UNIT M/G	875.00						3,200.00	
340	UNIT M/H	3,200.00						4,000.00	
345	UNIT M/I	4,000.00							
350	CHANGE ORDER #1	14,532.76		14,532.76		14,532.76	100.00		726.64
355	CHANGE ORDER #2	3,897.00		3,897.00		3,897.00	100.00		194.85
360	CHANGE ORDER #3	1,249.42		1,249.42		1,249.42	100.00		62.47
365	CHANGE ORDER #4	3,756.56		3,756.56		3,756.56	100.00		187.83
370	CHANGE ORDER #5	9,795.78		9,795.78		9,795.78	100.00		489.79

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Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1070  
 APPLICATION DATE: 1/27/2014  
 PERIOD TO: 1/15/2014  
 ARCHITECT'S PROJECT NO: 13-005

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
380	CHANGE ORDER #6	5,764.11		5,764.11		5,764.11	100.00		576.41
Totals			2,898,250.00	55,245.63		2,953,495.63	97.48	76,500.00	147,962.99

CAUTION: You should sign an original AIA Contract, or other text appears in (B). An original assures that changes will not be obscured.

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# AIA®

## Document G702™ - 1992

### Application and Certificate for Payment

<b>TO OWNER:</b> E. STROUDSBURG AREA SCHOOL DIST. 321 N. COURTLAND ST. E. STROUDSBURG, PA 18301	<b>PROJECT:</b> HILL ELEMENTARY-HVAC J.M. HILL ELEMENTARY SCHOOL 151 E. BROAD STREET E. STROUDSBURG, PA 18301	<b>APPLICATION NO:</b> 1071 <i>12 final</i>	<b>Distribution to:</b>
		<b>PERIOD TO:</b> 3/17/2014	OWNER <input type="checkbox"/>
		<b>CONTRACT FOR:</b>	ARCHITECT <input type="checkbox"/>
<b>FROM CONTRACTOR:</b> J B M MECHANICAL, INC. 3273 Gun Club Road Nazareth, PA 18064	<b>VIA ARCHITECT:</b>	<b>CONTRACT DATE:</b> 3/12/2013	CONTRACTOR <input type="checkbox"/>
		<b>PROJECT NOS:</b> M13-005	FIELD <input checked="" type="checkbox"/>
			OTHER <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .....	\$	2,991,000.00
2. Net change by Change Orders .....	\$	29,399.75
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	2,961,600.25
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	2,961,600.25
<b>5. RETAINAGE:</b>		
a. _____ % of Completed Work (Column D + E on G703)	\$	_____
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	2,961,600.25
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	2,805,532.64
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	156,067.61
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

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CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 38,995.63	\$
Total approved this Month	\$	\$ -68,395.38
<b>TOTALS</b>	\$ 38,995.63	\$ -68,395.38
<b>NET CHANGES by Change Order</b>	\$	\$ -29,399.75

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The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

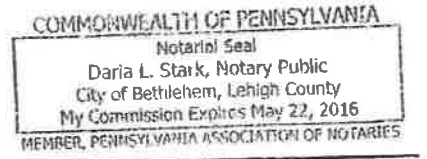
**CONTRACTOR:** J B M MECHANICAL, INC.

By: \_\_\_\_\_  
State of: PENNSYLVANIA

Date: 3/20/14

County of: NORTHAMPTON  
Subscribed and sworn to before me this 20 day of March, 2014

Notary Public: Dana Stark  
My Commission expires: \_\_\_\_\_



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 156,067.61  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
By: John E. Stevens

Date: 03/25/14

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

**Continuation Sheet**

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1071  
 APPLICATION DATE: 3/20/2014  
 PERIOD TO: 3/17/2014  
 ARCHITECT'S PROJECT NO: M13-065

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
05	BONDS	60,000.00	60,000.00			60,000.00	100.00		
10	MOBILIZATION	55,000.00	55,000.00			55,000.00	100.00		
15	PIPE MATERIAL	95,000.00	95,000.00			95,000.00	100.00		
20	PIPE LABOR	80,000.00	80,000.00			80,000.00	100.00		
25	FITTINGS	50,000.00	50,000.00			50,000.00	100.00		
30	COILS/KITS MATERIAL	50,000.00	50,000.00			50,000.00	100.00		
35	COILS/KITS LABOR	40,000.00	40,000.00			40,000.00	100.00		
40	MECHANICAL ROOM MATERI	140,000.00	140,000.00			140,000.00	100.00		
45	MECHANICAL ROOM LABOR	85,000.00	85,000.00			85,000.00	100.00		
50	MECHANICAL ROOM RENTAL	10,000.00	10,000.00			10,000.00	100.00		
55	VALVES MATERIAL	30,000.00	30,000.00			30,000.00	100.00		
60	VALVES LABOR	15,000.00	15,000.00			15,000.00	100.00		
65	DEMO MATERIAL	8,000.00	8,000.00			8,000.00	100.00		
70	DEMO LABOR	50,000.00	50,000.00			50,000.00	100.00		
75	DEMO RENTAL	10,000.00	10,000.00			10,000.00	100.00		
80	HANGERS MATERIAL	40,000.00	40,000.00			40,000.00	100.00		
85	HANGERS LABOR	15,000.00	15,000.00			15,000.00	100.00		
90	FIRESTOP MATERIAL	3,000.00	3,000.00			3,000.00	100.00		
95	FIRESTOP LABOR	3,000.00	3,000.00			3,000.00	100.00		
100	TAGS/ID MATERIAL	1,000.00	1,000.00			1,000.00	100.00		
105	TAGS/ID LABOR	1,000.00	1,000.00			1,000.00	100.00		
110	CONCR/STONE MATERIAL	20,000.00	20,000.00			20,000.00	100.00		
115	CONCR/STONE LABOR	20,000.00	20,000.00			5,000.00	100.00		
120	CONCR/STONE RENTAL	5,000.00	5,000.00			10,000.00	100.00		
125	CUT/PATCH MATERIAL	10,000.00	10,000.00						

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Continuation Sheet

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APPLICATION NO: 1071  
 APPLICATION DATE: 3/20/2014  
 PERIOD TO: 3/17/2014  
 ARCHITECT'S PROJECT NO: M13-005

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
130	CUT/PATCH LABOR	7,000.00	7,000.00			7,000.00	100.00		
135	ROOF WORK MATERIAL	20,000.00	20,000.00			20,000.00	100.00		
140	ROOF WORK LABOR	35,000.00	35,000.00			35,000.00	100.00		
145	RENTAL	20,000.00	20,000.00			20,000.00	100.00		
150	GLYCOL MATERIAL	25,000.00	25,000.00			25,000.00	100.00		
155	GLYCOL LABOR	9,400.00	9,400.00			9,400.00	100.00		
160	HEAT TRACE MATERIAL	5,000.00	5,000.00			5,000.00	100.00		
165	HEAT TRACE LABOR	3,000.00	3,000.00			3,000.00	100.00		
170	PLUMBING ITEMS MATERIAL	20,000.00	20,000.00			20,000.00	100.00		
175	PLUMBING ITEMS LABOR	10,000.00	10,000.00			10,000.00	100.00		
180	FIRE PROTECTION MATERIA	15,000.00	15,000.00			15,000.00	100.00		
185	FIRE PROTECTION LABOR	10,000.00	10,000.00			10,000.00	100.00		
190	CARPENTRY MATERIAL	25,000.00	25,000.00			25,000.00	100.00		
195	CARPENTRY LABOR	30,000.00	30,000.00			30,000.00	100.00		
200	FENCE MATERIAL	3,000.00	3,000.00			3,000.00	100.00		
205	FENCE LABOR	7,000.00	7,000.00			7,000.00	100.00		
210	ATC DRAWINGS	80,000.00	80,000.00			80,000.00	100.00		
215	ATC MATERIAL	275,000.00	275,000.00			275,000.00	100.00		
220	ATC LABOR	100,000.00	100,000.00			100,000.00	100.00		
225	ATC VALVES MATERIAL	80,000.00	80,000.00			80,000.00	100.00		
230	ATC VALVES LABOR	30,000.00	30,000.00			30,000.00	100.00		
235	ATC PROGRAMMING	40,000.00	40,000.00			40,000.00	100.00		
240	WATER TREATMENT	7,100.00	7,100.00			7,100.00	100.00		
245	INSULATION MATERIAL	80,000.00	80,000.00			80,000.00	100.00		
250	INSULATION LABOR	35,000.00	35,000.00			35,000.00	100.00		

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APPLICATION NO: 1071  
 APPLICATION DATE: 3/20/2014  
 PERIOD TO: 3/17/2014  
 ARCHITECT'S PROJECT NO: M13-005

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
255	DUCTWORK DRAWINGS	10,000.00	10,000.00			10,000.00	100.00		
260	DUCTWORK MATERIAL	225,000.00	225,000.00			225,000.00	100.00		
265	DUCTWORK LABOR	100,000.00	100,000.00			100,000.00	100.00		
270	EQUIPMENT MATERIAL	600,000.00	600,000.00			600,000.00	100.00		
275	EQUIPMENT LABOR	40,000.00	40,000.00			40,000.00	100.00		
280	CEILINGS MATERIAL	42,000.00	42,000.00			42,000.00	100.00		
285	CEILINGS LABOR	30,000.00	30,000.00			30,000.00	100.00		
290	PUNCHLIST MATERIAL	3,000.00		3,000.00		3,000.00	100.00		
295	PUNCHLIST LABOR	3,000.00		3,000.00		3,000.00	100.00		
300	CLOSEOUT	3,000.00		3,000.00		3,000.00	100.00		
305	UNIT M/A	4,250.00		4,250.00		4,250.00	100.00		
310	UNIT M/B	1,125.00		1,125.00		1,125.00	100.00		
315	UNIT M/C	19,000.00		19,000.00		19,000.00	100.00		
320	UNIT M/D	22,000.00		22,000.00		22,000.00	100.00		
325	UNIT M/E	9,800.00		9,800.00		9,800.00	100.00		
330	UNIT M/F	3,250.00		3,250.00		3,250.00	100.00		
335	UNIT M/G	875.00		875.00		875.00	100.00		
340	UNIT M/H	3,200.00		3,200.00		3,200.00	100.00		
345	UNIT M/I	4,000.00		4,000.00		4,000.00	100.00		
350	CHANGE ORDER #1	14,532.76	14,532.76			14,532.76	100.00		
355	CHANGE ORDER #2	3,897.00	3,897.00			3,897.00	100.00		
360	CHANGE ORDER #3	1,249.42	1,249.42			1,249.42	100.00		
365	CHANGE ORDER #4	3,756.56	3,756.56			3,756.56	100.00		
370	CHANGE ORDER #5	9,795.78	9,795.78			9,795.78	100.00		
375	CHANGE ORDER #6								

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Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1071  
 APPLICATION DATE: 3/20/2014  
 PERIOD TO: 3/17/2014  
 ARCHITECT'S PROJECT NO: M13-005

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
380	CHANGE ORDER #6	5,764.11	5,764.11			5,764.11	100.00		
385	UNUSED UNITS	-68,395.38		-68,395.38		-68,395.38	100.00		
Totals			2,961,600.25	2,953,195.62	8,104.62	2,961,600.25	100.00		

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 **AIA<sup>®</sup> Document B101<sup>™</sup> – 2007**

**Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the \_\_\_\_\_ day of April in the year 2014  
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301  
Telephone: 570-424-8500  
Fax Number: 570-420-8384

and the Architect:  
*(Name, legal status, address and other information)*

The Architectural Studio  
22 South 2<sup>nd</sup> Street, 3<sup>rd</sup> Floor  
Emmaus, PA 18049  
Telephone: 610-437-1737  
Fax Number: 610-437-4547

for the following Project:  
*(Name, location and detailed description)*

Provide architectural services for select concrete replacement at JT Lambert Intermediate school, and North Site campus as determined by ESASD.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.



**TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

**EXHIBIT A INITIAL INFORMATION**

**ARTICLE 1 INITIAL INFORMATION**

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

Provide architectural services for select concrete replacement at JT Lambert Intermediate school, and North Site campus as determined by ESASD.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

Mid June 2014

- .2 Substantial Completion date:

August 31, 2014

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

Init.

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:  
*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

- .1 General Liability  
\$1,000,000/\$2,000,000
- .2 Automobile Liability  
\$1,000,000
- .3 Workers' Compensation  
\$100,000/\$500,000
- .4 Professional Liability  
\$2,000,000/\$4,000,000

**ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

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§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building

Init.

systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### § 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

#### § 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

##### § 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

##### § 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

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§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 CONSTRUCTION PHASE SERVICES

#### § 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

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§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be

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entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### § 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

#### § 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. *(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

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Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming (B202™-2009)	NA	
§ 4.1.2 Multiple preliminary designs	NA	
§ 4.1.3 Measured drawings	A	
§ 4.1.4 Existing facilities surveys	A + O	
§ 4.1.5 Site Evaluation and Planning (B203™-2007)	NA	
§ 4.1.6 Building Information Modeling (E202™-2008)	NA	
§ 4.1.7 Civil engineering	O/TBD	
§ 4.1.8 Landscape design	NA	
§ 4.1.9 Architectural Interior Design (B252™-2007)	NA	
§ 4.1.10 Value Analysis (B204™-2007)	NA	
§ 4.1.11 Detailed cost estimating	NA	
§ 4.1.12 On-site Project Representation (B207™-2008)	O/TBD	
§ 4.1.13 Conformed construction documents	NA	
§ 4.1.14 As-Designed Record drawings	NA	
§ 4.1.15 As-Constructed Record drawings	NA	
§ 4.1.16 Post occupancy evaluation	NA	
§ 4.1.17 Facility Support Services (B210™-2007)	NA	
§ 4.1.18 Tenant-related services	NA	
§ 4.1.19 Coordination of Owner's consultants	NA	
§ 4.1.20 Telecommunications/data design	NA	
§ 4.1.21 Security Evaluation and Planning (B206™-2007)	NA	
§ 4.1.22 Commissioning (B211™-2007)	NA	
§ 4.1.23 Extensive environmentally responsible design	NA	
§ 4.1.24 LEED® Certification (B214™-2012)	NA	
§ 4.1.25 Fast-track design services	NA	
§ 4.1.26 Historic Preservation (B205™-2007)	NA	
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™-2007)	NA	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

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- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 Twelve ( 12 ) visits to the site by the Architect over the duration of the Project during construction
- .3 Two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within Twenty four ( 24 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

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§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land,

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rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

#### ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 7.3** Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

**§ 7.3.1** In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 GENERAL**

**§ 8.1.1** The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

**§ 8.1.2** To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

**§ 8.1.3** The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### **§ 8.2 MEDIATION**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration

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proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

[ X ] Arbitration pursuant to Section 8.3 of this Agreement

[ ] Litigation in a court of competent jurisdiction

[ ] Other (Specify)

### **§ 8.3 ARBITRATION**

**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

**§ 8.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 8.3.2** The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### **§ 8.3.4 CONSOLIDATION OR JOINDER**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 8.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

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§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

#### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the

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Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

#### ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

4.5 % of construction costs.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

1. Principal's time at the fixed rate of One hundred twenty five (\$125.00) dollars per hour. For the purpose of this Agreement the Principal's are:

John R. Howard, AIA

George L. Moore, AIA

Curt Santee

2. Employee's time (other than Principals) are:

Project Architect: One Hundred Ten (\$110.00) dollars per hour.

Project Manager/Specifications/Interior Designer/Designer: One Hundred (\$100.00) dollars per hour.

Draftsperson I (CAD TECH): Seventy five (\$75.00) dollars per hour.

Secretarial: Sixty (\$60.00) dollars per hour.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

See 11.2 above.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as otherwise stated below:

init.

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	percent (	%)
Design Development Phase	percent (	%)
Construction Documents Phase	percent (	%)
Bidding or Negotiation Phase	percent (	%)
Construction Phase	percent (	%)
	NA	
<b>Total Basic Compensation</b>	one hundred percent (	100 %)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See 11.2 above.

<b>Employee or Category</b>	<b>Rate</b>
-----------------------------	-------------

**§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

**§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

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**§ 11.10 PAYMENTS TO THE ARCHITECT**

**§ 11.10.1** An initial payment of Zero (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.2** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
*(Insert rate of monthly or annual interest agreed upon.)*

Zero (0) %

**§ 11.10.3** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 11.10.4** Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

1. Third Party review and costs for preparing site approval documentation and studies required for approvals of Governmental Authorities and others having jurisdiction over the Project shall be paid by the Owner, as provided under Section 3.4.4.
2. Architect shall be obligated for the completion of all work required for submission of final cost data to the Department of Education. Where information solely within the knowledge of the Owner is concerned, such shall be provided by the Owner to the Architect.
3. The Architect shall chair all bi-monthly job meetings and prepare job minutes for general distribution to all parties. Interim observations shall be based on an overall average of once a week. This average is based on the need of more frequent visits during the "critical" stages of the work and less visits during the "less critical" stages of the work.
4. Architect shall provide follow-up services for up to 12 months after issuance of the Owner of the final Certificate of Payment (or in the absence of a final Certificate of Payment), after the date of substantial completion of the work.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, or the following:
  
- .3 Other documents:  
*(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)*

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This Agreement entered into as of the day and year first written above.

**OWNER**

**ARCHITECT**

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed name and title)

  
\_\_\_\_\_  
(Signature)  
John R. Howard, Principal  
\_\_\_\_\_  
(Printed name and title)

init.

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**APPLICATION FOR PAYMENT**  
PROPERTY ACQUIRED BY STATE  
FOR WATER CONSERVATION OR FLOOD PREVENTION  
(Section 604 of School Code)

SCHOOL DISTRICT	AUN	SCHOOL YEAR
East Stroudsburg Area	120452003	2013-2014

This application is for Payment in Lieu of Taxes on property in Pike County,  
acquired by the state for the purpose of water conservation or flood prevention in the  
National Recreation Area project.

School district (or component former district) from which property was acquired:  
Lehman Township

Assessed valuation of property at time of acquisition: \$ 94,371.00

Tax rate for school purposes during school year for which application is made: 128.94 mills

Amount due school district (assessed valuation x mills): \$ 12,168.20

**SIGNATURES**

District Superintendent: 

President of School Board: 

Secretary of School Board: 

Return to: Department of Education  
Bureau of Budget and Fiscal Management  
Division of Subsidy Data and Administration  
333 Market Street, 4<sup>TH</sup> Floor  
Harrisburg, PA 17126-0333

**SETTLEMENT AGREEMENT**

This **SETTLEMENT AGREEMENT** (hereinafter referred to as the "Agreement"), is made and entered into as of this \_\_\_\_ day of April, 2013, by and between **UNIVERSITY PROPERTIES, INC.**, ("UPI"), a Pennsylvania nonprofit corporation and **EAST STROUDSBURG AREA SCHOOL DISTRICT**, ("ESASD") a school district of the second class organized and existing under the laws of the Commonwealth of Pennsylvania.

**WITNESSETH**

**WHEREAS**, UPI and ESASD are parties to a real estate tax exemption appeal, known as Monroe County Court of Common Pleas Docket No. 10470 CV 2012, pending appeal in the Pennsylvania Commonwealth Court at Docket No. 255 CD 2014, relative to UPI's application for real estate tax exemption for property upon which it has constructed and operates a student housing facility for the benefit of students of East Stroudsburg University (collectively the "Exemption Case"); and

**WHEREAS**, the issues presented in the Exemption Case are whether UPI is an institution of purely public charity under Pennsylvania constitutional and statutory law, and whether the property known as Monroe County Tax ID # 05-2/1/6/8-1-1C (the "Property") is exempt from local real estate taxation under applicable Pennsylvania law; and

**WHEREAS**, UPI and ESASD desire to fully settle the issues and claims raised in the Exemption Case; and

**NOW, THEREFORE**, in consideration of the mutual promises and payment set forth herein, and for other good and valuable consideration, the receipt and sufficiency

of which is hereby acknowledged, and intending to be legally bound, UPI and ESASD agree as follows:

1. Consideration and Covenants. In order to fully and finally resolve the Exemption Case and the issue of whether the Property is exempt from real estate tax under applicable law, the parties agree that:

a. UPI shall make to ESASD a one-time payment in the sum of Eight Hundred Fifty Thousand Dollars (\$850,000.00) (the "Settlement Sum") in cash or certified funds within 30 days of the approval and entry of the Stipulation and Order (defined in Paragraph 2) by the Monroe County Court of Common Pleas.

b. UPI shall amend its written community service policy (or adopt a new policy to supplement its existing policy) (as amended, the "Community Service Policy") to provide that a minimum of fifty percent (50%) of any annual cash contribution made by UPI to East Stroudsburg University ("ESU") shall be restricted by UPI to use for housing or other scholarships that will benefit ESU students. UPI, in cooperation with ESU, shall establish criteria for the awarding of such scholarships, and one of the criteria shall be financial need. The parties acknowledge that UPI has amended its \$450,000 contribution for the 2013 fiscal year (July 1, 2013-June 30, 2014) to provide that \$225,000 shall be dedicated to housing scholarships for the benefit of ESU students based upon financial need.

c. Upon the approval and entry of the Stipulation and Order by the Monroe County Court of Common Pleas, UPI shall be recognized as an institution of purely public charity and the Property shall be marked as "exempt" from local real estate tax.

2. Cooperation and Procedure. Immediately after the execution of this Agreement by both parties, ESASD and UPI, by and through their respective counsel, shall jointly request that the Commonwealth Court remand the Exemption Case to the Monroe County Court of Common Pleas, for the purpose of: (i) vacating the January 22, 2014 decision and order of the Monroe County Court of Common Pleas; and (ii) entering a stipulation and order on the public record, indicating that UPI is an institution of purely public charity and that the Property is exempt from all local real estate taxation (the "Stipulation and Order"). The parties, through their respective counsel, shall deliver advance notice of this Settlement Agreement and the proposed Stipulation and Order to the Honorable Arthur L. Zulick, presiding Judge of the Monroe County Court of Common Pleas. The parties' joint request to the Commonwealth Court shall also request suspension of the briefing schedule, a remand as set forth above, and retention of jurisdiction over the appeal in the event that the settlement is not approved or effectuated, for any reason, in the Monroe County Court of Common Pleas.

3. Term of Agreement. So long as there is no breach of this Agreement by UPI, the Stipulation and Order regarding the tax exemption applicable to the Property shall remain in effect for the duration of the term of the ground lease between UPI and ESU dated August 1, 2010 (the Ground Lease"). During the term of the Ground Lease, ESASD shall not attempt to reclassify the Property to anything other than "tax exempt," and shall not seek to collect any tax based on the value or assessed value of the Property.

4. Future Phases of UPI Housing. ESASD agrees that existing phases and any future phase of housing owned or operated by UPI shall be considered exempt from

the imposition of local real estate tax under all applicable laws, and that any future phase of housing owned or operated by UPI shall be subject to the same agreement by ESASD to not re-classify or collect tax on real estate owned or operated by UPI as is provided in Paragraph 3 of this Agreement, provided that: (a) UPI maintains and abides by its Community Service Policy; and (b) any such future phase of housing shall be operated for the benefit of ESU and its students.

5. No Admission. UPI's payment of the Settlement Sum, and the exchange of promises contained in this Agreement, shall be considered to have been made for the sole purpose of resolving the disputes among the parties that have been raised in the Exemption Case. Payments made by UPI to ESASD shall not be considered: (1) payments of real estate tax; (2) an admission of tax liability; (3) a waiver in any respect of UPI's claim that it is an institution of purely public charity and that the Property has at all times been exempt from local real estate tax. ESASD's execution of this Agreement and its performance hereunder shall not act as a waiver of: (1) any position relating to UPI or the Property upon the breach of this Agreement by UPI, or (2) any position relating to the Property upon the sale or other transfer of the Property, the assignment of the Ground Lease, or the disposition of the Property after the expiration of the term of the Ground Lease.

6. Breach. In the event one party breaches any part or parts of this Agreement, legal proceedings may be instituted against that party to enforce the Agreement. The non-prevailing party in any enforcement action shall reimburse the prevailing party for reasonable costs and expenses, including attorney's fees and costs, incurred.

7. Construction. This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Pennsylvania. Any action arising out of, or relating to, any of the provisions of this Agreement may be brought and prosecuted only in the courts of the Commonwealth of Pennsylvania or federal courts sitting in the Commonwealth of Pennsylvania, and the parties hereto consent and submit to such jurisdiction, venue, and forum. This Agreement shall be construed according to its plain language, and not strictly for or against any party hereto. Captions herein are inserted for convenience, do not constitute a part of this agreement and shall not be admissible for the purpose of proving the intent of the parties.

8. Entire Agreement. This Agreement contains and constitutes the entire understanding and agreement between the parties hereto respecting the subject matter hereof and supersedes and cancels all previous negotiations, representations, agreements, commitments, and writings in connection herewith. The parties hereto expressly acknowledge that in entering this Agreement, they have had the opportunity to consult with counsel of their choice, that they have not relied upon any representation made by or on behalf of the other party, and that any such representations are not enforceable except to the extent set forth in writing in this Agreement, and that this Agreement was drafted jointly by the parties.

9. Severability. Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

10. No Oral Modifications. This Agreement may not be modified in any way



except by a signed writing specifically referring to this Agreement and executed by a duly authorized representative of UPI and ESASD.

11. Execution of Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same Agreement. Facsimile signatures, or electronically scanned copies of original signatures, shall also be deemed originals and shall be binding.

*[Signature Pages Follow]*

IN WITNESS WHEREOF, all parties have set their hands and seals to this Agreement as of the date written above.

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

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

Name: \_\_\_\_\_

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

AS DULY APPROVED AND AUTHORIZED BY THE BOARD OF THE EAST STROUDSBURG AREA SCHOOL DISTRICT ON APRIL 14, 2014

By: \_\_\_\_\_  
Secretary of the Board

[ESASD's signature page to Settlement Agreement]

**UNIVERSITY PROPERTIES, INC., a  
Pennsylvania nonprofit corporation**

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

Name: \_\_\_\_\_

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

[UPI's signature page to Settlement Agreement]

**RESOLUTION URGING THE GENERAL ASSEMBLY TO ESTABLISH A NEW  
FUNDING FORMULA FOR BASIC EDUCATION**

**BY THE BOARD OF DIRECTORS OF THE  
EAST STROUDSBURG AREA SCHOOL DISTRICT**

WHEREAS, Pennsylvania's more than 1.8 million public school students deserve the highest quality education; and

WHEREAS, the state's contribution in funding public education as a percentage of basic instructional expenses has declined from over 50% during the mid 1970's, to less than 35% today; and, on average, other states contribute 44% of total education funding; and Pennsylvania ranks 47<sup>th</sup> among the 50 states in the amount of state subsidies allocated to support elementary and secondary education, and ranks 8<sup>th</sup> in reliance on local taxes; and

WHEREAS, as the state's share of K-12 education funding decreases while the number of state and federal mandates for public schools steadily increases each year, additional burden is placed on local taxpayers to make up the difference to ensure that our students' education is not jeopardized; and

WHEREAS, in recent years, basic education funding has been distributed without the benefit of a funding formula, with the lack of a reliable, fair and transparent funding formula resulting in great disparities in how state education funds are distributed to school districts; and

WHEREAS, these inequities effectively harm the ability of school districts to adequately and fairly provide the resources for the different needs of their students, especially those in poverty, those with disabilities, English language learners and other students; and

WHEREAS, the East Stroudsburg Area School District supports the development of a system of public school financing that addresses the needs of school districts and students, and establishes a school funding formula that is equitable, adequate, comprehensive and consistent.

