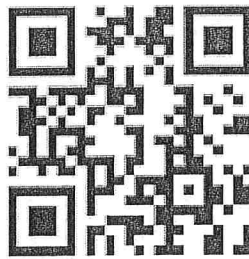


EDUCATION P&R COMMITTEE

The Education Programs and Resources Committee usually meets on the second Wednesday of every month.

Agendas & Minutes



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Presentations

**EAST STROUDSBURG AREA SCHOOL DISTRICT
2022-2023
LEA Health and Safety Plan**

Initial Effective Date: July 20, 2020

Date of Last Review: August 15, 2022

Date of Last Revision: August 15, 2022

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

East Stroudsburg Area School District will reopen its classrooms to all students who desire in-person instruction on the first day of school in the 2022-2023 school year. Our district will implement a five (5) days per week schedule as was in place prior to the COVID-19 outbreak. In addition, it is also the intent of our Board of Directors to provide a completely asynchronous cyber learning program as an additional option for parents and students not prepared or not interested in returning to in-person instruction.

The Superintendent, along with the Pandemic Coordinator, will continue the current practice of reporting known positive cases as required by the PA DOE/DOH.

Building and or district closure (short term/long term) will only be implemented as required by prevailing guidance from the Pennsylvania Department of Health, the CDC, PDE, and/or any other applicable government authorities.

Staff and students are expected to adhere to the prevailing hygiene practices being set forth by the Pennsylvania Department of Health and the CDC. Handwashing stations and hand sanitizer will be readily available for all staff, students, and visitors. Our district will comply with any universal masking mandates. Students who wish to wear a mask despite the lack of a mandate will be permitted to do so.

Staff and students will be provided with the current CDC Guidance to follow regarding COVID-19.

District attendance plans and procedures will continue as established pre-pandemic.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The East Stroudsburg Area School District has a significant number of supports available to all students and staff.

- **The district provides various methods in which students can get their education:**
 - **In-person five (5) days a week**
 - **Asynchronously via the district learning management cyber academy (ESACA)**
- **All virtual programs have supporting teachers to provide students with guidance in their studies, including access to our blended learning success coaches for our cyber students.**
- **All students have access to technology with our district's one-to-one computer plan.**
- **All students have access to the internet with our district's internet assistance plan.**
- **All students have access to school counselors, school psychologists, and social workers employed by the district.**
- **All buildings have SAP teams and MTSS procedures in place to address student needs.**
- **MTSS is present in all buildings and provided to virtual students as well.**
- **Student Assistance Program (SAP) provided to all students.**
- **In district social workers provide support in various capacities.**
- **Student meals to be provided to all students, both in-person and remote.**
- **All staff have free access to mental health services as provided through our employee benefits plan.**
- **All staff and students have access to Monroe and Pike County community services.**

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
Universal and correct wearing of masks ;	The East Stroudsburg Area School District will adhere to prevailing Orders from the Pennsylvania Department of Health (PA DOH) or other authorized State or Federal

	<p>authority regarding face coverings.</p> <p>In the absence of such an Order, the wearing of face coverings is optional for all students, staff and visitors. However, the Board of Education strongly encourages everyone to continue wearing face coverings, even in the absence of an official Order</p> <p>Superintendent will issue the masking Order, as well as the discontinuance of the Order for each school based on this direction from the ESASD Board of Directors.</p> <p>If during this masking requirement a student or staff member wishes to be exempt from wearing a mask, they are required to complete a new mask exemption form (any previously completed form does not apply) and submit the form to the building office. (Forms are available at each building).</p> <p>ESASD will continue the practice of placing posters with proper mask fitting and usage throughout the district buildings.</p> <p>Daily announcements supporting these practices will be provided in the buildings during high levels of community spread.</p>
<p>Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</p>	<p>The East Stroudsburg Area School District will adhere to prevailing orders from the Pennsylvania Department of Health (PA DOH) regarding physical distancing.</p>
<p>Handwashing and respiratory etiquette;</p>	<p>Students and staff are expected to follow the hygiene practices set forth by the Pennsylvania Department of Health and the CDC. Adequate supplies of hand soap, paper towels, hand air-dryers, and sanitizer, are available at various locations in every building.</p> <p>Students will be reminded to frequently wash their hands, especially before and after lunch, recess, or school activities.</p>
<p>Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<p>All cleaning supplies utilized will be in accordance with local, state, and federal recommendations.</p> <p>All rooms will be cleaned at the pre-pandemic level which includes nightly desk cleaning and cleaning of common touchpoints.</p> <p>Staff will utilize natural opportunities (open windows) to ventilate rooms during days where the temperature is appropriate in moderate to high community spread. Classroom doors will remain closed unless we are in substantial or high county spread.</p> <p>Classroom teaching staff will receive appropriate supplies</p>

	<p>for each room which will include: gloves, sanitizer, and wipes when needed.</p> <p>Classrooms known to have had a COVID infected/symptomatic person in them will be deep cleaned and sanitized.</p>
<p><u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with State and local health departments;</p>	<p>The East Stroudsburg Area School District will adhere to any prevailing orders from the Pennsylvania Department of Health (PA DOH) regarding contact tracing, isolation, and quarantine.</p> <p>The ESASD will require assigned seating in all aspects of school operations to allow for effective and efficient contact tracing of any positive cases of COVID-19.</p> <p>Any student or staff that exhibits symptoms of COVID-19 will be immediately isolated, sent home, and not return to the school setting until meeting proper return protocols as defined by the PA DOH.</p>
<p><u>Diagnostic</u> and screening testing;</p>	<p>The ESASD will continue to direct any individual who is symptomatic with a recommendation to follow up with their medical provider, a local COVID-19 testing facility, or to take an at-home COVID-19 test.</p>
<p>Efforts to provide COVID-19 <u>vaccinations to school communities</u>;</p>	<p>The ESASD will provide additional vaccination opportunities when made available. ESASD will remain open to healthcare providers that wish to utilize the district as a POD.</p>
<p>Appropriate accommodations for children with disabilities with respect to health and safety policies; and</p>	<p>Individualized health and safety plans will be developed with families, as needed, for students requiring additional accommodations regarding health and safety measures.</p>
<p>Coordination with state and local health officials</p>	<p>The East Stroudsburg Area School District will maintain our Pandemic Coordinator, who will continue to coordinate with state and local health officials on an as-needed basis regarding all COVID matters.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the East Stroudsburg Area School District reviewed and approved the Health and Safety Plan on August 15, 2022, and reviewed and approved the plan on February 27, 2023.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: February 27, 2022

By:

(Signature of Board President)*

Richard Schlameuss

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase is needed.

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES
 TITLE: PRINCIPLES FOR GOVERNANCE AND LEADERSHIP
 ADOPTED: March 21, 2016 (replaces 011 formerly entitled Code of Conduct)
 REVISED: February 27, 2023

011. PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

This Board policy supports the Principles for Governance and Leadership adopted by the Board and signed by individual school directors.

Pennsylvania school boards are committed to providing *every* student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short and long-term impact in the classroom. Therefore, we pledge that we will . . .

