

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – January 23, 2017**

Carl T. Secor Administration Center – Board Room

7:00 P.M.

ADDENDUM A

XI. PERSONNEL ITEMS

A. Support Staff – Uncompensated Leaves of Absence

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

RECOMMENDATION: Motion to approve the uncompensated leave of absence in accordance with the approved applicable policy, procedures and contractual agreement.

2. Uncompensated Leave of Absence (Date Change) – In accordance with School Board Policy #539

Name

Position Held

a. Athey, Jerry

Cafeteria Aide - East Stroudsburg Elementary
Effective Date: January 23, 2017
Length of leave now through: January 31, 2017

(Request received)

G. Extra Responsibility Positions

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

RECOMMENDATION: Motion to approve the appointment in accordance with the terms of the District's existing collective bargaining agreements as amended and supplemented.

5. Appointment for the 2016-2017 School Year (compensations reflect 2015-2016 Schedule B Pay Rates)

	Last Name	First Name	Position	Building	Rate
bb.	Grindle	Aliya	Volunteer Intramural Cheerleading Advisor	J. T. Lambert Intermediate	not applicable

XII. CONTRACTS

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

1.

RECOMMENDATION: Motion to approve the contracts 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
23.	Keiper, Alisa D.	ESL Parent Academics Adult ESL Literacy Outreach	\$28.56 per hour Not to Exceed \$1,285.00	Title III Grant	2/7/17-5/16/17
24.	Rodriguez, Janice	ESL Parent Academics Adult ESL Literacy Outreach	\$28.56 per hour Not to Exceed \$1,285.00	Title III Grant	2/7/17-5/16/17

(See pages 4-5)

XIII. STUDENT ITEMS

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

B. Field Trips – 75 Miles or More

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

	Name	Activity	Location	Dates
6.	Healey, Michael (#01977)	H.S. South AP US Government/UN Aspire students on a guided tour with Senator Scavello and Representative Brown at the State Capitol.	Harrisburg, PA	4/25/17

(See page 6)

XVIII. FISCAL ITEMS

J. Use of Facilities

6.

RECOMMENDATION: Motion to approve the request for use of facilities as listed for Class 1 School-Related activities (no facility fees will be incurred as per Policy #707). Pocono Family YMCA is requesting a waiver of personnel fees for their Sunday Swim Meet.

CLASS 1 – SCHOOL-RELATED USE OF FACILITIES – (Sports Feeder Programs/Student Educational Enrichment Programs)

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
Lehman	Pocono Family YMCA	Swim Meet	1/29/17 (Sunday)	No	Yes/No (Approx. \$1,350)

(See page 7)

L. Propane

RECOMMENDATION: Motion to accept the bid from Sharp Energy, the lowest responsible bidder, in the amount of \$398,346.00, for the installation and three year maintenance of two 18,000 gallon propane tanks, and additionally for the provision of propane for a three-year period from July 1, 2017 to June 30, 2020 with the cost of propane to be set at the then current price taking into consideration the transportation differential as utilized by Sharp in its December 5, 2016 bid date.

(See page 8)

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Alisa D. Keiper

Employee # 8662

Date(s) of Services: Up to 15 weekly sessions: February 7, 2017 through May 16, 2017

Title of Presentation/Service: ESL Parent Academies

Purpose of Presentation/Service: Presenter – Adult ESL Literacy Outreach Workshops

Total Time Required for Presentation/Service: 2 hours of instruction and 1 hour of prep per session, not to exceed a total of 45 hours.

Presentation/Service Facility: Resica Elementary Library

Maximum Number of Participants: 40

Presentation/Service Rate: \$28.56 per hour

Total Estimated Cost of Proposed Presentation/Service: Not to exceed \$1,285.00

Budget Account Number to be charged: Title III Grant 10-3300-120-440-00-00-97 (new system # 10-3310-121-471-00-000-000-205-9197)

Audio/Visual Equipment Needed: white board, projector, computers

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 provider.

Signature of Initiator: [Signature] 1/5/17
Initiator sends to Provider to sign DATE

Signature of Provider: Alisa D. Keiper 1/5/17
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
 Assistant Superintendent
 For Curriculum & Instruction: [Signature] 1-13-17
 Send to the Superintendent's Office DATE

After Board Approved _____ Board Approval Date _____

Superintendent: _____
 Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____

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

4

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Janice Rodriguez

Employee # 7836

Date(s) of Services: Up to 15 weekly sessions: February 7, 2017 through May 16, 2017

Title of Presentation/Service: ESL Parent Academies

Purpose of Presentation/Service: Presenter – Adult ESL Literacy Outreach Workshops

Total Time Required for Presentation/Service: 2 hours of instruction and 1 hour of prep per session, not to exceed a total of 45 hours.