NOW, THEREFORE, BE IT RESOLVED that the East Stroudsburg Area School District urges the General Assembly to reinvest its interest in the support of public schools by taking legislative action to establish a formula that is predictable and addresses adequacy and equity for all school districts; and

BE IT FURTHER RESOLVED that the East Stroudsburg Area School District will encourage others, including parents, students and district taxpayers, to contact the Pennsylvania General Assembly to convey the importance of establishing a fair and equitable public school funding formula; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be submitted to the elected senators and representatives of the East Stroudsburg Area School District in the General Assembly, and to the Governor of Pennsylvania.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed,

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Board Secretary (seal)

EAST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization FC Pocono Elite - Ages Youth 7-13 Today's Date 4, 8, 14

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

Specific purpose of use: \_\_\_\_\_

Name of School Requested ESE

Day	Date	Time	Activity
MON	4/14 - 6/30/14	5:30 - 8:30	SOCCER PRACTICE
WED	4/16 - 6/30/14	5:30 - 8:30	SOCCER PRACTICE
One Tuesday 4/15/14		5:30 - 8:30	

Facility Required:

<input type="checkbox"/> All-Purpose Room	<input 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 Lighting*	<input type="checkbox"/> Stage	<input checked="" type="checkbox"/> Fields (specify) <u>Lower Field</u>	
<input type="checkbox"/> Scoreboard*	<input type="checkbox"/> Classrooms # _____	<input type="checkbox"/> Other (specify) _____	

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

<input type="checkbox"/> Kitchen Equipment*	<input type="checkbox"/> Sound System	<input type="checkbox"/> Record Player/Stereon 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 those 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 MARIA FRANCIS Address 119 Saw Creek Est. Phone 570-213-1023  
 Name JOHN FRANCIS Address " Phone 973-277-8340

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

Signature [Signature] Responsible Organization Official Phone (day) 570-213-1023  
 (eve.) \_\_\_\_\_  
 Billing Address 119 Saw Creek Est. Bushkill, PA 18324

APPROVALS: Principal [Signature] Date 4, 8, 14  
 Business Administrator [Signature] Date 4, 9, 14  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  Other Date 1 1

Facilities/Equipment used: Class 1 - no fees Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 (attach time sheets) \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
 Other (specify): 170 Charges: \$ \_\_\_\_\_  
 \_\_\_\_\_ Charges: \$ \_\_\_\_\_

EAST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

Name of Organization FC Pecono Today's Date 3/21/14

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Arc 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 practice and games

Name of School Requested ESE Field use

Fridays 4/18/14 - 6/30/14 5:00 pm - 9:00 pm practice  
Saturdays 4/19 - 6/30/14 8:00 am - 4:00 pm games/practice

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

Equipment Required: (\*must be operated/attended by school personnel)  
 Kitchen Equipment\*  Sound System  Record Player/Station 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)

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 Joe Hertzman Address \_\_\_\_\_ Phone 570-460-3348  
Name Ray Ross Address \_\_\_\_\_ Phone 570-856-2165

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 Joseph N Hertzman Phone (day) 570-460-3348  
Responsible Organization Official (cyc.) \_\_\_\_\_

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

APPROVALS: Principal Freya C. [Signature] Date 4/8/14  
Business Administrator [Signature] Date 4/9/14  
copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1/14

Facilities/Equipment used: Class 1 no fees Charges: \$ \_\_\_\_\_  
Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
(attach time sheets) \_\_\_\_\_  
Other (specify): 171 Charges: \$ \_\_\_\_\_

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Bushkill Youth Association Today's Date 3/20/2014

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: BASEBALL PRACTICE/GAMES Name of School Requested ESNHS

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

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player, Overhead Projector, 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:

\$ ON FILE Bodily Injury Liability \$ ON FILE Property Damage Liability (each occurrence) Pending updated insurance cert.

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 JIM COX Address 1307 PMT LK DR Bushkill PA 18324 Phone 570-460-0260 Name FRANK VASQUEZ Address 1114 APPL BX CT Bushkill PA 18324 Phone 570-234-8134

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 Tom Lopez Phone (day) 570-578-0347 (eve.) SAME

Billing Address PO BOX 798 BUSHKILL PA 18324

APPROVALS: Principal Business Administrator copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other

For office use only: FACILITIES USE INVOICE Facilities/Equipment used: Charges Personnel Employed: Charges Other (specify): Charges



rec 4/4

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization East Stroudsburg Mustangs Baseball Keyston SA Babe Ruth Today's Date 03/11/14  
 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: Baseball  
 Name of School Requested E.S. South High School

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>5/20/14-7/20/14</u>	<u>6pm during week</u> <u>will coordinate &amp; other</u> <u>play games are doing</u>	<u>(10) Home games</u> <u>(2-4) playoff practices</u> <u>games as possible when not in use</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) Baseball Field

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:

\$ 500,000 Bodily Injury Liability (\$500,000 minimum) \$ 500,000 Property Damage Liability (each-occurrence) (\$500,000 minimum) pending receipt of ins. cert

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 Anthony Croce Address 924 Winkle Rd E. Ry Phone 570 730 9263  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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

Signature [Signature] Phone (day) 570 730 - 9263  
 Responsible Organization Official (eve.) same

Billing Address 924 Winkle Rd. East Stroudsburg PA 18302

APPROVALS: Principal [Signature] Date 4/4/14  
 Business Administrator [Signature] Date 4/8/14  
 stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1

For office use only: **FACILITIES USE INVOICE**

Facilities/Equipment used: <u>Class 1 - no fees</u>	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>173</u>	Charges: \$ _____
_____	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Bushkill Youth Association Today's Date 3/20/2014

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: BASEBALL PRACTICE & GAMES

Name of School Requested LEHMAN INTERMEDIATE

Table with columns: DAY(S) from DATE(S) to, from HOURS to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...). Includes handwritten entries for MON, TUE, WED, THUR, FRI, JUN 20 2014, 5:30PM - 8:30PM, and TO HAVE PRACTICE OF BASEBALL OR GAMES AS NEEDED.

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields (specify) ES LI SOFTBALL & BASEBALL FIELD, Other (specify)

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player/Stereo Equip., Folding Stands, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Tables and/or Chairs, Scoreboard, Athletic Equipment, Other (specify)

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

\$ on file Bodily Injury Liability (\$500,000 minimum) \$ on file Property Damage Liability (each occurrence) (\$500,000 minimum) Pending updated insurance cert.

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 TIM FOGLIO Address 6202 MINKSPOND Rd Bushkill PA Phone 570-588-0347 Name CARL GRAHAM Address Ranchlands Bushkill PA Phone 973-580-1397

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) 570 588-0347 (eve.) SAME

Billing Address PO Box 798

APPROVALS: Principal [Signature] Date 3/25/14 Business Administrator [Signature] Date 4/8/14 [ ] Stage manager [ ] athletic director [ ] cafeteria manager [ ] head custodian [ ] librarian [ ] a/v coordinator [ ] other [ ] Date / /

For office use only: FACILITIES USE INVOICE. Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$.

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BUSHKILL LITTLE LEAGUE Today's Date 04/07/14

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

Specific purpose of use: LITTLE LEAGUE BASEBALL

Name of School Requested MIDDLE SMITHFIELD ELEMENTARY (BASEBALL FIELD)

DAY(S) from - DATE(S) - to from - HOURS - to DESCRIPTION
4-16-2014 6-30-14 3PM - 9PM PRACTICE AND GAMES

(ALL DAYS WHEN NOT IN CONFLICT WITH ESALL SOFTBALL SCHEDULE)
WE HAVE THEIR SCHEDULE & THEY HAVE OURS

Facility Required: Auditorium Cafeteria Gymnasium
All-Purpose Room Stadium Kitchen/Preparation Kitchen/Serving
Swimming Pool (requires proof of certified lifeguard) Stage [X] Fields (specify) BASEBALL
Classrooms # 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) NONE

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 \$ Property Damage Liability (each occurrence)
(\$500,000 minimum) (\$500,000 minimum) Parking receipt of ins. cert

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

Name MARK WILLIAMS Address 131 MILESTONE DR E. STROUDSBURG Phone 570-807-6689
Name TIM THARP Address 127 SHALE RIDGE DR E STROUDSBURG Phone 570-856-0484

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

Signature - Responsible Organization Official Mark Williams Phone (day) 570-807-6689
(eve.) 570-730-4261

Billing Address 131 MILESTONE DR E. STROUDSBURG, PA 18302

APPROVALS: Principal David [Signature] Date 4/8/14

copy to: Business Administrator [Signature] Date 4/9/14

[ ] 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 - no fees. Charges: \$
Personnel Employed: Charges: \$
(attach time sheets)
Other (specify): 175 Charges: \$

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization Monroe County Children & Youth Today's Date 3/18/14

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: Teach cooking skills to children in foster care

Name of School Requested J.T. Lambert Consumer Science Classroom

DAY(S)	DATE(S)	HOURS	DESCRIPTION
Tuesday	4/15/14	4:00pm - 7:00pm	Consumer Science Classroom
Tuesday	4/22/14	4:00pm - 7:00pm	Consumer Science Classroom

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 # Consumer Science

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:

\$ see attached 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 Michael Perez Address 730 Phillips ST Stroudsburg Phone 570 420 3590 x3213  
 Name Tara Francis Address 730 Phillips ST Stroudsburg Phone " x3212

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

Signature [Signature] Responsible Organization Official Phone (day) 570 420 3590 x3213  
 Billing Address 730 Phillips ST Stroudsburg Pa 18360 (eve.) \_\_\_\_\_

APPROVALS: Principal John Burn Date 3/21/14  
 Business Administrator [Signature] Date 4/8/14  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1

For office use only:		FACILITIES USE INVOICE	
Facilities/Equipment used:	<u>Class 2 - no facility fees.</u>	Charges:	\$ _____
			\$ _____
			\$ _____
Personnel Employed:		Charges:	\$ _____
(attach time sheets)			\$ _____
			\$ _____
Other (specify):	<u>176</u>	Charges:	\$ _____
			\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Bushkill Fire Co. Today's Date 3/26/14

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: Yard Sale  
Name of School Requested Middle Smithfield Parking Lot

DAY(S) DESCRIPTION  
from — DATE(S) — to from — HOURS — to (meeting, practice, game, rehearsal, performance,...)  
5/10 5/11 Rain date 7 3:30 Yard Sale

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) Parking lot \_\_\_\_\_ 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) Requester provide prior to day

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 Denia Vega Address Bushkill Phone 973-820-3497  
Name Bobbi Halperman Address Middle Smithfield Phone 570-656-1569

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 Den Vega Phone (day) 973-820-3495 (eve.) \_\_\_\_\_

Billing Address 2197 Walnut Tr. Bushkill Pa 18324

APPROVALS: Principal David Baker Date 3/27/14  
Business Administrator Shannon Date 4/8/14  
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 3 - no facility fees Charges: \$ \_\_\_\_\_  
for parking lot. \$ \_\_\_\_\_  
Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_  
(attach time sheets) \_\_\_\_\_ \$ \_\_\_\_\_  
Other (specify): 177 Charges: \$ \_\_\_\_\_  
\$ \_\_\_\_\_



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Bushkell Fire Co. Today's Date 3/20/14

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: Yard Sale Name of School Requested middle Smithfield parking lot

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...). Row 1: 6/14 to 6/15, Rain date 7, 9:30, yard sale.

- 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) 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) Parking lot.

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) Requested will be provide prior to date.

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 Kenia Vega Address Bushkell Phone 973-820-3495 Name Bobbi Halterman Address Middle Smithfield Phone 970-656-1569

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) 973-820-3495 (eve.) [Blank] Billing Address 2197 Walnut Trail Bushkell PA 18324

APPROVALS: Principal [Signature] Date 3/27/14 Business Administrator [Signature] Date 4/8/14 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. Row 1: Class 3 - no facility fees for parking lot, Charges: \$.

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Red Cross Blood Services Today's Date 6/12/2014

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? Yes X 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: Blood mobile self contained unit

Name of School Requested Smithfield Elementary

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
June 2, 2014 2pm 4pm Blood mobile - Bus arrival 1-1.5pm

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

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) use of restroom for staff.

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 JACQUELINE DERODE Address 29 New Commerce Blvd Ashley PA Phone 800-432-8045
Name TEAM SUPERVISOR - to be determined Address 29 NEW COMMERC BLVD Phone 800-432-8045

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) 570-743-6715 (eve.) 570-743-6715

Billing Address 29 New Commerce Blvd Ashley PA 18704

APPROVALS: Principal John Byrne Date 3/27/14 Business Administrator Date 4/8/14

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 - no fees for Parking lots Charges: \$
Personnel Employed: Charges: \$
Other (specify): 179 Charges: \$

rec 4/4

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Ed Ruiz's Speed Advantage Training Today's Date 3/20/14

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: Speed + Agility training for All East Stroudsburg South Athletes

Name of School Requested East Stroudsburg South High School

Table with columns: DAY(S) from DATE(S) to, from HOURS to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...) Monday June 23 and Every Tues, Thurs 6-24 to 8-5-14 No camp July 1 weather make up 8-7-14 2:00 - 3:45 Speed + Agility Training

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

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player/Stereo Equip, Piano, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard, Athletic Equipment, Other (specify) Tables and/or Chairs

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

\$ 1,000,000.00 Bodily Injury Liability (\$500,000 minimum) 3,000,000.00 total \$ 50,000.00 Property Damage Liability (each occurrence) (\$500,000 minimum) 3,000,000.00 total pending no cert.

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 Eric Markovoy Address 5935 Concord Way Phone 610 390 7005 Name Address Coopersburg PA 18036 Phone

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

Signature Responsible Organization Official Phone (day) 610 390 7005 (eve.)

Billing Address 3052 Funke Mill Rd Pigeonville, PA 18017

APPROVALS: Principal Business Administrator Date 4/4/14 Date 4/18/14

For office use only: FACILITIES USE INVOICE Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$





**ED RUISZ'S SPEED ADVANTAGE TRAINING INC.**  
**WWW.SPEEDADVANTAGETRAINING.COM**

To whom it may concern,

This letter is in regards to Ed Ruisz's Speed Advantage Training Inc. using the football practice field at East Stroudsburg South High School this summer to train East Stroudsburg South athletes in speed and agility (open to all athletes). It is our request to waive any field fees in order to keep prices lower for the individual athletes. Last year the school board was gracious enough to wave these fees in return for a \$15 price reduction on each athlete. We would love to offer this same plan again this year. Our goal is to make this specialized training affordable for all of your athletes. Thank you for your time.

Sincerely,  
Eric Markovcy

Vice President Speed Advantage Training Inc  
Head Strength Coach Lehigh University

eric@speedadvantagetraining.com  
(610)390-7005

www.speedadvantagetraining.com

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization SARTA Mens 4.0 Today's Date 4/2/14

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?  Yes  No  
 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: League Play & Practice

Name of School Requested East Stroudsburg South - Tennis Courts

DAY(S) from — DATE(S) — to	DESCRIPTION (meeting, practice, game, rehearsal, performance, ...)
Practice Tuesday & Thursday Evenings Starting 4/9/14 - 8/1/14 5:30	
Saturday Practice 8:30 - 11:00 7/12/14 - 8/4/14	
Match Dates Sundays Starting 7/27/14 - 8-5 - will confirm schedule	No Matches 5/11 5/25 6/15 7/6

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

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) pending receipt of ins. cert.

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 Ted Butz Address 3251 Cranberry Heights, E.S. Phone 421-6141  
 Name Mike Fraley Address 145 Buckfield Ln Stg Phone 992-4407

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 Ted Butz Phone (day) 421-6141  
 (eve.) 421-1987  
 Billing Address 3251 Cranberry Heights, East Stroudsburg PA 18301

APPROVALS: Principal \_\_\_\_\_ Date 4/1/14  
 Business Administrator Shirley ... Date 4/18/14  
 stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 4/1/14

FACILITIES USE INVOICE	
Facilities/Equipment used: <u>Class 3-</u>	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>182</u>	Charges: \$ _____
_____	\$ _____

4/7/14 - emailed athletics for approval

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization American Red Cross - Samantha Frick Today's Date 3 / 11 / 14

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

Specific purpose of use: Lifeguarding course

Name of School Requested High School South

Table with columns: DAY(S) from DATE(S) to, from HOURS to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
May 5th - May 29th, 2:45-5:30pm, CLASS

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other, Classrooms # 14

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:

\$ 500,000 Bodily Injury Liability \$ 500,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) (\$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 Samantha Frick Address 82 Waverly Drive Apt. U Phone 215 539 4274
Name Address Stroudsburg, PA 18360 Phone

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

Signature - Responsible Organization Official Samantha Frick Phone (day) 215 539 4274 (eve.)

Billing Address 82 Waverly Drive Apt. U, Stroudsburg, PA 18360

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

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Charges: \$
Personnel Employed: (attach time sheets) Charges: \$
Other (specify): 183 Charges: \$



April 7, 2014

To Whom It May Concern:

The Lifeguard Course being conducted at the South High School will provide valuable knowledge and skill-based training that will provide students the opportunities to find jobs in the community. The fees associated with the course are used to cover the cost of materials (textbooks, one-way valve mask, etc.) and supplies (first aid/CPR supplies, etc.) needed for students to successfully complete the course in accordance to the standards set forth by the American Red Cross. By waiving the fees needed for the use of facilities, it allows for the course to remain reasonably priced, making it financially feasible for the majority of eligible students to take the course.

Sincerely,

A handwritten signature in cursive script that reads "Samantha Frick".

Samantha Frick, NASM-CPT  
Red Cross Lifeguard Instructor

## APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Riwanis Club of The Pocomos Today's Date 4 / 7 / 14

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?  yes  no  
 yes  no  yes  no  no  no  
 If yes, amount \$ 600 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: ANNUAL PANCAKE BREAKFAST

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>Nov 7<sup>th</sup></u>	<u>3 PM - 6 PM</u>	<u>SET UP FOR SAT. EVENT</u>
<u>Nov 8<sup>th</sup></u>	<u>6 AM - 3 PM</u>	<u>PANCAKE BREAKFAST</u>

Facility Required:

<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Auditorium	<input checked="" 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"/> Classrooms #	<input type="checkbox"/> Fields (specify)	<input type="checkbox"/> Other (specify)

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

<input checked="" 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 checked="" 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:

\$ \$,225,000 Bodily Injury Liability (\$500,000 minimum)      \$ 500,000 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 Low Vento Address 376 Jade Avenue Ebing 18301 Phone 570-460-2101  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone 210

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 Low Vento Phone (day) 570-460-2101  
 (eve.) 570-460-1184

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

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

**For office use only: FACILITIES USE INVOICE**

Facilities/Equipment used: _____	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>185</u>	Charges: \$ _____
_____	\$ _____



April 7, 2014

Board of Education  
East Stroudsburg Area School District  
321 N. Courtland St.  
East Stroudsburg, PA 18301

Re: Waiver Request for Facilities Fee

Dear Board Members:

For many years the Kiwanis Club of the Stroudsburgs has held its annual Pancake Day Fund Raising event at either the High School or J.T. Lambert Junior High. It is fair to say the holding of this event at East Stroudsburg has become a community tradition, where many people congregate to see old friends, as well as to contribute to a good cause. The monies which are raised from it are used entirely to fund the annual scholarships that Kiwanis awards each spring to graduating seniors from throughout the county.

In June of each year, an awards luncheon is held, attended by the various school administrators, the award recipients and their parents. At that time these seniors from each high school and the vo-tech are recognized and awarded either the Scholarship Award for \$1,250.00 or the Citation Award for \$500.00. At that time two of your seniors were so honored.

The making of these awards is dependant upon the donations Kiwanis membership, as well as local merchants who donate a significant amount of the foodstuffs used at this event.

**Last year, the Board of Education voted to waive the facilities and personnel fees.**

Based upon the charitable nature of the endeavor, and benefit to local students, we would request that the facilities and personnel fees to use the High School kitchen and cafeteria, please be waived so that the amount of the awards will not have to be lowered.

Thank you for your kind consideration.

Very truly yours,

Lou Vento

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization WOLF PACK WRESTLING CLUB Today's Date 3/17/14

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: WRESTLING TOURNAMENT

Name of School Requested EAST STROUDSBURG NORTH

DAY(S) from DATE(S) to from HOURS to DESCRIPTION
5/10/14 5/10/14 6:00 AM 8:00 PM TOURNAMENT WRESTLING TOURNAMENT

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:

\$ 1,000,000 Bodily Injury Liability \$ 1,000,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) (\$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 ROBERT BIBEAU Address 120 EVERGREEN DR BUSHKILL PA 18324 Phone 570 688 5104
Name JOSHUA FULLER Address 1800 DOUGLAS AVE SHARPSVILLE PA 18506 Phone 570 460 2742

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) 570 688 5104 (eve.)
Billing Address 120 EVERGREEN DR BUSHKILL PA 18324

APPROVALS: Principal Business Administrator Date 4/18/14 Date 4/19/14
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): 187 Charges: \$

**From:** "Joshua Fuller" <joshua-fuller@esasd.net>

**Subject:** tournament fee waiver

**Date:** Wed, 09 Apr 2014 13:25:19 -0400

**To:** "Sharon Laverdure" <sharon-laverdure@esasd.net>, "Benjamin Brenneman" <benjamin-brenneman@esasd.net>, "Deborah Brown" <deborah-brown@esasd.net>

I would like to formally request a waiver of facility fees for the wrestling tournament we are running May 10th at the North HS. Although it is being run through our Wolfpack wrestling club it will include and benefit wrestlers from our jr high and varsity wrestling programs. Many of our wrestlers will be competing in and working the event. We are planning to use a large portion of the proceeds directly to help offset the cost of a team wrestling camp this summer. I would greatly appreciate if this fee waiver request could be presented to the board along with the facility usage request.

Thank You!

Josh Fuller

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B A T C H I N F O R M A T I O N

Batch number: 26555    Date of Batch: 4/01/2014    Batch Totals  
 User ID: KJK    Debit    Credit  
 Re-entry date:    178,538.20    178,538.20  
 Re-entry User ID:  
 Closing date: 3/31/2014

DK BUDGET TRANSFER FOR END OF 3/31/14  
March 31, 2014

189

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
3/31/2014	00001	10-2260-442-000-00-00-04	CURRICULUM, RENTAL EQUIPMENT	COST OF CONF.T.LESNIEWSKI	5.00CR	
3/31/2014	00001	10-2834-324-000-30-00-04	CURRICULUM, SEC.CONF. TRAINING	COST OF CONF.T.LESNIEWSKI	5.00	
					.00	00001
3/31/2014	00002	10-2260-442-000-00-00-04	CURRICULUM, RENTAL EQUIPMENT	COST OF MILE/T.LESNIEWSKI	72.20CR	
3/31/2014	00002	10-2834-580-000-30-00-04	STAFF DEV., SEC.CONF. (DIRECTOR)	COST OF MILE/T.LESNIEWSKI	72.20	
					.00	00002
3/31/2014	00003	10-1100-650-000-30-00-04	CURRICULUM, EDUC.TECH.SUPPLIES	BUS FOR TSA STATE COMP.	1,780.00CR	
3/31/2014	00003	10-1100-513-000-30-51-41	TECH.ED.EHN, TRANSPORTATION	BUS FOR TSA STATE COMP.	1,780.00	
					.00	00003
3/31/2014	00004	10-1100-650-000-30-00-04	CURRICULUM, EDUC.TECH.SUPPLIES	COST OF COMMON CORE CONF.	100.00CR	
3/31/2014	00004	10-2271-580-000-30-31-46	PHYS.ED.EHS CONFERENCE TRAIN	COST OF COMMON CORE CONF.	100.00	
					.00	00004
3/31/2014	00006	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF.CONTR.SVC	ORDER CHECKS FOR PAYROLL	1,000.00CR	
3/31/2014	00006	10-2500-550-000-00-00-05	BUSINESS OFFICE, PRINTING	ORDER CHECKS FOR PAYROLL	1,000.00	
					.00	00006
3/31/2014	00007	10-2500-300-000-00-00-05	BUSINESS OFFICE, PROF.CONTR.SVC	COST OF PAYING AGENTS	600.00CR	
3/31/2014	00007	10-2390-300-000-00-00-05	AUTHORITY EXP., PAYING AGENT	COST OF PAYING AGENTS	600.00	
					.00	00007
3/31/2014	00008	10-2836-580-000-00-00-05	BUSINESS OFF,N-CERT/N-INST.CON	CONFERENCE FOR J.BADER	1,000.00CR	
3/31/2014	00008	10-2836-324-000-00-00-05	BUS.OFF.EMPLOYEE EDUC.TRAIN.	CONFERENCE FOR J.BADER	1,000.00	
					.00	00008
3/31/2014	00009	10-2834-580-000-00-00-05	BUSINESS OFF,CERT/N-INST.CONF.	WEBINAR/CONF-BADER/MCINTY	2,000.00CR	
3/31/2014	00009	10-2834-324-000-00-00-05	BUSINESS OFF,CERT/N-INST TRAIN	WEBINAR/CONF-BADER/MCINTY	2,000.00	
					.00	00009
3/31/2014	00010	10-2600-626-000-00-00-07	BUS GARAGE,GASOLINE (SERV.STAT)	ADJ.BAL.REPAIR/PARTS	30,000.00CR	
3/31/2014	00010	10-2700-610-001-00-00-07	TRANSPORTATION,REPAIRS & PARTS	ADJ.BAL.REPAIR/PARTS	30,000.00	
					.00	00010
3/31/2014	00011	10-2700-513-001-00-00-07	TRANSP, CONTR DRIVER, NON-PUBLIC	ADJ.BALANCE CAP.EQUIP.	1,000.00CR	
3/31/2014	00011	10-2700-751-000-00-00-07	TRANSPORTATION, NON/CAP. EQUIP.	ADJ.BALANCE CAP.EQUIP.	1,000.00	
					.00	00011
3/31/2014	00012	10-2600-626-000-00-00-07	BUS GARAGE,GASOLINE (SERV.STAT)	TRANSF.TO FIELD TRIP	6,500.00CR	
3/31/2014	00012	10-2700-513-004-30-00-07	TRANSP, CONTRACT, SEC, FIELD TRIP	TRANSF.TO FIELD TRIP	6,500.00	
					.00	00012
3/31/2014	00013	10-2600-626-000-00-00-07	BUS GARAGE,GASOLINE (SERV.STAT)	BASE STATION/TURBO VUI RA	10,000.00CR	
3/31/2014	00013	10-2700-752-000-00-00-07	TRANSPORTATION, CAP.NEW EQUIP.	BASE STATION/TURBO VUI RA	10,000.00	

DK BUDGET TRANSFER FOR END OF 3/31/14  
March 31, 2014

(continued)

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
					.00	00013
3/31/2014	00014	10-2700-513-002-00-00-07	TRANSP, CONTR DRIVER, SPEC EDUC	MOVE \$ TO CONTR.DRIVER	59,000.00CR	
3/31/2014	00014	10-2700-513-000-00-00-07	TRANSPORTATION, CONT.DRIVER	MOVE \$ TO CONTR.DRIVER	59,000.00	
					.00	00014
3/31/2014	00015	10-2600-400-000-00-00-07	BUS GARAGE, PROPERTY SERVICE	COVER TANK INSURANCE	2,000.00CR	
3/31/2014	00015	10-2700-524-000-00-00-07	TRANSPORTATION, INSURANCE-TANKS	COVER TANK INSURANCE	2,000.00	
					.00	00015
3/31/2014	00016	10-2600-626-000-00-00-07	BUS GARAGE, GASOLINE (SERV.STAT)	MOVER \$ /GARAGE TO TRANSP	20,000.00CR	
3/31/2014	00016	10-2700-626-000-00-00-07	TRANSPORTATION, GASOLINE/OIL	MOVER \$ /GARAGE TO TRANSP	20,000.00	
					.00	00016
3/31/2014	00017	10-2600-751-000-00-00-08	GEN.MAINT., NEW EQUIPMENT>\$2500	PURCHASE UTILITY LIFT TR	22,500.00CR	
3/31/2014	00017	10-2600-762-000-00-00-08	GEN.MAINT.CAPITAL EQUIP.REPL.	PURCHASE UTILITY LIFT TR	22,500.00	
					.00	00017
3/31/2014	00018	10-2600-761-000-10-16-08	GEN.MAINT., BES, REPL.EQUIP>2500	GENERATOR REPAIRS	3,433.00CR	
3/31/2014	00018	10-2600-750-000-10-16-08	GEN.MAINT., BES, NEW EQUIPMENT	GENERATOR REPAIRS	1,717.00CR	
3/31/2014	00018	10-2600-761-000-30-52-08	GEN.MAINT., LIS, REPL.EQUIP>2500	GENERATOR REPAIRS	2,512.00CR	
3/31/2014	00018	10-2600-400-000-30-51-08	MAINT., EHN, PROPERTY SERVICE	GENERATOR REPAIRS	7,662.00	
					.00	00018
3/31/2014	00019	10-2600-400-000-10-11-08	MAINT., JMH PROPERTY SERVICE	REPAIRS ON VEHICLES	5,000.00CR	
3/31/2014	00019	10-2600-400-000-00-00-08	GEN.MAINT., PROPERTY SERVICES	REPAIRS ON VEHICLES	5,000.00	
					.00	00019
3/31/2014	00020	10-2600-610-000-10-16-08	GEN.MAINT., BES, SUPPLIES	ITEMS FORM FREIDMAN ELEC	5,000.00CR	
3/31/2014	00020	10-2600-610-000-00-00-08	GEN.MAINT., SUPPLIES	ITEMS FORM FREIDMAN ELEC	5,000.00	
					.00	00020
3/31/2014	00021	10-2600-761-000-10-12-08	GEN.MAINT., SMI, REPL.EQUIP>2500	FIRE PUMP CONTROL SERV.	3,319.00CR	
3/31/2014	00021	10-2600-762-000-10-12-08	GEN.MAINT., SME, CAPITAL, REPL.EQU	FIRE PUMP CONTROL SERV.	3,319.00	
					.00	00021
					Total:	.00
					Debits:	178,538.20
					Credits:	178,538.20
42 Transactions						
0 Unbalanced references						

obj

Apr 01, 2014

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 3  
ID: AC1290

----- END OF BATCH INFORMATION -----

Batch number: 26555 Date of Batch: 4/01/2014

Number of Journals

-----  
With errors: 0  
Without errors: 1  
-----  
Total: 1

Number of Transactions: 42

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	178,538.20	178,538.20
		-----	-----
		178,538.20	178,538.20
		=====	=====

