

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS  
 TITLE: DISCRIMINATION/  
 TITLE IX SEXUAL  
 HARASSMENT AFFECTING  
 STUDENTS  
 ADOPTED: August 19, 2001  
 REVISED: November 20, 2006  
 May 19, 2008  
 May 18, 2009  
 September 19, 2016  
 November 20, 2017  
 March 18, 2019  
 August 17, 2020

<p>1. Authority</p>	<p style="text-align: center;">103. DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS</p> <p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p><u>[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]</u></p> <p>The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.</p> <p>The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course, of district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.</p> <p>Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]</p> <p>The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.</p>
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The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

**Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/ Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

**Disciplinary Procedures When Reports Allege Title IX Sexual Harassment**

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy the attachments and the school district's legal and investigative obligations. [25][26][27][28][29]

**Retaliation**

The Board prohibits retaliation by the district or any other person against any person for:[28]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.

<p>2. Definitions</p>	<ol style="list-style-type: none"> <li>2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.</li> <li>3. Acting in opposition to practices the person reasonably believes to be discriminatory.</li> </ol> <p>The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.</p> <p><b><u>Discriminatory</u></b></p> <p><b>Complainant</b> shall mean an individual who is alleged to be the victim.</p> <p><b>Respondent</b> shall mean an individual alleged to be the perpetrator of the discriminatory conduct.</p> <p><b>Harassment</b> is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance when such conduct is:</p> <ol style="list-style-type: none"> <li>1. Sufficiently severe, persistent or pervasive; and</li> <li>2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.</li> </ol> <p><b><u>Definitions Related to Title IX Sexual Harassment</u></b></p> <p>Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[27][30]</p>
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	<p>Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[30]</p> <p>Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[30]</p> <ol style="list-style-type: none"><li>1. Counseling.</li><li>2. Extensions of deadlines or other course-related adjustments.</li><li>3. Modifications of work or class schedules.</li><li>4. Campus escort services.</li><li>5. Mutual restrictions on contact between the parties.</li><li>6. Changes in work or housing locations.</li><li>7. Leaves of absence.</li><li>8. Increased security.</li><li>9. Monitoring of certain areas of the campus.</li><li>10. Assistance from domestic violence or rape crisis programs.</li><li>11. Assistance from community health resources including counseling resources.</li></ol> <p>Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[18][23][24][17][31]</p> <p>Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[30]</p> <ol style="list-style-type: none"><li>1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct,</li></ol>
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commonly referred to as *quid pro quo sexual harassment*.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[32]
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[32]
  - c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[33]
  - d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[32]
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

<p>3. Delegation of Responsibility</p>	<p>Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[26][27][30]</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent for Curriculum and Instruction as the district's Compliance Officer and the Director of Administrative Services as the district's Title IX Coordinator. [34]</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer and Title IX Coordinator, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p> <p>The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas as appropriate:</p> <ol style="list-style-type: none"><li>1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.</li><li>2. Training – Provide training for students and staff to prevent, identify and alleviate problems of discrimination.</li><li>3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.</li><li>4. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.</li></ol>
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<p>4. Guidelines</p>	<p>5. District Support – Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related matters.[35]</p> <p>6. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.</p> <p>7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.</p> <p><b>Title IX Sexual Harassment Training Requirements</b></p> <p>The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:</p> <ol style="list-style-type: none"><li>1. Definition of sexual harassment.</li><li>2. Scope of the district’s education program or activity, as it pertains to what is subject to Title IX regulations.</li><li>3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.</li><li>4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.</li><li>5. Use of relevant technology.</li><li>6. Issues of relevance including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.</li><li>7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.</li><li>8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.</li></ol> <p>All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.</p>
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All training materials shall be posted on the district's website.

**Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Exclusion from school-sponsored activities.
3. Detention.
4. Suspension.
5. Expulsion.
6. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][36]

**Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

**Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal References

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4

- 5. 24 P.S. 1301
- 6. 24 P.S. 1310
- 7. 24 P.S. 1601-C et seq
- 8. 24 P.S. 5004
- 9. 43 P.S. 951 et seq
- 10. 20 U.S.C. 1681 et seq
- 11. 34 CFR Part 106
- 12. 29 U.S.C. 794
- 13. 42 U.S.C. 12101 et seq
- 14. 42 U.S.C. 1981 et seq
- 15. 42 U.S.C. 2000d et seq
- 16. U.S. Const. Amend. XIV, Equal Protection Clause
- 17. Pol. 103.1
- 18. Pol. 113.1
- 19. Pol. 218
- 20. Pol. 233
- 21. Pol. 317
- 22. Pol. 806
- 23. Pol. 113.2
- 24. Pol. 113.3
- 25. 20 U.S.C. 1232g
- 26. 34 CFR 106.44
- 27. 34 CFR 106.45
- 28. 34 CFR 106.71
- 29. 34 CFR Part 99
- 30. 34 CFR 106.30
- 31. Pol. 113
- 32. 34 U.S.C. 12291
- 33. 20 U.S.C. 1092
- 34. 34 CFR 106.8
- 35. Pol. 150
- 36. Pol. 317.1
- 18 Pa. C.S.A. 2709
- 20 U.S.C. 1400 et seq
- 28 CFR Part 41
- 28 CFR Part 35
- 34 CFR Part 100
- 34 CFR Part 104

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	<p><u>34 CFR Part 110</u></p> <p><u>U.S. Const. Amend. I</u></p> <p>Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)</p> <p>Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)</p> <p>Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)</p> <p>Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)</p> <p><u>Office for Civil Rights - Resources for Addressing Racial Harassment</u></p> <p>Pol. 122</p> <p>Pol. 123</p> <p>Pol. 138</p> <p>Pol. 216</p> <p>Pol. 220</p> <p>Pol. 247</p> <p>Pol. 249</p> <p>Pol. 251</p> <p>Pol. 252</p> <p>Pol. 320</p> <p>Pol. 701</p> <p>Pol. 815</p> <p>Pol. 832</p>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

**SECTION:** PROGRAMS  
**TITLE:** DISCRIMINATION/  
 TITLE IX  
 SEXUAL HARASSMENT  
 AFFECTING STAFF  
**ADOPTED:** August 19, 2002  
**REVISED:** June 22, 2009  
 September 19, 2016  
 November 20, 2017  
 March 18, 2019  
 August 17, 2020

<p>1. Authority</p>	<p style="text-align: center;"><b>104. DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STAFF</b></p> <p>The Board declares it to be the policy of this school district to provide to all persons equal access to all categories of employment in this school district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability. The school district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. <u>[1][2][3][4][5][6][7][8][9][10][11][12]</u></p> <p>The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.</p> <p>The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.</p> <p>The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.</p>
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**Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

**Disciplinary Procedures when Reports Allege Title IX Sexual Harassment**

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

*Administrative Leave –*

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the

2. Definitions	<p>employee may be removed on an emergency basis.</p> <p>An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.</p> <p><b><u>Confidentiality</u></b></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations. [13][14][15][16][17]</p> <p><b><u>Retaliation</u></b></p> <p>The Board prohibits retaliation by the district or any other person for:[16]</p> <ol style="list-style-type: none"><li>1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.</li><li>2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.</li><li>3. Acting in opposition to practices the person reasonably believes to be discriminatory.</li></ol> <p>The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.</p> <p><b>Complainant</b> shall mean an individual alleged to be the perpetrator of the discriminatory conduct.</p> <p><b>Discrimination</b> shall mean to treat individuals differently, or to harass or victimize based on a protected classification including, race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy or handicap/disability.</p>
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**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or work performance, including when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints.

The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[15][18]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[18]

1. Counseling or Employee Assistance Program
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[18]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[19]

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<p>3. Delegation of Responsibility</p>	<ul style="list-style-type: none"> <li>i. Length of relationship.</li> <li>ii. Type of relationship.</li> <li>iii. Frequency of interaction between the persons involved in the relationship.</li> </ul> <p>b. <i>Domestic violence</i> includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[19]</p> <p>c. <i>Sexual assault</i> means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[20]</p> <p>d. <i>Stalking</i>, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[19]</p> <ul style="list-style-type: none"> <li>i. Fear for their safety or the safety of others.</li> <li>ii. Suffer substantial emotional distress.</li> </ul> <p>Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[14][15][18]</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the school district's Compliance Officer and the Director of</p>
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<p>4. Guidelines</p>	<p>Administrative Services as the school district's Title IX Coordinator.</p> <p>The Compliance Officer and Title IX Coordinator shall at least annually disseminate this policy and complaint procedure to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer or Title IX Coordinator, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p> <p>The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and monitor the implementation of the district's nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> <li>1. Review – Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.</li> <li>2. Training – Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.</li> <li>3. Resources – Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.</li> <li>4. Reports/Formal Complaints – Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.</li> </ol> <p><b>Title IX Sexual Harassment Training Requirements</b></p> <p>The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:</p> <ol style="list-style-type: none"> <li>1. Definition of sexual harassment.</li> </ol>
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2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.[22][23]

All training materials shall be posted on the district's website.

**Disciplinary Consequences**

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

**Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

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**Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

References:

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691

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	<p><u>EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993</u></p> <p><u>EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999</u></p> <p><u>EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990</u></p> <p>Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)</p> <p>Faragher v. City of Boca Raton, 524 U.S. 775 (1998)</p> <p>Pol. 320</p> <p>Pol. 815</p> <p>Pol. 832</p>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: HAZING

ADOPTED: August 19, 2002

REVISED: September 19, 2016  
March 18, 2019  
August 17, 2020

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">247. HAZING</p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p> <p><b>Hazing</b> occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]</p> <ol style="list-style-type: none"> <li>1. Violate federal or state criminal law.</li> <li>2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.</li> <li>3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.</li> <li>4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.</li> <li>5. Endure brutality of a sexual nature.</li> <li>6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.</li> </ol> <p><b>Aggravated hazing</b> occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]</p> <ol style="list-style-type: none"> <li>1. The person acts with reckless indifference to the health and safety of the student; or</li> <li>2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.</li> </ol>
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<p>3. Authority</p>	<p><b>Organizational hazing</b> occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]</p> <p>Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]</p> <ol style="list-style-type: none"><li>1. The consent of the student was sought or obtained, or</li><li>2. The conduct was sanctioned or approved by the school or organization.</li></ol> <p><b>Student activity or organization</b> means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]</p> <p>For purposes of this policy, <b>bodily injury</b> shall mean impairment of physical condition or substantial pain.[8]</p> <p>For purposes of this policy, <b>serious bodily injury</b> shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]</p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]</p> <p>No student, parent/guardian, administrator, coach, sponsor, volunteer or school district employee shall plan, direct, encourage, assist, engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the school principal or designee.</p> <p>Willing participation in hazing activities is strictly prohibited and those students identified as willing participants will be subject to disciplinary consequences.</p> <p><b><u>Title IX Sexual Harassment and Other Discrimination</u></b></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the</p>
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<p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]</p> <p>Students, parents/guardians, administrators, coaches, sponsors, volunteers, and school district employees shall be alert to incidents of hazing and shall report such conduct to the school principal or designee.</p> <p>In addition to posting this policy on the district's publicly accessible website, the school district shall annually inform students, parents/guardians, administrators, coaches, sponsors, volunteers and school district staff that hazing of school district students is prohibited, by means of distribution of written policy, publication in the Code of Student Conduct, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.[4]</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]</p> <p><b><u>Complaint Procedure</u></b></p> <p>A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.</p> <p>Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p>
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**Interim Measures/Police**

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[13]

***Referral To Law Enforcement and Safe Schools Reporting Requirements –***

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[14][15][16]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students 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 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.  
[14][15][17][18][19][20]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[15][20][21]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools.[14][20]

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

**Retaliation**

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

**Consequences for Violations**

*Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[13]

*Students –*

If the investigation results in a substantiated finding of hazing, the school principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][13][22][23]

*Nonstudent Violators/Organizational Hazing --*

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

*Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

References:

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 24 P.S. 1303-A
15. 22 PA Code 10.2
16. 35 P.S. 780-102
17. 24 P.S. 1302.1-A
18. 22 PA Code 10.21
19. 22 PA Code 10.22
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING  
 ADOPTED: April 14, 2003  
 REVISED: April 16, 2007  
 November 17, 2008  
 October 15, 2012  
 April 14, 2014  
 June 16, 2014  
 October 20, 2014  
 December 19, 2016  
 November 20, 2017  
 March 18, 2019  
 August 17, 2020

# EAST STROUDSBURG AREA SCHOOL DISTRICT

<b>249. BULLYING/CYBERBULLYING</b>	
<b>1. Purpose</b>	<p>Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.</p>
<b>2. Definitions</b>	<p><b>Bullying/Cyberbullying</b> means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, which occurs in a school setting (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:[1]</p> <ol style="list-style-type: none"> <li>1. Substantially interfering with a student’s education;</li> <li>2. Creating a threatening environment; or</li> <li>3. Substantially disrupting of the orderly operation of the school.</li> </ol> <p><b>School setting</b> - means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District.[1]</p>
<b>3. Authority</b>	<p>The Board prohibits all forms of bullying/cyberbullying by district students.[1]</p> <p>The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents to the building principal or designee.</p> <p>Students are encouraged to use the district’s report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively,</p>



<p>4. <b>Delegation of Responsibility</b></p>	<p>neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p><b><u>Title IX Sexual Harassment and Other Discrimination</u></b></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]</p> <p><b><u>Confidentiality</u></b></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.</p> <p><b><u>Retaliation</u></b></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying/cyberbullying.</p> <p>The Superintendent, or designee(s), shall develop administrative regulations necessary to implement this Policy.[1]</p> <p>The Superintendent, or designee(s) shall ensure that this Policy and administrative regulation(s), if any, are reviewed annually with students.[1]</p> <p>The Superintendent, or designee(s), in cooperation with other appropriate School District administrators, shall review this Policy every three (3) years, and recommend necessary revisions to the Board.[1]</p>
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<p><b>5. Guidelines</b></p>	<p>District administration must annually provide the following information with the Safe School Report:[1]</p> <ol style="list-style-type: none"><li>1. Board of School Director's Bullying/cyberbullying Policy.</li><li>2. A report of the School District's bullying/cyberbullying incidents.</li><li>3. Information on the development and implementation of the bullying/cyberbullying prevention, intervention, and education programs.</li></ol> <p><b><u>Notices</u></b></p> <p>The Code of Student Conduct, which shall contain this Policy, must be disseminated annually to students.[1][4][5]</p> <p>This Policy must be accessible in every classroom. The Policy shall be posted in a prominent location within each school building where notices are usually posted, and posted on the School District's web site.[1]</p> <p><b><u>Bullying/Cyberbullying Prevention, Intervention, and Education Programs</u></b></p> <p>The School District shall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.</p> <p>Bullying/Cyberbullying prevention, intervention, and education programs shall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.</p> <ol style="list-style-type: none"><li>a. <i>School-wide actions</i> include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:[1][6][7][8]<ol style="list-style-type: none"><li>1. We do not bully/cyberbully others.</li><li>2. We help students who are bullied/cyberbullied.</li><li>3. We include students who are left out.</li><li>4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied.</li></ol></li><li>b. <i>Classroom level activities</i> include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/cyberbullying themes.</li></ol>
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c. *Individual interventions* include, but are not limited to, follow up with both victims and bullies/cyberbullied that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.

d. *Community involvement* encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.

**Complaint Procedure**

Guidelines/forms for filing a complaint can be found in Policies 103, 103.1 and 104 and associated attachments.

**Consequences For Violations**

A founded charge against a School District student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied/cyberbullied from the perpetrator(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.[1][4][9]

Any violation of this Policy shall be considered an infraction of the Code of Student Conduct and any other applicable School District policy, with discipline implemented accordingly. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the School District's victimization procedures.

**False Reports**

The principal, in accordance with the Code of Student Conduct and/or other School District policies, will determine the consequences and remedial actions for a student found to have falsely accused another as a means of discrimination/harassment, intimidation or bullying/cyberbullying. The Superintendent will determine consequences and remedial actions for personnel found to have falsely accused another as a means of discrimination/harassment, intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

**References:**

1. 24 P.S. 1303.1-A

2. Pol. 103

3. Pol. 103.1

4. Pol. 218

5. 22 PA Code 12.3

6. 20 U.S.C. 7118

7. 24 P.S. 1302-A

8. Pol. 236

9. Pol. 233

Pol. 113.1

**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: EMPLOYEES

TITLE: EDUCATOR MISCONDUCT

ADOPTED: June 15, 2015  
August 17, 2020

	<p style="text-align: center;"><b>317.1. EDUCATOR MISCONDUCT</b></p> <p>1. Purpose The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.</p> <p>2. Authority The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[1][2]</p> <p>3. Definitions <b>Educator</b> - shall mean a person who holds a certificate.[3] <b>Certificate</b> - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[3] <b>Sexual Abuse or Exploitation</b> - shall mean any of the following:[4]</p> <ol style="list-style-type: none"> <li>1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:             <ol style="list-style-type: none"> <li>a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.</li> <li>b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.</li> <li>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</li> <li>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</li> </ol> </li> <li>2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual</li> </ol>
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<p>4. Delegation of Responsibility</p>	<p>exploitation.</p> <p><b>Sexual Misconduct</b> - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]</p> <ol style="list-style-type: none"><li>1. Sexual or romantic invitation.</li><li>2. Dating or soliciting dates.</li><li>3. Engaging in sexualized or romantic dialog.</li><li>4. Making sexually suggestive comments.</li><li>5. Self-disclosure or physical disclosure of a sexual or erotic nature.</li><li>6. Any sexual, indecent, romantic or erotic contact with a child or student.</li></ol> <p><b><u>Duty To Report</u></b></p> <p>The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[5]</p> <ol style="list-style-type: none"><li>1. Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause;</li><li>2. Who has been arrested or convicted of any crime that is graded a misdemeanor or felony;</li><li>3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student;</li><li>4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice;</li><li>5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act;</li><li>6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services); and[6]</li></ol>
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5. Guidelines

7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[5]

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[5][7][8]

Failure to comply with the reporting requirements may result in professional disciplinary action.[9]

**Investigation**

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[10]

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[10]

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[10]

**Title IX Sexual Harassment and Other Discrimination**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title

IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.[11][12]

**Confidentiality Agreements**

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[10]

**Confidentiality**

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[13]

**Immunity**

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[14]

References:

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c



	<p><u>10. 24 P.S. 2070.11</u></p> <p>11. Pol. 103</p> <p>12. Pol. 104</p> <p><u>13. 24 P.S. 2070.17b</u></p> <p><u>14. 24 P.S. 2070.17a</u></p> <p><u>23 Pa. C.S.A. 6301 et seq</u></p> <p><u>24 P.S. 2070.1a et seq</u></p>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: MAINTAINING  
PROFESSIONAL  
ADULT/STUDENT  
BOUNDARIES

ADOPTED: April 18, 2016

REVISED: August 17, 2020

<p>1. Authority</p>	<p><b>824. MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES</b></p> <p>This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as <b>adults</b>. The term <b>adults</b> as used in this policy, does not include district students who perform services on a volunteer or compensated basis.</p> <p>All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.</p> <p>The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]</p> <p>This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.</p>
<p>2. Definition</p>	<p>For purposes of this policy, <b>legitimate educational reasons</b> include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.</p>

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<p>4. Guidelines</p>	<p>The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.</p> <p>Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy. [2]</p> <p>Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.</p> <p><b><u>Prohibited Conduct</u></b></p> <p><i>Romantic Or Sexual Relationships –</i></p> <p>Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student’s age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]</p> <p>Prohibited romantic or sexual interaction involving students includes, but is not limited to:</p> <ol style="list-style-type: none"><li>1. Sexual physical contact.</li><li>2. Romantic flirtation, propositions, or sexual remarks.</li><li>3. Sexual slurs, leering, epithets, sexual or derogatory comments.</li><li>4. Personal comments about a student’s body.</li><li>5. Sexual jokes, notes, stories, drawings, gestures or pictures.</li><li>6. Spreading sexual or romantic rumors.</li><li>7. Touching a student’s body or clothes in a sexual or intimate way.</li><li>8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.</li><li>9. Restricting a student’s freedom of movement in a sexually intimidating or provocative manner.</li></ol>
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10. Displaying or transmitting sexual objects, pictures, or depictions.

*Social Interactions –*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.

13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

*Electronic Communications –*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members,

except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

**Exceptions**

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g., when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

**Reporting Inappropriate Or Suspicious Conduct**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately promptly notify the Superintendent, building principal or other Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Retaliation Report Form or by making a general report

verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but no later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy. [9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

### **Investigation**

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence. [5][8][12][19][20][21][22]

**Disciplinary Action**

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures. [8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

**Training**

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

References:

1. 24 P.S. 510
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. Pol. 104
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. 24 P.S. 2070.9a
12. Pol. 317.1
13. 22 PA Code 10.2
14. 22 PA Code 10.21
15. 22 PA Code 10.22
16. 24 P.S. 1302.1-A
17. 24 P.S. 1303-A



	18. Pol. 805.1 19. Pol. 317 20. Pol. 113.1 21. Pol. 218 22. Pol. 233 <u>24 P.S. 2070.1a et seq</u> <u>22 PA Code 235.1 et seq</u> <u>23 Pa. C.S.A. 6301 et seq</u>
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**EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT**

SECTION: PROFESSIONAL  
EMPLOYEES  
  
TITLE: EDUCATOR MISCONDUCT  
  
ADOPTED: June 15, 2015  
  
REPEAL: August 17, 2020 (Combine under  
Employees 317.1)

<b>417.1. EDUCATOR MISCONDUCT</b>	
<p>1. Purpose</p>	<p>The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.</p>
<p>2. Authority 24 P.S. Sec. 2070.1a Title 22 Sec. 235.1 et seq</p>	<p>The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.</p>
<p>3. Definitions 24 P.S. Sec. 2070.1b</p>	<p><b>Educator</b> - shall mean a person who holds a certificate.</p>
<p>24 P.S. Sec. 2070.1b</p>	<p><b>Certificate</b> - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Sexual Abuse or Exploitation</b> - shall mean any of the following:</p> <ol style="list-style-type: none"> <li>1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:               <ol style="list-style-type: none"> <li>a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.</li> <li>b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.</li> <li>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</li> <li>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</li> </ol> </li> </ol>

24 P.S.  
Sec. 2070.1b

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

4. Delegation of  
Responsibility  
24 P.S.  
Sec. 2070.9a

Duty To Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause;
2. Who has been arrested or convicted of any crime that is graded a misdemeanor or felony;
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student;
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice;

<p>Pol. 806</p>	<p>5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act;</p> <p>6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services); and</p> <p>7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.</p>
<p>24 P.S. Sec. 2070.9a</p>	<p>An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.</p>
<p>24 P.S. Sec. 2070.9a</p>	<p>All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.</p>
<p>SC 111 24 P.S. Sec. 2070.9a Pol. 317</p>	<p>An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.</p>
<p>24 P.S. Sec. 2070.9c</p>	<p>Failure to comply with the reporting requirements may result in professional disciplinary action.</p>
<p>5. Guidelines</p>	<p><u>Investigation</u></p>
<p>24 P.S. Sec. 2070.11</p>	<p>School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.</p>
<p>24 P.S. Sec. 2070.11</p>	<p>Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.</p>

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<p>24 P.S. Sec. 2070.11</p>	<p>Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.</p>
<p>24 P.S. Sec. 2070.11</p>	<p><u>Confidentiality Agreements</u></p> <p>The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.</p>
<p>24 P.S. Sec. 2070.17b</p>	<p><u>Confidentiality</u></p> <p>Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.</p>
<p>24 P.S. Sec. 2070.17a</p>	<p><u>Immunity</u></p> <p>Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Pennsylvania’s Code of Professional Practice and Conduct for Educators – 22 PA Code Sec. 235.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 417, 806</p>

# Form 611

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

The respondent's email address ([william-vitulli@esasd.net](mailto:william-vitulli@esasd.net)) was recorded on submission of this form.

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name Of Requester \*

William Vitulli

Department \*

ESACA

Building \*

ESACA

What service or item are you requesting? \*

Elementary enrollment through Edgenuity

Why are you requesting the service or item? \*

Increased enrollment due to pandemic

Suggested Replacement: \*

None

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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. \*

No, this is our only vendor for this product.

What is the total cost of the purchase? \*

with 400 enrollment...\$100,000

Procurement Method: \*

Quote

Request for Proposal (RFP)

Bid

Other: \_\_\_\_\_

Was this purchase budgeted? \*

No ▼

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Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- NO

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

professional services

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

only 1 option

Any additional information you would like to provide.

This is the elementary version of Edgenuity. We pay for this per student. Enrollment is up due to pandemic.

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

Google Forms

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# Price Quote for Services

## EAST STROUDSBURG AREA SCHOOL

East Stroudsburg PA

Edgenuity Inc.  
8860 E. Chaparral Road  
Suite 100  
Scottsdale AZ 85250  
877-725-4257

Date 7/24/2020  
Quote # 162524  
Account # 87299

Payment Schedule	Pricing Expires	Contract Start Date	Contract End Date
PO Req, Net 30	7/31/2021	8/1/2020	7/31/2021

Header	Quantity	Description	Amount
Content	400	FT Elementary Student License (Content only) - One School Year (Aug 1 2020 - June 30 2021, up to 6 courses, not reusable) **\$250/Student/Year	100,000.00

Subtotal 100,000.00  
 Shipping Cost (USPS Media Mail) 0.00  
 Total \$100,000.00

It's been a pleasure working with you!

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

Customer

Signature

Print Name

Title

Edgenuity Inc. Representative

Elena Anguita

Account Executive

TEL 570-468-7808

EMAIL [elena.anguita@edgenuity.com](mailto:elena.anguita@edgenuity.com)

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. All order documentation can be ...

Please specify a shipping address if applicable.

Please e-mail this quote, the purchase order and order documentation to [AR@edgenuity.com](mailto:AR@edgenuity.com) or fax to 480-423-0213.

8860 E. Chaparral Rd., Suite 100, Scottsdale, Arizona 85250 877.7CLICKS Fax: 480.423.0213 [www.edgenuity.com](http://www.edgenuity.com)

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Edgenuity Inc.  
 8860 E. Chaparral Road  
 Suite 100  
 Scottsdale AZ 85250  
 877-725-4257

Price Quote for Services  
 EAST STROUDSBURG AREA SCHOOL DISTRICT  
 East Stroudsburg PA  
 Account Number 87299  
 Quote Number 165157  
 Total \$60,000.00  
 Date 8/11/2020

**Payment Schedule**

PO Req, Net 30

**Contract Start**

8/17/2020

**Contract End**

8/16/2021

Site	Description	Comment	End Date	Per Unit Cost	Qty	Cost
1. East Stroudsburg Cyber Academy	FT Elementary Student License (Content only) - One School Year (Fall 2020 - Spring 2021, up to 6 courses, not reusable)		08/16/2021	\$200.00	300	\$60,000.00

**Subtotal** \$60,000.00

**Total** \$60,000.00

It's been a pleasure working with you!

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

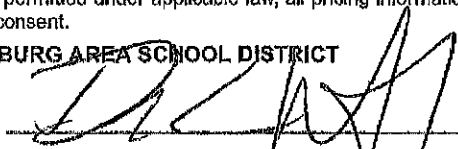
This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Edgenuity Inc. Representative

Elena Anguita  
 Cell: 570-468-7808  
 Email: elena.anguita@edgenuity.com

Signature:



Print Name:

WILLIAM VITALE

Title:

Principal

Date:

8/17/2020

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. All order documentation can be submitted electronically at <https://edgenuity.formstack.com/forms/ar>. Alternatively you can e-mail this quote, the purchase order and order documentation to [AR@edgenuity.com](mailto:AR@edgenuity.com) or fax to 480-423-0213.

# **ESASD HEALTH & SAFETY PLAN Phases 1 & 2**

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
ATHLETICS HEALTH AND SAFETY PLAN  
For Voluntary Summer Workouts from July 1 through August 10th**

**Introduction:**

The COVID-19 pandemic has presented athletics across the world with a myriad of challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

The ESASD will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA DOH, as well as the NFHS and PIAA. The ESASD realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and spectators.

**ESASD Task Force Members:**

Chuck Dailey, Athletic Director and Primary Contact for East Stroudsburg High School - North  
Contact Information: [charles-dailey@esasd.net](mailto:charles-dailey@esasd.net) or 570-588-4420 extension 19500

Denise Rogers, Athletic Director and Primary Contact for East Stroudsburg High School - South  
Contact Information: [denise-rogers@esasd.net](mailto:denise-rogers@esasd.net) or 57-424-8471 extension 20520.

Christopher Rossi, Athletic Trainer at East Stroudsburg High School - North

Armand Martinelli, Athletic Trainer at East Stroudsburg High School - South

Susan Cole, School Nurse Department Chair for ESASD

Jeanne Brannigan, School Nurse at East Stroudsburg High School - South

MaryLouise Neyhart, School Nurse at East Stroudsburg High School - North

Jennifer Andrews, Assistant Athletic Director at East Stroudsburg High School - South

Erik Buksa, Assistant Athletic Director at East Stroudsburg High School - North

Lizette Rodriguez - School Nurse at JT Lambert Intermediate School

Leslie Cox, School Nurse at Lehman Intermediate School

Dr. John Bart, ESASD School Physician (Consulted for Physical Procedures)

Dr. William Riker, Superintendent of the East Stroudsburg Area School District

**Sports Physical Procedures:**

All physicals will be held at the JT Lambert Intermediate School. This will allow for optimal spacing, traffic flow, social distancing and cleaning procedures. All individuals present at the location are required to wear a facemask and the health care professionals will be wearing gloves or washing their hands between patients. Social distancing is to take place at all times.

1. Student appointments will be made via phone call to either athletic offices. Appointments will be timed 6 minutes apart (as opposed to the usual 4 minutes to allow for room/equipment sanitizing).
2. As cars arrive at the parking lot, they will be cued up into lines according to their assigned times by a parking lot attendant that will verify that the student has completed the section 5 & 6 of their CIPPE packet, along with completing the brief COVID questionnaire for the nurses and physician. (COVID Questionnaire is Attached to this document)
3. At the direction of the parking lot attendant, the student and parent will be directed to check in at the tent with the Athletic Secretarial Staff and utilize hand sanitizer, student/parent will then proceed to the far left entrance doors where they will be greeted and have their temperature taken by a school nurse. If the student is found to have a fever (100 degrees or higher), they will be asked to leave the premises and have a physical conducted by their personal physician. After clearing the temperature check, the nurse will check the student's height and weight, as well as their vision.
4. The next station the student will visit is a separate nursing station where they will have their blood pressure check.
5. Upon completion of this task, the student will then be called in to have their physical exam performed by the doctor. Student/parent will advance through the stations as the previous patient vacates the area and proper sanitization has occurred.
6. Upon completion of the physical, the student will be told to exit out the front doors. A member of the district custodial staff will sanitize the exam table in the doctor's room, as well as the chair in the blood pressure check area between each student.

**Recommendations for ALL PHASES for Junior and Senior High Athletics:**

1. Athletes, Coaches, and Staff will undergo a COVID- 19 health screening prior to any practice, event, or team meeting. The type of screening will be dependent upon the available resources and the Phase level. The purpose is to check for signs and symptoms of COVID-19.
2. Promote healthy hygiene practices such as hand washing (20 seconds with warm water and soap) and employees wearing a cloth face covering or face shield at all times, unless

doing so jeopardizes their health. (Face coverings are required to help decrease potential exposure to COVID-19 respiratory droplets by an infected individual. Face Coverings will not be used for athletes while practicing or competing.) Hand Sanitizer will be available for team use as resources allow.

3. Intensify cleaning, disinfection, and ventilation in all facilities under the direction of the Director of Facilities.
4. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible.
5. Educate Coaches, and Staff on health and safety protocols during a meeting to be held on Monday, June 29th at 7:00pm, presented in conjunction with the athletic department and athletic training departments. (North and South Combined) Attendance at this meeting by a minimum of one coach from each fall team is mandatory in order for the team to hold workouts prior to August 10th. Sign in sheets will be utilized and retained by the athletic department. The Coaches will then in turn share the information with their athletes.
6. Anyone who is sick must stay home.
7. Any student or employee becomes ill during a workout will be sent home, and if a student's ride is unavailable, that student will be isolated from the other students and parents will be notified by the coach.
8. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
9. Athletes and Coaches MUST provide their own water bottle for hydration. Water bottles must not be shared and water fountains will be turned off. If a student needs additional water, it may be obtained from the bathroom sink.
10. PPE (gloves, masks, eye protection) will be used as needed and situations warrant, or determined by local/state governments.
11. Identify staff and students who may be at a higher risk of severe illness from COVID-19 due to underlying medical conditions. (See - CDC "People Who are at a Higher Risk for Severe Illness")

**Weight Room Protocol:**

The weight room will require both hand sanitizer and also sanitizing products that will be utilized by the student to clean each piece of equipment after use. (This is to be enforced by either the weight room supervisor or the coach if it is during a "team" event.)

The weight room area at HS South will be capped at 20 students (only current Fall Athletes) in addition to the Weight Room Supervisor, and at North it will be capped at 15 students in addition to the Weight Room Supervisor. All people in the weight room must wear a face mask when not engaged in utilizing the equipment.

Each student must have a permission slip to utilize the weight room during the summer session. This permission slip will be kept on file with the weight room supervisor. The weight room supervisor is responsible for taking an infrared temperature (not to exceed 100 degrees) of each student prior to utilizing the weight room each day, unless they are in the weight room with their team and this information has already been obtained. If a student is showing a temperature, they will not be permitted to utilize the weight room that day and must leave the building (parent will be notified by the Weight Room Supervisor or Coach (if during a team event). If a student has to wait for a ride, they will be isolated from the other athletes.

### **Phase 1 - July 6 through July 17, 2020**

Voluntary workouts are for the purpose of fitness, strength and conditioning. During this time, we will be offering time for a FALL SPORT Athletes ONLY. There is to be no contact, competition or game play during this phase. Prior to the beginning of this phase, all fall sport coaches and weight room supervisors are required to attend an information training session regarding workouts during the COVID pandemic. (Sign-in sheets will be retained by the Athletic Directors and no coach may attend a workout without attending a training session). Coaches are then responsible for holding a meeting with their parents either in person or via video/telephone conference. (Sign-in sheets or other proof of attendance will be retained by the Athletic Directors and no athlete may attend a workout without parental attendance at a training session. All fall coaches (head and assistant) and Athletic Directors must provide proof of completion of a Contact Tracing course. The Completion Certificate, along with their time sheet for the course must be submitted to the Athletic Director prior to beginning voluntary summer workouts.

#### **Pre-workout Screening:**

- All coaches and students will be screened for signs/symptoms of COVID-19 prior to a workout. Screenings will include a temperature check. (See Appendix for COVID-19 Screening Form) The COVID-19 Screening Forms will be maintained by teams in a binder kept by athletic department/training staff/nursing personnel. (This should contain student ID# for contact tracing purposes)
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional. (at their own expense) Parents will be notified by the Coach.
- Handouts will be provided at the check-in stations regarding local COVID testing sites as well as educational resources and materials.

#### **Limitations on Workout Sessions:**

- Team groups of no more than 25 individuals including coaches per scheduled area to allow for social distancing.

- Controlled, non-contact workout sessions only.

#### **Facilities Cleaning:**

- Adequate cleaning schedules will be created and implemented by the facilities/custodial department for all athletic facilities to mitigate any communicable disease. High touch point areas will be cleaned every 30 minutes during athletic practices.
- Athletic Facilities will be cleaned by the custodial staff prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often.
- Weight Room Equipment will be wiped down after an individual's use, by the user as enforced by the coach or Weightroom Supervisor.
- Appropriate clothing/shoes must be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces.

#### **Additional Directives:**

- Students must refrain from sharing clothing/towels.
- Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) must be cleaned intermittently during practice and events as deemed necessary.
- Hand Sanitizer should be used periodically.
- The following are not permitted: gum chewing, spitting, licking fingers and eating sunflower seeds (or any other items) that increase the exposure to saliva.
- Spotters for maximum weight lifts should be stationed at each end of the bar and wearing a mask.

#### **Phase 2 - July 20 through August 10**

Voluntary workouts are for the purpose of fitness, strength and conditioning (Fall Sports Only). During this time, we will be offering opportunities to all seasons/athletes. There is to be no contact, competition or game play during this phase.

#### **Pre-workout Screening:**

- All coaches and students will be screened for signs/symptoms of COVID-19 prior to a workout. Screenings may include a temperature check. (See Appendix for COVID-19 Screening Form)
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional. (at their own expense) Parent will be notified by the Coach.

#### **Limitations on Workout Sessions:**

- Team groups of no more than 25 individuals including coaches per scheduled area to allow for social distancing.
- Controlled, non-contact workout sessions only.



**Facilities Cleaning:**

- Adequate cleaning schedules will be created and implemented by the facilities/custodial department for all athletic facilities to mitigate any communicable disease.
- Athletic Facilities will be cleaned by the custodial staff prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often.
- Weight Room Equipment will be wiped down after an individual's use, by the user as enforced by the coach or Weightroom Supervisor.
- Appropriate clothing/shoes must be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces.

**Additional Directives:**

- Students must refrain from sharing clothing/towels.
- Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) must be cleaned intermittently during practice and events as deemed necessary.
- Hand Sanitizer should be used periodically.

The following are not permitted: gum chewing, spitting, licking fingers and eating sunflower seeds (or any other items) that increase the exposure to saliva.

- Spotters for maximum weight lifts should be stationed at each end of the bar and wearing a mask.

**Other Recommendations:****Who will be permitted at workouts?**

Only coaches, student athletes, athletic trainers, athletic department staff and nursing staff will be permitted to be on premises during Phase 1 and Phase 2 of the plan. Spectators, parents and media are NOT permitted on the premises during these phases.

**COVID-19 Information****What are the signs and symptoms of COVID-19?**

Symptoms may appear 2-14 days after exposure to the virus. The symptoms may range from mild to severe. (See CDC Fact Sheet in Appendix)

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**What to do if you are sick?**

- If you are sick with COVID-19 or think you are infected with the virus, **STAY AT HOME**. It is essential that you take steps to help prevent the disease from spreading to people in your home or community. If you think you have been exposed to COVID-19 and develop a fever and symptoms, call your healthcare provider for medical advice.
- Notify the school immediately (principal, athletic director, athletic trainer, coach)
- It will be determined if others who may have been exposed (students, coaches, staff) need to be notified, isolated, and /or monitored for symptoms
- If a positive case of COVID-19 is Diagnosed Contact Tracing will be implemented with the assistance of local health professionals and the CDC/PA DOH. See Information in Appendix

**What to do if a student or staff become ill with COVID-19 symptoms during practice, event, or during transportation to or from an event?**

- Every effort will be made to isolate the ill individual from others, until the student or staff member can leave the school or event.
- If a student becomes ill during a workout session, the parent/guardian will be contacted immediately by the Coach or Weightroom Supervisor, and arrangements will be made for the student to be picked up
- An ill individual will be asked to contact their physician or appropriate healthcare professional (at their own expense) for direction and may only return with medical clearance.

**Return of student or staff to athletics following a COVID-19 diagnosis?**

- Student or staff must have medical clearance from their physician or appropriate healthcare professional, determined to be non-contagious, Fever free (without fever-reducing medicine), improvement in respiratory symptoms (cough, shortness of breath), no vomiting or diarrhea.

**EDUCATION:**

Staff, Coaches, Parents and Athletes will be educated on the following (through posters, flyers, meetings, emails, phone calls):

- COVID-19 signs and symptoms

- Proper ways to limit exposure to COVID-19 (hand washing, cough in your elbow, disinfecting touched surfaces, social distancing, avoid touching eyes, nose, face and mouth, no spitting, gum chewing, etc.)
- No Handshakes/Celebrations (high fives, fist/elbow bumps, chest bumps, hugging), etc.
- The content of this Return to Sport Guidelines Document
- Any pertinent COVID-19 information released by state/local governments, NFHS, and PIAA.
- Students should come dressed for activity
- Limit indoor activities and the areas used. Locker room use is not permitted. Facility showers cannot be used
- Student Athletes should remain with their assigned groups during each workout and during daily workouts to limit the number of people they come in contact with.

# ESASD HEALTH & SAFETY PLAN Phase 3

**East Stroudsburg Area School District - Department of Athletics**  
**Return to Competition Plan - Phase III Begins on August 10th**  
**Official first day of PIAA Fall Sports Practice is August 10 for football**  
**Official first day of PIAA Fall Sports Practice is August 17 for all other sports**

**I. Rationale:**

A. To introduce non-contact sport specific activities to provide for student-athlete cognitive and physical activities aimed at sport specific development in accordance with PIAA, PDE and CDC guidelines. The following plan has been devised in an effort to accomplish the goal of reintegration in the safest way possible.

**II. Participants:**

A. FamilyID registration with physical must be completed to participate on these dates and beyond.

**III. Mitigation Processes:**

A. **Pre- Participation Screening** - Coaches shall continue to assume responsibility for daily pre-participation screening. This shall be accomplished by monitoring the athlete and assistant coach responses to the online Covid Self Checklist/Questionnaire.

B. **Scheduling** - All coaches, athletic trainers and athletic department personnel will work collaboratively to devise creative scheduling in an effort to reduce cross contact between athletes of different sport teams.

1. Coaches will develop a plan of action for arrival and departure from the locker rooms (if utilized) and practice areas to minimize potential contact. (ex. stagger dismissal times for returning to the locker room from the practice area by grade level, position...)

2. During the first two weeks of school (9/31 through 9/11) there will be no athletic practices held on Wednesdays.

C. **Organizational** - All coaches shall devise plans reflecting best practices with regards to social distancing, hygiene, sanitizing and monitoring.

1. Coaches shall assign player lockers based on ability to create distance and staggered arrival and dismissal. Lockers will be assigned as follows: Senior, junior, sophomore, skip a locker, senior junior, sophomore, skip a locker, etc. Dismissal from practice will be done in a staggered fashion by grade level. This will allow for compliance with the state mandate of no more than 25 persons at a time in an indoor area.

2. Coaches shall devise plans which reflect the ability to enforce/reinforce state and CDC guidelines for protective behaviors as related to activity within athletic participation.

3. Coaches will begin implementing and issuing sport-specific equipment, as permitted by PIAA, and non-contact drills to their workouts. Teams will practice as a unit and break into smaller groups as necessary (moving away from the pod approach) while still maintaining safety protocols such as 6 feet distancing and face masks when appropriate.

4. Volleyball will begin indoor practices and limit the number of people in the gym to 25 as per state guidelines. Two gyms or two sessions will

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5. Beginning on September 14, regular football practices (with contact, where applicable) will take place in preparation for the beginning of competition as per PIAA guidelines.
6. Middle School sports will be played competitively as a modified intra-district model/schedule between Lehman and JTL only.