Lead Responsibly

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the Superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the Commonwealth

Act Ethically

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively

Plan Thoughtfully

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with the comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates both short and long-term needs
- Allocate resources to effectively impact student success

Evaluate Continuously

- Make data informed decisions
- Evaluate the Superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans

Communicate Clearly

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Protect transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication

Advocate Earnestly

- Promote public education as a keystone of our Commonwealth
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging local, state and federal officials

Govern Effectively

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy ensuring compliance with the PA School Code and other local, state, and federal laws
- Remain focused on the rule of governance, effectively delegating management tasks to the administration

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS
 TITLE: FIELD TRIPS
 ADOPTED: August 19, 2002
 REVISED: February 10, 2003
 April 14, 2014
 July 17, 2017
 October 16, 2017
 February 25, 2019
 September 20, 2021
 February 27, 2023

121. FIELD TRIPS	
1. Purpose SC 1361	<p>The purpose of field trips is to afford a first-hand educational experience not available in the typical educational setting as well as the opportunity to become familiar with real things/concepts in their actual environment(s).</p> <p>The Board of Education recognizes that field trips, when used as a device for teaching and learning integral to the curriculum and/or extra-curricular activities, are an educationally sound and important ingredient in the instructional and/or extra-curricular program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom activities by providing learning experiences in an environment outside the school setting. 2. Arouse new interests among students. 3. Help students relate school experiences to the reality of the world outside of school. 4. Bring outside resources, natural, artistic, industrial, commercial, governmental, educational, etc. within the realm of a student's learning experience. 5. Offer an excellent link connecting the school and community, helping school staff to relate the instructional program to the practical aspects of life itself. 6. Provide an opportunity for students to compete and/or showcase talents in a venue and/or under circumstances outside the regularly defined scope of the traditional in-school activity.
2. Definition	<p>The field trip is an instructional opportunity to enrich and extend the educational experiences of school district students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved</p>

<p>3. Authority</p>	<p>individual(s), which is accessory to an approved course of study in accordance with the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.</p> <p>All field trips generally fall into one of the following categories:</p> <ol style="list-style-type: none">1. Curriculum/Instruction based field trips.2. Club/Organizational field trips.3. Contest/Competition field trips. <p>Students on field trips remain under the supervision and authority of the Board and are subject to its rules and regulations. The Board shall have approval responsibility for those field trips which are planned to keep students out of the school district overnight or longer, or which are over seventy-five (75) miles from the school district.</p> <p>Whenever the school principal or Superintendent determines that dangerous conditions may affect the health, safety or welfare of those traveling, the school principal or Superintendent may withdraw approval for the trip. The Board and school district assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the school principal, Superintendent or Board withdraws its approval.</p> <p>The Board accepts no responsibility for student field trips not authorized by or under the direct supervision of the school district.</p> <p>The Board will not endorse or approve school-sponsored trips outside of the borders of the United States.</p> <p>No student shall be permitted to transport him/herself and/or any other student to or from the site of a field trip. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone, even for disciplinary reasons. Parents/Guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.</p>
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<p>4. Delegation of Responsibility</p> <p>SC 517 Title 22 Sec. 4.4</p>	<p>The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that the safety and well being of students shall be protected at all times.</p> <p>The school principal shall recommend approval or disapproval of each proposed field trip taking into consideration the purpose, itinerary, and duration of each proposed trip. Each field trip will be properly planned, related to the curriculum or purpose of the extra-curricular activity, and followed up by appropriate activities which enhance its usefulness. Staff members requesting trip with the approval of the school principal, are allowed a considerable degree of professional flexibility and innovation in planning field trips. However, no prior commitments, promises or announcements are to be made relative to a field trip by the faculty before necessary written approvals have been obtained.</p> <p>The Board expects responsible administrators to screen all field trip requests and base approval or denial on educational value, financing and availability of substitute staff, and availability of transportation equipment and staff.</p>
<p>5. Guidelines</p>	<p>Field trips should preferably be taken during the time(s) that school is in session. However, there may be exceptions under special circumstances. Such exceptions must obtain appropriate approvals. If a trip extends beyond regular school hours, staff members and chaperones are to remain at the school upon return until all students have safely departed the premises.</p> <p>Approval of field trips will NOT be granted at the following times during the school year:</p> <ol style="list-style-type: none"> 1. During the first or last fifteen (15) days of the school year. 2. During the administration of achievement tests or statewide assessment tests. <p>Field trips must be arranged by the school principal through the Superintendent's office by completing the Field Trip Request form. All field trips are subject to the approval of the school principal, Assistant Superintendent for Curriculum & Instruction and the Superintendent.</p> <p>The school principal shall approve the purpose, itinerary, and duration of each proposed trip as well as the list of chaperones for said trip as submitted on the appropriate form. The Itinerary For Field Trip form is to be submitted for trips requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.</p> <p>In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the school principal and the</p>

<p>SC 517</p>	<p>Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the school principal and the Director of Athletics and Activities.</p> <p>In the event that individual student competitors, student-athletes and/or full teams/clubs/organizations representing the school district qualify for PIAA or PMEA district, regional, or state level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek Board approval on, at minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.</p> <p>Students must have written parental permission to attend a field trip. Such parental permission must be obtained before student may be removed or released from school for a field trip. Parental permission is required for student-athletes if an overnight stay is part of the trip.</p> <p>The Superintendent and/or his/her designee shall approve all field trips in advance. Field trips shall be subject to the availability of school district resources. The Board shall approve those field trips, which are planned for overnight or longer and/or trips over seventy-five (75) miles from the school district.</p> <p>Transportation for field trips provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered.</p> <p>The school district does not endorse, support, or assume responsibility in any way for any staff member of the school district who takes students on trips not approved by the Board and/or Superintendent. No staff member may solicit students of the school district for such trips within the facilities or on the school grounds of the school district without the permission of the Board and/or Superintendent.</p> <p>As per approved guidelines set forth in the applicable Code of Student Conduct, a student may be excluded from participation in a field trip. All decisions to exclude a student from a field trip should be made on a case-by-case basis. The school principal must be consulted concerning the participation of students on a field trip. Any student excluded for cause from a field trip shall be provided with educational activities that are consistent with the objectives set for the trip, and does not require the provision of any extra resources provided by the district. The school principal shall determine where the student shall report during the time the student is excluded.</p>
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<p>Pol. 103.1, 113</p>	<p>A ratio of ten (10) students per chaperone is required for every trip. All field trips shall have a minimum of two (2) chaperones. The extension of the number of chaperones can be made by the school principal.</p> <p>Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the trip.</p> <p>Administrative approval must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the building administrator or designee on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.</p> <p>If non-school personnel will be supervising students on their own, current Act 34, Act 151 and TB clearances must be obtained and submitted to the building administrator for any person acting as a chaperone.</p> <p>No more than five (5) adults are permitted to ride on the same school bus unless deemed appropriate by the school principal. At least one coach/advisor/director, faculty member, or chaperone will accompany each bus.</p> <p><u>Administration of Medication During Field Trips</u></p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Considerations when planning for administration of medication during field trips shall be based on the student's individual needs and may include the following:</p> <ol style="list-style-type: none">1. Assigning school health staff to be available.2. Utilizing a licensed person from the school district's substitute list.3. Contracting with a credible agency which provides temporary nursing services.4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.6. Asking the parent/guardian to accompany the child on the field trip.7. Parent will arrange for medications to be provided in an original labeled container with only the amount of medication needed. <p>Security procedures shall be established for the handling of medication during field trips.</p>
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Designated Guardian

When a parent/guardian is unable to accompany his or her student, the parent may designate a responsible adult as a "Designated Guardian" to accompany the student with the following conditions:

1. The parent must provide the supplies and training if the parent delegates treatments or medication administration to a "Designated Guardian". The certified school nurse may not provide training, supplies, or medications, and must not be involved in the delegation process per the Pennsylvania Nurse Practice Act.
2. The parent may not delegate responsibility for administering treatments or medications to any school staff member, school-designated trip chaperone or secondary student.
3. The parent may not prescribe or alter treatments or medication administration orders for the certified school nurse or other licensed professional unless the parent is a PA licensed prescriber.

Pol. 210

Medication shall be administered in accordance with applicable laws, regulations, scope of Pennsylvania Nursing Practice Act, Board policies and district procedures.

Where a student having a disability, having a medical condition or requiring the administration of medication will be participating in a field trip, an appropriate school district staff member, the certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian should accompany such a field trip if the school district determines that there is a sufficient medical need. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the school principal.