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Apr 01, 2014

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 4  
ID: AC1290

----- END OF JOB INFORMATION -----

Number of Journals

-----  
With errors: 0  
Without errors: 1  
-----  
Total: 1

Number of Transactions: 42

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	178,538.20	178,538.20
		178,538.20	178,538.20

End of Report - 15.36.08

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BATCH INFORMATION

Batch number: 26557 Date of Batch: 4/02/2014 Batch Totals  
 User ID: KJK Debit 122,313.86 Credit 122,313.86  
 Re-entry date:  
 Re-entry User ID:  
 Closing date: 3/31/2014

DK BUDGET TRANSFERS FOR 3/31/2014  
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Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
3/31/2014	00022	10-2600-610-000-10-10-08	GEN.MAINT., RES, SUPPLIES	COVER TRANE CONTRACT	3,000.00CR	
3/31/2014	00022	10-2600-400-000-10-10-08	GEN.MAINT., RES, CONTRACT SVCS	COVER TRANE CONTRACT	3,000.00	00022
					.00	
3/31/2014	00023	10-2600-750-000-10-10-08	GEN.MAINT., RES, NEW EQUIPMENT	COVER TRANE CONTRACT	1,717.00CR	
3/31/2014	00023	10-2600-400-000-10-10-08	GEN.MAINT., RES, CONTRACT SVCS	COVER TRANE CONTRACT	1,717.00	00023
					.00	
3/31/2014	00024	10-2600-761-000-10-10-08	GEN.MAINT., RES, REPL.EQUIP>2500	COVER TRANE CONTRACT	1,000.00CR	
3/31/2014	00024	10-2600-400-000-10-10-08	GEN.MAINT., RES, CONTRACT SVCS	COVER TRANE CONTRACT	1,000.00	00024
					.00	
3/31/2014	00025	10-2600-610-000-10-17-08	GEN.MAINT., ESE, SUPPLIES	ELECTRICAL REPAIRS	3,000.00CR	
3/31/2014	00025	10-2600-400-000-10-17-08	MAINT., ESE, PROPERTY SERVICE	ELECTRICAL REPAIRS	3,000.00	00025
					.00	
3/31/2014	00026	10-2600-610-000-30-32-08	GEN.MAINT., JTL, SUPPLIES	BOILER REPAIRS	3,000.00CR	
3/31/2014	00026	10-2600-400-000-30-32-08	MAINT., JTL, PROPERTY SERVICE	BOILER REPAIRS	3,000.00	00026
					.00	
3/31/2014	00027	10-2600-610-000-30-52-08	GEN.MAINT., LIS, SUPPLIES	CSI/HVAC REPAIRS	1,700.00CR	
3/31/2014	00027	10-2600-400-000-30-52-08	GEN.MAINT., LIS, PROPERTY SVC.	CSI/HVAC REPAIRS	1,700.00	00027
					.00	
3/31/2014	00028	10-2600-761-000-10-12-08	GEN.MAINT., SMI, REPL.EQUIP>2500	COVER SIMPLEX GRINELL	3,433.00CR	
3/31/2014	00028	10-2600-762-000-10-12-08	GEN.MAINT, SME, CAPITAL, REPL.EQU	COVER SIMPLEX GRINELL	3,433.00	00028
					.00	
3/31/2014	00029	10-2600-610-000-10-12-08	GEN.MAINT., SMI, SUPPLIES	COVER SIMPLEX GRINELL	5,006.00CR	
3/31/2014	00029	10-2600-762-000-10-12-08	GEN.MAINT, SME, CAPITAL, REPL.EQU	COVER SIMPLEX GRINELL	5,006.00	00029
					.00	
3/31/2014	00030	10-2830-300-000-10-00-09	PUPIL SVCS, ELEM, CONTR.SERVICES	COST INTERM CONTR.SERV.	1,000.00CR	
3/31/2014	00030	10-2830-300-000-20-00-09	PUPIL SVCS, INT., CONTR.SERVICES	COST INTERM CONTR.SERV.	1,000.00	00030
					.00	
3/31/2014	00031	10-2830-300-000-10-00-09	PUPIL SVCS, ELEM, CONTR.SERVICES	COST SEC.CONTR.SERVICE	1,000.00CR	
3/31/2014	00031	10-2830-300-000-30-00-09	PUPIL SVCS, SEC., CONTR.SERVICES	COST SEC.CONTR.SERVICE	1,000.00	00031
					.00	
3/31/2014	00032	10-1100-610-000-10-10-10	RES, INSTR, SUPPLIES	CELEBRATION OF THE ARTS	100.00CR	
3/31/2014	00032	10-1100-300-000-10-10-10	RES, INST, PROF CONTRACT SERVICE	CELEBRATION OF THE ARTS	100.00	00032
					.00	
3/31/2014	00033	10-2380-618-000-10-16-16	BES, PRIN., TECH SUPPLIES	ADDITIONAL PAPER SUPPLY	56.00CR	
3/31/2014	00033	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	ADDITIONAL PAPER SUPPLY	56.00	

DK BUDGET TRANSFERS FOR 3/31/2014  
March 31, 2014

(continued)

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
3/31/2014	00034	10-2380-618-000-10-16-16	BES, PRIN., TECH SUPPLIES	COVER POSTAGE	.00	00033
3/31/2014	00034	10-2380-530-000-10-16-16	BES, PRIN., POSTAGE/TELEPHONE	COVER POSTAGE	3.10CR	
					3.10	
					.00	00034
3/31/2014	00035	10-2271-324-000-10-16-45	MUSIC, VOCAL, BES. CONF TRAINING	CONFERENCE N.WOROBIJ	140.00CR	
3/31/2014	00035	10-2271-580-000-10-16-45	MUSIC, VOCAL, BES, CERT. CONFERENC	CONFERENCE N.WOROBIJ	140.00	
					.00	00035
3/31/2014	00036	10-2380-610-000-10-17-17	ESE, PRIN., GENERAL SUPPLIES	MEMB. PAESSP (LIVINGSTON)	525.00CR	
3/31/2014	00036	10-2380-810-000-10-17-17	ESE, PRIN., DUES & FEES	MEMB. PAESSP (LIVINGSTON)	525.00	
					.00	00036
3/31/2014	00037	10-2380-610-000-10-17-17	ESE, PRIN., GENERAL SUPPLIES	YR.END ADDITIONAL SUPPLY	2,000.00CR	
3/31/2014	00037	10-1100-610-000-10-17-17	ESE, INSTR, SUPPLIES	YR.END ADDITIONAL SUPPLY	2,000.00	
					.00	00037
3/31/2014	00038	10-1100-760-000-10-17-17	ESE, INSTR, REPL.EQUIPMENT	KENSINGTON HEAD PHONES	324.00CR	
3/31/2014	00038	10-1100-650-000-10-17-17	ESE, INSTR, ED. TECH. SUPPLIES	KENSINGTON HEAD PHONES	324.00	
					.00	00038
3/31/2014	00039	10-2840-618-000-00-00-22	ADMIN.SYS., TECH SUPPLIES	TV/MOUNT ADM.SERV.FORSYTH	788.41CR	
3/31/2014	00039	10-2840-610-000-00-00-06	I TEC, GENERAL SUPPLIES	TV/MOUNT ADM.SERV.FORSYTH	788.41	
					.00	00039
3/31/2014	00040	10-1100-650-000-30-32-32	JTL, INSTR., EDUC.TECH.SUPPLIES	REPL.BACKBOARDS/RIMS	1,000.00CR	
3/31/2014	00040	10-3200-761-000-30-32-61	GEN.ATHL.JTL, NON-CAP.REPL.EQUI	REPL.BACKBOARDS/RIMS	1,000.00	
					.00	00040
3/31/2014	00041	10-1410-750-000-30-31-35	DRIVER ED., EHS, NEW EQUIPMENT	SIBUMS TIRE/BATTERY	181.64CR	
3/31/2014	00041	10-1410-610-000-30-31-35	DRIVER ED., EHS, SUPPLIES	SIBUMS TIRE/BATTERY	181.64	
					.00	00041
3/31/2014	00042	10-1410-760-000-30-31-35	DRIVER ED., EHS, REPL.EQUIPMENT	SUPPLY-SUBUMS TIRE/BATTER	267.72CR	
3/31/2014	00042	10-1410-610-000-30-31-35	DRIVER ED., EHS, SUPPLIES	SUPPLY-SUBUMS TIRE/BATTER	267.72	
					.00	00042
3/31/2014	00043	10-1100-640-000-30-51-36	ENGLISH, EHN, BOOKS/PERIODICALS	COVER ACTION PUBLISHING	1,084.76CR	
3/31/2014	00043	10-1100-610-000-30-51-36	ENGLISH, EHN, SUPPLIES	COVER ACTION PUBLISHING	1,084.76	
					.00	00043
3/31/2014	00044	10-1100-640-000-30-51-36	ENGLISH, EHN, BOOKS/PERIODICALS	PURCHASE TECHNOLOGY SUPPL	855.00CR	
3/31/2014	00044	10-1100-650-000-30-51-36	ENGLISH, EHN, EDUC.TECH.SUPPLIES	PURCHASE TECHNOLOGY SUPPL	855.00	
					.00	00044
3/31/2014	00045	10-1100-810-000-30-51-36	ENGLISH, EHN, DUES/FEES	REG.BEA/STRAZZERI/MARMO	238.00CR	
3/31/2014	00045	10-2271-324-000-30-51-36	ENGLISH, EHN, CERTIF/INSTR.TRAIN	REG.BEA/STRAZZERI/MARMO	238.00	
					.00	00045
3/31/2014	00046	10-2420-400-000-10-17-39	MEDICAL, ESE, PROPERTY SERVICE	PURCHASE SCHOOL NURSE SUP	11.12CR	
3/31/2014	00046	10-2420-610-000-10-17-39	MEDICAL, ESE, SUPPLIES/FIRST AID	PURCHASE SCHOOL NURSE SUP	11.12	
					.00	00046
3/31/2014	00047	10-2420-581-000-10-17-39	MEDICAL, ESE, IN-DISTR.MILEAGE	PASNAP CONFERENCE	24.90CR	
3/31/2014	00047	10-2834-324-000-10-17-39	MEDICAL, ESE, CONFERENCE TRAININ	PASNAP CONFERENCE	24.90	
					.00	00047
3/31/2014	00048	10-2834-580-000-10-17-39	MEDICAL, ESE, CONFERENCE TRAVEL	REG.PASNAP CONFERENCE	82.00CR	
3/31/2014	00048	10-2834-324-000-10-17-39	MEDICAL, ESE, CONFERENCE TRAININ	REG.PASNAP CONFERENCE	82.00	
					.00	00048

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DK BUDGET TRANSFERS FOR 3/31/2014  
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(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
3/31/2014	00049	10-2420-610-000-10-14-39	MEDICAL, MSE, SUPPLIES/FIRST AID	STAMPS NEEDED	73.50CR	
3/31/2014	00049	10-2420-530-000-10-14-39	MEDICAL, MSE, POSTAGE/TELEPHONE	STAMPS NEEDED	73.50	
					.00	00049
3/31/2014	00050	10-2420-610-000-10-16-39	MEDICAL, BES, SUPPLIES/FIRST AID	ITENERANT NURSE MILEAGE	122.00CR	
3/31/2014	00050	10-2420-581-000-10-16-39	MEDICAL, BES, IN-DISTR.MILEAGE	ITENERANT NURSE MILEAGE	122.00	
					.00	00050
3/31/2014	00051	10-1100-610-000-30-31-41	TECH.ED., EHS, SUPPLIES	COVER TSA STATE COMP.	2,300.00CR	
3/31/2014	00051	10-1100-810-000-30-51-41	TECH.ED., EHN, DUES/FEES	COVER TSA STATE COMP.	2,300.00	
					.00	00051
3/31/2014	00052	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	PSLA ANNUAL CONF. (TIRJAN)	555.00CR	
3/31/2014	00052	10-2271-580-000-20-32-42	LIBRARY, JTL, CONFERENCE TRAVEL	PSLA ANNUAL CONF. (TIRJAN)	555.00	
					.00	00052
3/31/2014	00053	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	REG.PSLA CONF. (TIRJAN'S)	170.00CR	
3/31/2014	00053	10-2271-324-000-20-32-42	LIBRARY, JTL, CONFERENCE TRAININ	REG.PSLA CONF. (TIRJAN'S)	170.00	
					.00	00053
3/31/2014	00054	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	ATTEND BK EXPO (GULLSTRAND)	128.00CR	
3/31/2014	00054	10-2271-580-000-30-31-42	LIBRARY, EHS, CONF. TRAVEL	ATTEND BK EXPO (GULLSTRAND)	128.00	
					.00	00054
3/31/2014	00055	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	REG.BK EXPO (GULLSTRAND)	119.00CR	
3/31/2014	00055	10-2271-324-000-30-31-42	LIBRARY, EHS, CONFERENCE TRAININ	REG.BK EXPO (GULLSTRAND)	119.00	
					.00	00055
3/31/2014	00056	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	PSLA CONF. (STRAZZERI)	96.00CR	
3/31/2014	00056	10-2271-580-000-30-51-42	LIBRARY, EHN, CONFERENCE TRAVEL	PSLA CONF. (STRAZZERI)	96.00	
					.00	00056
3/31/2014	00057	10-2271-580-000-00-00-42	LIBRARY, DIST., STAFF DEV.CONF.	REG.PSLA CONF. (STRAZZERI)	170.00CR	
3/31/2014	00057	10-2271-324-000-30-51-42	LIBRARY, EHN, CONFERENCE TRAIN	REG.PSLA CONF. (STRAZZERI)	170.00	
					.00	00057
3/31/2014	00058	10-3200-810-000-30-32-44	BAND, JTL, DUES & FEES	MUSIC/SUPPLY-SUMMER BAND	41.67CR	
3/31/2014	00058	10-3200-610-000-30-32-44	BAND, JTL, SUPPLIES	MUSIC/SUPPLY-SUMMER BAND	41.67	
					.00	00058
3/31/2014	00059	10-1100-400-000-30-51-44	MUSIC, INSTR, EHN, PROPERTY SVC	MUSIC PERFORMANCE HOSTED	105.00CR	
3/31/2014	00059	10-1100-810-000-30-51-44	MUSIC, INSTR, EHN, DUES/FEES	MUSIC PERFORMANCE HOSTED	105.00	
					.00	00059
3/31/2014	00060	10-1100-810-000-30-51-44	MUSIC, INSTR, EHN, DUES/FEES	CONCERT BAND FOLDERS	350.00CR	
3/31/2014	00060	10-1100-610-000-30-51-44	MUSIC, INSTR, EHN, SUPPLIES	CONCERT BAND FOLDERS	350.00	
					.00	00060
3/31/2014	00061	10-1100-400-000-10-14-45	MUSIC, VOCAL, MSE, PROP. SERVICE	COVER CLASSROOM SUPPLIES	100.00CR	
3/31/2014	00061	10-1100-610-000-10-14-45	MUSIC, VOCAL, MSE, SUPPLIES	COVER CLASSROOM SUPPLIES	100.00	
					.00	00061
3/31/2014	00062	10-3200-610-000-30-51-45	CHORUS, EHN, SUPPLIES	TRANSP CHORUS PERFORMANCE	800.00CR	
3/31/2014	00062	10-3200-513-000-30-51-45	CHORUS, EHN, CONTRACT TRANSP.	TRANSP CHORUS PERFORMANCE	800.00	
					.00	00062
3/31/2014	00063	10-3200-810-000-30-51-45	CHORUS, EHN, DUES & FEES	BUS TRANSP.FOR STUDENTS	340.00CR	
3/31/2014	00063	10-3200-513-000-30-51-45	CHORUS, EHN, CONTRACT TRANSP.	BUS TRANSP.FOR STUDENTS	340.00	
					.00	00063
3/31/2014	00064	10-1100-610-000-10-14-46	PHYS.ED., MSE, SUPPLIES	ADDITIONAL SUPPLIES	80.88CR	

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DK BUDGET TRANSFERS FOR 3/31/2014  
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Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
3/31/2014	00064	10-1100-610-000-10-12-46	PHYS.ED., SMI, SUPPLIES	ADDITIONAL SUPPLIES	80.88	
					.00	00064
3/31/2014	00065	10-1100-610-000-10-14-46	PHYS.ED., MSE, SUPPLIES	ADDITIONAL SUPPLIES	87.38CR	
3/31/2014	00065	10-1100-610-000-10-17-46	PHYS.ED., ESE, SUPPLIES	ADDITIONAL SUPPLIES	87.38	
					.00	00065
3/31/2014	00066	10-1100-640-000-30-31-48	SCIENCE, EHS, BOOKS/PERIODICALS	SUPPLIES FOR END OF YEAR	1,500.00CR	
3/31/2014	00066	10-1100-610-000-30-31-48	SCIENCE, EHS, SUPPLIES	SUPPLIES FOR END OF YEAR	1,500.00	
					.00	00066
3/31/2014	00067	10-2290-580-000-20-00-50	SPEC.ED.SUPV.INT.CONFERENCE	CPI TRAINING	2,010.80CR	
3/31/2014	00067	10-2834-324-000-20-00-50	SPEC.ED.SUPV.INT.CONF.TRAINING	CPI TRAINING	2,010.80	
					.00	00067
3/31/2014	00068	10-2290-580-000-20-00-50	SPEC.ED.SUPV.INT.CONFERENCE	TRAVEL FOR CPI TRAINING	339.80CR	
3/31/2014	00068	10-2834-580-000-20-00-50	SPEC.ED.SEC.CONFERENCE TRAVEL	TRAVEL FOR CPI TRAINING	339.80	
					.00	00068
3/31/2014	00069	10-1100-750-000-30-51-51	EHN, INSTR, NEW EQUIPMENT	COST OF TSA STATE COMP.	1,000.00CR	
3/31/2014	00069	10-1100-810-000-30-51-41	TECH.ED., EHN, DUES/FEES	COST OF TSA STATE COMP.	1,000.00	
					.00	00069
3/31/2014	00070	10-2380-581-000-30-51-51	EHN, PRIN., IN-DISTRICT MILEAGE	COST TSA STATE COMP.	500.00CR	
3/31/2014	00070	10-1100-810-000-30-51-41	TECH.ED., EHN, DUES/FEES	COST TSA STATE COMP.	500.00	
					.00	00070
3/31/2014	00071	10-1100-750-000-30-51-51	EHN, INSTR, NEW EQUIPMENT	TONER FOR NEW EQUIP.	1,006.00CR	
3/31/2014	00071	10-1100-650-000-30-51-51	EHN, INSTR, EDUC.TECH.SUPPLIES	TONER FOR NEW EQUIP.	1,006.00	
					.00	00071
3/31/2014	00072	10-1100-750-000-30-51-51	EHN, INSTR, NEW EQUIPMENT	SET UP OF NEW EQUIP ACCT.	556.88CR	
3/31/2014	00072	10-1100-751-000-30-51-51	EHN, INSTR, NON-CAP.NEW EQUIP.	SET UP OF NEW EQUIP ACCT.	556.88	
					.00	00072
3/31/2014	00073	10-2220-650-000-30-51-51	A/V, EHN, TECH, SOFTWARE/LICENSES	ADJ. ACCTS TP A/V DEPT.	163.50CR	
3/31/2014	00073	10-2380-650-000-30-51-51	EHN, PRIN., ED.TECH.SUPPLIES	ADJ. ACCTS TP A/V DEPT.	163.50	
					.00	00073
3/31/2014	00074	10-3200-810-000-30-51-51	ACTIVITIES, EHN, DUES & FEES	COVER STUDENT TRANSPORTAT	136.00CR	
3/31/2014	00074	10-3200-513-000-30-51-51	ACTIVITIES, EHN, CONTRACT TRANSP	COVER STUDENT TRANSPORTAT	136.00	
					.00	00074
3/31/2014	00075	10-2220-768-000-30-51-51	A/V, EHN, REPL.TECH.EQUIPMENT	INCREASE ON A/V SUPPLIES	8.34CR	
3/31/2014	00075	10-2220-610-000-30-51-51	A/V, EHN, GENERAL SUPPLIES	INCREASE ON A/V SUPPLIES	8.34	
					.00	00075
3/31/2014	00076	10-3200-610-000-30-32-61	GEN.ATHLETICS, JTL, SUPPLIES	BACKBOARDS/RIMS IN GYM	1,277.10CR	
3/31/2014	00076	10-3200-761-000-30-32-61	GEN.ATHL.JTL, NON-CAP.REPL.EQUI	BACKBOARDS/RIMS IN GYM	1,277.10	
					.00	00076
3/31/2014	00077	10-3200-610-000-30-51-61	GEN.ATHL., EHN, SUPPLIES	PURCHASE TONER	670.00CR	
3/31/2014	00077	10-3200-618-000-30-51-61	GEN.ATHL., EHN, TECH SUPPLIES	PURCHASE TONER	670.00	
					.00	00077
3/31/2014	00078	10-3200-610-000-30-31-61	GEN.ATHL., EHS, SUPPLIES	COVER EXP.CLASSIFIED AD	106.18CR	
3/31/2014	00078	10-3200-540-000-30-31-61	GEN.ATHL., EHS, ADVERTISING	COVER EXP.CLASSIFIED AD	106.18	
					.00	00078
3/31/2014	00079	10-2840-758-006-00-00-06	ITEC, NEW TECH EQUIP-INITIATIVE	ESE/RES PROJECTOR PROJECT	72,499.24CR	
3/31/2014	00079	10-2840-757-006-00-00-06	ITEC, NEW NON-CAP.TECH.INIT.<25	ESE/RES PROJECTOR PROJECT	72,499.24	



DK BUDGET TRANSFERS FOR 3/31/2014  
March 31, 2014

(continued)

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
					.00	00079
3/31/2014	00080	10-2840-758-006-00-00-06	ITEC,NEW TECH EQUIP-INITIATIVE	SCOTT KRUGHER STEEL METAL	747.90	CR
3/31/2014	00080	10-2840-751-006-00-00-06	ITEC,NON-CAP.EQUIPMENT-INIT.	SCOTT KRUGHER STEEL METAL	747.90	
					.00	00080
3/31/2014	00081	10-1100-610-000-10-10-10	RES, INSTR,SUPPLIES	COST OF REPL.EQUIP	179.02	CR
3/31/2014	00081	10-1100-610-000-10-10-46	PHYS.ED.,RES,SUPPLIES	COST OF REPL.EQUIP	179.02	
					.00	00081
3/31/2014	00082	10-2290-581-000-30-00-50	SPEC.ED.SUPV.,SEC.,MILEAGE	COVER CPI/SPEC.ED LAW CON	2,195.00	CR
3/31/2014	00082	10-2834-324-000-30-00-50	SPEC.ED.SUPV.SEC.CONF.TRAINING	COVER CPI/SPEC.ED LAW CON	2,195.00	
					.00	00082
3/31/2014	00083	10-2290-581-000-30-00-50	SPEC.ED.SUPV.,SEC.,MILEAGE	CPI/SPEC ED.LAW TRANING	242.02	CR
3/31/2014	00083	10-2834-580-000-30-00-50	SPEC.ED.SUPV.SEC.CONF.TRAVEL	CPI/SPEC ED.LAW TRANING	242.02	
					.00	00083
					Total:	.00
124 Transactions					Debits:	122,313.86
0 Unbalanced references					Credits:	122,313.86

Lbl

Apr 02, 2014

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

----- END OF BATCH INFORMATION -----

Batch number: 26557 Date of Batch: 4/02/2014

Number of Journals

With errors:	0
Without errors:	1
Total:	1

Number of Transactions: 124

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	122,313.86	122,313.86
		122,313.86	122,313.86

861

Apr 02, 2014

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 7  
ID: AC1290

----- END OF JOB INFORMATION -----

Number of Journals

-----  
With errors: 0  
Without errors: 1  
-----  
Total: 1

Number of Transactions: 124

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	122,313.86	122,313.86
		122,313.86	122,313.86
		=====	=====

End of Report - 10.50.18

661

**Bank: 11 PNC Bank (Concentration)**

Check no.	Check Date	Vendor name and comment	Amount
204934	3/06/2014	JOAN ABEL REFUND OF PRIOR YEAR REVENUE	914.93
204935	3/06/2014	ACCESS OFFICE TECHNOLOGIES SUPT., CONTRACT MAINTENANCE	2,492.28
204936	3/06/2014	Albert Muffley REFUND OF PRIOR YEAR REVENUE	540.00
204937	3/06/2014	THOMAS C ANTHONY REFUND OF PRIOR YEAR REVENUE	650.00
204938	3/06/2014	APPLE COMPUTER, INC. RACE 2 THE TOP, NON/CAP TECH EQ	2,990.00
204939	3/06/2014	COLIEN JOANNE HENDERSHOT SPEC. ED. SUPV., ELEM., MILEAGE	68.15
204940	3/06/2014	JEFFREY BADER BUSINESS OFFICE, IN-DISTR. MILES	131.71
204941	3/06/2014	BANKS' VACUUM SALES AND SERVICE RES, CUST., SUPPLIES	122.97
204942	3/06/2014	Barbara Curci Real Estate Taxes, Mid Smith	153.84
204943	3/06/2014	MARY BERGER REFUND OF PRIOR YEAR REVENUE	1,425.00
204944	3/06/2014	BETHLEHEM AREA SCHOOL DISTRICT OOD TUITION PAYABLE	6,146.43
204945	3/06/2014	BLENDEDSCHOOLS.NET VIRTUAL ACADEMY, TECH SUPPLY	650.00
204946	3/06/2014	FRANCES K. BOGNAR REFUND OF PRIOR YEAR REVENUE	1,100.00
204947	3/06/2014	BENJAMIN BRENNEMAN GEN. ATHL., EHS, MILEAGE	219.52
204948	3/06/2014	BUCKS COUNTY INTERMEDIATE UNIT 3RD. PART. ALT. ED. REG. SEC. TUITIO	843.12
204949	3/06/2014	MARY L. BURKE OUT-OF-DIST-PLACEMENT, MILEAGE	258.38
204950	3/06/2014	ANGELA M. BYRNE TL. 1, GRANTS DIRECTOR, MILEAGE	59.25
204951	3/06/2014	BEATRICE CAHILL REFUND OF PRIOR YEAR REVENUE	1,047.51
204952	3/06/2014	ANTHONY CALDERONE ITEC, IN-DISTRICT MILEAGE	45.92
204953	3/06/2014	Charles P Sobotka REFUND OF PRIOR YEAR REVENUE	540.00
204954	3/06/2014	COMMONWEALTH OF PENNSYLVANIA SUB TEACH. EMERGENCY PERMIT FEE	270.00
204955	3/06/2014	COMMONWEALTH CONNECTIONS ACADEMY CHARTER/CYBER SCHOOLS- REG. ED.	80,868.25
204956	3/06/2014	COMPUTER DISCOUNT WAREHOUSE EHN, INSTR. NON-CAP. NEW EQUIP.	1,183.50
204957	3/06/2014	CONSTELLATION NEWENERGY, INC. JTL, CUST., ELECTRIC	15,785.16