7. Coaches shall plan for the proper supervision of their athletes before, during and at the conclusion of each workout session.
8. No spectators/media permitted at workouts until otherwise determined by the board of education.

**D. Physical Plant** - Coaches, players and custodians will work collaboratively to maintain the cleanliness of the physical plant ie. playing surfaces, restrooms, equipment and locker rooms in accordance with PIAA guidelines.

1. Coaches shall supervise their locker rooms and ensure that player equipment is stored properly and that all trash is disposed of in an appropriate fashion.
2. Custodial staff shall be responsible for the regular daily maintenance of all restrooms and locker rooms. This shall include disinfecting surfaces and ensuring that all soap and sanitizer dispensers are fully stocked.
3. Players (athletes) shall be responsible for the proper cleaning and sanitizing of all personal workout gear and attire.
4. Athletic Training Services will be offered in a tented area outdoors at all Intermediate and High Schools to provide additional mitigation efforts.

**IV. Infection Protocol - (ESASD Covid-19 Protocol)**

**A. Identification of infected individuals**

1. Self Evaluation - Online Covid Self Checklist/Questionnaire
2. Contact Tracing - Department of Health
3. Notification - parents, administration, opponents...
4. Isolation


**V. Return to Athletic Activity Post-Positive Covid Infection - Utilize the information below along with the ESASD Health and Safety Plan**

**A. Asymptomatic Patient**

1. Rest/no exercise for minimum two week period
2. Closely monitor for symptoms
3. Clearance from healthcare provider (on Covid-19 Clearance Form)
4. Slow resumption of activity under guidance of healthcare team

**B. Mild Symptoms not hospitalized**

1. During symptomatic period
  - a) Rest/recovery with no exercise
  - b) Reassess for clinical deterioration and consider further cardiac testing and/or hospitalization if development of cardiac symptoms
2. Two weeks convalescence without resumption of exercise after symptom resolution
3. Evaluation by a medical professional for consideration of return to activity
4. If all found to be normal:
  - a) Clearance from healthcare provider (on Covid-19 Clearance Form)
  - b) Slow resumption of physical activity under guidance of health care team

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C. Release from Hospital after Significant Symptoms

1. Rest/recovery with no physical activity
2. Evaluation by doctor after two weeks of convalescence without resumption of exercise after symptom resolution
3. Clearance from healthcare provider (on Covid-19 Clearance Form)



4. Slow resumption of physical activity under guidance of health care team
5. Close monitoring for clinical deterioration

Journal of American Medical Association Cardiology (Published online May 13, 2020) pages E1, and E2

**VI. Other recommendations and key dates being implemented**

**A. Pennsylvania Interscholastic Athletic Association**

1. Return to Competition: Individual Sport Considerations
  - a) [http://www.piaa.org/assets/web/documents/Return\\_to\\_Competition.pdf](http://www.piaa.org/assets/web/documents/Return_to_Competition.pdf) (also in Appendix)

**B. Eastern Pennsylvania Conference PROPOSED**

1. Fall Sports Plan (also in Appendix)
  - a) Tiered, delayed start to competition coupled with county-based, divisional realignment
    - (1) 6-team County Divisions
    - (2) No scrimmages and non-league contests with non-county schools.
    - (3) Competition Start Dates
      - (a) Golf (Low Risk)- 8/20
      - (b) Girl's Tennis (Low Risk - 8/24
      - (c) Cross Country (Low Risk) 9/4
      - (d) Field Hockey, Volleyball, Boy's and Girl's Soccer (Moderate Risk) 9/25
      - (e) Football (High Risk) - 10/2

# EPC FALL SPORTS PROPOSAL 2020

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# EPC Fall Sports Proposal

## Delayed Start of Season/Divisional Realignment

Updated - 7/31/2020

### League Philosophy

In response to the current Covid-19 Pandemic the EPC Executive Committee recommends that we utilize the following philosophy as our compass for the navigation of the eventual and gradual re-opening of interscholastic athletic competition.

The Eastern Pennsylvania Conference believes that athletic competition is an integral part of the educational process and therefore recommends the following approach as we enter the tiered phases of the re-opening of athletic competition within our state. We are committed to safely promoting competition locally and in accordance with member schools return to school and athletic safety plans. The Eastern Pennsylvania Conference will follow all mandates handed down from the State of Pennsylvania and the PIAA, while being accepting of the varying directions taken by member schools at the direction of their administration. The following outlines a tiered opening approach which allows for schools to tackle the opening of schools while mitigating risk.

### Proposal Rationale

- This proposal strives to assist all member schools with a safe reopening of schools.
- This proposal addresses the philosophy of delaying the start of the Fall competition season by setting tiered starting dates for competition.
- This proposal is reflective of steps taken to address the mitigation of potential infection through limiting contact across county lines.
- John M. Hauth, EdD, LAT, ATC - Clarifying Statement - Preparing for PIAA Sports

### Delayed Start of Fall Season

This proposal promotes a delayed and uniform start date for all fall sports programs:

- **Fall EPC Schedule**
  - 8/20/2020 - First competition date for Golf.
  - 8/24/2020 - First competition date for Tennis.
  - 9/4/2020 - First competition date for Cross Country.
  - 9/25/2020 - First competition date for Field Hockey, Soccer, Girls Volleyball.
  - 10/2/2020 - First competition date for Football.

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### Mitigation Through Creative Scheduling and Alignment

The athletic directors of the EPC have creatively re-aligned the conference's division with mitigation in mind. Member schools have been assigned to divisions which are determined by county. This method assists in the mitigation of potential infection by maintaining local competition for the majority of the season, thus isolating as much as possible.

Mitigation efforts reflected in the 10 Game Schedule – play the same opponent back to back. (we need to keep in mind normal weekday rotations because of existing assignments with other leagues).

- In order to maintain mitigation and social distancing practices please consider your participation in non-league events.

### Divisional Alignment

- Three Divisions by County
  - **Lehigh:** Allen, CCHS, Dieruff, Emmaus, Parkland, Whitehall
  - **Monroe:** ES North, ES South, Pleasant Valley, PM East, PM West, Stroudsburg
  - **Northampton:** BECAHI, Easton, Freedom, Liberty, Nazareth, Northampton

### Number of League Contests

- **Cross Country:** 5 Total - In county division only, home and away
- **Field Hockey:** 10 Total - In county division only, home and away
- **Football:** 5 Total - Weeks 1-5 in county division
- **Golf:** 10 Total - In county division only, home and away
- **Soccer Boys:** 10 Total - In county division only, home and away
- **Soccer Girls:** 10 Total - In county division only, home and away
- **Tennis:** 10 Total - In county division only, home and away
- **Volleyball Girls:** 11 Total - (10 In county division only, home and away) 11th game will be seeded accordingly.

### Postseason Considerations

- EPC Championship Determination
  - EPC conference championship tournaments cancelled.
  - Divisional championships determined by existing EPC playoff determination criteria.
    - COVID-19 related cancellations or rescheduled contests will not result in forfeit of contest.

- Teams will have had to participate in 70% of EPC scheduled contests in order to qualify for divisional championship.
- District XI & PIAA Playoff Determination
  - Follow existing qualification criteria set forth by District XI and PIAA.

**Middle School Sports Considerations**

- Declaration Option
  - Intramural Model
    - Districts create and participate in their own intramural schedule only.
    - Districts choosing this option may not compete against other districts.
  - County Proximity Model
    - Weekend participation only
      - Officials assignment challenges
    - October 3, 10, 17, 24, 31

**For Informational Consideration Only**

- Current EPC Championship Dates:
  - Cross Country: Tuesday, October 20
  - Field Hockey: Thursday, October 22
  - Football (Last Date): Saturday, October 31
  - Golf: Monday, September 28
  - Soccer Boys: Thursday, October 22
  - Soccer Girls: Thursday, October 22
  - Tennis: Thursday, October 1
  - Volleyball Girls: Thursday, October 22
  
- District Deadlines (Minimum Competitions): (Last Contest Date & District Deadline)
  - Cross Country (8): Saturday, October 31 (Individual)
  - Field Hockey (9): Saturday, November 7
  - Football (5): Monday, November 9 (Last Contest) & Saturday, November 14 (District Deadline)
  - Golf (9): Saturday, October 17
  - Soccer Boys (9): Saturday, November 7
  - Soccer Girls (9): Saturday, November 7
  - Tennis (9): Saturday, October 24 (Team) & Saturday, October 31 (Individual)
  - Volleyball Girls (11): Saturday, November 7
  
- PIAA State Calendar of Events

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# APPENDIX

**COVID-19**  
**INFORMATIONAL**  
**SESSION FOR PARENTS**



**East Stroudsburg Area School District Athletics  
Covid-19 Informational Session for Parents  
2020-2021**

**I. Philosophy of the "Return to Activity Plan":**

- A. The E.S.A.S.D Athletic Departments have devised the "Return to Activity Plan" as a guide toward the safest possible framework for our student-athletes to begin their journey back to interscholastic activity. This plan was developed utilizing a variety of resources provided by the CDC, PDE, PIAA and UPMC among others. This pre-season plan has been devised solely for the intent of physical conditioning only. We believe in the promotion of strong minds and bodies and therefore, have afforded our student-athletes with this voluntary opportunity.

**II. Procedures:**

- A. **Arrival** - Each school will have designated arrival and parking areas
- B. **Documentation** - Upon arrival all student-athletes will be required to complete the Covid Questionnaire grid. After completion of the Covid Questionnaire each student-athlete will submit to a temporal scan by a member of the ESASD staff. This information will be collected each day the student is in attendance and maintained by the athletic staff.

**C. Temporal Scanning - What if's:**

1. What if an individual is detected to have a fever (100 or above)?

**Answer:** Any individual presenting a temperature of 100 or above will not be permitted to participate that day. Additionally, the coach will contact the parent or guardian to arrange for pick up and transportation home. The individual will also be isolated until they are able to secure transport home. If they do not develop further symptoms they may return the following day and repeat the screening process. (it is recommended that parents monitor the individual closely to determine if further symptoms develop.

**\*\*Please note** - if an individual with a temperature of 100 or higher arrived in a vehicle with other athletes ALL of those athletes will not be permitted to participate that day.

2. What should I do if my child develops additional symptoms?

**Answer:** In observation of your child, should you notice that he/she has developed additional symptoms it is recommended to seek the advice of your personal doctor or other health care agency.

3. What if my child has a positive Covid-19 diagnosis?

**Answer:** In the event of a positive Covid-19 diagnosis your doctor's office or the Health care agency will initiate "Contact Tracing". We ask that you provide this information to the Athletic Director as soon as possible.

North - Chuck Dailey 570-588-4420 ext. 19500 or email at [charles-dailey@esasd.net](mailto:charles-dailey@esasd.net)

South - Denise Rogers 570-424-8500 ext. or email at [denise-rogers@esasd.net](mailto:denise-rogers@esasd.net)

Your child would then begin an isolation period as outlined by your doctor or health care provider. **RETURN TO ACTIVITY CAN ONLY OCCUR WITH A DOCTOR'S NOTE.**

4. What if my child has been exposed to an infected person?

**Answer:** If you are aware that your child has been exposed to an infected person please **DO NOT SEND THEM TO WORKOUTS**. Keep them home and contact your doctor or health care provider. We also ask that the information be shared with the Athletic Director as soon as possible.

**III. Mitigation Efforts:**

- A. All adults will wear masks at all times during these sessions.
- B. Social Distancing principles will be applied and adhered to.
- C. The "Pod" approach will be utilized at all times. This approach means that the student-athletes will be placed in groups of 10 or less (pods). They will remain in these set pods throughout the duration of the summer conditioning time frame. This drastically limits contact.
- D. All activities will be for conditioning purposes and therefore there will be zero physical contact.
- E. All utilized equipment will be wiped down and sanitized frequently (minimally every 30 minutes). Weight room equipment will be wiped down after every use.
- F. Hydration - All athletes will need to bring their own hydration (water). A 1 gallon jug of water with their name written on it is recommended.
- G. There will be no locker room access during this period of time. Students will utilize the stadium restrooms and porta-potties.
- H. All facilities will be cleaned and sanitized by the custodial staff on a regular, scheduled basis.
- I. Hand sanitizer will be provided.

**IV. Resources:**

- A. CDC - Website: [cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  
"What you should know about Covid-19 to protect yourself and others"  
"School Decision Tree"
- B. PA Department of Health - Website: [health.pa.gov](https://www.health.pa.gov)  
"Corona Virus Symptoms", "What is Contact Tracing"  
"Phased Reopening Plan by Governor Wolf"
- C. UPMC Sports Medicine Playbook: Return to Sports During Covid-19 Minimum Standards.  
<https://www.upmc.com/-/media/upmc/services/sports-medicine/documents/return-to-play/high-school-athlete-guidelines-pdf.pdf?la=en>

**V. Testing Locations:**

- A. Lehigh Valley Health Network - Stroudsburg  
1655 West Main St, Stroudsburg, PA (272)762-2800
- B. Lehigh Valley Health Network - Bartonsville  
292 Frantz Road, Suite 102, Stroudsburg, PA (888)402-5846
- C. Dingman's Medical Center  
1592 PA 739 Dingman's Ferry, PA (570)828-8000
- D. St. Luke's Hospital - Monroe Campus  
100 St. Lukes Lane, Stroudsburg, PA (866)785-8537

# RETURN TO PHYSICAL ACTIVITY - COACHES TRAINING

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**East Stroudsburg Area School District**  
**Department of Athletics**  
**Return to Physical Activity - Coaches Training**  
**6/29/2020**

- I. Presentation of "Return to Physical Activity Plan"
  - A. Emphasis on physical conditioning activity and not competition, play install or gameplay.
  - B. Points of Emphasis
    1. Coaches must present an educational session for all parents. This is mandatory. **NO ATHLETE CAN PARTICIPATE UNTIL PARENTS HAVE RECEIVED THE INFORMATION IN THE EDUCATIONAL SESSION.**
      - a) Coaches may hold multiple group Zoom meetings for parents on different days or provide the information in a phone conversation.  
Additionally, coaches must be able to provide documentation of the parent's participation. The board is requiring a sign in sheet if the meeting is held in person, and if you hold it virtually, you will need an email from each parent that they attended the meeting with you and provide the date.
    2. Coaches are to sanitize any and all equipment at least once every 30 minutes.
    3. Weight room monitor is responsible for ensuring that all pieces of equipment are wiped down and sanitized after each use (the athlete should be instructed to do this)
    4. Coaches, in conjunction with directives provided from the Athletic Director, will designate parking and entry points into work out areas.
    5. Coaches are to ensure that all athletes have successfully completed the Covid Questionnaire and have passed through the temperature screening. Coaches also need to ensure that the student's belongings are 6ft apart from another student.
    6. Coaches will devise activities which divide athletes into small groups.
    7. Coaches must wear a mask at all times. Athletes must wear a mask upon arrival, between conditioning activities and between locations. Athletes do NOT have to wear their mask during active conditioning.
    8. Coaches will be present during screening to assist with any athlete presenting a temperature of 100 or above. Athlete's parent's are to be notified, and the athlete is to be isolated and transportation home needs to be arranged.
    9. Coaches should inform each athlete to bring a mask, a gallon jug of water and a pen every day. Locker rooms will NOT be available, but restrooms will be open.
    10. If an athlete goes to a health care professional and tests positive for Covid the coach is to notify the Athletic Director immediately.
    11. Coaches should read over the following document prior to the beginning of the first workout:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

- II. Roles and Responsibilities:
  - A. Devise and implement thoughtful workout plans for each and every workout session in accordance with the "Return to Activity Plan"
  - B. Place all athletes in pods of 10 or less and maintain this group throughout the summer conditioning program.
  - C. Serve as an observer of your athlete's health and well being, as well as an information liaison to the Athletic Director.
  - D. Maintain daily attendance and well being records in conjunction with scanner personnel (binders provided.)
  - E. Maintain consistent communication with parents and or guardians.
- III. Protocol for Individual that does not pass the temporal scanning
  - A. Any individual (coach or athlete) with a temperature of 100 or higher will not be permitted to participate.
    - 1. The individual's parent or guardian is to be contacted by the head coach and arrangements made to return the athlete home. They may return the following day unless they develop symptoms.
    - 2. If the individual cannot immediately arrange transportation they must be isolated.
    - 3. Please note - if multiple athletes arrive in the same vehicle and one has a fever they are all excluded from workouts that day and must go home.
- IV. Contact Tracing Responsibility for Coaches:
  - A. The School Board has issued that all athletic directors, coaches and assistant coaches take a "Contact Tracing" certification course (you will be compensated). Course information to be provided. This must occur before any coach may work with their athletes. Certificate of completion is to be handed in to the Athletic Office.
  - B. Your responsibility within contact tracing is to provide information to the Athletic Director upon request regarding a potential exposure situation. This is why it is vital that your athlete's are placed in pods and remain there consistently.

# PRE-PHYSICAL QUESTIONNAIRE



# ATHLETE & STAFF COVID-19 SCREENING

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**PARTICIPATION  
WAIVER FOR  
COMMUNICABLE  
DISEASES INCLUDING  
COVID-19**

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### ESASD Athletic Department

#### Participation Waiver for Communicable Diseases Including COVID-19

The COVID-19 pandemic has presented athletics across the world with a myriad of challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

The ESASD intends to take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA DOH, as well as the NFHS and PIAA. The ESASD realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in an effort to decrease the risk of exposure for our staff, students, and spectators.

#### These Recommendations include but may not be limited to:

1. Athletes, Coaches, and Staff will undergo a COVID- 19 health screening prior to any practice, event, or team meeting. The type of screening will be dependent upon the available resources and the Phase level. The purpose is to check for signs and symptoms of COVID-19. It will include a questionnaire and temperature check as needed.
2. Promote healthy hygiene practices such as hand washing, using hand sanitizer, cough in your elbow, avoid touching eyes, nose, face and mouth, no spitting, no gum chewing, No Handshakes/Celebrations (high fives, fist/elbow bumps, chest bumps, hugging)
3. Intensify cleaning, disinfection, and ventilation in all facilities
4. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible
5. Educate Athletes, Coaches, and Staff on health and safety protocols
6. Anyone who is sick must stay home
7. Plan in place if a student or employee gets sick
8. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
9. Athletes and Coaches MUST provide their own water bottle for hydration. Water bottles must not be shared. **Refill Stations and Water Fountains will NOT BE Initially AVAILABLE!**
10. PPE (gloves, masks, eye protection) will be used as needed and situations warrant, or determined by local/state governments. Face Coverings will not be used for athletes while practicing or competing.

I understand that participating in athletic programs, events, and activities may include a possible exposure to a communicable disease including but not limited to MRSA, influenza, and COVID-19. While particular recommendations and personal discipline may reduce the risk, the risk of serious illness and death does exist. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of

others, and assume full responsibility for my participation. I willingly agree to comply with the stated recommendations put forth by the ESASD to limit the exposure and spread of COVID-19 and other communicable diseases.

Sport: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parents/Guardians may request a full copy of the ESASD Return to Sports Guidelines. Contact Denise Rogers, South AD via email at [denise-rogers@esasd.net](mailto:denise-rogers@esasd.net) or Charles Dailey North AD at [charles-dailey@esasd.net](mailto:charles-dailey@esasd.net)

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# INFORMATIONAL FLYERS

## What you should know about COVID-19 to protect yourself and others



### Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



### Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



### Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



### Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



### Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Printable poster from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>



## WHAT IS CONTACT TRACING?

### BACKGROUND

Contact tracing is the process of reaching out to anyone who came into close contact with an individual who is positive for COVID-19. Contact tracing helps monitor close contacts for symptoms and to determine if they need to be tested. Contact tracing is a key strategy for preventing the further spread of infectious diseases such as COVID-19.

### WHAT DOES THIS PROCESS LOOK LIKE?

- In contact tracing, public health staff work with a case to help them recall everyone they have had close contact with during the time they were infectious.
- Public health staff then inform individuals who have had close contact (e.g. "close contacts") that they have potentially been exposed to COVID-19. Close contacts are only told that they may have been exposed to someone who has COVID-19; they are not told who may have exposed them.
- Close contacts are given education, information and support so they understand their risk. They receive information on what they should do to separate themselves from others who have not been exposed, how to monitor themselves for illness, and are made aware that they could possibly spread the infection to others, even if they do not feel sick.
- Close contacts will be asked to quarantine themselves and are encouraged to stay home and maintain social distancing through the end of their infectious period, which is about 14 days, in case they become sick. They should monitor themselves by checking their temperature twice a day and watch for any other symptoms of COVID-19. Public health staff will check in with these contacts to make sure they are self-monitoring and have not developed symptoms.
- If a close contact develops symptoms, they should isolate themselves and let public health staff know. The close contact will be evaluated to see if they need medical care. A test may be necessary unless the individual is already in a household or long-term care facility with a confirmed case, then the close contact would be considered a probable case without a test.

### WHAT TERMS SHOULD I KNOW WHEN IT COMES TO CONTACT TRACING?

- A case is a patient who has been diagnosed with COVID-19. A case should isolate themselves, meaning they should stay away from other people who are not sick to avoid spreading the illness.
- A close contact is an individual who had close contact with a case while the case was infectious. A close contact should quarantine themselves, meaning they should stay at home to limit community exposure and self-monitor for symptoms.
- A contact of a close contact is an individual who had or continues to have contact with a close contact. A contact of a close contact should take all regular preventative actions, like washing hands, covering coughs and sneezes, and cleaning surfaces frequently. A contact of a close contact should be alert for symptoms.

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**RESOURCES:**

NFHS: Guidance for Opening Up High School Athletics and Activities (per update on May 2020)

Centers for Disease Control and Prevention

Website: [cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

"What You Should Know About COVID-19 to Protect Yourself and Others",  
"Schools Decision Tree"

PA Department of Health

Website: [health.pa.gov](https://www.health.pa.gov)

"Coronavirus Symptoms"

"What is Contact Tracing"

"Phased Re-opening Plan by Governor Wolf"

A Guide to Re-Entry to Athletics in Texas Secondary Schools

By Jamie Woodall, MPH, LAT, ATC, CPH and Josh Woodall Med, LAT, ATC

UPMC Sports Medicine Playbook: Return to Sports During COVID-19 Minimum Guidelines  
(High School)

<https://www.upmc.com/-/media/upmc/services/sports-medicine/documents/return-to-play/high-school-athlete-guidelines-pdf.pdf?la=en>



**PIAA RETURN TO  
COMPETITION  
GENERAL  
CONSIDERATIONS**

## Return to Competition: General Considerations for All Sports



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

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The Pennsylvania Interscholastic Athletic Association (PIAA), drawing on the expertise of the National Federation of High Schools (NFHS), Pennsylvania Department of Education (PDE), Pennsylvania Department of Health (DOH) and PIAA Sports Medicine Advisory Committees (SMAC), offers this document as guidance on how PIAA member schools may consider approaching the "Return to Competition" for high school athletics in Pennsylvania. PIAA believes it is essential to the physical and mental well-being of high school students across the commonwealth to return to physical activity and athletic competition.

PIAA offers these considerations for the 2020-2021 school year on "Return to Competition" (at this time the PIAA individual sport considerations are just for fall sports). The considerations outlined in this document are meant to decrease potential exposure of COVID-19. As we continue to gain more information about the virus and receive continued feedback from the Governor's Office, Department of Health, and Department of Education, these documents may be adjusted to adapt to an ever-changing environment.

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### GENERAL CONSIDERATIONS (APPLY TO ALL SPORTS):

- Make sure facilities have been properly sanitized.
  - Have hand sanitizer and disposable masks readily available.
- Clean and disinfect frequently touched surfaces and exercise equipment including balls (Please see recommendations by the ball manufacturer).
- Thoroughly wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
  - Make sure to emphasize the importance of washing their hands or using hand sanitizer before, during, and after competitions.
- Social distancing of at least 6 feet should be maintained at all times. No hugging, high fives, shaking hands, or fist bumps for support/encouragement.
  - Outdoor sports may need to extend bench areas, indoor sports may need to use bleachers or multiple levels of seating to social distance.
- Wear a cloth face covering that covers your nose and mouth in public settings.
  - Student-athletes when participating in a competitive activity do not have to wear cloth face coverings but they are permitted.

- Student-Athletes on the sidelines who are outdoors must wear face coverings unless they can consistently maintain social distancing of at least 6 feet.
- Student-Athletes on the sidelines who are indoors must wear face coverings.
- Cover mouth and nose with a tissue when coughing or sneezing.
- Stay at home if you are sick.
- Have a hydration plan and ability to provide water to student-athletes and coaches in a safe manner.
- Have a plan in place if someone begins to show symptoms.

**CONSIDERATIONS FOR COACHES:**

- Communicate your guidelines in a clear manner to students and parents.
- Consider conducting workouts in “pods” of same students always training and rotating together in practice to ensure more limited exposure if someone develops an infection.
- Keep accurate records of those athletes and staff who attend each practice in case contact tracing is needed.
- Coaches who are outdoors must wear face coverings unless they can consistently maintain social distancing of at least 6 feet.
- Coaches who are indoors must wear face coverings.

**CONSIDERATIONS FOR STUDENTS:**

- Consider making each student responsible for their own supplies.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- Hand sanitizer should be plentiful at all contests and practices.
- Athletes should tell coaches immediately when they are not feeling well.
- Wear a cloth face covering that covers your nose and mouth in public settings.
  - Student-athletes when participating in a competitive activity do not have to wear cloth face coverings but they are permitted.
  - Student-Athletes on the sidelines who are outdoors must wear face coverings unless they can consistently maintain social distancing of at least 6 feet.
  - Student-Athletes on the sidelines who are indoors must wear face coverings.
- Bring your own water bottle.

**CONSIDERATIONS FOR PARENTS/GUARDIANS:**

(A family's role in maintaining safety guidelines for themselves and others):

- Parents/Guardians should monitor their children of any systems prior to any sporting activities. Children who are sick or showing symptoms must stay home. (if there is doubt stay home).
- Parents/Guardians and coaches should assess levels of risk based on individual athletes on the team who may be at a higher risk for severe illness.
- Provide personal items for your child and clearly label them.
- Disinfect your student's personal equipment after each game or practice.
- Be prepared with face coverings for members of your family if attending events.

### **CONSIDERATIONS WHEN TRAVELING TO A COMPETITION:**

- Make sure to reach out to the school prior to the competition.
- Make sure your team is bringing their own medical supplies and emergency action plans.
- Follow all policies and guidelines the host school has communicated.
- Have a plan in place if someone begins to show symptoms.

### **CONSIDERATIONS WHEN HOSTING A COMPETITION:**

- Make sure to have an administrative contact (cell number and email address) for all events.
- Communicate ahead of time with incoming school about procedures, policies and guidelines.
  - Examples but not limited to:
    - Where to enter facility?
    - Should we bring our own equipment?
    - Bench area seating? How many players to maintain social distancing?
- Make sure facilities have been properly sanitized.
  - Have hand sanitizer and disposable masks readily available.
- Clean and disinfect frequently touched surfaces and exercise equipment including balls.
- Have a plan in place if someone begins to show symptoms.

### **CONSIDERATIONS FOR SPECTATORS:**

Spectators for K-12 events at this time are not allowed per the Preliminary School Sports Guidance that was released on June 10<sup>th</sup>.

- In the Preliminary School Sports Guidance document it states that, "The addition of visitors and spectators will be contingent upon future health conditions within the state and local communities." We anticipate that more information will be forthcoming from the Governor's Office and Department of Education.
- Some important items that were included in the Preliminary School Sports Guidance
  - Seating areas, including bleachers, must adhere to social distancing requirements of at least 6 feet of spacing for anyone not in the same household. To assist with proper social distancing, areas should be clearly marked. Adults should wear face coverings (masks or face shields) at all times.
  - Spectators should not enter the field of play or bench areas.
  - Nonessential visitors, spectators, and volunteers should be limited when possible, including activities with external groups or organizations.

### **CONSIDERATIONS FOR MEDIA:**

- The media must make contact with the school prior to attending.
- Media availability may be limited especially if there are limits on capacity.
- Media should be restricted to areas outside of the team areas.
- Request for interviews should be accommodated using social distancing protocols.
- Media should wear masks when unable to social distance.
- Locker room access and access to student-athletes should be monitored or limited on a case by case basis.

**CONSIDERATIONS FOR GAME DAY WORKERS:**

- Wear a cloth face covering that covers your nose and mouth in public settings.
  - Game Day Workers who are outdoors must wear face coverings unless they can consistently maintain social distancing of at least 6 feet.
  - Game Day Workers who are indoors must wear face coverings.

# OFFICIALS

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## Return to Competition: General Considerations for Officials



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

**OFFICIALS**

**STAFF LIAISON:** Pat Gebhart

*These considerations are meant to cover officials in all sports while keeping in mind that protocols may be different in each sport and adjustments may need to be made.*

### **OFFICIALS' GUIDELINES WHEN RETURNING TO OFFICIATE:**

Officials are not responsible for monitoring activities on the sidelines, such as social distancing, hand washing, symptoms of illnesses and other such issues. This monitoring remains with the coaching staff and school personnel.

### **CONTACT THE HOST SCHOOL:**

- Contact should be made with school athletic administration leading up to the contest about school expectations, to determine where you should enter the host school's property and any other information that you or the school may want to communicate prior to your arrival.
  - Request separate secured parking areas away from others.
  - Request hand sanitizer is available at scorer's table, if applicable, and use between periods and during time outs. (Officials are encouraged to bring their own in the event none is available.)
  - Conversations should occur with the host school administration regarding the size of changing areas or locker rooms.

### **GENERAL OFFICIAL GUIDELINES:**

- Be prepared to have your temperature taken and a health screening conducted upon arrival at school campus.
- Be prepared to sign a liability waiver if requested by the school
- Upon conclusion of the contest, leave the contest area and do not interact with others.
- Consideration may be given to wearing a face covering when officiating by each official but should strongly be considered when inspecting the field/court prior to the contest.
- Officials must pay special attention to playing rules that require distances between players during play.
- Reminders should be issued for situations that involve hygiene (spitting, etc.).
- Maintain distance between players if an altercation occurs between players and minimize the times you are within 6 feet of others.
- Be aware of the location of medical personnel while you are on school property.

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- Limit the exchanging of documents between yourself and others.
- Once the contest begins, limit conversations within 6 feet with coaches.
- Complete a personal health assessment on the day of your contest. If you feel sick – STAY HOME. Call your partner(s) and the host school and let them know.
- Wash your hands frequently. When in doubt about wearing a mask – put it on.
- Officials' Uniforms and Equipment.
  - Electronic whistles are permissible.
    - Choose a whistle whose tone will carry outside.
    - Be aware of the increased risk of inadvertent whistles.
  - Face coverings are permissible.
  - Gloves are permissible.
  - Bring your own towels and hygiene materials. Do not share them with others.

**GAME DAY:**

- Complete a personal health assessment on the day of your contest. If you feel sick – STAY HOME. Notify the contracted schools, your partner(s) and the assignor to let them know.
- Notify site administrator immediately if temperature is elevated above 100.3 or a level recommended by your health department.
- "Vulnerable individuals" are defined by CDC as people 65 years and older and others with serious underlying health conditions. Officials fitting this description may wish to seek medical advice prior to returning to officiating.
- Communicate with school athletic administrator frequently during the days leading up to your contest about school contest expectations.
- Upon arrival at site and throughout the contest, wash and sanitize your hands frequently.
- Travel – considerations should be given to limiting carpooling, traveling with other individuals.
- Do not share uniforms, towels, apparel and equipment.
- Maintain social distancing of 6 feet while in the locker room and/or on the court/field.
- Bring your own water; water bottle or rehydration beverages.
- Use a mask when communicating verbally within 6 feet of others.
- In an effort to maintain social distancing, officiating positions may need to be changed when working that are not conformance with current officiating mechanics.

**PREGAME CONFERENCE:**

- Limit attendees to one official, the head coach from each team, and a single captain from each team, while maintaining social distance.
- Coin Toss – Head Referee (wearing a face covering) and 1 captain and head coach.
- Move the location of the pregame conference to the center of the court/field. All individuals maintain a social distance of 6 feet.
- Suspend handshakes prior to and following the pregame conference.
- Maintain social distancing while performing all pregame responsibilities.
- Encourage bench personnel to observe social distancing of 6 feet.
- Encourage social distancing of 6 feet between the substitute and teammate(s).

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**OFFICIALS' TABLE:**

- Limit to essential personnel who includes home team scorer and timer with a recommended distance of 6 feet between individuals. Visiting team personnel (scorer, statisticians, etc.) are not deemed essential and may need to find an alternative location. Space available at the table is a variable in determining the number of individuals permitted at the officials' table.

**PREGAME AND POSTGAME CEREMONY:**

- Suspend pregame protocol of shaking hands during introductions.
- Traditional pre-game introductions should be altered to ensure social distancing occurs.
- Suspend postgame protocol of shaking hands.

**PERSONAL RESPONSIBILITIES:**

- Training
  - Review current and past year rule and case books.
  - Attend online and in-person meetings to review the rules for the coming year.
  - Start physical training using online video or complete skills alone. If you have been diagnosed with COVID-19, you should be cleared by your medical provider prior to initiating an exercise program.
- Positive COVID-19 Test
  - You should notify the school(s) administration where you officiated and partners of those contests.

**UNIFORM OF CONTESTANTS:**

- Long sleeves are permissible.
- Long pants are permissible.
- Undergarments are permissible but must be of a similar length for the individual and a solid like color.

# CROSS COUNTRY

## Return to Competition: General Considerations for Cross Country



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

**SPORT:** Cross Country

**STAFF LIAISON:** Mark Byers

The NFHS has determined that cross country is a lower risk sport (sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors).

### CROSS COUNTRY RULE CONSIDERATIONS:

- Cross country meets should consider using staggered, wave or interval starts.
- Possible Rule Modifications:
  - Consider widening the course to at least 6 feet at its narrowest point.
- Finish:
  - Consider using finish corrals and FAT timing for larger meets as easier to distance at finish.
  - With no FAT timing system consider alternative means of finish place and time to address congestion at finish line.
  - Consider using image-based equipment at finish to assist with picking place to avoid congestion.
- **Pre and Post Race Ceremony:** Establish cross country specific social distancing meet protocols including the elimination of handshakes before and after the race.

### CONSIDERATION FOR CROSS COUNTRY OFFICIALS:

- Please review the General Considerations for Officials.
- Follow social distancing guidelines:
  - Pre and Post Meet conferences.
  - Clerking at the start line.
  - Tabulations and posting of results.
- Consider using electronic whistle.

# FIELD HOCKEY

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## Return to Competition: General Considerations for Field Hockey



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

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**SPORT:** Field Hockey **STAFF LIAISON:** Melissa Mertz

The NFHS has determined that field hockey is a moderate risk sport (sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants).

\*Field Hockey could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants.

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### FIELD HOCKEY RULES CONSIDERATIONS:

- **PREGAME CONFERENCE:**
  - Limit attendees to one official, the head coach from each team, and a single captain from each team.
  - Move the location of the pregame conference to center of the field. All individuals maintain a social distance of 6 feet.
  - Suspend handshakes prior to and following the Pregame Conference.
- **TEAM BENCHES:**
  - Encourage bench personnel to observe social distancing of 6 feet.
  - Team areas may be expanded to promote social distancing.
- **SUBSTITUTION PROCEDURES:**
  - Maintain social distancing of 6 feet between the substitute, officials and/or teammate(s) by encouraging substitutions to occur closer to the center line.
- **OFFICIALS' TABLE:**
  - Limit to essential personnel which includes home team scorer and timer with a recommend distance of 6 feet between individuals. Visiting team personnel (scorer, statisticians, etc.) are not deemed essential personnel and will need to find an alternative location.

own PK mask  
gloves for BallBoys

### PRE AND POST MATCH CEREMONY:

- Suspend the pregame introduction line and send players to their field positions for introductions.
- Suspend post game protocol of shaking hands.

**FIELD HOCKEY RULES INTERPRETATIONS:**

○ ***EQUIPMENT AND ACCESSORIES:***

- Face coverings are permissible.
- Gloves are permissible.
- Players' goggles are optional equipment.

○ ***LEGAL UNIFORM:***

- Long sleeves are permissible.
- Long pants are permissible.
- Undergarments are permissible but must be of a similar length for the individual and a solid like color for team.

○ ***OFFICIALS UNIFORM AND EQUIPMENT:***

- Long-sleeved shirt/jackets are permissible.
- Electronic whistles are permissible.
- Face coverings are permissible.
- Gloves are permissible.

**CONSIDERATION FOR FIELD HOCKEY OFFICIALS:**

- Please review the General Considerations for Officials.
- Officials may use electronic whistles during contests but must be aware of increased risk of inadvertent whistles.
- Social distancing guidelines should be employed during the contest for officials when interacting with coaches and student-athletes (ex. penalties or carding).

# FOOTBALL

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## Return to Competition: General Considerations for Football



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

**SPORT:** Football

**STAFF LIAISON:** Bob Lombardi

The NFHS has determined that football is a higher risk sport that involves close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

### FOOTBALL RULES CONSIDERATIONS:

- **TEAM BOX:**
  - The team box may be extended on both sides of the field to the 10-yard lines (for players only) in order for more social-distancing space for the teams.
  - Where feasible, extend the 2-yard sideline belt to 5 yards.
  - Maintain social distancing of 6 feet at all times while in the team box.
  - Do not share uniforms, towels and other apparel and equipment.
- **BALL:**
  - The ball should be cleaned and sanitized throughout the contest as recommended by the ball manufacturer.
  - The ball holders should maintain social distancing of 6 feet at all times during the contest.
- **FACE MASKS:**
  - Cloth face coverings are permissible.
  - Plastic shields covering the entire face (unless integrated into the face mask and attached to the helmet and clear without the presence of any tint) shall not be allowed during the contest.
- **TOOTH AND MOUTH PROTECTORS:**
  - *\*\*Still being determined at this time on how to best handle the tooth and mouth protector during the contest. The NFHS SMAC will update the membership as soon as guidance is developed for all sports that require a tooth and mouth protector.*
- **GLOVES:**
  - Gloves are permissible but still must comply with Rule 1-5-2b by meeting either the NOCSAE Standard or the SFIA Specification.
- **CHARGED TIME-OUTS AND AUTHORIZED CONFERENCES:**
  - A single charged time-out may be extended to a maximum of two minutes in length.

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- The authorized conference for the charged time-out should take place between the 9-yard marks and not at the sideline for social-distancing purposes. (It would be permissible for more than one coach to be involved in this conference and for technology to be used.)
  - Each game official and player should have their own beverage container brought out to them on the field.
- **INTERMISSION BETWEEN PERIODS AND AFTER SCORING:**
- The intermission may be extended to a maximum of two minutes between the first and second and the third and fourth periods and following a try, successful field goal or safety, and prior to the succeeding free kick.

**FOOTBALL GAME OFFICIALS MANUAL CONSIDERATIONS:**

- **GAME OFFICIALS UNIFORM AND EQUIPMENT:**
- Electronic whistles are permissible (supplies are limited).
    - Choose a whistle whose tone will carry outside.
  - Cloth face coverings are permissible.
  - Gloves are permissible.
  - Do not share uniforms, towels and other apparel and equipment.
- **PREGAME CONFERENCE, COIN TOSS AND OVERTIME PROCEDURES:**
- For the coin toss, limit attendees to the referee, umpire and one designated representative from each team.
  - Coin toss should take place in the center of the field with designated individuals maintaining social distancing of 6 feet.
  - No handshakes prior to and following the coin toss.
  - Maintain social distancing of 6 feet while performing all pregame responsibilities with all officiating crew members, game administration staff, line-to-gain crew, clock operators, individuals handling the balls during the game and team personnel.
    - Line-to-gain crew must wear face coverings.
  - For the overtime procedure, please use the same procedure as used at the start of the contest for the coin toss.

**PRE AND POST GAME CONSIDERATIONS:**

- Suspend pregame and postgame protocols of shaking hands.

**FINAL CONSIDERATIONS FOR FOOTBALL:**

- Before, during and after the contest, players, coaches, game officials, team personnel and game administration officials should wash and sanitize their hands as often as possible.
- Maintain social distancing of 6 feet at all times while on the sidelines and on the field of play when possible.

- Everyone should have their own beverage container that is not shared.
- Cloth face coverings are permissible for all coaches and team staff and for all game administration officials.
- Gloves are permissible for all coaches and team staff and for all game administration officials.
- Try and limit the number of non-essential personnel who are on the field level throughout the contest.
- If available, dressing facilities for game officials and teams should be large enough for them to use social-distancing protocols and should be properly cleaned and sanitized prior to their arrival.

**CONSIDERATION FOR FOOTBALL OFFICIALS:**

- Please review the General Considerations for Officials.
- Officials may use electronic whistles during contests but must be aware of increased risk of inadvertent whistles.
- Social distancing guidelines should be employed during the contest for officials when interacting with coaches and student-athletes.
- The football should be changed or sterilized by sidelined personnel frequently.
- Officials will have to limit the handling of other officials' equipment (ex. assist in picking up flags or bean bags).

**NFHS FOOTBALL RULES INTERPRETATION ON THE NEW SCHUTT SPORTS "SPLASH SHIELD"**

<https://www.schuttsports.com/splash-shield.html>

The NFHS notified PIAA of this new football product that is being manufactured by Schutt Sports for their football face mask. The product was reviewed by the NFHS. The Schutt Sports "Splash Shield" as shown will be permissible for competition and is compliant with current 2020 NFHS Football Rule 1-5-3c(4) as long as it is clear and has no tint. The NFHS is not endorsing or mandating this product.

# GOLF

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## Return to Competition: General Considerations for Golf



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)  
USGA COVID-19 Resource Center

**SPORT:** Golf

**STAFF LIAISON:** Mark Byers

The NFHS has determined that golf is a lower risk sport (sports that can be done with physical distancing or individually with no sharing of equipment or the ability to clean the equipment between uses by competitors).

### COMPETITION CONSIDERATIONS:

- Social distancing of at least 6 feet should be maintained at all times. No hugging, shaking hands, or fist bumps for support/encouragement.
- Normal golf groups are permitted;
- Limit all use of golf shop and retail operations to maintain social distancing guidelines. If social distancing cannot be maintained, golf shop access should be prohibited prior to the competition.
- To limit congestion, limiting field size and starting from one tee only is recommended. Also, consider the expanded spacing of starting times (12 minutes for groups of 3 and 15 minutes for groups of 4)
- Tees, pencils and ball-markers and sharpies will not be available. Players must bring their own equipment.
- Electronic scoring is recommended.
- Recommend utilizing a window of time players may access practice facilities before their round based on their starting times to limit congestion.
- Recommend prohibiting the use of practice facilities after the round and encourage all players to depart immediately when finished.