Ultimately, the school principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled field trip.
2. If a certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian is to accompany a field trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian to predetermine a location where the certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian can be easily located in the event of an emergency and/or for medication administration.
3. Students who are capable of self-administering emergency medication may do so under the supervision of a school district staff member with written parental permission, as per the self-administration policy and a physician's written

instructions prior to the field trip. The only medications that a student may self-carry and self-administer are an asthma rescue inhaler, insulin, and/or an epinephrine auto-injector as per their "Authorization for Medication During School Hours Form".

4. Any occurrence of monitored self-administration of emergency medication will be recorded on the appropriate form by the staff member who monitors the self-administration of emergency medication.
5. The staff member(s) in charge of the field trip will obtain and maintain required paperwork.
6. The *Field Trip Permission Form* must be submitted for each student participating in any field trip, and the *Itinerary For Student Field Trip* form must be completed for a field trip requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.
7. Parent(s)/Guardian(s) shall be informed in a timely manner, as per the school district's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse while attending a field trip.
8. A designated staff member will store any necessary emergency medication in a secure location.

Out-of-State Field Trips

For an out-of-state field trip, the school shall ensure the certified school nurse, health room nurse and/or licensed volunteer is permitted to practice in the state under their PA license. Contact information for the Boards of Nursing can be located at <https://www.ncsbn.org/contact-bon.htm>.

Current Act 34, Act 151 and TB clearances must be obtained and submitted to the building administrator for any person acting as a chaperone on an overnight trip.

Upon returning from a field trip, the staff member in charge will complete and submit a *Field Trip Summary* form making sure to report any difficulties or problems encountered during the trip directly to the school principal and, if applicable, the Director of Athletics and Activities.

The effectiveness of field trip activities is to be monitored and continually evaluated by the applicable administrator(s).

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Sec. 6301

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Transportation

Field trips will be arranged, whenever possible, to utilize school district transportation services.

1. The staff member requesting the trip should contact the school district transportation office regarding the availability and cost of transportation for the trip. Request must also be made to transportation if special transportation is required for any student(s).
2. The staff member requesting the trip will provide the transportation office with the destination of the trip and, if necessary, detailed directions.
3. All trips will be scheduled from school to the destination and back to school. Special stops will not be permitted unless approved by the school principal with an itinerary attached in writing. Key elements of this itinerary will be provided to the driver prior to departure.
4. Students are expected to abide by all bus riding rules as presented in applicable Code of Student Conduct and/or posted on the bus.
5. Coaches/Advisors/Directors, faculty members and/or chaperones will account for all students assigned to their bus(es) prior to departing from scheduled stops.
6. Coaches/Advisors/Directors, faculty members and/or chaperones in charge of each particular bus will inspect that bus after all students have been discharged to check for damage and any articles that may have been left behind.
7. If any food and/or beverages are provided to the group, it is the group's responsibility to see that the bus is clear of any related debris. No glass containers will be allowed on the bus.

Request for Approval

Field trips must be formally requested a minimum of thirty (30) days prior to the date of a day trip and sixty (60) days prior to the date of an overnight trip. A procedural plan and, if appropriate, a rain date must be part of any request in case an emergency cancellation/postponement is necessitated.

Field trips will be approved by the school principal only when such trips have a direct relationship to the curricular and/or extra-curricular program.

The school principal is responsible for ensuring that all activities are planned to provide for the safety and welfare of the students involved.

If a registration fee is applicable, the registration form must be attached to the appropriate district check request form and submitted to the business office upon securing all appropriate approvals. Likewise, any transportation fee must also be attached to the appropriate school district check request form and submitted to the business office upon securing all appropriate approvals.

In the event some children are not able to afford the costs of field trips, the school principal shall make arrangements for those students to participate at no cost. The school principal should make reasonable efforts to ensure that students are given an opportunity to participate in a field trip for which they are eligible.

The completion of appropriate forms is required for trips with a destination other than a school district facility. The completed form shall be retained by the individual school for a one (1) year period. Forms may be obtained through the school's main office. When trips are planned to other school district facilities, such as orientation programs, stage presentations and field days during the school day, the school principal will ensure that parents/guardians are notified in writing of such plans.

Overnight Field Trips

The regular education program shall be given top priority. Therefore, whenever possible, overnight field trips should be taken when school is not in session. However, since it is not always possible to schedule overnight field trips during weekends or periods of vacation, the Board, at its discretion, may approve such trips.

Two Categories of Overnight Field Trips

1. Educational – These trips include tours of historical, cultural or scientific sites and/or exhibits directly related to the curriculum.
 - a. Any entertainment on such trips shall be cultural and may include ballet, plays and concerts. These trips are not designed to include trips to amusement parks, student dances or other types of social entertainment.
 - b. These trips are generally designed for small groups of students specifically interested in learning about the tour subjects.
 - c. Unless ten (10) students currently enrolled in the school district are signed up for such a trip, the Board will not approve the trip unless extenuating circumstances warrant such approval.
2. Representational/Competitive/Social – These trips are designed for some identifiable group such as the band, chorus, athletes/athletic teams or senior class, to visit an educational site while representing the school district and/or

enjoying one another's company.

- a. The educational portion of the trip must meet standards similar to those of educational trips. The competitive/social aspects of the trip may include banquets, dances and trips to amusement parks.
- b. Unless at least sixty-six percent (66%) of the group's members sign up for the trip, the Board will not approve the trip.

Medication Administration on Overnight Field Trips

Overnight field trips must adhere to the same protocols for medication administration as school day field trips.

Regulations

1. Classification and Rules Interpretation – The Superintendent will determine what classification is to be given each trip and will interpret the meaning and application of all rules.
2. Enrollment – Each trip must meet the sign-up requirements for its classification or Board endorsement may be withdrawn.
3. Cost – Trips must be reasonably priced.
4. Trip Cancellation/Trip Interruption Insurance – When booking overnight field trips, insurance must be purchased to protect both the individual and the district for costs related to trip cancellation and/or interruption. The verification of insurance by the field trip carrier must be ensured by the staff member in charge and/or principal prior to trip approval by the Board.
5. Missed Days of Instruction
 - a. Students on Representational/Competitive/Social overnight trips may miss no more than one (1) day of instruction, unless extenuating circumstances dictate otherwise. Trips requiring students to miss more than one (1) day of instruction must be categorized as solely educational.
 - b. The Board will not approve any trip which, in its opinion, requires students to miss an excessive number of days of instruction.
6. Chaperones
 - a. Each field trip must have a minimum of two (2) chaperones. There must be a minimum of one (1) chaperone for every ten (10) students.

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- b. If a trip is overnight, the Board will assume the cost for the staff member(s) involved. Other chaperone expenses will be paid by the group making the request or by the chaperone.
- c. Current Act 34, Act 151 and TB clearances must be obtained and submitted to the school principal for any person acting as a chaperone on an overnight trip.

Requests for Permission for an Overnight Field Trip

- 1. Requests for an overnight field trip must be completed and presented to the school principal for approval a minimum of sixty (60) days prior to the date of the trip and prior to submission to the Superintendent and Board for approval.
- 2. All appropriate approvals must be obtained prior to soliciting participants.

Emergencies

The following instructions are for the staff member(s) to follow in case of an emergency when on a field trip:

- 1. Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The staff member(s) conducting the field trip should investigate the site of the field trip, to the extent possible, prior to the actual trip. Items to be investigated include, but are not limited to, accessibility for physically disabled students, emergency contact individuals and their telephone numbers at the site, special facilities that are available for eating if applicable, and toilet facilities.
- 2. The staff member(s) in charge should have at his/her immediate disposal a roster of the students on the trip and must secure a "Field Trip Permission Form" for each participating student. These forms should be taken on the trip and copies provided to the school principal and, as is applicable, the Director of Athletics and Activities.
- 3. In case of an emergency while on a field trip the teacher and/or appropriate supervising staff member should refer to the school district's *Emergency Operation Plan*.