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
204958	3/06/2014	BOYD A COUNTERMAN, JR GEN.MAINT., IN-DISTRICT MILEAGE	168.22
204959	3/06/2014	CRAMER'S HOME CENTER ESE, CUST., SUPPLIES	565.63
204960	3/06/2014	CRAMER'S HOME CENTER EHS, CUST., SUPPLIES	390.87
204961	3/06/2014	CRAMER'S HOME CENTER GEN.MAINT., SUPPLIES	570.21
204962	3/06/2014	CREST/GOOD MFG. COMPANY GEN.MAINT., SUPPLIES	91.20
204963	3/06/2014	COMMUNICATIONS SYSTEMS, INC. MAINT., EHN, PROPERTY SERVICE	1,670.40
204964	3/06/2014	David Gomez REFUND OF PRIOR YEAR REVENUE	540.00
204965	3/06/2014	DEPT. OF LABOR & INDUSTRY GEN.MAINT., LIS, PROPERTY SVC.	440.00
204966	3/06/2014	Digiovanni, Emilio & Maria Real Estate Taxes, Mid Smith	27.73
204967	3/06/2014	Dominick Yezzo Real Estate Taxes, Mid Smith	10.00
204968	3/06/2014	Edward Dieterle REFUND OF PRIOR YEAR REVENUE	540.00
204969	3/06/2014	EMERGENCY SYSTEMS SERVICE COMPANY MAINT., EHS, PROPERTY SERVICE	639.50
204970	3/06/2014	MARILYN ESPINOZA ACCT. BLOCK, MIEAGE	78.74
204971	3/06/2014	ELAINE ESPOSITO REFUND OF PRIOR YEAR REVENUE	1,100.00
204972	3/06/2014	EVERGREEN COMMUNITY CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	8,773.70
204973	3/06/2014	FASTENAL COMPANY GEN.MAINT., BES, SUPPLIES	194.44
204974	3/06/2014	EMMA FODI REFUND OF PRIOR YEAR REVENUE	1,100.00
204975	3/06/2014	SAMANTHA K. FRICK GEN.ATHL., EHS, MILEAGE	72.13
204976	3/06/2014	KANE FURST GEN.ATHL., EHS, MILEAGE	40.10
204977	3/06/2014	G&K SERVICES, INC. JTL, CUST., UNIFORM RENTAL	695.53
204978	3/06/2014	G&K SERVICES, INC. JTL, CUST., UNIFORM RENTAL	549.24
204979	3/06/2014	G&K SERVICES, INC. EHN, CUST., UNIFORM RENTAL	836.64
204980	3/06/2014	G&K SERVICES, INC. EHN, CUST., UNIFORM RENTAL	108.54
204981	3/06/2014	ROSEANN GANSEL REFUND OF PRIOR YEAR REVENUE	1,100.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
204982	3/06/2014	CAROL DEANE GARDNER SPEC.ED.SUPV.INT.MILEAGE	73.81
204983	3/06/2014	GENERAL SUPPLY COMPANY GEN.MAINT., SUPPLIES	1,604.00
204984	3/06/2014	VINNIE GENTILE REFUND OF PRIOR YEAR REVENUE	1,100.00
204985	3/06/2014	George S Dewitt REFUND OF PRIOR YEAR REVENUE	540.00
204986	3/06/2014	George Speziale REFUND OF PRIOR YEAR REVENUE	540.00
204987	3/06/2014	WILLIAM T GOUGER SPECIAL PROJECTS, TELE/POSTAGE	5.80
204988	3/06/2014	GRAINGER GEN.MAINT., EHS, SUPPLIES	201.58
204989	3/06/2014	DONALD J HAINES REFUND OF PRIOR YEAR REVENUE	1,100.00
204990	3/06/2014	HAJOCA CORPORATION GEN.MAINT., SUPPLIES	245.01
204991	3/06/2014	HIGHSCOPE KTO GRANT, BOOKS & PERIODICAL	1,271.18
204992	3/06/2014	HOME DEPOT CREDIT SERVICE TECH.ED., EHN, SUPPLIES	4,033.53
204993	3/06/2014	HM RECEIVABLES CO., LLC TITLE I, BSE, BOOKS	257.58
204994	3/06/2014	IBM CORPORATION ADMIN.SYS., CONTR.MAINTENANCE	777.71
204995	3/06/2014	INDUSTRIAL APPRAISAL CO., INC. BUSINESS OFFICE, PROF.CONTR.SVC	1,285.00
204996	3/06/2014	INTEGRAONE ITEC, NEW TECH EQUIPMENT	3,680.00
204997	3/06/2014	IPS BUSINESS OFFICE, GEN.SUPPLIES	1,617.50
204998	3/06/2014	JUNIOR LIBRARY GUILD LIBRARY, ESE, BOOKS/PERIODICALS	855.00
204999	3/06/2014	KAR BILL ENTERPRISES, INC. TRANSPORTATION, GASOLINE/OIL	7,958.79
205000	3/06/2014	LORRAINE A KIRK REFUND OF PRIOR YEAR REVENUE	1,425.00
205001	3/06/2014	CAROLYN B. LABAR REFUND OF PRIOR YEAR REVENUE	1,425.00
205002	3/06/2014	RONALD LABAR'S LOCK SERVICE TRANSPORTATION, GEN. SUPPLIES	55.50
205003	3/06/2014	BROOKE K LANGAN ITEC, IN-DISTRICT MILEAGE	144.18
205004	3/06/2014	SHARON LAVERDURE SUPT., MILEAGE	102.39
205005	3/06/2014	Lawrence J Holubesko REFUND OF PRIOR YEAR REVENUE	94.54

## Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205006	3/06/2014	SHIRLEY C LESOINE REFUND OF PRIOR YEAR REVENUE	1,100.00
205007	3/06/2014	LEVIN LEGAL GROUP COMP ED PAYABLE #133721	1,340.50
205008	3/06/2014	CHARLES F. LILLIS REFUND OF PRIOR YEAR REVENUE	540.00
205009	3/06/2014	E.R. LINDE CONSTRUCTION CORP. EHN,CUST.,SNOW REMOVAL SERVICE	11,153.66
205010	3/06/2014	MANWALAMINK WATER COMPANY SMI,CUST.,WATER/SEWER	417.58
205011	3/06/2014	JOSEPH P. MARTIN ITEC,IN-DISTRICT MILEAGE	44.35
205012	3/06/2014	MARYWOOD UNIVERSITY NAFME COLLEGIATE BAND,EHS,DUES & FEES	420.00
205013	3/06/2014	THOMAS J. MCINTYRE III BUSINESS OFFICE,IN-DISTR.MILES	87.70
205014	3/06/2014	BRIAN MCNULTY BAND,EHS,PROF.CONTR.SVCS.	250.00
205015	3/06/2014	MEIER SUPPLY CO., INC. GEN.MAINT.,EHS,SUPPLIES	1,436.00
205016	3/06/2014	MET-ED JMH,CUST.,ELECTRIC	6,694.10
205017	3/06/2014	MODERN GAS SALES, INC. LIS,CUST.,BOTTLE GAS	1,233.16
205018	3/06/2014	MONROE FAMILY PRACTICE TRANSPORTATION,PROF.CONT.SERV	650.00
205019	3/06/2014	MR. JOHN, INC. GEN.ATHL.,EHS,PROPERTY SERVICE	336.00
205020	3/06/2014	Nancy Devizzia REFUND OF PRIOR YEAR REVENUE	1,100.00
205021	3/06/2014	NAZARETH MUSIC CENTER MUSIC,INSTR,EHS,PROPERTY SVC	365.00
205022	3/06/2014	OFFICE DEPOT CURRICULUM,SEC.,SUPPLIES	194.71
205023	3/06/2014	PENNSYLVANIA ONE CALL SYSTEM, INC. GEN.MAINT.,PROPERTY SERVICES	44.20
205024	3/06/2014	PAFPC TL.I, MEMBERSHIPS	100.00
205025	3/06/2014	Patricia A Van Dam REFUND OF PRIOR YEAR REVENUE	540.00
205026	3/06/2014	CHECK VOIDED	
205027	3/06/2014	PLEASANT VALLEY SCHOOL DISTRICT OOD TUITION PAYABLE	7,122.66
205028	3/06/2014	POCONO ALLIANCE KTO GRANT,CONTRACT SERVICES	10,670.00
205029	3/06/2014	POCONO ALLIANCE Accounts Payable-Donations	281.00
205030	3/06/2014	DOMENICA PRESTIPINO REFUND OF PRIOR YEAR REVENUE	1,425.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205031	3/06/2014	PROSSER LABORATORIES, INC. SEWER PLANT, OPERATION SERVICE	608.00
205032	3/06/2014	PSERS JMH, INST, RETIREMENT	1,025.32
205033	3/06/2014	MIDDLE SMITHFIELD ELEMENTARY PTO TITLE 1 PARENT SUPPLIES	100.00
205034	3/06/2014	JEANNE & EUGENIE QUINN REFUND OF PRIOR YEAR REVENUE	1,100.00
205035	3/06/2014	Rafael Martinez REFUND OF PRIOR YEAR REVENUE	540.00
205036	3/06/2014	Rene Vargas REFUND OF PRIOR YEAR REVENUE	650.00
205037	3/06/2014	SONIA RICARDO REFUND OF PRIOR YEAR REVENUE	1,100.00
205038	3/06/2014	ALL AMERICAN/RIDDELL, INC. SOFTBALL, EHS, PROPERTY SERVICE	879.44
205039	3/06/2014	Rivera, victor & Magaly Real Estate Taxes, Mid Smith	3.00
205040	3/06/2014	Robert J Read REFUND OF PRIOR YEAR REVENUE	540.00
205041	3/06/2014	JANICE RODRIGUEZ ESL, TITLE III, ELEM., MILEAGE	47.04
205042	3/06/2014	CHRISTOPHER ROSSI GEN.ATHL., EHN, MILEAGE	53.20
205043	3/06/2014	JULIE L RUBINO TL.1, GRANTS DIRECTOR, MILEAGE	83.44
205044	3/06/2014	Ruth Gouse REFUND OF PRIOR YEAR REVENUE	1,100.00
205045	3/06/2014	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LIFE INSURANCE	11,849.97
205046	3/06/2014	SCHOOL CLAIMS-ASSURANT SUSPENSE ACCT., LTD INSURANCE	8,736.49
205047	3/06/2014	SCHUYLKILL VALLEY SPORTING GOODS NO DISCOUNT	1,541.24
205048	3/06/2014	SHAMOKIN AREA SCHOOL DISTRICT 3RD.PART/EMOT.SUP/PUBLIC/TUITI	1,601.52
205049	3/06/2014	IRENE C SHIELDS REFUND OF PRIOR YEAR REVENUE	1,100.00
205050	3/06/2014	ADAM E. SKARZENSKI REFUND OF PRIOR YEAR REVENUE	1,100.00
205051	3/06/2014	SHARON G. SKIDGEL REFUND OF PRIOR YEAR REVENUE	1,164.52
205052	3/06/2014	MICHAEL SLESINSKI SPEC.ED.SUPV., ELEM., MILEAGE	50.51
205053	3/06/2014	A.J. SMITH ELECTRIC MOTOR SERVICE GEN.MAINT., RES, CONTRACT SVCS	1,607.00
205054	3/06/2014	JEREMY SMITH LANDSCAPING, INC ESE, CUST., SNOW REMOVAL SERVICE	28,084.75



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205055	3/06/2014	STADIUM INTERNATIONAL LLC GEN.MAINT., SUPPLIES	58.06
205056	3/06/2014	KIM STEVENS SPEC.ED.SUPV.INT.MILEAGE	119.34
205057	3/06/2014	TALLEY PETROLEUM SMI,CUST.,OIL	67,056.35
205058	3/06/2014	Thomas Lesniewski, Ed. D. CURRICULUM, IN-DISTR.MILEAGE	72.24
205059	3/06/2014	Thomas N Van Der Sluis REFUND OF PRIOR YEAR REVENUE	224.80
205060	3/06/2014	TRANE U.S. INC. MAINT., JTL, PROPERTY SERVICE	2,377.50
205061	3/06/2014	AMY TROTTO SPEC.ED.SUPV., SEC., MILEAGE	224.22
205062	3/06/2014	TSA CONSULTING GROUP, INC. BUSINESS OFFICE, PROF.CONTR.SVC	608.00
205063	3/06/2014	EDITH YOUNG TWEED REFUND OF PRIOR YEAR REVENUE	1,425.00
205064	3/06/2014	Valerie Boucher REFUND OF PRIOR YEAR REVENUE	540.00
205065	3/06/2014	WEIS MARKET, INC. F&CS, JTL, SUPPLIES	333.35
205066	3/06/2014	WEST END EQUIPMENT GEN.MAINT., RES, SUPPLIES	90.00
205067	3/13/2014	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	7,018.97
205068	3/13/2014	ADVANCED AUTO PARTS TRANSPORTATION, REPAIRS & PARTS	491.35
205069	3/13/2014	ADVANCED AUTO PARTS GEN.MAINT., SUPPLIES	150.87
205070	3/13/2014	MARIAN T. ALBERT REFUND OF PRIOR YEAR REVENUE	540.00
205071	3/13/2014	JUDY ALPAUGH Accounts Payable-Donations	167.65
205072	3/13/2014	AMERICAN HEART ASSOC./GO RED PROMOTION Accounts Payable-Donations	71.00
205073	3/13/2014	ASSOCIATION FOR SUPERVISION AND EHS, PRIN., DUES & FEES	89.00
205074	3/13/2014	ASSOCIATION FOR SUPERVISION CURRICULUM, SEC.DUES/FEES	219.00
205075	3/13/2014	COLIEN JOANNE HENDERSHOT SP.ED.SUPV.ELEM.CONF.TRAVEL	349.33
205076	3/13/2014	ATHMEDICS ATHL.TRAINER, EHN, SUPPLIES	108.50
205077	3/13/2014	BANKS' VACUUM SALES AND SERVICE BES, CUST., SUPPLIES	158.99
205078	3/13/2014	LORI J. BARRY TITLE III, CONFERENCES	322.75

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205079	3/13/2014	HELENA R. BELISLE REFUND OF PRIOR YEAR REVENUE	169.00
205080	3/13/2014	RUDOLPH J BEM REFUND OF PRIOR YEAR REVENUE	1,425.00
205081	3/13/2014	ARMANDO BENIAMINO REFUND OF PRIOR YEAR REVENUE	1,100.00
205082	3/13/2014	H.A. BERKHEIMER INC. TAX COLLECTION, PROF. CONTR. SVCS	237.22
205083	3/13/2014	GEORGE BIDDULPH ADMIN. SYS., IN-DIST. MILEAGE	30.80
205084	3/13/2014	BIG BUG MUSIC MUSIC, INSTR, EHN, SUPPLIES	50.38
205085	3/13/2014	MALVERNE R. BLACKWELL REFUND OF PRIOR YEAR REVENUE	540.00
205086	3/13/2014	BMI EDUCATIONAL SERVICES MATH, EHN, BOOKS/PERIODICALS	20.99
205087	3/13/2014	JOHN T. BOLLES SR. REFUND OF PRIOR YEAR REVENUE	1,100.00
205088	3/13/2014	LUIS & CARMEN BONETA REFUND OF PRIOR YEAR REVENUE	1,100.00
205089	3/13/2014	CARBON MONROE PIKE DRUG & ALCOHOL COMM PUPIL SVCS, INT., CONTR. SERVICES	7,000.00
205090	3/13/2014	CENTRAL PENN GAS, INC. EHS, CUST., NATURAL GAS	10,264.40
205091	3/13/2014	EDWARD CHRISTIAN GEN. ATHL., EHS, MILEAGE	35.62
205092	3/13/2014	CINTAS FIRE PROTECTION LOC #F50 MAINT., JMH PROPERTY SERVICE	733.66
205093	3/13/2014	CPI SP. ED. SUPV. ELEM. CONF. TRAVEL	8,043.20
205094	3/13/2014	MARIAN A. CRAMER REFUND OF PRIOR YEAR REVENUE	970.98
205095	3/13/2014	CREST/GOOD MFG. COMPANY GEN. MAINT., SUPPLIES	128.45
205096	3/13/2014	CLAUDE S. CYPHERS, INC. GEN. MAINT., SUPPLIES	232.52
205097	3/13/2014	DATA MANAGEMENT, INC. EHN, PRIN., PRINTING	257.80
205098	3/13/2014	VIVIAN DAVIS REFUND OF PRIOR YEAR REVENUE	540.00
205099	3/13/2014	THOMAS F. DIRVONAS LEGAL SVCS., NON-RETAINER	9,084.06
205100	3/13/2014	IRENE DUGGINS CURRICULUM, IN-DISTR. MILEAGE	39.09
205101	3/13/2014	DYNAMITE CASTROL PREMIUM LUBE EXPRESS SECURITY, EHN, CONTR. MAINT.	73.58
205102	3/13/2014	EAST STROUDSBURG CAFETERIA LIS, INSTR, SUPPLIES	26.00

**Bank: 11 PNC Bank (Concentration)**

Check no.	Check Date	Vendor name and comment	Amount
205103	3/13/2014	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., SUPPLIES	1,908.22
205104	3/13/2014	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., SUPPLIES	1,031.09
205105	3/13/2014	MYRNA FRIEDMAN REFUND OF PRIOR YEAR REVENUE	1,425.00
205106	3/13/2014	CAROL DEANE GARDNER SPEC.ED.SEC.CONFERENCE TRAVEL	328.18
205107	3/13/2014	RUBY GREENE REFUND OF PRIOR YEAR REVENUE	1,425.00
205108	3/13/2014	JILL GREENWOOD ACCT BLOCK,CERT/INSTR. CONF.	453.39
205109	3/13/2014	GROVE CITY AREA SCHOOL DISTRICT 3RD.PART/LEARN.SUP/PUBLIC/TUIT	4,722.10
205110	3/13/2014	HESS CORPORATION JTL,CUST.,NATURAL GAS	16,804.48
205111	3/13/2014	IDENTISOURCE, LLC SPECIAL PROJECTS,GEN.SUPPLIES	1,474.24
205112	3/13/2014	INDUSTRIAL CONTROLS DISTRIBUTORS, LLC GEN.MAINT., SUPPLIES	66.06
205113	3/13/2014	INTEGRAONE ITEC, NON-CAP.EQUIP/SOFTWR<1500	10,945.00
205114	3/13/2014	IPS TITLE I, SUPPLIES, SMI	1,381.88
205115	3/13/2014	DOLORES IRVINE REFUND OF PRIOR YEAR REVENUE	1,100.00
205116	3/13/2014	JAY & D COPY CENTER JTL, 6TH, SUPPLIES	248.83
205117	3/13/2014	DEBORAH A. JONES GUIDANCE, JTL, MILEAGE	17.92
205118	3/13/2014	RONALD LABAR'S LOCK SERVICE GEN.MAINT., EHN, SUPPLIES	65.00
205119	3/13/2014	BROOKE K LANGAN ITEC, DISTRICT, INSTR/CERT.CONF.	321.13
205120	3/13/2014	LEHIGH LEARNING ACADEMY 3RD, PART, ALT/SPEC ED.SEC.TUIT.	3,375.00
205121	3/13/2014	LEHIGH VALLEY CHARTER HIGH SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	3,456.32
205122	3/13/2014	LEHIGH VALLEY ACADEMY LIS, PRIN., DUES & FEES	155.00
205123	3/13/2014	LERNER PUBLISHING GROUP TITLE I, BSE, BOOKS	305.66
205124	3/13/2014	E.R. LINDE CONSTRUCTION CORP. EHN, CUST., SNOW REMOVAL SERVICE	780.00
205125	3/13/2014	LONGSTRETH WOMEN'S SPORTS SOFTBALL, EHS, SUPPLIES	469.63
205126	3/13/2014	GARY MACMAHON ITEC, N/INSTR-N/CERT.TRAVEL	255.67

## Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205127	3/13/2014	MANSFIELD OIL BUS GARAGE, OIL	1,648.81
205128	3/13/2014	JOSEPH P. MARTIN ITEC, DISTRICT, INSTR/CERT.CONF.	313.84
205129	3/13/2014	RAYMOND C & ANNA M MASKER REFUND OF PRIOR YEAR REVENUE	706.00
205130	3/13/2014	MET-ED EHN, CUST., ELECTRIC	4,044.70
205131	3/13/2014	MODERN GAS SALES, INC. RES, CUST., PROPANE (HEAT & A/C)	2,751.00
205132	3/13/2014	MONROE CAREER AND TECHNICAL INSTITUTE MCTI, EHS, OPERATING BUDGET	154,903.00
205133	3/13/2014	MONROE COUNTY SPECIAL OLYMPICS Accounts Payable-Donations	55.00
205134	3/13/2014	MP UNIFORM & SUPPLY SECURITY, EHS, TECH SUPPLIES	113.98
205135	3/13/2014	NAZARETH MUSIC CENTER MUSIC, INSTR, EHN, PROPERTY SVC	68.00
205136	3/13/2014	NCS PEARSON INC. CURRICULUM, ELEM, SUPPLIES	3,159.52
205137	3/13/2014	ARTURO NICASSIO REFUND OF PRIOR YEAR REVENUE	1,100.00
205138	3/13/2014	NORTH POCONO SCHOOL DISTRICT OOD TUITION PAYABLE	11,481.12
205139	3/13/2014	NORTHEAST CHEMICAL & SUPPLY CO., INC. JTL, CUST., SUPPLIES	1,065.75
205140	3/13/2014	JOHN J. O'ROURKE REFUND OF PRIOR YEAR REVENUE	1,100.00
205141	3/13/2014	PENNSYLVANIA CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	69,826.80
205142	3/13/2014	PA DEP GEN.MAINT., JTL, SUPPLIES	100.00
205143	3/13/2014	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	6,491.23
205144	3/13/2014	PENNSYLVANIA VIRTUAL CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC.ED.	8,245.96
205145	3/13/2014	PAPSA CURR./FED.CONFERENCE TRAINING	175.00
205146	3/13/2014	PA ASSOCIATION OF SCHOOL ADMINSTRATORS CURRICULUM, SEC.DUES/FEES	790.00
205147	3/13/2014	PASCD MEMBERSHIP CURRICULUM, SEC.DUES/FEES	65.00
205148	3/13/2014	J.W.PEPPER & SONS-ACCT.#36-136400 MUSIC, INSTR, RES, SUPPLIES	104.99
205149	3/13/2014	PETTY CASH RESICA ELEMENTARY RES, INSTR, SUPPLIES	27.72
205150	3/13/2014	PIKE COUNTY TAX CLAIM BUREAU Real Estate Taxes, Porter	2,683.49

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Check no.	Check Date	Vendor name and comment	Amount
205151	3/13/2014	PA MUSIC EDUCATORS ASSOCIATION MUSIC, VOCAL, EHS, CONF. TRAINING	155.00
205152	3/13/2014	POCONO GAS STATIONS, INC. SMI, CUST., GASOLINE	20.32
205153	3/13/2014	POCONO MOUNTAIN CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	6,141.60
205154	3/13/2014	POCONO MOUNTAIN SCHOOL DISTRICT OOD TUITION PAYABLE	4,292.98
205155	3/13/2014	POCONO 4 WHEEL DRIVE CENTER GEN. MAINT., SUPPLIES	24.00
205156	3/13/2014	PP&L EHS, CUST., ELECTRIC	50.22
205157	3/13/2014	PRAXAIR DIST MID-ATLANTIC EHN, CUST., CONTR. PROPERTY SERV.	31.87
205158	3/13/2014	DIANE PRESBURY REFUND OF PRIOR YEAR REVENUE	1,100.00
205159	3/13/2014	RAY PRICE STROUD FORD SECURITY, EHS, EQUIP. REPAIR	3,731.53
205160	3/13/2014	PROSSER LABORATORIES, INC. SEWER PLANT, SUPPLIES	6,199.24
205161	3/13/2014	PROSSER LABORATORIES, INC. SEWER PLANT, OPERATION SERVICE	352.00
205162	3/13/2014	PSADA GEN. ATHL. EHS, CONFERENCE TRAVEL	250.00
205163	3/13/2014	PSADA GEN. ATHL. LEH. CONF. TRAINING	1,035.00
205164	3/13/2014	QUILL CORPORATION ESE, INSTR, SUPPLIES	135.94
205165	3/13/2014	AMANDA S REICHE Accounts Payable-Donations	841.00
205166	3/13/2014	RESERVE ACCOUNT EHS, PRIN., POSTAGE/TELEPHONE	2,000.00
205167	3/13/2014	ROHRER BUS SERVICE TRANSPORTATION, REPAIRS & PARTS	120.67
205168	3/13/2014	JULIE L RUBINO TITLE 1, CONFERENCE	940.64
205169	3/13/2014	MICHAEL RUSSO REFUND OF PRIOR YEAR REVENUE	540.00
205170	3/13/2014	S & W CRAFTS INC. TECH. ED., JTL, SUPPLIES	1,897.50
205171	3/13/2014	SCHOOL HEALTH CORPORATION MEDICAL, MSE, SUPPLIES/FIRST AID	159.31
205172	3/13/2014	MAUREEN G. SEIDEL ITEC, DISTRICT, INSTR/CERT. CONF.	358.65
205173	3/13/2014	KAITLYN LOPEZ ITEC, DISTRICT, INSTR/CERT. CONF.	310.05
205174	3/13/2014	SPORT SUPPLY GROUP, INC. TENNIS, EHS, BOYS, SUPPLIES	2,004.52

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Check no.	Check Date	Vendor name and comment	Amount
205175	3/13/2014	STEPS 2 LITERACY TITLE I, BSE, BOOKS	107.67
205176	3/13/2014	STOFIK'S LANDSCAPING JTL, CUST., SNOW REMOVAL SERVICE	10,841.75
205177	3/13/2014	STOUT'S MOWER SERVICE GEN.MAINT., SUPPLIES	76.70
205178	3/13/2014	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT., EHS, SUPPLIES	28.86
205179	3/13/2014	SUPER HEAT, INC. MAINT., MSE, PROPERTY SERVICE	1,092.24
205180	3/13/2014	LOIS SWISHER REFUND OF PRIOR YEAR REVENUE	650.00
205181	3/13/2014	TALLEY PETROLEUM TRANSPORTATION, NORTH, DIESEL	74,937.22
205182	3/13/2014	LISA TONKIN ACCESS, DISTRICT, SUPPLIES	39.00
205183	3/13/2014	TRIPLE CROWN SPORTS FOOTBALL, EHS, SUPPLIES	360.00
205184	3/13/2014	AMY TROTTO SPEC.ED.SUPV.SEC.CONF.TRAVEL	213.96
205185	3/13/2014	PATRICIA A. TURNER ENGLISH, EHN, MILEAGE	252.00
205186	3/13/2014	UNIVERSITY MUSIC SERVICE CHORUS, EHN, SUPPLIES	2,749.18
205187	3/13/2014	ROBERT VAZQUEZ CUSTODIAL SVCS, MILEAGE	8.57
205188	3/13/2014	LISA VITULLI ACCT BLOCK, CERT/INSTR. CONF.	437.38
205189	3/13/2014	JESSICA WADE ADMIN.SYS., IN-DIST.MILEAGE	35.84
205190	3/13/2014	WEIS MARKET, INC. VERIZON E-WIZARDS FOOD	89.75
205191	3/13/2014	SHAWN WESCOTT ITEC, DISTRICT, INSTR/CERT.CONF.	480.42
205192	3/13/2014	WEST END EQUIPMENT GEN.MAINT., RES, SUPPLIES	180.00
205193	3/13/2014	WEST MUSIC COMPANY MUSIC, VOCAL, ESE, SUPPLIES	401.23
205194	3/13/2014	WEX BANK EHN, CUST., GASOLINE	336.79
205195	3/13/2014	WEX BANK BES, CUST., GASOLINE	30.66
205196	3/13/2014	ETHEL WHITE REFUND OF PRIOR YEAR REVENUE	540.00
205197	3/13/2014	WHITMORE'S GARAGE GEN.MAINT., TECHNICAL SERVICES	245.00
205198	3/13/2014	ZESWITZ MUSIC COMPANY MUSIC, INSTR, LIS, PROPERTY SVC	48.99

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Check no.	Check Date	Vendor name and comment	Amount
205199	3/13/2014	NANDO ZIRASCHI REFUND OF PRIOR YEAR REVENUE	540.00
205200	3/13/2014	EAST STROUDSBURG School Service Personnel Dues	8,460.23
205201	3/13/2014	CHAPTER 13 TRUSTEE Miscellaneous Deductions	287.00
205202	3/13/2014	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	25.00
205203	3/13/2014	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
205204	3/13/2014	E.S.E.A. ESEA Dues	28,994.29
205205	3/13/2014	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	312.03
205206	3/13/2014	HAB-DLT (ER) Miscellaneous Deductions	192.92
205207	3/13/2014	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	443.04
205208	3/13/2014	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	402.81
205209	3/13/2014	PA. DEPT. OF REVENUE Miscellaneous Deductions	345.15
205210	3/13/2014	CHECK VOIDED	
205211	3/13/2014	SOCIAL SECURITY ADMINISTRATION Miscellaneous Deductions	196.35
205212	3/13/2014	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	267.49
205213	3/13/2014	UNITED STATES TREASURY Miscellaneous Deductions	25.00
205214	3/13/2014	21ST CENTURY CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	13,332.04
205215	3/20/2014	ELLEN S; ACE VIRTUAL ACADEMY, TECH SUPPLY	30.00
205216	3/20/2014	DONAA ASSAAD AHMED VIRTUAL ACADEMY, ED. TECH. SUPPLI	30.00
205217	3/20/2014	DORIS ALBORNOZ LIBRARY, LIS, BOOKS/PERIODICALS	7.99
205218	3/20/2014	JANE E ALEXANDER REFUND OF PRIOR YEAR REVENUE	1,100.00
205219	3/20/2014	Jo Ann Ambio REFUND OF PRIOR YEAR REVENUE	540.00
205220	3/20/2014	AMERICAN RIBBON MANUFACTURERS, INC. F&CS, EHS, SUPPLIES	118.48
205221	3/20/2014	ANGELA M NEVIN TRANSPORTATION, IN-DIST. MILEAGE	44.58
205222	3/20/2014	Thomasine Annunziata REFUND OF PRIOR YEAR REVENUE	650.00
205223	3/20/2014	ARES SPORTSWEAR TRACK, EHN, GIRLS, SUPPLIES	1,200.00

