

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/ADMINISTRATION
OF ASTHMA INHALERS/
EPINEPHRINE AUTO-INJECTORS

ADOPTED: September 17, 2018

REVISED:

	<p style="text-align: center;">210.1 POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/ EPINEPHRINE AUTO-INJECTORS</p>
<p>1. Authority</p>	<p>The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[1][2]</p> <p>The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.[3]</p>
<p>2. Definitions</p>	<p>Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[4]</p> <p>Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.</p> <p>Self-administration shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.</p> <p>The Superintendent or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district’s website, and through posted notices and other efficient methods.[1][5][6][7]</p>

<p>4. Guidelines</p>	<p>The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.</p> <p>The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[3]</p> <p>The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.</p> <p>The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.[3]</p> <p>Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[2][3][8][9][10][11]</p> <p>In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[2][9][12][13][14][15]</p> <p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[13][14]</p> <p><u>Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors</u></p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:[1][8]</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant. 2. A written statement from the parent/guardian acknowledging that the school is
----------------------	---

not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side-effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[1]
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.

2. Date of issue.

3. Dosage.

4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.[3]

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[3][18][19][20][21]

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.

2. Call for medical help immediately (dial 9-1-1).

3. Take additional precautions or steps outlined in emergency response procedures

and training, including the administration of a second dose of epinephrine, if necessary.

4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[3]

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[3][22][23][24]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

	<p>References:</p> <ol style="list-style-type: none">1. 24 P.S. 1414.12. Pol. 103.13. 24 P.S. 1414.24. 24 P.S. 14015. 22 PA Code 12.36. 24 P.S. 510.27. Pol. 2188. 22 PA Code 12.419. Pol. 11310. Pol. 209.111. Pol. 21012. 24 P.S. 140913. Pol. 113.414. Pol. 21615. Pol. 81016. Pol. 113.117. Pol. 22718. 42 Pa. C.S.A. 833219. 42 Pa. C.S.A. 8337.120. 42 Pa. C.S.A. 854121. 42 Pa. C.S.A. 854522. 24 P.S. 1414.923. 42 Pa. C.S.A. 854724. 42 Pa. C.S.A. 8548 <p>Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector Administration, May 2018</p>
--	--

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

NO.: 237
SECTION: PUPILS
TITLE: ELECTRONIC COMMUNICATION DEVICES
ADOPTED: August 19, 2002
REVISED: November 15, 2004
July 17, 2006
July 18, 2011
September 17, 2018

	237. ELECTRONIC COMMUNICATION DEVICES
1. Purpose	Electronic Communication Devices (“ECDs”) ¹ can be supportive of the educational program of the School District. They can assist students in achieving the School District’s mission and goals, as well as a student’s own educational goals. With the many kinds of ECDs, some issued by the School District (“SD ECDs”) and some of the students (“PECDs”), the potential for the disruption to the education of others, and to the School District exists.
2. Definitions	<p><u>Electronic Communication Devices (“ECDs”)</u> – are communication devices with voice, data, text, and/or navigation capabilities that are able to access the internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (“apps”), and/or provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.</p> <p>Examples of Electronic Communication Devices include smartphones (iPhone); cellular phones; mobile phones (capable of being configured to recording photos, video and/or audio); traditional telephones; pagers/beepers; location tracking devices; global positional system (GPS) instruments; computers; portable game units; MP3 music and media players; PDAs; digital cameras; tablet and laptop computers; wearable technology; drones; iPads; Kindles and other similar devices that can capture still images or video, and can record, store, display, transmit, or receive audio or video with digital, electronic, wired, wireless, or cellular communication capabilities. ECDs may also be referred to as electronic devices in other publications and School District policies.</p>

¹ See Definition section for the defined terms generally provided in initial capital letters throughout this Policy.

237. ELECTRONIC COMMUNICATION DEVICES

ECDs could be devices that are not capable of transmitting telephone communications (such as radios), do not have Internet access (such as Kindles), are lasers, and/or are radar communication devices.

Personal Electronic Communication Devices (“PECDs”) – are ECDs that are brought to the School District by the student, and are not owned by the School District.

Silent Use – is the use of ECDs, and PECDs (where permission has been granted by an administrator or IEP team), that make no sound, are inaudible, and are speechless. Examples of Silent Use include texting and electronic messaging. No device rings, ringtones, or sound effects are permitted at any time, unless a teacher permits such use in an area within the teacher’s control and is not disruptive to other employees and students.

3. Authority

24 P.S. § 5-510
24 P.S. § 1317.1
Policy 815

1. The Board permits the possession and Silent Use² of SD ECDs by School District students during the school day in School District buildings, on School District property, and while students are attending School District-sponsored activities during regular school hours when they are in compliance with this Policy, other School District policies, regulations, rules, and procedures, Internet Service Provider (“ISP”), website and apps terms (if they are lawful), and local, state, and federal laws and procedures (“School District Policies and/or Other Legal Requirements”). Use must be supportive of the educational program of the School District, must not interfere with the students’ educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the School District.
2. Students are prohibited from visually possessing, using, and turning on their PECDs during the school day in School District buildings, on School District property, and while students are attending School District-sponsored activities during regular school hours on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, *unless* prior expressed permission has been granted by the building administrator (or designee) for educational, safety, emergency, medical, or security use. Students who are permitted to use their PECDs are also subject to the School District’s Acceptable Use Policy #815.

Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a Computer due to their medical condition, or

² See Definition section for the defined terms generally provided in initial capital letters throughout this Policy.

237. ELECTRONIC COMMUNICATION DEVICES

the medical condition of a member of their family, with notice and the approval of the school administrator (or designee) may qualify for an exemption of this prohibition.

3. Connection of SD ECDs and PECDs to the Internet by way of anything other than the School District's WiFi network is a violation of this Policy and the School District's Acceptable Use Policy, *unless* the Principal of the School District building has authorized students to use their cellular service in that building. The School District will not be responsible for Student's acts conducted through their cellular service. Parent(s)/Guardian(s) are responsible for their child's use and misuse of their cellular service in violation of School District Policies and Other Legal Requirements, and they must cooperate with the School District if disciplinary matters arise.
4. Building level administrators, in consultation with the Superintendent, and/or designee, and in compliance with School District Policies and Other Legal Requirements, are authorized to determine the extent of the use of SD ECDs and permitted PECDs, within their schools, on the school's property, and/or while students are attending that school's sponsored activities during regular school hours. For example, use at the elementary grade level may be different than that at the middle school, and/or high school grade levels.
5. Students are prohibited from using SD ECDs and PECDs with or without Internet access and/or recording, and/or camera/video, and other capabilities and configurations to take videos and images of others, transfer them, and/or place them on websites or social media without the consent of the person(s) in the image and/or building principal.
6. Unless a teacher and/or principal determines otherwise, SD ECDs and permitted PECDs, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, conference rooms, band rooms, and chorus rooms.
7. In addition, unless they must be used for emergency situations, the SD ECDs and permitted PECDs must remain off during a school evacuation due to the safety and security of all individuals.
8. The School District will not be liable for the theft, loss, damage, misuse, or unauthorized use of any permitted and/or not permitted PECD brought to school by a student, and the School District will not guarantee that time or resources will be used by the School District to locate stolen or lost PECDS. Students are personally and solely responsible for the security of PECDS and the privacy of their information and data brought to school, school events, or

237. ELECTRONIC COMMUNICATION DEVICES

School District property. The School District will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so. The student is responsible for any costs of the use (for example, monthly expenses, voice and data charges), repair, maintenance, replacement, upgrades, enhancements, or modifications to their PECD; the School District and School District employees will not provide such support.

9. If students' PECDs are loaned or borrowed and misused, the students loaning the PECDs and the students receiving/borrowing the PECDs and misusing the PECDs are jointly responsible for the misuse and/or violation of School District policies, regulations, rules, or procedures.

4. Delegation of Responsibility

1. The Superintendent and/or designee, shall annually notify students, parent(s)/guardian(s), employees, and Guests about the School District's Electronic Communication Devices Policy by publishing the Policy, or references to the Policy, in the student handbook, in a newsletter, and/or posting notices on the School District's website and/or on apps, in its social media locations, and/or by any other methods.
2. The Superintendent, and/or designee, is responsible for training and retraining administrators and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' SD ECD and PECD.
3. If needed, the Superintendent is granted the authority to create and enforce administrative regulation(s), rules, guidelines, procedures, and forms to accompany this Policy, which must be incorporated into the administrative regulation.
4. Students must comply with School District Policies and/or Other Legal Requirements. Students must comply with the guidelines set by the classroom teacher and/or School District and building level officials for ECDs and permitted PECDs. Any guidelines must be consistent with this Policy and the School District's Acceptable Use Policy. Students will be held responsible for their conduct in the use and misuse of the SD ECDs and PECDs, and are subject to the consequences provided in the Guidelines Section of this Policy.

If needed, the Superintendent is granted the authority to create an administrative regulation to accompany this Policy.

<p>5. Guidelines Policies 218, 233</p> <p>24 P.S. § 1317.1</p>	<p style="text-align: center;">237. ELECTRONIC COMMUNICATION DEVICES</p> <ol style="list-style-type: none"> 1. In accordance with this Policy, ECDs and permitted PECDs, <i>may be used</i> in authorized areas as determined by the School District administration as follows: <ol style="list-style-type: none"> 1.1 For educational or instructional purposes. 1.2 Before and after school, and in the cafeteria at lunchtime. 1.3 When the educational, safety, emergency, medical, or security use of the ECDs and permitted PECDs by the student is approved by the building level administrator, or designee. In such cases, the student's use must be supervised by a School District professional. 2. In accordance with this Policy, ECDs and all PECDs, <i>may not be used</i> in unauthorized areas as determined by the School District administration as follows: <ol style="list-style-type: none"> 2.1 The Board strictly prohibits possession and use by students of any non-School District-owned laser pointers, or laser pointer attachments, and any ECDs and PECDs that are hazardous or harmful to students, employees, and the School District on school grounds, at School District-sponsored activities, and on buses or other vehicles provided by the School District. These include, but not limited to, SD ECDs and PECDs that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal, or designee, or anyone, for students to possess or use such devices. 2.2 During tests, examinations, and/or assessments, unless the teacher authorizes such use. When ECDs and any PECDs are not authorized to be used during tests, examinations, and/or assessments they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap. 2.3 To cheat, engage in unethical conduct, and threaten academic integrity. 2.4 To access and/or view Internet websites that are blocked by the School District. Examples include, but are not limited to, inappropriate social media sites, and "Inappropriate Matter" as defined in the School District's Acceptable Use Policy and Social Media Policy.
--	---

47 U.S.C. § 254
(5)(B)(iii)

237. ELECTRONIC COMMUNICATION DEVICES

- 2.5 To invade the privacy rights of any student or employee, violate the rights of any student or staff member, for example unlawfully harass, threaten, intimidate, bully or cyberbully any student, employee, or Guest, or promote or engage in violence. Actions include, but not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.
- 2.6 In locker rooms, bathrooms, dressing rooms, swimming pool areas, and any other changing areas.
- 2.7 In the hallways and during the changing of classes.
- 2.8 To create, send, share, view, or disseminate sexually explicit, obscene, pornographic, child pornographic, lewd images or video content, such as acts that may be a crime under state and/or federal law.
- 2.9 To disrupt the education and learning of others and the educational and learning environment of the School District.
3. ECDs and PECDs that violate this Policy, other relevant School District Policies and/or Other Legal Requirements may be lawfully confiscated. The confiscated ECDs and PECDs shall be lawfully processed by the confiscator and may not be returned until a conference is held with a parent or guardian.
4. If school officials have reasonable suspicion that the School District Policies and/or Other Legal Requirements are violated by the student's use of ECDs or PECDs, and that the use of these devices will materially or substantially disrupt the school's atmosphere, the ECDs and PECDs may be turned over to law enforcement when warranted.
5. Students have no expectation of privacy when using the SD ECDs and when using the School District's WiFi or other service(s). In addition, students have no expectation of privacy when they use Personal Electronic Communication Devices on the School District's WiFi or other service(s) or when their device is lawfully searched.
6. When legally required or when in the interest of the student, the student's parent/guardian shall be notified.
7. If an ECD, SD ECD or PECDC is suspected of being stolen, it shall be turned over to law enforcement.

<p>47 U.S.C. § 254 (5)(B)(iii)</p>	<p style="text-align: center;">237. ELECTRONIC COMMUNICATION DEVICES</p> <p>8. Disciplinary consequences shall be in accordance with the School District’s policies and administrative regulations, rules, guidelines, and procedures, including but not limited to Student Code of Conduct, Acceptable Use Policy, Bullying/Cyberbullying Policy, Harassment Policy, and Social Media Policy.</p> <p>9. Violations of this Policy should be reported to the student’s principal, or designee.</p> <p>References:</p> <p>School Code – 24 P.S. 510, 1317.1. <i>Electronic Communications Privacy Act</i> – 18 U.S.C. 2510 et seq. <i>Wiretapping and Electronic Surveillance Act</i> – 18 Pa. C.S.A. 5703. <i>Federal Children’s Internet Protection Act</i> - 47 U.S.C. § 254. <i>Pennsylvania Child Internet Protection Act</i> – 24 P.S. § 4601 et seq. <i>Bullying Act</i> – 24 P.S. § 13-1303.1-A. School Board Policies, Regulations, Rules, and Procedures</p>
--	--

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: COMMERCIAL SPONSORSHIPS
AND ADVERTISING

ADOPTED: September 17, 2018

REVISED:

702.1 COMMERCIAL SPONSORSHIPS AND ADVERTISING	
1. Purpose	<p>The Board recognizes that public school facilities, events, and programs provide a potential market for commercial sponsorships, that financial payments from commercial sponsorships can benefit students and taxpayers by generating support for the school district and its programs, and that commercial sponsors should receive special recognition for supporting the school district in such manner.</p> <p>Therefore, the Board establishes this policy whereby commercial groups, businesses and companies may voluntarily enter into written agreements (sponsorship agreements) to provide financial support for school district programs and activities in exchange for public recognition that may include the sale of “sponsored by” rights for school district events as well as advertising, signage, announcements and other promotional opportunities at school district activities.</p>
2. Authority	<p>The school district may enter into sponsorship agreements with commercial groups, businesses or companies that allow advertising to take place on school district property pursuant to restrictions outlined in this policy. The goal of such sponsorship agreements is solely to benefit students and taxpayers by generating private financial support for the school district and its educational programs.</p> <p>This policy does not create a forum for all types of advertising or provide a general public forum for purposes of communication. Rather, the intent is to make use of a limited portion of the school district’s property in order to generate revenue from commercial sponsors for school district programs and activities.</p> <p>Noncommercial advertising is not permitted under this policy.</p> <p>Pursuant to this policy, the school district generally intends to receive financial payments from sponsors, but may consider proposals that include in-kind contributions by sponsors as deemed appropriate by the School Board.</p>
3. Guidelines	<p><u>Advertising Program</u></p> <ol style="list-style-type: none"> Advertising will not be displayed inside classrooms, in areas where students in class may view the advertisement, or in any other area that may be disruptive to student learning. For purposes of this policy, the term classroom

	<p>is not intended to include any school's auditorium, cafeteria, gymnasium, library, or athletic fields/facilities.</p> <ol style="list-style-type: none">2. Students will not be required to listen to, read or be subjected to commercial advertising in the classroom, except when the classroom instruction by the teachers is related to advertising, as referenced in the district curriculum.3. Advertisements shall not be disruptive or jeopardize the safety of students, staff and/or the public by their content or physical properties.4. No student, staff or taxpayer information (e.g. names, addresses, telephone numbers or email addresses) shall be made available to sponsors for purposes of distribution or dissemination of advertising.5. Advertising must comply with all laws, regulations and administrative agency rules of the federal, state and local governments, including all laws, regulations and administrative agency rules applicable to copyrights, trademarks, trade names and patents.6. No advertiser/commercial sponsor shall be permitted to use the school district's intellectual property (e.g. team names, slogans, logos, or designs constituting trademark or services marks whether or not registered) unless such use is approved in writing by the school district.7. Any advertising signage shall comply with school district Administrative Regulations and any local zoning ordinances that may apply.8. All advertising in areas used for athletic purposes shall be approved by the School Board and shall be in accordance with Pennsylvania Interscholastic Athletic Association (P.I.A.A.) policies and guidelines related to advertising and/or sponsorship.9. The Superintendent or designee shall monitor advertising fees which are directed to individual sports to ensure equity among programs in keeping with the guidelines of Title IX and to protect the athletes from potential violations of P.I.A.A. regulations concerning amateur status.10. The advertiser/commercial sponsor shall be responsible for and indemnify the district against any legal action taken against the district for the contents of an advertisement, including, but not limited to, allegations of intellectual property infringement and any and all tort claims.
--	---

Construction and Maintenance of Advertising on District Property

The District shall not be responsible for the construction, maintenance, or repair of any signs, poster or other advertising materials or media approved for display on District property, including but not limited to repair or maintenance necessitated by acts of vandalism. Except for advertisement displayed on the High School Stadium Scoreboard, advertisers shall be responsible for the storage, installation and/or reinstallation of periodic or seasonal advertisements.

Advertisements that are not maintained to standards acceptable by the District must be repaired or removed by the advertising organization within the time period designated by the District, the advertisement will be removed by the District at the expense of the advertising organization.

The Superintendent or designee will establish Administrative Regulations with regard to signage type, size, the installation/reinstallation of advertisements, maintenance and advertising duration.

Certain Advertising Prohibited

All advertising by sponsors pursuant to this policy shall be commercial in nature, in keeping with standards of good taste, appropriate for school-aged children, and not seek to promote, encourage or engage in any of the following:

1. Support any noncommercial message or position, including personal, religious and/or political viewpoints.
2. Make false, misleading, deceptive or unwarranted statements or claims. The Superintendent or designee retains the right to ban forms of commercial communication that are more likely to deceive or mislead the public than to inform it.
3. Infringe upon another person's rights through plagiarism, unfair imitation of another person's program idea or copy, or any other unfair competition.
4. Disparage a competitor or a competitor's products or services.
5. Advertise lotteries or other games of chance, with the exception of advertising by fully-licensed entities authorized under the Race Horse Development and Gaming Act of 2004 (Act 71).
6. Contain slanderous, obscene, sexual, profane, vulgar, repulsive, or offensive matters, either in theme or in treatment.

7. Appeal for funds.
8. Contain testimonials that cannot be authenticated.
9. Declare or imply an endorsement by the school district of any service, product or point of view.
10. Contrary or adverse to the mission and purpose of the school district.
11. Promote the sale or use of alcohol, tobacco or illegal drugs. Full-service restaurants that serve alcoholic beverages may advertise under this policy where the specific advertisement, itself, does not expressly promote alcohol or tobacco products.
12. Promote the sale or use of firearms or other weapons.
13. Promote unlawful or illegal goods, services or activities.
14. Constitute advertising which violates local, state or federal law when done on school district property.

Steps for the Approval of Corporate Sponsorships/Donations Containing Advertisement

The following steps shall apply:

1. Sponsorship agreement requests must be made in writing to the Superintendent.
2. Approval by the School Board shall be required for any sponsorship, and such financial payments are not accepted until approved by the School Board at a public meeting.
3. The school district shall not be bound by any oral agreements purportedly made by any employee or marketing agent.

Booster Clubs, Parent-Teacher Organizations and Sanctioned Student Groups

This policy is not intended to regulate booster clubs, parent-teacher organizations or student extracurricular, co-curricular or athletic groups recognized by the school district. Any fundraising activities by such groups shall be done in compliance with other applicable school district policies and any understandings or agreements that exist between those organizations and the School Board.

No booster club, parent-teacher organization or student group is authorized to solicit or enter into any agreement or understanding with commercial groups, businesses or companies to distribute, broadcast or display any type of advertising on school district property without prior authorization by the School Board and the entry of any agreement or understanding is done in compliance with this policy.

District Non-Endorsement of Advertisements

Advertisements from sponsors permitted by the district do not indicate the district's endorsement or approval of the matters presented in the advertisements. The district reserves the right to clearly communicate that the School District does not endorse the organization, and the district may require advertisers to clearly state such within the advertisement. At the district's discretion, such communication may be placed within, below, or near any or all advertisements in addition to or in lieu of in-add disclaimers.

Facilities/Property Naming Rights Not Permitted Through This Policy

This policy does not authorize commercial sponsorships to be used to obtain naming rights to any district facility or to district property.

Legal Compliance

The district shall comply with all applicable state and federal laws in its approval and/or denial of advertisement requests and/or removal of advertisements from district facilities or events.

Severability

The provisions of this policy are severable, and if any of its provisions shall be held invalid or unconstitutional to any extent, such decision shall not effect or impair any of the remaining provisions of the policy. It is hereby declared to be the intention of the School Board that this policy would have been adopted if such invalid or unconstitutional provision had not been included herein.

References:

20 U.S.C. 1681 et seq.

20 U.S.C. 7908

Pol. 913

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: OPERATIONS
TITLE: FOOD SERVICES
ADOPTED: August 19, 2002
REVISED: April 14, 2014
July 18, 2016
March 19, 2018
September 17, 2018

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, 807.1, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220</p>	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p>
<p>FNS Instruction 113-1</p>	<p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.</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>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>42 U.S.C. Sec. 1760</p>	<p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.</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>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</p>	<p>The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</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>SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220</p>	<p>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13 210.30</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>The Superintendent or designee shall prepare guidelines for the implementation of a food service program including:</p> <ol style="list-style-type: none"> 1. The maintenance of facilities free from fire or health hazards.
<p>SC 504</p>	<ol style="list-style-type: none"> 2. The purchase of perishable foodstuffs, seasonal commodities and other supplies.
<p>SC 504, 1337</p>	<ol style="list-style-type: none"> 3. Accounting and depositing procedures for cafeteria funds.