Behavior Reports

The "Field Trip Permission Form" informs the parent(s)/guardian(s) of their responsibility for their child's behavior and states that students who violate school and/or trip rules may be sent home at parent/guardian expense.

All school rules, regulations and policies as may be in effect at the time of any field trip shall remain in full force and effect for all students participating. Students who violate such rules, regulations and policies shall be subject to such disciplinary actions as maybe provided for in such rules, regulations and policies.

Bus drivers will not depart from any educational, athletic or other school field trip location without first confirming with the staff member(s) in charge that the event has reached its conclusion, all students have been accounted for, and roll has been taken. Trips requiring the use of multiple buses will depart, travel and park together. A lead bus will be determined by the transportation department prior to departure. Copies of maps and directions to locations will be made available to and/or disseminated from the transportation department.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 000, 103.1, 113, 210

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: ENROLLMENT IN DISTRICT
 ADOPTED: NOVEMBER 20, 2006
 REVISED: May 18, 2009
 February 27, 2023

200. ENROLLMENT IN DISTRICT	
<p>1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41, 12.1</p>	<p>The Board shall enroll school age students eligible to attend the schools of the school district in accordance with Board policy as well as applicable laws and regulations.</p>
<p>2. Definitions SC 1301 Title 22 Sec. 11.12</p> <p>SC 1302 Title 22 Sec. 11.11</p>	<p>School age shall be defined as the period from the earliest admission age for the school district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p>District of residence shall be defined as the school district in which a student's parent(s)/guardian(s) reside(s).</p>
<p>3. Guidelines</p> <p>SC 1301, 1302 Title 22 Sec. 11.11, 12.1</p> <p>Title 22 Sec. 11.11</p> <p>SC 1301, 1302, 1303a, 1304a Title 22 Sec. 11.11 Pol. 203, 216.1</p> <p>SC 1331.1 Pol. 251</p>	<p><u>Enrollment Requirements</u></p> <p>School age resident students and eligible nonresident students shall be entitled to attend district schools.</p> <p>The school district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The school district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations.</p> <p>The school district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p>

<p>Title 22 Sec. 11.11</p>	<p>The school district shall not inquire about the immigration status of a student as part of the enrollment process.</p>
<p>Pol. 202</p>	<p>Enrollment requirements and procedures shall apply to nonresident students approved to attend schools of the school district in accordance with Board policy.</p>
<p>Title 22 Sec. 11.11 Pol. 138</p>	<p>The school district shall administer a home language survey to all students enrolling in schools of the school district for the first time.</p>
<p>Title 22 Sec. 11.11</p>	<p><u>Residency Eligibility</u></p> <p>When the parents of a student reside in different school districts, the student may attend school in the school district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise.</p> <p>If the parents of a student share joint custody and time is evenly divided, the parents may choose which one (1) of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.</p>
<p>4. Delegation of Responsibility Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in parent newsletters, on the district website and other efficient methods.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a, 1304a, 1331.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1251</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: ATTENDANCE ELIGIBILITY
 ADOPTED: August 19, 2002
 REVISED: April 11, 2005
 July 17, 2006
 August 18, 2008
 October 15, 2012
 June 20, 2016
 March 19, 2018
 April 25, 2022
 June 20, 2022
 December 19, 2022
 February 27, 2023

202. ATTENDANCE ELIGIBILITY

1. Purpose
 24 P.S. 501, 502,
 503

The Board shall operate the schools of the school district for the benefit of the children residing in the school district. Children residing in the school district are eligible to attend the schools of the school district.

The Pennsylvania School Code states that a child shall be considered a resident of the school district in which his/her parents or the guardian of his/her person resides. When the parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the school district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.

To ascertain if a student is, in fact, emancipated and has a right to attend school in the school district the student shall:

1. sever most "filial ties" and must be substantially free from parental "domination and control"; and
2. live apart from the parent; and
3. be financially independent of the parent; and
4. be responsible for his/her own welfare and behavior.

The parent or guardian shall place on file a sworn statement attesting to the fact that the four previous conditions exist. Every reasonable effort should be made to secure this documentation directly from the parent or guardian in order to confirm that the child is not a runaway or under the control of juvenile authorities or some other agency. Where the parent or guardian cannot be contacted or does not provide the statement, verification can be made by having the student provide evidence that the four tests have been satisfactorily

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<p>2. Authority SC 1305</p> <p>4. Guidelines</p> <p>SC 1316, 2561</p> <p>SC 1301, 1316 Pol 202</p>	<p>met. In instances whereby a parent has submitted the required evidence of emancipation, the school district reserves the right to request additional evidence substantiating the veracity of any such claims. In instances where the school cannot verify emancipation, the student shall be referred to an appropriate child care agency.</p> <p>Note: Students who are married and living with a spouse are also considered to be emancipated. This is usually the case no matter what the age of either partner.</p> <p>Federal installations/land are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident students of the school district. This policy pertains to all students registering in all grades (K-12) including original entries, re-entries and new entries in the school district.</p> <p>It shall be the responsibility of the administration to determine the residency status of each student at the time of his/her application for enrollment and to obtain the necessary affidavit and supporting documents as required</p> <p>The child will be enrolled in the building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has been supplied proof of the child's age, residence, immunizations, and other documentation as required by law and this policy. This applies equally to nonresident children who are children living in facilities or institutions as defined in 22 Pa. Code § 11.8 (relating to nonresident children living in facilities or institutions), or foster homes, or with a school district resident who is supporting the child without personal compensation as defined in 22 Pa. Code § 11.9 (relating to nonresident children living with a school district resident), provided that the person making the application has supplied the documentation required by law.</p> <p>The District shall not be responsible for transportation to or from school for any student residing outside school district boundaries, unless required by the McKinney Homeless Act.</p> <p><u>Eligibility of Non-Resident Students</u></p> <p>The Board recognizes that there may be occasions when nonresident students may be required or permitted to attend the schools of the school district. This policy addresses such occasions.</p>
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<p>SC 1302 Title 22 Sec. 11.19</p>	<p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the schools of the school district, as provided in this policy. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education, and as provided in this policy.</p>
<p>SC 1302</p>	<p>The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p> <p>A resident whose student is to be disenrolled from the District may request a Board hearing to determine the student's eligibility to attend the District's schools. The District's administration shall adopt procedures for the notification of the resident and the student of the disenrollment and the right to request a hearing, including adopting a reasonable deadline for making a request. A resident who requests a Board hearing to determine the student's enrollment eligibility under this policy shall remain enrolled in the District's schools pending the Board's decision.</p> <p>Where applicable, tuition rates shall be determined in accordance with statute.</p> <p><u>Court-Ordered Guardianship</u></p> <p>A resident of the District who has a court order granting guardianship of a child may enroll the child in the District's schools without the payment of tuition. A court order granting custody of the child will not, in and of itself, substantiate the right of a non-parent to enroll the child.</p>
<p>Title 22 Sec. 11.19 SC 1302</p>	<p><u>Other Nonresident Students Under Section 1302(a)(2) of the Public School Code</u></p> <p>A non-resident student may be admitted to the school district where attendance is justified on the grounds that the student lives full-time and not just for the school year with a school district resident who has assumed the responsibility to keep and support the student in line with applicable state law and the provisions of the School Code or is visiting this country as an exchange student and lives in the school district.</p> <p>A resident seeking enrollment of a non-resident student under this policy provision must provide a Sworn Statement of Support Under Section 1302. A resident who knowingly provides false information in the sworn statement shall be subject to the penalties provided by law.</p>