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Check no.	Check Date	Vendor name and comment	Amount
205224	3/20/2014	KERRY L. ASHTON REFUND OF PRIOR YEAR REVENUE	1,425.00
205225	3/20/2014	JEFFREY BADER BUSINESS OFF, CERT/N-INST.CONF.	119.75
205226	3/20/2014	BANKS' VACUUM SALES AND SERVICE EHS, CUST., SUPPLIES	2,319.19
205227	3/20/2014	DR. JOHN BART D.O. PUPIL SVCS, MILEAGE	259.84
205228	3/20/2014	KATHRYN BECK REFUND OF PRIOR YEAR REVENUE	1,100.00
205229	3/20/2014	CHECK VOIDED	
205230	3/20/2014	BENCHMARK EDUCATION COMPANY TITLE I, BSE, BOOKS	220.00
205231	3/20/2014	BIG BUG MUSIC MUSIC, INSTR, LIS, PROPERTY SVC	231.75
205232	3/20/2014	RANDAL J. BIGNESS REFUND OF PRIOR YEAR REVENUE	1,100.00
205233	3/20/2014	THERESA BLOCK REFUND OF PRIOR YEAR REVENUE	1,100.00
205234	3/20/2014	LISA LEE BLOISE TRANSP, CONTR DRIVER, SPEC EDUC	3,433.14
205235	3/20/2014	BOROUGH OF EAST STROUDSBURG EHS, CUST., WATER/SEWER	4,500.85
205236	3/20/2014	ROSEANNE BOTTONE REFUNDS, PRIOR YEAR, MID. SM.	1,817.62
205237	3/20/2014	ALEXANDRA BRIDGMAN TRANSP, CONTR DRIVER, SPEC EDUC	2,155.32
205238	3/20/2014	BARBARA J. BROWN REFUND OF PRIOR YEAR REVENUE	540.00
205239	3/20/2014	GERALDINE M. BROWN REFUND OF PRIOR YEAR REVENUE	540.00
205240	3/20/2014	CECILE C BUHR REFUND OF PRIOR YEAR REVENUE	1,425.00
205241	3/20/2014	BUS PARTS WAREHOUSE TRANSPORTATION, GEN. SUPPLIES	98.90
205242	3/20/2014	DEBRA CAAMANO LEARN.SUP., SEC., TUITION REIMB.	2,652.00
205243	3/20/2014	Vito A Capitelli REFUND OF PRIOR YEAR REVENUE	540.00
205244	3/20/2014	GEORGE CAMELLA TRANSP, CONTR DRIVER, SPEC EDUC	4,693.14
205245	3/20/2014	DOLORES CASALASPRO REFUND OF PRIOR YEAR REVENUE	585.00
205246	3/20/2014	CENTRAL PENN GAS, INC. ESE, CUST., NATURAL GAS	5,946.56
205247	3/20/2014	CHC MOTORS TRANSPORTATION, REPAIRS & PARTS	1,944.63
205248	3/20/2014	COMPUTER DISCOUNT WAREHOUSE ITEC, GENERAL SUPPLIES	1,138.43



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Check no.	Check Date	Vendor name and comment	Amount
205249	3/20/2014	CONCORDE, INC. TRANSPORTATION, PROF. CONT. SERV	421.63
205250	3/20/2014	CONSTELLATION NEWENERGY, INC. MSE, CUST., ELECTRIC	3,802.63
205251	3/20/2014	CONSTELLATION NEWENERGY, INC. EHN, CUST., ELECTRIC	27,521.49
205252	3/20/2014	LOIS CONTENTE REFUND OF PRIOR YEAR REVENUE	1,023.07
205253	3/20/2014	LESLIE COX MEDICAL, LIS, TUITION REIMB.	1,700.00
205254	3/20/2014	HELEN B CURTIS REFUND OF PRIOR YEAR REVENUE	1,100.00
205255	3/20/2014	CHRISTINE DAVIS TRANSP, CONTR DRIVER, SPEC EDUC	1,917.35
205256	3/20/2014	ELEANOR DEITER REFUND OF PRIOR YEAR REVENUE	1,100.00
205257	3/20/2014	Alberta L Deiter REFUND OF PRIOR YEAR REVENUE	540.00
205258	3/20/2014	CHECK VOIDED	
205259	3/20/2014	DRIVER EDUCATION SUPPLIES, INC. DRIVER ED., EHN, SUPPLIES	105.48
205260	3/20/2014	BARBARA DUNNING VIRTUAL ACADEMY, TECH SUPPLY	30.00
205261	3/20/2014	Frank E & Charlotte L Dymond REFUND OF PRIOR YEAR REVENUE	540.00
205262	3/20/2014	DYNAMIC MEASUREMENT GROUP CURRICULUM, ELEM, BOOKS/PERIOD.	250.00
205263	3/20/2014	EDMENTUM TITLE III, TECHNOLOGY SUPPLIES	754.18
205264	3/20/2014	EMERGENCY SYSTEMS SERVICE COMPANY MAINT., EHN, PROPERTY SERVICE	2,467.32
205265	3/20/2014	ENGLE-HAMBRIGHT & DAVIES, INC. SUSPENSE ACCT., WORKER'S COMP.	254,940.25
205266	3/20/2014	EAST STROUDSBURG AREA SCHOOL DISTRICT DUE TO SPECIAL ACTIVITY FUND	465.95
205267	3/20/2014	FACULTY COKE FUND PEPSI Commissions Payable	191.36
205268	3/20/2014	CHECK VOIDED	
205269	3/20/2014	CARLEEN FINK TRANSP, CONTR DRIVER, SPEC EDUC	4,799.88
205270	3/20/2014	Carmine & Anneliesa Fiorino REFUND OF PRIOR YEAR REVENUE	540.00
205271	3/20/2014	CHECK VOIDED	
205272	3/20/2014	FISHER & SON CO INC EHN, CUST., SUPPLIES	563.50
205273	3/20/2014	FOLLETT LIBRARY RESOURCES LIBRARY, ESE, BOOKS/PERIODICALS	1,147.56
205274	3/20/2014	JOSEPH R. FORMICA GUIDANCE, EHS, MILEAGE	13.22

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Check no.	Check Date	Vendor name and comment	Amount
205275	3/20/2014	MARIA FRASCELLA TRANSP, CONTR DRIVER, SPEC EDUC	2,143.62
205276	3/20/2014	FRIEDMAN ELECTRIC SUPPLY CO. INC. LIS, CUST., SUPPLIES	3,095.42
205277	3/20/2014	FRIEDMAN ELECTRIC SUPPLY CO. INC. SMI, CUST., SUPPLIES	540.44
205278	3/20/2014	CECILIA FUSCO REFUND OF PRIOR YEAR REVENUE	1,425.00
205279	3/20/2014	JENNY GALUNIC TRANSPORTATION, CONT. DRIVER	2,558.31
205280	3/20/2014	Adolf Gerlich REFUND OF PRIOR YEAR REVENUE	540.00
205281	3/20/2014	LISA GERST TRANSP, CONTR DRIVER, SPEC EDUC	5,445.00
205282	3/20/2014	ANNA GESLA REFUND OF PRIOR YEAR REVENUE	1,100.00
205283	3/20/2014	ROSALIE GIANNETTO REFUND OF PRIOR YEAR REVENUE	650.00
205284	3/20/2014	ROSALYN R. GILMORE TRANSPORTATION, CONT. DRIVER	1,549.98
205285	3/20/2014	ANNA R GOLASZEWSKI REFUND OF PRIOR YEAR REVENUE	1,100.00
205286	3/20/2014	TONYA M. GOSHOW VIRTUAL ACADEMY, TECH SUPPLY	30.00
205287	3/20/2014	TAMMY GRACEFFA VIRTUAL ACADEMY, TECH SUPPLY	30.00
205288	3/20/2014	ROSEANN GWINN REFUND OF PRIOR YEAR REVENUE	1,100.00
205289	3/20/2014	ROBERT A. HALDER REFUND OF PRIOR YEAR REVENUE	540.00
205290	3/20/2014	DELORES J. HARDY-KIPP REFUND OF PRIOR YEAR REVENUE	1,084.65
205291	3/20/2014	REBECCA J. HARRISON REFUND OF PRIOR YEAR REVENUE	784.28
205292	3/20/2014	ALLEN R. & LORRAINE K. HAZEN REFUND OF PRIOR YEAR REVENUE	1,100.00
205293	3/20/2014	HEINEMANN PUBLISHING GROUP TITLE 1, ESE, BOOKS	6,395.76
205294	3/20/2014	THOMAS E HENDEL TRANSPORTATION, DUES & FEES	175.25
205295	3/20/2014	HESS CORPORATION JMH, CUST., NATURAL GAS	4,807.18
205296	3/20/2014	CHESTER F. HODUN REFUND OF PRIOR YEAR REVENUE	1,425.00
205297	3/20/2014	DEBORAH HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	2,730.60
205298	3/20/2014	KATHARINE HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	3,432.24

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Check no.	Check Date	Vendor name and comment	Amount
205299	3/20/2014	MARGARET H. HOLMES REFUND OF PRIOR YEAR REVENUE	1,100.00
205300	3/20/2014	GLADYS A HOPKINS REFUND OF PRIOR YEAR REVENUE	1,100.00
205301	3/20/2014	LYNDA HOPKINS SPEC.ED.SUPV.,SEC.,MILEAGE	220.08
205302	3/20/2014	WILLIAM III & SHARON HOWELL REFUND OF PRIOR YEAR REVENUE	540.00
205303	3/20/2014	INTEGRAONE ITEC,ED.TECH SUPPLIES/SOFTWARE	900.00
205304	3/20/2014	IPS LIS, INSTR, EDUC.TECH.SUPPLIES	855.00
205305	3/20/2014	Patricia B Jones REFUND OF PRIOR YEAR REVENUE	540.00
205306	3/20/2014	RHONDA KALAPACH REFUND OF PRIOR YEAR REVENUE	1,425.00
205307	3/20/2014	BRIAN KIMLER JTL, INSTR.CONFERENCE, TRAINING	560.17
205308	3/20/2014	ANDREW J. KOVALSKY REFUND OF PRIOR YEAR REVENUE	650.00
205309	3/20/2014	DONNA M KRUEGER REFUND OF PRIOR YEAR REVENUE	1,425.00
205310	3/20/2014	DIANE KRUPSKI TRANSP, CONTR DRIVER, SPEC EDUC	3,305.46
205311	3/20/2014	GINA D. LABADIE TRANSP, CONTR DRIVER, SPEC EDUC	2,984.40
205312	3/20/2014	KARLA J LABAR TRANSPORTATION, CONT.DRIVER	5,932.75
205313	3/20/2014	KEITH R. LABAR MUSIC, VOCAL, EHN, INST/CERT.TRAV	628.95
205314	3/20/2014	ROBERT R. LABAR SOC.STUDIES, JTL, TUITION REIMB.	300.00
205315	3/20/2014	RONALD E. LABAR TRANSPORTATION, IN-DIST.MILEAGE	7.50
205316	3/20/2014	Lynn L LaFlair REFUND OF PRIOR YEAR REVENUE	540.00
205317	3/20/2014	DORA LAGATTUTA REFUND OF PRIOR YEAR REVENUE	1,100.00
205318	3/20/2014	J.T.LAMBERT TEACHER'S FUND PEPSI Commissions Payable	131.55
205319	3/20/2014	LANCASTER-LEBANON I.U.#13 ITEC,N/INSTR-N/CERT.TRAINING	1,500.00
205320	3/20/2014	SHAWN M. LANDON VIRTUAL ACADEMY, TECH SUPPLY	30.00
205321	3/20/2014	SUZANNE LAPIN TRANSPORTATION, PARENT TRANSPOR	584.64
205322	3/20/2014	STEVEN LASTRA TRANSP, CONTR DRIVER, SPEC EDUC	4,119.30

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Check no.	Check Date	Vendor name and comment	Amount
205323	3/20/2014	WILLIAM LAUBNER REFUND OF PRIOR YEAR REVENUE	540.00
205324	3/20/2014	EVELYNE & ANDRE LAURENT REFUND OF PRIOR YEAR REVENUE	1,100.00
205325	3/20/2014	LEADER SERVICES ACCESS, CONTR.SERVICE	33.60
205326	3/20/2014	CHRISTINE S LEGDON REFUND OF PRIOR YEAR REVENUE	1,100.00
205327	3/20/2014	LEHIGH VALLEY CHARTER HIGH SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	3,456.32
205328	3/20/2014	LEHMAN INTERMEDIATE TEACHERS' FUND PEPSI Commissions Payable	191.55
205329	3/20/2014	IRENE LIVINGSTON ESE, PRIN., IN-DISTRICT MILEAGE	39.33
205330	3/20/2014	LJC DISTRIBUTORS OF FULLER BRUSH MSE, CUST., SUPPLIES	105.00
205331	3/20/2014	LUNIS LOGAN REFUND OF PRIOR YEAR REVENUE	1,425.00
205332	3/20/2014	LOSER'S MUSIC, INC. MUSIC, VOCAL, JMH, SUPPLIES	161.00
205333	3/20/2014	CHARLES & GLORIA LUDWIG REFUND OF PRIOR YEAR REVENUE	1,100.00
205334	3/20/2014	MICHAEL E. LYDE REFUND OF PRIOR YEAR REVENUE	540.00
205335	3/20/2014	MANSFIELD OIL BUS GARAGE, OIL	1,202.65
205336	3/20/2014	Anna May Marsh REFUND OF PRIOR YEAR REVENUE	399.00
205337	3/20/2014	W.B. MASON CO., INC. TITLE I, SUPPLIES, JMHILL	1,116.00
205338	3/20/2014	Justin McAghon REFUND OF PRIOR YEAR REVENUE	540.00
205339	3/20/2014	THOMAS J. MCINTYRE III BUSINESS OFF, N-CERT/N-INST.CON	609.72
205340	3/20/2014	MET-ED MSE, CUST., ELECTRIC	1,095.93
205341	3/20/2014	MET-ED SMI, CUST., ELECTRIC	1,747.48
205342	3/20/2014	Michael Courtright BUSINESS ED., EHN, TUITION REIMB	1,283.00
205343	3/20/2014	ROSLYN MIGLIO REFUND OF PRIOR YEAR REVENUE	943.00
205344	3/20/2014	MIGNOSI'S FOODTOWN F&CS, EHN, SUPPLIES	364.42
205345	3/20/2014	DAWN MILLER REFUND OF PRIOR YEAR REVENUE	1,425.00
205346	3/20/2014	JUAN L. MONTALVO REFUND OF PRIOR YEAR REVENUE	1,100.00

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Check no.	Check Date	Vendor name and comment	Amount
205347	3/20/2014	Nahed Moustafg REFUND OF PRIOR YEAR REVENUE	650.00
205348	3/20/2014	ANGELICA MUNOZ REFUND OF PRIOR YEAR REVENUE	1,425.00
205349	3/20/2014	PETER MUTI TRANSP, CONTR DRIVER, SPEC EDUC	2,939.40
205350	3/20/2014	NASCO (QOUTE#45950) F&CS, EHS, SUPPLIES	220.76
205351	3/20/2014	NASCO (QOUTE#45950) F&CS, LIS, NON-CAP. REPL. EQUIP.	409.65
205352	3/20/2014	NORTHEAST CHEMICAL & SUPPLY CO., INC. EHN, CUST., SUPPLIES	537.60
205353	3/20/2014	VICTORIA O'ROURKE TRANSP, CONTR DRIVER, SPEC EDUC	5,304.61
205354	3/20/2014	OFFICE DEPOT CURRICULUM, SEC. GENERAL SUPPLY	220.71
205355	3/20/2014	ORIENTAL TRADING KTO GRANT, SUPPLIES	404.25
205356	3/20/2014	OVERDRIVE LIBRARY, EHS, BOOKS/PERIODICALS	1,000.00
205357	3/20/2014	PA ASSOCIATION OF NOTARIES CHILD ACCT., SUPPLIES	82.12
205358	3/20/2014	PA DECA DUE FROM STUDENT ACTIVITY FUND	3,712.00
205359	3/20/2014	PENNSYLVANIA ONE CALL SYSTEM, INC. GEN. MAINT., PROPERTY SERVICES	16.15
205360	3/20/2014	PA TREATMENT & HEALING 3RD. PART. ALT. ED. REG. SEC. TUITIO	21,470.90
205361	3/20/2014	PAECT ITEC, DUES & FEES	175.00
205362	3/20/2014	PAESSP ESE, PRIN., DUES & FEES	525.00
205363	3/20/2014	SUSAN LIN PASKIET VIRTUAL ACADEMY, TECH SUPPLY	30.00
205364	3/20/2014	LISA G. PAVOLICK VIRTUAL ACADEMY, TECH SUPPLY	30.00
205365	3/20/2014	PETTY CASH HS SOUTH EHS, PRIN., GENERAL SUPPLIES	23.92
205366	3/20/2014	PETTY CASH MIDDLE SMITHFIELD MSE, PRIN., POSTAGE/TELEPHONE	31.67
205367	3/20/2014	PICKEREL INN DRIVER ED., EHN, GASOLINE	47.50
205368	3/20/2014	POCONO ALLIANCE KTO, PRE-K, CONTRACT SERVICES	4,609.00
205369	3/20/2014	CHERYL M POPP VIRTUAL ACADEMY, TECH SUPPLY	30.00
205370	3/20/2014	Jean Porter REFUND OF PRIOR YEAR REVENUE	540.00

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Check no.	Check Date	Vendor name and comment	Amount
205371	3/20/2014	Beverly VELMA POST REFUND OF PRIOR YEAR REVENUE	540.00
205372	3/20/2014	POSTMASTER BES, PRIN., POSTAGE/TELEPHONE	147.00
205373	3/20/2014	PP&L EHS, CUST., ELECTRIC	59.65
205374	3/20/2014	BARBARA PREVOST TRANSP, CONTR DRIVER, SPEC EDUC	4,308.84
205375	3/20/2014	BRENDA PRICE VIRTUAL ACADEMY, TECH SUPPLY	30.00
205376	3/20/2014	PROSSER LABORATORIES, INC. MAINT., EHN, PROPERTY SERVICE	228.00
205377	3/20/2014	Vilma Ravo REFUND OF PRIOR YEAR REVENUE	540.00
205378	3/20/2014	Dorothy Read REFUND OF PRIOR YEAR REVENUE	1,100.00
205379	3/20/2014	CHECK VOIDED	
205380	3/20/2014	RESICA SUNSHINE FUND PEPSI Commissions Payable	85.61
205381	3/20/2014	RAFAEL CASILLAS RODRIGUEZ REFUND OF PRIOR YEAR REVENUE	1,425.00
205382	3/20/2014	FERDINAND RODRIQUEZ REFUND OF PRIOR YEAR REVENUE	540.00
205383	3/20/2014	DORIS ROGALINSKI REFUND OF PRIOR YEAR REVENUE	1,100.00
205384	3/20/2014	DENISE ROGERS BUSINESS ED., EHS, TUITION REIMB	798.00
205385	3/20/2014	S.A.N.E, F&CS, JTL, SUPPLIES	218.40
205386	3/20/2014	JOAN SADOWSKI REFUND OF PRIOR YEAR REVENUE	1,100.00
205387	3/20/2014	GIUSEPPE SAGGIO VIRTUAL ACADEMY, TECH SUPPLY	30.00
205388	3/20/2014	ELVIN SANCHEZ VIRTUAL ACADEMY, TECH SUPPLY	30.00
205389	3/20/2014	BRIAN SANDERS VIRTUAL LEARNING NET, TECH.SUPPL	30.00
205390	3/20/2014	SOPHIA SAVIN REFUND OF PRIOR YEAR REVENUE	1,425.00
205391	3/20/2014	SCHOLASTIC MAGAZINES PHYS. ED., JTL, BOOKS/PERIODICALS	98.89
205392	3/20/2014	SCHOOL HEALTH CORPORATION MEDICAL, JTL, SUPPLIES/FIRST AID	129.93
205393	3/20/2014	SCHOOL SPECIALTY INC. ART, EHN, SUPPLIES	3,605.06
205394	3/20/2014	SCHOOLMART MATH, EHN, EDUC. TECH. SUPPLIES	138.00
205395	3/20/2014	KATHLEEN SCHRECK REFUND OF PRIOR YEAR REVENUE	540.00

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Check no.	Check Date	Vendor name and comment	Amount
205396	3/20/2014	SEARCH INSTITUTE ACCOUNTABILITY BLOCK, SUPPLIES	1,902.76
205397	3/20/2014	SEVEN GENERATIONS CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC.ED.	3,859.13
205398	3/20/2014	SEVEN SPRINGS MOUNTAIN RESORT TECH.ED., EHN, DUES/FEES	1,796.00
205399	3/20/2014	SEVEN SPRINGS MOUNTAIN RESORT TECH.ED., EHN, DUES/FEES	3,821.00
205400	3/20/2014	ROBERT SHAMP REFUND OF PRIOR YEAR REVENUE	1,100.00
205401	3/20/2014	SIMPLEX GRINNELL MAINT., SMI, PROPERTY SERVICE	687.50
205402	3/20/2014	MARVA SINGH REFUND OF PRIOR YEAR REVENUE	650.00
205403	3/20/2014	Ted Sinicki REFUND OF PRIOR YEAR REVENUE	540.00
205404	3/20/2014	DOUGLAS L. SISK TRANSPORTATION, CONT. DRIVER	5,852.70
205405	3/20/2014	DUSTIN SISK TRANSP, CONTR DRIVER, SPEC EDUC	5,812.20
205406	3/20/2014	Yvonne M Smith REFUND OF PRIOR YEAR REVENUE	540.00
205407	3/20/2014	SOCIAL WELFARE COMMITTEE PEPSI Commissions Payable	76.41
205408	3/20/2014	SPORT SUPPLY GROUP, INC. TRACK, EHS, GIRLS, SUPPLIES	872.87
205409	3/20/2014	STAPLES CREDIT PLAN LIBRARY, EHS, SUPPLIES	755.02
205410	3/20/2014	SUNSHINE CLUB PEPSI Commissions Payable	125.33
205411	3/20/2014	SUPER HEAT, INC. MAINT., JTL, PROPERTY SERVICE	4,706.04
205412	3/20/2014	TALLEY PETROLEUM TRANSPORTATION, SOUTH, DIESEL	27,399.46
205413	3/20/2014	TOPP BUSINESS SOLUTIONS SUPT., GEN. SUPPLIES	249.43
205414	3/20/2014	TRANE U.S. INC. GEN.MAINT., PROPERTY SERVICES	1,268.80
205415	3/20/2014	TRIUMPH LEARNING LLC CURRICULUM, SEC., BOOKS/PERIOD.	3,600.00
205416	3/20/2014	Carol Trugilo REFUND OF PRIOR YEAR REVENUE	1,052.00
205417	3/20/2014	TSA CONSULTING GROUP, INC. BUSINESS OFFICE, PROF.CONTR.SVC	604.00
205418	3/20/2014	PATRICIA A. TURNER ENGLISH, EHN, MILEAGE	201.60
205419	3/20/2014	DALE VIERNSTEIN MEDICAL, BES, IN-DISTR.MILEAGE	120.91

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205420	3/20/2014	VLN PARTNERS LLP VIRTUAL LEANING NET, TECH.SUPPL	3,250.00
205421	3/20/2014	VWR SARGENT WELCH SCIENCE, EHS, SUPPLIES	1,044.95
205422	3/20/2014	WARD'S NATURAL SCIENCE EST. LLC JTL, 6TH, SUPPLIES	50.15
205423	3/20/2014	WASTE MANAGEMENT OF NEW JERSEY, INC. Due from Cafeteria-General Exp	8,654.31
205424	3/20/2014	WE CARE PEPSI Commissions Payable	99.74
205425	3/20/2014	WEIS MARKET, INC. F&CS, EHS, SUPPLIES	178.42
205426	3/20/2014	STEVE WEISS MUSIC BAND, EHS, SUPPLIES	1,219.85
205427	3/20/2014	WJNJG TECH. ED. EHN, TRANSPORTATION	1,780.00
205428	3/20/2014	Dorothy Wos REFUND OF PRIOR YEAR REVENUE	540.00
205429	3/20/2014	YOUTH ADVOCATE PROGRAMS, INC. SPEC. ED., CONTRACT SERVICE	6,984.10
205430	3/20/2014	LISA ZABRISKIE BES, INST., IN-DISTRICT MILEAGE	10.36
205431	3/20/2014	TAMMY FISH VIRTUAL ACADEMY, TECH SUPPLY	30.00
205432	3/20/2014	PA DEPT OF LABOR & INDUSTRY-E GEN. MAINT., MSE, SUPPLIES	36.00
205433	3/20/2014	RESERVE ACCOUNT BUSINESS OFFICE, POSTAGE	2,000.00
205434	3/21/2014	BUREAU OF EDUCATION & RESEARCH TITLE III, CERT. TRAINING	229.00
205435	3/27/2014	AGORA CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	142,924.98
205436	3/27/2014	GE MONEY BANK/AMAZON ACCOUNTABILITY BLOCK, SUPPLIES	611.06
205437	3/27/2014	GE MONEY BANK/AMAZON KTO GRANT, BOOKS & PERIODICAL	18.73
205438	3/27/2014	AMERICAN RED CROSS SECURITY, DISTRICT, DUES & FEES	19.00
205439	3/27/2014	JAY ARMITAGE GEN. ATHL., EHS, MILEAGE	35.67
205440	3/27/2014	ASPEN PEST SERVICES, LLC EHN, CUST., EXTERMINATION SERV.	609.60
205441	3/27/2014	ANGELIKA BAIRD REFUND OF PRIOR YEAR REVENUE	455.53
205442	3/27/2014	SYLVIA BARRETT REFUND OF PRIOR YEAR REVENUE	1,100.00
205443	3/27/2014	TANIA BELLINGER TRANSP, CONTR DRIVER, SPEC EDUC	140.91



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205444	3/27/2014	Charles J. Bickart GEN.ATHL., EHS, MILEAGE	35.62
205445	3/27/2014	BLACKBOARD CONNECT INC. 1	18,495.00
205446	3/27/2014	JOHN & KATHRYN BLOETJES REFUND OF PRIOR YEAR REVENUE	1,100.00
205447	3/27/2014	WILLIAM & ELAINE BREITKREITZ REFUND OF PRIOR YEAR REVENUE	540.00
205448	3/27/2014	BUS PARTS WAREHOUSE TRANSPORTATION, GEN. SUPPLIES	55.10
205449	3/27/2014	CLARK HEINTZ TOOLS AND EQUIPMENT GEN. MAINT., SUPPLIES	1,049.00
205450	3/27/2014	SHARSWOOD COLE REFUND OF PRIOR YEAR REVENUE	1,100.00
205451	3/27/2014	COLONIAL INTERMEDIATE UNIT 20 COL. IU20/ALT. ED/SPEC. ED. SEC.	264,674.75
205452	3/27/2014	COLONIAL INTERMEDIATE UNIT 20 COL. IU/SP. ED/PSYCH SERVICES	225,266.37
205453	3/27/2014	COMMONWEALTH CONNECTIONS ACADEMY CHARTER/CYBER SCHOOL-SPEC. ED.	80,849.62
205454	3/27/2014	COMPUTER DISCOUNT WAREHOUSE ITEC, GENERAL SUPPLIES	2,990.94
205455	3/27/2014	CONSTELLATION NEWENERGY, INC. RES, CUST., ELECTRIC	8,000.28
205456	3/27/2014	COSI SCIENCE, EHN, CONF. TRAINING	285.00
205457	3/27/2014	PETROCHOICE TRANSPORTATION, OIL	309.46
205458	3/27/2014	CREST/GOOD MFG. COMPANY GEN. MAINT., SUPPLIES	1,746.02
205459	3/27/2014	COMMUNICATIONS SYSTEMS, INC. GEN. MAINT., LIS, PROPERTY SVC.	351.81
205460	3/27/2014	MARIANNE DAGGRES REFUND OF PRIOR YEAR REVENUE	650.00
205461	3/27/2014	CHRISTINE DAVIS TRANSP, CONTR DRIVER, SPEC EDUC	451.57
205462	3/27/2014	HELEN S. DECKER REFUND OF PRIOR YEAR REVENUE	1,100.00
205463	3/27/2014	TODD DEEN CHORUS, JTL, CONTRACT SVCS	350.00
205464	3/27/2014	BRIAN & LINDA DELANEY REFUND OF PRIOR YEAR REVENUE	540.00
205465	3/27/2014	FRANK J DIGELOROMO REFUND OF PRIOR YEAR REVENUE	998.72
205466	3/27/2014	AUDREY N. DOMAN REFUND OF PRIOR YEAR REVENUE	540.00
205467	3/27/2014	CHARLES DYSON REFUND OF PRIOR YEAR REVENUE	540.00

