

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: LOCAL BOARD PROCEDURES

TITLE: POLICY MANUAL ACCESS

ADOPTED: August 19, 2002

REVISED: November 16, 2015
August 19, 2019

007. POLICY MANUAL ACCESS	
<p>SC 407, 510 Pol. 003</p>	<p>The Board adopts the policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p> <p>The Board Policy Manual shall be published and maintained on the district's website.</p>
<p>65 P.S. Sec. 67.701701 Pol. 801</p>	<p>The Board Policy Manual shall be considered a public record. A copy of the policy manual shall be maintained in the Central Administration office and shall be available for inspection and access by citizens during regular office hours. Individual Board members shall be provided a hard copy of the policy manual upon request.</p> <p>The Superintendent or designee shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies.</p>
<p>Pol. 003</p>	<p>The Superintendent or designee is responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board such changes as may be necessary to maintain the Board Policy Manual in a current status.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 003, 801</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: ASSIGNMENT WITHIN
 DISTRICT
 ADOPTED: August 19, 2002
 REVISED: December 19, 2005
 August 21, 2006
 April 16, 2007
 February 27, 2017
 May 15, 2017
 January 28, 2019
 August 19, 2019

206. ASSIGNMENT WITHIN DISTRICT	
1. Purpose	The Board directs that the assignment of students to classes and schools within this school district shall be consistent with the educational needs and abilities of students and the best use of school district resources and facilities.
2. Authority SC 1310 Pol. 103	The Board shall determine periodically the school attendance areas of the school district and expects the students within each area to attend the designated school. In assigning students to schools within this school district, no discrimination shall occur.
3. Delegation of Responsibility	<p>The Superintendent or designee shall periodically review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, and/or the effectiveness of the instructional program.</p> <p>The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.</p> <p>The school principal or designee shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.</p>
4. Guidelines School Code 1310	<p>All children attending school in the school district shall attend the school defined by the attendance boundaries for the area in which they live. Exceptions may be initiated or granted by the administration following stipulated guidelines stated herein.</p> <p><u>Requests for Change of Assigned Elementary/Intermediate School</u></p> <p>All students in Grades K-8 shall attend school in the school that serves their area of legal residence. Only those students whose needs, as documented below shall be considered to attend a school district-operated elementary/intermediate school other than the school that serves the individual student's attendance area:</p> <ol style="list-style-type: none"> 1. The student's IEP requires an alternate placement due to programming. 2. When the student's Chapter 15/Section 504 Administrative Team

- determines that accommodations cannot be provided in the zoned school.
3. There is an official written communication from law enforcement.
 4. The student receives before and/or after-school daycare at a licensed childcare facility or at the residence of a private childcare provider zoned for another elementary/ intermediate school within the school district.

Parents'/Guardians' dissatisfaction with a school, its location, its staff, or its administration is not considered an appropriate reason for a change of school assignment

Requests for change of assigned school Grades K-8 must be in writing and directed to the Superintendent. All requests must include a statement indicating which of the specific reason(s) listed above have been met for the request along with supporting documentation.

Requests for transportation to/from a licensed childcare facility and/or private childcare provider must be completed on Form 810A (Alternate Transportation Assignment Request) and include the contact information and signature of the licensed childcare facility and/or private childcare provider.

No more than one change of school assignment will be approved for any student during any school year. It is **mandatory** that a request for a change of school assignment occurs prior to March 1 for the upcoming school year. Requests received after March 1 of the preceding school year will be denied.

Parents/Guardians who have previously experienced a change of school assignment for their child must submit a new request and Form 810A (Alternate Transportation Assignment Request) prior to March 1 for the upcoming school year.

Change of school assignment procedures and decisions will be reviewed each year. Acceptance into a school resulting from a change of school assignment does not guarantee that a student's entire K-8 school career will be spent at that school.

Attendance is an important factor regarding your child's education and in the event there is excessive absenteeism, tardiness, or late pick-ups during the school year; this permission can be rescinded and any future requests may be denied. School principals of the receiving and sending schools will review the requests for changes of school assignments into or out of their respective buildings and submit their recommendations to the Superintendent.

The final decision for approval will be based upon the Superintendent's assessment of the impact of additional students on the existing instructional program objectives, the available space at the receiving school and the impact of these changes upon the affected class sizes.

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Parent/Guardians who have met the requirements listed above and received approval for a change of school assignment for their child must assume full responsibility for the transportation of their child to/from home to the licensed childcare facility or private childcare provider's residence.

Note:

At the end of the school year, the student, if he/she completed the highest grade level in their current school, shall be promoted to the school servicing the attendance area where he/she lives.

Requests for Change of Assigned High School

All students in Grades 9-12 shall attend school in the school that serves their area of legal residence. Only those students whose needs, as documented below shall be considered to attend a school district-operated High School other than the school that serves the individual student's attendance area:

1. The student's IEP requires an alternate placement due to programming.
2. When the student's Chapter 15/Section 504 Administrative Team determines that accommodations cannot be provided in the zoned school.
3. There is an official written communication from law enforcement.

Parents'/Guardians' dissatisfaction with a school, its location, its staff, or its administration is not considered an appropriate reason for a change of school assignment.

Requests for change of assigned school high school must be in writing and directed to the Superintendent. All requests must include a statement indicating which of the specific reason(s) listed above have been met for the request along with supporting documentation.

Students Who Move From A Building Attendance Area, But Remain School District Residents

A regularly enrolled student whose parent(s)/guardian(s) have moved out of the attendance area of the school that he/she has been attending may be permitted to finish the school year in that school provided that:

1. The parent(s)/guardian(s) has completed Form 202.1 Change of Address/Intradistrict Transfer, provided required proof of residency, and requests special permission for the student(s) to continue attending the current school through the end of the school year.
2. Parent(s)/guardian(s) must agree to provide all necessary transportation

through the end of the school year.

3. The student has displayed acceptable behavior and academic progress, as determined by the school principal, prior to the move.
4. The administration has granted permission for the student to remain in current school through the end of the school year.

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

At the start of the new school year, the student will be transferred and shall attend the school defined by the attendance boundaries for the area which they have recently moved.

ESASD School Personnel Exception—Elementary Level—Grades K-5

In an effort to accommodate and encourage worker retention within the district, all school personnel who are **residents** of the ESASD will have the option of requesting a change of school assignment for their elementary school child(ren) to the school in which they work.

- School personnel shall be responsible for the transportation of their child(ren) to/from school each day when attending a school outside of their zoned school (K-5).
- Attendance is an important factor regarding your child(ren)'s education. In the event there is excessive absenteeism or tardiness during the school year, this permission can be rescinded and any future requests may be denied.
- Policy shall not prevent reassignment of administrative, professional and/or support staff members during the school year. Reassignment shall also affect the employee's child(ren). The child(ren) will automatically be returned to their zoned school or, should employee so choose, relocate to the employee's new school assignment (if grade appropriate).

ESASD School Personnel Exception—Intermediate Level—Grades 6-8

The Grade K-5 exception will carry through to the intermediate level if the previously requested elementary placement crossed the North/South dividing zone (*Example: A Bushkill Elementary student transfers to parent's workplace at Smithfield Elementary. The student will be permitted to continue on through JTL rather than attend Lehman Intermediate, which is their zoned school.*) School personnel shall be responsible for the transportation of their child(ren) to/from school each day when attending a school outside of their zoned school (6-8).

If school personnel work at the intermediate level, they may only make a request for their child(ren) to attend the school in which they work when their child(ren) matriculate to the intermediate level. No prior grade level requests are permitted.

ESASD School Personnel Exception—High School Level—Grades 9-12

The Grade 6-8 exception will carry through to the high school level if the previously requested intermediate placement crossed the North/South dividing zone (*Example: A student transfers to parent's workplace at JTL. The student will be permitted to continue on through high school rather than attend their zoned high school*)

If school personnel work at the high school level, they may only make a request for their child(ren) to attend the school in which they work when their child(ren) matriculate to the high school level. No prior grade level requests are permitted.

STUDENT ATHLETES THAT TRANSFER INTO ESASD WILL BE REQUIRED TO FOLLOW PIAA TRANSFER RULES

Annual Renewal

School personnel must annually renew their "Request for Change of School Assignment" for the upcoming school year by March 1st.

References:

School Code – 24 P.S. Sec. 1310, 1310.1

Board Policy – 103, 906

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/
DISTRIBUTION AND POSTING
OF MATERIALS

ADOPTED: August 19, 2002

REVISED: July 17, 2006

March 17, 2014

August 19, 2019

220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS	
<p>1. Purpose Title 22 Sec. 12.9</p>	<p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the school district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.</p> <p>This policy addresses student expression in general and distribution and posting of materials that are not part of school district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the school district shall be regulated as part of the school district's educational program.</p>
<p>2. Definitions</p>	<p>Distribution means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourage unlawful activity; or interferes with another rights is also covered by this policy.</p> <p>Expression means verbal, written, technological or symbolic representation or communication.</p> <p>Nonschool materials means any printed, technological or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or approved extracurricular program of the school district, This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.</p>

<p>3. Authority Title 22 Sec. 12.9</p> <p>SC 511 Title 22 Sec. 12.2, 12.9</p> <p>SC 511 Title 22 Sec. 12.9</p>	<p>Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including, but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.</p> <p>Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; and/or interferes with another's rights.</p> <p>Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>The Board shall require that distribution and posting of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such written procedures shall be designed to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.</p> <p><u>Unprotected Student Expression</u></p> <p>The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:</p>
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<p>Title 22 Sec. 12.2</p>	<ol style="list-style-type: none">1. Violates federal, state or local laws, Board policy or district rules or procedures.2. Is libelous, defamatory, obscene, lewd, vulgar or profane.3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol, or illegal drugs.4. Incites violence, advocates use of force or threatens serious harm to the school or community.5. Is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions.6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.7. Violates school district procedures on time, place and manner for posting and distribution of otherwise protected expression. <p>Spontaneous student expression which is otherwise protected speech is not prohibited by this section.</p>
<p>Title 22 Sec. 12.9</p>	<p><u>Discipline For Engaging In Unprotected Expression</u></p> <p>The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program shall be established.</p> <p><u>Distribution of Nonschool Materials</u></p> <p>School officials shall require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.</p> <p>The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them for approval at least one (1) week in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.</p>

The school district may require that a disclaimer be included on any materials to be displayed, posted or distributed on school property prior to any display, posting or distribution.

Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice of approval is not given during the period between submission and the time for the planned distribution or posting, provided the request has been in accordance with established policy and procedure, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting Of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the school district may remove the materials within ten (10) days of the posting or at another reasonable time as stated in the procedures relating to posting.

Review Of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved

<p>Pol. 219</p> <p>4. Delegation of Responsibility</p> <p>Pol. 218</p>	<p>violates some other part of this policy, (e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.)</p> <p>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Appeal of the reviewer’s decision may be made to the Superintendent and then to the Board, in accordance with Board policy and school district procedures.</p> <p>The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.</p> <p>Disciplinary action may be determined by administrators for students who distribute or post nonschool materials in violation of this policy and school district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary school Code of Student Conduct.</p> <p>This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.</p> <p><u>School Newspaper and Publications</u></p> <p>School newspapers and publications shall conform with the following:</p> <ol style="list-style-type: none"> 1. Students have a right to report the news and to editorialize within the provisions of this policy. 2. School officials shall supervise student newspapers published with school equipment, and remove obscene or libelous material and edit materials that would materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourage unlawful activity; or interferes with another’s rights. 3. School officials may not censor or restrict material simply because it is critical of the school or its administration. 4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the
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	<p>prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.</p> <p>5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511 State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9 Board Policy 218, 219</p>
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**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
SCHOOL EVENTS

ADOPTED: August 19, 2002

REVISED: August 19, 2013
March 18, 2019
August 19, 2019

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS	
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Definition 35 P.S. Sec. 1223.5	<p>For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.</p> <p>For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.</p> <p>For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.</p>
3. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
4. Delegation of Responsibility SC 510.2	A schedule of fees for attendance at school events shall be prepared by the Superintendent and approved by the Board. Board members (both past and present) will receive free admission to any school-sponsored event held at ESASD facilities for which an admission fee is not collected by an outside agency renting the facilities.
5. Guidelines 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Superintendent or designee shall ensure that this policy is posted on the district's publicly accessible website.

<p>SC1303-A Pol. 805.1</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1</p> <p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718</p>	<p><u>Tobacco/Nicotine</u></p> <p>The Board prohibits use of tobacco, nicotine and nicotine delivery products by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adult members of the public in attendance at school events.</p> <p><u>Reporting</u></p> <p>The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by any person on school property to the Office for Safe Schools on the required form.</p> <p><u>Additional Reports – Tobacco Only</u></p> <p>The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school policy or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p><u>Service Animals</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.</p> <p><u>Public Behavior at School Events</u></p> <p>The district expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.</p> <p>The Board establishes the following regulations with respect to the conduct of school events.</p> <p><u>Violation of Law:</u></p> <p>Whenever the conduct or action of any students, faculty members, staff or other person on school property constitutes a violation of any federal, state or local law or</p>
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ordinance, or reasonably appears to constitute such a violation, the appropriate law enforcement agency may be summoned and asked to take such actions as are necessary pursuant to such law or ordinance.

Nothing in this section shall preclude additional administrative actions against any offender, nor shall acquittal in a court of law or dismissal of legal proceedings or charges preclude such administrative actions under any section of these rules or existing state laws.

Other Existing Remedies:

Whenever the conduct or action of any students, faculty or staff members or other employees is such as to justify disciplinary proceedings such as are provided for under Civil Service Law and/or Education Law and such other provisions of federal or state law as may provide for the filing of charges, disciplinary proceedings and punishment thereunder, the Board, or other proper administrative authority may proceed. No proceeding or penalty assessed under the within rules and regulations shall be a bar to, or prohibit in any manner whatsoever, the right of the school district or its staff and officers to proceed pursuant to the aforesaid state laws and any others which may be applicable as a result of such conduct or action.

Behavior:

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy or district administrative regulation.
9. Use any tobacco, nicotine or nicotine delivery product, except in an area

designated and posted by the district. These rules do not prohibit the use of nicotine gum, patch or lozenge as a smoking cessation product by adults attending school events.

10. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, unauthorized parking in designated parking areas, or in violation of an authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.
16. Fail to obey the directive of an authorized district employee, security officer, school police officer, school resource officer (SRO) or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information is a criminal act and may result in a request to leave district property.

An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.

Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if s/he anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or drugs will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and s/he may close the event and direct those in attendance to immediately leave school grounds.

References:

School Code – 24 P.S. Sec. 510.2, 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22,

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

School Tobacco Control – 35 P.S. Sec. 1223.5

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

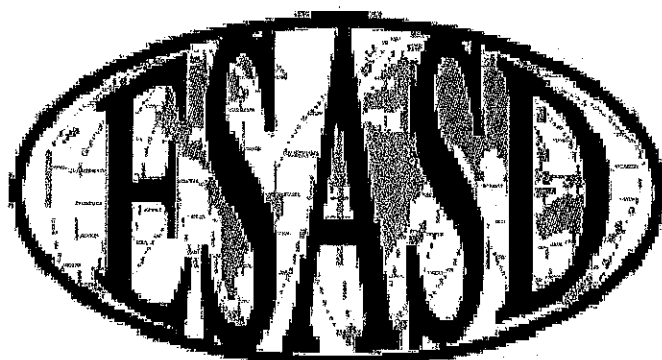
Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq., 7183

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, 35.136

Board Policy – 718, 805.1

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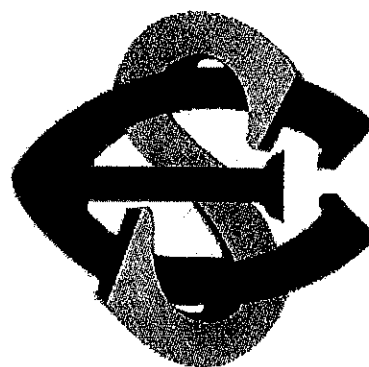
EAST STROUDSBURG AREA SCHOOL DISTRICT



Athletic Handbook 2019-2020



TIMBERWOLVES



CAVALIERS

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Introduction

The East Stroudsburg Area School District (ESASD) is a member of District XI of the Pennsylvania Interscholastic Athletic Association (PIAA). There are twelve total districts that comprise the PIAA. District XI has schools competing from the following counties: Bucks, Carbon, Lehigh, Luzerne, Monroe, Northampton, Pike, and Schuylkill. Both East Stroudsburg North and East Stroudsburg South are members of the Eastern Pennsylvania Conference (EPC). The other 16 members of the EPC are: Allentown Central Catholic, Bethlehem Catholic, Dieruff, Easton, Emmaus, Freedom, Liberty, Nazareth, Northampton, Parkland, Pleasant Valley, Pocono Mountain East, Pocono Mountain West, Stroudsburg, William Allen, and Whitehall. For all non-EPC competitions, the athletic department makes every effort possible to schedule contests close in proximity with schools of a similar size as a means to be fiscally responsible and to provide adequate competition for all teams. Both East Stroudsburg North and East Stroudsburg South are also members of the NEPARL for the sport of rifle.

Students at East Stroudsburg North and East Stroudsburg South High Schools have the opportunity to participate in the following PIAA approved sports and EPC approved activities:

Fall	Winter	Spring
Cheerleading	Cheerleading/Competitive Spirit	Baseball
Cross Country	Basketball, Boys'	Softball
Field Hockey	Basketball, Girls'	Tennis, Boys'
Football	Rifle	Track & Field, Boys'
Golf	Swimming	Track & Field, Girls'
Soccer, Boys'	Wrestling	Mock Trial
Soccer, Girls'	Chess	Science Olympiad
Tennis, Girls'	Scholastic Scrimmage	
Volleyball, Girls'		
Speech and Debate		

Students at JT Lambert and Lehman Intermediate Schools have the opportunity to participate in the following PIAA approved sports:

Fall	Winter	Spring
Cross Country	Basketball, Boys'	Baseball
Field Hockey	Basketball, Girls'	Softball
Football	Wrestling	Soccer, Girls'
Soccer, Boys'		Track & Field, Boys'
Volleyball, Girls'		Track & Field, Girls'

East Stroudsburg Area School District Mission Statement

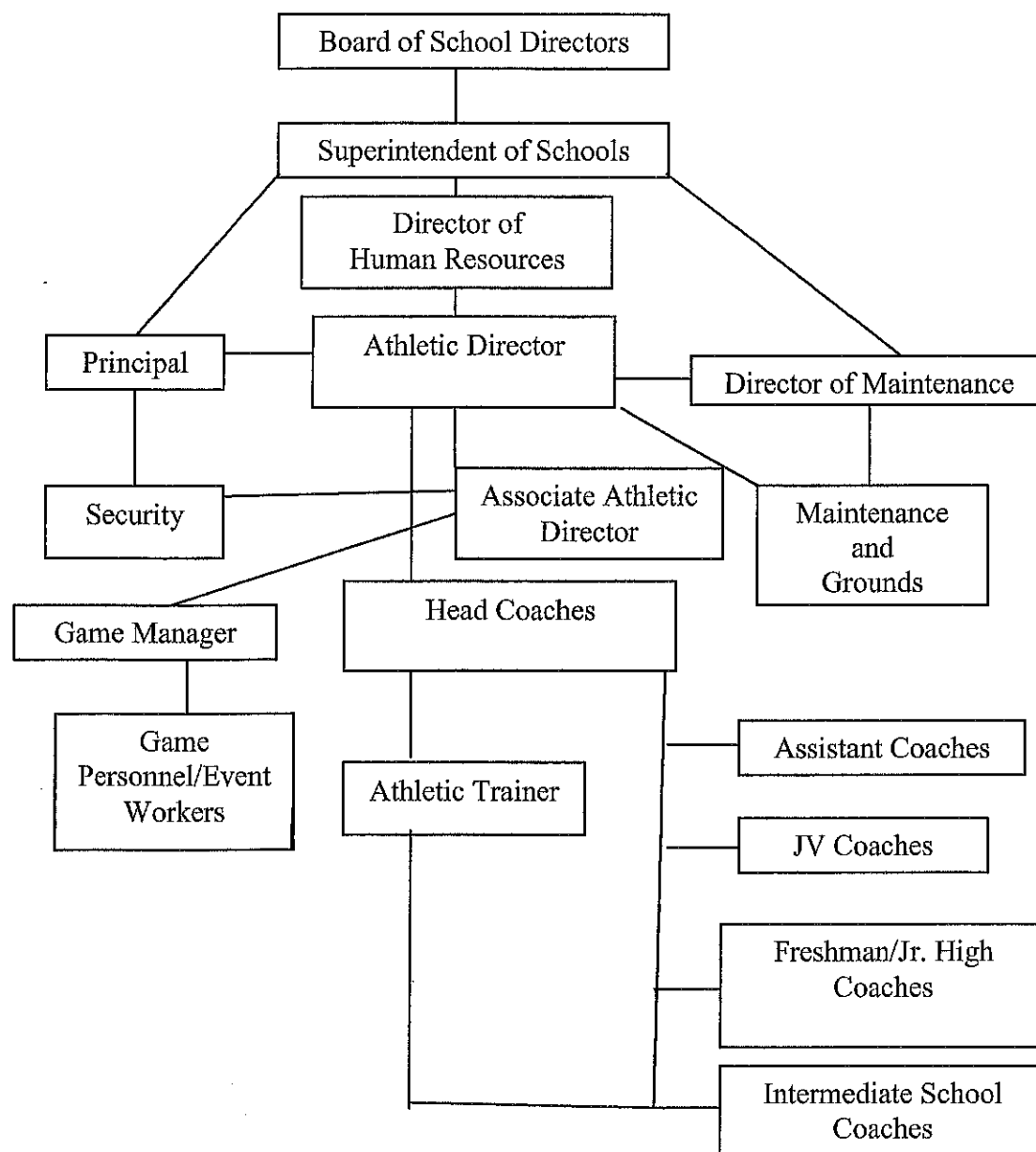
East Stroudsburg Area School District fosters within all students a commitment to excellence, service and life-long learning which prepares them to be creative, productive and responsible citizens with a global perspective.

East Stroudsburg Area School District Athletic Program Philosophy

The East Stroudsburg Area School District Athletic Program serves as an integral part of the educational process for students grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and a competitive spirit. Participation in athletics is a privilege, not a right.

This athletic handbook is a written guide providing insight into the basic structures, procedures, and policies for all student-athletes, parents, community members, coaches, and administrators. As is the case with all components of an academic institution, success within our athletic program is based on all stakeholders working together for the betterment of our student-athletes.

Athletic Program Organizational Framework



This chart illustrates the basic organizational framework and levels of the athletic program. The chart should be used to identify the proper communication path needed to answer questions.

Role of Athletics in Schools

1. The athletic program compliments life skills learned in the classroom. Organization, time management, integrity, a strong work ethic, perseverance, and a commitment to excellence are a part of daily athletic interactions.
2. The athletic program teaches student-athletes the importance of respect and professionalism. Through appearance, communication, and good sportsmanship, student-athletes learn the impact of their actions and behaviors on others.
3. The athletic program provides student-athletes with strict practice schedules during seasons, and voluntary workouts before and after school during the off-season allowing students to strengthen their bond with peers, coaches and the school.
4. Athletic events allow the school and community to come together in support of all teams.
5. The athletic program aids in the development of school pride through organized competitions, logos, defined colors, mascots, uniforms, and adequate facilities.

Pennsylvania Interscholastic Athletic Association (PIAA) Guidelines for Athletic Eligibility

The East Stroudsburg Area School District has adopted and supports the eligibility standards as set by the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association (PIAA). In order to be eligible for participation, all student-athletes must:

- Meet age requirements and period of participation guidelines.
- Be an amateur in that sport.
- Be enrolled in and in full-time attendance at a PIAA member school, a Charter or Cyber Charter School, or be home-schooled.
- Have consent of parent or guardian to include a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form.
- Meet transfer guidelines, when applicable.
- Adhere to outside participation, out of season participation, and all-star contest guidelines, when applicable.
- Meet academic and curricular requirements.

The PIAA website can be accessed from the Resources tab on the ESASD Athletic Webpage.

Athletic Department Structure and Responsibilities

(Not All-Inclusive)

The following section describes major roles and responsibilities for: A) Building Principals, B) Director of Athletics and Activities, C) Associate Athletic Directors, D) Head Coaches or Designees, and E) Assistant Coaches. Additional roles and responsibilities can be assigned by the Superintendent of Schools or designee as deemed necessary.

A. The Building Principal:

- Is the leader of interscholastic athletics for the school. The principal oversees the athletic program in a manner that allows all eligible students the opportunity to enjoy a positive educational experience through athletics.

Is responsible to the PIAA, in all matters pertaining to his/her school's interscholastic athletic program. The principal may delegate some of these powers, but such delegation shall not relieve the principal of responsibility for any infraction by the school involving the constitution and bylaws of the PIAA: Reference Article X: Local Management and Control, Section 1: Responsibility of Principal and Section 2: Powers and Duties of Principal. Will conduct any additional duties relating to Interscholastic Athletics as deemed necessary by the Superintendent of Schools.

B. The Director of Athletics and Activities:

- Will be responsible to the Superintendent of Schools and the Building Principals for all matters involving PIAA contests.
- Will represent the ESASD at all state, district, and league level meetings as applicable. If he/she cannot attend, a designee will be assigned.
- Will be fiscally responsible when preparing the athletic budget each year allowing all board approved athletic teams, grades 7-12, to practice and compete in a safe manner.
- Will submit all requisitions regarding uniforms, supplies, and equipment. He/she will consult coaches and Associate Athletic Directors regarding necessary purchases.
- Will maintain an accurate record of revenues and expenditures, including but not limited to gate receipts, officials pay, dues and fees, entry fees, and miscellaneous expenses.
- Will meet with Building Principals and Associate Athletic Directors to discuss and interpret any PIAA rule changes.
- Will schedule competitions for all board approved athletic teams and activities according to PIAA guidelines.
- Will work with building level Associate Athletic Directors and secretaries to arrange transportation, officials, and/or game workers for all scheduled competitions.
- Will be responsible for publicity and press releases concerning athletics.
- Will attend scheduled competitions or assure a designee is appointed to attend.
- Will arrange for athletic physicals prior to the start of each season.
- Will act as a leader in the development of all athletic programs grades 7-12.
- Will spearhead cooperation and communication among coaches, parents, teachers, and administrators for the betterment of student-athletes.
- Will have a thorough knowledge of PIAA rules and regulations.
- Will work with maintenance to assure proper preparation and safety of playing surfaces and facilities.
- Will recommend necessary improvements for practice and playing facilities to the director of maintenance and Superintendent of Schools.

- Will recommend all paid and volunteer coaching positions to the Superintendent of Schools and school board for approval each year.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Associate Athletic Directors.
- Will work diligently with Building Principals and Associate Athletic Directors to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools.

C. The Associate Athletic Director:

- Will assume responsibility as the liaison between the coaching staff, the Building Principal and the Director of Athletics and Activities.
- Will communicate and tend to the daily needs of coaches and teams.
- Will oversee daily practice and playing facilities and report any issues/concerns to the Director of Athletics and Activities and/or maintenance.
- Will assume responsibility for the implementation and review of sports physicals for all student-athletes at the beginning of a new season.
- Will review building level athletic schedules to assure appropriate contests are confirmed.
- Will secure game workers, officials, and security for all home contests, in collaboration with the Director of Athletics and Activities.
- Will secure transportation for all away contests, in collaboration with the Director of Athletics and Activities.
- Will secure and confirm rescheduled contests due to inclement weather conditions and/or other conflicts.
- Will assist in accurate record keeping and deposit of all revenues and expenditures for all athletic contests when applicable.
- Will review building-level inventory with head coaches for all sports following each season and communicate concerns with the Director of Athletics and Activities.
- Will collaborate with head coaches in the ordering of new equipment for each budgetary year in a fiscally responsible manner and communicate concerns with the Director of Athletics and Activities.
- Will work diligently with the Building Principals and the Director of Athletics and Activities to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Director of Athletics and Activities.
- Will assist in the search for and approval of all paid and volunteer coaching positions each year, in collaboration with the Building Principal and Director of Athletics and Activities.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, and/or the Director of Athletics and Activities.

D. The Head Coach or Designee:

- Will instruct student-athletes of the fundamental skills, strategies, and physical training necessary for the realization of individual and team success.
- Will ensure student-athletes receive instruction that will lead to the formation of positive values, sportsmanship, pride in self and school, and self-confidence.
- Will serve as a role model within the school and community.

- Will positively represent the district through communication, behaviors, and actions at all times.
- Will communicate all questions, issues, and concerns to the Associate Athletic Director.
- Will assume responsibility and foster communication for the program, grades 7 through 12, in a manner that is consistent with the educational philosophy of ESASD.
- Will provide yearly goals at the beginning of each new season.
- Will plan, organize, and supervise all practices and scheduled competitions as to promote safety, skill development, and sportsmanship in accordance with PIAA and ESASD rules and policies.
- Will serve as the spokesperson for the team, dealing with inquiries relating to the team.
- Will cooperatively work with the athletic trainer regarding safety, injuries, and rehabilitation of all student-athletes.
- Will maintain an accurate inventory of supplies, uniforms, and equipment each year.
- Will be responsible for distribution and collection of equipment and uniforms.
- Will demonstrate proper use of equipment and supervise equipment maintenance.
- Will communicate appropriately and effectively with parents, faculty and administration.
- Will be responsible for security of applicable facilities and equipment.
- Will maintain accurate and up-to-date records, including PIAA medical forms, team rules, parent permission/consent forms, transportation forms, and any other pertinent forms or documentation for said team and its members.
- Will prepare rosters including the assignment of team managers.
- Will recommend the employment or termination of assistant coaches.
- Will assign assistant coaching duties and conduct training sessions with staff to ensure consistency within the program.
- Will prepare yearly team budgets in collaboration with the Associate Athletic Director.
- Will schedule pre-season scrimmages with approval of the Associate Athletic Director and Director of Athletics and Activities.
- Will notify administration, parents, coaches, and student-athletes of changes to rules and regulations when applicable.
- Will speak to press when necessary and call games into league-approved newspapers and TV stations, ensuring that all competition results are made available to the newspapers and/or media outlets deemed appropriate by the Director of Athletics and Activities.
- Will provide in writing to the Associate Athletic Director a sequence of events regarding problems that may have occurred during, or in conjunction with a game or event. If necessary, a telephone call will be made to the Associate Athletic Director and/or Director of Athletics and Activities.
- Will be responsible for all players and managers until they leave district property at the conclusion of a scheduled event or practice; this is to include supervision of the activity busses.
- Will assist with evaluations of assistant coaches.
- Will notify student-athletes that hazing, as per Board Policy #247 - *Hazing*, is prohibited.
- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA. Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.
- Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2019. The coach will have 2 years

from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.

- Will maintain substantial knowledge of the technical aspects of the sport involved and continues to examine and explore new theories and procedures pertinent to coaching and the sport being coached.
- Will act in accordance with Board Policy #123 and #123-AR – *Interscholastic Athletics*, in all matters.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

E. The Assistant Coach:

- Will cooperate with and assist the head coach in the administration of the program in a manner that benefits the student-athletes.
- Will communicate all problems to the head coach.
- Will cooperatively work with the athletic trainer and head coach regarding safety, injuries, and rehabilitation of all student-athletes.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, the Associate Athletic Director, and/or the head coach.
- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.

Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2019. The coach will have 2 years from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.

East Stroudsburg Area School District Cyber Academy Students

Students enrolled in the East Stroudsburg Area School District Cyber Academy are eligible to compete in interscholastic sports, subject to applicable board policy and the academic eligibility requirements as described in the *Student-Athlete Expectations/Code of Conduct*, which is included in this handbook.

Home Education Students

Home education students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #137 – *Home Education Programs*.

Cyber/Charter School Students

Cyber/Charter School students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #140.1 – *Extracurricular Participation by Charter/Cyber Charter Students*.

Parental Consent & Mandatory Paperwork Necessary to Compete in Interscholastic Athletics

Each student-athlete who desires to participate in ESASD Athletics is required to submit the **PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)** paperwork prior to the start of the season. This paperwork includes personal and emergency information, a certification of parent/guardian, an understanding of risk of concussion and traumatic brain injury, an understanding of sudden cardiac arrest symptoms and warning signs, a health history, and a comprehensive initial pre-participation physical evaluation and certification of authorized medical examiner form. Additionally, the ESASD Athletic Department requires completion of the athletics/activities consent/emergency card and provides parents/guardians with additional information on concussions and MRSA. All forms must be completed and signed by the appropriate parties before a student-athlete will be eligible for the start of a season.

The athletic department will establish dates, times, and locations for school-sponsored physical exams prior to the beginning of each athletic team season. Student-athletes will not be permitted to receive a school-sponsored physical unless the designated CIPPE form has been completed and signed by the student-athlete and his/her parent(s)/guardian(s). While the physical examinations will be given FREE OF CHARGE, a \$10.00 deposit is required to schedule the appointment. Upon arrival for the scheduled appointment, the \$10.00 deposit is returned. Any student who does not show up for a scheduled physical examination will forfeit the deposit fee.

If a student-athlete misses the school-sponsored exams, he/she may get an exam from a doctor of his/her choice at his/her own expense; the doctor must complete the PIAA CIPPE form – NO EXCEPTIONS. It is the responsibility of the student-athlete to arrange for his/her own physical should he/she miss the school-sponsored exams.

CIPPE forms can be picked up in any secondary building athletic office and accessed from the Athletic webpage under the *Resource* tab by clicking on *Sport Physical Packets*.

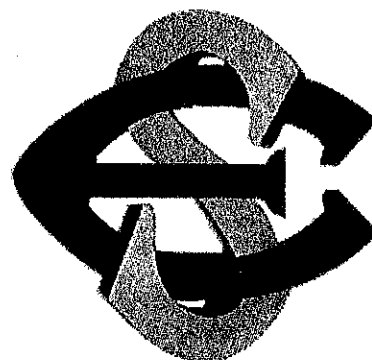
Insurance

As per Board Policy #211 – *Student Accident Insurance*, the East Stroudsburg Area School District provides interscholastic sports insurance to cover all school district athletes competing in interscholastic sports from grades 7 thru 12 including District supervised out of season training. The coverage will also include the band and cheerleaders while practicing for or participating in an interscholastic event. Optional Coverage is available as described in Board Policy #211.

**East Stroudsburg Area School District
Student-Athlete and Parent Expectations
& Guidelines 2019-2020**



TIMBERWOLVES



CAVALIERS

A Message from the Athletic Department

To the Parents/Guardians:

Your son/daughter has expressed an interest in participating in interscholastic athletics with your approval. It is very important to read, review, and sign off on the information included in this document with your child. Additionally, it is recommended that you familiarize yourself with the *East Stroudsburg Area School District 2019-2020 Athletic Handbook* and the *Code of Student Conduct*. It is equally important to understand that **participation in athletics is a privilege, not a right**. Interscholastic athletics offered at the East Stroudsburg Area School District (ESASD) serve as an integral part of the educational process for students grades 7-12. Our athletic philosophy is based on developing the person, the student, the teammate, and the athlete. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. Additionally, the ESASD athletic program emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. We are hopeful that the experiences and opportunities gained by participation in interscholastic athletics will help your son or daughter develop lifelong skills, making them more productive citizens within the community upon graduation. Lastly, we ask for your cooperation in being a positive role model by demonstrating respectful behaviors at all times with coaches, other parents, officials, administrators, spectators and all student-athletes. Respectful behaviors include but are not limited to:

To the Student-Athletes:

Being a member of an East Stroudsburg Athletic Team is a privilege, not a right. It is our expectation:

- That you embrace this opportunity to make yourself a better person, a better student, a better teammate, and a better athlete.
- That you will follow school rules at all times.
- That when you have questions or concerns, you will ask for help.
- That you will give 100% effort at all times regarding academics and athletics.
- That you take pride in yourself, your team, your school, and your community.
- That you are respectful at all times to teammates, classmates, administrators, teachers, coaches, opponents, spectators, officials, and parents/guardians.
- That you develop a sense of professionalism whereas you always do the best you can, use appropriate language, dress appropriately, and play with sportsmanship.
- That you will become leaders within athletics, within the school, and within the community.

Meeting these expectations will help in laying the foundation for success upon graduation from the East Stroudsburg Area School District. We are proud to have you representing our school and will support you throughout your journey. Failure to meet these expectations can result in suspension from games, practices, and possible removal from a team. With that said, we wish you the best of luck and look forward to watching you compete.

Academic Eligibility

As per Board Policy #123 – Interscholastic Athletics: The Board directs that no student may participate in the program of interscholastic athletics if he/she has not maintained a record of academic proficiency that satisfies guidelines set forth by the PIAA and the East Stroudsburg Area School District and is sufficient to ensure that participation in interscholastic athletic activities will not interfere with his/her instructional program.

For the purpose of determining *Academic Eligibility*, an average of 65% or greater is considered **PASSING**; an average below 65% is considered **FAILING**. Academic Eligibility will be determined by the following two criteria:

1. In accordance with Article X *Curriculum*, Sections 3 and 5 of the PIAA Constitution and By-Laws, a **high school student-athlete** must **PASS** at least 2 full blocks worth of classes or its equivalent that meet daily or he/she will be considered *Academically Ineligible* for participation. For eligibility purposes, a full block is defined as a class that meets for two periods daily; an equivalent would be a class that meets for one period daily. An **intermediate student-athlete** must **PASS** at least 4 periods worth of classes that meet daily or he/she will be considered *Academically Ineligible* for participation.
2. The East Stroudsburg Area School District further requires that no high school or intermediate student-athlete can be failing any two or more classes at the same time or he/she will be considered *Academically Ineligible* for participation. For the purposes of academic eligibility: 1) A class is defined as any course that meets daily and 2) Programs at the Monroe County Technical Institute are equivalent to TWO classes.
 - **Academically Ineligible** means that a student-athlete may not participate in any team-oriented work, in skill work, in performances, in scrimmages, or in competitions during the period of ineligibility that will go into effect the immediate following Sunday through the next Saturday. He/she can be at practice for the sole purpose of maintaining proper conditioning or the like. Additionally, an academically ineligible student-athlete cannot be dismissed early from school for athletic purposes. For purposes related to trying out for a team, an academically ineligible student-athlete will fully participate in scheduled tryouts as determined by the coaching staff and approved by the Athletic Office. Throughout the ineligible week, the student-athlete will be required to cooperate in academic remediation as determined by building administration and the athletic department. If the student-athlete meets eligibility requirements the following Friday, he/she will become eligible the immediate following Sunday.
 - If a student-athlete is failing one class that meets daily, he/she will be on “**academic warning**.” **Academic Warning** requires a student-athlete to participate in academic remediation as determined by building administration and the athletic department. If the student-athlete is passing the course as of the following Friday, he/she will no longer be on academic warning.

Academic Eligibility will go into effect once the competitive season begins. It will be monitored on a weekly basis and checked every Friday by combined efforts of the athletic department and the building administrative team. Grades of student-athletes will be reviewed as reported by classroom teachers through Sapphire. Student-athletes and coaches will be notified of any cases of Academic Ineligibility or

Academic Warning through the building Associate Athletic Director. Parents of students who are Academically Ineligible will be contacted.

At the conclusion of a marking period, if a student-athlete has failed to meet academic eligibility requirements, he/she will be ineligible for a period lasting for 15 school days beginning on the first day reports cards are issued. The 15 school day ineligibility period, when applied to the end of the school year, uses final averages and not 4th marking period averages to determine eligibility for the next grading period and begins on the first day of school the next year; the only exception being any deficiencies that have been corrected over the summer which make a student-athlete eligible for participation.

Attendance in School for Eligibility to Participate

In order for a student-athlete to be eligible to participate in any contest, he/she must be enrolled in school and attend school regularly in accordance with applicable law. Additionally, student-athlete participation in scheduled activities or athletic contests is contingent upon the following:

- A student-athlete who is absent from school for the entire day may not participate in or attend a scheduled activity or athletic contest unless pre-approved by administration.
- A student-athlete who arrives AFTER 10:30 a.m. may not participate in a scheduled activity or athletic contest for that day unless pre-approved by administration.
- A student-athlete who leaves early from school without pre-approval by administration or because of illness may not participate in a scheduled activity or athletic event for that day.
- A student-athlete who is suspended from school may not participate in a scheduled activity or athletic contest for the duration of the suspension. If a suspension ends on Friday, the student-athlete cannot participate in any weekend practices, contests, or events.

Infractions of the Code of Student Conduct

Student-athletes are held accountable to all school rules, policies, and disciplinary measures: 1) in school, 2) at school activities, 3) during time spent in travel to and from school and school activities, and 4) at such other times as allowed by applicable law; this could include but is not limited to at home, on the internet, or other places where conduct affects school operations. Misconduct on behalf of a student-athlete at any time should be immediately reported to the Building Principal and Director of Athletics and Activities. He/she may be subject to discipline according to the *Code of Student Conduct* and possible suspension and/or removal from the team. Refer to Board Policy #218 – *Student Discipline* and Board Policy #227 – *Controlled Substances* for additional information. There is an expectation that student-athletes within the ESASD are to be role models to others within the district.

An accumulation of three athletic demerits during the course of a season will result in an automatic suspension from the team and all team related activities to include practices, games, and ceremonies. The student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first. A season is recognized as the first official day of practice as defined by the PIAA until the last team or individual competition. If an ESASD student-athlete is suspended for an infraction of the *Code of Student Conduct*, he/she will be subject to demerits as follows:

- Any single disciplinary infraction resulting in **In-School Suspension (ISS)** will result in ONE ATHLETIC DEMERIT. In addition to the one athletic demerit, the student-athlete shall be suspended from participation in athletics on the day(s) the ISS is served.
- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** less than five days will result in TWO ATHLETIC DEMERITS. In addition to the two athletic demerits, the student-athlete shall be suspended from participation in athletics on the day(s) of the OSS. Sports with 15 or more competitions will carry a minimum two game suspension for in-season student-athletes; a one or two-day tournament will be equivalent to 2 competitions. Sports with less than 15 competitions will carry a minimum one game suspension for athletes.
- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** five days or greater will result in THREE ATHLETIC DEMERITS. In addition to the three athletic demerits, the student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first.
- Upon returning from a 20 school day suspension, a student-athlete may return to the team if the season has not culminated. If he/she accumulates any additional athletic demerit(s) for any reason, he/she will be suspended for the remainder of that season.

Athletic Demerits will be assigned as per any single disciplinary infraction resulting in suspension. Days of suspension do not equal number of demerits assigned. Example: A student-athlete receives three days of ISS for a single disciplinary infraction; this will be considered one athletic demerit.

If a student-athlete is not demonstrating appropriate behavior as defined by the *Code of Student Conduct* at any time in season or out of season, a meeting may be held by building administration and the athletic department which may result in a suspension from participation of in season and/or out of season practices or events. **Please remember that participation in athletics is a privilege, not a right.** Student-athletes are expected to model appropriate behaviors at all times.

For the purpose of athletic demerits, suspensions assigned to student-athletes attending MCTI will count towards demerit totals.

Lastly, students who are placed in an alternative education setting or who are currently placed in an alternative education setting are not permitted to participate in interscholastic athletic programs.

Hazing and Bullying/CyberBullying

In accordance with Board Policies #247 *Hazing* and #249 *Bullying/Cyberbullying*, the ESASD Athletic Department strives to maintain a safe, positive, and welcoming environment for student-athletes, coaches, parents, spectators, and game personnel. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety will not be tolerated.

Student-athletes, coaches, and parents are strongly encouraged to promptly report incidents related to hazing and/or bullying/cyberbullying to athletic and school administration. A thorough investigation will follow; a founded charge will be subject to disciplinary action according to the *Code of Student Conduct*.

There is no place for Hazing and Bullying/Cyberbullying in the ESASD Athletic Department.

Disqualification from a PIAA Athletic Competition

If a student-athlete is ejected from a PIAA athletic competition, he or she will serve a suspension as rendered by the PIAA. Additionally, the student-athlete shall be subject to administrative review.

NCAA Eligibility Center

We are very hopeful that many of our student-athletes will continue their athletic careers beyond high school by competing at the collegiate level. The NCAA Eligibility Center regulates athletic participation at the division I and II levels based upon **specific academic requirements beginning in 9th grade**. It is strongly recommended for both parents and student-athletes to express their desires to compete in college athletics to the athletic department, coaches, and especially to the guidance counselors. The counselors will help educate parents and student-athletes on NCAA eligibility requirements and assist with proper course selections and academic requirements. It is never too early to start asking these questions! Attached at the end of this document is a copy of the NCAA Eligibility Center Quick Reference Guide.

Transportation

The athletic department recognizes the right of the parent(s)/guardian(s) to decide how and by whom their child is transported. However, the privilege to compete in interscholastic athletics for ESASD is based on student-athletes following the policies, guidelines, and procedures as established by the ESASD.

Teams, which include coaches and student-athletes, are expected to travel together using whatever transportation is provided to them by the *ESASD*; this includes both to and from athletic competitions and scrimmages. This expectation is presented to build team camaraderie and to protect all student-athletes.

A coach should always be present on a bus when one of his/her teams is being transported by bus. It is preferred that the head coach accompany the bus at all times. If the head coach cannot, for some valid reason, accompany the bus, the Associate Athletic Director will be made aware of the situation in advance to assure appropriate supervision of student-athletes is secured.

It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an event separately from the team. In the event that a student-athlete needs to travel separately from the team, a parent/guardian must communicate with the head coach and complete the ESASD Parental Transportation Request Form in advance (*see attached*). The head coach will keep the original. Student-Athletes will only be permitted to ride with their own parent/guardian. In case of emergency, the head coach may use his/her discretion and will contact the Associate Athletic Director, Director of Athletics and Activities, or Building Principal. The Parental Transportation Request Form is still required.

Equipment/Uniforms

Once a student-athlete is identified as a member of the team, he/she may be distributed equipment and/or uniforms. Uniforms issued by the athletic department are intended to be worn for competition. Wearing uniforms for purposes outside of competition including during school must be pre-approved by the coach, building administration, and Athletic Director. At the completion of the season, the student-athlete must return all equipment and/or uniforms issued by the District as determined by the head coach before being eligible to participate in any interscholastic activity in the future. The student-athlete is responsible to return such equipment or make monetary restitution. Failure to do so may result in non-participation of High School graduation activities and/or in charges being filed with the appropriate District Magistrate.

Expected Behaviors During Competition

During athletic competitions, it is expected that our student-athletes will compete in the true essence of good sportsmanship. It is also expected that parents and spectators will cheer for their child and team in the spirit of good sportsmanship. This includes no disrespectful/inappropriate gestures, actions, or comments to officials, teammates, coaches, opponents, and/or spectators. Additionally, teams and spectators will be required to remain in designated areas at both home and away competitions. We will be gracious in both victory and in defeat.

Parents and spectators who fail to meet these expectations may be removed from that evening's contest within refund (if applicable), have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.

Social Media

Student-athletes are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures. Student-athletes should use good judgment in their use of social media both in and out of school. Examples of what students should not do include: bully/cyberbully others; use defamatory or discriminatory statements/images; engage in terroristic threats; and promote illegal items and activities (such as, illegal drugs, violence, and unlawful drinking). The applicable legal due process procedures will be used when violations are reported or discovered. If applicable, discipline may result in athletic department sanctions up to and including removal from the team, any suitable disciplinary consequences listed in the Code of Student Conduct, and disciplinary consequences provided in the School District's policies. Social Media can include, but is not limited to, blogs, microblogs (such as Twitter); social networking websites (such as Facebook); media sharing (such as Instagram, Snapchat, and YouTube); wikis (such as Wikipedia); virtual worlds (such as World of Warcraft and Second Life); and when using text messages, e-mail messages, Internet websites, and other communications.

East Stroudsburg Area School District Concussion Management Protocol

In accordance with Board Policy 123.1, *Concussion Management*, the ESASD has developed and will follow the Concussion Management Protocol for all student-athletes, coaches, and parents/guardians:

1. All East Stroudsburg Area School District (ESASD) **student-athletes and their parents/guardians** must read and sign off on the following documents each school year related to the Risk of Concussion and Traumatic Brain Injury:
 - a. Section 3 of the PIAA CIPPE form
 - b. ESASD Concussion Management Protocol.
2. All ESASD **coaches (head, assistant, and volunteer)** must do the following each year prior to the start of their sports season:
 - a. Complete a concussion management certification training course offered by 1) the Center for Disease Control (CDC) *Heads Up, Concussion in Youth Sports* online course (www.cdc.gov/Concussion), 2) the National Federation of State High School Associations (NFHS) *Concussion in Sports – What You Need to Know* online course (www.NFHSlern.com), or 3) another provider approved by the Department of Health. A certificate of completion must be printed out and submitted to the athletic office prior to the start of the athletic season.
 - b. Review the ESASD Concussion Management Protocol.
3. ESASD student-athletes grades 9-12 who participate in contact or collision sports offered by ESASD will be baseline tested by athletic medical personnel prior to participation in sport. Collision sports according the PIAA include: Football and Wrestling. Contact Sports according to the PIAA include: Baseball, Basketball, Competitive Cheerleading, Cross Country, Field Hockey, Soccer, Softball, Swimming, Track and Field, and Volleyball.
4. A student-athlete suspected of a concussion will be evaluated by a certified athletic trainer and/or physician/designee. Evaluation tools may include using a sideline assessment tool such as the Standardized Concussion Assessment Tool (ie. SCAT 5) and BESS test. If an ESASD team physician is present, the student-athlete may be evaluated by the team physician. Parent(s)/Guardian(s) and coaches are not expected to diagnose a concussion; however, they must be aware of the signs/symptoms, and behaviors of a possible concussion.
5. Parents and/or guardians of the student-athlete must be notified as soon as possible and provided with the necessary information related to the concussion. Student-athletes presenting signs and symptoms of concussion are to be referred to a physician/designee for further evaluation. In addition, the student-athlete will not be able to drive him/herself home.
6. If a student is diagnosed with a concussion by a physician/designee:
 - a. Academic accommodations may be necessary until the concussion has healed. Proper communication with the guidance and school nursing departments is necessary so they can inform the student's teachers as to what accommodations are needed.
 - b. Athletic medical personnel will follow a stepwise return to play protocol as defined below.
7. The student-athlete (grades 7-12) will take a post injury neurological test, preferably within 24-72 hours of the initial concussive injury. Once a medical clearance is received from a physician/designee and a passing post injury ImPact test, as interpreted by the physician/designee,

and/or SCAT 5 is achieved, the student-athlete may begin his/her stepwise progressive physical activity program *as per Pennsylvania Interscholastic Athletic Association Sports Medicine Guidelines Return to Play Protocol*. The steps are outlined below:

- a. Step 1: light aerobic exercise – 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercise.
 - b. Step 2: moderate aerobic and/or sport specific exercise – 15 to 20 minutes of exercise at moderate intensity without a helmet or other equipment.
 - c. Step 3: non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
 - d. Step 4: full contact practice or training
 - e. Step 5: full game play.
8. Steps in this program may not be combined. The athlete may progress to the next step if no signs and/or symptoms of a concussion are resorted. This protocol is individualized frequently depending on the needs of the student-athlete and demands of the sport.
9. The ESASD team physicians and certified athletic trainers reserve the right to hold an athlete out of play if the student-athlete is still showing or reporting clinical signs and/or symptoms of a concussion.

Head Coach's Responsibility

In addition to the Student-Athlete Code of Conduct as described above, each head coach will be responsible for defining the following sport specific criteria. This information will be included in the Student-Athlete Code of Conduct given out to all parents and student-athletes at the beginning of each sports season:

- A Message from the Head Coach to include team rules and expectations
- Coaching Staff Contact Information
- Practice/Game Attendance Policy
- Practice/Game Schedule
- Game Day/Travel Dress Code
- Varsity Letter Criteria (for High School Head Coaches only)

East Stroudsburg Area School District Parental Transportation Request

The East Stroudsburg Area School District provides transportation to athletic contests for those student-athletes participating in scheduled athletic events. All participating student-athletes shall use the transportation so provided.

Provisions are available, however, to have student-athletes excused from school-provided transportation for a scheduled event. Under these provisions, student-athletes may be excused from the provided transportation only with the permission of the coach responsible for the scheduled activity and only with the written permission of the parent(s)/guardian(s). Such students shall only be released to their own PARENT(s) or GUARDIAN(s).

I assume the responsibility for transporting my daughter/son home and release the East Stroudsburg Area School District of all liability and legal responsibility associated with the transportation which I, as a parent/guardian, provide.

(Location of Venue)

(Print Student-Athlete's Name)

(Date)

(Print Name of Student-Athlete's Parent/Guardian)

(Signature of Student-Athlete's Parent/Guardian)

East Stroudsburg Area School District Athletic Department Expectations, Guidelines, and Team Rules Verification Form

We acknowledge that we have received and understand the *Student-Athlete and Parent Expectations & Guidelines* for East Stroudsburg Area School District student-athletes participating in the School District's athletic program and the coach's team rules and regulations for the sport of _____ for the _____ athletic season.
(Name of Sport) (Year)

Additionally, we understand that we are responsible for all rules and policies as explained in the *Student-Athlete Handbook* and *Code of Student Conduct* and board policies relating to athletics. We also understand that the *Student-Athlete and Parent Handbook*, the *Code of Student Conduct*, and board policies can be accessed from the school district website: www.esasd.net or upon request from the school district athletic offices.

[Print Name of Parent(s)/Guardian(s)]

(Date)

[Signature of Parent(s)/Guardian(s)]

(Date)

[Print Name of Student -Athlete]

(Date)

[Signature of Student-Athlete]

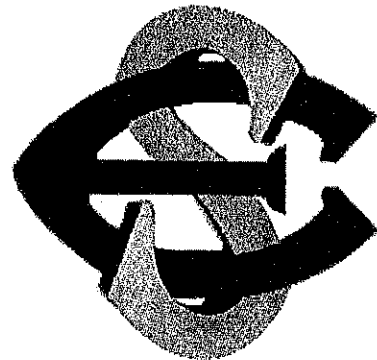
(Date)

(Coach's Initials)

**East Stroudsburg Area School District
Coaching Expectations & Guidelines
2019-2020**



TIMBERWOLVES



CAVALIERS

A Message to Coaches

On behalf of the athletic department, we would like to thank you for your interest and desire to coach the young student-athletes within our school district community. It is often the case that experiences with interscholastic athletics help form foundations for a successful life beyond high school for many of our children; additionally, it provides them with many great memories as they get older. Whether it is your love of sports, love of working with student-athletes, love for our great school district, or a combination of all three, we are excited to have you as part of our athletic department team. We are confident that you will be a great role model in helping prepare our student-athletes to become good people, good students, good teammates, and good athletes.

Our athletic program serves as an integral part of the educational process for students, grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. **Participation in athletics is a privilege, not a right.** It is important that you understand this philosophy and incorporate it into your daily planning, interactions, and communications with other coaches, parents, administrators, and most importantly our student-athletes.

The expectations and guidelines described below provide head coaches with a framework by which they are to lead their teams. Assistant coaches, to include all intermediate coaches, are expected to act in a manner that supports the leadership as set forth by the varsity head coach.

Simply stated, coaching for the East Stroudsburg Area School District requires you to C.A.R.E.

- **C**ommunicate appropriately at all times.
- **A**ct professionally at all times.
- **R**espect others and be fair to all.
- **E**ncourage all by creating a safe and positive environment.

When we C.A.R.E., we create GOOD people, GOOD students, GOOD teammates, and GOOD athletes.

Expectations at All Times

- All coaches shall constantly emphasize the importance of making good decisions and maintaining good grades in school.
- All coaches shall refrain from inappropriate language which includes cursing and making degrading comments to game personnel, spectators, staff members, parents, and/or student-athletes. You are a role model and are expected to act as such at all times.
- All coaches shall dress professionally, especially during competitions. Because each sport is different, it is recommended that head coaches identify appropriate attire for coaching staffs during practice and competitions. Jeans, short shorts/skirts, sandals, facial piercings/tongue rings, and low cut tops/short tops are not considered professional attire. How you present yourself and allow your staff to present themselves sends a strong message to your student-athletes, parents, administration and community.

- All coaches shall be cognizant of images and comments posted on social media sources. Refrain from inappropriate language, images, and gestures whether team, school, or personal. Remember that student-athletes, parents, school employees, and community members may have access to view what you post. What message are you sending?
- Additionally, coaches are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures.

Beginning of the Season

- All coaches shall attend a pre-season coaches' meeting held by the Director of Athletics and Activities and/or the Associate Athletic Directors. Coaches who cannot attend the required meeting must set up a meeting time with their building associate athletic director before starting to coach.
- All coaches shall be board approved each year.
- All coaches shall update all state mandates and clearances as required by the PIAA and the athletic department when applicable.
- All head coaches shall notify the athletic department of any volunteers for approval and verification of clearances and board approval before starting to coach. Refer to Board Policy #916 – *School Volunteers*, for additional information.
- All head coaches shall submit their goals by the start of the season.
- All head coaches or designee shall attend a rules interpretation meeting as required by the PIAA if applicable to the sport. Assistants are encouraged but not required to attend.
- All head coaches shall discuss the district-wide *Student-Athlete and Parent Expectations & Guidelines* with team members and parents at the beginning of each season. Student-athlete and parent sign-off is required.
- All head coaches shall share team rules and expectations with student-athletes.
- All head coaches shall provide parents with contact information regarding questions/concerns.
- All head coaches shall address parent concerns. In the case where a concern is not resolved, coaches need to notify and seek assistance from Associate Athletic Directors, the Director of Athletics and Activities, and/or Building Administration.
- All head coaches shall provide parents with practice and game day schedules. Be sure to include that practices and contests are "SUBJECT TO CHANGE."
- All head coaches shall make every effort possible to accommodate, and not to penalize, student-athletes who choose to participate in more than one school-sponsored activity simultaneously.
- Student Information System – Once rosters are submitted to the athletic office, a class can be created allowing coaches to track academic progress. Coaches are encouraged to communicate with parents and teachers regarding support and assistance of academic performance for student-athletes. Be proactive regarding academic eligibility!
- Squad Selection/Cuts:
 - It is the coaching staff's responsibility to select members of the team.
 - In cases when cuts are to be made, the coaching staff must inform all student-athletes of this possibility before tryouts begin. Tryout dates and criteria must be defined in advance and shared with all student-athletes trying out. The number of

practices necessary before cuts can be made must be approved by the associate athletic director.

- Head coaches are required to create an evaluation tool focusing on the following criteria:
 - The student-athlete's ability, potential, skill level, and attitude and disposition as displayed under all applicable conditions.
 - The number of roster spots available on the team.
 - Sport specific criteria as determined by the coaching staff.
 - The student-athletes overall grades, attendance, and discipline in school.
- Head coaches are responsible for assuring their assistants understand the criteria for the evaluation tool.
- Prior to final selection of any squad, the entire coaching staff is responsible for discussing each student-athlete's evaluation.
- For student-athletes who do not make the squad, coaches must do the following:
 - Discuss and provide a list of student-athletes not making the squad to the Associate Athletic Director prior to meeting with them.
 - Meet with each student-athlete in private and on an individual basis.
 - Name lists and group postings or announcements are prohibited.
 - Provide the student-athlete with a rationale/copy of the evaluation explaining why he/she did not make the squad.
 - Answer parent questions/concerns regarding coaches' evaluation of the student-athlete.

During the Season

- Maintain a high level of safety and security:
 - Coaches are to be aware of building security, as well as the security of playing fields. Coaches must check all areas they have utilized at the termination of their use to be sure the area is secure and the lights have been turned off.
 - Daily locker room supervision is necessary. Coaches are required to:
 - Directly supervise all student-athletes in the locker room areas.
 - Keep coaches' office doors and windows open while student-athletes are in the locker room. Locker room walk-throughs are required.
 - Make sure the door is locked when the last player leaves the locker room.
 - Constantly review locker room protocol with student-athletes to include but not limited to: no cell phone cameras or videos, no horseplay, bullying, or hazing of any sort will be tolerated, lock all items in lockers, encourage showering/proper hygiene upon completion of practices and/or games, and report all inappropriate behaviors to coaches immediately.
 - In cases where there is not a same sex coach on staff, coaches are required to devise a locker room supervision plan with their Associate Athletic Director, Director of Athletics and Activities, and/or Building Administration.
 - A member of the coaching staff must be the last person to leave the facility, unless another appropriate District employee is assigned to that area. It is his/her responsibility to ensure all students have properly vacated the premises prior to

departing. THIS INCLUDES SUPERVISION OF ACTIVITY BUSES EACH DAY!

- Coaches are required to instruct their student-athletes not to enter facilities before a coach has arrived.
- The Associate Athletic Director or the Director of Athletics and Activities will distribute keys accordingly. Coaches are responsible for taking all necessary precautions possible to ensure their keys are not lost or stolen. Coaches are **NOT** to copy keys. Coaches are **NOT** to lend their keys to unauthorized individuals.
- It is the responsibility of coaches to make arrangements to have an identification card issued to them, with the appropriate programming for use by the District's ID card "swipe" entry system, and coaches are **NOT** to lend their entry system ID card to unauthorized individuals.
- Entry doors should **NEVER** be propped open while unattended.
- Should a key or an ID card be lost or stolen, it is to be reported to the athletic office **IMMEDIATELY**.
- Upon resignation or departure from a position, **ALL** athletic area keys must be turned in to the athletic office.
- The Associate Athletic Director or the Director of Athletics and Activities may collect all keys at the termination of a season, or anytime it is deemed necessary.
- Daily communications:
 - All coaches shall provide both positive and corrective feedback in a manner that encourages student-athletes to want to get better. Keep in mind your interactions help shape their behaviors. When expectations are clear, they will respond.
 - All coaches shall communicate potential injuries to the athletic trainers and parents.
 - All head coaches shall provide practice and game schedules to student-athletes, parents, and the building athletic department. Keep them posted on changes, especially involving weekend/holiday practices.
- Non-school day practices and contests, inclement weather, and emergencies:
 - Practices and contests shall not be held when school has been canceled or dismissed early due to inclement weather or recognized emergency unless permission is granted by the Superintendent or designee.
 - Practices and contests shall be held on days when the start of the school day has been delayed due to inclement weather or a recognized emergency *unless* a decision has been made otherwise by the Superintendent or designee.
 - In cases whereby a team or individual(s) qualifies for PIAA district, regional, and/or state level competitions to be held on (a) day(s) when school is not in session or has been dismissed early due to inclement weather or recognized emergency, the Superintendent or designee shall determine whether that team or individual(s) will be transported to said competition by the school district. In cases whereby the Superintendent has deemed it unsafe to transport, a student's parent/guardian may transport his/her child to the competition. Such a decision is entirely that of the parent/guardian and the Board assumes no responsibility for such an arrangement. Transportation to such competitions provided by faculty, students, and/or volunteer parents/guardians in private vehicles will not be considered.
 - Practice is permitted on in-service days. Practice may not begin until 2:15pm unless prior approval is granted by the Director of Athletics and Activities and/or Principal.

- Practice is permitted during Parent/Teacher Conference days at times that do not interfere with conferences unless prior approval is granted by the Director of Athletics and Activities and/or Principal.
 - *Saturdays and school holiday practices* are permitted but must be appropriately communicated to student-athletes, parents, and the athletic department. Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
 - *Sunday competitions and practices* may be permitted only when unforeseen and compelling circumstances occur and will not be permitted merely to replace cancelled regular practices with approval from the building principal, Director of Athletics and Activities, and the Superintendent. PIAA rules regarding Sunday athletic competitions and practices will apply (i.e. athletes required to be given another day “off” during the week). Attendance at competitions and practices held on Sundays is to be ***completely voluntary*** (i.e. students are not required to attend, and negative consequences are not to be given). Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
 - Student-athletes should not be penalized for missing rescheduled games and/or practices due to verifiable extenuating circumstances.
- **Head Coach Documents for Away Competitions:**
 - Building Principal, Director of Athletics & Activities, Building Associate Athletic Director and Building Athletic Trainer phone numbers.
 - Copies of student-athlete Emergency Cards. Coaches are required to review and familiarize themselves with student-athlete medical concerns and follow doctor prescribed medical procedures as applicable.
 - Directions to away playing site.
 - Copies of the Parent Transportation Request Form.
- **Supervision of Student-Athletes at Tournaments:**
 - Every effort shall be made to provide direct adult supervision for student-athletes while competing at tournaments.
 - At times when teams compete in tournaments, there are instances whereby our student-athletes must compete in different venues simultaneously. This precludes our coaches from being able to directly supervise student-athletes who may be “idle” while teammates are engaged.
 - Therefore, in such instances, coaches shall be advised to designate an area in the bleachers or at another appropriate area in the arena to which the student-athletes are expected to report and at which they are to remain while teammates are competing.
 - Those student-athletes who become spectators under such circumstances are to be advised by the coach(es) that they are to remain in the designated area and conduct themselves in an appropriate, orderly manner.
- **Overnight Event Guidelines, in accordance with Board Policy #121 – Field Trips:**
 - In the event that an overnight contest/competition is scheduled for a particular team, the head coach is responsible for making a formal request to the Director of

Athletics and Activities for approval and in order to make arrangements for overnight accommodations, should it be deemed necessary. With the approval of the building administrator and the Director of Athletics and Activities, the request will be placed before the Board for approval.

- In the event that individual student competitors, student-athletes and/or full teams representing the District qualify for PIAA district, regional, and/or state level competition that may require overnight accommodations, if deemed necessary, the Director of Athletics and Activities shall seek Board approval on, at a minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.
- For all contests requiring overnight accommodations, the head coach will be responsible to see that Board Policy #121 – *Attachment B (Field Trip Permission Form)* is completed and submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building principal or the Director of Athletics and Activities.
- Coaches shall review Board Policy #121 – *Field Trips*, to accurately determine guidelines and procedures that may pertain to their particular event.

End of the Season

- All head coaches shall nominate a member of his/her team for any league, district, and state awards that the student-athlete may be eligible to receive. This includes both athletic and academic awards.
- All head coaches shall inventory uniforms and equipment and sit down with their Associate Athletic Director for review.
- All head coaches shall collect uniforms and equipment from all student-athletes who participated. Please note that only after you planned an end of the season collection of materials meeting and contacted parents should you turn names of student-athletes who did not turn in uniforms or equipment to the athletic office. Student-athletes will not be able to participate in an upcoming season until the missing items have been rectified.
- All head coaches shall assist with assistant coaching evaluations.
- All assistant/intermediate coaches shall assist with inventory collections and storage as directed by the head coach and Associate Athletic Director.
- All head coaches shall complete the end of season summary and submit to the appropriate athletic office.
- All head coaches or a designee shall attend post season awards assemblies as scheduled by the building athletic department.

Off Season

In accordance with Article XVI of the PIAA Constitution and By-Laws, the ESASD requires all coaches to adhere to the following off season expectations:

- All sports have a defined season, and no sport shall operate to the detriment of any other sport.
- The student-athlete shall have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is

contrary to the philosophy of the PIAA and the ESASD. **As a coach, you are expected to encourage your student-athletes to participate in other sports, clubs, or activities.**

- Outside of the defined season for sports, PIAA member schools may not sponsor teams in that sport.
- Coaches are encouraged to offer student-athletes organized opportunities such as training programs, recreational activities, open gyms, clinics and camps provided that any participation by coaches and/or student-athletes is completely **VOLUNTARY**.
- Coaches offering voluntary opportunities shall complete a Use of Facility Form and submit to the building level athletic office for approval. Include the parent permission/sign-off form which explains: 1) what you are offering, 2) when you are offering it, 3) where it is located, and 4) who is supervising.
- Student-athletes cannot participate in off season opportunities without a signed parent permission form. Additionally, coaches must maintain a daily attendance log.
- The school's name, nickname, uniform, equipment, and first aid supplies **may not be used by community organizations and groups**. The school's name, nickname, and uniforms may not be used by student-athletes; however, the principal may permit students to use the school's interscholastic equipment and the school's interscholastic first aid supplies.
- Tryouts may not be held outside the PIAA defined season.
- Attendance in out-of-season programs or camps does not guarantee that a student-athlete will make a team during the defined season.
- Failure to attend out of season programs or camps may not be held against student-athletes who try out for teams.
- Head coaches will prepare yearly team budgets in collaboration with the Athletic Department.
- In the case of injury during off-season opportunities, coaches should:
 - Analyze the severity of the injury and do not leave the student-athlete unattended.
 - Contact the athletic trainer, if possible.
 - Contact the athletic department or building principal, if necessary.
 - Contact the student-athlete's parent/guardian or emergency contact.
 - Document the incident and provide a copy to the trainer and the athletic department.
 - If necessary, call 911.

Safeguarding the Student-Athlete

As stated previously, participation in athletics is a privilege. The student-athlete has a responsibility to play fairly, always do his/her best, maintain fitness, and to conduct himself/herself in a manner that is representative of the District. In turn, all things possible should be done to protect against injury through conditioning, instruction, modeled behavior and adequate supervision. Coaches should constantly evaluate to ensure a safe experience for all. Below are some guidelines and suggestions that will help coaches evaluate his/her student-athletes in this regard:

- Proper conditioning aids in the prevention of injury:
 - Players should practice a minimum of two weeks before participation in a contest.
 - Student-athletes should be given direction regarding preseason conditioning.
 - Players should be required to warm up thoroughly before participation.
 - Substitutions should be made without hesitation when players appear too fatigued to perform and/or exhibit injury.

- Proper officiating promotes enjoyment of the game as well as providing players with protection:
 - Rules and regulations must be strictly enforced in practice and contests.
 - Players and coaches should know and understand the rules of the game.
- Coaching leads to skill-building and lowers the incidence of injury:
 - Injuries should be analyzed to determine cause; preventative programs should be established accordingly.
 - The athletic trainer must see the injured student-athlete as is applicable, and his/her terms strictly followed, without question, by the coach and player.
 - Practices must be planned and of reasonable duration.
 - The coach must emphasize safety and teaching the proper skills.
- Equipment and facilities must be properly maintained:
 - Careful attention must be given to proper fit of equipment.
 - Appropriate equipment must be provided for contact sports.
 - Equipment must be properly maintained.
 - Play areas are to be properly maintained.
 - Questions regarding the condition of equipment and/or playing/practice facilities should be reported immediately before allowing student-athletes to use.