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<p>Title 22 Sec. 11.18 SC 1305</p>	<p>As substantiation of the sworn statement that the child is being supported gratis, the resident shall, in addition to the sworn statement, furnish at least one of the following documents at the time of the application for enrollment:</p> <ul style="list-style-type: none">• Copy of Federal or State tax form which lists child as a dependent of resident, or• Copy of insurance policy/card/statement listing child as eligible for services as a dependent of resident or public assistance, or• Copy of marriage certificate listing the child's parent as a spouse of the resident, or• Documentation that the child's parent(s) has been deployed for active military duty. <p>In lieu of providing one of the aforementioned four (4) acceptable substantiating documents, resident(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable substantiating documents within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.</p> <p>The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.</p> <p><u>Nonresident Children Placed By a Court or Appropriate Government Agency In The School District</u></p>
<p>SC 1305,1331.1</p>	<p>Any child placed in the home of a resident of the school district by a court or an agency of the government shall receive the same benefits and be subject to the same duties as resident children. The resident shall provide to the District administration appropriate documentation to substantiate the residential placement of the child by the court or government agency. A child custody order does not constitute court-ordered residential placement for the purposes of this policy provision.</p>

<p>Title 22 Sec. 11.18 SC 1306, 1307, 1308, 1309, 1310, 1331.1, 2561, 2562</p> <p>SC 1331.1 Pol. 251</p>	<p><u>Residents of Institutions</u></p> <p>A child who resides in an institution for the care or training of children located within the school district is not a legal resident of the school district by such placement, but shall be admitted to the schools of the school district and a charge shall be made for tuition in accordance with the school district's established tuition rates and the School Code.</p> <p><u>Students Experiencing Educational Instability</u></p> <p>The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulations.</p> <p><u>Immigration Status</u></p> <p>A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.</p> <p><u>Future Residents</u></p> <p>Students whose parent(s)/guardian(s) have purchased a domicile or are building a primary residence in the school district, but face delayed occupancy, may start school in a given school year provided that the delay in occupying that residence is reasonably anticipated to be no more than ninety (90) days.</p> <p>Parent(s)/guardian(s) who seek enrollment of students pursuant to this policy provision must, as a further condition of enrollment, sign an agreement that if they fail to establish residency in the District within ninety (90) days of their application for the student's enrollment, they are responsible for the payment of tuition on a pro-rated daily basis for the number of days the student attended school in the District.</p> <p>The failure to establish residency within ninety (90) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is timely requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.</p>
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SC 1316

The school district reserves the right to require proof of the anticipated residency, to verify the representations as to the purchase/construction of a residence, and to deny admission to or to remove from school any non-resident student whose request for enrollment is not considered by the school district as having been substantiated. The Board is not responsible for the transportation of non-resident students.

Former Residents

Regularly enrolled children whose parent(s)/guardian(s) have moved out of the school district may be permitted to finish the school year without payment of tuition provided that:

1. The student is in twelfth grade when the parent(s)/guardian(s) have moved from the school district.
2. The student is not in the 12th grade but there is less than one full marking period remaining in the school year.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student displays acceptable behavior and academic progress, as determined by the administration. In the event there is a violation of the Code of Student Conduct during the school year that results in an expellable offense, this permission will be rescinded and any future request will be denied.
5. The administration has made a recommendation for the student to remain in the school district.

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

In all cases, a resident student whose family is displaced from the school district for a total time period not to exceed six (6) weeks may continue enrollment in the school district. However, the parent(s)/guardian(s) is required to provide or arrange for the necessary transportation. If the students' family is still residing outside the school district at the end of the six (6) week interval, the student's enrollment in the school district will be ended and s/he will be removed from the school district rolls.

Registration Process

Parents/guardians of all students registering in the school district must present acceptable proof of residency before a student is permitted to register and attend school. The following are proofs of residency which may be accepted by the school district:

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Application for registration must be accompanied by one proof of residency from List 'A' and one proof of residency from List 'B'.

List A

1. Current lease agreement, indicating the term of lease, address of leased property, names and signatures of property owner(s) and lessee(s).
2. Mortgage settlement document(s) indicating address of residence, and name(s) of property owner(s).
3. Recorded deed indicating address of residence, and name(s) of property owner(s).
4. School property tax bill in the resident's name for the current or immediately preceding tax year.

In addition to providing one of the aforementioned documents, a Landlord/Tenant Affidavit shall be made available to residents residing in a property not owned/leased by resident.

List B

1. Valid Pennsylvania driver's license indicating physical address of residence.
2. Valid Pennsylvania identification card indicating physical address of residence.
3. Valid Pennsylvania automobile registration indicating physical address of residence.
4. Signed income tax return filed for the current or immediately preceding tax year indicating physical address of residence.
5. Documentation from wages, public assistance, or social security issued within the past thirty (30) days indicating physical address of residence.
6. Current Pennsylvania Local Earned Income Tax Residency Certification Form
7. Federal or state documentation demonstrating exemption from above six (6) requirements.
8. In lieu of providing any of the aforementioned seven (7) acceptable proofs of residency from List 'B', parent(s)/guardian(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable proofs of residency within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration

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shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district may require more than one (1) type of proof of residency from List A and/or List B (above) either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue.

At the time of registration, the parent/guardian must present a positive form of identification, which shall include government issued photo identification.

Tuition Students

The school district provides for attendance on a prepaid monthly tuition basis for non-resident students, including F-1 Visa students where space is available and on an annual tuition basis for students educated in accord with the Fair Share Policy agreement entered into with Colonial Intermediate Unit #20 and/or any other similar inter-district special education placement agreement.

ESASD School Personnel Exception

In an effort to recruit, attract, and retain new personnel within the district, the Board has authorized that all non-resident school personnel will have the option of requesting that their child(ren) attend school in the East Stroudsburg Area School District tuition free.

Enrollment is contingent upon the following:

1. Parent/Guardian shall be responsible for the transportation of their child(ren) to/from school each day. Transportation of their child(ren) shall not conflict with the parent/guardian's scheduled work hours within the district.
2. Attendance is an important factor regarding your child(ren)'s education. In the event there is excessive absenteeism or tardiness during the school year, this permission can be rescinded and any future requests may be denied.
3. The child(ren) displays acceptable behavior and academic progress, as determined by the administration. In the event there is a violation of the Code of Student Conduct during the school year that results in an expellable offense, this permission will be rescinded and any future request will be denied.
4. Policy shall not prevent reassignment of administrative, professional

and/or support staff members within the district during the school year. Upon separation from the district, the employee's child(ren) will automatically be returned to their zoned school district.

5. The district reserves the right to make a final determination regarding each student's assignment within the district based upon existing available space and each student's educational program requirements.

Home Language Survey

The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Withdrawal Process

When the school district receives a request for educational records from another school district or charter school, it shall forward the records within ten (10) business days of receipt of the request.

Penalties And Enforcement

Children of violators of this policy and/or of those submitting a falsified affidavit and/or who are otherwise not in legal compliance with residency regulations shall be dropped from the rolls of the school district, and such violators may be prosecuted under applicable law.

The school district reserves the right to request proof of residency of any resident with school-age children at any time. The school district also reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

Exclusions

This policy does not pertain to the education of homeless children placed in residential institutions within school district boundaries. The admission and education of those students are covered through appropriate Pennsylvania legislation.

The District administration shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of required documentation by the parent or guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed,

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	<p>color, gender, sexual orientation, national origin, ancestry, or handicap/disability.</p> <ol style="list-style-type: none">4. Deny admission where the educational facilities or program maintained for school district students is inadequate to meet the needs of the applicant.5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.
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SECTION: PUPILS
 TITLE: ATTENDANCE

ADOPTED: August 19, 2002
 REVISED: June 27, 2005
 August 21, 2006
 November 20, 2006
 October 15, 2007
 July 21, 2014
 July 17, 2017
 October 21, 2019
 March 21, 2022
 February 27, 2023

EAST STROUDSBURG AREA SCHOOL DISTRICT

204. ATTENDANCE

1. Purpose

The Board of Education requires that school-aged students enrolled in the schools of this district attend school regularly, in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Philosophy

To be successful in today's society, a person needs to be educated. Attendance at school is a prerequisite to a successful education. Class attendance has a stronger impact on the student's academic progress than any other factor. Therefore, the district encourages all students to remain in school until graduation and urges students and persons in parental relation to dedicate themselves to ensuring that students attend school.

2. Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences in accordance with applicable laws and regulations upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

3. Definitions

Absence – The nonattendance of a student on any day(s) and/or partial-day(s) school is in session.

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, and which shall be no later than six (6) years of age until the student reaches

<p>4. Delegation of Responsibility</p>	<p>eighteen (18) years of age or graduation, whichever occurs sooner. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p> <p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p> <p>Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p> <p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none">1. Custodial biological or adoptive parent.2. Noncustodial biological or adoptive parent.3. Guardian of the student.4. Person with whom a student lives and who is acting in a parental role of a student. <p>This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p> <p>The Superintendent or designee shall annually notify students, person in parental relation, staff, local Children and Youth Agency and local Magisterial District Judge(s) about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and through other efficient communication methods.</p> <p>The Superintendent or designee, in coordination with the building principal and attendance officer shall be responsible for the implementation and enforcement of this policy.</p>
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<p>6. Guidelines</p>	<p>The Superintendent or designee shall develop administrative regulations for the attendance of students which:</p> <ol style="list-style-type: none">1. Govern the maintenance of attendance records in accordance with law.2. Detail the process for submission of requests and excuses for student absences.3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.5. Ensure that students legally absent have an opportunity to make up work. <p><u>Compulsory School Attendance Requirements</u></p> <p>All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.</p> <p>A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction; or the student's placement is instruction in the home.</p> <p>The Board may excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none">1. On certification by a physician, school psychologist or a psychiatrist or submission of other satisfactory evidence and on approval of the Department of Education, students who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of the school district shall be counted as being in attendance in this school district.3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business school has been approved.
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4. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a lawfully issued employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.
6. Students attending a home education program or receiving private instruction from a properly qualified tutor in accordance with the law.
7. Students enrolled in special schools conducted by an Intermediate Unit or the Department of Education.

Excused/Lawful Absence – The Board of Education considers the following urgent reasons to constitute reasonable cause for excusal from school attendance:

1. Illness of student, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Quarantine of student.
3. Recovery from accident by student.
4. Required court attendance of student.
5. Death in the student's family, limited to five (5) days per occurrence.
6. Impassable/hazardous roads.
7. Weather so inclement as to endanger the health of the student.
8. Excused pursuant to a farm or domestic service emergency permit.
9. To receive professional health care or therapy services rendered by licensed practitioners of the healing arts in any state, commonwealth, or territory.
10. Pre-approved educational trips or tours in accordance with Policy 204.2.
11. Pre-approved college visits, for students in Grade 11 and 12, limited to five (5) days per year, upon receipt of satisfactory evidence of such visit.
12. Suspensions from school.
13. All absences occasioned by the observance of the student's religion on a

day approved by the Board as a religious holiday shall be excused when requested. No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.

14. Participation in school sponsored activities.

15. The Board of Education shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

16. Exceptionally urgent reasons such as affect the student, as well as circumstances related to homelessness, foster care and other forms of educational instability, but which ordinarily would not include work at home.

The following students may be **temporarily** excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.

2. Students participating in a religious instruction program, if the following conditions are met:

a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age students unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence

The school district must receive a written excuse signed by a person in parental relation for any absence(s) within three (3) school days of one's return

to school. The principal or designee will review the excuse to determine whether or not the absence is excused. If an excuse is not received within three (3) days, the absence will be recorded as unexcused/unlawful.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference (SAIC).

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:

- a. A school-based or community-based attendance improvement program; or
- b. The local children and youth agency.

2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

- 1. Refer the student to a school-based or community-based attendance improvement program; or
- 2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation -

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special

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Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Student absences due to employment are subject to the rules governing such absence as prescribed by the Child Labor Laws and the Pennsylvania Department of Education. In order for an eligible student to be released from attending school for reasons of full-time employment, s/he must show proof of having acquired a job of not less than thirty-five (35) hours per week.

The Superintendent or designee shall develop administrative regulations to enforce this policy and all applicable laws governing student attendance.

References:

School Code—24 P.S. Sec. 510.2,1301, 1302, 1326, 1332, 1333, 1333.1, 1333.2, 1333.3, 1326, 1327, 1327.1, 1329, 1339, 1330, 1546

State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.13,11.41, 11.5, 11.8,11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1

42 Pa. C.S.A. 6302

Board Policies—103.1, 113, 113.3, 114, 115, 116, 117, 118, 137, 204.2, 251

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EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: PUPILS
TITLE: MEDICATIONS
ADOPTED: August 19, 2002
REVISED: February 28, 2005
November 20, 2006
February 25, 2008
December 19, 2011
April 14, 2014
July 18, 2016
October 16, 2017
May 20, 2019
October 21, 2019
February 27, 2023

210. MEDICATIONS	
<p>1. Purpose SC 510 Title 22 Sec. 7.13</p>	<p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a person in parental relation and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.</p> <p>Whenever possible, the person in parental relation is requested to administer medication at home. Every effort should be made by the person in parental relation and their licensed prescriber to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process. Over-the-counter medications will be administered only upon written order from a licensed prescriber and in accordance with this policy. All requests shall be reviewed by the Certified School Nurse (CSN).</p>
<p>2. Definition</p>	<p>For purposes of this policy, medications shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.</p> <p>For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician assistants.</p> <p>Person in parental relation - a custodial biological or adoptive parent, noncustodial biological or adoptive parent, guardian of the student, or person with whom a student lives and who is acting in a parental role of a student.</p>
<p>3. Authority</p> <p>SC 510 Title 22 Sec. 12.41</p>	<p>The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.</p> <p>Before any medicine may be administered to or by any student during school hours, the Board shall require the written request of the person in parental relation, giving permission for such administration as well as the written order of the licensed</p>

<p>4. Delegation of Responsibility Act 187 of 2004</p>	<p>prescriber, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. These written permissions from the person in parental relation/licensed prescriber must be submitted on an annual basis. Medication orders are valid from the date of issuance through the day prior to the first student day of the next school year. New orders must be obtained by the person in parental relation and submitted to the school nurse each school year from the individual's licensed prescriber by the person in parental relation prior to any medication being accepted and/or dispensed by the Certified School Nurse (CSN)/RN/LPN.</p> <p>The Superintendent, in conjunction with the Certified School Nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the Certified School Nurse or by other licensed school health staff (RN/ LPN), or emergency medications self-administered by the student who has the appropriate written self-carry authorization.</p>
<p>42 Pa. C.S.A. Sec. 8337.1</p>	<p>In the event of an emergency, a district employee may administer emergency medication when s/he believes, in good faith, that a student needs emergency care.</p>
<p>Pol. 103.1, 113</p>	<p>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>Building administrators and the Certified School Nurse shall review at least every two (2) years the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</p>	<p>The school district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>All standing medication orders shall be renewed at the beginning of each school year.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>
<p>SC 1414.1 Pol. 210.1</p>	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p>

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Delivery And Storage Of Medications

An "Authorization for Medication During School Hours" form must be completed by the licensed prescriber and signed by the person in parental relation before medication can be given in school. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. The Certified School Nurse may accept a verbal order from the student's licensed prescriber only in a life-threatening situation.

An "Authorization for Medication During School Hours" form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication name, dosage, time schedule and duration.
5. Special conditions to observe.
6. If student is qualified and able to self-administer the medication.
7. Instructions for field trips.
8. Licensed prescriber's name, signature, and phone number.
9. Signature of the person in parental relation.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the Certified School Nurse/RN/LPN to sign off that they have received from the person in parental relation documentation of the written permission from the licensed prescriber and person in parental relation for administration or self-administration of medication, which shall be kept confidential and on file in the office of the Certified School Nurse. When deemed applicable, the Certified School Nurse shall review pertinent information regarding the prescribed medication with the student and/or person in parental relation.