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205468	3/27/2014	EAST STROUDSBURG UNIVERSITY ESU, STRENGTH/CONDITIONING PROG	3,325.00
205469	3/27/2014	EMBROIDERY EXPRESS SECURITY, EHN, SUPPLIES	936.00
205470	3/27/2014	DANIEL EPPLEY GEN.MAINT., IN-DISTRICT MILEAGE	112.00
205471	3/27/2014	EVERBIND - MARCO BOOK COMPANY ENGLISH, EHS, C&I, TEXTBOOKS	1,971.60
205472	3/27/2014	EVERGREEN COMMUNITY CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	8,773.70
205473	3/27/2014	JOAN M FARRELL REFUND OF PRIOR YEAR REVENUE	1,100.00
205474	3/27/2014	MARIE A FITZGERALD-MEADE REFUND OF PRIOR YEAR REVENUE	1,100.00
205475	3/27/2014	FLINN SCIENTIFIC INC. SCIENCE, EHS, SUPPLIES	956.23
205476	3/27/2014	HELGA FRUCK REFUND OF PRIOR YEAR REVENUE	650.00
205477	3/27/2014	G&K SERVICES, INC. JTL, CUST., UNIFORM RENTAL	634.26
205478	3/27/2014	G&K SERVICES, INC. GEN.MAINT., UNIFORM RENTAL	756.62
205479	3/27/2014	G&K SERVICES, INC. EHN, CUST., UNIFORM RENTAL	531.79
205480	3/27/2014	MAE J GRAMBERT REFUND OF PRIOR YEAR REVENUE	650.00
205481	3/27/2014	EVELYN GREGORY REFUND OF PRIOR YEAR REVENUE	650.00
205482	3/27/2014	BETTY HAINES REFUND OF PRIOR YEAR REVENUE	1,100.00
205483	3/27/2014	HESS CORPORATION ESE, CUST., NATURAL GAS	5,027.62
205484	3/27/2014	HILLTOP SALES & SERVICE GEN.MAINT., SUPPLIES	500.62
205485	3/27/2014	CARL HOPPE REFUND OF PRIOR YEAR REVENUE	1,100.00
205486	3/27/2014	ANNA HRÓBAK REFUND OF PRIOR YEAR REVENUE	1,365.22
205487	3/27/2014	INTEGRAONE SECURITY, EHS, TECH SUPPLIES	305.00
205488	3/27/2014	IPS BES, PRIN., TECH SUPPLIES	405.00
205489	3/27/2014	ISIGN GEN.MAINT., JMH, SUPPLIES	2,448.00
205490	3/27/2014	JOHN JONES REFUND OF PRIOR YEAR REVENUE	540.00
205491	3/27/2014	PATRICIA KELLY REFUND OF PRIOR YEAR REVENUE	271.93

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205492	3/27/2014	JAMES & MARLENE KIESS REFUND OF PRIOR YEAR REVENUE	540.00
205493	3/27/2014	LOIS L KOLAR REFUND OF PRIOR YEAR REVENUE	209.84
205494	3/27/2014	MARTHA I. LABAR REFUND OF PRIOR YEAR REVENUE	540.00
205495	3/27/2014	PA DEPT OF LABOR & INDUSTRY-E MAINT., MSE, PROPERTY SERVICE	484.00
205496	3/27/2014	CARL J LAST REFUND OF PRIOR YEAR REVENUE	540.00
205497	3/27/2014	LAWSON PRODUCTS TRANSPORTATION, GEN. SUPPLIES	103.07
205498	3/27/2014	LEARNING THINGS RES, INSTR, BOOKS/PERIODICALS	175.93
205499	3/27/2014	LEVIN LEGAL GROUP LEGAL SVCS., SPECIAL EDUCATION	272.00
205500	3/27/2014	LOGISOFT BUSINESS ED., EHN, ED. TECH. SUPPL	1,272.69
205501	3/27/2014	RICHARD & THERESA LOSS REFUND OF PRIOR YEAR REVENUE	540.00
205502	3/27/2014	GENEVIEVE MAROTTA REFUND OF PRIOR YEAR REVENUE	540.00
205503	3/27/2014	STEPHEN MARSHACK REFUND OF PRIOR YEAR REVENUE	650.00
205504	3/27/2014	BETTY MARTIN REFUND OF PRIOR YEAR REVENUE	540.00
205505	3/27/2014	MARY MCCUTCHAN REFUND OF PRIOR YEAR REVENUE	1,425.00
205506	3/27/2014	JAMES MCLAUGHLIN REFUND OF PRIOR YEAR REVENUE	540.00
205507	3/27/2014	ROBERT M. MCLEAN REFUND OF PRIOR YEAR REVENUE	540.00
205508	3/27/2014	MET-ED EHS, CUST., ELECTRIC	2,341.85
205509	3/27/2014	THERESA G MEYERS REFUND OF PRIOR YEAR REVENUE	1,100.00
205510	3/27/2014	KEN MILLER INC. MAINT., SMI, PROPERTY SERVICE	522.00
205511	3/27/2014	BOGDAN MINKOWICZ REFUND OF PRIOR YEAR REVENUE	540.00
205512	3/27/2014	TERRY ANN MIRKOVIC REFUND OF PRIOR YEAR REVENUE	540.00
205513	3/27/2014	ESTHER C. MITCHELL REFUND OF PRIOR YEAR REVENUE	540.00
205514	3/27/2014	MARIA MITHANI REFUND OF PRIOR YEAR REVENUE	650.00
205515	3/27/2014	MODERN GAS SALES, INC. RES, CUST., PROPANE (HEAT & A/C)	2,884.62

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205516	3/27/2014	MONROE CAREER AND TECHNICAL INSTITUTE MCTI, EHS, OPERATING BUDGET	154,903.00
205517	3/27/2014	CHRISTINE MONTES REFUND OF PRIOR YEAR REVENUE	1,425.00
205518	3/27/2014	MOTORIZED SOLUTIONS GEN. MAINT., EHS, SUPPLIES	214.86
205519	3/27/2014	ANTHONY F. NAPODANO REFUNDS, PRIOR YEAR, SMITHF.	2,060.40
205520	3/27/2014	NASCO (ROUTE#45950) F&CS, EHS, SUPPLIES	250.60
205521	3/27/2014	NAZARETH MUSIC CENTER MUSIC, INSTR, EHN, PROPERTY SVC	125.00
205522	3/27/2014	THOMAS A O'DONNELL SR. REFUND OF PRIOR YEAR REVENUE	1,299.84
205523	3/27/2014	OFFICE DEPOT ADMIN. SYS., GENERAL SUPPLIES	386.67
205524	3/27/2014	PAFPC TITLE 1 GRANT DIRECTOR TRAININ	360.00
205525	3/27/2014	PATHWAY INNOVATIONS AND TECHNOLOGIES INC READING, LIS, NON/CAP., TECH	1,703.51
205526	3/27/2014	PATRIOT WORKWEAR SECURITY, EHS, SUPPLIES	274.00
205527	3/27/2014	JAMES A. PENZAVECCHIA REFUND OF PRIOR YEAR REVENUE	540.00
205528	3/27/2014	HILARY M. PETERSON LEARN. SUP., ELEM, MILEAGE	6.11
205529	3/27/2014	PHILIP ROSENAU CO., INC. EHS, CUST., SUPPLIES	812.51
205530	3/27/2014	PITSCO INC TECH. ED., EHN, SUPPLIES	108.79
205531	3/27/2014	PLANK ROAD PUBLISHING MUSIC, VOCAL, BES, SUPPLIES	374.50
205532	3/27/2014	BUSINESS CARD SUPT., CERT/N-INSTR. CONFERENCE	1,274.27
205533	3/27/2014	BUSINESS CARD EHS, N-CERT/N-INSTR. CONF.	2,984.68
205534	3/27/2014	POSTMASTER MEDICAL, MSE, POSTAGE/TELEPHONE	73.50
205535	3/27/2014	POSTMASTER OTHER BUSINESS SRV./P.O.BOX	220.00
205536	3/27/2014	PROSSER LABORATORIES, INC. SEWER PLANT, CONTRACT MAINT.	1,585.00
205537	3/27/2014	QUILL CORPORATION LIS, INSTR, SUPPLIES	149.99
205538	3/27/2014	JOAN V RALL REFUND OF PRIOR YEAR REVENUE	540.00
205539	3/27/2014	JOSEPH & MARY REGO REFUND OF PRIOR YEAR REVENUE	540.00

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Check no.	Check Date	Vendor name and comment	Amount
205540	3/27/2014	THOMAS P RODE REFUND OF PRIOR YEAR REVENUE	540.00
205541	3/27/2014	SANTOS RODRIGUEZ JMH, PRIN., PROF. CONTRACT SVCS	57.12
205542	3/27/2014	RICHARD C. ROUZER REFUND OF PRIOR YEAR REVENUE	540.00
205543	3/27/2014	BARBARA M SANDERS REFUND OF PRIOR YEAR REVENUE	1,100.00
205544	3/27/2014	THE SANDONE TIRE & BATTERY TRANSPORTATION, TIRES	3,228.22
205545	3/27/2014	SCHNEIDER ELECTRIC ADMIN. SYS., TECH SUPPLIES	865.50
205546	3/27/2014	SCHOOL HEALTH CORPORATION MEDICAL, JTL, NON/CAP. REPL. EQUIP	445.05
205547	3/27/2014	SCHUYLKILL VALLEY SPORTING GOODS WRESTLING, EHS, SUPPLIES	1,214.18
205548	3/27/2014	MARJORY A SCOTT REFUND OF PRIOR YEAR REVENUE	540.00
205549	3/27/2014	SCRANTON PRINTING CO. PERSONNEL, PRINTING/BINDING	645.00
205550	3/27/2014	FREDA SEIPLE REFUND OF PRIOR YEAR REVENUE	540.00
205551	3/27/2014	SERVPRO PF EASTON, BETHLEHEM & WHITEHALL MAINT., JTL, PROPERTY SERVICE	15,671.06
205552	3/27/2014	JANE J SPITTLER REFUND OF PRIOR YEAR REVENUE	1,100.00
205553	3/27/2014	SHIRLEY STAPLES REFUND OF PRIOR YEAR REVENUE	540.00
205554	3/27/2014	MARY STREMME REFUND OF PRIOR YEAR REVENUE	540.00
205555	3/27/2014	SUPER HEAT, INC. MAINT., JTL, PROPERTY SERVICE	511.71
205556	3/27/2014	ROBERT W SUTJAK TRANSPORTATION, DUES & FEES	202.50
205557	3/27/2014	JULIE & MICHAEL SZIGETI REFUNDS, PRIOR YEAR, SMITHF.	982.25
205558	3/27/2014	TALLEY PETROLEUM EHN, CUST., OIL	23,401.11
205559	3/27/2014	TEAM EXPRESS BASEBALL, LIS, SUPPLIES	219.98
205560	3/27/2014	TECHSMITH CORP. CURRICULUM, EDUC. TECH. SUPPLIES	248.75
205561	3/27/2014	TRANE U.S. INC. GEN. MAINT., LIS, PROPERTY SVC.	1,257.24
205562	3/27/2014	US FOODS F&CS, EHN, SUPPLIES	637.89
205563	3/27/2014	UTILITY LIFTS GEN. MAINT. CAPITAL EQUIP. REPL.	22,500.00

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205564	3/27/2014	EMILDA VASQUEZ REFUND OF PRIOR YEAR REVENUE	1,425.00
205565	3/27/2014	WALMART COMMUNITY/GEMB LIFE SKILLS, SEC., SUPPLIES	366.05
205566	3/27/2014	WEIS MARKET, INC. F&CS, JTL, SUPPLIES	751.73
205567	3/27/2014	WEIS MARKET, INC. F&CS, EHS, SUPPLIES	84.44
205568	3/27/2014	CHECK VOIDED	
205569	3/27/2014	GERALDINE WILLIAM REFUND OF PRIOR YEAR REVENUE	540.00
205570	3/27/2014	ALBERT J WILSON JR REFUND OF PRIOR YEAR REVENUE	540.00
205571	3/27/2014	HENRY YESKA & SON, INC. MAINT., EHN, PROPERTY SERVICE	700.00
205572	3/27/2014	YOUNG'S MUSIC STORE CHORUS, EHN, SUPPLIES	63.40
205573	3/27/2014	EAST STROUDSBURG School Service Personnel Dues	8,567.34
205574	3/27/2014	CHAPTER 13 TRUSTEE Miscellaneous Deductions	287.00
205575	3/27/2014	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	25.00
205576	3/27/2014	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
205577	3/27/2014	E.S.E.A. ESEA Dues	29,089.67
205578	3/27/2014	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	312.03
205579	3/27/2014	HAB-DLT (ER) Miscellaneous Deductions	438.55
205580	3/27/2014	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	408.05
205581	3/27/2014	STATE OF NEW JERSEY GROSS INC TAX-NJ 500 NJ State Taxes	55.49
205582	3/27/2014	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	402.81
205583	3/27/2014	PA. DEPT. OF REVENUE Miscellaneous Deductions	342.69
205584	3/27/2014	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	1,110.02
205585	3/27/2014	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	1,080.46
205586	3/27/2014	SOCIAL SECURITY ADMINISTRATION Miscellaneous Deductions	160.82
205587	3/27/2014	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	267.49
205588	3/27/2014	UNITED STATES TREASURY Miscellaneous Deductions	25.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
205589	3/27/2014	TINA CRYSTALOSKI VIRTUAL ACADEMY,TECH SUPPLY	30.00
205590	3/27/2014	BARBARA DUNNING VIRTUAL ACADEMY,TECH SUPPLY	30.00
205591	3/27/2014	TAMMY FISH VIRTUAL ACADEMY,TECH SUPPLY	30.00
205592	3/27/2014	ANDRE GOMES VIRTUAL ACADEMY,TECH SUPPLY	30.00
205593	3/27/2014	TONYA M. GOSHOW VIRTUAL ACADEMY,TECH SUPPLY	30.00
205594	3/27/2014	TAMMY GRACEFFA VIRTUAL ACADEMY,TECH SUPPLY	30.00
205595	3/27/2014	BOBBI L. HALTERMAN VIRTUAL ACADEMY,TECH SUPPLY	30.00
205596	3/27/2014	DONNA HALTERMAN VIRTUAL ACADEMY,TECH SUPPLY	30.00
205597	3/27/2014	AMARY LORD JOHN VIRTUAL ACADEMY,TECH SUPPLY	30.00
205598	3/27/2014	LINSAY BROOKE McCABE VIRTUAL LEANING NET,TECH.SUPPL	30.00
205599	3/27/2014	FRANCIS J. MULLEN VIRTUAL ACADEMY,TECH SUPPLY	30.00
205600	3/27/2014	SUSAN LIN PASKIET VIRTUAL ACADEMY,TECH SUPPLY	30.00
205601	3/27/2014	LISA G.PAVOLICK VIRTUAL ACADEMY,TECH SUPPLY	30.00
205602	3/27/2014	CHERYL M POPP VIRTUAL ACADEMY,TECH SUPPLY	30.00
205603	3/27/2014	GIUSEPPE SAGGIO VIRTUAL ACADEMY,TECH SUPPLY	30.00
205604	3/27/2014	ELVIN SANCHEZ VIRTUAL ACADEMY,TECH SUPPLY	30.00
205605	3/27/2014	SAHIARA SMITH VIRTUAL LEANING NET,TECH.SUPPL	30.00
205606	3/27/2014	PA SCU: Miscellaneous Deductions	171.68
			2,622,138.30

End of Report - 8.57.51

Bank: 41 PNC BANK-ATHLETIC FUND NORTH

Check no.	Check Date	Vendor name and comment	Amount
9517	3/05/2014	BOVINO'S PIZZA JV WREST ENTRY FEE, 2-14-14	115.00
9518	3/05/2014	LAWRENCE V. KING LEHMAN BOYS B-BALL OFFICIAL w/PMW	62.00
9519	3/28/2014	RICHARD G. CULLIN TRACK OFFICIAL w/PV	70.00
9520	3/28/2014	WALLENPAUPACK TRACK B TRACK AND FIELD ENTRY FEE, 4-5-14	250.00
			----- 497.00

End of Report - 12.47.49



Bank: 42 PNC BANK - ATHLETIC FUND SOUTH

Check no.	Check Date	Vendor name and comment	Amount
1519	3/05/2014	BOVINO'S PIZZA JV WRESTLING ENTRY FEE, 2-14-14	115.00
1520	3/05/2014	HILTON GARDEN INN HERSHEY STATES WRESTLING LODGING, 3-5-14	1,278.72
1521	3/05/2014	PETTY CASH ATHLETIC SOUTH STATES WREST MEAL MONEY, 3-5-14	503.00
1522	3/10/2014	BILL HOWERTON MEMORIAL FUND V BASEBALL ENTRY FEE, 4-6-14	125.00
1523	3/10/2014	PETTY CASH ATHLETIC SOUTH WRESTLING SUPPLIES	33.25
			2,054.97

End of Report = 12.46.50

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
CAPITAL PROJECTS - BOND FUND - 2013-2014**

**Mar-14**

DATE	PNC CONST	2011D (QZAB)	TOTAL
<i>*InterestRates</i>	<i>.00% APYE</i>	<i>.01% MDY</i>	
Beg Bal	\$ 8,712.44	\$ 0.25	\$ 8,712.69
ADJ TO BEG BAL			\$ -
Deposit			\$ -
Transfers			\$ -
Transfers in Transit			\$ -
Interest			\$ -
Expense			\$ -
End Bal	\$ 8,712.44	\$ 0.25	\$ 8,712.69

*\*APYE Annual Percentage Yield Earned*  
*MDY Monthly Distribution Yield*

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / CAPITAL RESERVE FUND  
2013-2014**

	<u>March 31, 2014</u>		<u>July 1, 2013 March 31, 2014</u>		<u>Prior Year July 1, 2012 to June 30, 2013</u>	
<b>Beginning Balance:</b>		\$ 1,862,942.55		\$ 3,089,167.25		\$ 3,943,239.57
<b>Adjustment to Beginning Balance</b>						
<b>Deposit:</b>						
	\$ 10,000,000.00	\$ 10,000,000.00		\$ 10,000,004.53		\$ 9,521.06
<b>Recoverable Bus Purchase:</b>						
Reimbursement to/from G.F.			\$ -		0.00	
Reimbursement to/from PLGIT			\$ -		0.00	
Wolflington Bus Buy Back				10,000,004.53	0.00	9,521.06
<b>Interest:</b>						
PLGIT .01% *MDY	\$ 63.26	63.26	417.75	417.75	987.97	987.97
<b>TOTAL RECEIPTS</b>		10,000,063.26		10,000,422.28		10,509.03
<b>TOTAL RESOURCES</b>		<u>\$ 11,863,005.81</u>		<u>\$ 13,089,589.53</u>		<u>\$ 3,953,748.60</u>
<b>Disbursements:</b>						
Prior Months' Voids/Adjustments			\$ -		(3,108.28)	
Due to Cafeteria			205,058.13		16,686.61	
Due to General Fund			-		7,207.01	
Due to PLGIT			-		0.00	
Construction Projects			39,099.82		0.00	
Land Acquisition Costs			-		0.00	
Architect/Engineer-JTL			2,602.00		15,594.00	
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			-		7,916.90	
District Software			-		0.00	
District Tech Equipment			-		0.00	
District Maintenance Supplies			-		4,518.00	
District-Capital Equipment			431,736.50			
Capital Equipment-RES	33,084.00		33,084.00		4,518.00	
Capital Equipment-HSN			3,900.00		4,518.00	
Cust Supplies - Bushkill			-		680.00	
Land Imp. - JMH			-		0.00	
Maint. - BES			-		0.00	
Maint. - RES	475.00		4,025.00		31,041.46	
Maint. - JMH			-		0.00	
Maint. - MSE			-		0.00	
Maint. - SME			-		0.00	
Maint. - HSN			29,750.00		40,412.00	
Maint. - HSS			-		0.00	
Maint. - JTL			-		0.00	
Maint. - LEH			-		0.00	
Stadium Imp. - HSN			1,662.69		0.00	
Bldg Imp. - BSE			-		0.00	
Bldg Imp. - HSN			6,581.37		0.00	
Bldg Imp. - HSS			138,740.19		0.00	
Bldg Imp. - JMH			22,593.87		216,153.52	
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			50,441.62		438,153.38	
Site Imp. - BES			-		0.00	
Site Imp. - HSN			-		0.00	
Site Imp. - HSS			5,745.36		0.00	
Site Imp. - JMH	19,184.41		304,306.58		69,316.75	
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	
		52,743.41		1,279,327.13		864,581.35
<b>Ending Balance</b>		<u>\$ 11,810,262.40</u>		<u>\$ 11,810,262.40</u>		<u>\$ 3,089,167.25</u>
<b>Cash Summary:</b>						
PLGIT	11,810,262.40		\$ 11,810,262.40		3,089,167.25	
<b>Ending Balance</b>		<u>\$ 11,810,262.40</u>		<u>\$ 11,810,262.40</u>		<u>\$ 3,089,167.25</u>

\*Interest Rate  
MDY (Monthly Distribution Yield)

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Bank: 21 PLGIT - Capital Reserve

Check no.	Check Date	Vendor name and comment	Amount
1246	3/07/2014	PELLA PRODUCTS INC JMH-BLDG.IMP.CAP.REPL,EQUIP.	19,184.41
1247	3/07/2014	SPOTTS BROTHERS, INC 13/14 RES.CAP.EQUIP.HEAT PUMP	33,084.00
1248	3/07/2014	STRUNK-ALBERT ENGINEERING 13/14 RES.DESIGN,HEAT PUMP	475.00
			52,743.41

End of Report - 8.58.18

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)  
March 31, 2014**

	<b>March 31, 2014</b>		<b>July 1, 2013 to March 31, 2014</b>		<b>Prior Year July 1, 2012 to June 30, 2013</b>	
<b>Beginning Balance:</b>	\$	90,643,153.10	\$	84,362,988.17	\$	80,744,381.53
<b>Adjustment to Beginning Balance</b>						
<b>Receipts:</b>						
Earned Income Tax	240502.36		2,213,787.72		\$ 3,194,690.42	
Occupational Privilege Tax	4,172.57	\$ 244,674.93	58,197.91	2,271,985.63	72,670.92	3,267,361.34
<b>Real Estate Transfer Tax:</b>						
Monroe	\$ 25,725.63		407,825.59		\$ 2,247,791.47	
Pike	5,935.53	31,661.16	102,057.78	509,883.37	114,310.07	2,362,101.54
<b>Delinquent Taxes</b>						
Monroe	\$ -		6,640,592.75		\$ 7,885,678.51	
Pike	-		1,313,845.60	7,954,438.35	1,849,750.62	9,735,429.13
<b>Real Estate Taxes:</b>						
East Stroudsburg			11,444,516.66		\$ 11,312,385.97	
Middle Smithfield			33,668,136.94		32,913,133.31	
Price	169.51		6,218,590.55		6,218,281.40	
Smithfield	10,856.78		17,432,746.30		17,083,855.25	
Lehman	7,377.18		19,870,182.73		20,138,722.47	
Porter	6,435.90	24,839.37	1,867,872.70	90,502,045.88	1,924,178.63	89,590,557.03
<b>Interest:</b>						
PNC - ATHLETICS - South 00% **APYE			3.06		\$ -	
PNC - ATHLETICS - North 00% **APYE			2.94		\$ 9.80	
PLGIT 01% **MDY	\$ 160.38		1,528.14		\$ 3,333.67	
PLGIT/PLUS 02% **MDY	2.65		401.68		1,667.62	
PLGIT I-CLASS 05%	767.39		2,484.79		1,282.77	
PLGIT/CD's *Multiple Rates	366.90		13,171.98		25,398.57	
PSDLAF 10%	2,975.05		38,673.29		55,594.76	
PNC NOW 00% **APYE			6,947.31		22,005.53	
PNC TAX ESCROW .08% **APYE	0.10		0.77		-	
		4,272.47	-	63,213.98	-	109,292.72
<b>ACH State Transfers:</b>						
Access			58,814.13		227,511.13	
Basic Ed			6,964,569.58		\$ 11,352,179.79	
Alt Ed for Dir Yth			-		-	
DEP			-		-	
DCED Anti Gang Initiative			-		-	
Drivers Ed			-		14,000.00	
Grant			-		14,988.00	
Health Reimb			158,117.66		159,177.54	
Homebound			-		-	
Incarcerated Ed			-		-	
Lieu of Taxes			39,999.66		73,967.41	
Colonial IU20 Refund			-		-	
NP Transportation			48,125.00		103,950.00	
10/11 Pupil Transportation Shortfall I			-		6,068.99	
10/11 Nonpublic Transportation Shortfall			-		849.25	
NSLP Sub	173,486.86		1,411,747.29		2,306,675.48	
PA Accountability Grants			504,703.00		504,703.00	
Property Tax Relief			4,342,268.13		4,341,840.38	
FURTA			128,411.60		137,258.98	
Rental Subsidy	294,524.75		1,129,911.88		1,322,592.11	
Retirement	1,393,345.10		3,577,897.74		3,683,626.86	
SD Special Ed Funding	540,524.00		2,702,620.00		3,655,184.14	
SD Transportation	590,657.00		1,890,102.52		2,567,774.88	
10/11 PRRI Deduct Adjustment			17,585.95		4,471.22	
Section 1305/1306			-		516,502.47	
Social Security	176,128.22		1,786,623.24		2,426,031.15	
Vocational Ed-PDE			-		-	
Vocational Ed-MCTI			-		38,502.84	
Ward of State			-		-	
WIA Summer Youth	3,168,665.93		24,759,497.38		33,457,655.60	
<b>Federal Revenue:</b>						
Access			402,928.70		214,833.04	
Academic Achievement			-		-	
ARRA - Education Jobs			-		13,965.00	
ARRA - Fiscal Stabilization-Basic Ed			-		-	
ARRA - IDEA			-		1,233,895.06	
ARRA - Title I Part A Grant			-		-	
ARRA - Title I School Improvement			-		-	
Comprehensive Literacy Grant	20,154.00		152,119.72		249,565.28	
Grant			-		-	
Impact Aid			-		1,265,071.00	
IU 20 IDEA	438,497.70		475,554.74		-	
IU 20 Race to the Top Grant	13,959.20		13,959.20		-	
Pregnant & Parent			-		-	
Program Improvement-Set Aside	7,200.43		67,494.74		53,530.37	
Title I	87,873.27		1,029,297.91		1,211,579.94	
Title II	13,189.93		121,739.69		225,859.90	
Title III			17,366.68		19,192.00	
Title V			-		-	
Title VI		580,874.53	-	2,280,461.38	-	4,487,491.59
<b>Other Revenues:</b>						
Athletic Events-South	410.42		61,555.75		\$ 48,204.60	
Athletic Events-North	202.24		17,705.00		\$ 17,657.19	
Transfer from General Fund to Athletics - South			16,322.00		\$ 30,000.00	
Transfer from General Fund to Athletics - North			25,173.00		\$ 35,000.00	
Refunds			3,600.00		\$ 29,165.10	
Miscellaneous	2,556.47		316,916.47		72,552.48	
Jury Duty Reimb	142.20		704.13		1,353.86	
Local Grants			26,650.00		7,773.63	
Bus Reimbursement-Outside ESASD			350.00		5,600.00	
Donations			-		-	
Early Intervention Amendment A			-		16,071.00	
Early Intervention Amendment B			-		20,182.00	
Federal Subsidy Payment for 2010A			-		29,463.00	
Federal Subsidy Payment for 2011D			-		13,487.25	
Parking Permits/Smoking Fines/Locker Fees/ID's	409.00		3,297.00		4,643.00	
Cell Tower			16,461.00		18,029.77	
Online Summer School			10,175.00		11,285.00	
Credit Recovery Program	463.00		3,520.00		1,481.00	
Use of Facilities	509.00		9,260.73		30,512.60	
Use of Facilities Deposit			-		-	
QSCB Federal Subsidy			26,899.72		29,463.00	
QZAB Federal Subsidy			25,801.11		-	
Restitutions	63.07		1,100.82		2,014.01	
Settlement Proceeds			103,805.00		-	
Shawnee Academy		4,755.40	-	669,296.73	4,474.15	428,412.64

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / GENERAL FUND (FUNDS 10 & 19)  
March 31, 2014**