Team and Individual Awards

- Varsity Letters /Participation Certificates:
 - The head coach of each sport will devise a basic list of criteria, which each student-athlete must meet to qualify for a varsity letter during that season.
 - The student-athletes should know what these standards are before the first contest is played.
 - Seniors who complete the entire season will receive a varsity letter.
 - Student-athletes who are injured and, in the opinion of the coach, would have qualified, will receive a varsity letter.
 - A student-athlete who does not meet these basic requirements will receive a participation certificate.
- State Level Representation:
 - The student-athlete or team who finishes "state level" competition as an official place winner will have a picture plaque displayed in the school, which will list the student-athlete's or team's career accomplishments. The official place winners in categories as awarded by the PIAA will be recognized in each different sport:
 - Cross Country – 10 per team; top 25 finishers
 - Golf – top 10 finishers
 - Rifle – top 8 finishers
 - Swimming – top 8 finishers per event
 - Tennis – 12 per team; top 4 finishers
 - Track & Field – top 8 finishers per event
 - Wrestling – 25 per team; top 8 finishers per weight class
 - A student-athlete who represents the District at the state level of competition and places outside the official placement recognition, will have his/her name placed on the State Level Competition Board.
 - A team that qualifies for the state playoffs and does not place will have its name and year placed on the State Level Competition Board.

East Stroudsburg Area School District Athletic Department Coaching Guidelines and Expectations

I acknowledge that I have received, read, and understand the *Coaching Expectations and Guidelines* for the East Stroudsburg Area School District. I also understand that I will be held responsible for adhering to the above mentioned expectations and guidelines as well as all PIAA regulations, board policies relating to athletics, and student-athlete expectations as describe in the *Student-Athlete Handbook* and *Student-Athlete Expectations and Guidelines*. Lastly, I understand that I will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

[Print Name of Sport]

[Print Name of School]

[Print Name of Coach]

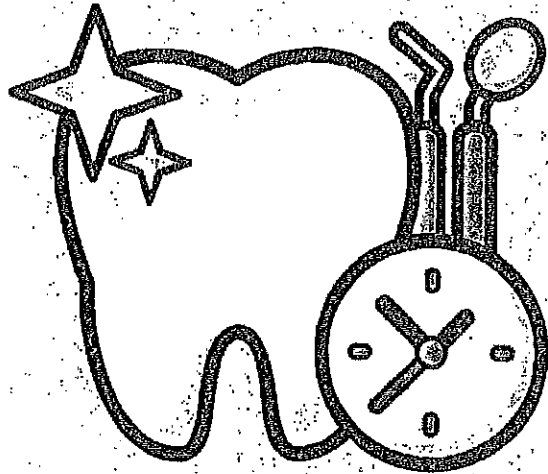
[Print Position of Coach]

[Date]

[Signature of Coach]

[Date]

(AD's Initials)



EAST STROUDSBURG AREA SCHOOL DISTRICT

DENTAL HYGIENE SERVICES PROGRAM

PLANNED COURSE:

2018-2024

East Stroudsburg Area School District Dental
Hygiene Services Program
East Stroudsburg, PA

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PA Dental Hygienist Certifications & Job Description
E.S.A.S.D. Health Examination Policy #209
E.A.S.D. Dental Hygiene Staff
PA Dept. of Health Program Approval Letter
PA Dept. of Health Authorization Form
PA Dept. of Health Report of Services Form
Dental Hygiene Services Program Forms and Letters
 Announcement Letter
 School Screening Permission Form
 Family Dental Report Form
 Screening Report to Parent/Guardian
 Dental Screening Notification Letter
 School Dental Health Record
 Instruction Follow-up Activity

Dental Health Education Planned Course:
 Kindergarten -Twelfth Grade

References

FOREWORD

This guide has been developed to provide an overview of the East Stroudsburg Area School District's Dental Hygiene Services Program. The program plan is approved annually by the Pennsylvania Department of Health. It is designed to meet Pennsylvania's educational standards and the goals and needs of the local community.

The primary goal of the Dental Hygiene Service Program is to coordinate professional efforts of home, school, and community to improve total health by reaching each student and influencing parents, teachers and administrators to increase awareness of and access to quality oral health care.

The school setting of the East Stroudsburg Area School District provides an ideal opportunity to reach children and influence families by introducing the concept that oral health is an important aspect of one's overall health. One of the best ways to introduce this concept is to provide early access and practice of the information in the primary grades. Dental Health education is then integrated throughout all levels of the district's curriculum, with the education opportunities provided in small groups or on an individualized basis.

The East Stroudsburg Area School District's Dental Hygiene Services Program expresses its appreciation and sincere thanks to all the staff, who throughout the school year, support and enhance the program. In the course of these professional efforts, we strive to assist students in making conscious, informed efforts that will influence a healthy lifestyle.

Sincerely,

Karen Buis, RDH, Med, PHDHP, CSDH
E. S. A. S. D. Certified School Dental Hygienist

East Stroudsburg Area School District
East Stroudsburg, PA 18301

Mission Statement

East Stroudsburg Area School District, a diverse and rapidly growing community, nurtures within all students a commitment to excellence and life-long learning which prepares them to become creative, productive, and responsible citizens in a continually changing and challenging world.

Belief Statements

The School district is based on the beliefs that:

1. All students can learn.
2. Effective communication is essential to the learning process.
3. All eligible students have the right to receive an education in a safe and caring environment.
4. Diversity is essential for the success of our educational program and our community.
5. Motivation is essential for learning.
6. Clear and consistent discipline for all creates a positive school community.
7. It is critical that all members of the educational community should be treated with mutual respect.
8. School, family, and community partnership is vital to student self-confidence, performance and success.
9. A fundamental understanding of technology is imperative.
10. Continuous evaluation and revision of our educational system is our commitment to our beliefs.
11. Financial support of education is a meaningful investment in the entire community.
12. The ability to adapt to educational requirements and district obligations is essential to our changing world.
13. Mission Statement
14. Belief Statements
15. Strategic Plan

Strategic Plan

The process of strategic planning for school districts in Pennsylvania is required by the Department of Education. Our Board of Education approves the plan and ensures active participation by board members, administrators, teachers, other school district personnel, students, parents, business representatives and community members.

The Strategic Plan serves as a roadmap to ensure alignment of district expenditures with the instructional goals that are embraced by our school district and mandated by the Pennsylvania Department of Education and No Child Left Behind. It is blended with other required plans focusing on Special Education, Technology, Professional Development, Teacher Induction, and Student Services.

Health Services: Dental Hygiene Services

As part of the educational team, the East Stroudsburg Area School District dental hygienists coordinate the resources of the family, school, and community to help the student achieve optimum health and academic success. For the past several years, the district has sponsored a mobile dentist program at each of its 10 schools as well as non-public schools in our area. The district dental hygienist screens, evaluates and refers students in K, 3, 5, and 7, and all new students in the district. In grades Kindergarten through Fifth, the dental hygienist conducts classroom lessons on dental hygiene and serves as a educational adjunct to health classes in grades Sixth through Twelfth. Our school dental hygiene services program provides a systematic approach that includes supports to enable our students to attend school and learn.

PENNSYLVANIA SCHOOL CODE

§ 23.3. Dental examinations.

(a) Dental examinations shall be required on original entry into school and in grades three and seven. In instances where there are kindergartens in some schools of a district and not in others, the board or joint board may decide whether medical and dental examinations shall begin in the first grade or in the kindergarten.

(b) Children transferred from other school systems shall be examined as soon as possible after the transfer, regardless of their age or grade if an adequate dental record is not made available by the original school.

(c) Dental examinations shall be conducted with sufficient care and detail to command dental respect and to provide an educational experience for the child and his parents. Examinations shall be scheduled so that an average of no more than eight children are examined in an hour.

(d) The school dental examination may be conducted by the family dentist and reported to the school on forms supplied by the school. Administrators are urged to have as many children examined privately as possible to provide for continuity in the dental care of the child. Payment for these examinations shall be the responsibility of the parent; however, children examined privately shall be counted as part of the enrollment for reimbursement purposes as provided in § 23.24 (relating to maximum reimbursement for dental services).

Cross References

This section cited in 28 Pa. Code § 23.21 (relating to general).

§ 23.35. Dental Hygienists.

(a) Qualifications. A dental hygienist shall be licensed by the State Dental Council and Examining Board and be certified as a school dental hygienist by the Department of Education.

(b) Employment. Dental hygienists shall be employed by a school district or joint school board.

(c) Duties. The duties of a dental hygienist shall be those exclusively performed in connection with school dental health activities and to include those preventive services as recommended by the Department of Health.

Cross References

This section cited in 28 Pa. Code § 33.205b (relating to practice as a public health dental hygiene practitioner PHDHP).

EXCERPTS FROM PA CODE RELATED TO SCHOOL DENTAL HEALTH
PA Code, Title 28 HEALTH AND SAFETY
CHAPTER 23 SCHOOL HEALTH

§ 23.1. Required health services.

School districts and joint school boards shall provide the following health services for children of school age who are attending or who should attend an elementary, grade or high school, either public or private, and children who are attending a kindergarten which is an integral part of a local school district:

- (1) Medical examinations.
- (2) Dental examinations.
- (3) Vision screening tests.
- (4) Hearing screening tests.
- (5) Threshold screening tests.
- (6) Height and weight measurements.
- (7) Maintenance of medical and dental records.
- (8) Tuberculosis tests.
- (9) Special examinations.

§ 23.3. Dental examinations.

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§ 23.8. Maintenance of medical and dental records.

(a) School districts and joint school boards shall maintain comprehensive medical and dental records of each individual child.

(b) The records shall contain all the information the school obtains concerning the health of the child.

§ 23.11. Special examinations.

Children who appear to the school teacher, nurse, physician, dentist or dental hygienist to deviate from their normal growth and development pattern shall be reported to the parents or guardians who shall be requested to have the children examined by their family physician or family dentist. The results of these examinations shall be reported to the school. If the children are not examined within a reasonable length of time and their growth and development pattern continues to deviate from normal, the nurse, school physician, school dentist or dental hygienist shall arrange special school examinations for these children.

Authority

The provisions of this § 23.11 issued under sections 2102(g) and 2111(b) of The Administrative Code of 1929 (71 P. S. § § 532(g) and 541(b)); section 1402(a) and (f) of the Public School Code of 1949 (24 P. S. § 14-1402(a) and (f)); and section 6 of the Disease Prevention and Control Law of 1955 (35 P. S. § 521.16).

Source

The provisions of this § 23.11 adopted June 11, 1982, effective September 1, 1982, 12 Pa.B. 1819.

§ 23.33. School dentists.

(a) *Qualifications.* A school dentist shall be a doctor of dental surgery or dental medicine legally qualified to practice dentistry in this Commonwealth.

(b) *Employment.* School districts alone or with other districts or joint school boards shall employ school dentists and shall compensate them on a basis agreed upon by the school dentist and the employing district or joint school board. Compensation may not be less than \$6 per hour.

Appointments shall be approved by the Department of Health. School districts shall submit to the regional dental officer the names of school dentists for approval by the Department of Health.

(c) *Duties.* School dentists shall perform the required dental examinations. They shall also examine children referred to them by the administrator, teacher, dental hygienist, nurse or physician because of suspected dental disease. They shall also perform other duties as may be required by the board which are not inconsistent with the rules and regulations of the Department of Health.

§ 23.35. Dental hygienists.

(a) *Qualifications.* A dental hygienist shall be licensed by the State Dental Council and Examining Board and be certified as a school dental hygienist by the Department of Education.

(b) *Employment.* Dental hygienists shall be employed by a school district or joint school board.

(c) *Duties.* The duties of a dental hygienist shall be those exclusively performed in connection with school dental health activities and to include those preventive services as recommended by the Department of Health.

Cross References

This section cited in 49 Pa. Code § 33.205b (relating to practice as a public health dental hygiene practitioner).

§ 23.45. Objections to examination on religious grounds.

(a) School children or school employes may be excused from regular or special medical or dental examinations on presentation of written evidence to the school administrator that the examinations are contrary to the religious beliefs of the parent or guardian of the child or of the employe.

(b) Exemption from medical or dental examinations will not be granted if the Department of Health finds that facts exist under which the exemption constitutes a present substantial menace to the health of other persons exposed to contact with the unexamined person.

CSPG No. 65

June, 1995

SCHOOL HEALTH SERVICES CERTIFICATION AND ASSIGNMENT SCOPE (K-12)

1. Dental Hygienist

- a. When a school district employs an individual in the job title of "dental hygienist," this person must be a certified dental hygienist whether employed as a temporary professional or professional employee or as a substitute.
- b. Such person also may serve as learning resource specialist in the instruction of pupils in health classes when such supplemental instruction deals exclusively with the care and preservation of the teeth, dental appliances, and dental hygiene.
- c. A Dental Hygienist may not serve as a teacher of dental procedures (vocational preparation of dental aides or assistants or dental laboratory technicians). This requires a Vocational Instructional Certificate endorsed for Dental Assistant, Dental Laboratory Technician, etc. depending upon the vocational curriculum taught.

2. Public School Nurse

- a. When a school district employs an individual in the job title "school nurse," this person must be a certified school nurse whether employed as a professional, temporary professional or a substitute employee.
- b. Such person also may serve as learning resource specialist in the instruction of pupils in health classes when such instruction supplements that of a regularly assigned certified health teacher.
- c. A School Nurse may not serve as a teacher of nursing. This requires a Vocational Instructional Certificate endorsed for Nurse's Aide, Health Assistant, etc. depending upon the vocational curriculum taught.
- d. School Districts may elect to utilize paraprofessional health room aides to assist the certified school nurse in providing health services. See CSPG # 107.

3. Neither a Dental Hygienist nor a Public School Nurse is qualified to serve as a School Visitor unless such person holds that particular certificate for the assignment.

NOTE: PUBLIC SCHOOL CODE 1402 (a.1) MANDATES THAT EACH CERTIFIED SCHOOL NURSE SERVE NO MORE THAN 1500 PUPILS. THE PENNSYLVANIA DEPARTMENT OF EDUCATION, BUREAU OF TEACHER OF PREPARATION AND CERTIFICATION RECOGNIZES THAT THE SCOPE OF THE SCHOOL HEALTH SERVICES PROGRAM IS WITHIN THE AUTHORITY AND RESPONSIBILITY OF THE SECRETARY OF HEALTH

THIS REVISION SUPERSEDES ALL EARLIER CSPG'S CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT. PREVIOUS CSPG PRINTING DATES ON THIS SUBJECT: 10/76, 1/87.

PDE: DENTAL HYGIENIST

(ii) Educational specialist.

- (A) The educational specialist understands the central concepts, structures and delivery styles of the professional area in which the educational specialist practices and can foster learning experiences for all students.
- (B) The educational specialist understands how all children learn and develop, and can contribute to the provision of learning opportunities that support their intellectual, social, career and personal development.
- (C) The educational specialist understands how students differ in their ability and approaches to learning and creates opportunities that are adapted to diverse learners.
- (D) The educational specialist understands and uses a variety of professional strategies to encourage students' development of critical thinking, problem solving and performance skills.
- (E) The educational specialist uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
- (F) The educational specialist uses knowledge of effective verbal, nonverbal, and media communication techniques supported by appropriate technology to foster active inquiry, collaboration, and supportive interaction in and out of the classroom.
- (G) The educational specialist plans professional services based upon knowledge of professional field, students, the community and curriculum goals.
- (H) The educational specialist understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.
- (I) The educational specialist thinks systematically about practice, learns from experience, seeks the advice of others, draws upon educational research and scholarship and actively seeks out opportunities to grow professionally.
- (J) The educational specialist contributes to school effectiveness by collaborating with other educators and parents, by using community resources, and by working as an advocate for change to improve opportunities for student learning.

Act 51: Public Health Dental Hygiene Practitioner/Certified School Dental Hygienist:

In accordance with Article XIV of the Public Health School Code of 1949 (24P.S. §§ 14-401 and 14-403) and the State Board of Education, a school dental hygienist is to be certified as an educational specialist in addition to being under the supervision of the Department of Health in 28 PA Code § 23.35 and Licensed by the Board of Dentistry. If the dental hygienist wants to work in the schools without the supervision of a dentist, the dental hygienist must also be certified as a public health dental hygiene practitioner. Otherwise the dental hygienist must be under the general supervision of a dentist as set forth in §33.205 (d) (2).

A. Qualifications of PHDHP & Certified School Dental Hygienists are:

1. Hold a current license in good standing to practice as a dental hygienist in this Commonwealth.
2. Provide to the Board a certification statement signed by a licensed dentist verifying that the dental hygienist has completed 3,600 hours of practice as a licensed dental hygienist under the supervision of the licensed dentist.
3. Provide to the Board documentation demonstrating that the dental hygienist has obtained professional liability insurance or is a named insured covered by a group policy in the minimum amount of \$100,000 per occurrence and \$3,000,000 per annual aggregate. This documentation may include a certificate of insurance issued by the insurer or a copy of the declarations page of the professional liability insurance policy.
4. Renewal of the PHDHP is a biannual fee of \$20 and will expire the same time as the certificate holder's dental hygiene license but may be renewed biennially at the same time the dental hygiene license is renewed with the submission of (1) a renewal application on a form provided by the Board. (2) The permit renewal fee set forth in § 33.3 (\$20).

B. Practice as a PHDHP & 33.205b:


1. *Scope of professional practice:* A PHDHP may perform practices of a dental hygienist § 33.205(a) (2-6) without authorization, assignment or examination by a dentist.
 - (a). Including placement of subgingival agents.
 - (b). Periodontal probing scaling, root planning, polishing or another procedure required to remove calculus deposits, accretions, excess or flash restorative materials and stains from the exposed surfaces of the teeth and beneath the gingival.
 - (c). Evaluation of the patient to collect data to identify dental hygiene care needs.
 - (d). Application of fluorides and other recognized topical agents for the prevention of oral disease.
 - (e). Conditioning of the teeth for and application of sealants.
 - (f). Taking of impressions of the teeth for athletic appliances.
 - (g). Administration of local anesthesia by regional injection in accordance with § 33.115 (relating to Local anesthesia permit).
2. *Requirement of referral.* A PHDHP shall refer each patient to a licensed dentist on an annual basis. Documentation of the referral must be maintained in the patient's dental record. The failure of the patient to see a dentist as referred will not prevent the PHDHP from continuing to provide dental hygiene services to the patient within the scope of professional practice set forth.

3. *Practice setting.* A PHDHP may provide services in public and private educational institutions that provide elementary and secondary instruction to school aged children under the jurisdiction of the State Board of Education, and in accordance with all applicable provisions of the Public School Code of 1949 (24P.S. && 1-101---27-2702.), the regulation relating to the certification of professional personnel in 22 PA Code Chapter 49 (relating to certification of professional personnel), and the regulations of the Department of Health in 28 PA Codes & 23.35 (relating to dental hygienists).
4. *Recordkeeping.* A PHDHP shall maintain a dental record which accurately, legibly, and completely reflects the dental hygiene services provided to the patient. The dental record must be retained for at least 5 years from the date of the last treatment entry. The dental record must include, at a minimum, the following:
 - a. The name and address of the patient and, if the patient is a minor, the name of the patient's parent or legal guardian.
 - b. The date dental hygiene services were provided.
 - c. A description of the treatment or services rendered at each visit.
 - d. The date and type of radiographs taken, if any, and documentation demonstrating the necessity or justification for taking radiographs, as well as the radiographs themselves.
 - e. Documentation of the annual referral to a dentist.

C. Continuing Education Requirements of a PHDHP are:

1. Required to take 5 credit hour in public health, no more than 3 credit hours communications and a total of 20 hours every two years for license renewal.
2. A school dental hygienist who is certified as a PHDHP and as a Certified educational specialist is required to obtain continuing professional education under the act and under section 1205.2 of the Public Health School Code of 1949 (24P.S &12-1205.02) may submit evidence of the completion of educational courses approved for certification by the school district to meet the 20 hours continuing education requirement.



Session Timeout:
19:57 

School Health Annual Reimbursement Request System (SHARRS)

Hide Menu Welcome: East Stroudsburg Area SD -- Karen Buhs

June 14, 2019

Logout


Dental Hygiene Services Authorization Summary

SHARRS

Navigation

Main Menu

School Year:

--All School Years-- 

DHSP

Authorization

User Accounts

Additional
Contacts

Legacy Data
Reports

Annual
Report

Forms/
Manual

Instruction
Manual

Hard Copy
Report

Tally Forms

School Year	School Entity	Status	Date	Add New Authorization
2019-2020	East Stroudsburg Area SD	Approved	4/17/2019 4:36:13 PM	View
2018-2019	East Stroudsburg Area SD	Approved	4/17/2018 8:43:36 AM	View
2017-2018	East Stroudsburg Area SD	Approved	8/2/2017 6:12:48 PM	View
2016-2017	East Stroudsburg Area SD	Approved	4/28/2017 11:25:02 AM	View
2015-2016	East Stroudsburg Area SD	Approved	8/22/2016 10:09:23 AM	View
2014-2015	East Stroudsburg Area SD	School Editing		View
2013-2014	East Stroudsburg Area SD	School Editing		View

Version: 1.0.0



Session Timeout:
19:35

School Health Annual Reimbursement Request System (SHARRS)

Hide Menu Welcome: East Stroudsburg Area SD -- Karen BuIs

June 14, 2019

Logout

East Stroudsburg Area SD

Annual Authorization for Dental Hygiene Services Program (School Year 2019-2020)

SHARRS
Navigation

* Indicates Required Field

Main Menu

School Dental Hygienist Summary

DHSP
Authorization

First Name	Last Name	Lic Exp	Credentials	PPID #	Comments	
Karen	BuIs		Cert, PHDHP	9302684		View

User Accounts

Additional
Contacts

Legacy Data
Reports

Dental Hygiene Services Program (DHSP) Plan: ESSENTIAL CRITERIA

- Plan lists the names of the public and private/non-public schools that are part of the DHSP Yes No *
- Plan identifies the grades data collected for Exams: Family Dentist(column 01) Yes No *
- Plan identifies the grades identified to receive Exams/Screens:School Dental Provider (column 02), and tracks the number of students referred and the number of referrals completed Yes No *
- Plan identifies the grades identified to receive Prophylaxis/Preventive Treatment, optional(column 03) Yes No *
- Plan identifies the grades identified to receive Dental Health Education/Activities (column 04) Yes No *
- Plan identifies goals, objectives, methods, and outcome evaluations Yes No *
- Written plan is amended when changes are made to the essential criteria listed in 1 through 6. Yes No *

Annual
Report

Forms/
Manual

Instruction
Manual

Hard Copy
Report

Tally Forms

Dental Hygiene Services Program (DHSP) Plan: PUBLIC AND PRIVATE / NON PUBLIC SCHOOLS

Version: 1.0.0

- List the number of public schools identified to receive dental hygiene services through the DHSP plan. 10
- List the number of private/non-public schools identified to receive dental hygiene services through the DHSP plan. 4

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Save Section: DHSP Plan

Dental Hygiene Services Program (DHSP) Plan: GRADE IDENTIFICATION

Place a checkmark in column 01A to identify the grade levels where data will be collected for "Exams by the family Dentist"

Place a Checkmark in Columns 02A, 03A, and 04A, respectively, to identify the grade levels where students have been identified to receive dental hygiene services. Add the comments in the space provided at the bottom of the page.

During the school year, collect data that will be reported in columns 01B, 02B, 03B, and 04B in the annual SHARRS report

00 Grade	01 Exams Family Dentist		02 Exams/Screens School Dental Provider		03 Prophylaxis / Preventative Treatment		04 Dental Health Education/Activities	
	01A	01B Total Students (Count each student once)	02A	02B Total Students (Count each student once)	03A	03B Total Students (Count each student once)	04A	04B Total Students (Count each student once)
K4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7	✓		✓			✓	
8	✓		✓			✓	
9	✓		✓			✓	
10	✓		✓			✓	
11	✓		✓			✓	
12	✓		✓			✓	
Ungraded	✓		✓			✓	
Special Ed	✓		✓			✓	
¹ Other	✓		✓			✓	
Total							
Exam/Screen Grand Total (O1+O2):							

¹ NOTE: The "Other" category is limited to home-schooled and alternative education students when a grade cannot be identified. Students attending part-time CTCs (Vo-Techs) are included in the applicable grades.

(HIDE NOTE)

Save Section: Dental Hygiene Services Provided

- 05 Exams/Screens Performed by the School Dental Provider: Required in all dental programs
- 05A Referred For Further Evaluation/Treatment Yes
- 05B Completed Referrals Reported Yes
- 06 Fluoride Application Program (Optional in DHSP plan): Yes No *
- If yes, check the appropriate fluoride program
- 06A Fluoride MOUTH RINSE Program Yes No *
- 06B Fluoride TABLET Program Yes No *
- 06C Fluoride TOPICAL Program Yes No *
- 07 Sealant Application Program (Optional in DHSP plan): Yes No *
- If yes, identify the provider(s)
- 07A Sealant Application by School Dental Provider (School Dentist, School Dental Hygienist, PHDHP) Yes No *
- 07B Sealant Application coordinated through school entity or DHSP plan but services provided by other than a School Dental Provider Yes No *

Save Section: Follow-up, Fluoride and Sealant

Dental Hygiene Services Program (DHSP) Plan: APPROVAL BY SCHOOL ENTITY

The written DHSP must be approved by the following professionals when created, amended, and at least every 3 years:

- (1) Certified School Dental Hygienists(CSDH) or CSDH/Public Health Dental Hygiene Practitioners(PHDHP)
- (2) School Dentist (The School Dentist has dental responsibility for the school entity.)
- (3) School Administration (Superintendent/CEO, Assistant Superintendent or Pupil Services Director)

Dental Hygiene Services Program (DHSP) Plan: APPROVAL BY SCHOOL ENTITY		MM/DD/YYYY	
1	Date when the Certified School Dental Hygienist(s) or CSDH/PHDHP(s) approved the written DHSP plan	2/28/2019	*
2	Date when the Certified School Dentist approved the written DHSP plan(Required even when the CSDH is a PHDHP)	4/17/2019	*
3	Date when School Administration(Superintendent/CEO,Assistant Superintendent or Pupil Services Director) approved the written DHSP plan	2/25/2019	*
Dental Hygiene Services Program (DHSP) Plan: SIGNATURE OF AUTHORIZING DENTIST			
The Authorizing Dentist assumes supervisory oversight of the certified School Dental Hygienist(s) (CSDH)		MM/DD/YYYY	
4	The Signature of the Authorizing Dentist must be obtained annually for each CSDH. (Note: The signature of an Authorizing Dentist is not required when the CSDH is a PHDHP.)	2/28/2019	*

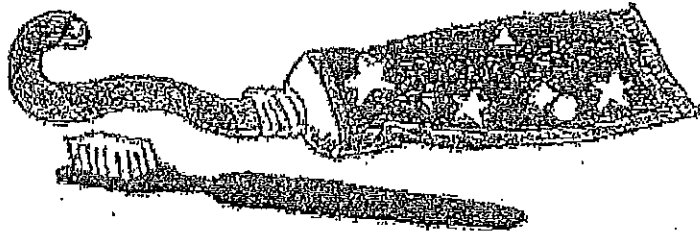
Dental Hygiene Services Program (DHSP) Plan: CERTIFY AND SUBMIT

I hereby certify that this is a true and accurate summary of the Dental Hygiene Services Program plan for the school year of this annual authorization. I certify and accept responsibility for the truthfulness of this

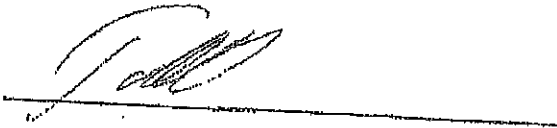
DENTAL HYGIENE SERVICES PROGRAM

East Stroudsburg Area School District

Planned Course: 2018-2023



Todd Kandl, DDS.



Date 2/28/19

DENTAL HYGIENE SERVICES PROGRAM (DHSP)

Only schools that received written approval from the Department of Health for a Dental Hygiene Services Program (DHSP) should enter information in this section of the report.

All other schools should enter dental information on the "Mandated Dental Services Program" page; include the School Dental Hygienists employed by the school on the "Other Health Professionals" page

School Dental Hygienist	
NAME as appears on DH license	
PHONE/EXTN	
EMAIL ADDRESS	
PENNSYLVANIA LICENSE Professional License Number: https://www.pals.pa.gov	License Number: _____ Expiration date: _____
CERTIFICATION Professional Personnel ID number (PPID#): https://www.perms.ed.state.pa.us/Screens/wfPublicAccess.aspx	<input type="checkbox"/> Not certificated <input type="checkbox"/> PDE Certified School Dental Hygienist *PPID #: _____ <input type="checkbox"/> PDE Emergency Certification (requires annual renewal)
Additional Pennsylvania Licensure	<input type="checkbox"/> PHDHP (Public Health Dental Hygiene Practitioner) <input type="checkbox"/> Other: _____ License Number: _____ Expiration date: _____
DAYS per School Year Worked	Days per School Year Worked _____

School Dental Hygienist	
NAME as appears on DH license	
PHONE/EXTN	
EMAIL ADDRESS	
PENNSYLVANIA LICENSE Professional License Number: https://www.pals.pa.gov	License Number: _____ Expiration date: _____
CERTIFICATION Professional Personnel ID number (PPID#): https://www.perms.ed.state.pa.us/Screens/wfPublicAccess.aspx	<input type="checkbox"/> Not certificated <input type="checkbox"/> PDE Certified School Dental Hygienist *PPID #: _____ <input type="checkbox"/> PDE Emergency Certification (requires annual renewal)
Additional Pennsylvania Licensure	<input type="checkbox"/> PHDHP (Public Health Dental Hygiene Practitioner) <input type="checkbox"/> Other: _____ License Number: _____ Expiration date: _____
DAYS per School Year Worked	Days per School Year Worked _____

DENTAL HYGIENE SERVICES PROGRAM (continued)

Dental Hygiene Services Program (DHSP) Plan	
1	Was the DHSP plan updated/amended since the authorization for this school year was submitted/approved by the Department of Health? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	List the number of public schools that received dental hygiene services through the DHSP plan.
3	List the number of private/non-public schools that received dental hygiene services through the DHSP plan.

Dental Hygiene Services PROVIDED (Public and Private / Non-Public Students Combined)
 (1) Enter the number of students in each grade who actually received Dental Hygiene Services in Columns 01B, 02B, 03B, and 04B.
 (Count the student once in each respective column, as applicable.)

GRADE	01 Exams Family Dentist		02 Exams / Screens School Dental Provider		03 Prophylaxis / Preventative Treatment		04 Dental Health Education/Activities	
	01 A Check grade(s)	01 B Total Students (Count each student once)	02 A Check grade(s)	02 B Total Students (Count each student once)	03 A Check grade(s)	03 B Total Students (Count each student once)	04 A Check grade(s)	04 B Total Students (Count each student once)
	K4							
K								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
Ungraded Spec Ed		Not Applicable per POE						
*Other								
TOTAL								

*NOTE: The "Other" category is limited to home-schooled and alternative education students when a grade cannot be identified. Students attending part-time CTCs (Vo-Techs) are included in the applicable grades.

05	Follow-up Exams / Screens by School Dental Provider (ALL grades) Enter the number of students who were referred for further dental evaluation/ treatment and number of completed referrals.	TOTAL Students (Count each student once)
05 A	Referred for Further Evaluation/Treatment	
05 B	Completed Referrals Reported	
06	Fluoride Application Program: Enter the number of students who actually received fluoride by rinse, tablet, fluoride application in the respective program(s)	TOTAL Students (Count each student once)
06 A	Fluoride MOUTH RINSE Program	
06 B	Fluoride TABLET Program	
06 C	Fluoride TOPICAL Program	
07	Sealant Application Program: Enter the number of students who actually received sealants by the respective dental provider.	TOTAL Students (Count each student once)
07 A	Sealant Application by School Dental Provider (School Dentist, Certified School Dental Hygienist, CSDH /PHDHP)	
07 B	Sealant Application coordinated through school entity or DHSP plan but services provided by other than the School Dental Provider	



RUBRIC ASSESSMENT: CERTIFIED SCHOOL DENTAL HYGIENIST (CSDH)

Date Self-Assessment Evaluator Assessment

Domain 1: Planning and Preparation
"To improve the public's total health by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research." (ADHA, 2012)

Component	Failing	Needs Improvement	Proficient	Distinguished
1a: Demonstrating Knowledge of Oral Hygiene Process and Health	<ul style="list-style-type: none"> Demonstrates little understanding of oral hygiene process and health. 	<ul style="list-style-type: none"> Demonstrates basic understanding of oral hygiene process and health. 	<ul style="list-style-type: none"> Demonstrates a proficient understanding of oral hygiene process and health. Consistently collects, prioritizes, documents, and evaluates individual and collective student health data. Bases decisions on clinical judgment and current research information to meet the needs of the district. Identifies important concepts of the discipline and their relationships to one another. Consistently provides clear explanations of the content, answers questions accurately, and provides feedback that furthers student learning. Seeks out content-related professional development. 	<ul style="list-style-type: none"> Demonstrates extensive understanding of oral hygiene process and health.
Evidence/Examples	<ul style="list-style-type: none"> Is unable to answer questions related to nutrition, healthcare, and follow-up dental care. Does not know that man-made sugar results in decay. 	<ul style="list-style-type: none"> Is able to answer some questions related to nutrition, healthcare, and follow-up dental care. Does not know that frequency of sugar ingestion affects decay rate. 	<ul style="list-style-type: none"> Is able to demonstrate knowledge related to the relationship between good nutrition and home dental care. Understands crunchy fruits and vegetables act as detergent foods to help clean the teeth when brushing and flossing is unattainable. 	<ul style="list-style-type: none"> Understands that optimal dental health results in optimal systemic health. Understands good dental care reduces dental diseases, heart disease, and type II diabetes associated with obesity.

Component	Failing	Needs Improvement	Proficient	Distinguished
1b: Demonstrating Knowledge of Individual Health Needs and Normal Growth and Development	<ul style="list-style-type: none"> Demonstrates little/no understanding of individual health needs, including backgrounds, cultures, skills, language proficiency, interests, and special needs. 	<ul style="list-style-type: none"> Demonstrates partial understanding of individual health needs, including backgrounds, cultures, skills, language proficiency, interests, and special needs. 	<ul style="list-style-type: none"> Demonstrates accurate understanding of individual health needs, including backgrounds, cultures, skills, language proficiency, interests, and special needs. Is knowledgeable about normal growth and development. Is cognizant of individual dental health needs with regard to backgrounds, cultures, skills, language proficiency, interests, and special needs. 	<ul style="list-style-type: none"> Demonstrates accurate understanding of individual health needs and actively seeks additional information, including backgrounds, cultures, skills, language proficiency, interests, and special needs from a variety of sources.
Evidence/Examples	<ul style="list-style-type: none"> Wears a mask and is unaware that a student who is receiving a dental screening has a hearing impairment. Makes no attempt to communicate with a student. 	<ul style="list-style-type: none"> Is aware the student does not speak English but does not make an attempt to communicate with the student. Does not have a mirror or model to show the student what they are concerned about. 	<ul style="list-style-type: none"> Sends home referral forms in the child's native language. Sends a note with a dentist's phone number and a number to contact the school to talk to someone who speaks their language to answer further questions. 	<ul style="list-style-type: none"> Incorporates the assistance of an interpreter for a student who speaks Spanish. Uses a computer language application to talk with the student.
1c: Identifying Appropriate Service Delivery Outcomes	<ul style="list-style-type: none"> Does not identify appropriate outcomes. 	<ul style="list-style-type: none"> Identifies rudimentary and partially appropriate outcomes. 	<ul style="list-style-type: none"> Identifies clear and appropriate outcomes. Consistently identifies outcomes that are culturally appropriate and realistic in relation to the student's present and potential needs. Is responsible for the management and oversight of student dental health needs. 	<ul style="list-style-type: none"> Identifies highly appropriate and measurable outcomes following consultations with students, parents, and colleagues.
Evidence/Examples	<ul style="list-style-type: none"> Does not identify a student with poor oral hygiene. Allows a student to eat candy during lesson without making suggestions for healthy alternatives. 	<ul style="list-style-type: none"> Lectures, but does not instruct the student in oral hygiene. Offers student healthy solutions of rinsing with water if students can't brush after a sugary snack. 	<ul style="list-style-type: none"> Instructs the student in proper oral hygiene by example and participation. Offers solutions to not being able to brush after meals by eating their crunchy fruit or vegetable last at lunchtime. 	<ul style="list-style-type: none"> Instructs the student in proper oral hygiene and collaborates with parents for a better regimen of home care. Gives the student personal brushing time after breakfast or lunchtime with parent notification.

Component	Failing	Needs Improvement	Proficient	Distinguished
<p><i>1d: Demonstrating Knowledge of Appropriate Laws, Regulations, and Resources</i></p>	<ul style="list-style-type: none"> ➤ Demonstrates little/no knowledge of appropriate laws, regulations, and resources. 	<ul style="list-style-type: none"> ➤ Demonstrates basic knowledge of appropriate laws, regulations, and resources. 	<ul style="list-style-type: none"> ➤ Demonstrates knowledge of appropriate laws, regulations, and resources. ➤ Is cognizant of all federal/state laws and regulations applicable to registered dental hygiene practice. ➤ Is cognizant of the state school health mandates as outlined in the Pennsylvania Public School Code. ➤ Is aware of appropriate resources available through district, community, state, and national levels. 	<ul style="list-style-type: none"> ➤ Demonstrates extensive knowledge of appropriate laws, regulations, and resources, and utilizes them appropriately.
<p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Does not have appropriate license, certification, or clearances to practice as a Certified School Dental Hygienist in Pennsylvania. ➤ Allows dental hygienist license to lapse. 	<ul style="list-style-type: none"> ➤ Has a valid license and clearances, but is unfamiliar with child protective laws. ➤ Publishes a photo of a child on public media without parental consent. ➤ Screens a student without parental consent. 	<ul style="list-style-type: none"> ➤ Adapts the Pennsylvania school code to meet the needs of the district. ➤ Adapts screening services in grades that are not preset by the Pennsylvania Department of Health School Health Codes. 	<ul style="list-style-type: none"> ➤ Pursues other resources to help meet the dental needs of the district. ➤ Utilizes and supervises the services of Mobile Dental Units. ➤ Involves the services of Children and Youth if dental neglect is evident.
<p><i>1e: Designing Coherent Instruction</i></p>	<ul style="list-style-type: none"> ➤ Does not plan for age-appropriate activities to attain expected outcomes. 	<ul style="list-style-type: none"> ➤ Partially develops age-appropriate activities to attain expected outcomes. 	<ul style="list-style-type: none"> ➤ Develops age-appropriate activities to attain expected outcomes. ➤ Is responsible for appropriate and realistic outcomes to meet individual student needs. 	<ul style="list-style-type: none"> ➤ Develops extensive age-appropriate activities to attain expected outcomes.
<p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Does not provide any screening or educational activities to students. ➤ Does not show up for a scheduled dental health lesson. 	<ul style="list-style-type: none"> ➤ Provides activities that are age appropriate but does not follow through for expected outcomes. ➤ Provides a dental screening, but does not notify parent of screening results. 	<ul style="list-style-type: none"> ➤ Provides dental activities to reinforce learning outcomes. ➤ Provides example for experiments that reinforce the lesson (e.g., egg/soda experiment to show how sugars and acids attack teeth). ➤ Uses sugar in test tubes to represent the amount of sugar in food. 	<ul style="list-style-type: none"> ➤ Provides age-appropriate examples and experiments to enhance learning outcomes and provides added feedback. ➤ Provides brushing charts for students to track their brushing in school or at home. ➤ Provides a "Find the Healthy Snack Worksheet" to assess learning outcomes from the Nutrition lesson.

Component	Failing	Needs Improvement	Proficient	Distinguished
<i>If-Designing Outcome Evaluation</i>	<ul style="list-style-type: none"> ➤ Designs plans that have no clear criteria of standards and are inappropriate to individual needs. 	<ul style="list-style-type: none"> ➤ Has rudimentary design for outcome achievement that is only partially appropriate to individual needs. 	<ul style="list-style-type: none"> ➤ Designs plans for outcome achievement that are aligned using clear criteria and are appropriate to the needs of the individual. ➤ Systematically evaluates the quality and effectiveness of dental hygiene practice. 	<ul style="list-style-type: none"> ➤ Designs plans for outcome achievement that are fully aligned with clear criteria and evidence-based standards to meet individual needs.
<i>Evidence/Examples</i>	<ul style="list-style-type: none"> ➤ Writes a dental health curriculum that is not approved by the Pennsylvania Department of Health. 	<ul style="list-style-type: none"> ➤ Writes a dental health curriculum that is approved by the Pennsylvania Department of Health and is grade appropriate. 	<ul style="list-style-type: none"> ➤ Writes a curriculum for all ages that is age appropriate and congruent with science and health curricula of the district that is approved by the Pennsylvania Department of Health. 	<ul style="list-style-type: none"> ➤ Writes a curriculum for all grades that is age appropriate and congruent with science and health curricula of the district that is approved by the Pennsylvania Department of Health, and provides assessment feedback for evaluation.

Domain 2: The Environment

Component	Failing	Needs Improvement	Proficient	Distinguished
<p>2a. Creating an Environment of Respect and Rapport</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Has negative or inappropriate interactions with at least some members of the school community. ➤ Conducts him/herself in inappropriate manner with another staff member or student. ➤ Uses inappropriate language in front of a student. 	<ul style="list-style-type: none"> ➤ Has a mix of positive and negative interactions with members of the school community. ➤ Knows some staff members, but has no interaction with them. ➤ Does not include school nurse and principal when an emergency occurs. 	<ul style="list-style-type: none"> ➤ Has positive and respectful interactions with members of the school community. ➤ Establishes a respectful and professional rapport with the school community. ➤ Is able to identify specific school staff members and has a respectful rapport with them. ➤ Provides dental emergency treatment for a student and conveys information to school nurse, principal, and parent. 	<ul style="list-style-type: none"> ➤ Is sought out by members of the school community, reflecting a high degree of comfort and trust in the relationship. ➤ Engages with and involves professional team members in student treatment planning. ➤ Is asked to attend an IEP meeting to render a professional recommendation.
<p>2b. Establishing a Culture for Health and Wellness</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Makes no attempt to establish a culture for health and wellness in the school community. ➤ Makes no attempts to encourage dental health for the school community. ➤ Is never visible for students to identify with him/her. 	<ul style="list-style-type: none"> ➤ Is partially successful in promoting a culture of health and wellness in the school community. 	<ul style="list-style-type: none"> ➤ Promotes a culture of health and wellness in the school community. ➤ Acts as a liaison between the school community and the dental community regarding access to dental care. ➤ Provides age-appropriate sequential dental health lessons. ➤ Models positive dental health behaviors. 	<ul style="list-style-type: none"> ➤ Promotes a culture of health and wellness in the school community that is supported by and sustained through collaboration with members of the school community.
<p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Provides information on good dental health, but is not a good role model. ➤ Walks around the hallway drinking a can of soda. 	<ul style="list-style-type: none"> ➤ Exemplifies healthy dental habits. ➤ Eats a healthy lunch in front of students, eating a fruit or vegetable last. 	<ul style="list-style-type: none"> ➤ Promotes healthy dental environment and invites student participation. ➤ Responsible for student participation in National Children's Dental Health Month. ➤ Models good oral hygiene, personal hygiene, and professional appearance. 	

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Component	Failing	Needs Improvement	Proficient	Distinguished
<p>2c: Following Health and Classroom Protocols and Procedures</p>	<ul style="list-style-type: none"> Does not follow health and classroom protocols and procedures. 	<ul style="list-style-type: none"> Inconsistently follows health and classroom protocols and procedures. 	<ul style="list-style-type: none"> Utilizes effective health and classroom protocols and procedures. Demonstrates infectious disease protocol as dictated by the Centers for Disease Control (CDC). Follows guidelines set by the Pennsylvania Department of Health, Pennsylvania Department of Education, and the Pennsylvania Board of Dentistry. Follows the Dental Hygiene Service Plan that has been submitted and approved by the Pennsylvania Department of Health. Engages students during classroom instruction. 	<ul style="list-style-type: none"> Utilizes effective health and classroom protocols and procedures. Is able to readily adapt to unexpected situations.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Does not follow universal infectious disease protocol. Does not wear gloves while screening a student. 	<ul style="list-style-type: none"> Does not control classroom behaviors. Allows students to freely leave the classroom during a dental health lesson. 	<ul style="list-style-type: none"> Allows for safe student interaction during a Dental Hygiene Curriculum-approved dental health lesson or screening during lesson time. Keeps all hazardous materials put away and out of the reach of students. 	<ul style="list-style-type: none"> Is prepared to provide multiple deliverables (e.g., PowerPoint[®] presentation, internet, DVD, VHS, age-appropriate book) of a dental health lesson to avoid technological difficulties.
<p>2d: Promoting a Safe and Healthy Environment and Managing Student Behavior</p>	<ul style="list-style-type: none"> Does not promote a safe and healthy environment. Does not have an established standard of conduct and conducts little or no monitoring of student behavior. 	<ul style="list-style-type: none"> Makes minimal attempts to promote a safe and healthy environment. Sets inconsistent expectations/standards of conduct and conducts minimal monitoring of student behavior. 	<ul style="list-style-type: none"> Promotes a safe and healthy environment. Consistently and effectively responds to student misbehavior. Establishes a standard of conduct and monitors for student behavior. 	<ul style="list-style-type: none"> Effectively promotes a safe and healthy environment utilizing evidence-based guidelines and strategies. Responds to student misbehavior while being sensitive to individual student needs and respectful of student dignity. Avoids potential accidents and prevents them from happening. Asks classroom teacher for any information about the student population's diversity and special needs, reporting any incidences to principal or supervisor.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Does not provide a safe screening or learning environment for students. Leaves students unattended in the classroom. 	<ul style="list-style-type: none"> Screens students in an inappropriate location. Screens students in unhealthy room conditions, but attempts to control cleanliness. 	<ul style="list-style-type: none"> Acts promptly to an altercation situation. Notifies two students who are acting inappropriately and separates them quickly to diffuse an altercation. 	

Component	Failing	Needs Improvement	Proficient	Distinguished
<p><i>2e: Organizing Physical Space</i></p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Does not ensure the physical environment is safe. ➤ Provides unsafe placement of dental equipment. ➤ Leaves sharp dental instruments out in the open that are unattended. 	<ul style="list-style-type: none"> ➤ Ensures the physical environment is safe, somewhat organized, and accessible to most members of the school community. ➤ Applies to administrators for specific area conditions to conduct work from. ➤ Notifies staff as to where dental screenings / lessons are to be conducted. 	<ul style="list-style-type: none"> ➤ Ensures the physical environment is safe, organized, and accessible to all members of the school community. ➤ Has a clearly identifiable office area. ➤ Contacts staff through notes or emails of her location. 	<ul style="list-style-type: none"> ➤ Ensures the physical environment is safe, efficiently organized, and readily available to all members of the school community. ➤ Sets up an identifiable supply station. ➤ Leaves dental supplies available to staff and students for dental situations that are needed when the CSDH is in another building.

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Domain 3: Service Delivery

Component	Failing	Needs Improvement	Proficient	Distinguished
<p>3a: Communicating Clearly and Accurately</p>	<ul style="list-style-type: none"> Is unclear or confusing when describing expectations for goal achievement, directions, or content. Uses language that contains errors or is inappropriate to culture or level of development. 	<ul style="list-style-type: none"> Clarifies expectations for goal achievement, directions, procedures, or content after initial confusion. Uses language that is correct but may not be completely appropriate to culture or level of development. 	<ul style="list-style-type: none"> Provides clear expectations for goal achievement, directions, and procedures, explanations of content. Communicates in a manner that is appropriate to culture and level of development. Utilizes age-appropriate language for all members of the school community. Effectively states student learning, and models the process to be followed in assigned task. 	<ul style="list-style-type: none"> Provides clear expectations for goal achievement, directions, procedures, explanations of content. Uses clear and expressive oral and written communication that is appropriate to culture and level of development and anticipates possible misconceptions.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Makes no attempt to use grade-level appropriate language during a dental health lesson. Does not talk about dental health during a lesson. 	<ul style="list-style-type: none"> Uses some grade-level appropriate language. Addresses classroom rules and expectations, but does not address infractions of the rules and expectations when they occur. 	<ul style="list-style-type: none"> Uses grade-appropriate language. Addresses classroom rules and expectations and holds students accountable for them most of the time. Models proper tooth brushing method with students. 	<ul style="list-style-type: none"> Consistently uses grade-appropriate language and remediates students to understanding dental terminology. Consistently holds students accountable to classroom rules and expectations that were outlined at the beginning of the lesson time. Provides question and answer time for students. Provides comprehensive, relevant assessment.
<p>3b: Providing Appropriate Assessment</p>	<ul style="list-style-type: none"> Does not provide appropriate assessment. 	<ul style="list-style-type: none"> Provides only partially appropriate assessment. 	<ul style="list-style-type: none"> Provides appropriate assessment. Follows the Pennsylvania Department of Health's state report requirements for dental data collection. Provides effective open-ended questions and fosters student engagement. 	<ul style="list-style-type: none"> Charts dental screening/education according to the Pennsylvania Department of Health's recommendations. Sends written documentation of referral need to student's family. Works with nursing staff, social workers, parents and the dental community to see that the student's dental needs are met during dental emergencies. Allows for open-ended question and answer session in dental health lesson.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Does not follow the Pennsylvania Department of Health's recommendation for data collection during dental screenings. Does not inform parent when dental referral is necessary. Does not provide classroom education component of the dental hygiene services program. 	<ul style="list-style-type: none"> Only charts a "pass" or "fail" rather than charting what dental conditions require referral to a dentist during a dental screening. Does not inform parent of student's dental need. Provides dental education, but does not provide a measurable assessment component. 	<ul style="list-style-type: none"> Charts according to the Pennsylvania Department of Health's recommendations for dental screenings. Sends written documentation of need of referral to student's family. Records dental health education on dental health record. Provides multiple forms of assessment during dental health lessons. 	<ul style="list-style-type: none"> Charts dental screening/education according to the Pennsylvania Department of Health's recommendations. Sends written documentation of referral need to student's family. Works with nursing staff, social workers, parents and the dental community to see that the student's dental needs are met during dental emergencies. Allows for open-ended question and answer session in dental health lesson.

Dental Hygienist – June 01, 2014 “Adapted from Charlotte Danielson’s 2011 Framework for Teaching.”

Component	Failing	Needs Improvement	Proficient	Distinguished
<p>3c: Engaging the School Community in Health Education and Wellness Promotion</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Fails to promote health education and wellness. ➤ Makes no attempt to arrange time to teach dental health education. ➤ Does not contact a school to schedule dental lessons or screenings. 	<ul style="list-style-type: none"> ➤ Displays partially effective measures in promoting health education and wellness. ➤ Make an attempt to arrange time to teach dental health lessons to two grade levels; however, learning activities and handouts/worksheets are given out and are not appropriate to student grade level. ➤ Teaches wrong grade-level dental lesson to a class. ➤ Provides no take-home information during dental health lesson. 	<ul style="list-style-type: none"> ➤ Promotes health education and wellness, resulting in knowledge acquisition and application. ➤ Provides materials and resources to support the learning goals. ➤ Arranges time to teach dental health lessons to a variety of grade levels. Learning activities and handouts/worksheets are somewhat appropriate to student grade level. ➤ Provides lecture and take-home information during a dental health lesson. ➤ Participates in dental health month activities for students. 	<ul style="list-style-type: none"> ➤ Promotes health education and wellness, resulting in knowledge acquisition, application, and member participation. ➤ Arranges time to teach dental health lessons to a variety of grade levels. Learning activities and handouts/worksheets are appropriate to student grade level. ➤ Allows time for assessment during dental health lesson. ➤ Sets up time for students to actively partake in daily tooth brushing. ➤ Encourages student participation in dental health month activities.
<p>3d: Utilizing Assessment Data and Resources to Deliver Appropriate Care</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Does not utilize assessment data and resources to deliver appropriate care. ➤ Does not use information gathered from dental screenings to make referrals of dental need to parents. ➤ Does not write a dental health curriculum for the district needs. ➤ Does not identify "at-risk" students. 	<ul style="list-style-type: none"> ➤ Occasionally utilizes assessment data and resources to deliver appropriate care. ➤ Only uses information gathered from dental screenings as data collection. ➤ Writes a dental health curriculum, but does not address the needs of the district. ➤ Identifies "at-risk" students with dental needs. 	<ul style="list-style-type: none"> ➤ Regularly utilizes assessment data and resources to deliver appropriate care. ➤ Collects, analyzes, and synthesizes comprehensive data pertinent to student's/staff member's dental health. ➤ Uses information gathered from dental screenings to make referral of dental need to parents. ➤ Helps to identify community resources for families without "dental homes." ➤ Makes suggestions for dental insurance programs to cover student needs. 	<ul style="list-style-type: none"> ➤ Consistently utilizes assessment data and resources to deliver appropriate care using standardized language. ➤ Uses information gathered from dental screenings to make referral of dental need to parents. ➤ Alters curriculum to meet changing needs of the district's population. ➤ Provides alternate dental services, such as cleanings, fluoride treatments, sealants, and x-rays to meet needs of the district.

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Component	Failing	Needs Improvement	Proficient	Distinguished
<i>See: Demonstrating Flexibility and Responsiveness</i>	<ul style="list-style-type: none"> ➤ Adheres to the plan or program in spite of evidence of its inadequacy. 	<ul style="list-style-type: none"> ➤ Makes modest changes in the plan or program when confronted with evidence of the need for change. 	<ul style="list-style-type: none"> ➤ Makes revisions in the plan or program as needed. ➤ Makes adjustments to the lesson according to the needs of the group. 	<ul style="list-style-type: none"> ➤ Continually seeks ways to improve the plan or program and makes changes as needed in response to input.
<i>Evidence/Examples</i>	<ul style="list-style-type: none"> ➤ Fails to review the district's dental hygiene services program and adheres to it in spite of evidence of its inadequacies. ➤ Does not submit dental health curriculum to the Pennsylvania Department of Health for approval. ➤ Does not know of special needs students in the classroom. 	<ul style="list-style-type: none"> ➤ Updates dental health program curriculum in a five-year time frame. ➤ Submits dental health program curriculum to Pennsylvania Department of Health, but makes no updates to meet needs of the district. ➤ Teaches same lesson for ten years with no updated product information. ➤ Knows of special needs students, but does not address them in the lesson. 	<ul style="list-style-type: none"> ➤ Annually reviews the district's dental hygiene services program to assure that the students' dental needs are being met. ➤ Notifies the Pennsylvania Department of Health of changes to the program plan. ➤ Adapts dental health lessons to meet special needs situations with visual, audio, and kinesthetic restrictions addressed. ➤ Seeks knowledge of new products and services through continuing education. 	<ul style="list-style-type: none"> ➤ Recognizes plan deficits and constructs a plan for improvement and change. ➤ Carries out initiatives for change after notifying the Pennsylvania Department of Health of revision to the program plan. ➤ Meets student needs with appropriate use of technology. ➤ Recommends current dental products to meet student needs.

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Domain 4: Professional Development/Professional Responsibilities

Component	Failing	Needs Improvement	Proficient	Distinguished
<i>Acc. Reflecting on Professional Practice and Certified School Dental Hygienist Process</i>	<ul style="list-style-type: none"> Does not reflect on practice or the reflections are inaccurate or self-serving. 	<ul style="list-style-type: none"> Reflects on practice with moderate accuracy and objectivity without citing specific examples. Makes only global suggestions as to how practice might be improved. 	<ul style="list-style-type: none"> Reflects on practice providing an accurate and objective description of practice and citing specific positive and negative characteristics. Makes specific suggestions as to how practice may be improved. 	<ul style="list-style-type: none"> Reflects on practice, providing highly accurate and perceptive description and citing specific examples. Draws on evidence-based knowledge to suggest alternative strategies.
<i>Evidence/Examples</i>	<ul style="list-style-type: none"> Does not keep current with standards of care as related to school-based dental hygiene services programs. Does not meet biannual requirement for professional license renewal and allows license to lapse. 	<ul style="list-style-type: none"> Meets biannual requirement for professional license renewal, but makes no additional attempt to keep current with standards of care as related to school-based dental hygiene services programs. Meets professional license requirements, but does not keep current with Pennsylvania Education Association's ACT 48 hours. 	<ul style="list-style-type: none"> Meets biannual requirement for professional license renewal and shows evidence of attending continuing education/ professional networking sessions that address the particular needs of dental hygienists working in the public school environment. Offers input for conducting continuing education class instruction. 	<ul style="list-style-type: none"> Continually meets biannual requirements for professional license renewal and goes above the 20 hours of continuing education needed to meet this requirement. Endeavors to learn more about his/her chosen field of work in the school environment. Cites all evidenced-based information.
<i>Ab. Maintaining Accurate Records</i>	<ul style="list-style-type: none"> Has missing, late, or inaccurate reports, records, or documentation. 	<ul style="list-style-type: none"> Completes generally accurate reports, records, and documentation, though not always timely. 	<ul style="list-style-type: none"> Completes accurate and timely reports, records, and documentation. 	<ul style="list-style-type: none"> Approaches record keeping in a highly systematic and efficient manner, and serves as a model for colleagues.
<i>Evidence/Examples</i>	<ul style="list-style-type: none"> Has difficulty accessing student data via his/her record keeping to questions by school community. Loses school screening data. 	<ul style="list-style-type: none"> Can easily access student data via his/her record keeping to questions by school community. Can convey a screening result to a parent who lost the referral form. 	<ul style="list-style-type: none"> Can easily access student data via his/her record keeping to respond to questions by school community. Provides administration with data for the state report. 	<ul style="list-style-type: none"> Can efficiently and quickly provide dental health information to school community. Provides administration with accurate state report data prior to time deadline.

Component	Failing	Needs Improvement	Proficient	Distinguished
<p>Ac: Communicating with Members of the School Community</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Provides little or no information to members of the school community. ➤ Cannot provide an accurate answer to a question. ➤ States that the dental services program was completed for the year; however, when assessed, evidence reports uncompleted components. 	<ul style="list-style-type: none"> ➤ Provides limited, though accurate, information to members of the school community. ➤ Does not attempt to disseminate dental information to the school community, but when asked, does provide accurate, timely information. ➤ Provides the dental schedule for the district, but does not adjust it for unforeseen scheduling conflicts. 	<ul style="list-style-type: none"> ➤ Provides thorough and accurate information to members of the school community. ➤ Provides venues of disseminating dental health information to the school community via various forms of media (e.g., public service announcements, newsletter articles, web page). ➤ Provides information when dental services will be conducted through a mass telephone message system. 	<ul style="list-style-type: none"> ➤ Proactively provides thorough, accurate, and timely information to members of the school community. ➤ Provides information to the school community regarding facilities/programs that offer free or reduced-fee dental services (e.g., Sealant Saturday Programs, Have a Heart Free Care Days). ➤ Provides referrals to parents about programs in which to enroll students, and provides follow-up conversations.
<p>At: Participating in a Professional Community</p> <p><i>Evidence/Examples</i></p>	<ul style="list-style-type: none"> ➤ Avoids involvement in professional community. ➤ Does not participate in the academic or professional dental hygiene community. ➤ Does not respond to a request to attend a professional meeting. 	<ul style="list-style-type: none"> ➤ Participates in professional community only when specifically requested to do so. ➤ Attends professional meetings as required by the school district. ➤ Attends some, but not all of the department meetings required by the district policy. 	<ul style="list-style-type: none"> ➤ Actively participates in professional community, and maintains positive and productive relationships. ➤ Maintains active membership in their professional organizations. ➤ Attends all professional meetings as required by the school district and seeks ways to increase his/her involvement in professional organizations. 	<ul style="list-style-type: none"> ➤ Makes a substantial contribution to professional community and assumes leadership roles. ➤ Agrees to serve on professional district committees/curriculum councils. ➤ Assumes leadership roles on committees within the school district or within his/her professional discipline. ➤ Passes on professional information to school staff and colleagues. ➤ Provides referrals for program enrollments and provides follow-up conversation.

Component	Failing	Needs Improvement	Proficient	Distinguished
<p>4c: Growing and Developing Professionally</p>	<ul style="list-style-type: none"> Does not participate in professional development activities. 	<ul style="list-style-type: none"> Demonstrates limited participation in professional development activities, focusing only on those that are convenient or required. 	<ul style="list-style-type: none"> Seeks out opportunities for professional development based on an individual assessment of need. Maintains active member status in local, state, and national organizations. Enhances professional dental practice performance by networking and interacting with peers and colleagues. 	<ul style="list-style-type: none"> Actively pursues and develops professional development opportunities and makes a substantial contribution to the profession.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Does not participate in professional staff development activities. Does not attend in-service training. 	<ul style="list-style-type: none"> Only participates in professional staff development activities that are required. Inconsistently attends in-service staff development by calling off sick frequently. 	<ul style="list-style-type: none"> Participates in all required professional development activities and seeks additional enrichment courses within the dental hygiene discipline. Attends all in-service and department meetings required by licensure and district policies. Is a current member of national, state, and local educational/professional organizations. 	<ul style="list-style-type: none"> Maintains active membership in local, state, and national professional organizations. Enhances professional performance by networking and interacting with peers and colleagues. Attends state/national conferences to promote school dental health and forwards the information to the school community.
<p>4f: Demonstrating Professionalism</p>	<ul style="list-style-type: none"> Displays inappropriate interactions with members of the school community and violates principles of confidentiality. 	<ul style="list-style-type: none"> Is appropriate in interactions with members of the school community and protects confidentiality. 	<ul style="list-style-type: none"> Displays high standards of honesty, integrity, and confidentiality when interacting with members of the school community. 	<ul style="list-style-type: none"> Holds the highest ethical standards when interacting and advocating for members of the school community.
<p>Evidence/Examples</p>	<ul style="list-style-type: none"> Violates HIPPA and FERPA standards. Freely gives confidential health information about a student to the public. Puts a picture of a student in the newspaper without written consent. 	<ul style="list-style-type: none"> Occasionally violates HIPPA and FERPA standards by breaching student confidentiality. Publishes a picture of a child with written permission, but does not contact the parents to inform them of the situation. 	<ul style="list-style-type: none"> Adheres to educational laws, health care laws, dental ethics, and federal, state, and district regulations relating to privacy and confidentiality. Contacts student's dentist to retrieve private dental report without parent permission. 	<ul style="list-style-type: none"> Holds the highest ethical standards as stated above, while advocating for members of the school community. Assists parent in obtaining private dental report from their dentist with permission to do so.

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Possible Guiding Questions: Conversations Between Principals and Teachers

ROLE: Certified School Dental Hygienist

This document utilizes the components within the Danielson Framework for Teaching to provide possible guiding questions for conversations that occur between a principal and teacher. Note that a few of the guiding questions also provide linkages to the Framework for Leadership in order to establish a level of connectedness among the two frameworks.

Please note: The questions identified here are provided to spur some thoughts as to the individual conversations that occur between a principal and teacher. The actual conversations that occur should be determined locally. It is not mandatory to use these questions, nor should they be viewed as a "checklist" to be followed. They are provided solely as a resource.

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Domain 1: Planning and Preparation

1a: Demonstrating Knowledge of Oral Hygiene Process and Health

Possible Guiding Questions:

- What procedure do you follow when a student seeks your attention?
 - (Example of appropriate answer: Determine who they are, pull emergency card and health record.)
- What will students gain from you knowledge?
 - (Example of appropriate answer: Good dental health correlates to optimal systemic health and the learning process.)

1b: Demonstrating Knowledge of Individual Health Needs and Normal Growth and Development

Possible Guiding Questions:

- What do you use to determine student needs?
 - (Example of appropriate answer: Includes individual health, background, cultures, language, knowledge of IEPs, dental inspection, and family involvement.)

1c: Identifying Appropriate Service Delivery Outcomes

Possible Guiding Questions:

- How do you deliver your method of instruction?
 - (Example of appropriate answer: Instructions are lecture, hands-on activities, and assessments.)

1d: Demonstrating Knowledge of Appropriate Laws, Regulations, and Resources

Possible Guiding Questions:

- What entities govern your dental profession?
 - (Example of appropriate answer: PA Board of Dentistry, PA Department of Health, and PA Department of Education.)

1e: Designing Coherent Instruction

Possible Guiding Questions:

- What type of instruction do you plan for each grade?
 - (Example of appropriate answer: Age-appropriate instruction and activities to reinforce the learning processes such as experiments and worksheet assessments.)

1f: Designing Outcome Evaluation

Possible Guiding Questions:

- What guides your method of assessment?

Domain 1: Planning and Preparation

- o (Example of appropriate answer: Screenings and education are guided by the PA Board of Dentistry and PA Department of Health, and PA Department of Education)

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Domain 2: The Environment

2a: Creating an Environment of Respect and Rapport

Possible Guiding Questions:

- How do you make yourself assessable to learning community?
 - (Example of appropriate answer: School website, emails, phone, staff meetings, attending continuing education conferences.)

2b: Establishing a Culture for Health and Wellness

Possible Guiding Questions:

- How do you model your positive dental health environment?
 - (Example of appropriate answer: Models positive dental health practices in personal oral hygiene, promotes a professional appearance, and promotes dental health.)

2c: Following Health and Classroom Protocols and Procedures

Possible Guiding Questions:

- What guides your classroom/health room procedures?
 - (Example of appropriate answer: Procedures are guided by building, classroom, health room, PA Department of Education, PA Department of Health, and PA Board of Dentistry protocol as well as your approved Dental Hygiene Services Curriculum.)

2d: Promoting a Safe and Healthy Environment and Managing Student Behavior

Possible Guiding Questions:

- What behavior management do you utilize?
 - (Example of appropriate answer: Utilize district, building, and classroom policies.)

2e: Organizing Physical Space

Possible Guiding Questions:

- How do you ensure student safety?
 - (Example of appropriate answer: Make sure dental supplies are placed out of student reach.)

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Domain 3: Service Delivery

3a: *Communicating Clearly and Accurately*

Possible Guiding Questions:

- How do you explain dental procedures clearly?
 - (Example of appropriate answer: Use of examples, definitions, visual aids, and comparisons.)

3b: *Providing Appropriate Assessment*

Possible Guiding Questions:

- What strategies do you utilize during assessment?
 - (Example of appropriate answer: Provide opportunities for open-ended questions.)

3c: *Engaging the School Community in Health Education and Wellness Promotion*

Possible Guiding Questions:

- What methods do you use to involve the school community in dental health?
 - (Example of appropriate answer: Age-appropriate dental lessons, take-home information, and group activities.)

3d: *Utilizing Assessment Data and Resources to Deliver Appropriate Care*

Possible Guiding Questions:

- How do you use the assessment data?
 - (Example of appropriate answer: It guides the focus of the curriculum.)

3e: *Demonstrating Flexibility and Responsiveness*

Possible Guiding Questions:

- How do you respond to the changes?
 - (Example of appropriate answer: Use assessment data and environment changes to make revisions and improvements to the plan.)

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Domain 4: Professional Development/Professional Responsibilities

4a: Reflecting on Professional Practice and Certified School Dental Hygienist Process

Possible Guiding Questions:

- What evidences do you use to guide the dental hygiene process?
 - (Example of appropriate answer: Meeting bi-annual dental hygiene license and PDE Act 48 continuing education requirements)

4b: Maintaining Accurate Records

Possible Guiding Questions:

- What type of records do you keep?
 - (Example of appropriate answer: PA Department of Health Dental Record, progress reports, and computerized dental health programs)

4c: Communicating with Members of the School Community

Possible Guiding Questions:

- What type of records do you keep?
 - (Example of appropriate answer: PA Department of Health Dental Record, progress reports, computerized dental health programs)

4d: Participating in a Professional Community

Possible Guiding Questions:

- How do you participate in your dental profession?
 - (Example of appropriate answer: Membership in professional associations/organizations)

4e: Growing and Developing Professionally

Possible Guiding Questions:

- What types of professional development do you participate in?
 - (Example of appropriate answer: Maintains an active membership in professional organizations and share new information with school community.)

4f: Demonstrating Professionalism

Possible Guiding Questions:

- How do you exemplify dental hygiene professionalism?
 - (Example of appropriate answer: Uphold HIPPA, FERPA, state, local and school regulations while advocating for members of the school community.)

East Stroudsburg Area School District
Board Policy #209/ Dental Exams:

Dental Examinations are required upon original entry (K), 3rd, and 7th grade, including all new students upon original entry into the district. School dental screenings are provided free by the certified school dental hygienist at school to meet this mandate. In lieu of the school screening, parents may submit a private dental report from their family dentist by November 1 of the current school year or sixty days after enrolling in the district. The date of the private exam may not exceed one year prior to the start of the school year.

Board Policy #209 states that Parents/guardians have until November 1 of the applicable school year to provide a private dental report as set forth above. If a private dental report is not received by November 1, the parent/guardian will be notified in writing that their child will be scheduled to receive a dental screening at school at no cost to the parent(s).

REVISED: December 15, 2003
November 20, 2006
February 25, 2008
February 22, 2010
August 20, 2018

209. HEALTH EXAMINATIONS

1. Authority
SC 1401, 1402
1403
Title 22
Sec. 12.41

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

2. Guidelines
SC 1402, 1407
Title 22
Sec. 12.41

Each student shall receive a comprehensive medical examination upon original entry into school in Pennsylvania, while in sixth grade, and while in eleventh grade. These examinations will be conducted by the designated school physician, except as may be otherwise provided for herein. Every school physician shall be assisted by a school nurse who shall be present during each examination.

SC 1403, 1407
Title 22
Sec. 12.41

The school district shall provide a program of dental hygiene services for children of school age. This program shall be approved by the Secretary of Health or designee. Dental screenings will be conducted by the school dental hygienist for students upon original entry in kindergarten or grade one, in grade three, in grade seven, and for new students in the district whose health records do not contain an adequate dental record. Fifth grade students, who have appropriate parent/guardian permission on file, may receive dental screenings at times as a follow-up to the dental program.

SC 1407

In lieu of the medical examinations and/or dental screenings and/or evaluations required as set forth above, any child of school age, or his/her parent/guardian, may furnish a medical or dental report examination made at the expense of the child/parent/guardian by a licensed physician or licensed dentist, and which report shall be on a form approved by the Secretary of Health and provided by the school district for this purpose. The in-lieu examinations shall be made and the report shall be furnished prior to the date fixed for the regularly scheduled examination or screening, but no earlier than

twelve (12) months prior to the student's entry into the grade in which the regular examination or screening is required.

SC 1402
Title 22
Sec. 12.41

Parents/guardians have until November 1 of the applicable school year to provide a private dental report as set forth above. If a private dental report is not received by November 1, the parent/guardian will be notified in writing that their child will be scheduled to receive a dental screening at school at no cost to the parent(s).

SC 1402
Title 22
Sec. 12.41

Each student will be given a vision test and will be measured for height and weight upon original entry into school and annually through grade twelve (12). Each student shall be measured, weighed and vision tested. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

SC 1402
Title 22
Sec. 12.41

Each student shall be tested for tuberculosis upon original entry into school and in grade nine (9); exceptions will be made if a waiver is granted by the Pennsylvania Department of Health.

SC 1402
Title 22
Sec. 12.41

Each student will receive a hearing screening upon original entry into school and in grades one (1), two (2), three (3), seven (7) and eleven (11). Children in special ungraded classes will be given a hearing screening yearly.