<p>4. Definitions</p>	<p>4. Control, safekeeping and storage of food and food equipment.</p> <p>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.</p> <p>Ticket—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>PIN Number—A person identification number assigned by the school district that allows a student to purchase a meal through a computer-based account.</p> <p>Ticket Misuse—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>Charge—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>5. Guidelines Pol. 246</p> <p>SC 504</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"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. 5. The district shall use USDA Foods for school menus available under the Child Nutrition USDA Food Programs. <p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p>

<p>SC 504</p>	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in a separate cafeteria fund, 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>Pol. 610, 626</p>	<p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p><u>Free/Reduced-Price Meals And Free Milk</u></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 the School Breakfast Program, and the Special Milk Program. Applications for Free/Reduced Price School Meals are handled through the Office of Administrative Services.</p> <p>The district shall conduct direct certification a minimum of three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application.</p>
<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p>	<p><u>Accommodating Students With Special Dietary Needs</u></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>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p><u>School Food Safety and Sanitation Inspections</u></p> <p>The district shall obtain two (2) safety and sanitation inspections (Retail Food Facility Inspection Report) per year in accordance with all local, state, and federal laws and regulations.</p> <p>The district shall post in the cafeteria 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><u>School Food Safety Program</u></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>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30</p>	<p><u>Professional Standards For Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p>
	<p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:</p> <ol style="list-style-type: none"> 1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected. 2. Notify parents/guardians when the student's school meal account reaches a low balance. 3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options and how to apply for Free/Reduced-Price School Meals. 4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal. 5. Students with a negative balance in their school meal account will not be

allowed to charge a la carte items.

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district will offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

District schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on

the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Donations

The District will accept donations from individuals or organizations who wish to pay off negative balances in student meal accounts. Donations will be used in accordance with the expressed desire of the donor to pay off individual student balances or student balances at a specific school(s). If there are insufficient funds provided to meet the expressed desire of donor, funds will be utilized in an equal manner until they are fully utilized. If funds donated without an expressed purpose, they will be allocated in an equal manner to all student meal accounts with negative balances.

References:

School Code – 24 P.S. Sec. 504, 807.1, 1335, 1337

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

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq., 1758, 1758(h), 1760

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

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

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

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 15b.40, 210.9, 210.13, 210.14, 210.15, 210.23, 210.30, 220.7
7 CFR Part 15, Part 210, Part 215, Part 220, Part 245

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1

Board Policy – 000, 103, 103.1, 113, 209.1, 246, 610, 626, 827

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS

ADOPTED: April 19, 2002

REVISED: August 18, 2003
 April 19, 2004
 December 17, 2007
 September 15, 2008
 April 19, 2010
 July 18, 2011
 September 17, 2018

EAST STROUDSBURG AREA SCHOOL DISTRICT

<p>1. Purpose</p>	<p align="center">815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION (CIS) SYSTEMS¹</p> <p align="center">TABLE OF CONTENTS</p> <ul style="list-style-type: none"> 1. Purpose 2. Definitions 3. Authority 4. Responsibility 5. Delegation of Responsibility 6. Guidelines <ul style="list-style-type: none"> Access to the CIS Systems Parental Notification and Responsibility School District Limitation of Liability Facsimile Machine and Services Student Use of Electronic Communications Devices (ECDs) Drones 3D Printers Wearable Technology Prohibitions Copyright Infringement and Plagiarism School District Website and Social Media Posting Blogging Safety and Privacy Cloud, Virtual and Online Storage of School District Information and Data Consequences for Inappropriate, Unauthorized, and Illegal Use
--------------------------	--

¹See Definition section for the defined terms generally provided in initial capital letters throughout this Policy and the accompanying Administrative Regulation.

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 2

- 1.1 The East Stroudsburg Area School District (“School District”) provides employees, students, and registered Guests (“Users”) with School District resources, including, computers, hardware, software, and access to the School District’s Electronic Communication System, networks, which includes internet access, whether wired, wireless, cellular, virtual, cloud, or by any other means, and electronic information sources, as detailed below. Guests include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff, students, School Board members, independent contractors, vendors, and School District consultants.
- 1.2 School District Computers, ECDs, networks, internet, Intranet, Electronic Communications Systems and services, information and data systems and services, databases, files, software, and media, collectively called “CIS Systems,” provide vast, diverse and unique resources. The Board of School Directors will make available access to the School District’s CIS Systems for Users if there is a specific School District-related purpose: for example, to access information, to research; to facilitate learning and teaching; to support School District business; and/or to foster the Educational Purpose and mission of the School District.
- 1.3 For Users, the School District’s CIS Systems must be used for Educational Purposes and/or performance of School District job duties in compliance with this Policy and accompanying Administrative Regulation #815, other School District policies, regulations, rules, and procedures; internet service provider’s (*ISP*) websites’ and apps’ terms (if they are lawful), and local, state, and federal laws and procedures (*School District Policies and Other Legal Requirements*). *Incidental Personal Use* of the School District’s CIS Systems is permitted for employees as defined in this Policy. Students may only use the CIS systems for Educational Purposes.
- 1.4 All Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over the School District’s hardware, software and CIS Systems, including their personal files, or any of their use. For example, when *Users bring and use their own personal Computers, personal electronic communication devices (PECDs), or other entities Computers or ECDs, or use the School District’s electronic communication devices (SD ECDs)* that are located or installed on School District property, at School District events, connected to the School District’s network and/or systems, or when using its mobile computing equipment, telecommunication facilities in unprotected and protected areas or environments, directly from home, or indirectly through another ISP.
- 1.5 If Users bring personal Computers or PECDs onto the School District’s property, to School District events, or connect them to the School District’s

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 3

<p>2. Definitions</p>	<p>network and systems, and if the School District reasonably believes the personal Computers and PECDs contain School District information or contain information that violates a School District Policy and/or Other Legal Requirements, the legal rights of the School District or another person, or involves significant harm to the School District or another person, or involves a criminal activity, the personal Computers or PECDs may be <i>legally accessed in accordance with the law</i> to insure compliance with this Policy, and/or Other Legal Requirements Users may not use their personal Computers and PECDs to access the School District's intranet, internet or CIS Systems unless approved by the Director of Technology, and/or designee.</p> <p>1.6 The School District intends to strictly protect its CIS Systems against numerous harms, including outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy, and accompanying administrative regulation, and to immediately report any violations or suspicious activities to the Superintendent, and/or designee. Noncompliance will result in actions further described in the "Consequences for Inappropriate, Unauthorized and Illegal Use" section found in the last section of this Policy, and provided in other relevant School District Policies and Other Legal Requirements.</p> <p>1.7 This is a comprehensive Policy that addresses the School District's acceptable use of its communication, technology, and information systems. It also refers to and incorporates other technology-related School District's policies. All of these policies may be modified as the electronic and digital information environment evolves.</p> <p>Child Pornography- Under Federal law, any Visual Depiction, including any photograph, film, video, picture, or Computer or Computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none">1. The production of such Visual Depiction involves the use of a Minor engaging in sexually explicit conduct;2. Such Visual Depiction is a digital image, Computer image, or Computer-generated image that is, or is indistinguishable from, that of a Minor engaging in sexually explicit conduct; or3. Such Visual Depiction has been created, adapted, or modified to appear that an identifiable Minor is engaging in sexually explicit conduct.
-----------------------	---

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 4

<p>18 Pa.C.S.A. §6312(d); 24 P.S. § 4603</p> <p>20 U.S.C. § 6777 (e); 18 U.S.C. § 2256(6) Policy 237</p>	<p>Under Pennsylvania law, any person who intentionally views or knowingly possesses or controls any book, magazine, pamphlet, slide, photograph, film, videotape, Computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited Sexual Act or in the simulation of such act is guilty of a felony of the third degree for their first offense, or is guilty of a felony of the second degree for a second offense.</p> <p>Computer– Includes any School District owned, leased or licensed or User-owned personal hardware, software, or other technology used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student information and/or data (including images, files, and/or texts) attached or connected to, installed in, or otherwise used in connection with a Computer.</p> <p>For example, <i>Computer</i> includes, but is not limited to, the School District’s and Users’:</p> <ul style="list-style-type: none"> • Desktop, notebook, powerbook, tablet PC or laptop computers; • Servers, firewalls/security systems, distance learning equipment, videoconference units, printers, facsimile machine, cables, and other peripherals; • Specialized electronic equipment used for students’ special educational purposes; • RFID, and Global Positioning System (<i>GPS</i>) equipment; • Personal digital assistants (<i>PDA</i>s); • iPads, iPods, MP3 players, and electronic readers; • USB/jump drives; • iPhones, cell phones, with or without internet access, and/or recording, electronic mail, camera/video, and/or other capabilities and configurations, telephones, mobile phones, or wireless devices, two-way radios/telephones and other smartphones; • Beepers,; paging devices, laser pointers and attachments; • Internet of Things items (everyday objects that have network connectivity, allowing them to send and receive data), including vehicles with smart technology, and wearable smart devices that can be worn by a person, either as an accessory or as part of material used in the clothing, and is able to be connected to the Internet enabling data to be exchanged between a network and the device (for example, smart watches, smart clothing, fitness trackers, football helmets, and smart jewelry); • Virtual reality and augmented reality headsets, helmets and services; • Computerized drones, and any other such technology developed.
--	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 5

Electronic Communication Devices (“ECDs”) – *ECDs* are communication devices with voice, data, text, and/or navigation capabilities that are able to access the internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other Computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of ECDs include, cellular phones, smartphones (iPhone), mobile phones (with email, recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers/beepers; location tracking devices, GPS instruments; Computers; portable game units; graphic calculators; MP3, music, and media players; PDAs; digital cameras; tablets (such as iPads and e-Readers) and laptop Computers; wearable technology; drones; and other devices that can capture still images or video, can record, store, display, transmit, or receive audio and/or video with digital, electronic, wired, wireless, or cellular communication capabilities. ECDs may also be referred to as electronic devices in other publications and School District policies.

ECDs could be devices that are not capable of transmitting telephone communications (such as radios), do not have internet access, are lasers, and/or are radar communication devices.

ECDs could be issued to students or employees by the School District (SD ECDs), or ECDs could be owned by the students or employees (PECDs).

Electronic Communications Systems- Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an *Electronic Communications System* means any wire, radio, electromagnetic, photooptical or photoelectronic facilities for the transmission/transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, of wire or electronic communications, and any Computer facilities or related electronic equipment for the electronic storage of such communications.

Examples include, without limitation, the internet, intranet, voice mail services, electronic mail services, tweeting, text messaging, and social media.

Educational Purpose - Includes use of the CIS systems for classroom activities, professional or career development, and to support the School District’s curriculum,

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 6

<p>20 U.S.C. § 6777(e)(6);</p> <p>47 U.S.C. § 254(h)(7) (G)</p>	<p>policies, regulations, rules, procedures, and mission statement.</p> <p>Harmful to Minors- Under Federal law, any picture, image, graphic image file or other Visual Depictions that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to Minors, appeals to the prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for Minors, an actual or simulated Sexual Act or Sexual Content, actual or simulated normal or perverted Sexual Acts, or lewd exhibition of the genitals, and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to Minors.
<p>18 Pa.C.S.A. § 5903 (e)(6);</p> <p>24 P.S. § 4603</p>	<p>Under Pennsylvania law, that quality of any depiction or representation, in whatever form, of nudity, Sexual Conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of Minors; and, 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for Minors; and, 3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors. <p>Inappropriate Matter - Includes, but is not limited to visual, graphic, video, text and any other form of indecent, Obscene, pornographic, sexually explicit, Child Pornographic, dangerous, unsafe or other material that is Harmful to Minors</p> <p>Examples include, taking, disseminating, transferring, or sharing Obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as sexting, e-mailing, texting, among others). Others include, hateful, illegal, defamatory, lewd, vulgar, profane, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying/cyberbullying, sexting, flagging, terroristic unlawful, and/or, obscene 3D objects that are unsafe, harmful, dangerous, or pose a threat to the well-being of the User or to others, as well as other Inappropriate Matter and material specified, throughout this Policy, and other School District Policies and Other Legal Requirements. It also includes</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 7

<p>20 U.S.C. § 6777 (e); 47 U.S.C. § 254 (h)(7)(D); 18 U.S.C. § 2256; 18 Pa.C.S.A. § 5903(e)</p> <p>18 U.S.C. § 1460; 20 U.S.C. § 6777(e); 47 U.S.C. § 254(h)(7)(E)</p> <p>18 Pa.C.S.A. § 5903(b); 24 P.S. § 4603</p>	<p>advocating the destruction of property.</p> <p>Incidental personal use - <i>Incidental Personal Use</i> of school Computers and CIS Systems are permitted for employees so long as such use does not interfere with the employee’s job duties and performance, with system operations, or with other system Users. Personal use must comply with School District Policies, its accompanying administrative regulation, and Other Legal Requirements, and must not damage the School District’s hardware, software, and CIS Systems.</p> <p>Minor- For purposes of compliance with the Federal Children’s Internet Protection Act (“FedCIPA”), an individual who has not yet attained the age of seventeen (17). For other purposes, Minor shall mean the age of minority as defined in the relevant law.</p> <p>Obscene- Under Federal law, analysis of the material meets the following elements:</p> <ol style="list-style-type: none"> 1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; 2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be Obscene; and 3. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value. <p>Under Pennsylvania law, any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person, applying contemporary community standards, would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, Sexual Conduct described in the law to be Obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.
---	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 8

<p>18 U.S.C. § 2246; 18 Pa.C.S.A. § 5903 (e)(3); 20 U.S.C. § 6777(e); 47 U.S.C. § 254(h)(7)(H)</p> <p>47 U.S.C. § 254(h)(7)(I); 24 P.S. § 4606</p> <p>18 Pa.C.S.A. § 2256 18 Pa. C.S.A. § 6321</p>	<p>Sexual Act and Sexual Contact- As defined at 18 U.S.C. § 2246(2), at 18 U.S.C. § 2246(3), and at 18 Pa. C.S.A. § 5903.</p> <p>Technology Protection Measure(s)- A specific technology that blocks or filters internet access to Visual Depictions that are Obscene, Child Pornography or Harmful to Minors.</p> <p>Visual Depictions– Under Federal law - Includes undeveloped film and videotape, data stored on a Computer disk or by electronic means which is capable of conversion into a visual image, and data which is capable of conversion into a visual image that has been transmitted by any means, whether or not stored in a permanent format.</p> <p>Under Pennsylvania law – A representation by picture, including, but not limited to, a photograph, video tape, film, or computer image.</p>
<p>3. Authority</p> <p>47 U.S.C. § 254(l); 24 P.S. § 510; 24 P.S. § 4604</p>	<p>3.1 Access to the School District’s CIS Systems through school resources is a privilege, not a right. These CIS Systems and Resources, as well as the User accounts and information, are the property of the School District. The School District further reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will be reasonably cooperative with other educational entities, ISPs, websites, and appropriate authorities, and local, state, and federal officials to the extent legally required in any investigation and will follow process and/or procedure concerning or related to the misuse of the CIS systems, whether criminal or civil actions.</p> <p>3.2 It is often necessary to access Users’ accounts in order to perform routine maintenance and security tasks. System administrators have the right to access by interception, and to access the stored communication of Users’ accounts for any reason in order to uphold School District Policies and Other Legal Requirements, and to maintain the systems.</p> <p>3.3 USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT’S CIS SYSTEMS, AND THE SCHOOL DISTRICT’S AUTHORIZED THIRD PARTIES SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE CIS SYSTEMS.</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 9

	<p>The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all School District CIS Systems', and authorized third parties' systems, and to monitor and allocate fileserver space. Users of the School District's CIS systems, and authorized third parties' systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or used by the School District, and to the School District monitoring and allocating fileserver space. Passwords and message delete functions do not restrict the School District's ability or right to access such communications or information.</p>
<p>20 U.S.C. § 6777(c); 24 P.S. § 4610 47 U.S.C. § 254</p>	<p>3.4 The School District reserves the right to restrict access to any internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the School District operates and enforces Technology Protection Measure(s) that block or filter online activities of Minors, where possible, on its Computers used and accessible to adults and students so as to filter or block Inappropriate Matter. The Technology Protection Measure must be enforced during use of Computers with internet access. Measures designed to restrict adults' and Minors' access to material Harmful to Minors may be disabled to enable an adult or a student (who has provided written consent from a parent or guardian) to access <i>bonafide</i> research, not within the prohibitions of this Policy, its accompanying administrative regulation, or for another lawful purpose. No person may have access to material that is illegal under federal, state, or local law.</p>
<p>20 U.S.C. § 6777(c); 24 P.S. § 4610</p>	<p>3.5 Expedited review and resolution of a claim that the Policy and/or its administrative regulation is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee, upon the receipt of written consent from a parent or guardian for a student, and upon the written request from an adult presented to the Director of Information Technology and/or Assistant Superintendent for Curriculum and Instruction.</p>
	<p>3.6 The School District has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received or stored on and over its CIS Systems; to monitor (electronic or otherwise), record, check, track, log, access or otherwise inspect; and/or to report all aspects of its CIS systems use.</p> <p>This includes any <i>User's personal Computers, PECDs</i>, networks, internet, Electronic Communication Systems, Computers, databases, files, software, and media that they bring onto School District property, or to School District events, that are connected to the School District systems and/or network, or when using</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 10

	<p>the School District's mobile commuting equipment, telecommunications facilities in protected and/or unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, <i>when Users bring and use another entity's Computer or ECD</i> to School District location, event, or connect it to a School District networks and/or systems, and/or that contain School District programs, or School District or Users' data or information, all pursuant to the law, in order to insure compliance with this Policy, its administrative regulation, and other School District Policies and Other Legal Requirements, to protect the School District's resources, and to comply with the law.</p> <p>3.7 The School District reserves the right to restrict or limit usage of lower priority CIS Systems, Computers, PECDs, SD ECDs, and ECDs use when network and computing requirements exceed available capacity according to the following priorities:</p> <p>3.7.1. <u>Highest</u>- uses that directly support the education of the students, and the business operations of the School District.</p> <p>3.7.2. <u>Medium</u>- uses that indirectly benefit the education of the student, and the business operations of the School District.</p> <p>3.7.3. <u>Lowest</u>- uses that include reasonable and limited educationally-related employee interpersonal communications and employee limited Incidental Personal Use.</p> <p>3.7.4. <u>Forbidden</u>- all activities in violation of the School District Policies and Other Legal Requirements.</p> <p>3.8 The School District additionally reserves the right to:</p> <p>3.8.1. Determine which CIS Systems' services will be provided through School District resources.</p> <p>3.8.2. Determine the types of files that may be stored on School District file servers and Computers and SD ECDs.</p> <p>3.8.3. View and monitor network traffic, fileserver space, processor, and system utilization, and all applications provided through the network and Electronic Communications Systems, Computers and ECDs.</p> <p>3.8.4. Remove excess e-mail and other electronic communications or files taking up an inordinate amount of fileserver space after a reasonable time.</p>
--	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 11

<p>Previous ESASD Policy #717</p> <p>4. Responsibility</p>	<p>3.8.5. Revoke User privileges, remove User accounts, or refer violations to legal authorities, and/or School District authorities when violation of this and any other applicable School District Policies and Other Legal Requirements are violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, social media, vendor access, data breach, and destruction of School District resources and equipment.</p> <p>3.9 The Board authorizes the purchase and use of School District cellular telephones and ECDs for employees, if determined to be necessary by the Superintendent, and/or designee. Cellular telephones and SD ECDs provided to employees shall be used for authorized School District business purposes. Personal use is prohibited, unless use has been approved by the Superintendent, and/or designee.</p> <p>4.1. The Superintendent is granted the authority to create, modify, update, and enforce an administrative regulation to accompany this Policy. The administrative regulation must include, among other sections: Prohibitions (<i>General Prohibitions, Access and Security Prohibitions, and Operational Prohibitions</i>), Content Guidelines, Due Process, Search and Seizure, and Selection of Material. This Policy must be incorporated into the administrative regulation.</p> <p>4.2. Due to the nature of the internet, Inappropriate Matter can be accessed through the CIS Systems and Electronic Communications Systems. Because of the nature of the technology that allows the internet to operate, the School District cannot completely block or filter access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of School District resources and will result in actions explained further in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy, its accompanying administrative regulation, and as provided in other relevant School District Policies and Other Legal Requirements.</p> <p>4.3. The School District must publish a current version of this Policy and its accompanying administrative regulation so that all Users are informed of their responsibilities. A copy of this Policy, its accompanying administrative regulation, and <i>CIS Acknowledgement and Consent Form(s)</i> must be provided to all Users, who must sign the School District's <i>CIS Acknowledgement and Consent Form(s)</i>, either by electronic or written means.</p> <p>4.4. Employees must be proficient in, capable of, and able to use the School District's CIS Systems, and software relevant to the employee's responsibilities. In addition, Users must practice proper etiquette, School District ethics, and agree to the requirements of School District Policy and Other Legal</p>
---	---

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 12

<p>5. <u>Delegation of Responsibility</u></p> <p>Policy 800 & 800AR</p> <p>47 U.S.C. § 254 (5)(B)(iii); 24 P.S. § 1303.1-A; Policy 249</p>	<p>Requirements.</p> <p>5.1. The Director of Technology, and/or designee, will serve as the coordinator to oversee the School District's CIS Systems and will work with other regional or state organizations as necessary to educate Users, approve activities, provide leadership for proper training for all Users in the use of the CIS Systems and the requirements of this Policy, its accompanying administrative regulation, establish a system to insure adequate supervision of the CIS Systems, maintain executed User <i>CIS Acknowledgement and Consent Forms</i>, and interpret and enforce Policy and its accompanying administrative regulation.</p> <p>5.2. The Director of Technology, and/or designee, must establish a process to set up individual and class accounts, to set quotas for disk usage on the system, establish a Record Retention and Records Destruction Policy and Records Retention and Destruction Schedule to include electronically stored information (see School District Policy #800), and establish the School District malware and security protection process.</p> <p>5.3. Unless otherwise denied for cause, student access to the CIS Systems resources must be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All Users have the responsibility to respect the rights of all other Users within the School District, to protect and use the School District CIS Systems wisely, and to abide by the School District's Policies and Other Legal Requirements.</p> <p>5.4 The Assistant Superintendent for Curriculum and Instruction, and/or designee, has the responsibility to educate Minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.</p>
<p>6. Guidelines</p>	<p>6.1. <u>Access to The CIS Systems</u></p> <p>6.1.1 The CIS Systems accounts of Users must be used only by authorized Users/owners of the accounts and only for authorized purposes.</p> <p>6.1.2 An account must be made available according to a procedure developed by appropriate School District authorities if an individual meets the requirements to be granted an account. The School District may deny or refuse to grant account.</p> <p>6.1.3 CIS System. This Policy, its accompanying administrative regulation, as well as Other School District Policies and Other Legal Requirements, will</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 13

govern use of the hardware, software, information, and School District's CIS Systems for Users.