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).
2. Over the counter medication must be provided in an original/unopened container.

3. All medications shall be brought to the nurse's office by the person in parental relation or another adult designated by the person in parental relation. Medication(s) shall not be accepted at the school by anyone other than the Certified School Nurse/RN/LPN.
4. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. The district shall not store more than a thirty-day supply of an individual student's medication.
5. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, time medication received, name of the person in parental relation or designated adult delivering the medication and the name of the school health personnel receiving the medication.
6. Unused medications are to be picked up by the person in parental relation no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
7. The Certified School Nurse has primary responsibility for the administration of medication including:
 - a. Reporting to licensed prescriber and/or person in parental relation.
 - b. Conferring with the licensed prescriber and/or person in parental relation.
 - c. Informing, when appropriate, school staff regarding a student's medication requirements.
 - d. Administering and recording of medication data.
8. Documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the full name of the licensed person administering the medication.
8. The nurse may refuse to administer any type of medication. The person in parental relation will be notified of this action.
9. If it is necessary to administer emergency medication, the Certified School Nurse/ RN/LPN can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.
10. The person in parental relation is responsible for informing the Certified School Nurse of any change in the health and/or medication of students. When changes occur, the person in parental relation must return a new medication order form to

the nurse. Medication, including over-the counter medications, will be administered only upon written order from the licensed prescriber.

11. All medications must be kept in the nurse's office. Students are not allowed to carry emergency medications with them unless a licensed prescriber's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
12. Students in possession of over-the-counter, prescription or other types of medications which have not been registered with the Certified School Nurse will be considered to be in violation of the school district's drug and alcohol policy and will be subject to the disciplinary action as set forth therein.
13. The school district will incur NO liability for the use of unauthorized drugs or medications.
14. This policy is in effect for all school district sponsored activities and field trips.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

This policy is a directive of the Board; CSN/LPN/RN acting pursuant to this policy are acting within the scope of their employment.

Student Self-Administration Of Emergency Medications

Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, and/or insulin and is authorized to do so must demonstrate the competency to the

<p>PA BD. of Nursing September 1992</p>	<p>Certified School Nurse for self-administration and for responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior. In addition, the student must notify the Certified School Nurse immediately following each use. Abuse or misuse of these items and/or failure to follow any Board policy related to use of an inhaler, epinephrine auto-injector, insulin, may lead to confiscation, a loss or privilege, and appropriate disciplinary consequences.</p> <p>In cases where the person in parental relation requests that their child be permitted to carry/self-administer emergency medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the person in parental relation must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The person in parental relation must also acknowledge that the East Stroudsburg Area School District has no legal responsibility to ensure that the medication is taken or when the above-named student administers his or her own medication.</p> <p><u>Administration of Medication During Field Trips</u></p> <p>The “Authorization for Medication During School Hours Form” must be completed by person in parental relation when medication administration is required for a student during a field trip or other school district sponsored activity.</p> <p>Security procedures shall be established for the handling of medication during field trips.</p>
<p>SC 1414.10 (2)</p>	<p><u>Non-aerosol Topical Sunscreen</u></p> <p>Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:</p> <ol style="list-style-type: none"> 1. The product is approved by the Food and Drug Administration, 2. The person in parental relation submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and 3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately. <p>The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students’ use.</p>

References:

School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010

Board Policy – 000, 103.1, 113, 121, 210.1, 216

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EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: August 19, 2002

REVISED: November 17, 2003

March 21, 2005

October 16, 2006

July 15, 2013

April 20, 2015

October 19, 2015

February 27, 2023

217. GRADUATION REQUIREMENTS	
<p>1. Purpose</p>	<p>The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.</p>
<p>2. Authority SC 121 Title 22 Sec. 4.24 4.51, 4.52 24 P.S. 510.2</p>	<p>The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.</p> <p>The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building and posted on the district's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building and posted on the district's publicly accessible website immediately following approval by the Board.</p> <p><u>Diplomas</u></p> <p>The Board shall award a high school diploma to every student enrolled in this school district who meets the requirements for graduation established by this Board.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p><u>Students Experiencing Educational Instability</u></p>
<p>SC 1611, 1613 Title 22 Sec., 4.24 Pol. 102, 127, 212</p>	<p>The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.</p>
<p>SC 1331.1 Pol. 251</p>	

<p>SC 1611</p> <p>3. Delegation of Responsibility</p>	<p>completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p> <p><u>Diplomas for Eligible Veterans</u></p> <p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>Candidates or family representatives shall submit a completed Application For Diploma to the Superintendent to request a diploma for an eligible veteran.</p> <p>The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.</p> <p>The Superintendent or designee shall be responsible for ensuring the following:</p> <ol style="list-style-type: none"> 1. Publication and distribution of graduation requirements to students and parents/guardians. 2. Counseling of students regarding expectations of graduation requirements. 3. Assessment of individual student attainment of academic standards to ensure the student’s progress toward achievement of graduation requirements. 4. Accurate recording and reporting of each student’s progress and accumulation of graduation requirements. 5. Provision of assistance to those students having difficulty attaining the academic standards. 6. Development of a list of individuals who qualify for the award of a diploma. 7. Planning and executing graduation ceremonies that appropriately recognize this important achievement. <p>Students who graduate earlier than their scheduled graduation may have a separate commencement event or may participate in the scheduled commencement with their classmates.</p>
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SC 121	<p>The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 121, 510.2, 1331.1, 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 Pa Code Sec. 4.12, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 102, 113, 127, 212, 215, 216, 233, 251</p>
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<p>Pol. 251</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines Title 22 Sec. 12.11</p>	<p>4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.</p> <p>The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.</p> <p>The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress in his/her building to ensure this Policy is enforced.</p> <p>Students shall have the responsibility to keep themselves, their clothes and their hair clean.</p> <p>The following standards regarding student dress and grooming shall be followed by students on school property during the school day and while on school buses:</p> <p style="text-align: center;"><u>ACCEPTABLE SCHOOL ATTIRE</u></p> <p><u>TOPS/BLOUSES/SHIRTS</u> must have sleeves and cover the wearer within 3 3/8” (long side of school district-issued photo ID card length) of the base of the collar bone. Tops may be tucked in or worn so that it meets or extends over the pant/jeggings/shorts/skorts/skirts with no gap in between.</p> <p><u>PANTS/JEANS/JEGGINGS/LEGGINGS</u> must be worn at the waist. Length of pants shall not extend beyond the bottom of the shoe or drag on the floor. There shall be no gap between tops and pants.</p> <p><u>SHORTS/SKORTS/SKIRTS</u> must be worn at the waist and cover the wearer within 2” (short side of school district-issued photo ID card) of the top of the knee. Leggings/tights may be worn under skirts that meet the length requirement.</p> <p><u>DRESSES</u> must have sleeves and cover the wearer within 2” (short side of school district-issued photo ID card) of the top of the knee. Tank or spaghetti strap dresses may be worn; however, they <u>must</u> have a sleeved top beneath. Leggings/tights may be worn under dresses that meet the length requirement.</p> <p><u>SWEATPANTS/SWEATSHIRTS/TRACK SUITS/LEGGINGS</u> may be worn provided they meet the requirements of tops and pants as noted above.</p> <p><u>HOODED SWEATSHIRTS/SWEATERS</u> may be worn; however, <u>shall not cover the head</u> while indoors on school district property or while riding on school buses.</p> <p><u>SHOES</u> must have back straps and/or be secured at the heel.</p>
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Heel Height:

- Elementary students are encouraged to wear flat, comfortable shoes that allow them to safely transition throughout their day as well as participate in recess activities. Should a heel be worn, heel height shall not exceed 1 inch.
- Intermediate and high school students are encouraged to wear flat, comfortable shoes that allow them to safely transition throughout their day. Should a heel be worn, heel height shall not exceed 2.5 inches.