SC 1409
Pol. 216

School district nurses shall conduct scoliosis screenings for students in grades six (6) and seven (7) and for those children who are eleven (11) and twelve (12) years of age and are in special ungraded classes.

SC 1419
Title 28
Sec. 23.45

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

SC 1402, 1406
Title 22
Sec. 12.41

A student who presents a statement signed by the parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Teachers shall report to the school nurse or school physician any unusual behavior, changes in physical appearance, changes in attendance habits and changes in scholastic achievement or suspected deviations from normal growth and development, which may indicate impairment of a child's health and, in such case, as well as in the case involving school examinations, reveal conditions requiring health or dental care, the school nurse or school physician or dental hygienist shall, upon referral by the teacher or on his/her own initiative, advise a child's parent/guardian of the apparent need for a medical or dental consultation and/or examination. If a parent/guardian fails to report the results to the nurse or school physician, the nurse or school physician shall attempt to arrange a special medical examination for the child.

Recommendations as to medical, surgical or dental care shall be sent to each parent/guardian and to the family physician or family dentist on appropriate forms with instruction to the parent/guardian to consult their family physician or family dentist and to notify the school authorities of the action taken with respect to the recommendations.

School physicians or school nurses shall inform teachers of the health conditions of students which may affect behavior, appearance or scholastic performance.

SC 1405
Title 28
Sec. 23.2
20 U.S.C.
Sec. 123h

If a parent/guardian informs school officials of financial inability to have a physician or dentist of his/her choice render recommended treatment or care, the school officials shall advise such parent/guardian of the possible availability of public assistance.

Parents/Guardians of students who are to receive physical and dental examinations shall be notified. The notice shall include the date and location of the examination and notice that the parent/guardian may attend or may have the examination conducted privately at the parent's expense. Such statement may also include notification that the student may be exempted from such examination if it is contrary to the parent's/guardian's religious beliefs.

Students who fail to complete and/or submit acceptable evidence of required medical examination or dental screening by **APRIL 30 of the current academic year** will be excluded from attending school beginning **MAY 1** until acceptable proof of compliance is received, in writing, by the district, or until such students are exempted from such examination requirements for religious reasons by submission of an acceptable parental documented note.

3. Delegation of
Responsibility
SC 1402

The Superintendent shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

SC 1409

The Superintendent shall request an adequate health record from the transferring school for each student transferring into the school district.

SC 1406

The Superintendent shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

School Code
1402, 1403, 1405,
1406, 1407, 1409,
1419
Pa Code
Title 22
Sec. 7.13
Title 28
Sec. 23.2, 23.44

Board Policy 216

EAST STROUDSBURG AREA SCHOOL DISTRICT

POSITION GUIDE: CERTIFIED SCHOOL DENTAL HYGIENIST

QUALIFICATIONS:

1. Has and maintains a current license as a Dental Hygienist in Pennsylvania.
2. Bachelor Degree
3. Certification by the Pennsylvania Department of Education (Educational Specialist).
4. Has current Act 114 (Federal Criminal Record Clearance) and Act 151 (Child Abuse Clearance). Act 31 (Recognizing & Reporting Child Abuse and R71 (Suicide Awareness) is to be obtained during employment.

REQUIREMENTS:

1. Sits or stands for an extended period of time.
2. Raises or lowers objects from one level to another.
3. Able to push or pull objects in arms or by other appropriate means.
4. Able to carry objects in arms or by other appropriate means.
5. Able to see clearly with or without corrective lenses.
6. Ability to communicate effectively both orally and in written form.
7. Perceives speech or nature of sounds in the air, with or without corrective devices, in person and on the telephone.
8. Able to move around the work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Works with others in a cooperative manner.
11. Able to walk moderate distances.
12. Able to travel distances inside and outside the district.
13. Mobile for a continuous period of time based on need and is able to remain on feet for a sustained period of time.
14. Mobile to travel distances inside and outside of district facilities and possesses a valid motor vehicle operator's license.
15. Uses hands and arms to exert force, reach for and/or pick up objects in order to be successful in the position.
16. Must be flexible and able to tolerate many types of situations and personalities and deal effectively with stress.
17. Must be computer literate.
18. Must keep current with Act 48 requirements.

REPORTS TO: Building Principal, Director of Pupil Services.

JOB GOAL: To promote optimum dental health for all students through the joint efforts of the home, school and community.

ESSENTIAL FUNCTIONS:

1. Applies appropriate theory as basis for decision-making in dental hygiene program.
2. Develops and plans the school dental program in cooperation with other pupil personnel, support staff, building administrator(s) and the dental consultant.
3. Implements the school dental program approved by the School Board.
4. Implements the school dental program approved by the Pennsylvania Department of Health.
5. Plans and executes mandated state screening programs and applies appropriate referral and follow-up procedures.
6. Communicates effectively with teachers, counselors, parents and students.
7. Maintains comprehensive dental health records for each student.
8. Acts as a health advocate for students by interpreting to the home, school and community the dental health status and needs of the students.
9. Is accessible as a resource person to students, staff and parents.
10. Serves as consultant for curriculum planning in related health areas.
11. Assists in planning a healthful school environment especially as it relates to dental health.
12. Cooperates with community health organizations in coordinating their services with those provided by the school.
13. Identifies community health organizations in coordinating their services with those provided by the school.
14. Is punctual for professional responsibilities.
15. Maintains a health room that is comfortable, safe and conducive to learning.
16. Handles record-keeping efficiently and promptly while maintaining accurate and comprehensive records of school dental hygiene services.
17. Maintains confidentiality of information regarding students and student records.
18. Assists in the evaluation of the school dental program.
19. Prepares and administers the health services budget under the supervision of the Department Chairperson and Director of Pupil Services.
20. Attends staff conferences, workshops, and community health meetings
21. Performs other related duties at the discretion of the Building Principal and/or Director of Pupil Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in the position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s).

TERMS OF

EMPLOYMENT: Regular ten (10) month teacher year.

EVALUATION: Performance of this position will be evaluated in accordance to Board Policy 4117.

Staff Directory:

Karen Buis, RDH, MEd, PHDHP, CSDH 570-421-2841 ext. 16601

Bushkill Elementary School 131 N. School Dr. Dingmans Ferry, PA 18328	570-588-4400 ext. 11440
East Stroudsburg Elementary School 93 Independence Rd. East Stroudsburg, PA 18302	570-421-1905 ext. 12440
East Stroudsburg HS North 279 Timberwolf Dr. Dingmans Ferry, PA 18328	570-588-4420 ext. 19440
East Stroudsburg HS South 279 N. Courtland St. East Stroudsburg, PA 18301	570-424-8471 ext. 20440
J.M.Hill Elementary School 151 E. Broad St. East Stroudsburg, PA 18301	570-424-8073 ext. 13440
J.T.L Intermediate School 2000 Milford Rd. East Stroudsburg, PA 18301	570-424-8430 ext. 17440
Lehman Intermediate School 257 Timberwolf Dr. Dingmans Ferry, PA 18328	570-588-4410 ext. 18440
Middle Smithfield Elementary School 5180 Milford Rd. East Stroudsburg, PA 18302	570-223-8082 ext. 14449
Smithfield Elementary School 245 River Rd. East Stroudsburg, PA 18301	570-421-2841 ext. 16601
Notre Dame Elementary/HS 60 Spangenburg Ave. East Stroudsburg, PA 18301	570-421-3651 570-421-0466

East Stroudsburg Area School District

DENTAL HYGIENE SERVICES PROGRAM

2018-2024

Problem

The following problems exist in the East Stroudsburg Area School District:

The school district's population does not have the benefit of fluoridation. Only a small percentage is served by a public water system (non-fluoridated). The larger percentage comes from areas served by individual wells containing insufficient natural fluoride to prevent dental decay.

The school district's population has in excess of forty-six percent who are unable to obtain quality dental care because of financial hardship. In some schools the poverty level exceeds sixty-four percent. Already pressured by seasonal employment and low-income levels, this group does not enjoy the benefits of dental insurance programs. For this transient population, the school district's Dental Hygiene Service Program is their initial and primary source of contact for dental care.

A dental clinic has been established in the East Stroudsburg community in conjunction with Lehigh Valley Medical Center (LVPG). The Valerie M. Hodge Memorial Pediatric Dental Center, renders services by appointment only for ages 3 through 18 who receive Medical Assistance. The Pocono Area has had an increase of Pediatric Medicaid providers which has greatly improved the access to care services. Emergencies can still be seen by the LVPG Emergency Room and other Ready-care facilities.

The school district's population continues experiencing rapid growth. In fact, the student population has increased from 5,355 students in October 1994 to the

present total of nearly 7,300 students. Pike County is the fastest percentage population growing county in Pennsylvania. To address such growth, the school district has divided into two campuses: A North campus, consisting of two elementary schools, an intermediate school and a high school; and a South campus, consisting of four elementary schools, an intermediate school and a high school. Three parochial schools are also serviced. Major construction projects have been completed at all educational levels to address the rapid growth.

The families new to the area need encouragement and assistance to establish themselves in the dental community. Many have dental insurance, which provides treatment at dental sites in the metropolitan areas of New York and New Jersey. It is difficult to impossible for members of these families living in Monroe and Pike County to avail themselves of dental services at these distant treatment sites. Additionally, it becomes a financial hardship to provide private pay for dental treatment in the local area. The Dental Hygiene Services Program utilizes the services of an independent mobile dental provider once a year to help provide care to this population and then directed to local dental providers for regular/consistent dental care.

The new families need to be informed of the absence of water fluoridation and encouraged to discuss appropriate adjustments to their treatment programs with their dentists.

Goal

The goal of the East Stroudsburg Area School District Dental Hygiene Service Program is to coordinate the efforts of home, school, and community to improve total health by reaching each student and influencing parents, teachers and administrators to increase awareness of and access to quality oral health care and establishing a permanent dental home.

DENTAL HYGIENE SERVICES PROGRAM



Dental examinations are required upon original entry (K), 3rd, and 7th grade, including all new students upon original entry into the district. School dental screenings are provided "free" by the certified school dental hygienist at the school to meet this mandate. In lieu of the school screening, parents may submit a private dental report from their family dentist by November 1 of the current school year or sixty days after enrolling in the district. The date of the private exam may not exceed one year prior to the start of the school year.

Program Overview:

Dear Parents / Guardians,

The Dental Hygiene Services Program's main focus is education. Only students with signed permission on file will receive a dental screening. Screenings will be conducted in small groups, allowing students to observe their primary and permanent teeth. Parents will receive a report of the screening.

Below, please find a graph depicting the delivery of the proposed schedule for school dental education, screenings, and activities.

E.S.A.S.D. Dental Hygiene Services Program Overview

Grade	Dental Health Education	Dental Screening	Oral Hygiene Instruction
Kindergarten	X	X	X
First Grade	X		X
Second Grade	X		X
Third Grade	X	X	
Fourth Grade	X		X
Fifth Grade	X	Plaque Control Activity	X
Seventh Grade		X	X
All New Students	X	X	X

The East Stroudsburg Area School District's Board Policy # 209 and the Pennsylvania Department of Health require dental screenings for grades K, 3, 7, and all new students upon original entry into the district.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HEALTH
SCHOOL DENTAL HEALTH RECORD

SCHOOL DISTRICT East Stroudsburg Area		COUNTY Monroe	DATE OF BIRTH
NAME OF STUDENT LAST	FIRST	MIDDLE	GRADE
HOME ADDRESS			SEX M <input type="checkbox"/> F <input type="checkbox"/>
			TELEPHONE NO.

THE ABOVE INFORMATION SHOULD BE FILLED IN BEFORE THE EXAMINATION OR EVALUATION

Record on Dental Chart d (decayed), e (Indicated for extraction), and f (filled) for deciduous teeth and D (Decayed), M (Missing), and F (Filled) for permanent teeth

		TOOTH CHART																
		RIGHT								LEFT								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
UPPER					A	B	C	D	E	F	G	H	I	J				UPPER
LOWER		82	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	LOWER
First Exam	Upper																	Upper
	Lower																	Lower
Second Exam	Upper																	Upper
	Lower																	Lower
Third Exam	Upper																	Upper
	Lower																	Lower
Fourth Exam	Upper																	Upper
	Lower																	Lower
Fifth Exam	Upper																	Upper
	Lower																	Lower

STUDENT REFERRAL

DATE	EXAMINED OR EVALUATED BY	REFERRED TO	REMARKS
	Karen Buls, RDH, CSDH		

NAME OF STUDENT _____

DENTAL FINDINGS - Check Applicable Items

Grade	Date	EXAMINED OR EVALUATED BY	Prophylaxis	SPECIAL PROJECTS (Specify)	FLUORIDE		Oral Evaluation Passed/ Referred	TOTALS		Tooth Brush Instructions	Nutrition Counseling
					Tablet	Mouth Rinse		Def DMF	OHI Index		
K											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
Other											

REMARKS:

DATE	
DATE	
DATE	
DATE	
DATE	
DATE	

East Stroudsburg Area School District
School Dental Screening Permission Form

RETURN TO SCHOOL DENTAL HYGIENIST

Student Name _____

Grade _____ Teacher's Name _____

The Pennsylvania School Code requires periodic dental exams or dental screenings for all students in K, 3rd, and 7th grade, including all new students upon original entry into the district. Please place an (X) in a box below to indicate your request for meeting the requirements as outlined by board policy #209.

(At No Cost)

I give permission for school dental screenings by the school dental hygienist while my child is enrolled in the East Stroudsburg Area School District.

I understand that:

I will be notified with an announcement letter when the screenings will be provided at my child's school.

I will receive a written report of the findings.

I may in writing withdraw this permission and will then be responsible for providing report of dental examination as outlined in the choice for private dental examination.

A dental screening by a licensed and certified dental hygienist may include an assessment of the hard and soft tissues of the oral cavity, oral hygiene education, referrals, and the use of a sterilized mouth mirror and explorer.

I will provide a dental report to the school, from my family dentist, at my own expense by November 1 of the current school year or sixty days after enrolling in the district.

I understand that:

I must provide a report of a private dental examination made at my expense.

I must return a report of dental examination by November first or sixty days after enrolling in the district.

The report shall be on a form approved by the Secretary of Health and provided by the school.

The exam shall not be made prior to one year before the opening of the school term for which the report is being requested.

Parent Signature _____ Date _____

East Stroudsburg Area School District
DENTAL REQUIREMENT INFORMATION
and
PERMISSION FORM

Dear Parent/Guardian of Kindergarten, Third and Seventh Grade, and New Students,

The Pennsylvania School Code **requires** dental exams or screenings for all students in Kindergarten, Third Grade, Seventh Grade, and all New Students to the district. To fulfill that requirement at no cost to you, East Stroudsburg Area School District offers the services of a school dental hygienist to provide the dental screening. The district's Dental Hygiene Services Program has education as its main focus and provides students with dental hygiene services and dental health education.

Permission forms must be on file in order for the school dental hygienist to provide the school screening. The form on the back allows you to record your preference for meeting the state requirement. We ask that you kindly return this form as soon as possible being sure to complete all requested information.

Dental screenings will be conducted throughout the school year as the Dental Hygienist moves from school to school. You will be informed by memo when the Dental Hygiene Services Program begins in your child's school.

PLEASE NOTE:

The school dental screenings are not complete dental exams nor are they meant to replace a scheduled dental visit. We strongly urge that regular dental care with a family dentist be maintained. The Dental Hygiene Services Program offers school screenings to meet state requirements, evaluate the student population for program planning, and complement regular dental care.

If you do not give permission for the school dental screening, you will be required at your own expense to obtain a report of dental examination from a licensed dentist. The examination shall not have been made prior to one year before the opening of the school term for which the exam is being requested. The report of examination is due by **November 1 of the current school year or sixty days after enrolling in the district for new students**, and shall be on a form approved by the Secretary of Health and provided by the school for the purposes of reporting private family dental examinations.

Students who fail to complete and/or submit acceptable evidence of required dental exams/screenings within the appropriate time period will receive a screening at school at no cost to the parent(s) by the Certified School Dental Hygienist.

EAST STROUDSBURG AREA SCHOOL DISTRICT

RE: Parent Request For Private Dental Exam

Name: _____ Date: _____

Home Room: _____ Grade: _____

Dear Parent/Guardian:

We have filed your request for a private dental exam in your child's records and have provided you with the required reporting form.

Please note that your dentist's office records can be used to complete the form if your child has had a recent exam, no more than one year prior to the opening of the school term.

For your convenience, you may have your dentist fax the report to your child's school to the attention of Karen Buis, RDH. Please be certain to complete the information in the top box before giving the form to your dentist.

Fax Numbers:

	(570)
J.M. HILL SCHOOL	476-0720
MIDDLE SMITHFIELD SCHOOL	223-2110
SMITHFIELD SCHOOL	476-0488
RESICA SCHOOL	223-2100
EAST STROUDSBURG ELEM.	420-8310
J.T. LAMBERT INTERMEDIATE	476-0464
EAST STROUDSBURG H.S. (S)	422-7841
BUSHKILL SCHOOL	588-4406
LEHMAN INTERMEDIATE	588-4411
EAST STROUDSBURG H.S. (N)	588-4421
NOTRE DAME H.S.	476-0629
NOTRE DAME ELEMENTARY	422-6935

ESASD Board Policy 209: If a Parents/Guardians requests a private dental exam, they have until November 1 of the applicable year to provide a private dental report. If a private report is not received by November 1, the parent/guardian will be notified in writing that their child will receive a screening at school at no cost to the parent(s).

East Stroudsburg Area School District
East Stroudsburg, Pennsylvania 18301
Family Dental Report

To be completed by parent before November 1 of current school year

(Name of Child) _____ (Name of Teacher) _____

(Name of School) _____ (Grade) _____

To be completed by dentist

1. This child last visited my office _____ (Date)

2. All necessary treatment was received at this time. Yes No

3. If the above answer is no, complete the following:

This child is in need of treatment for:

Primary Teeth Fillings Extractions
 Permanent Teeth Fillings Extractions
 Mal-occlusion
 Prosthetic replacement for lost or missing teeth
 Other _____

This child is currently under my supervision for the above condition:

Yes No

4. This child receives topical fluoride applications under my supervision:

Yearly Every Six Months Never

(Print Name of Dentist) (Signature of Dentist)

(Address)

(Date)

Note: If the child has been examined no earlier than one year prior to the opening of the school term for which the exam is being requested, the information may be supplied from office records. If the child has not been examined within one year of the opening of the school term, a new examination will be required.

East Stroudsburg Area School District
Dental Hygiene Services Programs
50 Vine St.
East Stroudsburg, PA 18301



Dental Screening Notice:

Date: %DATE%

Dear Parent/Guardian of %FIRST_NAME% %LAST_NAME%, %GRADE_LEVEL%
%HOMEROOM_TEACHER%,

Your child will receive a school dental screening on/after **November 1, 2018** at the Smithfield Elementary School.

The Dental Hygiene Services Program has filed your request for a private dental report to meet the Pennsylvania mandated dental requirements for grades Kindergarten/original entry, Third, and Seventh by November 1 of the current school year.

The district has eliminated the exclusion of students from extracurricular activities by providing an "at no cost to you" dental screening by the district dental hygienist for the dental component.

As of today, we have not received the report and according to the current ESASD Board Policy 209: If a Parent/Guardian requests a private dental exam, they have until November 1 of the current year to provide a private dental report. If a private report is not received by November 1, the parent/guardian will be notified in writing that their child will receive a screening at school at "no cost" to the parent(s).

The ESASD Dental Hygiene Services Program encourages a private dental exam; however, the screening by the Certified School Dental Hygienist will meet the PA dental requirements. If the private dental report is received prior to this date, your child will not be screened.

This letter will serve as notice, as well as a notification on Sapphire Parent Portal.

Sincerely,
Karen Buis, RDH, MEd, PHDHP
ESASD Certified School Dental Hygienist



EAST STROUDSBURG AREA SCHOOL DISTRICT
EAST STROUDSBURG, PENNSYLVANIA

SCHOOL DENTAL SCREENING
REPORT TO PARENT/GUARDIAN

Date: _____

Dear Parent/Guardian

A dental screening of your child _____ Grade: _____
has been made. The screening shows:

- 1. No readily apparent dental defects. We recommend that your child be examined by a dentist within six months or at your next scheduled visit.
- 2. We suggest consulting your family dentist about possible:
 - Decay in primary teeth Decay in permanent teeth
 - Application of dental sealants Orthodontic concerns
 - Dental cleaning for removal of stain and/or calculus (tartar)
 - Other _____
- 3. Need for dental attention. It is recommended that examination and completion of suggested treatment be obtained as soon as possible.

Karen L. Buis, RDH, M.Ed., PHDHP
Certified School Dental Hygienist
570-421-2841 ext. 16601

Please forward lower portion of this form after dental visit if 2 or 3 is recommended.

TO SCHOOL DENTAL HYGIENIST:

NAME OF STUDENT: _____

GRADE _____ TEACHER _____

This is to certify that all necessary corrections have been made for the patient listed above.

Date _____

Dentist Name _____

Address _____

(Dentist's Signature)

NAME _____

TEACHER _____

HOMEWORK DUE ON _____

Dental Hygiene Plaque Check

Instructions:

(Caution: the red coloring may stain clothing)

1. Chew one or two tablets before brushing.
2. Move the tablet inside your mouth with your tongue, around the fronts, backs, insides and outsides of the teeth.
3. Swish with water and spit into the sink.
4. Look for red coloring on your teeth, gums, and tongue.
5. Record your findings on the chart below. Use a pencil, crayon or marker.
6. Check the boxes below that support your findings.
7. Write any additional questions at the bottom of the form.
8. Brush for 2-3 minutes and floss to remove colored plaque.

After checking my teeth for plaque, I found:

Plaque on top teeth ^R



- Right Back Right corner Front Left corner Left Back
- Mostly at gum lines On half of tooth On whole tooth

Plaque on bottom teeth ^R



- Right Back Right corner Front Left corner Left Back
- Mostly at gum lines On half of tooth On whole tooth

Plaque on my tongue

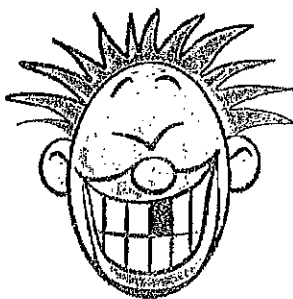


Self Evaluation:

- I have good oral hygiene habits.
- I need to improve my oral hygiene habits by:
- | | | |
|--|--|--|
| <input type="checkbox"/> Brushing more often | <input type="checkbox"/> Flossing daily | <input type="checkbox"/> Eating healthy snacks |
| <input type="checkbox"/> Brushing correctly | <input type="checkbox"/> Cleaning tongue | |
| <input type="checkbox"/> Brushing longer | <input type="checkbox"/> Rinsing with fluoride mouthwash | |

Questions I still have:

Plaque check.doc



AVULSED TOOTH PROCEDURE:

It is important to get to the dentist as quickly as possible after a tooth has been knocked out. It is also important to avoid damaging the tooth.

****TREATMENT TIME: 0-15 minutes to reinsert tooth & 30 minute to see dentist.**

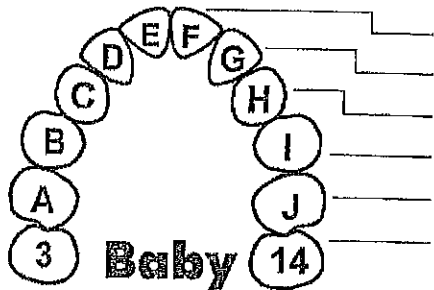
1. **HANDLE** the tooth carefully. Pick it up by the "CROWN" only. **DO NOT** touch the root.
2. **RINSE only** if the tooth is dirty, hold it by the crown and rinse it with milk. If you don't have any milk, rinse it with water. **DO NOT RUB** any part of the tooth!
3. **RE-IMPLANT** the tooth. **DO NOT FORCE** it back in. Apply stock mouthguard to hold it in place.

If "NO" RE-IMPLANT, **keep the tooth moist! Use tooth saver kit.**

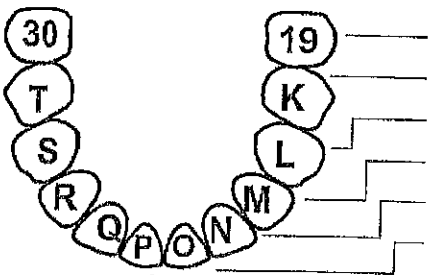
- Older children/adult- place tooth under the tongue.
 - Young child -Place the tooth in the cup with their saliva, milk, or water (in that specific order)
4. **CONTACT:**
 - Parent/Guardian
 - Dentist and or LVHN Emergency Room
206 E. Brown St.
East Stroudsburg, PA 18301
570-421-4000
 - Karen Buis, RDH. 570-421-2841 ext. 16601
(c) 610-762-9986
 5. **TRAVEL:** within **30 Minutes** (may utilize Security Officer)
...If the tooth is intact (not broken in pieces), it is always a good idea to try to save it...

Tooth Eruption Chart

Primary Teeth

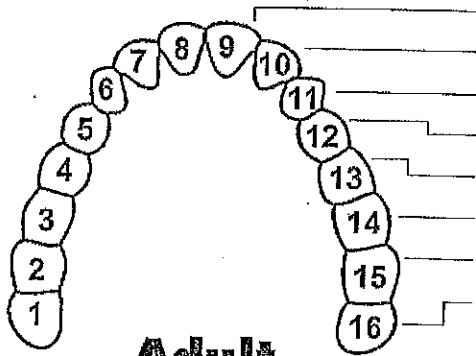


Erupt	Shed	Upper Teeth
8-12 mos	6-7 yrs	Central Incisor
9-13 mos	7-8 yrs	Lateral Incisor
16-22 mos	10-12 yrs	Canine (Cuspid)
13-19 mos	9-12 yrs	First Molar
25-33 mos	10-12 yrs	Second Molar
6-7 yrs	Permanent	First (6-yr) Molar

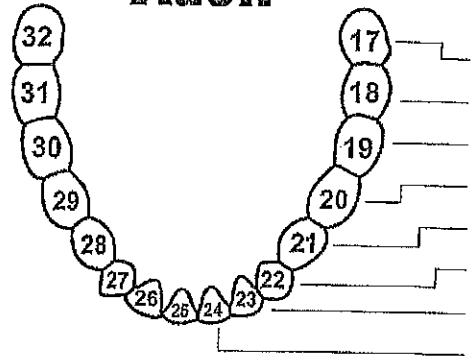


Erupt	Shed	Lower Teeth
6-7 yrs	Permanent	First (6-yr) Molar
23-31 mos	10-12 yrs	Second Molar
14-18 mos	9-11 yrs	First Molar
17-23 mos	9-12 yrs	Canine (Cuspid)
10-16 mos	7-8 yrs	Lateral Incisor
6-10 mos	6-7 yrs	Central Incisor

Permanent Teeth



Erupt	Upper Teeth
7-8 yrs	Central Incisor
8-9 yrs	Lateral Incisor
11-12 yrs	Canine (Cuspid, Eye Tooth)
10-11 yrs	First Premolar (First Bicuspid)
10-12 yrs	Second Premolar (Second Bicuspid)
6-7 yrs	First Molar (6-yr molar)
12-13 yrs	Second Molar (12-yr Molar)
17-21 yrs	Third Molar (Wisdom Tooth)



Erupt	Lower Teeth
17-21 yrs	Third Molar (Wisdom Tooth)
12-13 yrs	Second Molar (12-yr Molar)
6-7 yrs	First Molar (6-yr molar)
10-12 yrs	Second Premolar (Second Bicuspid)
10-11 yrs	First Premolar (First Bicuspid)
11-12 yrs	Canine (Cuspid, Eye Tooth)
8-9 yrs	Lateral Incisor
7-8 yrs	Central Incisor

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: KINDERGARTEN

ISTE: Projector, Power Point, Video

PA: 10.2.3. A Identify personal hygiene practices & community helpers that promote health & prevent the spread of disease.

Big Idea (s):

Declarative statements that describe concepts that transcend grade levels.

- Develop the knowledge & skills necessary to establish good life long dental health habits.

Essential Question(s):

Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- Is a student able to develop a relationship with dental professions and why is it important to overall health?
- Can students perform proper toothbrushing techniques?

Concepts:

Describe what students should know as a result of this instruction....

- Recognize personal dental hygiene practices that promote dental health.
- Identify dental equipment.
- Perform proper toothbrushing.
- Observe dental procedures performed by the dental hygienist during a screening.

Key Vocabulary:

- Plaque
- Dentist
- Dental hygienist

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Video: Dudley Visits the Dentist
- Dental Equipment & Supplies
- Plaque Monster puppet & Toothbrush model.

ASSESSMENT EVIDENCE

Formative Assessment:

- Toothbrushing
- Identification worksheet

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Video , coloring book

Enrichments:

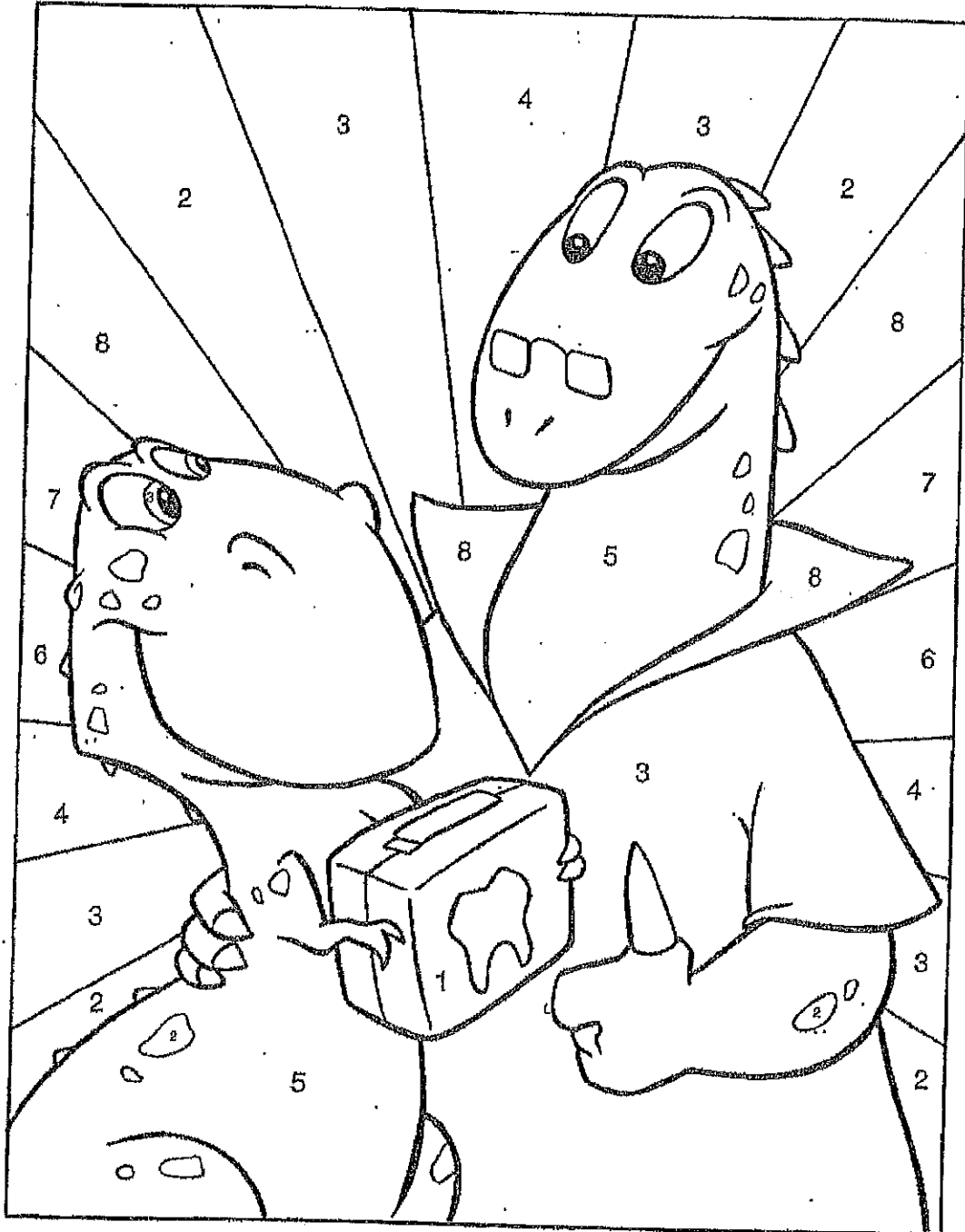
- Daily Toothbrushing Chart
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

Dudley Visits the Dentist

Directions: Color each section by matching the number to the color.



Color by code

- | | | | |
|----------|-----------------------|---------|----------------|
| 1. Red | 2. Yellow | 3. Blue | 4. Orange |
| 5. Green | 6. Violet
(Purple) | 7. Pink | 8. Tan (Brown) |

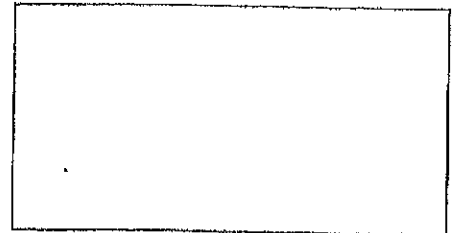
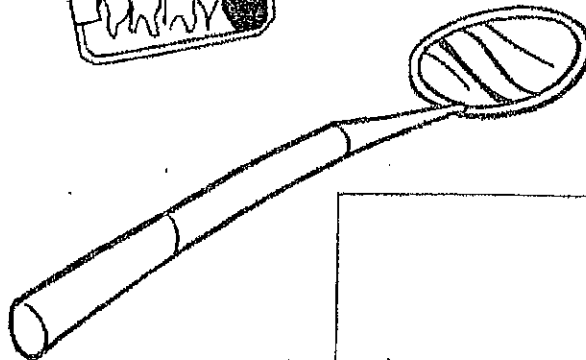
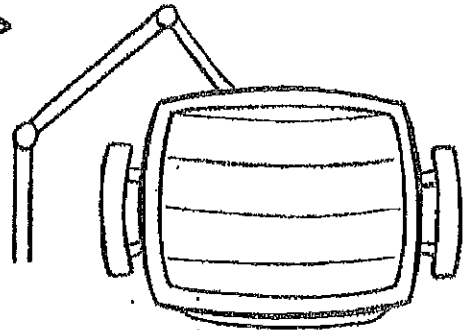
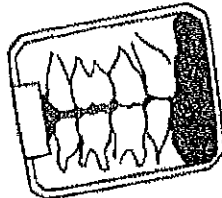
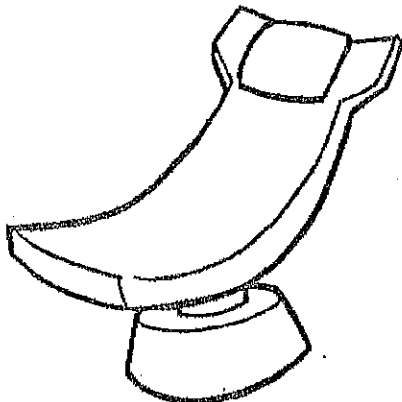
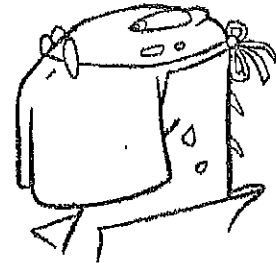
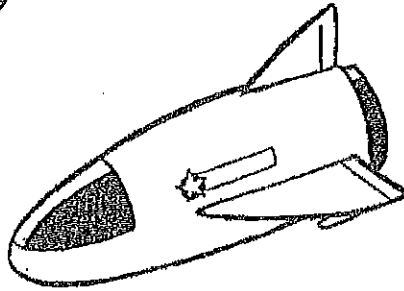
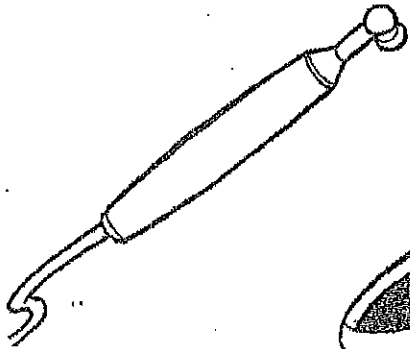
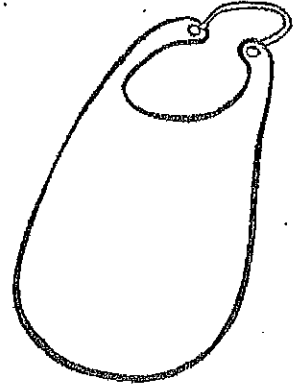
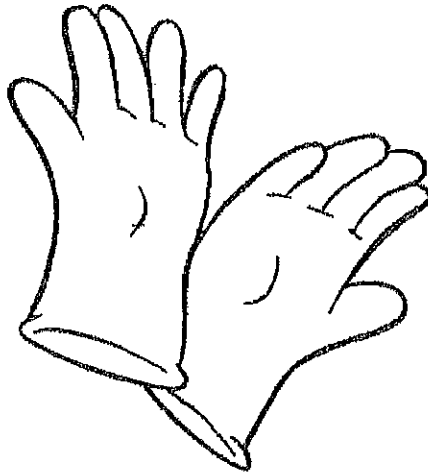
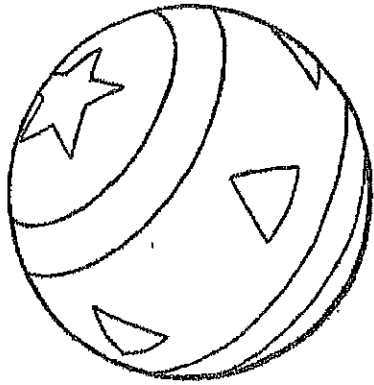
ADA.

© 1993 American Dental Association Dudley Collection™



Finders Keepers

Directions: Color the things you will find at the dentist's office.



**ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM**

Standards and Assessment Anchors: Grade 1

ISTE : Projector, Power Point, Video

PA: 10.1.3.E Identify types and causes of common health problems of children

Big Idea(s):

Declarative statements that describe concepts that transcend grade levels.

- *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question(s):

Questions that frame students inquiry, promoted critical thinking and assist in learning transfer.

- *Is a student able to identify germs & dental disease?*
- *Can a student identify the functions of the teeth?*
- *Can students perform proper toothbrushing techniques?*

Concepts:

Describe what students should know as a result of this instruction....

- Recognize plaque as forms that causes dental disease.
- Draw ones' own picture of their smile.
- Perform proper toothbrushing.
- Distinguish and apply healthy tooth rules.

Key Vocabulary:

- Plaque
- Bio film
- Tooth Decay

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Crest Video; "Dental Defenders v. Cavity Creeps."
- Plaque Monster puppet & Toothbrush model.
- Book: "Those Icky, Sticky, Smelly, Cavity-causing, but Invisible Germs."

ASSESSMENT EVIDENCE

Formative Assessment:

- Toothbrushing
- Drawing
- Healthy Tooth Rules Worksheet

Summative Assessment:

- Dental Screening
- Dental Health Month Poster Contest

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling , Oral Reading, Video , Coloring book

Enrichments:

- Daily Tooth brushing Chart
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

Captain Toothpaste's Healthy Teeth Rules

Fill in the blanks. Color, cut, and staple the pages to make a mini-book. Take it home to show what you've learned about healthy teeth!

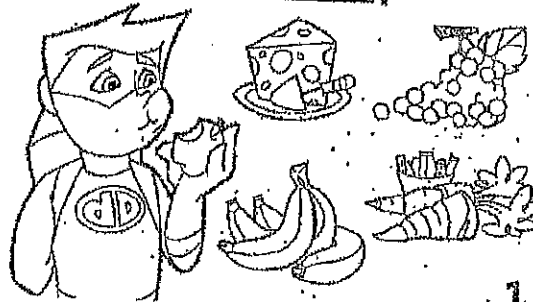
Word Bank: dentist sweets Floss night rinse

**Captain Toothpaste's
Healthy
Teeth
Rules**

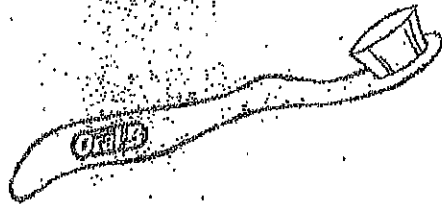


Name _____
is a Dental Defender.

Eat nutritious foods and
limit _____



1



Brush your teeth morning
and _____ with
a child-size toothbrush
and toothpaste.

2

_____ your teeth
once a
day with
an adult's
help.



3

Use a _____
twice a day
to kill germs
brushing
and
flossing
might miss.



4

See your _____
for regular
checkups.



5

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

<p>Standards and Assessment Anchors: Grade 2 ISTE : Projector, Power Point, Video PA: 10.1.3.B Identify the know the location and function of the major body organs and systems.</p>	
<p>Big Idea(s): Declarative statements that describe concepts that transcend grade levels.</p> <ul style="list-style-type: none"> Develop the knowledge & skills necessary to establish good life long dental health habits. 	<p>Essential Question(s): Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.</p> <ul style="list-style-type: none"> Is a student able to identify form & function of the teeth? Can students perform proper toothbrushing techniques?
<p>Concepts: Describe what students should know as a result of this instruction</p> <ul style="list-style-type: none"> Identify four different types of teeth. Associate animal teeth with their primary diet. Perform proper toothbrushing. 	<p>Key Vocabulary:</p> <ul style="list-style-type: none"> Plaque Incisors Cuspids Bicuspidis Molars
<p>ASSESSMENT EVIDENCE</p>	
<p>Formative Assessment:</p> <ul style="list-style-type: none"> Toothbrushing Animal & Teeth Worksheet Puppet Dentition Assessment 	<p>Summative Assessment:</p> <ul style="list-style-type: none"> Dental Screening
<p>LEARNING PLAN</p>	
<p>Instructional Activities/Strategies:</p> <ul style="list-style-type: none"> Toothbrush / Flossing modeling, Oral Reading , Coloring book 	
<p>Enrichments:</p> <ul style="list-style-type: none"> Daily Toothbrushing Chart Parent dental reports 	<p>Interventions:</p> <ul style="list-style-type: none"> Individual Oral Hygiene Instruction Phone calls Monroe County Children & Youth

Name _____

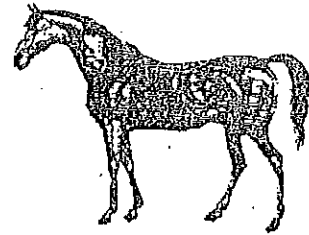
How Animals Use Their Special Teeth

Directions: Draw a line to connect the animal to the special teeth they use to eat with.

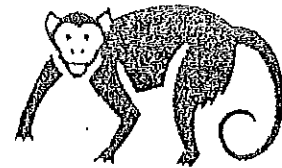
1. This tooth chews and grinds grasses and hay.



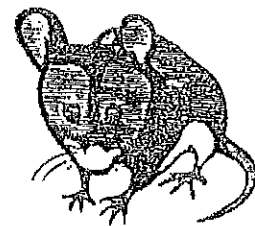
2. This tooth cuts or gnaws trees and plants.



3. This tooth tears foods like meat.



4. This tooth crushes foods like nuts.

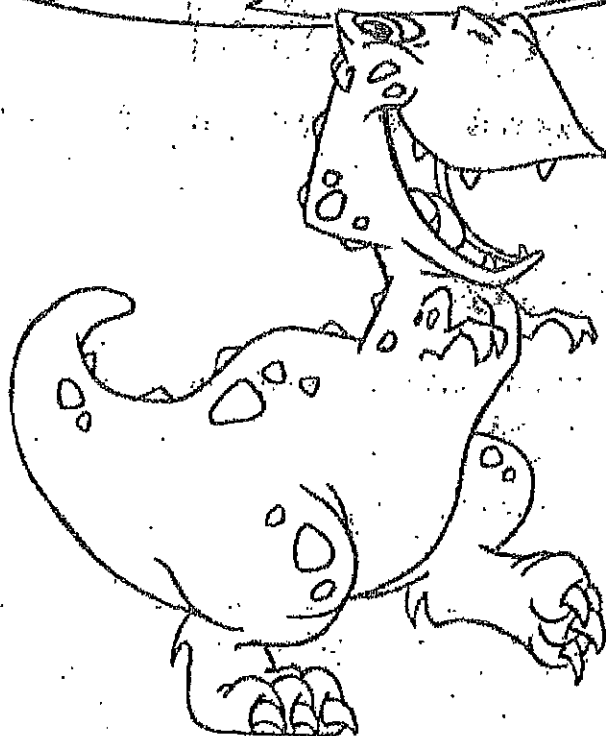
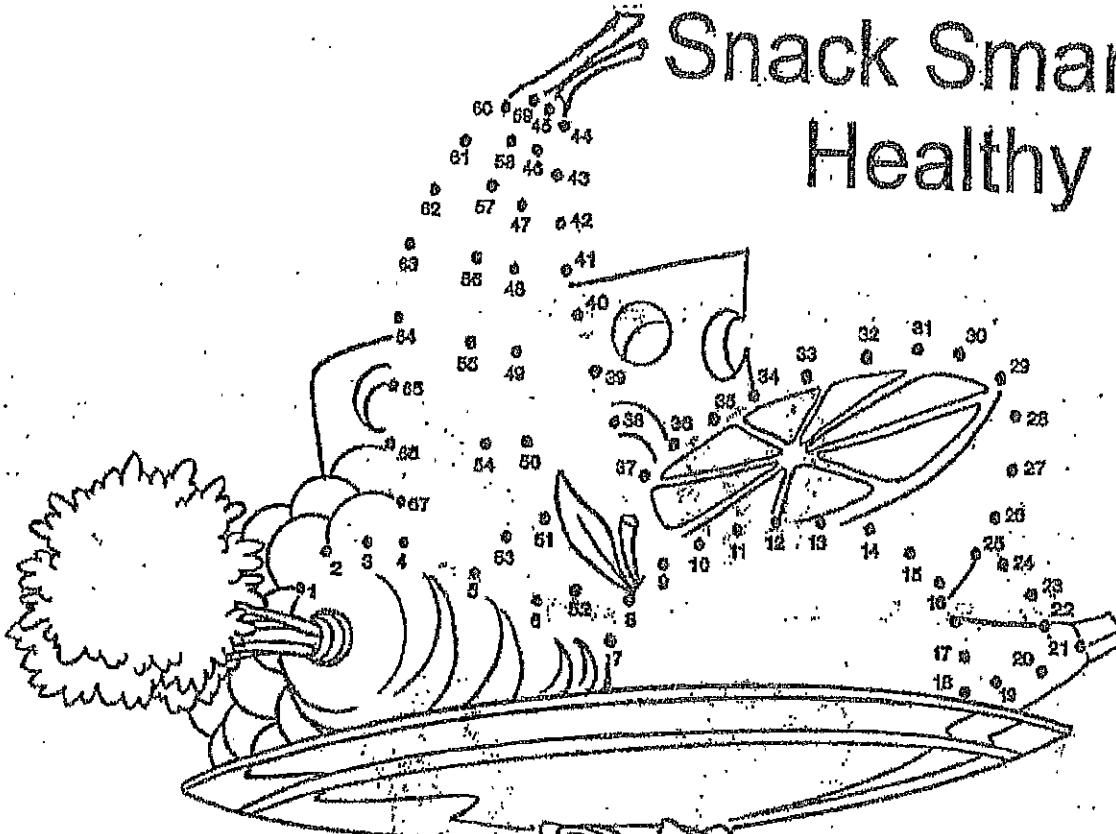


ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 2 ISTE : Projector, Power Point, Video PA: 10.1.3.C Explain the role of the food guide pyramid in helping people eat a healthy diet.	
Big Idea (s): Declarative statements that describe concepts that transcend grade levels. <ul style="list-style-type: none"> • <i>Develop the knowledge & skills necessary to establish good life long dental health habits.</i> 	Essential Question(s): Questions that frame students inquiry, promoted critical thinking and assist in learning transfer. <ul style="list-style-type: none"> • <i>Is a student able to identify hidden sugars in foods?</i> • <i>Can a student identify healthy snacks?</i> • <i>Can students perform proper toothbrushing techniques?</i>
Concepts: Describe what students should know as a result of this instruction.... <ul style="list-style-type: none"> • Demonstrate the ability to select health snacks from unhealthy ones. • Determine and apply ways for students to keep their teeth clean & healthy during school hours. • Perform proper toothbrushing. 	Key Vocabulary: <ul style="list-style-type: none"> • Plaque • Tooth Decay • Xylitol • High Fructose Corn Syrup • Sucrose
ASSESSMENT EVIDENCE	
Formative Assessment: <ul style="list-style-type: none"> • Toothbrushing • Healthy Snacks Worksheet 	Summative Assessment: <ul style="list-style-type: none"> • Dental Screening
LEARNING PLAN	
Instructional Activities/Strategies: <ul style="list-style-type: none"> • Toothbrush / Flossing modeling, Oral Reading, Video, Coloring book 	
Enrichments: <ul style="list-style-type: none"> • Daily Toothbrushing Chart • Parent dental reports 	Interventions: <ul style="list-style-type: none"> • Individual Oral Hygiene Instruction • Phone calls • Monroe County Children & Youth

Name _____

Snack Smart for Healthy Teeth



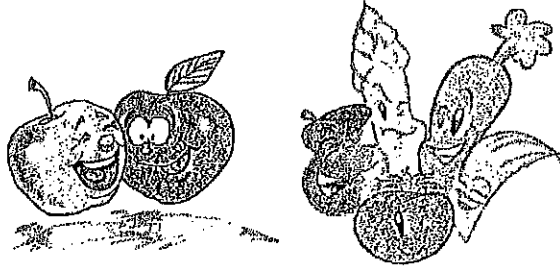
ADA.

© 2001 American Dental Association. Dudley Collection™

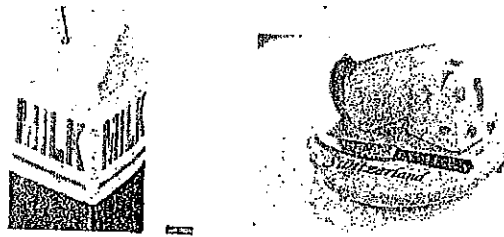
Sugar Wars For Dental Health:

Good Sugars = unlimited amounts

*Glucose



*Lactose

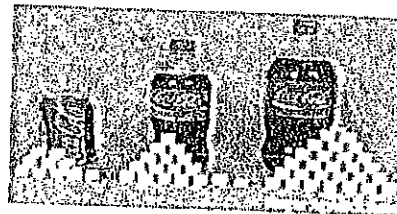


Man-made Sugars = Bad sugars
No more than 4 teaspoons or 16 grams
per day. (4 grams = 1 tsp.; ex. 28g. ÷ 4tsp. = 7 tsp.)

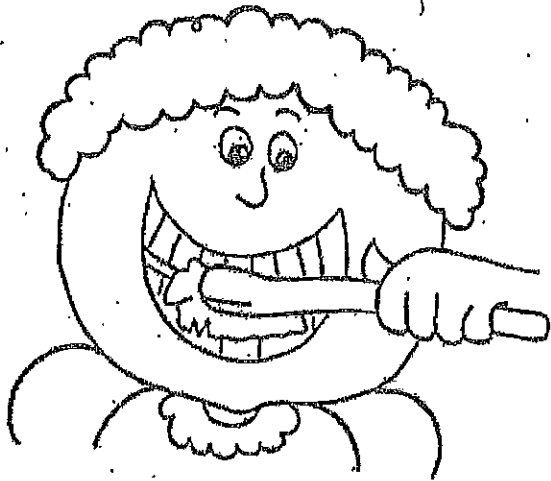
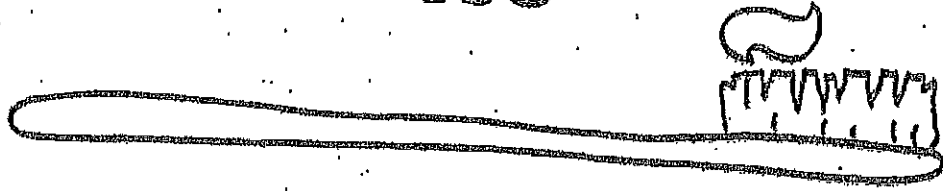
*Sucrose



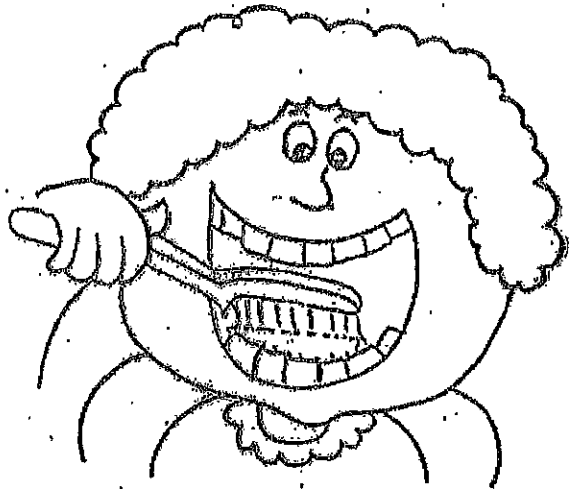
*Fructose /
High Fructose Corn Syrup



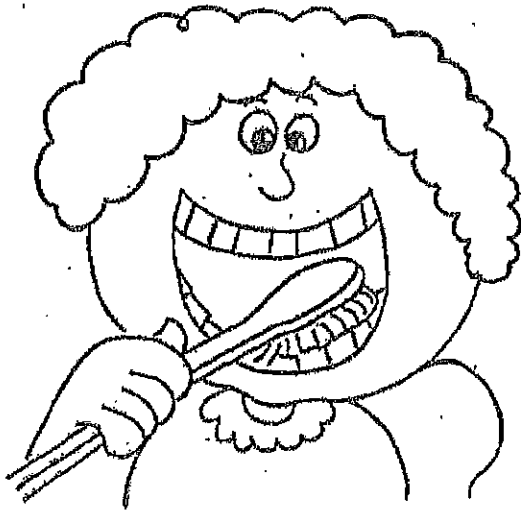
**BRUSH your teeth, MORNING
and NIGHT**
**Brushing after MEALS helps
too**



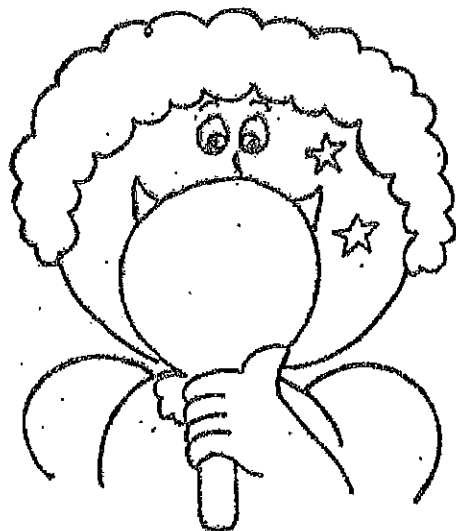
Outside Surface



Inside Surface

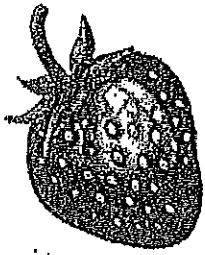


Biting Surface

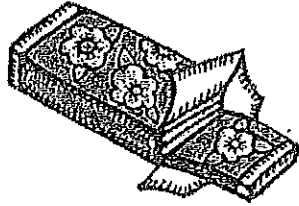


Check in Mirror

Circle the Healthy Snacks



Strawberry



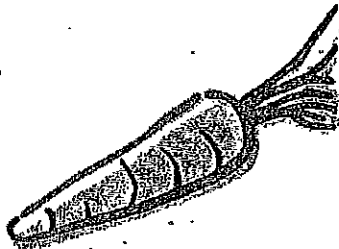
Gum with Sugar



Soda



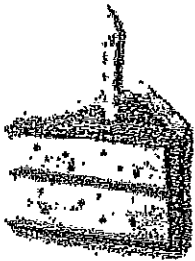
Peanuts



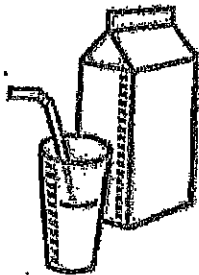
Carrot



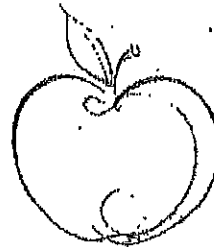
Candy



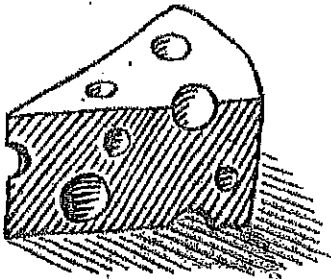
Cake



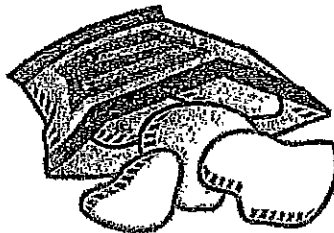
Milk



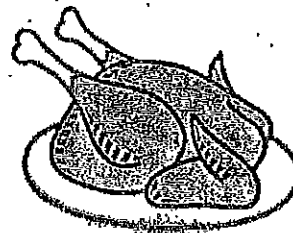
Apple



Cheese



Chips



Chicken

**ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM**

Standards and Assessment Anchors: Grade 3
ISTE: Projector, Power Point, Video
PA: 10.1.3.E Identify types and causes of common health problems of children.

Big Idea(s):

Declarative statements that describe concepts that transcend grade levels.

- *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question(s):

Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- *Is a student able to identify the tooth decay process?*
- *Can a student identify prevention for tooth decay?*
- *Can students perform proper toothbrushing techniques?*

Concepts:

Describe what students should know as a result of this instruction....

- Assess the role of plaque in the development of dental disease.
- Observe & discuss the role of fluoride to remineralize tooth enamel.
- Observe dental procedures performed by the dental hygienist during dental screen.
- Perform proper toothbrushing.

Key Vocabulary:

- Plaque
- Tooth Decay
- Fluoride
- Sealants
- Xylitol

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Plaque Monster puppet & Toothbrush model
- Books: "Make Way For Tooth Decay."
- Egg/Soda Experiment Video
- Video; "Dr. Rabbits World Tour."
- Tooth Decay & Sealant Model

ASSESSMENT EVIDENCE

Formative Assessment:

- Toothbrushing
- Experimient Assessment
- Vocabulary Worksheet

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video, Coloring book

Enrichments:

- Daily Toothbrushing Chart
- Parent dental reports

Interventions:

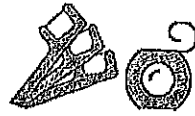
- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

AN ORAL HEALTH LESSON FOR THIRD GRADERS

Brush your teeth with fluoride toothpaste and clean between your teeth for a healthy smile!



Brush your teeth twice a day with fluoride toothpaste.



Clean between your teeth daily.



Eat a healthy diet that limits sugary beverages and snacks.



See your dentist regularly for prevention and treatment of oral disease.

"Daily Sugar Allowance": 5 tsp. or 20 grams
Conversion : 1 tsp. = 4 grams

BRUSHING AND FLOSSING

Brush teeth twice daily with a fluoride toothpaste to remove plaque from the inner, outer and chewing tooth surfaces. Bacteria lingers between teeth where your toothbrush bristles cannot reach, so it is important to floss daily. Flossing removes plaque and food particles trapped between your teeth and below your gumlines. Plaque is a sticky, colorless film of bacteria that forms on teeth. When sugar and starch from food or drinks combine with plaque, an acid is produced that attacks tooth enamel. Repeated acid attacks cause the enamel to break down and cavities to form. Poor dental hygiene, not brushing or flossing daily, results in cavities, periodontal (gum) disease and tooth loss.



PERIODONTAL DISEASE

If plaque is not removed, it hardens into tar tar, which can only be removed by a dentist. When tartar settles along the gumline, the gums pull away from the teeth and form pockets, allowing bacteria to attack teeth roots. Warning signs of gum disease include gums that bleed easily, especially when brushed, chronic inflamed gums and sore gums. If gum disease is not treated, it could result in tooth loss.

VISITING THE DENTIST

Teeth should be professionally cleaned and checked once every six months. A member of the dental team can remove plaque and tartar from the gumline. X-rays taken during the oral exam uncover hidden problems and check developing teeth.



FLUORIDE

Fluoride is a naturally occurring mineral that strengthens tooth enamel, protecting teeth from decay. When combined with proper oral care (brushing, flossing and regular dental checkups), fluoride greatly reduces dental decay. Dentists often recommend fluoride treatments or supplements when the community's water supply is not fluoridated.

MOUTHGUARDS

Mouthguards are required for high-contact sports like football, hockey and boxing. However, dentists strongly recommend them for any sport where contact or collision may occur, such as basketball, soccer and wrestling. A properly fitted mouthguard can prevent most sports-related tooth and mouth injuries and may even prevent concussions by acting like a shock absorber between upper and lower teeth.



Have you brushed your teeth twice today?
Color in the boxes once you finish brushing!



Sunday																
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																

Visit MouthHealthy.org/ToothTeam for more activity sheets



HEALTHY SMILE TIPS

Brush your teeth twice a day with a fluoride toothpaste.



Clean between your teeth daily.



Eat a healthy diet that limits sugary beverage and snacks.



See your dentist regularly for prevention and treatment of oral disease.



ADA American Dental Association®

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 4
ISTE : Projector, Power Point, Video
PA: 10.1.3D Know age appropriate drug information.

Big Idea (s):
Declarative statements that describe concepts that transcend grade levels.

- Develop the knowledge & skills necessary to establish good life long dental health habits.

Essential Question (s):
Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- Is a student able to identify smokeless tobacco and the health implications from its use?
- Can students perform proper toothbrushing techniques?

Concepts:
Describe what students should know as a result of this instruction....

- Assess the role of tobacco in the development of dental disease.
- Conceptualize & list conditions of the oral cavity which occur with smokeless tobacco use.
- Perform proper toothbrushing.

Key Vocabulary:

- Plaque
- Tooth Decay
- Tobacco
- Snuff
- Chew
- Nicotine
- Oral cancer
- Mouth guards

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Plaque Monster puppet & Toothbrush model
- Booklets: "The Sean Marsee Story."
- Mr. Gross Mouth Model
- Video, *The Importance of Mouthguards, Damage From Smokeless Tobacco, Baseball Chewing Tobacco on Deck to be Spit Out?*
- Mint Snuff (imitation snuff)

ASSESSMENT EVIDENCE

Formative Assessment:

- Toothbrushing
- Results of Smokeless Tobacco Web

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video

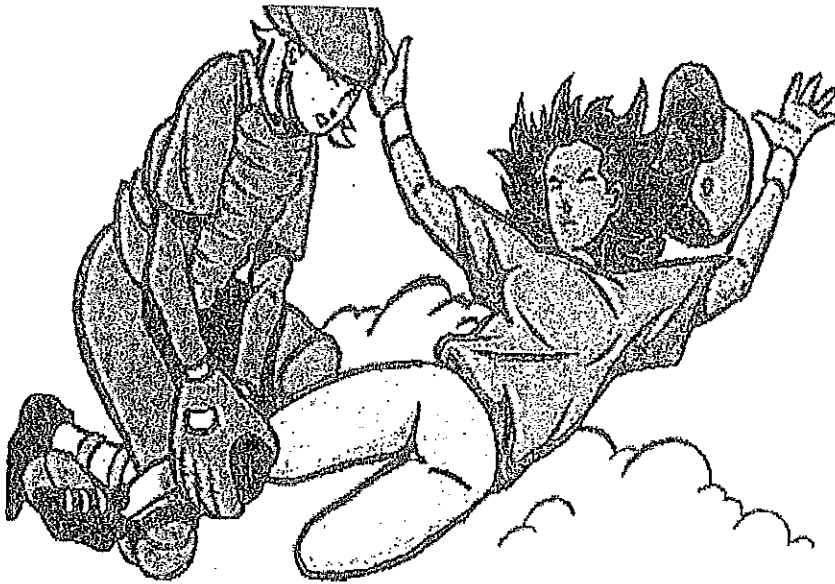
Enrichments:

- Daily Toothbrushing Chart
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

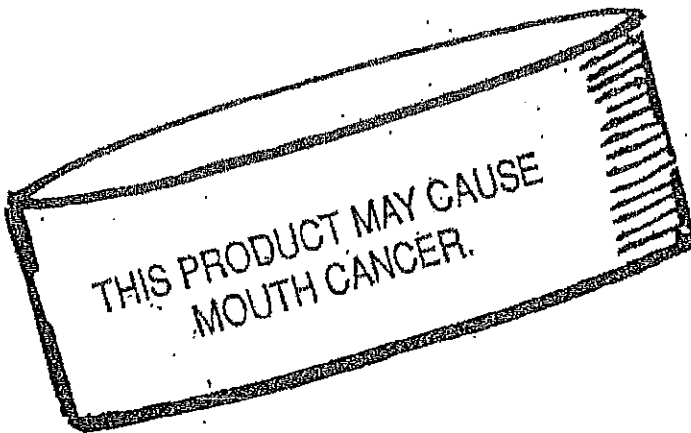
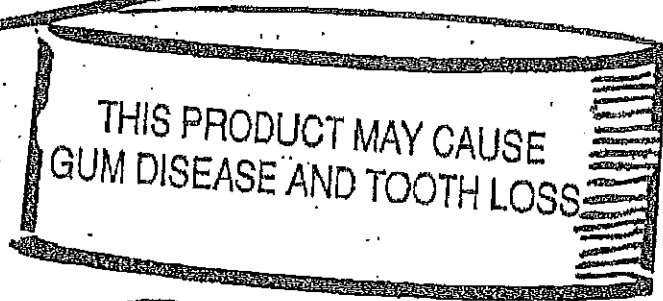
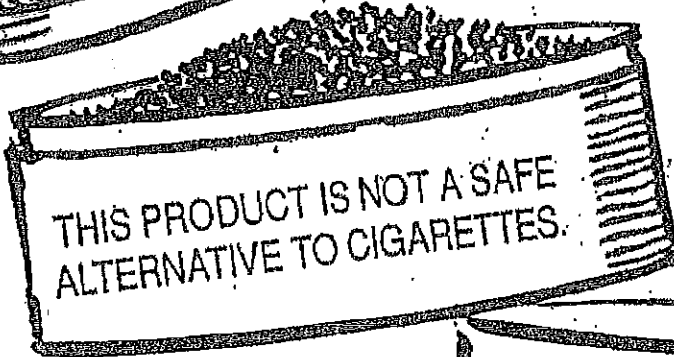
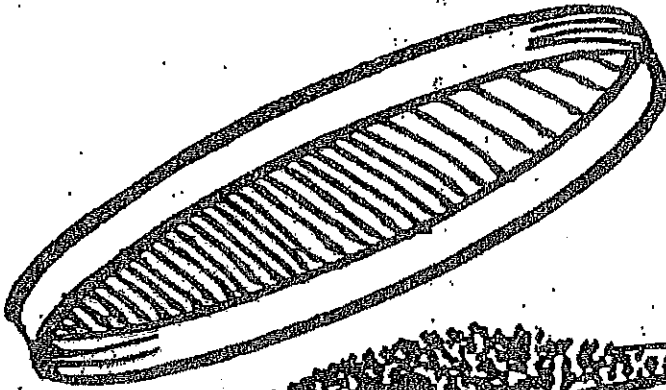
Slide Into Good Oral Health



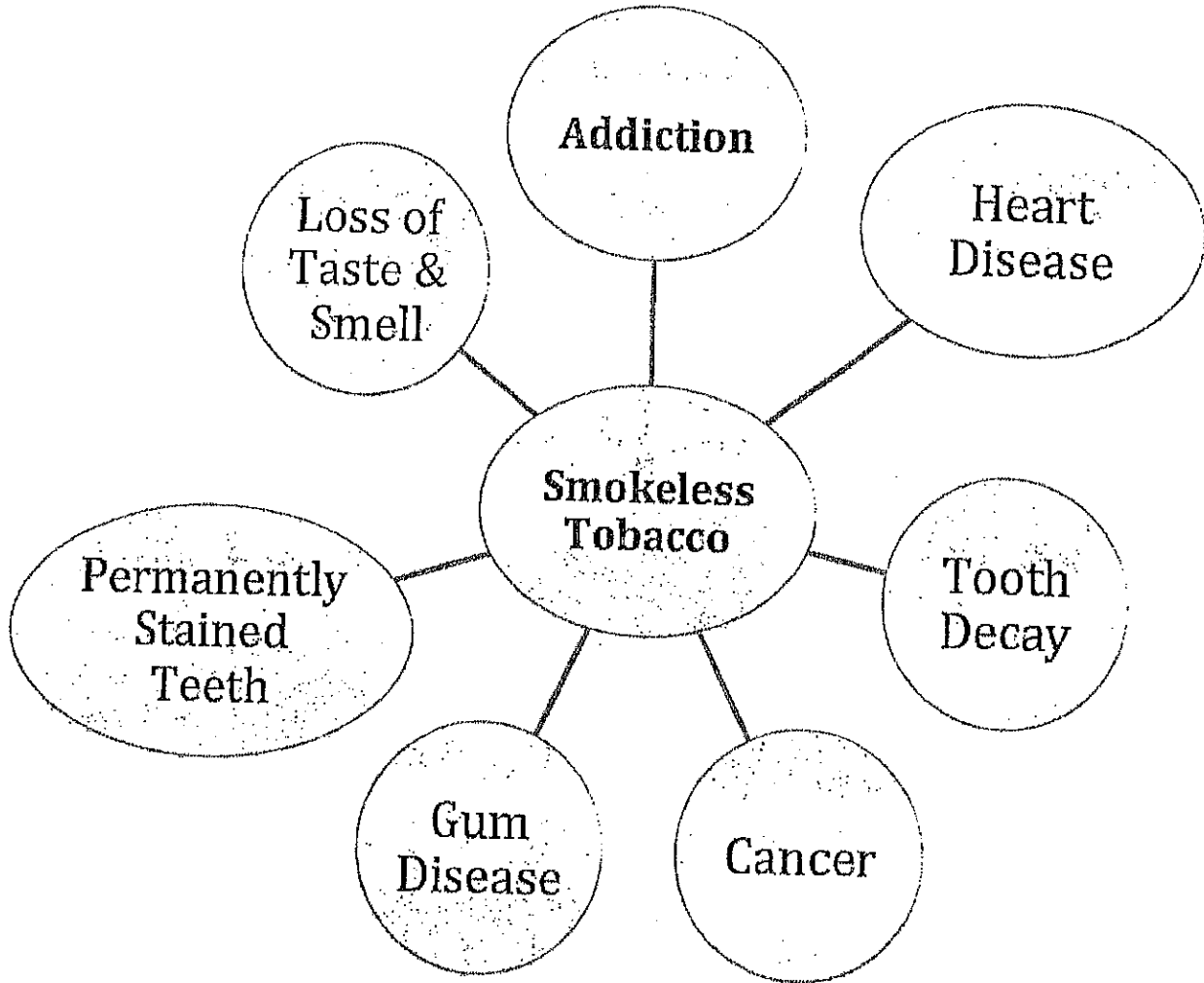
Name _____



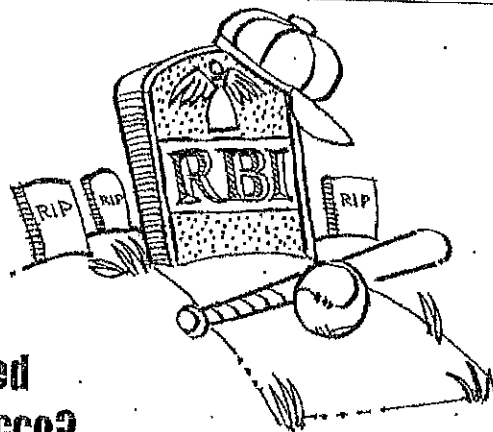
Smokeless Tobacco Warning Labels



Results for Using Smokeless Tobacco:



Brain Teaser:
What baseball star died
of using smokeless tobacco?



**ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM**

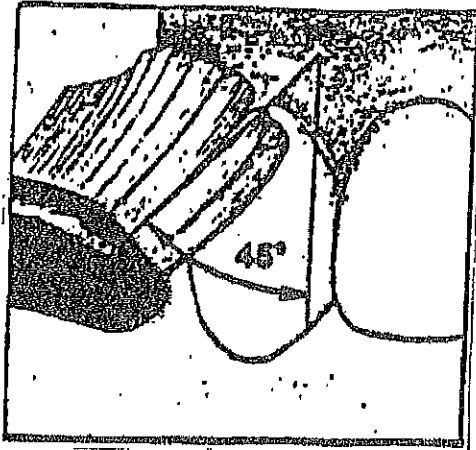
Standards and Assessment Anchors: Grade 5 ISTE: Projector, Power Point, Video PA: 10.1.9E Analyze how personal choices, disease and genetics can impact health maintenance and disease.	
Big Idea(s): Declarative statements that describe concepts that transcend grade levels. <ul style="list-style-type: none"> • <i>Develop the knowledge & skills necessary to establish good life long dental health habits.</i> 	Essential Question(s): Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer. <ul style="list-style-type: none"> • <i>Is a student able to identify the warning signs, symptoms, & health implications of periodontal disease?</i> • <i>Can students perform proper toothbrushing techniques?</i>
Concepts: Describe what students should know as a result of this instruction.... <ul style="list-style-type: none"> • Define plaque & its role in the sages of periodontal disease. • Label & identify tooth structures & surrounding structure affected by plaque. • Locate & remove plaque in the mouth • Perform proper toothbrushing & flossing techniques. 	Key Vocabulary: <ul style="list-style-type: none"> • Plaque • Tooth Decay • Floss • Bacteria • Gingivitis • Periodontal Disease • Heart Disease
ASSESSMENT EVIDENCE	
Formative Assessment: <ul style="list-style-type: none"> • Toothbrushing & Flossing • Disclosing Tablets • Plaque Experiment Worksheet 	Summative Assessment: <ul style="list-style-type: none"> • Dental Screening
LEARNING PLAN	
Instructional Activities/Strategies: <ul style="list-style-type: none"> • Toothbrush / Flossing modeling, Oral Reading, Video, Posters, Yarn Hand Flossing. 	
Enrichments: <ul style="list-style-type: none"> • Daily Toothbrushing Chart • Parent dental reports 	Interventions: <ul style="list-style-type: none"> • Individual Oral Hygiene Instruction • Phone calls • Monroe County Children & Youth

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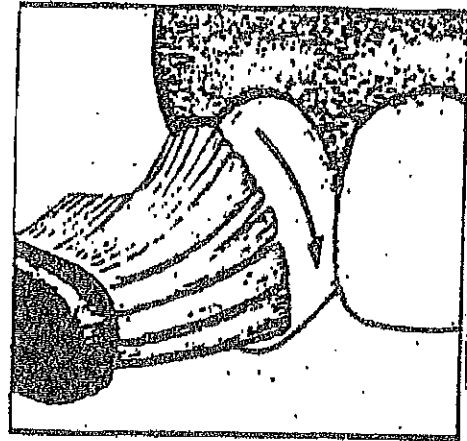
TOOTH BRUSHING

****2 times a day for 2 minutes****

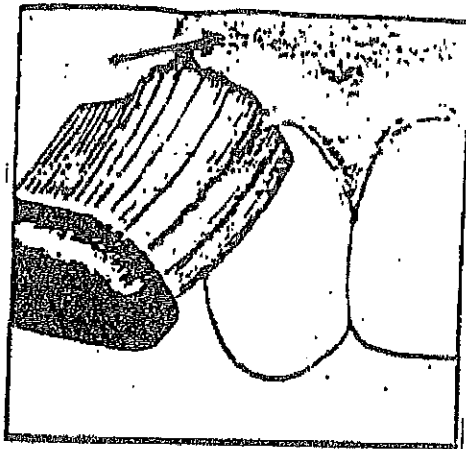
**Electric toothbrushes- place bristles at same angle against the gums, count to 3 and roll brush away from the gumline in the direction that the teeth grow.*



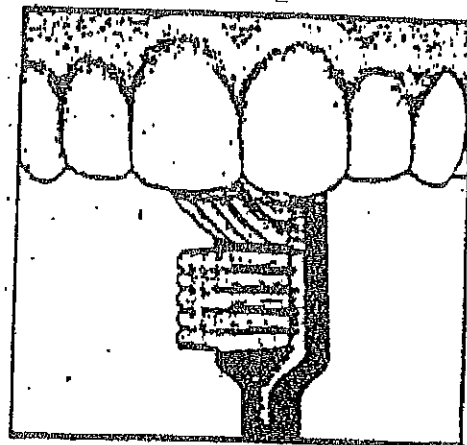
1. Properly position the brush against your gums on a 45° angle.



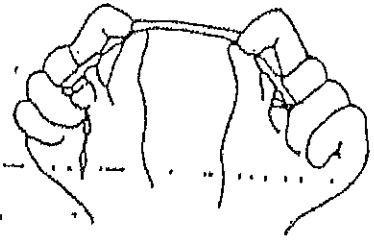
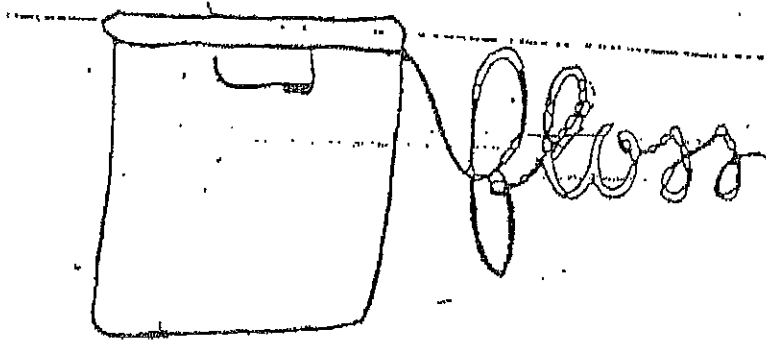
2. Press lightly and wiggle back and forth - Don't Scrub.



3. Roll the brush away once in the direction the teeth grow (downward for upper teeth & upward for lower teeth).



4. Hold the brush vertically to reach behind the front teeth (wiggle and roll as in description 3).



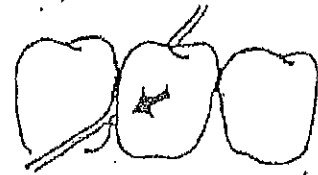
Take an 18 inch piece of floss and wrap most of it around your middle finger of one hand, lightly. Then wrap the remaining few inches around the middle finger of your other hand.

Flossing plaque away....

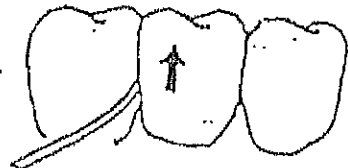
Flossing will remove bacterial plaque from between your teeth and below the gum line – areas your toothbrush can't reach. It also removes particles of food lodged between your teeth.

Flossing can reduce plaque build-up and decay, keeping your teeth and gums healthy by just using it **once a day**. All it takes is a little **practice**.

****Remember, the best time to floss is before bedtime, after brushing. Always floss in a pattern.**



Hold the floss one inch tautly between your thumb and for-finger. See-saw it gently between your teeth, but don't snap it into your gums.



Curve the floss into a "C" shape around the one tooth and gently scrape up and down, as well as below the gum line. Don't saw in a back and forth motion. Without removing the floss, repeat on the other tooth. Then move on.



As the floss becomes soiled, advance to a clean section and continue.

**ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM**

Standards and Assessment Anchors: Grade:6

ISTE: Projector, Power Point, Video

PA: 10.3.6A Explain and apply safe practices in the home, school and community.

Big Idea (s):

Declarative statements that describe concepts that transcend grade levels.

- *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question (s):

Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- *Is a student able to identify dental emergencies & safety prevention for the teeth?*
- *Can students perform proper toothbrushing techniques?*

Concepts:

Describe what students should know as a result of this instruction...

- Identify tooth injuries that occur during, home, school, & extra-curricular activities.
- Recognize that mouthguards prevent mouth & tooth injuries.
- Perform proper toothbrushing.

Key Vocabulary:

- Plaque
- Tooth Decay
- Gauze
- Triangular Bandage
- Dental Wax
- Mouthguard

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Mouthguards
- Books: "The Tooth Fairy."
- Video; *The Importance of Mouthguards.*

ASSESSMENT EVIDENCE

Formative Assessment:

- Toothbrushing
- Dental Emergency Treatment Worksheet

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video.

Enrichments:

- Daily Toothbrushing Chart
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 7

ISTE: Projector, Power Point, Video

PA: 10.2.9B Analyze the relationship between health-related information and adolescent consumer choices.

Idea(s):

Declarative statements that describe concepts that transcend grade levels.

- Develop the knowledge & skills necessary to establish good life long dental health habits.

Essential Question(s):

- Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.
- Is a student able to identify the health implications of oral piercings & other dental fads?
 - Can students perform proper toothbrushing techniques?

Concepts:

Describe what students should know as a result of this instruction....

- Discuss reasons for obtaining piercings.
- Identify piercing sites pertaining to the oral cavity.
- Assess risks & health implications involved with oral piercings & dental fads.
- Perform proper toothbrushing & flossing

Key Vocabulary:

- Plaque
- Tooth Erosion
- Periodontal Disease
- Sub-Acute Bacterial Endocarditis
- Grills
- Dental Tattoos
- Piercing

Materials and Resources:

- Guidelines for School Dental Health Program for PA's School Age Children & Adolescents.
- American Dental Association
- Dental Health Packet
- Pamphlet: "Heavy Metal: Is Tongue Piercing Really Cool?"
- Video: *The Truth About Tongue Piercings*

ASSESSMENT EVIDENCE

Formative Assessment:

- Small Group Discussion

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video, Posters.

Enrichments:

- Pamphlet: "Heavy Metal: Is Tongue Piercing Really Cool."
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 8
ISTE: Projector, Power Point, Video
PA: 10.1.3D Know age appropriate drug information.

Big Idea (s):

Declarative statements that describe concepts that transcend grade levels.

- *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question(s):

Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- *Is a student able to identify drug & alcohol effects on the oral cavity?*
- *Can students perform proper toothbrushing techniques?*

Concepts:

Describe what students should know as a result of this instruction....

- Recognize oral & systemic implications of drug use
- Identify treatment options available.
- Discuss the importance of seeking regular dental care.
- Perform proper toothbrushing & flossing techniques.

Key Vocabulary:

- Methamphetamines
- Hallucinogens
- Alcohol
- Antihistamines
- Tobacco
- Chronic Dry Mouth Syndrome

Materials, and Resources:

- National Oral Cancer Institute; "Lip & Oral Cancer Treatment."
- American Dental Association Pamphlet: "Mouth Cancer, Heart Disease, Dry Mouth & Diabetes."
- Slides/Photos
- Video; *Meth Mouth Video-The Effects of Methamphetamines on Teeth*

ASSESSMENT EVIDENCE

Formative Assessment:

- Small Group Discussion

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading , Video, Posters.

Enrichments:

- Pamphlets
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 9
ISTE: Projector, Power Point, Video
PA: 10.2.9B Analyze factors that impact nutritional choices of adolescents.

Big Idea(s):
 Declarative statements that describe concepts that transcend grade levels.
 • *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question(s):
 Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.
 • *Is a student able to identify oral & health implications of eating disorders?*
 • *Can students perform proper toothbrushing techniques?*

<p>Concepts: Describe what students should know as a result of this instruction...</p> <ul style="list-style-type: none"> Recognize signs & symptoms of eating disorders & discuss reasons for them to occur. Identify oral health & systemic complications from eating disorders. Recognize treatments available. Perform proper toothbrushing & flossing 	<p>Key Vocabulary:</p> <ul style="list-style-type: none"> Anorexia Nervosa Bulimia Tooth Erosion Periodontal Disease 	<p>Materials and Resources:</p> <ul style="list-style-type: none"> National Eating Disorders Organization; "Dental Complications from Eating Disorders: Information for Dental Practitioners." American Dental Association Pamphlet: "Dental Effects of Anorexia/Bulimia" Video; <i>How Eating Disorders Can Affect Oral Health</i>
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ASSESSMENT EVIDENCE		
<p>Formative Assessment:</p> <ul style="list-style-type: none"> Small Group Discussion 	<p>Summative Assessment:</p> <ul style="list-style-type: none"> Dental Screening 	<p>Competencies:</p> <ul style="list-style-type: none"> Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video, Pamphlets.

<p>Enrichments:</p> <ul style="list-style-type: none"> Pamphlets Parent dental reports 	<p>Interventions:</p> <ul style="list-style-type: none"> Individual Oral Hygiene Instruction Phone calls Monroe County Children & Youth
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ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

<p>Standards and Assessment Anchors: Grade 10 ISTE: Projector, Power Point, Video. PA: 3.3.7B Describe the cell as the basic structural & functional unit of living things.</p>	
<p>Big Idea(s): Declarative statements that describe concepts that transcend grade levels.</p> <ul style="list-style-type: none"> Develop the knowledge & skills necessary to establish good life long dental health habits. 	<p>Essential Question(s): Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.</p> <ul style="list-style-type: none"> Is a student able to identify types of bacteria & the systemic connection to the body? Can students perform proper toothbrushing & flossing techniques?
<p>Concepts: Describe what students should know as a result of this instruction....</p> <ul style="list-style-type: none"> Identify bacteria's role in the disease process. Formulate treatment options to combat disease. Evaluate & develop hygiene practices to promote good overall health. 	<p>Key Vocabulary:</p> <ul style="list-style-type: none"> Tooth Decay Periodontal Disease Heart Disease Biofilms
<p>ASSESSMENT EVIDENCE</p>	
<p>Formative Assessment:</p> <ul style="list-style-type: none"> Small Group Discussion Bacteria Growth Model 	<p>Summative Assessment:</p> <ul style="list-style-type: none"> Dental Screening
<p>LEARNING PLAN</p>	
<p>Instructional Activities/Strategies:</p> <ul style="list-style-type: none"> Toothbrush / Flossing modeling, Oral Reading, Video, Experiment. 	
<p>Enrichments:</p> <ul style="list-style-type: none"> Pamphlets Parent dental reports 	<p>Interventions:</p> <ul style="list-style-type: none"> Individual Oral Hygiene Instruction Phone calls Monroe County Children & Youth

ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 11
ISTE: Projector, Power Point, Video
PA: 10.2.9B Analyze factors that impact nutritional choices of adolescents.

Big Idea (s):
 Declarative statements that describe concepts that transcend grade levels.
 • *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question (s):
 Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.
 • *Is a student able to identify oral diseases & their health implications?*
 • *Can students perform proper toothbrushing & flossing techniques?*

<p>Concepts: Describe what students should know as a result of this instruction....</p> <ul style="list-style-type: none"> • Recognize the tooth decay process. • Classify types of oral manifestations • Recognize treatments available. • Evaluate & develop hygiene practices to promote good overall health. 	<p>Key Vocabulary:</p> <ul style="list-style-type: none"> • Aphthous Ulcers • Thrush • Oral Cancer • Periodontal Disease 	<p>Materials and Resources:</p> <ul style="list-style-type: none"> • Center for Disease Control/Hardin University of Iowa; Video: "Mouth Sores." • American Dental Association: "Emerging Issues, Oral Cancer," "Meth Mouth." • American Dental Association; "Nutrition." • Video; <i>How Eating Disorders Can Affect Oral Health</i>
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ASSESSMENT EVIDENCE

<p>Formative Assessment:</p> <ul style="list-style-type: none"> • Small Group Discussion 	<p>Summative Assessment:</p> <ul style="list-style-type: none"> • Dental Screening 	<p>Competencies:</p> <ul style="list-style-type: none"> • Pass / Refer
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LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing modeling, Oral Reading, Video, Pamphlets.

<p>Enrichments:</p> <ul style="list-style-type: none"> • Pamphlets • Parent dental reports 	<p>Interventions:</p> <ul style="list-style-type: none"> • Individual Oral Hygiene Instruction • Phone calls • Monroe County Children & Youth
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ESASD COURSE CURRICULUM
DENTAL HYGIENE SERVICES PROGRAM

Standards and Assessment Anchors: Grade 12
ISTE: Projector, Power Point, Video
PA: 3.3.12B Analyze the chemical & structural basis of living organisms.

Big Idea (s):

Declarative statements that describe concepts that transcend grade levels.

- *Develop the knowledge & skills necessary to establish good life long dental health habits.*

Essential Question (s):

Questions that frame student's inquiry, promoted critical thinking and assist in learning transfer.

- *Is a student able to identify oral PH, sugars, & acid levels in the decay process?*
- *Can students perform proper toothbrushing & flossing techniques?*

Concepts:

Describe what students should know as a result of this instruction....

- Identify bacteria's role in the disease process.
- Classify types of sugars
- Assess ones' own PH level.
- Evaluate & develop dietary menus to promote good dental health.
- Evaluate & develop hygiene practices to

Key Vocabulary:

- Oral PH level
- Xylitol
- Sorbitol
- Mannitol/Malitol
- Sucralose
- Sucrose
- Glucose
- Fructose

Materials and Resources:

- American Dental Assoc., "Nutrition."
- US Dept. of Agriculture; "Sugar Content of Selected Foods, Individuals & Total Sugars."
- Journal of Am. Dental Assoc.; "Streptococcus Mutans, Early Childhood Caries & New Opportunities."
- Video: *The Perils of Sports Drinks for Teeth*
- Litmus Paper Test Strip Paper

ASSESSMENT EVIDENCE

Formative Assessment:

- Small Group Discussion
- Litmus test strips Experiment

Summative Assessment:

- Dental Screening

Competencies:

- Pass / Refer

LEARNING PLAN

Instructional Activities/Strategies:

- Toothbrush / Flossing- modeling, Oral Reading , Video, Experiment.

Enrichments:

- Pamphlets
- Parent dental reports

Interventions:

- Individual Oral Hygiene Instruction
- Phone calls
- Monroe County Children & Youth

Dental Hygiene Educational Resources:

American Cancer Society
American Dental Association
American Dental Hygiene Association
Center of Disease Control
Colgate-Palmolive Company, Bright Smiles, Bright Futures Program
Dentistry.com
Journal of American Dental Association
Montana State University School of Engineering
National Eating Disorders Organization
National Institute of Dental & Craniofacial Research
New Scientist
NSTEP; Oral America
PA Department of Education
PA Department of Health
Procter and Gamble Company, Crest School Program
Public Broadcasting System
RDH
U.S. Department of Agriculture



Agreement number

Affiliation Agreement

This agreement establishes the relationship between East Stroudsburg University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and

.....
Name and address of organization

.East Stroudsburg Area School District.....(referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University shall use its best efforts to determine eligibility for students registering internships for academic credit. It will assess whether approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
2. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
3. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
4. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
5. The University agrees to advise students and faculty of any known policies, procedures, and requirements of the internship as specified by the Organization.
6. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.

7. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.

8. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, et seq.

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process, including but not limited to, background investigations, drug testing, health screenings, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the assignment of credit hours: a minimum of 40 contact hours per one (1) credit hour assigned.
5. At the beginning of the internship, the Organization determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or if they will serve in a non-paid capacity. If in a non-paid capacity, the Organization will take steps it deems necessary to establish that no employment relationship exists between Organization and the Intern and that the Intern will not be covered under the Organization's Worker's Compensation, social security, or unemployment compensation programs.

6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make reasonable accommodations to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained. It shall be the obligation of the University to assure that its students are afforded procedural due process if a student is removed pursuant to this section.

III. Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with ninety (90) days' notice. In the event of a substantial breach, either party may terminate this agreement with less than 90 days' notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. Organization agrees to cooperate with the University in its investigation of claims of discrimination or harassment.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

East Stroudsburg University of Pennsylvania

.....
Name of organization

.....
Name of organization

.....
Authorized signature

.....
Authorized signature

Joanne Z. Bruno, JD
Provost and VP of Academic Affairs

.....
Print name and title

.....
Print name and title

.....
Effective date of agreement (Date of last signature by Provost)

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Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

Your email address (**mary-olszewski@esasd.net**) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name Of Requester *

Mary Olszewski

Department *

Special Education

Building *

Administration

What service or item are you requesting? *

Aimsweb Plus



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Why are you requesting the service or item? *

Our current Aimsweb model utilizes pencil and paper and is very outdated

Suggested Replacement: *

Aimsweb Plus

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

n.a

Cost Estimate: If over \$5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. *

Star 360 was investigated; Cost is over 6000 more and does not include as much comprehensive training.

What is the total cost of the purchase? *

14,293.00 (program and training)

Procurement Method: *

- Quote
- Request for Proposal (RFP)
- Bid
- Other:

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Was this purchase budgeted? *

No ▼

Which Fund will be charged? *

10 ▼

What account will be charged? *

Access tech and supplies fees

Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Aimsweb plus was less expensive than the only other major competitor, Star 360. We would like to purchase Aimsweb Plus. Our district has been utilizing Aimsweb for 19 plus years. The current version is pencil and paper and antiquated. Aimsweb plus is the gold standard when it comes to progress monitoring. It is often used in presentations by PaTTAN and meets our district's need for becoming more legal defensible.

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Any additional information you would like to provide.

AimswEBPlus is an all-in-one assessment system with data management and reporting. It provides benchmarking & progress monitoring as well as gives districts the option to screen for dyslexia and behavior. AimswEBPlus uses curriculum-based measures and standards-based assessments which are combined to provide the data that schools need for program planning and evaluation for tiered assessment (MTSS & RTI). Other assessment systems do not incorporate curriculum-based measures and therefore do not address MTSS holistically. Additionally, aimswEBPlus offers shorter assessment times for lower grade levels and encourages a 1:1 administration approach for K-1. This system appears to be more ecologically valid and an authentic approach to assess younger students. Other systems have a reputation as an intervention specific platform, but aimswEBPlus is intervention agnostic and therefore provides more flexibility in practical use.

A study completed by Shapiro and Gibbs (2014) which compared AimswEB and Star found the followin, "AimswEB consistently showed a level of growth growth against expected performance somewhat greater than STAR."

FEATURE	AIMSWEB PLUS	STAR 360
Benchmark Assessments	YES	YES
Progress Monitoring	YES	YES
Standards Based	YES	YES
Curriculum Based Measure	YES	YES
Interventions	YES	YES
Time	5 minutes	20 minutes
Addresses MTSS holistically	YES	NO
Screen for behavior	YES	NO
Screen for dyslexia	YES	NO

A copy of your responses will be emailed to mary-olszewski@esasd.net.

SUBMIT

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Google Forms

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FEATURE	AIMSWEB PLUS	STAR 360
Benchmark Assessments	YES	YES
Progress Monitoring	YES	YES
Standards Based	YES	YES
Curriculum Based Measure	YES	YES
Interventions	YES	YES
Time	5 minutes	20 minutes
Addresses MTSS holistically	YES	NO
Screen for behavior	YES	NO
Screen for dyslexia	YES	NO



2018-2019 School Year

CLASSROOM ASSESSMENT CUSTOMER PROPOSAL

5/29/19

PREPARED FOR
 Mary Olszewski
 East Stroudsburg School District
 mary-olszewski@esasd.net
 Customer ID: _____

PREPARED BY
 aimsweb Sales
 joshua.buce@pearson.com
 210.339.5691

MATERIALS					
ISBN	PRODUCT NAME	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
AIMPLSCSUB	AIMSwebPlus	aimswebPlus Complete - Introductory Price	858	\$8.50	\$7,293.00
ACTIVATE TO aimswebPLUS ACCOUNT MANAGER:					
NAME: <u>Mary Olszewski</u>					
EMAIL: <u>mary-olszewski@esasd.net</u>					
PHONE NUMBER: 570,424,8500 ext. 10722					
SUB-TOTAL					\$7,293.00
Materials Sub-Total					\$7,293.00

SERVICES					
ISBN	PRODUCT NAME	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
PPDAIMPLSOSTRNG	AIMSwebPlus	AIMSWEPLUS ONSITE TRAINING GETTING STARTED	2	\$3,500.00	\$7,000.00
Webinar: Please provide two possible dates and times					
1st choice Date: _____					
2nd choice Date: _____					
SUB-TOTAL					\$7,000.00
Services Sub-Total					\$7,000.00

ESTIMATED TOTAL \$14,293.00

ORDERING INFORMATION

TO PLACE YOUR ORDER YOU MAY USE ANY OF THE FOLLOWING OPTIONS:

BY FAX - Send a copy of this SIGNED cost proposal and your purchase order to (866)313-6197

BY EMAIL - Send a copy of this SIGNED cost proposal and your purchase order to aimswbsales@pearson.com

ONLINE - Place your aimsweb orders online at: <https://www.pearsonassessments.com/ecommerce/aimsweb.html>

PURCHASE ORDER DETAILS

NAME _____ PURCHASE ORDER NUMBER _____

TITLE _____ DATE _____

SIGNATURE _____ CUSTOMER ID _____

TERMS & CONDITIONS

COST PROPOSAL, INCLUDING PRICING, IS VALID FOR 90 DAYS. TOTAL PRICE IS ESTIMATED BASED ON INFORMATION PROVIDED,
 INVOICING WILL BE BASED ON THEN CURRENT PRICING INCLUDING TAXES AS APPLICABLE
 INFORMATION REGARDING PEARSON'S RETURN POLICY CAN BE FOUND AT <http://www.pearsonassessments.com/return-policy.html>

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RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
2148668

East Stroudsburg School District - 26752
PO Box 298
East Stroudsburg, PA 18301-0298
Email: geanine-fuller@esasd.net

Reference ID: 421617
Created: 08/13/2019

Quote Summary

School Count: 10

Renaissance Products & Services Total	\$52,953.30
Applied Discounts	\$(32,384.20)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
Grand Total	USD \$20,569.10

This quote includes: Renaissance Star Math and Renaissance Star Reading.

To receive applicable discounts, all orders included on this quote must be received at the same time.

By signing below, you

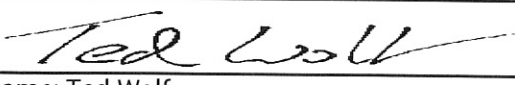
- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf> which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the applicable Application Privacy Policy located at <https://www.renaissance.com/privacy-policy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: []

Renaissance Learning, Inc.	East Stroudsburg School District - 26752
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 08/13/2019	Date:
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036
Fax: (877)280-7642
Email: electronicorders@renaissance.com
Phone: (877)444-3172

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RENAISSANCE®

Quote
2148668

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If changes are necessary, or additional information is required, please contact your account executive Tom Carlson at (877)204-8929, Thank You.

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Federal I.D. 39-1559474
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Quote
2148668

This quote is valid for 30 days. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax (TPT). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote Details

Bushkill Elementary School - 26608

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	99	\$4.85	\$(14.40)	\$465.75
Star Reading Subscription	08/01/2019 - 07/31/2020	99	\$4.85	\$(14.40)	\$465.75
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
Bushkill Elementary School Total				\$(3,226.80)	\$1,681.50

East Stroudsburg Elementary School - 26758

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	98	\$4.85	\$(14.26)	\$461.04
Star Reading Subscription	08/01/2019 - 07/31/2020	98	\$4.85	\$(14.26)	\$461.04
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
East Stroudsburg Elementary School Total				\$(3,226.52)	\$1,672.08

East Stroudsburg Senior High School - North - 1660509

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	188	\$4.85	\$(27.35)	\$884.45

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PO Box 8036, Wisconsin Rapids, WI 54495-8036
 Phone: (800) 338-4204 | Fax: (877) 280-7642
 Federal I.D. 39-1559474
www.renaissance.com

Quote
 # 2148668

Star Reading Subscription	08/01/2019 - 07/31/2020	188	\$4.85	\$(27.35)	\$884.45
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
East Stroudsburg Senior High School - North Total				\$(3,252.70)	\$2,518.90

East Stroudsburg Senior High School-South - 712487

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	306	\$4.85	\$(44.52)	\$1,439.58
Star Reading Subscription	08/01/2019 - 07/31/2020	306	\$4.85	\$(44.52)	\$1,439.58
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
East Stroudsburg Senior High School-South Total				\$(3,287.04)	\$3,629.16

J M Hill Elementary School - 26756

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	72	\$4.85	\$(10.48)	\$338.72
Star Reading Subscription	08/01/2019 - 07/31/2020	72	\$4.85	\$(10.48)	\$338.72
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
J M Hill Elementary School Total				\$(3,218.96)	\$1,427.44

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J. T. Lambert Intermediate School - 26757

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	187	\$4.85	\$(27.21)	\$879.74
Star Reading Subscription	08/01/2019 - 07/31/2020	187	\$4.85	\$(27.21)	\$879.74
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
J. T. Lambert Intermediate School Total				\$(3,252.42)	\$2,509.48

Lehman Intermediate School - 1447780

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	148	\$4.85	\$(21.53)	\$696.27
Star Reading Subscription	08/01/2019 - 07/31/2020	148	\$4.85	\$(21.53)	\$696.27
Platform Services					
Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
Lehman Intermediate School Total				\$(3,241.06)	\$2,142.54

Middle Smithfield Elementary School - 26754

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Renaissance Applications					
Star Math Subscription	08/01/2019 - 07/31/2020	125	\$4.85	\$(18.19)	\$588.06
Star Reading Subscription	08/01/2019 - 07/31/2020	125	\$4.85	\$(18.19)	\$588.06

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 Phone: (800) 338-4204 | Fax: (877) 280-7642
 Federal I.D. 39-1559474
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Quote
 # 2148668

Platform Services

Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
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Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
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Middle Smithfield Elementary School Total **\$(3,234.38)** **\$1,926.12**

Resica Elementary School - 26755

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00

Renaissance Applications

Star Math Subscription	08/01/2019 - 07/31/2020	103	\$4.85	\$(14.99)	\$484.56
Star Reading Subscription	08/01/2019 - 07/31/2020	103	\$4.85	\$(14.99)	\$484.56

Platform Services

Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
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Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
---	--	---	--------	--------	--------

Resica Elementary School Total **\$(3,227.98)** **\$1,719.12**

Smithfield Elementary School - 26753

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Star Math One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00
Star Reading One-Time Fee		1	\$1,599.00	\$(1,599.00)	\$0.00

Renaissance Applications

Star Math Subscription	08/01/2019 - 07/31/2020	63	\$4.85	\$(9.17)	\$296.38
Star Reading Subscription	08/01/2019 - 07/31/2020	63	\$4.85	\$(9.17)	\$296.38

Platform Services

Annual All Product Renaissance Platform	08/01/2019 - 07/31/2020	1	\$750.00	\$0.00	\$750.00
---	-------------------------	---	----------	--------	----------

Professional Services

Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
---	--	---	--------	--------	--------

Smithfield Elementary School Total **\$(3,216.34)** **\$1,342.76**

230

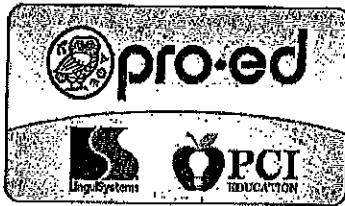
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 Austin, TX 78757-6897
 800.897-3202 (512)451-3246
 Fax 800/397-7633 www.proedinc.com

Date	Customer	P.O. Number	Order	Total Amount Due
07/11/19	01034564	QUOTE	2783805	5410.90

Billing Address

Bill To
 EAST STROUDSBURG AREA
 50 VINE ST
 EAST STROUDSBURG PA 18301

Shipping Address

Ship To
 EAST STROUDSBURG AREA
 50 VINE ST
 EAST STROUDSBURG PA 18301

Page	Terms	Order Type	Ship to	Ship Via
1	Net 30 Day	PRO FORMA	0000	BW

Product	Qty	Description	Price	Disc Rate	Amount
14460	1	SB5 COMP KIT & ONLINE SCORING GALE ROID	1226.00		1226.00
9375	2	PICTORIAL TEST OF INTELLIGENCE	180.00		360.00
12590	1	PRIMARY TEST OF NONVERB INTELL	241.00		241.00
13540	7	SCALES F/ASSESS EMOT DIST,2E-S	226.00		1582.00
13430	4	PRAC IDEA DISRUP DEFIA GR 5-12	58.00		232.00
13425	4	PRAC IDEA DISRU DEFIA PRESCH-G	58.00		232.00
11995	1	SOSI PRACTICAL GUIDE F/LEAD SO	51.00		51.00
14497	1	ABAS-3 COMP KIT W/UNLIM USE SC	497.00		497.00
14505	3	ABAS-3 SCHOOL-TEACHER FORM (25	83.00		249.00
14504	3	ABAS-3 SCHOOL-PARENT FORM (25)	83.00		249.00
			Product Amt	Ship/Hand	Tax Amt
			4919.00	491.90	5410.90

232

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

The respondent's email address (mary-olszewski@esasd.net) was recorded on submission of this form.

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT Procurement Form

Name Of Requester *

Mary Olszewski

Department *

Pupil Services

Building *

Administration

What service or item are you requesting? *

School Psychologist Testing Materials

233

Why are you requesting the service or item? *

The School Psychologists have become employees of ESASD starting 7/1/2019. Therefore, they will need testing materials in order to fulfill the requirements of their position.

Suggested Replacement: *

n/a

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

Cost Estimate: If over \$5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. *

Pro-ed is the publisher/distribute of the specified testing items

Procurement Method: *

- Quote
- Request for Proposal (RFP)
- Bid
- Other: _____

Was this purchase budgeted? *

No ▼

234

Which Fund will be charged? *

10 ▼

What account will be charged? *

Pupil Services : 10-2140-610-000000006030000000

Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

N/A

Any additional information you would like to provide.

100,000 dollars was presented to the board as the initial start up costs of hiring district school psychologists.

This form was created inside of East Stroudsburg Area School District.

Google Forms

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Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

The respondent's email address (~~thomas-mcintyre~~@esasd.net) was recorded on submission of this form.

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name Of Requester *

Craig Reichl

Department *

JT Lambert

Building *

JT Lambert

What service or item are you requesting? *

New Stage Risers

Why are you requesting the service or item? *

Our Current risers are dangerous and a safety hazard and almost collapsed on students.

Suggested Replacement: *

We need 8 risers total.

P. 12

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Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

Cost Estimate: If over \$5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. *

Yes we obtained 3 quotes. StageRight \$13,975, School Outfitters \$15,777.13, Wenger \$18,638.00

What is the total cost of the purchase? *

\$13,975

Procurement Method: *

- Quote
- Request for Proposal (RFP)
- Bid
- Other: _____

Was this purchase budgeted? *

No ▼

Which Fund will be charged? *

32 ▼

What account will be charged? *

Unknown

237

Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Yes, the lowest quote was selected.

Any additional information you would like to provide.

This form was created inside of East Stroudsburg Area School District.

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495 Pioneer Parkway
 Clare, MI 48317
 Phone: 800-498-4469
 Fax: 989-386-3800
 www.stageright.com

QUOTE FORM for East Stroudsburg Area School District
 Quote: SQ-180806-0016782
 Offer Valid Through: 8/4/2018
 Proposed by: Jim Johnson
 Phone: (800) 498-4498 x 813
 Email: jjohnson@stageright.com

Quote Form

Quote Reference Number: 0016782

Address Information

Bill To:
 East Stroudsburg Area School District
 2000 Millford Road
 East Stroudsburg, Pennsylvania 18302
 United States

Ship To:
 East Stroudsburg Area School District
 2000 Millford Road
 East Stroudsburg, Pennsylvania 18302
 United States

Contact Buying: Andrea Rhoadhouse
 Phone: (614) 796-4762
 Email: andrea-rhoadhouse@east.net

Contact Shipping: Andrea Rhoadhouse

Terms and Conditions

Payment Method: Check

Payment Terms: Net 30 Days (with Approved Credit - May Require Financial Statements)

Delivery Terms: FOB Source
Billing Method: Email

East Stroudsburg Area School District-JT Lambert Intermediate-FR-36 Quote-080519

Product Lines

Product	Product Code	Quantity	Sales Price	Amount
FR-36 Fold & Roll Standing Choral Floor, 3-Level, 6' Wide with Gray Carpet Tread	307003	8.0 Each	\$1,036.00	\$8,288.00
FR-36 Fold & Roll Standing Choral Floor, Fourth Level Add-On Step with Gray Carpet Tread	307004	8.0 Each	\$425.00	\$3,400.00

Additional Charges/Credits

Additional Charge/Credit	Quantity	Sales Price	Amount
Shipping	1.0	\$2,296.00	\$2,296.00

Products Total: \$11,688.00
 Additional Charges/Credits Total: \$2,296.00
Net Amount: \$13,976.00

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Specific Terms

Quoted Price Does NOT include any State and/or Local Taxes

Within five business days from receipt of order, an order acknowledgement will be sent to confirm your order and provide a scheduled ship date. It will also contain important information regarding the processing and delivery of your order. Contact StageRight immediately if you do not receive your order confirmation.

Lead time is estimated and varies based on manufacturing capacity. Actual ship date will be determined at placement of order. Shipping rates are subject to change. Freight Terms: FOB Clare - MI

StageRight collects taxes for the following: AL AZ CA CO DC FL GA HI IN MI MN NE NJ NM NY PA TX WI WA
A Tax Exemption Certificate must be provided or sales tax will be added to the order

All labor and costs associated with docking - unloading - transferring or set-up of equipment and removal of debris are NOT included.
Visa - Mastercard - American Express and Discover Accepted

Order Authorization

Date

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For reservations, please contact:

Ryan Rogers

Phone: 888-810-8315

Fax: 888-810-4315




ryan.rogers@schooloutfitters.com

Quote Summary

Quote #: QJ011084322
Valid through: 08/30/2019

Bill to:
BUSINESS OFFICE-ESASD
Accounts Payable
80 Vine St.
East Stroudsburg PA 18301-2160 USA
Phone: 1 (570) 424-8820
Fax: 1 (570) 420-8384
Email: madeline.schmitt@esasd.net

Ship to:
JT Lambert Intermediate School
Craig Ratch
EAST STROUDSBURG PA 18301 USA
Phone: NA
Fax: NA
Email: craig.ratch@esasd.net

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	AMT-PCR4	Mobile E-Z Riser w/ Back Rail - Four Levels  <p>Options: <input checked="" type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+ \$0.00) <input checked="" type="checkbox"/> Frame Finish - Black Frame (+ \$0.00)</p> <p>Estimated Delivery: 48 business days after order confirmation</p> <p>*Special product pricing based on COSTARS (Contract # 035-028)</p>	3	\$4,268.00	59%	\$1,751.69*	\$5,255.07
2.	AMT-PCR4	Mobile E-Z Riser w/ Back Rail - Four Levels  <p>Options: <input checked="" type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+ \$0.00) <input checked="" type="checkbox"/> Frame Finish - Black Frame (+ \$0.00)</p> <p>Estimated Delivery: 48 business days after order confirmation</p> <p>*Special product pricing based on COSTARS (Contract # 035-028)</p>	3	\$4,268.00	59%	\$1,751.69*	\$5,255.07
3.	AMT-PCR4	Mobile E-Z Riser w/ Back Rail - Four Levels  <p>Options: <input checked="" type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+ \$0.00) <input checked="" type="checkbox"/> Frame Finish - Black Frame (+ \$0.00)</p> <p>Estimated Delivery: 48 business days after order confirmation</p> <p>*Special product pricing based on COSTARS (Contract # 035-028)</p>	2	\$4,268.00	59%	\$1,751.69*	\$3,503.38

Shipping & Handling Breakdown

Items Shipping From	Shipping Via	Service(s) Included:
Amfub	XPO 1,00187108	Lift Gate

Product SubTotal:	\$14,013.82
Shipping & Handling:	\$1,783.81
Sales Tax:	0.00
Grand Total:	\$15,777.43

Important Shipping Information

Shipping on specified items includes a lift gate on the truck, but does not include inside delivery. The driver will lower items to the ground only. Customer must bring inside. Inside delivery is available for an additional charge.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-819-1778 within 3 business days of delivery.

All quotations are for liftgate delivery, F.O.B. factory, unless otherwise noted.

Sales Representative Comments

To assist with your budgetary needs, School Outfitters is guaranteeing the pricing on this quote until 08/30/2019. With fluctuation in the market due to tariffs, we will work closely with you after 08/30/2019 to assist in pricing.

Thank you for the opportunity to earn your business.

For Assistance: Ryan Rogers • Phone: 888-819-3316 • Fax: 866-819-4316 • ryan.rogers@schooloutfitters.com

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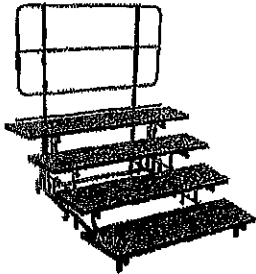
Ryan Rogers

Phone: 866-819-6315

Fax: 866-819-4316

ryan.rogers@schooloutfitters.com

Item Details



AmTab

Mobile E-Z Riser w/ Back Rail - Four Levels

Preparing for special events has never been simpler thanks to the Mobile E-Z Riser with Back Rail from AmTab. With heavy-duty casters, it's easy for just one person to transport the entire unit, and a gas cylinder makes setup a breeze. Folding it up for storage is just as simple. The built-in back rail eases you into, and also provides additional safety and stability. An integrated coupling bracket allows you to create secure arrangements to fit your needs. Riser decks are reversible, so you have control of configuration; create a straight formation by placing a reversed riser between two standard risers. 100% made in the USA.

Specifications

Deck Style:	Carpet (charcoal)
Deck Material:	Plywood core w/ steel frame
Frame Material:	Steel tubing (black)
Levels:	4
Wheels:	Heavy-duty, 3" double ball bearing casters (non-marking)
Weight Capacity:	3,600 lbs.
Standing Capacity:	17-23 people
Warranty:	16 years
Length:	8' 5"
Depth:	5' 9"
Riser Height:	32"
Back Rail Height:	8" off ground
Assembly:	Ships assembled
Other Info:	High-speed gas cylinder Built-in coupling brackets to easily connect multiple risers Reversible decks for varied configurations 100% made in the USA

Options

Carpet Color:	
<input type="checkbox"/>	Black Carpet w/ Black Frame
<input type="checkbox"/>	Blue Carpet w/ Black Frame
<input type="checkbox"/>	Charcoal Carpet w/ Black Frame
<input type="checkbox"/>	Gray Carpet w/ Black Frame
<input type="checkbox"/>	Green Carpet w/ Black Frame
<input type="checkbox"/>	Red Carpet w/ Black Frame
<input type="checkbox"/>	Tan Carpet w/ Black Frame
Frame Finish:	
<input type="checkbox"/>	Beige Frame
<input type="checkbox"/>	Black Frame
<input type="checkbox"/>	Brown Frame
<input type="checkbox"/>	Gray Frame
<input type="checkbox"/>	Metallix Champagne Frame
<input type="checkbox"/>	Metallix Titanium Frame

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	AMT-PCRM	Mobile E-Z Riser w/ Back Rail - Four Levels	3	\$4,269.00	69%	\$1,751.69*	\$5,265.07
		Options:					
		<input type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+ \$0.00)					
		<input type="checkbox"/> Frame Finish - Black Frame (+ \$0.00)					

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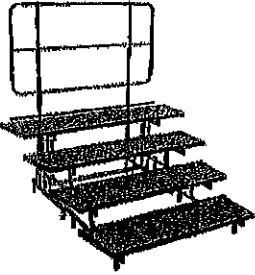
Ryan Rogers

Phone: 888-618-6316

Fax: 888-618-4316

ryan.rogers@schooloutfitters.com

Item Details



AntiTab

Mobile E-Z Riser w/ Back Rail - Four Levels

Preparing for special events has never been simpler thanks to the Mobile E-Z Riser with Back Rail from AntiTab. With heavy-duty casters, it's easy for just one person to transport the entire unit, and a gas cylinder makes setup a breeze. Folding it up for storage is just as simple. The built-in back rail saves you time, and also provides additional safety and stability. An integrated coupling bracket allows you to create secure arrangements to fit your needs. Riser decks are reversible, so you have control of configuration; create a straight formation by placing a reversed riser between two standard risers. 100% made in the USA.

Specifications

Deck Style:	Carpet (charcoal)
Deck Material:	Plywood core w/ steel frame
Frame Material:	Steel tubing (black)
Levels:	4
Wheels:	Heavy-duty, 3" double ball bearing casters (non-marking)
Weight Capacity:	3,600 lbs.
Seating Capacity:	17-23 people
Warranty:	15 years
Length:	6' 4"
Depth:	5' 8"
Riser Height:	32"
Back Rail Height:	6' 6" off ground
Assembly:	Ship assembled
Other Info:	High-speed gas cylinder Built-in coupling brackets to easily connect multiple risers Reversible decks for varied configurations 100% made in the USA

Options

Carpet Color:	
<input type="checkbox"/>	Black Carpet w/ Black Frame
<input type="checkbox"/>	Blue Carpet w/ Black Frame
<input type="checkbox"/>	Charcoal Carpet w/ Black Frame
<input type="checkbox"/>	Gray Carpet w/ Black Frame
<input type="checkbox"/>	Green Carpet w/ Black Frame
<input type="checkbox"/>	Red Carpet w/ Black Frame
<input type="checkbox"/>	Tan Carpet w/ Black Frame
Frame Finish:	
<input type="checkbox"/>	Black Frame
<input type="checkbox"/>	Blue Frame
<input type="checkbox"/>	Brown Frame
<input type="checkbox"/>	Gray Frame
<input type="checkbox"/>	Matilla Champagne Frame
<input type="checkbox"/>	Metallo Titanium Frame

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
2.	AMT-PCR4	Mobile E-Z Riser w/ Back Rail - Four Levels	1	\$4,293.00	59%	\$1,781.69*	\$8,285.07
		Options:					
		<input checked="" type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+\$0.00)					
		<input checked="" type="checkbox"/> Frame Finish - Black Frame (+\$0.00)					

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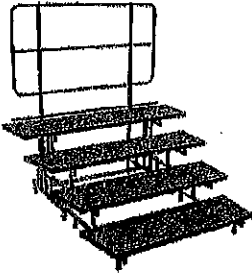
Ryan Rogers

Phone: 968-618-5315

Fax: 968-618-4316

ryan.rogers@schooloutfitters.com

Item Details



AntiTab

Mobile E-Z Riser w/ Back Rail - Four Levels

Preparing for special events has never been simpler thanks to the Mobile E-Z Riser with Back Rail from AntiTab. With heavy-duty casters, it's easy for just one person to transport the entire unit, and a gas cylinder makes setup a breeze. Folding it up for storage is just as simple. The built-in back rail saves you time, and also provides additional safety and stability. An integrated coupling bracket allows you to create secure arrangements to fit your needs. Riser decks are reversible, so you have control of configuration; create a straight formation by placing a reversed riser between two standard risers. 100% made in the USA.

Specifications

Deck Style:	Carpet (charcoal)
Deck Material:	Plywood core w/ steel frame
Frame Material:	Steel tubing (black)
Levels:	4
Wheels:	Heavy-duty, 3" double ball bearing casters (non-marking)
Weight Capacity:	3,500 lbs.
Standing Capacity:	17-23 people
Warranty:	15 years
Length:	6' 8"
Depth:	5' 9"
Riser Height:	32"
Back Rail Height:	8" off ground
Assembly:	80% assembled
Other Info:	High-speed gas cylinder Built-in coupling brackets to easily connect multiple risers Reversible decks for varied configurations 100% made in the USA

Options

Carpet Color	
<input type="checkbox"/>	Black Carpet w/ Black Frame
<input type="checkbox"/>	Blue Carpet w/ Black Frame
<input type="checkbox"/>	Charcoal Carpet w/ Black Frame
<input type="checkbox"/>	Gray Carpet w/ Black Frame
<input type="checkbox"/>	Green Carpet w/ Black Frame
<input type="checkbox"/>	Red Carpet w/ Black Frame
<input type="checkbox"/>	Tan Carpet w/ Black Frame
Frame Finish	
<input type="checkbox"/>	Beige Frame
<input type="checkbox"/>	Black Frame
<input type="checkbox"/>	Brown Frame
<input type="checkbox"/>	Gray Frame
<input type="checkbox"/>	Metallo Champagne Frame
<input type="checkbox"/>	Metallo Titanium Frame

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
3.	AMT-PCR4	Mobile E-Z Riser w/ Back Rail - Four Levels	2	\$4,263.00	50%	\$1,751.89*	\$3,603.36
		Options:					
		<input type="checkbox"/> Carpet - Black Carpet w/ Black Frame (+ \$0.00)					
		<input type="checkbox"/> Frame Finish - Black Frame (+ \$0.00)					

Page 6 of 6

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< Back

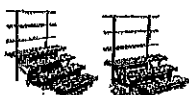
Add Items to Cart

Estimate Details

Quote Number: W000282048

Creation Date: 2019/03/28

Expires Date: 2019/04/27

	Item	Quantity	Price
	4-step Signature Riser Model : 4-Step	8	\$16,832.00
Estimate Subtotal			\$16,832.00
Shipping			\$1,301.00
Handling			\$505.00
Tax			\$0.00
Estimate Total:			\$18,638.00

Shipping Address

Organization: JTL Choirs
 Address: 2000 Milford Road 2000 Milford Road
 City State Zip: East Stroudsburg , PA 18301
 Other/More:

Billing Address

247

3/28/2019

Order Details

Organization JT Lambert Intermediate School
Address 2000 Milford Road 2000 Milford Road
City State Zip East Stroudsburg , PA 18301
Other/More

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SICO America Inc. 7525 Cahill Road, Minneapolis, MN 55439

QUOTATION

Date: 08/05/19

Quote Number: 00078993

Prepared by:
Tony Kincade - Education Regional Sales Manager
tkincade@sicoinc.com
Phone: (612) 259-0345 / Fax: (952) 941-6688

In lieu of a purchase order, please sign/date
above after reviewing our legal terms

Bill To:
Attn: Andrea Rhoadhouse
JT Lambert Intermediate School

Ship To:
JT Lambert Intermediate School
2000 Millford Road
East Stroudsburg, PA 18301

Phone: (570) 424-8430 / Fax:
Email: andrea-rhoadhouse@esasd.net

Final Destination: USA

Part Number	Description	Qty	List Price	Net Unit Price	Net Amount
2611-492B	4-rise Choral Riser	8	3,462.00	1,904.10	15,232.80
C2612-34GRDB	Set of 2 Side Rails with 2 storage hangers	1	1,238.00	680.90	680.90

Subtotal: 15,913.70
Tax: 0.00
Estimated Shipping: 1,200.00
Grand Total USD: 17,113.70
EXCLUDES applicable Sales Tax



SICO America Inc. 7525 Cahill Road, Minneapolis, MN 55439

QUOTATION

Date: 08/05/19

Quote Number: 00078993

DELIVERY INFORMATION TO DETERMINE ACCURATE FREIGHT CHARGES:

THIS INFORMATION IS REQUIRED FOR ALL FREIGHT ESTIMATES. ANSWERS PROVIDED MAY RESULT IN ADDITIONAL CHARGES.

	YES	NO
1. Is location accessible to a 50' trailer and is there adequate space for the truck to access the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. If no dock is available will you need a ramp or lift gate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the trucker dropping off partial shipments at one or more addressees? If YES, please explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is inside delivery required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Will there be a specific date required for delivery on the BOL?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is there a definite time needed at delivery point?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Is the carrier to call before delivery or call for delivery appointment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will you need assistance unloading the trailer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Comments or Information Regarding Delivery:
ABF- \$1200 w/lift gate, 16 ft. 1,835 lbs. JR

NOTE:

All orders will ship FOB ORIGIN, PREPAID & ADD. Actual freight amount at time of shipment will be invoiced.
All table orders for 6 units and under will be crated and a \$75.00 per order crating charge added to the invoice.

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SICO America Inc. 7525 Cahill Road, Minneapolis, MN 55439

LEGAL TERMS AND CONDITIONS

PRICE: Quoted Pricing in U.S. Dollars, EX WORKS/F.O.B. Factory.

COMMENTS: The prices in this quote are valid for 30 days from the date of this quote. We reserve the right to correct any material errors contained herein. Quote EXCLUDES applicable sales tax and freight, unless otherwise quoted. For orders shipping outside of the U.S., this quote EXCLUDES applicable taxes, custom duties, detention, demurrage, and clearing costs. This must be coordinated with your broker. SICO will provide appropriate export documentation. It is the responsibility of the forwarder and/or customs broker to file the appropriate documentation for importation and clearance.

FREIGHT: For U.S. shipments only; any estimated freight is to destination ONLY; it does not include additional delivery equipment, i.e., lift gate, inside delivery, set-up or packing materials disposal, etc. If delivery equipment is required for delivery, additional charges will apply. Freight prices are subject to change based on actual shipping charges. For shipments outside the U.S. estimated freight will be provided upon request to forwarder, port, or destination.

TERMS: Net 30 days with approved credit for orders being delivered in the U.S. Advance Payment for orders being delivered outside the U.S.

STANDARD PRODUCTS: SICO standard products are produced to fulfill specific order requests, therefore, no standard product will be accepted for return unless a SICO America, Inc. representative provides written consent and the customer approves and returns the "SICO Material Authorization Request" form.

Standard products that will be given consideration for return must meet the following conditions:

- Not older than 90 days from the shipment date
- The standard product(s) must never have been used
- The standard product(s) must be able to be returned in their original packaging material

In addition the following applies if consent is provided for the return of standard product(s):

- A 25% handling fee will be charged on all returns
- The customer is accountable for the cost of freight "there and back" to the specified SICO America, Inc. location
- If the standard product(s) is damaged when received by SICO America, Inc. the customer will not receive any credit for the standard product(s) returned.

NON-STANDARD PRODUCTS: Non-standard product(s) are not accepted for return under any conditions.

TRANSPORTATION RESPONSIBILITY: SICO products are shipped EX WORKS/F.O.B. factory, from Minneapolis, Minnesota; Conway, Arkansas; Belleville, Wisconsin; or drop shipped directly from a SICO supplier. This means that the buyer, and not the seller, owns the goods and carries all the risk of loss or damage after the goods leave the factory. It is the buyer's responsibility to inspect the shipment upon delivery before accepting delivery in good condition. Any damage, visible or concealed, must be noted on the carrier's delivery receipt in the presence of the driver. This should be done before signing the bill of lading accepting the goods in good condition. The customer is responsible for filing freight claims. SICO will assist in filing loss or damage claims upon receipt of proper documents, but cannot be responsible for the actual collection of claims or replacement of the order.

DELIVERY: SICO assumes no liability for damages on account of delay in delivery resulting from any cause whatsoever beyond its reasonable control. If requested, SICO will ship orders in quantity uncartoned by furniture van. The additional cost will be charged to the customer. SICO reserves the right to ship by van at its own discretion.

NOTE: All quotations and agreements are contingent upon absence of strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical errors are subject to correction. Conditions not specifically herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the seller.

GUARDRAILS: This safety feature is necessary for use with all SICO stages and risers.



SICO America Inc. 7525 Cahill Road, Minneapolis, MN 55439

THANK YOU. WE LOOK FORWARD TO SERVING YOU.



TRANE

Trane
1185 N Washington St
Wilkes Barre, Pa 18705
Phone 870-821-4910
Fax 855-835-2817

TRANE SERVICE FIELD QUOTATION

Date: 7/26/2019
Project: Chiller
Customer: East Stroudsburg Area School District
Location: 50 Vine Street East Stroudsburg PA 18301
Customer Contact: Curtis Beam
Model#/Serial#: CGAM110F/U13E96231

Trane is pleased to offer you this proposal for the following services:

Scope of work to be performed:

CKT 2, recover refrigerant and replace B compressor and liquid line dryer. Shorted to ground. Recharge okt and check operation.

Our Price for this scope of work is..... **\$14,272.00**

Notes:

1. This quote abides with US Communities Contract # 16-JLP-023 and Quote # 31-543115-19-001
2. Work to be performed during normal working hours Monday - Friday 7:00 AM - 3:30 PM exclusive of holidays unless overtime is specified in the above scope of work
3. Any service not listed is not included in this quotation
4. All work performed is in accordance with Trane's Standard Terms & Conditions (copy attached)
5. This quotation is valid for 10 days from above date of quote
6. If this proposal is not accepted by the customer, all diagnostic costs will be invoiced separately.

Submitted by: John Coledo

Work Authorized and price accepted by Customer Representative: Dr. [Signature]

Purchase Order Number: _____

Date of Acceptance: _____

P 10
Ritter
Curtis
7/26/19
Lisa

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TERMS AND CONDITIONS - QUOTED SERVICE

Company shall mean <<SenderCompanyName>>.

1. **Acceptance; Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.
2. **Services Fees and Taxes.** Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's normal business hours and any after-hours services shall be billed separately according to then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.
3. **Payment.** Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect.
4. **Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice declaring termination, upon which event Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement.
5. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA or state industrial safety regulations.
6. **Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be liable for, any of the
 - (a) Any guarantee of room conditions or system performance;
 - (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
 - (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force
 - (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; ect.
 - (e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

7. **Warranty.** Company warrants that: (a) the material manufactured by Company and furnished hereunder is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Warranty period. Defects must be reported to Company within the Warranty period. Company's obligation under the Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Warranty include damage or failure arising from wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which event this Company Warranty shall not apply to those components but shall be pursuant to the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE WARRANTY AND LIABILITY SET FORTH IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. UNLESS EXPRESSLY WARRANTED IN WRITING FOR CERTAIN HUSSMANN BRANDED EQUIPMENT, COMPANY MAKES NO REPRESENTATION OR WARRANTY EXPRESS OR IMPLIED REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY SPECIFICALLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

8. **Indemnity.** Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

9. **Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS), OR PUNITIVE DAMAGES WHETHER CLAIMED UNDER CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY OR FACTS. Should Company nevertheless be found liable for any damages they shall be limited to the purchase price of the Services for one location over a 12 month term. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES RESULTING FROM MOLD, FUNGUS, OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.

10. **Asbestos and Hazardous Materials.** Company's services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in area and shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the services only when the affected area has been rendered harmless.

11. **Insurance.** Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no

12. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

CKT 2, recover refrigerant and replace B compressor and liquid line dryer. Shorted to ground. Recharge ckt and check operation.

14. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act

15. U.S. Government Contracts. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

1-10.48 (1012)

Supersedes 1-10.48 (0511v1)

This quote abides with US Communities Contract # 15-JLP-023 and Quote # 31-543115-19-001

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Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name Of Requester *

Benjamin J. Brenneman

Department *

Driver's Education

Building *

High School North

What service or item are you requesting? *

A new driver's education car.

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Why are you requesting the service or item? *

Our current driver's education car will not pass inspection.

Suggested Replacement: *

A new driver's education car.

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

We used the cost of the new HS South Driver's Education car from 2017 as a reference/guide.

Cost Estimate: If over \$5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. *

Requested Vehicle was a New White Ford Fusion with a Dual Break. Kovatch Ford - \$20,049.65 (S); New Holland - \$20,291 (S); Ray Price - \$20,344 (S).

What is the total cost of the purchase? *

\$20,049.65

Procurement Method: *

- Quote
- Request for Proposal (RFP)
- Bid
- Other:

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Was this purchase budgeted? *

No ▼

Which Fund will be charged? *

10 ▼

What account will be charged? *

10-1410-610-000-30-819-410-000-0000

Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor.

*

Yes

Any additional information you would like to provide.

Your answer

A copy of your responses will be emailed to patricia-rosado@esasd.net.

SUBMIT

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Google Forms

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To: East Strousburg Area School District
 Drivers ED Car
erik-buksa@esad.net

Salesperson: Barry Messerschmidt

VIN#	
QTY	Description
1	2020 Fusion 4dr FWD Sedan S (POG)
1	Passenger side brake control includes labor



Check us out on Facebook
 at Kovatch Ford Fleet Sales
www.kovatchford.com

Terms: NET 30

Invoice Accepted: _____ **Date:** _____
Please sign and date.

Up fitter Signature: Barry Messerschmidt
Please sign and date.

Kovatch Representative: Barry Messerschmidt
Please sign and date.

NOTE: Signing of this invoice is an agreement by the purchaser that they are accepting the vehicle along with the upfit its proper operation of all equipment. Purchaser understands that any changes made after signing of the invoice is the c manufacturers warranty and no labor is covered by any warranty. Initial

Costars Contract # 26 Vendor #026-017

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Kovatch Ford Inc.
428 W. Catawissa Street
Nesquehoning, PA 18240
PH: 570-527-0858

Quote 81319

Date:	8/13/2019

Unit Price	Line Total
	\$0.00
\$18,881.65	\$18,881.65
	\$0.00
\$1,168.00	\$1,168.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Additions Total	\$20,049.65
Subtotal	
Total	\$20,049.65
Deposit	\$0.00
Final Total	\$20,049.65

Please make all checks payable to:

KOVATCH FORD
423 West Catawissa Street
Nesquehoning, PA 18240

Mail to Attn: Fleet Sales

ems as they agreed to and have reviewed the vehicle for
customers responsibility. All parts are subject to their
: _____

on Date: 1/19/12

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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15



Client Proposal

Prepared by:
BARRY MESSERSCHMIDT
Office: 570-669-5111
Quote ID: essddriver
Date: 08/13/2019



Kovatch Ford, Inc. | 423 W. Catawissa Street, Nesquehoning, Pennsylvania, 182401499

Office: 570-669-5111

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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs

Dimensions

- Exterior length: 191.7"
- Exterior height: 58.1"
- Front track: 62.7"
- Turning radius: 18.8'
- Rear legroom: 38.3"
- Rear headroom: 37.8"
- Rear hiproom: 54.4"
- Rear shoulder room: 56.9"
- Cargo volume: 16.0cu.ft.
- Exterior width: 75.2"
- Wheelbase: 112.2"
- Rear track: 62.4"
- Front legroom: 44.3"
- Front headroom: 39.2"
- Front hiproom: 55.0"
- Front shoulder room: 57.8"
- Passenger volume: 102.8cu.ft.
- Maximum cargo volume: 16.0cu.ft.

Powertrain

- Duratec 175hp 2.5L DOHC 16 valve I-4 engine with iVCT variable valve control, SMPi
- LEV3-ULEV70
- Front-wheel drive
- Fuel Economy City: 21 mpg
- Capless fuel filler
- Recommended fuel : regular unleaded
- 6 speed automatic transmission with overdrive
- Limited slip differential
- Fuel Economy Highway: 31 mpg

Suspension/Handling

- Front independent strut suspension with anti-roll bar, gas-pressurized shocks
- Speed-sensing electric power-assist rack-pinion Steering
- P215/60HR16 BSW AS front and rear tires
- Rear independent multi-link suspension with anti-roll bar, gas-pressurized shocks
- Front and rear 16 x 6.5 steel wheels

Body Exterior

- 4 doors
- Body-coloured door mirrors
- Clearcoat paint
- Driver and passenger power remote, manual folding door mirrors
- Body-coloured bumpers
- Front and rear 16 x 6.5 wheels

Convenience

- Manual air conditioning with air filter
- Power windows
- Front and rear 1-touch down
- Proximity key push button start only
- Manual tilt steering wheel
- Day-night rearview mirror with auto-dimming
- 911 Assist emergency SOS
- AppLink smart device integration
- Cruise control with steering wheel controls
- Front and rear 1-touch up
- Remote power door locks with 2 stage unlock and illuminated entry
- Extra FOB controls trunk/hatch/door/tailgate, windows
- Manual telescopic steering wheel
- FordPass Connect 4G LTE WiFi internet access
- Wireless phone connectivity
- 1 1st row LCD monitor



2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

- Front and rear cupholders
- Full floor console
- Rear door bins
- Dual expandable coverage illuminated visor mirrors
- Driver and passenger door bins

Seats and Trim

- Seating capacity of 5
- 6-way driver seat adjustment
- Manual height adjustable driver seat
- Centre front armrest
- Cloth seat upholstery
- Metal-look/piano black console insert
- Front bucket seats
- Manual driver lumbar support
- 4-way passenger seat adjustment
- 60-40 folding rear bench seat
- Metal-look instrument panel insert
- Metal-look gear shift knob

Entertainment Features

- AM/FM stereo radio with radio data system
- Steering wheel mounted radio controls
- Streaming audio
- SYNC external memory control
- 4 speakers
- Integrated roof antenna

Lighting, Visibility and Instrumentation

- Halogen projector beam headlights
- Fully automatic headlights
- Variable intermittent front windshield wipers
- Speed sensitive wipers
- Light tinted windows
- Tachometer
- Low tire pressure warning
- * **Reverse Sensing System parking sensors**
- Lane departure
- Delay-off headlights
- LED brakelights
- Rain sensing wipers
- Rear window defroster
- Front and rear reading lights
- Camera(s) - rear
- Trip computer
- Trip odometer
- Ford Co-Pilot360 - Blind Spot Information System (BLIS) blind spot sensor

Safety and Security

- 4-wheel ABS brakes
- Electric parking brake
- AdvanceTrac Electronic stability control
- Dual front impact airbag supplemental restraint system
- Curtain 1st and 2nd row overhead airbag supplemental restraint system
- Airbag supplemental restraint system occupancy sensor
- Power remote door locks with 2 stage unlock and panic alarm
- MyKey restricted driving mode
- 3 manually adjustable rear head restraints
- Brake assist with hill hold control
- 4-wheel disc brakes
- ABS and driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- Knee airbag supplemental restraint system
- Remote activated perimeter/approach lighting
- Security system with SecuriLock immobilizer and stolen vehicle tracking system
- Manually adjustable front head restraints with tilt
- Ford Co-Pilot360 - Blind Spot Information System (BLIS) blind spot sensor



Prepared by: BARRY MESSERSCHMIDT
08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

- Ford Co-Pilot360 - Automatic Emergency Braking (AEB) Feature

Dimensions

General Weights

Curb 3,410 lbs.

General Trailering

Towing capacity 1000 lbs.

Fuel Tank type

Capacity 16.51 gal. Capless fuel filler Yes

Interior cargo

Cargo volume 16.0 cu.ft. Maximum cargo volume 16.0 cu.ft.

Powertrain

Engine Type

Brand	Duratec	Block material	Aluminum
Cylinders	I-4	Head material	Aluminum
Ignition	Spark	Injection	Sequential MPI
Liters	2.5L	Orientation	Transverse
Recommended fuel	Regular unleaded	Valves per cylinder	4
Valvetrain	DOHC	Variable valve control	IVCT

Engine Spec

Bore	3.50"	Compression ratio	9.7:1
Displacement	152 cu.in.	Stroke	3.94"

Engine Power

SAEJ1349 AUG2004 compliant	Yes	Output	175 HP @ 6,000 RPM
Torque	175 ft.-lb @ 4,500 RPM		

Alternator

Amps 0

Battery

Cold cranking amps 500 Run down protection Yes

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		

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.