6.1.4 Types of Services include, but are not limited to:

(1) Internet - School District employees, students, and Guests will have access to Internet through the School District's CIS Systems, as needed.

(2) E-Mail, Text Messaging, and Skype - School District employees may be assigned individual e-mail text messaging, and Skype accounts for work-related use, as needed. Students may be assigned individual e-mail accounts, as necessary, by the Director of Technology, and/or designee, at the recommendation of the teacher who will also supervise the students' use of the e-mail service. Parents of students in the East Stroudsburg Area School District Virtual Academy must also supervise the child in his/her use of the School District's e-mail service. Students and Guests may not be assigned text message and Skype accounts.

(3) Guest Accounts –Registered Guests may receive an individual internet account with the approval of the Director of Technology, and/or designee, if there is a specific School District-related purpose requiring such access. Use of the CIS Systems by a Guest must be specifically limited to the School District-related purpose and comply with this Policy, its accompanying administrative regulation, and Other School District Policies and Other Legal Requirements. Guests must not damage the School District's CIS Systems. A School District *CIS Acknowledgment and Consent Form* must be signed, in writing or electronically, by a Guest, and if the Guest is a Minor, a parent's or guardian's written or electronic signature is required.

(4) Blogs - Employees may be permitted to have School District-sponsored blogs, after they receive training, and the approval of the Director of Technology, or designee. All bloggers must follow the rules provided in this Policy, its accompanying administrative regulation, and other School District applicable policies (for example, the Social Media Policy and Social Media Administrative Regulations), and Other Legal Requirements.

(5) Web-based Services - Certain School District authorized web-based services, such as blogging, authorized social media sites, wikis, podcasts, RSS feeds, social software, course management systems, and interactive collaboration tools that emphasize online participatory learning (where Users share ideas, comment on one another's project, plan, design, or implement, advance or discuss practices, goals, and ideas together, co-create, collaborate and share) among Users may be permitted by the School District, however, such use must be approved by the Director of Technology, and/or designee,

24 P.S. § 4604	<p>followed by training authorized by the School District. Users must comply with School District Policies and Other Legal Requirements during such use.</p> <p>6.2. <u>Parental Notification and Responsibility</u></p> <p>The School District will notify the parents/guardians about the School District's CIS Systems and the School District's policies, regulations, rules, and procedures governing their use. This Policy and its accompanying regulation contain restrictions on accessing Inappropriate Matter. There is a wide range of material available on the internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce wide range of social values in student use of the Internet. Further, the School District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children(ren). The School District will encourage parents/guardians to specify to their children(ren) what material and matter is and is not acceptable for their children to access through the School District's CIS System. Parents/Guardians are responsible for monitoring their children's use of the School District's CIS Systems when they are accessing the systems.</p> <p>6.3. <u>School District Limitation of Liability</u></p> <p>The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's CIS Systems will be error-free or without defect. The School District does not warrant the effectiveness of internet filtering. The electronic information available to Users does not imply endorsement of the content by the School District. Nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the CIS Systems. The School District will not be responsible for any damage Users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the CIS Systems. The School District will not be responsible for material that is retrieved through the internet, or the consequences that may result from them. The School District will not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the School District's CIS Systems. In no event will the School District be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS Systems.</p>
----------------	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 15

<p>Policy #237 24 P.S. §1317.1</p>	<p>6.4 <u>Facsimile Machines and Services</u></p> <p>6.4.1. Whether facsimile (fax) services are provided through a separate fax machine or through a Computer, facsimile transmissions, transmittal sheets, and the fax must be handled securely.</p> <p>6.4.2. Employees are responsible for sending fax transmissions on behalf of the School District.</p> <p>6.4.3. Transmissions must include receipt information, such as time and place of sending, must be arranged to reach its intended destination, and, must be properly logged and stored.</p> <p>6.4.4. Transmittal sheets must include the School District's name, and include language that cautions that the fax is intended to be confidential, and for the use of the individual or entity named on the transmittal sheet.</p> <p>6.5 <u>Student Use of Electronic Communication Devices</u></p> <p>6.5.1. Students are prohibited from visually possessing, using and turning on their PECDs and SD ECDs during the school day in School District buildings, on School District property, and while students are attending School District-sponsored activities during regular school hours on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District's CIS Systems. PECDs and SD ECDs must be turned off upon entering the School District building and remain off until the student leaves the School District building, unless expressed permission has been granted by a teacher, principal, or administrator.</p> <p>6.5.2. Students are prohibited from using PECDs and SD ECDs with or without internet access and/or recording, and/or camera/video, and other capabilities and configurations to take videos and images of others, transfer them, or place them on websites or social media without the consent of the person(s) in the image, and/or parent(s)/guardians, and/or building principal.</p> <p>6.5.3. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need a Computer or PECD due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator they may qualify for an exemption of this prohibition.</p>
--	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 16

<p>FAA Memorandum, May 4, 2016; 49 U.S.C. 140101 note</p> <p>14 C.F.R. Parts 101 & 107</p>	<p>6.5.4. School District students may possess and Silently Use² SD ECDs and PECD's when in compliance with Policy #237, School District Policies and Other Legal Requirements, supportive of the educational program of the School District , and permission is granted by a teacher or administrator.</p> <p>6.5.5. However, the possession and use of IU ECDs and PECDs by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the School District's mission, in such cases their use is prohibited in accordance with School District Policies and Other Legal Requirements.</p> <p>6.5.6. Students must also comply with the School District Policy #237.</p> <p>6.6 <u>Drones</u></p> <p>6.6.1. The School District provides the opportunity for students and employees to learn about and use unmanned aircraft systems (also referred to as "drones") for educational use, whether curricular or extracurricular.</p> <p>6.6.2. The Superintendent and/or designee is responsible for coordinating the drone initiative for the School District. Employees who teach students about drones and their use must utilize sound instructional methods, techniques, and practices, and develop lesson plans that assist them as they provide instruction to meet curricular and extracurricular guidelines. Employees who participate in the students' operation of the drones must comply with School District Policies and Other Legal Requirements, including relevant local, state, and federal laws, such as the Federal Aviation Agency ("FAA") drone regulations, advisory circulars, memos, and interpretations. As one example, <i>de minimus</i> limited instructor participation in student operation of drones as part of the coursework does not rise to the level of a faculty member conducting an operation outside of the hobby or recreation construct (where an individual is not being compensated).</p> <p>6.6.3. The FAA has promulgated rules for drones based on why a drone is flown. Two examples include: (1) for educational or recreational use or (2) for commercial use. Examples for educational or recreational use include educational curricular and extracurricular use. Examples of commercial use include providing aerial surveying, or photography services, and flying incidental to a business (e.g., doing roof inspections or real estate photography). The School District will need to assess on a case-by-case basis why the drone is being flown, then comply with the</p>
--	--

² See Definition section in the Electronic Communication Devices Policy #237.

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 17

	<p>legal pilot requirements, aircraft requirements, location requirements, and operating rules, among others. Waivers of the rules may be available through an FAA required procedure.</p> <p>6.6.4. Employees and students must understand the risks with flying drones, including the safety, security, privacy and other risks.</p> <p>(1) <i>Safety</i>. Anyone operating a drone is responsible for flying pursuant to FAA regulations and guidance. As an important example, where is it safe and where is it not safe to fly. Likewise, a few additional examples include: keeping your aircraft within sight; do not fly over stadiums or sporting events without approval; and follow community-based safety guidelines. Consequently, the School District prohibits any pilot from flying their drone over the School District's facilities, such as sporting events and people, unless the pilot submits a request in writing to the Superintendent and/or designee, receives approval from the Superintendent, and submits written verification that the pilot understands and will comply with the terms of the approval and this policy.</p> <p>(2) <i>Privacy and Security</i>. Drones are basically used for imaging and photography, surveillance, inspection, and reconnaissance to gather, collect and store data for analysis and communication. School District drones may contain various surveillance technologies (such as, cameras for photographs and video, and tracking devices). However, the surveillance technology placed on and/or used on the drones must be approved by the Superintendent. School District drones may not be equipped with unlawful items, such as weapons. The School District must protect the privacy and security of the data that it collects when using its drones, and pilots must not trespass onto the School District's and others property and airspace.</p> <p>6.6.5. The School District will not be liable currently or in the future for individuals' who misuse a drone on or over the School District's or another person's property, or for pilot violations of School District Polices and Other Legal Requirements, including FAA regulations, and criminal and civil violations.</p> <p>6.6.6. The Superintendent, and/or designee, is authorized to prepare and enforce administrative regulations and/or rules to carry out the use of drones.</p>
--	---

6.7 3D Printers

- 6.7.1. The School District provides students and employees 3D printers and scanners to use when there is a School District instructional reason for their use. Approval by a teacher or administrator is required for the student or employee to operate a 3D printer and scanner. If approved, the person approving such use must then supervise the students' or employees' use. The School District reserves the right to deny any request.
- 6.7.2. Use of 3D printers and scanners must comply with School District Policies and Other Legal Requirements. For example, no created object: (i) may violate local, state or federal law; (ii) may involve Inappropriate Matter (as defined in this Policy); (iii) may be unsafe, harmful, dangerous, or may pose an immediate threat to the well-being of others (for example, knives, guns, or lethal weapons); and (iv) may violate the intellectual property rights (copyright, patent, trade secret, trademark) of the owner.
- 6.7.3. Employees must have training in the use of 3D printers and scanners from a School District approved individual, program, or service. The training must include, among other items: protecting the safety, security and privacy relevant to use of 3D printers and scanners; protecting intellectual property rights with respect to designs, procedures, practices, and software "build files;" infringing by replication; and using the objects produced by 3D printers lawfully. Students must be taught how to safely use 3D printers and scanners, how to protect their privacy and others' privacy, how to not violate others' intellectual property rights, and security; and how to lawfully use the 3D printer and scanner and the objects they created.
- 6.7.4. Employees must develop a lesson plan and use 3D printers and scanners in a productive and effective way to meet curriculum guidelines.
- 6.7.5. Employees and students must understand the risks associated with 3D printing, including the physical damage or harm when they are transporting and using a 3D printer and scanner, the malfunctions of a 3D printer, or the defects in the objects. The School District will not guarantee the quality or stability or the confidentiality of the designs, or be liable for any object created with the use of the 3D printers or scanners, including harm or injury incurred as a result of the use of the equipment.

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 19

	<p>6.7.6. The Superintendent, and/or designee, is authorized to prepare and enforce administrative regulations and/or rules to carry out the use of 3D printers and scanners.</p> <p>6.8 <u>Wearable Technology</u></p> <p>6.8.1. The School District recognizes that students and employees may be wearing personal computing devices for personal or efficiency reasons. These wearables are part of the Internet of Things (defined in the Definition Section in this Policy), that include fitness trackers (tracks wearers' fitness patterns), health trackers (monitor wearers' health conditions), ready-reference devices (provides access to the world of online information), and history-recording devices (records the wearers' experiences).</p> <p>6.8.2. If students or employees are using the School District's WiFi or Internet service, the students or employees have no expectation of privacy in anything they create, store, send, receive, or display on or over the School District's CIS Systems, including their personal files or any of their use of the School District's CIS Systems. The School District reserves the right to record, check, receive, monitor, track, log, access, and otherwise inspect any or all CIS Systems use and to monitor and allocate files server space. The School District does not attempt to collect the information on the wearers' devices.</p> <p>6.8.3. The School District does not require students or employees to wear or use School District wearable technology. Therefore, the School District does not attempt to collect the information and data through School District wearables.</p> <p>6.8.4. If a student's or an employee's wearable collects personal information from other individuals, the School District is not liable for the student's or employee's collection, use, storage, or other action(s) with respect to the information or data they collect.</p> <p>6.8.5. The Superintendent, and or designee, is authorized to prepare and enforce administrative regulations and or rules to carry out issues relevant to wearable technology.</p> <p>6.9. <u>Prohibitions</u></p> <p>6.9.1 The use of the School District's CIS Systems for illegal, inappropriate, unacceptable, or unethical purposes by Users is prohibited. Such activities engaged in by Users are strictly prohibited, including but not limited to the</p>
--	--

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 20

<p>Policy 237</p> <p>17 U.S.C. § 101 et seq.; Policy 814</p>	<p>activities illustrated and in the accompanying administrative regulation #815. The School District reserves the right to determine if any activity not appearing in the lists constitute an acceptable or unacceptable use of the CIS Systems.</p> <p>6.9.2 The prohibitions are in effect any time School District resources are accessed whether on School District property, through the East Stroudsburg Area School District Virtual Academy, at School District events, while connected to the School District's network, when using mobile commuting equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another ISP, website or app, and if relevant, when a User uses their own equipment. Students must also comply with the School District's Electronic Communication Devices Policy, # 237.</p> <p>6.10. <u>Copyright Infringement and Plagiarism</u></p> <p>6.10.1 Federal laws, cases, policies, regulations, and guidelines pertaining to copyright will govern the use of material accessed through School District resources. See School District Policy #814. Users will make a standard practice of requesting permission from the holder of the work, and complying with the Fair Use Doctrine, and/or complying with license agreements. Employees will instruct Users to respect copyrights, request permission when appropriate, and to comply with the Fair Use Doctrine and/or with license agreements. Employees will respect and comply as well.</p> <p>6.10.2 Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any User violating the copyright law does so at their own risk and assumes all liability.</p> <p>6.10.3 Violations of copyright law include, but are not limited to, making unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over Computer networks, remixing or preparing mash-ups that violate the law, and deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on the School District's Computers, SD ECDs, and PECs is expressly prohibited. This includes all forms of licensed software -- shrink-wrap, clickwrap, browsewrap, and electronic software and apps, downloaded from the internet.</p>
--	---

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 21

<p>17 U.S.C. § 1202</p> <p>Policy 814</p>	<p>6.10.4 No one may circumvent a Technology Protection Measure that controls access to a protected work unless they are permitted to do so by law. No one may manufacture, import, offer to the public, or otherwise traffic in any technology, product, service, device, component or part that is produced or marketed to circumvent a Technology Protection Measure to control access to a copyright protected work.</p> <p>6.10.5 School District guidelines on plagiarism will govern use of material accessed through the School District’s CIS Systems. Users must not plagiarize works. Teachers will instruct students about appropriate research and citation practices. Users understand that use of the School District’s CIS Systems may involve the School District’s use of plagiarism analysis software being applied to their works.</p> <p>6.11 <u>School District Website and Social Media Postings</u></p> <p>6.11.1 The School District has established and maintains a website social media presence on Facebook and Twitter. The School District will develop and modify its information on the web pages and social media sites under the direction of the Director of Technology, and/or designee.</p> <p>6.11.2 Publishers must comply with the School District’s Social Media Policy, its accompanying administrative regulation, and other School District Policies (for example, the School District’s Website Development Policy, #815.1), and Other Legal Requirements.</p>
<p>17 U.S.C. § 512</p> <p>Policy 814</p>	<p>6.11.3 The School District may limit its liability by complying with the Digital Millennium Copyright Act’s safe harbor notice and takedown provisions.</p> <p>6.12. <u>Blogging</u></p> <p>6.12.1 If a User creates a blog with their own resources and on their own time, the User may not violate the privacy and security rights of employees and students, may not use School District personal and private information/data, images, equipment, resources, and infringed copyrighted material in their blog, and may not disrupt the operations of the School District. See also the School District’s Social Media Policy, and its accompanying administrative regulations.</p> <p>6.12.2 Contrary conduct will result in actions further described in the “Consequences for Inappropriate, Unauthorized and Illegal Use” section of this Policy, its accompanying administrative regulation, and provided in other relevant School District Policies and Other Legal Requirements.</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 22

47 U.S.C. § 254	<p>6.13. <u>Safety and Privacy</u></p> <p>6.13.1 To the extent legally required, Users of the School District’s CIS Systems will be protected from harassment or commercially unsolicited electronic communication. Any User who receives threatening or unwelcomed communications must immediately send or provide and/or show them to the Director of Technology and/or designee.</p> <p>6.13.2 Users must not post unauthorized personal contact information about themselves or other people on the CIS Systems. Users may not steal another’s identity in any way, may not use spyware, cookies, or other program code, keyloggers, and may not use School District or personal technology or resources in any way to invade another’s privacy and security. Additionally, Users may not disclose, use or disseminate confidential and personal information about students or employees, unless legitimately authorized to do so. Examples of prohibited postings include, but are not limited to, revealing: biometric data, student grades, Social Security numbers, dates of birth, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School.</p> <p>6.13.3 If the School District requires that data and information to be encrypted. Users must use School District authorized encryption to protect their security.</p> <p>6.13.4 Users, by their use of the School District’s CIS Systems, agree not to meet with someone they have met online unless they have parental consent.</p> <p>6.14 <u>Cloud, Virtual, and Online Storage of School District Information and Data</u></p> <p>Users must keep all School District information (including but not limited to employees and students) in the School District’s and it’s contracted parties’ storage, unless permission is granted in writing by the Superintendent, and/or designate. This means that employees, students, and Guests must not place School District information in cloud, virtual, or online storage beyond the control, access, protection, and safety of the School District, unless specific permission is granted in writing by the Superintendent, and/or designee, and the student, employee, and Guest agree to comply with the School District’s terms and conditions, including but not limited to safety, security, privacy, location, and the School District’s access.</p>
-----------------	---

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 23

6.15. Consequences for Inappropriate, Unauthorized and Illegal Use

6.15.1 General rules for behavior, ethics, and communications apply when using the School District's hardware, software, CIS Systems and information, in addition to the stipulations of this Policy, and its accompanying administrative regulation, additional School District Policies and Other Legal Requirements. Users must be aware that violations of this Policy, its accompanying Administrative Regulation, or School District Policies and Other Legal Requirements, or for unlawful use of the CIS Systems, may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay), dismissal, expulsions, breach of contract, and/or legal proceedings. This will be handled on a case-by-case basis. This Policy, and its accompanying administrative regulation, incorporate all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, Code of Student Conduct, copyright, social media, data breach, security, property, curriculum, terroristic threat, vendor access, student electronic communication devices and harassment policies.

6.15.2 Users are responsible for damages to Computers, SD ECDs, the network, equipment, Electronic Communications Systems, hardware, and software resulting from accidental, negligent, deliberate, and willful acts. Users will also be responsible for incidental or unintended damage resulting from negligent, willful or deliberate violations of this Policy, accompanying administrative regulation, other School District Policies and Other Legal Requirements. For example, Users will be responsible for payments related to lost or stolen Computers SD ECDs and/or School District equipment, and recovery and/or breach of the data contained on them.

6.15.3 Violations as described in this Policy, and its accompanying administrative regulation, other School District Policies and Other Legal Requirements may be reported to the School District, to appropriate legal authorities, to the ISPs, websites, or apps, and to local, state, or federal law enforcement. Actions that constitute a crime under state and/or federal law, could result in arrest, criminal prosecution, and/or lifetime inclusion on a sexual offenders registry. The School District will cooperate to the extent legally required with authorities in all such investigations.

6.15.4 Vandalism will result in cancellation of access to the School District's CIS Systems and resources and is subject to discipline.

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC COMMUNICATION AND INFORMATION (CIS) SYSTEMS - Pg. 24

6.15.5 Any and all costs incurred by the School District for repairs and/or replacement of software, hardware and data files and for technological consultant services due to any violation of this Policy, its accompanying administrative regulation, other School District Policies and Other Legal Requirements shall be paid by the User who caused the loss.

If you have questions, contact the Director of Technology at 570-424-8500 x1350.

References:

PA Consolidated Statutes Annotated – 18 Pa. C.S.A. § 5903, 6312

PA Child Internet Protection Act – 24 P.S. § 4601 et seq.

PA Bullying Act – 24 P.S. § 13-1303.1-A

PA – 18 Pa. C.S.A. § 6312; 24 P.S. § 4603, 4604

U.S. Copyright Law – 17 U.S.C. § 101 et seq.

Digital Millennium Copyright Act 17 U.S.C. § 512, 1202

United States Code – 18 U.S.C. § 1460, 2246, 2252, 2256; 47 U.S.C. § 254

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. § 6777

Federal Children’s Internet Protection Act – 47 U.S.C. § 254

Board Policies, Administrative Regulations, Rules, and Procedures



PSBA Slate of Candidates for 2018

This slate is provided for informational purposes only. All voting takes place online. Each member school entity's board secretary has received additional information on the voting procedures. Visit www.psbpa.org/elections for more details on each candidate, including photos and videos.

* The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C – Nominations). *Please note, this designation does not apply to individuals running for PSBA Insurance Trust positions.*

President Elect (one-year term)

- Eric Wolfgang*, Central York SD (York Co.)

Biography/Statement

My name is Eric Wolfgang and I wish to become the next President-Elect of this fine organization. I have been a member of the Central York School District, located just outside of York City, for the past 19 years and Board President for 11 of those years. I grew up in York City, graduated from the York County School of Technology and went on to receive my degree from Penn State. I have been married to my wife, Sherrie for 38 years and I have 2 grown children and three grandchildren. I have been very involved in PSBA over the years, having attained Master School Board member status as well as PSBA Fellow. I am in my second year on the PSBA Governing Board serving as vice-President and Chair of the platform Committee.

My vision for PSBA is to continue to build upon the organizational excellence for which this organization has come to be known. It is important to provide strategic planning for future needs of the organization as well as established direction so that future leaders have a clear roadmap for PSBA. We have to continue to be at the forefront of the ever changing public educational landscape in order to serve all our member's needs as well as all the students we represent. PSBA must expand our legislative advocacy efforts in order to effect necessary change which will benefit all our members. We have to be active partners when legislation is being considered as well as write legislation and find willing partners in the General Assembly to sponsor that legislation. We need increased involvement by more members of our organization, which will serve to strengthen the overall organization.