# S O C C E R

## Return to Competition: General Considerations for Soccer



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

**SPORT:** Soccer

**STAFF LIAISON:** Mark Byers

The NFHS has determined that soccer is a moderate risk sport (sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants).

### SOCCER RULES CONSIDERATIONS:

- **PREGAME CONFERENCE:**
  - Limit attendees to head referee or center referee, the head coach from each team, and a single captain from each team.
  - Move the location of the pregame conference to center of the field. All individuals maintain a social distance of 6 feet.
  - Suspend handshakes prior to and following the Pregame Conference.
- **BALL HOLDERS:**
  - Encourage social distancing of 6 feet.
- **TEAM BENCHES:**
  - Encourage bench personnel to observe social distancing of 6 feet.
  - Team areas may be expanded to promote social distancing.
- **SUBSTITUTION PROCEDURES:**
  - Maintain social distancing of 6 feet between the substitute, officials and/or teammate(s) by encouraging substitutions to occur closer to the center line.
- **OFFICIALS TABLE:**
  - Limit to essential personnel which includes home team scorer and timer with a recommend distance of 6 feet between individuals. Visiting team personnel (scorer, statisticians, etc.) are not deemed essential personnel and will need to find an alternative location.

### PRE AND POST MATCH CEREMONY:

- Suspend the pregame world cup introduction line and send players to their field positions with bench personnel lined up on the touch line (6 feet apart) for introductions.
- Suspend post game protocol of shaking hands.

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**SOCCER RULES INTERPRETATIONS:**

- **EQUIPMENT AND ACCESSORIES:**
  - Cloth face coverings are permissible.
  - Gloves are permissible.
- **LEGAL UNIFORM:**
  - Long sleeves are permissible.
  - Long pants are permissible.
  - Under garments are permissible but must be of a similar length for the individual and a solid like color for team.
- **OFFICIALS UNIFORM AND EQUIPMENT:**
  - Long-sleeved shirt/jackets are permissible.
  - Electronic whistles are permissible.
  - Face coverings are permissible.
  - Gloves are permissible.

**CONSIDERATION FOR SOCCER OFFICIALS:**

- Please review the General Considerations for Officials.
- Officials may use electronic whistles during contests but must be aware of increased risk of inadvertent whistles.
- Social distancing guidelines should be employed during the contest for officials when interacting with coaches and student-athletes (ex. penalties or carding).

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# TENNIS

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## Return to Competition: General Considerations for Tennis



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)  
USTA COVID 19: Playing Tennis Safely

**SPORT:** Tennis

**STAFF LIAISON:** Jen Grassel

*The NFHS has determined that Tennis is moderate risk (sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.)*

*\*Tennis could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants.*

### TENNIS MATCH CONSIDERATIONS:

- **PRE-MATCH CONFERENCE:**
  - Limit attendees to any pre-match conference between athletes and coaches. Make sure to maintain social distancing of 6 ft.
- **TEAM AREAS:**
  - Make sure team personnel observe social distancing of 6 ft.
- **DURING MATCHES:**
  - Between points, use your racquet or foot to advance the tennis balls back to your opponent. *Also, avoid using your hands when returning balls to another court.*
  - Maintain physical distancing if changing ends of the court.
  - Avoid touching your face after handling a ball, racquet or other equipment.
    - *Wash your hands promptly if you have touched your eyes, nose or mouth.*
  - When playing doubles, coordinate with your partner to maintain physical distancing, where applicable.
  - Wash your hands thoroughly or use a hand sanitizer before, during, and after play.
  - Clean and wipe down your equipment, including racquets and water bottles. *Use new balls and a new grip, if possible.*
  - Use only your own towels and water bottles. Avoid sharing food and touching common surfaces such as court gates, fences, benches, etc.

○ **TENNIS BALLS:**

*Although unlikely, it's possible that a tennis ball can transmit the COVID-19 virus, as virtually any hard surface can transmit the disease. Here is an extra precaution you can take to keep safe when playing tennis, if feasible:*

- Use four or six tennis balls.
- Open two cans of tennis balls that do not share the same number on the ball.
  
- Take one set of numbered balls, and have your playing partner take a set of balls from the other can.
- Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands. Use your racquet head or feet to advance the ball to the other side of the court.

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# VOLLEYBALL

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## Return to Competition: General Considerations for Volleyball



Pennsylvania Interscholastic Athletic Association (PIAA)  
National Federation of State High School Associations (NFHS)  
Pennsylvania Department of Education (PDE)  
Pennsylvania Department of Health (DOH)  
Sports Medicine Advisory Committee (SMAC)

**SPORT:** Volleyball

**STAFF LIAISON:** Jen Grassel

*The NFHS has determined that volleyball is a moderate risk sport (sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.*

*\*Volleyball could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants.)*

### VOLLEYBALL RULES CONSIDERATIONS:

#### ○ **PRE-MATCH CONFERENCE:**

- Limit attendees to one coach from each team, first referee and second referee.
- Move the location of the pre-match conference to center court with one coach and one referee positioned on each side of the net. All four individuals maintain a social distance of 6 feet.
- Suspend roster submission at the pre-match conference. Rosters are submitted directly to the officials' table before the 10-minute mark.

#### ○ **TEAM BENCHES:**

- Suspend the protocol of teams switching benches between sets.
- Team areas may be expanded to promote social distancing outside of playable areas.

#### ○ **DECIDING SET PROCEDURES:**

- Move the location of the deciding set coin toss to center court with team captains and the second referee maintaining the appropriate social distance of 6 feet. A coin toss, called by the home team, will decide serve/receive.
- Suspend the protocol of teams switching benches before a deciding set.

#### ○ **SUBSTITUTION PROCEDURES:**

- Maintain social distancing of 3 to 6 feet between the second referee and the player and substitute by encouraging substitutions to occur within the substitution zone closer to the attack line.

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○ **OFFICIALS TABLE:**

- Limit to essential personnel which includes home team scorer, libero tracker and timer with a recommend distance of 6 feet between individuals. Visiting team personnel (scorer, statisticians, etc.) are not deemed essential personnel and will need to find an alternative location.

**VOLLEYBALL OFFICIALS MANUAL CONSIDERATIONS:**

○ **PRE AND POST MATCH CEREMONY:**

- Establish volleyball specific social distancing match protocols including the elimination of handshakes before and after the match.

**VOLLEYBALL RULES INTERPRETATIONS:**

○ **EQUIPMENT AND ACCESSORIES:**

- Cloth face coverings are permissible.
- Gloves are permissible.

○ **LEGAL UNIFORM:**

- Long sleeves are permissible.
- Long pants are permissible.
- Under garments are permissible, but must be unadorned and of a single, solid color similar in color to the predominant color of the uniform top or bottom.

○ **OFFICIALS UNIFORM AND EQUIPMENT:**

- By state association adoption, long-sleeved, all-white collared polo shirt/sweater are permissible. (Electronic whistles are permissible.
- Face coverings are permissible.
- Gloves are permissible.

**CONSIDERATION FOR VOLLEYBALL OFFICIALS:**

- Please review the General Considerations for Officials.
- Officials are permitted to use electronic whistles but must be aware of signaling difficulties when using both hands and the increased chance of inadvertent whistles.
- Use of a three ball rotation system should be considered for matches. This would allow periodic sanitation of the ball.

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**SUPERINTENDENT'S  
EMPLOYMENT CONTRACT**

An Agreement Between

The Board of Education  
of the  
East Stroudsburg Area School District

and

William Riker

**For the Period July 1, 2021 to June 30, 2024**

## **PREAMBLE**

THIS AGREEMENT is made and entered this 17th day of August, 2020, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as "District" or the "Board") and William Riker, an individual (hereinafter referred to as "Superintendent").

WHEREAS, the Board of Education of the District, at regularly scheduled meeting duly and properly called and held on the 17th day of August, 2020, did appoint William Riker to the office of District Superintendent for the District in accordance with the provisions of Sections 508, 1071 and 1073 of the Public School Code of 1949, as amended; and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing:

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

### **TERM OF CONTRACT**

The Board, in consideration of the promises herein contained, has employed William Riker and William Riker hereby accepts said employment as Superintendent of Schools of the East Stroudsburg Area School District for a term commencing on July 1, 2020 and ending no later than June 30, 2024 ("Term").

This Agreement shall terminate immediately upon the expiration of the aforesaid Term unless the Agreement is sooner modified or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code or this Agreement.

### **SALARY**

The Superintendent's salary for the initial fiscal year (2021-2022) shall be one hundred ninety-two thousand nine hundred seventy-eight and 00/00 dollars (\$192,978.00). The salary shall increase annually, but solely upon the Superintendent's satisfactory performance in accordance with this Agreement, and in accordance with the following schedule:

- 2021-2022 fiscal year salary will be increased by 3.0% over that established in the 2020-2021 fiscal year, based upon a satisfactory evaluation.
- 2022-2023 fiscal year salary will be increased by 3.0% over that established in the 2021-2022 fiscal year, based upon a satisfactory evaluation.
- 2023-2024 fiscal year salary will be increased by 3.0% over that established in the 2022-2023 fiscal year, based upon a satisfactory evaluation.

Any adjustment in salary made during the life of this Agreement or any extension thereof shall be in the form of an amendment which shall become a part thereof. No adjustment in salary may reduce the annual salary in effect at any given time. In making any such amendment, it shall not be considered that the District has entered into a new agreement with the Superintendent, nor that the termination or expiration date of this Agreement has been extended. However, the District may, by specified action, extend the termination or expiration date of this Agreement if the same is agreeable to the parties and is permitted by law.

#### **EMPLOYEE BENEFITS**

The School District shall provide, as a minimum, family medical coverage, family dental coverage, group term life insurance, income/disability protection program, retirement health insurance, leave of absence benefits and other benefits to the Superintendent as are more specifically set forth in Appendix "A" attached hereto and made a part hereof, or as may otherwise be subsequently approved by the School District, except that there shall be no diminution or reduction of said benefits during this Agreement unless agreed to in writing by the Superintendent.

#### **PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP DUES**

In addition to, and notwithstanding, any of the remaining terms and conditions of this Contract, the Board will pay, at the expense of the School District, the basic membership fees of the Superintendent in the following organizations for the term of the Superintendent's contract:

American Association of School Administrators

Pennsylvania Association of School Administrators



Association for Supervision and Curriculum Development  
Pennsylvania Association for Supervision and Curriculum Development  
National School Boards Association  
Pennsylvania School Boards Association  
Any other organization requested by the Superintendent and approved by  
the Board

The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Superintendent to participate actively. The District and Superintendent may mutually agree to change, add to or delete the professional association memberships covered by this paragraph, and such change shall be in writing and approved by the Board and Superintendent. The duties of the Superintendent require his participation and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs and information. The Superintendent's attendance at meetings, seminars, workshops, conferences, in-service programs, school activities, continuing education, professional development and graduate education programs is necessary to maintain the knowledge and skills required of his position. The District considers the expenses involved in such activities to be directly related to the Superintendent's duties and appropriate for reimbursement. However, the Superintendent will not attend more than one national conference per year without prior approval from the Board. Expense reimbursements for such activities are hereby approved and shall be provided in accordance with the procedures of District policy.

#### **YEARLY EVALUATION**

A. The Board shall conduct an annual written assessment of the performance of the Superintendent no later than June 30 of each year of this Agreement, unless another date for the annual performance assessment is mutually agreed upon in writing by the Board and the Superintendent. An evaluation instrument and method mutually agreed upon in writing by the Board and the Superintendent shall be utilized for the annual performance assessment, provided, however, that any evaluation instrument and method selected

shall require the Board to speak in one voice by voting as an entire Board rather than "averaging" the feedback of each individual member regarding each aspect of the evaluation. A copy of the written performance assessment shall be delivered to the Superintendent and shall be discussed with the Superintendent in a private executive session of the Board limited to members of the Board and the Superintendent. The Superintendent shall have the right to make a written response to the annual performance assessment. In the event the Board consensus determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. The Board and the Superintendent agree that the annual performance assessments and the Superintendent's responses shall be privileged and the Board and its individual members shall respect the confidentiality of the discussions. The Board and its individual members shall not reveal confidential information about the Superintendent's performance assessment results except in the case of a dispute between the Superintendent and District in which his performance is or becomes an issue or in response to the Superintendent making the performance assessment results public or with the Superintendent's agreement or as otherwise expressly required by state or federal law. The Superintendent's performance shall be deemed satisfactory and the Superintendent shall not be subject to discipline, discharge or termination on the bases of neglect of duty or incompetency in any year when a formal performance assessment was not completed in accordance with this Agreement.

B. The performance assessment shall be used for the following purposes:

1. To strengthen the working relationship between the District and Superintendent and to clarify for the Superintendent and individual members of the Board the responsibilities the Board relies on Superintendent to fulfill;
2. To discuss and establish goals and/or objective performance standards for the ensuing year; and
3. To establish the basis for possible incremental adjustments in the annual salary rate for Superintendent.

C. Performance Expectations, Including Objective Performance Standards

The performance of the Superintendent shall be assessed against the Superintendent's Job Description, which is attached hereto as Exhibit "B" and made a part hereof and the objective performance standards that have been mutually agreed upon in writing by the Superintendent and the Board and which are attached hereto as Exhibit "C" and made a part hereof, and which shall be reviewed and updated annually as necessary on or before July 1 of each year of this Agreement, unless another date is mutually agreed upon by the Board and the Superintendent.

D. The Board shall annually post on the District website the date of the Superintendent's formal performance assessment; the mutually agreed upon written performance standards; and whether the Superintendent met the agreed upon objective performance standards. No other information regarding the Superintendent's annual performance assessments shall be posted on the District website without the express written approval of the Superintendent.

**PHYSICAL EXAMINATION OF SUPERINTENDENT**

The Superintendent agrees, upon a written request by the President of the Board, to have a comprehensive medical and visual examination once each year and to authorize the consulting physician to file with the President of the Board of Education a statement certifying to his physical competency, which statement shall be held in confidence by the Board. The cost of said medical and visual examination shall be borne by the School District.

**EXPENSE AND MILEAGE REIMBURSEMENT**

The District shall fully reimburse the Superintendent for all reasonable expenses incurred by the Superintendent in the discharge of his duties, upon proper documentation. This shall include reimbursement for mileage associated with the use of his private vehicle in the performance of the Superintendent's duties. Said reimbursement shall be based on the highest current mileage allowance as established by the Internal Revenue Service, as the same may be changed or modified from time to time. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

The District shall supply and pay for a "smartphone"-style cellular telephone, laptop computer and related computer equipment for the Superintendent's professional and personal use during the duration of this Agreement and shall provide instruction and technical support to assist with access to the District's computer network from the Superintendent's residence. The District shall not be responsible for the payment of the internet service at the Superintendent's residence but shall pay for mobile wireless capability for the Superintendent's cellular telephone, laptop computer and other technological devices, including but not limited to his iPad or other tablet computer. The Superintendent agrees to return any equipment provided by the District and all District-related computer files at the conclusion of his employment with the District, or in the alternative, to purchase the equipment at its market price as determined by the District's existing technology disposal programs.

#### **QUALIFICATIONS OF THE SUPERINTENDENT**

The Superintendent covenants and warrants that he possesses all of the qualifications required by law to serve as Superintendent of the District. The Superintendent agrees to maintain during the term of this contract a valid and current commission or other legal credential as may be required by law to serve as Superintendent of the District.

The Superintendent further agrees to devote his time, skill, labor, and attention to the performance of his duties as Superintendent of the School District on a full time basis during the term of this Agreement; provided, however, that the Superintendent with prior notice to, and prior authorization of, the School Board and as allowed by law, may undertake activities not directly related to the operations of the School District such as a consultant, speaking engagements, writing, lecturing, adjunct teaching or other professional duties and obligations which do not interfere with the performance of the Superintendent's duties with the School District.

The Superintendent further expressly covenants and warrants that he does not and will not have during the term of this contract any financial interest, direct or indirect, in the sale or adoption of any book or textbook, or the sale to or lease by the School District of any supplies or equipment, or any other pecuniary or financial interest which

would create or appear to create a conflict of interest with the performance of his duties as Superintendent. The Superintendent further covenants and warrants that he has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to his qualification or election as Superintendent.

### **GENERAL DUTIES OF THE SUPERINTENDENT**

During the term of this Agreement, the Superintendent agrees to serve as the Chief Administrator of the District and as the Executive Officer for the Board, and to perform the duties of the Superintendent in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the Job Description established by the School District for the Superintendent (attached hereto as Exhibit "B"), and the regulations of the Board, and all amendments thereto.

Unless utilizing vacation, personal, sick or bereavement leave, or other leave as provided for herein or approved by the Board, the Superintendent shall be required to work on all days during the school term during which school is in attendance and on all days during which professional staff employees are required to be in attendance. Additionally, during the months of June through August, the Superintendent shall work Monday through Friday of each week, with the exception of days of leave and legal holidays, and subject to any alterations of the administrative calendar or work-from-home days.

### **OPERATIONS ROLE OF SUPERINTENDENT AND BOARD OF EDUCATION**

The parties hereby agree as follows:

1. The Superintendent, either personally or through his designees at his direction, will furnish recommendations to the Board of Education on all matters having to do with selection, appointment, assignment transfer, promotion, organization, reorganization, reduction, or termination of personnel employed or to be employed by the School District, any and all of which recommendations shall be subject to final approval by the Board.
2. The Superintendent shall be responsible for the total day-to-day administration of the District operations subject to compliance with officially adopted policies of the Board. All official contacts between Board members and the staff of the District

shall be through the Superintendent. Nothing in this section shall preclude the right of Board members to exercise their responsibilities as Board members in the areas of monitoring District operations, conducting oversight operations, or visiting schools, or otherwise, as set forth in Board policy or directives, as set forth in the School Code or as otherwise provided by controlling statute, guideline or regulation.

3. Superintendent will have a seat on the Board of Education and the right to speak on all issues before the Board of Education in accordance with applicable law but shall not have the right to vote. Superintendent and/or his designee(s) will attend all regular and special meetings and executive sessions/work sessions of the Board of Education and will serve as an advisor to the Board in all matters affecting the School District.
4. Criticisms, complaints, and suggestions called to the attention of the Board or its members will be referred to the Superintendent for study, disposition, or recommendation, as appropriate; provided, however, that any criticisms, complaints or suggestions relating directly to the Superintendent's conduct or performance shall be directed to the Superintendent and then referred to the Board and handled as the Board shall deem appropriate, and the Board President shall advise the Superintendent regarding the same.
5. Superintendent shall prepare and update from time to time, for approval by the Board of Education, a table of organization which shall provide a basis for disposition of matters contained within this section of the Agreement and communications related thereto.

#### **PROFESSIONAL LIABILITY**

The Board agrees that it will defend, hold harmless and indemnify Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Superintendent in his individual capacity or in his official capacity as agent and employee of the Board, provided the incident arose while Superintendent was acting, or reasonably believe he was acting, within the scope of his employment and as such liability coverage is within the authority of the Board to provide under state law. If, in the good faith opinion

of the Superintendent, a conflict exists as regards the defense to such claims between the legal position of the Board and the legal position of the Superintendent, the Superintendent may engage separate counsel and the Board shall continue to indemnify the Superintendent and pay the full costs of the Superintendent's legal defense. This obligation shall survive the termination of this Agreement.

#### **INVESTIGATIONS BY THE BOARD**

In the event that the Board of Education directs that any investigation of the Superintendent's conduct or performance be undertaken, Superintendent shall be: (i) notified of the occurrence and purpose of such investigation prior to the commencement of the same; (ii) granted access to all documents or reports generated by such an investigation and; (iii) granted the opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation prior to the investigation being concluded. Any investigations undertaken by the Board shall be completed in private without any public disclosure by the Board or Superintendent of the commencement or progress of the same. Nothing herein shall obligate the Board to share attorney-client privileged or work product information with Superintendent following the completion of any investigation of his conduct or performance. Should any portion of this section contradict provisions of the Child Protective Services Law, 23 Pa.C.S.A. § 6301, *et. seq.*, as amended, the provisions of the Child Protective Services Law shall prevail.

#### **REAPPOINTMENT/RETENTION**

The Board shall provide Superintendent with periodic opportunities to discuss Superintendent-Board relationships and shall inform him at least annually of any inadequacies perceived by the Board. Reappointment or retention of the Superintendent shall be in accordance with Section 1073 of the School Code or then applicable law.

#### **TERMINATION OF AGREEMENT**

A. The Superintendent warrants that he has made no misrepresentation as to his qualifications and background either on his application or orally. In addition to those reasons as set forth in Section 1080 of the School Code, the School Board shall have grounds to terminate this Agreement if the Superintendent has made any misrepresentations, either in writing or orally, if the Superintendent fails to maintain his

legal credentials, or if the Superintendent undertakes work which interferes with his duties as Superintendent. If the School Board determines that the Superintendent's outside activities are interfering with his duties as Superintendent, they shall first put him on notice. If he persists in these activities, the School Board shall have grounds to terminate this Agreement. The Superintendent's rights prior to and after formal termination shall be as set forth in Section 1080 of the School Code.

B. Throughout the term of this contract, the Superintendent shall be subject to discharge for valid and just cause for the reasons specified in section 1080 of the Public School Code. However, the Board shall not arbitrarily or capriciously call for his dismissal and the Superintendent shall in any event have the right to written charges, notice of hearing, and fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present witnesses and testimony relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the Superintendent in the event an appeal is taken by the Superintendent from any action taken by the Board. Superintendent shall have the right to be represented by counsel at his sole cost and expenses. Provided, however, if the charges against the Superintendent are not sustained and/or should the Superintendent prevail in any hearing or appeal, the Board shall reimburse him for all legal fees and expenses incurred by the Superintendent in the proceedings.

C. This Agreement may be unilaterally terminated without penalty by the resignation of the Superintendent at any time provided the Superintendent gives the Board at least ninety (90) days notice prior to the effective date of the resignation. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the effective date of his resignation and termination of this Agreement plus any



applicable and earned post-employment and retirement benefits provided for in this Agreement.

D. This Agreement may be terminated by the mutual consent, in writing, or the Superintendent and the Board. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the mutually agreed upon effective date of termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement.

E. Notwithstanding any other provisions of this Agreement, the Board may, without cause and for any non-discriminatory reason consistent with law, terminate this Agreement by giving a minimum ninety (90) days written notice to the Superintendent prior to the effective date of the proposed termination of this Agreement and by obtaining the Superintendent's written confirmation accepting the early termination of this Agreement. If the Board terminates this Agreement in this manner, the District shall immediately pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the termination date set forth in this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement. Such payment shall also include, but not be limited to, annual salary adjustments as provided for in this Agreement. Additionally, the Board shall not negatively evaluate or provide any negative job reference or information regarding the Superintendent's work performance, unless otherwise expressly required by state or federal law.

F. This agreement shall be terminated upon the death of the Superintendent, at which time the District shall pay to the Superintendent's estate and/or heirs all of the aggregate compensation, salary and benefits the Superintendent earned, accrued and/or is entitled to under this Agreement through the date of the Superintendent's death.

**MODIFICATION**

Notwithstanding any term or provision herein or elsewhere, oral or in writing, this Agreement shall not be modified except in a writing signed by Superintendent and approved of by the Board and executed by an authorized officer of said Board.

**APPLICABLE LAW**

All references to the Public School Code shall be to the Public School Code of 1949 and shall include any amendments to or recodifications of such Act. This Agreement shall be construed in accordance with the law of the Commonwealth of Pennsylvania. In the event any provision of this Agreement shall be determined to be invalid or in conflict with the School Code of the Commonwealth of Pennsylvania, or any other federal, state, or municipal law by any court of competent jurisdiction, then such provision shall be deemed void and of no further effect, provided, however, that such determinations by a court of competent jurisdiction shall not effect or impair the remaining provisions of this contract.

**BINDING EFFECT**

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed this 17th day of August, 2020.

ATTEST:

BOARD OF EDUCATION OF THE EAST  
STROUDSBURG AREA SCHOOL DISTRICT

\_\_\_\_\_

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

WITNESS:

WILLIAM RIKER

\_\_\_\_\_

\_\_\_\_\_

## Appendix A

### A. Insurances

#### 1. Family Medical Coverage

The Board shall provide health care benefits for the Superintendent and his eligible dependents in accordance with the provisions of the Board's Administrative Compensation Plan with its Act 93 employees and any associated Memorandums of Understanding as they exist from time to time.

#### 2. Family Dental Coverage

The Board will pay the entire monthly premiums for the dental insurance for the Superintendent and his eligible dependents in accordance with the provisions of the Board's Administrative Compensation Plan with its Act 93 employees and any associated Memorandum of Understandings as they may exist from time to time.

#### 3. Term Life Insurance/Additional Purchase Provision

A term life insurance policy equal in value to 2-1/2 times the Superintendent's annual salary (rounded to the nearest thousand) shall be provided. The Superintendent shall have the option of increasing his coverage by paying the premium to the District. Should the Superintendent retire, this policy will be maintained by the District until the Superintendent reaches age 65, provided that the Superintendent has at least ten (10) years of administrative service in the East Stroudsburg Area School District at the time of retirement and will be based upon the annual salary in effect at the time of retirement. In the event that the Superintendent retires and reaches the age of 65 he will have the option of maintaining the policy by paying the premium to the District.

#### 4. Long-Term Disability/Income Protection Plan

The Board shall pay the cost of providing the Superintendent a disability program which shall include the following:

- 66 2/3% of salary (\$5,000 maximum per month)
- 30 day elimination period

#### 5. Health Insurance Benefit for Retired Employees

The Superintendent, should he retire during or at the end of this Agreement, will receive the medical, dental and vision benefits referenced herein for himself and his spouse, at the Board's expense, until such time as the Superintendent and his spouse, individually and separately, become eligible for Medicare.

**6. Vision**

Vision insurance for the Superintendent and his eligible dependents shall be provided by Vision Benefits of America or an equivalent plan as is provided in the ESEA agreement.

**B. Leaves of Absence**

**1. Sick Leave**

The Superintendent shall be credited with twelve (12) days sick leave at the beginning of each new Contract year, which will be accumulative without ceiling. Sick leave days may be utilized for illness of a family member as defined herein. Any unused days of sick leave remaining at the end of a given year shall be credited as additional days of sick leave for the following year and shall be cumulative from year to year.

The Superintendent may transfer not more than ninety (90) accumulated days of sick leave from his current employer to the School District. Any transferred sick leave shall be held in reserve and used only in the case of illness or injury certified to the satisfaction of the Board of Education after sick leave earned within the School District has been used. In no event shall any such transferred sick leave be subject to reimbursement upon the Superintendent's cessation or termination of employment with the School District.

Sick days may be used for illness of a spouse, mother, father, son, daughter, step-father, step-mother, step-son, step-daughter, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother or near relative who resides in the same household, or any person with whom the Superintendent has made his/her home.

The rate paid for unused sick leave at retirement for the length of this Contract shall be per diem rate then in effect for the School District's Act 93 Administrators. Such payment shall be made as a non-elective employer contribution to the Superintendent's 403(b) retirement program. This benefit is subject to the following limitations:

- A. No additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days.
- B. In order to be eligible for said payment, the Superintendent must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an Administrator in the East Stroudsburg Area School District upon retirement.
- C. Payment shall not be made for "transferred sick leave".

If the Superintendent's sick leave becomes depleted, payment will be made for additional days lost due to illness or injury at the rate of \$150 per day for a total amount of additional days not to exceed ten (10) days for each full year of service to the School District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the Long-Term Disability Plan provided by the School District.

The Board may require the Superintendent to furnish a certificate from a physician or other practitioner certifying that the Superintendent was unable to perform his duties during the period of absence claimed as sick leave.

**2. Personal Leave**

Three (3) days of personal leave shall be granted during each Contract year without deduction of salary. These days shall be granted without requiring the Superintendent to state a reason. Any unused personal leave days shall be converted to the Superintendent's vacation days on September 1 of each following year.

**3. Vacation**

The Superintendent shall be granted twenty (20) days of vacation leave during each Contract year without deduction of salary. He may accumulate up to forty-five (45) days of vacation leave. Those days accumulated in excess of forty-five (45) shall, on September 1 of the following year, convert to sick leave. Vacation leave must be requested and approved by the Board President. Upon separation, the Superintendent shall be compensated for any unused vacation days at his respective daily rate of pay.

**4. Disability/Child Rearing Leave**

Disability/Child Rearing Leaves of Absence shall be granted to the Superintendent of the School District in strict compliance with the Equal Employment Opportunities Code of Federal Regulations as amended.

**5. Compensated Professional, Military and Family Medical Leaves**

The provisions of the Pennsylvania School Code, as amended, Board Policy and state and federal law shall be deemed to apply in the case of compensated professional, military and family medical leaves.

**6. Bereavement Leave**

Death of Spouse, Parent or Child

Up to five (5) consecutive work days leave of absence will be allowed in the event of the death of the Superintendent's spouse, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter, or near relative who resides in the same household, or any person with whom the

Superintendent has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

#### Death of Immediate Relative

Up to three (3) consecutive work days' leave of absence will be allowed in the event of the death of an immediate relative of the Superintendent. An immediate relative shall be defined as a brother, sister, parent-in-law, son-in-law, daughter-in-law, grandfather, grandmother or grandchild. This leave can only be used to attend the funeral and/or attend the affairs of the deceased.

### 7. **Jury Duty**

The Superintendent, if he is called and reports for service as a juror, shall be paid by the School District for each such day of service on which he otherwise would have worked.

## C. **Other Benefits**

### 1. **Reimbursement for Graduate Education**

If the Superintendent is enrolled in a degree program, or is taking graduate courses relevant to his present job responsibilities, he shall be reimbursed for tuition expenses not to exceed twelve (12) credits per Contract year and for related textbooks. All courses must have prior approval of the Board. Tuition costs shall be provided; however, a grade of "B" or better is required to qualify for this reimbursement. At the completion of the course, textbooks are to be returned to the Superintendent who shall forward them to the librarian for placement in the building professional library.

Any reimbursement for graduate credits shall be subject to the Superintendent remaining as an employee in the School District for at least two (2) years after completion of the course for which reimbursement is paid. If the Superintendent voluntarily leaves the School District sooner than two (2) years after completion of the course, he will be required to repay the School District as follows:

1 day to 1 year - 100%      1 year 1 day to 2 years - 50%

### 2. **Deferred Compensation**

The School District shall adopt the Kades-Margolis Capital Section 457 Plan and permit the Superintendent to contribute to the plan up to the maximum amount allowed by law.

EAST STROUDSBURG AREA SCHOOL DISTRICT

POSITION GUIDE: SUPERINTENDENT

QUALIFICATIONS:

1. Bachelor's Degree.
2. Master's Degree in Education/Administration.
3. Superintendent's Letter of Eligibility.
4. 5 years' teaching experience.
5. 5 years' successful experience in building or central administration.
6. Understanding of state and federal law.
7. Knowledge of a district budget.
8. An operational understanding of technology's business and educational use.
9. Possess an operational understanding of the use of data.
10. Excellent organizational skills and abilities.
11. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
12. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

PHYSICAL DEMANDS:

1. Able to sit for an extended period of time.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes.

WORK RELATED DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to perform numerical operations accurately and quickly.
3. Able to effectively deal with many types of situations and personalities.
4. Able to effectively deal with deadlines and stressful situations.
5. Able to perform repetitive tasks.
6. Able to make appropriate judgments as they pertain to the responsibilities of the position.
7. Must possess supervisory skills (Central Office)

REPORTS TO: Board of Education



**JOB GOAL:** As the Chief Executive Officer of the District, direct the development of objectives and programs to fulfill the educational needs of all pupils and provide direction to the activities of the district and its personnel.

1. Assist the Board of Education in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the district.
2. Establish internal administrative operational procedures, rules and regulations relating to, and including but not limited to, personnel, collective bargaining, financial disbursements and accounting requirements, facilities operation and staffing requirements.
3. Ensure that district students have equal access to appropriate educational programs, including pupil personnel, extracurricular activities and other supplemental programs deemed necessary.
4. Oversee a timely review of all curricular areas required by law as well as other subjects that the Board of Education may require; makes recommendations to the Board for the improvement of curriculum.
5. Visit the supervised schools in the district; observe classroom instruction and consult with teachers and principals relating to procedures, methods and materials of instruction; exercise other functions of educational administrative leadership.
6. Direct the organization of the District and assignment of staff members; ascertain proper certification for teachers and provide related reports to the Board, the IU, and PDE when required.
7. Maintain consistent communication with members of the Board of School Directors as appropriate.
8. Prepare and submit statements of policy and programs to the Board for approval; assist the Board in researching and establishing sound educational practices and policies.
9. Prepare and administer an administrative code specifying the duties of all personnel employed by the district.
10. Recommend principals, supervisors, teachers and other employees to the Board for personnel action; manage central office administrators and building level administrators.
11. Oversee the preparation of the program of studies of the district with counsel, Assistant Superintendent for Curriculum and Instruction, and faculty based on assessment of present and future needs.
12. Establish reasonable rules or regulations concerning deportment of students while on school property; exercise disciplinary authority as provided by state law; make recommendations to the Board for expulsion of students when appropriate.
13. Oversee the preparation and submission of the District budget; authorize purchases of textbooks, supplies, equipment and repairs.
14. Oversee the implementation and administration of all written contracts and agreements between the Board and employee organizations; handle various related challenges.

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

**ADMINISTRATIVE LEVEL:** Central Administration

**ASSISTANT SUPERINTENDENT  
FOR  
PUPIL SERVICES**

An Agreement Between

The Board of Education  
of the  
East Stroudsburg Area School District

and

Brian Baddick

**For the Period July 1, 2021 to June 30, 2024**

## **PREAMBLE**

THIS AGREEMENT is made and entered this 17th day of August 2020, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as "District" or the "Board") and Brian Baddick, an individual (hereinafter referred to as "Assistant Superintendent").

WHEREAS, the Board of Education of the District, at a regularly scheduled meeting duly and properly called and held on the 17th day of August 2020, did appoint Brian Baddick to the office of Assistant Superintendent for Pupil Services, in accordance with the provisions of Sections 508, 1071 and 1073 of the Public School Code of 1949, as amended; and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing:

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

## **TERM OF CONTRACT**

The Board, in consideration of the promises herein contained, has employed Brian Baddick and Brian Baddick hereby accepts said employment as Assistant Superintendent of Schools of the East Stroudsburg Area School District for a term commencing on July 1, 2021 and ending no later than June 30, 2024 ("Term").

This Agreement shall terminate immediately upon the expiration of the aforesaid Term unless the Agreement is sooner modified or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code or this Agreement.

## **SALARY**

The Assistant Superintendent's salary for the initial fiscal year (2021-2022) shall be one hundred forty-two thousand fifty-seven and 83/100 dollars (\$142,057.83). The salary shall increase annually, but solely upon the Assistant Superintendent's satisfactory performance in accordance with this Agreement, and in accordance with the following schedule:

- 2021-2022 fiscal year salary will be increased by 3.0% over that established in the 2020-2021 fiscal year, based upon a satisfactory evaluation.
- 2022-2023 fiscal year salary will be increased by 3.0% over that established in the 2021-2022 fiscal year, based upon a satisfactory evaluation.
- 2023-2024 fiscal year salary will be increased by 3.0% over that established in the 2022-2023 fiscal year, based upon a satisfactory evaluation.

Any adjustment in salary made during the life of this Agreement or any extension thereof shall be in the form of an amendment which shall become a part thereof. No adjustment in salary may reduce the annual salary in effect at any given time. In making any such amendment, it shall not be considered that the District has entered into a new agreement with the Assistant Superintendent, nor that the termination or expiration date of this Agreement has been extended. However, the District may, by specified action, extend the termination or expiration date of this Agreement if the same is agreeable to the parties and is permitted by law.

#### **EMPLOYEE BENEFITS**

The School District shall provide the Assistant Superintendent with employee benefits identical to those provided to Administrators pursuant to the School District's Administrative Compensation Plan, with the following exception: The Assistant Superintendent shall be granted twenty (20) days of vacation leave during each Contract year without deduction of salary. He may accumulate up to (45) days of vacation leave. The Assistant Superintendent has the option to sell back any unused vacation days at a per diem rate of pay during each year of this Agreement.

#### **PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP DUES**

In addition to, and notwithstanding, any of the remaining terms and conditions of this Contract, the Board will pay, at the expense of the School District, the basic membership fees of the Assistant Superintendent in the following organizations for the term of the Assistant Superintendent's contract:

American Association of School Administrators

Pennsylvania Association of School Administrators  
Association for Supervision and Curriculum Development  
Pennsylvania Association for Supervision and Curriculum Development  
National School Boards Association  
Pennsylvania School Boards Association  
Any other organization requested by the Assistant Superintendent and approved by the Board

The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Assistant Superintendent to participate actively. The District and Assistant Superintendent may mutually agree to change, add to or delete the professional association memberships covered by this paragraph, and such change shall be in writing and approved by the Board and Assistant Superintendent. The duties of the Assistant Superintendent require his participation and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs and information. The Assistant Superintendent's attendance at meetings, seminars, workshops, conferences, in-service programs, school activities, continuing education, professional development and graduate education programs is necessary to maintain the knowledge and skills required of his position. The District considers the expenses involved in such activities to be directly related to the Assistant Superintendent's duties and appropriate for reimbursement. However, the Assistant Superintendent will not attend more than one national conference per year without prior approval from the Board. Expense reimbursements for such activities are hereby approved and shall be provided in accordance with the procedures of District policy.

#### **YEARLY EVALUATION**

A. The Superintendent shall conduct an annual written assessment of the performance of the Assistant Superintendent no later than June 30 of each year of this Agreement, unless another date for the annual performance assessment is mutually agreed upon in writing by the Board and the Assistant Superintendent. An evaluation

instrument and method mutually agreed upon in writing by the Board and the Assistant Superintendent shall be utilized for the annual performance assessment. The Superintendent will share with the Board the annual written assessment. The Assistant Superintendent shall have the right to make a written response to the annual performance assessment directed to the Superintendent and the Board. In the event the Superintendent determines that the performance of the Assistant Superintendent is unsatisfactory in any respect, he shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. The Board and the Assistant Superintendent agree that the annual performance assessments and the Assistant Superintendent's responses shall be privileged and the Board and its individual members shall respect the confidentiality of the discussions. The Board and its individual members shall not reveal confidential information about the Assistant Superintendent's performance assessment results except in the case of a dispute between the Assistant Superintendent and District in which his performance is or becomes an issue or in response to the Assistant Superintendent making the performance assessment results public or with the Assistant Superintendent's agreement or as otherwise expressly required by state or federal law. The Assistant Superintendent's performance shall be deemed satisfactory and the Assistant Superintendent shall not be subject to discipline, discharge or termination on the bases of neglect of duty or incompetency in any year when a formal performance assessment was not completed in accordance with this Agreement.

B. The performance assessment shall be used for the following purposes:

1. To discuss and establish goals and/or objective performance standards for the ensuing year; and
2. To establish the basis for possible incremental salary adjustments in the annual salary rate for the Assistant Superintendent.

C. Performance Expectations, Including Objective Performance Standards

The performance of the Assistant Superintendent shall be assessed against the Assistant Superintendent's Job Description, which is attached hereto as Exhibit "A" and made a part hereof and the objective performance standards that have been mutually agreed upon in writing by the Assistant Superintendent and the Board and which are attached hereto as Exhibit "B" and made a part hereof, and which shall be reviewed and

updated annually as necessary on or before July 1 of each year of this Agreement, unless another date is mutually agreed upon by the Board and the Assistant Superintendent.

D. The Board shall annually post on the District website the date of the Assistant Superintendent's formal performance assessment; the mutually agreed upon written performance standards; and whether the Assistant Superintendent met the agreed upon objective performance standards. No other information regarding the Assistant Superintendent's annual performance assessments shall be posted on the District website without the express written approval of the Assistant Superintendent.

#### **PHYSICAL EXAMINATION OF ASSISTANT SUPERINTENDENT**

The Assistant Superintendent agrees, upon a written request by the President of the Board, to have a comprehensive medical and visual examination once each year and to authorize the consulting physician to file with the President of the Board of Education a statement certifying to his physical competency, which statement shall be held in confidence by the Board. The cost of said medical and visual examination shall be borne by the School District.

#### **EXPENSE AND MILEAGE REIMBURSEMENT**

The District shall fully reimburse the Assistant Superintendent for all reasonable expenses incurred by the Assistant Superintendent in the discharge of his duties, upon proper documentation. This shall include reimbursement for mileage associated with the use of his private vehicle in the performance of the Assistant Superintendent's duties. Said reimbursement shall be based on the highest current mileage allowance as established by the Internal Revenue Service, as the same may be changed or modified from time to time. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

The District shall supply and pay for a "smartphone"-style cellular telephone, laptop computer and related computer equipment for the Assistant Superintendent's professional and personal use during the duration of this Agreement and shall provide instruction and technical support to assist with access to the District's computer network from the Assistant Superintendent's residence. The District shall not be responsible for the payment of the internet service at the Assistant Superintendent's residence but shall pay for mobile wireless capability for the Assistant Superintendent's cellular telephone,

laptop computer and other technological devices, including but not limited to his iPad or other tablet computer. The Assistant Superintendent agrees to return any equipment provided by the District and all District-related computer files at the conclusion of his employment with the District.

### **QUALIFICATIONS OF THE ASSISTANT SUPERINTENDENT**

The Assistant Superintendent covenants and warrants that he possesses all of the qualifications required by law to serve as Assistant Superintendent of the District. The Assistant Superintendent agrees to maintain during the term of this contract a valid and current commission or other legal credential as may be required by law to serve as Assistant Superintendent of the District.

The Assistant Superintendent further agrees to devote his time, skill, labor, and attention to the performance of his duties as Assistant Superintendent of the School District on a full time basis during the term of this Agreement; provided, however, that the Assistant Superintendent with prior notice to, and prior authorization of, the School Board and as allowed by law, may undertake activities not directly related to the operations of the School District such as a consultant, speaking engagements, writing, lecturing, adjunct teaching or other professional duties and obligations which do not interfere with the performance of the Assistant Superintendent's duties with the School District.

The Assistant Superintendent further expressly covenants and warrants that he does not and will not have during the term of this contract any financial interest, direct or indirect, in the sale or adoption of any book or textbook, or the sale to or lease by the School District of any supplies or equipment, or any other pecuniary or financial interest which would create or appear to create a conflict of interest with the performance of his duties as Assistant Superintendent. The Assistant Superintendent further covenants and warrants that he has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to his qualification or election as Assistant Superintendent.