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08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Transmission Gear Ratios

1st	4.58	2nd	2.96
3rd	1.91	4th	1.45
5th	1	6th	0.75
Reverse Gear ratios	2.94		

Transmission Extras

Driver selectable mode Yes

Drive Type

Type Front-wheel

Drive Feature

Limited slip differential Brake actuated Traction control ABS and driveline

Drive Axle

Ratio 3.07

Exhaust

Material Stainless steel System type Single

Emissions

CARB LEV3-ULEV70 EPA Tier 3 Bin 70

Fuel Economy

City	21 mpg	Highway	31 mpg
Fuel type	Gasoline	Combined	25 mpg

Acceleration

0-60 mph (s) 8.49

1/4 Mile

Seconds 16.3 Speed 87 mph

Skid Pad

Lateral acceleration (g) 0.8

Slalom

Speed 59 mph

Green Values

Energy Impact Score (Barrels per year)	13.2	Carbon FP / Tailpipe and upstream total GHG (CO ₂ , tons per year)	7.1
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Driveability

Brakes

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08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

ABS	4-wheel	ABS channels	4
Type	4-wheel disc	Vented discs	Front
Electric parking brake	Yes		
Brake Assistance			
Brake assist	Predictive	Hill hold control	Yes
Suspension Control			
Ride	Regular	Electronic stability control	Stability control
Front Suspension			
Independence	Independent	Type	Strut
Anti-roll bar	Regular		
Front Spring			
Type	Coil	Grade	Regular
Front Shocks			
Type	Gas-pressurized		
Rear Suspension			
Independence	Independent	Type	Multi-link
Anti-roll bar	Regular		
Rear Spring			
Type	Coil	Grade	Regular
Rear Shocks			
Type	Gas-pressurized		
Steering			
Speed-sensing	Yes	Activation	Electric power-assist
Type	Rack-pinion		
Steering Specs			
# of wheels	2		

Exterior

Front Wheels

Diameter	16"	Width	6.50"
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Rear Wheels

Diameter	16"	Width	6.50"
----------	-----	-------	-------

Front and Rear Wheels

Material	Steel	Covers	Full wheel
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Prepared by: BARRY MESSERSCHMIDT
08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Front Tires

Aspect	60	Diameter	16"
Sidewalls	BSW	Speed	H
Tread	AS	Type	P
Width	215mm		

Rear Tires

Aspect	60	Diameter	16"
Sidewalls	BSW	Speed	H
Tread	AS	Type	P
Width	215mm		

Wheels

Front track	62.7"	Rear track	62.4"
Turning radius	18.8'	Wheelbase	112.2"

Body Features

* Front license plate bracket	Yes	Body material	Fully galvanized steel
Side impact beams	Yes		

Body Doors

Door count	4	Left rear passenger	Conventional
Right rear passenger	Conventional	Rear cargo	Trunk

Exterior Dimensions

Length	191.7"	Body width	75.2"
Body height	58.1"		

Safety

Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Occupancy sensor	Yes	Overhead	Curtain 1st and 2nd row
Passenger front-impact	Yes	Passenger side-impact	Seat mounted
Knee	Driver and passenger		

Seatbelt

Rear centre 3 point	Yes	Height adjustable	Front
Pre-tensioners	Front and rear	Pre-tensioners (#)	4

Security

Immobilizer	SecuriLock	Panic alarm	Yes
Restricted driving mode	MyKey		

Seating

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08/13/2019

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182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Passenger Capacity

Capacity 5

Front Seats

Split Buckets Type Bucket

Driver Seat

Fore/aft Manual Height adjustable Manual
Reclining Manual Way direction control 6
Lumbar support Manual

Passenger seat

Fore/aft Manual Reclining Manual
Way direction control 4

Front Head Restraint

Control Manual Type W/tilt

Front Armrest

Centre Yes

Rear Seats

Descriptor Bench Facing Front
Folding 60-40 Folding position Fold forward seatback
Type Fixed

Rear Head Restraints

Control Manual Type Adjustable
Number 3

Front Seat Trim

Material Cloth Back material Cloth

Rear Seat Trim Group

Material Cloth Back material Carpet

Convenience

AC And Heat Type

Air conditioning Manual Air filter Yes
Underseat ducts Yes

Audio System

Radio AM/FM stereo Radio data system Yes
Radio grade Regular Seek-scan Yes
External memory control SYNC Internet radio Yes

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182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Audio Speakers

Speaker type Regular Speakers 4

Audio Controls

Speed sensitive volume Yes Steering wheel controls Yes
Voice activation Yes Streaming audio Bluetooth yes

Audio Antenna

Type Integrated roof

LCD Monitors

1st row 1 Primary monitor size (inches) 4.2

Cruise Control

Cruise control With steering wheel controls

Remote Releases

Cargo access Power

Convenience Features

Driver foot rest Yes Retained accessory power Yes
12V DC power outlet 2 Emergency SOS 911 Assist
Wireless phone connectivity Bluetooth Smart device integration App link

Door Lock Activation

Type Power with 2 stage unlock Remote Keyfob (all doors)
Integrated key/remote Yes Auto locking Yes
Proximity key Push button start only

Door Lock Type

Rear child safety Manual Fuel flap locking type Included with power door locks

Door Locks Extra FOB Controls

Trunk/hatch/door/taillgate Yes Windows Yes
Remote engine start Smart device

Instrumentation Type

Display Analog

Instrumentation Gauges

Tachometer Yes Engine temperature Yes

Instrumentation Warnings

Oil pressure Yes Engine temperature Yes
Battery Yes Lights on Yes
Key Yes Low fuel Yes

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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Door ajar	Yes	Rear cargo ajar	Yes
Service interval	Yes	Brake fluid	Yes
Low tire pressure	Tire specific	Transmission fluid temp	Yes

Instrumentation Displays

Clock	In-radio display	Systems monitor	Yes
Camera(s) - rear	Yes		

Instrumentation Feature

Trip computer	Yes	Trip odometer	Yes
* Parking sensors	Rear	Lane departure	Active
Blind spot sensor	Warning	Forward collision	Mitigation
Rear collision	Warning	Pedestrian detection	Prevention

Steering Wheel Type

Material	Urethane	Tilting	Manual
Telescoping	Manual		

Front Side Windows

Window 1st row activation	Power
---------------------------	-------

Windows Rear Side

2nd row activation	Power
--------------------	-------

Window Features

1-touch down	Front and rear	1-touch up	Front and rear
Tinted	Light		

Front Windshield

Wiper	Variable intermittent	Rain detecting wipers	Yes
Speed sensitive wipers	Yes		

Rear Windshield

Defroster	Yes	Window	Fixed
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Interior

Driver Visor

Illuminated	Yes	Expandable coverage	Yes
Mirror	Yes		

Passenger Visor

Illuminated	Yes	Expandable coverage	Yes
Mirror	Yes		

Rear View Mirror

Day-night	Yes	Auto-dimming	Yes
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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Trim Door

Trim insert Cloth

Headliner

Coverage Full Material Cloth

Floor Trim

Coverage Full Covering Carpet
Mats Carpet front

Trim Feature

Instrument panel insert Metal-look Gear shift knob Metal-look
Door panel insert Metal-look Console insert Metal-look/piano black
Interior accents Chrome

Lighting

Dome light type Fade Front reading Yes
Illuminated entry Yes Rear reading Yes
Ignition switch Yes Variable IP lighting Yes

Floor Console Storage

Storage Covered Type Full

Overhead Console Storage

Storage Yes Type Mini

Storage

Driver door bin Yes Front Beverage holder(s) Yes
Glove box Locking Passenger door bin Yes
Seatback storage pockets 1 Rear yes Yes
Instrument panel Bin Rear door bins Yes

Cargo Space Trim

Floor Carpet Trunk lid/rear cargo door Carpet

Cargo Space Feature

Tie downs Yes Light Yes

Legroom

Front 44.3" Rear 38.3"

Headroom

Front 39.2" Rear 37.8"

Hip Room

Front 55.0" Rear 54.4"

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08/13/2019

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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Selected Equip & Specs (cont'd)

Shoulder Room

Front 57.8" Rear 56.9"

Interior Volume

Passenger volume 102.8 cu.ft.



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Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 60,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months



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08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania |
182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

As Configured Vehicle

Code	Description	MSRP
P0G	Base Vehicle Price (P0G)	\$23,170.00
100A	Equipment Group 100A	N/C
997	Engine: 2.5L iVCT	Included
44W	Transmission: 6-Speed Automatic	Included
STDTR	Tires: 215/60R16 BSW	Included
STDWL	Wheels: 16" Steel w/Silver-Painted Covers	Included
D	Cloth Front Bucket Seats	Included
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM/MP3 Stereo	Included
153	Front License Plate Bracket	N/C
43P	Reverse Sensing System	\$295.00
425	50-State Emissions System	STD
DE_02	Medium Light Stone	N/C
YZ_01	Oxford White	N/C
SUBTOTAL		\$23,465.00
Destination Charge		\$995.00
TOTAL		\$24,460.00

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Prepared by: BARRY MESSERSCHMIDT
08/13/2019

Kovatch Ford, Inc. | 423 W. Catawissa Street Nesquehoning Pennsylvania | 182401499

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: essddriver

Major Equipment

(Based on selected options, shown at right)

Duratec 2.5L I-4 DOHC w/SMPI 175hp
6 speed automatic w/OD

- * 4-wheel ABS
- * Electric parking brake
- * P 215/60R16 BSW AS H-rated tires
- * Advance Trac w/Roll Stability Control
- * Tinted glass

- * Bluetooth streaming audio
- * LED brakelights
- * Dual power remote mirrors
- * 16 x 6.5 steel wheels

- * Driver and front passenger seat mounted side airbags
- * SecurILock immobilizer
- * Tachometer
- * Underseat ducts
- * 60-40 folding rear bench

Fuel Economy

City
21 mpg



Hwy
31 mpg

As Configured Vehicle

STANDARD VEHICLE PRICE	\$23,170.00	MSRP
Equipment Group 100A		N/C
Engine: 2.5L iVCT		Included
Transmission: 6-Speed Automatic		Included
Tires: 215/60R16 BSW		Included
Wheels: 16" Steel w/Silver-Painted Covers		Included
Cloth Front Bucket Seats		Included
Monotone Paint Application		STD
Radio: AM/FM/MP3 Stereo		Included
50-State Emissions System		STD
SYNC Communications & Entertainment System		Included
Oxford White		N/C
Medium Light Stone		N/C
Front License Plate Bracket		N/C
Reverse Sensing System		\$295.00

SUBTOTAL	\$23,465.00
Destination Charge	\$995.00
TOTAL	\$24,460.00

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Prepared for: Erik Buksa, East Stroudsburg Area School District
50 Vine St.
East Stoudsburg, PA 18301 | Mobile: 570-242-3523
Email: erik-buksa@esasd.net

Drivers Ed Vehicle

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15



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

Client Proposal

Prepared by:
Jordan DiClemente
Office: 717-354-4901
Email: jdiclemente@newhollandauto.com
Quote ID: 8-12-19-1
Date: 08/12/2019



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

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Prepared for: Erik Buksa
East Stroudsburg Area School District
Prepared by: Jordan DiClemente
08/12/2019



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: 8-12-19-1

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 60,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months

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2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: 8-12-19-1

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
P0G	Base Vehicle Price (P0G)	\$23,170.00
Packages		
100A	Equipment Group 100A <i>Includes:</i> - Engine: 2.5L iVCT - Transmission: 6-Speed Automatic - Tires: 215/60R16 BSW - Wheels: 16" Steel w/Silver-Painted Covers - Cloth Front Bucket Seats Includes 6-way manual driver seat (fore/aft, up/down with recline, manual lumbar adjust), 4-way manual passenger seat (fore/aft with recline) and 4-way front seat head restraints. - Radio: AM/FM/MP3 Stereo Includes 4 speakers. - SYNC Communications & Entertainment System Includes enhanced voice recognition system, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart-charging USB port.	N/C
Powertrain		
997	Engine: 2.5L iVCT	Included
44W	Transmission: 6-Speed Automatic	Included
Wheels & Tires		
STDTR	Tires: 215/60R16 BSW	Included
STDWL	Wheels: 16" Steel w/Silver-Painted Covers	Included
Seats & Seat Trim		
D	Cloth Front Bucket Seats <i>Includes 6-way manual driver seat (fore/aft, up/down with recline, manual lumbar adjust), 4-way manual passenger seat (fore/aft with recline) and 4-way front seat head restraints.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM/MP3 Stereo <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System Includes enhanced voice recognition system, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart-charging USB port.	Included

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Prepared for: Erik Buksa
 East Stroudsburg Area School District
 Prepared by: Jordan DiClemente
 08/12/2019



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: 8-12-19-1

As Configured Vehicle (cont'd)

Code	Description	MSRP
Emissions		
425	50-State Emissions System	STD
Interior Colors		
DE_02	Medium Light Stone	N/C
Primary Colors		
YZ_01	Oxford White	N/C
Upfit Options		
NHA	New Holland Auto Advantage <small>FREE - Completely Detailed Vehicle FREE - Delivery to Your Location FREE - Full Tank of Fuel FREE - PA Municipal Tags</small>	\$0.00
SUBTOTAL		\$23,170.00
Destination Charge		\$995.00
TOTAL		\$24,165.00

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: Erik Buksa
East Stroudsburg Area School District
Prepared by: Jordan DiClemente
08/12/2019



New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

2020 Fusion 4dr FWD Sedan S (P0G)

Price Level: 15 | Quote ID: 8-12-19-1

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$23,170.00
Options & Colors	\$0.00
Upfitting	\$0.00
Destination Charge	\$995.00
Subtotal	\$24,165.00
<i>Pre-Tax Adjustments</i>	
Description	
COSTARS #26-039 Passenger Vehicle Discount	-\$4,769.00
Total	\$19,396.00

Customer Signature

Acceptance Date

Additional Option(s):

- Driving Instructors Dual Brake Set - Installed: + \$750 - \$895 Yes or No

NEW TOTAL: _____

Drivers Ed Vehicle



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

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Prepared for: , East Stroudsburg School District

2019 Fusion 4dr FWD Sedan S (P0G)

Price Level: 950



Client Proposal

Prepared by:
Mark Singleton
Office: 570-839-1111
Email: msingleton@raypricecars.com
Date: 08/13/2019



Ray Price Ford | 2971 Route 940, Mount Pocono, Pennsylvania, 18344
Office: 570-839-1111 | Fax: 570-839-3278

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Prepared for:

East Stroudsburg School District

Prepared by: Mark Singleton

08/13/2019



Ray Price Ford | 2971 Route 940 Mount Pocono Pennsylvania | 18344

2019 Fusion 4dr FWD Sedan S (P0G)

Price Level: 950

, East Stroudsburg School District

Re: Vehicle Proposal 08/13/2019

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

Mark Singleton

Commercial Sales Manager

msingleton@raypricecars.com

Prepared for:

East Stroudsburg School District

Prepared by: Mark Singleton

08/13/2019



Ray Price Ford | 2971 Route 940 Mount Pocono Pennsylvania | 18344

2019 Fusion 4dr FWD Sedan S (P0G)

Price Level: 950

As Configured Vehicle

Description	MSRP
Base Vehicle Price (P0G)	\$22,840.00
Equipment Group 100A	N/C
<i>Includes:</i> - Engine: 2.5L iVCT - Transmission: 6-Speed Automatic - Tires: 215/60R16 BSW - Wheels: 16" Steel w/Silver-Painted Covers - Cloth Front Bucket Seats <i>Includes 6-way manual driver seat (fore/aft, up/down with recline, manual lumbar adjust), 4-way manual passenger seat (fore/aft with recline) and 4-way front seat head restraints.</i> - Radio: AM/FM/MP3 Stereo <i>Includes 4 speakers.</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition system, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart-charging USB port.</i>	
Engine: 2.5L iVCT	Included
Transmission: 6-Speed Automatic	Included
Tires: 215/60R16 BSW	Included
Wheels: 16" Steel w/Silver-Painted Covers	Included
Cloth Front Bucket Seats	Included
<i>Includes 6-way manual driver seat (fore/aft, up/down with recline, manual lumbar adjust), 4-way manual passenger seat (fore/aft with recline) and 4-way front seat head restraints.</i>	
Monotone Paint Application	STD
Radio: AM/FM/MP3 Stereo	Included
<i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition system, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart-charging USB port.</i>	
P0G01 - S Base	N/C
50-State Emissions System	STD
Medium Light Stone	N/C
Oxford White	N/C
Passenger Brake Pedal	\$833.75
SUBTOTAL	\$23,673.75
Destination Charge	\$995.00
TOTAL	\$24,668.75

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.

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Prepared for:

East Stroudsburg School District

Prepared by: Mark Singleton

08/13/2019



Ray Price Ford | 2971 Route 940 Mount Pocono Pennsylvania | 18344

2019 Fusion 4dr FWD Sedan S (P0G)

Price Level: 950

Pricing Summary - Single Vehicle

MSRP

Vehicle Pricing

Base Vehicle Price	\$22,840.00
Options & Colors	\$0.00
Upfitting	\$833.75
Destination Charge	\$995.00

Discount Adjustments

Discount Costars #426951	-\$4,324.75
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Total	\$20,344.00
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Customer Signature

Acceptance Date

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.

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East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
646	07/12/2019	WEIS MARKET, INC.	HS SOUTH FCS SUPPLIES - P ROWE	\$ 65.68
647	07/12/2019	AMAZON.COM	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 145.94
648	07/12/2019	WEIS MARKET, INC.	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 394.46
649	07/19/2019	CRAMER'S HOME CENTER	GROUPS, cUSTODIAL & MAINTENANCE SUPPLIES	\$ 1,378.83
650	07/19/2019	FRIEDMAN ELECTRIC SUPPLY CO. INC.	MAINTENANCE ELECTRICAL SUPPLIES	\$ 7,037.72
651	07/19/2019	HAJOCA CORPORATION	MAINTENANCE SUPPLIES	\$ 5,214.65
652	07/19/2019	KAFMO	SUMMER FILED DAY CONF - HENDEL - MILLER & LESOINE	\$ 90.00
653	07/19/2019	NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS	EMT TEST REGISTRATION FOR 11 STUDENTS	\$ 825.00
654	07/19/2019	PASBO	MEMBERSHIP - A BAUER	\$ 120.00
655	07/19/2019	PCARD VENDOR	ADDED TO THE TRANSPORTATION BUSES E-PASS	\$ 500.00
656	07/19/2019	PCARD VENDOR	SPO CRIME PREVENTION CONFERENCE	\$ 2,469.10
657	07/19/2019	PCARD VENDOR	BOILER TRAINING - M HIRSCH	\$ 500.00
658	07/19/2019	PCARD VENDOR	BOILER TRAINING - J TEEPLE	\$ 500.00
659	07/19/2019	PENNSYLVANIA STATE UNIVERSITY	SWIMMING POOLS PESTICIDE STUDY PACKET	\$ 95.21
660	07/19/2019	TREERING CORPORATION	HS NORTH YEAR BOOKS	\$ 514.60
661	07/19/2019	WASTE MANAGEMENT	DISTRICTS MONTHLY WASTE PICK-UP	\$ 12,001.16
662	07/19/2019	A.C. MOORE	CAFETERIA SUPPLIES - D FLYNN	\$ 68.37
663	07/19/2019	CRAMER'S HOME CENTER	CAFETERIA SUPPLIES - D-FLYNN	\$ 16.31
664	07/19/2019	HERSHEY LODGE	SCHOOL NUTRITION CONFERENCE	\$ 227.55
665	07/19/2019	PCARD VENDOR	SCHOOL NUTRITION CONFERENCE - D FLYNN	\$ 227.55
666	07/19/2019	SCHOOL NUTRITION ASSOCIATION	CAFETERIA SUPPLIES - D FLYNN	\$ 15.37
667	07/19/2019	WEIS MARKET, INC.	CAFETERIA CONFERENCE - D FLYNN	\$ 31.20
668	07/22/2019	PRICE CHOPPER #236	CAFETERIA SUPPLIES - D FLYNN	\$ 130.00
669	07/22/2019	THE WEBSTRAUNT STORE	CAFETERIA SUPPLIES - M POSSINGER	\$ 94.80
670	07/22/2019	WALMART COMMUNITY/GEMB	CAFETERIA SUPPLIES - M POSSINGER	\$ 206.16
671	07/22/2019	WEIS MARKET, INC.	CAFETERIA SUPPLIES - M POSSINGER	\$ 17.70
672	07/22/2019	BAYDIN INC	CAFETERIA SUPPLIES - M POSSINGER	\$ 34.11
673	07/22/2019	JOYLABZ LLC	BOOMERANG MEMBERSHIP FOR RYAN	\$ 149.99
674	07/22/2019	PASCD ASCD	IF Stem Pack additions	\$ 44.22
675	07/22/2019	PEARSON VUE	PA ASCD PAYMENT RYAN MORAN	\$ 65.00
676	07/22/2019	TWO WAY DIRECT	Notary Test	\$ 65.00
677	07/22/2019	PCARD VENDOR	Two-way radios for HS North	\$ 2,199.60
			3" BLACK ROUND SIDE BARS FOR POLICE VEHICLE	\$ 193.88

East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
678	07/22/2019	MIGNOSIS SUPER FOOD	HS NORTH FCS CLASS ROOM SUPPLIES - J CURRY	\$ 396.64
679	07/22/2019	PCARD VENDOR	HS NORTH FCS CLASS ROOM SUPPLIES - J CURRY	\$ 216.53
680	07/22/2019	AMERICAN RIBBON MANUFACTURERS, INC.	JTL FCS CLASS ROOM SUPPLIES - M DEROBERTIS	\$ 297.21
681	07/22/2019	POCONO SEW & VAC	JTL FCS CLASS ROOM SUPPLIES - M DEROBERTIS	\$ 472.97
682	07/22/2019	WEIS MARKET, INC.	JTL FCS CLASS ROOM SUPPLIES - M DEROBERTIS	\$ 461.22
683	07/22/2019	KMART	HS NORTH FCS CLASS ROOM SUPPLIES - A BRIGGS-REICHA	\$ 262.23
684	07/22/2019	KMART	HS SOUTH FCS CLASS ROOM SUPPLIES - R BROTHERTON	\$ 483.58
685	07/22/2019	WEIS MARKET, INC.	HS SOUTH FCS CLASS ROOM SUPPLIES - R BROTHERTON	\$ 611.25
241621	07/18/2019	ABINGTON HEIGHTS SCHOOL DISTRICT	JTL WRESTLING ENTRY FEE COMET	\$ 250.00
241622	07/18/2019	ALBERT SMITH	Expense claim # 2896. SPO BASIC RESOURCE CONF	\$ 199.10
241623	07/18/2019	ANGELA M BYRNE	Expense claim # 2895. JUNE 2019 MILEAGE	\$ 95.93
241624	07/18/2019	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum Open PO	\$ 383.91
241625	07/18/2019	BLUE MOUNTAIN ATHLETICS	JTL & LEHMAN WRESTLING ENTRY F	\$ 550.00
241626	07/18/2019	BRAD M FITZPATRICK	Expense claim # 2898. JAN TO JUNE 2019 MILEAGE	\$ 91.76
241627	07/18/2019	BRIAN BOYLAN	Expense claim # 2897. DRUG & ALCOHOL CONFERENCE	\$ 176.43
241628	07/18/2019	BUS PARTS WAREHOUSE	BUS GARAGE SUPPLIES	\$ 101.87
			Lap Seal Clamp	\$ 5.75
241629	07/18/2019	CAROL DEANE-GARDNER	Expense claim # 2900. SPECIAL ED LAW CONFERENCE	\$ 47.56
			Expense claim # 2901. SUMMER ADMIN WORKSHOP	\$ 26.68
241630	07/18/2019	CAROLINE AGOSTO	Expense claim # 2902. June 2019 MILEAGE ADJUSTMENT	\$ 237.51
241631	07/18/2019	CATHARINE JONES	Kits Interactive Theatre	\$ 400.00
241632	07/18/2019	CLAUDE S. CYPHERS, INC.	Black Nitril	\$ 27.00
			black wire/crimp	\$ 37.50
241633	07/18/2019	D'HUY ENGINEERING, INC.	North Surveillance Camera- Job 287012 6/1-6/28/19	\$ 975.61
			South Surveillance Camera- Job 287015 6/1-6/28/19	\$ 731.55
241634	07/18/2019	DAWN ANDERSON	Expense claim # 2903. JUNE 2019 MILEAGE	\$ 28.36
241635	07/18/2019	DEMCO INC	LIBRARY	\$ 268.92
241636	07/18/2019	DESALES UNIVERSITY ATHLETIC DEPT.	NORTH & SOUTH CROSS COUNTRY D	\$ 400.00
241637	07/18/2019	DIANE M RIOS-ORTEGA	Expense claim # 2904. JUNE 2019 MILEAGE	\$ 32.89
241638	07/18/2019	EDMENTUM	READING EGGS PRODUCTS AND SERV	\$ 7,338.10
241639	07/18/2019	EDULINK, INC	Renewal of Edulink Membership	\$ 14,777.00
241640	07/18/2019	ENGL HAMBRIGHT & DAVIES, INC.	2019/2020 SCHOOL LEADERS INV 1	\$ 55,294.00
			2019/2020 EQUIPMENT BREAKDOWN I	\$ 16,057.00

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East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
241640	07/18/2019	ENGL HAMBRIGHT & DAVIES, INC.	Bonding Public Official/Patrici	\$ 754.38
241641	07/18/2019	ERIN DREISBACH	Expense claim # 2905. JUNE 2019 MILEAGE	\$ 36.07
241642	07/18/2019	ERIN-FARLEY PICCIANO	Expense claim # 2906. MCIU ENGLISH LANG CONFERENCE	\$ 662.40
241643	07/18/2019	EUREKA STONE QUARRY, INC.	QPR COLD PATCH	\$ 210.45
241644	07/18/2019	FAMILY CARE CENTERS, INC	Claim#2569809 OCBAl Breath Alcohol Initial	\$ 28.00
241645	07/18/2019	FIVE STAR INTERNATIONAL LLC	Brake Pad Kit	\$ 772.00
241646	07/18/2019	FRANK C. DISALVO	Brake PadKit	\$ 386.00
241647	07/18/2019	FREDERICK P MILL	Part#BPH8C HKRY HDL	\$ 13.25
241648	07/18/2019	THE GOODYEAR TIRE & RUBBER COMPANY	Expense claim # 2907. SPO BASIC RESOURCE CONF	\$ 188.55
			5 Tires/disposal 5	\$ 954.07
241649	07/18/2019	GOVERNMENT SOFTWARE SERVICES	626C003/658P158 Tires	\$ 1,056.50
241650	07/18/2019	GREGORY A MILFORD JR	June @019 Invoice#10096	\$ 350.00
241651	07/18/2019	HEATHER A HENRITZY	Expense claim # 2908. SPO BASIC RESOURCE CONF	\$ 179.74
241652	07/18/2019	HEATHER A PIPERATO	Expense claim # 2911. MAY & JUNE 2019 MILEAGE	\$ 17.11
241653	07/18/2019	HILLTOP SALES & SERVICE	Expense claim # 2912. JUNE 2019 MILEAGE	\$ 39.96
241654	07/18/2019	INSIGHT PA CYBER CHARTER SCHOOL	Part# M149638-Bushing	\$ 4.16
241655	07/18/2019	INTEGRAONE	June 2019	\$ 17,218.86
241656	07/18/2019	JAMES ARNONE	SOUTH ATHLETICS STADIUM PRINTE	\$ 309.00
241657	07/18/2019	JENNIFER HUFFMAN	Expense claim # 2916. JUNE 2019 MILEAGE	\$ 21.11
			Expense claim # 2917. JUNE 2019 MILEAGE	\$ 9.86
			Expense claim # 2918. MAY 2019 MILEAGE	\$ 19.72
			Expense claim # 2919. APRIL 2019 MILEAGE	\$ 19.72
			Expense claim # 2920. MARCH 2019 MILEAGE	\$ 18.73
			Expense claim # 2921. FEBRUARY 2019 MILEAGE	\$ 15.78
			Expense claim # 2922. JANUARY 2019 MILEAGE	\$ 17.75
241658	07/18/2019	JERRY HUGHES	Expense claim # 2943. SPO BASIC RESOURCE CONF	\$ 154.86
241659	07/18/2019	JOSEPH C FEAL	Expense claim # 2914. JUNE 2019 MILEAGE	\$ 128.70
			Expense claim # 2915. MAY 2019 MILEAGE	\$ 149.64
241660	07/18/2019	LEE HARPER	Headley Benjamin Harper III	\$ 400.00
241661	07/18/2019	MAGNATAG	NORTH ATHLETICS MAGNETIC STRIP	\$ 81.64
241662	07/18/2019	MARK VACCARO	Expense claim # 2926. QUIA EDUCATION SUBSCRIPTION	\$ 49.00
241663	07/18/2019	MARY L BURKE	Expense claim # 2924. JUNE 2019 MILEAGE	\$ 107.47
241664	07/18/2019	MARY OLSZEWSKI	Expense claim # 2927. JUNE 2019 MILEAGE	\$ 83.75

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East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
241665	07/18/2019	MEDCO SUPPLY COMPANY	MEDICAL SUPPLIES HSNORTH	\$ 352.66
241666	07/18/2019	MEIER SUPPLY CO., INC.	MEDICAL SUPPLIES MSF	\$ 361.41
241667	07/18/2019	MIRIAM NG	redshop towel, coil whisk evap foam	\$ 102.14
241668	07/18/2019	MORAVIAN ACADEMY ATHLETICS	Expense claim # 2945. JUNE 2019 MILEAGE	\$ 19.72
241669	07/18/2019	SWANK MOTION PICTURES INC	NORTH, SOUTH . JTL & LEHMAN XC	\$ 450.00
241670	07/18/2019	NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS	RENEWAL OF MOVIE LICENSING SOF	\$ 4,770.00
241671	07/18/2019	NOTABLE INCORPORATED	NASRO Basic SRO Course	\$ 1,830.00
241672	07/18/2019	OFFICE DEPOT	RENEWAL OF KAMI	\$ 10,500.00
241673	07/18/2019	OFFICE TECHNOLOGY, LLC	Supplies for building	\$ 1,608.91
241674	07/18/2019	ORIENTAL TRADING	NORTH ATHLETICS PRINTER TONER	\$ 550.00
241675	07/18/2019	OVERDRIVE, INC.	RTII	\$ 53.24
241676	07/18/2019	PA DISTANCE LEARNING CHARTER SCHOOL	Supplies for student rewards	\$ 125.13
241677	07/18/2019	PAPER MART, INC.	K-12 Library OverDrive Renewal	\$ 3,600.00
241678	07/18/2019	PATRICIA PADULA	June 2019	\$ 16,113.89
241679	07/18/2019	PAUL H SCHMID	IU 20 JOINT PURCHASE PAPER HSN	\$ 202.45
241680	07/18/2019	PENN VALLEY CHEMICAL CO., INC.	IU 20 JOINT PURCHASE PAPER JAN	\$ 2,819.25
241681	07/18/2019	PENNSYLVANIA PAPER & SUPPLY CO.	Expense claim # 2930. SPECIAL ED LAW & SAW CONFERE	\$ 51.27
241682	07/18/2019	PHILIP ROSENAU CO., INC.	Expense claim # 2928. JUNE 2019 MILEAGE	\$ 71.11
241683	07/18/2019	PHILIP ROSENAU CO., INC.	Expense claim # 2929. CAFETERIA SUPPLIES	\$ 478.94
241684	07/18/2019	POCONO MOUNTAIN DAIRIES	IU 20 JOINT PURCHASE PAPER JAN	\$ 3,403.15
241685	07/18/2019	POSTAGE PRO PLUS, INC	CUSTODIAL BID SMITHFIELD	\$ 531.45
241686	07/18/2019	QUILL CORPORATION	philip rosenau open po	\$ 220.16
241687	07/18/2019	QUILL CORPORATION	philip rosenau open po	\$ 168.13
241689	07/18/2019	REACH CYBER CHARTER SCHOOL	TO PAY 2018-2019 INVOICES	\$ 16,394.93
241690	07/18/2019	RYAN MORAN	Yearly Maintenance for 19-20	\$ 1,952.23
241691	07/18/2019	SALISBURY TOWNSHIP SCHOOL DISTRICT	NORTH ATHLETIC OFFICE SUPPLIES	\$ 295.17
241692	07/18/2019	SCHOLASTIC	SUPPLIES ORDERED FOR FOOD SERV	\$ 153.65
			NORTH QUILL ORDER SUPPLIES	\$ 154.70
			June 2019	\$ 51,559.43
			Expense claim # 2931. JUNE 2019 MILEAGE	\$ 115.25
			March 13-March 31	\$ 2,118.24
			May 1-May 31 2019	\$ 3,706.92
			K-12 Library Scholastic Renewa	\$ 7,361.00

East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
241693	07/18/2019	SCHOOL NURSE SUPPLY INC.	MEDICAL SUPPLIES HSNORTH	\$ 219.76
241694	07/18/2019	SCHOOLMART	Graphing calculators & supplie	\$ 3,869.02
241695	07/18/2019	SCHOOLOUTLET.COM	Zuma Floor Rockers	\$ 988.75
241696	07/18/2019	SHAWN A WESCOTT	Expense claim # 2932. ISTE 2019 CONFERENCE	\$ 179.84
241697	07/18/2019	SOLANCO WRESTLING ASSOCIATION	SOUTH WRESTLING FOR MULE CLASS	\$ 350.00
241698	07/18/2019	STACY HARRISON	Expense claim # 2910. SPO BASIC RESOURCE CONF	\$ 199.76
241699	07/18/2019	STEPHEN FYLSTRA	Expense claim # 2934. JUNE 2019 MILEAGE	\$ 33.52
241700	07/18/2019	STEPHEN ZALL	Expense claim # 2933. PRINTER CARTRIDGE	\$ 114.97
241701	07/18/2019	STEVE SHANNON TIRE & AUTO CENTER	Expense claim # 2935. HOW TO COMMUNICATE REGISTRAT	\$ 255.61
			6 Sumi-Encounter HT LT225/75R16	\$ 649.50
			Headlamp & Wiper Blades	\$ 119.80
241702	07/18/2019	SUSAN STOCKMAN	Sumi Encounter HT LT225/75R16	\$ 649.50
241703	07/18/2019	ROBERT W. SUTJAK	Expense claim # 2936. JUNE 2019 MILEAGE	\$ 28.42
241704	07/18/2019	TAMARA POLLACK	Expense claim # 2899. JUNE MILEAGE	\$ 39.21
241705	07/18/2019	THOMAS J. MCINTYRE III	Expense claim # 2937. JUNE 2019 MILEAGE	\$ 6.96
241706	07/18/2019	TINA M FALBO	Expense claim # 2938. MAY & JUNE 2019 MILEAGE	\$ 230.96
241707	07/18/2019	TODD SCHAFER	Expense claim # 2939. MILEAGE WALLNPAUPACK MEETIN	\$ 32.71
			Expense claim # 2940. MILEAGE - DESALES UNIV MEETI	\$ 52.78
			NORTH FOOTBALL VIDEOGRAPHER	\$ 690.00
			SOUTH FOOTBALL VIDEOGRAPHER	\$ 732.50
241708	07/18/2019	TRANE U.S. INC.	Replace & Install condenser fan motors	\$ 2,271.56
241709	07/18/2019	TRI WORKS INC	north walk in cooler	\$ 464.40
241710	07/18/2019	TWO WAY DIRECT	Building Radios	\$ 480.00
241711	07/18/2019	ULINE	Art	\$ 82.20
241712	07/18/2019	US SPECIALTY COATINGS, INC	JTL CROSS COUNTRY STRIPING MAC	\$ 165.14
241713	07/18/2019	VOICETHREAD	VOICETHREAD RENEWAL	\$ 2,500.00
241714	07/18/2019	WARD'S SCIENCE	# 470136-324 Eisco Color Code	\$ 246.55
241715	07/18/2019	WILLIAM GOUGER	Expense claim # 2941. SPO TRAINING SUPPLIES	\$ 516.00
241716	07/18/2019	WILLIAM RIKER	Expense claim # 2942. JUNE 209 MILEAGE	\$ 34.68
241717	07/18/2019	WILLIAM V. MACGILL & CO.	Judith Reinhardt - MacGill - S	\$ 87.00
241718	07/18/2019	WOLFINGTON BODY COMPANY, INC.	ASSY-ROD	\$ 39.98
241719	07/18/2019	YOUTHLIGHT, INC	Instruction books for secondar	\$ 260.81
241720	07/19/2019	RAQUEL SANTOS	Expense claim # 2944. SPO TRAINING EQUIPMENT	\$ 655.23

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East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
241721	07/19/2019	PEARSON EDUCATION	MTSS supplies	\$ 1,164.00
241722	07/22/2019	RAY PRICE FORD MT POCONO	2019 ford transit 250	\$ 29,178.00
241723	07/26/2019	MARLENE KIESS	Marlene Keiss 2018 Senior Tax Rebate	\$ 575.00
241724	07/26/2019	ROBERT C POST	Robert C Post 2018 Senior Tax Rebate	\$ 1,500.00
241725	07/26/2019	A. PATRICIA MAIORIELLO	MAIORIELLO, PATRICIA 2018 SENIOR REBATE	\$ 575.00
241726	07/26/2019	A.C. MOORE	STEAMER	\$ 146.86
241727	07/26/2019	ABERDEEN BOURDEAU	BAURDEAU, ABERDEEN 2018 SENIOR REBATE	\$ 575.00
241728	07/26/2019	HUDL	NORTH ATHLETIC HUDL INVOICE FO	\$ 2,899.00
			SOUTH ATHLETICS HUDL ALL SPORT	\$ 2,899.00
241729	07/26/2019	ALBERT J WILSON JR	Albert J Wilson 2018 Senior Tax Rebate	\$ 575.00
241730	07/26/2019	ALBERTA DEITER	DEITER, ALBERTA 2018 SENIOR REBATE	\$ 575.00
241731	07/26/2019	ALDEN & LISA WRIGHT	WRIGHT, ALDEN LISA 2018 SENIOR REBATE	\$ 575.00
241732	07/26/2019	ALEX TANGORRA	Alex Tangorra 2018 Senior Tax Rebate	\$ 575.00
241733	07/26/2019	ALVAN & JOAN MORSE	Alvan & Joan Morse 2018 Senior Tax Rebate	\$ 575.00
241734	07/26/2019	ALY ABDELNABY	ABDELNABY, ALY 2018 SENIOR REBATE	\$ 1,150.00
241736	07/26/2019	ANNA GELSA	GESLA, ANNA 2018 SENIOR REBATE	\$ 1,150.00
241737	07/26/2019	ANNE MARLENE LESH	LESH, ANNE MARLENE 2018 SENIOR REBATE	\$ 575.00
241738	07/26/2019	ANTONIA WAGNER	Antonia Wagner 2018 Senior Tax Rebate	\$ 1,150.00
241739	07/26/2019	ARLENE SCHWARZ	Arlene Schwarz 2018 Senior Tax Rebate	\$ 575.00
241740	07/26/2019	ARTHUR HEATER JR	Arthur Heater Jr. 2018 Senior tax Rebate	\$ 700.00
241741	07/26/2019	ASHLEY A MARRONE	CHEER BOWS	\$ 343.18
			CHEER CAMP WEAR	\$ 748.00
			COMPETITION MUSIC	\$ 250.00
241742	07/26/2019	ASPEN PEST SERVICES, LLC	aspen mse- PEST CONTROL	\$ 60.00
			bes aspen PEST CONTROL	\$ 60.50
			ESE EXTRA VISIT PEST CONTROL	\$ 52.00
			hsn aspen PEST CONTROL	\$ 70.65
			hss aspen EXTRA VISIT PEST CONTROL	\$ 58.10
			hss aspen PEST CONTROL	\$ 92.70
			jim aspen PEST CONTROL	\$ 40.00
			jtl aspen PEST CONTROL	\$ 57.05
			leh aspen po-REPLACE 20190289	\$ 60.65
			res aspen PEST CONTROL	\$ 49.55

East Stroudsburg Area School District

Date Range 7/12/19 through 8/12/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
241742	07/26/2019	ASPEN PEST SERVICES, LLC	RESICA PEST CONTROL	\$ 50.70
241743	07/26/2019	BAND SHOPPE	sme aspen-PEST CONTROL	\$ 40.00
241744	07/26/2019	BARBARA J HALTERMAN	Color Guard Flags	\$ 352.45
241745	07/26/2019	BARBARA J. BROWN	barbara J Halterman 2018 Senior Tax Rebate	\$ 254.36
241746	07/26/2019	BARBARA M SANDERS	BROWN, BARBARA 2018 SENIOR REBATE	\$ 575.00
241747	07/26/2019	BEATRICE S. GOBEE	Barbara Sanders 2018 Senior Tax Rebate	\$ 824.59
241748	07/26/2019	H.A. BERKHEIMER INC.	Beatrice S Gobee Senior Rebate 2018	\$ 575.00
241749	07/26/2019	BETSEY M HARRIS	TAX COLLECTION	\$ 188.47
241750	07/26/2019	BETTY & JAMES SNYDER	Betsey M Harris 2018 Senior Tax Rebate	\$ 575.00
241751	07/26/2019	BEVERLY G FOLEY	Betty & James Snyder 2018 Senior Tax Rebate	\$ 575.00
241752	07/26/2019	BHUPENDRA A & SYLVIA P PATEL	FOLEY, BEVERLY 2018 SENIOR REBATE	\$ 700.00
241753	07/26/2019	BILLIE J KUNKLE	Bhupendra & Sylvia Patel 2018 Senior Tax Rebate	\$ 575.00
241754	07/26/2019	BLACKBOARD CONNECT INC	Billie J Kunkle 2018 Senior Tax Rebate	\$ 711.18
241755	07/26/2019	BRENDA J ROHNER	BLACKBOARD RENEWAL NOTICE	\$ 32,452.50
241756	07/26/2019	BRENDA I GUY	Brenda Rohner 2018 Senior Tax Rebate	\$ 1,150.00
241757	07/26/2019	BRUCE & LYNN WEICHEL	Brenda I Guy 2018 Senior Tax Rebate	\$ 1,150.00
241758	07/26/2019	BRUCE FRISBIE	Bruce & Lynn Weichel 2018 Senior Tax Rebate	\$ 575.00
241759	07/26/2019	BRUCE IBAUGH	FRISBIE, BRUCE 2018 SENIOR REBATE	\$ 575.00
241760	07/26/2019	BURL R. BRITT	Bruce Ibaugh 2018 Senior Tax Rebate	\$ 575.00
241761	07/26/2019	CARL HOPPE	BRITT, BURL 2018 SENIOR REBATE	\$ 575.00
241762	07/26/2019	CARLOS & ANA QUINONES	Carl Hoppe 2018 Senior Tax Rebate	\$ 1,150.00
241763	07/26/2019	CAROL B JACOBS	Carlos & Ana Quinones	\$ 575.00
241764	07/26/2019	CAROLE MCGARRY	Carol B. Jacobs 2018 Senior Tax Rebate	\$ 575.00
241765	07/26/2019	CAROLINE L DEARRINGER	MCGARRY, CAROLE 2018 SENIOR REBATE	\$ 575.00
241766	07/26/2019	CAROLYN A. KLINGER	DEARRINGER, CAROLINE 2018 SENIOR REBATE	\$ 1,150.00
241767	07/26/2019	CAROLYN B. LABAR	Carolyn A. Klinger 2018 Senior Tax Rebate	\$ 1,150.00
241768	07/26/2019	CARSON DELLOSA EDUCAITON	Carolyn B. Labar 2018 Senior Tax Rebate	\$ 1,500.00
241769	07/26/2019	CATHERINE DRISCOLL	Title I Quick Start Supplies	\$ 185.68
241770	07/26/2019	CATHERINE WILLIAMS	DRISCOLL, CATHERINE 2018 SENIOR REBATE	\$ 575.00
241771	07/26/2019	CECILE C BUHR	Catherine Williams 2018 Senior Tax Rebate	\$ 575.00
241772	07/26/2019	UGI CENTRAL	BUHR, CECILE 2018 SENIOR REBATE	\$ 1,500.00
			HS SOUTH STADIUM NATUARL GAS LINE CHARGE	\$ 54.92
			JM HILL NATUARL GAS LINE CHARGE	\$ 1,136.72

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
241772	07/26/2019	UGI CENTRAL	MAINTENANCE BLDG NATUARL GAS LINE CHARGE	\$ 30.65
241773	07/26/2019	UGI CENTRAL	HS SOUTH STADIUM NATUARL GAS CHARGE	\$ 163.32
			JM HILL NATURAL GAS	\$ 998.41
			MAINTENANCE BLDG NATUARL GAS CHARGE	\$ 146.39
241774	07/26/2019	CHAPMAN REFRIGERATION LLC	to pay refrigeration invoices	\$ 594.60
241775	07/26/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190725	\$ 245.00
241776	07/26/2019	CHARLES & BARBARA WRAMAGE	WRAMAGER, CHARLES & BARBARA 2018 SENIOR REBATE	\$ 700.00
241777	07/26/2019	CHARLES GRIFFIN	Charles Griffin 2018 Senior Tax Rebate	\$ 700.00
241778	07/26/2019	CHARLES P. & PATRICIA S. SOBOTKA JR	Charles & Patricia Sobotka Jr 2018 Senior Tax Reba	\$ 575.00
241779	07/26/2019	CHARMAINE JORDON	Charmaine Jones 2018 Senior Tax Rebate	\$ 575.00
241780	07/26/2019	CHERI BURBANK	BURBANK, CHERI 2018 SENIOR REBATE	\$ 575.00
241781	07/26/2019	CHRISTINE JUCKETT	Christine Juckett 2018 Senior Tax Rebate	\$ 1,150.00
241782	07/26/2019	CHRISTINE S LEGDON	LOGDON, CHRISTINE 2018 SENIOR REBATE	\$ 700.00
241783	07/26/2019	CINDY HAYES	Cindy Hayes 2018 Senior Tax Rebate	\$ 1,150.00
241784	07/26/2019	CINTAS CORPORATION #101	jtl uniforms rental	\$ 161.46
			mse uniforms RENTAL	\$ 69.85
			UNIFORM RENTAL - BUS GARAGE	\$ 114.29
241785	07/26/2019	CINTAS CORPORATION #101	MEDICAL CABINET SUPPLIES	\$ 106.88
241786	07/26/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	53852072-7790425679 JM HILL SCHOOL SUPPLIES	\$ 1,854.96
241787	07/26/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	BUSHKILL SCHOOL SUPPLIES 53855034-7790446595	\$ 196.17
			ESE RETURNS 80639498-7788178691	\$ (13.07)
			ESE RETURNS 80663601-7789162888	\$ (1,688.20)
			ESE RETURNS 80679905-7790492872	\$ (41.28)
			ESE SCHOOL SUPPLIES 53877866-7790482386	\$ 308.51
			ESE SCHOOL SUPPLIES 53888788-7790492872	\$ 267.01
			ESE SCHOOL SUPPLIES 53895428-7790494199	\$ 109.83
			HS SOUTH SCHOOL SUPPLIES 53766307-7790201552	\$ 491.80
			HS SOUTH SCHOOL SUPPLIES 53773992-7790318975	\$ 216.64
			HS SOUTH SCHOOL SUPPLIES 53777821-7790326402	\$ 38.33
			HS SOUTH SCHOOL SUPPLIES 53810040-7790379660	\$ 28.92
			HS SOUTH SCHOOL SUPPLIES 53862327-779090422	\$ 473.94
			JM HILL SCHOOL SUPPLIES 53768494-7790311673	\$ 123.44
			JM HILL SCHOOL SUPPLIES 53773938-7790316093	\$ 23.97

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241787	07/26/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	JIM HILL SCHOOL SUPPLIES 53852074-7790425483	\$ 285.99
			JIM HILL SCHOOL SUPPLIES 53852517-7790446544	\$ 367.31
			JTL SCHOOL SUPPLIES 53766309-7790305579	\$ 44.65
			JTL SCHOOL SUPPLIES 53768509-7790310251	\$ 100.52
			JTL SCHOOL SUPPLIES 53911091-7790519454	\$ 100.08
			JTL SCHOOL SUPPLIES 53911092-7790519076	\$ 464.40
			LEHMAN RETURNS 80663314-7789346288	\$ (165.49)
			LEHMAN SCHOOL SUPPLIES 53718698-7790210458	\$ 864.74
			MIDDLE SMITHFIELD SCHOOL SUPPLIES 53852070-7790352	\$ 1,460.98
			MIDDLE SMITHFIELD SUPPLIES 53852073-7790410820	\$ 320.63
			RESICA RETURNS 80668101-7789102822	\$ (1,607.04)
			RESICA SCHOOL SUPPLIES 53714998-7790202874	\$ 568.36
			RESICA SCHOOL SUPPLIES 53718522-7790204213	\$ 387.12
			SPECIAL ED SUPPLIES 53877458-7789985043	\$ 17.93
241788	07/26/2019	CM REGENT RESOURCES	LIFE INSURANCE PAYMENT	\$ 11,626.89
241789	07/26/2019	COLONIAL INTERMEDIATE UNIT 20	Achievement testing-Colonial V	\$ 1,275.00
			IU SAW Conference	\$ 770.00
			MARKER SPACE RESOURCES TRAINING	\$ 27.00
			MTSS & RAC NETWORKING MEETING	\$ 25.00
			SUMMER ADMINISTRATION WORKSHOP CONFERENCE	\$ 1,260.00
			Training for reading dept.	\$ 120.00
241790	07/26/2019	COMMONWEALTH OF PA	Boiler Certificate BES & SME	\$ 523.28
241791	07/26/2019	COMMONWEALTH OF PA	bushkill chapter 302 waster wa Permit#5296402	\$ 65.00
241792	07/26/2019	CONCETTA FRIEDFEL	FRIEDFEL, CONNIE 2018 SENIOR REBATE	\$ 575.00
241793	07/26/2019	CONRAD HICKETHIER	Conrad Hickethier 2018 Senior Tax Rebate	\$ 700.00
241794	07/26/2019	CRAMER'S HOME CENTER	DISTRICT CUSTODIAL, MAINTENANCE & GROUNDS SUPPLIES	\$ 3,498.44
241795	07/26/2019	TIMOTHY R. TOLIVER	Hall passes	\$ 235.21
241796	07/26/2019	DANCING DOTS BRAILLE MUSIC TECHNOLOGY LP	Remote consult/training music notation software	\$ 300.00
241797	07/26/2019	DANIEL & ELAYNE ESKENAZI	ESKENAZI, DANIEL & ELAYNE 2018 SENIOR REBATE	\$ 575.00
241798	07/26/2019	DAVID C CHRISTINE	CHRISTINE, DAVID 2018 SENIOR REBATE	\$ 1,150.00
241799	07/26/2019	DAVID GOMEZ	David Gomez 2018 Senior Tax Rebate	\$ 575.00
241800	07/26/2019	DEBORAH A CARBONE	CARBONE, DEBORAH 2018 SENIOR REBATE	\$ 1,150.00
241801	07/26/2019	DEBRA A PADAVANO	ITEMS PURCHASED FOR STUDENT ACTIVITY	\$ 30.45

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241802	07/26/2019	DELORES LABAR	LABAR, DELORES 2018 SENIOR REBATE	\$ 700.00
241803	07/26/2019	DENNIS R. GURRY	Dennis Gurry 2018 Senior Tax Rebate	\$ 700.00
241804	07/26/2019	BEL USA LLC	Travel Mugs/LIS HJHS	\$ 272.50
241805	07/26/2019	DIXIE WILSON	Dixie Wilson 2018 Senior Tax Rebate	\$ 700.00
241806	07/26/2019	DKG MEDIA LP	SROs -Guidance for Schools Web	\$ 399.00
241807	07/26/2019	DOLORES CASALASPRO	CASALASPRO, DOLORES 2018 SENIOR REBATE	\$ 575.00
241808	07/26/2019	DOLORES IRVINE	Dolores Irvine 2018 Senior Tax Rebate	\$ 1,150.00
241809	07/26/2019	DONALD & MILDRED CONNELLY	CONNELLY, DONALD & MILDRED 2018 SENIOR REBATE	\$ 575.00
241810	07/26/2019	DOROTHY ELIG	ELIG, DOROTHY 2018 SENIOR REBATE	\$ 575.00
241811	07/26/2019	DOROTHY READ	Dorothy Read 2018 Senior Tax Rebate	\$ 575.00
241812	07/26/2019	DOUGLAS JENNINGS	Douglas Jennings 2018 Senior Tax Rebate	\$ 575.00
241813	07/26/2019	DROSOS & ANASTASIA PAPASTEFANO	Drosos & A Papastefanou 2018 Senior Tax Rebate	\$ 1,150.00
241814	07/26/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190725	\$ 2,645.98
241815	07/26/2019	EASTERN PENNSYLVANIA CONFERENCE	NORTH & SOUTH EPC ATHLETIC MEM	\$ 8,000.00
241816	07/26/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190725	\$ 28.00
241817	07/26/2019	EDGENUITY INC.	Edgenuity K-5 program	\$ 26,200.00
			RENEWAL EDGENUITY	\$ 15,540.00
241818	07/26/2019	EDITH BATCHLER	BATCHLER, EDITH 2018 SENIOR REBATE	\$ 271.66
241819	07/26/2019	EDITH M. MILLER	MILLER, EDITH 2018 SENIOR REBATE	\$ 575.00
241820	07/26/2019	EDITH TWEED	Edith Tweed 2018 Senior Tax Rebate	\$ 1,069.30
241821	07/26/2019	EDLAW INTERACTIVE	SPECIAL ED TRAINING SESSIONS	\$ 2,300.00
241822	07/26/2019	EDWARD & PATRICIA FOLCIK	FOLCIK, EDWARD & PATRICIA 2018 SENIOR REBATE	\$ 575.00
241823	07/26/2019	EDWARD DIETERLE	DIETERLE, EDWARD & DEBORAH 2018 SENIOR REBATE	\$ 575.00
241824	07/26/2019	EDWARD & KATHLEEN SMITH	Edward & Kathleen Smith 2018 Senior Tax Rebate	\$ 575.00
241825	07/26/2019	ELAINE MCFADDEN	MCFADDEN, ELAINE 2018 SENIOR REBATE	\$ 575.00
241826	07/26/2019	ELEANOR A. CONCANNON	CONCANNON, ELEANOR 2018 SENIOR REBATE	\$ 575.00
241827	07/26/2019	ELIZABETH BEVERLY JONES	Elizabeth Beverly Jones 2018 Senior Tax Rebate	\$ 1,119.66
241828	07/26/2019	ELLEN FENDER	FENDER, ELLEN 2018 SENIOR REBATE	\$ 481.85
241829	07/26/2019	EMMA FODI	FODI, EMMA 2018 SENIOR REBATE	\$ 1,150.00
241830	07/26/2019	ENGL HAMBRIGHT & DAVIES, INC.	2017 WORKER'S COMPENSATION SER	\$ 65,000.00
			2018/2018 BUSINESS AUTO POLICY	\$ 463,758.00
			2018/2019 CYBER LAIBILITY POLI	\$ 6,861.00
			2019/2020 EXCESS WORKERS INV 1	\$ 80,298.00

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241831	07/26/2019	ESTELLA A THOMPSON	Estalla A Thompson 2018 Senior Tax Rebate	\$ 1,150.00
241832	07/26/2019	ETHEL M. WOOD	WOOD, ETHEL 2018 SENIOR REBATE	\$ 700.00
241833	07/26/2019	FACE/SCHOLASTIC INC.	Title I Quick Start books	\$ 347.00
241834	07/26/2019	FIRST BOOK	Title I Quick Start Supplies	\$ 30.50
241835	07/26/2019	FIVE STAR INTERNATIONAL LLC	A/H TRANS FLR JACK	\$ 2,937.50
241836	07/26/2019	FLINN SCIENTIFIC INC.	# FB1286 Human Skull, Economy	\$ 1,224.33
241837	07/26/2019	FRANCES ROTH	Item # PM-4030: Cow Eyes Prese	\$ 96.95
241838	07/26/2019	FRANCIS BUTTS	Frances Roth 2018 Senior Tax Rebate	\$ 700.00
241839	07/26/2019	FRANK & GAIL JOEST	BUTTS, FRANCES 2018 SENIOR REBATE	\$ 575.00
241840	07/26/2019	FRASER ADVANCED INFORMATION SYSTEMS	Frank & Gail Joest 2018 Senior Tax Rebate	\$ 575.00
241841	07/26/2019	FREDA YOUNG	G1 Staples Lynn	\$ 196.00
241842	07/26/2019	FREDERICK BAIRD	YOUNG, FREDA 2018 SENIOR REBATE	\$ 700.00
241843	07/26/2019	FRIEDMAN ELECTRIC SUPPLY CO. INC.	BAIRS, FREDERICK & MARGARET 2018 SENIOR REBATE	\$ 575.00
241844	07/26/2019	GARD HEYERDAHL	DISTRICT CUSTODIAL AND MAINTRENANCE ELECTRIC SUPPL	\$ 8,577.72
241845	07/26/2019	GENERAL SUPPLY COMPANY	Gard Heyerdahl 2018 Senior Tax Rebate	\$ 575.00
241846	07/26/2019	GEORGE & LINDA KLEIN	admin building mail room door	\$ 882.00
241847	07/26/2019	GEORGE S. DEWITT	George & Linda Klein 2018 Senior Tax Rebate	\$ 575.00
241848	07/26/2019	GERALD E SIGL	DEWITT, GEORGE 2018 SENIOR REBATE	\$ 575.00
241849	07/26/2019	GERALDINE M. BROWN	Gerald E Sigl	\$ 700.00
241850	07/26/2019	GERALDINE SCHOUPE	BROWN, GERALDINE 2018 SENIOR REBATE	\$ 575.00
241851	07/26/2019	GLENDORA HENNING	Geraldine Schoupe 2018 Senior Tax Rebate	\$ 575.00
241852	07/26/2019	GLENN GUSTAVSON	Glendora Henning 2018 Senior Tax Rebate	\$ 575.00
241853	07/26/2019	GLORIA WARNER	Glenn Gustavson 2018 Senior Tax Rebate	\$ 575.00
241854	07/26/2019	GLORIA LUDWIG	Gloria Warner 2018 Senior Tax Rebate	\$ 700.00
241855	07/26/2019	GRAINGER	LUDWIG, GLORIA 2018 SENIOR REBATE	\$ 1,101.62
241856	07/26/2019	HAB-DLT	Red Label/Blue Label for Shop	\$ 32.76
241857	07/26/2019	HAJOCA CORPORATION	Payroll Run 1 - Warrant 190725	\$ 130.47
241858	07/26/2019	DAVID R. & AGNES M. HARMAN	MAINTENANCE PLUMBING SUPPLIES	\$ 3,017.24
241859	07/26/2019	HAROLD HONEYCHURCH	David & Agnes Harman 2018 Senior Tax Rebate	\$ 575.00
241860	07/26/2019	HARRY & ANNA WOLBERT	Harold Honeychurch 2018 Senior Tax Rebate	\$ 273.68
241861	07/26/2019	HARRY W HELLER	WOLBERT, HARRY & ANNA 2018 SENIOR REBATE	\$ 1,150.00
241862	07/26/2019	HECTOR I ORTIZ & YOLANDA OLSON	Harry W. Heller 2018 Senior Tax Rebate	\$ 1,039.62
			Hector Ortiz & Yolanda Olson 2018 Senior Tax Rebat	\$ 700.00

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
241863	07/26/2019	HELEN S. DECKER	DECKER, HELEN 2018 SENIOR REBATE	\$ 1,150.00
241864	07/26/2019	HELEN TUCKER	Helen Tucker 2018 Senior Tax Rebate	\$ 1,106.70
241865	07/26/2019	HELENA R. BELISLE	BELISLE, HELENA & SMITH, JOHN 2018 SENIOR REBATE	\$ 175.82
241866	07/26/2019	HOME DEPOT CREDIT SERVICES	Grease gun, supplies, lawn edg	\$ 206.99
			GROUPS DISTRICT SUPPLIES	\$ 595.36
			MAINTENANCE DISTRICT SUPPLIES	\$ 2,692.33
			PAINT SUPPLIES FOR CYBER ACADE	\$ 270.76
			STEAM PROGRAM RETURNS	\$ (105.94)
			steam r program items for joel	\$ 82.41
			STEAM SUPPLIES	\$ 105.94
241867	07/26/2019	INTEGRAONE	CISCO PHONE LICENSE	\$ 5,959.16
			CISCO SWITCHES	\$ 2,298.44
			MERAKI CAMERAS MIDDLESMTITHFIEL	\$ 78,616.00
241868	07/26/2019	INTEGRITEC, INC.	annual billing water treatment	\$ 3,635.00
241869	07/26/2019	INTERSTATE TAX SERVICE BUREAU	ITS INV 21062 JULY	\$ 922.14
241870	07/26/2019	IRENE E SUA	Irene E Sua 2018 Senior Tax Rebate	\$ 575.00
241871	07/26/2019	IRONTON GLOBAL LLC	OPEN PURCHASE ORDER IRONTON-20	\$ 2,003.02
241872	07/26/2019	JANA MAY	MAY, JANA 2018 SENIOR REBATE	\$ 1,150.00
241873	07/26/2019	JANET E. RICHARDS	Janet E Richards 2018 Senior Tax Rebate	\$ 575.00
241874	07/26/2019	JERRY FISH	FISH, JERRY 2018 SENIOR REBATE	\$ 494.05
241875	07/26/2019	JIMMIE & NORMA HILGERT	Jimmie & Norma Hilgert 2018 Senior Tax Rebate	\$ 575.00
241876	07/26/2019	JO ANN AMBIO	AMBIO. JOANN 2018 SENIOR REBATE	\$ 575.00
241877	07/26/2019	JOAN E BRUSH	BRUSH, JOAN 2018 SENIOR REBATE	\$ 575.00
241878	07/26/2019	JOAN JOHNSON	Joan Johnson 2018 Senior Tax Rebate	\$ 575.00
241879	07/26/2019	JOHN & BESSIE PLACE	John & Bessie Place 2018 Senior Tax Rebate	\$ 382.72
241880	07/26/2019	JOHN & BRENDA WARINNER	John & Brenda Warinner 2018 Senior Tax Rebate	\$ 1,150.00
241881	07/26/2019	JOHN & HELEN GARGAN	GARGAN, JOHN & HELEN 2018 SENIOR REBATE	\$ 575.00
241883	07/26/2019	JOHN A & FRANCES M BAUM	BAUM, JOHN & FRANCES 2018 SENIOR REBATE	\$ 575.00
241884	07/26/2019	JOHN MORROW JR	John Morrow Jr 2018 Senior Tax Rebate	\$ 575.00
241885	07/26/2019	JOHN O'ROURKE	John O'Rourke 2018 Senior Tax Rebate	\$ 1,150.00
241886	07/26/2019	JOHN SHOEMAKER	John Shoemaker 2018 Senior Tax Rebate	\$ 575.00
241887	07/26/2019	JOHN T. BOLLES SR.	BOLLES, JOHN 2018 SENIOR REBATE	\$ 1,150.00
241888	07/26/2019	JONATHAN & JUSTINA ACKERMAN	ACKERMAN, JONATHAN & JUSTINA 2018 SENIOR REBATE	\$ 361.01

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241889	07/26/2019	JONATHAN SICKLES	Jonathan Sickles 2018 Senior Tax Rebate	\$ 355.36
241890	07/26/2019	JORGE & AMADA COROMINAL	COROMINAL, JORGE & AMANDA 2018 SENIOR REBATE	\$ 575.00
241891	07/26/2019	JOSEPH & KATHLEEN DEFORREST	DEFORREST, JOSEPH & KATHLEEN 2018 SENIOR REBATE	\$ 575.00
241892	07/26/2019	JOSEPH & MARY GILL	GILL, JOSEPH & MARY 2018 SENIOR REBATE	\$ 700.00
241893	07/26/2019	JOSEPH PELISSIER	Joseph Pelissier	\$ 575.00
241894	07/26/2019	JOSEPH SQUIRES SR	Joseph Squires Sr 2018 Senior Tax Rebate	\$ 575.00
241895	07/26/2019	JOSEPH T. KANE	Joseph T Kane 2018 Senior Tax Rebate	\$ 1,150.00
241896	07/26/2019	JOYCE HELLER	Joyce A Heller 2018 Senior Tax Rebate	\$ 700.00
241897	07/26/2019	JUAN & MARIA DIAZ	DIAZ, JUAN & MARIA 2018 SENIOR REBATE	\$ 575.00
241898	07/26/2019	JUAN ORTIZ	Juan & Marjuria Ortiz 2018 Senior Tax Rebate	\$ 308.30
241899	07/26/2019	JUDITH JONES	Judith Jones 2018 Senior Tax Rebate	\$ 575.00
241900	07/26/2019	K. MICHAEL BOUSHELL	BOUSHELL, MICHAEL 2018 SENIOR REBATE	\$ 1,150.00
241901	07/26/2019	KAREN DUDLEY	DUDLEY, KAREN 2018 SENIOR REBATE	\$ 575.00
241902	07/26/2019	KATHLEEN SCHRECK	Kathleen Schreck 2018 Senior Tax Rebate	\$ 575.00
241903	07/26/2019	KATHLENE WOLFE	WOLFE, KATHLENE 2018 SENIOR REBATE	\$ 575.00
241904	07/26/2019	KING W. BEERS	BEERS, KING 2018 SENIOR REBATE	\$ 1,150.00
241905	07/26/2019	KING, SPRY, HERMAN, FREUND & FAUL, LLC	K. C. Expulsion Matter Inv	\$ 119.00
241906	07/26/2019	KISTLER PRINTING COMPANY	Business Cards-Diane Kelly	\$ 55.00
241907	07/26/2019	LANCE P GIORLANDO	Giorlando Lance P Senior Rebate 2018	\$ 557.55
241908	07/26/2019	LARRY & SANDRA SHOEMAKER	Larry & Sandra Shoemaker 2018 Senior Tax Rebate	\$ 575.00
241909	07/26/2019	LAURA FARINA	FARINA, LAURA 2018 SENIOR REBATE	\$ 575.00
241910	07/26/2019	LINCOLN B. & JUANITA P. FREED	FREED, LINCOLN & JUANITA 2018 SENIOR REBATE	\$ 575.00
241911	07/26/2019	LINDA M. SHAY	Linda M Shay 2018 Senior Tax Rebate	\$ 1,150.00
241912	07/26/2019	LLOYD & WANDA LEAP	LEAP, LLOYD & WANDA 2018 SENIOR REBATE	\$ 575.00
241913	07/26/2019	LOIS FREDRICK	FREDRICK, LOIS 2018 SENIOR REBATE	\$ 1,150.00
241914	07/26/2019	LORRAINE A KIRK	Lorraine A. Kirk 2018 Senior Tax Rebate	\$ 1,500.00
241915	07/26/2019	LOTTIE DARDEN	DARDEN, LOTTIE 2018 SENIOR REBATE	\$ 1,500.00
241916	07/26/2019	LOUIS DARVALICS	DARVALICS, LOUIS 2018 SENIOR REBATE	\$ 575.00
241917	07/26/2019	LUIS & CARMEN BONETA	BONETA, LUIS & CARMEN 2018 SENIOR REBATE	\$ 700.00
241918	07/26/2019	LUIS HOMAR	Luis Homar 2018 Senior Tax Rebate	\$ 575.00
241919	07/26/2019	LUNCH ACCT REFUND	KERRY LABAR REFUND FROM 141328	\$ 22.10
241920	07/26/2019	LYNN & SUSAN LESOINE	LESOINE, LYNN & SUSAN 2018 SENIOR REBATE	\$ 575.00
241921	07/26/2019	WILLIAM F. PETERSON	STEAM-R contract for Mad Scien	\$ 400.00

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241922	07/26/2019	MAE J. GRAMBERT	Mae J Grambert 2018 Senior Tax Rebate	\$ 700.00
241923	07/26/2019	MARCIA O'DONNELL	Marcia O'Donnell MraKovcch 2018 Senior Tax Rebate	\$ 700.00
241924	07/26/2019	MARGARET A CLARE	CLARE, MARGARET 2018 SENIOR REBATE	\$ 575.00
241925	07/26/2019	MARGARET GREEN	Margaret Green 2018 Senior Tax Rebate	\$ 1,150.00
241926	07/26/2019	MARIA T VAZQUEZ	VAZQUEZ, MARIA 2018 SENIOR REBATE	\$ 1,150.00
241927	07/26/2019	MARIA V. FERREIRA	FERREIRA, MARIA & DEALMELDA, MARCIEL 2018 SENIOR R	\$ 575.00
241928	07/26/2019	MARIANNE DAGGRES	DAGGRES, MARIANNE 2018 SENIOR REBATE	\$ 575.00
241929	07/26/2019	MARLIS MILLER	MILLER, MARLIS 2018 SENIOR REBATE	\$ 575.00
241930	07/26/2019	MARY E. DALEY	DALEY, MARY & HOLMES, THOMAS 2018 SENIOR REBATE	\$ 1,150.00
241931	07/26/2019	MARY EURICH	EURICH, MARY 2018 SENIOR REBATE	\$ 575.00
241932	07/26/2019	MARY NUGENT	Mary Nugent 2018 Senior Tax Rebate	\$ 575.00
241933	07/26/2019	MARY PIERRO	Mary Pierro 2018 Senior Tax Rebate	\$ 700.00
241934	07/26/2019	MARY SUE ARDITO	ARDITO, MARY SUE 2018 SENIOR REBATE	\$ 575.00
241935	07/26/2019	MCCORMICK'S ENTERPRISES INC.	Color Guard Flags	\$ 461.89
241936	07/26/2019	MCGRAW HILL EDUCATION	BOOKS	\$ 2,016.77
241937	07/26/2019	MEDCO SUPPLY COMPANY	MEDICAL SUPPLIES ESE	\$ 433.58
241938	07/26/2019	MEIER SUPPLY CO., INC.	mse coil cleaner	\$ 216.00
			truck stock	\$ 1,005.34
241939	07/26/2019	MELVIN CLARK	CLARK, MELVIN 2018 SENIOR REBATE	\$ 575.00
241940	07/26/2019	MESKO GLASS CO., INC	bushkill window repair	\$ 135.00
			jit furnish and install fine l	\$ 418.00
241941	07/26/2019	MET-ED	HS SOUTH JULY ELECTRIC 100017327568	\$ 28,789.53
			MIDDLE SMITHFIELD JUNE ELECTRIC 100071509721	\$ 8,166.22
			NORTH CAMPUS JUNE ELECTRIC 100018255800	\$ 29,126.08
			RESICA JULY ELECTRIC 100016949099	\$ 5,397.64
			SMITHFIELD JUNE ELECTRIC 100066917749	\$ 5,998.87
			TRAFFIC LIGHT JULY ELECTRIC 100016944322	\$ 19.43
			TRAFFIC LIGHT JULY ELECTRIC 100016991349	\$ 19.35
			TRAFFIC LIGHT JULY ELECTRIC 100017096742	\$ 19.50
			TRAFFIC LIGHT JULY ELECTRIC 100031621210	\$ 19.43
			TRAFFIC LIGHT JUNE ELECTRIC 100051981031	\$ 19.61
			TRAFFICE LIGHT JUNE ELECTRIC 100031621285	\$ 19.51
			TRAFFICE LIGHT JUNE ELECTRIC 100052611207	\$ 19.61

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241941	07/26/2019	MET-ED	TRAFFICE LIGHT JUNE ELECTRIC 100080490897	\$ 30.93
241942	07/26/2019	MICHAEL & JOANN CERULLO	CERULLO, MICHAEL & JOANN 2018 SENIOR REBATE	\$ 575.00
241943	07/26/2019	MICHAEL MEHRINGER	MEHRINGER, MICHAEL & SANDRA	\$ 1,150.00
241944	07/26/2019	MICHAEL SCHIMPF	Michael Schimpf 2018 Senior Tax Rebate	\$ 1,150.00
241945	07/26/2019	MILDRED PALMER	Mildred Palmer 2018 Senior Tax Rebate	\$ 1,150.00
241946	07/26/2019	MILTON & ADELAIDE RODRIGUEZ	Milton & Adelaide Rodriguez 2018 Senior Tax Rebate	\$ 575.00
241947	07/26/2019	MOELLER WELDING	air handler vent hinges with backing plate HSN	\$ 420.00
241948	07/26/2019	MONROE COUNTY CONSERVATION DISTRICT	MCCD	\$ 1,032.50
241949	07/26/2019	RUSSELL REID WASTE HAULING & DISPOSAL	PART A JOHN FOR THE TRAIL	\$ 49.20
241950	07/26/2019	RUSSELL REID WASTE HAULING & DISPOSAL	PART A JOHN FOR THE TRAIL	\$ 125.24
241951	07/26/2019	MYRNA FRIEDMAN	FRIEDMAN, MYRNA 2018 SENIOR REBATE	\$ 1,500.00
241952	07/26/2019	NAHED MOUSTAFA	Nahed Moustafa 2018 Senior Tax Rebate	\$ 367.66
241953	07/26/2019	NANCY BITTNER	BITTNER, NANCY 2018 SENIOR REBATE	\$ 575.00
241954	07/26/2019	NANCY BRADFORD	BRADFORD, NANCY 2018 SENIOR REBATE	\$ 1,150.00
241955	07/26/2019	NANCY DEVIZIA	DEVIZIA, NANCY 2018 SENIOR REBATE	\$ 1,150.00
241956	07/26/2019	NANCY E. IHNEN	Nancy E. Ihnen 2018 Senior Tax Rebate	\$ 575.00
241957	07/26/2019	NANCY T PETERS	Nancy T Peters	\$ 700.00
241958	07/26/2019	NASSP/NHS/NJHS	HS NORTH MEMBERSHIP	\$ 385.00
241960	07/26/2019	NATIONAL TICKET	ATHLETICS WRISTBANDS	\$ 128.00
241961	07/26/2019	NICHOLAS & KATHLEEN VARKADOS	Nicholas & Kathleen Varkados 2018 Senior Tax Rebat	\$ 575.00
241962	07/26/2019	NORBERT WICHEK	Norbert Wichek 2018 Senior Tax Rebate	\$ 575.00
241963	07/26/2019	OFFICE DEPOT	Office Supplies	\$ 189.79
			Teacher supplies	\$ 86.41
241964	07/26/2019	ORIENTAL TRADING	KINDERGARTEN ORIENTATION/READE	\$ 452.95
241965	07/26/2019	OTIS ELEVATOR COMPANY	district elevator contract#NPS08006	\$ 48,354.53
			elevator contract# NPS08521 smithfield	\$ 5,337.84
241966	07/26/2019	OVIDIO & AIXA MARTINEZ	MARTINEZ, OVIDIO & AIXA 2018 SENIOR REBATE	\$ 1,150.00
241967	07/26/2019	PAMELA DODD	DODD, PAMELA 2018 SENIOR REBATE	\$ 575.00
241968	07/26/2019	PATRICIA & NORMAN MARKOWITZ	MARKOWITZ NORMAN & PATRICIA	\$ 1,150.00
241969	07/26/2019	PATRICIA A FREEMORE	FREEMORE, PATRICIA 2018 SENIOR REBATE	\$ 1,150.00
241970	07/26/2019	PATRICIA A SCHMIDT	Patricia A Schmidt 2018 Senior Tax Rebate	\$ 819.24
241971	07/26/2019	PATRICIA B. JONES	Patricia Jones 2018 Senior Tax Rebate	\$ 575.00
241972	07/26/2019	PATRICIA KELLY	Patricia Kelly 2018 Senior Tax Rebate	\$ 228.11