Presentation/Service Facility: Resica Elementary Library

Maximum Number of Participants: 40

Presentation/Service Rate: \$28.56 per hour

Total Estimated Cost of Proposed Presentation/Service: Not to exceed \$1,285.00

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Audio/Visual Equipment Needed: white board, projector, computers

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 provider.

Signature of Initiator: [Signature] 1/4/17
Initiator sends to Provider to sign DATE

Signature of Provider: Janice Rodriguez 1-4-17
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
 Assistant Superintendent
 For Curriculum & Instruction: [Signature] 1-13-17
 Send to the Superintendent's Office DATE

After Board Approved _____ Board Approval Date _____

Superintendent: _____
 Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____

Initiator will distribute the copies:

- Business Office (payroll) for payment
- Human Resources – Place in Presenter's File
- Staff Development Secretary
- Initiator
- Provider

5

TO: SUPERINTENDENT 1-20-17

Transportation Department



Home > Students > Trips > Field Trips > Reports > Options

Field Trip: 01977	
Main Notes Documents History	
* -Required Fields * -All trips must be requested at least 30 full school day(s) in advance. (Next valid date 3/3/2017)	
Requested:	01/04/17 08:56 AM By: Healey, Michael
Status:	<input checked="" type="radio"/> Transportation Approved
Change To:	[Select New Status]
Comments:	<div style="border: 1px solid black; height: 40px;"></div>
* Field Trip Name:	HS South
* School:	E Stroudsburg HS - S / 2
* Department:	HSS
* Activity:	HS South
Contact	
* Contact:	Michael Healey
* Phone:	6104174635 *Phone Ext: x2224
* Email:	michael-healey@esasd.net
Departure	
* Depart Date:	4/25/2017 * Time: 07:30 AM
* Return Date:	4/25/2017 * Time: 03:00 PM
Departure:	EHS / EHS
Notes:	Back of HS South
Destination	
* Destination:	Harrisburg State Capitol
* Street:	501 N 3rd St
* City:	Harrisburg
* State:	Pa * Zip: 17120
Contact:	
Title:	
Phone:	Phone Ext:
Fax:	
Email:	
Notes:	AP US Government/UN ASPIRE curriculum enhancing guided tour with Senator Mario Scavello and State Representative Rosemary Brown on the legislative workings of our Commonwealth of Pennsylvania.
Directions	
Directions:	

6

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pocahontas Family YMOA Today's Date 12 / 21 / 16

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: Swim meet
Name of School Requested Lehman Int

Table with 3 columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Row 1: 1/29/17, 6am - 7pm, Swim meet

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)

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

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

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

Name Michael Wolbert Address 809 Main St JHs PA Phone 570-421-2528
Name _____ Address _____ Phone EX 126

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 _____ Phone (day) 570-358-2142
Responsible Organization Official (eve.) _____

Billing Address 809 Main St. JHs PA 18260

APPROVALS: Principal _____ 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) _____ Charges: \$ _____
Other (specify): _____ Charges: \$ _____

3 YEAR ANTICIPATED COST ANALYSIS

	VENDOR		VENDOR		VENDOR	
	AmeriGas	Sharp Energy	Suburban Propane	Rhoads Energy	No Bid	
OPTION 1: DISTRICT OWNED						
Fueling Station	\$ 478,000	\$ 390,346	\$ 470,000			
Annual Maintenance	\$ 36,000	\$ 8,000	\$ 2,340			
Bus Purchase payment			\$ (2,000)			
TOTAL FIXED COST	\$ 514,000	\$ 398,346	\$ 470,340			
Cost/Gal	\$ 0.75	\$ 0.58	\$ 0.69			
DELIVERY DIFFERENTIAL						
2017-18	\$ 0.443	\$ 0.363	\$ 0.420			
2018-19	\$ 0.443	\$ 0.413	\$ 0.440			
2019-20	\$	\$ 0.463	\$ 0.450			

Suburban Propane Bid for each option includes a payment/credit \$2,000 toward the District's purchase of 5 new propane buses.