### **GENERAL DUTIES OF THE ASSISTANT SUPERINTENDENT**

During the term of this Agreement, the Assistant Superintendent agrees to perform the duties of the Assistant Superintendent in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the Job Description established by the School District for the Assistant



Superintendent (attached hereto as Exhibit "A"), and the regulations of the Board, and all amendments thereto.

Unless utilizing vacation, personal, sick or bereavement leave, or other leave as provided for herein or approved by the Board, the Assistant Superintendent shall be required to work on all days during the school term during which school is in attendance and on all days during which professional staff employees are required to be in attendance. Additionally, during the months of June through August, the Assistant Superintendent shall work Monday through Friday of each week, with the exception of days of leave and legal holidays, and subject to any alterations of the administrative calendar or work-from-home days.

#### **ROLE OF ASSISTANT SUPERINTENDENT**

The Assistant Superintendent will attend all regular and special meetings and executive work sessions of the Board and will serve as an advisor to the Superintendent in all matters affecting the District.

#### **PROFESSIONAL LIABILITY**

The Board agrees that it will defend, hold harmless and indemnify Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Assistant Superintendent in his individual capacity or in his official capacity as agent and employee of the Board, provided the incident arose while Assistant Superintendent was acting, or reasonably believed he was acting, within the scope of his employment and as such liability coverage is within the authority of the Board to provide under state law. If, in the good faith opinion of the Assistant Superintendent, a conflict exists as regards the defense to such claims between the legal position of the Board and the legal position of the Assistant Superintendent, the Assistant Superintendent may engage separate counsel and the Board shall continue to indemnify the Assistant Superintendent and pay the full costs of the Assistant Superintendent's legal defense. This obligation shall survive the termination of this Agreement.

#### **INVESTIGATIONS BY THE BOARD**

In the event that the Board of Education directs that any investigation of the Assistant Superintendent's conduct or performance be undertaken, Assistant Superintendent shall be: (i) notified of the occurrence and purpose of such investigation

prior to the commencement of the same; (ii) granted access to all documents or reports generated by such an investigation and; (iii) granted the opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation prior to the investigation being concluded. Any investigations undertaken by the Board shall be completed in private without any public disclosure by the Board or Assistant Superintendent of the commencement or progress of the same. Nothing herein shall obligate the Board to share attorney-client privileged or work product information with Assistant Superintendent following the completion of any investigation of his conduct or performance. Should any portion of this section contradict provisions of the Child Protective Services Law, 23 Pa.C.S.A. § 6301, *et. seq.*, as amended, the provisions of the Child Protective Services Law shall prevail.

#### **REAPPOINTMENT/RETENTION**

The Board shall provide Assistant Superintendent with periodic opportunities to discuss Assistant Superintendent-Board relationships and shall inform him at least annually of any inadequacies perceived by the Board. Reappointment or retention of the Assistant Superintendent shall be in accordance with Section 1073 of the School Code or then applicable law.

#### **TERMINATION OF AGREEMENT**

A. The Assistant Superintendent warrants that he has made no misrepresentation as to his qualifications and background either on his application or orally. In addition to those reasons as set forth in Section 1080 of the School Code, the School Board shall have grounds to terminate this Agreement if the Assistant Superintendent has made any misrepresentations, either in writing or orally, if the Assistant Superintendent fails to maintain his legal credentials, or if the Assistant Superintendent undertakes work which interferes with his duties as Assistant Superintendent. If the School Board determines that the Assistant Superintendent's outside activities are interfering with his duties as Assistant Superintendent, they shall first put him on notice. If he persists in these activities, the School Board shall have grounds to terminate this Agreement. The Assistant Superintendent's rights prior to and after formal termination shall be as set forth in Section 1080 of the School Code.

B. Throughout the term of this contract, the Assistant Superintendent shall be subject to discharge for valid and just cause for the reasons specified in section 1080 of the Public School Code. However, the Board shall not arbitrarily or capriciously call for his dismissal and the Assistant Superintendent shall in any event have the right to written charges, notice of hearing, and fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the Assistant Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present witnesses and testimony relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the Assistant Superintendent in the event an appeal is taken by the Assistant Superintendent from any action taken by the Board. The Assistant Superintendent shall have the right to be represented by counsel at his sole cost and expense. Provided, however, if the charges against the Assistant Superintendent are not sustained and/or should the Assistant Superintendent prevail in any hearing or appeal, the Board shall reimburse him for all legal fees and expenses incurred by the Assistant Superintendent in the proceedings.

C. This Agreement may be unilaterally terminated without penalty by the resignation of the Assistant Superintendent at any time provided the Assistant Superintendent gives the Board at least ninety (90) days notice prior to the effective date of the resignation. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the effective date of his resignation and termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement.

D. This Agreement may be terminated by the mutual consent, in writing, of the Assistant Superintendent and the Board. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Assistant Superintendent

earned, accrued and/or is entitled to in accordance with this Agreement through the mutually agreed upon effective date of termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement.

E. Notwithstanding any other provisions of this Agreement, the Board may, without cause and for any non-discriminatory reason consistent with law, terminate this Agreement by giving a minimum ninety (90) days written notice to the Assistant Superintendent prior to the effective date of the proposed termination of this Agreement and by obtaining the Assistant Superintendent's written confirmation accepting the early termination of this Agreement. If the Board terminates this Agreement in this manner, the District shall immediately pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the termination date set forth in this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement. Such payment shall also include, but not be limited to, annual salary adjustments as provided for in this Agreement. Additionally, the Board shall not negatively evaluate or provide any negative job reference or information regarding the Assistant Superintendent's work performance, unless otherwise expressly required by state or federal law.

F. This agreement shall be terminated upon the death of the Assistant Superintendent, at which time the District shall pay to the Assistant Superintendent's estate and/or heirs all of the aggregate compensation, salary and benefits the Assistant Superintendent earned, accrued and/or is entitled to under this Agreement through the date of the Assistant Superintendent's death.

#### **MODIFICATION**

Notwithstanding any term or provision herein or elsewhere, oral or in writing, this Agreement shall not be modified except in a writing signed by Assistant Superintendent and approved of by the Board and executed by an authorized officer of said Board.

#### **APPLICABLE LAW**

All references to the Public School Code shall include any amendments to or recodifications of such Act. This Agreement shall be construed in accordance with the

law of the Commonwealth of Pennsylvania. In the event any provision of this Agreement shall be determined to be invalid or in conflict with the School Code of the Commonwealth of Pennsylvania, or any other federal, state, or municipal law by any court of competent jurisdiction, then such provision shall be deemed void and of no further effect, provided, however, that such determinations by a court of competent jurisdiction shall not effect or impair the remaining provisions of this Agreement.

**BINDING EFFECT**

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed this 17th day of August, 2020.

ATTEST:

BOARD OF EDUCATION OF THE EAST  
STROUDSBURG AREA SCHOOL DISTRICT

\_\_\_\_\_

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

WITNESS:

BRIAN BADDICK

\_\_\_\_\_

\_\_\_\_\_

**East Stroudsburg Area School District**  
**Multi-Tiered Systems of Support (MTSS) Coach - Position Description**

**Division/Department:** Pupil Services

**Location:** East Stroudsburg South High School

**Job Title:** Multi-Tiered Systems of Support (MTSS) Coach

**Reports to:** Building Principal

**Terms of Employment:**

184 day/ten-month school year. Salary and benefits shall be in accordance with the current negotiated agreement.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of Board Policy #412 evaluation of professional personnel.

**Qualifications:**

1. Possesses appropriate state certification for area of assignment as established by the Department of Education.
2. Current Act 34, 151 and FBI Clearances as required by the laws of Pennsylvania and any other clearances that may be required by law.
3. Knowledge of content for assignment.
4. Knowledge of and firsthand experiences with current educational research, thought and practices.
5. Knowledge of and firsthand experiences with children at assigned level.
6. Knowledge and understanding of discipline theory and procedures.
7. Knowledge of lesson delivery based on research.
8. Knowledge of and hands-on experiences with various forms of technology and application in the school setting.
9. Philosophy that corresponds to the district's philosophy and mission.
10. Five years of professional teaching or related experience
11. Demonstrated effective interpersonal skills.
12. Logical thought processes and demonstrated ability to think critically.
13. Desire, ability and experiences to direct extra-curricular school activities.
14. Other abilities, skills, talents deemed appropriate by the district.
14. Knowledge of Multi-Tiered System of Supports and best practices
15. Proficiency in disaggregating, interpreting, and analyzing assessment data
16. Problem solving, collaborative planning and data based decision making skills
17. Academic and behavior interventions to meet student's individual needs
18. Knowledge of measurement tools for progress monitoring students for various level of assessment

**Primary Function:**

Support the educational setting in the implementation of the MTSS program.

The MTSS coach will be responsible for implementing and monitoring a comprehensive three-tiered program of academic, behavior and social emotional interventions for students

**Essential Functions:**

- Monitor the fidelity of implementation of MTSS at the school level including both academic, behavior and social emotional support
- Coordinate resources for identified high risk students based on individual needs
- Work collaboratively with the building SAP Coordinator
- Participate in all MTSS related building committees
- Develop and maintain a positive rapport with families and staff
- Keep accurate records in the student management system
- Attend and participate professional development workshops/conferences when appropriate
- Participate in school wide PBIS meetings
- Coordinate and lead MTSS-related professional development for schools staff
- Ability to prepare and present comprehensive and effective reports, as appropriate for various stakeholders

**Position Specifications**

<p><b>Physical Demands:</b></p> <ol style="list-style-type: none"><li>1. Mobile for a continuous period of time based on need and able to remain on his/her feet for a sustained period up to four or five hours.</li><li>2. Sits for a period of time-approximately two and one-half hours.</li><li>3. Is able to walk considerable distances and is mobile to travel distances inside and outside of district facilities.</li><li>4. Raises and lowers objects from one level to another.</li><li>5. Carries materials in arms or by other appropriate means.</li><li>6. Uses hands to exert force to reach or pick up objects in order to be successful in this position.</li></ol> <p><b>Sensory Abilities:</b></p> <ol style="list-style-type: none"><li>1. Perceives speech or the nature of sounds in the air, with or without assistive devices.</li><li>2. Possesses visual acuity with or without corrective lenses.</li></ol>	<p><b>Work Environment:</b></p> <p>High School educational setting</p> <p><b>Temperament:</b></p> <ol style="list-style-type: none"><li>1. Must be flexible and able to tolerate many types of situations and personalities and effectively process emotions.</li><li>2. Ability to collaborate with various stakeholders</li><li>3. Ability to interact in a courteous, cooperative manner with students and members of the educational/school community at all times.</li></ol> <p><b>Specific Skills:</b></p> <p>Knowledge of MTSS And application to high school level</p> <p>Able to triangulate data</p>	<p><b>Cognitive Ability:</b></p> <p>Strong interpersonal skills</p> <p><b>License:</b></p> <p>Professional Teaching Certificate</p>
--	--	---

**East Stroudsburg Property And Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of East Stroudsburg Area School District. It may not be used for personal profit or gain and will be relinquished to the East Stroudsburg Area School District upon termination of employment from the East Stroudsburg Area School District.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for the position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

**Adoptions:**

Original adoption by the Board of Directors on :

I, \_\_\_\_\_, have read and understand the duties and responsibilities as outlined in the above position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*East Stroudsburg Area School District is an Equal Opportunity Employment, Educational/Service Organization.*



V.I.C.1

ATTACHMENT

July 15, 2020

East Stroudsburg Area School District

Re: **Performance Contract**  
**Trane Project No. 6762175**

- RESICA

Dear Thomas McIntyre:

Trane has been advised that East Stroudsburg Area School District desires to terminate the monitoring and verification services Trane provides pursuant to the PACT™ Agreement, dated as of 6/14/11, between East Stroudsburg Area School District and Trane, such termination to be effective as of July 21, 2020.

While we most certainly would like to continue to provide the services to East Stroudsburg Area School District, we respect your desires. I will take this opportunity to thank East Stroudsburg Area School District for its confidence to date in Trane.

As you are aware, termination of the monitoring and verification services terminates the PACT Agreement -- and its Guarantee of energy savings -- by its terms. In the space provided below, please provide your agreement to the termination of the PACT Agreement, which termination will be effective as of July 21, 2020.

Upon your execution of this letter agreement below, kindly return a copy of this signed letter agreement to me at the address above, by email to me, or by fax. Should you have any questions, please contact me.

Sincerely,

\_\_\_\_\_

Trane U.S. Inc.

hereby acknowledges the above and agrees to the termination of the PACT Agreement

By: Vincent DeAngelis  
Services Account Manager

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

## Energy Savings Summary Table

### East Stroudsburg Area School District - Resica Elementary School YEAR 7 ENERGY SAVINGS SUMMARY

February 2018 - January 2019

**Contract Guarantee Units**

kWh 983,187  
 kW 5,919  
 Therms -6,727

**Year 7 Guarantee Information**

Guaranteed Savings \$104,948  
 Annual Escalation % 3%  
 Excess/Shortfall \$13,130  
 Operational Savings \$31,645

Year	Verified Energy Savings			Deviation from Guarantee			Cost Savings	
	Electrical Energy (kWh)	Electrical Demand (kW)	Propane (therms)	Electrical Energy (kWh)	Electrical Demand (kW)	Propane (therms)	Cost Savings	Excess/Shortfall
Year 1	1,173,844	6,404	-6,727	190,457	485	0	\$104,431	\$16,539
Year 2	1,177,004	6,404	-6,727	193,817	485	0	\$107,824	\$17,295
Year 3	1,183,723	6,404	-6,727	200,538	485	0	\$111,593	\$18,348
Year 4	1,099,735	6,404	-6,727	116,548	485	0	\$108,058	\$12,016
Year 5	1,099,735	6,404	-6,727	116,548	485	0	\$111,299	\$12,376
Year 6	1,099,735	6,404	-6,727	116,548	485	0	\$114,638	\$12,747
Year 7	1,099,735	6,404	-6,727	116,548	485	0	\$118,078	\$13,130
Year 8								
Year 9								
Year 10								
Year 11								
Year 12								
Year 13								
Year 14								
Year 15								
Year 16								
Year 17								
Year 18								
Year 19								
Year 20								
<b>Total</b>	<b>7,983,310</b>	<b>74,825</b>	<b>-47,089</b>	<b>1,051,000</b>	<b>6,492</b>	<b>0</b>	<b>\$775,922</b>	<b>\$102,452</b>

V.I.C.3 ATTACHMENT



**EXHIBIT G**  
**Maintenance**

Commencing upon the Date of Final Completion, Trane will furnish the Maintenance described in this Exhibit with respect to the Covered Equipment upon the terms and conditions contained in this Exhibit. In the event of an inconsistency or conflict between the terms and conditions of this Exhibit and the terms and conditions of the balance of this Agreement, the terms and conditions of this Exhibit shall control.

Included If Checked	Visits Per Year	Maintenance Description
X	As Noted	Measurement and Verification (M&V)

**Maintenance Price and Annual Adjustment.** The Maintenance Price is set forth below on an annual basis, subject to the adjustments provided for herein. Trane may invoice the Maintenance Price once each year, semi-annually, or quarterly and each such invoice shall be due in advance of performance of the Maintenance. Trane may discontinue Maintenance whenever payment is overdue. Unless otherwise expressly agreed in writing, Customer shall pay, in addition to the stated Maintenance Price, all taxes not legally required to be paid by Trane or, alternatively, shall provide Trane with an acceptable, valid certificate of tax exemption. Effective upon each annual anniversary of the Maintenance Commencement Date, the annual Maintenance Price shall be adjusted upward by the Annual Adjustment Rate; for each year of this Agreement subsequent to the first anniversary of the Maintenance Commencement Date, the Annual Adjustment Rate shall be applied to the annual Maintenance Price as previously adjusted.

First Year Annual Maintenance Price	\$8,500.00
Any Applicable Tax* and Freight	\$
<b>First Year Annual Maintenance Price Total</b>	<b>\$8,500.00</b>

Annual Adjustment Rate 3%  
 (\*\$0.00 tax is contingent upon Customer furnishing evidence to Trane of valid, applicable exemption from sales/use or other applicable taxes.)

**Term.** Trane's obligations to furnish the Maintenance shall commence upon the Date of Final Completion as defined in Section 2.03 of this Agreement (the "Maintenance Commencement Date") and, unless this Agreement is terminated earlier, shall end upon expiration of the Guarantee Term set forth in Exhibit E.

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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 ([dawn-rohrer@esasd.net](mailto:dawn-rohrer@esasd.net)) was recorded on submission of this form.

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name Of Requester \*

Dawn Rohrer

Department \*

Transportation

Building \*

JTL/TLC Office

What service or item are you requesting? \*

Transfinder Hosting Services

Why are you requesting the service or item? \*

With Transfinder hosting we can receive the browser based version of Routefinder Pro and our confidential information would be more secure. I consulted with IT and they recommend that we let Transfinder become our host server.

Suggested Replacement: \*

District hosted server.

204

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

There is only one vendor that can host our information on Transfinder and that is Transfinder/

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

No. Transfinder quoted \$7,175 per year to host. Includes database server, application servers, storage and data maintenance.

What is the total cost of the purchase? \*

\$7,175.00

Procurement Method: \*

- Quote
- Request for Proposal (RFP)
- Bid
- Other: Proposal requested by Director from Transfinder.

Was this purchase budgeted? \*

No ▼

205

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- NO

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

Transportation Dues & Fees

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

The vendor was selected because we are already using their routing software.

Any additional information you would like to provide.

We are currently using Routefinder Pro and in looking at all the data and information we use and store on a daily basis, hosting by Transfinder would prevent overload of our existing server and keep our information more secure. Additionally, we would be able to access Routefinder Pro from any computer without a VPN. The hosted server would enable users of the browser based software to access it from home or office.

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

206

# Google Forms

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DATE: June 24, 2020

440 State Street  
Schenectady, NY 12305

Dawn Rohrer

East Stroudsburg Area School District  
50 Vine St.  
East Stroudsburg, PA 18301

Prepared By: Angela Vitti

Title: Account Executive  
Phone: 1-518-723-8206  
avitti@transfinder.com

*This Quotation is valid for 30 days from Issue Date*

Transfinder Products and Services	Qty.	Initial Cost	Annual Fees
<b>Transfinder Hosting Services powered by Amazon Cloud Services</b> <b>8 Routefinder Pro, LE (VF/TF) Routefinder Go GPS Connect</b> <ul style="list-style-type: none"> <li>• Hosting includes database server, application servers, storage, and data maintenance</li> <li>• Hosting Service is due with initial purchase and is included in the future Hosting Service.</li> </ul>		\$7,175	\$7,175
<b>Total Cost</b>		\$7,175	\$7,175

This proposal has been prepared at your request. This proposal is for completing the job(s) as described or delivering the described product(s). All invoices are due and payable upon receipt. The total system cost for any of the options, is due and payable upon installation. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

**Approved By:**

**Name & Title**

**Signature**

**Date**



# Form 611

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

The respondent's email address ([matthew-krauss@esasd.net](mailto:matthew-krauss@esasd.net)) was recorded on submission of this form.

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name Of Requester \*

Matthew Krauss

Department \*

Pupil Services

Building \*

Admin

What service or item are you requesting? \*

Classroom Furniture

Why are you requesting the service or item? \*

The 2 Learning support classrooms at Smithfield Elementary had a lot of broken pieces as well as a lot of items that were brought from home and were not safe for our Special Education Students.

Suggested Replacement: \*

Lakeshore Learning Furniture

209

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

\$20,000

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

CoStars

What is the total cost of the purchase? \*

16,034.60

Procurement Method: \*

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

Was this purchase budgeted? \*

Yes ▼

210

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- NO

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

004-056

Which Fund will be charged? \*

What account will be charged? \*

10-1241-610-891-10-216-310-000-9891

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

Costars vendor.

Any additional information you would like to provide.

Lakeshore provides high quality furniture. They will also provide free delivery, assembly and set-up for our order.

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

Google Forms

211



**QUOTE 12566**  
 Lakeshore Learning Materials  
 2695 E. Dominguez Street Carson, CA 90895  
 (310) 537-8600 & (800) 421-5354  
 FAX: (310) 900-2189  
[www.lakeshorelearning.com](http://www.lakeshorelearning.com)

**Bill-to:** 83721  
 EAST STROUDSBURG AREA SCH DIST  
 ACCOUNTS PAYABLE  
 50 VINE ST  
 E STROUDSBURG PA 18301-0298  
 (570) 424-8500  
**Billto Email:** SHAHIDA-JONES@ESASD.NET

**Ship-to:** 119414  
 SMITHFIELD ELEMENTARY SCHOOL  
 245 RIVER RD  
 E STROUDSBURG PA 18301-7922  
 SHAE  
**Shipto Email:**

**Entry Date:** 07/15/2020      **Your Reference No.:** QUOTE

**Comment**

PLEASE VERIFY SHIPPING ADDRESS  
 WHEN PLACING YOUR ORDER.

PLEASE CONFIRM OK TO SHIP WHEN  
 PLACE ORDER DUE TO SCH CLOSURE  
 DELIVER 7-10 BUSINESS DAYS ARO  
 PRICES GOOD FOR 90 DAYS.

FOB DESTINATION:FREE SHIPPING  
 DISCOUNT REFLECTED IN PRICES.

ABOVE TERMS CONTINGENT ON A  
 MINIMUM ORDER OF \$250  
 SHIPPING TO ONE LOCATION.

PLEASE REFERENCE QUOTE NUMBER  
 12566 ON YOUR PURCHASE ORDER.

STEPHANIE BACA - QUOTE AGENT

Line	Item	Qty	Description	Price	Extended
1	LC663	1	FLEX-SPACE W-W MBL RECT TABL	\$521.55	\$521.55
	Which consists of:				
1A	LCL23344	1	4EA 23-34IN TABLE LEGS-CASTERS	\$0.00	\$0.00
1B	LCD663	1	W-W DESKTOP FOR LC663	\$0.00	\$0.00
4	TT768GB	18	CONNECT-STORE BK BIN-BRT GR	\$5.69	\$102.42
5	LC574GR	3	FLX-SPC JMB TRDRP BNBG ST-GR	\$189.05	\$567.15
6	LC766GR	5	FLX-SPC 16IN PREM WOB CHR-GR	\$85.49	\$427.45
7	LC764GR	4	FLX-SPC 14IN PREM WOB CHR-GR	\$75.99	\$303.96
8	LC739	1	FLEX-SPAC MOBL TCHR DESK-MAPLE	\$854.05	\$854.05
	Which consists of:				
8A	LCTM5724	1	TBLTOP ASSMBLY GUIDE FOR LC739	\$0.00	\$0.00
8B	LCM3112	1	MDSTY PNL-TBL LEG LC739, LC259	\$0.00	\$0.00
8C	LCC2326	1	CABINET,CASTERS - LC739, LC259	\$0.00	\$0.00
10	LC787	18	FLX-SPC MOBL WDG STNT DSK-MAPL	\$265.05	\$4,770.90
	Which consists of:				
10A	LCT3024	18	TABLE, BOX, GUIDE FOR LC787	\$0.00	\$0.00
10B	LCL23343	18	3EA 23-34IN TABLE LEGS-CASTERS	\$0.00	\$0.00
11	LC767GR	9	FLX-SPC 17.5IN ERGO CHAIR-GR	\$122.55	\$1,102.95
12	LC765GR	9	FLX-SPC 15.5IN ERGO CHAIR-GR	\$117.80	\$1,060.20
13	LC508	5	FLX-SPC 12-CUBBY MBL STR-MAPLE	\$1,234.05	\$6,170.25

**Subtotal:** \$15,880.88  
**0.0% Tax:** \$0.00  
**Freight Amount:** \$0.00  
**Total:** \$15,880.88

212

# Form 611

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

The respondent's email address ([matthew-krauss@esasd.net](mailto:matthew-krauss@esasd.net)) was recorded on submission of this form.

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name Of Requester \*

Matthew Krauss

Department \*

Pupil Services

Building \*

Admin.

What service or item are you requesting? \*

Classroom Furniture

Why are you requesting the service or item? \*

New Emotional Support Classroom at South

Suggested Replacement: \*

Smith System Furniture

213

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

\$12,000

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

CoStars vendor was used.

What is the total cost of the purchase? \*

11,322.27

Procurement Method: \*

Quote

Request for Proposal (RFP)

Bid

Other: \_\_\_\_\_

Was this purchase budgeted? \*

Yes

214

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- NO

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

35-015

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

10-1231-610-891-30-820-310-000-9891

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

Yes, prices were compared against non CoStars vendor and PEMCO offered the best prices. Shipping charges are from the manufacturer and would be the same no matter which vendor we used.

Any additional information you would like to provide.

Dr. Olszewski and I worked with VEMCO representative to secure the best pricing. VEMCO reduced their initial quote by \$1,200 after asking them to get better prices.

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

Google Forms  
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Educational & Contract Furniture

# PROPOSAL

Number PEMQ-BL08/1

5335 Progress Blvd.  
Bethel Park, PA15102  
Phone: 412-831-7601 Fax: 412-831-7662  
Toll Free: 1-800-889-1160  
Website: [www.pemcofurniture.com](http://www.pemcofurniture.com)

Date Aug 4, 2020

Proposal Expires on: 9/4/2020

Sold To		Ship To	Your Sales Rep
<b>East Stroudsburg SD</b> 50 Vine Street East Stroudsburg PA 18301		<b>East Stroudsburg HS South</b> 279 N Courtland Street Stroudsburg PA 18301	Bill Lindstrom  <b>Office:</b> 412-831-7601 <b>Ext.</b> 119 <b>Cell:</b> 814-553-1640
<b>Phone</b> <b>Fax</b>		<b>Phone</b> 570-424-8471 <b>Email</b>	<b>Email:</b> Bill@pemcofurniture.com
<b>Terms</b>	<b>PO Number</b>		

Qty	Mfg	Model #	Description	Unit Price	Ext. Price
3	Smith System	33891	Groove 30"H stool, Apple shell, platinum frame.	\$85.06	\$255.18
8	Smith System	11879	Flavors Cantilever chair, 18"H, Purple shell, platinum frame. Nylon glides.	\$98.23	\$785.84
5	Smith System	OODLE31	Stack of three stools with (1) rocker base, Cerulean.	\$109.20	\$546.00
1	Smith System	EL5S48EC	Elemental Star table, 48" diameter, 27"H with casters. French Pear/Cerulean Edge/Platinum legs.	\$328.72	\$328.72
1	Smith System	17578	Casters for Elemental Table, Black	\$52.13	\$52.13
8	Smith System	01622	Silhouette Arc-8 desk, with casters, French Pear/Purple edge/Platinum frame	\$172.87	\$1382.96
1	Smith System	01504	36" round café table top, French Pear/Apple	\$100.98	\$100.98
1	Smith System	01453	24" Diameter café table base, 42"H, Platinum	\$170.12	\$170.12
2	Smith System	26178	Cascade DP teacher desk, B/B/F pedestals, French Pear/Purple/Platinum	\$701.34	\$1402.68
2	Smith System	55001	Ottoman, Forge	\$356.16	\$712.32
1	Smith System	912012000P	Cascade Combo storage unit, (12) 3" SW tote trays and four shelves, no doors. Cerulean	\$1070.12	\$1070.12
1	Smith System	612008000P	Cascade Combo storage unit, (8) 3" SW tote trays, no doors. Apple	\$872.56	\$872.56
1	Smith System	111L00000P	Cascade mini case with lectern top, no doors, Charcoal/French Pear top/Charcoal edge	\$409.39	\$409.39
2	Smith System	11840	Flavor Adjustable chair with casters, Purple	\$144.33	\$288.60
1			Freight	\$837.77	\$837.77
1			Optional Installation – Receive product on site, assemble, place in classroom, disposal of trash in district provided dumpster.	\$2107.00	\$2107.00

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**\*Purchase Order instructions below\***

**Pricing is Valid for 30 days**

COSTARS #035-015  
Make PO out to:  
PEMCO  
5335 Progress Boulevard  
Bethel Park PA 15102

Please Sign Proposal and return with PO:  
Email: [Bill@pemcofurniture.com](mailto:Bill@pemcofurniture.com)  
or Fax: 412-831-7662

<b>SubTotal</b>	\$11,322.27
<b>Tax</b>	\$0.00
<b>Shipping</b>	0.00
<b>Total</b>	<b>\$11,322.27</b>

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*Print:*

\_\_\_\_\_  
*Signature:*

\_\_\_\_\_  
*Date:*

1 of 1

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Budget Transfers for 6/30/20



IP 1  
lgicjeing

East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

08/11/2020 10:19  
4963diane-kelly

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK AUTO-REV STATUS BUD YEAR JNL TYPE  
2020 12 17 BUA 06/03/2020 06/03/2020 supply 4963susan-cole 1 N Hist 2020

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011920	360			s/c				BES Medical Training&Develop	move for supplies for PPE		100.00	
2	10-2834-360-000-10-211-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	100.00		
3	10-2420-610-000-20-517-602-000-0000-				s/c				ESEMedicalTraining&Development	move for supplies for PPE		200.00	
4	10-2834-360-000-10-212-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	200.00		
5	10-2420-610-000-20-517-602-000-0000-				s/c				MSE Medical Training&Develop	move for supplies for PPE		100.00	
6	10-2834-360-000-10-214-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	100.00		
7	10-2420-610-000-20-517-602-000-0000-				s/c				RES Medical Training&Develop	move for supplies for PPE	100.00		
8	10-2834-360-000-10-215-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE		100.00	
9	10-2420-610-000-20-517-602-000-0000-				s/c				SME Medical Training&Develop	move for supplies for PPE	100.00		
10	10-2834-360-000-10-216-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	100.00		
11	10-2420-610-000-20-517-602-000-0000-				s/c				EHNMedicalTraining&Development	move for supplies for PPE	200.00		
12	10-2834-360-000-30-819-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	200.00		
13	10-2420-610-000-20-517-602-000-0000-				s/c				EHS Medical Training&Develop	move for supplies for PPE		200.00	
14	10-2834-360-000-30-820-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE	200.00		
15	10-2420-610-000-20-517-602-000-0000-				s/c				ESESDevNonInstCertTravel/Conf	move for supplies for PPE	267.57		
16	10-2834-580-000-10-212-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE		200.00	
17	10-2420-610-000-20-517-602-000-0000-				s/c				EHNSDevNonInstCertTravel/Conf	move for supplies for PPE	200.00		
18	10-2834-580-000-30-819-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE		100.00	
19	10-2420-610-000-20-517-602-000-0000-				s/c				Empolyee Training&Development	move for supplies for PPE	100.00		
20	10-2834-360-000-20-517-602-000-0000-				s/c				JTLMedicalSvsGen Sup	move for supplies for PPE		100.00	
21	10-2420-610-000-20-517-602-000-0000-				s/c				Empolyee Training&Development	move for supplies for PPE	100.00		
22	10-2834-360-000-20-518-602-000-0000-				s/c								

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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

2020 12 17 BUA 06/03/2020 06/03/2020 supply 4963susana-cole I N Hist 2020

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
22	10010070 610								
	10-2420-610-000-20-517-602-000-0000-						move for supplies for PPE	100.00	
						JTLMedicalsvsGen Sup			
							** JOURNAL TOTAL	0.00	0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

2020 12 18 BUA 06/03/2020 06/03/2020 ppe SUPPLY4963susana-cole I N Hist 2020

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10010030 432								
	10-2420-432-000-10-216-602-000-0000-						correct a deficit		
						SMIMedicalsvsRep&MaintEq		2.30	2.30
2	10009920 610								
	10-2420-610-000-10-211-602-000-0000-						correct a deficit		
						BESMedicalsvsGen Sup			
3	10010200 581								
	10-2420-581-000-30-819-602-000-0000-						correct a deficit		
						EHNMedicalsvsIndistrictrvl		9.09	9.09
4	10009920 610								
	10-2420-610-000-10-211-602-000-0000-						correct a deficit		
						BESMedicalsvsGen Sup			
5	10010260 581								
	10-2420-581-000-30-820-602-000-0000-						supplies for ppe		
						EHSMedicalsvsIndistrictrvl		20.40	20.40
6	10010070 610								
	10-2420-610-000-20-517-602-000-0000-						supplies for ppe		
						JTLMedicalsvsGen Sup		67.25	67.25
7	10009940 610								
	10-2420-610-000-10-212-602-000-0000-						supplies for ppe		
						ESEMEdicalsvsGen Sup		53.89	53.89
8	10010070 610								
	10-2420-610-000-10-213-602-000-0000-						supplies for ppe		
						JTMMedicalsvsGen Sup		158.65	158.65
9	10009970 610								
	10-2420-610-000-20-517-602-000-0000-						supplies for ppe		
						JMHMedicalsvsGen Sup		298.42	298.42
10	10010070 610								
	10-2420-610-000-10-214-602-000-0000-						supplies for ppe		
						JTLMedicalsvsGen Sup		391.04	391.04
11	10009990 610								
	10-2420-610-000-10-215-602-000-0000-						supplies for ppe		
						MSEMEdicalsvsGen Sup			
12	10010070 610								
	10-2420-610-000-20-517-602-000-0000-						supplies for ppe		
						JTLMedicalsvsGen Sup			
13	10010010 610								
	10-2420-610-000-10-215-602-000-0000-						supplies for ppe		
						RESMedicalsvsGen Sup			
14	10010070 610								
	10-2420-610-000-20-517-602-000-0000-						supplies for ppe		
						JTLMedicalsvsGen Sup			
15	10010120 610								
	10-2420-610-000-20-518-602-000-0000-						supplies for ppe		
						LISMedicalsvsGen Sup			

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YEAR PER JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	
2020 12	18 BUA	06/03/2020	ppe SUPPLY	4963susan-cole	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT
16	10010070	610			SJC				supplies for ppe		391.04	
17	10010200	610			SJC			JTLMedicalSvsGen	supplies for ppe			584.87
18	10010070	610			SJC			EHNMedicalSvsGen	supplies for ppe		584.87	
19	10010260	610			SJC			JTLMedicalSvsGen	supplies for ppe			216.02
20	10010070	610			SJC			EHSMedicalSvsGen	supplies for ppe		216.02	
21	10010200	581			SJC			JTLMedicalSvsGen	supplies for ppe			4.86
22	10010070	610			SJC			EHNMedicalSvsIndistrctrvl	supplies for ppe		4.86	
								JTLMedicalSvsGen	supplies for ppe			0.00
** JOURNAL TOTAL												

YEAR PER JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	
2020 12	41 BUA	06/04/2020	Technology	4963coleen-joseph	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT
1	10012350	348			CJ				As per Brian's Email			787.23
2	10280090	650			CJ			ITEC SvcsSupplea'Stech	As per Brian's Email		787.23	
									Initiative TechSupplies Tech			0.00
** JOURNAL TOTAL												

YEAR PER JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	
2020 12	42 BUA	06/04/2020	email	4963coleen-joseph	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT
1	10012350	438			CJ				BB2 email-Technology			3,951.57
2	10280090	650			CJ			ITEC Mnt/Rpr/Upgrade	BB2 email-Technology		3,951.57	
									Initiative TechSupplies Tech			0.00
** JOURNAL TOTAL												

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East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

08/11/2020 10:19  
4963diane-kelly

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2020 12 43 BUA 06/04/2020 06/04/2020 Technology4963coleen-joseph I N Hist 2020

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10012350	531			CJ	BB2 email		ITEC Postage	BB2 email-Technology	261.89	261.89	
2	10-2844-531	000-000-006-000-0000-			CJ	BB2 email		Initiative TechSupplies Tech	BB2 email-Technology	699.19	699.19	
3	10012350	538			CJ	BB2 email		ITEC Communications	BB2 email-Technology	699.19	699.19	
4	10280090	650			CJ	BB2 email		Intiative TechSupplies Tech	BB2 email-Technology	2,607.45	2,607.45	
5	10012350	581			CJ	BB2 email		ITEC IndistrictTrvl	BB2 email-Technology	5,372.04	5,372.04	
6	10012350	610			CJ	BB2 email		ITEC Gen Sup	BB2 email-Technology	1,324.50	1,324.50	
7	10280090	650			CJ	BB2 email		Intiative TechSupplies Tech	BB2 email-Technology	135.00	135.00	
8	10280090	650			CJ	BB2 email		Intiative TechSupplies Tech	BB2 email-Technology	135.00	135.00	
9	10012350	650			CJ	BB2 email		ITEC Supplies Tech	BB2 email-Technology	0.00	0.00	
10	10280090	650			CJ	BB2 email		Intiative TechSupplies Tech	BB2 email-Technology	0.00	0.00	
11	10012350	810			CJ	BB2 email		ITEC Operationsvc&Dues&fees	BB2 email-Technology	0.00	0.00	
12	10280090	650			CJ	BB2 email		Intiative TechSupplies Tech	BB2 email-Technology	0.00	0.00	
								** JOURNAL TOTAL		0.00	0.00	

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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2020 12 52 BUA 06/04/2020 06/04/2020 neg bal 4963amy-snyder I N Hist 2020

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10210020	550			ajs			PupilsrvPrint&Bind-Elem	to cover neg bal	100.00	100.00	
2	10210010	640			ajs			Pupilsrv.Books/Period	to cover neg bal	100.00	100.00	
								** JOURNAL TOTAL		0.00	0.00	



East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

08/11/2020 10:19  
4963diane-kelly

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT OB
2020	12	53 BUA	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
	LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION		
	1	10210020	550		ajs				to cover neg bal		50.00	
	2	10006370	640		ajs				PupilsrvPrint&Bind-Elem			
									SpvStuServ Books/Period		50.00	
									** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT OB
2020	12	55 BUA	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
	LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION		
	1	10011900	360		ajs				to cover neg bal			300.00
	2	10012080	580		ajs				OthPupilsrTraining&Development		300.00	
									OthPupilsrTravel/Conf			
									** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT OB
2020	12	56 BUA	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
	LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION		
	1	10210010	360		ajs				to cover neg bal			3,500.00
	2	10210020	810		ajs				Empolyee Training&Development			300.00
	3	10210020	650		ajs				Pupilsrv.Dues&Fees			
									Pupilsrv.Supplies Tech		3,800.00	
									** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT OB
2020	12	57 BUA	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
	LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION		

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East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

08/11/2020 10:19  
4963diane-kelly

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT
2020	12	57	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				DEBIT	CREDIT
1	10006810	581			ajs			OthPupilPer Indistrictrvl	to cover neg bal				1,500.00	
2	10210040	810			ajs			Pupilsrv.Dues&Fees	to cover neg bal				300.00	
3	10210170	581			ajs			SocialWorkServIndistrictrvl	to cover neg bal				1,200.00	
4	10210030	650			ajs			Pupil Services Supplies Tech	to cover neg bal		3,000.00			
** JOURNAL TOTAL													0.00	0.00

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT
2020	12	58	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				DEBIT	CREDIT
1	10210030	810			ajs			Pupilsrv.Dues&Fees	to cover neg balance				300.00	
2	10210020	581			ajs			Pupilsrv.Indistrictrvl	to cover neg balance				1,000.00	
3	10006390	810			ajs			SpvStuServ Dues&Fees	to cover neg balance				500.00	
4	10210160	581			ajs			SocialWorkServIndistrictrvl	to cover neg balance				400.00	
5	10006420	810			ajs			SpvStuServ Dues&Fees	to cover neg balance				300.00	
6	10011900	580			ajs			OthPupilPerTravel/Conf	to cover neg balance				245.00	
7	10006370	810			ajs			SpvStuServ Dues&Fees	to cover neg balance				255.00	
8	10210040	650			ajs			Pupilsrv.Supplies Tech	to cover neg balance		3,000.00			
** JOURNAL TOTAL													0.00	0.00

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT
2020	12	75	BUA	06/08/2020	06/08/2020	Em. Sppt	C4963matthew-krauss	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				DEBIT	CREDIT

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE			
2020 12	75 BUA	06/08/2020	06/08/2020	Em. Sppt	C4963matthew-krauss	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10128120	610	MK					ACCESS - Gen Sup	To Cover Em. Sppt. Classro	27,000.00			
2	10128140	610	MK					ACCESS - Gen Sup	To Cover Em. Sppt. Classro	13,000.00			
3	10128260	610	MK					ACCESS - Gen Sup	To Cover Em. Sppt. Classro	37,500.00			
4	10128120	640	MK					ACCESS - Books/Period	To Cover Em. Sppt. Classro	375.00			
5	10128140	640	MK					ACCESS - Books/Period	To Cover Em. Sppt. Classro	200.00			
6	10128260	640	MK					ACCESS - Books/Period	To Cover Em. Sppt. Classro	350.00			
7	10004660	752	MK					ACCESS NewEq>\$2,500	To Cover Em. Sppt. Classro	78,425.00			
** JOURNAL TOTAL											0.00	0.00	

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE			
2020 12	88 BUA	06/10/2020	06/10/2020	trans	4963debra-wisotsky	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10011200	610	dw					Security Gen Sup	Trans to veh repair explor	1,035.62			
2	10011200	433	dw					Security Rep&MaintVeh	Trans to veh repair explor	1,035.62			
** JOURNAL TOTAL											0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE			
2020 12	92 BUA	06/10/2020	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10260530	432	dw					Sewer PlantSecurityRep&MaintEq	trans to south repair	3,000.00			
2	10011560	432	dw					EHSsecurity Rep&MaintEq	trans from bus sew rpr	3,000.00			
** JOURNAL TOTAL											0.00	0.00	



YEAR PER JOURNAL SRC	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	
LN	ORG	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10260380	432	dw	trans to south repair		1,600.00		
2	10011560	432	dw	trans firm BUS repair	1,600.00			
				** JOURNAL TOTAL	0.00	0.00		

YEAR PER JOURNAL SRC	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	
LN	ORG	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10260140	432	dw	trans to south repair		1,200.00		
2	10011560	432	dw	trans firm ESE repair	1,200.00			
				** JOURNAL TOTAL	0.00	0.00		

YEAR PER JOURNAL SRC	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	
LN	ORG	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10260110	432	dw	transfer to MSE repair		54.00		
2	10260130	432	dw	transfer from RES repair	54.00			
				** JOURNAL TOTAL	0.00	0.00		

YEAR PER JOURNAL SRC	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	06/12/2020	neg bal	4963amy-snyder	1	N	Hist	2020	
LN	ORG	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	119	BUA	06/12/2020					