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241973	07/26/2019	PATRICIA MURPHY	Patricia Murphy 2018 Senior Tax Rebate	\$ 1,150.00
241974	07/26/2019	PATRICIA SMITH	Patricia Smith 2018 Senior Tax Rebate	\$ 1,150.00
241975	07/26/2019	PATRICIA TRACY	Patricia Tracy 2018 Senior Tax Rebate	\$ 575.00
241976	07/26/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190725	\$ 772.33
241977	07/26/2019	PLM ENTERPRISES	Wildlife Encounters/Steam*R	\$ 300.00
241978	07/26/2019	PETTY CASH - CAFETERIA	START-UP CAFETERIA PETTY CASH	\$ 940.00
241979	07/26/2019	PHILIP & CATHERINE KRAUTKREMER	Philip & Catherine Krautkremer 2018 Senior Tax Reb	\$ 700.00
241980	07/26/2019	PHILIP ROSENAU CO., INC.	philip rosenau open po	\$ 255.95
241981	07/26/2019	PHYLLIS CUTHILL	CUTHILL, PHYLLIS 2018 SENIOR REBATE	\$ 700.00
241982	07/26/2019	POCONO MOUNTAIN UNITED WAY	DISTRICTS CASUAL FOR A CAUSE DONATION	\$ 2,211.71
241983	07/26/2019	POCONO ENVIRONMENTAL EDUCATION CENTER	STEAM-R contract for PEEC sess	\$ 100.00
241984	07/26/2019	POCONO TRANSPORTATION INC.	TRANSPORTATION FOR AHTLETICS & SPECIAL FIELD TRIP	\$ 21,396.50
241985	07/26/2019	QUILL CORPORATION	BO SUPPLIES JULY	\$ 525.27
241986	07/26/2019	R.E.M GRADUATE SERVICES LLC	HS NORTH HONOR 2019 TASSELS	\$ 290.75
241987	07/26/2019	RAFAEL & DANAIDES FERREIRA	FERREIRA, RAFAEL & DANAIDES 2018 SENIOR REBATE	\$ 575.00
241988	07/26/2019	RANDOLFO & MARIA ASTACIO	ASTACIO, RANDOLFO & MARIA 2018 SENIOR REBATE	\$ 700.00
241989	07/26/2019	RAYMOND UY	Raymond Uy 2018 Senior Tax Rebate	\$ 1,150.00
241990	07/26/2019	REGINA FARMS	Balance owed as per B.Sutjak	\$ 522.60
241991	07/26/2019	RICHARD & ELIZABETH GOMEZ	Richard Gomez Jr. 2018 Senior Tax Rebate	\$ 575.00
241992	07/26/2019	RICHARD & THERESA LOSS	LOSS, RICHARD & TERESA 2018 SENIOR REBATE	\$ 575.00
241993	07/26/2019	RICHARD A. KANE	Richard A. Kane 2018 Senior Tax Rebate	\$ 575.00
241994	07/26/2019	RICHARD H. & PATRICIA A BUSH	BUSH RICHAR & PATRICIA 2018 SENIOR REBATE	\$ 575.00
241995	07/26/2019	ROBERT & LINDA CLARE	CLARE, ROBERT & LINDA 2018 SENIOR REBATE	\$ 575.00
241996	07/26/2019	ROBERT & VIRGINIA CHAMBERS	CHAMBERS, ROBERT & VIRGINIA 2018 SENIOR REBATE	\$ 1,150.00
241997	07/26/2019	ROBERT PASCH	Robert Pasch	\$ 142.81
241998	07/26/2019	RONALD & KAREN MILLER	MILLER, RONALD & KAREN 2018 SENIOR REBATE	\$ 575.00
241999	07/26/2019	RONALD BERBERICH	BERBERICH, RONALD 2018 SENIOR REBATE	\$ 575.00
242000	07/26/2019	RONALD COUNTERMAN	COUNTERMAN, RONALD 2018 SENIOR REBATE	\$ 700.00
242001	07/26/2019	ROSALIE GIANNETTO	GIANNETTO, ROSALIE 2018 SENIOR REBATE	\$ 700.00
242002	07/26/2019	RUBY GREENE	Ruby H Greene 2018 Senior Tax Rebate	\$ 1,500.00
242003	07/26/2019	RUDOLPH J BEM	BEM, RUDOLPH 2018 SENIOR REBATE	\$ 575.00
242004	07/26/2019	RUTH M ORCHON	Ruth M Orchon 2018 Senior Tax Rebate	\$ 575.00
242005	07/26/2019	S HELEN WILLS	S Helen Wills 2018 Senior Tax Rebate	\$ 575.00

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242006	07/26/2019	SALVATORE POMARA	Salvatore Pomara 2018 Senior Tax Rebate	\$ 575.00
242007	07/26/2019	SCHOLASTIC	SCHOLASTIC NEWS MAGAZINE	\$ 569.25
242008	07/26/2019	SCHOOL NURSE SUPPLY INC.	MEDICAL SUPPLIES ESE	\$ 552.89
242009	07/26/2019	SCHUYLKILL VALLEY SPORTING GOODS	BASE LINER REVERSIBLE	\$ 675.00
			GLOVERS SCOREBOOK	\$ 80.00
242010	07/26/2019	SHANON ANSBACK	ANSBACK, SHANNON 2018 SENIOR REBATE	\$ 481.11
242011	07/26/2019	SHARON G. SKIDGEL	Sharon g Skidgel 2018 Senior Tax Rebate	\$ 773.90
242012	07/26/2019	SHARON GERBERICH	TAX COLLECTOR SUPPLIES - STAMPS	\$ 3.30
242013	07/26/2019	SHARYN HUSE	Sharyn Huse 2018 Senior Tax Rebate	\$ 1,150.00
242014	07/26/2019	SHIRLEY C LESOINE	LESOINE, SHIRLEY 2018 SENIOR REBATE	\$ 1,150.00
242015	07/26/2019	SHIRLEY STAPLES	Shirley Staples 2018 Senior Tax Rebate	\$ 575.00
242016	07/26/2019	SONIA HENSLEY	Sonia Hensley 2018 Senior Tax Rebate	\$ 575.00
242017	07/26/2019	SPELLING BEE	Spelling B contest 2019-Senior	\$ 70.00
242018	07/26/2019	STAPLES CREDIT PLAN	staples order labels	\$ 43.52
			Supplies for art portfolios	\$ 517.80
			supplies for Blended school p	\$ 61.67
242019	07/26/2019	STEPHEN LASTRA	CONTRACT DRIVER JULY AJUSTMENT IN HRLY RATE	\$ 87.10
			STEAM-R contract Dr Planet on SME	\$ 300.00
242020	07/26/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	hss p motor	\$ 285.00
			truck stock	\$ 36.98
242021	07/26/2019	SUN LITHO-PRINT, INC.	PRINTING OF REPORT CARD ENVELO	\$ 446.00
242022	07/26/2019	SVETKO JURJEVIC	Svetko Jurjevic 2018 Senior Tax Rebate	\$ 1,150.00
242023	07/26/2019	TANIA RODRIGUEZ	Tania Rodriguez	\$ 575.00
242024	07/26/2019	TED SINICKI	Ted Sinicki 2018 Senior Tax Rebate	\$ 575.00
242025	07/26/2019	THE FINAL TOUCH ACCESSORY CO	Color Guard Flags	\$ 620.00
242026	07/26/2019	THERESA STOVER	Theresa Stover 2018 Senior Tax Rebate	\$ 575.00
242027	07/26/2019	THOMAS & ANN MARIE MANNINO	MANNINO, THOMAS & MARIA 2018 SENIOR REBATE	\$ 575.00
242028	07/26/2019	THOMAS A O'DONNELL SR.	Thomas A O'Donnell Sr 2018 Senior Tax Rebate	\$ 1,074.96
242029	07/26/2019	TOSHIBA BUSINESS SOLUTIONS	Event Cards for 50 plus class	\$ 81.91
242030	07/26/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190725	\$ 267.49
242031	07/26/2019	UNITED WAY OF MONROE COUNTY	Payroll Run warrant 190725	\$ 32.00
242032	07/26/2019	VERNAL & KATHERINE JONES	Vernal & Katherine Jones 2018 Senior Tax Rebate	\$ 575.00
242033	07/26/2019	VICKI TEGANO	Vicki Tegano 2018 Senior Tax Rebate	\$ 575.00

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242034	07/26/2019	VICTOR TORRES	Victor Torres 2018 Senior Tax Rebate	\$ 1,285.38
242035	07/26/2019	VILMA RAVO	Vilma Ravo 2018 Senior Tax Rebate	\$ 575.00
242036	07/26/2019	VINCENT & ANGELA IACOZZE	Vincent & Angela Iacouzze 2018 Senior Tax Rebate	\$ 575.00
242037	07/26/2019	VITO BIANCO	BIANCO, VITO 2018 SENIOR REBATE	\$ 575.00
242038	07/26/2019	WADE SCHNITZER	Wade Schnitzer 2018 Senior Tax Rebate	\$ 1,150.00
242039	07/26/2019	WALMART COMMUNITY/GEMB	OPEN PURCHASE ORDER	\$ 220.02
			purchase supplies for student	\$ 141.67
			STEAM PROGRAM SUPPLIES	\$ 97.79
			Steam R program / open purcha	\$ 253.96
			stem progeam	\$ 165.04
			Title one STEAMER	\$ 399.17
242040	07/26/2019	WALTER R ANDERSON	ANDERSON, WALTER 2018 SENIOR REBATE	\$ 1,230.19
242041	07/26/2019	WALTER WESCOTT & CAROLA.	Walter & Carol Wescott 2018 Senior Tax Rebate	\$ 575.00
242042	07/26/2019	WASTE MANAGEMENT	EXTRA DUMPSTER FOR SUMMER CLEAN UP	\$ 1,183.60
			EXTRA DUMPSTERS FOR SUMMER CLEAN UP	\$ 946.21
242043	07/26/2019	WILFREDO CRESPO	CRESPO, WILFREDO 2018 SENIOR REBATE	\$ 575.00
242044	07/26/2019	WILLIAM D & BARBARA L YOHE	YOHE, WILLIAM & BARBARA 2018 SENIOR REBATE	\$ 700.00
242045	07/26/2019	WILLIAM III & SHARON HOWELL	William & Sharon Howell 2018 Senior Tax Rebate	\$ 575.00
242046	07/26/2019	WILLIAM PARKER	William Parker 2018 Senior Tax Rebate	\$ 575.00
242047	07/26/2019	WILLIAM V. MACGILL & CO.	MEDICAL BAG FOR SCHOOL POLICE	\$ 52.95
242048	07/26/2019	WINIFRED LIPTAK	LIPTAK, WINIFRED 2018 SENIOR REBATE	\$ 688.52
242049	07/26/2019	YVONNE M SMITH	Yvonne M Smith 2018 Senior Tax Rebate	\$ 575.00
242050	07/26/2019	ZESWITZ MUSIC COMPANY	Instrument Repairs	\$ 36.00
			Instrument Repairs 12007A	\$ 93.60
			Instrument Repairs 122648	\$ 122.40
			Instrument Repairs 202567	\$ 43.20
			Instrument Repairs 208319	\$ 50.40
			Instrument Repairs 300939	\$ 108.00
			Instrument Repairs 335383	\$ 115.20
			Instrument Repairs 3760	\$ 36.00
			Instrument Repairs 391385	\$ 36.00
			Instrument Repairs 4150	\$ 144.00
			Instrument Repairs 454935A	\$ 36.00

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
242050	07/26/2019	ZESWITZ MUSIC COMPANY	Instrument Repairs 490919	\$ 144.00
			Instrument Repairs 899085	\$ 43.20
242051	07/26/2019	JOHN & ROSALIE SANSONE	John & Rosalie Sansone 2018 Senior Tax Rebate	\$ 575.00
242052	07/26/2019	VICTOR & ALBA SANTIAGO	Victor & Alba Santiago 2018 Senior Tax Rebate	\$ 575.00
242053	07/29/2019	COMMONWEALTH OF PA	File#290510 Middle Smithfield L & J Extension requ	\$ 328.06
242054	07/29/2019	DES-CPR, INC.	Shredding on Site Mobile	\$ 1,066.00
242055	07/29/2019	GIANT FLOOR & CARPET ONE	Install & furnish lehma carpet	\$ 4,832.00
242056	07/29/2019	PAMELA KITCHEN	reimbursement for internet usa	\$ 120.00
242057	07/29/2019	WARNICK WELDING & FABRICATION LLC	fabricate 7 install railing dock HSS	\$ 864.00
242126	08/01/2019	A WIZ CORP.	grill at South Stadium	\$ 2,175.00
242127	08/01/2019	A.J. SMITH ELECTRIC MOTOR SERVICE	hsh motors	\$ 553.00
242128	08/01/2019	ANDERSON'S	STUDENT OF THE MONTH REWARDS	\$ 281.02
242129	08/01/2019	APPLE INC.	Apple Lease Contr#25406273 Inv	\$ 98,376.19
242130	08/01/2019	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum Open PO	\$ 304.40
			Bushkill wet dry vac	\$ 500.00
242131	08/01/2019	BECKER'S SCHOOL SUPPLIES	4th Grade	\$ 642.90
242132	08/01/2019	CARSON DELLOSA EDUCAITON	Title I Quick Start Supplies	\$ 95.85
242133	08/01/2019	CEDAR CREST WRESTLING BOOSTERS	SOUTH WRESTLING FALCON INVITAT	\$ 400.00
242134	08/01/2019	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	J Q 4/1/19-6/7/19	\$ 3,872.00
242135	08/01/2019	CHESTER COUNTY INTERMEDIATE UNIT	415306	\$ 13,736.86
242136	08/01/2019	CITY OF ALLENTOWN	Police Academy for Raquel Sant	\$ 6,000.00
242137	08/01/2019	CM REGENT RESOURCES	Long Term Disability Insurance payment July 2019	\$ 9,196.38
242138	08/01/2019	COLT PLUMBING SPECIALTIES	hss sensor module	\$ 999.35
			jtl hinge set	\$ 248.44
242139	08/01/2019	COMMONWEALTH OF PA	mse water service fee permit#2450491	\$ 65.00
			north wastewater fee permit#2520508	\$ 100.00
			resica waterservice fee permit#2451228	\$ 100.00
242140	08/01/2019	CRICKET VENTURES LLC	Quote # ...13655034 2-Way Ra	\$ 696.95
242141	08/01/2019	DOUBLE M PRODUCTIONS	EHS South gender Studies Sweatshirts	\$ 627.00
242142	08/01/2019	EAST STROUDSBURG UNIVERSITY	Andrea Hower Spring Tuition Reimbursement	\$ 2,786.40
			Barry Krammes Spring Tuition Reimbursement	\$ 1,393.20
			Brian Boylan Spring Tuition Reimbursement	\$ 2,786.40
			Cara Ridner Spring Tuition Reimbursement	\$ 1,383.20

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242142	08/01/2019	EAST STROUDSBURG UNIVERSITY	Dannelle Rayhon Spring Tuition Reimbursement	\$ 1,393.20
			Diana Allison July 2019 Tuition Reimbursement	\$ 1,393.20
			Elizabeth Bock Spring Tuition Reimbursement	\$ 2,786.40
			Evan Stokes Spring Tuition Reimbursement	\$ 1,393.20
			fred Ridner Spring Tuition Reimbursement	\$ 1,393.20
			Jennifer Fuller Spring Tuition Reimbursement	\$ 1,393.20
			Jennifer Romagno Spring Tuition Reimbursement	\$ 1,393.20
			Joseph Parker Spring Tuition Reimbursement	\$ 1,393.20
			Katherine Nute Spring Tuition Reimbursement	\$ 1,393.20
			Kenneth Murphy Spring Tuition Reimbursement	\$ 1,393.20
			Kym Gavitt Spring Tuition Reimbursement	\$ 1,393.20
			Lian Miodzienski Spring Tuition Reimbursement	\$ 1,393.20
			Mary Winkler Spring Tuition Reimbursement	\$ 276.40
			Priscilla Altorfer July 2019 Tuition Reimbursement	\$ 1,393.20
			STEAM Summer Program	\$ 270.00
			Stephanie Stricker Spring Tuition Reimbursement	\$ 1,393.20
242143	08/01/2019	EBSCO INFORMATION SERVICES	K-12 Library PrepStep Renewal	\$ 2,305.00
242144	08/01/2019	EDMENTUM	STUDY ISLAND PRODUCTS AND SERV	\$ 72,300.00
242145	08/01/2019	EVERASE CORPORATION	Supplies	\$ 753.55
242146	08/01/2019	EXPERIA USA, INC	Quote # ES-07121 Sensory room	\$ 2,079.09
			Sensory Room equip for Smithfi	\$ 719.10
242147	08/01/2019	FLINN SCIENTIFIC INC.	Discount Ref # 61756 (10% disc	\$ 1,991.98
242148	08/01/2019	HERTZ FURNITURE SYSTEMS LLC	BALANCE OF FURNITURE ORDERED 1	\$ 5,433.00
242149	08/01/2019	HODGE PRODUCTS, INC.	1525 Combination Padlocks 3/4i	\$ 515.00
242150	08/01/2019	INTEGRAONE	CISCO SWITCHES	\$ 3,142.66
242151	08/01/2019	JENNA GEARHART	Expense claim # 2430. OCTOBER 2019 MILEAGE	\$ 23.98
			Expense claim # 2432. JANUARY 2019 MILEAGE	\$ 5.22
			Expense claim # 2700. 03/18 & 03/28 MILEAGE	\$ 2.09
			Expense claim # 2701. 04/08, 04/26 & 04/30 MILEAGE	\$ 3.02
242152	08/01/2019	JONES SCHOOL SUPPLY COMPANY INC.	Payment for Awards Lehman	\$ 674.16
242153	08/01/2019	KEY GOVERNMENT FINANCE INC	2019-2020 KEY GOVERNMENT LEASE	\$ 191,539.36
242154	08/01/2019	KURTZ BROS.	Excuse Blanks	\$ 39.45
242155	08/01/2019	LJC DISTRIBUTORS OF FULLER BRUSH	l/jc open po	\$ 654.00

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242156	08/01/2019	WILLIAM F. PETERSON	STEAM PROGRAM ASSEMBLIES July 2019	\$ 800.00
242157	08/01/2019	MAILFINANCE INC	POSTAGE MACHINES-BUSINESS OFF	\$ 706.80
242158	08/01/2019	MATT WALTERS	LIS rental of postage machine	\$ 706.80
242159	08/01/2019	MEDCO SUPPLY COMPANY	Purchase for supplies stadium football	\$ 511.20
			MEDICAL SUPPLIES HSNORTH	\$ 15.17
			MEDICAL SUPPLIES JMHILL	\$ 4.82
242160	08/01/2019	MEIER SUPPLY CO., INC.	MEDICAL SUPPLIES JTLAMBERT	\$ 309.42
242161	08/01/2019	MONROE COUNTY SPECIAL OLYMPICS	truck stock	\$ 157.11
242162	08/01/2019	MORITZ EMBROIDERY WORKS INC.	CFAC Special Olympics ESE 5/29/19	\$ 120.22
242163	08/01/2019	RUSSELL REID WASTE HAULING & DISPOSAL	Student Council Shirt payment	\$ 147.60
			JTL ATHLETICS TEMPORARY RESTRO	\$ 147.00
			NORTH ATHLETICS TEMPORARY REST	\$ 384.00
242164	08/01/2019	NATIONAL BUSINESS FURNITURE LLC	SOUTH ATHLETICS TEMPORARY REST	\$ 373.00
242165	08/01/2019	ROCHESTER 100 INC	office chair for asst. princip	\$ 297.00
			2nd Grade	\$ 145.80
			3rd grade	\$ 200.00
242166	08/01/2019	NORTHWEST EVALUATION ASSOCIATION	Parent teacher NICKY folders	\$ 675.00
242167	08/01/2019	ORIENTAL TRADING	NWEA RENEWAL	\$ 26,284.50
			STUDENT OF THE MONTH REWARDS	\$ 28.01
242168	08/01/2019	OTICON INC	Tote bags for emergency plans	\$ 115.71
242169	08/01/2019	PA TREATMENT & HEALING	FM System LIS student-See gen	\$ 821.50
			0603150 June 2019 Invoicing	\$ 3,870.00
			June 2019 - 0603149	\$ 1,820.00
242170	08/01/2019	PAPER MART, INC.	IU 20 JOINT PURCHASE PAPER/JAN	\$ 202.45
242171	08/01/2019	PASCO SCIENTIFIC	SE-8050 Braided String	\$ 470.32
242172	08/01/2019	PHILIP ROSENAU CO., INC.	CUSTODIAL SUPPLIES ESE	\$ 1,319.40
			CUSTODIAL SUPPLIES HSNORTH	\$ 989.55
			CUSTODIAL SUPPLIES JMHILL	\$ 1,319.40
			CUSTODIAL SUPPLIES JTL	\$ 1,319.40
			CUSTODIAL SUPPLIES LEHMAN	\$ 989.55
			CUSTODIAL SUPPLIES RESICA	\$ 1,422.76
			gym maint. supplies	\$ 4,707.27
			philip rosenau open po	\$ 289.87

East Stroudsburg Area School District

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
242173	08/01/2019	POSTAGE PRO PLUS, INC	SUPPLIES/RENTAL FOR LIS/HSN	\$ 256.06
242174	08/01/2019	QUILL CORPORATION	INK/PHOTO PAPER FOR YEARBOOK	\$ 733.38
			NORTH ATHLETIC OFFICE SUPPLIES	\$ 49.97
			Red Pencils for band	\$ 81.30
242175	08/01/2019	QUILL CORPORATION	CUSTODIAL BID SMITHFIELD	\$ 38.01
			CUSTODIAL SUPPLIES HSNORTH	\$ 93.40
			CUSTODIAL SUPPLIES LEHMAN	\$ 93.40
			CUSTODIAL SUPPLIES MSF	\$ 95.10
			CUSTODIAL SUPPLIES RESICA	\$ 74.72
242176	08/01/2019	RAY PRICE FORD MT POCONO	bucket truck knob	\$ 10.12
242177	08/01/2019	REALLY GOOD STUFF	First Grade	\$ 89.41
242178	08/01/2019	ROCHESTER 100 INC.	First Grade	\$ 168.75
242179	08/01/2019	RYDIN DECAL	Rydin Student parkings tags 20	\$ 492.45
242180	08/01/2019	SALISBURY TOWNSHIP SCHOOL DISTRICT	6/3-6/7 2019 student P.M.	\$ 882.60
			June 18-June 30 2019 Student P.M.	\$ 1,588.68
242181	08/01/2019	SCHOLASTIC BOOK FAIR	Book Fair payment Lehman	\$ 2,819.66
242182	08/01/2019	SCHOOL NURSE SUPPLY INC.	MEDICAL SUPPLIES JTLAMBERT	\$ 71.55
242183	08/01/2019	SCHUYLKILL VALLEY SPORTING GOODS	ATHLETICS BID HSN 20192020	\$ 82.00
			ATHLETICS BID SOUTH HS 2019202	\$ 299.32
242184	08/01/2019	SHARP ENERGY	OPEN ORDER PROPANE NORTH 4/23/19 acct#16366880	\$ 9,235.00
242185	08/01/2019	SHINETIME AUTO WASH	Billing 6/1/19-6/30 19 Security Cars	\$ 18.00
242186	08/01/2019	SOUTHWOOD PSYCHAITRIC HOSPITAL	Student B H 6/1/19-6/30/19	\$ 432.00
242187	08/01/2019	STEVE SHANNON TIRE & AUTO CENTER	bucket truck tire	\$ 401.50
242188	08/01/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	district vbelts	\$ 1,013.09
242189	08/01/2019	SUPER HEAT, INC.	hss service heater	\$ 1,194.13
			jtl service boiler	\$ 3,500.00
			MSE service boiler	\$ 2,700.00
			sme service boiler	\$ 3,100.00
242190	08/01/2019	TASC	FSA ADMIN DUES INV IN1556959	\$ 1,609.50
242191	08/01/2019	TOPP BUSINESS SOLUTIONS	Labor and toner for tech ed eq	\$ 1,207.26
242192	08/01/2019	ZESWITZ MUSIC COMPANY	Zeswitz Repairs - July	\$ 1,024.80
242193	08/01/2019	21ST CENTURY CYBER CHARTER SCHOOL	201802019 ESY Reconciliation	\$ 3,051.38
242194	08/05/2019	AMAZON.COM	OFFICE SUPPLIES FOR CURRICULUM	\$ 212.60

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
242195	08/05/2019	AMAZON.COM	AMAZON REFUND po 19004495	\$ (139.99)
			MONITORS FOR SMITHFIELD ROOM 1	\$ 1,901.06
242196	08/05/2019	CHAPMAN REFRIGERATION LLC	PO 19004495 VIVO HEIGHT AJUSTABLE	\$ 134.99
242197	08/05/2019	CINTAS CORPORATION #101	Middle SME freezer repairs 6/28/19	\$ 523.48
242198	08/05/2019	COLONIAL INTERMEDIATE UNIT 20	GROUPS UNIFORM RENTAL	\$ 114.29
			COLONIAL ACADEMY OPERATING COST	\$ 9,194.14
			TRANSPerfect	\$ 11.50
242199	08/05/2019	DONALD J. HALKER	Expense claim # 2949. RESICA MILEAGE 08/27	\$ 7.63
242200	08/05/2019	ERIN-FARLEY PICCIANO	Expense claim # 2953. MCIU CONF MILEAGE	\$ 98.60
242201	08/05/2019	GARY MACMAHON	Expense claim # 2960. JUNE 2019 MILEAGE	\$ 54.87
242202	08/05/2019	JOEL D. LOWRIS	Expense claim # 2958. ASP INSTRUCTOR SCHOOL	\$ 254.96
242203	08/05/2019	JOSEPH P MARTIN	Expense claim # 2952. ISTE CONFERENCE	\$ 772.58
242204	08/05/2019	KAFMO	REGISTRATION FEE 02/22/2019 CONFERENCE	\$ 195.00
242205	08/05/2019	KIMBERLEY RILEY	Expense claim # 2951. DESALES CONF MILEAGE	\$ 52.20
242206	08/05/2019	KYLE PHILHOWER	Expense claim # 2948. RESICA MILEAGE 08/27	\$ 6.32
242207	08/05/2019	LEVIN LEGAL GROUP	SPECIAL ED LEGAL FEE	\$ 8,484.50
			SPECIAL ED LEGAL SERVICE	\$ 297.00
242208	08/05/2019	LOUIS CARBAJAL	Expense claim # 2959. ISTE CONFERENCE	\$ 132.16
242209	08/05/2019	MARIALENA CASCIOTTA	Expense claim # 2956. JANUARY 2019 MILEAGE	\$ 202.88
			Expense claim # 2957. FEBRUARY 2019 MILEAGE	\$ 114.32
242210	08/05/2019	SUSAN M EDEN	Expense claim # 2954. NOVEMBER 2018 MILEAGE	\$ 20.76
			Expense claim # 2955. DECEMBER 2018 MILEAGE	\$ 14.28
242211	08/05/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	SPECIAL ED LEGAL FEE	\$ 6,894.40
			SPECIAL ED LEGAL FEES	\$ 2,872.00
242212	08/05/2019	THOMAS LAPPING	Expense claim # 2950. RESICA MILEAGE 08/27 & 28	\$ 15.26
242213	08/05/2019	YOUTH ADVOCATE PROGRAMS, INC.	June 2019	\$ 19,925.90
242214	08/08/2019	ADVANCE AUTO PARTS	BUS GARAGE PARTS	\$ 208.36
			HS SOUTH GENERATOR PARTS	\$ 33.12
			PARTS FOR GROUNDS	\$ 13.97
242215	08/08/2019	ALFRED & ROSEMARIE A ZITO	ZITO, ALFRED & ROSEMARIE 2018 SENIOR REBATE	\$ 1,150.00
242216	08/08/2019	ALFREDO PADRON	PADRON, ALFREDO & ELSA 2018 SENIOR REBATE	\$ 700.00
242217	08/08/2019	AMAZON.COM	Art	\$ 82.97
			Bankers Boxes for student file	\$ 65.97

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242217	08/08/2019	AMAZON.COM	CISCO INCOMING SWITCHES - MOUN	\$ 12.24
			CLEANING SUPPLIES FOR COMPUTER	\$ 65.98
			flag & certificate display cas	\$ 132.98
			Guidance	\$ 143.47
			REPLACEMENT CLASSROOM PHONE CO	\$ 17.49
			SOUTH BOYS BASKETBALL SPECIAL	\$ 73.84
			Supplies	\$ 923.89
242218	08/08/2019	ANGELO & NANCY CEGLIA	CEGLIA, ANGELO & NANCY 2018 SENIOR REBATE	\$ 700.00
242219	08/08/2019	ANN KLEBES	KLEBES, ANN 2018 SENIOR REBATE	\$ 575.00
242220	08/08/2019	ANNELIES PELZER	PELZER, ANNELIES 2018 SENIOR REBATE	\$ 575.00
242221	08/08/2019	ANTHONY & ALEXIS MELCHIONE	MELCHIONE, ANTHONY & ALEXIS 2018 SENIOR REBATE	\$ 575.00
242222	08/08/2019	ARTHUR A. SHICK	SHICK, ARTHUR 2018 SENIOR REBATE	\$ 690.27
242223	08/08/2019	ARTHUR SMITH	SMITH, ARTHUR 2018 SENIOR REBATE	\$ 1,150.00
242224	08/08/2019	BARBARA L EVANS	EVANS, BARBARA 2018 SENIOR REBATE	\$ 575.00
242225	08/08/2019	BENILDA VARGAS	VARGAS, BENILDA 2018 SENIOR REBATE	\$ 1,150.00
242226	08/08/2019	BRODHEAD CREEK REGIONAL AUTHORITY	ESE 2ND QTR CITY WATER	\$ 1,837.49
			JTL BUS GARAGE 2ND QTR CITY WATER	\$ 349.64
			JTL CITY WATER	\$ 1,055.41
242227	08/08/2019	CAROLYN P. WILLIAMS	WILLIAMS, CAROLYN 2018 SENIOR REBATE	\$ 575.00
242228	08/08/2019	CATHERINE BOTTEN	BOTTEN, CATHERINE 2018 SENIOR REBATE	\$ 575.00
242229	08/08/2019	CATHERINE O'BRIEN	O'BRIEN, CATHERINE 2018 SENIOR REBATE	\$ 596.14
242230	08/08/2019	CATHLEEN HECKMAN	HECKMAN, CATHLEEN 2018 SENIOR REBATE	\$ 575.00
242231	08/08/2019	UGI CENTRAL	ESE NATURAL GAS LINE CHARGE	\$ 435.43
			HS SOUTH NATURAL GAS LINE CHARGE	\$ 1,908.57
			JTL NATURAL GAS LINE CHARGE	\$ 1,262.36
242232	08/08/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190808	\$ 245.00
242233	08/08/2019	CLAUS PELZER	PELZER, CLAUD & JANET 2018 SENIOR REBATE	\$ 575.00
242234	08/08/2019	CLIFTON & SOPHIA HAWES	HAWES, CLIFTON & SOPHIA 2018 SENIOR REBATE	\$ 575.00
242235	08/08/2019	COLONIAL INTERMEDIATE UNIT 20	PRINTING KINDERGARTEN BOOKLETS PO 19003352	\$ 349.30
			TITLE 11A 2018/2019 PROGRAM PO 19001364	\$ 7,416.13
			WAN/INTERNET 2018/2019 PO 19000574	\$ 5,011.83
242236	08/08/2019	COMMUNICATIONS SYSTEMS, INC.	RECORDING NOT LASTING AS LONG AS NEEDED	\$ 343.70
242237	08/08/2019	CONNIE CLARKSON	CLARKSON, CONNIE 2018 SENIOR REBATE	\$ 575.00

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242238	08/08/2019	CYNTHIA LYNCH	LYNCH, CYNTHIA 2018 SENIOR REBATE	\$ 1,150.00
242239	08/08/2019	DELAWARE VALLEY HIGH SCHOOL	17/18 TUITION REFUND	\$ 110.57
242240	08/08/2019	DIANE A BOSACK	BOSACK, DIANE 2018 SENIOR REBATE	\$ 575.00
242241	08/08/2019	DONNA WAGNER	WAGNER, DONNA 2018 SENIOR REBATE	\$ 575.00
242242	08/08/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190808	\$ 2,567.99
242243	08/08/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190808	\$ 28.00
242244	08/08/2019	EDGAR A. BUSUTIL	BUSUTIL, EDGAR 2018 SENIOR REBATE	\$ 575.00
242245	08/08/2019	EDWARD & SUSAN HENDRICKS	HENDRICKS, EDWARD & SUSAN 2018 SENIOR REBATE	\$ 575.00
242246	08/08/2019	ELIZABETH A JOHNSON	JOHNSON, ELIZABETH 2018 SENIOR REBATE	\$ 700.00
242247	08/08/2019	ELIZABETH COTTON	COTTON, ELIZABETH 2018 SENIOR REBATE	\$ 575.00
242248	08/08/2019	ELIZABETH Z COLES	COLES, ELIZABETH 2018 SENIOR REBATE	\$ 575.00
242249	08/08/2019	GENEVESE FORD	FORD, GENEVESE 2018 SENIOR REBATE	\$ 700.00
242250	08/08/2019	ERMA J. POWELL	POWELL, ERMA 2018 SENIOR REBATE	\$ 575.00
242251	08/08/2019	ERNESTO & MARITZA MCFALINE	MCFALINE, ERNESTO & MARITZA 2018 SENIOR REBATE	\$ 1,150.00
242252	08/08/2019	ESTHER MITCHELL	MITCHELL, ESTHER 2018 SENIOR REBATE	\$ 575.00
242253	08/08/2019	FLORIDO BARBIERI	BARBIERI, FLORIDO 2018 SENIOR REBATE	\$ 1,150.00
242254	08/08/2019	FRANCES K. BOGNAR	BOGNAR, FRANCES 2018 SENIOR REBATE	\$ 1,150.00
242255	08/08/2019	FRANK A & MARY F BECKERT	BECKERT, FRANK & MARY 2018 SENIOR REBATE	\$ 575.00
242256	08/08/2019	FRANK E DYMOND	DYMOND, FRANK & CHARLETTE 2018 SENIOR REBATE	\$ 575.00
242257	08/08/2019	FRANK J. IMBERT	IMBERT, FRANK 2018 SENIOR REBATE	\$ 575.00
242258	08/08/2019	GEORGE CARAMIELLA	EXTENDED SCHOOL YEAR TRANSPORTATION DRIVER	\$ 3,062.56
242259	08/08/2019	GEORGE SPEZIALE	SPEZIALE, GEORGE 2018 SENIOR REBATE	\$ 1,150.00
242260	08/08/2019	GEORGIA J DILEO	DILEO, GEORGIA 2018 SENIOR REBATE	\$ 1,150.00
242261	08/08/2019	GERALD & TERESA LUDWIG	LUDWIG, GERALD & TERESA 2018 SENIOR REBATE	\$ 575.00
242262	08/08/2019	GERALD E SIGL	SIGL, GERALD 2018 SENIOR REBATE AJUSTMENT	\$ 450.00
242263	08/08/2019	GERALDINE HICSWA	HICSWA, GERALDINE 2018 SENIOR REBATE	\$ 1,150.00
242264	08/08/2019	GOULD'S PRODUCE AND FARM MARKET	to pay fresh produce invoices	\$ 72.00
242265	08/08/2019	HAB-DLT	Payroll Run 1 - Warrant 190808	\$ 284.19
242266	08/08/2019	HAROLD & SUZANNE HENRY	HENRY, HAROLD & SUZANNE 2018 SENIOR REBATE	\$ 575.00
242267	08/08/2019	HAROLD W. SIPPEL & CATHERINE R. CROUGHN	CROUGHN, CATHERINE 2018 SENIOR REBATE	\$ 575.00
242268	08/08/2019	HARRY W MCMURRAY	MCMURRAY, HARRY 2018 SENIOR REBATE	\$ 1,150.00
242269	08/08/2019	HELEN B CURTIS	CURTIS, HELEN 2018 SENIOR REBATE	\$ 700.00
242270	08/08/2019	HELEN J PAUL	PAUL, HELEN 2018 SENIOR REBATE	\$ 575.00

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242271	08/08/2019	HELEN WHITTAKER	WHITTAKER, HELEN 2018 SENIOR REBATE	\$ 1,116.16
242272	08/08/2019	JAMES & BEVERLEY HARDY	HARDY, JAMES & BEVERLEY 2018 SENIOR REBATE	\$ 575.00
242273	08/08/2019	JAMES PENZAVECCHIA	PENZAVECCHIA, JAMES 2018 SENIOR REBATE	\$ 575.00
242274	08/08/2019	JANE L. GITTENS	GITTENS, JANE 2018 SENIOR REBATE	\$ 575.00
242275	08/08/2019	JANE ROSENAU	ROSENAU, JANE 2018 SENIOR REBATE	\$ 1,150.00
242276	08/08/2019	JANET FREDERICK	FREDERICK, JANET 2018 SENIOR REBATE	\$ 700.00
242277	08/08/2019	JANET KING	KING, JANET 2018 SENIOR REBATE	\$ 575.00
242278	08/08/2019	JEAN M. RIDGE	RIDGE, JEAN 2018 SENIOR REBATE	\$ 205.30
242279	08/08/2019	JEANETTE GOMES	GOMES, JEANETTE 2018 SENIOR REBATE	\$ 1,150.00
242280	08/08/2019	JEFFREY HELMS	HELMS, JEFFREY 2018 SENIOR REBATE	\$ 700.00
242281	08/08/2019	JIRINA MEIXNER	MEIXNER, JIRINA 2018 SENIOR REBATE	\$ 1,500.00
242282	08/08/2019	JOAN SADOWSKI	SADOWSKI, JOAN 2018 SENIOR REBATE	\$ 1,150.00
242283	08/08/2019	JOAN USISHON	USUSCHON, JOAN 2018 SENIOR REBATE	\$ 575.00
242284	08/08/2019	JOHN FAUST	FAUST, JOHN 2018 SENIOR REBATE	\$ 1,150.00
242285	08/08/2019	JOSE & LILLIAN POLANCO	POLANCO, JOSE & LILLIAN 2018 SENIOR REBATE	\$ 1,150.00
242286	08/08/2019	JOSEPH KARGOL	KARGOL, JOSEPH 2018 SENIOR REBATE	\$ 1,150.00
242287	08/08/2019	KATHLEEN KOHLER	HOHLER, KATHLEEN 2018 SENIOR REBATE	\$ 575.00
242288	08/08/2019	KEITH A. SCHWARTZ	SCHWARTZ, KEITH 2018 SENIOR REBATE	\$ 1,150.00
242289	08/08/2019	KENNETH & MARIA YANICK	YANICK, KENNETH & MARIA 2018 SENIOR REBATE	\$ 575.00
242290	08/08/2019	CATHARINE JONES	Title 1 Kit's Interactive Theat	\$ 1,200.00
242291	08/08/2019	LEO & CAROL YANOVITCH	YANOVITCH, LEO & CAROL 2018 SENIOR REBATE	\$ 575.00
242292	08/08/2019	LETTY THOMAS	THOMAS, LETTY 2018 SENIOR REBATE	\$ 1,150.00
242293	08/08/2019	LOIS EVANS	EVANS, LOIS 2018 SENIOR REBATE	\$ 575.00
242294	08/08/2019	LUNCH ACCT REFUND	LUNCH ACCOUNT REFUND 126238	\$ 9.45
242295	08/08/2019	MANWALAMINK WATER COMPANY	SMITHFILED WATER AND SEWER CHARGES	\$ 356.70
242296	08/08/2019	MARGARET MIKKELSEN	MIKKELSEN, MARGARET 2018 SENIOR REBATE	\$ 700.00
242297	08/08/2019	MARIE A FITZGERALD-MEADE	FITZGERALD-MEADE, MARIE 2018 SENIOR REBATE	\$ 1,045.94
242298	08/08/2019	MARILYN D'ANGELO	D'ANGELO, MARILYN 2018 SENIOR REBATE	\$ 575.00
242299	08/08/2019	MARK & DONNA LAWLESS	LAWLESS, MARK & DONNA 2018 SENIOR REBATE	\$ 700.00
242300	08/08/2019	MARLENA P PATTERSON	PATTERSON, MARLENE 2018 SENIOR REBATE	\$ 575.00
242301	08/08/2019	MARY ALYCE McDONALD	MCDONALD, MARY ALICE 2018 SENIOR REBATE	\$ 575.00
242302	08/08/2019	MARY STREMME	STREMME, MARY 2018 SENIOR REBATE	\$ 575.00
242303	08/08/2019	MARYANN MANSFIELD	MANSFIELD, HARRY & MARYANN 2018 SENIOR REBATE	\$ 1,150.00

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242304	08/08/2019	MARYJANE STIGLIANO	STIGLIANO, MARYJANE 2018 SENIOR REBATE	\$ 575.00
242305	08/08/2019	MAUREEN SWATKOWSKI	SWATKOWSKI, MAUREEN 2018 SENIOR REBATE	\$ 575.00
242306	08/08/2019	MET-ED	ESE ELECTRIC 100065663211	\$ 7,759.93
			JTL ELECTRIC 100019615861	\$ 11,051.09
			TRAFFIC LIGHT ELECTRIC 100019284494	\$ 19.40
			TRAFFIC LIGHT ELECTRIC 100054179492	\$ 32.58
			TRAFFIC LIGHT ELECTRIC 100075377489	\$ 29.84
242307	08/08/2019	MICHAEL & JEANNE REHM	REHM, MICHAEL JR & JEANNE 2018 SENIOR REBATE	\$ 575.00
242308	08/08/2019	NANCY HELMS	HELMS, NANCY	\$ 843.50
242309	08/08/2019	NANCY RIBANDO	RIBANDO, NANCY 2018 SENIOR REBATE	\$ 575.00
242310	08/08/2019	NORMA CASSANDRA HULBERT	HULBERT, NORMA CASSANDRA 2018 SENIOR REBATE	\$ 575.00
242311	08/08/2019	PATRICIA A. HILBERT	HILBERT, PATRICIA 2018 SENIOR REBATE	\$ 1,150.00
242312	08/08/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190808	\$ 772.33
242313	08/08/2019	PENTELEDATA	DISTRICTS INTERNET NETWORK	\$ 4,072.50
242314	08/08/2019	PETTY CASH SMITHFIELD ELEMENTRY	FLASHDRIVE PURCHASE	\$ 8.45
242315	08/08/2019	PETTY CASH SUPERINTENDENT	ALARM PERMITS 2X\$5	\$ 10.00
242316	08/08/2019	POCONO MOUNTAIN DAIRIES	TO PAY 2019-2020 INVOICES	\$ 7,020.22
242317	08/08/2019	POSTMASTER	STAMPS FOR MIDDLE SMITHFIELD NURSES OFFICE	\$ 70.00
242318	08/08/2019	REINHART FOOD SERVICE	TO PAY INVOICES FOR 2019-2020	\$ 5,443.22
242319	08/08/2019	RIASSA LUTZ	LUTZ, RIASSA 2018 SENIOR REBATE	\$ 1,500.00
242320	08/08/2019	RICHARD INFANTINE & JOANN SZCZESNIAK	INFANTINE, RICHARD & JOANN 2018 SENIOR REBATE	\$ 1,150.00
242321	08/08/2019	RICHARD W. DANSEN SR.	DANSEN, RICHARD 2018 SENIOR REBATE	\$ 700.00
242322	08/08/2019	ROBERT A. HALDER	HALDER, ROBERT 2018 SENIOR REBATE	\$ 1,150.00
242323	08/08/2019	ROCKLAND BAKERY	TO PAY 2019-2020 INVOICES	\$ 1,061.33
242324	08/08/2019	ROSEANN GWINN	GWINN, ROSEANN 2018 SENIOR REBATE	\$ 1,150.00
242325	08/08/2019	RUSSELL M & BERNICE M NEYHART	NEYHART, RUSSELL & BERNICE 2018 SENIOR REBATE	\$ 700.00
242326	08/08/2019	RUTH GOUSE	GOUSE, RUTH 2018 SENIOR REBATE	\$ 575.00
242327	08/08/2019	SALVATORE & GRAZIELLA SANTORO	SANTORE, SALVATOR & GRAZIELLA 2018 SENIOR REBATE	\$ 575.00
242328	08/08/2019	SHAWNEE INN & GOLF RESORT	DEPOSIT 09/24/2019 RIVER TRIP	\$ 100.00
242329	08/08/2019	SOK MING LEE	LEE, SOK MING 2018 SENIOR REBATE	\$ 575.00
242330	08/08/2019	SUSAN E. DAVIS	DAVIS, SUSAN 2018 SENIOR REBATE	\$ 575.00
242331	08/08/2019	SVETLANA & MARIO PESA	PESA, MARIO & SVETLANA 2018 SENIOR REBATE	\$ 1,150.00
242332	08/08/2019	TERRY ANN MIRKOVIC	MIRKOVIC, TERRY ANN 2018 SENIOR REBATE	\$ 575.00

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242333	08/08/2019	THERESA G MEYERS	MEYERS, THERESA 2018 SENIOR REBATE	\$ 1,150.00
242334	08/08/2019	THERESA SHIEPKO	SHIEPKO, THERESA 2018 SENIOR REBATE	\$ 174.18
242335	08/08/2019	THOMAS P RODE	RODE, THOMAS & BETTY 2018 SENIOR REBATE	\$ 575.00
242336	08/08/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190808	\$ 267.49
242337	08/08/2019	UNITED WAY OF MONROE COUNTY	Payroll Run 1 - Warrant 190808	\$ 32.00
242338	08/08/2019	US DEPT OF EDUCATION AWG	Payroll Run 1 - Warrant 190808	\$ 114.79
242339	08/08/2019	VIRGINIA M. BRODERICK	BRODERICK, VIRGINIA 2018 SENIOR REBATE	\$ 926.97
242340	08/08/2019	WASTE MANAGEMENT	resica temp dumpster	\$ 185.35
242341	08/08/2019	WEIS MARKET, INC.	TO PAY WEIS INVOICES 2019-2020	\$ 53.85
242342	08/08/2019	WEX BANK	GASOLINE FOR DISTRICTS VIHECULES	\$ 3,901.36
242343	08/08/2019	WILLIAM & JANICE LAMPING	LAMPING, WILLIAM & JANICE 2018 SENIOR REBATE	\$ 575.00
242344	08/08/2019	YURIY CHIPIGA	CHIPIGA, YURIY AND MARINA 2018 SENIOR REBATE	\$ 575.00
Grand Total				\$ 2,293,229.11

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
242345				\$ 868.37
242346	08/15/2019	AGF COMPANY	MEDICAL SUPPLIES HSNORTH	\$ 107.68
			MEDICAL SUPPLIES SOUTH HS	\$ 269.20
242347	08/15/2019	ALL AMERICAN SPORTS CORP.	SOUTH FOOTBALL RECON HELMET	\$ 81.47
242348	08/15/2019	BADGER GRAPHIC SALES, INC.	GRAPHIC ARTS 52 NORTH HS	\$ 165.50
242349	08/15/2019	BAND SHOPPE	Color Guard Equipment	\$ 422.20
242350	08/15/2019	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum Open PO	\$ 149.94
242351	08/15/2019	H.A. BERKHEIMER INC.	TAX COLLECTION FEE 07/17-07/31	\$ 185.36
242352	08/15/2019	BUS PARTS WAREHOUSE	OPEN ORDER FOR SUPPLIES - BUS	\$ 236.25
242353	08/15/2019	CANFIELD'S PET AND FARM	BK 32	\$ 26.99
242354	08/15/2019	CARSON DELLOSA EDUCAITON	Title I Quick Start Supplies	\$ 95.85
242355	08/15/2019	CINTAS CORPORATION #101	bes uniforms	\$ 273.93
			BUSHKILL UNIFORM RENTAL	\$ 102.68
			ESE UNIFORM RENTAL	\$ 111.20
			ESE uniform rentals	\$ 417.05
			GROUPS UNIFORM RENTAL	\$ 606.00
			HS NORTH uniform rentals	\$ 1,461.30
			HS SOUTH uniform rentals	\$ 1,270.73
			JM HILL uniform rentals	\$ 269.80
			JTL uniform rentals	\$ 947.36
			MAINTENANCE uniform rentals	\$ 1,063.82
			MIDDLE SITHFIELD uniform rentals	\$ 209.55
			MIDDLE SMITHFIELD UNIFORM RENTAL	\$ 279.40
			MIDDLE SMITHFIELD uniform rentals	\$ 139.70
			OPEN ORDER FOR MECHANIC UNIFORM	\$ 228.58
			RESICA uniform rentals	\$ 322.00
			SMITHFIELD uniform rentals	\$ 237.60
242356	08/15/2019	CINTAS CORPORATION #101	CINTAS - FIRST AID CABINET	\$ 54.15

East Stroudsburg Area School District

Date Range 8/13/19 through 8/16/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
242357	08/15/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	RETURNED SUPPLIES 7790630229-80681856	\$ (15.92)
			SCHOOL SUPPLIES 7788980588-53978792	\$ 757.72
			SCHOOL SUPPLIES 7788980986-53978793	\$ 161.23
			SCHOOL SUPPLIES 7790358448-53950818	\$ 1,387.08
			SCHOOL SUPPLIES 7790479877-53934800	\$ 243.15
			SCHOOL SUPPLIES 7790482186-53954220	\$ 56.06
			SCHOOL SUPPLIES 7790482259-53954222	\$ 86.02
			SCHOOL SUPPLIES 7790482273-53954169	\$ 62.63
			SCHOOL SUPPLIES 7790482283-53954628	\$ 53.99
			SCHOOL SUPPLIES 7790482701-53954180	\$ 99.01
			SCHOOL SUPPLIES 7790483334-53954635	\$ 64.44
			SCHOOL SUPPLIES 7790494199-53895428	\$ 3.44
			SCHOOL SUPPLIES 7790520446-53937348	\$ 959.44
			SCHOOL SUPPLIES 7790523150-53954181	\$ 75.12
			SCHOOL SUPPLIES 7790524327-53950562	\$ 53.44
			SCHOOL SUPPLIES 7790530042-53934807	\$ 62.36
			SCHOOL SUPPLIES 7790530042-53934847	\$ 466.96
			SCHOOL SUPPLIES 7790534333-53934802	\$ 219.40
			SCHOOL SUPPLIES 7790535091-53954195	\$ 177.43
			SCHOOL SUPPLIES 7790535595-53934861	\$ 77.97
			SCHOOL SUPPLIES 7790535618-53954488	\$ 77.97
			SCHOOL SUPPLIES 7790555836-53968580	\$ 888.10
			SCHOOL SUPPLIES 7790556911-53963308	\$ 413.70
			SCHOOL SUPPLIES 7790562453-53966536	\$ 1,686.01
			SCHOOL SUPPLIES 7790562545-53966531	\$ 1,971.66
			SCHOOL SUPPLIES 7790563353-53963910	\$ 943.97
			SCHOOL SUPPLIES 7790563649-53966544	\$ 1,163.68
			SCHOOL SUPPLIES 7790564118-53968566	\$ 134.31

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East Stroudsburg Area School District Date Range 8/13/19 through 8/16/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
242357	08/15/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	SCHOOL SUPPLIES 7790564900-53978791	\$ 315.28
			SCHOOL SUPPLIES 7790576049-53987921	\$ 19.82
			SCHOOL SUPPLIES 7790592687-54009307	\$ 2,366.90
			SCHOOL SUPPLIES 7790594486-54009318	\$ 201.15
			SCHOOL SUPPLIES 7790595119-54025398	\$ 454.98
			SCHOOL SUPPLIES 7790595140-54011795	\$ 405.60
			SCHOOL SUPPLIES 7790600095-54243551	\$ 2,373.72
			SCHOOL SUPPLIES 7790629727-54166746	\$ 436.44
			SCHOOL SUPPLIES 7790630229-54117617	\$ 141.84
			SCHOOL SUPPLIES 7790639641-54131858	\$ 55.10
			SCHOOL SUPPLIES 7790640897-54131844	\$ 27.74
			SCHOOL SUPPLIES 7790640897-54131848	\$ 167.08
			SCHOOL SUPPLIES 7790671372-54241771	\$ 455.30
			SCHOOL SUPPLIES 7790676942-54241774	\$ 214.84
			SCHOOL SUPPLIES 7790691429-54245442	\$ 328.85
			SCHOOL SUPPLIES 7790693465-54245473	\$ 175.39
			SCHOOL SUPPLIES 7790697476-54257263	\$ 2,369.34
242358	08/15/2019	CLAUDE S. CYPHERS, INC.	OPEN ORDER FOR TRUCK PARTS - C	\$ 191.18
242359	08/15/2019	COMMUNICATIONS SYSTEMS, INC.	CSI SOFTWARE SUPPORT AGREEMENT	\$ 4,671.83
			PER PROPOSAL BUSHKILL TCU	\$ 10,576.00
			PER PROPOSAL MIDDLE SMITHFIELD	\$ 9,240.00
242360	08/15/2019	COMPUTER DISCOUNT WAREHOUSE	Epson Bulbs	\$ 309.00
			LIBRARY	\$ 11.84
242361	08/15/2019	COMPUTER DISCOUNT WAREHOUSE	OPEN PURCHASE ORDER FOR TECH S	\$ 78.26
242362	08/15/2019	CURRICULUM ASSOCIATES, INC.	Reading	\$ 92.89
242363	08/15/2019	D'HUY ENGINEERING, INC.	retainer fees 6/26-7/26/19	\$ 2,000.00
242364	08/15/2019	DM SUPPLY SOURCE, LLC	mse brass ball and stem	\$ 2,375.97
242365	08/15/2019	DR JOHN BART D.O.	Dr. Bart's Contract as School PO 20000880	\$ 14,875.00

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East Stroudsburg Area School District Date Range 8/13/19 through 8/16/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
242366	08/15/2019	DUNMORE HIGH SCHOOL	HS GIRLS VOLLEYBALL SCRIMMAGE	\$ 100.00
242367	08/15/2019	EPLUS TECHNOLOGY	PROJECTORS FOR HSN & LEHMAN	\$ 16,812.00
242368	08/15/2019	EASTERN PENN SUPPLY COMPANY	mse water pump	\$ 106.46
242369	08/15/2019	ESS NORTHEAST LLC	Week Ending 6/29/19	\$ 1,458.41
			Week Ending 7/20/19 SME	\$ 257.00
242370	08/15/2019	FASTENAL COMPANY	OPEN ORDER FOR SUPPLIES - FAST	\$ 43.39
242371	08/15/2019	FASTENAL COMPANY	OPEN ORDER FOR SUPPLIES - FAST	\$ 315.20
242372	08/15/2019	FISHER & SON CO INC	HERBICIDE	\$ 284.77
242373	08/15/2019	FIVE STAR INTERNATIONAL LLC	OPEN ORDER FOR SUPPLIES - FIVE	\$ 857.60
242374	08/15/2019	FOREIGN POLICY ASSOCIATION, INC.	great decisions class pack	\$ 764.42
242375	08/15/2019	FRONTIER	OPEN PURCHASE ORDER FOR POTS L	\$ 119.68
			ORDER FOR POTS LINES	\$ 7,608.78
242376	08/15/2019	FULLER PAPER CO, INC	CUSTODIAL SUPPLIES HSNORTH	\$ 614.60
242377	08/15/2019	GENERAL SUPPLY COMPANY	mortise lock	\$ 495.00
242378	08/15/2019	GET MORE MATH	Get More Math License	\$ 5,700.00
242379	08/15/2019	GILLIAN TURNER	Final Payment for Empl Expense claim # 2968.	\$ 1,548.00
242380	08/15/2019	THE GOODYEAR TIRE & RUBBER COMPANY	OPEN ORDER FOR TIRES - GOODYEA	\$ 2,035.04
242381	08/15/2019	GOT SPECIAL KIDS	Sp. Ed. fidgets for various bl	\$ 1,038.78
242382	08/15/2019	GREEN POND NURSERY, INC	PLAYGROUND MULCH	\$ 195.00
242383	08/15/2019	HOUSE OF RIBBONS	honor roll ribbons	\$ 61.00
242384	08/15/2019	JATON, LLC	jtl tank inspections cleanings	\$ 1,368.00
242385	08/15/2019	JILL GREENWOOD	Final Payment for Empl Expense claim # 2966.	\$ 2,448.00
242386	08/15/2019	LIS NUHS SCHOLARSHIP	MADYSON LAW SCHOLARSHIP	\$ 1,000.00
242387	08/15/2019	LIC DISTRIBUTORS OF FULLER BRUSH	CUSTODIAL SUPPLIES HSNORTH	\$ 866.00
			CUSTODIAL SUPPLIES LEHMAN	\$ 866.00
			CUSTODIAL SUPPLIES RESICA	\$ 3,500.00
242388	08/15/2019	LONGSTRETH SPORTING GOODS, LLC	LEHMAN FIELD HOCKEY GOOGLES, S	\$ 301.08
			SOUTH FIELD HOCKEY BALLS, HELM	\$ 637.15

East Stroudsburg Area School District

Date Range 8/13/19 through 8/16/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
242389	08/15/2019	MAILFINANCE INC	postage agreement	\$ 706.80
242390	08/15/2019	MARY OLSZEWSKI	postage machine lease	\$ 706.80
242391	08/15/2019	MARYLOUISE M NEYHART	Final Payment for Empl Expense claim # 2962.	\$ 2,145.00
242392	08/15/2019	MCGRAW HILL EDUCATION	Final Payment for Empl Expense claim # 2967.	\$ 798.00
242393	08/15/2019	MEIER SUPPLY CO., INC.	TITLE I READING WONDERS INTERA	\$ 1,813.46
242394	08/15/2019	MICHELLE DEROBERTS	jtl insulation tape	\$ 78.17
242395	08/15/2019	MIDWEST TECHNOLOGY PRODUCTS	Final Payment for Empl Expense claim # 2963.	\$ 3,096.00
242396	08/15/2019	MILDRED DURAN	ELECTRONICS BID #44 HSNORTH	\$ 180.80
242397	08/15/2019	MONROE CAREER AND TECHNICAL INSTITUTE	Expense claim # 2969. SPRING 2019 TUITION REIMBURS	\$ 3,225.00
242398	08/15/2019	MONROE CAREER AND TECHNICAL INSTITUTE	2019-2020 CAPITAL IMPROVEMENT	\$ 12,487.17
242399	08/15/2019	MUSIC IN MOTION	2019-2020 operating payments	\$ 151,970.50
242400	08/15/2019	NASCO (QOUTE#45950)	vocal music	\$ 118.80
242401	08/15/2019	OFFICE DEPOT	Art	\$ 1,827.37
242402	08/15/2019	OFFICE TECHNOLOGY, LLC	Kindergarten	\$ 343.98
242403	08/15/2019	P.A.W.S. ANAMIAL ADOPTION CENTER	Office Supplies	\$ 8.46
242404	08/15/2019	PAPER MART, INC.	Guidance Ink	\$ 267.00
242405	08/15/2019	PAR INC	Library Ink	\$ 104.00
242406	08/15/2019	PETROLEUM TRADERS CORPORATION	JTL NJHS DONATION TO PAW	\$ 450.00
242407	08/15/2019	PETTY CASH HS SOUTH	IU 20 JOINT PURCHASE PAPER JAN	\$ 417.65
242408	08/15/2019	PIONEER DRAMA SERVICE	Testing mat'l for sch. psychol	\$ 4,175.00
242409	08/15/2019	POCONO 4 WHEEL DRIVE CENTER	HEATING FUIL SY 20192020	\$ 14,903.47
242410	08/15/2019	POCONO PROFOODS	HS SOUTH CLASSROOM SUPPLIES 2018/2019	\$ 36.17
242411	08/15/2019	POSTMASTER	GROOVY! PLAY ORDER	\$ 773.13
242412	08/15/2019	PROSSER LABORATORIES, INC.	TO PAY 2019-2020 INVOICES	\$ 110.00
			TO PURCHASE FOREVER STAMPS	\$ 10,745.80
			north effluent	\$ 165.00
			north effluent testing june	\$ 582.00
				\$ 360.00

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East Stroudsburg Area School District

Date Range 8/13/19 through 8/16/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
242413	08/15/2019	PYRAMID SCHOOL PRODUCTS	CUSTODIAL SUPPLIES LEHMAN	\$ 194.95
242414	08/15/2019	QUILL CORPORATION	CUSTODIAL SUPPLIES ESE	\$ 30.37
242415	08/15/2019	REGINA FARMS	OPEN ORDER FOR SUPPLIES - REGI	\$ 333.20
242416	08/15/2019	ROHRER BUS SERVICE	ROHRER BUS SERVICE - BUS 225	\$ 20.10
242417	08/15/2019	SALEM PRESS/H.W. WILSON	HS-S Salem Press Book Order	\$ 250.75
242418	08/15/2019	SCHOOL DATEBOOKS, INC	Student agenda books	\$ 413.95
242419	08/15/2019	SCHOOLMART	graphing calculators	\$ 562.26
242420	08/15/2019	SHERMAN THEATER	HS SOUTH MINI-THORN DONATION	\$ 200.00
242421	08/15/2019	STARFALL EDUCATION	1st grade, mitchell supplies	\$ 77.55
242422	08/15/2019	STEPHAN MALARKEY	Oboe Repair	\$ 150.00
242423	08/15/2019	STEVE SHANNON TIRE & AUTO CENTER	OPEN ORDER FOR TIRES - STEVE S	\$ 564.94
242424	08/15/2019	STEVE WEISS MUSIC	Mallet Books	\$ 98.65
242425	08/15/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	hsn sheave	\$ 99.50
242426	08/15/2019	STUMP PAINTING COMPANY INC	EHN-SGA-Student Act.Homecoming	\$ 154.88
242427	08/15/2019	SUN LITHO-PRINT, INC.	Lehman Blank solid envelopes	\$ 235.00
242428	08/15/2019	SUNTEX INTERNATIONAL, INC.	RENEWAL OF FIRST IN MATH	\$ 16,560.00
242429	08/15/2019	THE LEUKEMIA & LYMPHOMA SOCIETY, INC	HS SOUTH PENNIES FOR PATIENTS DONATION	\$ 646.00
242430	08/15/2019	TRANE U.S. INC.	ese service temp sensor	\$ 323.02
			resica service lon card	\$ 1,797.12
242431	08/15/2019	TYLER TECHNOLOGIES, INC.	TYLER INV 045-265548	\$ 150.00
			TYLER INV 045-265549	\$ 650.00
242432	08/15/2019	VERIZON WIRELESS	DISTRICT WIRELESS DEVICE EQUIPMENT	\$ 31.79
			DISTRICTS CELL PHONES	\$ 3,495.95
242433	08/15/2019	VINNY DS DELI	KINDERGARTEN BOOHOO BREAKFAST	\$ 399.50
242434	08/15/2019	ZESWITZ MUSIC COMPANY	Tuba repairs - Zeswitz Music	\$ 216.00
Grand Total				\$ 369,517.74

JULY 2019 WIRE PAYMENTS

Payroll	\$ 3,097,618.38
Accounts Payable - Benefits	\$ 2,457,213.04
Flex Spending Accounts TASC	\$ 20,579.96
Payments to Inservco Insurance for Workers' Comp	\$ 21,879.72
Procurement Card	\$ 38,234.71
EBTEP	\$ 1,752,566.80
NEOPOST POSTAGE	\$ 5,800.00
PIKE COUNTY POSTAGE TO MAIL TAXES	\$ 5,108.00
COMPUTER LEASE	\$ 164,403.48
	<u>\$ 7,563,404.09</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JULY 31, 2019**

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

7/1/19 Balance	\$ 8,954,131.63
Receipts	\$ 13,241,565.94
Interest/Dividends	\$ 6,679.36
Disbursements	\$ (12,511,270.48)
7/31/19 Balance	\$ 9,691,106.45

PLGIT - GENERAL FUND

7/1/19 Balance	\$ 13,601,906.29
Receipts	\$ 121,709.80
Interest/Dividends	\$ 25,436.63
Disbursements	
7/31/19 Balance	\$ 13,749,052.72

PSDLAF - GENERAL FUND

7/1/19 Balance	\$ 36,909,455.46
Receipts	\$ 68,962,381.91
Interest/Dividends	\$ 64,278.07
Disbursements	\$ (78,798,234.71)
7/31/19 Balance	\$ 27,137,880.73

ESSA WORKERS COMP SELF INS - GENERAL FUND

7/1/19 Balance	\$ 200,123.44
Receipts	
Interest/Dividends	\$ 144.75
Disbursements	
7/31/19 Balance	\$ 200,268.19

ESSA PAYPAL - GENERAL FUND

7/1/19 Balance	\$ 805.71
Receipts	\$ 2,242.49
Interest/Dividends	\$ 2.01
Disbursements	
7/31/19 Balance	\$ 3,050.21

ESSA FERNWOOD ESCROW - GENERAL FUND

7/1/19 Balance	\$ 38,185.87
Receipts	
Interest/Dividends	\$ 27.62
Disbursements	
7/31/19 Balance	\$ 38,213.49

ESSA - CAFETERIA FUND

7/1/19 Balance	\$ 224,895.72
Receipts	\$ 1,645.45
Interest/Dividends	\$ 161.09
Disbursements	\$ (3,198.59)
7/31/19 Balance	\$ 223,503.67

PLGIT - CAFETERIA FUND

7/1/19 Balance	\$ 41,092.28
Receipts	
Interest/Dividends	\$ 76.52
Disbursements	
7/31/19 Balance	\$ 41,168.80

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EAST STROUDSBURG AREA SCHOOL DISTRICT
 TREASURER'S REPORT AS OF JULY 31, 2019

PLGIT - CAPITAL RESERVE FUND

7/1/19 Balance	\$ 22,576,082.94
Receipts	
Interest/Dividends	\$ 42,037.45
Disbursements	
7/31/19 Balance	\$ 22,618,120.39

ESSA - CONCESSION STAND

7/1/19 Balance	\$ 27,643.93
Receipts	
Interest/Dividends	\$ 19.99
Disbursements	
7/31/19 Balance	\$ 27,663.92

ESSA - EXPENDABLE TRUST

7/1/19 Balance	\$ 31,541.85
Receipts	
Interest/Dividends	\$ 22.81
Disbursements	
7/31/19 Balance	\$ 31,564.66

ESSA - NON-EXPENDABLE TRUST

7/1/19 Balance	\$ 18,572.49
Receipts	
Interest/Dividends	\$ 13.43
Disbursements	
7/31/19 Balance	\$ 18,585.92

ESSA - SPECIAL ACTIVITY

7/1/19 Balance	\$ 241,050.46
Receipts	
Interest/Dividends	\$ 174.35
Disbursements	
7/31/19 Balance	\$ 241,224.81

ESSA CD INVESTMENT - SPECIAL ACTIVITY

7/1/19 Balance	\$ 40,823.84
Receipts	
Interest/Dividends	
Disbursements	
7/31/19 Balance	\$ 40,823.84

ESSA - STUDENT ACTIVITY

7/1/19 Balance	\$ 74,112.28
Receipts	
Interest/Dividends	\$ 53.60
Disbursements	
7/31/19 Balance	\$ 74,165.88

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EAST STROUDSBURG AREA SCHOOL DISTRICT BANK RECONCILIATION

NAME OF ACCOUNT General Fund (Treasury Fund)

BANK ESSA

Prepared by: Sonya Burch

Approved by: *Diane Kelly*

MONTH: Jun-19

ESSA Checking \$ 8,954,131.63 \$ 8,954,131.63

Less:	Outstanding Checks-Treasury Fund	\$ 1,385,024.62	
	Outstanding Payroll Activity	\$ 529.18	
	Outstanding PA Withholding	\$ 107,776.95	
	Outstanding PA Employee Unemployment		
	Outstanding Federal Tax		
	Outstanding Flex Spending Accounts	\$ 7,611.98	
	Outstanding TSA (Wire Less than Report)		
		\$ 1,500,942.73	
			\$ 7,453,188.90

General Ledger \$ 7,454,019.99

Adjustments:	Outstanding Fraud	\$ (1,400.15)	
	Interest Added, Saturday, 9/29/18 Online - Not on Statement	\$ (128.69)	
	Check# 241068 Cleared Saturday 9/29/19 - Not on Statement	\$ 697.75	
		\$ (831.09)	
			\$ 7,453,188.90

Difference \$0.00

10-0101-020-000-00-000-000-0001-	\$ 8,844,489.52	Account Balance
00-0000-010-000-00-000-000-0000-	\$ (1,390,469.53)	Account Balance
00-0000-010-000-00-000-000-0000-		Outstanding Interest
00-0000-010-000-00-000-000-0000-	\$ 7,454,019.99	Bank Reconciliation

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT GENERAL FUND OPERATING
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$9,691,106.45

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$8,954,131.63
	30 Credit(s) This Period	\$13,248,245.30
	61 Debit(s) This Period	-\$12,511,270.48
07/31/2019	Ending Balance	\$9,691,106.45

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$6,679.36
Interest Paid Year-to-Date	\$84,555.48