The challenge for the Governing Board is to listen intently to and consider all the various viewpoints of our membership while working to build consensus. With input from the Executive Director, we must continue to look toward the future to maintain an organization which is responsive to the member's needs, while attempting to anticipate what challenges will be forthcoming to public education. Public education is a cornerstone of our democracy and therefore should never be looked at simply from a dollars and cents perspective, but rather from the standpoint of a moral and ethical obligation to the future citizens of our commonwealth.

We must demand a level playing field whereby all educational providers work under the same rules and regulations. The traditional public education setting needs to evolve using 21st century technologies in order to enhance and improve the individual education of every student. Public education must change in order to adequately teach and prepare our students for their futures, ensuring the success of our great nation.

Thank you for your consideration of me to serve you as the next President-Elect, and helping to chart the course for PSBA into the future. I promise to fulfill this position to the best of my ability, to help maintain the excellence of PSBA.



Vice President (one-year term)

- Art Levinowitz*, Upper Dublin SD (Montgomery Co.)

Biography/Statement

I have been involved in education my entire professional life. I was a teacher for 8 years, employed as an administrator for over 25 years for the New Jersey State Department of Education, and I have served on my local school board for 19 years. For the past 5 years I have been the President of the Board of the School Directors for the School District of Upper Dublin. Also, for the past 9 years I served as the President of the Joint Operating Committee for the Eastern Center for Arts and Technology; my area career and technology school. I have experience serving PSBA as both a regional director and the section 8 advisor. During the 2017 school year I participated and completed the Pennsylvania Education Policy Fellowship Program (EPFP). This year long program, sponsored by the Education Policy and Leadership Center (EPLC), focuses on Policy, Leadership, and Networking. I retired and now have more time to pursue a PSBA leadership role.

I strongly agree with the vision established years ago by PSBA; to stand for strong school boards, strong public schools and a strong Pennsylvania. PSBA puts school directors first by providing them the tools to be successful. In February PSBA updated its professional development program by designing and offering 42 On-line learning courses free to all-access members. In May, I completed all courses earning the Certificate in Board Governance and the associated seven badges. By providing the appropriate resources, including on-line courses, professional development, workshops and conferences, we can build strong school boards throughout the Commonwealth. However, unless our boards take advantage of what is available we are failing our students and communities. PSBA has the responsibility to empower school board members to succeed by providing vital tools, superior training and powerful advocacy.

In a recent PSBA survey the three greatest challenges for PSBA and public education were budget pressures, implementation of The Every Student Succeeds Act, and school construction/maintenance. Pension costs, charter school payments, and special education costs were identified as the top budget pressures. In addition, we face significant challenges addressing the mental health issues of our students, school safety and security, creating greater flexibility in the graduation requirements, Education Savings Accounts (ESA) vouchers, and Property Tax Reform. How do we best address these challenges? All those who support public education, including board members, must work together to advocate for solutions. An example is the process PSBA used to prepare the Commonwealth Education Blueprint. By bringing together education stakeholders from across the commonwealth, real change, support and progress can occur. By working with organizations such as PA PTO, PASA, PASBO, PACTA, PAIU, PA Principals Association, PIAA, and Communities in School we can work together to make a real difference in the lives of all public school children.

I look forward to serving as your next Vice President. I will be a strong advocate for public education and for all school boards across the Commonwealth.

Eastern At Large (three-year term) Sections 4 & 8

- Maura Buri* Upper Merion Area SD (Montgomery Co.)

Biography/Statement

Thank you for taking the time to learn about me. My name is Maura Buri and I have three incredible children. I work in the accounting center of a National Property Management Company. Over the years I have been involved in every aspect of my school district from the pre-school level through high school. After a friend had recommended I run for school board, I took time to think about it and decided to pursue the position. I saw a chance to take part in changing and advocating education for the future of all students and communities. I have been a very active member of my local district, Upper Merion Area School District, as well as the Montgomery County Intermediate Unit for the past 7 years along with attending many PSBA seminars, roundtables and advocacy days.

A couple goals of mine are to connect with those interested in running for school board ahead of time and providing them with what is truly entailed and expected, as well as further engagement of newly elected directors by a mentoring program. Next I would like to create a committee of graduates to share their experiences and what would have made them more prepared for further education or the workforce. The students of today are our advocates for tomorrow, they need to continually be made aware of problems in public education and be part of the solution.

Dr. Richard Frerichs (Penn Manor SD), PSBA Past President

Dr. Richard Frerichs is a Millersville University professor emeritus, the 2014 President of the Pennsylvania School Boards Association, a PSBA Master School Board Director and the recipient of the Allwein Advocacy award. He has played an active role in PSBA currently serving as the chair of the Pennsylvania Public Education Foundation and a member of the EdPAC and Insurance Trust Boards. In addition to his PSBA commitments, he is currently a member of the Penn Manor SD Board of Directors, the Council of Trustees of Millersville University, and chair of the Literacy Council of Lancaster County. Frerichs received his doctorate from the University of Delaware and served on the faculty of Millersville University for 36 years. He has served as president of the Penn Manor School Board, Lancaster-Lebanon Intermediate Unit Board, Millersville University Alumni Association and the local chapter of Phi Delta Kappa, and as a board member of the Pennsylvania Association of Colleges and Teacher Educators.

William S. LaCoff (Owen J. Roberts SD), PSBA Past President

LaCoff was first elected to the school board of Owen J. Roberts SD (Chester Co.) in 1995. Prior to retirement, he was employed in various aspects of the real estate industry; as a mortgage broker, an agent and a property manager. He previously served as president of PSBA in 2007 and 2015 and served as a PSBA liaison and member of the Federal Relations Network. Additionally, he has experience as a region leader, president of the Insurance Trust and a trustee of the Pennsylvania School District Liquid Asset Fund. In addition to being a trustee of PSBAIT, he holds positions on the boards of EdPAC and PaPEF. He is a former member of the Chester County School Boards Legislative Council. LaCoff holds a bachelor's degree from Villanova University, where he also completed graduate training in English. He completed graduate training in business at Temple University. LaCoff also is a past president of Historic Yellow Springs, a non-profit organization focused on art, culture and the environment. He and his wife, Anita, have five grown children, six grandchildren and one great-grandson.

Nathan G. Mains, PSBA CEO

Nathan G. Mains began his tenure as CEO of the Pennsylvania School Boards Association in September 2013. He is a trustee for the Pennsylvania Public School Employees Retirement System (PSERS), a public pension fund with nearly \$50 billion in assets and the Pennsylvania School District Liquid Asset Fund (PSDLAF), a \$5 billion fund created specifically to assist local education agencies and municipal entities in the Commonwealth of Pennsylvania manage their investment needs. He is the Board Secretary/Treasurer of both EdPAC, a statewide political action committee dedicated to promoting candidates that support public education, and the Pennsylvania Public Education Foundation, a statewide nonprofit that promotes excellence in public education. Mr. Mains is a member of the Board of Directors of C.M. Regent Insurance Company, one of the leading insurers of school property in the United States. Prior to joining PSBA, Mr. Mains served as the president and state director for Communities in Schools of Pennsylvania. The organization works within public school systems, determining student needs and establishing relationships with local businesses, social service agencies, health care providers, and parent and volunteer organizations to provide needed resources with the goal of lowering student drop-out rates.

Brian Feick (Lehigh Area SD)

Brian Feick will be serving his third year on the secretaries forum. Brian has been the Business Administrator and Board Secretary for the Lehigh Area School District since 2014. He received his Bachelor of Science degree in Accounting from Penn State university and his Master of Business Administration from Drexel university specializing in Business Analytics.

Lorraine Rocco (Freedom Area SD)

Lorraine received a Bachelor of Science degree in Human Resources Management from Geneva College, Beaver Falls, PA. She was employed by a national healthcare purchasing organization for 27 years as a Director of Human Resources. She is an experienced, dedicated member of the Freedom Area School District Board of Directors for the last 36 years and as Board Secretary for 20 of those years. Lorraine is an avid Volunteer serving as a "Volunteer Counselor" with the Apprise Program for the Pennsylvania State Health Insurance Assistant program, Office of Aging, helping Beaver County residents understand their Medicare and other health insurance benefits. In addition, she is a volunteer with her local hospital assisting in their Family Surgical Waiting Room, and Gift and Coffee Shops, as well as with the Pittsburgh Civic Light Opera (CLO). Lorraine has been a member of the Executive Committee of the PSBA School Board Secretaries Forum since 2016.

Bethanne Zeigler (Shikellamy SD)

Beth currently serves as Chairman to PSBA Board Secretaries Forum Steering Committee. She works in the Shikellamy School District as the Board Secretary, as well as the Secretary to the Superintendent/Supervisor of Educational Secretaries. Beth has been an active member of the executive committee since 2007. She served as President in 2013 and as Vice President in 2012 & 2017. Beth has presented at State conferences on various topics related to Board meetings, minutes, as well as organization, time management and health and wellness. In addition to her duties at Shikellamy, she is a Board Member of Sunbury Revitalization, Inc. Beth is active in her community. She is married and is the mother of three children.

Peter Bard (Weatherly Area SD)

I am 34 years old and a 2008 graduate of Penn State University with a bachelor's degree in Business. working towards getting a master's Degree in education from Wilkes University with an expected graduation date of May 2019 and am exploring pursuing further educational pathways. I worked in a school district as a bus driver, custodian, summer maintenance, and security officer for over 8 years combined in those various roles. I also have experience dealing with legal claims against and for insurance companies and acted as a safety manager for a para-transit organization as well. I have worked my way from the bottom to being a Business Manager and Board Secretary and I am proud of my strong work ethic. A lifelong resident of Hazleton, PA, I have witnessed the changing culture in our schools first hand, and have the experience and knowledge needed to apply that to the School Board Secretaries forum steering committee.

Anita Kaseman (Quakertown Community SD)

My name is Anita Kaseman and I have been employed by Quakertown Community School District for twelve years. I am an extremely organized, self-starter with strong oral and written communication skills who enjoys a challenge. In my current as well as previous roles, I effectively interact in a professional manner with individuals at all levels within and outside of our organization. In addition to being the Benefits Manager for the district, I have been performing the duties of the School Board Secretary since the beginning of June 2018. I love to learn as well as share my knowledge with others and would welcome the opportunity to serve on the PSBA School Board Secretaries Forum Steering Committee.

Denise LaPera (Lower Merion SD)

Denise LaPera is the Superintendent's Executive Assistant at the Lower Merion School District. Ms. LaPera has been with the district since November, 2010 and also serves as the Board Secretary and the Open Records Officer. Ms. LaPera has supported three superintendents while employed in Lower Merion. Prior to Lower Merion, Ms. LaPera worked for Immaculata University and for the Executive Director at the Delaware County Intermediate Unit. She is a member of the Pennsylvania Association of Educational Office Professionals (PAEOP).

Transportation Department



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

Field Trip: 04410	
Main Notes Documents History	
<p>*-Required Fields *-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 10/9/2018)</p>	
Requested:	09/06/18 12:39 PM By: Labar, Keith
Status:	<input checked="" type="radio"/> Level 3 - Request Approved
Change To:	[Select New Status]
Comments:	<div style="border: 1px solid black; height: 40px;"></div>
* Field Trip Name:	Penn State Men of Song
* School:	E Stroudsburg HS - N / EHN
* Department:	HSN
* Activity:	N Choir
Contact	
* Contact:	Keith LaBar
* Phone:	570-350-1451 *Phone Ext: 19016
* Email:	keith-labar@esasd.net
Departure	
* Depart Date:	10/20/2018 * Time: 06:30 AM
* Return Date:	10/20/2018 * Time: 07:00 PM
Departure:	[Select One]
Notes:	We will be leaving and returning to Middle Smithfield Elementary School
Destination	
* Destination:	Penn State University (201 Old Main University Park)
* Street:	201 Old Main
* City:	University Park
* State:	Pa * Zip: 16802
Contact:	
Title:	
Phone:	814-865-4700 Phone Ext:
Fax:	
Email:	
Notes:	We are going to Center for Performing Arts on Campus - 102 Eisenhower Drive
Directions	
Directions:	<div style="border: 1px solid black; height: 40px;"></div>
Trip Details	
* Equipment:	SCHOOL BUS
Classification:	

711

[Select One]

* Number of Students:

* Number of Adults:

* Number of Wheel Chairs:

* Number of Vehicles:

* Estimated Miles:

* Estimated Cost:

* Estimated Hours:

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-3210-513-000-30-819-121-000-0000 (/)	<input type="text" value="478.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rows: 1		Total: 478.00		

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2018 , Transfinder
 All Rights Reserved
 v12.3.30391

72

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 04412

Main Notes Documents History

*-Required Fields
 *-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 10/9/2018)

Requested: **09/06/18 12:46 PM By: Labar, Keith**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: **Young Men's Festival - Mansfield University**

* School: **E Stroudsburg HS - N / EHN**

* Department: **HSN**

* Activity: **N Choir**

Contact

* Contact: **Keith LaBar**

* Phone: **570-350-1451** *Phone Ext: **19106**

* Email: **keith-labar@esasd.net**

Departure

* Depart Date: **10/26/2018** * Time: **05:30 AM**

* Return Date: **10/26/2018** * Time: **09:00 PM**

Departure: [Select One]

Notes: **We will be traveling with JTL Choir - Leaving from the North High School then going to JTL to pick up on way to Mansfield**

We will be splitting the cost of the bus with them also

Destination

* Destination: **Mansfield University (South Academy Street Mansfield)**

* Street: **South Academy Street**

* City: **Mansfield**

* State: **Pa** * Zip: **16933**

Contact:

Title:

Phone: **570-662-4000** Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: **SCHOOL BUS**

Classification:

73

[Select One]

* Number of Students:

* Number of Adults:

* Number of Wheel Chairs:

* Number of Vehicles:

* Estimated Miles:

* Estimated Cost:

* Estimated Hours:

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-3210-513-000-30-819-121-000-0000 (/)	<input type="text" value="251.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rows: 1		Total: 251.00		

Delete Request *Map It! Cancel/Return to List Save

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2018 , Transfinder
 All Rights Reserved
 v12.3.30391

74

Transportation Department



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

Field Trip: 04369	
Main Notes Documents History	
*-Required Fields	
Requested:	09/04/18 14:16 PM By: Stevens, Hillary
Status:	Level 3 - Request Approved
Change To:	[Select New Status]
Comments:	<div style="border: 1px solid black; height: 40px;"></div>
* Field Trip Name:	Lehman Intermediate - (2)
* School:	Lehman Int / LIS
* Department:	ACAD
* Activity:	Lehman
Contact	
* Contact:	Hillary Stevens
* Phone:	570-588-4410 *Phone Ext: 34426
* Email:	hillary-stevens@esasd.net
Departure	
* Depart Date:	10/26/2018 * Time: 05:00 AM
* Return Date:	10/26/2018 * Time: 09:00 PM
Departure:	Lehman Int / LIS
Notes:	Lehman and North High School will share a bus.
Destination	
* Destination:	Mansfield University (South Academy Street Mansfield)
* Street:	South Academy Street
* City:	Mansfield
* State:	Pa * Zip: 16933
Contact:	Shannon Pizzirusso
Title:	YMCF Chair
Phone:	570-662-4721 Phone Ext:
Fax:	
Email:	pizzirussov31@mansfield.edu
Notes:	10 young men from Lehman will be asked to sing in this festival. They will be singing with students from around PA and it is part of the American Choral Directors Association. They will represent Lehman along with 10 other schools from around PA. They will sing 4 songs with a guest conductor and will be able to meet and sing with college kids that are in a choral group at Mansfield University entitled MU Steadmen.
Directions	
Directions:	Google Maps Drive 187 miles, 3 h 26 min Your location to Mansfield University of Pennsylvania Your location Get on I-80 W in Hardwick from National Park Service Rd 615/Walpack Flatbrook Rd and Old Mine Rd
Trip Details	
* Equipment:	SCHOOL BUS
Classification:	LEH

75

* Number of Students:

* Number of Wheel Chairs:

* Estimated Miles:

* Estimated Hours:

* Number of Adults:

* Number of Vehicles:

* Estimated Cost:

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
LIS SPECIAL ACTIVITY FUND (LEH/Lehman)	0.00			
[Select One]				
Rows: 1	Total: 0.00			

Delete Request *Map It! Cancel/Return to List Save

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2018 , Transfinder
 All Rights Reserved
 v12.3.30391

76

Transportation Department



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

Field Trip: 04354	
Main Notes Documents History	
*-Required Fields	
Requested:	08/30/18 14:58 PM By: Stevens, Hillary
Status:	Level 3 - Request Approved
Change To:	[Select New Status]
Comments:	<div style="border: 1px solid black; height: 40px;"></div>
* Field Trip	
Name:	Sweet Soundsations
School:	Lehman Int / LIS
Department:	ACAD
Activity:	Lehman
Contact	
Contact:	Hillary Stevens
Phone:	570-588-4410 *Phone Ext: 34426
Email:	Hillary-stevens@esasd.net
Departure	
Depart Date:	11/2/2018 * Time: 05:00 AM
Return Date:	11/2/2018 * Time: 08:45 PM
Departure:	Lehman Int / LIS
Notes:	Lehman and JTL will share a bus for this event. Please only reserve one bus for the Vocal Music Department that day.
Destination	
Destination:	Central Dauphin HS (437 Picketown Road Harrisburg)
Street:	437 Picketown Road
City:	Harrisburg
State:	Pa * Zip: 17112
Contact:	Amanda Wilson
Title:	Choir Director
Phone:	717-703-5360 Phone Ext:
Fax:	
Email:	ajwilson@cdschools.org
Notes:	9 girls from Lehman will be selected to sing at Central Dauphin High School with over 100 other girls from 10 different schools. Those girls will rehearse and then sing in front of an audience of their choir directors, local participants, and a local college singing group. They will prepare 5 songs, and premiere a song by Jennifer Wagner, the choir/guest director from Milton Hershey School.
Directions	
Directions:	Get on PA-33 S in Palmer Township from National Park Service Rd 615/Walpack Flatbrook Rd, Millbrook Rd, NJ-94 S, PA-611 S/N Delaware Dr and Uhler Rd 1 h 5 min (39.1 mi) Follow US-22 W, I-78 W and I-81 S to Union Deposit Rd in Progress. Take exit 48 from I-83 S/US-322 E
Trip Details	
Equipment:	SCHOOL BUS
Classification:	LEH

77

* Number of Students:

* Number of Wheel Chairs:

* Estimated Miles:

* Estimated Hours:

* Number of Adults:

* Number of Vehicles:

* Estimated Cost:

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
LIS SPECIAL ACTIVITY FUND (LEH/Lehman)	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rows: 1		Total: 0.00		

Delete Request *Map It! Cancel/Return to List Save

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2018 , Transfinder
 All Rights Reserved
 v12.3.30391

78

Memorandum of Understanding

Between

The East Stroudsburg Education Association

And

The East Stroudsburg Area School District

Whereas, the East Stroudsburg Education Association (herein Association) and the East Stroudsburg Area School District (herein District) are parties to a status quo collective bargaining agreement;

Whereas, the Association has notified the District of a work stoppage effective September 10th, 2018;

Whereas, the parties agreed to continue "Schedule B" during the work stoppage;

Whereas, the parties provide a certified school nurse to Notre Dame parochial school which remains open during the work stoppage;

Whereas, the parties agree that the health and safety of the students are of utmost concern;

And Now, Therefore, the parties agree:

- That the Association will allow the athletic trainer to continue bargaining unit work to satisfy the responsibilities of Schedule B;
- That the Association will allow the certified school nurse to continue bargaining unit work at Notre Dame;
- That the District shall pay each respective bargaining unit member 1/184 of their respective per diem rate for each day worked during the work stoppage.
- That this Agreement shall not set a precedent, a practice, nor serve as a waiver of any Association rights.

Ann Cateillo

For the Association

Stephen C. Zell

For the District

Ann Cateillo

For the Association

AC Zell 9.7.18

For the District



New Holland Auto Group
508 West Main Street, New Holland, Pennsylvania, 17557
Office: 717-354-4901

Customer Proposal

Prepared for:

Bill Gouger
East Stroudsburg Area School District
50 Vine St.
East Stroudsburg, PA 18301
Mobile: 570-656-4288
Email: william-gouger@esasd.net

Prepared by:

Jordan DiClemente
Office: 717-354-4901
Email: jdiclemente@newhollandauto.com

Date: 08/17/2018

Vehicle: 2019 Police Interceptor Utility Base
AWD

Quote ID: 8-17-18-1



On Order for InStock Inventory & Currently Available.

Call ASAP to Secure Vehicle.