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	119 BUA	06/12/2020	06/12/2020	neg bal	4963amy-snyder	1	I	N	Hist	2020	
LN	ORG	ACCOUNT	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10006420	330	ajs			SpvStuServOtherProfSvc	to cvr a negative bal		5,370.16		
2	10006390	330	ajs			SpvStuServOtherProfSvc	to cvr a negative bal		5,370.16		
3	10006370	330	ajs			SpvStuServOtherProfSvc	to cvr a negative bal	10,740.32			
** JOURNAL TOTAL											

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	121 BUA	06/12/2020	06/12/2020	neg bal	4963amy-snyder	1	I	N	Hist	2020	
LN	ORG	ACCOUNT	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10210160	581	ajs			SocialWorkServIndistrictrvl	to cvr a neg bal		200.00		
2	10006810	581	ajs			OthPupilPer Indistrictrvl	to cvr a neg bal		300.00		
3	10006370	640	ajs			SpvStuSery Books/Period	to cvr a neg bal	500.00			
** JOURNAL TOTAL											

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 12	225 BUA	06/23/2020	06/23/2020	catrillo	4963debra-ecenbarger	1	I	N	Hist	2020	
LN	ORG	ACCOUNT	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10003440	330	de			EHSRegularOtherProfSvc	graduation		2,300.00		
2	10009870	891	de			EHS GraduationAdminMiscExpense	graduation	2,300.00			
** JOURNAL TOTAL											

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YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2020	12	267 BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB	
1	10003440	650	de	graduation					graduation	1,000.00			
2	10009870	891	de	graduation					graduationAdminMiscExpense	1,000.00			
** JOURNAL TOTAL											0.00	0.00	

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2020	12	268 BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB	
1	10009730	531	de	graduation					graduation	1,000.00			
2	10009870	891	de	graduation					graduationAdminMiscExpense	1,000.00			
** JOURNAL TOTAL											0.00	0.00	

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2020	12	299 BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB	
1	10009730	810	de	graduation					graduation	1,000.00			
2	10009870	891	de	graduation					graduationAdminMiscExpense	1,000.00			
** JOURNAL TOTAL											0.00	0.00	

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2020	12	1011 BUA	06/30/2020	07/31/2020	YE CLEAN	4963deana-morabito	1	N	Hist	2020			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB	
** JOURNAL TOTAL											0.00	0.00	

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08/11/2020 10:19 | East Stroudsburg Area SD, PA | P 11  
 4963diane-kelly | JOURNAL INQUIRY | glcjeing

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2020 12	1011 BUA	06/30/2020	07/31/2020	YE CLEAN	4963diane-kelly	1	N	Hist	2020		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10210190	121	YE-CL	DDM				EOY MOVE \$ TO COVER DEFICI		17,873.00	
2	10140030	322	YE-CL	DDM				Psychologist ProfRegSal		17,873.00	
	10-1442-322-000-00-000-025-000-0000-							IU Alternative Education Progr			
** JOURNAL TOTAL										0.00	0.00
** GRAND TOTAL										0.00	0.00

24 Journals printed

\*\* END OF REPORT - Generated by Diane Kelly \*\*

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# East Stroudsburg Area School District

## \* Date Range 7/11/20 through 7/16/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1092	07/14/2020	AMAZON	CAFETERIA SUPPLIES - M POSSINGER	\$ 349.60
1093	07/14/2020	THE WEBSTRAURANT STORE	CAFETERIA SUPPLIES - M POSSINGER	\$ 8.50
1094	07/14/2020	PCARD VENDOR	LANYARDS FOR TEACHERS APPRECIATION REORDER	\$ 159.20
1095	07/14/2020	PCARD VENDOR	AMMUNITION FOR SCHOOL POLICE DEPARTMENT	\$ 1,946.46
1096	07/14/2020	POSTMASTER	POSTAGE TO SEND OUT EMPLOYEES APPRECIATION ENVELOPE	\$ 174.00
			POSTAGE TO SEND OUT EMPLOYEES APPRECIATION ENVELOPE	\$ 8.00
248000	07/16/2020	21ST CENTURY CYBER CHARTER SCHOOL	Tuition / 21st Century - Jun 2	\$ 1,168.92
248001	07/16/2020	ACHIEVEMENT HOUSE CHARTER SCHOOL	June 2020 19/20 SY	\$ 5,198.42
			Mar 2020 19/20 SY	\$ 5,198.42
248002	07/16/2020	AGORA CYBER CHARTER SCHOOL	June 2020 19/20 SY	\$ 33,221.03
248003	07/16/2020	AMPLIFIED IT, LLC	GOPHER PACK DOMAIN 1 YEAR	\$ 2,129.50
248004	07/16/2020	ANACA TECHNOLOGIES	QUOTE REF #039845	\$ 2,780.00
248005	07/16/2020	ANGELIC S SECOND	Expense claim # 3754.SPRING 2020 TUITION REIMBURSE	\$ 2,675.00
248006	07/16/2020	ATHMEDICS	SOUTH ATHLETICS COVID 19 PPE	\$ 973.38
248007	07/16/2020	BEHAVIORAL HEALTH ASSOCIATES	June 2020 19/20 SY	\$ 690.00
			MAY 2020 Tuition	\$ 6,555.00
248008	07/16/2020	H.A. BERKHEIMER INC.	TAX COLLECTION FEE JUNE 2020	\$ 53.01
248009	07/16/2020	BEST, INC	DISTRICT CASUAL FOR A CAUSE FOR SCHOLARSHIPS	\$ 2,038.27
248010	07/16/2020	BETHLEHEM AREA SCHOOL DISTRICT	Past Due 2018-2019 ESSA Foster Student Tuition	\$ 6,732.82
248011	07/16/2020	BLACKBOARD INC.	BLACKBOARD RENEWAL CONF	\$ 32,452.50
248012	07/16/2020	BUS PARTS WAREHOUSE	Open PO for Bus Parts	\$ 177.14
248013	07/16/2020	BUTLER AREA SCHOOL DISTRICT	9/3-4/7/2020 Last EDU Date	\$ 22,217.29
248014	07/16/2020	CANON-MCMILLAN SCHOOL DISTRICT	Student B.A Service	\$ 2,254.35
			Student B.A.	\$ 1,305.15
248015	07/16/2020	CATHERINE TYNEMOUTH	PRINTS MADE FOR RETIREES	\$ 38.00
248016	07/16/2020	CENGAGE LEARNING	Gale Library Database Renewals	\$ 17,977.62
248017	07/16/2020	UGI CENTRAL	ESE NATURAL GAS LINE JUNE 2020	\$ 1,117.27
			HS SOUTH MAINTENANCE NATURAL GAS LINE JUNE 2020	\$ 23.15
			HS SOUTH NATURAL GAS LINE JUNE 2020	\$ 3,430.51
			HS SOUTH STADIUM NATURAL GAS LINE JUNE 2020	\$ 31.78
248018	07/16/2020	UGI CENTRAL	JT LAMBERT NATURAL GAS LINE JUNE 2020	\$ 1,888.71
			ESE NATURAL GAS JUNE 2020 411006828957	\$ 263.10

# East Stroudsburg Area School District

## Date Range 7/11/20 through 7/16/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248182	07/16/2020	SCHOOLMART	Calculators & Batteries	\$ 5,137.50
248183	07/16/2020	SHINETIME AUTO WASH	Security car -car wash 6/1/2020-6/30/2020	\$ 12.00
248184	07/16/2020	SOUTHWOOD PSYCHAIATRIC HOSPITAL	Tuition / SW - 04/01/19 - 06/3	\$ 2,172.60
248185	07/16/2020	STOTZ & FATZINGER	Office Chairs	\$ 295.68
248186	07/16/2020	TRANE U.S. INC.	Sensor temp	\$ 289.27
248187	07/16/2020	VOICETHREAD	QUOTE REF #039845	\$ 3,000.00
248188	07/16/2020	W.B. MASON CO., INC.	Custodial Bid HSN 2021	\$ 63.18
			Custodial Bid LEHMAN 2021	\$ 63.18
248189	07/16/2020	WASTE MANAGEMENT	DISTRICT WASTE PICK-UP FOR JUNE 2020	\$ 14,197.47
248190	07/16/2020	ZESWITZ MUSIC COMPANY	Instrument Repairs	\$ 309.60
<b>Grand Total</b>				<b>\$ 2,085,397.36</b>

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1097	07/20/2020	PASBO	PASB Membership - Tom McIntyre	\$ 490.00
1098	07/20/2020	SIGNS.COM	PASBA Membership - D Kelly	\$ 199.80
1099	07/20/2020	TASC	BANNERS FOR TRANSPORTATION BUS	\$ 1,501.86
1100	07/21/2020	PASBO	FSA funding fees	\$ 64.00
1101	07/21/2020	SCREEN CONNECT	PASBO MEMBERSHIP - B BOROSH	\$ 490.00
1102	07/24/2020	COSLAR SANITATION	ScreenConnect -concurrent sess	\$ 875.50
1103	07/24/2020	CRAMER'S HOME CENTER	20 yard roll off hsn-do not pa	\$ 450.00
1104	07/24/2020	DOLLAR TREE	DISTRICT CUSTODIAL, MAINTENANCE & GROUNDS SUPPLIES	\$ 2,209.09
1105	07/24/2020	MICHAEL'S STORES INC AND SUBSIDIARIES	Title IV STEAM*R Supplies	\$ 1,083.03
1106	07/24/2020	PCARD VENDOR	STEAM*R Summer Program Supplie	\$ 245.21
1107	07/24/2020	WASTE MANAGEMENT	MECHANICS DIAGNOSTICS SOFTWARE LICENSE	\$ 954.00
1108	07/24/2020	PAR CODE SYMBOLOGY	DISTRICT WIDE WASTE COLLECTION FOR MAY	\$ 3,504.55
1109	07/24/2020	WALMART COMMUNITY/GEMB	SLIT LAMINATED KIMDURA LABEL	\$ 317.94
1110	08/03/2020	PCARD VENDOR	JT LAMBERT FCS SUPPLIES - D MORETTO	\$ 324.20
248191	07/23/2020	APPLE INC.	CHARGED IN ERRA, CREDIT COMING IN NEXT STATEMENT	\$ 149.99
248192	07/23/2020	APPLE INC.	Tech equip for Compensatory Ed	\$ 99.00
248193	07/23/2020	ASPEN PEST SERVICES, LLC	SOUTH FOOTBALL IPAD MINI FOR S	\$ 916.00
248194	07/23/2020	BRAD M FITZPATRICK	DISTRICTS PEST CONTROL	\$ 714.15
248195	07/23/2020	C & D WATERPROOFING CORP.	pest services	\$ 60.90
248196	07/23/2020	UGI CENTRAL	Empl Expense claim # 3761.	\$ 153.41
248197	07/23/2020	CHESTER COUNTY INTERMEDIATE UNIT	Resica Roof replacement proj#19-292	\$ 35,757.95
248198	07/23/2020	CHILDREN'S HOSPITAL OF PHILADELPHIA	JM HILL JUNE NATURAL GAS SUPPLIER	\$ 739.31
248199	07/23/2020	CINTAS CORPORATION #101	Speech Services out of District services	\$ 141.56
			Feb 2020 Ed. Services J.B.	\$ 342.00
			BUSHKILL UNIFORM RENTAL/CLEANING	\$ 105.51
			ESE UNIFORM RENTAL/CLEANING	\$ 171.21
			HS NORTH & LEHMAN UNIFORM RENTAL/CLEANING	\$ 614.48
			HS SOUTH UNIFORM RENTAL/CLEANING	\$ 412.02
			JTL BUS GARAGE UNIFORM RENTAL/CLEANING	\$ 419.24
			JTL UNIFORM RENTAL/CLEANING	\$ 244.20
			MIDDLE SMITHFIELD uniform rentals	\$ 50.59
			RESICA UNIFORM RENTAL/CLEANING	\$ 85.17



# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248199	07/23/2020	CINTAS CORPORATION #101	SMITHFIELD UNIFORM RENTAL/CLEANING	\$ 39.27
248200	07/23/2020	CINTAS CORPORATION #101	CINTAS - FIRST AID CABINET	\$ 70.84
248201	07/23/2020	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	SCHOOL / OFFICE SUPPLIES 7791783655-55253228	\$ 39.77
			SCHOOL / OFFICE SUPPLIES 7791842987-55683471	\$ 603.69
			SCHOOL / OFFICE SUPPLIES 7791875306-55337566	\$ 411.34
			SCHOOL / OFFICE SUPPLIES 7791889331-55850506	\$ 163.39
			SCHOOL / OFFICE SUPPLIES 7791890085-55850505	\$ 163.39
			SCHOOL / OFFICE SUPPLIES 7791948275-55316455	\$ 462.00
			SCHOOL / OFFICE SUPPLIES 779216059-55918539	\$ 382.99
			SCHOOL / OFFICE SUPPLIES 7792218611-55911953	\$ 536.53
			SCHOOL / OFFICE SUPPLIES 7792219960-55918540	\$ 93.30
			SCHOOL / OFFICE SUPPLIES 7792248108-55911957	\$ 58.47
			SCHOOL / OFFICE SUPPLIES 7792249706-55911958	\$ 925.98
			SCHOOL / OFFICE SUPPLIES 7792260196-55911954	\$ 149.77
			SCHOOL / OFFICE SUPPLIES 7792295290-55911956	\$ 313.46
			SCHOOL / OFFICE SUPPLIES 779229577-55911951	\$ 757.69
			SCHOOL / OFFICE SUPPLIES TITLE IV	\$ 2,439.41
248202	07/23/2020	CLAUDE S. CYPHERS, INC.	van e-clip	\$ 140.48
248203	07/23/2020	COLT PLUMBING SPECIALTIES	jtl ganged solenoid valve	\$ 292.80
248204	07/23/2020	COMMONWEALTH OF PA	mse drinking water service fee	\$ 65.00
			north annual drinking water fee	\$ 100.00
			res drinking water annual fee	\$ 100.00
248205	07/23/2020	COOPER ELECTRIC SUPPLY CO.	CUSTODIAL & MAINTENANCE JUNE ELECTRICAL SUPPLIES	\$ 7,304.65
			MAINTENANCE MAY ELECTRICAL SUPPLIES	\$ 2,973.90
248206	07/23/2020	COSLAR SANITATION	north yard roll off	\$ 124.41
248207	07/23/2020	CRAMER'S HOME CENTER	CUSTODIAL, MAINTENANCE AND GROUNDS SUPPLIES	\$ 3,751.24
248208	07/23/2020	CRE BUSHKILL GROUP	NORTH GOLF TEAM SUPPLIES	\$ 700.00
248209	07/23/2020	CRITICAL SYSTEM, LLC	belt, hoses	\$ 380.00
			ese load bank test	\$ 592.00
			north load bank test	\$ 196.00
248210	07/23/2020	D'HUY ENGINEERING, INC.	HSS Pool Grouting proj#287022	\$ 4,175.70
			retainer 5/30-6/26/2020	\$ 2,000.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248211	07/23/2020	DENISE S ROGERS	Empl Expense claim # 3760.	\$ 72.22
248212	07/23/2020	DIRECT ENERGY BUSINESS	HS SOUTH STADIUM JUNE NATURAL GAS SUPPLY	\$ 38.83
			MAINTENANCE BLDG JUNE NATURAL GAS SUPPLY	\$ 0.95
248213	07/23/2020	DM SUPPLY SOURCE, LLC	leh shut off fire sprinklers	\$ 364.78
			truck mount	\$ 473.34
248214	07/23/2020	EASTBAY INC.	JTL BOYS SOCCER SUPPLIES CONES	\$ 272.04
248215	07/23/2020	EKON-O-PAC LLC	TO PAY INVOICES FOR 2020-2021	\$ 1,274.00
248216	07/23/2020	EASTERN PENN SUPPLY COMPANY	cpig stop credit memo S025530380.002 taken 350.12	\$ 180.08
			ese hot water heater parts	\$ 87.14
			hsn relief valve	\$ 15.41
			hss service faucet	\$ 120.06
			hss solder flux	\$ 22.08
248217	07/23/2020	FIVE STAR INTERNATIONAL LLC	BK129276 ADB2X Brake Pad Kit Ext Life PO#20000865	\$ 386.00
			INV # 05P210893	\$ 579.00
248218	07/23/2020	WILLIAM C TREIBLE	lettering on truck	\$ 150.00
248219	07/23/2020	GRAINGER	bes anti-siphon sillcock	\$ 232.00
			jtl sensor	\$ 1,536.00
			letter tray	\$ 16.60
			res wrench	\$ 61.00
			sign holder	\$ 15.90
248220	07/23/2020	GUYETTE COMMUNICATION INDUSTRIES, CORP.	PCCD Grant JTL camera install Proj#287019	\$ 43,191.00
248221	07/23/2020	HOME DEPOT CREDIT SERVICES	GROUPS PAINT SUPPLIES	\$ 1,656.98
			GROUPS PAINTING SUPPLIES	\$ 606.92
			MAINTENANCE PLEXIGLASS FOR HR AND CONCESSION	\$ 222.66
			MAINTENANCE SUPPLIES	\$ 447.92
			MAINTENANCE SUPPLIES WIRE MARKERS	\$ 10.97
			MAINTENANCE SUPPLIES CEILING TILES	\$ 501.25
			MAINTENANCE SUPPLIES COIL CLEANING DISTRICT WIDE	\$ 315.98
			MAINTENANCE SUPPLIES FOR DOLLIES TO MOVE SHELVING	\$ 233.32
			MAINTENANCE SUPPLIES FOR JTL LIBRARY	\$ 31.88
			MAINTENANCE SUPPLIES FOR JTL PROJECT	\$ 24.81
			MAINTENANCE SUPPLIES FOR JTL SCREENS	\$ 9.48

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# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248221	07/23/2020	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES FOR SOUTH SHOP	\$ 31.49
			MAINTENANCE SUPPLIES JM HILL FENCING	\$ 19.78
			MAINTENANCE SUPPLIES NORTH SITE LIGHTS	\$ 159.85
			MAINTENANCE SUPPLIES TO CLEAN CHILLERS	\$ 40.94
248222	07/23/2020	INSERVCO INSURANCE SERVICES, INC.	June 2020 Claim Fee/Bill repricing	\$ 1,292.43
248223	07/23/2020	INTEGRAONE	BARRACUDA BACKUP SERVERS SUBS.	\$ 26,725.92
			FORTINET CONTRACT	\$ 623.24
			IntegraOne Lightspeed Renewal	\$ 42,656.00
			IntegraOne Cisco Smartnet Ren	\$ 96,981.87
248224	07/23/2020	INTEGRITEC, INC.	annual billing for water treat	\$ 3,635.00
248225	07/23/2020	INTERBORO PACKAGING CORP	Custodial bid BES 20-21	\$ 320.50
			Custodial Bid ESE 20-21	\$ 384.60
			Custodial Bid Food Svc 20-21	\$ 673.20
			Custodial Bid HSN 2021	\$ 1,013.74
			Custodial Bid JTL 20-21	\$ 512.80
			Custodial Bid LEHMAN 2021	\$ 1,013.74
			Custodial Bid MSF 20-21	\$ 255.00
			Custodial Bid Resica 20-21	\$ 1,025.60
248226	07/23/2020	JATON,LLC	ese manway gasket replaced	\$ 1,416.00
			hss water heater gasket replac	\$ 1,416.00
			jtl manway gasket replaced	\$ 1,416.00
			res water heater gasket repair	\$ 1,416.00
248227	07/23/2020	K12 SYSTEMS	K12 Systems invoice #2200	\$ 157,550.00
248228	07/23/2020	LABELLA ASSOCIATES DPC	indoor air quality district te	\$ 6,750.00
248229	07/23/2020	LAKESHORE LEARNING MATERIALS	SES EM. SPPT 3-5 CLASSROOM FUR	\$ 18,345.53
248230	07/23/2020	LANCASTER-LEBANON I.U.#13	LANCASTER LEBANON IU#13	\$ 68,543.45
248231	07/23/2020	LEVIN LEGAL GROUP	Legal Fees regarding a Special Ed Student 6/23/202	\$ 16,037.50
248232	07/23/2020	LITERACY RESOURCES, LLC	MTSS Grant - Intervention Supp	\$ 3,471.58
248233	07/23/2020	LYMAN & ASH	Legal Service 5/1/2020-7/10/2020	\$ 16,350.00
248234	07/23/2020	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES	hsn pvc glue	\$ 44.00
			hss solder	\$ 143.55
248235	07/23/2020	MEDCO SUPPLY COMPANY	Medical Bid JMHILL 20-21	\$ 94.44

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248236	07/23/2020	MEIER SUPPLY CO., INC.	DISTRICT FILTERS	\$ 348.77
			filter puller	\$ 21.41
			hsn spray on pipe	\$ 15.67
			HSN water tower it room	\$ 3,515.73
			nu-Brite coil cleaner for chiller coils	\$ 294.03
			truck stock	\$ 32.97
			vacuum pump oil	\$ 40.32
248237	07/23/2020	MESKO GLASS CO., INC	plexiglass for concession. cov	\$ 650.00
			smi rescreen	\$ 30.00
248238	07/23/2020	MET-ED	MIDDLE SMITHFIELD JUNE ELECTRIC 100071509721	\$ 6,318.23
			TRAFFIC LIGHT JUNE ELECTRIC 100051981031	\$ 22.54
			TRAFFIC LIGHT JUNE ELECTRIC 100080490897	\$ 33.04
248240	07/23/2020	ROCHESTER 100 INC	communication folders	\$ 1,890.00
248241	07/23/2020	OFFICE TECHNOLOGY, LLC	Ink for Computer lab	\$ 1,978.00
248242	07/23/2020	PENN JERSEY PAPER CO	IU 20 PAPER JANITORIAL HSN LIS	\$ 2,419.00
248243	07/23/2020	PENNSYLVANIA ONE CALL SYSTEM, INC.	Monthly Activity fee	\$ 145.04
248244	07/23/2020	PHILIP ROSENAU CO., INC.	philip rosenau	\$ 236.83
248245	07/23/2020	POCONO RECORD	Open Purchase Order for Advert	\$ 30.76
248246	07/23/2020	QUADIENT LEASING USA, INC	QUADIENT LEASING ESASD ADMIN	\$ 706.80
248247	07/23/2020	QUILL CORPORATION	BUSINESS OFFICE JULY SUPPLIES	\$ 122.22
248248	07/23/2020	QUILL CORPORATION	ORDER ALREADY PLACED AND RECEI	\$ 82.14
248249	07/23/2020	QUILL CORPORATION	ORDER ALREADY PLACE AND RECEIV	\$ 101.68
248250	07/23/2020	QUILL CORPORATION	CHAIR MATS	\$ 159.66
248251	07/23/2020	REALLY GOOD STUFF	1st Grade supplies	\$ 310.69
248252	07/23/2020	ROBERT J ROMAGNO	Empl Expense claim # 3758.	\$ 139.27
248253	07/23/2020	RONALD LABAR'S LOCK SERVICE	lock service open po	\$ 187.10
248254	07/23/2020	SAFEGUARD BUSINESS SYSTEMS	BUSINESS OFFICE WINDOW ENVELOP	\$ 202.72
248255	07/23/2020	SHARP ENERGY	OPEN ORDER FOR PROPANE - SHARP	\$ 1,300.00
			SERVICE PROPANE TANKS- SHARP	\$ 5,495.00
248256	07/23/2020	SHARP ENERGY	OPEN ORDER FOR PROPANE - SHARP	\$ 7,417.95
248257	07/23/2020	SMITHFIELD SEWER AUTHORITY	ESE 2ND QTR 2020 SEWER SERVICE	\$ 4,875.00
			JT LAMBERT 2ND QTR 2020 SEWER SERVICE	\$ 8,775.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248258	07/23/2020	STROUDSBURG ELECTRIC MOTOR SERVICE	greenheck motor	\$ 745.00
			jtl milwaukee tool	\$ 6.99
			q-pump repair	\$ 905.00
248259	07/23/2020	SUN LITHO-PRINT, INC.	Business cards for Asst. Princ	\$ 76.00
248260	07/23/2020	TAMARA CYKOSKY	Empl Expense claim # 3759.	\$ 56.18
248261	07/23/2020	THE PARENT INSTITUTE	Title I KG Transition Booklets	\$ 183.15
248262	07/23/2020	W.B. MASON CO., INC.	Custodial Bid Food Svc 20-21	\$ 72.99
248263	07/23/2020	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI CAPITAL IMPROVEMENT 2020-	\$ 12,463.18
248264	07/23/2020	MONROE CAREER AND TECHNICAL INSTITUTE	2020-20201 MCTI Operating paym	\$ 159,192.42
248265	07/30/2020	BRODHEAD CREEK REGIONAL AUTHORITY	ESE WATER 2ND QTR 2020 PAYMENT	\$ 1,239.09
			JTL BUS GARAGE WATER 2ND QTR 2020	\$ 296.48
			JTL WATER 2ND QTR 2020	\$ 43.95
248266	07/30/2020	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2020-2021	\$ 5,096.62
248267	07/30/2020	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 200723	\$ 245.00
248268	07/30/2020	CINTAS CORPORATION #101	BUS GARAGE UNIFORM RENTAL/CLEANING	\$ 300.00
			cintas open po BUSHKILL ELEM UNIFORM RENTAL & CLEA	\$ 73.94
			cintas open po BUSHKILL UNIFORM RENTAL & CLEANING	\$ 36.97
			cintas open po ESE UNIFORM RENTAL & CLEANING	\$ 121.78
			cintas open po HS NORTH UNIFORM RENTAL & CLEANING	\$ 405.86
			cintas open po HS SOUTH UNIFORM RENTAL /CLEANING	\$ 367.60
			cintas open po JT LAMBERT UNIFORM RENTAL /CLEANING	\$ 122.10
			cintas open po UNIFORM RENTAL & CLEANING	\$ 94.86
			JM HILL UNIFORM RENTAL/CLEANING	\$ 111.46
			JT LAMBERT UNIFORM RENTAL/CLEANING	\$ 113.14
			MAINTENANCE & GROUNDS UNIFORM RENTAL/CLEANING	\$ 456.40
			MIDDLE SMITHFIELD UNIFORM RENTAL & CLEANING	\$ 50.59
			MIDDLE SMITHFIELD UNIFORM RENTAL/CLEANING	\$ 91.93
			RESICA UNIFORM RENTAL/CLEANING	\$ 47.43
248269	07/30/2020	COLONIAL INTERMEDIATE UNIT 20	IU20 ACADEMY OPERATING COST FOR MAY	\$ 2,287.32
248270	07/30/2020	COOPER ELECTRIC SUPPLY CO.	MAINTENANCE END OF JUNE SUPPLIES	\$ 1,320.14
248271	07/30/2020	DAMARIS DEL PILAR DIAZ	cyber student internet reimbur 2019	\$ 115.00
248272	07/30/2020	DIRECT ENERGY BUSINESS	JM HILL NATURAL GAS JUNE 2020 SUPPLY	\$ 684.80

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# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248273	07/30/2020	DOUBLE M PRODUCTIONS	UNIFORMS FOR CAFE STAFF 2020-2	\$ 5,893.75
248274	07/30/2020	DR JOHN BART D.O.	HS NORTH SCHOOL FOOTBALL PHYSICIAN	\$ 14,875.00
248275	07/30/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200723	\$ 2,853.99
248276	07/30/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200723	\$ 28.00
248277	07/30/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND SABRYNA J	\$ 36.00
248278	07/30/2020	FRONTIER	OPEN PURCHASE ORDER SY 2020-2021	\$ 1,176.82
248279	07/30/2020	HAB-DLT	Payroll Run 1 - Warrant 200723	\$ 77.22
248280	07/30/2020	KAREN MEYLES	PER SETTLEMENT AGREEMENT SUMMIT ACADEMY 18/19	\$ 2,392.50
248281	07/30/2020	KEYSTONE FIRE PROTECTION CO.	PER SETTLEMENT AGREEMENT SUMMIT ACADEMY 19/20	\$ 8,845.00
248282	07/30/2020	LEVIN LEGAL GROUP	Keystone proposal Smithfield f	\$ 1,433.00
248283	07/30/2020	LUNCH ACCT REFUND	SPECIAL ED LEGAL SERVICE	\$ 8,586.00
248284	07/30/2020	LUNCH ACCT REFUND	REFUND TO 134162 BENJAMIN	\$ 19.85
248285	07/30/2020	LUNCH ACCT REFUND	REFUND TO 130746	\$ 15.60
248286	07/30/2020	MET-ED	REFUND TO 132097 BROWN	\$ 10.10
			HS SOUTH JULY 2020 ELECTRIC 100017327568	\$ 22,551.92
			JM HILL JULY 2020 ELECTRIC 100105710071	\$ 3,976.13
			JTL LAMBERT JULY 2020 ELECTRIC 100019615861	\$ 9,217.58
			RESICA ELEM JULY 2020 ELECTRIC 100016949099	\$ 4,564.90
			SMITHFIELD ELEM JULY 2020 ELECTRIC 100066917749	\$ 4,834.60
			TRAFFIC LIGHT JULY 2020 ELECTRIC 100016944322	\$ 22.32
			TRAFFIC LIGHT JULY 2020 ELECTRIC 100017096742	\$ 22.39
			TRAFFIC LIGHT JULY 2020 ELECTRIC 100019284494	\$ 22.32
			TRAFFIC LIGHT JULY 2020 ELECTRIC 100054179492	\$ 33.91
248287	07/30/2020	OFFICE TECHNOLOGY, LLC	TO ORDER INK CARTRIDGE FOR JTL	\$ 45.00
248288	07/30/2020	ORIENTAL TRADING	MUSIC SUPPLIES	\$ 105.95
			Title 1 KG Fair Supplies	\$ 43.98
248289	07/30/2020	PENTELEDATA	OPEN PURCHASE ORDER SY 2020-20	\$ 3,582.94
248290	07/30/2020	PETTY CASH RESICA ELEMENTARY	PURCHASE STAMPS FOR OFFICE	\$ 22.00
248291	07/30/2020	POCONO HEALTH FOUNDATION	MIDDLE SMITHFIELD CASUAL FOR A CAUSE DONATION	\$ 301.05
248292	07/30/2020	POSTMASTER	TO PURCHASE STAMPS FOR THE OFFICE	\$ 110.00
248293	07/30/2020	PSERS	POS # 6431	\$ 1,942.78
248294	07/30/2020	SCHOOL NUTRITION ASSOCIATION	TO PAY DUES AND MEMBER FEES FO	\$ 157.50

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248295	07/30/2020	SHARP ENERGY	BUS PROPANE FILL UP	\$ 85.68
248296	07/30/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	SPECIAL ED LEGAL SERVICE	\$ 6,746.33
248297	07/30/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200723	\$ 267.49
248298	07/30/2020	WALMART COMMUNITY/GEMB	Title IV STEAM*R Supplies	\$ 991.62
248299	08/06/2020	AGF COMPANY	Medical Bid HSN 20-21	\$ 58.32
248300	08/06/2020	AMAZON	Medical Bid JMHILL 20-21	\$ 116.64
			Amazon open PO for office supp	\$ 79.99
			carbon paper for attendance	\$ 25.97
			digital cameras for photograph	\$ 1,396.00
			DUST OFF COMPRESSED GAS DUSTER	\$ 99.90
			Fidget Pouches for Sp. Ed. Stu	\$ 239.94
			GIRLS TENNIS SUPPLIES	\$ 99.94
			JTL CROSS COUNTRY SPORTS CONE	\$ 161.79
			Karen Buis Amazon order suppli	\$ 1,691.10
			Karen Buisse Amazon Dental supp	\$ 164.04
			petra backpack sprayer	\$ 2,387.64
			SOUTH CROSS COUNTRY PORTABLE	\$ 284.64
			Special classroom supplies	\$ 184.30
			Tabitha Bradley- what Math tea	\$ 53.95
248301	08/06/2020	AMY MCMAHON	Yoga lessons Health Class 1/26-2/14/2020	\$ 150.00
248302	08/06/2020	ANGELA M BYRNE	Empl Expense claim # 3762.	\$ 22.84
			Empl Expense claim # 3763.	\$ 65.26
248303	08/06/2020	ANNAMARIE BAUER	Empl Expense claim # 3764.	\$ 254.24
248304	08/06/2020	ANTHONY J CALDERONE	Empl Expense claim # 3765.	\$ 101.43
248305	08/06/2020	APPLE INC	APPLE COMPUTER EQUIPMENT	\$ 88,775.42
248306	08/06/2020	APPLE INC.	APPLE INC APPLE/IMAC	\$ 137,479.59
248307	08/06/2020	BAND SHOPPE	Color Guard Flags	\$ 1,234.45
			Flag Bags	\$ 277.45
248308	08/06/2020	BANKS' VACUUM SALES AND SERVICE	rug Dr, solitaire belts outerbag	\$ 69.98
248309	08/06/2020	BRITE CLEANERS	Uniform Dry Cleaning	\$ 451.44
248310	08/06/2020	BRUCCELLI ADVERTISING COMPANY, INC.	Face Shields for first start -	\$ 22.50
248311	08/06/2020	CELEBRATION FIREWORKS, INC	graduation fireworks P.O.#20004318	\$ 2,550.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248312	08/06/2020	CENTRAL POLY CORP.	Custodial Bid Resica 20-21	\$ 1,000.00
248313	08/06/2020	CHAMPION'S CHOICE	SOUTH RIFLE TEAM AMMUNITION	\$ 3,920.00
248314	08/06/2020	CHARLES W DAILEY	Empl Expense claim # 3766.	\$ 178.25
248315	08/06/2020	CHESTER COUNTY INTERMEDIATE UNIT	19/20 SY 6/30/2020	\$ 14,679.80
248316	08/06/2020	CINTAS CORPORATION #101	cintas UNIFORM RENTAL & CLEANING	\$ 447.62
248317	08/06/2020	COLONIAL INTERMEDIATE UNIT 20	FOR INTERNet 4th qtr 2019/2020	\$ 5,074.69
			OPERATING EXPENSE JUNE 2020	\$ 7,679.07
			Title II Nonpublic Services	\$ 6,465.63
248318	08/06/2020	COLONIAL INTERMEDIATE UNIT 20	SPRING TUITION - G TUNER	\$ 1,584.90
248319	08/06/2020	CRCS INC.	Proj#28715 Appl#4 10/26/19 to	\$ 1,500.00
248320	08/06/2020	CRITICAL SYSTEM, LLC	north load bank test	\$ 592.00
248321	08/06/2020	DES-CPR, INC.	district shred	\$ 860.00
248322	08/06/2020	DM SUPPLY SOURCE, LLC	leh timer	\$ 2,165.77
			res relay	\$ 99.71
248323	08/06/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200806	\$ 2,839.94
248324	08/06/2020	EAST STROUDSBURG UNIVERSITY	DISTRICTS SPRING 2020 TUITION REIMBURSEMENT	\$ 68,150.70
248325	08/06/2020	EASTBAY INC.	JTL FOOTBALL PLAYMAKER WRIST	\$ 142.06
			NORTH BOYS SOCCER AGILITY HUHD	\$ 42.43
			SOUTH ATHLETICS EMBROIDERY	\$ 394.25
			SOUTH FIELD HOCKEY UNIFORMS FO	\$ 3,150.00
			SOUTH GIRLS TENNIS SCOREBOOKS	\$ 17.50
			SOUTH GOLF SHIRTS FOR 2020-202	\$ 642.00
248326	08/06/2020	EASTERN PENNSYLVANIA CONFERENCE	ATHLETICS EPC YEARLY DUES	\$ 8,000.00
248327	08/06/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200806	\$ 28.00
248328	08/06/2020	ENGLE HAMBRIGHT & DAVIES, INC.	2020 RISK CONTROL FEE INV 1552	\$ 10,000.00
			2020 WORKER'S COMPENSATION SER	\$ 55,000.00
			2020/2021 BUSINESS AUTO POLICY	\$ 151,960.00
			2020/2021 CYBER LAIBILITY POLI	\$ 6,861.00
			2020/2021 EQUIPMENT BREAKDOWN	\$ 18,071.00
			2020/2021 EXCESS LIABILITY POL	\$ 23,746.00
			2020/2021 EXCESS WORKERS INV 1	\$ 82,525.00
			2020/2021 GENERAL LIABILITY IN	\$ 44,933.00



# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
248328	08/06/2020	ENGL HAMBRIGHT & DAVIES, INC.	2020/2021 PROPERTY POLICY	\$ 294,701.00
248329	08/06/2020	FASTENAL COMPANY	2020/2021 SCHOOL LEADERS INV 1 res pph	\$ 55,379.00
248330	08/06/2020	FIVE STAR INTERNATIONAL LLC	res pph ms	\$ 51.80
248331	08/06/2020	FUN AND FUNCTION	Inv # 05P214334	\$ 343.78
248332	08/06/2020	FUZZY FEET CHAIR GLIDES	Sensory Rm HSN	\$ 9,646.01
248333	08/06/2020	THE GOODYEAR TIRE & RUBBER COMPANY	chair glides protectors for ne	\$ 3,900.00
248334	08/06/2020	GRAINGER	Inv # 207-1054407	\$ 1,189.20
248335	08/06/2020	GRAINGER	floor sign - covid	\$ 60.72
			Chair Mat	\$ 73.50
			floor sign - covid	\$ 698.28
			res hydrant wrench	\$ 46.75
248336	08/06/2020	HAB-DLT	Payroll Run 1 - Warrant 200806	\$ 79.10
248337	08/06/2020	HERCULES ACHIEVEMENT INC.	music medal honors	\$ 16.55
248338	08/06/2020	HUMANWARE	Vision Magnifier for JTL Sp. E	\$ 2,734.00
248339	08/06/2020	INTEGRAONE	COVID grants - Firewall	\$ 228,254.00
248340	08/06/2020	IRONTON GLOBAL LLC	OPEN PURCHASE ORDER SY 2020-2021	\$ 1,047.63
248341	08/06/2020	JANELLE PUBLICATIONS	Supplies for speech teachers E	\$ 857.00
248342	08/06/2020	J.A. MAC INC	SARGENT -R56AF-32D	\$ 4,319.04
248343	08/06/2020	JOAN S HORGER	Empl Expense claim # 3769.	\$ 240.00
248344	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-TAYLOR	\$ 20.00
248345	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-NOELLE	\$ 20.00
248346	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- LAYLA	\$ 20.00
248347	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JOHN	\$ 20.00
248349	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-CARTER	\$ 20.00
248350	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-SANIYA	\$ 20.00
248351	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-KATARINE	\$ 20.00
248352	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ALEXIS	\$ 20.00
248353	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-MICHAELA	\$ 20.00
248354	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- LOGAN	\$ 20.00
248355	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- NAJOLIE	\$ 20.00
248356	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- TIARRA	\$ 20.00

# East Stroudsburg Area School District

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### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248357	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248358	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248359	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248360	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248361	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248362	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248363	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248364	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248365	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248366	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248367	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248368	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248369	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248370	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248371	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248372	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248373	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248374	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248375	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248376	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248377	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248378	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248379	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248380	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248381	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248382	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248383	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248384	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248385	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248386	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248387	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00
248388	08/06/2020	JTL FIELD TR.	TR. REFUND-SPECIAL ACT. COVID-19	\$ 20.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248389	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- XIARA	\$ 20.00
248390	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JULIAN	\$ 20.00
248391	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JAYEL	\$ 20.00
248392	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-CEPHALO	\$ 20.00
248393	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- SARAH	\$ 20.00
248394	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-LIAM	\$ 20.00
248395	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JAELYNN	\$ 20.00
248396	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-DANIEL	\$ 20.00
248397	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JASIAH	\$ 20.00
248398	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-LEAH	\$ 20.00
248399	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-GABRIEL	\$ 20.00
248400	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-SALEM	\$ 20.00
248401	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JADEN	\$ 20.00
248402	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ANNA MARIE	\$ 20.00
248403	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ETHAN	\$ 20.00
248404	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-RYAN	\$ 20.00
248405	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- MEGAN	\$ 20.00
248406	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- DAKARI	\$ 20.00
248407	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ALEXANDRIA	\$ 20.00
248408	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-VICTOR	\$ 20.00
248409	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-IVAN	\$ 20.00
248410	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-CAMREN	\$ 20.00
248411	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JUSTIN	\$ 20.00
248412	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ERIC	\$ 20.00
248413	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- NIA LEE	\$ 20.00
248414	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-LUCAS	\$ 20.00
248415	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-VICTORIA	\$ 20.00
248416	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ROBERT	\$ 20.00
248417	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- FAITH	\$ 20.00
248418	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- AWA	\$ 20.00
248419	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-VALENTINA	\$ 20.00
248420	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- ADRIANNA	\$ 20.00

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# East Stroudsburg Area School District

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### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248421	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- MIKAYLAH	\$ 20.00
248422	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-VICTORIA	\$ 20.00
248423	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-MEDO	\$ 20.00
248424	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- COLE	\$ 20.00
248425	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-KYLE	\$ 20.00
248426	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JOSEPHINE	\$ 20.00
248427	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- EMILY	\$ 20.00
248428	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-AIDAN	\$ 20.00
248429	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-IOSLYNN	\$ 20.00
248430	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JEMINYA	\$ 20.00
248431	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ALEXIS	\$ 20.00
248432	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- MARISSA	\$ 20.00
248433	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ZION	\$ 20.00
248434	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- ALLYSON	\$ 20.00
248435	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-VICENT	\$ 20.00
248436	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-MARINELLYS	\$ 20.00
248437	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ISABELLA	\$ 20.00
248438	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-EMMA	\$ 20.00
248439	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-MASON	\$ 20.00
248440	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-OLIVIA	\$ 20.00
248441	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-AMEA	\$ 20.00
248442	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-LELAND	\$ 20.00
248443	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JUSTIN	\$ 20.00
248444	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- GABRIEL	\$ 20.00
248445	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- FELICITY	\$ 20.00
248446	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-LUZ	\$ 20.00
248447	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ZARIAYA	\$ 20.00
248448	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-IMAN	\$ 20.00
248449	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JORDAN	\$ 20.00
248450	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-STEVEN	\$ 20.00
248451	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- SYDNEY	\$ 20.00
248452	08/06/2020	JTL FIELD TR. REFUND-SPECIAL ACT. COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-CARLINE	\$ 20.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248453	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- SANIAYA	\$ 20.00
248454	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- LAUREN	\$ 20.00
248455	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-JANE	\$ 20.00
248456	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-AARON	\$ 20.00
248457	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-CHRISTIAN	\$ 20.00
248458	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- DOMINIQUE	\$ 20.00
248459	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-AKILI	\$ 20.00
248460	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-RACHAEL	\$ 20.00
248461	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ERIN	\$ 20.00
248462	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-KAYLYNN	\$ 20.00
248463	08/06/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND- JOELLE	\$ 20.00
248464	08/06/2020	KRUEGER SHEET METAL	hsn drain pans	\$ 300.00
248465	08/06/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND -	\$ 20.00
248466	08/06/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND	\$ 20.00
248467	08/06/2020	LIC DISTRIBUTORS OF FULLER BRUSH	Floor pad	\$ 40.00
			ljc open po	\$ 430.00
248468	08/06/2020	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES	admin condensate drips	\$ 63.19
			hsn pipe	\$ 64.29
248469	08/06/2020	MEDCO SUPPLY COMPANY	Medical Bid ESE 20-21	\$ 5.54
248470	08/06/2020	MEDCO SUPPLY COMPANY	Medical Bid ESE 20-21	\$ 304.26
			Medical Bid HSN 20-21	\$ 170.55
			Medical Bid JMHILL 20-21	\$ 29.09
			Medical Bid MSE 20-21	\$ 327.01
248471	08/06/2020	MEIER SUPPLY CO., INC.	ese it room mini split	\$ 4,970.00
			hsn facing tape	\$ 16.73
			hsn it room refrigerant	\$ 114.22
			hsn vacuum tool	\$ 86.62
			hss air filter	\$ 318.85
			hss evap foam	\$ 293.68
			hss filters	\$ 193.61
			hss mil rose	\$ 21.40
			valve hsn	\$ 236.35

