

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – May 19, 2014**

Carl T. Secor Administration Center – Board Room

7:00 P.M.

ADDENDUM A

XII. CONTRACTS

(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)

RECOMMENDATION: Motion to approve the contract listed for their specific services, rates and effective dates totaling under \$10,000, subject to the review and recommendations of the Solicitor and approval of the Administration regarding the terms and conditions of any final contract, other than price or cost.

	NAME	SERVICE	RATE	PAYMENT FROM	EFFECTIVE DATE
16.	Sayles, Regina	End of Year Rock Star Day	\$500.00	Bushkill-SWPBS	6/6/14

XIII. STUDENT ITEMS

(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)

C. Field Trips – 75 Miles or More

RECOMMENDATION: Motion to approve the 75 miles or more field trip listed. The proposal and itineraries for the field trip meet the required Board Policy #121.

	Name	Activity	Location	Dates
8.	Henritz, Anthony	6 th Grade Trip to Knoebel's	Elysburg, PA	6/9/14

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

REQUEST FOR CONSULTANT/CONTRACTED SERVICES

1. Initiator: Complete this section.

Name of Consultant: Regina Sayles # 1

Address: 746 Ann St Stroudsburg PA 18360

Function or purpose of service (be specific): End of year Award - Rock Star Day

Location of service: BES-

Time period - from June 6th 2014 to: June 6th 2014
(begin date) (end date)

1 day 1 hr. @ \$ 500.00 = \$ 500.00 plus expenses?
Total days/hours/other daily/hourly/other rate Total Contract yes no

Charge to Account Number: 10 - 3200 - 610 - 000 - 10 - 16 - 16

Signatures - Initiator: Nicole Meets (S) Date: 5/16/14

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.

Regina Sayles 5/14/14 / /
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: Grae Dugg Date: 5/16/14

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.

Dispatch Order #: _____

Please Check One:	
<input type="checkbox"/>	Regular Day Trip
<input type="checkbox"/>	Extended Day Trip
<input type="checkbox"/>	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 JT LAMBERT GROUP 6TH GRADE REQUESTOR ANTHONY HENRITZ

DESTINATION KNOEBEL'S GROVE, ELYSBURG, PA GRADE(S)/LEVEL(S) 6TH GRADE

DIRECTIONS TO DESTINATION OBTAINED (Please check) YES NO

DATE JUNE 9, 2014 PLACE OF DEPARTURE (Be Specific) J. T. LAMBERT

NUMBER OF STUDENTS MAKING TRIP 325 NUMBER OF SCHOOL BUSES NEEDED 0

BUS ARRIVAL TIME (For pre-departure preparation) 7:30 AM CHARTER BUSES

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 7:45 AM

RETURN TIME (When bus(es) arrive back at school for other duties) 6:45 PM

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) SEE ATTACHED LIST OF ACTIVITIES

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 32 *

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

PROJECTED COST OF TRIP:	# of Substitutes <u>0</u> X # of Days <u>0</u> = \$ <u>0</u>
	Transportation Costs (as is applicable) \$ <u>8500</u>
	Admission/Registration Fees \$ <u>8000</u>
	Miscellaneous (Please list) \$ <u>500</u>
	\$ <u>2500</u>
	Grand Total \$ <u>19500</u>

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

SIGNATURE -- Staff Member Making Request [Signature] DATE 5-8-14

SIGNATURE/APPROVAL -- Building Principal _____ DATE _____

SIGNATURE/APPROVAL -- Director of Athletics and Activities* _____ DATE _____

* As is applicable

BUS AVAILABILITY -- Transportation Office _____ DATE _____

SIGNATURE -- Asst. Supt./Curriculum & Instruction _____ DATE _____

SIGNATURE -- Superintendent [Signature] DATE 5-13-14