Deposits

Date	Description	Amount
06/29/2019	INTEREST FROM ACCT	\$7.15
06/29/2019	INTEREST FROM ACCT	\$8.65
06/29/2019	INTEREST FROM ACCT	\$28.61
06/29/2019	INTEREST FROM ACCT	\$1.34
06/29/2019	INTEREST FROM ACCT	\$3.36
06/29/2019	INTEREST FROM ACCT	\$53.01
06/29/2019	INTEREST FROM ACCT	\$6.34
06/29/2019	INTEREST FROM ACCT	\$20.23
07/08/2019	TRANSFER FROM	\$1,214.89
07/09/2019	WIRE FROM PSDLAF	\$3,000,000.00
07/13/2019	INTEREST FROM ACCT	\$0.83
07/15/2019	TRANSFER FROM	\$1,328.18
07/16/2019	WIRE FROM PSDLAF	\$4,000,000.00
07/17/2019	TRANSFER FROM	\$85.64
07/17/2019	TRANSFER FROM	\$125.50
07/19/2019	TRANSFER FROM	\$78.44
07/22/2019	TRANSFER FROM	\$18,655.07
07/22/2019	TRANSFER FROM	\$1,394.43
07/23/2019	WIRE FROM PSDLAF	\$4,000,000.00
07/30/2019	TRANSFER FROM	\$28.78
07/31/2019	TRANSFER FROM	\$319,591.88
07/31/2019	INTEREST FROM ACCT	\$1.39
07/31/2019	INTEREST FROM ACCT	\$3.48
07/31/2019	INTEREST FROM ACCT	\$54.78
07/31/2019	INTEREST FROM ACCT	\$7.38



Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

For the Month Ending July 31, 2019

East Stroudsburg Area School District - GENERAL FUND

PLGIT - Class

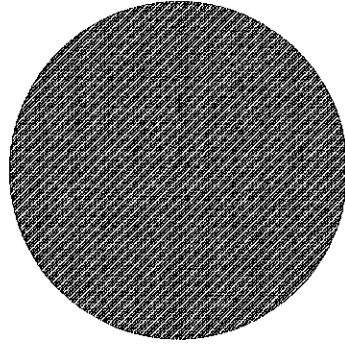
Opening Market Value	13,601,906.29
Purchases	147,146.43
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$13,749,052.72**
 Cash Dividends and Income 25,436.63

Asset Summary

	July 31, 2019	June 30, 2019
PLGIT - Class	13,749,052.72	13,601,906.29
Total	\$13,749,052.72	\$13,601,906.29

Asset Allocation



PLGIT - Class
100.00%

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PSDLAF Monthly Statement

(71256-101)

GENERAL FUND

Statement Period
Jul 1, 2019 to Jul 31, 2019

Statement for the Account of:
EAST STROUDSBURG ASD

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

	MAX
Beginning Balance	\$6,429,455.46
Dividends	\$7,934.72
Credits	\$39,258,725.26
Checks Paid	\$0.00
Other Debits	(\$40,798,234.71)
Ending Balance	\$4,897,880.73
Average Monthly Rate	2.06%

TOTAL MAX

\$4,897,880.73

TOTAL FIXED INCOME

\$22,240,000.00

ACCOUNT TOTAL

\$27,137,880.73

PLEASE NOTE: THE FUND WILL BE CLOSED
SEPTEMBER 2ND IN OBSERVANCE OF THE LABOR
DAY HOLIDAY

321

EAST STROUDSBURG ASD
Jeff Bader
50 Vine Street
East Stroudsburg, PA 18031



EAST STROUDSBURG ASD

FIXED INCOME INVESTMENTS

Statement Period
Jul 1, 2019 to Jul 31, 2019

PURCHASES

Type	Holding ID	Trade	Settle	Maturity	Description	Cost	Projected Interest	Rate	Face/Par
FLEX	90808	07/09/19	07/09/19	08/01/19	Full Flex Pool (CB)	\$12,260,000.00	\$16,996.05	2.200%	\$12,260,000.00
FLEX	90807	07/09/19	07/09/19	08/01/19	Full Flex Pool (CNB)	\$7,500,000.00	\$11,106.16	2.350%	\$7,500,000.00
FLEX	90597	07/09/19	07/09/19	08/01/19	Full Flex Pool (NEX ICS)	\$10,000,000.00	\$15,123.29	2.400%	\$10,000,000.00
Totals for Period:						\$29,760,000.00	\$43,225.51		\$29,760,000.00

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EAST STROUDSBURG ASD

Statement Period
Jul 1, 2019 to Jul 31, 2019

FIXED INCOME INVESTMENTS

MATURITIES

Type	M	M	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Cost	Projected Interest	Face/Par
FLEX	M		89440	07/09/19	07/09/19	07/09/19	Full Flex Pool (CNB2)	\$7,500,000.00		\$7,500,000.00
FLEX	M		89442	07/09/19	07/09/19	07/09/19	Full Flex Pool (CTZ)	\$5,000,000.00		\$5,000,000.00
FLEX	M		89445	07/09/19	07/09/19	07/09/19	Full Flex Pool (GRN)	\$4,760,000.00		\$4,760,000.00
FLEX	M		89448	07/09/19	07/09/19	07/09/19	Full Flex Pool (NEX ICS)	\$10,000,000.00		\$10,000,000.00
FLEX	M		90233	07/09/19	07/09/19	07/09/19	Full Flex Pool (CB)	\$2,500,000.00		\$2,500,000.00
CD	M		1121148	07/29/19	07/29/19	07/29/19	12614 Origin Bank ^FFC#(T:180 R:2.55)	\$240,000.00	\$3,018.08	\$240,000.00

SALES

Type	S	S	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Settlement	Projected Interest	Face/Par
FLEX	S		90959	07/16/19	07/16/19	08/01/19	Full Flex Pool (CB)	\$4,000,000.00	\$3,857.53	\$4,000,000.00
FLEX	S		90959	07/23/19	07/23/19	08/01/19	Full Flex Pool (CB)	\$4,000,000.00	\$2,169.86	\$4,000,000.00
Totals for Period:								\$38,000,000.00	\$9,045.48	\$38,000,000.00

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EAST STROUDSBURG ASD

Statement Period
Jul 1, 2019 to Jul 31, 2019

FIXED INCOME INVESTMENTS

INTEREST		Transaction	Description	Interest
Type	Holding ID	Date		
Flex	1114963	07/16/19	CD Interest- Full Flex	\$14,100.00
Flex	1114964	07/16/19	CD Interest- Full Flex	\$64.38
Flex	1114965	07/16/19	CD Interest- Full Flex	\$9,726.03
Flex	1114966	07/16/19	CD Interest- Full Flex	\$945.21
Flex	1114967	07/16/19	CD Interest- Full Flex	\$19,726.03
Flex	1114968	07/16/19	CD Interest- Full Flex	\$8,763.62
CD	1121148	07/29/19	12614 Origin Bank *FFC#(T:180 R:2.55)	\$3,018.08
Totals for Period:				\$56,343.35





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200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT WORKERS COMP SELF INS
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$200,268.19

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$200,123.44
	1 Credit(s) This Period	\$144.75
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$200,268.19

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$144.75
Interest Paid Year-to-Date	\$934.11

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$144.75
		1 item(s) totaling \$144.75

Daily Balances

Date	Amount
07/31/2019	\$200,268.19

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT PAYPAL ACCOUNT
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

 Phone: 856-713-8001

 Hours: 8:00 a.m. - 6:00 p.m. M-F

 Website: essabank.com

 Email: Bank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$3,050.21

Government Checking

Account Summary			Interest Summary		
Date	Description	Amount	Description	Amount	
06/29/2019	Beginning Balance	\$805.71	Annual Percentage Yield Earned	0.00%	
	2 Credit(s) This Period	\$2,244.50	Interest Days	0	
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00	
07/31/2019	Ending Balance	\$3,050.21	Interest Paid This Period	\$2.01	
			Interest Paid Year-to-Date	\$36.43	

Electronic Credits

Date	Description	Amount
07/03/2019	PAYPAL TRANSFER PPD	\$2,242.49
		1 item(s) totaling \$2,242.49

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$2.01
		1 item(s) totaling \$2.01

Daily Balances

Date	Amount	Date	Amount
07/03/2019	\$3,048.20	07/31/2019	\$3,050.21

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200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT ESCROW ACCT FERNWOOD
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

Phone: 855-713-8001

Hours: 8:00 a.m. - 6:00 p.m. M-F

Website: essabank.com

Email: Bank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$38,213.49

Government Checking

Account Summary			Interest Summary		
Date	Description	Amount	Description	Amount	
06/29/2019	Beginning Balance	\$38,185.87	Annual Percentage Yield Earned	0.00%	
	1 Credit(s) This Period	\$27.62	Interest Days	0	
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00	
07/31/2019	Ending Balance	\$38,213.49	Interest Paid This Period	\$27.62	
			Interest Paid Year-to-Date	\$177.09	

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$27.62
		1 item(s) totaling \$27.62

Daily Balances

Date	Amount
07/31/2019	\$38,213.49

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT CAFETERIA FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	IBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$223,503.67

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$224,895.72
	22 Credit(s) This Period	\$1,806.54
	3 Debit(s) This Period	-\$3,198.59
07/31/2019	Ending Balance	\$223,503.67

Interest Summary

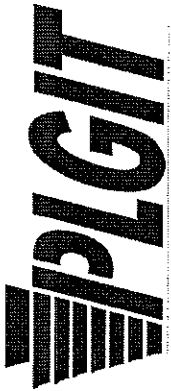
Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$161.09
Interest Paid Year-to-Date	\$2,471.47

Electronic Credits

Date	Description	Amount
07/01/2019	GLOBAL PAY GLOBAL DEP CCD	\$65.00
07/02/2019	GLOBAL PAY GLOBAL DEP CCD	\$38.10
07/03/2019	GLOBAL PAY GLOBAL DEP CCD	\$27.20
07/05/2019	GLOBAL PAY GLOBAL DEP CCD	\$52.70
07/08/2019	GLOBAL PAY GLOBAL DEP CCD	\$22.50
07/08/2019	GLOBAL PAY GLOBAL DEP CCD	\$27.50
07/09/2019	GLOBAL PAY GLOBAL DEP CCD	\$18.25
07/10/2019	GLOBAL PAY GLOBAL DEP CCD	\$122.50
07/11/2019	GLOBAL PAY GLOBAL DEP CCD	\$75.85
07/15/2019	GLOBAL PAY GLOBAL DEP CCD	\$182.70
07/17/2019	GLOBAL PAY GLOBAL DEP CCD	\$65.00
07/19/2019	GLOBAL PAY GLOBAL DEP CCD	\$69.70
07/22/2019	GLOBAL PAY GLOBAL DEP CCD	\$327.40
07/22/2019	GLOBAL PAY GLOBAL DEP CCD	\$77.50
07/22/2019	GLOBAL PAY GLOBAL DEP CCD	\$190.00
07/23/2019	GLOBAL PAY GLOBAL DEP CCD	\$98.40
07/24/2019	GLOBAL PAY GLOBAL DEP CCD	\$19.65
07/29/2019	GLOBAL PAY GLOBAL DEP CCD	\$50.50
07/29/2019	GLOBAL PAY GLOBAL DEP CCD	\$45.00
07/29/2019	GLOBAL PAY GLOBAL DEP CCD	\$17.50
07/31/2019	GLOBAL PAY GLOBAL DEP CCD	\$52.50

21 item(s) totaling \$1,645.45

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Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

For the Month Ending July 31, 2019

East Stroudsburg Area School District - CAFETERIA

PLGIT - Class

Opening Market Value	41,092.28
Purchases	76.52
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value

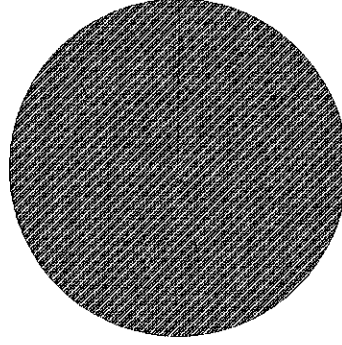
Cash Dividends and Income 76.52

\$41,168.80

Asset Summary

	July 31, 2019	June 30, 2019
PLGIT - Class	41,168.80	41,092.28
Total	\$41,168.80	\$41,092.28

Asset Allocation



PLGIT - Class
100.00%

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Pennsylvania Local Government Investment Trust

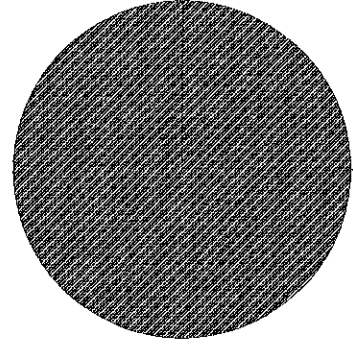
Account Statement - Transaction Summary

For the Month Ending July 31, 2019

East Stroudsburg Area School District - CAPITAL RESERVE -

PLGIT - Class	
Opening Market Value	22,576,082.94
Purchases	42,037.45
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$22,618,120.39
Cash Dividends and Income	42,037.45

Asset Summary			
	July 31, 2019	June 30, 2019	
PLGIT - Class	22,618,120.39	22,576,082.94	
Total	\$22,618,120.39	\$22,576,082.94	
Asset Allocation			



PLGIT - Class
100.00%

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200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT CONCESSION STAND FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

 Phone: 855-713-8001

 Hours: 8:00 a.m. – 6:00 p.m. M-F

 Website: essabank.com

 Email: IBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$27,663.92

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$27,643.93
	1 Credit(s) This Period	\$19.99
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$27,663.92

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$19.99
Interest Paid Year-to-Date	\$128.19

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$19.99
		1 item(s) totaling \$19.99

Daily Balances

Date	Amount
07/31/2019	\$27,663.92

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT EXPENDABLE SCHOLARSHIP
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	IBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$31,564.66

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$31,541.85
	1 Credit(s) This Period	\$22.81
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$31,564.66

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$22.81
Interest Paid Year-to-Date	\$146.28

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$22.81
		1 item(s) totaling \$22.81

Daily Balances

Date	Amount
07/31/2019	\$31,564.66





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200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT NON-EXPENDABLE
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	IBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$18,585.92

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$18,572.49
	1 Credit(s) This Period	\$13.43
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$18,585.92

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$13.43
Interest Paid Year-to-Date	\$86.12

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$13.43
		1 item(s) totaling \$13.43

Daily Balances

Date	Amount
07/31/2019	\$18,585.92

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT SPECIAL ACTIVITY FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

 Phone 855-713-8001

 Hours 8:00 a.m. - 6:00 p.m. M-F

 Website essabank.com

 Email IBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$241,224.81

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$241,050.46
	1 Credit(s) This Period	\$174.35
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$241,224.81

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$174.35
Interest Paid Year-to-Date	\$1,115.82

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$174.35
		1 item(s) totaling \$174.35

Daily Balances

Date	Amount
07/31/2019	\$241,224.81

ESSA Bank & Trust

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT STUDENT ACTIVITY FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Statement Ending 07/31/2019

Page 1 of 2

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts		
Account Type	Account Number	Ending Balance
Government Checking		\$74,165.88

Government Checking

Account Summary

Date	Description	Amount
06/29/2019	Beginning Balance	\$74,112.28
	1 Credit(s) This Period	\$53.60
	0 Debit(s) This Period	\$0.00
07/31/2019	Ending Balance	\$74,165.88

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$53.60
Interest Paid Year-to-Date	\$343.70

Other Credits

Date	Description	Amount
07/31/2019	INTEREST PAID 6/29 THROUGH 7/31	\$53.60
1 item(s) totaling		\$53.60

Daily Balances

Date	Amount
07/31/2019	\$74,165.88



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08/13/2019 10:51
sonya-burch

East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT

JULY 2019

P
glytdbud

FOR 2020 01

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular	56,007,852	56,007,852	-3,432,426.17	-3,432,426.17	481,438.72	58,958,839.15	-5.3%
1190 Federal	2,371,916	2,371,916	-139,268.61	-139,268.61	7,267.37	2,503,917.24	-5.6%
1192 Summer Program	124,665	124,665	99,338.70	99,338.70	1,015.98	24,310.32	80.5%
1211 LifeSkillsSupp	2,469,324	2,469,324	-25,302.52	-25,302.52	7,697.54	2,486,928.98	-.7%
1221 Deaf/Hearing	225,000	225,000	.00	.00	.00	225,000.00	.0%
1224 Blind/Visually	153,304	153,304	.00	.00	.00	153,304.00	.0%
1225 SpeechLang	1,182,394	1,182,394	-22,822.51	-22,822.51	.00	1,205,216.51	-1.9%
1231 EmtSupp	4,286,793	4,286,793	-76,490.05	-76,490.05	2,672.27	4,360,610.78	-1.7%
1233 AutisticSupp	1,150,000	1,150,000	.00	.00	.00	1,150,000.00	.0%
1241 LearningSupp	12,926,407	12,926,407	-456,059.85	-456,059.85	1,278.83	13,381,188.02	-3.5%
1243 GiftedSupp	466,810	466,810	-35,295.03	-35,295.03	.00	502,105.03	-7.6%
1260 PhysicalSupp	500,000	500,000	.00	.00	.00	500,000.00	.0%
1270 Handicap	483,000	483,000	.00	.00	.00	483,000.00	.0%
1290 OSPECProg	2,175,000	2,175,000	.00	.00	.00	2,175,000.00	.0%
1360 BusinessEd	875,945	875,945	-64,801.55	-64,801.55	.00	940,746.55	-7.4%
1390 OthVoEGProg	1,921,938	1,921,938	172,648.59	172,648.59	1,899,134.49	-149,845.08	107.8%
1410 Drivers'Ed	229,620	229,620	-16,861.19	-16,861.19	.00	246,481.19	-7.3%
1430 Homebound Instruction	49,829	49,829	.00	.00	.00	49,829.00	.0%
1441 Adjudicated Court Place	210,000	210,000	.00	.00	.00	210,000.00	.0%
1442 Alt Edu Program	765,000	765,000	.00	.00	4,275.00	760,725.00	.6%
1500 Nonpublic School Prog	42,004	42,004	.00	.00	.00	42,004.00	.0%
1801 Pre-K Instruction	35,176	35,176	659.03	659.03	514.49	34,002.48	3.3%
2111 Dir of Pupil Svc	330,414	330,414	22,127.81	22,127.81	.00	308,286.19	6.7%
2119 SpvStuserVOther	500,198	500,198	12,917.44	12,917.44	12,203.84	475,076.72	5.0%
2120 Guidance	3,475,678	3,475,678	-58,785.88	-58,785.88	1,542.09	3,532,921.60	-1.6%
2140 Psychological Services	930,679	930,679	3,493.61	3,493.61	9,585.90	917,599.49	1.4%
2144 Psychotherapy Service	100,000	100,000	.00	.00	.00	100,000.00	.0%
2160 Social Work Services	223,110	223,110	10,304.81	10,304.81	.00	212,805.19	4.6%
2170 Student Acct Services	569,031	569,031	24,982.64	24,982.64	.00	544,048.36	4.4%
2190 Oth Pupil Per	257,439	257,439	-11,058.23	-11,058.23	.00	268,497.23	-4.3%
2250 Library	1,568,459	1,568,459	-58,747.02	-58,747.02	63,592.30	1,563,613.72	4.3%
2260 Instr&CurrDev	838,860	838,860	33,839.45	33,839.45	1,827.28	803,193.27	20.7%
2271 StaffDevCert	192,505	192,505	26,737.20	26,737.20	13,183.63	152,584.17	20.7%
2280 NonPublicSuppService	700	700	.00	.00	.00	700.00	.0%
2290 OthInstrStaffSvc	2,200	2,200	-35.00	-35.00	.00	2,235.00	-1.6%
2310 BoardSvc	131,025	131,025	71,900.77	71,900.77	7,000.00	52,124.23	60.2%
2330 TaxAssess&Collect	394,572	394,572	3,206.59	3,206.59	.00	391,365.41	.8%
2350 Legal Services	345,000	345,000	16,652.25	16,652.25	.00	328,347.75	4.8%
2360 Office Superintendent	1,035,873	1,035,873	56,923.70	56,923.70	5,890.54	973,058.76	6.1%
2380 Principal	5,930,289	5,930,289	217,075.01	217,075.01	17,946.04	5,695,267.98	4.0%
2390 Other Admin Svs	18,100	18,100	.00	.00	.00	18,100.00	.0%
2420 MedicalSvs	1,637,541	1,637,541	-55,148.08	-55,148.08	33,352.32	1,659,336.76	-1.3%
2430 DentalSvs	144,614	144,614	-10,709.90	-10,709.90	3,572.63	151,751.27	-4.9%
2450 NonpubHlthSvs	81,735	81,735	-6,223.89	-6,223.89	215.96	87,742.93	-7.4%

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East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT
JULY 2019

08/13/2019 10:51
sonya-burch

FOR 2020 01

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2490 Other Health Service	110,628	110,628	5,213.38	5,213.38	.00	105,414.62	4.7%
2511 Supervisor Of Fiscal	179,915	179,915	6,994.96	6,994.96	.00	172,920.04	3.9%
2514 Payroll Services	237,283	237,283	8,372.32	8,372.32	.00	228,910.68	3.5%
2515 Financial Acct Service	1,154,885	1,154,885	42,626.14	42,626.14	1,232.02	1,111,026.84	3.8%
2611 Supervision-Op/Maint	152,534	152,534	6,835.70	6,835.70	.00	145,698.30	4.5%
2620 OperBidg	11,954,146	11,954,146	554,023.95	554,023.95	578,220.90	10,821,900.71	9.5%
2630 Grounds	599,222	599,222	.00	.00	32,041.60	567,180.40	5.3%
2660 Security	2,832,174	2,832,174	109,530.73	109,530.73	5,279.00	2,717,364.62	4.1%
2711 Adm-Trans -Head	152,027	152,027	6,870.36	6,870.36	.00	145,156.64	4.5%
2719 Spv-Trans -Other	443,806	443,806	16,239.65	16,239.65	.00	427,566.35	3.7%
2720 Vehicle Operation Svc	9,555,730	9,555,730	2,745,794.58	2,745,794.58	-1,622,498.46	8,432,433.88	11.8%
2740 VehiclesVc&Maint	368,289	368,289	16,430.84	16,430.84	6,840.00	345,018.16	6.3%
2750 Nonpublic Trans	564,211	564,211	20,918.67	20,918.67	.00	543,292.33	3.7%
2790 Other Student Trans	1,500	1,500	.00	.00	.00	1,500.00	0.0%
2831 SPV of Staff Services HR	198,783	198,783	8,626.83	8,626.83	.00	190,156.17	4.3%
2833 StaffAccServ	343,940	343,940	30,900.80	30,900.80	1,444.10	311,595.10	9.4%
2834 SDevNonInstCert	72,965	72,965	.00	.00	2,049.00	70,916.00	2.8%
2836 SDevNonCert	45,050	45,050	1,801.32	1,801.32	300.00	42,948.68	4.7%
2840 DataProcess	257,450	257,450	197,151.95	197,151.95	-4,962.24	65,260.29	74.7%
2841 Supervisor Itec	185,824	185,824	8,123.63	8,123.63	.00	177,700.37	4.4%
2844 OperationSvcs	3,310,643	3,310,643	352,863.93	352,863.93	175,818.58	2,781,960.12	16.0%
2850 Liaison Svcs	132,233	132,233	5,952.38	5,952.38	.00	126,280.62	4.5%
2910 UNDEFINED	43,000	43,000	.00	.00	.00	43,000.00	0.0%
3210 StudentActivity	747,088	747,088	3,736.98	3,736.98	8,430.76	734,920.62	1.6%
3250 Athletics	2,399,579	2,399,579	10,919.72	10,919.72	141,360.49	2,247,298.58	6.3%
3310 CommRecreation	62,297	62,297	.00	.00	3,378.88	58,918.12	5.4%
5110 Debt Service	17,332,674	17,332,674	573,253.36	573,253.36	.00	16,759,420.71	3.3%
5130 Refund Prior Yr Rev	465,000	465,000	172,855.91	172,855.91	.00	292,144.09	37.2%
5800 Suspense Account	0	0	-1,509,182.07	-1,509,182.07	1,498.58	1,507,683.49	100.0%
5900 Budgetary Reserve	350,000	350,000	.00	.00	.00	350,000.00	0.0%
6111 Current Real Estate Tax	-92,580,925	-92,580,925	-22,910.93	-22,910.93	.00	-92,558,014.07	0.0%
6112 Interim Real Estate Tax	-130,000	-130,000	.00	.00	.00	-130,000.00	0.0%
6113 Public Utility Realty	-125,000	-125,000	.00	.00	.00	-125,000.00	0.0%
6114 Pay In Lieu -St/Local	-85,000	-85,000	-3,411.69	-3,411.69	.00	-81,588.31	4.0%
6143 Local Service Tax - LST	-85,000	-85,000	-2,607.13	-2,607.13	.00	-82,392.87	3.1%
6151 Current Act 511 EIT	-3,800,000	-3,800,000	-98,103.07	-98,103.07	.00	-3,701,896.93	2.6%
6153 Curr Act 511 Real Est	-1,050,000	-1,050,000	.00	.00	.00	-1,050,000.00	0.0%
6411 Delinquent Real Estate	-9,000,000	-9,000,000	.00	.00	.00	-9,000,000.00	0.0%
6510 Interest on Invest	-500,000	-500,000	-96,568.44	-96,568.44	.00	-403,431.56	19.3%
6710 Admissions	-35,000	-35,000	.00	.00	.00	-35,000.00	0.0%
6830 Rev From Intermed-Fed	-5,684	-5,684	.00	.00	.00	-5,684.00	0.0%
6832 Federal Idea Revenue	-1,072,895	-1,072,895	.00	.00	.00	-1,072,895.00	0.0%
6910 Rentals	-75,000	-75,000	-2,149.29	-2,149.29	.00	-72,850.71	2.9%
6941 Regular Sch Tuition	-20,000	-20,000	.00	.00	.00	-20,000.00	0.0%

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East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT
JULY 2019

08/13/2019 10:51
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FOR 2020 01

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6942 Summer School Tuition	-12,000	-12,000	-13,880.00	-13,880.00	.00	1,880.00	115.7%
6944 Tuition from Other Lea	-8,500	-8,500	.00	.00	.00	-8,500.00	.0%
6991 RefundPriorityReceipt	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
6999 Other Revenues Misc	-100,000	-100,000	-360.33	-360.33	.00	-99,639.67	.4%
7110 Basic Education	-15,676,499	-15,676,499	-133,970.74	-133,970.74	.00	-15,542,528.26	.9%
7160 Tuition Orphans & Child	-800,000	-800,000	.00	.00	.00	-800,000.00	.0%
7240 Driver Ed-Student	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
7271 Special Ed School Aged	-4,109,882	-4,109,882	-682,149.00	-682,149.00	.00	-3,427,733.00	16.6%
7311 Pupil Transportation Subsidy	-2,900,000	-2,900,000	.00	.00	.00	-2,900,000.00	.0%
7320 Rent & Sink Fund Pymt	-1,375,500	-1,375,500	.00	.00	.00	-1,375,500.00	.0%
7330 Health Services/ Act 25	-155,000	-155,000	.00	.00	.00	-155,000.00	.0%
7340 State Prop Tax Reduction Allo	-4,347,613	-4,347,613	.00	.00	.00	-4,347,613.00	.0%
7361 School Safety & Security Gran	0	0	-150,725.00	-150,725.00	.00	150,725.00	100.0%
7505 Ready To Learn Grant	-1,248,758	-1,248,758	.00	.00	.00	-1,248,758.00	.0%
7810 State Share Ss & Med	-2,735,159	-2,735,159	.00	.00	.00	-2,735,159.00	.0%
7820 State Share Retire Cont	-12,508,850	-12,508,850	.00	.00	.00	-12,508,850.00	.0%
8110 Payments Fed Impacted	-625,000	-625,000	.00	.00	.00	-625,000.00	.0%
8514 NCLB-Title I	-2,172,098	-2,172,098	-152,270.02	-152,270.02	.00	-2,019,827.98	7.0%
8515 NCLB-Title II	-313,475	-313,475	-22,068.22	-22,068.22	.00	-291,406.78	7.0%
8516 NCLB-Title III	-25,465	-25,465	-1,818.93	-1,818.93	.00	-23,646.07	7.1%
8517 NCLB-Title IV	-133,640	-133,640	-9,545.71	-9,545.71	.00	-124,094.29	7.1%
8732 Arra-Qscbs	-54,900	-54,900	.00	.00	.00	-54,900.00	.0%
8733 UNDEFINED	-25,100	-25,100	.00	.00	.00	-25,100.00	.0%
8820 Med Assi Reimb Trans	-80,000	-80,000	-39,608.61	-39,608.61	.00	-40,391.39	49.5%
9210 Capital Lease Equipment	-1,325,426	-1,325,426	.00	.00	.00	-1,325,426.00	.0%
9400 Sale Of Fixed Assets	-1,500,000	-1,500,000	-1,258,077.20	-1,258,077.20	.00	-241,922.80	83.9%
TOTAL General Fund	775,505	775,505	-2,990,596.17	-2,990,596.17	1,905,640.43	1,860,461.04	-139.9%
TOTAL REVENUES	-160,837,369	-160,837,369	-2,690,224.31	-2,690,224.31	.00	-158,147,144.69	
TOTAL EXPENSES	161,612,874	161,612,874	-300,371.86	-300,371.86	1,905,640.43	160,007,605.73	

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P 4
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East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT
JULY 2019

08/13/2019 10:51
sonya-burch

FOR 2020 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	775,505	775,505	-2,990,596.17	-2,990,596.17	1,905,640.43	1,860,461.04	-139.9%

** END OF REPORT - Generated by Sonya Burch **

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ACCOUNT	DEBITS	ACCOUNT DESCRIPTION CREDITS	2019 BALANCE	2020 BALANCE	TOTAL BALANCE
00-0000-001-000-00-000-000-0000-0000-	10,424,039.68	Due To/Due From General Fund	1,402,075.94	-5,348,424.71	-3,946,348.77
00-0000-002-000-00-000-000-0000-0000-	22,703.47	Due To/Due From Special Activi	2,241.03	5,585.92	7,826.95
00-0000-003-000-00-000-000-0000-0000-	1,882,618.36	Due To/Due From Capital Reserv	-6,222.75	1,882,618.36	1,876,395.61
00-0000-004-000-00-000-000-0000-0000-	163,058.31	Due To/Due From Cafeteria Fun	8,577.24	-999.59	7,577.65
00-0000-005-000-00-000-000-0000-0000-	9,867.71	Due To/Due From Student Activi	-21,721.62	6,896.04	-14,825.58
00-0000-006-000-00-000-000-0000-0000-	.00	Due To/Due From Concession Sta	-2,835.66	-72.19	-2,907.85
00-0000-007-000-00-000-000-0000-0000-	1,000.00	Due To/Due From Private - Puwp	4,246.07	1,000.00	5,246.07
00-0000-008-000-00-000-000-0000-0000-	.00	Due To/Due From Investment Tru	4,109.28	.00	4,109.28
00-0000-010-000-00-000-000-0000-0000-	19,109,556.00	AP Cash - TREASURY FUND	-1,390,469.53	3,453,396.17	2,062,926.64

9 Records printed

** END OF REPORT - Generated by Sonya Burch **

2,062,926.64**
 3,453,396.17 -
 1,390,469.53 ✓



ACCOUNT	DEBITS	ACCOUNT DESCRIPTION	2019 BALANCE	2020 BALANCE	TOTAL BALANCE
10-0000-010-000-00-000-000-000-0000-0000-0000-0000-0000-	15,772,614.39	AP Cash - GENERAL FUND	-1,402,811.58	5,349,310.35	3,946,498.77
10-0000-031-000-00-000-000-000-0000-0000-0000-0000-0000-	.00	Estimated Revenues	155,035,343.00	.00	155,035,343.00
10-0000-032-000-00-000-000-000-0000-0000-0000-0000-0000-	268.00	Revenue Control	-159,767,039.38	-2,690,224.31	-162,457,263.69
10-0000-042-000-00-000-000-000-0000-0000-0000-0000-0000-	4,889,770.11	Accounts Payable	-671,637.98	69,310.30	-602,327.68
10-0000-061-000-00-000-000-000-0000-0000-0000-0000-0000-	.00	Appropriations Control	-155,797,475.40	.00	-155,797,475.40
10-0000-062-000-00-000-000-000-0000-0000-0000-0000-0000-	7,860,580.15	Expend Control	160,561,274.25	-300,371.86	160,260,902.39
10-0000-063-000-00-000-000-000-0000-0000-0000-0000-0000-	6,448,921.51	Encumbrance Control	85.61	1,905,640.43	1,905,726.04
10-0000-078-000-00-000-000-000-0000-0000-0000-0000-0000-	.00	Budgetary Fund Bal Unreserved	762,132.40	.00	762,132.40
10-0000-086-000-00-000-000-000-0000-0000-0000-0000-0000-	4,543,281.08	Budgetary Fund Bal Reserved fo	-85.61	-1,905,640.43	-1,905,726.04
10-0101-020-000-00-000-000-000-0001-0000-0000-0000-0001-	.00	Cash ESSA General Fund	8,844,489.52	.00	8,844,489.52
10-0101-020-000-00-000-000-000-0019-0000-0000-0000-0019-	2,244.50	Cash ESSA PayPal	805.71	2,244.50	3,050.21
10-0101-020-000-00-000-000-000-0025-0000-0000-0000-0025-	144.75	Cash ESSA W/C Escrow	200,123.44	144.75	200,268.19
10-0101-020-000-00-000-000-000-0028-0000-0000-0000-0028-	27.62	Cash ESSA Fernwood Escrow	38,185.87	27.62	38,213.49
10-0103-020-000-00-000-000-000-0000-0000-0000-0000-0000-	.00	Cash Petty Cash	700.00	.00	700.00
10-0111-011-000-00-000-000-000-0003-0000-0000-0000-0003-	147,146.43	Investment PLGIT	13,601,906.29	147,146.43	13,749,052.72
10-0111-011-000-00-000-000-000-0009-0000-0000-0000-0009-	1,266,659.98	Investment Liquid Asset PSDLAF	36,909,455.46	-9,771,574.73	27,137,880.73
10-0121-012-000-00-000-000-000-0013-0000-0000-0000-0013-	.00	Delinquent Taxes Receivable	14,076,396.37	.00	14,076,396.37
10-0121-012-000-00-000-000-000-0014-0000-0000-0000-0014-	.00	Delinquent Taxes Interim	99,375.51	.00	99,375.51

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

INVOICE

No. 49628
 06/30/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North Roof Replacement
287010

For Services Rendered From June 01, 2019 To June 28, 2019

DEI Fee = 7% of Construction Cost \$7,008,635 = \$490,604

01 - High School North / Lehman I.S. Roof Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$12,900.00	\$12,900.00	100.00	\$0.00

02 - Design, Bidding & Construction Phase Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$490,604.00	\$122,933.10	29.13	\$20,000.45

INVOICE TOTAL \$20,000.45

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

INVOICE

No. 49629
 06/30/2019

East Stroudsburg Area School District
 50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North Roof Replacement - Forensic Investigation
287010.1
 For Services Rendered From June 01, 2019 To June 28, 2019
 DEI Fee = 7% of Construction Cost \$7,008,636 = \$490,604

01 - Forensic Investigation

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$22,600.00	\$0.00	3.52	\$795.00

INVOICE TOTAL \$795.00

344



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

INVOICE

No. 49630
 06/30/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Resica Elementary School Roof Replacement
287011
 For Services Rendered From June 01, 2019 To June 28, 2019
 DEI Fee = 7% of Construction Cost \$667,715 = \$46,740.05

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$46,740.05	\$23,370.03	52.94	\$1,372.24

INVOICE TOTAL \$1,372.24

345



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

INVOICE

No. 49632
 06/30/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Trane Controls Oversight
287013
 For Services Rendered From June 01, 2019 To June 28, 2019

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$26,255.00	\$7,876.50	50.00	\$5,251.00

INVOICE TOTAL \$5,251.00

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

INVOICE

No. 49633
 06/30/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North & Lehman I.S. Water Heater Replacement
287014
 For Services Rendered From June 01, 2019 To June 28, 2019
 DEI Fee = \$22,525 (\$2,500 + 7.5% of Construction Cost \$267,000)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$22,525.00	\$19,146.25	88.73	\$840.00

INVOICE TOTAL \$840.00

347



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.8000 Fax: 610.861.0181

INVOICE

No. 49783
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North & Lehman I.S. Water Heater Replacement
287014

For Services Rendered From June 29, 2019 To July 26, 2019

DEI Fee = \$22,525 (\$2,500 + 7.5% of Construction Cost \$267,000)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$22,525.00	\$19,986.25	93.08	\$980.00

INVOICE TOTAL \$980.00

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
49633	6/30/2019	\$840.00	\$0.00	\$0.00	\$0.00	\$840.00
Total Prior Billing		\$840.00	\$0.00	\$0.00	\$0.00	\$840.00

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H-M



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.866.8000 Fax: 610.861.0181

INVOICE

No. 49782
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Trane Controls Oversight
287013
 For Services Rendered From June 29, 2019 To July 26, 2019

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$26,255.00	\$13,127.50	65.00	\$3,938.25

INVOICE TOTAL \$3,938.25

Prior Billing Information

<u>Invoice</u>		<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
49632	6/30/2019	\$5,251.00	\$0.00	\$0.00	\$0.00	\$5,251.00
Total Prior Billing		\$5,251.00	\$0.00	\$0.00	\$0.00	\$5,251.00

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

INVOICE

No. 49781
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

<p>North Campus Surveillance Cameras 287012 For Services Rendered From June 29, 2019 To July 26, 2019</p>
<p>DEI Fee = 7% of Construction Cost \$342,736 = \$23,991.52</p>

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$23,991.52	\$22,567.98	96.00	\$463.88

INVOICE TOTAL **\$463.88**



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.8000 Fax: 610.861.0181

INVOICE

No. 49780
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Resica Elementary School Roof Replacement
287011

For Services Rendered From June 29, 2019 To July 26, 2019

DEI Fee = 7% of Construction Cost \$687,716 = \$48,140.12

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$46,740.05	\$24,742.27	65.00	\$5,638.76

INVOICE TOTAL \$5,638.76

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
49630	6/30/2019	\$1,372.24	\$0.00	\$0.00	\$0.00	\$1,372.24
Total Prior Billing		\$1,372.24	\$0.00	\$0.00	\$0.00	\$1,372.24

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D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.866.8000 Fax: 610.861.0181

INVOICE
 No. 49778
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North Roof Replacement
287010

For Services Rendered From June 29, 2019 To July 26, 2019

DEI Fee = 7% of Construction Cost \$7,008,635 = \$490,604

01 - High School North / Lehman I.S. Roof Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$12,900.00	\$12,900.00	100.00	\$0.00

02 - Design, Bidding & Construction Phase Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$490,604.00	\$142,933.55	33.21	\$20,000.45

INVOICE TOTAL \$20,000.45

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
49628	6/30/2019	\$20,000.45	\$0.00	\$0.00	\$0.00	\$20,000.45
Total Prior Billing		\$20,000.45	\$0.00	\$0.00	\$0.00	\$20,000.45

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

INVOICE

No. 49779
 07/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North Roof Replacement - Forensic Investigation
287010.1
 For Services Rendered From June 29, 2019 To July 26, 2019
 DEI Fee = 7% of Construction Cost \$7,008,635 = \$490,604

01 - Forensic Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$22,600.00	\$795.00	5.31	\$405.01

INVOICE TOTAL **\$405.01**

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
49629	6/30/2019	\$795.00	\$0.00	\$0.00	\$0.00	\$795.00
Total Prior Billing		\$795.00	\$0.00	\$0.00	\$0.00	\$795.00



AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

PROJECT: 19010
INVOICE # 19010-002
North HS and Lehigh Intermediate
Brimmains Ferry, PA 18328

APPLICATION NO.: 2
PERIOD TO: 7/31/2019
Distribution to:

OWNER

FROM CONTRACTOR:
Jordan, Inc.
PO Box 166
Florence, NJ 08518

VIA ARCHITECT:

Dr. Huy Engineering
One East Broad St.
Bethlehem, PA 18018

CONTRACT FOR:

CONTRACT DATE: 3/19/2019

PROJECT NOS.: /

ARCHITECT

CONTRACTOR

FIELD

OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

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

- 1. ORIGINAL CONTRACT SUM \$ 7,008,635.00
- 2. NET CHANGE BY CHANGE ORDERS \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 7,008,635.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,012,883.00

5. RETAINAGE:

- a. 10.0% of Completed Work
(Columns D + E on G703) \$ 190,322.10
- b. 0.0% of Stored Material
(Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 190,322.10

6. TOTAL EARNED LESS RETAINAGE \$ 2,822,580.90
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 1,215,862.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 1,606,698.90
(Line 7 minus Line 6)

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 4,186,074.10
(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$	0.00

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

CONTRACTOR: Jordan, Inc.
By: *[Signature]*
State of New Jersey

Date: JUL 25, 2019

County of BURLINGTON

Subscribed and sworn to before me this

[Signature]
Notary Public: *[Signature]*
My Commission Expires April 15, 2023
My Commission # 2432632
Notary Public, State of New Jersey

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 1,606,698.90
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application, and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]*

Date: 7/31/19

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

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Document G703™ - 1992

From Contractor:
Jottan, Inc.
PO Box 166
Florence, NJ 08518

To:
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or C732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, 1-1991D containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2009
APPLICATION DATE: 05/20/19
PERIOD TO: 03/20/19

ARCHITECT'S PROJECT NO: 2009

INVOICE #19010-002
North HS and Lehman Intermediate
Dingmans Ferry, PA 18328

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (if variable rate)
			E THIS PERIOD	F FROM PREVIOUS APPLICATION (D+E)				
26	CLOSEOUTS	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
27	ALLOWANCES	308,415.00	0.00	0.00	0.00	0.00	308,415.00	0.00
GRAND TOTAL		7,098,835.00	1,227,662.00	1,785,221.30	0.00	3,012,883.00	3,995,752.00	190,322.10

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Progress Estimate

Contractor's Application

Application Number 1		Application Date: 5/31/2019											
For Contract: Resica Elementary School - Roof Replacement Application Period: 1/0/1900		Work Completed											
A Item		B		C		D		E		F		G	
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period (D)	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% (F) B	Balance to Finish (B-F)					
1	PAYMENT & PERFORMANCE BONDS	9,650.00	0.00	9,650.00	0.00	9,650.00	100%	0.00					
2	MOBILIZATION / SITE SET-UP	18,000.00	0.00	0.00	0.00	0.00	0%	18,000.00					
3	SHINGLE ROOF - MATERIAL	123,115.00	0.00	0.00	0.00	0.00	0%	123,115.00					
4	SHINGLE ROOF - LABOR	126,535.00	0.00	0.00	0.00	0.00	0%	126,535.00					
5	SHINGLE ROOF - METAL - MATERIAL	69,000.00	0.00	0.00	0.00	0.00	0%	69,000.00					
6	SHINGLE ROOF - METAL - LABOR	79,850.00	0.00	0.00	0.00	0.00	0%	79,850.00					
7	BUILT-UP ROOF - MATERIAL	95,200.00	0.00	0.00	0.00	0.00	0%	95,200.00					
8	BUILT-UP ROOF - LABOR	70,000.00	0.00	0.00	0.00	0.00	0%	70,000.00					
9	EQUIPMENT RENTAL	15,000.00	0.00	0.00	0.00	0.00	0%	15,000.00					
10	DEMOLITION/SITE CLEAN-UP	4,500.00	0.00	0.00	0.00	0.00	0%	4,500.00					
11	WARRANTIES/PROJECT CLOSEOUTS	4,000.00	0.00	0.00	0.00	0.00	0%	4,000.00					
12	ALTERNATE #1 - 30 YEAR	9,700.00	0.00	0.00	0.00	0.00	0%	9,700.00					
13	ALTERNATE #2 - SKYLIGHT INFILL	10,765.00	0.00	0.00	0.00	0.00	0%	10,765.00					
14	ALLOWANCE #1 - NAILABLE ROOF ISO	9,600.00	0.00	0.00	0.00	0.00	0%	9,600.00					
15	ALLOWANCE #2 - STEEL DECKING	3,500.00	0.00	0.00	0.00	0.00	0%	3,500.00					
16	ALLOWANCE #3 - 1 X 8 PLYWOOD	2,500.00	0.00	0.00	0.00	0.00	0%	2,500.00					
17	ALLOWANCE #4 - ROOFER - (SHINGLE)	16,800.00	0.00	0.00	0.00	0.00	0%	16,800.00					
Totals		667,715.00	0.00	9,650.00	0.00	9,650.00	1%	658,065.00					

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Progress Estimate

Contractor's Application

Application Number		Application Date:		6/30/2019									
1		1		1									
Application Period:		Work Completed		Total Completed									
1/01/1900		Application Date:		6/30/2019									
A		B		C		D		E		F		G	
Specification Section No.	Description	Item	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% (F) B	Balance to Finish (B-F)				
1	PAYMENT & PERFORMANCE BONDS		9,650.00	9,650.00	0.00	0.00	9,650.00	100%	0.00				
2	MOBILIZATION / SITE SET-UP		18,000.00	0.00	0.00	0.00	0.00	0%	18,000.00				
3	SHINGLE ROOF - STORED MATERIAL		123,115.00	0.00	0.00	61,557.50	61,557.50	50%	61,557.50				
4	SHINGLE ROOF - LABOR		126,535.00	0.00	0.00	0.00	0.00	0%	126,535.00				
5	SHINGLE ROOF - METAL - MATERIAL		69,000.00	0.00	0.00	0.00	0.00	0%	69,000.00				
6	SHINGLE ROOF - METAL - LABOR		79,850.00	0.00	0.00	0.00	0.00	0%	79,850.00				
7	BUILT-UP ROOF - MATERIAL		95,200.00	0.00	0.00	0.00	0.00	0%	95,200.00				
8	BUILT-UP ROOF - LABOR		70,000.00	0.00	0.00	0.00	0.00	0%	70,000.00				
9	EQUIPMENT RENTAL		15,000.00	0.00	0.00	0.00	0.00	0%	15,000.00				
10	DEMOLITION/SITE CLEAN-UP		4,500.00	0.00	0.00	0.00	0.00	0%	4,500.00				
11	WARRANTIES/PROJECT CLOSEOUTS		4,000.00	0.00	0.00	0.00	0.00	0%	4,000.00				
12	ALTERNATE #1 - 30 YEAR		9,700.00	0.00	0.00	0.00	0.00	0%	9,700.00				
13	ALTERNATE #2 - SKYLIGHT INFILL		10,765.00	0.00	0.00	0.00	0.00	0%	10,765.00				
14	ALLOWANCE #1 - NAILABLE ROOF ISO		9,800.00	0.00	0.00	0.00	0.00	0%	9,800.00				
15	ALLOWANCE #2 - STEEL DECKING		3,500.00	0.00	0.00	0.00	0.00	0%	3,500.00				
16	ALLOWANCE #3 - 1 X 8 PLYWOOD		2,500.00	0.00	0.00	0.00	0.00	0%	2,500.00				
17	ALLOWANCE #4 - ROOFER - (SHINGLE)		16,800.00	0.00	0.00	0.00	0.00	0%	16,800.00				
Totals			667,715.00	9,650.00	0.00	61,557.50	71,207.50	11%	586,507.50				

Progress Estimate

Contractor's Application

Application Number		Application Date:		Application Number		Application Date:	
3		7/19/2019		3		7/19/2019	
Specification Section No.	Description	Work Completed		E	F	G	Balance to Finish (B-F)
		B	C				
A		B		C		D	
Item		Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% (F) B
1	PAYMENT & PERFORMANCE BONDS	9,650.00	9,650.00	0.00	0.00	9,650.00	100%
2	MOBILIZATION / SITE SET-UP	18,000.00	0.00	18,000.00	0.00	18,000.00	100%
3	SHINGLE ROOF - STORED MATERIAL	123,115.00	0.00	0.00	123,115.00	123,115.00	100%
4	SHINGLE ROOF - LABOR	126,535.00	0.00	75,921.00	0.00	75,921.00	60%
5	SHINGLE ROOF - METAL - STORED MATERIAL	69,000.00	0.00	0.00	69,000.00	69,000.00	100%
6	SHINGLE ROOF - METAL - LABOR	79,850.00	0.00	3,992.50	0.00	3,992.50	5%
7	BUILT-UP ROOF - MATERIAL	95,200.00	0.00	0.00	0.00	0.00	0%
8	BUILT-UP ROOF - LABOR	70,000.00	0.00	0.00	0.00	0.00	0%
9	EQUIPMENT RENTAL	15,000.00	0.00	0.00	0.00	0.00	0%
10	DEMOBILIZATION/SITE CLEAN-UP	4,500.00	0.00	0.00	0.00	0.00	0%
11	WARRANTIES/PROJECT CLOSEOUTS	4,000.00	0.00	0.00	0.00	0.00	0%
12	ALTERNATE #1 - 30 YEAR	9,700.00	0.00	0.00	0.00	0.00	0%
13	ALTERNATE #2 - SKYLIGHT INFILL	10,765.00	0.00	0.00	0.00	0.00	0%
14	ALLOWANCE #1 - NAILABLE ROOF ISO	9,600.00	0.00	0.00	0.00	0.00	0%
15	ALLOWANCE #2 - STEEL DECKING	3,500.00	0.00	0.00	0.00	0.00	0%
16	ALLOWANCE #3 - 1 X 8 PLYWOOD	2,500.00	0.00	0.00	0.00	0.00	0%
17	ALLOWANCE #4 - ROOFER - (SHINGLE)	16,800.00	0.00	0.00	0.00	0.00	0%
Totals		667,715.00	9,650.00	106,913.50	185,215.00	301,778.50	45%
						365,936.50	

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TRANE

Trane U.S. Inc.
3600 PAMMEL CREEK ROAD
LA CROSSE, WI 546017599

PAYMENT REQUISITION

RECEIVED
JUL 28 2019

Remit To: Trane U.S. Inc.
PO BOX 408469
ATLANTA, GA 30384-6469

TYPE	INVOICE
FORM NUMBER	310087963
DATE	22-JUL-19
PAGE	1
PURCHASE ORDER NUMBER	Signed Proposal
CONTRACT NAME	East Stroudsburg SD North LI/H
CUSTOMER ACCOUNT #	3644415
PREVIOUS #	

BY: NON COPY FROM THE TOP FOR THE END COPY FROM THE BOTTOM COPY

Bill EAST STROUDSBURG SCHOOL DIST
To: 50 VINE STREET
EAST STROUDSBURG, PA 18301

Contract Name and Location: See applicable Tax Detail page(s)

Payment Terms	Due Date	Credit Job #	Contract #
N30	21-AUG-19	D424674	CID00068098

Application No. 03 for work completed thru 22-JUL-19

1. ORIGINAL CONTRACT SUM:	\$2,838,638.00	4. TOTAL COMPLETED & STORED TO DATE:	\$1,624,824.76
2. Net Change by Change Orders:	\$0.00	a. Percentage Completed:	<u>57.24%</u>
3. CONTRACT SUM TO DATE:	\$2,838,638.00	5. RETAINAGE:	
		a. <u>10.00%</u> of Completed Work:	\$162,482.48
		b. <u>0.00%</u> of Stored Material:	\$0.00
		Total Retainage	\$162,482.48
		6. TOTAL EARNED LESS RETAINAGE:	\$1,462,342.28
		7. LESS PREVIOUS REQUESTS FOR PAYMENT:	\$836,570.90

8. CURRENT PROJECT PAYMENT DUE: (Before Applicable Sales Taxes)	\$625,771.38
9. Applicable Sales Taxes: See applicable Tax Detail page(s)	\$0.00
10. Amount Due This Requisition: Currency: USD	\$625,771.38
*** PLEASE REFERENCE NUMBER 310087963 WITH YOUR PAYMENT	

Sections Included: Summary Sheet, Detail Sheet(s) and Tax Detail Sheet(s)

SPECIAL INSTRUCTIONS:

Federal Tax ID: 26-0900465

Form 0723 (09/06)

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

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APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)

INVOICE NO: 310087963

TO: EAST STROUDSBURG SCHOOL DIST CONTRACT NAME: East Stroudsburg SD North L/H

APPLICATION NO: 03

APPLICATION DATE: 22-JUL-19

PERIOD TO: 22-JUL-19

CUST PROJECT NO: Signed Proposal

FROM: Trane
1185 NORTH WASHINGTON STREET
WILKES BARRE, PA 18705

CONTRACT LOCATION:

See applicable Tax Detail page(s)

CONTRACT DATE: 27-NOV-18

CONTRACT NUMBER:

CID00068098

CUST PO NO: Signed Proposal

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

- ORIGINAL CONTRACT SUM: \$2,838,638.00
- Net Change by Change Orders: \$0.00
- CONTRACT SUM TO DATE: (Line 1 +/- 2) \$2,838,638.00
- TOTAL COMPLETED & STORED TO DATE: (Column G on Detail Sheet) \$1,624,824.76

- RETAINAGE:
 - a. 10.00% of Completed Work (Columns D + E on Detail Sheet) \$162,482.48
 - b. 0.00% of Stored Material: (Column F on Detail Sheet) \$0.00

- TOTAL EARNED LESS RETAINAGE: (Line 5a. + 5b or Total in Column I of Detail Sheet) \$162,482.48
- LESS PREVIOUS CERTIFICATES FOR PAYMENT: (Line 6 less Line 5 Total) \$1,462,942.28

- CURRENT PAYMENT DUE: (Line 6 from prior Certificate) \$636,570.90
- BEFORE APPLICABLE SALES TAX \$625,771.38
- BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less line 8) \$1,376,295.72

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Company Certifies that to the best of the Company's knowledge, information and belief, the work covered by this Application For Payment has been completed in accordance with the Contract Documents, and that current payment shown herein is now due

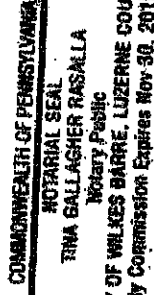
COMPANY: Trane

BY: [Signature] DATE: 7/23/19

State of: Pennsylvania

County of: Luzerne
Subscribed and sworn to before

me this 23rd day of July 2019



My Commission expires: November 30, 2019

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the undersigned company Certifies that to the best of their knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the company indicated above is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$625,771.38

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Detail Sheet that are changed to conform to the amount certified.)

CERTIFIER:

BY: _____ Date: _____

ACCEPTANCE:

BY: _____ Date: _____

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

DETAIL SHEET

INV NBR: 310087963

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Certification, is attached.

APPLICATION NO: 08
APPLICATION DATE: 22-JUL-19
PERIOD TO: 22-JUL-19

CUST PO NUMBER: Signed Proposal
CONTRACT DATE: 27-NOV-18
CONTRACT NUMBER: CID000068098

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
1	Engineering	33,050.22	24,787.67	4,957.53	0.00	29,745.20	90.00%	3,305.02	2,974.52	
2	Mechanical Installation	634,094.00	0.00	0.00	0.00	0.00	0.00%	634,094.00	0.00	
3	Programming/Commissioning	248,096.12	49,619.22	74,428.84	0.00	124,048.06	50.00%	124,048.06	12,404.80	
4	Project Management	83,652.03	16,730.41	25,095.61	0.00	41,826.02	50.00%	41,826.01	4,182.60	
5	Material	933,131.83	559,879.10	279,939.55	0.00	839,818.65	90.00%	93,313.18	83,981.87	
6	Valves	110,880.00	0.00	110,880.00	0.00	110,880.00	100.00%	0.00	11,088.00	
7	ATC Installation	795,733.80	278,506.83	200,000.00	0.00	478,506.83	60.10%	317,226.97	47,850.69	
TOTAL		2,838,638.00	929,523.23	695,301.53	0.00	1,624,824.76	57.2%	1,213,813.24	162,482.48	

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TAX DETAIL SHEET

INV NBR: 310087963

APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Certification, is attached.

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:

03
22-JUL-19
22-JUL-19

CUST PO NUMBER:
CONTRACT DATE:
CONTRACT NUMBER:

Signed Proposal
27-NOV-18
CID00068098

Location: EAST STROUDSBURG SCHOOL DIST
257 TIMBERWOLF DRIVE

DINGMANS FERRY, PA 18328

Billing this period less retainage: \$625,771.38
Applicable Sales Taxes:
Tax State @ 0.00% \$0.00
Tax County @ 0.00% \$0.00
Tax City @ 0.00% \$0.00
Tax District @ 0.00% \$0.00

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Lyman & Ash

1612 Latimer Street
Philadelphia, PA 19103
(215) 732-7040

Client Invoice

DATE	INVOICE #
8/2/2019	3152

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter
Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
7/3/2019	CPL	Conf. with MTS.	0.08	250.00	20.00
7/15/2019	CPL	Tel. conf. with MTS.	0.17	250.00	42.50
		Total for Cletus P. Lyman, Esq.			62.50
6/17/2019	MSF	Meet with MTS.	0.25	250.00	62.50
6/17/2019	MSF	In East Stroudsburg overnight; review documents; inspect High School North roof with contractors, representatives; multiple meetings with D'Huy engineers, Larry Dymond, Wayne Rohner, George Andrews [excludes travel]' meet with MTS.	4.5	250.00	1,125.00
7/2/2019	MSF	Meet with MTS re roof removal, schedule.	0.25	250.00	62.50
7/3/2019	MSF	Review messages re roof removal, schedule.	0.25	250.00	62.50
7/5/2019	MSF	Review messages re roof removal, schedule.	0.25	250.00	62.50
		Total for Michael S. Fettner, Esq.			1,375.00
6/17/2019	MTS	Conf. with MSF. Appear for Inspection of Roof at High School North. Conf. with clients at HS North. Documents from Josh Grice. Conf. with counsel. for Architectural Studios.	4.83	250.00	1,207.50
6/18/2019	MTS	Review of documents from ESASD re: Roof. Review of documents for HS North Drain.	0.83	250.00	207.50

	Total
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Lyman & Ash

1612 Latimer Street
Philadelphia, PA 19103
(215) 732-7040

Client Invoice

DATE	INVOICE #
8/2/2019	3152

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter
Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
6/19/2019	MTS	Email and tel. conf. with PA DOE Re: RTK. Tel. conf. with L. Dymond.	0.5	250.00	125.00
6/21/2019	MTS	Review of documents from D'Huy Engineering re: Roof.	0.58	250.00	145.00
6/26/2019	MTS	Review of documents. Email with Selective Ins. Co. Letter from Architectural Studios counsel.	0.33	250.00	82.50
6/28/2019	MTS	Emails to Josh Grice.	0.08	250.00	20.00
7/1/2019	MTS	Emails with J. Grice. Review of documents from D'Huy Engineering. Send document to counsel. Review of correspondence from contractors.	1.25	250.00	312.50
7/2/2019	MTS	Preparation of letter to all contractors/counsel. Tel. conf. with L. Dymond re: Inspection on 7/15.	2.17	250.00	542.50
7/3/2019	MTS	Emails and corr to all contractors/counsel. re: Inspection on 7/15 Conf. with MSF. Conf. with SRB re: Sending documents to counsel. Email with J. Grice.	2	250.00	500.00
7/5/2019	MTS	Emails with contractors/counsel/adjusters re: Inspection on 7/15. Emails with J. Grice.	1.33	250.00	332.50
7/8/2019	MTS	Emails with counsel and adjusters re: Documents from D'Huy. Correspondence from counsel for Architectural Studios. Email to J. Grice.	0.75	250.00	187.50
7/10/2019	MTS	Emails with J. Grice. Tel. conf. with J. Grice. Emails with Chuck Graf, Esq. (Honeywell) Emails with adjusters.	0.58	250.00	145.00

					Total
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Lyman & Ash

1612 Latimer Street
Philadelphia, PA 19103
(215) 732-7040

Client Invoice

DATE	INVOICE #
8/2/2019	3152

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
7/11/2019	MTS	Emails with Adjusters Beth Herndon (TWK). Send additional D'Huy Docs.	1.25	250.00	312.50
7/15/2019	MTS	Conference with MSF. Meeting with L Dymond. Inspection of Elementary School. Conference with Josh Grice. Meet with HS North contractors. Review of documents from D'Huy. Emails to counsel. Tel. conference with CPL.	3.75	250.00	937.50
7/16/2019	MTS	Conference with D'Huy Engineering. Conference with TWK-SAL. Review of documents. Tel. conf. with CPL. Tel. conference with MSF.	1.5	250.00	375.00
7/18/2019	MTS	Correspondence with counsel and adjusters. Review of documents from ESASD. Dropbox addition of documents.	1.5	250.00	375.00
7/19/2019	MTS	Emails with Zach Sanders, Esq. (for Skepton). Review of documents from D'Huy.	1.25	250.00	312.50
7/23/2019	MTS	Review of documents from ESASD (re: damages).	1.17	250.00	292.50
7/24/2019	MTS	Emails with Chris Brown, Esq., and Larry Dymond.	0.08	250.00	20.00
7/25/2019	MTS	Tel. conference with Chris Brown (re: damages). Review of documents from Scott Ihle (potential damages).	2.33	250.00	582.50
		Total for Michael T. Sweeney, Esq.			7,015.00

Total	\$8,452.50
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Attorneys:

CPL - Cletus P. Lyman, Esq. MSF - Michael S. Fettner, Esq. MTS - Michael T. Sweeney, Esq.
PVT - Pearlette Toussant, Esq., of Counsel MJL - Maura J. Lynch, Esq., of Counsel

Legal Staff:

RDE - R. Dave Eldridge, SRB - Stephen R. Betts
PRA - Peter R. Abraldes

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**East Stroudsburg Area School District
2019-2020 School Calendar**

Approved: May 20, 2019
August 19, 2019

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4: Independence Day Holiday* (District Closed)

January (21)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: New Year's Holiday* (District closed)
20: Martin Luther King Jr. Day (District closed)
21: K-12 Teacher in-service

August (4)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-13: School bus driver orientation
19: New teacher induction
20: K-12 teacher in-service
21: K-12 Staff development (Act 80 Day)
23: Last Day of Summer Recess
26: First student day
30: Labor Day Holiday (Offices Closed)

February (19)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17: Presidents' Day Holiday (District closed)

September (20)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2: Labor Day Holiday* (District closed)

March (21)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9: K-12 Parent/teacher Conferences (Act 80 day)
9: School bus driver in-service (Make-up day)

October (21)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14: 9-12 Parent/teacher conferences
K-8 Staff development (Act 80 day)
15: K-12 Staff development (Act 80 day)

April (19)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9: Spring Recess (Offices Closed)
10: Good Friday* (District closed)
13: Spring Recess (Offices Closed)

November (16)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25: 9-12 Staff development
K-8 Parent/teacher conferences (Act 80 day)
26: 9-12 Staff development
K-8 Parent/teacher conferences (In-service)
26: School bus driver in-service
27: K-12 Teacher In-Service (No Students)
28: Thanksgiving Holiday* (District closed)
29: Friday after Thanksgiving Holiday* (District closed)

May (20)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25: Memorial Day Holiday* (District Closed)

December (14)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: "Monday After Thanksgiving" Holiday (District closed)
23: Winter Recess (Offices closed)
24: "Last Regular Workday Before Christmas" Holiday* (District closed)
25: Christmas Holiday* (District closed)
26-30: Winter Recess (Offices closed)
31: New Year's Eve Holiday* (District closed)

June (1)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: Last Student Day
Last Teacher Day
Early Dismissal

Legend

* - These holidays in accordance with 5 U.S.C. 6103. All holidays designated in accordance with 24 PS 15-1502.

▲ - These days may become regular school days by official Board action during any month preceding their occurrence.

- These days may be rescheduled at the discretion of the administration.

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East Stroudsburg Area
School District Creating the future!



BUS DRIVER PERSONAL INFORMATION
2019 - 2020 SCHOOL YEAR

NAME _____

MAILING ADDRESS _____

HOME PHONE _____

ALTERNATE PHONE _____

E-MAIL ADDRESS _____

Bus Evacuation Drill Checklist

Before Evacuation Day

1. Let students know they will be having a bus evacuation drill tomorrow
2. Discuss the importance of this drill with students
3. Choose 3 helpers and instruct them on what they need to do; 2 at rear door and 1 will be the last student out of bus, giving you an "all clear"
4. Remind students to dress appropriately; not to wear dresses, sandals, flip flops or slip-ons
5. Explain how all emergency exits work
6. Explains that the drill needs to be done in less than 3 minutes in case of fire
7. Stress the fact that students should move away from the bus in an actual emergency, but stay together as a group

Day of Evacuation

1. Drill is done quietly
2. Remember to time the drill
3. Students leave everything on the bus
4. Encourage students exiting through rear door to sit down prior to hopping off bus
5. Count your students as they are hopping off
6. After exiting, form a double line next to bus quietly

Things to Remember

1. Please sweep your floor prior to evacuation so that students feel comfortable sitting down before hopping out
2. The goal is to teach your students how to evacuate the bus by themselves should you (the driver) not be able to help them. This means that you are actively instructing them on the day of the drill.
3. Do not let students open the back door by themselves during the drill but show them how it is done.
4. Make sure the 3 helpers you select are interested in helping. It may not always be the "strongest" students. If they want to help, they will do a better job.
5. Fill out your paperwork and submit it to the Transportation Office

AUTUMN EVACUATION DRILL

**East Stroudsburg Area School District
Transportation Department
50 Vine Street
East Stroudsburg, PA 18301**

TO ALL SCHOOL BUS DRIVERS:

Each driver must conduct an evacuation drill on his/her bus, one for each route, complete this form and return it to the Transportation Department.

NO EXCUSES ACCEPTED FROM ANYBODY!

Evacuation shall consist of one or more of these types:

- 1. Evacuation by front door**
- 2. Evacuation by rear door**

Evacuation shall be in an orderly fashion in which students file out of the bus. Drills can be done when students are loading in the A.M. or unloading at the designated school in the A.M. Same applies in the P.M.

Bus # _____ Driver: _____

Route #	Date of Drill	Time (Sec.)	Number of Pupils on Bus	Were Instructions Given to Pupils	Number of Injured

STUDENTS SELECTED TO SERVE AS HELPERS IN EMERGENCIES:

Route #	Front Exit	Rear Exit
	1.	1.
	2.	2.
	1.	1.
	2.	2.
	1.	1.
	2.	2.

AUTUMN EVACUATION DRILL

**East Stroudsburg Area School District
Transportation Department
50 Vine Street
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Evacuation shall be in an orderly fashion in which students file out of the bus. Drills can be done when students are loading in the A.M. or unloading at the designated school in the A.M. Same applies in the P.M.

Bus # _____ Driver: _____

Route #	Date of Drill	Time (Sec.)	Number of Pupils on Bus	Were Instructions Given to Pupils	Number of Injured

STUDENTS SELECTED TO SERVE AS HELPERS IN EMERGENCIES:

Route #	Front Exit	Rear Exit
	1.	1.
	2.	2.
	1.	1.
	2.	2.
	1.	1.
	2.	2.

SPRING EVACUATION DRILL

East Stroudsburg Area School District
 Transportation Department
 50 Vine Street
 East Stroudsburg, PA 18301

TO ALL SCHOOL BUS DRIVERS:

Each driver must conduct an evacuation drill on his/her bus, one for each route, complete this form and return it to the Transportation Department.

NO EXCUSES ACCEPTED FROM ANYBODY!

Evacuation shall consist of one or more of these types:

1. Evacuation by front door
2. Evacuation by rear door

Evacuation shall be in an orderly fashion in which students file out of the bus. Drills can be done when students are loading in the A.M. or unloading at the designated school in the A.M. Same applies in the P.M.

Bus # _____ Driver: _____

Route #	Date of Drill	Time (Sec.)	Number of Pupils on Bus	Were Instructions Given to Pupils	Number of Injured

STUDENTS SELECTED TO SERVE AS HELPERS IN EMERGENCIES:

Route #	Front Exit	Rear Exit
	1. _____	1. _____
	2. _____	2. _____
	1. _____	1. _____
	2. _____	2. _____
	1. _____	1. _____
	2. _____	2. _____

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SPRING EVACUATION DRILL

**East Stroudsburg Area School District
Transportation Department
50 Vine Street
East Stroudsburg, PA 18301**

TO ALL SCHOOL BUS DRIVERS:

Each driver must conduct an evacuation drill on his/her bus, one for each route, complete this form and return it to the Transportation Department.

NO EXCUSES ACCEPTED FROM ANYBODY!

Evacuation shall consist of one or more of these types:

- 1. Evacuation by front door**
- 2. Evacuation by rear door**

Evacuation shall be in an orderly fashion in which students file out of the bus. Drills can be done when students are loading in the A.M. or unloading at the designated school in the A.M. Same applies in the P.M.

Bus # _____ Driver: _____

Route #	Date of Drill	Time (Sec.)	Number of Pupils on Bus	Were Instructions Given to Pupils	Number of Injured

STUDENTS SELECTED TO SERVE AS HELPERS IN EMERGENCIES:

Route #	Front Exit	Rear Exit
	1.	1.
	2.	2.
	1.	1.
	2.	2.
	1.	1.
	2.	2.

Forms Must be signed and turned in before you leave today

- Personal Information
- Emergency Information
- Transportation Policies
- Employee Acknowledgement form
- School Bus Driver Calendar
- Sexual Harassment form



East Stroudsburg Area School District
Carl T. Secor Administration Center
50 Vine Street
East Stroudsburg, PA 18301
Phone: (570) 424-8500 (then # 1)
Fax (570) 420-2626
www.esasd.net
bus.info@esasd.net

Mary Ann Moore -- Dispatcher
Daryle Miller-- Dispatcher
570-424-8500 (ext. 10810)
Pat Schantzen--Head Mechanic
570-421-4841

Robert Sutjak
Director of Transportation

Thomas E Hendel
Assistant Director of Transportation

TIME CLOCK SIGNATURE PAGE

The time clock is meant to capture the hours that a particular individual works. Every individual who works for the District is assigned an employee number and photo identification card. You will now be able to punch in and out by simply swiping your photo identification card. **Please note: It is prohibited to use anyone else's number or card for any reason, which would include swiping in or out at the time clock.**

Policy #517, available on our district website, prohibits any support employee from engaging in conduct that may obstruct, or interfere with administrative functions of the school district. It clearly states the discipline for violating this policy, may include termination.

Please see attached schedule for payroll paperwork.

By Signing below, I agree and acknowledge that I have been thoroughly instructed in and understand the use of the time clock. I have been informed that it is prohibited to use another employee's card to punch them in or out, or for anyone else to punch in or out for me. I also understand that if I do so I will be disciplined in accordance to Policy #517.