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248472	08/06/2020	MESKO GLASS CO., INC	bes dow 795	\$ 192.00
			jtl wire glass	\$ 425.00
248473	08/06/2020	MET-ED	ESE JULY ELECTRIC 100065663211	\$ 6,175.27
			TRAFFIC LIGHT JULY ELECTRIC 100075377489	\$ 32.32
248474	08/06/2020	MIDWEST TECHNOLOGY PRODUCTS	IND TECH INTERMEDIATE LIS BID	\$ 411.80
248475	08/06/2020	MSE FIELD TRIP REFUNDS-SPECIAL ACT.COVID-19	MOTHERS DAY GIFT REFUND - N HERNANDEZ	\$ 6.00
248476	08/06/2020	NORTH EAST PARTS GROUP	bucket truck repair	\$ 194.89
248477	08/06/2020	NAPSA	Yearly membership BADDICK,CASCIOTTA & OLSZEWSKI	\$ 390.00
248478	08/06/2020	NASCO (QOUTE#45950)	Sp Ed classroom supplies @ Leh	\$ 265.52
248479	08/06/2020	NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS	PCCD Grant NASRO Training B Huffman	\$ 495.00
			PCCD Grant NASRO Training E S-Rivera	\$ 495.00
			PCCD Grant NASRO Training J Fetherman	\$ 495.00
			PCCD Grant NASRO Training-C Pinto	\$ 495.00
			PCCD Grant NASRO Training-D Grant	\$ 495.00
			PCCD Grant NASRO Training-D Long	\$ 495.00
			PCCD Grant NASRO Training-H Parham	\$ 495.00
			PCCD Grant NASRO Training-J Ciccone	\$ 495.00
			PCCD Grant NASRO Training-L Tran	\$ 495.00
			PCCD Grant NASRO Training-M Pietrofere	\$ 495.00
			PCCD Grant NASRO Training-R Donohue	\$ 495.00
			PCCD Grant NASRO Training-r Johnson	\$ 495.00
			PCCD Grant NASRO Training-R Maye	\$ 495.00
			PCCD Grant NASRO Training-R santos	\$ 495.00
			PCCD Grant NASRO Trainings Reali	\$ 495.00
			PCCD Grant NASRO Training-T Cullen	\$ 495.00
			PCCD Grant NASRO Training-T King	\$ 495.00
			PCCD Grant NASRO Training-W Careri	\$ 495.00
248480	08/06/2020	NCS PEARSON, INC.	AIMSWEB Progress Monitoring sp	\$ 7,592.00
248481	08/06/2020	OFFICE TECHNOLOGY, LLC	Ink for Michelle's Printer	\$ 550.00
			TONER FOR SUSAN VITULLI	\$ 92.00
248482	08/06/2020	PA ASSOCIATION OF SCHOOL ADMINSTRATORS	PASA Membership for William Ri	\$ 1,995.00
248483	08/06/2020	PA TREATMENT & HEALING	19/20 SY 6/30/2020	\$ 655.00

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248484	08/06/2020	PAPSA	PADULA, OLSZEWSKI, DEAN-GARDNER, CASCIOTTA, BADDICK	\$ 340.00
248485	08/06/2020	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	19/20 School year 6/17/2020	\$ 13,380.88
248486	08/06/2020	PRAXAIR DISTRIBUTION MID-ATLANTIC	praxair open po	\$ 695.44
248487	08/06/2020	PRESENTATION SYSTEMS	Printer Supplies Sp. Ed.	\$ 325.00
248488	08/06/2020	PYRAMID SCHOOL PRODUCTS	Sp. Ed. Poster Printer	\$ 4,450.00
			Medical Bid ESE 20-21	\$ 10.36
			Medical Bid HSN 20-21	\$ 7.58
			Medical Bid LIS 20-21	\$ 22.74
			Medical Bid MSE 20-21	\$ 20.15
248489	08/06/2020	QUADIENT LEASING USA, INC	Lease for postage machine for school year 2021	\$ 706.80
			LIS part of the postage rental	\$ 706.80
			Pay invoice for postage machin	\$ 706.80
248490	08/06/2020	QUILL CORPORATION	ATHLETICS WALL CALENDARS	\$ 26.97
248491	08/06/2020	REALLY GOOD STUFF	1st grade, mitchell supplies	\$ 1,215.95
			Sp Ed classroom supplies @ Leh	\$ 151.96
248492	08/06/2020	RICK ANTHONY SHILLABEER	Student S.S.	\$ 5,250.00
248493	08/06/2020	SCANNING PENS INC	Reading pens for special ed @	\$ 2,888.00
248494	08/06/2020	SCHNAITMAN'S FLOORING AMERICA	bes floor and thread	\$ 440.00
248495	08/06/2020	SCHOOL HEALTH CORPORATION	Medical Bid ESE 20-21	\$ 186.32
			Medical Bid JMHILL 20-21	\$ 126.14
			Medical Bid MSE 20-21	\$ 304.26
248496	08/06/2020	SCHOOL NURSE SUPPLY INC.	Medical Bid ESE 20-21	\$ 129.92
			Medical Bid JMHILL 20-21	\$ 16.44
248497	08/06/2020	SCOTT C. IHLE	Empl Expense claim # 3767.	\$ 114.20
248498	08/06/2020	SPORT DECALS	SOUTH FOOTBALL HELMET DECALS	\$ 432.04
248499	08/06/2020	ST LUKES PHYSICIAN GROUP	OPEN ORDER FOR DRIVERS PHYSICA	\$ 335.00
248500	08/06/2020	STARFALL EDUCATION	1st grade, mitchell supplies	\$ 77.55
248501	08/06/2020	STEVE SHANNON TIRE & AUTO CENTER	Work Order # 16040137	\$ 1,139.50
248502	08/06/2020	SUPER-DUPER PUBLICATIONS	Supplies for Speech classes	\$ 249.70
248503	08/06/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	LEGAL SERVICE	\$ 1,098.50
248504	08/06/2020	SWEETWATER SOUND, INC.	CABLES FOR REMOTE MEETINGS	\$ 568.21
248505	08/06/2020	SPIRALEDGE INC.	NORTH SWIM SUITS tax already deducted PO 20001638	\$ 54.93

# East Stroudsburg Area School District

## Date Range 7/17/20 through 8/7/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248506	08/06/2020	TASC	FSA ADMINISTRATION FEES INV 18	\$ 1,943.10
248507	08/06/2020	TERP CONSULTING	EXPERT WITNESS FOR LYMAN & ASH'S REVIEW OF SPRINKL	\$ 5,455.48
248508	08/06/2020	THE BANK OF NEW YORK MELLON	ESTRASD16 9/1/20 TO 8/31/21	\$ 750.00
			ESTRASD16A 9/1/20 TO 8/31/21	\$ 750.00
			ESTRASD17A 9/1/20 TO 8/31/21	\$ 750.00
			ESTRASD17AA 9/1/20 TO 8/31/21	\$ 750.00
			ESTRASE17AAA 9/1/20 TO 8/31/21	\$ 750.00
248509	08/06/2020	THE INSTRUMENTALIST	P.O. 20004148 Awards/Sousa Certificates	\$ 30.25
248510	08/06/2020	TYLER TECHNOLOGIES, INC.	Invoice# 045-308906	\$ 15,000.00
248511	08/06/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200806	\$ 267.49
248512	08/06/2020	W.B. MASON CO., INC.	IU 20 PAPER XP1 2020-2021	\$ 18,138.40
248513	08/06/2020	YOUTH ADVOCATE PROGRAMS, INC.	Board Appr. Youth Student program 6/1-630/2020	\$ 19,945.90
248514	08/06/2020	ZONAR CONNECTED	ZONAR SYSTEMS ORDER	\$ 208.93
248515	08/06/2020	MIDDLE SMITHFIELD TOWNSHIP	ZONING PERMIT FOR OUTSIDE FREE	\$ 75.00
248516	08/06/2020	MIDDLE SMITHFIELD TOWNSHIP	BUILDING PERMIT FOR MIDDLE SMF	\$ 1,014.16
<b>Grand Total</b>				<b>\$ 2,454,353.91</b>

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# East Stroudsburg Area School District

## Date Range 8/8/20 through 8/13/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248517	08/13/2020	A WIZ CORP.	paying from PO # 20000614	\$ 645.00
248518	08/13/2020	ACE COURT REPORTING, INC.	Court reporting for due process hearing SPED Stude	\$ 753.75
248519	08/13/2020	ALL STAR FLAGS	flags	\$ 273.70
248520	08/13/2020	APPLE INC.	APPLE QUOTE 2206400799	\$ 2,698.00
248521	08/13/2020	ARTS ACADEMY CHARTER SCHOOL	19/20 reconciliation	\$ 5,703.93
248522	08/13/2020	ATHMEDICS	ATHLETIC TRAINER PORTABLE TAPI	\$ 1,110.00
248523	08/13/2020	BEYOND CONSEQUENCES INSTITUTE, LLC	Susan Cole - COVID supplies fo	\$ 1,213.00
248524	08/13/2020	BMC OFFICE FURNITURE	SES Staff Development Material	\$ 875.57
248525	08/13/2020	BUS PARTS WAREHOUSE	Panels Between Desk - Due to C	\$ 8,179.50
248526	08/13/2020	CANFIELD'S PET AND FARM	OPEN ORDER FOR PARTS	\$ 65.89
248527	08/13/2020	CHAPMAN REFRIGERATION LLC	Canfield pet farm- Weed killer	\$ 68.00
248528	08/13/2020	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2020-2021	\$ 245.28
248529	08/13/2020	CLAUDE S. CYPHERS, INC.	TO PAY INVOICES FOR 2020-2021	\$ 335.28
248530	08/13/2020	CRAMER'S HOME CENTER	OPEN ORDER FOR PARTS & SUPPLIE	\$ 499.70
248531	08/13/2020	CREST GOOD MFG CO INC	TO PAY FOR SUPPLIES FOR 2019-2	\$ 55.19
248532	08/13/2020	D'HUY ENGINEERING, INC.	hsn waste receptor	\$ 140.82
			dhuy hsn liner replace invoice	\$ 3,688.44
			dhuy hsn roof replace forensic	\$ 414.13
			dhuy hss pool grouting invoice	\$ 1,335.75
			dhuy jtl/res floor replace inv	\$ 17,600.60
			open po retainer services	\$ 2,000.00
248533	08/13/2020	DEPARTMENT OF LABOR & INDUSTRY	Payroll Run 9 - Warrant 20806M	\$ 0.42
248534	08/13/2020	DM SUPPLY SOURCE, LLC	hss hand dryer	\$ 383.96
			hss replacement timer	\$ 240.00
			tank rack	\$ 828.73
248535	08/13/2020	E.R. LINDE CONSTRUCTION CORPORATION	North Campus Salting January 2020	\$ 13,214.20
248536	08/13/2020	EASTBAY INC.	JTL BASEBALL UNIFORMS	\$ 1,119.00
			NORTH BOYS SOCCER SUPPLIES	\$ 270.00
			NORTH GIRLS SOCCER SUPPLIES	\$ 260.00

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# East Stroudsburg Area School District

## Date Range 8/8/20 through 8/13/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248536	08/13/2020	EASTBAY INC.	NORTH GOLF TEAM HATS	\$ 243.80
248537	08/13/2020	ELIZABETH BOCK	Summer 2020 Tuition Reimbursement	\$ 427.00
248538	08/13/2020	EASTERN PENN SUPPLY COMPANY	hsn viega	\$ 299.47
			smi adpt	\$ 141.59
			smi viega	\$ 195.12
			truck stock	\$ 120.06
248539	08/13/2020	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	19/20 School Year Reconciliation	\$ 1,168.93
248540	08/13/2020	FISHER & SON CO INC	50lb protego 60%	\$ 5,031.70
248541	08/13/2020	FOREIGN POLICY ASSOCIATION, INC.	Fisher & Son Invoice 212202-IN	\$ 546.35
248542	08/13/2020	GENESIS TURFGRASS, INC	great decisions class pack	\$ 764.42
248543	08/13/2020	GLECO PAINTS, INC.	Genesis Invoice 100189	\$ 692.78
			Bleachers epoxy coating	\$ 191.96
			Bleachers paint	\$ 375.69
			Bleachers urethane	\$ 131.37
			Gleco paints invoice 71434/1	\$ 816.41
			Gleco Paints invoice 71626/1	\$ 546.84
			paint supplies Bleachers	\$ 1,890.36
			Stadium	\$ 553.56
			stadium south	\$ 160.69
248544	08/13/2020	GLOBAL INDUSTRIAL EQUIPMENT	Hand Sanitizer pkg qty 40	\$ 530.84
248545	08/13/2020	THE GOODYEAR TIRE & RUBBER COMPANY	Inv. # 207-1054351	\$ 1,107.39
248546	08/13/2020	THE PROPHET CORP	Open Order for Tires	\$ 1,988.76
			balance due from invoice#9706956	\$ 0.10
			PE supplies	\$ 1,672.92
248547	08/13/2020	GOT SPECIAL KIDS	Items for the emotional suppor PO 20003077	\$ 54.21
248548	08/13/2020	GOVERNMENT SOFTWARE SERVICES	GSS INV 10920 JUNE 2020	\$ 100.00
			GSS INV 11024	\$ 100.00
248549	08/13/2020	HAB-DLT	Payroll Run 9 - Warrant 20806M	\$ 7.02
248550	08/13/2020	HAB-DLT	Payroll Run 9 - Warrant 20806M	\$ 2.00

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# East Stroudsburg Area School District

## Date Range 8/8/20 through 8/13/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248551	08/13/2020	HEATHER A PIPERATO	Empl Expense claim # 3770.	\$ 4,741.00
248552	08/13/2020	HILLTOP SALES & SERVICE	bolt flange/lock nut	\$ 7.02
			Hilltop Invoice 01-19742	\$ 17.08
			Hilltop Invoice 01-21696	\$ 192.18
			Hilltop Invoice 01-21918	\$ 121.63
			Hilltop Invoice 01-21920	\$ 25.90
			jdc-blade	\$ 134.58
248553	08/13/2020	HIM CASUALTY INSURANCE COMPANY	Payroll Run 9 - Warrant 20806M	\$ 4.49
248554	08/13/2020	IMPERIAL BAG & PAPER CO., LLC	Hand sanitizer foam	\$ 780.00
			IU 20 PAPER FT 1 2020-2021	\$ 4,701.84
			IU 20 PAPER FT 1 HSN/LIS 2020-	\$ 1,644.00
			IU 20 PAPER JANITORIAL TRANSPO	\$ 3,192.00
			IU 20 PAPER JANITORIAL TT 2 HS	\$ 2,262.40
			IU 20 PAPER JANITORIAL TT2	\$ 6,249.88
248555	08/13/2020	INTEGRAONE	FortiNet FortiSIEM w/ 5 yr Mai	\$ 95,936.00
			IntegraOne- APC Renewal	\$ 7,054.44
			IntegraOne VMWare Renewal	\$ 15,928.00
			IntegraOne-Fortinet Renewal	\$ 8,155.13
248556	08/13/2020	JOHN J. MINORA	Legal Fees for Compensatory Ed Agreement SpecEd S	\$ 6,000.00
248557	08/13/2020	JTL FIELD TR.REFUND-SPECIAL ACT.COVID-19	JTL 6TH GRADE PEEC FIELD TRIP REFUND-ANGELA	\$ 20.00
248558	08/13/2020	JUSTIN MENGEL	TUITION REIMBURSEMENT	\$ 1,140.00
248559	08/13/2020	KASA'S FOODS DIST CO INC.	TO PAY FOR PIZZA PRODUCTS 2020	\$ 4,119.60
248560	08/13/2020	LAKESHORE LEARNING MATERIALS	HSN/LIS Sensory Room	\$ 6,028.62
			Kindergarten Supplies	\$ 515.85
248561	08/13/2020	LAWSON PRODUCTS	safety glasses & ear plugs	\$ 253.53
248562	08/13/2020	LINCOLN LEADERSHIP CHARTER SCHOOL	19/20 School year	\$ 11,574.91
248563	08/13/2020	LINDENMEYR MUNROE	IU 20 PAPER JANITORIAL 2020-20	\$ 3,154.00
248564	08/13/2020	LJC DISTRIBUTORS OF FULLER BRUSH	ese carpet extractor	\$ 3,115.00
			jmh carpet extractor	\$ 3,115.00

# East Stroudsburg Area School District

## Date Range 8/8/20 through 8/13/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248565	08/13/2020	M A BRIGHTBILL BODY WORKS INC.	OPEN ORDER FOR PARTS & SUPPLIE	\$ 2,625.23
248566	08/13/2020	MANVEL PAGE	Empl Expense claim # 3783.	\$ 25.99
248567	08/13/2020	MARTENE SALERNO	Empl Expense claim # 3771.	\$ 1,500.00
248568	08/13/2020	MARTHA H MATHEIS	TUITION REIMBURSEMENT	\$ 300.00
248569	08/13/2020	MEIER SUPPLY CO., INC.	DISTRICT FILTERS	\$ 10,530.34
			ese charge tool	\$ 202.56
			ese gripbelt	\$ 19.16
			esu clamp	\$ 44.95
			hsn evap foam	\$ 117.49
			hsn flare burnish	\$ 191.97
			hss atlantic uv bulb	\$ 1,097.56
			jtl bracket	\$ 145.10
			jtl evap foam	\$ 74.14
			jtl flare burnish	\$ 181.53
			jtl line hide	\$ 79.24
			jtl pod filter	\$ 232.64
			jtl wind baffie	\$ 7,845.69
			stock	\$ 34.26
248570	08/13/2020	MICHELLE DEROBERTS	TUITION REIMBURSEMENT	\$ 3,096.00
248571	08/13/2020	MUSIC IN MOTION	MusicPlay	\$ 149.95
248572	08/13/2020	NORTH EAST PARTS GROUP	jtl clip	\$ 21.75
			thread repair kit	\$ 67.95
248573	08/13/2020	NASSP/NHS/NJHS	Membership- NJHS-check request	\$ 385.00
			Student Council renewal	\$ 95.00
248574	08/13/2020	OFFICE DEPOT	office depot Order - White Board	\$ 306.70
			Open PO for Office Supplies- O	\$ 152.18
			Printer cartridge for Access o	\$ 111.93
248575	08/13/2020	ORIENTAL TRADING	SUPPLIES FOR KINDERGARTEN ORIE	\$ 194.08
248576	08/13/2020	PEGGY THURBER	TUITION REIMBURSEMENT	\$ 336.75

248D

248E

# East Stroudsburg Area School District Date Range 8/8/20 through 8/13/20

## Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248577	08/13/2020	PENNSYLVANIA ONE CALL SYSTEM, INC.	pa one call open po	\$ 194.77
248578	08/13/2020	PENNSYLVANIA PAPER & SUPPLY CO.	Custodial Bid HSN 2021	\$ 3,189.72
			Custodial Bid HSS 20-21	\$ 1,759.05
			Custodial Bid JTL 20-21	\$ 1,476.00
			Custodial Bid MSF 20-21	\$ 1,881.95
248579	08/13/2020	PENNSYLVANIA STATE UNIVERSITY	penn link invoice - 20-21 scho	\$ 50.00
248580	08/13/2020	PETROCHOICE	OPEN ORDER FOR FLUIDS	\$ 876.17
248581	08/13/2020	PHILIP ROSENAU CO., INC.	philip rosenau open po	\$ 2,261.23
248582	08/13/2020	POCONO MOUNTAIN DAIRIES	TO PAY INVOICES FOR 2020-2021	\$ 29,030.12
248583	08/13/2020	POCONO PROFOODS	TO PAY INVOICES FOR 2020-2021	\$ 65,972.36
248584	08/13/2020	POCONO RECORD	Open Purchase Order for Advert	\$ 34.44
248585	08/13/2020	POCONO RECORD	Open Purchase Order for Advert	\$ 78.08
248586	08/13/2020	PSERS	Payroll Run 9 - Warrant 20806M	\$ 265.08
248587	08/13/2020	PYRAMID SCHOOL PRODUCTS	Custodial Bid Food Svc 20-21	\$ 131.88
248588	08/13/2020	QUILL CORPORATION	quill open po	\$ 2,087.57
248589	08/13/2020	RACHEL M MEOLA	Tuition Reimbursements	\$ 1,548.00
248590	08/13/2020	REINHART FOOD SERVICE	TO PAY INVOICES 2020-2021	\$ 1,772.00
248591	08/13/2020	RICHARD HOUGHTALING	Empl Expense claim # 3784.	\$ 16.68
248592	08/13/2020	RICHARDS TREE FARM	Brown mulch	\$ 579.99
			Richards tree farm- Mulch for	\$ 30.53
			Richards tree farm- North 09-7	\$ 183.16
			Richards tree farm- Smithfield	\$ 457.96
248593	08/13/2020	ROBERT DONAHUE	Empl Expense claim # 3785.	\$ 52.98
248594	08/13/2020	ROBOTICS EDUCATION & COMPETITION FOUNDATION	P.O.#20001990 Balance for shipping cost	\$ 15.86
248595	08/13/2020	ROCHESTER 100 INC.	Folders for 1st Grade	\$ 101.25
248596	08/13/2020	ROCKLAND BAKERY	TO PAY INVOICES 2020-2021	\$ 4,989.87
248597	08/13/2020	RYDIN DECAL	Student Parking Window Decals	\$ 498.84
248598	08/13/2020	SCHNAITMAN'S FLOORING AMERICA	tread adhesive	\$ 175.00
248599	08/13/2020	SCHOLASTIC	Title   Books for P&FRE	\$ 668.31

2487

# East Stroudsburg Area School District

## Date Range 8/8/20 through 8/13/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
248600	08/13/2020	SCHOOL DATEBOOKS, INC	DO NOT ORDER	\$ 429.58
248601	08/13/2020	SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP	March 20 19/20 schoolyear	\$ 788.68
248602	08/13/2020	STANBURY UNIFORMS, INC.	Uniform Hangers	\$ 200.00
248603	08/13/2020	STEVE SHANNON TIRE & AUTO CENTER	2 deli rib 15X6	\$ 28.00
			2 multi trac	\$ 202.50
			Open Order for Tires	\$ 117.85
248604	08/13/2020	SUMMIT SCHOOL OF THE POCONOS	Settlement agreement for a stu	\$ 8,845.00
248605	08/13/2020	SUN LITHO-PRINT, INC.	Printing of Code of Student Co	\$ 8,436.00
248606	08/13/2020	SUSAN M STEAKIN	TUITION REIMBURSEMENT	\$ 381.65
248607	08/13/2020	W.B. MASON CO., INC.	IU 20 PAPER JANITORIAL PT 5 20	\$ 3,221.75
248608	08/13/2020	WEST END EQUIPMENT	jtl bit core	\$ 5.00
248609	08/13/2020	CM REGENT RESOURCES	Long Term Disability Insurance payment	\$ 9,336.18
248610	08/13/2020	CM REGENT RESOURCES	Life Insurance Payment	\$ 12,151.43
<b>Grand Total</b>				<b>\$ 468,950.87</b>

## JULY 2020 WIRE PAYMENTS

Payroll	\$ 2,933,549.09
Accounts Payable - Benefits	\$ 2,150,537.06
Flex Spending Accounts TASC	\$ 14,940.30
Payments to Inservco Insurance for Workers' Comp	\$ 22,386.07
Procurement Card	\$ 9,168.21
EBTEP	\$ 1,799,997.38
GOVERNMENT SOFTWARE SERVICES - POSTAGE TO MAIL PIKE COUNTY TAXES	\$ 5,102.50
Wright Express Fleet - Gas Cards	\$ 2,497.56
	<u>\$ 6,938,178.17</u>

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF JULY 31, 2020**

**ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS**

7/1/20 Balance	\$ 3,999,720.75
Receipts	\$ 11,122,237.95
Interest/Dividends	\$ 1,672.83
Disbursements	\$ (9,942,780.72)
7/31/20 Balance	\$ 5,180,850.81

**PLGIT - GENERAL FUND**

7/1/20 Balance	\$ 18,387,361.71
Receipts	\$ 250,293.74
Interest/Dividends	\$ 2,040.16
Disbursements	
7/31/20 Balance	\$ 18,639,695.61

**PSDLAF - GENERAL FUND**

7/1/20 Balance	\$ 39,073,054.35
Receipts	\$ 58,851,862.26
Interest/Dividends	\$ 4,924.71
Disbursements	\$ (68,509,168.21)
7/31/20 Balance	\$ 29,420,673.11

**ESSA WORKERS COMP SELF INS - GENERAL FUND**

7/1/20 Balance	\$ 200,271.57
Receipts	\$ 100,000.00
Interest/Dividends	\$ 87.63
Disbursements	\$ (271.57)
7/31/20 Balance	\$ 300,087.63

**ESSA PAYPAL - GENERAL FUND**

7/1/20 Balance	\$ 2,797.75
Receipts	
Interest/Dividends	\$ 0.97
Disbursements	\$ (2,797.75)
7/31/20 Balance	\$ 0.97

**ESSA FERNWOOD ESCROW - GENERAL FUND**

7/1/20 Balance	\$ 38,467.72
Receipts	
Interest/Dividends	\$ 14.70
Disbursements	
7/31/20 Balance	\$ 38,482.42

**ESSA - CAFETERIA FUND**

7/1/20 Balance	\$ 242,947.49
Receipts	\$ 861.07
Interest/Dividends	\$ 92.91
Disbursements	\$ (276.83)
7/31/20 Balance	\$ 243,624.64

**PLGIT - CAFETERIA FUND**

7/1/20 Balance	\$ 41,669.21
Receipts	
Interest/Dividends	\$ 4.60
Disbursements	
7/31/20 Balance	\$ 41,673.81

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
 TREASURER'S REPORT AS OF JULY 31, 2020

PLGIT - CAPITAL RESERVE FUND

7/1/20 Balance	\$ 14,835,765.76
Receipts	
Interest/Dividends	\$ 1,636.86
Disbursements	
7/31/20 Balance	\$ 14,837,402.62

ESSA - CONCESSION STAND

7/1/20 Balance	\$ 27,847.96
Receipts	
Interest/Dividends	\$ 10.64
Disbursements	
7/31/20 Balance	\$ 27,858.60

ESSA - EXPENDABLE TRUST

7/1/20 Balance	\$ 31,774.65
Receipts	
Interest/Dividends	\$ 12.14
Disbursements	
7/31/20 Balance	\$ 31,786.79

ESSA - NON-EXPENDABLE TRUST

7/1/20 Balance	\$ 18,709.57
Receipts	
Interest/Dividends	\$ 7.15
Disbursements	
7/31/20 Balance	\$ 18,716.72

ESSA - SPECIAL ACTIVITY

7/1/20 Balance	\$ 242,829.64
Receipts	
Interest/Dividends	\$ 92.81
Disbursements	
7/31/20 Balance	\$ 242,922.45

ESSA CD INVESTMENT - SPECIAL ACTIVITY

7/1/20 Balance	\$ 41,417.51
Receipts	
Interest/Dividends	
Disbursements	
7/31/20 Balance	\$ 41,417.51

ESSA - STUDENT ACTIVITY

7/1/20 Balance	\$ 74,612.17
Receipts	
Interest/Dividends	\$ 28.52
Disbursements	
7/31/20 Balance	\$ 74,640.69

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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: \_\_\_\_\_

MONTH: Jun-20

ESSA Checking ~~\$ 3,999,720.75~~ \$ 3,999,720.75

Less:	Outstanding Checks-Treasury Fund	<del>\$ 967,201.17</del>	
	Outstanding Payroll Activity	<del>\$ 495.67</del>	
	Outstanding PA Withholding	<del>\$ 75,506.08</del>	
	Outstanding PA Employee Unemployment		
	Outstanding Federal Tax		
	Outstanding Flex Spending Accounts		
	Outstanding TSA (Wire Less than Report)		
		<u>\$ 1,033,202.92</u>	
		<u>\$ 2,966,517.83</u>	

General Ledger ~~\$ 2,966,517.83~~

Adjustments:

		<del>\$ -</del>	
		<u>\$ 2,966,517.83</u>	

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-	\$ (5,877,971.69)	Account Balance
00-0000-010-000-00-000-000-0000-		Outstanding Interest
00-0000-010-000-00-000-000-0000-	<u>\$ 2,966,517.83</u>	Bank Reconciliation

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**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		\$5,180,850.81

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$3,999,720.75
	17 Credit(s) This Period	\$11,123,910.78
	55 Debit(s) This Period	-\$9,942,780.72
07/31/2020	Ending Balance	\$5,180,850.81

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1,672.83
Interest Paid Year-to-Date	\$35,397.17

**Deposits**

Date	Description	Amount
07/01/2020	TRANSFER FROM 0047706059	\$16,410.78
07/07/2020	WIRE FROM PSDLAF	\$4,000,000.00
07/23/2020	WIRE FROM PSDLAF	\$3,000,000.00
07/29/2020	INTERNET TFR FRM CHK 0047707106 TRANSFER FUNDS INTO TREASURY	\$2,797.75
07/29/2020	INTERNET TFR FRM CHK 0047707130 TRANSFER FUNDS INTO THE TREASURY	\$271.57
07/30/2020	TRANSFER FROM 0047706059	\$59,807.96
07/30/2020	WIRE FROM PSDLAF	\$4,000,000.00
07/31/2020	INTEREST FROM ACCT # 0043324039	\$0.80
07/31/2020	INTEREST FROM ACCT # 0043324040	\$2.01
07/31/2020	INTEREST FROM ACCT # 0044923511	\$63.10
07/31/2020	INTEREST FROM ACCT # 0046123684	\$7.38
07/31/2020	INTEREST FROM ACCT # 0046123685	\$8.94
07/31/2020	INTEREST FROM ACCT # 0046123698	\$11.89
		13 item(s) totaling \$11,079,382.18

**Electronic Credits**

Date	Description	Amount
07/02/2020	MC Recorder of D SCHOOL DIS PPD	\$39,202.63
07/16/2020	PAYMAC INC CORP PAY CCD	\$12.50
07/17/2020	Monroe County - PAY INV PPD	\$3,640.64
		3 item(s) totaling \$42,855.77



Pennsylvania Local Government Investment Trust

### Account Statement - Transaction Summary

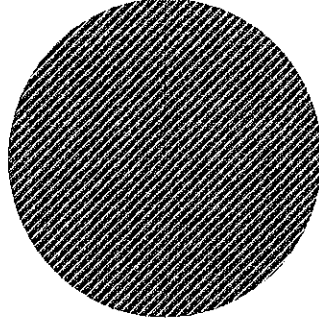
For the Month Ending July 31, 2020

#### East Stroudsburg Area School District - GENERAL FUND

PLGIT - Class	
Opening Market Value	18,387,361.71
Purchases	252,333.90
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$18,639,695.61</b>
Cash Dividends and Income	2,040.16

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Asset Summary		
	July 31, 2020	June 30, 2020
PLGIT - Class	18,639,695.61	18,387,361.71
<b>Total</b>	<b>\$18,639,695.61</b>	<b>\$18,387,361.71</b>
Asset Allocation		



PLGIT - Class  
100.00%



# PSDLAF Monthly Statement

(71256-101) GENERAL FUND Statement Period Jul 1, 2020 to Jul 31, 2020

Statement for the Account of:  
EAST STROUDSBURG ASD

ACTIVITY SUMMARY		MAX
INVESTMENT POOL SUMMARY		
Beginning Balance		\$6,113,054.35
Dividends		\$33.63
Credits		\$33,356,753.34
Checks Paid		\$0.00
Other Debits		(\$36,509,168.21)
Ending Balance		\$2,960,673.11
Average Monthly Rate		0.01%

PLEASE NOTE: THE FUND WILL BE CLOSED  
SEPTEMBER 7TH IN OBSERVANCE OF THE LABOR  
DAY HOLIDAY

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<b>TOTAL MAX</b>		<b>\$2,960,673.11</b>
<b>TOTAL FIXED INCOME</b>		<b>\$26,460,000.00</b>
<b>ACCOUNT TOTAL</b>		<b>\$29,420,673.11</b>

**EAST STROUDSBURG ASD**  
Thomas McIntyre  
50 Vine Street  
East Stroudsburg, PA 18031



EAST STROUDSBURG ASD

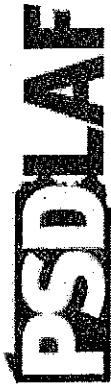
Statement Period  
Jul 1, 2020 to Jul 31, 2020

FIXED INCOME INVESTMENTS

PURCHASES

Type	Holding ID	Trade	Settle	Maturity	Description	Cost	Projected Interest	Rate	Face/Par
FLEX	106054	07/30/20	07/30/20	08/27/20	Full Flex Pool (NEX ICS)	\$20,500,000.00	\$3,774.25	0.240%	\$20,500,000.00
FLEX	105706	07/30/20	07/30/20	08/27/20	Full Flex Pool (ORG)	\$5,000,000.00	\$920.55	0.240%	\$5,000,000.00
<b>Totals for Period:</b>						<b>\$25,500,000.00</b>	<b>\$4,694.79</b>		<b>\$25,500,000.00</b>

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EAST STROUDSBURG ASD

Statement Period  
Jul 1, 2020 to Jul 31, 2020

FIXED INCOME INVESTMENTS

MATURITIES									
Type	M	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Cost	Projected Interest	Face/Par
FLEX	M	104256	07/30/20	07/30/20	07/30/20	Full Flex Pool (ORG)	\$5,000,000.00		\$5,000,000.00
FLEX	M	104467	07/30/20	07/30/20	07/30/20	Full Flex Pool (CNB)	\$1,500,000.00		\$1,500,000.00
FLEX	M	104786	07/30/20	07/30/20	07/30/20	Full Flex Pool (CTZ)	\$3,000,000.00		\$3,000,000.00
FLEX	M	104956	07/30/20	07/30/20	07/30/20	Full Flex Pool (NEX ICS)	\$20,500,000.00		\$20,500,000.00
SALES									
Type	S	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Settlement	Projected Interest	Face/Par
FLEX	S	104786	07/07/20	07/07/20	07/30/20	Full Flex Pool (CTZ)	\$2,000,000.00	\$88.22	\$2,000,000.00
<b>Totals for Period:</b>							<b>\$32,000,000.00</b>	<b>\$88.22</b>	<b>\$32,000,000.00</b>

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EAST STROUDSBURG ASD

Statement Period  
Jul 1, 2020 to Jul 31, 2020

**FIXED INCOME INVESTMENTS**

INTEREST	Type	Holding ID	Transaction Date	Description	Interest
	Flex	1365648	07/21/20	CD Interest- Full Flex	\$2,981.67
	Flex	1365649	07/21/20	CD Interest- Full Flex	\$1,010.02
	Flex	1365650	07/21/20	CD Interest- Full Flex	\$416.67
	Flex	1365651	07/21/20	CD Interest- Full Flex	\$126.16
	Flex	1365652	07/21/20	CD Interest- Full Flex	\$356.56
<b>Totals for Period:</b>					<b>\$4,891.08</b>

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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

**Statement Ending 07/31/2020**

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](http://essabank.com)
- Email [iBank@essabank.com](mailto:iBank@essabank.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$300,087.63

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$200,271.57
	2 Credit(s) This Period	\$100,087.63
	1 Debit(s) This Period	-\$271.57
07/31/2020	Ending Balance	\$300,087.63

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$87.63
Interest Paid Year-to-Date	\$748.80

**Deposits**

Date	Description	Amount
07/23/2020	INTERNET TFR FRM CHK 0047706025 NEED TO INCREASE THE SECURITY AMO	\$100,000.00
		1 item(s) totaling \$100,000.00

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$87.63
		1 item(s) totaling \$87.63

**Other Debits**

Date	Description	Amount
07/29/2020	INTERNET TFR TO CHK 0047706025 TRANSFER FUNDS INTO THE TREASURY	\$271.57
		1 item(s) totaling \$271.57

**Daily Balances**

Date	Amount	Date	Amount
07/23/2020	\$300,271.57	07/29/2020	\$300,000.00
		07/31/2020	\$300,087.63



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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

**Statement Ending 07/31/2020**

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		\$0.97

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$2,797.75
	1 Credit(s) This Period	\$0.97
	1 Debit(s) This Period	-\$2,797.75
07/31/2020	Ending Balance	\$0.97

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.97
Interest Paid Year-to-Date	\$21.13

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$0.97
		1 item(s) totaling \$0.97

**Other Debits**

Date	Description	Amount
07/29/2020	INTERNET TFR TO CHK 0047706025 TRANSFER FUNDS INTO TREASURY	\$2,797.75
		1 item(s) totaling \$2,797.75

**Daily Balances**

Date	Amount	Date	Amount
07/29/2020	\$0.00	07/31/2020	\$0.97

**Interest Rate Changes**

Interest Rate As Of Date	Interest Rate
07/01/2020	0.4500%
07/29/2020	0.0000%



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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

**Statement Ending 07/31/2020**

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		\$38,482.42

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$38,467.72
	1 Credit(s) This Period	\$14.70
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$38,482.42

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$14.70
Interest Paid Year-to-Date	\$141.45

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$14.70
		1 item(s) totaling \$14.70

**Daily Balances**

Date	Amount
07/31/2020	\$38,482.42



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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

**Statement Ending 07/31/2020**

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		\$243,624.64

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$242,947.49
	12 Credit(s) This Period	\$953.98
	2 Debit(s) This Period	-\$276.83
07/31/2020	Ending Balance	\$243,624.64

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$92.91
Interest Paid Year-to-Date	\$995.10

**Electronic Credits**

Date	Description	Amount
07/06/2020	GLOBAL PAY GLOBAL DEP CCD	\$75.60
07/13/2020	GLOBAL PAY GLOBAL DEP CCD	\$279.00
07/13/2020	GLOBAL PAY GLOBAL DEP CCD	\$13.35
07/15/2020	GLOBAL PAY GLOBAL DEP CCD	\$100.80
07/20/2020	GLOBAL PAY GLOBAL DEP CCD	\$89.90
07/21/2020	GLOBAL PAY GLOBAL DEP CCD	\$66.92
07/22/2020	GLOBAL PAY GLOBAL DEP CCD	\$85.35
07/24/2020	GLOBAL PAY GLOBAL DEP CCD	\$12.50
07/27/2020	GLOBAL PAY GLOBAL DEP CCD	\$105.35
07/29/2020	GLOBAL PAY GLOBAL DEP CCD	\$18.50
07/30/2020	GLOBAL PAY GLOBAL DEP CCD	\$13.80
11 item(s) totaling		\$861.07

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$92.91
1 item(s) totaling		\$92.91

**Electronic Debits**

Date	Description	Amount
07/02/2020	GLOBAL PAY GLOBAL STL CCD	\$266.85
07/03/2020	HEARTLAND PAYMEN MSB Mnth F CCD	\$9.98
2 item(s) totaling		\$276.83



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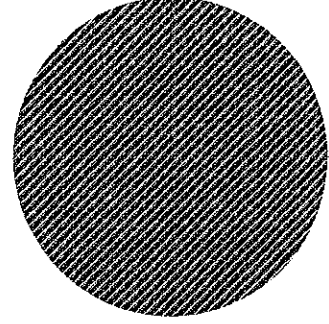
Pennsylvania Local Government Investment Trust

### Account Statement - Transaction Summary

For the Month Ending July 31, 2020

East Stroudsburg Area School District - CAFETERIA

PLGIT - Class		Asset Summary	
		July 31, 2020	June 30, 2020
Opening Market Value	41,669.21		
Purchases	4.60	41,673.81	41,669.21
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00	\$41,673.81	\$41,669.21
<b>Closing Market Value</b>	<b>\$41,673.81</b>		
Cash Dividends and Income	4.60		



PLGIT - Class  
100.00%

263



Pennsylvania Local Government Investment Trust

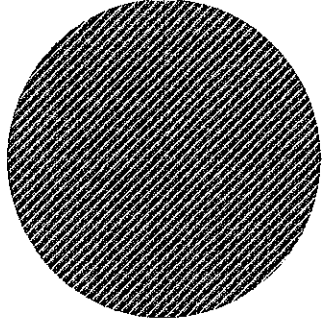
**Account Statement - Transaction Summary**

For the Month Ending July 31, 2020

**East Stroudsburg Area School District - CAPITAL RESERVE**

<b>PLGIT - Class</b>	
Opening Market Value	14,835,765.76
Purchases	1,636.86
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$14,837,402.62</b>
Cash Dividends and Income	1,636.86

<b>Asset Summary</b>		
	<b>July 31, 2020</b>	<b>June 30, 2020</b>
PLGIT - Class	14,837,402.62	14,835,765.76
<b>Total</b>	<b>\$14,837,402.62</b>	<b>\$14,835,765.76</b>
<b>Asset Allocation</b>		



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		\$27,858.60

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$27,847.96
	1 Credit(s) This Period	\$10.64
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$27,858.60

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$10.64
Interest Paid Year-to-Date	\$102.40

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$10.64
		1 item(s) totaling \$10.64

**Daily Balances**

Date	Amount
07/31/2020	\$27,858.60



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

**Statement Ending 07/31/2020**

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		\$31,786.79

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$31,774.65
	1 Credit(s) This Period	\$12.14
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$31,786.79

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.14
Interest Paid Year-to-Date	\$116.84

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$12.14
		1 item(s) totaling \$12.14

**Daily Balances**

Date	Amount
07/31/2020	\$31,786.79



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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

**Statement Ending 07/31/2020**

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](http://essabank.com)
-  Email [iBank@essabank.com](mailto:iBank@essabank.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$18,716.72