	March 31, 2014	July 1, 2013 to March 31, 2014	Prior Year July 1, 2012 to June 30, 2013
<b>Credit to Expense:</b>			
Wage/Tuition Reimb	\$ 50.00	10,741.23	\$ 26,620.06
Cafeteria Reimb		156.00	
Misc. Reimb/Refunds	16,555.32	105,854.20	80,815.22
Insurance Reimbursements	4,873.62	11,889.63	15,089.03
Bus Reimbursement-Inside ESASD	1,300.00	9,075.00	13,299.29
Custodian/Security Fees		-	-
Donations		-	-
Obligations	73.57	250.66	5,346.50
Bond/Const. Fund to GF		-	877.50
Capital Reserve to GF		-	7,207.01
Concession Stand to GF		-	633.00
Special/Student Activity to GF		305.09	2,437.59
Sub Teacher Permits	10.00	245.00	275.00
PayPal to GF		-	-
MCTI	26,712.00	115,096.43	344,576.84
Bus Buy-Back (Wolflington)		-	2,429,410.00
Blue Cross Pymt/COBRA	11,680.08	164,353.43	195,071.78
	61,254.59	417,966.67	3,121,658.82
<b>TOTAL RECEIPTS</b>	\$ 4,120,998.38	129,428,789.37	146,559,960.41
<b>TOTAL RESOURCES</b>	\$ 94,764,151.48	193,791,777.54	197,304,341.94
<b>Disbursements:</b>			
Accounts Payable - Athletics (South)	2,054.97	69,992.46	76,458.29
Accounts Payable - Athletics (North)	497.00	39,205.38	52,796.67
Accounts Payable	4,267,477.53	45,800,969.75	56,614,270.52
Payroll	3,593,010.98	30,366,851.74	39,570,483.39
Bank Fees		95.75	
Investment Fees		6,155.24	8,442.84
Prior Months Voids/Adj - Athletics (South)		(120.00)	(340.00)
Prior Months Voids/Adj - Athletics (North)		72.00	(642.00)
Prior Months Voids/Adj	(2,372.80)	(19,966.28)	(218,880.16)
Accrued Interest		-	-
2004A GON Principal & Int		239,525.00	247,650.00
2006 GOB Principal & Int		-	-
2007 GON Principal & Int		3,798,772.50	3,632,366.25
2007A GOB Principal & Int		3,385,350.00	3,595,000.00
2008 GOB Principal & Int		1,617,182.50	1,617,382.50
2009 GOB Principal & Int		63,562.50	292,725.00
2009A GOB Principal & Int		1,110,275.00	978,875.00
2009 GON Principal & Int		189,668.75	379,337.50
2010 GOB Principal & Int		2,623,800.00	3,074,200.00
2010A GOB Principal & Int		1,068,738.58	961,812.50
2010A QSCB Principal & Int		30,499.33	136,649.94
2011 GOB Principal & Int		748,022.50	814,320.00
2011A GOB Principal & Int		142,377.50	185,255.00
2011D QZAB Principal & Int		55,226.24	55,853.05
2012 GOB Principal & Int		79,900.00	154,850.00
2012A GOB Principal & Int		137,325.00	170,600.00
2013 GOB Principal & Int		27,676.21	-
GOB CP \$37.5M		-	-
Blue Cross Payment (EBTEP)	1,808,804.00	15,982,586.00	17,680,998.97
Due to/from Capital Projects		-	-
Due to/from Capital Reserves	10,000,000.00	10,000,000.00	-
96 VRLP \$7M Principal, Int & Annual Trust Fee	2,952.40	447,035.99	442,412.29
96 VRLP \$10M Principal, Int & Annual Trust Fee	3,762.25	693,093.35	678,576.22
T.R.A.N. & Interest		-	-
Bus Buy-Back (Wolflington)		-	-
<b>Balance:</b>	\$ 19,676,186.33	119,703,812.39	1,739,850.00
	\$ 75,087,965.15	75,087,965.15	64,363,038.17
<b>CASH SUMMARY (FUNDS 10 &amp; 19):</b>			
PNC - Athletics (Fund 19) - South	\$ 14,355.45	14,355.45	\$ -
PNC - Athletics (Fund 19) - North	\$ 8,571.53	8,571.53	\$ 4,967.97
CITIZENS - Athletics (Fund 19) - South	\$ 500.00	500.00	\$ 6,847.08
PNC Bank - NOW (Fund 10)	\$ 6,690,778.03	6,690,778.03	\$ 4,459,161.95
PNC Bank - Tax Escrow (Fund 10)	\$ 1,500.77	1,500.77	-
PSDLAF (Fund 10)	38,855,083.29	38,855,083.29	40,816,410.00
PLGIT (Fund 10)	13,761,137.78	13,761,137.78	4,314,097.66
PLGIT/PLUS (Fund 10)	49,270.74	49,270.74	4,049,270.74
PLGIT/TERM (Fund 10)	4,000,000.00	4,000,000.00	-
PLGIT I-CLASS (Fund 10)	6,003,767.56	6,003,767.56	6,001,282.77
PLGIT/CD (Fund 10)	5,703,000.00	5,703,000.00	4,711,000.00
<b>Balance (Funds 10 &amp; 19):</b>	\$ 75,087,965.15	75,087,965.15	64,363,038.17

**\*PLGIT CD's Interest Rates**

Community Capital Bank	50%	Bank of China	50%
Avenue Bank	51%	Stearns Bank	55%
East Boston Savings Bank	45%	Bank of East Asia	60%
Bank Leumi USA	65%	Gbc International Bank	40%
Pan American Bank	55%	Far East National Bank	45%
Privatebank & Trust Co.	45%	Bridgewater Bank	50%
Onwest Bank	56%	Stearns Bank	30%
Israel Discount Bank of NY	55%	Virginia Heritage Bank	40%
Valley Green Bank	60%	Seaside National Bank	44%
First Commons Bank	60%	United Texas Bank	50%
Sonabank	50%	Community Capital Bank	50%
Onb Bank & Trust Company	45%	Landmark Bank	50%

**\*\*Interest Rates**

APYE (Annual Percentage Yield Earned)  
MDY (Monthly Distribution Yield)

East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending January 31, 2014

CAFETERIA FUND

	Current Period	Year-to-Date	Account number
<b>REVENUE FROM LOCAL SOURCES</b>			
EARNINGS ON INVESTMENTS			
INTEREST ON INVESTMENTS	7.93	200.84	50-6510-000
<b>TOTAL EARNINGS ON INVESTMENTS</b>	7.93	200.84	
<b>REVENUE FROM OPERATIONS</b>			
SALES, LUNCH - PAID	57,395.80	296,429.35	50-6611-000
SALES, LUNCH - REDUCED	3,264.00	17,249.20	50-6612-000
SALES, BREAKFAST - PAID	3,744.15	28,982.90	50-6615-000
SALES, BREAKFAST - REDUCED	553.80	3,885.00	50-6616-000
SALES, OVER/UNDER	76.54	60.25	50-6619-000
SALES, ADULT LUNCH	2,317.75	12,234.40	50-6620-000
SALES, A LA CARTE LUNCH	51,067.61	302,879.25	50-6621-000
MISCELLANEOUS-PEPSI COMMISSION	.00	242.80	50-6622-000
MISC. WEBSITE COMMISSION	1,547.50	8,615.00	50-6625-000
SALES, IN-HOUSE-EVENTS	2,133.64	21,712.80	50-6630-000
<b>TOTAL SALES</b>	122,100.79	692,290.95	
<b>TOTAL LOCAL REVENUE</b>	122,108.72	692,491.79	
<b>REVENUE FROM STATE SOURCES</b>			
STATE SUBSIDY - LUNCH	9,860.22	54,187.86	50-7600-510
STATE SUBSIDY - BREAKFAST	1,908.00	14,041.30	50-7600-511
STATE SUBSIDY -SOCIAL SECURITY	6,105.97	24,353.43	50-7810-000
STATE SUBSIDY -RETIREMENT	12,016.70	51,303.26	50-7820-000
<b>TOTAL STATE REVENUE</b>	29,890.89	143,885.85	
<b>REVENUE FROM FEDERAL SOURCES</b>			
FEDERAL SUBSIDY - BREAKFAST	30,977.57	226,725.11	50-8530-553
FEDERAL SUBSIDY - LUNCH	158,124.01	844,572.37	50-8530-555
<b>TOTAL FEDERAL REVENUE</b>	189,101.58	1,071,297.48	
<b>TOTAL CAFETERIA REVENUE</b>	\$341,101.19	\$1,907,675.12	
<b>EXPENSES OF OPERATIONS</b>			
Salary, Manager	19,932.63	89,958.08	50-3100-110
SALARIES, SUMMER WORKERS	.00	11,491.00	50-3100-160
SALARIES, WORKERS	142,132.37	539,911.75	50-3100-170
MEDICAL INSURANCE	52,358.56	360,046.27	50-3100-210
LIFE INSURANCE	652.56	4,252.12	50-3100-213
LTD INSURANCE	166.35	1,133.59	50-3100-214
FICA OASDI	9,897.20	39,474.52	50-3100-220
FICA HI	2,314.67	9,231.94	50-3100-221
RETIREMENT	24,033.35	102,606.29	50-3100-230
WORKERS COMPENSATION	2,738.30	10,306.42	50-3100-260
PROFESSIONAL CONTRACT SERVICES	.00	850.00	50-3100-300
TRAINING-REGISTRATION FEES	470.79	1,696.57	50-3100-324
CONTRACT MAINTENANCE	2,892.97	30,058.71	50-3100-400
UTILITY SERVICES, ELECTRICITY	5,815.46	29,985.57	50-3100-422
MAINTENANCE/REPAIRS	779.82	21,631.17	50-3100-430
LEASE EXPENSE	.00	792.96	50-3100-440
TELEPHONE	.00	114.69	50-3100-530
PRINTING EXPENSE	90.00	1,010.00	50-3100-550
CONF/TRAVEL/MILEAGE	1,483.82	3,837.78	50-3100-580
SUPPLIES, NON-FOOD	10,575.33	38,400.71	50-3100-610
TECHNOLOGY SUPPLIES	1,672.53	1,672.53	50-3100-618
FUEL	.00	1,629.45	50-3100-620
Food Purchases	71,415.40	418,340.72	50-3100-631
MILK PURCHASES	17,605.83	136,931.31	50-3100-632
DEPRECIATION OF EQUIPMENT	449.50	3,146.50	50-3100-741
CAPITAL EQUIPMENT >2500	3,933.00	3,933.00	50-3100-752
NON-CAPITAL NEW TECH EQUIPMENT	.00	1,611.00	50-3100-757
DUES & FEES	11.00	1,493.25	50-3100-810
PREPAY FEES	843.53	5,858.42	50-3100-811
<b>TOTAL FOOD SERVICE EXPENSES</b>	\$372,264.97	\$1,871,406.32	
<b>Net Income (Loss)</b>	\$ (31,163.78)	\$ 36,268.80	

Bank: 45 PNC BANK-CAFETERIA

Check no.	Date	Vendor name and comment	Amount
104390	1/08/2014	MIGUEL BARBOSA SALES, LUNCH - PAID	36.70
104391	1/08/2014	BOB COLIN SERVICE MAINTENANCE/REPAIRS	779.82
104392	1/08/2014	ECOLAB SUPPLIES, NON-FOOD	178.56
104393	1/08/2014	FRITO-LAY, INC. Food Purchases	2,470.35
104394	1/08/2014	GOULD'S PRODUCE AND FARM MARKET Food Purchases	720.00
104395	1/08/2014	HERSHEY CREAMERY COMPANY Food Purchases	360.88
104396	1/08/2014	KEYCO DISTRIBUTORS INC. Food Purchases	330.60
104397	1/08/2014	MORABITO BAKING CO. INC. Food Purchases	2,662.06
104398	1/08/2014	PEPSI-COLA Food Purchases	3,983.73
104399	1/08/2014	POCONO MOUNTAIN DAIRIES MILK PURCHASES	17,605.83
104400	1/08/2014	POCONO PROFOODS Food Purchases	21,736.72
104401	1/08/2014	MARILYN POSSINGER SUPPLIES, NON-FOOD	387.93
104402	1/08/2014	BRYDALE PRESS LLC. PRINTING EXPENSE	90.00
104403	1/08/2014	RC FINE FOODS Food Purchases	478.80
104404	1/08/2014	REINHART FOOD SERVICE Food Purchases	12,865.54
104405	1/08/2014	DEBORAH RODRIGUEZ CONF/TRAVEL/MILEAGE	54.01
104406	1/08/2014	PAUL H. SCHMID CONF/TRAVEL/MILEAGE	354.77
104407	1/08/2014	SCHOOL NUTRITION ASSOCIATION DUES & FEES	11.00
104408	1/08/2014	SINGER EQUIPMENT CO. CAPITAL EQUIPMENT >2500	3,933.00
104409	1/08/2014	US FOODS Food Purchases	15,089.40
104410	1/08/2014	WEIS MARKET, INC. Food Purchases	82.79
104411	1/16/2014	BROOKWOOD FARMS, INC. Food Purchases	1,508.00
104412	1/16/2014	CARGILL Food Purchases	108.49
104413	1/16/2014	RICH PRODUCTS CORPORATION Food Purchases	1,519.60



Mar 24, 2014

001 East Stroudsburg Area School District  
LIST OF PAYMENTS

Page: 2  
ID: AC0462

Bank: 45 PNC BANK-CAFETERIA

Check no.	Check Date	Vendor name and comment	Amount
104414	1/16/2014	GOULD'S PRODUCE AND FARM MARKET Food Purchases	1,575.00
104415	1/16/2014	JOANN BUNNELL CONF/TRAVEL/MILEAGE	32.14
104416	1/16/2014	JTM PROVISIONS CO. Food Purchases	524.60
104417	1/16/2014	MESKO GLASS & MIRROR CO. SUPPLIES, NON-FOOD	26.00
104418	1/16/2014	MORABITO BAKING CO. INC. Food Purchases	102.33
104419	1/16/2014	TOPP BUSINESS SOLUTIONS CONTRACT MAINTENANCE	54.37
104420	1/16/2014	US FOODS Food Purchases	2,372.15
104421	1/16/2014	WEIS MARKET, INC. Food Purchases	58.32
104422	1/24/2014	HEARTLAND PAYMENT SYSTEM TECHNOLOGY SUPPLIES	1,672.53
104423	1/24/2014	GOULD'S PRODUCE AND FARM MARKET Food Purchases	825.00
104424	1/24/2014	SCOTT KRUEGERS SHEET METAL SUPPLIES, NON-FOOD	40.00
104425	1/24/2014	MESKO GLASS & MIRROR CO. SUPPLIES, NON-FOOD	45.00
104426	1/24/2014	CECILY MONTALVO SALES, LUNCH - PAID	12.10
104427	1/24/2014	MULLEN MARKETING, LLC Food Purchases	13,602.50
104428	1/24/2014	PAUL H. SCHMID CONF/TRAVEL/MILEAGE	1,396.79
			109,687.41

End of Report - 10.13.50

East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending February 28, 2014

CAFETERIA FUND

	Current Period	Year-to-Date	Account number
<b>REVENUE FROM LOCAL SOURCES</b>			
EARNINGS ON INVESTMENTS			
INTEREST ON INVESTMENTS	1.19	202.03	50-6510-000
<b>TOTAL EARNINGS ON INVESTMENTS</b>	1.19	202.03	
<b>REVENUE FROM OPERATIONS</b>			
SALES, LUNCH - PAID	46,540.40	342,969.75	50-6611-000
SALES, LUNCH - REDUCED	2,665.20	19,914.40	50-6612-000
SALES, BREAKFAST - PAID	3,448.95	32,431.85	50-6615-000
SALES, BREAKFAST - REDUCED	491.10	4,376.10	50-6616-000
SALES, OVER/UNDER	13.65	73.90	50-6619-000
SALES, ADULT LUNCH	1,909.40	14,143.80	50-6620-000
SALES, A LA CARTE LUNCH	46,843.72	349,722.97	50-6621-000
MISCELLANEOUS-PEPSI COMMISSION	68.88	311.68	50-6622-000
MISC. WEBSITE COMMISSION	1,172.50	9,787.50	50-6625-000
SALES, IN-HOUSE-EVENTS	2,990.48	24,703.28	50-6630-000
<b>TOTAL SALES</b>	106,144.28	798,435.23	
<b>TOTAL LOCAL REVENUE</b>	106,145.47	798,637.26	
<b>REVENUE FROM STATE SOURCES</b>			
STATE SUBSIDY - LUNCH	8,335.86	62,523.72	50-7600-510
STATE SUBSIDY - BREAKFAST	1,788.50	15,829.80	50-7600-511
STATE SUBSIDY -SOCIAL SECURITY	4,055.07	28,408.50	50-7810-000
STATE SUBSIDY -RETIREMENT	8,794.60	60,097.86	50-7820-000
<b>TOTAL STATE REVENUE</b>	22,974.03	166,859.88	
<b>REVENUE FROM FEDERAL SOURCES</b>			
FEDERAL SUBSIDY - BREAKFAST	29,181.90	255,907.01	50-8530-553
FEDERAL SUBSIDY - LUNCH	134,180.60	978,752.97	50-8530-555
<b>TOTAL FEDERAL REVENUE</b>	163,362.50	1,234,659.98	
<b>TOTAL CAFETERIA REVENUE</b>	\$292,482.00	\$2,200,157.12	
<b>EXPENSES OF OPERATIONS</b>			
Salary, Manager	13,561.90	103,519.98	50-3100-110
SALARIES, SUMMER WORKERS	.00	11,491.00	50-3100-160
SALARIES, WORKERS	95,493.50	635,405.25	50-3100-170
MEDICAL INSURANCE	51,753.50	411,799.77	50-3100-210
LIFE INSURANCE	658.18	4,910.30	50-3100-213
LTD INSURANCE	190.42	1,324.01	50-3100-214
FICA OASDI	6,572.95	46,047.47	50-3100-220
FICA HI	1,537.11	10,769.05	50-3100-221
RETIREMENT	17,589.15	120,195.44	50-3100-230
WORKERS COMPENSATION	1,694.38	12,000.80	50-3100-260
PROFESSIONAL CONTRACT SERVICES	.00	850.00	50-3100-300
TRAINING-REGISTRATION FEES	.00	1,696.57	50-3100-324
CONTRACT MAINTENANCE	2,838.60	32,897.31	50-3100-400
UTILITY SERVICES, ELECTRICITY	4,430.67	34,416.24	50-3100-422
MAINTENANCE/REPAIRS	1,833.25	23,464.42	50-3100-430
LEASE EXPENSE	.00	792.96	50-3100-440
TELEPHONE	41.82	156.51	50-3100-530
PRINTING EXPENSE	90.00	1,100.00	50-3100-550
CONF/TRAVEL/MILEAGE	.00	3,837.78	50-3100-580
SUPPLIES, NON-FOOD	6,177.77	44,578.48	50-3100-610
TECHNOLOGY SUPPLIES	6,306.00	7,978.53	50-3100-618
FUEL	261.55	1,891.00	50-3100-620
Food Purchases	81,464.77	499,805.49	50-3100-631
MILK PURCHASES	32,022.59	168,953.90	50-3100-632
DEPRECIATION OF EQUIPMENT	449.50	3,596.00	50-3100-741
CAPITAL EQUIPMENT >2500	.00	3,933.00	50-3100-752
NON-CAPITAL NEW TECH EQUIPMENT	.00	1,611.00	50-3100-757
EQUIPMENT REPLACEMENT >2500	16,393.72	16,393.72	50-3100-761
DUES & FEES	24.00	1,517.25	50-3100-810
PREPAY FEES	1,242.44	7,100.86	50-3100-811
<b>TOTAL FOOD SERVICE EXPENSES</b>	\$342,627.77	\$2,214,034.09	
<b>Net(Loss)</b>	\$ 50,145.77	\$ 13,876.97	

**Bank: 45 PNC BANK-CAFETERIA**

Check no.	Check Date	Vendor name and comment	Amount
104429	2/07/2014	API SERVICES LLC MAINTENANCE/REPAIRS	137.00
104430	2/07/2014	BOB COLIN SERVICE MAINTENANCE/REPAIRS	1,497.35
104431	2/07/2014	CHAPMAN REFRIGERATION LLC MAINTENANCE/REPAIRS	65.00
104432	2/07/2014	FRITO-LAY, INC. Food Purchases	3,355.47
104433	2/07/2014	GODSHALLS Food Purchases	253.08
104434	2/07/2014	GOULD'S PRODUCE AND FARM MARKET Food Purchases	1,975.00
104435	2/07/2014	HERSHEY CREAMERY COMPANY Food Purchases	1,005.36
104436	2/07/2014	HOME DEPOT CREDIT SERVICE EQUIPMENT, REPLACEMENT >2500	874.31
104437	2/07/2014	KASA'S FOODS DIST CO INC. Food Purchases	13,927.99
104438	2/07/2014	KEYCO DISTRIBUTORS INC. Food Purchases	371.64
104439	2/07/2014	MORABITO BAKING CO. INC. Food Purchases	3,580.19
104440	2/07/2014	PEPSI-COLA Food Purchases	6,130.75
104441	2/07/2014	POCONO MOUNTAIN DAIRIES MILK PURCHASES	32,022.59
104442	2/07/2014	POCONO PROFOODS Food Purchases	20,686.98
104443	2/07/2014	BRYDALE PRESS LLC. PRINTING EXPENSE	90.00
104444	2/07/2014	RC FINE FOODS Food Purchases	238.68
104445	2/07/2014	REINHART FOOD SERVICE Food Purchases	12,440.82
104446	2/07/2014	TASTY BAKING COMPANY (REMIT) Food Purchases	47.04
104447	2/07/2014	US FOODS Food Purchases	17,811.82
104448	2/07/2014	WEIS MARKET, INC. Food Purchases	61.72
104449	2/19/2014	CHAPMAN REFRIGERATION LLC MAINTENANCE/REPAIRS	133.90
104450	2/19/2014	GOULD'S PRODUCE AND FARM MARKET Food Purchases	1,000.00
104451	2/19/2014	PREVENTION DUES & FEES	24.00
104452	2/19/2014	US FOODS Food Purchases	4,952.92

Bank: 45 PNC BANK-CAFETERIA

Check no.	Check Date	Vendor name and comment	Amount
104453	2/27/2014	INTEGRAONE TECHNOLOGY SUPPLIES	6,306.00
104454	2/27/2014	SINGER EQUIPMENT CO. EQUIPMENT, REPLACEMENT >2500	15,519.41
			----- 144,509.02

End of Report - 10.11.29

East Stroudsburg Area School District  
 YTD SUMMARY OF REVENUES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
6000-000 REVENUE FROM LOCAL SOURCES							
6100-000 TAXES LEVIED BY DISTRICT							
6110-000 AD VALOREM TAXES	90,079,490.00	90,079,490.00	21,600.98	90,402,166.62	.00	322,676.62-	.4-
6140-000 Act 511 - Occupational Priv. Tax	70,000.00	70,000.00	4,172.57	56,170.11	.00	13,829.89	19.8
6150-002 Act 511 - Earn.Inc. & R.E.Trans.Tax	3,600,000.00	3,600,000.00	275,631.92	2,618,030.10	.00	981,969.90	27.3
** 6100 TOTAL TAXES LEVIED BY DISTRICT	93,749,490.00	93,749,490.00	301,405.47	93,076,366.83	.00	673,123.17	.7
6200-000 DISCOUNTS TAKEN TAXES LEVIED							
6210-006 Discounts Taken on Property	.00	.00	.00	.00	.00	.00	***
** 6200 TOTAL DISCOUNTS TAKEN TAXES LEVIED	.00	.00	.00	.00	.00	.00	***
6400-000 DELINQUENCIES ON DISTRICT TAXES							
6410-006 Delinquent Taxes	7,900,000.00	7,900,000.00	4,498.65-	3,693,118.88	.00	4,206,881.12	53.3
** 6400 TOTAL DELINQUENCIES ON DISTRICT TAXES	7,900,000.00	7,900,000.00	4,498.65-	3,693,118.88	.00	4,206,881.12	53.3
6500-000 EARNINGS ON INVESTMENTS							
6510-000 Earnings on Investments	85,000.00	85,000.00	4,272.47	63,207.96	.00	21,792.04	25.6
6590-000 Other Earnings On investments	.00	.00	.00	.00	.00	.00	***
** 6500 TOTAL EARNINGS ON INVESTMENTS	85,000.00	85,000.00	4,272.47	63,207.96	.00	21,792.04	25.6
6700-000 REVENUES FROM DISTRICT ACTIVITIES							
6740-000 Fees	.00	.00	134.00	2,647.00	.00	2,647.00-	***
6790-000 Other District Activity Income	.00	.00	.00	295.00	.00	295.00-	***
** 6700 TOTAL REVENUES FROM DISTRICT ACTIVITIES	.00	.00	134.00	2,942.00	.00	2,942.00-	***
6800-000 OTHER GOVERNMENT UNITS							
6810-092 REVENUE FROM LOCAL GOVERNMENT UNITS	.00	.00	.00	.00	.00	.00	***
6820-032 State Revenue from Acting Agent	.00	.00	.00	.00	.00	.00	***
6830-097 Federal Revenue from Intermediary	1,162,885.00	1,162,885.00	452,456.90	452,457.05	.00	710,427.95	61.1
** 6800 TOTAL OTHER GOVERNMENT UNITS	1,162,885.00	1,162,885.00	452,456.90	452,457.05	.00	710,427.95	61.1
6900-000 OTHER REVENUE FROM LOCAL SOURCES							
6900-007 OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00	.00	.00	***
6910-001 Rental of Facilities	50,000.00	50,000.00	2,149.99	26,609.80	.00	23,390.20	46.8
6920-099 DONATIONS FROM PRIVATE SOURCES	.00	.00	.00	.00	.00	.00	***
6940-000 TUITON FROM PATRONS	10,000.00	10,000.00	463.00	18,663.58	.00	8,663.58-	86.6-
6960-000 Service Provided Other Local Gov't	.00	.00	.00	350.00	.00	350.00-	***
6990-001 Miscellaneous Revenues	.00	.00	1,673.59	155,076.30	.00	155,076.30-	***
** 6900 TOTAL OTHER REVENUE FROM LOCAL SOURCES	60,000.00	60,000.00	4,286.58	200,699.68	.00	140,699.68-	234.5-

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East Stroudsburg Area School District  
 YTD SUMMARY OF REVENUES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
*** 6000 TOTAL REVENUE FROM LOCAL SOURCES	102,957,375.00	102,957,375.00	758,056.77	97,488,792.40	.00	5,468,582.60	5.3
-----							
7000-000 REVENUE FROM STATE SOURCES							
7100-000 BASIC INSTRUCTIONAL SUBSIDIES							
7110-005 Basic Instructional Subsidy	13,153,732.00	13,153,732.00	.00	7,095,408.00	.00	6,058,324.00	46.1
7140-000 Charter Schools	.00	.00	.00	.00	.00	.00	***
7160-000 Tuition - Orphans/Private Homes	425,000.00	425,000.00	.00	.00	.00	425,000.00	100.0
7170-000 School Improvement Grants	.00	.00	.00	.00	.00	.00	***
7180-000 Staff & Program Development	.00	.00	.00	.00	.00	.00	***
-----							
** 7100 TOTAL BASIC INSTRUCTIONAL SUBSIDIES	13,578,732.00	13,578,732.00	.00	7,095,408.00	.00	6,483,324.00	47.7
-----							
7200-000 Revenue for Specific Ed Programs							
7210-000 Homebound Instruction	.00	.00	.00	.00	.00	.00	***
7220-000 Vocational Education Subsidy	.00	.00	.00	.00	.00	.00	***
7230-002 Alternative Education	.00	.00	.00	.00	.00	.00	***
7240-000 Driver Education Subsidy	.00	.00	.00	.00	.00	.00	***
7270-598 Special Education Subsidy	3,585,478.00	3,585,478.00	540,524.00	2,702,620.00	.00	882,858.00	24.6
7290-098 Additional Educational Prog Revenues	.00	.00	.00	.00	.00	.00	***
-----							
** 7200 TOTAL Revenue for Specific Ed Programs	3,585,478.00	3,585,478.00	540,524.00	2,702,620.00	.00	882,858.00	24.6
-----							
7300-000 SUBSIDIES - NONEDUCATIONAL PROGRAMS							
7310-000 Transportation Subsidy	3,000,000.00	3,000,000.00	590,657.00	1,938,227.52	.00	1,061,772.48	35.4
7320-045 Rental Subsidy	1,700,000.00	1,700,000.00	294,524.75	1,129,911.88	.00	570,088.12	33.5
7330-000 Medical & Dental Subsidy	165,000.00	165,000.00	.00	158,117.66	.00	6,882.34	4.2
7340-662 State Property Tax Reduc Allocation	4,342,268.00	4,342,268.00	.00	4,342,268.13	.00	.13	.0
-----							
** 7300 TOTAL SUBSIDIES - NONEDUCATIONAL PROGRAMS	9,207,268.00	9,207,268.00	885,181.75	7,568,525.19	.00	1,638,742.81	17.8
-----							
7500-000 Extra State Grants							
7500-000 Extra State Grants	504,703.00	504,703.00	.00	504,703.00	.00	.00	.0
7590-000 Other State Revenue	.00	.00	.00	2,000.00	.00	2,000.00	***
-----							
** 7500 TOTAL Extra State Grants	504,703.00	504,703.00	.00	502,703.00	.00	2,000.00	.4
-----							
7800-000 REVENUE FROM THE COMMONWEALTH OF PA							
7810-000 STATE SHARE-SOCIAL SECURITY	2,618,300.00	2,618,300.00	176,128.22	1,455,991.44	.00	1,162,308.56	44.4
7820-000 STATE SHARE-RETIREMENT	5,756,214.00	5,756,214.00	1,393,345.10	3,005,793.32	.00	2,750,420.68	47.8
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** 7800 TOTAL REVENUE FROM THE COMMONWEALTH OF PA	8,374,514.00	8,374,514.00	1,569,473.32	4,461,784.76	.00	3,912,729.24	46.7
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7900-000 REVENUE FOR TECHNOLOGY							
7910-091 Educational Technology	.00	.00	.00	.00	.00	.00	***
7920-000 Classrooms For The Future	.00	.00	.00	.00	.00	.00	***
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** 7900 TOTAL REVENUE FOR TECHNOLOGY	.00	.00	.00	.00	.00	.00	***