Turn-key Quote Includes: Upfitting from 10-8 EVS



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu



Warranty - Standard Equipment & Specs

Warranty

Basic

Distance	36000 miles	Months	36 months
----------	-------------	--------	-----------

Powertrain

Distance	100000 miles	Months	60 months
----------	--------------	--------	-----------

Corrosion Perforation

Distance	Unlimited miles	Months	60 months
----------	-----------------	--------	-----------

Roadside Assistance

Distance	60000 miles	Months	60 months
----------	-------------	--------	-----------

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Options

Code	Description	MSRP
Base Vehicle		
K8A	Base Vehicle Price (K8A)	\$33,275.00
Packages		
500A	Order Code 500A <i>Includes:</i> - Engine: 3.7L V6 Ti-VCT FFV - Transmission: 6-Speed Automatic - 3.65 Axle Ratio - GVWR: 6,300 lbs - Tires: 245/55R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes center caps and full size spare. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: AM/FM/CD/MP3 Capable Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.	N/C
Powertrain		
99R	Engine: 3.7L V6 Ti-VCT FFV	Included
44C	Transmission: 6-Speed Automatic	Included
STDAX	3.65 Axle Ratio	Included
STDGV	GVWR: 6,300 lbs	Included
Wheels & Tires		
STDTR	Tires: 245/55R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	Included
Seats & Seat Trim		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included
Other Options		
113WB	113" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM/CD/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Options (cont'd)

Code	Description	MSRP
86P	Front Headlamp/Police Interceptor Housing Only <i>Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights).</i>	\$125.00
86T	Tail Lamp/Police Interceptor Housing Only <i>Pre-existing holes with standard twist lock sealed capability (does not include LED installed lights) (eliminates need to drill housing assemblies).</i>	\$60.00
153	Front License Plate Bracket	N/C
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>	\$20.00
17T	Red/White Dome Lamp in Cargo Area	\$50.00
51Y	Driver Only Incandescent Spot Lamp	\$215.00
87R	Rear View Camera <i>Note: This option would replace the camera that comes standard in the 4" center stack area. Camera can only be displayed in the 4" center stack (standard) OR the rear view mirror (87R). Includes: - Electrochromic Rear View Mirror Video is displayed in rear view mirror.</i>	N/C
68G	Rear-Door Handles Inoperable/Locks Inoperable	\$35.00
18D	Global Lock / Unlock Feature <i>Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with remote keyless.</i>	N/C
18W	Windows - Rear-Window Power Delete <i>Operable from front driver side switches.</i>	\$25.00
59B	Keyed Alike - 1284x	\$50.00
549	Heated Sideview Mirrors	\$60.00
55F	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with Keyed-Alike.</i>	\$340.00

Interior Colors

9W_01	Charcoal Black	N/C
-------	----------------	-----

Primary Colors

UJ_01	Sterling Gray Metallic	N/C
-------	------------------------	-----

Upfit Options

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



New Holland Auto Group
 508 West Main Street, New Holland, Pennsylvania,
 17557
 Office: 717-354-4901

2019 Police Interceptor Utility, Sport
 Utility
 AWD Base(K8A)
 Price Level: 915 Quote ID: 8-17-18-1

Selected Options (cont'd)

Code	Description	MSRP
NHA	New Holland Auto Advantage <i>FREE - Completely Detailed Vehicle FREE - Delivery to Your Location FREE - Full Tank of Fuel FREE - PA Municipal Tags</i>	\$0.00
108	10-8 Emergency Vehicle Service - Upfitting <i>As per quote # 6198 See upfitter quote for details/specs</i>	\$6,905.00
SUBTOTAL		\$41,160.00
Destination Charge		\$995.00
TOTAL		\$42,155.00

COSTARS Pricing Next Page

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Bill Gouger, East Stroudsburg Area School District
 By: Jordan DiClemente Date: 08/17/2018

119



New Holland Auto Group
 508 West Main Street, New Holland, Pennsylvania,
 17557
 Office: 717-354-4901

2019 Police Interceptor Utility, Sport
 Utility
 AWD Base(K8A)
 Price Level: 915 Quote ID: 8-17-18-1

Pricing - Single Vehicle

MSRP

Vehicle Pricing

Base Vehicle Price	\$33,275.00
Options & Colors	\$980.00
Upfitting	\$6,905.00
Destination Charge	\$995.00
Subtotal	\$42,155.00

Pre-Tax Adjustments

Description	
COSTARS #13-034 Emergency Responder Vehicle Discount	-\$5,157.00

Total \$36,998.00

Customer Signature

Acceptance Date

On Order for InStock Inventory & Currently Available.

Call ASAP to Secure Vehicle.

Turn-key Quote Includes: Upfitting from 10-8 EVS



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Bill Gouger, East Stroudsburg Area School District
 By: Jordan DiClemente Date: 08/17/2018

120

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
197	08/20/2018	CRAMERS CASHWAY, INC.	SUPPLIES FOR MAINTENANCE & CUSTODIANS	3,620.21
198	08/20/2018	FEDEX	DELIVERY TO LEVIN LAW OFFICE	66.16
			TEST SCORING DELIVERY	459.35
199	08/20/2018	FLAGHOUSE INC.	RTL GRANT SUPPLIES FOR THE 6 ELEMENTARY SCHOOLS	11,738.18
200	08/20/2018	FRIEDMAN ELECTRIC SUPPLY CO. INC.	MAINTENANCE SUPPLIES	3,236.81
201	08/20/2018	FUN AND FUNCTION	RTL GRANT SUPPLIES FOR ALL SIX ELEMENTARY SCHOOLS	16,639.20
202	08/20/2018	HAJOCA CORPORATION	MAINTENANCE SUPPLIES	1,622.04
203	08/20/2018	INTERPRETEK	INTERPRETATION	641.88
204	08/20/2018	PASCD ASCD	PASCD - RYAN MORAN CLASS	465.00
205	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR ESE AND SMITHFIELD ELE.	980.00
206	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR MIDDLE SMITHFIELD ELE	423.97
207	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR SMITHFIELD ELE	267.98
208	08/20/2018	PCARD VENDOR	RTL GRANT - SUPPLIES FOR SMITHFIELD ELE	169.99
209	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR MIDDLE SMITHFIELD	169.99
210	08/20/2018	PCARD VENDOR	HOTEL STAY FOR TIRJAN & BYBEE PROJECT LEAD THE WAY	1,402.83
211	08/20/2018	PCARD VENDOR	RENTAL CAR BY T HENDEL	2,019.60
212	08/20/2018	PCARD VENDOR	RTL GRANT HOTLE FOR PROJECT LTW TRAINING	1,908.96
213	08/20/2018	PCARD VENDOR	COLONIAL IU 20 CONFERENCE	24.14
214	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR BUSHKILL AND MIDDLE SMITHFI	3,479.60
215	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR HIGH SCOOOL STUDENT	259.45
216	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR ALL SIX ELEMENTARY SCHOOLS	3,210.48
217	08/20/2018	PCARD VENDOR	RTL GRANT - PROJECT LEAD THE WAY	3,375.00
218	08/20/2018	PCARD VENDOR	RTL GRANT REGISTRATION FOR TOTH AND LAZOWSKI	2,350.00
219	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR JM HILL ELE.	236.65
220	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR MIDDLE SMITHFIELD ELE	236.65
221	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR RESICA ELE	236.65
222	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR SMITHFIELD ELE	236.65
223	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR ESE	236.65
224	08/20/2018	PCARD VENDOR	RTL GRANT SUPPLIES FOR BUSHKILL ELE.	236.65
225	08/20/2018	WASTE MGMT WM EZPAY	DISTRICT WASTE PICK-UP	11,064.25
235483	08/20/2018	ACHIEVEMENT HOUSE CHARTER SCHOOL	PAYMENT FOR JULY 2018 TUITION	3,151.09
235484	08/20/2018	BUCKNELL UNIVERSITY	PLTW REGISTRATION BUCKNELL UNI	3,600.00
235485	08/20/2018	CATHARINE JONES	Kit's Interactive Theater ESE	400.00
235486	08/20/2018	FRASER ADVANCED INFORMATION SYSTEMS	ATHLETIC COPIER AT DISTRICT OF	33.32
			BUSINESS OFFICE COPIER MAINTEN	369.02
			Copier 9548	50.79
			Copier Annual Maintenance for	316.77
			Copier Annual Maintenance Tota	1,169.98
			COPIER COST 2017/2018	1,144.31
			COPIER COST2017/2018	182.85
			Copier Fraser Maintence and su	803.24
			Copier maintenace fees	944.13
			copiers	1,367.63
			fee for copier 3rd floor	573.30
			Fee for copier agreement	46.86
			fee for copier agreement 1st f	1,325.73
			fee for copier agreement main	111.01
			Fraser	34.76
			Fraser Copier Maintenance	51.90
			frazier open po	4.48
			Frazier-North Copiers	1,812.45
			G-9535-YEARLY MAINTENANCE 1ST	1,767.80
			G-9564 (MAIN OFFICE) MAINTENAN	145.39
			MAINTENANCE AGREEMENT FOR THE	186.54
			Model #MX-M754N Main Office Co	1,453.40
			NORTH ATHLETIC COPIES	23.60
			Open P/O for Frasier for Supt'	393.79
			Open PO for main office copie	1,688.90

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235486	08/20/2018	FRASER ADVANCED INFORMATION SYSTEMS	Open PO for quarterly charges	1,790.63
			open requisition for copier	1,953.49
			open requisition for guidance/	280.42
			Quarterly Charges	463.73
			TO PAY INVOICES FOR 2017-2018	14.83
235487	08/20/2018	LANCASTER-LEBANON I.U.#13	Statewide Software Sale	195.85
235488	08/20/2018	PETER B MACKEVICH	Wildlife Encounters Presentati	300.00
235489	08/20/2018	POCONO TRANSPORTATION INC.	BUS TRIPS	7,505.00
235490	08/20/2018	PROJECT LEAD THE WAY INC	AUTOMATION AND ROBOTICS	1,069.50
			DESIGN AND MODELING	4,843.00
			ENERGY AND THE ENVIROMENT	12,447.25
235491	08/20/2018	SCHOOL SIGN SHOP	Signage	39.80
235492	08/20/2018	STARFALL EDUCATION	Karin Hogan-past due shipping charge	12.90
235493	08/20/2018	W.B. MASON CO., INC.	TLC BLENDED SCHOOL FURNITURE	11,914.86
235494	08/21/2018	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI CAP IMPROV FUND MONPAY-2	13,350.42
235495	08/21/2018	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI OPERATING / aug 2018 less overpayment july	151,215.00
235498	08/24/2018	A WIZ CORP.	TO PAY INVOICES FOR 2018-2019	2,124.37
235499	08/24/2018	A WIZ CORP.	TO PAY INVOICES FOR 2018-2019	2,860.00
235500	08/24/2018	ADVANCE AUTO PARTS	TO PAY INVOICES FOR 2018-2019	185.33
235501	08/24/2018	ALL AMERICAN SPORTS CORP.	NORTH FOOTBALL HELMET REPAIR P	186.59
			SOUTH FOOTBALL HELMET DECALS	612.65
235502	08/24/2018	BANKS' VACUUM SALES AND SERVICE	res banks-REPLACES 20190380	492.81
235503	08/24/2018	CHANNING L. BETE CO. INC.	18408-A Your child entering sc	125.78
235504	08/24/2018	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 180823	245.00
235505	08/24/2018	CLAUDE S. CYPHERS, INC.	Open Order for Parts & Supplie	23.20
235506	08/24/2018	COLLINS SPORTS MEDICINE	MEDICAL/DENTAL BID 24	71.14
235507	08/24/2018	COLT PLUMBING SPECIALTIES	leh cart	791.31
235508	08/24/2018	COMMUNICATIONS SYSTEMS, INC.	LEHMAN VESTIBULE KEYPAY	413.50
235509	08/24/2018	COMPUTER DISCOUNT WAREHOUSE	OPEN PURCHASE ORDER CDW-201901	512.64
235510	08/24/2018	CRAMERS WELDING & REPAIRS	hsn light pole	150.00
235511	08/24/2018	CREST GOOD MFG CO INC	lehman bradley sensor	300.70
235512	08/24/2018	E.S.E.A.	Payroll Run 1 - Warrant 180823	309.50
235513	08/24/2018	EAST STROUDSBURG	Payroll Run 1 - Warrant 180823	2,447.05
235514	08/24/2018	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 180823	28.00
235515	08/24/2018	EHS-EXPENDABLE SCHOLARSHIPS	E. STROUDSBURG ACHIEVERS SCHOLARSHIP -M.BOUCHEBOU	250.00
235516	08/24/2018	EHS-EXPENDABLE SCHOLARSHIPS	CLASS OF 2013 SOUTH SCHOLARSHIP - MIRIAM BOUCHEKOU	750.00
235517	08/24/2018	EMERGENCY SYSTEMS SERVICE COMPANY	district parts	592.01
235518	08/24/2018	EN-NET SERVICES LLC	CHROMEBOOK BAGS JMH	2,413.20
235519	08/24/2018	EPIC SPORTS	NORTH VOLLEYBALL	976.60
235520	08/24/2018	EUREKA STONE QUARRY, INC.	Invoice 254388	82.80
			INVOICE 254613	88.55
235521	08/24/2018	FRASER ADVANCED INFORMATION SYSTEMS	MX-SCX2-STAPLES FOR COPIER-FAC	588.00
235522	08/24/2018	FULLER PAPER CO, INC	CUSTODIAL SUPPLIES BID #15	112.90
235523	08/24/2018	MARTY GILMAN INC	NORTH FOOTBALL	1,626.81
235524	08/24/2018	THE PROPHET CORP	Gym	1,134.66
235525	08/24/2018	HAB-DLT	Payroll Run 1 - Warrant 180823	185.48
235526	08/24/2018	HAZELDEN BETTY FORD FOUNDATION	Suicide Prevention Program	235.95
235527	08/24/2018	HEINEMANN PUBLISHING GROUP	Books for Teaching Staff	5,743.96
235528	08/24/2018	HESC	Payroll Run 1 - Warrant 180823	363.93
235529	08/24/2018	JENNIFER LONGO	PAID FOR BANQUET	602.19
235530	08/24/2018	KISTLER PRINTING COMPANY	Administrative Services window	229.00
235531	08/24/2018	LAMINATING AND BINDING SOLUTIONS	Laminator	102.49
235532	08/24/2018	LINDENMEYR MUNROE	IU 20 JOINT PURCHASE PAPER BID	174.40
			IU20 PAPER- ADMIN/TRANSPORTATI	64.46
			IU20 PAPER ESE	716.58
			IU20 PAPER- JMHILL	322.30
			IU20 PAPER SMITHFIELD	348.80
			IU20 PAPER-MIDDLE SMITHFIELD	686.23

East Stroudsburg Area School District
Date Range 8/17/18 through 9/7/18
Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235533	08/24/2018	LJC DISTRIBUTORS OF FULLER BRUSH	CUSTODIAL SUPPLIES BID #15	9,129.65
235534	08/24/2018	LONGSTRETH SPORTING GOODS, LLC	JTL FIELD HOCKEY-REPLACES 2019	368.95
235535	08/24/2018	MARY A PIERCE	BAGELS FOR MONTHLY STAFF MEETING DECEMBER	24.00
235536	08/24/2018	MCGRAW HILL EDUCATION	Kindergarten	808.70
			Reading Wonders	6,649.62
			Second Grade	819.40
235537	08/24/2018	MEIER SUPPLY CO., INC.	hsn filters	504.59
			hss cartridges	99.58
235538	08/24/2018	MIDWEST TECHNOLOGY PRODUCTS	INDUSTRIAL TEC BID #55 POWER T	24.34
			INDUSTRIAL TECH BID #44 ELECTR	152.80
235539	08/24/2018	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 180823	1,068.40
235540	08/24/2018	PSERS	2017-2018 Clark, Jennifer	277.40
235541	08/24/2018	REGINA FARMS	OPEN ORDER FOR SUPPLIES	80.40
235542	08/24/2018	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 180823	267.49
235543	08/30/2018	95 PERCENT GROUP INC.	PHONOLOGICAL KITS	1,633.40
235544	08/30/2018	A.C. MOORE	Open PO AC Moore STEAM'R Progr	194.66
235545	08/30/2018	ALL AMERICAN SPORTS CORP.	SOUTH FOOTBALL HELMETS	791.95
			SOUTH FOOTBALL XL HELMETS	1,190.45
235546	08/30/2018	ALL FOR KIDZ, INC.	Guidance	91.50
235547	08/30/2018	ANDREW & LAURA ZASO	ZASO, ANDREW & LAURA 2017 SENIOR REBATE	575.00
235548	08/30/2018	ANGELA M BYRNE	Expense claim # 1839. JULY 2018 MILEAGE	34.99
			Expense claim # 1840. SUPPLIES FOR QUICK START	6.50
235549	08/30/2018	ANGLEA NEVIN	Expense claim # 1841. DROP OFF KRONOS TIME SHEET	8.28
235550	08/30/2018	ANTHONY & TERESA MARRONE	MARRONE, ANTHONY & TERESA 2017 SENIOR REBATE	1,150.00
235551	08/30/2018	ARTHUR & GAIL OLSSON	OLSSON, ARTHUR & GAIL 2017 SENIOR REBATE	575.00
235552	08/30/2018	BARBARA POLICASTRO	Policastro rebate 2017	1,150.00
235553	08/30/2018	BONNIE WARGO	PURCHASE OF STAMPS	200.00
235554	08/30/2018	BRIAN T KOLCUN	Expense claim # 1842. PRE SEASON GOLF MEETING	51.01
235555	08/30/2018	CARSON-DELLOSA	2nd grade-REPLACES 20190022	59.91
235556	08/30/2018	CATHERINE WILLIAMS	WILLIAMS, CATHERINE 2017 SENIOR REBATE	575.00
235557	08/30/2018	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2018-2019	3,885.00
235558	08/30/2018	CHESTER & FREDA BOGART	BOGART, CHESTER & FREDA 2017 SENIOR REBATE	575.00
235559	08/30/2018	CINTAS CORPORATION #101	UNIFORM RENTALS	165.49
235560	08/30/2018	CINTAS CORPORATION #101	UNIFORM RENTALS	331.60
235561	08/30/2018	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	BUSHKILL SCHOOL SUPPLIES	5,455.27
			Classroom supplies	9.15
			JM HILL SCHOOL SUPPLIES	282.00
			LEHMAN SCHOOL SUPPLIES	285.95
			RESICA SCHOOL SUPPLIES	369.98
235562	08/30/2018	CLIFTON & SOPHIA HAWES	HAWES, CLIFTON & SOPHIA 2017 SENIOR REBATE	700.00
235563	08/30/2018	CONNIE CLARKSON	CLARKSON, CONNIE 2017 SENIOR REBATE	84.02
235564	08/30/2018	CROWN AWARDS	ROBOTICS SUPPLIES	33.81
235565	08/30/2018	DEANA D MORABITO	Expense claim # 1845. MILEAGE TO YORK PA	198.00
235566	08/30/2018	DEBORAH A CARBONE	CARBONE, DEBORAH 2017 SENIOR REBATE	1,500.00
235567	08/30/2018	DISCOVERY EDUCATION, INC	Discovery Ed Professional Deve-Ref PO#18001324	117,500.00
235568	08/30/2018	DOLORES BUTZ	BUTZ, DOLORES 2017 SENIOR REBATE	575.00
235569	08/30/2018	DONALD J. HALKER	Expense claim # 1846. PESTICIDE REGISTRATION FEE	275.00
235570	08/30/2018	ECOLAB INC.	TO PAY FOR INVOICES FOR 2018-2	185.49
235571	08/30/2018	EDWARD & PATRICIA FOLCIK	FOLCIK, EDWARD & PATRICIA 2017 SENIOR REBATE	575.00
235572	08/30/2018	EDWARD CHRISTIAN	MILEAGE FOR PRE SEASON FOOTBALL MEETING	51.01
235573	08/30/2018	ELIZABETH A SUMMERS	SUMMERS, ELIZABETH 2017 SENIOR REBATE	1,011.85
235574	08/30/2018	ELIZABETH BEVERLY JONES	JONES, ELIZABETH 2017 SENIOR REBATE	1,119.22
235575	08/30/2018	ESU STUDENT ACTIVITY ASSOC.	Michelle Arnold	765.00
235576	08/30/2018	EUGENE ROSADO	ROSADO, EUGENE 2017 SENIOR REBATE	700.00
235577	08/30/2018	FLINN SCIENTIFIC INC.	HSS2019-REPLACES 20190110	125.91
			HSS2019-REPLACES 20190111	62.42
			HSS2019-REPLACES 20190113	2,420.10
			HSS2019-REPLACES 20190117	714.13