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$18,709.57
	1 Credit(s) This Period	\$7.15
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$18,716.72

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$7.15
Interest Paid Year-to-Date	\$68.80

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$7.15
		1 item(s) totaling \$7.15

**Daily Balances**

Date	Amount
07/31/2020	\$18,716.72



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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

**Statement Ending 07/31/2020**

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		\$242,922.45

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$242,829.64
	1 Credit(s) This Period	\$92.81
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$242,922.45

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$92.81
Interest Paid Year-to-Date	\$892.93

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$92.81

1 item(s) totaling \$92.81

**Daily Balances**

Date	Amount
07/31/2020	\$242,922.45



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Savings

Account Number

Statement Date

07/07/2020

Page 1

Date	Transaction Description	Amount	Ending Balance
09/28/2019	Interest Deposit - INTEREST PAID 07/01 THROUGH 09/30	179.04	41,002.88
12/30/2019	Interest Deposit - INTEREST PAID 10/01 THROUGH 12/31	179.82	41,182.70
03/15/2020	Interest Deposit - INTEREST PAID 01/01 THROUGH 03/15	146.83	41,329.53
03/30/2020	Interest Deposit - INTEREST PAID 03/16 THROUGH 03/31	9.05	41,338.58
04/16/2020	Interest Deposit	3.17	41,341.75
06/29/2020	Interest Deposit - INTEREST PAID 04/01 THROUGH 06/30	75.76	41,417.51

EAST STROUDSBURG AREA SCHOOL DISTRI  
 C/O THOMAS J MCINTYRE  
 50 VINE ST  
 EAST STROUDSBURG PA 18301

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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 07/31/2020**

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](http://essabank.com)  
 Email [IBank@essabank.com](mailto:IBank@essabank.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$74,640.69

**Government Checking**

**Account Summary**

Date	Description	Amount
07/01/2020	Beginning Balance	\$74,612.17
	1 Credit(s) This Period	\$28.52
	0 Debit(s) This Period	\$0.00
07/31/2020	Ending Balance	\$74,640.69

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$28.52
Interest Paid Year-to-Date	\$274.37

**Other Credits**

Date	Description	Amount
07/31/2020	INTEREST PAID 7/01 THROUGH 7/31	\$28.52
		1 item(s) totaling \$28.52

**Daily Balances**

Date	Amount
07/31/2020	\$74,640.69



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08/11/2020 10:53  
4963sonya-burch  
East Stroudsburg Area SD, PA  
NEXT YEAR BALANCE SHEET POSITION  
DETAIL TO 07/31/2020

ACCOUNT	DEBITS	ACCOUNT DESCRIPTION	CREDITS	2020 BALANCE	2021 BALANCE	TOTAL BALANCE
00-0000-001-000-00-000-000-0000-0000-	10,040,560.06	Due To/Due From General Fund	12,132,345.70	5,142,412.99	-2,091,785.64	3,050,627.35
00-0000-002-000-00-000-000-0000-0000-	13,516.42	Due To/Due From Special Activi	15,658.47	3,466.03	-2,142.05	1,323.98
00-0000-003-000-00-000-000-0000-0000-	1,157,437.49	Due To/Due From Capital Reserv	.00	282,402.67	1,157,437.49	1,439,840.16
00-0000-004-000-00-000-000-0000-0000-	240,975.99	Due To/Due From Cafeteria Fun	463,020.12	561,897.93	-222,044.13	339,853.80
00-0000-005-000-00-000-000-0000-0000-	1,058.06	Due To/Due From Student Activi	198.52	-32,268.53	859.54	-31,408.99
00-0000-006-000-00-000-000-0000-0000-	5,861.48	Due To/Due From Concession Sta	.00	-18,134.73		4,735,232.47*
00-0000-007-000-00-000-000-0000-0000-	7.15	Due To/Due From Private - Purp	38.17	6,155.24		1,142,739.22
00-0000-008-000-00-000-000-0000-0000-	12.14	Due To/Due From Investment Tru	75.24	-58,791.70		-5,877,971.69*
00-0000-010-000-00-000-000-0000-0000-	15,524,645.53	AP Cash - TREASURY FUND	14,381,906.31	-5,877,971.69	1,142,739.22	-4,735,232.47
00-0000-038-000-00-000-000-0000-0000-	9,168.21	PNC-Procurement Card Liability	.00	-9,168.21	9,168.21	.00
10-0000-010-000-00-000-000-0000-0000-	12,132,345.70	AP Cash - GENERAL FUND	10,040,560.06	-5,142,412.99	2,091,785.64	-3,050,627.35
10-0000-031-000-00-000-000-0000-0000-	.00	Estimated Revenues	.00	162,207,741.00	.00	162,207,741.00
10-0000-032-000-00-000-000-0000-0000-	731,307.82	Revenue Control	1,893,065.32	-155,665,908.45	-1,161,757.50	-156,827,665.95
10-0000-042-000-00-000-000-0000-0000-	2,716,931.48	Accounts Payable	1,532,785.11	-1,268,101.75	1,184,146.37	-83,955.38
10-0000-061-000-00-000-000-0000-0000-	.00	Appropriations Control	.00	-161,713,960.55	.00	-161,713,960.55
10-0000-062-000-00-000-000-0000-0000-	6,519,568.46	Expend Control	8,957,307.92	157,193,244.92	-2,437,739.46	154,755,505.46
10-0000-063-000-00-000-000-0000-0000-	6,628,675.92	Encumbrance Control	1,266,894.72	20,946.02	5,361,781.20	5,382,727.22
10-0000-078-000-00-000-000-0000-0000-	.00	Budgetary Fund Bal Unreserved	.00	-493,780.45	.00	-493,780.45

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ACCOUNT	DEBITS	ACCOUNT DESCRIPTION	CREDITS	2020 BALANCE	2021 BALANCE	TOTAL BALANCE
10-0000-086-000-00-000-000-000-0000-	1,266,894.72	Budgetary Fund Bal Reserved fo	6,628,675.92	-20,946.02	-5,361,781.20	-5,382,727.22
10-0101-020-000-00-000-000-000-0001-	.00	Cash ESSA General Fund	.00	8,844,489.52	.00	8,844,489.52
10-0101-020-000-00-000-000-000-0019-	.97	Cash ESSA PayPal	2,797.75	2,797.75	-2,796.78	.97
10-0101-020-000-00-000-000-000-0025-	100,087.63	Cash ESSA W/C Escrow	271.57	201,050.77	99,816.06	300,087.63
10-0101-020-000-00-000-000-000-0028-	14.70	Cash ESSA Fernwood Escrow	.00	38,467.72	14.70	38,482.42
10-0103-020-000-00-000-000-000-0000-	.00	Cash Petty Cash	.00	975.00	.00	975.00
10-0111-011-000-00-000-000-000-0003-	252,333.90	Investment PLGIT	.00	18,387,361.71	252,333.90	18,639,695.61
10-0111-011-000-00-000-000-000-0009-	1,356,786.97	Investment Liquid Asset PSDIAF	11,009,168.21	39,073,054.35	-9,652,381.24	29,420,673.11
10-0121-012-000-00-000-000-000-0013-	.00	Delinquent Taxes Receivable	.00	13,971,094.24	.00	13,971,094.24
10-0121-012-000-00-000-000-000-0014-	.00	Delinquent Taxes Interim	.00	102,679.94	.00	102,679.94
10-0121-012-000-00-000-000-000-0015-	.00	Taxes Receivable Tax Claim Dif	.00	-2,360,231.47	.00	-2,360,231.47
10-0121-012-000-00-000-000-000-0016-	.00	Taxes Receivable 60 Day Rule	752,980.18	752,980.18	-752,980.18	.00
10-0141-014-000-00-000-000-000-0020-	.00	Due from Other Gov't Unit	91,689.62	91,689.62	-91,689.62	.00
10-0142-014-000-00-000-000-000-0023-	.00	State Subsidies Receivable	.00	2,300,386.71	.00	2,300,386.71
10-0154-015-000-00-000-000-000-0027-	.00	Allowance Uncollected Recievab	.00	-17,620.58	.00	-17,620.58
10-0155-015-000-00-000-000-000-0034-	3,273.50	Due from Employees	.00	149,082.85	3,273.50	152,356.35
10-0155-015-000-00-000-000-000-0035-	.00	Due from Use of Facility	.00	1,920.13	.00	1,920.13
10-0155-015-000-00-000-000-000-0036-		Due from Students & Misc				

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East Stroudsburg Area SD, PA  
YEAR-TO-DATE BUDGET REPORT  
JULY 2021

08/11/2020 13:03  
4963sonya-burch

FOR 2021 01

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular	56,188,171	56,188,171	-3,629,681.46	-3,629,681.46	462,846.23	59,355,005.98	-5.6%
1190 Federal	2,333,178	2,333,178	-139,110.74	-139,110.74	9,099.03	2,463,189.71	-5.6%
1192 Summer Program	233,198	233,198	65,461.70	65,461.70	.00	167,736.30	28.1%
1200 Special	100,645	100,645	.00	.00	10,599.53	90,045.27	10.5%
1210 LifeskillSupp	2,608,592	2,608,592	-46,771.02	-46,771.02	21,688.40	2,633,674.62	-1.0%
1221 Deaf/Hearing	191,474	191,474	.00	.00	.00	191,474.00	.0%
1224 Blind/Visually	121,787	121,787	.00	.00	.00	121,787.00	.0%
1225 Speechlang	1,117,962	1,117,962	-26,940.92	-26,940.92	1,106.70	1,143,796.22	-2.3%
1231 EmtSupp	4,446,697	4,446,697	-102,780.52	-102,780.52	13,667.94	4,535,809.58	-2.0%
1233 AutisticSupp	1,146,716	1,146,716	.00	.00	.00	1,146,716.00	.0%
1241 LearningSupp	13,952,785	13,952,785	-524,638.30	-524,638.30	41,850.95	14,435,572.35	-3.5%
1243 GiftedSupp	479,149	479,149	-38,455.86	-38,455.86	.00	517,604.86	-8.0%
1260 PhysicalSupp	470,642	470,642	.00	.00	.00	470,642.00	.0%
1270 Handicap	634,114	634,114	.00	.00	.00	634,114.00	.0%
1281 UNDEFINED	2,000	2,000	.00	.00	.00	2,000.00	.0%
1281 UNDEFINED	3,725,817	3,725,817	.00	.00	.00	3,725,817.35	.0%
1290 OSPECProg	967,954	967,954	-71,612.16	-71,612.16	.00	1,039,566.16	-7.4%
1360 BusinessEd	2,000,000	2,000,000	171,655.60	171,655.60	1,888,211.60	-59,867.20	103.0%
1390 OthVocProg	237,808	237,808	-18,937.22	-18,937.22	133.96	256,611.26	-7.9%
1410 Drivers'Ed	24,000	24,000	.00	.00	.00	24,000.00	.0%
1430 Homebound Instruction	150,000	150,000	.00	.00	.00	150,000.00	.0%
1441 Adjudicated Court Place	604,378	604,378	.00	.00	.00	604,378.00	.0%
1442 Alt Edu Program	36,123	36,123	.00	.00	.00	36,123.00	.0%
1500 Nonpublic School Prog	25,571	25,571	11,242.43	11,242.43	682.80	13,645.77	46.6%
1801 Pre-K Instruction	345,152	345,152	13,811.24	13,811.24	2,096.02	329,244.74	4.6%
2111 Dir of Pupil Svc	373,289	373,289	16,637.19	16,637.19	14,833.87	341,817.94	8.4%
2119 SpvStuServOther	3,525,043	3,525,043	-100,749.91	-100,749.91	589.62	3,625,203.12	-2.8%
2120 Guidance	879,617	879,617	-58,679.89	-58,679.89	15,000.00	923,296.89	-5.0%
2140 Psychological Services	953,314	953,314	.00	.00	.00	953,314.00	.0%
2144 Psychotherapy Service	516,138	516,138	10,649.24	10,649.24	.00	505,488.76	2.1%
2160 Social Work Services	583,901	563,901	26,273.67	26,273.67	164.70	537,462.50	4.7%
2170 Student Acct Services	246,598	246,598	-9,843.91	-9,843.91	.00	256,441.91	-4.0%
2190 Oth Pupil Per	1,601,841	1,601,841	-48,752.28	-48,752.28	43,031.98	1,607,561.28	-3.8%
2250 Library	897,127	897,127	33,902.69	33,902.69	270.06	862,954.25	3.8%
2260 Instr&CurrDev	197,867	197,867	3,474.00	3,474.00	.00	194,393.00	1.8%
2271 StaffDevCert	520	520	.00	.00	.00	520.00	.0%
2280 NonPublicSuppService	140,379	140,379	19,633.12	19,633.12	60,125.61	60,620.27	56.8%
2310 BoardSvc	496,999	496,999	10,112.80	10,112.80	292.00	486,594.20	2.1%
2330 TaxAssess&Collect	400,000	400,000	12,012.50	12,012.50	.00	387,987.50	3.0%
2350 Legal Services	1,069,230	1,069,230	52,539.77	52,539.77	8,248.82	1,008,441.41	5.7%
2360 Office Superintendent	5,990,617	5,990,617	223,359.52	223,359.52	25,482.73	5,741,774.57	4.2%
2380 Principal	40,050	40,050	.00	.00	3,766.55	36,283.45	9.4%
2390 Other Admin Svcs	1,602,970	1,602,970	-68,902.90	-68,902.90	44,535.61	1,627,337.29	-1.5%
2420 MedicalSvs	146,214	146,214	-10,856.10	-10,856.10	3,491.93	153,578.17	-5.0%
2430 DentalSvs							

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ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2450 NonpubHlthSvs	83,409	83,409	-6,689.49	-6,689.49	288.11	89,810.38	-7.7%
2490 Other Health Service	114,009	114,009	5,360.88	5,360.88	.00	108,648.12	4.7%
2511 Supervisor Of Fiscal	195,645	195,645	7,580.02	7,580.02	.00	188,064.98	3.9%
2514 Payroll Services	236,179	236,179	10,582.05	10,582.05	.00	225,596.95	4.5%
2515 Financial Act Service	1,221,311	1,221,311	63,361.30	63,361.30	25,510.77	1,132,438.93	7.3%
2611 Supervision-Op/Maint	158,338	158,338	7,449.88	7,449.88	.00	150,888.12	4.7%
2620 OperBldg	11,800,506	11,800,506	414,193.31	414,193.31	1,011,399.14	10,374,913.11	12.1%
2630 Grounds	552,654	552,654	-8,514.46	-8,514.46	17,963.48	543,204.98	1.7%
2660 Security	3,035,797	3,035,797	77,485.36	77,485.36	36,463.47	2,921,848.17	3.8%
2690 Other Op & Maint	0	0	931.10	931.10	77,966.50	-78,897.60	100.0%
2711 Adm-Trans -Head	134,240	134,240	6,134.32	6,134.32	.00	128,105.68	4.6%
2719 Spv-Trans -Other	364,988	364,988	12,483.68	12,483.68	.00	352,504.32	3.4%
2720 Vehicle Operation Svc	8,109,279	8,109,279	178,085.41	178,085.41	449,479.83	7,481,713.76	7.7%
2740 VehicleSvcMaint	428,270	428,270	13,161.26	13,161.26	54,443.78	360,664.96	15.8%
2750 Nonpublic Trans	539,680	539,680	4,823.64	4,823.64	.00	534,856.36	.9%
2831 SPV of Staff Services HR	206,513	206,513	8,926.40	8,926.40	.00	197,586.60	4.3%
2832 Recruit & Place	200	200	.00	.00	.00	200.00	0.0%
2833 StaffAccsry	353,777	353,777	33,288.04	33,288.04	16,359.32	304,129.94	14.0%
2834 SDevNonInstCert	82,625	82,625	.00	.00	70.00	82,555.00	.1%
2836 SDevNonCert	67,125	67,125	.00	.00	.00	67,125.08	.0%
2840 DataProcess	207,469	207,469	170,157.94	170,157.94	1,530.00	35,781.01	82.8%
2841 Supervisor Itec	193,057	193,057	8,403.25	8,403.25	.00	184,653.75	4.4%
2844 OperationSvcs	3,365,821	3,365,821	339,497.13	339,497.13	616,177.38	2,410,146.22	28.4%
2850 Liaison Svcs	137,024	137,024	6,222.20	6,222.20	.00	130,801.80	4.5%
2910 UNDEFINED	49,000	49,000	.00	.00	.00	49,000.00	0.0%
3210 StudentActivity	691,891	691,891	1,739.84	1,739.84	6,730.90	683,420.26	1.2%
3250 Athletics	2,459,894	2,459,894	-12,428.22	-12,428.22	79,186.57	2,393,135.44	2.7%
3310 CommRecreation	119,476	119,476	.00	.00	1,898.29	117,577.71	1.6%
5110 Debt Service	17,256,345	17,256,345	310,261.70	310,261.70	226,255.01	16,719,828.32	3.1%
5130 Refund Prior Yr Rev	260,000	260,000	.00	.00	.00	260,000.00	0.0%
5800 Suspense Account	0	0	135,711.72	135,711.72	147,525.00	-283,236.72	100.0%
5900 Budgetary Reserve	350,000	350,000	.00	.00	.00	350,000.00	0.0%
6111 Current Real Estate Tax	-89,175,592	-89,175,592	.00	.00	.00	-89,175,592.00	0.0%
6112 Interim Real Estate Tax	-65,000	-65,000	.00	.00	.00	-65,000.00	0.0%
6113 Public Utility Realty	-125,000	-125,000	.00	.00	.00	-125,000.00	0.0%
6114 Pay In Lieu -St/Local	-90,000	-90,000	-3,640.64	-3,640.64	.00	-86,359.36	4.0%
6143 Local Service Tax - LST	-85,000	-85,000	-1,453.86	-1,453.86	.00	-83,546.14	1.7%
6151 Current Act 511 EIT	-3,420,000	-3,420,000	-226,434.57	-226,434.57	.00	-3,193,565.43	6.6%
6153 Curr Act 511 Real Est	-750,000	-750,000	.00	.00	.00	-750,000.00	0.0%
6411 Delinquent Real Estate	-8,500,000	-8,500,000	.00	.00	.00	-8,500,000.00	0.0%
6510 Interest on Invest	-500,000	-500,000	-8,741.00	-8,741.00	.00	-491,259.00	1.7%
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	-1,053,806	-1,053,806	.00	.00	.00	-1,053,806.00	0.0%

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08/11/2020 13:03  
4963sonya-burch  
East Stroudsburg Area SD, PA  
YEAR-TO-DATE BUDGET REPORT  
JULY 2021

FOR 2021 01

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6910 Rentals	-75,000	-75,000	-2,213.77	-2,213.77	.00	-72,786.23	3.0%
6941 Regular Sch Tuition	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
6942 Summer School Tuition	-12,000	-12,000	.00	.00	.00	-12,000.00	.0%
6944 Tuition from Other Lea	-8,500	-8,500	.00	.00	.00	-8,500.00	.0%
6991 RefundPriorYrReceipt	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
6999 Other Revenues Misc	-100,000	-100,000	-4,815.38	-4,815.38	.00	-95,184.62	4.8%
7110 Basic Education	-16,802,327	-16,802,327	.00	.00	.00	-16,802,327.00	.0%
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	-4,547,657	-4,547,657	-698,659.00	-698,659.00	.00	-3,848,998.00	15.4%
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	-4,347,524	-4,347,524	.00	.00	.00	-4,347,524.00	.0%
7351 School Safety & Security Gran	-45,000	-45,000	.00	.00	.00	-45,000.00	.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	-2,798,677	-2,798,677	.00	.00	.00	-2,798,677.00	.0%
7820 State Share Retire Cont	-12,790,467	-12,790,467	.00	.00	.00	-12,790,467.00	.0%
8110 Payments Fed Impacted	-625,000	-625,000	.00	.00	.00	-625,000.00	.0%
8514 NCLB-Title I	-2,117,619	-2,117,619	-151,224.50	-151,224.50	.00	-1,966,394.50	7.1%
8515 NCLB-Title II	-250,288	-250,288	-18,038.22	-18,038.22	.00	-232,249.78	7.2%
8516 NCLB-Title III	-25,574	-25,574	.00	.00	.00	-25,574.00	.0%
8517 NCLB-Title IV	-161,275	-161,275	-11,519.64	-11,519.64	.00	-149,755.36	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%
8810 Med Assist Reimb Access	-1,901,667	-1,901,667	.00	.00	.00	-1,901,667.00	.0%
8820 Med Assi Reimb Trans	-80,000	-80,000	-35,016.92	-35,016.92	.00	-44,983.08	43.8%
9210 Capital Lease Equipment	-1,325,426	-1,325,426	.00	.00	.00	-1,325,426.00	.0%
9400 Sale Of Fixed Assets	-125,000	-125,000	.00	.00	.00	-125,000.00	.0%
TOTAL General Fund	5,996,807	5,996,807	-3,599,496.96	-3,599,496.96	5,441,064.19	4,155,239.61	30.7%
TOTAL REVENUES	-158,563,341	-158,563,341	-1,161,757.50	-1,161,757.50	.00	-157,401,583.50	
TOTAL EXPENSES	164,560,148	164,560,148	-2,437,739.46	-2,437,739.46	5,441,064.19	161,556,823.11	

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East Stroudsburg Area SD, PA  
YEAR-TO-DATE BUDGET REPORT

JULY 2021

P 4  
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FOR 2021 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	5,996,807	5,996,807	-3,599,496.96	-3,599,496.96	5,441,064.19	4,155,239.61	30.7%

\*\* END OF REPORT - Generated by Sonya Burch \*\*

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VI.B.1



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.9000 Fax: 610.861.0181

**INVOICE**

No. 51366  
06/28/2020

**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 May 30, 2020 To June 26, 2020  
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	\$276,263.04	63.04	\$33,000.48

**INVOICE TOTAL \$33,000.48**

**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
51236	5/29/2020	\$12,000.18	\$0.00	\$0.00	\$0.00	\$12,000.18
<b>Total Prior Billing</b>		<b>\$12,000.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.18</b>

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V.I.B.2



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

**INVOICE**  
No. 51367  
08/26/2020

**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 May 30, 2020 To June 26, 2020

**01 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$12,600.00	\$6,193.69	52.44	\$414.13

**02 - Contingency Fee**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$10,000.00	\$0.00	0.00	\$0.00

**INVOICE TOTAL** \$414.13

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V.I.B.3



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3600 Fax: 610.861.0181

**INVOICE**

No. 51388  
08/26/2020

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Mr. Tom McIntyre

<p><b>High School North Sanitary Liner Replacement</b></p> <p><b>287017</b></p> <p>For Services Rendered From May 30, 2020 To June 26, 2020</p> <p>DEI Fee = \$52,500 (7% of Estimated Construction Cost \$750,000)</p>
---

**00 - Basic Services**

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$52,500.00	\$19,978.25	44.33	\$3,295.00

**Reimb - Reimbursable Submission Fees**

**Reimbursables**

	Unit Rate	Qty	Markup	Amount
Reimbursable Fees PADEP - Right-to-Know Request Number 2020-0301 (NE)	393.44	1.00	1.00	\$393.44
<b>Total Reimbursables for Reimb</b>				<b>\$393.44</b>
<b>Total Charges for Reimb</b>				<b>\$393.44</b>

**INVOICE TOTAL \$3,688.44**

**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
51238	5/29/2020	\$8,180.03	\$0.00	\$0.00	\$0.00	\$8,180.03
<b>Total Prior Billing</b>		<b>\$8,180.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,180.03</b>

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V.I.B.4



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

**INVOICE**

No. 51369  
08/26/2020

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Mr. Tom Molntyre

<p><b>Smithfield E.S. Parking Lot Improvements</b></p> <p><b>287018</b></p> <p>For Services Rendered From May 30, 2020 To June 26, 2020</p> <p>DEI Fee = \$7,091 (7.5% of Construction Cost \$41,217 + \$4,000)</p>
---

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$7,091.00	\$5,977.02	90.00	\$404.88

**INVOICE TOTAL** **\$404.88**

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VI.B.5



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.9000 Fax: 610.861.0181

**INVOICE**

No. 451970  
06/26/2020

**East Stroudsburg Area School District**

60 Vine Street  
East Stroudsburg, PA 18301  
Mr. Tom McIntyre

<p><b>J.T. Lambert Intermediate School Security Camera Installation</b>  <b>287019</b>          For Services Rendered From May 30, 2020 To June 28, 2020</p>
<p>DEI Fee = \$12,041 (7.6% of Construction Cost \$127,212 + \$2,600)</p>

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$12,041.00	\$9,237.60	95.00	\$2,201.35

**INVOICE TOTAL \$2,201.35**

OK to pay  
B<sup>2</sup> 7/15/2020

V.I.B.G



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

**INVOICE**

No. 51371  
06/26/2020

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Mr. Tom McIntyre

<p><b>J.T. Lambert Intermediate School &amp; Resica Elementary School Flooring Replacement</b></p> <p><b>287020</b></p> <p>For Services Rendered From May 30, 2020 To June 26, 2020</p> <p>DEI Fee = \$58,770 (7% of Construction Cost \$839,580)</p>
---

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$58,770.00	\$26,476.90	75.00	\$17,600.60

**INVOICE TOTAL \$17,600.60**

**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>
51239	5/29/2020	\$5,887.40	\$0.00	\$0.00	\$0.00	\$5,887.40
<b>Total Prior Billing</b>		<b>\$5,887.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,887.40</b>

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V.I.B.7



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

**INVOICE**

No. 51372  
06/26/2020

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Mr. Tom McIntyre

**High School South Pool Grouting**  
**287022**  
For Services Rendered From May 30, 2020 To June 26, 2020  
DEI Fee = \$9,625 (7.5% of Estimated Construction Cost \$75,000 - \$4,000)

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$9,625.00	\$4,175.70	57.26	\$1,335.75

**INVOICE TOTAL \$1,335.75**

**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>
51240	5/29/2020	\$4,175.70	\$0.00	\$0.00	\$0.00	\$4,175.70
<b>Total Prior Billing</b>		<b>\$4,175.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,175.70</b>

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**Progress Estimate**

**Contractor's Application**

For (contract):		Rresica E.S. Flooring Replacement		Application Number: 3								
Application Period:		7/28/2020		Application Date: 7/28/2020								
Specification Section No.	Description	A		B		C		D		E	F	G
		Item		Scheduled Value		From Previous Application (C + D)		This Period				
	General Conditions		\$21,070	10,000	11,070						21,070	100 0
	Existing Flooring Removal (Labor)		\$20,000	14,000	6,000						20,000	100 0
	New Carpet Tile (Material)		\$16,500		16,500						16,500	100 0
	New Carpet Tile (Labor)		\$7,500		7,500						7,500	100 0
	New luxury vinyl tile (Material)		\$122,000	122,000							122,000	100 0
	New luxury vinyl tile (Labor)		\$40,000	30,000	10,000						40,000	100 0
	Slab Prep & Self-Leveling Underlayment		\$36,500	27,300	9,200						36,500	100 0
	Wall Base and Accessories		\$9,500	3,000	6,500						9,500	100 0
	Project Allowance		\$30,710									0 30,710
	Totals		\$303,780	206,300	66,770						273,070	90 30,710

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# Progress Estimate

# Contractor's Application

For (contract):		Application Number:		3									
Application Period:		Application Date:		7/31/2020									
Application Period: 7/01/2020 - 7/31/2020		Application Date: 7/31/2020											
A		B		C		D		E		F		G	
Item Specification Section No.	Description	Scheduled Value	From Previous Application (C-H)	This Period (D)	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (F - F)					
	Performance and Payment Bonds	\$8,100.00	\$8,100.00	\$7,795.00		\$8,100.00	100.0%	\$9,705.00					
	Contract Allowance #1	\$17,500.00						\$7,500.00					
	Contract Allowance #2	\$7,500.00						\$8,880.00					
	Contract Allowance #3	\$8,380.00						\$1,000.00					
	Contracts / Submittals / Samples / Closeout	\$2,000.00	\$1,000.00			\$1,000.00	50.0%						
	Armstrong LVT Flooring (M)	\$135,600.00	\$135,600.00			\$135,600.00	100.0%						
	Armstrong LVT Flooring (L)	\$83,120.00	\$29,092.00	\$54,028.00		\$83,120.00	100.0%						
	Maunington Carpet Tile (M)	\$32,800.00	\$32,800.00			\$32,800.00	100.0%						
	Mannington Carpet Tile (L)	\$14,000.00		\$12,000.00		\$12,000.00	85.7%	\$2,000.00					
	Roppe Wall Base (M)	\$9,400.00	\$9,400.00			\$9,400.00	100.0%						
	Roppe Wall Base (L)	\$14,100.00	\$5,525.00	\$8,575.00		\$11,985.00	85.0%	\$2,115.00					
	Floor Preparation / Self Leveling	\$133,700.00	\$106,960.00	\$26,740.00		\$133,700.00	100.0%						
	Demo and Disposal	\$67,600.00	\$54,680.00	\$12,920.00		\$66,000.00	97.5%	\$1,520.00					
	Building Expansion Joint Casest	\$1,500.00		\$1,500.00		\$1,500.00	100.0%						
<b>Totals</b>		\$555,800.00	\$380,557.00	\$172,525.00		\$503,080.00		\$52,720.00					

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V.A.I

# APPLICATION AND CERTIFICATION FOR PAYMENT

Produced by

To (Owner):  
 East Stroudsburg Area School District  
 50 Vine Street, East Stroudsburg, PA 18301

From (Contractor):  
 Guyette Communications Industries  
 90 Narrows Road, Plymouth, PA 18651

Contract For: General Construction Services / Design Build

Project: J.T. Lambert Intermediate School

Application No: 3

Via Architect: D'Huy Engineering, Inc

Architect Project No: 287019

Distribution to:  
 Owner:  
 Architect:  
 Contractor:

## Contractor's Application for Payment

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

Change Order Summary		Description	Additions
C.O. Authorized	Date Approved		
Authorization 1	Date Approved	\$0.00	\$0.00
Authorization 2	Date Approved	\$0.00	\$0.00
Authorization 3	Date Approved	\$0.00	\$0.00
Authorization 4	Date Approved	\$0.00	\$0.00
Authorization 5	Date Approved	\$0.00	\$0.00
Authorization 6	Date Approved	\$0.00	\$0.00
Authorization 7	Date Approved	\$0.00	\$0.00
Authorization 8	Date Approved	\$0.00	\$0.00
Totals			\$0.00
Net change by Change Orders		Total Change Order amount ==>>	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge information and the belief he Work covered by this application for Payment has been complete 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, that current payment shown herein is now due.

Contractor:

Guyette Communications Industries

1. Original Contract Sum	\$127,212.00
2. Net Change by Change orders	\$0.00
3. Contract Sum to date	\$127,212.00
4. Total Complete & Stored to date	\$127,212.00
Column G on G703	
5. Retainage:	
a. 10 %	\$127,212.00
10 % of completed work (Column D&E on G703)	\$0.00
b. 10 %	\$0.00
10 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (line 5a + 5b of	
Total in Column I of G703)	\$0.00
6. Total Earned Less Retainage	\$127,212.00
(Line 4 less Line 5 total)	
7. Less Previous Certificates for	
Payments (line 6 from Prior Certificate)	\$87,755.40
8. Current Payment Due	\$39,456.60
9. Balance to Finish, Plus Retainage	\$0.00
(Line 3 less Line 8)	

*Joshua Grice* \$39,456.60  
 Principal - D'Huy Engineering, Inc.

**CONTINUATION SHEET**

Document G783

Document G702 APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's Signed, Certification is attached in Tabulations below, amounts are stated to the nearest dollar. Use Column 1 on Contracts where variable retainage for line items may apply

APPLICATION NUMBER: 3  
 APPLICATION DATE: July 24, 2020  
 PERIOD TO: July 31, 2020  
 ARCHITECT'S PROJECT NO: 287019

A Line No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK FROM PREVIOUS APPLICATION (D+E)		E COMPLETED THIS PERIOD	F MATERIAL PRESENTLY STORED (NOT IN DORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	PERCENT (G / C)	H BALANCE TO FINISH (C-G)	I Retainer amounts
1	Bonds and Submittals	\$2,572.00	\$2,572.00	\$0.00	\$0.00	\$0.00	\$2,572.00	100.00%	\$0.00	\$0.00
2	Delivery of Cat6A cable	\$15,141.00	\$15,141.00	\$0.00	\$0.00	\$0.00	\$15,141.00	100.00%	\$0.00	\$0.00
3	Jacks, Patch Panels, Faceplates, Patch Cords, Misc Hardware	\$8,503.00	\$8,503.00	\$0.00	\$0.00	\$0.00	\$8,503.00	100.00%	\$0.00	\$0.00
4	Run cable at JT Lambert Intermediate (118 cameras)	\$46,524.00	\$46,524.00	\$0.00	\$0.00	\$0.00	\$46,524.00	100.00%	\$0.00	\$0.00
5	Install sleeve, patch panel, jacks, test, camera, aim	\$23,966.00	\$23,966.00	\$0.00	\$0.00	\$0.00	\$23,966.00	100.00%	\$0.00	\$0.00
6	Indoor Lift Rental	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	100.00%	\$0.00	\$0.00
7	Q Allowance #1 Fifty (50) 50-ft. increments of Unit Price 1 Work	\$5,700.00	\$0.00	\$5,700.00	\$0.00	\$0.00	\$5,700.00	100.00%	\$0.00	\$0.00
8	Q Allowance #2 Fifteen (15) units at Unit 2 Price Work	\$7,965.00	\$0.00	\$7,965.00	\$0.00	\$0.00	\$7,965.00	100.00%	\$0.00	\$0.00
9	Q Allowance #3 One Hundred Twenty (120) hours at Unit Price 3 Work	\$15,120.00	\$0.00	\$15,120.00	\$0.00	\$0.00	\$15,120.00	100.00%	\$0.00	\$0.00
10	Closure	\$891.00	\$0.00	\$891.00	\$0.00	\$0.00	\$891.00	100.00%	\$0.00	\$0.00
	Additional Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
	<b>Total Original Contract sum</b>	\$127,212.00	\$97,506.00	\$29,706.00	\$0.00	\$0.00	\$127,212.00	100.00%	\$0.00	\$0.00
	AGG-ONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	<b>Change order amount total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	<b>Grand Totals</b>	\$127,212.00	\$97,506.00	\$29,706.00	\$0.00	\$0.00	\$127,212.00	100.00%	\$0.00	\$0.00
	<b>Current Payment request minus retainer amount</b>						\$39,456.60	Minus Retainer =	\$0.00	\$0.00

<b>Total of original contract and change orders</b>	\$127,212.00	<b>Current Payment request and previous certificate amount</b>	\$0.00	<b>0.00%</b>	\$127,212.00
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# AIA Document G703™ - 1992

## Continuation Sheet

From Contractor:  
Jozani, Inc.  
PO Box 466  
Florin, NJ 08518

To:  
East Stroudsburg Area SD  
50 Vine Street  
East Stroudsburg, PA 18301

AIA Document G703™ - 1992. Application and Certificate for Payment, or G732™ - 2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 119010

APPLICATION DATE: 7/20/2020

PERIOD TO: 7/20/2020

ARCHITECT'S PROJECT NO: 70342020

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (if variable rate)
			FROM PREVIOUS APPLICATION (D + E)						
1	BONDS	82,000.00	82,000.00	0.00	0.00	0.00	82,000.00	0.00	8,200.00
2	PHASE I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	MOBILIZATION	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	5,000.00
4	EQUIPMENT	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0.00	11,000.00
5	ROOF VACUUM	36,000.00	36,000.00	0.00	0.00	0.00	36,000.00	0.00	3,600.00
6	ROOF DEMO	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00	16,000.00
7	ROOFING - MATERIALS	2,219,105.00	2,219,105.00	0.00	0.00	0.00	2,219,105.00	0.00	110,944.30
8	ROOFING - LABOR	517,000.00	517,000.00	0.00	0.00	0.00	517,000.00	0.00	8,240.95
9	SHEET METAL - MATERIALS	551,640.00	551,640.00	0.00	0.00	0.00	551,640.00	0.00	0.00
10	SHEET METAL - LABOR	129,000.00	129,000.00	0.00	0.00	0.00	129,000.00	0.00	0.00
11	MASONRY - THRU WALL	225,540.00	225,540.00	0.00	0.00	0.00	225,540.00	0.00	0.00
12	PLUMBING - DRAINS	106,500.00	106,500.00	0.00	0.00	0.00	106,500.00	0.00	0.00
13	PUNCHLIST	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	500.00
14	PHASE II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	MOBILIZATION	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	0.00	0.00
16	EQUIPMENT	75,000.00	37,500.00	22,500.00	22,500.00	0.00	60,000.00	15,000.00	0.00
17	ROOF VACUUM	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00
18	ROOF DEMO	105,000.00	0.00	52,500.00	52,500.00	0.00	52,500.00	52,500.00	0.00
19	ROOFING - MATERIALS	1,225,555.00	612,777.50	490,222.00	490,222.00	0.00	1,102,999.50	122,555.50	55,149.98
20	ROOFING - LABOR	321,800.00	0.00	160,900.00	160,900.00	0.00	160,900.00	160,900.00	8,045.00
21	SHEET METAL - MATERIAL	364,080.00	0.00	0.00	0.00	0.00	0.00	364,080.00	0.00
22	SHEET METAL - LABOR	80,000.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00
23	MASON-THRU WALL	196,000.00	0.00	98,000.00	98,000.00	0.00	98,000.00	98,000.00	4,900.00
24	PLUMBING - DRAINS	56,000.00	0.00	28,000.00	28,000.00	0.00	28,000.00	28,000.00	1,400.00
25	PUNCHLIST	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
GRAND TOTAL		8,699,239.00	4,942,652.50	352,422.00	352,422.00	0.00	5,754,184.50	926,055.50	282,299.28

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# AIA Document G703™ - 1992

## Continuation Sheet

To: East Stroudsburg Area SD  
50 Vine Street  
East Stroudsburg, PA 18301

From Contractor:  
Joffan, Inc.  
PO Box 156  
Florence, NJ 08518

AIA Document G703™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, Project 119010  
containing Contractor's signed certification is attached.  
In tabulations below, amounts are in US dollars.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 8  
APPLICATION DATE: 7/29/2020  
PERIOD TO: 7/31/2020  
ARCHITECT'S PROJECT NO:

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 FROM PREVIOUS APPLICATION (D+E)	F THIS PERIOD				
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		7,078,635.00	4,912,062.50	852,122.00	0.00	5,764,184.50	1,244,450.50	288,293.23

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Trane U.S. Inc.

3500 PAMMEL CREEK ROAD  
LA CROSSE, WI 546017599

# PAYMENT REQUISITION

Remit To: Trane U.S. Inc.  
PO BOX 406460  
ATLANTA, GA 30384-6460

TYPE	INVOICE
*** NUMBER	310624463
DATE	14-FEB-20
PAGE	1
PURCHASE ORDER NUMBER	Signed Proposal
CONTRACT NAME	East Stroudsburg SD North LI/H
CUSTOMER ACCOUNT #	3644415
PREVIOUS #	

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	15-MAR-20	D424674	CID00068098

Application No. 07 for work completed thru 14-FEB-20

1. ORIGINAL CONTRACT SUM:	\$2,838,638.00	4. TOTAL COMPLETED & STORED TO DATE:	\$2,838,638.00
2. Net Change by Change Orders:	\$0.00	a. Percentage Completed:	<u>100.00%</u>
3. CONTRACT SUM TO DATE:	\$2,838,638.00	5. RETAINAGE:	
		a. <u>10.00%</u> of Completed Work:	\$283,863.79
		b. <u>0.00%</u> of Stored Material:	\$0.00
		Total Retainage	\$283,863.79
		6. TOTAL EARNED LESS RETAINAGE:	\$2,554,774.21
		7. LESS PREVIOUS REQUESTS FOR PAYMENT:	\$2,503,249.35

8. CURRENT PROJECT PAYMENT DUE: (Before Applicable Sales Taxes)	\$51,524.86
9. Applicable Sales Taxes: See applicable Tax Detail page(s)	\$0.00
<b>10. Amount Due This Requisition:</b>	<b>\$51,524.86</b>
Currency: USD	
*** PLEASE REFERENCE NUMBER 310624463 WITH YOUR PAYMENT	

Sections Included: Summary Sheet, Detail Sheet(s) and Tax Detail Sheet(s)

SPECIAL INSTRUCTIONS:

**APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)**

INV NBR: 310624463

TO: EAST STROUDSBURG SCHOOL DIST CONTRACT NAME: East Stroudsburg SD North LVH

APPLICATION NO: 07  
 APPLICATION DATE: 14-FEB-20  
 PERIOD TO: 14-FEB-20  
 CUST PROJECT NO: Signed Proposal

FROM: Trane CONTRACT LOCATION:  
 1185 NORTH WASHINGTON STREET

See applicable Tax Detail page(s)

WILKES BARRE, PA 18705

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.

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

- 1. ORIGINAL CONTRACT SUM: \$2,838,638.00
- 2. Net Change by Change Orders: \$0.00
- 3. CONTRACT SUM TO DATE: (Line 1 +/- 2) \$2,838,638.00
- 4. TOTAL COMPLETED & STORED TO DATE: (Column G on Detail Sheet) \$2,838,638.00

- 5. RETAINAGE: \$289,863.79
  - a. 10.00% of Completed Work: \$289,863.79  
 (Columns D + E on Detail Sheet)
  - b. 0.00% of Stored Material: \$0.00  
 (Column F on Detail Sheet)

- 6. TOTAL EARNED LESS RETAINAGE: \$283,863.79  
 (Line 5a + 5b or Total in Column I of Detail Sheet)
- Total Retainage: \$2,554,774.21

- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$2,503,249.35  
 (Line 4 less Line 5 Total)

- 8. CURRENT PAYMENT DUE: \$51,524.86  
 Before applicable Sales Tax

- 9. BALANCE TO FINISH, INCLUDING RETAINAGE: \$283,863.79  
 (Line 3 less line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$0.00</b>	<b>\$0.00</b>

COMPANY: Trane DATE: \_\_\_\_\_  
 By: \_\_\_\_\_

State of: \_\_\_\_\_  
 County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**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: \$51,524.86

(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: Joshua Grice Date: 6/3/20  
 BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
 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: 310624463

APPLICATION AND CERTIFICATE FOR PAYMENT,  
containing Certification, is attached.