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East Stroudsburg Area School District  
 YTD SUMMARY OF REVENUES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
*** 7000 TOTAL REVENUE FROM STATE SOURCES	35,250,695.00	35,250,695.00	2,995,179.07	22,331,040.95	.00	12,919,654.05	36.7
8000-000 REVENUE FROM FEDERAL SOURCES							
8100-000 UNRESTRICTED GRANTS-IN-AID							
8110-002 Impact Aid	400,000.00	400,000.00	.00	.00	.00	400,000.00	100.0
** 8100 TOTAL UNRESTRICTED GRANTS-IN-AID	400,000.00	400,000.00	.00	.00	.00	400,000.00	100.0
8500-000 RESTRICTED GRANTS-IN-AID - ACADEMIC							
8510-415 ECIA Chapter 1	1,545,088.00	1,545,088.00	128,417.63	1,213,239.74	.00	331,848.26	21.5
8540-095 N E T	.00	.00	.00	.00	.00	.00	***
8560-094 ECIA - TITLE VI	.00	.00	.00	.00	.00	.00	***
** 8500 TOTAL RESTRICTED GRANTS-IN-AID - ACADEMIC	1,545,088.00	1,545,088.00	128,417.63	1,213,239.74	.00	331,848.26	21.5
8600-000 RESTRICTED GRANTS-IN-AID - OTHER							
8690-094 Other Federal Grants	.00	.00	.00	.00	.00	.00	***
** 8600 TOTAL RESTRICTED GRANTS-IN-AID - OTHER	.00	.00	.00	.00	.00	.00	***
8700-000 AMERICAN RECOVERY & REINVESTMENT							
8700-983 AMERICAN RECOVERY & REINVESTMENT	.00	.00	.00	.00	.00	.00	***
8730-000	85,901.00	85,901.00	.00	12,940.72	.00	72,960.28	84.9
** 8700 TOTAL AMERICAN RECOVERY & REINVESTMENT	85,901.00	85,901.00	.00	12,940.72	.00	72,960.28	84.9
8800-000 MEDICAL ASSISTANCE (MA) REIMBURSEMENT							
8810-000 ACCESS Reimbursements	450,000.00	450,000.00	.00	.00	.00	450,000.00	100.0
8820-000 ACCESS Administrative Claiming	.00	.00	.00	56,814.13	.00	56,814.13	***
8830-000 ACCESS - Early Intervention	.00	.00	.00	.00	.00	.00	***
** 8800 TOTAL MEDICAL ASSISTANCE (MA) REIMBURSEMENT	450,000.00	450,000.00	.00	56,814.13	.00	393,185.87	87.4
*** 8000 TOTAL REVENUE FROM FEDERAL SOURCES	2,480,989.00	2,480,989.00	128,417.63	1,282,994.59	.00	1,197,994.41	48.3
9000-000 OTHER FINANCING SOURCES							
9200-000 PROCEEDS - EXTENDED TERM FINANCING							
9200-000 PROCEEDS - EXTENDED TERM FINANCING	2,157,973.00	2,157,973.00	.00	.00	.00	2,157,973.00	100.0
** 9200 TOTAL PROCEEDS - EXTENDED TERM FINANCING	2,157,973.00	2,157,973.00	.00	.00	.00	2,157,973.00	100.0
9300-000 INTERFUND TRANSFERS							
9330-000 CAPITAL PROJECTS FUND TRANSFERS	.00	.00	.00	.00	.00	.00	***
** 9300 TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00	.00	.00	***
9400-000 SALE OF SURPLUS EQUIPMENT							

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East Stroudsburg Area School District  
 YTD SUMMARY OF REVENUES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	‡ Rem.
9400-001 SALE OF SURPLUS EQUIPMENT	.00	.00	73.63	198,949.43	.00	198,949.43-	***
** 9400 TOTAL SALE OF SURPLUS EQUIPMENT	.00	.00	73.63	198,949.43	.00	198,949.43-	***
9500-000 Refund of Prior Years Expenses	.00	.00	.00	.00	.00	.00	***
9500-000 Refund of Prior Years Expenses	.00	.00	.00	.00	.00	.00	***
** 9500 TOTAL Refund of Prior Years Expenses	.00	.00	.00	.00	.00	.00	***
*** 9000 TOTAL OTHER FINANCING SOURCES	2,157,973.00	2,157,973.00	73.63	198,949.43	.00	1,959,023.57	90.8
**** GENERAL FUND	142,847,032.00	142,847,032.00	3,881,727.10	121,301,777.37	.00	21,545,254.63	15.1

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Apr 07, 2014  
Type of Report: SUMMARY

East Stroudsburg Area School District  
YTD SUMMARY OF REVENUES  
For the Period Ending 3/31/2014

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GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
***** GRAND TOTAL	142,847,032.00	142,847,032.00	3,881,727.10	121,301,777.37	.00	21,545,254.63	15.1

End of Report - 14.08.59

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East Stroudsburg Area School District  
 YTD SUMMARY OF EXPENDITURES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
1000-000 INSTRUCTION							
1100-100 Salaries	32,406,886.00	32,406,886.00	2,444,773.38	18,010,748.90	.00	14,396,137.10	44.4
1100-200 Fringe Benefits	16,892,784.00	16,892,784.00	1,319,478.91	9,605,663.25	.00	7,287,120.75	43.1
1100-300 Contract Professional Services	73,350.00	71,171.44	.00	80,825.09	45,849.00	55,502.65-	78.0-
1100-400 Contract Maintenance Services	211,697.00	250,662.59	938.74	162,405.92	47,064.24	41,192.43	16.4
1100-500 Travel, Insurance, other Services	2,046,787.00	2,046,429.95	270,057.71	1,403,099.31	2,033.00	641,297.64	31.3
1100-600 Supplies, Books and Utilities	1,041,172.00	1,062,344.17	46,419.60	1,013,583.71	104,610.06	55,849.60-	5.3-
1100-700 Furniture & Equipment	39,993.00	43,495.05	2,725.48	62,876.10	.00	19,381.05-	44.6-
1100-800 Dues & Fees	8,036.00	9,556.00	4,729.00	8,029.00	1,990.00	463.00-	4.8-
<b>** 1100 TOTAL REGULAR EDUCATION PROGRAMS</b>	<b>52,720,705.00</b>	<b>52,783,329.20</b>	<b>4,089,122.82</b>	<b>30,347,231.28</b>	<b>201,546.30</b>	<b>22,234,551.62</b>	<b>42.1</b>
1200-100 Salaries	9,813,190.00	9,813,190.00	868,702.71	5,554,051.36	.00	4,259,138.64	43.4
1200-200 Fringe Benefits	6,942,221.00	6,942,221.00	551,133.45	4,013,716.55	.00	2,928,504.45	42.2
1200-300 Contract Professional Services	3,369,691.00	3,369,691.00	223,313.24	2,196,392.41	41,904.60	1,131,393.99	33.6
1200-400 Contract Maintenance Services	.00	.00	.00	.00	.00	.00	***
1200-500 Travel, Insurance, other Services	1,806,920.00	1,801,837.54	182,938.32	852,041.78	.00	949,795.76	52.7
1200-600 Supplies, Books and Utilities	89,626.00	85,371.00	393.80	87,062.88	1,797.69	3,489.57-	4.1-
1200-700 Furniture & Equipment	.00	.00	.00	3,292.63	4,255.00	7,547.63-	***
1200-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
<b>** 1200 TOTAL SPECIAL EDUCATION</b>	<b>22,021,648.00</b>	<b>22,012,310.54</b>	<b>1,826,481.52</b>	<b>12,706,557.61</b>	<b>47,957.29</b>	<b>9,257,795.64</b>	<b>42.1</b>
1300-100 Salaries	512,472.00	512,472.00	38,051.98	284,625.51	.00	227,846.49	44.5
1300-200 Fringe Benefits	269,637.00	269,637.00	23,194.73	152,732.30	.00	116,904.70	43.4
1300-300 Contract Professional Services	850.00	850.00	.00	.00	.00	850.00	100.0
1300-400 Contract Maintenance Services	.00	.00	.00	.00	.00	.00	***
1300-500 Travel, Insurance, other Services	1,934,400.00	1,934,400.00	283,094.00	1,660,395.42	329,818.00	55,813.42-	2.9-
1300-600 Supplies, Books and Utilities	4,801.00	4,801.00	1,272.69	2,946.44	125.08	1,729.48	36.0
1300-700 Furniture & Equipment	.00	.00	.00	.00	.00	.00	***
1300-800 Dues & Fees	396.00	396.00	.00	196.00	.00	200.00	50.5
<b>** 1300 TOTAL VOCATIONAL EDUCATION</b>	<b>2,722,556.00</b>	<b>2,722,556.00</b>	<b>345,613.40</b>	<b>2,100,895.67</b>	<b>329,943.08</b>	<b>291,717.25</b>	<b>10.7</b>
1400-100 Salaries	864,110.00	864,110.00	64,193.72	535,397.23	.00	328,712.77	38.0
1400-200 Fringe Benefits	430,853.00	430,853.00	34,160.45	258,624.58	.00	172,228.42	40.0
1400-300 Contract Professional Services	1,023,706.00	1,023,706.00	137,627.03	452,241.15	.00	571,464.85	55.8
1400-400 Contract Maintenance Services	500.00	500.00	.00	.00	500.00	.00	.0
1400-500 Travel, Insurance, other Services	546,010.00	546,010.00	25,736.06	113,402.83	.00	432,607.17	79.2
1400-600 Supplies, Books and Utilities	141,876.00	142,354.72	1,560.05	3,527.81	1,358.46	137,468.45	96.6
1400-700 Furniture & Equipment	351.00	127.72-	.00	.00	10,479.90	10,607.62-	***
1400-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
<b>** 1400 TOTAL OTHER INSTRUCTIONAL PROGRAMS</b>	<b>3,007,406.00</b>	<b>3,007,406.00</b>	<b>263,277.31</b>	<b>1,363,193.60</b>	<b>12,338.36</b>	<b>1,631,874.04</b>	<b>54.3</b>
1500-300 Contract Professional Services	.00	.00	.00	2,608.21	2,608.20	5,216.41-	***
1500-500 Travel, Insurance, other Services	.00	.00	.00	42.77	.00	42.77-	***

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East Stroudsburg Area School District  
 YTD SUMMARY OF EXPENDITURES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
** 1500 TOTAL NONPUBLIC SCHOOL PROGRAMS	.00	.00	.00	2,650.98	2,608.20	5,259.18-	***
1600-100 Salaries	.00	.00	.00	.00	.00	.00	***
1600-200 Fringe Benefits	.00	.00	.00	.00	.00	.00	***
** 1600 TOTAL ADULT EDUCATION PROGRAMS	.00	.00	.00	.00	.00	.00	***
1700-500 Travel, Insurance, other Services	.00	.00	.00	.00	.00	.00	***
1700-600 Supplies, Books and Utilities	.00	.00	.00	.00	.00	.00	***
** 1700 TOTAL HIGHER EDUCATION PROGRAMS	.00	.00	.00	.00	.00	.00	***
1800-300 Contract Professional Services	.00	.00	11,029.00	65,181.92	49,963.39	115,145.31-	***
1800-500 Travel, Insurance, other Services	.00	.00	.00	695.39	210.60	905.99-	***
** 1800 TOTAL	.00	.00	11,029.00	65,877.31	50,173.99	116,051.30-	***
*** 1000 TOTAL INSTRUCTION	80,472,315.00	80,525,601.74	6,535,524.05	46,586,406.45	644,567.22	33,294,628.07	41.3
2000-000 SUPPORT SERVICES							
2100-100 Salaries	1,890,241.00	1,890,241.00	164,305.30	1,352,517.32	.00	537,723.68	28.4
2100-200 Fringe Benefits	1,008,766.00	1,008,766.00	88,679.36	706,317.43	.00	302,448.57	30.0
2100-300 Contract Professional Services	829,421.00	829,421.00	58,020.30	654,528.46	.00	174,892.54	21.1
2100-400 Contract Maintenance Services	2,799.00	3,732.60	215.00-	1,291.51	323.61	2,117.48	56.7
2100-500 Travel, Insurance, other Services	8,655.00	9,966.95	289.52	2,509.15	.00	7,457.80	74.8
2100-600 Supplies, Books and Utilities	24,880.00	24,494.17	6,411.88-	4,681.34	396.92	19,415.91	79.3
2100-700 Furniture & Equipment	.00	.00	.00	.00	.00	.00	***
2100-800 Dues & Fees	1,400.00	2,450.00	.00	1,547.71	230.00	672.29	27.4
** 2100 TOTAL PUPIL PERSONNEL SERVICES	3,766,162.00	3,769,071.72	304,667.60	2,723,392.92	950.53	1,044,728.27	27.7
2200-100 Salaries	1,539,316.00	1,539,316.00	130,798.20	983,277.95	.00	556,038.05	36.1
2200-200 Fringe Benefits	764,110.00	764,110.00	63,144.13	453,848.32	.00	310,261.68	40.6
2200-300 Contract Professional Services	65,900.00	71,795.00	1,689.00	57,623.30	17,999.00	3,827.30-	5.3-
2200-400 Contract Maintenance Services	14,701.00	17,844.43	.00	10,623.95	1,138.47	6,082.01	34.1
2200-500 Travel, Insurance, other Services	75,979.00	70,141.59	5,568.30	17,109.38	5,150.08	47,882.13	68.3
2200-600 Supplies, Books and Utilities	373,460.00	374,757.34	4,066.27	282,335.20	37,454.08	54,968.06	14.7
2200-700 Furniture & Equipment	7,000.00	7,133.16	3,394.00	3,394.00	.00	3,739.16	52.4
2200-800 Dues & Fees	8,061.00	8,494.00	1,434.00	4,159.00	796.00	3,539.00	41.7
** 2200 TOTAL INSTRUCTIONAL STAFF SERVICES	2,848,527.00	2,853,591.52	210,093.90	1,812,371.10	62,537.63	978,682.79	34.3
2300-100 Salaries	3,001,764.00	3,001,764.00	287,222.65	2,047,787.37	.00	953,976.63	31.8
2300-200 Fringe Benefits	1,700,437.00	1,700,437.00	142,809.64	1,180,126.43	.00	520,310.57	30.6
2300-300 Contract Professional Services	477,340.00	474,620.11	13,226.80	205,794.94	.00	268,825.17	56.6
2300-400 Contract Maintenance Services	126,713.00	91,705.95	1,850.28	66,966.42	26,956.17	2,216.64-	2.4-

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East Stroudsburg Area School District  
 YTD SUMMARY OF EXPENDITURES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
2300-500	Travel, Insurance, other Services	270,647.00	293,589.44	2,775.25	224,625.63	9,494.86	59,468.95 20.3
2300-600	Supplies, Books and Utilities	74,551.00	63,778.90	2,817.25	64,238.77	1,888.00	2,347.87- 3.7-
2300-700	Furniture & Equipment	10,060.00	13,847.13	.00	5,304.97	.00	8,542.16 61.7
2300-800	Dues & Fees	60,875.00	62,154.50	2,059.00-	21,793.95	702.00	39,658.55 63.8
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** 2300	TOTAL ADMINISTRATION SERVICES	5,722,387.00	5,701,897.03	448,642.87	3,816,638.48	39,041.03	1,846,217.52 32.4
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2400-100	Salaries	1,106,719.00	1,106,719.00	94,915.14	648,599.65	.00	458,119.35 41.4
2400-200	Fringe Benefits	635,597.00	635,597.00	57,267.49	384,144.31	.00	251,452.69 39.6
2400-300	Contract Professional Services	25,400.00	25,400.00	.00	14,055.00	11,125.00	220.00 .9
2400-400	Contract Maintenance Services	1,905.00	2,081.65	.00	1,145.00	.00	936.65 45.0
2400-500	Travel, Insurance, other Services	2,124.00	2,291.55	194.41	1,026.21	.00	1,265.34 55.2
2400-600	Supplies, Books and Utilities	19,528.00	18,843.19	297.84	10,394.56	2,342.22	6,106.41 32.4
2400-700	Furniture & Equipment	2,000.00	2,445.05	445.05	445.05	.00	2,000.00 81.8
2400-800	Dues & Fees	1,884.00	1,954.66	.00	1,719.00	.00	235.66 12.1
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** 2400	TOTAL PUPIL HEALTH SERVICES	1,795,157.00	1,795,332.10	153,119.93	1,061,528.78	13,467.22	720,336.10 40.1
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2500-100	Salaries	622,189.00	622,189.00	64,684.70	438,205.09	.00	183,983.91 29.6
2500-200	Fringe Benefits	415,363.00	415,363.00	32,164.71	263,280.33	.00	152,082.67 36.6
2500-300	Contract Professional Services	40,000.00	38,400.00	2,497.00	8,771.44	.00	29,628.56 77.2
2500-400	Contract Maintenance Services	29,750.00	29,750.00	.00	7,540.91	2,267.67	19,941.42 67.0
2500-500	Travel, Insurance, other Services	6,800.00	14,244.95	1,418.46	17,880.73	.00	3,635.78- 25.5-
2500-600	Supplies, Books and Utilities	25,300.00	22,325.46	719.85	5,278.08	158.09	16,889.29 75.7
2500-700	Furniture & Equipment	50,000.00	44,212.00	.00	1,477.79	.00	42,734.21 96.7
2500-800	Dues & Fees	1,500.00	1,500.00	.00	205.23	.00	1,294.77 86.3
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** 2500	TOTAL BUSINESS OFFICE SERVICES	1,190,902.00	1,187,984.41	101,484.72	742,639.60	2,425.76	442,919.05 37.3
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2600-100	Salaries	4,663,099.00	4,663,099.00	527,264.53	3,256,972.32	.00	1,406,126.68 30.2
2600-200	Fringe Benefits	3,381,462.00	3,381,462.00	290,937.42	2,305,552.23	.00	1,075,909.77 31.8
2600-300	Contract Professional Services	23,500.00	8,361.95	150.00	2,682.95	2,455.00	3,224.00 38.6
2600-400	Contract Maintenance Services	2,282,800.00	2,399,042.01	180,577.05	1,708,371.77	142,343.30	548,326.94 22.9
2600-500	Travel, Insurance, other Services	322,631.00	322,634.04	289.75	293,507.08	.00	29,126.96 9.0
2600-600	Supplies, Books and Utilities	1,818,620.00	1,714,851.00	220,835.60	1,240,307.24	237,670.58	236,873.18 13.8
2600-700	Furniture & Equipment	207,508.00	141,479.00	22,500.00	91,200.21	3,319.00	46,959.79 33.2
2600-800	Dues & Fees	5,000.00	4,971.00	19.00	1,646.70	.00	3,324.30 66.9
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** 2600	TOTAL OPERATION & MAINTENANCE	12,704,620.00	12,635,900.00	1,242,573.35	8,900,240.50	385,787.88	3,349,871.62 26.5
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2700-100	Salaries	3,427,107.00	3,421,357.00	386,933.03	2,126,251.55	.00	1,295,105.45 37.9
2700-200	Fringe Benefits	2,945,020.00	2,945,020.00	244,448.69	1,919,581.25	.00	1,025,438.75 34.8
2700-300	Contract Professional Services	21,000.00	21,000.00	1,071.63	9,855.42	10,044.58	1,100.00 5.2
2700-400	Contract Maintenance Services	18,500.00	18,500.00	.00	10,673.40	1,415.40	6,411.20 34.7
2700-500	Travel, Insurance, other Services	2,929,943.00	2,973,093.00	75,408.12	595,968.68	211,043.02	2,166,081.30 72.9
2700-600	Supplies, Books and Utilities	1,027,250.00	1,043,250.00	63,797.15	558,096.08	36,175.14	448,978.78 43.0
2700-700	Furniture & Equipment	1,373,091.00	1,384,091.00	.00	3,750,081.52	3,609,474.00	5,975,464.52- 431.7-

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East Stroudsburg Area School District  
 YTD SUMMARY OF EXPENDITURES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	Rem.
2700-800 Dues & Fees	6,000.00	4,350.00	371.25	755.25	.00	3,594.75	82.6
<b>** 2700 TOTAL STUDENT TRANSPORTATION SERVICES</b>	<b>11,747,911.00</b>	<b>11,810,661.00</b>	<b>772,029.87</b>	<b>8,971,263.15</b>	<b>3,868,152.14</b>	<b>1,028,754.29-</b>	<b>8.7-</b>
2800-100 Salaries	1,162,924.00	1,162,924.00	116,575.67	826,172.77	.00	336,751.23	29.0
2800-200 Fringe Benefits	723,013.00	723,013.00	63,137.76	518,999.81	.00	204,013.19	28.2
2800-300 Contract Professional Services	63,300.00	90,372.12	16,309.66	62,731.30	7,484.00	20,156.82	22.3
2800-400 Contract Maintenance Services	62,290.00	55,153.96	452.71	54,099.78	4,913.97	3,859.79-	7.0-
2800-500 Travel, Insurance, other Services	184,580.00	175,040.16	9,001.50	111,657.96	32,767.15	30,615.05	17.5
2800-600 Supplies, Books and Utilities	2,621,375.00	2,645,407.93	23,348.88	396,139.34	53,878.14	2,195,390.45	83.0
2800-700 Furniture & Equipment	301,850.00	319,200.80	13,785.00	94,131.70	58,493.46	166,575.64	52.2
2800-800 Dues & Fees	7,385.00	7,502.00	175.00	3,798.67	.00	3,703.33	49.4
<b>** 2800 TOTAL CENTRAL SUPPORT SERVICES</b>	<b>5,126,717.00</b>	<b>5,178,613.97</b>	<b>242,786.18</b>	<b>2,067,731.33</b>	<b>157,536.72</b>	<b>2,953,345.92</b>	<b>57.0</b>
2900-100 Salaries	.00	.00	.00	.00	.00	.00	***
2900-200 Fringe Benefits	.00	.00	.00	.00	.00	.00	***
2900-500 Travel, Insurance, other Services	49,480.00	49,480.00	.00	47,375.52	.00	2,104.48	4.3
2900-600 Supplies, Books and Utilities	.00	.00	.00	.00	.00	.00	***
<b>** 2900 TOTAL OTHER SUPPORT SERVICES</b>	<b>49,480.00</b>	<b>49,480.00</b>	<b>.00</b>	<b>47,375.52</b>	<b>.00</b>	<b>2,104.48</b>	<b>4.3</b>
<b>*** 2000 TOTAL SUPPORT SERVICES</b>	<b>44,951,863.00</b>	<b>44,982,531.75</b>	<b>3,475,398.42</b>	<b>30,143,181.38</b>	<b>4,529,898.91</b>	<b>10,309,451.46</b>	<b>22.9</b>
3000-000 NONINSTRUCTIONAL SERVICES							
3200-100 Salaries	1,170,117.00	1,170,117.00	108,634.96	859,642.18	.00	310,474.82	26.5
3200-200 Fringe Benefits	380,342.00	380,342.00	32,973.46	269,667.81	.00	110,674.19	29.1
3200-300 Contract Professional Services	70,943.00	71,990.00	3,925.00	48,750.00	35,694.00	12,454.00-	17.3-
3200-400 Contract Maintenance Services	115,966.00	114,766.26	1,215.44	30,179.42	4,595.11	79,991.73	69.7
3200-500 Travel, Insurance, other Services	84,421.00	87,224.18	494.68	129,853.46	.00	42,629.28-	48.9-
3200-600 Supplies, Books and Utilities	213,924.00	206,758.45	12,235.35	121,439.05	29,181.49	56,137.91	27.2
3200-700 Furniture & Equipment	16,200.00	19,346.10	.00	2,649.00	16,062.10	635.00	3.3
3200-800 Dues & Fees	12,146.00	15,773.45	420.00	8,950.00	4,100.00	2,723.45	17.3
<b>** 3200 TOTAL STUDENT ACTIVITIES</b>	<b>2,064,059.00</b>	<b>2,066,317.44</b>	<b>159,898.89</b>	<b>1,471,130.92</b>	<b>89,632.70</b>	<b>505,553.82</b>	<b>24.5</b>
3300-100 Salaries	49,367.00	49,367.00	6,190.84	36,682.89	.00	12,684.11	25.7
3300-200 Fringe Benefits	48,554.00	48,554.00	3,559.45	34,604.94	.00	13,949.06	28.7
3300-300 Contract Professional Services	1,300.00	1,300.00	2,250.00	6,750.00	2,250.00	7,700.00-	592.3-
3300-500 Travel, Insurance, other Services	14,400.00	14,400.00	.00	.00	.00	14,400.00	100.0
3300-600 Supplies, Books and Utilities	8,288.00	8,288.00	3,136.75	9,163.80	2,025.35	2,901.15-	35.0-
3300-800 Dues & Fees	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.0
<b>** 3300 TOTAL COMMUNITY SERVICES</b>	<b>124,909.00</b>	<b>124,909.00</b>	<b>15,137.04</b>	<b>87,201.63</b>	<b>4,275.35</b>	<b>33,432.02</b>	<b>26.8</b>
<b>*** 3000 TOTAL NONINSTRUCTIONAL SERVICES</b>	<b>2,188,968.00</b>	<b>2,191,226.44</b>	<b>175,035.93</b>	<b>1,558,332.55</b>	<b>93,908.05</b>	<b>538,985.84</b>	<b>24.6</b>

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East Stroudsburg Area School District  
 YTD SUMMARY OF EXPENDITURES  
 For the Period Ending 3/31/2014

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
4000-000 FACILITIES CONSTR. & IMPROVEMENT							
4100-300 Contract Professional Services	.00	.00	.00	.00	.00	.00	***
** 4100 TOTAL SITE ACQUIS. & IMPROVEMENT , NEW	.00	.00	.00	.00	.00	.00	***
4200-400 Contract Maintenance Services	.00	.00	.00	.00	.00	.00	***
** 4200 TOTAL SITE IMPROVEMENT, REPLACEMENT	.00	.00	.00	.00	.00	.00	***
*** 4000 TOTAL FACILITIES CONSTR. & IMPROVEMENT	.00	.00	.00	.00	.00	.00	***
5000-000 OTHER FINANCING							
5100-800 Dues & Fees	9,833,279.00	9,833,279.00	175,248.96	8,769,227.22	.00	1,064,051.78	10.8
5100-900 Transfers/Contrib. to Other Funds	10,036,143.00	10,007,571.07	14,978.30	9,827,949.20	.00	179,621.87	1.8
** 5100 TOTAL GENERAL OPERATING DEBT SERVICE	19,869,422.00	19,840,850.07	190,227.26	18,597,176.42	.00	1,243,673.65	6.3
5200-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
5200-900 Transfers/Contrib. to Other Funds	.00	.00	10,000,000.00	10,292,456.74	.00	10,292,456.74-	***
** 5200 TOTAL DEBT SERVICE & OTHER FUND TRANSFERS	.00	.00	10,000,000.00	10,292,456.74	.00	10,292,456.74-	***
5400-900 Transfers/Contrib. to Other Funds	.00	.00	.00	20,653.00-	.00	20,653.00	***
** 5400 TOTAL	.00	.00	.00	20,653.00-	.00	20,653.00	***
5800-200 Fringe Benefits	.00	.00	254,374.39	2,581,368.13	.00	2,581,368.13-	***
** 5800 TOTAL SUSPENSE ACCOUNT	.00	.00	254,374.39	2,581,368.13	.00	2,581,368.13-	***
5900-800 Dues & Fees	350,000.00	292,358.00	.00	.00	.00	292,358.00	100.0
** 5900 TOTAL BUDGETARY RESERVE	350,000.00	292,358.00	.00	.00	.00	292,358.00	100.0
*** 5000 TOTAL OTHER FINANCING	20,219,422.00	20,133,208.07	10,444,601.65	31,450,348.29	.00	11,317,140.22-	56.2-
**** GENERAL FUND	147,832,568.00	147,832,568.00	20,630,560.05	109,738,268.67	5,268,374.18	32,825,925.15	22.2

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Apr 07, 2014  
Type of Report: SUMMARY

East Stroudsburg Area School District  
YTD SUMMARY OF EXPENDITURES  
For the Period Ending 3/31/2014

Page: 6  
ID: AC0835

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
***** GRAND TOTAL	147,832,568.00	147,832,568.00	20,630,560.05	109,738,268.67	5,268,374.18	32,825,925.15	22.2

End of Report - 14.09.04

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East Stroudsburg Area SD  
BUILDING ENROLLMENT LIST

IU	Intermediate Unit 20	57
OAP	OOD Awaiting Place	6
01	E Stroudsburg Elemen	678
02	E Stroudsburg HS - S	1,367
04	JM Hill Elementary	414
05	Smithfield Elem	321
06	Middle Smithfield El	541
12	Lambert Intermediate	997
14	Bushkill Elementary	454
16	Lehman Intermediate	756
17	ES Senior High North	1,100
19	Resica Elementary	533
201	Monroe County Jail	1
209	Northampton Cty Det	2
211	Bucks Cty IU 22	1
214	Lehigh Cty Det Ctr	1
215	SilverSprings/Martin	1
222	DTA	1
223	Firely Home for Kids	1
227	Cornell Abraxas	1
231	Fitzmaurice CS	1
240	Devereux - PA	1
266	BLAST 17 WELLSBORO	1
28	La Sa Quik	2
300	Clear Brook Lodge	1
349	N Central Treatment	1
358	Northwestern Academy	2
364	Youth Services Agenc	3
63	Vision Quest (Waynes)	2
67	GeorgeJr Repub Grove	1
89	Glen Mills School	1
990	Cyber/Charter School	263
	Total	7,512

End of Report- 11:59:31