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235577	08/30/2018	FLINN SCIENTIFIC INC.	HSS2019-REPLACES 20190118	1,038.02
235578	08/30/2018	FRANK A & MARY F BECKERT	BECKERT, FRANK & MARY 2017 SENIOR REBATE	575.00
235579	08/30/2018	FRONTIER	FRONTIER OPEN PURCHASE ORDER	1,670.72
235580	08/30/2018	GERALD & TERESA LUDWIG	LUDWIG, GERALD & TERESA 2017 SENIOR REBATE	575.00
235581	08/30/2018	GLORIA LUDWIG	LUDWIG, GLORIA 2017 SENIOR REBATE	1,100.75
235582	08/30/2018	GOULD'S PRODUCE AND FARM MARKET	TO PAY FOR INVOICES 2018-2019	495.00
235583	08/30/2018	HEARTLAND PAYMENT SYSTEM	TO PAY INVOICES FOR 2018-2019	12,444.00
235584	08/30/2018	HEATHER A PIPERATO	Expense claim # 1847. KEYSTONE TECH CONF MILEAGE	148.24
235585	08/30/2018	HELGA FRUCK	FRUCK, HELGA 2017 SENIOR REBATE	1,150.00
235586	08/30/2018	JAMES KEANEY	REFUND OF TSA	15.00
235587	08/30/2018	JASON P. MONTUORI	Expense claim # 1848. MILEAGE TO SOUTH MEETING	60.28
235588	08/30/2018	JEAN M. RIDGE	RIDGE, JEAN 2017 SENIOR REBATE	196.45
235589	08/30/2018	JEANNE & EUGENIE QUINN	QUINN, JEANNE 2017 SENIOR REBATE	700.00
235590	08/30/2018	JEFFREY BADER	Expense claim # 1850. JULY 2017 MILEAGE	50.03
235591	08/30/2018	JILLIAN KARAS	Expense claim # 1849. SUMMER "STEAM*R" PROJECT	47.54
235592	08/30/2018	JOHN & BRENDA WARINNER	WARINNER, JOHN& BRENDA 2017 SENIOR REBATE	1,150.00
235593	08/30/2018	JOSEPH V SCHIRALDI	SCHIRALDI, JOSEPH 2017 SENIOR REBATE	575.00
235594	08/30/2018	KARIN A HOGAN	Expense claim # 1853. SUMMER "STEAM*R" PROJECT	150.84
235595	08/30/2018	KAY M JOHNSON	Expense claim # 1871. SNAPA CONF IN PITTSBURG PA	411.27
235596	08/30/2018	KENNETH & MARIA YANICK	YANICK, KENNETH & MARIA 2017 SENIOR REBATE	575.00
235597	08/30/2018	KEYSTONE FIRE PROTECTION CO.	ese service alarm	224.00
			jm hill abc Balance due	23.07
235598	08/30/2018	KING W. BEERS	BEERS, KING 2017 SENIOR REBATE	1,150.00
235599	08/30/2018	LAKESHORE LEARNING MATERIALS	Jaci Leonard	976.28
235600	08/30/2018	LAURA ALICEA	ALICEA, LAURA 2017 SENIOR REBATE	1,500.00
235601	08/30/2018	LINDA M. SHAY	SHAY, LINDA 2017 SENIOR REBATE	1,150.00
235602	08/30/2018	LONGSTRETH SPORTING GOODS, LLC	SOUTH FIELD HOCKEY-REPLACES 20	1,058.99
235603	08/30/2018	LOSER'S MUSIC, INC.	Winning Rhythms (already order	222.60
235604	08/30/2018	LUNCH ACCT REFUND	ZORAIDA CAMACHO REFUND TO STUDENT ACCOUNT 141833	75.00
235605	08/30/2018	MAEVE C. GALLANT	GALLANT, MAEVE 2017 SENIOR REBATE	700.00
235606	08/30/2018	MARK IHDE	IHDE, MARK 2017 SENIOR REBATE	929.78
235607	08/30/2018	MARY JANE SNEE	SNEE, MARY JANE 2017 SENIOR REBATE	700.00
235608	08/30/2018	MAUREEN SWATKOWSKI	SWATKOWSKI, MAUREEN 2017 SENIOR REBATE	575.00
235609	08/30/2018	MET-ED	HS SOUTH AUGUST 2018 ELECTRIC 100017327568	24,918.51
			JM HILL AUGUST ELECTRIC 100105710071	5,219.29
			MIDDLE SMITHFIELD JULY ELECTRIC 100071509721	6,639.93
			RESICA JULY ELECTRIC 100016949099	4,393.08
			SMITHFIELD ELE AUG ELECTRIC 100066917749	1,542.26
			TRAFFIC LIGHT AUGUST ELECTRIC 100054179492	33.30
			TRAFFIC LIGHT AUGUST ELECTRIC 100016944322	19.15
			TRAFFIC LIGHT AUGUST ELECTRIC 100016991349	19.15
			TRAFFIC LIGHT AUGUST ELECTRIC 100017096742	19.21
			TRAFFIC LIGHT AUGUST ELECTRIC 100031621210	19.23
			TRAFFIC LIGHT AUGUST ELECTRIC 100031621285	19.15
			TRAFFIC LIGHT AUGUST ELECTRIC 100080490897	5.28
			TRAFFIC LIGHT JULY ELECTRIC 100051981031	19.15
			TRAFFIC LIGHT JULY ELECTRIC 100052611207	19.15
235610	08/30/2018	MICHAEL & JEANNE REHM	REHM, MICHAEL & JEANNE 2017 SENIOR REBATE	575.00
235611	08/30/2018	MICHAEL SCHIMPF	SCHIMPF, MICHAEL 2017 SENIOR REBATE	1,150.00
235612	08/30/2018	MILAN & DENISE HANA	HANA, MILAN & DENISE 2017 SENIOR REBATE	575.00
235613	08/30/2018	BERKS COUNTY PAPER	IU20 JANITORIAL-SMITHFIELD	2,061.00
			IU20 JANITORIAL BID- BUSHKILL,	7,684.50
			IU20 JANITORIAL ESE	2,593.60
			IU20 JANITORIAL JTLAMBERT	6,417.00
			IU20 JANITORIAL SOUTH HS	5,496.00
			IU20 JANITORIAL-ADMIN/TRANS/CA	712.25
			IU20 JANITORIAL-JMHILL	1,206.90
			IU20 JANITORIAL-MIDDLE SMITHFI	3,467.85

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235613	08/30/2018	BERKS COUNTY PAPER	IU20 JANITORIAL-RESICA	824.40
235614	08/30/2018	MODERN GAS SALES, INC.	RESICA PROPAIN FOR HEATER	372.70
235615	08/30/2018	NASCO (QOUTE#45950)	9712084-CRAYOLA CLASS PACK MAR	1,576.88
			Art-REPLACES 20190044	2,074.43
			Nasco art supplies-REPLACES 20	990.62
			Reading Department Phonics Rea	203.88
235616	08/30/2018	NATIONAL TICKET	NORTH ATHLETIC WRISTBANDS	47.62
235617	08/30/2018	ROCHESTER 100 INC	2nd grade-REPLACES 20190021	135.00
			Parent teacher folders-REPLACE	562.50
235618	08/30/2018	NORMA SHAFFER	SHAFFER, NORMA 2017 SENIOR REBATE	575.00
235619	08/30/2018	NORTHEAST CHEMICAL & SUPPLY CO & INC	CUSTODIAL SUPPLIES BID #15	6,070.00
235620	08/30/2018	PAPER MART, INC.	IU20 PAPER- ADMIN/TRANSPORTATI	96.85
			IU20 PAPER JTLAMBERT	103.05
235621	08/30/2018	PAR CODE SYMBOLOGY	D COOPER LABELS	139.00
235622	08/30/2018	PATRICIA & NORMAN MARKOWITZ	MARKOWITZ, NORMAN & PATRICIA 2017 SENIOR REBATE	1,150.00
235623	08/30/2018	PATRICIA A GARRISON	GARRISON, PATRICIA 2017 SENIOR REBATE	773.90
235624	08/30/2018	PATRICIA J HEETER	Expense claim # 1856. SUMMER "STEAM*R" PROJECT	69.93
235625	08/30/2018	PAUL H SCHMID	Expense claim # 1854. JULY 2018 MILEAGE	102.90
			Expense claim # 1855. CAF SUPPLIES	155.12
235626	08/30/2018	PAULETTE WRIGHT	WRIGHT, PAULETTE 2017 SENIOR REBATE	700.00
235627	08/30/2018	PENN JERSEY PAPER CO	IU JANITORIAL-SMITHFIELD	2,814.90
			IU20 JANITORIAL BID- BUSHKILL,	11,365.80
			IU20 JANITORIAL SOUTH HS	6,656.60
			IU20 JANITORIAL-ADMIN/TRANS/CA	1,061.16
			IU20 JANITORIAL-JMHILL	286.80
			IU20 JANITORIAL-RESICA	4,875.60
235628	08/30/2018	PENNSYLVANIA PAPER & SUPPLY CO.	CUSTODIAL SUPPLIES BID #15	4,426.68
235629	08/30/2018	PENTELEDATA	OPEN PO PENN TELEDATA-20190097	4,172.50
235630	08/30/2018	PETTY CASH MIDDLE SMITHFIELD	MIDDLE SMITHFIELD AUGUST PETTY CASH	37.79
235631	08/30/2018	PHILIP ROSENAU CO., INC.	CUSTODIAL SUPPLIES BID #15	2,762.63
			mse gym floor supplies	4,253.99
			mse rosenau-replaces 20190372	168.61
235632	08/30/2018	PLAQUES & SUCH	NORTH ATHLETICS CHENILLES & CE	1,602.55
235633	08/30/2018	PROSSER LABORATORIES, INC.	mse water testing	105.00
			north effluent testng	444.00
			north water sample	30.00
			north water testing	215.00
			resica water testing	285.00
235634	08/30/2018	PYRAMID SCHOOL PRODUCTS	CUSTODIAL SUPPLIES BID #15	1,087.38
235635	08/30/2018	QUILL CORPORATION	AUGUST BO SUPPLIES	120.45
			Guidance Office Supplies	280.30
			hsn quill po-REPLACES 20190312	379.99
			JULY BO OFFICE SUPPLIES	73.26
			NORTH ATHLETIC OFFICE SUPPLIES	203.89
			Order for EHN Yearbook - Stude	231.18
235636	08/30/2018	RANDAL J. BIGNESS	BIGNESS, RANDAL 2017 SENIOR REBATE	1,150.00
235637	08/30/2018	REALLY GOOD STUFF	1st Grade	255.12
			Special Education Teacher Mate	308.61
			Third Grade	169.16
235638	08/30/2018	RICHARD H. & PATRICIA A BUSH	BUSH, RICHARD & PATRICIA 2017 SENIOR REBATE	575.00
235639	08/30/2018	RICHARD & ELIZABETH GOMEZ	GOMEZ, RICHARD & ELIZABETH 2017 SENIOR REBATE	575.00
235640	08/30/2018	RICHARD & GLORIA STERNBACH	STERNBACH, RICHARD & GLORIA 2017 SENIOR REBATE	575.00
235641	08/30/2018	RICHARD FINNEY	FINNEY, RICHARD & PAMELA 2017 SENIOR REBATE	575.00
235642	08/30/2018	ROBERT M. SIDES FAMILY MUSIC CENTERS	Sousaphone Repair	52.50
235643	08/30/2018	ROCHESTER 100 INC.	Communication Folders	750.00
235644	08/30/2018	ROGERS ATHLETIC COMPANY	NORTH FOOTBALL	77.00
235645	08/30/2018	RONALD COUNTERMAN	COUNTERMAN, RONALD 2017 SENIOR REBATE	700.00
235646	08/30/2018	ROSELYN M & ANDREW J ACCETTURO	ACCETTURO, ANDREW & ROSELYN 2017 SENIOR REBATE	1,150.00

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235647	08/30/2018	RYAN MORAN	Expense claim # 1857. PAECT CONFERENCE MILEAGE	144.97
235648	08/30/2018	SALVATORE & CAMILLE CINQUE	CINQUE, SALVATORE & CAMILLE 2017 SENIOR REBATE	1,150.00
235649	08/30/2018	SALVATORE POMARA	POMARA, SALVATORE 2017 SENIOR REBATE	575.00
235650	08/30/2018	SCANTRON CORPORATION	HSS2019-REPLACES 20190130	292.64
235651	08/30/2018	SCHOOL DATEBOOKS, INC	agenda books for students to p	392.00
235652	08/30/2018	SCHOOL HEALTH CORPORATION	MEDICAL/DENTAL BID 24	641.83
235653	08/30/2018	SCHOOL NURSE SUPPLY INC.	MEDICAL/DENTAL BID 24	1,240.95
235654	08/30/2018	SCHOOL OUTFITTERS	IU Classroom	266.21
			Rocker Chairs for Special Educ	1,030.25
235655	08/30/2018	SCHUYLKILL VALLEY SPORTING GOODS	NORTH GIRLS TENNIS	1,482.00
			NORTH GOLF	585.00
			SOUTH BOYS SOCCER	720.00
			SOUTH FOOTBALL BELTS	27.50
			SOUTH GIRLS TENNIS-REPLACES 20	330.00
235656	08/30/2018	SCOTT C. IHLE	Expense claim # 1862. JULY 2018 MILEAGE	61.26
235657	08/30/2018	SHAHIDA JONES	Expense claim # 1866. JULY 2018 MILEAGE	78.53
235658	08/30/2018	SHIRLEY C LESOINE	LESOINE, SHIRLEY 2017 SENIOR REBATE	1,150.00
235659	08/30/2018	SNOANN TOBIN	Expense claim # 1860. SUMMER "STEAM*R" PROJECT	44.67
235660	08/30/2018	SONIA HENSLEY	HENSLEY, SONIA 2017 SENIOR REBATE	575.00
235661	08/30/2018	SOUTH JERSEY ENERGY	HSS STADIUM JULY NATURAL GAS CHARGE	48.90
			JM HILL JULY NATURAL GAS CHARGE	677.12
235662	08/30/2018	STACIE A AMMERMAN	Expense claim # 1858. SUMMER "STEAM*R" PROJECT	124.88
			Expense claim # 1859. SUMMER "STEAM*R" PROJECT	48.35
235663	08/30/2018	STAS USA LLC	Display for Students art work	778.56
235664	08/30/2018	STEVE WEISS MUSIC	Percussion Accessories	419.79
235665	08/30/2018	STEVEN J BYBEE	Expense claim # 1863. PLTW CONFERENCE	110.09
235666	08/30/2018	STOTZ & FATZINGER	Steno Notebook #RED36746	41.11
235667	08/30/2018	SUN LITHO-PRINT, INC.	18-19 code of student conduct	8,310.00
			Printing the 2018-19 SY Distri	4,325.00
235668	08/30/2018	SUPER DUPER PUBLICATIONS	Special Education Supplies	77.45
235669	08/30/2018	SUSAN COLE	Expense claim # 1861. STOCK ALUTEROL SOLUTION	40.09
235670	08/30/2018	SUSAN STOCKMAN	Expense claim # 1837. JUNE 2018 MILEAGE	46.82
			Expense claim # 1864. JULY 2018 MILEAGE	64.09
235671	08/30/2018	ROBERT W. SUTJAK	Expense claim # 1843. JULY 2017 MILEAGE	43.38
235672	08/30/2018	SWEETWATER SOUND, INC.	Sweetwater Portable System-REP	699.00
235673	08/30/2018	TABITHA BRADLEY	Expense claim # 1868. JULY 2018 MILEAGE	195.55
235674	08/30/2018	TEAMLEADER	SOUTH CHEER CROP BODYLINER	500.00
235675	08/30/2018	THOMAS J. MCINTYRE III	Empl Expense claim # 1851. EMERGING LEADERSHIP CON	534.01
			Expense claim # 1852. JULY 2018 MILEAGE	147.37
235676	08/30/2018	TIMOTHY HARRIS	Expense claim # 1869. JULY & AUGUST MILEAGE	96.74
235677	08/30/2018	TRANE U.S. INC.	north service chiller	193.50
235678	08/30/2018	TYLER W DOLPH	Expense claim # 1867. PRE SEASON GOLG MEETING	51.01
235679	08/30/2018	UNIPAK CORP.	CUSTODIAL SUPPLIES BID #15	717.00
235680	08/30/2018	VOICETHREAD	RENEWAL VOICE THREAD-REPLACES	2,500.00
235681	08/30/2018	W.B. MASON CO., INC.	IU JANITORIAL-SMITHFIELD	555.50
			IU20 JANITORIAL SOUTH HS	1,973.40
			IU20 JANITORIAL-ADMIN/TRANS/CA	789.94
			IU20 JANITORIAL-JMHILL	222.20
			IU20 JANITORIAL-MIDDLE SMITHFI	826.65
			IU20 PAPER ESE	930.64
			IU20 PAPER- JMHILL	7,908.80
235682	08/30/2018	WALMART COMMUNITY/GEMB	Nursing - Walmart open PO	173.11
			Open PO Walmart STEAM'R	73.95
			Open purchase order for Title	221.25
			SCHOOL SUPPLIES	109.20
			SOUTH ATHLETICS FUEL FOR GOLF	54.28
			SUMMER CLASSROOM SUPPLIES	839.11
235683	08/30/2018	WARD'S SCIENCE	470000-926 Pail of 10 Preserve	81.27

East Stroudsburg Area School District

Date Range 8/17/18 through 9/7/18

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
235683	08/30/2018	WARD'S SCIENCE	Pres Specimen Cond Fluid # 470	202.34
235684	08/30/2018	WILLIAM RIKER	Expense claim # 1870. JULY 2018 MILEAGE	36.95
235685	08/30/2018	ZONAR CONNECTED	Mounting Brackets	132.49
235686	09/05/2018	NCS PEARSON, INC.	OLSAT TESTING AND SCORING-balance 18002626	388.80
235687	09/05/2018	NCS PEARSON, INC.	OLSAT TESTING AND SCORING	2,568.92
235688	09/05/2018	O'SHEA LUMBER COMPANY	INDUSTRIAL TECH BID #57 LUMBER	2,615.50
235689	09/06/2018	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 180906	245.00
235690	09/06/2018	E.S.E.A.	Payroll Run 1 - Warrant 180906	208.75
235691	09/06/2018	EAST STROUDSBURG	Payroll Run 1 - Warrant 180906	2,449.22
235692	09/06/2018	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 180906	28.00
235693	09/06/2018	HAB-DLT	Payroll Run 1 - Warrant 180906	532.34
235694	09/06/2018	HESC	Payroll Run 1 - Warrant 180906	361.29
235695	09/06/2018	JULIANNE NEWMAN	ASHA MEMBERSHIP 2018	253.00
235696	09/06/2018	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 180906	24.38
235697	09/06/2018	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 180906	1,067.15
235698	09/06/2018	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 180906	351.95
235699	09/07/2018	AMAZON.COM	AIPhone	1,123.65
			Classroom Supplies for Sp. Ed.	665.53
			Dental - ink stampers custom	116.91
			Dental supplies - Amazon	1,053.52
			External CD Drive	56.48
			ORDER FOR EHN YEARBOOK- STUDEN	1,312.28
			skirt clips for the stage mana	15.64
			SOUTH GIRLS SOCCER-REPLACES 20	211.90
			Special Education Teacher Mate	448.70
			supplies for classrooms	338.30
			supplies for safety instrument	21.30
			Supplies for School Police Tra	436.03
			supplies for student safety ki	9.53
235700	09/07/2018	CM REGENT RESOURCES	LONG TERM DISABILITY INSURANCE	8,642.40
235701	09/07/2018	CM REGENT RESOURCES	LIFE INSURANCE	11,747.51
235702	09/07/2018	KAR BILL ENTERPRISES, INC	DISTRICT GAS PURCHASE FOR AUGUST	781.36
Grand Total				763,953.00

AUGUST 2018 WIRE PAYMENTS

Payroll	\$ 2,713,101.97
Accounts Payable - Benefits	\$ 1,614,506.73
Flex Spending Accounts	\$ 4,444.60
Payments to Inservco Insurance for Workers' Comp	\$ 19,991.58
Procurement Card	\$ 74,771.42
EBTEP	\$ 1,736,474.66
ARBITERPAY, LLC ARBITERPAY PPD	\$ 30,846.64
1996 VRLP \$7M Principal , Interest, Annual Trust Fee	\$ 1,004.39
COMPUTER LEASE	\$ 191,539.36
NEOPOST POSTAGE	\$ 7,000.00
NEOPOST ANNUAL FEES	\$ 200.00
2014A GOB CCD	\$ 119,521.25
2014AA GOB CCD	\$ 337,570.00
2015 GOB CCD	\$ 306,635.00
2016 GOB CCD	\$ 238,775.25
2016A GOB CCD	\$ 891,212.50
2017 GOB CCD	\$ 174,781.25
2017A GOB CCD	\$ 20,431.31
2017AA GOB CCD	\$ 3,967,487.50
2017AAA GOB CCD	\$ 295,980.50
East Stroudsburg QSCB 2010A CCD	\$ 93,311.69
East Stroudsburg QZAB 2011D CCD	\$ 37,338.45
	<u><u>\$ 12,876,926.05</u></u>

EAST STROUDSBURG AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF AUGUST 31, 2018

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

8/1/18 Balance	\$ 7,025,597.37
Receipts	\$ 29,637,225.43
Interest/Dividends	\$ 7,837.24
Disbursements	\$ (19,917,705.30)
8/31/18 Balance	\$ 16,752,954.74

PLGIT - GENERAL FUND

8/1/18 Balance	\$ 9,606,630.49
Receipts	\$ 637,664.85
Interest/Dividends	\$ 14,722.32
Disbursements	\$ (1,004.39)
8/31/18 Balance	\$ 10,258,013.27

PSDLAF - GENERAL FUND

8/1/18 Balance	\$ 40,834,697.78
Receipts	\$ 22,291,664.64
Interest/Dividends	\$ 76,373.19
Disbursements	\$ (33,054,771.42)
8/31/18 Balance	\$ 30,147,964.19

ESSA WORKERS COMP SELF INS - GENERAL FUND

8/1/18 Balance	\$ 200,267.52
Receipts	
Interest/Dividends	\$ 136.07
Disbursements	
8/31/18 Balance	\$ 200,403.59

ESSA PAYPAL - GENERAL FUND

8/1/18 Balance	\$ 188.78
Receipts	\$ 177.12
Interest/Dividends	\$ 0.24
Disbursements	
8/31/18 Balance	\$ 366.14

ESSA FERNWOOD ESCROW - GENERAL FUND

8/1/18 Balance	\$ 37,909.10
Receipts	
Interest/Dividends	\$ 25.76
Disbursements	
8/31/18 Balance	\$ 37,934.86

ESSA - CAFETERIA FUND

8/1/18 Balance	\$ 531,622.93
Receipts	\$ 19,116.99
Interest/Dividends	\$ 362.96
Disbursements	\$ (294.94)
8/31/18 Balance	\$ 550,807.94

PLGIT - CAFETERIA FUND

8/1/18 Balance	\$ 40,317.71
Receipts	
Interest/Dividends	\$ 59.76
Disbursements	
8/31/18 Balance	\$ 40,377.47

PLGIT - CAPITAL RESERVE FUND

8/1/18 Balance	\$ 23,440,417.91
Receipts	
Interest/Dividends	\$ 34,745.07
Disbursements	
8/31/18 Balance	\$ 23,475,162.98

ESSA - CONCESSION STAND

8/1/18 Balance	\$ 27,443.57
Receipts	
Interest/Dividends	\$ 18.65
Disbursements	
8/31/18 Balance	\$ 27,462.22

ESSA - EXPENDABLE TRUST

8/1/18 Balance	\$ 31,313.23
Receipts	
Interest/Dividends	\$ 21.28
Disbursements	
8/31/18 Balance	\$ 31,334.51

ESSA - NON-EXPENDABLE TRUST

8/1/18 Balance	\$ 18,437.89
Receipts	
Interest/Dividends	\$ 12.53
Disbursements	
8/31/18 Balance	\$ 18,450.42

ESSA - SPECIAL ACTIVITY

8/1/18 Balance	\$ 237,233.38
Receipts	
Interest/Dividends	\$ 161.19
Disbursements	
8/31/18 Balance	\$ 237,394.57

ESSA CD INVESTMENT - SPECIAL ACTIVITY

8/1/18 Balance	\$ 40,121.18
Receipts	
Interest/Dividends	
Disbursements	
8/31/18 Balance	\$ 40,121.18

ESSA - STUDENT ACTIVITY

8/1/18 Balance	\$ 72,732.23
Receipts	\$ 355.60
Interest/Dividends	\$ 49.43
Disbursements	
8/31/18 Balance	\$ 73,137.26

MILLER FLOORING COMPANY, INC.
SPORTS CONSTRUCTION DIVISION
827 LINCOLN AVENUE, UNIT 15
WEST CHESTER, PA 19380

REPORT / PROPOSAL

TO: JEFF BADER- EAST STROUDSBURG AREA S.D. FROM: BILL MILLER

JOB: LEHMAN INTERMEDIATE- GYM WATER DAMAGE DATE: JULY 25, 2018

Jeff: I have prepared a report proposal for the water damaged (111'4" x 90'0"= 10,017 sf) gym floor at Lehman Intermediate School in the East Stroudsburg Area School District. We propose to supply all materials, labor and equipment necessary to complete work as further specified.