Print Name

Date

Signature

EAST STROUDSBURG AREA SCHOOL DISTRICT

SCHOOL BUS SEATING CHART

BUS # _____ SCHOOL _____

DATE COMPLETED _____

DRIVER NAME _____

DRIVER

FRONT OF BUS

DOOR

WINDOW	CENTER	AISLE			AISLE	CENTER	WINDOW
			2	1			
			4	3			
			6	5			
			8	7			
			10	9			
			12	11			
			14	13			
			16	15			
			18	17			
			20	19			
			22	21			
			24	23			

BUS ACCIDENT PROCEDURE

BUS DRIVER

- Secure vehicle and secure/display appropriate warning signs
- Survey all individuals involved in accident for injuries
- **CALL OR RADIO CENTRAL DISPATCH**
 - Report your location, bus and route number
 - Report the school which students attend
 - Report any injuries and if an ambulance is needed
- Keep all students on the bus, unless it is unsafe to do so
- **IF THE THREAT OF FIRE**, move everyone to a safe location, at least 100 feet from the road
- Administer first aid if needed
- **Do NOT** move the bus until instructed to do so
- Account for all students and record extent of injuries on proper form
- Get and give all pertinent information to those involved in accident
- Get names, addresses, and numbers of all witnesses
- Make absolutely no statements to the media or bystanders

BUS GARAGE

- Receive the emergency call from driver and record all accident information
- **CALL 911**
- Director of Operations will act as safety investigator
- **NOTIFY THE CENTRAL ADMINISTRATOR**

CENTRAL ADMINISTRATION

- **NOTIFY THE PRINCIPAL** about the accident and continue to inform as new information becomes available
- Obtain the names of students on the bus from bus route files
- Obtain a list of injuries as soon as available
- Contact the insurance carrier to authorize treatment at the hospital
- Provide another bus and driver, if needed

PRINCIPAL

- Call the Superintendent's office who will ensure that the necessary administrators are notified
- Collect health information from enrollment cards for all students on the bus
- Appoint a staff member to go to the accident site to report any special health considerations to medics
- In the event of a serious injury or fatality, the Principal or designee will go to the accident site and hospital
- Appoint staff to **CONTACT PARENTS** and as information is available, inform them:
 - That their child is uninjured or injured and to what extent
 - Of the medical facility to which students have been taken
 - To contact the hospital
- Refer incoming media calls to the Superintendent
- Inform staff

SAFETY INVESTIGATOR

- Go to the scene of the accident ASAP
- Take guidelines and forms with you
- Take camera and radio or cellular phone
- If medics have not arrived, assist in first aid
- Get a list of students involved and injuries and report new information to the Central Administration
- Take pictures of the accident and gather information
- Go to the hospital and stay until everyone has been seen by a physician
- Complete an accident report and forward to the District Safety Department with a copy to the Transportation Department

Accident Information

Date: _____

Bus Information

Bus Number _____

Bus Driver's Name _____

Bus Driver's License Number _____

Bus Driver's Contact Number _____

Other Vehicle Information

Driver's Name _____

Driver's Address _____

Driver's Contact Number _____

Driver's License Number _____

Make and Year of Vehicle _____

Insurance Company Name _____

Policy Number _____

Expiration Date _____

Additional Information/Comments

EAST STROUDSBURG AREA SCHOOL DISTRICT
East Stroudsburg, Pennsylvania 18301

TRANSPORTATION PERSONNEL

RECEIPT OF INFORMATION RELATIVE TO THE 2019-2020 SCHOOL TERM

As of the date indicated below, I, the undersigned, have received instruction on how to locate and read all of the following documents online at esasd.net. I understand that it is my responsibility to read and understand the policies listed below and all of the policies listed on the school district website.

1. School Bus Drivers' Handbook for the 2019-2020 School Year
2. Policy #104 --- Nondiscrimination in Employment/Contract Practices
3. Policy #204.2 --- Non-School District Sponsored Educational Trip or Tour
4. Policy #207 --- Confidential Communications of Students
5. Policy #218.1 --- Weapons
6. Policy #237 --- Electronic Communication Devices
7. Policy #511 --- Suspensions and Furloughs
8. Policy #512 --- Evaluation of Support Employees
9. Policy #517 --- Conduct/Disciplinary Procedures
10. Policy #520 --- Freedom of Speech in Non-school Settings
11. Policy #523 --- Tobacco Use
12. Policy #525AR --- Administrative Regulations for Dress and Grooming Policy
13. Policy #534 --- Sick Leave
14. Policy #535 --- Family and Medical Leaves
15. Policy #536 --- Personal Necessity Leave
16. Policy #536.1 --- Leaves for Short-Term Absences for Extreme Emergencies/Days w/o Pay
17. Policy #548 --- Support Employees Unlawful Harassment
18. Policy #548 Attachment --- Report Form for Complaints of Unlawful Harassment
19. Policy #551 --- Drug and Substance Abuse
20. Policy #705 --- Safety
21. Policy #710 --- Use of Facilities by Staff
22. Policy #803 --- School Calendar
23. Policy #806 --- Child/Student Abuse
24. Policy #810.1 --- Drug/Alcohol Testing-Covered Drivers
25. Policy #810.2 --- Eligibility to operate District-Owned Motor Vehicles
26. Policy #815 --- Acceptable Use for Technology Resources
27. Policy #816 --- Social Media Policy
28. Policy #817 --- Workplace Threats and Violence
29. Policy #826 --- Audio and Video Recording

SIGNATURE: _____ PRINTED NAME: _____

POSITION: School Bus Driver DATE: _____

**ALL PAPERWORK MUST BE TURNED IN BEFORE YOU LEAVE TODAY
TO ASSIGNED PERSON SO YOU'RE NAME CAN BE CHECKED OFF**

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**EAST STROUDSBURG AREA SCHOOL DISTRICT
East Stroudsburg, Pennsylvania 18301**

**2019 - 2020
TRANSPORTATION
POLICIES AND PROCEDURES
FOR
SCHOOL BUS DRIVERS**

The following policies and procedures are to be considered as part of the total District Transportation Policy.

A. USING AESOP

When calling out in advance of 2 hours or more please access the Aesop system using your individual personal pin following the system prompts to schedule your day off. There is no need to call the dispatcher after you have submitted your request off in Aesop.

When calling out from your PM run, call dispatch immediately and then place in Aesop.

In case of an emergency or late illness that is less than the 2 hour period, please call the dispatcher immediately, must speak to staff member, do not leave message and then place your day off in the Aesop system

Mary Ann Moore, Transportation Dispatcher	570- 424-8500 x10810 or 570-242-9295
Daryle Miller, Transportation Dispatcher	570-424-8500 x10810 or 570-656-4284
Patrick Schantzen, Head Mechanic	570-421-4841 x17850 or 570-656-4294
Kris Michaels, Secretary	570-424-8500 x10801
Angela Nevin, Secretary	570- 424-8500 x10803
Judy Sourwine, Secretary	570- 424-8500 x10802
Thomas HendeI, Asst. Director of Transportation	570-424-8500 x10821 or 570-872-0162
Robert Sutjak, Director of Transportation	570-424-8500 x10820 or 570-807-8010

B. LICENSE UPKEEP

Any expiration of licensing will result in immediate suspension without pay. Further discipline may occur at the discretion of the district, up to and including termination for job abandonment.

It is the responsibility of each driver to keep his/her bus driver's license up-to-date and valid at all times. Remember to carry all licensing documentation with you at all times while driving the bus. This is especially important now with CDL regulations. At the start of each school term, and whenever a **change** in licensing takes place, the Transportation Office **must be notified** and will photocopy all licensing documentation for each full-time, part-time and substitute school bus driver and will keep this information in a file for State audit purposes for that particular school term. **Each driver will be required to take the annual physical examination from the school appointed "transportation physician," prior to driver's physical card expiration date. If a driver fails to meet ALL licensing requirements, he/she will not be permitted to drive until said requirements are corrected. Driver will also be placed on progressive discipline at this time.**

Reminder:

If you have a D.O.T. physical every time you renew you need to self-certify.

When dropping a D.O.T. physical you need to self-certify that you do not need a D.O.T. physical any longer.

C. DRIVERS' CHILDREN ON BUSES

Drivers who bring their own children with them on their bus routes must be responsible for those children at all times. **This means those children are not to be unattended while with the driver during the workday, including the bus lot and lounge areas.** While on the bus, all drivers' children are to remain seated and follow the same bus rules as the students assigned to that bus. **All drivers' children must be at least 4 years old but not over the age of 18 years to ride a 72-passenger bus.**

Failure to abide by these guidelines may result in loss of the privilege of drivers' children riding on bus routes with parents.

D. BUS ROUTES

The routes assigned to drivers have been established under the guidelines and policies set forth by the Board of Education. **Route changes of any proportion are not to be made by the drivers without prior administrative approval.** Special Ed drivers must follow the pick-up and drop off points as per the child's IEP. Drivers are

encouraged to make any recommendation(s) for the improvement and safety of a run in total and/or specific stops along the run. Any such suggestions will be welcomed in an effort to improve the overall transportation system. Suggestions such as these should be brought to the attention of the Transportation Dispatcher. Action will be taken on these suggestions when possible and where appropriate.

Pickup times for stops shown on the route descriptions are meant as a "guide" for parents, students, and drivers. After the first few days of school, drivers with consultation of Director/Dispatcher may need to adjust times so that the students are arriving at their respective schools in accordance with the specific time schedules required at the particular school. Always inform students of even a minor time change **before** it is enacted.

In the afternoons, the main areas of concern deal with punctuality and the shuttle system. Shuttle buses must be prompt and ready to receive students at the designated spot and time. Because of these shuttle buses, the regular departure buses must make certain that all these buses have arrived so that no students are missed and left behind.

E. LOADING AND UNLOADING AT SCHOOL AREAS

Please wait until the next bus in line is pulled in before opening the door. The Transportation Dispatcher and the Principals at the various schools are charged with developing loading and unloading plans for buses at their respective schools. Specific instructions will be given for each school at the start of the school term. Please cooperate and follow the instructions given to you.

ARRIVAL TIMES:

7:05AM – HIGH SCHOOL NORTH & 7:15AM HIGH SCHOOL SOUTH

7:35AM - NOTRE DAME

7:10AM – INTERMEDIATE

8:30AM – ELEMENTARY FOR BREAKFAST

F. CARE OF EQUIPMENT

You have been issued the following equipment to be kept in your bus:

- a) Wrecking Bar
- b) Fire Extinguisher
- c) First Aid Kit
- d) Cleanup Kit
- e) Tire Chains and Expanders where needed
- f) One Spray Bottle per bus

Please keep this equipment in the proper place while operating the bus. If you are missing any of this equipment, report it to the bus mechanic who will get a replacement for you. **CHECK YOUR FIRE EXTINGUISHER ON A REGULAR BASIS.** If it gets near the "CHARGE" area, report it in writing to the bus mechanic and a replacement unit

will be issued. ALL buses are to be equipped with chains on an 'early closing' unless otherwise instructed. Drivers are to assume that all roadways are hazardous. Chains are also to be used at any other time a directive is given to do so.

Take care of this equipment the same way that you take care of your bus. Do not let it get away from you or get into such bad shape that you cannot use it when you need it.

BUS VIDEOS

1. Must be removed by school security or school administrator **ONLY**
2. When writing up a student and using the video as a part of the investigation please make note on student write up the time and the date of the incident.

G. VEHICLE CARE, MAINTENANCE & REPAIRS

The bus assigned to you represents a large investment on the part of the School District. Its condition is vitally important to you and your passengers. Treat it as though your money had made the purchase. No alterations of any kind (including the installation of radios or drilling holes) are to occur to your bus.

The District and more specifically, the drivers are responsible for a preventative maintenance program that will help assure the ultimate condition of the buses. At any time you suspect that a problem is developing with your bus, fill out a repair sheet providing ALL the information on the suspected problem that is possible. Repair sheets are available at the mailboxes or from the mechanics in the Garages. Do not allow minor problems to develop into major problems. Repairs are accomplished generally on a first-come, first-served basis. However, when safety and/or reliability are involved, the mechanics will schedule the work priorities as they see necessary. Included in the material supplied is a copy of the Pre Trip check list. As you are doing your daily "bus walk-around examination" of the bus assigned to you, give attention to the items outlined on this form. **Because of the CDL regulations, the pre-trip inspection MUST be performed every morning before the bus leaves the parking lot. A daily post-trip inspection at the completion of all runs is also required. See Amend "A" SPOTTED LANTERN FLY**

In the hours that you are being paid, time has been allotted for the cleaning of your assigned bus. You are expected to keep the inside of your bus reasonably clean at all times. This is not anyone's responsibility but your own. Sweep and disinfect the inside of your bus daily and discard all garbage daily. A clean bus is also a safer bus to operate.

H. MAINTENANCE & REPAIR RECORDS

The District will be keeping an accurate per month record of all maintenance and/or repair work done to the buses. By using this method, the Bus Mechanics will be able to keep a running record of everything done to each bus. This, along with the

"ZONAR REPORT" will give us a more than adequate report for our budgetary planning for the following years.

I. DISCIPLINE

Get control of your bus from the very beginning and discipline throughout the year will be easier to control.

***** Make it a point to learn the names of the students on your bus this, in turn, will help you in maintaining order on your bus.*****

When a driver has a student problem that he/she cannot handle, the driver should fill out a "Bus Conduct Report" and give it to the Principal of the school that the student attends. If possible, explain the incident to the Principal or his designee. This will provide the driver with the opportunity to discuss the incident in person with the person or persons who will have the responsibility for determining the discipline measures to be taken.

Fill out the "Report" as COMPLETELY AS POSSIBLE giving specific details of the incident(s) (facts only) and date(s) and time(s) along with the names of other students who could offer additional information relative to the incident(s). USE the lined area for details of the incident(s). It is not an acceptable practice to indicate on these "Reports" that 'this has been going on all year and I am not going to take it anymore.'

Do not take it upon yourself to remove a student from your bus. The policy of student discipline that is currently in place was reviewed by the District Solicitor to meet all legal intent of prevailing laws. It must be followed. If at any time you do not believe that you are getting the proper support from a particular school building administration, either make an appointment with the administrator to calmly and logically discuss the matter and/or notify your supervisor who will help you in this matter. Again, if after a period of time, you don't hear anything, don't assume that something is being done and don't 'just let it go this time' --CHECK with your supervisor. The use of assigned seats is a discipline and control procedure. All drivers are required to assign seats. Bus seating charts will be made available for this purpose or you may use your own 'chart.' Drivers are to keep one (1) copy of the seating chart on the bus at all times so that any substitute driver could have access to it if necessary and in the event of an accident where a listing of student names would be readily needed. A second copy should be given to the Transportation Dispatcher within the first 10 days of school.

THE PRACTICE OF "PUNISHING" AN ENTIRE BUSLOAD OF STUDENTS FOR THE ACTIONS OF A FEW IS NEITHER DESIRABLE NOR EFFECTIVE. FIND THE PROBLEM STUDENTS, KNOW WHO THEY ARE, AND SEE THAT THEY ARE DISCIPLINED ALONG THE ACCEPTED GUIDELINES AS REFERENCED ABOVE.

J. FUEL – ALL BUSES MUST MAINTAIN ½ TANK OF FUEL AT ALL TIMES

The fueling stations will record each bus's total number of gallons used. Please make sure all fuel data is correct before fueling, Employee #, Bus #, Mileage. It is important that we have an accurate figure for fuel usage.

The buses are to be used for school related activities ONLY. Do not use the bus for personal business. This would include such things as going to breakfast, stopping at the grocery store, and the like. Buses are not to be taken home or used for personal reasons without prior approval from a director. Driver found doing this without approval will be placed on progressive discipline. We must conserve the fuel provided to us for use in these buses, and, more importantly, we must keep the mileage as low as possible since there is a yearly mileage limitation on each bus. District image is also an important aspect of the use of school buses. When a "taxpayer" sees a bus off route or being used in what they consider to be an inappropriate manner, the administration will certainly hear about it as "wasting my hard earned tax dollars." This is not a desirable image.

When you are assigned a "SPARE" bus you are required to **FILL UP THE FUEL TANK AND SWEEP OUT THE BUS.** It is very frustrating for a driver to come to work and find that someone has used all the fuel in the bus. This serves no other purpose than to create hard feelings. Please also keep the Spare buses as clean as possible.

****Do not start the engine of any other driver's assigned bus as a favor to them.****

Propane buses will heat up in 8 minutes

K. INSURANCE & ACCIDENTS

Report ALL accidents (including what may be considered a minor incident) via radio NOT cell phone whether there are students on the bus or not to the transportation office or director before leaving the scene wait for their direction.

L. UHF RADIOS (TWO-WAY RADIOS)

Two-Way Radios have been installed in each of the school buses. Included within this Handbook is a Two-Way Radio Service Acceptable Use 'Policy.' Please familiarize yourself with these guidelines. This system is licensed by the Federal Communications Commission to operate on specific frequencies and in a specific manner. Failure to operate the radio systems within this specific manner could result in a fine or a loss of licensing. With these Radios, our communication for safety and emergency usage should improve greatly because of the clarity, security, and range of operation offered by these

units. Training and operational procedure will be provided to all full-time, part-time, and substitute school bus drivers as well as all other key personnel in this operation. **Please remember you must have radio silence during any accident.**

Examples of Radio Phrases

10-4 - Understood message

Landline – Phone call

20 – What is your ETA?

"the only change from last year"

M. TIME CLOCK

The time clock is meant to capture the hours that a particular individual works. Every individual who works for the District is assigned an employee number and identification card that is specific to that individual. **It is illegal for anyone else to use that number or card for any reason which would include swiping in or out at the time clock for anyone else.**

Policy #517 prohibits any support employee from engaging in conduct that may obstruct, or interfere with administrative functions of the school district. This policy can be found on the district website. It clearly states the discipline involved in abusing this policy, including termination.

Punches must equal hours according to the current collective bargaining agreement Appendix A, #1. All drivers must adhere to the punch in and out times (6, 7, or 8 hour) that are issued to them at the beginning of the school year. All driver OT must be preapproved by your supervisor.

Please see attached schedule of timesheet paperwork.

Trip sheets must be turned in to Judy Sourwine for payment to be made. Out-of-pocket expenses must be documented on an employee mileage incidental expense report with receipts attached in order to be reimbursed

Vacation Forms must be completed and turned into Angela. Personal days must be requested in advanced in the Frontline reporting system. We can only approve up to 5% of **TOTAL** number of Full Time drivers (**no more than 5 drivers per day**) for personal leave on any one day. **Missed punches** – All time clock adjustments must be made up the day of the occurrence or if absent upon your return. ie: sick, vacation, personal, funeral or missed punched.

N. FIELD TRIPS

When equipment is to be carried on field trips, it is to be stored in as safe a fashion as possible. Care should be taken to avoid equipment from shifting and/or

damaging the bus in any fashion. There may also be instances where equipment and students may have to ride on the same bus; hence, the importance of proper storage. Utilize outside storage bins when available on your trip bus.

Any expense experienced by a driver on a field trip such as tolls, parking, and fuel will be reimbursed after the driver has completed a district Expense Form accompanied with valid receipts. In that case, a check will be written to reimburse the driver on the day after the nearest board meeting. Reimbursement will be authorized according to District guidelines. The Transportation Director **MUST** give prior approval. No reimbursement will be made without the appropriate receipts. **All receipts must be itemized. There will be no reimbursement for meals unless it is an overnight trip or extenuating circumstances.**

O. PAPERWORK

ALL paperwork (trip sheets, Time Sheets, seating charts, rosters, mileage information, etc.) **must be completed and returned in the time allotted.**

Failure to do so will result in disciplinary action.

- **Trip Sheets –Must be turned in immediately after trip**

- **Seating Charts/Rosters/Maps/ Turn by Turn Directions – All paperwork must be turned in by September 10, 2019. Copies need to be made and one stays in bus and one needs to be sent to the Transportation Office.**
- **Mandatory updates done at the beginning of every marking period.**
 - **Please see Judy Sourwine to have your name checked off.**

- **Change of student from one bus to another because of Administrative decision.**

In this situation, the Principal will provide the driver with a completed and signed form detailing the student's name and the time period the student will be assigned to the bus. This form shall be kept with the roster/seating chart.

- **Temporary change of student transportation requested by parent or guardian.**

In this situation, notes from parents **will not** be accepted by drivers in any situation. The driver should request Administrative assistance to determine the action to be taken.

- **Directive for discharging students**

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Students cannot be dropped off at an unassigned bus stop unless the Bus Driver has in his/her possession a "Bus Driver Pass" signed by applicable building principal or designee or unless the Bus Driver has received verbal approval from the Bus Driver's Dispatch Supervisor.

If a Bus Driver does not possess said form or does not have approval from the Bus Driver's Dispatch Supervisor, the Bus Driver must drop the student off at the assigned bus stop or take the student back to applicable school

- **Breakdown, accident, safety threat.**

In this situation, all drivers follow Administration and/or emergency personnel instructions.

- **Maps/Directions – Must be completed and turned in before you leave on 9/10/2019.**

- **Mileage Sheets – Daily mileage is computed by the routing software on occasion the department may want a driver to do manual miles.**

P. PARKING

Parking for personal vehicles of bus drivers will be located in a lot reserved for drivers located outside the bus parking compound at the "South Lot" at the J. T. Lambert Intermediate School or at the "North Site" School Bus Maintenance Garage.

All buses are to stay in assigned space until you leave for your run. DO NOT PULL BUSES UP TO GARAGE OR OTHER SPOTS JUST TO BE CLOSE.

No Buses or Personal Vehicles are to be Stopped, Parked or Standing in front of the TLC Lounge for any reason.

Q. HEADLIGHTS

Section 4308 of the Vehicle Code requires that every school bus display lighted headlamps while in operation.

R. "CLEAN-UP PACKETS"/PERSONAL PROTECTION EQUIPMENT

Each bus should have a "clean-up packet" of materials for use in the cleaning of bodily fluids. Each packet should contain enough materials for the proper clean up and disposal of one (1) spill. Please keep this packet on the bus for use by you or any other

driver needing to use that particular bus. Extra kits or refills will be available in the Garage from the mechanics in the event that you use the initial kit provided. All necessary personal protection equipment will be available for driver use.

J. DRIVER DISCIPLINE PROCEDURES

As a general procedure, if it is found that a District employee involved with the Transportation operations must be disciplined for some action, the procedures as outlined in District Policy # 517 will be utilized.

THE TRANSPORTATION OFFICE RESERVES THE RIGHT TO ENFORCE THE FOLLOWING Progressive Disciplinary Actions, based upon the particular offense:

1. First Offense - Verbal Warning in file
2. Second Offense - Written Reprimand in File
3. Third Offense – Suspension w/wo pay
4. Termination

o DRUG AND ALCOHOL POLICY

Transportation department will conduct random drug and alcohol test every quarter. A positive Drug and Alcohol test will result in immediate suspension pending investigation and possible termination.

T. PROCEDURAL GUIDELINES FOR SCHOOL BUS ACCIDENTS

Please see accompanying information within this handbook.

U. OTHER INFORMATION

All items found in the current Agreement between the East Stroudsburg Area School Educational Support Personnel Association pertaining to Bus Drivers (directly or indirectly) will apply. Bus drivers must abide by all district policies.

The District Transportation Office can be contacted by dialing 570-424-8500.

FINES AND CITATIONS

If you are cited or fined for any reason within the scope of your job, i.e.: spot inspections, **YOU** are responsible for paying them. The East Stroudsburg Area School District has provided instruction and training that is reviewed every school year. There is no reason for fines or citations associated with doing your job. **If you are issued a moving**

violation citation and are found or plead guilty, this will result in immediate suspension pending investigation.

V. NON PUBLIC SCHOOL BUS DRIVERS

You are required by your contract to fulfill the non-public school calendar. Once you have completed your required school days with the non-public school you drive for, you may be asked to drive for East Stroudsburg Area School District to help fill in for driver call outs.



East Stroudsburg Area School District

Dr. William R Riker

Superintendent
(570)424-8500 Ext: 10001

MEMORANDUM

TO: ALL REGULAR/SUBSTITUTE EMPLOYEES WITHIN THE TRANSPORTATION DEPARTMENT

FROM: Dr. William R Riker

DATE: AUGUST 12, 2019

RE: TRANSPORTATION DEPARTMENT CHANGES

First off, I would like to thank each and every one of you for the great job you do. Please follow the "Chain of Command" listed below with respect to any transportation questions or concerns you might have. As indicated, the first individual that should be contacted is Mary Ann Moore, Daryle Miller or Patrick Schantzen.

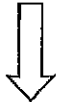
EMPLOYEE/SUBSTITUTE



MARY ANN MOORE (TRANSPORTATION),
DARYLE MILLER (TRANSPORTATION/GROUNDS)
OR PATRICK SCHANTZEN (MECHANICS)



THOMAS HENDEL



ROBERT SUTJAK



Dr. WILLIAM R RIKER

I AM LOOKING FORWARD TO A GREAT WORKING RELATIONSHIP WITH THE TRANSPORTATION DEPARTMENT.

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EAST STROUDSBURG AREA SCHOOL DISTRICT

PAY PERIOD 2019-2020

PAY PERIOD 2019-2020	PAYROLL PERIOD END DATE	REPORT DUE DATE BY NOON ON:	PAY DATE 2019-2020	PAY PERIOD 2019-2020	PAYROLL PERIOD END DATE	REPORT DUE DATE BY NOON ON:	PAY DATE 2019-2020
1	07/13/19	07/16/19	07/25/19	14	01/11/20	01/14/20	01/23/20
2	07/27/19	07/30/19	08/08/19	15	01/25/20	01/28/20	02/06/20
3	08/10/19	08/13/19	08/22/19	16	02/08/20	02/11/20	02/20/20
4	08/24/19	08/27/19	09/05/19	17	02/22/20	02/25/20	03/05/20
5	09/07/19	09/10/19	09/19/19	18	03/07/20	03/10/20	03/19/20
6	09/21/19	09/24/19	10/03/19	19	03/21/20	03/24/20	04/02/20
7	10/05/19	10/08/19	10/17/19	20	04/04/20	04/07/20	04/16/20
8	10/19/19	10/22/19	10/31/19	21	04/18/20	04/21/20	04/30/20
9	11/02/19	11/05/19	11/14/19	22	05/02/20	05/05/20	05/14/20
10	11/16/19	DATE TO FOLLOW	11/28/19	23	05/16/20	05/19/20	05/28/20
11	11/30/19	12/03/19	12/12/19	24	05/30/20	06/02/20	06/11/20
12	12/14/19	DATE TO FOLLOW	12/26/19	25	06/13/20	06/16/20	06/25/20
13	12/28/19	01/02/20	01/09/20	26	06/27/20	06/30/20	07/09/20

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**TIME SHEETS MUST BE
SUBMITTED THE MONDAY
AFTER PAYDAY BY 12 NOON**

East Stroudsburg Area School District 2019-2020 School Calendar

Approved: May 20, 2019

July

M	T	W	T	F	S	
1	2	3	4	5	6	4: Independence Day Holiday* (District Closed)
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	
29	30	31				

January (21)

S	M	T	W	T	F	S	
			1	2	3	4	1: New Year's Holiday* (District closed)
							17: K-12 Staff development (Act 80 Early Dismissal)
5	6	7	8	9	10	11	20: Martin Luther King Jr. Day (District closed)
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

August (4)

M	T	W	T	F	S	
			1	2	3	12-13: School bus driver orientation
						19: New teacher Induction
5	6	7	8	9	10	20: K-12 teacher in-service
12	13	14	15	16	17	21: K-12 Staff development (Act 80 Day)
19	20	21	22	23	24	23: Last Day of Summer Recess
	27	28	29	30	31	26: First student day 30: Labor Day Holiday (Offices Closed)

February (19)

S	M	T	W	T	F	S	
						1	17: Presidents' Day Holiday (District closed)
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

September (20)

M	T	W	T	F	S	
2	3	4	5	6	7	2: Labor Day Holiday* (District closed)
9	10	11	12	13	14	
16		18	19	20	21	
23	24	25	26	27	28	
30						

March (21)

S	M	T	W	T	F	S	
							9: K-12 Teacher in-service
1	2	3	4	5	6	7	9: School bus driver in-service (Make-up day)
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

October (21)

M	T	W	T	F	S	
	1	2	3	4	5	14: 9-12 Parent/teacher conferences K-8 Staff development (Act 80 day)
7	8	9	10	11	12	15: K-12 Staff development (Act 80 day)
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	31			

April (19)

S	M	T	W	T	F	S	
			1	2	3	4	9: Spring Recess (Offices Closed)
							10: Good Friday* (District closed)
5	6	7	8	9	10	11	13: Spring Recess (Offices Closed)
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

November (16)

M	T	W	T	F	S	
				1	2	25: 9-12 Staff development K-8 Parent/teacher conferences (Act 80 day)
						26: 9-12 Staff development K-8 Parent/teacher conferences (In-service)
4	5	6	7	8	9	26: School bus driver in-service
11	12	13	14	15	16	27: K-12 Teacher In-Service (No Students)
18	19	20	21	22	23	28: Thanksgiving Holiday* (District closed)
25		27	28	29	30	29: Friday after Thanksgiving Holiday* (District closed)

May (20)

S	M	T	W	T	F	S	
					1	2	25: Memorial Day Holiday* (District Closed)
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

December (14)

M	T	W	T	F	S	
						2: "Monday After Thanksgiving" Holiday

June (1)

S	M	T	W	T	F	S	
							1: Last Student Day Last Teacher Day

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SPOTTED LANTHERFLY LIFECYCLE



Insect sizes have been enlarged to show detail.



This publication is available in alternative media on request.
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Illustrations by Charles Wilbornski

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Hours of Service Criteria

Local - Short Haul Drivers - School Bus

100 mile radius from vehicle origin point

Start time plus 12 hours

After 12 hours, must record time in a log book or in a similar manner for the entire day up to 15 hours total

Example -

Punch in at 6:15 AM

2 hour Rule Expires at 6:15 PM

5 hour Rule, driver must now use a log book and record all daily activity. Driving time expires at 9:15

Driver returns to AM departure point/yard, time stops.

hour off duty clock starts at 9:15 and driver can go back to work at 5:15 AM

same scenario, XX emergency time hours.

driver needs to have EIGHT consecutive hours "OFF DUTY"

to reset clock

total hours in a 7 day period = 60 - no exceptions

400

Hours of Service & Supplemental Employment

EMPLOYEE ACKNOWLEDGEMENT

In Accordance with the Department of Transportation/Federal Motor Carrier Safety Administration; 49 CFR part 395 Guidelines, I understand that all school bus drivers of East Stroudsburg Area School District are required to notify their director of all sources of compensated income from other jobs. Employees are also required to provide a weekly schedule of compensated hours of duty. If their scheduled hours change on a weekly basis, or an additional job is acquired, it is the obligation of the employee to provide an accurate accounting of all compensated hours of duty in a timely manner. I also understand that it is my responsibility to make sure I am within the hours of service rules and guidelines.

Name (Printed) _____

Name (Signed) _____

Today's Date _____

2nd Employer _____

3rd Employer _____

All changes regarding Supplemental employment must be reported immediately to your supervisor.

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Bluebird Propane Bus Features

Each bus has an **Engine Key** and an **Accessory Key**. Use your accessory key to unlock overhead box, glove boxes, Battery box, Circuit breaker panel, as well as the fuel door. **Your fuel door MUST be locked in order for the bus to start.** Bus will not start if fuel door is not locked. (Please keep Battery and circuit panel doors locked!)

Safety triangles are now located at the rear of the bus near your tire chain box.

Starting the Bus - Turn key to "Start" position and hold until you see **START IN PROGRESS** in the LCD area then release key. This takes just a few seconds. The bus will then start when it is ready.

Light check system - When you activate the **Light Check Button** ...

- All lights turn on but front crossover arm does not come out.
- Child safety check alarm is activated immediately. You can open your door while light check is happening, but must disengage alarm by pushing button at the rear of your bus after turning your bus off.
- Light check system will be canceled by either disengaging your parking brake; putting your transmission in gear; or turning your bus off.

Child Safety Check

- Indicator lights are near overhead mirror shows when light check is activated and when you need to cancel child check.
- Child Safety Check is Deactivated - by turning bus off leaving key in off position and pushing button at back of bus.

Hood - Use handle at front of hood to open your hood after unlatching each side. Do not push hood open from side corner of hood (use front grab handle).

- When ready to close hood, you must disengage the safety latch under the hood first then use grab handle at front of the bus to close hood.

- 3 Belts Under the Hood; power steering pump, water pump, alternator and air compressor are all belt driven.

Light Switch - 3 position switch. All the way down is off; Middle is parking lights; Upper position turns on headlights.

HO2

irror Adjustment - Two knobs - one for driver's side & one for passenger's side. Left position adjusts upper mirror and right position adjusts lower mirror. Middle position locks adjustment in place.

Master Warning Light Switch - Must be on to activate amber / red school bus lights. Must turn off when opening door at railroad crossing or anywhere other than a school bus stop (or your Red School bus lights will activate).

Door Switch - 3 position switch. Middle position activates red school bus lights. Upper Position opens door. All the way down turns off red school bus lights.

Music Suppression Button - turns music radio off for about 10 seconds. If you push the switch down, it will cancel all noise (fans, heaters, etc.) while you hold it.

Water Pump Switch - Use this in winter only. Pumps antifreeze through Heater Core for heat in rear of bus.

Water Valve Lever (red handle) - Near drivers left leg. Put in "On" position when you want heat. Leave in "On" position all winter.

Steering Wheel Adjustment - Lever on column adjusts steering wheel up, down, forward & backward. Lock lever back in place when done making adjustments.

High Idle Switch - Use this ONLY when cold out. Do not idle your bus more than 5 minutes.

NOT drive in lower gears. Keep your transmission in Drive. Downshift only going down hills and for smoother stopping. There is no engine brake. (Use the parking brake).

Light Breaker Box - Above battery box. Use accessory key and keep locked.

Gasoline Propane Fuel Tank

Wheel Disc Brakes - no slack adjusters

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EAST STROUDSBURG AREA SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

CHILD RIDER RELEASE FORM

I accept full responsibility for my child/children (4 year or older) who will be riding with me on my assigned bus runs(s).

I do not hold East Stroudsburg Area School District in any way responsible for the health and welfare of my child/children.

Driver's Printed Name

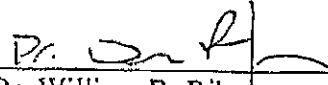
Driver's Signature

Date

404

EAST STROUDSBURG AREA
SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

OFFICIAL USE ONLY:	
	08-18-16
Dr. William R. Riker Superintendent	Effective Date

810-AR. TRANSPORTATION

The following regulations shall govern the transportation of students in accordance with law and Board Policy 810 – Transportation. In addition to these regulations, students are subject to the Code of Student Conduct, which governs student conduct: (1) in school; (2) at school activities; (3) during the time spent in travel to and from school and school activities; and (4) at such other times as allowed by applicable law, including, but not limited to, conduct that may occur at home, on the internet, or at other places where the conduct affects or implicates school operations.

The primary objective of pupil transportation is to transport students between the school(s) to which they are assigned and their assigned, Board-approved school bus stop, unless Specialized Student Transportation or approved Alternate Student Transportation has been established more fully set forth herein. No student shall ride a bus to which they are not assigned without the expressed consent of the Principal and approval of Pupil Transportation.

Kindergarten Students

1. All kindergarten students must be accompanied at their school bus stop(s) by a parent/guardian, a parent-proxy (18 years of age or older) or a sibling of the student (12 years of age or older), who is known by the student (or photo identification will be required) and authorized in advance by the parent/guardian on Form 810-P.
2. If no person, as required above, is present at the school bus stop to receive a kindergarten student from the school bus, the bus driver shall contact the Pupil Transportation Office, who will then inform the student's school principal or designee that the student is being returned to school, or placed in the care of the School Police.
3. Parents/guardians are responsible for transportation arrangements for Kindergarten students who are returned to school.
4. Habitually unclaimed/undeliverable students may be referred to/transferred to the custody of the County Child Protective Services Agency.

Drop-off/Pick-up Guidelines

1. Drop-off/pick-up times are approximate. Students should be at their assigned school bus stop 10 minutes prior to their scheduled pick-up time and may be dropped off at their assigned school bus stop 15 minutes after their scheduled drop-off time.
2. Make sure the bus driver can see you, especially when in the area within 10-feet of the school bus, known as the "danger zone."
3. Stay off the road. Students should wait for the school bus in an area away from traffic.
4. Wait until the school bus stops completely and the red lights are flashing before approaching the school bus.

405

**ACKNOWLEDGMENT OF RECEIPT OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT
SEXUAL HARASSMENT POLICY**

I acknowledge that I have received and reviewed copies of the East Stroudsburg Area School District's policy on sexual harassment as outlined in policies:

**103-Nondiscrimination/Discriminatory Harassment, School and Classroom Practices and
104- Nondiscrimination/Discriminatory Harassment in Employment/Contract Practices**

In addition, I have viewed the training video as outlined by this training requirement all of which is set forth in Executive Order 2002-4, Prohibition of Sexual Harassment in the Commonwealth, and Management Directive 505.30, Prohibition of Sexual Harassment in Commonwealth Work Settings.

NAME (PRINT): _____

SIGNATURE: _____

DATE: _____

AGENCY: East Stroudsburg Area School District

Note: This form should be returned to the main office

**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 _____ day of 29, 2019, by and between:

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

AND

Annamarie T. Robertson (the "Contractor") of Annamarie Robertson History Services

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):

Notary work

Location of Services:

*ESASD building on Pine Street
East Stroudsburg, Pa.*

Effective Date:

July 31, 2019

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ *5⁰⁰ / notarized document = 42 documents/day*
Time (Days/Hour/Other): *7 hrs/day @ #40/hr. for 2 days possibly 8 days or 9 days*
Total Cost: \$ _____

b) Fixed Rate: \$ _____

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

Budget Code: _____

Department: _____

District Initiator: _____

Authorization for Payment: _____

Date: _____

Purchase Order # _____

controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

4. Notices

Any notice, request, demand or other communication required or permitted to be given under this Agreement will be sufficient if in writing and if delivered personally, or sent by certified or registered mail as follows (or to such other addressee as will be set forth in a notice given in the same manner):

If to District:

Thomas McIntyre, Chief Financial Officer
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

If to Contractor:

Annamarie T. Robertson
1510 Second Street
Pen Argyl, Pa. 18072-1308

Any such notice will be deemed to be given on the date personally delivered or on the date mailed in the manner provided above.

5. Validity

If for any reason any provision of this Agreement will be determined to be invalid or unenforceable, the validity and effect of the other provisions will not be affected.

6. Waiver of Breach

The waiver by District or by Contractor of a breach of any particular provision of this Agreement by the other party will not operate, or be construed, as a waiver of any other breach of any other particular provision(s) by such other party.

7. Termination

This Agreement may be terminated by either party upon fifteen (15) days written notice from one party to the other party which written notice shall be given in the manner provided for in Paragraph 4 above.

8. Assignment

This Agreement will not be assignable by Contractor nor may the obligations of Contractor be delegated to another.

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COLONIAL INTERMEDIATE UNIT 20
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION CONTRACT
For School Year 2019-2020

This CONTRACT entered into this 30th day of July 2019 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 2019-2020. Based on 2018-2019 aggregate miles the Intermediate Unit transported students and providing for our 2019-2020 budgetary increases and anticipated changes in number of students transported in 2018-2019, the cost for said service is \$2.80 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)

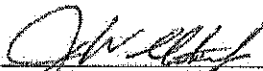
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

Colonial Intermediate Unit 20 will provide online professional development for paraeducators, teaching assistants and administrators with ParaEducator Learning Network Subscription.

The total cost for the unlimited license option is \$1,500.00. This contract will be in effect from August 1, 2019 through July 31, 2020.

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

7/27/19

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) 252-3788.

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.

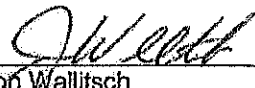
Colonial Intermediate Unit 20 will provide the following web-based curriculum program licenses:

Type of License	Number of Licenses	Cost per License	Total
Unique Learning License	8	\$475.29	\$3,802.32

This contract shall not exceed \$3,802.32 and is in effect for the 2019-2020 school year.

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

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



 Mr. Jon Wallitsch
 Director of Fiscal Affairs

7/9/19

 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) 515-8405, TDD/TTY Hearing Impaired (610) 252-3786.

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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.

Colonial Intermediate Unit 20 will provide psychiatric evaluations as requested by the East Stroudsburg Area School District.

The rates for this service are as follows:

Psychiatric Evaluation	\$295.61
Psychiatric Amendment	\$118.24
Fee for No Show Appointment	\$118.24
Fee for Cancellation-Less than 48 Hours' Notice	\$118.24

The total amount of this contract will be based on the total number of hours requested for each service per student, as well as any fees for no show or cancelled appointments. This contract will be in effect for the 2019-2020 school year.

East Stroudsburg Area School District will be billed quarterly 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

7/19/19
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) 515-8406, TDD/TTY Hearing Impaired (610) 252-3788.

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.

In collaboration with Transperfect, Colonial Intermediate Unit 20 will provide remote interpreting services to students and staff at the East Stroudsburg Area School District.

The rate for this service will be \$12.00 per month, for 10 months, not to exceed \$120.00, plus a fee of \$1.15 per minute for interpreting services. This contract will be in effect for the 2019-2020 school year.

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

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



Mr. Jon Wallitsch
Director of Fiscal Affairs

7/2/19
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) 616-6406, TDD/TTY Hearing Impaired (610) 262-3786.

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide and bill directly for Educational Audiology Services, Itinerant Hearing and Vision Support, Occupational and Physical Therapy, Orientation and Mobility Services, Psychological Services and Speech and Language Support. Colonial Intermediate Unit 20 will provide Child Find evaluations at nonpublic and private schools for the purpose of FAPE as requested by the school district for services listed on the contract.

The rates for services are as follows:

Educational Audiology Services	\$254.49/hour
Itinerant Hearing Support	\$170.06/hour
Itinerant Vision Support	\$299.12/hour
Occupational Therapy	\$129.07/hour
Orientation and Mobility Services	\$299.12/hour
Physical Therapy	\$148.36/hour
Psychological Services	\$125.44/hour
Speech and Language Support	\$126.65/hour

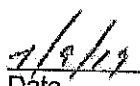
The total amount of this contract will be based on the total number of hours requested for each service per student. This contract is in effect for the 2019-2020 school year.

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

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



Mr. Jon Wallitsch
Director of Fiscal Affairs



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) 815-8406, TDD/TTY Hearing Impaired (610) 252-3786.

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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.

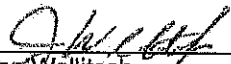
Colonial Intermediate Unit 20 will secure an LPN, RN or CSN to administer medication for East Stroudsburg Area School District students while attending Community Based Instruction and/or field trips.

The rate for this service is \$58.00 an hour for an LPN or RN and \$65.00 an hour for a CSN.

The total amount of this contract will be based on the total number of hours requested. This contract is in effect for the 2019-2020 school year.

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

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

 _____ Mr. Jon Wallitsch Director of Fiscal Affairs	<u>7/9/19</u> _____ 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) 615-6405, TDD/TTY Hearing Impaired (610) 252-3786.

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**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 21st day of July, 2019 by and between:

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

AND

Ian Flint (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):

Mr. Flint will be responsible for writing the drill (coordinated movement) for the South High School Marching Band for the Fall 2019 season. This drill should fit the style of the music and the basic abilities of the band, as described by the band director.

The first tune of the drill should be delivered by the first day of band camp 2019, and all drill should be completed by mid-September.

Location of Services:

East Stroudsburg High School South
279 North Courtland Street
East Stroudsburg, PA 18301

Effective Date: August – September, 2019

Professional Fee:

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

b) Fixed Rate: \$ 1750.00

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

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

District Initiator: Katye N. Clogg

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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EAST STROUDSBURG AREA SCHOOL DISTRICT

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

Contract for In-District Services

Name of Provider: Scott Hnasko

Employee # 7109

Date(s) of Services: 8/19/19

Title of Presentation/Service: Email/Sapphire/Internet Training

Purpose of Presentation/Service: New Teacher Induction

Total Time Required for Presentation/Service: 1.5 hours

Presentation/Service Facility: HS-South Computer Lab

Maximum Number of Participants: no maximum

Presentation/Service Rate: \$150 for 1.5 hr presentation

Total Estimated Cost of Proposed Presentation/Service: \$150.00 total

Budget Account Number to be charged: _____

Audio/Visual Equipment Needed: overhead projector, LCD screen - should be held in computer lab

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items. If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: _____

Initiator sends to Provider to sign

8/12/19
DATE

Signature of Provider: Scott R. Hnasko

8/11/19
DATE

Provider sends to Assistant Superintendent for Curriculum & Instruction

DATE

Approvals:

Assistant Superintendent

For Curriculum & Instruction: _____

Send to the Superintendent's Office

[Signature]

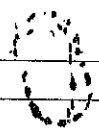
8/12/19
DATE

After Board Approved

Board Approval Date _____

Superintendent: _____

Send back to the Initiator



DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____

Approved for payment _____

Initiator will distribute the copies:

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

**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 19 day of August, 2019, by and between:

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

AND

Dr. Jaures Johnston (the "Contractor") of F.G. as per Settlement Agreement

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):

Independent Educational Evaluation as per Settlement Agreement.

Location of Services:

Dr. Jaures P. Johnston Jr., Ph.D.

Licensed Psychologist

Nationally Certified School Pyscologist

636 Ashurst Rd, Havertown, PA 19083

484-988-1625

Effective Date: August 19, 2019

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ Not to exceed \$4,000

b) Fixed Rate: \$ _____

c) Are expenses included? YES NO

If no, please itemize:

Budget Code: 10-2119-330-000-10-000-

Department: Supp / Svc.

310-000-0000

District Initiator: Marialena Casciotta

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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**MEMORANDUM OF UNDERSTANDING BETWEEN Lehigh Valley Health
Network Home Care & Hospice-Pocono and East Stroudsburg Area School
District**

This is a Memorandum of Understanding between Lehigh Valley Health Network Home Care & Hospice- Pocono (hereinafter referred to as LVHN), and East Stroudsburg Area School District (hereinafter referred to as "ESASD"). LVHN and ESASD shall be hereinafter jointly referred to as the "parties."

This Memorandum of Understanding (MOU) sets for the terms and understanding between LVHN and ESASD to provide grief counseling to students who have experienced the death of a loved one.

I. Parties

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between East Stroudsburg Area School District ("ESASD") and Lehigh Valley Health Network Home Care & Hospice- Pocono [CONTRACTOR].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to ESASD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said services/program on school(s), site(s) ("Schools") selected in Section II of the MOU.

II. Program Sites

Unless otherwise agreed to in writing by the parties, the School(s) governed by this agreement are the following:

1. Bushkill Elementary
2. East Stroudsburg Elementary
3. J.M. Hill Elementary

4. Middle Smithfield Elementary
5. Resica Elementary
6. Smithfield Elementary
7. J.T. Lambert Intermediate
8. Lehman Intermediate
9. East Stroudsburg High School North
10. East Stroudsburg High School South
11. East Stroudsburg Area Cyber Academy

III. CONTRACTOR Responsibilities/Scope of Services

A. Provide a description of the services that your program will be providing ESASD. Please be specific by answering all of the following questions

1. A brief description of the type of services your program generally provides.

LVHN Home Care & Hospice- Pocono provides a consecutive six-week workshop entitled "Good Grief" to the students in the East Stroudsburg Area School District who have experienced the death of a loved one. Death of a loved one refers to the loss of a friend, family member, community member, teacher etc. For this workshop, there must be at least six students willing to participate in the group. Students will be provided with grief counseling within a group setting. LVHN has a Confidentiality Standard which ensures confidential communication exists between the student and a counselor. LVHN will require a signed release for the student to participate in Good Grief. Services will be provided on an as needed basis by school buildings, and will be based on LVHN's availability.

Topics covered in the workshops are as follows:

- Normalization of grief.
- Examining cultural supports and non-supports within the school and community.
- Age-appropriate activities that encourage verbalization of grief.
- Ancillary subjects that come up during grief, such as:
 - Anger and anger management strategies.
 - Anxiety, Depression and coping strategies.

Within grief can come feelings of suicidal ideation. LVHN has direct access to school counselors and referrals are made to school counselors when appropriate. LVHN counselors are mandated child abuse reporters and are required by Pennsylvania's Child Protective Services Law 23 Pa. C.S. 6301 to make a report of suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse.

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

Theresa Gaglione is a licensed social worker with 35 years of experience working in the hospice setting. She has been facilitating grief support groups within the school for 15 years. Theresa has significant experience working with adults, children, and families through the grief process.

Herman Simpson is a hospice chaplain that has ten years of experience running adult grief groups and co-facilitating student grief groups.

3. Please check all of the expectations or goals below that are in agreement with your program's services.

- Ensure a high quality instructional core
 - Develop student's social health/skills
 - Develop student's emotional health
 - Develop student's physical health
 - Develop student's cognitive and academic skills
 - Create equitable opportunities for learning
 - Ensure, maintain, or support high quality and effective instruction
 - Prepare students for success in college and careers
 - Help ensure, create, and/or sustain safe, healthy and supportive schools
 - Create accountability for quality
 - Help create full service community schools in ESASD
 - Increase, raise graduation rates
 - Other: _____
- _____
- _____

B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at ESASD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on ESASD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these School(s).
2. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.
3. **Required Documents**—Ensure that all CONTRACTOR personnel who will be on ESASD premises have: (a) Federal Bureau of Investigation fingerprint base record check; (b) Pennsylvania Child Abuse History

program and to evaluate the impact of its program on students at School(s).

VI. Duration

This MOU is for the July 1, 2019 -- June 30, 2020 school year.


VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 days written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

VIII. Hold Harmless/Indemnity

Each party to this MOU agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IN WITNESS THERE OF, the parties to this agreement have duly executed it on the day, month and year set forth below.

By:  Dated: 05/21/2019 (MM/DD/YYYY)

Mark Hodgson-Director of Operations
Lehigh Valley Health Network Home Care & Hospice- Pocono

Approved as to form and procedure

By: _____ Dated: _____ (MM/DD/YYYY)

East Stroudsburg Area School District

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 12th day of August, 2019, by and between:

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

AND

Dr. Letitia Lladoc, PhD (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):

20190New Teacher Induction:
“Understanding and Respecting cultural Differences”
Building Personal and Professional Competence in a Diverse Society
1. Awareness
2. Knowledge
3. Skills

Location of Services:

Boardroom at the Administration Building

Effective Date: 08/19/19

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 100.00
Time (Days/Hour/Other): 1 Hour 10:15-11:15
Total Cost: \$ 100.00

b) Fixed Rate: \$ _____

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

Budget Code: 10-2833-330-000-00-000-000-0000 Department: Human Resources

District Initiator: Stephen C. Zall

Authorization for Payment: _____

Date: 8/13/19

Purchase Order # 20200952

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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 day of 15, 20 19, by and between:

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

AND

Dr Margaret Kay (the "Contractor") of
Independent Educational Evaluators, LLC

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):

The following are the assessments to be conducted:

W-J-IV Cog – Woodcock-Johnson IV Cognitive

W-J-IV Ach – W-J-Achievement

Comprehensive Test of Phonological Processing-2

Jordan-3 (Reversals)

Test of Orthographic Processing (Symbol processing)

CREVT-III – expressive & receptive vocabulary

Bender-2 – visual motor Integration

BASC-3 PRS & TRS – behavior, attitude, attention

Brown Scales – Attention/Executive Functioning

Location of Services:

**Dr. Margaret Kay
1555 Highlands Drive #103
Lititz, PA 17543**

Effective Date:

8/20/19

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 200.00/HR
Time (Days/Hour/Other): _____
Total Cost: \$ 3,000.00 (Not to exceed this amount)

b) Fixed Rate: \$ _____

c) Are expenses included? YES NO

If no, please itemize: All fees are included in the \$3,000.00.

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Letter of Linkage and Service Agreement

DATE: 7/22/19

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

With the intention of assisting individuals and families in need of Behavioral Health and to access appropriate levels of Care, Merakey the above Provider agree to: Maintain Awareness of each other's program and services

- Maintain communication via identified liaison staff
• Participate in treatment team decisions to include the sharing of clinical information within the parameters confidentiality and HIPAA regulations for the purpose of continuity of care.

This LETTER OF AGREEMENT will remain in effect one year from the date of signature and can be renewed annually by both parties in writing. This agreement can be terminated by either party giving a 60-day written notice.

This LETTER OF AGREEMENT is a commitment to abide by Federal and State standards, including confidentiality of an individual's information. Neither party shall discriminate against an individual on the basis of sex, race, religion, national origin, sexual orientation, age, or handicap. This is affirmed by the signatures below. Please return one copy in enclosed envelope.

Respectfully,

[Handwritten signature of Kerri-Leigh Taylor]

Kerri-Leigh Taylor, MA, LPC
Director of Behavioral Health- Pocono

7/22/19
Date

Administrator/ Designee of Party in Agreement

Date

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SP : Tamara Pettite

Proposed: 7/8/19

Code G-2

FILE CARD NAME: East Stroudsburg Area
South High School

Date of Function: September 24, 2019

Group Name: Delaware River Outdoor Educational Experience

Contact: Ms. Patricia Bixler

E-mail: patricia-bixler@esasd.net

Address: 279 North Courtland Street

Phone: 570-424-8471

City: East Stroudsburg State: PA Zip: 18301

Cell:

SIGNED CONTRACT DUE: August 12, 2019

Day / Date	Function	Attendance	Charge
Tuesday 9/24/19	8:00am - Group Arrival River Trip - Bushkill to Smithfield Beach	30 students 5 chaperones Approx: 18 canoes	\$15.00 inclusive per student

BILLING ARRANGEMENTS:

Billing Instructions: Master Account for river trip. Incidentals are to be paid by the individual.

*All Master Accounts must have a credit card on file

Supplying your credit card information below permits us to charge your account for any remaining balance on your account at departure.

Name on Card: _____

Visa - Mastercard - American Express - Discover

Card Number: _____ Exp. Date: _____ CSC/CID# _____

Deposit Requirements: An initial refundable deposit in the amount of **\$100.00** must accompany this agreement by **August 12, 2019** to confirm and hold specific dates, space, and guest rooms. Failure to do so will result in the accommodations and facilities to become available for resale.

Payment Policy: The following forms of payment are accepted: Mastercard, Visa, Discover and American Express credit cards, cash, money order or cashier's check. A 20% service charge and 6% Pennsylvania sales tax will be applied to all costs related to your event. If you are tax exempt, a copy of your Pennsylvania tax-exempt status is required and should be submitted with your contract.

Payment Schedule: You are responsible to adhere to the following payment schedule:

With Signed Contract **\$100.00 initial deposit**

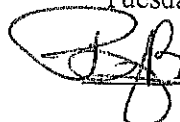
Remaining Balance: **Due 3 days prior to arrival**

Any add-ons will be charged accordingly and must be settled upon departure.

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Event Guarantees: The exact number of attendees for all banquet meal functions must be given (72) hours prior to arrival or (3) working days prior to the event. The number is not subject to reduction. If the (72) hour deadline passes and no guaranteed has been received, we will consider the number indicated on the original contract to be the correct and guaranteed number of guests. If the actual number of attendees is greater than the guarantee, the client will be invoiced for the additional guests. The hotel is pleased to set 10% over the guarantee for events with less than 100 guests, 5% for events with more than 100 guests.

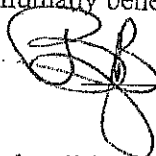
Day of Function:	Guarantee due on the preceding:
Saturday, Sunday, or Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

 I have read and understand the above billing/deposit/payment policy

Cancellation Clause: Should your organization cancel definite arrangements with the Shawnee Inn, cancellation will only be accepted in writing and be effective on the date of receipt of the Inn. The following schedule will apply:

Notice Received Prior to Arrival	Assessment Per Person Per Day
6 months or more	No Charge
Less than 30 days	Deposit refunded – School trip

If your organization books and consumes a comparable function, agreed upon by both parties within 12 months of the cancellation, the cancellation fee will be applied toward that function. Shawnee Inn believes this to be a fair and adequate policy designed to be mutually beneficial to our clients as well as the Shawnee Inn.

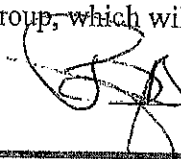
 I have read and understand the above cancellation policy

No Smoking: In the interest of health and well-being, The Shawnee Inn and Golf Resort is a non-smoking facility. Smoking is prohibited inside all interior public spaces on the property, including all buildings, guest rooms, in or around the pool area, on the veranda, porch or on the emergency stairways attached to the Inn's building. Smoking is only permitted a minimum of 20 feet outdoors of any of the Inn's buildings. Any evidence of smoking in guest accommodations will result in a \$250 fee.

Personal Property: The Shawnee Inn and Golf Resort is not responsible for damage or loss of any items brought on the premises prior to, during or following any event. Any items that need to be picked up must be removed from the premises within 24 hours. Any items left after 24 hours may incur a storage fee. Any items left after 3 days will be disposed of.

Liability: The Shawnee Inn and Golf Resort is not responsible for personal articles left unattended in any facility during an event or left after the conclusion of the event.

You will be responsible to replace or repair at 100% cost, any damages/breakage/burns or theft to the property or furnishings caused by your group, which will be billed directly to your credit card.

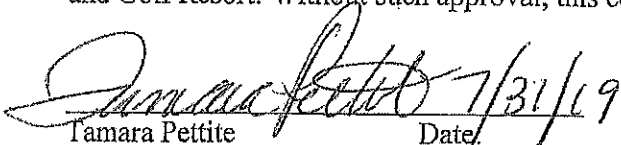
 I have read and understand the personal property/liability policies

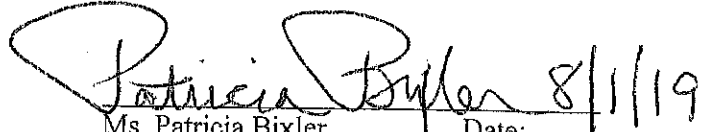
CONCLUSION:

Force Majeure: Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts include, but are not limited to acts of God, strikes, riots, acts of terrorism, epidemics, governmental regulations, communication line failures, power failures, earthquakes, civil disturbances or other disasters which materially affect the party's ability to perform this agreement.

Your Signature on this agreement, when received by our Sales Department, establishes this program on a "definite" status and represents your commitment to hold this event at The Shawnee Inn and Golf Resort.

Changes made to this contract are valid only upon written confirmation of said changes from The Shawnee Inn and Golf Resort. Without such approval, this contract is voided.


Tamara Pettite Date: 7/31/19
Office Sales Manager
Shawnee Inn & Golf Resort


Ms. Patricia Bixler Date: 8/1/19
Delaware River Outdoor Educational Experience
September 24, 2019

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.

Colonial Intermediate Unit 20 will provide mental health support in East Stroudsburg Area School District Emotional Support classes located at J.T. Lambert Intermediate School. Responsibilities include, but are not limited to, the delivery of social and emotional curriculum, individual counseling support, mental health case management, behavioral data gathering, delivery of the Positive Behavioral Support Plan, regular parent contacts, partnering with classrooms and mainstream teachers, participation in IEP meetings when requested.

The total cost for said services shall not exceed \$60,020.00. This contract is in effect for the 2019-2020 school year.

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

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

<u>Charlene M. Brennan</u>	<u>06 / 26 / 2019</u>		
Dr. Charlene M. Brennan Executive Director	Date	East Stroudsburg Area School District Superintendent	Date
<u>Elizabeth A. Hoagland</u>	<u>06 / 27 / 2019</u>		
Mrs. Elizabeth A. Hoagland Secretary to the Board	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.

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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.

This contract is in the event that additional funding is needed by the Colonial Intermediate Unit 20 School-Based Outpatient Program to provide services to the East Stroudsburg Area School District students and the community.

The total amount of this contract shall not exceed \$15,000.00. The final amount will be determined at the conclusion of the 19-20 school year. This contract will be in effect from July 1, 2019 through June 30, 2020.

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.

Charlene M. Brennan

Dr. Charlene M. Brennan
Executive Director

Elizabeth A. Hoagland

Mrs. Elizabeth A. Hoagland
Secretary to the Board

06 / 26 / 2019

Date

East Stroudsburg Area School District
Superintendent

Date

06 / 27 / 2019

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.

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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 will utilize Colonial Intermediate Unit 20 to provide a mental health worker for direct, one-on-one services at the following locations:


JT Lambert Intermediate School - Autistic Support

The total cost for said services shall not exceed \$50,580.00. This contract will be in effect for the 2019-2020 school year.

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

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

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


Mr. Jon Wallitsch
Director of Fiscal Affairs

7/27/19
Date

East Stroudsburg Area School District Date
Superintendent

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.

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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 will utilize Colonial Intermediate Unit 20 to provide an associate teacher for direct, one-on-one services at the following locations:

Clear Run Intermediate - Partial Hospitalization,
Colonial Academy - Autistic Support,
Three students at East Stroudsburg High School South - Autistic Support,
Middle Smithfield Elementary School - Autistic Support,
Middle Smithfield Elementary School - Emotional Support,
Two students at Lehman Intermediate School - Emotional Support,
Pleasant Valley High School - Emotional Support,
Resica Elementary School - Autistic Support,
Two students at Stroudsburg High School - Autistic Support; and
Stroudsburg Junior High School - Physical Support

The total cost for said services shall not exceed \$597,643.20. This contract will be in effect for the 2019-2020 school year.

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

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

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


Mr. Jon Wallitsch
Director of Fiscal Affairs

7/27/19
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.

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LETTER OF AGREEMENT FOR TITLE I SERVICES

This Agreement is made and entered into the 19th day of August 2019, by and between East Stroudsburg Area School District and Colonial Intermediate Unit 20.

1. TERM

The term of this Agreement shall commence on August 19, 2019 and terminate on June 30, 2020.

2. DESCRIPTION

Upon the terms and conditions set forth herein, East Stroudsburg Area School District requests that Colonial Intermediate Unit 20 provide **reading and math** instructional services in accordance with the Title I program at **Immaculate Conception School, Monsignor McHugh School and Notre Dame Elementary School** (East Stroudsburg). Such services will be secular, neutral and non-ideological.

Colonial Intermediate Unit 20 agrees to comply with all Title I statutory and regulatory requirements.

East Stroudsburg Area School District and Colonial Intermediate Unit 20 agree to pool Title I funds for instruction at any Nonpublic Schools within the boundaries of Colonial Intermediate Unit 20 to provide Title I services to eligible **kindergarten through fifth grade** students who reside in participating public school attendance areas regardless of the amount of funds generated by the number of children from low-income families attending Colonial Intermediate Unit 20 Nonpublic schools.

East Stroudsburg Area School District requests that Colonial Intermediate Unit 20 provide Parent and Family Engagement in accordance with Title I at Colonial Intermediate Unit 20 Nonpublic schools.

East Stroudsburg Area School District requests that Colonial Intermediate Unit 20 provide Professional Development for the teachers at Colonial Intermediate Unit 20 Nonpublic schools in accordance with Title I.

3. FEES AND PAYMENT

In consideration of the services mutually agreed upon as described herein, East Stroudsburg Area School District shall pay Colonial Intermediate Unit 20 **\$17,304.00** for instructional services as determined by their per-pupil allocation times the number of low-income nonpublic school students living in eligible attendance areas.

In consideration of the Parent and Family Engagement services mutually agreed upon as described herein, East Stroudsburg Area School District shall pay Colonial Intermediate Unit 20 **\$180.00**.

Colonial Intermediate Unit 20 will charge Administrative Costs in the amount of 3% of instructional costs for (supervisor salaries, office expenses, travel costs, postage, professional development for employees of Colonial Intermediate Unit 20, etc.)

Colonial Intermediate Unit 20 will provide an invoice to East Stroudsburg Area School District on April 1. East Stroudsburg Area School District may withhold payment if Colonial Intermediate Unit 20 does not comply with all statutory and regulatory requirements of Title I.

Colonial Intermediate Unit 20 acknowledges that the allocations reflected in this agreement are preliminary and that final allocations will be available after November 30. East Stroudsburg Area School District agrees to provide Colonial Intermediate Unit 20 with the final Title I allocation for the 2019-2020 school year for **Immaculate Conception School, Monsignor McHugh School and Notre Dame Elementary School** (East Stroudsburg) by March 1, 2020. East Stroudsburg Area School District and Colonial Intermediate Unit 20 acknowledge that an increase or decrease in funds from the preliminary allocation may increase or decrease the services outlined in this Agreement.

4. RESPONSIBILITIES

East Stroudsburg Area School District and Colonial Intermediate Unit 20 agree that responsibility for providing the Title I program transfers from East Stroudsburg Area School District to Colonial Intermediate Unit 20 upon the effective date of this Agreement. Such responsibilities include:

Include specific statements regarding:

- a. Statement on required qualifications of Title I personnel
- b. Statement on approximate number of students to be served
- c. Days/hours of delivery of services
- d. Location of delivery of services
- e. Specific services to be provided, i.e. supplemental reading instruction, supplemental math instruction, tutoring, computer-assisted instruction, etc.
- f. Evaluative testing/screening measures to be used
- g. Program assessment instruments to be used
- h. Materials to be purchased
- i. Tagging of any materials equipment purchased with Title I funds as belonging to East Stroudsburg Area School District
- j. Supervision of instruction
- k. Payment of salaries and benefits
- l. Provision of progress reports and parent conferences
- m. Parent and Family Engagement activities
- n. Professional development activities
- o. Summer school activities
- p. Maintenance of records
- q. Provision of data necessary for East Stroudsburg Area School District to complete their Title I responsibilities
- r. Meetings with Nonpublic school officials to review services

East Stroudsburg Area School District maintains responsibility for:

- a. Providing Colonial Intermediate Unit 20 with the names of nonpublic schools identified to participate in Title I
- b. Assisting Colonial Intermediate Unit 20 in identifying addresses of students who reside in Title I attendance areas
- c. Informing Colonial Intermediate Unit 20 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation and/or the addition or deletion of nonpublic schools.

East Stroudsburg Area School District assures Colonial Intermediate Unit 20 that all timely and meaningful consultation between East Stroudsburg Area School District and **Immaculate Conception School, Monsignor McHugh School and Notre Dame Elementary School** (East Stroudsburg) needed to set up this agreement has been completed prior to the effective date of this agreement.

East Stroudsburg Area School District and Colonial Intermediate Unit 20 acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESSA during the performance period of the contract.

5. MISCELLANEOUS

Colonial Intermediate Unit 20 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

Colonial Intermediate Unit 20 shall indemnify, defend, and hold harmless East Stroudsburg Area School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of Colonial Intermediate Unit 20, its officials, agents or employees.

Signatures

Dr. Christopher Wolfel
Executive Director
Colonial Intermediate Unit 20

Lisa VanWhy
President, Board of School Directors
East Stroudsburg Area School District

Date: _____

Date: _____

LETTER OF AGREEMENT
Between
THE EAST STROUDSBURG AREA SCHOOL DISTRICT
and
THE COLONIAL INTERMEDIATE UNIT 20

Title IIA Nonpublic Programs and Services

This agreement is made and entered into as of the 19th day of August 2019, by and between the **EAST STROUDSBURG AREA SCHOOL DISTRICT** (hereinafter referred to as the "School District") and the **COLONIAL INTERMEDIATE UNIT 20**.

1. TERM

The Term of this Agreement shall commence on **August 19, 2019** and terminate on **September 30, 2020**.

2. DESCRIPTION

Upon the terms and conditions set forth herein, the East Stroudsburg Area School District requests that the Colonial Intermediate Unit 20 provide Title IIA services in accordance with ESSA Nonpublic requirements for Title IIA programs and services at the following nonpublic schools: Notre Dame Elementary School (East Stroudsburg), Notre Dame Jr./Sr. High School, and Summit School of the Poconos.

Such services will be secular, neutral, and non-ideological. The Colonial Intermediate Unit 20 agrees to comply with all Title IIA statutory and regulatory requirements.

3. FEES AND PAYMENT

3.1 In consideration of the services mutually agreed upon as described herein, East Stroudsburg Area School District shall pay the Colonial Intermediate Unit 20 **\$18,118** as determined by their allocation.

3.2 The Colonial Intermediate Unit shall invoice the School District **quarterly for services rendered, including 8% indirect cost. The dates the School District shall be invoiced are: October 15th, January 15th, April 15th, & July 15th. Payment must be received by the Colonial Intermediate Unit 20 within 30 days of the invoice date.**

4. COLONIAL INTERMEDIATE UNIT 20 RESPONSIBILITIES:

- 4.1 To contact school districts within own geographical IU area who have a nonpublic school within their geographic boundary
- 4.2 Provide a School District the contact information at Colonial Intermediate Unit 20 Unit for questions
- 4.3 To provide services as outlined in the statement of work
- 4.4 To assure all financial and legal responsibilities involved in providing professional development services
- 4.5 Any other responsibilities necessary to conduct the program as intended
- 4.6 Provide the School District with the data necessary to complete their Title IIA nonpublic responsibilities
- 4.7 Provide the School District access to the program at any time

5. SCHOOL DISTRICT RESPONSIBILITIES

- 5.1 Provide the local IU the names of the participating nonpublic schools and their allocations
- 5.2 Inform the Colonial Intermediate Unit 20 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation
- 5.3 Pay the invoice to Colonial Intermediate Unit based on the participating School District's nonpublic allocations

6. MISCELLANEOUS

- 6.1 The Colonial Intermediate Unit 20 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.
- 6.2 The Colonial Intermediate Unit 20 shall indemnify, defend, and hold harmless the School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the Colonial Intermediate Unit 20, its officials, agents, or employees.
- 6.3 The East Stroudsburg Area School District maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.
- 6.4 The East Stroudsburg Area School District shall indemnify, defend, and hold harmless the Colonial Intermediate Unit 20 from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the East Stroudsburg Area School District, its officials, agents, or employees.
- 6.5 The East Stroudsburg Area School District assures the Colonial Intermediate Unit 20 that all meaningful consultation between the School District and the nonpublic schools needed to set up this agreement has been completed prior to the effective date of this agreement.
- 6.6 The East Stroudsburg Area School District is responsible for documentation and record keeping of this consultation for any potential future monitoring of the program.
- 6.7 The East Stroudsburg Area School District and the Colonial Intermediate Unit 20 of ESSA during the performance period of the contract.

The parties have entered into this Agreement as of the Effective Date first above written:

East Stroudsburg Area School District

Colonial Intermediate Unit 20

Signature: _____
Lisa VanWhy

Signature: _____
Dr. Christopher Wolfel

Title: President, School Board of Directors

Title: Executive Director

Date: _____

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 19th day of August, 2019, 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 MOUNTAINS UNITED WAY (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 IV grant, Pocono Mountains United Way will:

- Provide the Bridges out of Poverty an anti-poverty 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: August 19, 2019 to August 31, 2020


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): 10-3310-330-430-10-000-000-000-9184 Department: Grants – Title IV

District Initiator:  8/8/19

Authorization for Payment: _____ Date: _____

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