APPLICATION NO: 07  
APPLICATION DATE: 14-FEB-20  
PERIOD TO: 14-FEB-20

CUST PO NUMBER: Signed Proposal  
CONTRACT DATE: 27-NOV-18  
CONTRACT NUMBER: CID00068098

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN DIOBE)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)						
1	Engineering	33,050.22	29,745.20		3,305.02	0.00	33,050.22	0.00	3,305.02
2	Mechanical Installation	634,094.00	634,094.00		0.00	0.00	634,094.00	0.00	63,409.40
3	Programming/Commissioning	248,096.12	210,881.70		37,214.42	0.00	248,096.12	0.00	24,809.61
4	Project Management	83,652.03	66,921.62		16,730.41	0.00	83,652.03	0.00	8,365.20
5	Material	933,131.83	933,131.83		0.00	0.00	933,131.83	0.00	93,313.18
6	Valves	110,880.00	110,880.00		0.00	0.00	110,880.00	0.00	11,088.00
7	ATC Installation	795,733.80	795,733.80		0.00	0.00	795,733.80	0.00	79,573.38
		2,838,638.00	2,781,388.15		57,249.85	0.00	2,838,638.00	0.00	283,863.79
TOTAL									

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# TAX DETAIL SHEET

INV NBR: 310624463

APPLICATION AND CERTIFICATE FOR PAYMENT,  
containing Certification, is attached.

APPLICATION NO: 07  
APPLICATION DATE: 14-FEB-20  
PERIOD TO: 14-FEB-20

CUST PO NUMBER: Signed Proposal  
CONTRACT DATE: 27-NOV-18  
CONTRACT NUMBER: CID00068098

Location: EAST STROUDSBURG SCHOOL DIST  
257 TIMBERWOLF DRIVE

DINGMANS FERRY, PA 18328

Billing this period less retainage: \$51,524.86  
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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V.I.A.S

# Contractor's Application For Payment No. 1

Application Period: 6/30/20	Application Date: 7/13/20
To (Owner): East Stroudsburg Area S.D.	Via (Engineer) D'Huy Engineering Inc.
Project: Smithfield E.S. Parking Lot	Contract: Parking Lot Seal Coating
Owner's Contract No.:	Contractor's Project No.: 287018

## APPLICATION FOR PAYMENT

### Change Order Summary

Approved Change Orders	Additions	Deductions
1		\$7,692.50
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE ..... \$ 41,217.00
2. Net change by Change Orders ..... \$ (7,692.50)
3. CURRENT CONTRACT PRICE (Line 1 ± 2) ..... \$ 33,524.50
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F on Progress Estimate) ..... \$ 33,524.50
5. RETAINAGE:
  - a. 10 % x \$ 33,524.50 Work Completed ..... \$ 3,352.45
  - b. % x \$ Stored Material ..... \$
  - c. Total Retainage (Line 5a + Line 5b) ..... \$ 3,352.45
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c) ..... \$ 30,172.05
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) ..... \$ 0.00
8. AMOUNT DUE THIS APPLICATION ..... \$ 30,172.05
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G on Progress Estimate + Line 5 above) ..... \$ 3,352.45

## CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ 30,172.05

(Line 8 or other - attach explanation of other amount)

is recommended by:

*Joshua Grice*  
(Engineer)

7/27/20  
(Date)

Payment of: \$

(Line 8 or other - attach explanation of other amount)

is approved by:

(Owner)

Approved by:

Funding Agency (if applicable)

Date: 7/13/20

By: Mary Sorrentino



**Progress Estimate**

**Contractor's Application**

For (contract):		Application Number:											
Application Period:		Application Date:											
A		B		C		D		E		F		G	
Specification Section No.	Description	Scheduled Value	Work Completed		Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (B - F)					
			From Previous Application (C + D)	This Period									
1	Parking Lot Seal Coating	26,000		26,000		26,000	100	0.00					
2	Crack Seal	3,824		3,824		3,824	100	0.00					
3	Line Stripe	3,700.50		3,700.50		3,700.50	100	0.00					
4	Allowance	7,692.50		7,692.50		7,692.50	100	0.00					
	Credit change order - unused Allowance	-7,692.50		-7,692.50		-7,692.50	100	0.00					
Totals		33,524.50		33,524.50		33,524.50		0.00					

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**East Stroudsburg Area School District  
2020-2021 School Calendar**

Approved: May 18, 2020  
July 20, 2020  
August 17, 2020

**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	

3: Independence Day Holiday\*

**January (18)**

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)  
18: Martin Luther King Jr. Day (District closed)  
19: K-12 Teacher In-Service

**August (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	31					

17-18: School bus driver orientation  
24: K-12 teacher in-service (First teacher day)  
25-27: K-12 Staff Development (Act 80 days)  
28: New Teacher Induction  
Last Day of Summer Recess  
31: First student day

**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						

15: Presidents' Day Holiday

**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			

4: Labor Day Holiday (Offices closed)  
7: Labor Day Holiday (District closed)

**March (22)**

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			

8: K-12 Parent/teacher Conferences (Act 80 day)  
8: School bus driver in-service (Tentative)

**October (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

12: Columbus Day Holiday (Offices Closed)  
13: K-8 Columbus Day Holiday  
9-12 Parent/teacher Conferences (Act 80)

**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	

1: Spring Recess (Offices Closed)  
2: Good Friday (District closed)  
5: Spring Recess (Offices Closed)

**November (15)**

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					

23: K-8 Parent/teacher conferences (Act 80)  
Thanksgiving Holiday (9-12)  
24: 9-12 Staff development K-8 Parent/teacher conferences (In-service)  
24: School bus driver in-service  
25: K-12 Teacher In-Service (No Students)  
26: Thanksgiving Holiday (District closed)  
27: "Friday After Thanksgiving Holiday\*" (District closed)  
30: "Monday 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					

31: Memorial Day Holiday (District closed)

**December (17)**

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		

24: "Last Regular Workday Before Christmas" Holiday (District closed)  
25: Christmas Holiday\* (District closed)  
28-30: Winter Recess (Offices closed)  
31: New Year's Eve Holiday\* (District closed)

**June (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			

4: Last Student Day  
Last Teacher Day (Early Dismissal)

\* - 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.

**EAST STROUDS AREA SCHOOL DISTRICT**

**East Stroudsburg, PA 18301**

**TRANSPORTATION PERSONNEL**

**RECEIPT OF INFORMATION RELATIVE TO THE 2020-2021 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](http://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 2020-2021 School Year
2. Policy #104 – Discrimination/Title IX Sexual Harassment Affecting Staff
3. 104A Attachment 1 – Report Form
4. 104A Attachment 2 – Discrimination
5. 104A Attachment 3 – Title IX
6. Policy #204.2 – Non-School District Sponsored Educational Trip or Tour
7. Policy #207 – Confidential Communications of Students
8. Policy #218.1 – Weapons
9. Policy #237 – Electronic Communication Devices
10. Policy #311 – Suspensions and Furloughs
11. Policy #512 – Evaluation of Support Employees
12. Policy #520 – Freedom of Speech in Non-school Settings
13. Policy #323 – Tobacco Use
14. Policy #525 – Dress and Grooming
15. Policy #534 – Sick Leave
16. Policy #335 – Family and Medical Leave
17. Policy #336 – Personal Necessity Leave
18. Policy #336.1 – Leaves for Short-Term Absences for Extreme Emergencies/Days w/o Pay
19. Policy #351 – Drug and Substance Abuse
20. Policy #705 – Facilities & Workplace Safety
21. Policy #710 – Use of Facilities by Staff
22. Policy #803 – School Calendar
23. Policy #806 – Child Abuse
24. Policy #810.1 – School Bus, School Vehicle and School Commercial Motor Vehicle Drivers

- 25. Policy #815 – Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems
- 26. Policy #816 – Social Media Policy
- 27. Policy #817 – Workplace Threats and Violence
- 28. Policy #826 – Audio and Video Recording

SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

POSITION \_\_\_\_\_ DATE \_\_\_\_\_

**ALL PAPERWORK MUST BE TURNED IN BEFORE YOU LEAVE TODAY  
PLEASE MAKE SURE YOUR NAME IS CHECKED OFF FOR RECEIPT**

EAST STROUDSBURG AREA SCHOOL DISTRICT  
East Stroudsburg, Pennsylvania 18301

2020 - 2021  
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
Patrick Schantzen, Head Mechanic	570-421-4841 x17850 or 570-656-4294
Angela Nevin, Secretary	570- 424-8500 x10803
Judy Sourwine, Secretary	570- 424-8500 x10802
Jennifer Butz, Secretary	570-424-8500 x 10801
Dawn Rohrer, Director of Transportation	570-424-8500 x 10820

**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**

**8:45AM – 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?

## 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 August 18, 2020. 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**

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 August 18, 2020**

#### **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.

#### **S. 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 17, 2020**

**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, or Patrick Schantzen.

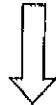
EMPLOYEE/SUBSTITUTE



MARY ANN MOORE (TRANSPORTATION),  
OR PATRICK SCHANTZEN (MECHANICS)



DAWN ROHRER



Dr. WILLIAM R RIKER

I AM LOOKING FORWARD TO A GREAT WORKING RELATIONSHIP WITH THE  
TRANSPORTATION DEPARTMENT.

313

EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

818

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

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THIS AGREEMENT is made this 29<sup>th</sup> day of July 2020, by and between:

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

AND

Adam Burdett (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 43<sup>rd</sup> 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):

Mr. Burdett will be responsible for writing the marching band drill for the North high school marching band for the fall 2020 season. The drill will be written based on a count sheet provided by the school marching band director.

Location of Services:

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

Effective Date: August 18, 2020 – August 31, 2020

Professional Fee:

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

b) Fixed Rate: \$ 1,500.00

c) Are expenses included? NO

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

District Initiator: Paul M. Bakner

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN Carbon Monroe Pike  
Mental Health and Developmental Services and East Stroudsburg Area  
School District**

This is a Memorandum of Understanding between Carbon Monroe Pike Mental Health and Developmental Services (hereinafter referred to as "CMP MH/DS"), and East Stroudsburg Area School District (hereinafter referred to as "ESASD"). CMP MH/DS and ESASD shall be hereinafter jointly referred to as the "parties."

This Memorandum of Understanding (MOU) sets forth the terms and understanding between CMP MH/DS, 724 Phillips St # 202, Stroudsburg, PA 18360 and ESASD, 50 Vine Street, East Stroudsburg, PA 18301 to provide SAP (Student Assistance Program) Mental Health Liaison services to children and families in the East Stroudsburg Area School District.

**I. Parties**

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between East Stroudsburg Area School District ("ESASD") and Carbon Monroe Pike Mental Health and Developmental Services[AGENCY].

WHEREAS, the AGENCY'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 AGENCY 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. AGENCY 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.

The SAP Mental Health Liaison provides mental health screenings for students that have been referred and SAP team approved. Liaisons attend SAP team meetings, SAP parent conferences, and SAP parent phone calls as needed or requested. SAP liaisons offer guidance to the SAP team, in relation to mental health supports that exist in the community. Liaisons can link families and children to community based services. The SAP MH Liaison works to bridge gaps between the school and community agencies by providing information regarding mental health community resources and services.

2. The relevant experience of the AGENCY personnel that will be providing the services:

Carbon Monroe Pike Mental Health and Developmental Services (CMP MHDS) SAP liaisons have over 25 years of experience, combined, as CASSP (Child and Adolescent Service System Program) Coordinators for the county joinder.

Jaclyn Kreshock holds a Bachelor of Arts degree in Psychology. Jackie has been employed with CMP MHDS for 15 years as CASSP Coordinator for Monroe County.

Erin Stroyan holds a Bachelor of Arts degree in Psychology and a Master of Arts degree in Clinical Psychology. Erin has been employed with CMP MHDS for 14 years, 12 of which have been as CASSP Coordinator for Pike County.

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 AGENCY 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, AGENCY, or subcontractors are to use drugs on these School(s).
  2. **Family Education Rights and Privacy Act**—AGENCY 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 AGENCY personnel who will be on ESASD premises have: (a) Federal Bureau of Investigation fingerprint base record check; (b) Pennsylvania Access to Criminal History; (c) Pennsylvania Child Abuse History Certification. Please see **Section IV** for the relevant documentation that is required.
- D. **Communication**—Communicate with School(s) and ESASD staff, both formally and informally, to ensure, to the best of the program's ability, that the AGENCY'S services are aligned with the School(s) and ESASD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or ESASD staff, provide reasonable data and information to students participating in the AGENCY's program.
- F. **Confidentiality**—AGENCY shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of ESASD. AGENCY will comply with FERPA.

#### IV. Required Documents

AGENCY CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. Agency (Individual):

- This process will include a check of all of the following:
  - Federal Bureau of Investigation fingerprint base record check —Attach documentation
  - Pennsylvania Access to Criminal History—Attach documentation

- Pennsylvania Child Abuse History Certification.—Attach documentation

**V. Responsibilities of East Stroudsburg Area School District**

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the AGENCY.
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- C. **Data**—Ensure that the AGENCY has reasonable access to student assessment and evaluation data necessary to inform instruction.
  - 1. Provide AGENCY with any other student information reasonably necessary to provide its services consistent with the AGENCY 's program and to evaluate the impact of its program on students at School(s).

**VI. Duration**

This MOU is for the July 1, 2020 -- June 30, 2021 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: Jennifer Williams Digitally signed by Jennifer Williams  
DN: cn=Jennifer Williams, o=CMH 40405, ou=Mental Health Program  
Director, email=jwilliams@cmh405.org, c=US  
Date: 2020.07.30 05:00:03 -0400 Dated: 07/30/2020 (MM/DD/YYYY)

Carbon Monroe Pike Mental Health and Developmental Services

Approved as to form and procedure

By: \_\_\_\_\_ Dated: \_\_\_\_\_ (MM/DD/YYYY)

East Stroudsburg Area School District

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 Alternative Augmentative Communication (AAC) Process, Educational Audiology Services, Feeding Team Evaluation, 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.

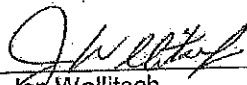
The rates for services are as follows:

Alternative Augmentative Communication (AAC) Process	\$748.00/studentp
Educational Audiology Services	\$254.49/hour
Feeding Team Evaluation	\$1,200.00/eval
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 2020-2021 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

7/20/20  
 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) 516-6405, TDD/TTY Hearing Impaired (610) 252-3786.



# Achieve3000®

Quote ID: Q-42988  
 Contract Period: 08/06/2020 - 06/30/2021

Quote Date: 08/06/2020  
 Valid Until: 08/31/2020

## Client Information

<b>Account Name</b>	
East Stroudsburg Area School District	
<b>Address</b>	<b>Client</b>
50 Vine St East Stroudsburg, PA 18301-2150 Phone: (570)424-8500	Mary Olszewski Email: <a href="mailto:mary-olszewski@esasd.net">mary-olszewski@esasd.net</a> Phone: (570) 424-8500 x10722

Achieve3000 is pleased to continue partnering with you to accelerate your students' literacy growth throughout the school year. Your custom quote includes the solutions listed below. You can explore all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).

Participating Schools	Total Licenses Purchased	
	Program	20-21
Lehman Intermediate School	Literacy	100
Bushkill Elementary School	Literacy	6
Smithfield Elementary School	Literacy	6
Resica Elementary School	Literacy	6
Middle Smithfield Elementary School	Literacy	6
J T Lambert Intermediate School	Literacy	90
J M Hill Elementary School	Literacy	6
East Stroudsburg Sr HS South	Literacy	65
East Stroudsburg Sr HS North	Literacy	60
East Stroudsburg Elementary School	Literacy	6

<b>Product</b>	<b>Cost</b>	<b>Qty</b>	<b>Total</b>
Achieve3000 Literacy: includes 1 student license. <i>(LIT-STD)</i>	\$42.00 per student	351	\$14,742.00
Achieve3000 Automatic Roster Import - Annual Fee per School for Automatic Integration with Student Information Systems (SIS) <i>(AUTO-INT-FEE-PRO)</i>	\$290.00 per site	10	\$2,900.00
<b>Subtotal</b>			\$17,642.00
<b>Order Total</b>			\$17,642.00

See Next Page for Quote Acceptance

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# Achieve3000®

**Acceptance for Quote ID Q-42988: \$17,642.00**

East Stroudsburg Area School District

Achieve3000

*Account Name*

*Signature*

*Signature*

*Name / Title*

*Name / Title*

*Date*

*Date*

The Complete Signed Quote and Purchase Orders can be sent to:

Achieve3000  
331 Newman Springs Road  
Suite 304  
Red Bank, NJ 07701

Fax: (316) 221-0718

Email: [orders@achieve3000.com](mailto:orders@achieve3000.com)

For questions, please contact Renewal Sales at 732-367-5505 x222.

This quote is governed by and subject to the Achieve3000 terms and conditions at <https://achieve3000.com/about/terms-of-service/>. By signing this quote, you are agreeing to such terms and conditions.

To explore more renewal options, such as a multi-year quote with LOCKED-IN PRICING for three full years, please contact [sales.support@achieve3000.com](mailto:sales.support@achieve3000.com) for an adjusted quote.

## About Achieve3000®

At Achieve3000, we believe literacy is the key to unlocking student success. Since 2001, we have partnered with schools and districts to accelerate literacy growth for all students with our flagship platform, Achieve3000 Literacy, that empowers educators to effectively and efficiently differentiate instruction. We also offer Smarty Ants for personalized foundational literacy, and Actively Learn for secondary curriculum depth. New in 2020 we are offering Achieve3000 Math, an individualized, research-based math solution to help students practice and master the standards. Together, our solutions help all preschool through adult learners reach their full potential.

Discover all of Achieve3000's research-based solutions by visiting [www.achieve3000.com](http://www.achieve3000.com).

Smarty Ants®

LevelSet®

Achieve3000

Literacy

Actively Learn®

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

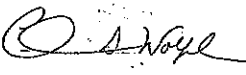
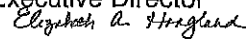
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

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 2020 - 2021 school year. This contract will be in effect from July 1, 2020 through June 30, 2021.

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.

 _____ Dr. Christopher S. Wolfel Executive Director	07 / 29 / 2020 _____ Date	_____ East Stroudsburg Area School District Superintendent	_____ Date
 _____ Mrs. Elizabeth A. Hoagland Secretary to the Board	07 / 30 / 2020 _____ 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  
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION CONTRACT  
For School Year 2020-2021

This CONTRACT entered into this 30th day of July 2020 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 2020-2021. Based on 2019-2020 aggregate miles the Intermediate Unit transported students and reflecting a 0% increase to the 2020-2021 budget and anticipated changes in number of students transported in 2020-2021, 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: \_\_\_\_\_

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: August 19, 2020

Title of Presentation/Service: New Teacher Induction

Purpose of Presentation/Service: Information re: Email, Sapphire, Internet Trng

Total Time Required for Presentation/Service: 1 1/2 hours

Presentation/Service Facility: Administration and HS South computer lab

Maximum Number of Participants: 35

Presentation/Service Rate: \$150

Total Estimated Cost of Proposed Presentation/Service: \_\_\_\_\_

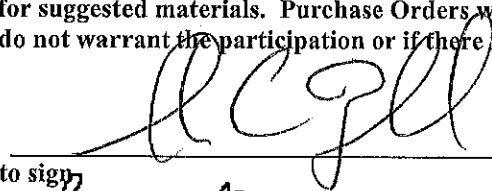
Budget Account Number to be charged: \_\_\_\_\_

Audio/Visual Equipment Needed: Computer connected to an LCD projector

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



8/7/20

DATE

Signature of Provider: \_\_\_\_\_

Provider sends to Assistant Superintendent for Curriculum & Instruction



8/17/20

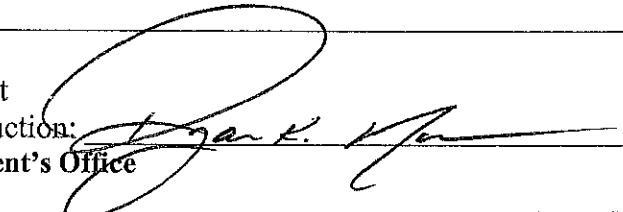
DATE

**Approvals:**

Assistant Superintendent

For Curriculum & Instruction: \_\_\_\_\_

Send to the Superintendent's Office



8/11/2020

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**

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

**Contract For In-District Personnel Presentation**

Name of Presenter Deana Ostroski

Date(s) of Presentation 8/25/20

Presentation Title Professional Development Training

Purpose of Presentation AIMWEB Plus

Total Time Required for Presentation approximately 6 hours

Presentation Facility \_\_\_\_\_

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

Total Estimated Cost of Proposed Presentation \$350.00

Budget Account Number to be Charged \_\_\_\_\_

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

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

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

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_

Initiator sends to Presenter to sign.

Presenter Signature \_\_\_\_\_ Date \_\_\_\_\_

Presenter sends to Assistant Superintendent for Curriculum and Instruction Office.

Assistant Superintendent  
for Curriculum and Instruction \_\_\_\_\_ Date \_\_\_\_\_

Send all copies to the Superintendent's Office.

After Board Approved

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Send all copies to the Initiator.

Upon Completion of Presentation the Initiator will complete.

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

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

Initiator will distribute the copies:

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

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**MEMORANDUM OF UNDERSTANDING BETWEEN Weller Health  
Education at Lehigh Valley Reilly Children's Hospital and East Stroudsburg  
Area School District**

This is a Memorandum of Understanding between Weller Health Education at Lehigh Valley Reilly Children's Hospital (hereinafter referred to as "Weller"), and East Stroudsburg Area School District (hereinafter referred to as "ESASD"). Weller and ESASD shall be hereinafter jointly referred to as the "parties."

This Memorandum of Understanding (MOU) sets for the terms and understanding between Weller Health Education at Lehigh Valley Reilly Children's Hospital, 1401 N Cedar Crest Blvd #100, Allentown, PA 18104 and ESASD, 50 Vine Street, East Stroudsburg, PA 18301 to provide preventive health education for students, parents and/or faculty.

**I. Parties**

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between East Stroudsburg Area School District ("ESASD") and Weller Health Education at Lehigh Valley Reilly Children's Hospital [AGENCY].

WHEREAS, the AGENCY'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 AGENCY 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. **AGENCY 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.

Weller Health Education provides Health Education programs to students in a classroom setting on a variety of health related topics.

2. The relevant experience of the AGENCY personnel that will be providing the services:

Weller staff is made up of specially trained Health Educators who have a background in Public Health, Health Education or related field.

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 AGENCY 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, AGENCY, or subcontractors are to use drugs on these School(s).
2. **Family Education Rights and Privacy Act**—AGENCY 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 AGENCY personnel who will be on ESASD premises have: (a) Federal Bureau of Investigation fingerprint base record check; (b) Pennsylvania Access to Criminal History; (c) Pennsylvania Child Abuse History Certification. Please see **Section IV** for the relevant documentation that is required.

D. **Communication**—Communicate with School(s) and ESASD staff, both formally and informally, to ensure, to the best of the program's ability, that the AGENCY'S services are aligned with the School(s) and ESASD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or ESASD staff, provide reasonable data and information to students participating in the AGENCY 's program.

- F. **Confidentiality**—AGENCY shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of ESASD. AGENCY will comply with FERPA.

**IV. Required Documents**

AGENCY CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. Agency (Individual):

- This process will include a check of all of the following:
  - Federal Bureau of Investigation fingerprint base record check —Attach documentation
  - Pennsylvania Access to Criminal History—Attach documentation
  - Pennsylvania Child Abuse History Certification.—Attach documentation

**V. Responsibilities of East Stroudsburg Area School District**

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the AGENCY .
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- C. **Data**—Ensure that the AGENCY has reasonable access to student assessment and evaluation data necessary to inform instruction.
1. Provide AGENCY with any other student information reasonably necessary to provide its services consistent with the AGENCY 's program and to evaluate the impact of its program on students at School(s).

**VI. Duration**

This MOU is for the July 1, 2020 -- June 30, 2021 school year.

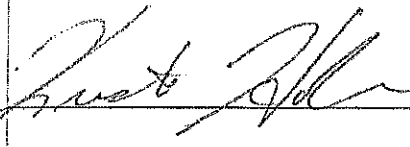
**VII. Termination**

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: 8/4/2020 (MM/DD/YYYY)

Weller Health Education at Lehigh Valley Reilly Children's Hospital

Approved as to form and procedure

By: \_\_\_\_\_ Dated: \_\_\_\_\_ (MM/DD/YYYY)

East Stroudsburg Area School District

**East Stroudsburg Area School District**  
**District Communications Review and Improvement Plan PROPOSED**

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As per the Board's prescribed 9-step process, Cokeley Communications (CC) will support communications review and planning as follows:

**Pre-Planning: Review of Existing Communications**

(Projected 6-8 hours)

District will provide and CC will review samples of district communications including newsletters, flyers, notices, press releases, eblasts and other automated messaging, social media, news media, website, building-based communications, etc.

**Step 2: Steering Committee Meetings and Board Focus Group**

(Projected 3 hours each/6 hours total plus 1.5 hours focus group)

CC recommends working with two steering committees, one for internal audiences and one for external audiences, as their needs vary. CC will facilitate two initial meetings with steering committees comprised of representatives from key internal and external audiences.

- Internal: All staff group representatives
- External: Student, parent and community representatives

Deliverable will be to identify what inputs/data the committees will need to gather for a meaningful review of district communications.

Additionally, CC will conduct a focus group with members of the Board of Education on communication observations and concerns.

**RECOMMENDED ADDITIONAL INPUT:**

Conduct SCoPE Survey on school communications with staff, parents and community members; see separate flyer

\*Cokeley Communications is a partner in SCoPE School Surveys.

**Steps 4 and 5: Data Analysis and Goal Setting**

(Projected 3.5-4 hours each/7-8 hours total)

CC will facilitate two sessions, one with each subcommittee, to review all findings (and SCoPE Survey results if administered) and identify priority areas for Communications planning.

**Step 6: Communication Plan Draft and Review**

(8 hours plan draft + 2 hours each plan review/12 hours)

Based on priority areas identified in Step 5, CC will draft communication strategies and tactics according to accepted communication planning and best practice. CC will review the draft plan with the two subcommittees for input and finalizing.

**Step 7: Communication Plan Articulation (7 hours)**

CC will work with Superintendent and district leaders to flush out all steps in the plan including timeline, persons responsible, resources, training, etc. This should also include the criteria for which success will be measured as outlined in Step 9.

Additional planning, follow-up, correspondence

(Projected 6-10 hours)

Total: 45.5-52.5 hours

Total Project Cost: \$5875.00

Does not include mileage or any required lodging/meals if overnight stays are needed

**PROPOSAL: East Stroudsburg Area School District**  
**District Communications Review and Planning Proposal**

**DESCRIPTION OF SERVICES:**

Deliver school communications consultancy services to the East Stroudsburg Area School District (ESASD) as per accompanying proposal outline. Includes facilitation and oversight of communications research and development of District Communications Plan around accepted theory and best practice.

**CONSULTANT:**

Sandy Cokeley, APR, accomplished school communications practitioner

- Public sector: 5 years - Assistant to PR director
- Private sector: 3 years - Marketing & sales
- Education sector: 23 years – Director of quality and community relations; Pearl River Schools, NY
  - NYS Excelsior Award winner
  - Baldrige National Quality Award recipient (among first in education)
- BS and provisional elementary/special education teacher certification
- APR: Accredited in Public Relations
- National School Public Relations Association president  
NSPRA Presidents Award 2020
- Baldrige National Quality Program senior & alumni examiner: 11 years
- Published author in quality and school public relations texts and periodicals
- Cokeley Communications consulting/training: 27 years
- SCoPE School Surveys 2015 to present

Full resume provided as addendum

**LOGISTICS:**

- Meeting dates and deadlines to be mutually agreed upon by ESASD and Cokeley Communications
- Work to be performed remotely if COVID-19 restrictions are in place

**FEE:**

\$5875.00;

Plus mileage for travel to and from district at prevailing IRS rate

Plus costs for lodging/meals should overnight stay be required; to be approved in advance by district

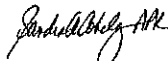
To be paid in three installments: \$1875 upon approval of proposal; \$2000 following completion of Step 5; \$2000 upon completion of project; Expenses incurred prior to each invoiced installment will be added

**EFFECTIVE UPON SIGNED:**

\_\_\_\_\_  
ESASD Representative Signature

\_\_\_\_\_  
ESASD Representative Name and Title (Print)

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



\_\_\_\_\_  
Cokeley Communications Signature

Sandra Cokeley, APR President/Owner

Date: 6/25/20

## SANDRA COKELEY, APR

19 James Place • Manasquan, NJ 08736  
845-406-0631 • cokeleycomm@gmail.com

### Accomplished Public Relations Leader

Highly skilled and experienced public relations professional in the public and private sectors; Accredited in Public Relations  
Driver of planned internal and external communications programs focused on accomplishing targeted goals  
Passionate about value of internal communications programs to strengthen organizational capacity to build support

Proven leader in the field of school public relations having served as president of the national, New York State, and local organizations; Highly-ranked presenter at conferences, workshops and seminars

Strong expertise in the continuous improvement model for organizational improvement; Proven track record in supporting organizations to performance excellence including Malcolm Baldrige National Quality Award recognition

### AREAS OF EXPERTISE

- Public Relations Planning with Evaluation for Effectiveness
- Campaign Development and Execution
- Internal Communications
- Media Relations
- Crisis Communications
- Print/Electronic Survey and Focus Group Administration
- Strong Interpersonal Skills; Supportive Teamworker
- Strong Writing Skills and Webmaster Experience
- Desktop and Online Media Publishing
- Strong Speaking and Presentation Skills
- Focused and Detail-Oriented Program Management
- Highly Skilled in Word, PowerPoint, Indesign

### PROFESSIONAL EXPERIENCE

**President/Owner**

**1992 - Present**

**Cokeley Communications; Manasquan, NJ**

Provide public relations and continuous improvement consultancy services as a sole practitioner. Clients include:

- School districts
- Institutions of higher education
- Private corporations
- Professional organizations
- Non-profit organizations

Services include:

- Communication planning and implementation
- Media relations and media training
- Communications audits
- Baldrige and state quality award application writing
- Leadership and staff training on effective communications and continuous improvement
- Crisis communications
- Focus group research
- Performance improvement systems implementation

Results include:

- Collection of objective reliable stakeholder data to inform effective senior leader decision-making
- Effective message delivery as measured by sales/approvals/votes, positive/balanced media coverage
- Enhance leader and staff understanding of role as ambassadors; enhance communication skills
- Develop systematic approaches, deployment and evaluation of strategic plans and work action plans
- Strengthen quality award applications resulting in site visit eligibility



## SANDRA COKELEY, APR - PROFESSIONAL EXPERIENCE, CONTINUED

CEO and Founder, SCoPE School Surveys  
Kansas City, MO

2015 - Present

Help school districts uncover what is working and what is not in their school communications programs through standardized surveys aligned to national school communications standards for staff, parents and communities. Serving districts of all sizes across the United States. SCoPE is an exclusive partner of the National School Public Relations Association.

Director of Community Relations and Quality  
Pearl River School District, Pearl River, New York

1989 - 2012

Deliver public relations, adult education, and continuous improvement programs for this suburban public school district of 2750 students to build trust among key stakeholders including parents, taxpayers, senior citizens, and local business. Integrate expertise in the continuous improvement model to improve organizational performance positioning district as a forerunner in public education and quality practices across the county, state, and nation.

### RESULTS:

- 100% Budget Vote passages by margins as high as 78%
- Solid parent relations evidenced by high levels of involvement to support student learning; Parents report 95-99% satisfaction with district communications on annual survey
- Strong internal communications to support staff's roles as ambassadors for the organization; Staff report 97-100% satisfaction with Community Relations Office and its support of their work
- Effective media relations with long history of positive media coverage and fair reporting on controversial issues
- Real estate sales representatives and prospective homebuyers consistently report PRSD a district of choice
- Engagement with over 1200 adult learners in PRSD community education classes including 600+ senior citizens
- Recipient of NYS Excelsior Award and among first education recipients of the Malcolm Baldrige National Quality Award

## EDUCATION

Bachelor of Arts - Psychology; Concentration in Elementary/Special Education; Dominican College; Orangeburg, New York

- Four year full academic scholarship
- Alpha Chi National Honor Society
- Student government president

Accredited in Public Relations (APR) by the Universal Accreditation Board since 2001

## PROFESSIONAL AND COMMUNITY INVOLVEMENT

- Past president, member of the National School Public Relations Association and state and local associations since 1993
- School Communications Benchmarking Project team leader for National School Public Relations Association 2012-14
- Member of Universal Accreditation Board (oversees Accreditation in Public Relations) 2002-2008
- Past chair and member of the American Society for Quality National Education Advisory Committee 2003-2008
- Baldrige National Quality Award examiner, senior examiner, and alumni examiner (11 years)
- Keynote speaker and presenter on the Malcolm Baldrige National Quality Program across US and globally 2002-2012
- Team leader for Queen Rania's National Teacher Excellence Award; Amman Jordan; January 2006
- Presenter - Excellence in Education, The Global Journey; Four cities in India in February 2003
- Co-Author: *Malcolm and Me: How to Use the Baldrige Program to Improve Your School*; Scarecrow, 2003; Editor: *Transformation to Performance Excellence: Baldrige Education Leaders Speak Out*; Quality Press 2006; Author introductory chapter: *School Public Relations: Building Confidence in Education*; NSPRA Second Edition

## REFERENCES GLADLY FURNISHED UPON REQUEST

# SCOPE

School Communication Performance Evaluation

Take the Guesswork  
Out of  
School Communications

## About SCoPE

SCoPE is an online survey and analysis program that:

- Provides easy-to-understand data to evaluate your communications and make improvements where most needed
- Targets three critical audiences: Staff, Parents and Community
- Compares your results to other districts nationwide
- Was developed by accredited leaders in school communications
- Aligns to the National School Public Relations Association Benchmarking Project's *Rubrics of Practice and Suggested Measures*
- Is affordable and easy-to-use

## About the Surveys

SCoPE focuses solely and entirely on school communications - how key audiences are receiving information and whether they view the communication as effective.

Questions focus on:

- Communications from the district, school and classroom
- How much audiences rely on each communication tool
- Whether they view the tools as valuable and trustworthy
- How they prefer to be communicated with
- How well you are communicating in key areas of importance to each audience
- How effective your communications are during a crisis
- The effectiveness of your two-way communications
- How your communications impact the overall perception of your district

## What SCoPE Provides

- Summary and detailed data reports
- Raw data file for further analysis
- Customized follow-up review identifying highest and lowest scoring areas and next steps
- An electronic copy of the NSPRA Benchmarking Project's *Rubrics of Practice and Suggested Measures*

844-322-8675  
[www.scopeschoolsurveys.com](http://www.scopeschoolsurveys.com)



**Coming On Board Is Easy!**  
Need data quickly or planning for the long-term, SCoPE can accommodate all schedules.

# SCoPE

School Communication Performance Evaluation

## PROPOSAL

TO: East Stroudsburg Area School District

DATE: June 25, 2020

### **Program Summary**

SCoPE is a series of three online surveys comprised of standardized questions aligned to national standards to assess the effectiveness of school communications. SCoPE Surveys are designed specifically to inform improvement and identify best practice in effective school communications.

### **Survey Overview**

SCoPE includes three surveys dedicated to specific target audiences

- Faculty and Staff: Assessing communication from the district and school/department where employee works; 64 questions; Less than 15 minutes to complete
- Parent: Assessing communication from the district, school the child attends and his/her teacher(s); 73 questions; Less than 15 minutes to complete
- Community: Assessing communication from the district; 44 questions; Less than 10 minutes to complete

All questions are answered on a 1-5 Likert scale, except for one open-ended comment question on each survey. All surveys are online and compatible with popular desktop and mobile devices.

### **Program Deployment**

Surveys are administered cooperatively by SCoPE and district.

- SCoPE will provide full set-up, surveys with survey portal, customer and campaign participation support, complete data reports and a follow-up consult.
- District will provide information for set-up via SCoPE Intake Questionnaire
- District will oversee campaign to elicit participation. To support a successful survey administration, SCoPE provides a comprehensive *User Guide* and ongoing assistance to district throughout the campaign.

### **SCoPE Deliverables**

- Summary Report (PDF): Higher level summary charts and tables
- Raw Data Results (Excel): Detailed responses by question and participant for filtering/disaggregating
- Open-Ended Comments (Word)
- SCoPE Scorecard: Comparative data on key performance indicators with all other SCoPE districts
- Copy of the National School Public Relations Association Benchmarking Project's *Rubrics of Practice*

**Schedule/Timeline**

Survey administration schedule to be mutually determined by district and SCoPE

Approximately 7-10 weeks following receipt of Intake Questionnaire and Arabic translations

- 2 weeks set-up and review/pilot/finalize surveys
- 2-3 weeks initial survey campaign window
- 1-2 weeks campaign extension, if needed to garner sufficient participation
- Data Reports provided within 2 weeks after surveys close and to be reviewed during District Communications Committee meetings

**Price**

\$4,140

- \$5,520 base price for 6900 student enrollment (@\$.80 per)  
Less 25% (\$1380): \$4,140

# East Stroudsburg Area School District

## Enrollment Count Matrix

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

BLDG	GRADE HMRM	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		21CC	All	0	0	0	0	0	0	0	1	0	0	0	0
	21CC Total	0	0	0	0	0	0	0	1	0	0	0	0	1	2
AACS	All	0	0	0	0	0	0	0	1	1	1	0	0	0	3
	AACS Total	0	0	0	0	0	0	0	1	1	1	0	0	0	3
ADM	All	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	ADM Total	0	1	0	0	0	0	0	0	0	0	0	0	0	1
AGCC	All	0	1	0	4	0	1	0	1	1	2	3	4	3	20
	AGCC Total	0	1	0	4	0	1	0	1	1	2	3	4	3	20
AHCC	All	0	0	0	0	0	0	0	0	0	0	1	1	0	2
	AHCC Total	0	0	0	0	0	0	0	0	0	0	1	1	0	2
BES	All	29	56	51	54	66	65	0	0	0	0	0	0	0	321
	BES Total	29	56	51	54	66	65	0	0	0	0	0	0	0	321
CCAC	All	0	6	7	4	4	2	4	5	6	9	6	2	4	59
	CCAC Total	0	6	7	4	4	2	4	5	6	9	6	2	4	59
CPDL	All	0	1	0	0	0	0	0	1	0	0	0	0	0	2
	CPDL Total	0	1	0	0	0	0	0	1	0	0	0	0	0	2
EAAC	All	2	0	3	5	1	2	0	0	0	0	0	0	0	13
	EAAC Total	2	0	3	5	1	2	0	0	0	0	0	0	0	13
ECCS	All	0	0	0	0	0	0	1	0	1	1	1	3	1	8
	ECCS Total	0	0	0	0	0	0	1	0	1	1	1	3	1	8
EHN	All	0	0	0	0	0	0	0	0	0	219	251	249	262	981
	EHN Total	0	0	0	0	0	0	0	0	0	219	251	249	262	981
EHS	All	0	0	0	0	0	0	0	0	0	316	328	332	351	1327
	EHS Total	0	0	0	0	0	0	0	0	0	316	328	332	351	1327
ESE	All	57	89	97	114	131	104	0	0	0	0	0	0	0	592
	ESE Total	57	89	97	114	131	104	0	0	0	0	0	0	0	592
HOME	All	6	12	15	6	7	6	4	8	11	0	11	3	5	94
	HOME Total	6	12	15	6	7	6	4	8	11	0	11	3	5	94
IPCC	All	0	2	0	2	3	4	2	5	2	7	2	2	1	32
	IPCC Total	0	2	0	2	3	4	2	5	2	7	2	2	1	32
IU20	All	0	10	7	10	8	8	3	6	9	9	9	8	11	98
	IU20 Total	0	10	7	10	8	8	3	6	9	9	9	8	11	98
JMH	All	33	79	62	62	89	73	0	0	0	0	0	0	0	398
	JMH Total	33	79	62	62	89	73	0	0	0	0	0	0	0	398
JTL	All	0	0	0	0	0	0	315	315	311	1	0	0	0	942
	JTL Total	0	0	0	0	0	0	315	315	311	1	0	0	0	942
LIS	All	0	0	0	0	0	0	188	210	247	0	0	0	0	645
	LIS Total	0	0	0	0	0	0	188	210	247	0	0	0	0	645
LLAC	All	0	0	0	0	0	1	0	1	1	0	2	1	0	6
	LLAC Total	0	0	0	0	0	1	0	1	1	0	2	1	0	6
LVAR	All	0	0	1	0	0	0	0	0	0	0	0	0	0	1
	LVAR Total	0	0	1	0	0	0	0	0	0	0	0	0	0	1
LVCS	All	0	0	0	0	0	0	0	0	0	1	3	2	1	7
	LVCS Total	0	0	0	0	0	0	0	0	0	1	3	2	1	7
MSE	All	20	49	62	71	85	77	0	0	0	0	0	0	0	364
	MSE Total	20	49	62	71	85	77	0	0	0	0	0	0	0	364

343

BLDG	GRADE HMRM	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		NPUB	All	3	16	16	15	21	23	13	28	17	27	24	27
	NPUB Total	3	16	16	15	21	23	13	28	17	27	24	27	19	249
PACC	All	0	1	3	0	1	1	2	3	4	4	6	3	0	28
	PACC Total	0	1	3	0	1	1	2	3	4	4	6	3	0	28
PADL	All	0	0	0	0	0	2	1	2	1	1	1	0	1	9
	PADL Total	0	0	0	0	0	2	1	2	1	1	1	0	1	9
PALC	All	2	0	2	2	2	0	5	3	1	0	0	1	3	21
	PALC Total	2	0	2	2	2	0	5	3	1	0	0	1	3	21
PAVC	All	1	1	1	1	0	0	0	2	2	0	1	0	1	10
	PAVC Total	1	1	1	1	0	0	0	2	2	0	1	0	1	10
RCCS	All	0	2	1	2	3	4	1	6	7	0	2	7	3	38
	RCCS Total	0	2	1	2	3	4	1	6	7	0	2	7	3	38
RES	All	32	66	79	84	65	83	0	0	0	0	0	0	0	409
	RES Total	32	66	79	84	65	83	0	0	0	0	0	0	0	409
SMI	All	40	45	62	58	59	71	0	0	0	0	0	0	0	335
	SMI Total	40	45	62	58	59	71	0	0	0	0	0	0	0	335
<b>Total All Buildings</b>		<b>225</b>	<b>437</b>	<b>469</b>	<b>494</b>	<b>545</b>	<b>527</b>	<b>539</b>	<b>598</b>	<b>622</b>	<b>598</b>	<b>651</b>	<b>645</b>	<b>667</b>	<b>7017</b>

NOTES:

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