COSTARS 005-122 JANITORIAL SUPPLIES COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (Members) are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business.

DGS Contact: Kathy Lewis **Tel:** (717) 346-4056 **Email:** kalewis@pa.gov

Inspection: Jason Grayson from Miller Flooring inspected the gym floor on Monday per the request of the school district. Upon Jason's arrival he found the cupped and under pressure. It was explained the gym floor was exposed to water. Most of the moisture damage is concentrated in one area approximately 36' x 40'. The readings in this area range between 20% and 43% which is saturated. Areas just outside this area is reading 7% to 8%. The floor system is a 33/32" x 2-1/4" Channel-Clip type floor system which is constructed with steel channels shot to the concrete over 1/2" thick pre-grooved Celotex (Impregnated Homosote) insulation board. Maple flooring is then laid across the steel channels and clipped in place. This is a very strong floor system which restricts buckling. However, the floor system does not have ventilation capabilities and it is very unlikely to ever dry fully. If the maple is not repaired, you run the chance of mold forming and or dry rotting. Both can change the air quality in the room and the play of the floor.

Recommendation: I recommend removing all wet wood ASAP to avoid the wet flooring from wicking into adjacent dry areas. Once repaired, the floor should be fully sanded and refinished to ensure proper coloration to restore to its predamaged condition. If the moisture spreads and effects the play of the floor you may need to consider full replacement.

PRICE OPTIONS:

Option #1: Repair, Sand & Refinish: Remove the 36' x 40'= 1,440 square feet section of flooring. Replace all wet Celotex before the new maple flooring is installed. Square cut the repair along adjacent game lines to help disguise the repair work. Router cut a groove in the square cut edge of the maple flooring. Install a maple slip tongue in the routered groove, glued in place. Complete the square cut patch with new 33/32" x 2-1/4" 2nd & better MFMA northern hard maple flooring. Once repaired, sand 9,555 sf of maple flooring excluding the area beneath the stacked position of the bleachers. Sand with three grades of sand paper to remove all finish and paint from the floor. Vacuum and tack the floor free of dust. Apply two (2) coats of oil modified BONA US polyurethane VOC compliant 350 finish. Paint the lines and graphics to match the existing layout. Abrade the paint, vacuum and tack free of dust. Apply two (2) coats of BONA Sport VOC compliant oil modified polyurethane gym finish to complete the process. **Note-** The repair wood will not match the existing flooring coloration but will match species, size and system.....\$64,880.00

Option #2: Full Floor Replacement: Remove the entire floor (8,241 sf) floor system down to the concrete. Replace the floor with the same Channel-Clip type floor system to match like grade, size and species. Upgrade the Celotex sub floor to closed cell foam underlayment for no additional charge. Once installed per manufacture's recommendations, sand and finish the floor as specified above.....\$170,485.00

Schedule: Option #1 will take up to four (4) weeks including dry time. Option #2 will take up to eight (8) weeks including dry time.
Prevailing Wage Rates: I have not included prevailing wage rates because this is an insurance funded project with direct payment to Miller directly from the insurance company.
Clarifications: Miller will supply a dumpster for the removal of the damage flooring. The school district must supply; use of the school dumpster once the demo dumpster has been pulled off site for saw dust and debris, proper electric or generator to run our equipment, use of rest rooms and 24/7 access.
Exclusions: Repair work not specified, athletic equipment, electric work, base, bonds, permits, prevailing wage rates and taxes.
Terms: Net 30- 1.5% per month late fees- NO retainage held. Service charges added for credit card payments.
Acceptance: The above terms, pricing, specifications and conditions are satisfactory and hereby approved. Payments will be made as outlined above.

Authorized Signature: _____, _____
East Stroudsburg Area S.D. Date

Authorized Signature: Wm. H. Miller, July 25, 2018
Bill Miller Date

To process this order please sign and fax to (610) 626-3000 or email to carol@millerflooring.com. Please follow with a purchase order from the school. Thank you for your consideration. *Bill Miller*



316 Warner Road
Tannersville, PA 18372
(570) 420 -1580 Phone
(570) 420 - 0903 Fax
nemllc@ptd.net

CONTRACT AGREEMENT

Date: August 7, 2018

PROPOSAL SUBMITTED TO:
East Stroudsburg School District
c/o Curtis Beam
(570)-424-8500 Ext. 10422
Curtis-Beam@esasd.net
Scott-IHLE@esasd.net

WORK TO BE PERFORMED AT:

Resica Elementary School
1 Gravel Ridge Road

* Not quoted at prevailing wage rate

Remove lockers and return to the East Stroudsburg School District.

Remove partial wall and cart away debris. Area left clean.

Frame a 20' long by 10' high wall using cold formed steel studs- 3 5/8 x 18 gauge studs, with a center post approximately 13' high using double stud.
Drywall with 5/8 type X. Spackle and paint.

Supply and install a 3'0" x 7'0" HM frame and door.

Door to have 24" x 28" lite clear glass.

Install Sargent Classroom Mortise lock and closer.

*Paint colors needed.

CONTRACT PRICE: \$5,392.00

Payment schedule: Progress payments as work is completed

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. No winter concrete or additives included. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance on above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Contractor. Price is good for (30) thirty days.

Owner

Contractor

ATTACHMENT VI. G. 1



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 47602
04/30/2018

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Mr. Jeffrey Bader

Concrete Replacement at JM Hill E.S.
287009
For Services Rendered From March 31, 2018 To April 27, 2018

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$8,650.00	\$2,162.50	70.00	\$3,892.50

INVOICE TOTAL \$3,892.50

Less Payment Received from ESASD (6/8/2018 Check #233902) - **\$2,162.50**

REMAINING BALANCE DUE \$1,730.00

134

ATTACHMENT VI . G . 2



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 48016
07/31/2018

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Mr. Jeffrey Bader

Concrete Replacement at JM Hill E.S.
287009
For Services Rendered From June 30, 2018 To July 27, 2018

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$8,650.00	\$6,920.00	85.00	\$432.50

INVOICE TOTAL \$432.50

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
47602	4/30/2018	\$0.00	\$0.00	\$1,730.00	\$0.00	\$1,730.00
Total Prior Billing		\$0.00	\$0.00	\$1,730.00	\$0.00	\$1,730.00

135

ATTACHMENT VI.D.1

JERSEY INFRARED CONSULTANTS

Jersey Electrical Testing Corp.

Phone: (609) 386-1281
Fax: (609) 387-4334

P. O. Box 39
Burlington, NJ 08016

Invoice No. 00018124

Bill To: Accounts Payable
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Job Location:
North High School
279 Timberwolf Drive
Lehman Intermediate School
257 Timberwolf Drive
Dingmans Ferry, PA

Sales Rep		Purchase Order		Account	Ship Via	Terms	Date
Mary F. Molle				3122	UPS	Net 30	8/6/18
Quantity	Item No.	Description			Unit	Ext. Price	Tax.
1	820-130	Infrared Roof Moisture Survey			\$5,395.00	\$5,395.00	
Tax ID 22-2519778					Sale Amount	\$5,395.00	
Please remit to: P. O. Box 39 Burlington, NJ 08016					Fuel Surcharge	\$161.85	
					Sales Tax	\$0.00	
					TOTAL	\$5,556.85	
					Amount Received	\$0.00	
CHECK OR CREDIT CARD ACCEPTED. THANK YOU FOR YOUR PROMPT PAYMENT.					BALANCE DUE	\$5,556.85	

136



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

TYPE INVOICE	
* NUMBER 39256873	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #208321	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083210
SALES ORDER#CALL#/CONTRACT# 2083210	

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	MIDDLE SMITHFIELD ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	MIDDLE SMITHFIELD ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256873 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT

SPECIAL INSTRUCTIONS:

***	SUBTOTAL	TAX	FREIGHT	TOTAL
	3,207.00	0.00	0.00	3,207.00

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

137

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

TYPE INVOICE	
* NUMBER 39256874	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #208321	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083214
SALES ORDER#/CALL#/CONTRACT# 2083214	

ORDERING LOCATION

CREDIT JOB/PROJECT #
2083214

SALES ORDER#/CALL#/CONTRACT#
2083214

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.					
1	SMITHFIELD ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	SMITHFIELD ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256874

** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT

SPECIAL INSTRUCTIONS:

**	SUBTOTAL	TAX	FREIGHT	TOTAL
	3,207.00	0.00	0.00	3,207.00

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

138

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

TYPE INVOICE	
* NUMBER 39256869	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #208317	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083173
SALES ORDER#/CALL#/CONTRACT# 2083173	

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	EAST STROUDSBURG ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	EAST STROUDSBURG ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256869 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT

SPECIAL INSTRUCTIONS:

***	SD TOTAL	TAX	FREIGHT	TOTAL
	4,074.00	0.00	0.00	4,074.00

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

139

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current

**TRANE**

Trane U.S. Inc.
 3600 Pammel Creek Road
 La Crosse WI 54601-7599

For questions concerning this invoice,
 please call 888-832-5266.

REMIT TO:

TRANE US INC.
 PO BOX 406469
 ATLANTA, GA 30384-6469

TYPE INVOICE	
* NUMBER 39256868	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #2083165	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083167
SALES ORDER#/CALL#/CONTRACT# 2083167	

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
 ATTN: ACCOUNTS PAYABLE
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	BUSHKILL ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	BUSHKILL ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256868 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT						
SPECIAL INSTRUCTIONS:						

To view or pay your invoice online,
 Visit www.comfortsite.com
 New users sign up at www.trane.com/invoices.

** SUBTOTAL	TAX	FREIGHT	TOTAL
4,276.00	0.00	0.00	4,276.00

140

Currency: USD



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

TYPE INVOICE	
* NUMBER 39256870	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER SIGNED AGREEMENT GARY	
PROJECT/JOB NAME MASTER CONTRACT #208318	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083189
SALES ORDER#CALL#/CONTRACT# 2083189	

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	JM HILL ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	JM HILL ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256870 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT						
SPECIAL INSTRUCTIONS:						

***	SBTOTAL	TAX	FREIGHT	TOTAL
	6,179.00	0.00	0.00	6,179.00

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

141

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current

**TRANE**

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

TYPE INVOICE	
* NUMBER 39256867	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #202576	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2025769
SALES ORDER#/CALL#/CONTRACT# 2025769	

ORDERING LOCATION

CREDIT JOB/PROJECT #
2025769

SALES ORDER#/CALL#/CONTRACT#
2025769

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT		0.00			
1	RESICA ELEMENTARY Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	RESICA ELEMENTARY Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256867 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT; ACCOUNT MUST BE CURRENT						
SPECIAL INSTRUCTIONS:						

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/itvoices.

**	SUBTOTAL	TAX	FREIGHT	TOTAL
	5,335.00	0.00	0.00	5,335.00

142

Currency: USD

Federal Tax ID: 25-0900465

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

For questions concerning this invoice,
please call 888-832-5266.

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

TYPE INVOICE	
* NUMBER 39256871	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #208319	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083196
SALES ORDER#CALL#/CONTRACT# 2083196	

ORDERING LOCATION

CREDIT JOB/PROJECT #
2083196

SALES ORDER#CALL#/CONTRACT#
2083196

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	JT LAMBERT INTERMEDIATE Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	JT LAMBERT INTERMEDIATE Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256871

** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT

SPECIAL INSTRUCTIONS:

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

SP TOTAL	TAX	FREIGHT	TOTAL
9,686.00	0.00	0.00	9,686.00

143

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current



TRANE

Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599

REMIT TO:

TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469

For questions concerning this invoice,
please call 888-832-5266.

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
ATTN: ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301

TYPE INVOICE	
* NUMBER 39256872	
DATE 14-AUG-18	PAGE 1 of 1
PURCHASE ORDER NUMBER 17000104	
PROJECT/JOB NAME MASTER CONTRACT #208320	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 3644415	
PREVIOUS #	
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083204
SALES ORDER#CALL#CONTRACT# 2083204	

ORDERING LOCATION

CREDIT JOB/PROJECT #
2083204

SALES ORDER#CALL#CONTRACT#
2083204

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	13-SEP-18			14-AUG-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	LEHMAN INTERMEDIATE AND HIGH S Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	LEHMAN INTERMEDIATE AND HIGH S Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39256872 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT

SPECIAL INSTRUCTIONS:

***	SBTOTAL	TAX	FREIGHT	TOTAL
	14,344.00	0.00	0.00	14,344.00

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

Form: 081718DS

144

Currency: USD

0.5% Discount:
*Payment within 10 days of invoice date
*Account must be current

**TRANE**

Trane U.S. Inc.
 3600 Pammel Creek Road
 La Crosse WI 54601-7599

For questions concerning this invoice,
 please call 888-832-5266.

REMIT TO:

TRANE US INC.
 PO BOX 406469
 ATLANTA, GA 30384-6469

SOLD TO:

EAST STROUDSBURG SCHOOL DIST
 ATTN: ACCOUNTS PAYABLE
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

SHIP TO/SERVICE LOCATION:

EAST STROUDSBURG SCHOOL DIST
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

TYPE	INVOICE	
* NUMBER	39314637	
DATE	05-SEP-18	PAGE 1 of 1
PURCHASE ORDER NUMBER	17000104	
PROJECT/JOB NAME	MASTER CONTRACT #208318	
ORIGINAL SYSTEM NUMBER		
CUSTOMER ACCOUNT #	3644415	
PREVIOUS #		
ORDERING LOCATION	CREDIT JOB/PROJECT # 2083185	SALES ORDER#/CALL#/CONTRACT# 2083185

PAYMENT TERMS	DUE DATE	FOB	FREIGHT TERMS	SHIP/CLOSE DATE	SHIP VIA	SHIPPING REFERENCE
N30	05-OCT-18			05-SEP-18		
ITEM	DESCRIPTION	UOM / MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT	
	PAYMENT TERM 3% NET 15 DAYS SUPERSEDES ALL OTHER OFFERS AND IS NOT AN ADDITIVE. ANNUAL AMOUNT MUST BE PAID IN ORDER TO QUALIFY FOR DISCOUNT. DISCOUNT IS NOT APPLICABLE TO TAX OR PAYMENTS BY CREDIT CARD. ACCOUNT MUST BE CURRENT.		0.00			
1	EAST STROUDSBURG HIGH SCHOOL S Line Note: Contract Type is BAS Scheduled Maintenance; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
2	EAST STROUDSBURG HIGH SCHOOL S Line Note: Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 07/01/2018		1.00			
* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 39314637 ** PAY IN 10 DAYS FOR 0.5% DISCOUNT: ACCOUNT MUST BE CURRENT						
SPECIAL INSTRUCTIONS:						

SUBTOTAL	TAX	FREIGHT	TOTAL
7,739.00	0.00	0.00	7,739.00

To view or pay your invoice online,
 Visit www.comfortsite.com.
 New users sign up at www.trane.com/invoices.

Federal Tax ID: 25-0900465

145

Currency: USD

0.5% Discount:
 *Payment within 10 days of invoice date
 *Account must be current

transfinder

Implementation Services Agreement

Prepared for

East Stroudsburg Area School District

50 Vine St

East Stroudsburg, PA 18301

Prepared on August 14, 2018 by

T Doolen, Professional Services Manager

Transfinder

440 State Street

Schenectady, NY 12305

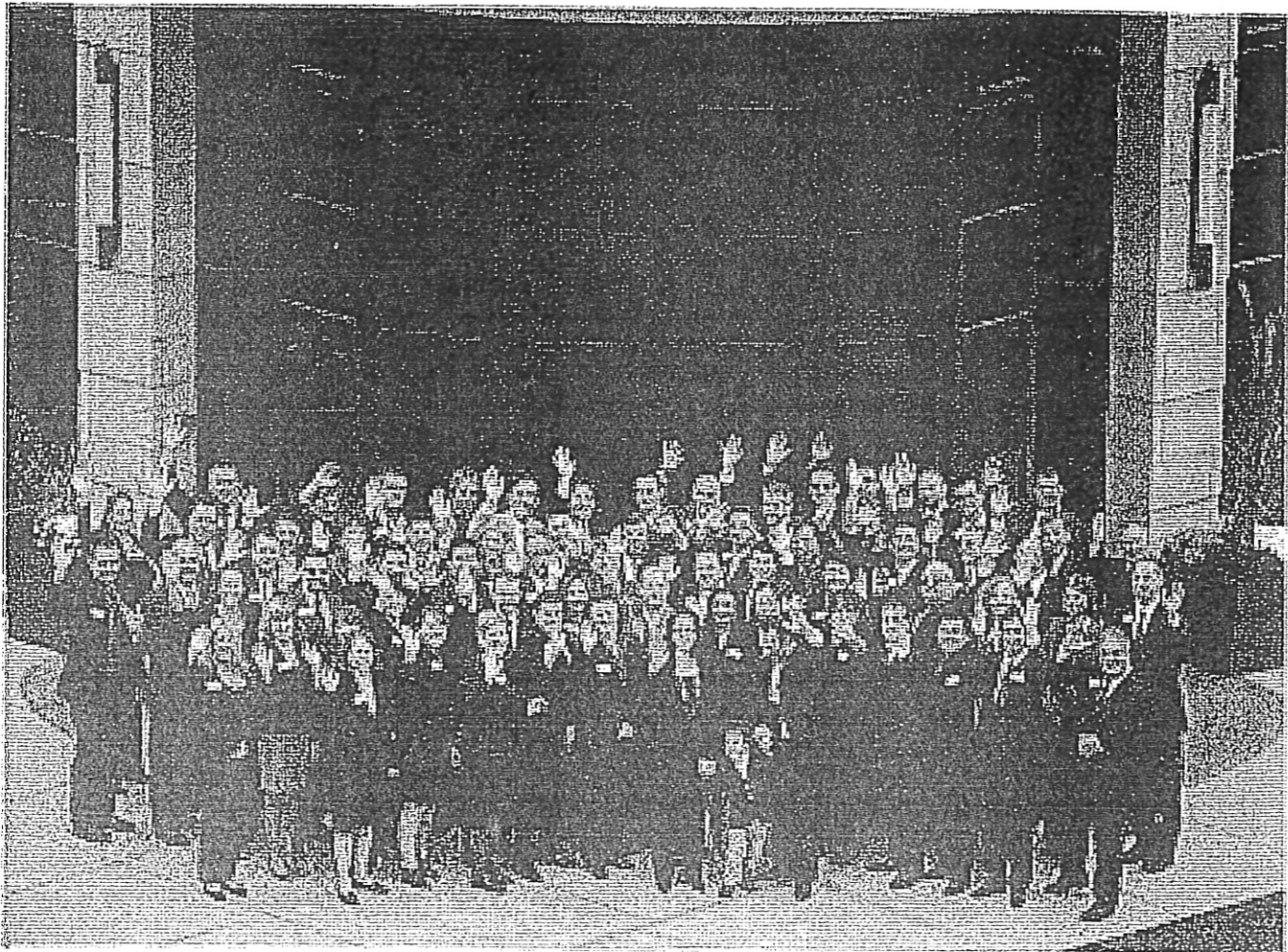
Phone: 800-373-3609

Fax: 518-377-3716

Company Information

Transfinder has been in business for over 30 years and is the largest privately held firm exclusively dedicated to serving K-12 school districts and the school bus transportation industry. The company currently employs over 100 professionals, located at the company headquarters, 440 State Street, Schenectady, New York, in Austin, Texas, and in Shanghai, China.

Transfinder has been delivering quality software and services for more than two decades and understands your district challenges, including long range management of your assets, personnel, attendance zone planning, and reporting requirements.



147

Statement of Work

Date	August 14, 2018
Client	East Stroudsburg Area School District
Job Name	Bell Time Study
Requested by	Angela Vitti, Account Executive
From	T Doolen, Professional Services Manager

Summary

East Stroudsburg Area School District (ESASD) has requested a proposal for consulting services to provide analysis on the district's current bus routes. Specifically, ESASD looks to identify if efficiencies may be realized in their current routes by adjusting bell times to allow for three tiers of bus service.

School Bell Time Study Project Scope

This SOW is preliminary and will be further defined as Transfinder's Professional Services (TPS) team works with East Stroudsburg Area School District (ESASD) resources and staff. The following are the preliminary activities and deliverables.

- A comprehensive project plan outlining the work to be done by both ESASD and TPS will be developed upon receipt of this signed statement of work. This project plan will include deadlines for work to be completed. Both parties understand that missing dates on any assigned tasks will cause the dates for all subsequent tasks to be delayed.
- ESASD will provide an archive of the current Routefinder Pro data source. ESASD will also provide ridership data taken on the buses during September, 2018.
- TPS will analyze current routes and generate a bell time study which will detail possible school bell and route tiering options. Transfinder will provide a written report to ESASD detailing the methodology and results of analyzing the school district's route structure, utilizing bus route information for the current school year (2018–2019). This report will contain:
 - Expected resources that may be needed if efficiency routing is utilized by the district.
 - Key Performance Indicators and possible adjustments that could be implemented to improve transportation efficiency if they exist.
 - Multiple options for potential efficiencies to be gained by bell or routing changes, including:
 - Efficiency routing options within the existing bell structure
 - Possible changes to existing bell times for increased efficiency
 - Potential efficiencies to be gained with both efficiency routing and bell changes
 - Analysis of the impact of changing bell times (tiers)
 - Estimates for the number of bus runs and buses needed for each of the tier options
 - Proposed bell times for tier options
- TPS will provide their findings in a draft report to District Staff and will schedule a conference call to review all findings, answer questions and receive feedback on the draft report.
- Following the receipt of feedback on the findings TPS will make any adjustments to the report deemed necessary and will provide a finalized copy of the report.

148

Key Assumptions *This agreement is based on the following assumptions:

- ESASD staff will provide an archive of the current Routefinder Pro data source with which TPS will conduct their analysis.
- ESASD will provide ridership data (Smart Tag) to indicate the number of actual riders for each bus run. *Note: Ridership data will be integral to estimating the number of students who can be assigned to an individual bus.*
- Should ESASD wish to have TPS provide efficiency routing services to adjust routes to any one of the suggested bell times (tiers), Transfinder would be happy to provide an estimate for the routing work once the tier option is decided upon.

Schedule **All dates will be determined based on signed contract date.

Task	Finish Date
ESASD signs contract with Transfinder	August 31, 2018
ESASD provides data archive, ridership data and other data for analysis	September 17, 2018
TPS provides a draft School Bell & Route Efficiency report for review	October 5, 2018
TPS schedules conference call for review of School Bell & Route Efficiency report	October 10, 2018
TPS delivers revised version of the School Bell & Route Efficiency report if needed	October 15, 2018

Pricing

All costs listed below are based on the scope and assumptions included in this Statement of Work.

Item	Price
Transfinder Professional Services routing fees:	\$6,000.00
COST TO CLIENT	\$6,000.00

Acceptance

The client named below verifies that the terms of this Statement of Work are acceptable. The parties hereto are each acting with proper authority by their respective companies.

East Stroudsburg Area School District

Company Name

Transfinder

Company Name

Full Name

Title

T Doolen

Professional Services Manager

Full Name

Title

Signature

Date

Signature

Date



Proposal

440 State St
Schenectady, NY 12305

Date of Issue: August 14, 2018

To: Bob Sutjak
East Stroudsburg Area School District
50 Vine St
East Stroudsburg, PA 18301
PH: 570-424-8500

Phone: 888-427-2403 ext-8206
Prepared By: Angela Vitti
Title: Account Executive
Email: AVitti@transfinder.com
Fax: 518-377-3716

DESCRIPTION

This proposal has been prepared at your request.

This proposal expires 30 days from the date of issue.

Transfinder Professional Services Consulting as outlined in Statement of Work	\$6,000.00
TOTAL JOB COST	\$6,000.00

This proposal is for completing the job(s) as described above or delivering the above described product(s). **This proposal expires 30 days from the date of issue.** All Invoices are due and payable upon receipt. The total system cost for any of the above options, is due and payable upon installation or receipt of the software installation CD. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

APPROVED BY:

NAME & TITLE	SIGNATURE	DATE
--------------	-----------	------

<u>FOR INTERNAL USE ONLY</u>		
PRODUCT DELIVERED: _____	DATE DELIVERED: _____	DELIVERED BY: _____
MANAGER SIGNATURE: _____		

COLONIAL INTERMEDIATE UNIT 20
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION CONTRACT
For School Year 2018-2019

This CONTRACT entered into this 30th day of August 2018 by and between COLONIAL INTERMEDIATE UNIT 20 at 6 Danforth Drive, Easton, PA 18045, hereinafter referred to as CIU20.

AND

East Stroudsburg Area School District at 50 Vine Street, East Stroudsburg, PA 18301

CIU20 and East Stroudsburg Area School District agree to enter into a contract where CIU20 will provide and bill directly for Alternative and Regular Education transportation services for 2018-2019. Based on 2017-2018 aggregate miles the Intermediate Unit transported students and providing for our 2018-2019 budgetary increases and anticipated changes in number of students transported in 2018-2019, the cost for said service is \$2.72 per mile, for each student transported. CIU20 will bill based on the cost/mile.

The Intermediate Unit will make every effort to accommodate new Transportation Requests for Alternative and Regular Education transportation students in as timely a manner as possible within the existing runs as already established. Should this service require a dedicated, new run to accommodate an overload of students on already existing runs, the Intermediate Unit may need to sub-contract with an outside vendor to accommodate these students until such time as an Intermediate Unit driver or substitute driver can be secured.

Please return signed agreement following appropriate administrative action to:

Mr. Jon Wallitsch
Director of Fiscal Affairs
Colonial Intermediate Unit 20
6 Danforth Drive
Easton, PA 18045-7899
610-515-6495
jwallitsch@ciu20.org

Colonial Intermediate Unit 20

By: 
Mr. Jon Wallitsch

Title: Director of Fiscal Affairs

East Stroudsburg Area School District

By: _____

Title: Superintendent

Witness: _____

Title: _____

Date: _____

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

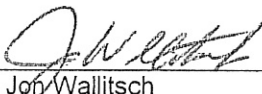
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

East Stroudsburg Area School District and Colonial Intermediate Unit 20 will enter into an agreement with Sweet, Stevens, Katz & Williams, LLC, who will provide proactive strategies, training, and procedures to help stop potential problems or liability that comes with new technology in the digital age.

The rate for this service will be \$600.00. This contract will be in effect from July 1, 2018 through June 30, 2019.

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

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.



Mr. Jon Wallitsch
Director of Fiscal Affairs

5/24/18
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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.

Independent Contractor Agreement**818**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 23rd day of July 2018, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Fauve Luckey (the "Contractor")

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

Dr. Luckey will assist in the teaching of the North color guard for the fall 2018 season. Dr. Luckey will write the flag choreography for the second song of the marching band show. When available, Dr. Luckey will attend marching band rehearsals to instruct the color guard.

Location of Services:

East Stroudsburg Area High School - North
279 Timberwolf Drive
Dingmans Ferry, PA 18328

Effective Date: August 13, 2018 – September 7, 2018

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ _____

b) Fixed Rate: \$ 1,000.00

c) Are expenses included? NO

Budget Code: 10-3210-330-000-30-819-125-000-0000 Department: Instrumental Music

District Initiator: Paul M. Bakner

Authorization for Payment: _____ Date: _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 13th day of February, 2018, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Elena Roussanova Lucas (the "Contractor")

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Mrs. Lucas will compose an 2-3 minute piece of concert band music around grade 1.5 in difficult to be premiered by the J.T. Lambert Intermediate School 6th grade band.

Mrs. Lucas will travel to East Stroudsburg, PA on February 28th and March 1st, 2019 for the following:

1. Rehearse/clinic the J.T.L. 6th grade concert band with the commissioned piece
2. Rehearse/clinic the 5th grade Elementary concert band
3. Rehearse/clinic the J.T.L. 7th & 8th grade concert band
4. Rehearse/clinic the South High School symphonic Band
5. Conduct one selection for each of the aforementioned bands at the concert at 7:00 pm on Friday, March 1st, 2019. This includes conducting the premiere of the commissioned work for the 6th grade band.

Mrs. Lucas will deliver the completed commission work including conductor's score to Matthew Whitney on or before December 1st, 2018.

This contract includes the commission fee, residency fee for the dates listed above, and all costs related to transportation, food, and lodging.

Location of Services: J.T. Lambert Intermediate School, East Stroudsburg South High School

Effective Date: February 13th, 2018 ⁹

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
 Time (Days/Hour/Other): _____
 Total Cost: \$ _____

b) Fixed Rate: \$ 3000.00
 (\$1500 to be paid at the beginning of the 18-19 fiscal year as retainer, the balance to be paid at the premier performance)

c) Are expenses included? YES
 If no, please itemize:

Budget Code: ¹¹¹⁰ ~~10-3210~~-330-000-30-820-125-000-0000 Department: Instrumental Music

District Initiator: Matthew R. Whitney

Authorization for Payment: _____ Date: _____

Purchase Order # _____

Letter of Agreement

Between

Matthew Whitney
J.T. Lambert Intermediate School
East Stroudsburg, PA 18301

AND

Elena Roussanova Lucas
76 Elm Street, Apt. #209
Boston, MA 02130

For an exclusively commissioned musical work.

- 1) Matthew Whitney / J.T. Lambert Intermediate School will from this point on in this document be referred to as "patron" and Elena Roussanova Lucas will be identified as "composer."
- 2) The commissioned work, the title of which will be determined, will be written for Concert Band (with standard instrumentation), with a Grade Level of 1.5, and will be approximately 2 – 3 minutes in length.
- 3) Additional information about the commissioning ensemble will be provided as available, and will be communicated as early as possible to assist in the creation of the commission.
- 4) Upon completion of the work, the composer will furnish a full score and a set of parts to be duplicated for the first performance of the work.
- 5) The fee for this project will be \$3,000. This includes the commission fee, the composer's honorarium for a trip to Pennsylvania to work with the East Stroudsburg South District Bands premiere the commission, and airfare for that trip.
- 6) The composer will travel to East Stroudsburg, PA on February 28, 2019 – March 1st, 2019 for the following:
 - a. Rehearse the Combined 6th Grade Band with the commission
 - b. Rehearse the Combined 7th & 8th Grade Band
 - c. Rehearse the High School Symphonic Band
 - d. Rehearse the Combined 5th Grade Band
 - e. Conduct one selection for each of the aforementioned ensembles at 7 pm on Friday, March 1st, 2019. This includes conducting the premier of the newly commissioned work.
- 7) The initial payment (50%) will be made at the beginning of the 2018-2019 fiscal year in July. The remaining balance of the agreed fee under number (5) above will be made while the composer is in residence of the premiere of the commissioned work.

- 8) The composer agrees to deliver the score and parts to the patron on or before December 1st, 2018. The postmark on the package will serve as the composer's willful intent to deliver the commission on time. The composer cannot be held responsible for copies of the work being lost by UPS or the U.S. Postal Service.
- 9) The composer grants the first performance of this work to the J.T. Lambert Intermediate School Combined 6th Grade Band, and promises that the work will not be performed by any other group before the date of this concert premiere.
- 10) The composer of this work is not an employee of the East Stroudsburg School District, is not "working for hire" in the creation of the commissioned work.
- 11) All other rights to this work, including publication, performance recordings, royalties, copyright ownership, and ASCAP fees remain solely with the composer. The composer will, however, in the case of this work being published, do all within her power to see that the proper dedication to the patron appears at the top of the title page of the printed score.
- 12) The dedication line for the commissioning party should read:

*Commissioned by the J.T. Lambert Intermediate School Combined 6th Grade Band
East Stroudsburg, PA, Matthew Whitney, director*

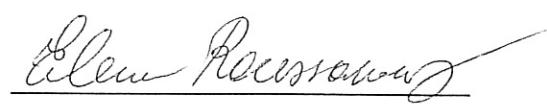
- 13) All of the above is null and void if composer and patron amiably agree to cancel this letter of agreement.
- 14) The composer can, with the permission of the patron, postpone the above-written delivery date because of physical accident, injury, serious illness, or personal family loss.

We hereby agree to all of the aforementioned provisions of this letter of agreement and we assign our names in good faith for the guarantee and protection of both parties.

Patron



Composer



Date 2/21/18

Date 3/09/18



COLONIAL

Intermediate Unit 20

Dedicated to your children and the people who serve them

6 Danforth Drive
 Easton PA 18045-7899
 P 610-252-5550
 F 610-252-5740
 www.ciu20.org

2018-2019 Special Education Contract

This agreement is made this 23rd day of August, 2018 by and between the Colonial Intermediate Unit 20 (hereinafter the "Intermediate Unit") at 6 Danforth Drive, Easton, PA 18045 and the East Stroudsburg Area School District (hereinafter the "School District") at 50 Vine Street, East Stroudsburg, PA 18301.

WHEREAS, the Intermediate Unit is willing to provide Special Education services to school districts within its service area; and

WHEREAS, the School District desires to engage the service of the Intermediate Unit for its Special Education Program for the 2018-2019 school year.

NOW, THEREFORE, in consideration of the mutual promises contained herein and intended to be legally bound hereby the parties hereto agree as follows:

1. The Intermediate Unit will provide special education instructional and non-instructional support and related services for the 2018-2019 school year. **The student data used for this contract is the data sent to you on your 2017-2018 final cost per student. The data used for this estimate does not account for new programs, students first coming into our programs or for those leaving our programs.**
2. Assignments along with the 2018-2019 rates are as follows:

Service	Program Cost	EFT	Total Cost
Adaptive Physical Education	\$ 598,808	0.0388	\$ 23,234
Audiology Services	\$ 202,639	0.0423	\$ 8,572
Autistic Support (Center Based)	\$ 273,447		\$ -
Autistic Support (Elementary)	\$ 6,399,470	0.0739	\$ 472,921
Autistic Support (Secondary)	\$ 3,791,665	0.0729	\$ 276,412
Emotional Support	\$ 5,246,992	0.1130	\$ 592,910
Hearing Support	\$ 659,491	0.1321	\$ 87,119
Itinerant Hearing Support	\$ 706,990	0.1528	\$ 108,028
Itinerant Speech and Language Support	\$ 3,289,172	0.2324	\$ 764,404
Itinerant Vision Support	\$ 736,352	0.1227	\$ 90,350
Learning Support	\$ 187,477	0.0039	\$ 731
Life Skills Support (Elementary)	\$ 1,729,561		\$ -
Life Skills Support (Secondary)	\$ 1,214,965	0.0338	\$ 41,066
Multi-Disabilities Support	\$ 1,963,626	0.1949	\$ 382,711
Occupational Therapy	\$ 2,561,114	0.1111	\$ 284,540
Physical Support	\$ 1,149,835	0.0671	\$ 77,154
Physical Therapy Team	\$ 693,330	0.1847	\$ 128,058
Project SEARCH	\$ 185,639	0.3475	\$ 64,510
Psychological Services	\$ 1,724,433	0.4786	\$ 825,314

*Dedicated to Your Children and the People Who Serve Them.
 Relationships - Responsiveness - Results*

159

**2018-2019 Special Education Contract
 East Stroudsburg Area School District
 Page 2**

3. The instructional, non-instructional support and related services shall be as defined and limited in the regulations and standards of the United States of America and Commonwealth of Pennsylvania and by the Intermediate Unit Special Education Budget, as well as by any understanding of limitations reached between the Director of Special Education of the Intermediate Unit and the School District.
4. It is further understood that the School District may request additional services and costs for such additional services over and above those provided for in the base agreement and will be assessed according to a plan acceptable to the Superintendent of the District and the Executive Director of the Intermediate Unit.
5. The School District will be responsible for unemployment costs if a Psychologist is hired specifically for your district and the Psychologist is not needed in the 2019-2020 school year.
6. For the services under this 2018-2019 Special Education Contract, the School District will pay an **estimated** amount of \$4,228,032 to the Intermediate Unit.
7. The Intermediate Unit will invoice the School District in eleven installments.
8. The Intermediate Unit will provide the School District with **estimated** costs by November 2018 and March 2019, as well as the final costs by August 2019.

Charlene M. Brennan

08 / 22 / 2018

Dr. Charlene M. Brennan
 Executive Director

Date

Superintendent

Date

Elizabeth A. Hoagland

08/23/2018

Mrs. Elizabeth Hoagland
 Board Secretary

Date

140



Dedicated to your children and the people who serve them

6 Danforth Drive
Easton PA 18045-7899
p 610-252-5550
f 610-252-5740
www.ciu20.org

IDEA – Part B Use of Funds Agreement

This sub-grant agreement entered into this 22nd day of August, 2018 by and between Colonial Intermediate Unit 20 (hereinafter called "IU") and East Stroudsburg Area School District (hereinafter called "School District") for the following:

Grant Name:	Individuals with Disabilities Education Act of 2004-Part B
Award Number:	H027A180093
CFDA Title and Number:	Special Education-Grants to States – 84.027
Federal Agency:	U.S. Department of Education
Project Number:	RA 062-19-0020
Project Year:	7/1/18 – 9/30/19

Parties to this agreement hereby agree as assure that:

- A. As the primary recipient for the project, the IU is responsible to administer the funds in accordance with IDEA guidelines issued by the USDE; guidelines and directives issued by the PDE; provisions of the State IDEA Plan applicable to the period of this agreement; terms of this agreement; the Governmental Accounting Standards Board; Office of Management and Budget Circular A-133.
- B. As the sub-recipient for the project, the School District is responsible to administer the funds in accordance with IDEA guidelines issued by the USDE; guidelines and directives issued by the PDE; provisions of the State IDEA Plan applicable to the period of this agreement; terms of this agreement; the Governmental Accounting Standards Board; Office of Management and Budget Circular A-133; and to ensure that maintenance of effort requirements in accordance with Code of Federal Regulations Title 34 Section 300.203 (34 CFR §300.203 are met).
- C. **PDE Rights Pursuant to 20 U.S.C. §1413(g)**; the Department may at any time, and within its sole discretion, withhold or redirect any of the funding awarded hereunder in order for the Department to fund any actual or anticipated special education or related services the department determines are appropriate for any students of any grantee or subgrantee, including, without limitation any entitlement to compensatory education ordered by a tribunal of competent jurisdiction or agreed to in any settlement agreement enter into by any subgrantee.
- D. Funds will be used to support appropriate services to school age children eligible for services through these funds. The use of IDEA funds is governed by principles outlined in **Attachment A** and must be accounted for in accordance with the PDE Accounting Bulletin #1998-01, as most recently revised.
- E. School District must submit to the IU a preliminary budget **Attachments B-1, B-2 and B-3** detailing the School District's planned use of IDEA direct pass-thru funds. Any changes in use of IDEA funds must be submitted to the IU by April 30, 2019.
- F. IDEA Funds must be obligated by September 30, 2019.

Relationships, Responsiveness, Results

161

- G. The School District is required to provide supporting documentation for expenditures of IDEA direct pass-thru funds. Requests for reimbursement may be submitted monthly or periodically for payment.
- H. The School District will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents, those records to be available for inspection by a representative and/or auditor of the IU or the PDE.

Payments will be contingent upon receipt of funds from the PDE.

The IDEA allocation for your school district is listed below.

\$ 1,072,895.09
Total Funds (Attachments A & B-1,B-2 & B-3)

District

Superintendent Signature

Date

Special Education Administrator

Date

Business Administrator

Date

Charlene M. Brennan

Dr. Charlene M. Brennan
Colonial Intermediate Unit 20, Executive Director

08 / 22 / 2018

Date

Please return this agreement and Attachments B-1, B-2 and B-3 to Jon Wallitsch by October 31, 2018.

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 10th day of September, 2018, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

POCONO ALLIANCE (the "Contractor").

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

As a partner with ESASD in early childhood education and community support through the Title I grant, Pocono Alliance will:

- Provide the Bridges out of Poverty family mentoring program, including a literacy development component for children
- Provide S.M.I.L.E. home mentoring/visit program for families with at-risk children living within the ESASD borders
- Provide 250 free early vision and hearing screenings, as well as overall healthy child screenings for children up to 5 years old (referrals are made to other agencies should concerns arise from screening)

Location of Services: Will vary depending upon client needs/location.

Effective Date: September 17, 2018 to August 31, 2019

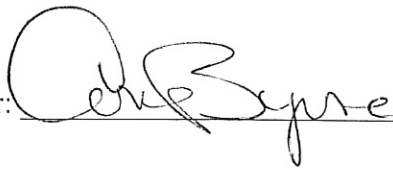
Professional Fee:

a) Rate (Daily/Hourly/Other): \$ n/a
 Time (Days/Hour/Other): n/a
 Total Cost: \$ n/a

b) Fixed Rate: **Not to exceed \$ 45,500.00**

c) Are expenses included? YES NO
If no, please itemize:

Budget Code(s): 10-3310-330-412-10-000-000-000-9192 Department: Grants – Title 1

District Initiator:  9/10/18

Authorization for Payment: _____ Date: _____

East Stroudsburg Area School District

Enrollment Count Matrix

Count of all actively enrolled students for the current school year. Note: students with multiple building enrollments (ME) will be counted once. See details for building choice.

BLDG	GRADE HMRM	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		ADM	All	0	1	0	0	0	0	0	0	0	0	0	0	0
	ADM Total	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
BES	All	0	50	52	58	63	78	83	0	0	0	0	0	0	0	384
	BES Total	0	50	52	58	63	78	83	0	0	0	0	0	0	0	384
CHSC	All	0	2	7	7	15	6	18	20	23	20	22	19	24	18	201
	CHSC Total	0	2	7	7	15	6	18	20	23	20	22	19	24	18	201
EHN	All	0	0	0	0	0	0	0	0	0	0	239	263	256	257	1015
	EHN Total	0	0	0	0	0	0	0	0	0	0	239	263	256	257	1015
EHS	All	0	0	0	0	0	0	0	0	0	0	338	328	319	360	1345
	EHS Total	0	0	0	0	0	0	0	0	0	0	338	328	319	360	1345
ESE	All	0	98	111	127	95	112	119	0	0	0	0	0	0	0	662
	ESE Total	0	98	111	127	95	112	119	0	0	0	0	0	0	0	662
HOME	All	0	1	0	5	6	3	5	9	0	11	7	4	6	6	63
	HOME Total	0	1	0	5	6	3	5	9	0	11	7	4	6	6	63
IU20	All	1	3	8	6	5	4	6	7	12	12	15	10	4	13	106
	IU20 Total	1	3	8	6	5	4	6	7	12	12	15	10	4	13	106
JMH	All	0	73	76	82	79	79	77	0	0	0	0	0	0	0	466
	JMH Total	0	73	76	82	79	79	77	0	0	0	0	0	0	0	466
JTL	All	0	0	0	0	0	0	0	302	325	310	0	0	0	0	937
	JTL Total	0	0	0	0	0	0	0	302	325	310	0	0	0	0	937
LIS	All	0	0	0	0	0	0	0	244	221	234	0	0	0	0	699
	LIS Total	0	0	0	0	0	0	0	244	221	234	0	0	0	0	699
MSE	All	0	58	62	84	78	103	113	0	0	0	0	0	0	0	498
	MSE Total	0	58	62	84	78	103	113	0	0	0	0	0	0	0	498
OOD	All	0	0	0	1	1	0	1	0	0	2	1	4	5	3	18
	OOD Total	0	0	0	1	1	0	1	0	0	2	1	4	5	3	18
RES	All	0	85	89	68	90	88	93	0	0	0	0	0	0	0	513
	RES Total	0	85	89	68	90	88	93	0	0	0	0	0	0	0	513
SMI	All	0	57	57	60	72	67	48	0	0	0	0	0	0	0	361
	SMI Total	0	57	57	60	72	67	48	0	0	0	0	0	0	0	361
Total All Buildings		1	428	462	498	504	540	563	582	581	589	622	628	614	657	7269

NOTES:

- {NA} indicates students not assigned to any homeroom.
- Student homeroom assignments are based on current enrollment.

165