OUTERWEAR (i.e.: coats, jackets, parkas, gloves, hats, hoods) shall not be worn indoors during the school day, excluding when traveling to or from one's locker (intermediate/high school level) or homeroom (elementary level) when entering or exiting the building.

SCHOOL DISTRICT ISSUED PHOTO ID shall be on one's person, or on a lanyard, at all times and shall be produced when requested by district staff upon entrance into school activities or at any time when a student's identity is in question.

UNACCEPTABLE/OFFENSIVE SCHOOL ATTIRE

The following are considered UNACCEPTABLE school attire and shall NOT be worn:

1. Torn, ripped, frayed edges, or holes in the clothing fabric.
2. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others.
3. Exposed undergarments, including but not limited to bra straps, underwear shall not be exposed in any way.
4. Spaghetti strap, halter, mesh, tube, crop, tank, or muscle tops.
5. See-through blouses or shirts.
6. Pajamas or slippers (unless approved as part of a classroom activity or school spirit day/week).
7. Wallets with waist chains.
8. Spiked jewelry that could cause injury or present a safety hazard to the student or others.
9. Headwear including but not limited to caps, hats, hoods, scarves, bandanas,

hair nets, sweatbands and/or do-rags indoors while on school district property.

10. Sunglasses indoors while on school district property.

The following clothing, tattoos*, patches, buttons, pins, jewelry, and/or backpacks will be considered **OFFENSIVE** and shall **not** be permitted if they:

1. Contain writing, pictures, or symbols that could be considered pornographic, obscene, vulgar and/or sexually suggestive.
2. Advocate violence, hate, intolerance or racism.
3. Advertise and/or promote the use of tobacco, alcohol and/or drugs.
4. Contain double-meaning messages and/or obscene language.
5. Suggest gang affiliation or activities.

***Students with offensive tattoos will be required to cover the tattoo at all times when on school district property.**

School district officials will not make school-wide policies limiting the length or style of hair, but they may require changes in either style or length on an individual basis if they can demonstrate that a student's hairstyle is a health and/or safety hazard and/or disruptive to the educational process.

Exceptions/Exclusions to Approved Selections

1. As required by an eligible student's Individualized Education Plan;
2. As required by a Chapter 15 - Section 504 Service Agreement;
3. As required by one's religious order as evidenced in writing by an official thereof;
4. As required for participation in school sponsored activities/athletics and/or physical education classes as set forth in the Code of Student Conduct;

Exceptions/Exclusions remain subject to Standard Requirements.

Definitions

school property: (see Pennsylvania School Code)

school day: (see Policies 803 and 804)

<p>Pol. 218.3</p>	<p><u>Transfer Students</u></p> <p>Upon enrollment in the East Stroudsburg Area School District, new students will be granted a grace period of one week before being required to conform to the dress policy, but dress must comply with the spirit and intent of this Policy.</p> <p><u>Disciplinary Consequences</u></p> <p>Students violating this policy shall be subject to disciplinary consequences as outlined in the Code of Student Conduct, and/or Policy 218.3, as applicable.</p> <p>A student may change from non-compliant clothing to compliant clothing provided by the school, when available.</p> <p>A dress code is a dynamic document. Administrative discretion may be used to determine appropriate attire in the school setting. Students and parents/guardians shall be notified of any change in policy. Solutions to situations not specifically covered herein are the responsibility of building-level administrators.</p> <p>Appropriate decisions will be made based on the Board policy. Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3 State Board of Education Regulations – 22 PA code Sec. 12.11 Board Policy – 218.3, 251, 806</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY

ADOPTED: FEBRUARY 27, 2023

REVISED:

	<p style="text-align: center;">251. STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY</p> <p>1. Purpose The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.<u>[1][2][3][4][5][6][7][8]</u></p> <p>2. Authority The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.</p> <p>The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.<u>[1][2][3][4][5][6][7]</u></p> <p>The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:</p> <ol style="list-style-type: none"> 1. Dress code.<u>[9]</u> 2. Transportation.<u>[10]</u> 3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.<u>[11][12][13][14][15][16][17]</u> 4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.<u>[9][13][14][15][18][19][20][21][22]</u>
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<p>3. Definitions</p>	<p>5. Graduation.[19] 6. Registration deadlines.</p> <p>It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.</p> <p>Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]</p> <ol style="list-style-type: none">1. Homelessness.[1][3][7]2. An adjudication of:[23][24]<ol style="list-style-type: none">a. Dependency relating to child protective services and juvenile matters;b. Delinquency, if disclosed by the student's parent/guardian; orc. As part of court-ordered services under a voluntary placement or custody agreement. <p>A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]</p> <p>Enroll or Enrollment means attending classes and participating fully in school activities.[26]</p> <p>Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.</p> <p>Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]</p> <p>Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]</p> <ol style="list-style-type: none">1. Children and youths who are:<ol style="list-style-type: none">a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
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<p>4. Delegation of Responsibility</p>	<p>b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;</p> <p>c. Living in emergency, transitional or domestic violence shelters; or</p> <p>d. Abandoned in hospitals;</p> <p>2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;</p> <p>3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;</p> <p>4. Migratory children who qualify as homeless because they are living in circumstances described above; and</p> <p>5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.</p> <p>School of origin is the school in which the student experiencing educational instability was last enrolled.</p> <ul style="list-style-type: none"> • The school of origin for a <i>homeless child or youth</i> - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[27] • The school of origin for a <i>child in foster care</i> - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[8] • When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools. <p>Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[26]</p> <p>The Board designates the Director of Child Accounting to serve as the district's point of contact for students experiencing educational instability.[4][5][27]</p> <p>The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]</p> <p>The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[4][5][27]</p>
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1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's **point of contact** shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by

5. Guidelines	<p>parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[27]</p> <p>The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[27]</p> <p><u>Training</u></p> <p>The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.</p> <p><i>Additional Training to Support Homeless Students -</i></p> <p>The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]</p> <p>The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]</p> <p>School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[27]</p> <ol style="list-style-type: none">1. Improve identification of homeless children and youths and unaccompanied youths;2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and3. Heighten the awareness of, and capacity to respond to, the educational needs of such children. <p>Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[4]</p> <p>Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.</p>
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Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in the school that non homeless students who live in the same attendance area are eligible to attend. [27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school of residence, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

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If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2][38]

Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the school year in this district, if appropriate, with payment of tuition by the district of residence.

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the

education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English Learners.[42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred.
Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning

	<p>opportunity or internship that demonstrates competence in the content area.</p> <ol style="list-style-type: none">b. Performance on an examination.c. Successful completion of a career and technical education course.d. Other evidence or method determined appropriate by the district. <ol style="list-style-type: none">2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers. <p>If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.</p> <p><i>Keystone Diploma –</i></p> <p>In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[4][43]</p> <ol style="list-style-type: none">1. All other graduation options have been exhausted.2. The student is unable to obtain a diploma from the student's prior or receiving school entity. <p>The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]</p> <p><i>Students with Disabilities –</i></p> <p>Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[11][19]</p> <p>Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[19]</p>
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Legal References

1. 22 PA Code 11.18
2. 24 P.S. 1305
3. 24 P.S. 1306
4. 24 P.S. 1331.1
5. 20 U.S.C. 6311
6. 20 U.S.C. 6312
7. 42 U.S.C. 11431 et seq
8. 42 U.S.C. 675
9. Pol. 221
10. Pol. 810
11. Pol. 113
12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
23. 23 Pa. C.S.A. 6301 et seq
24. 42 Pa. C.S.A. 6301 et seq
25. 45 CFR 1355.20
26. 42 U.S.C. 11434a
27. 42 U.S.C. 11432
28. Pol. 103.1
29. Pol. 113.4
30. Pol. 216
31. Pol. 200
32. Pol. 201
33. Pol. 203
34. Pol. 204

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	<p>35. Pol. 209 36. Pol. 206 37. Pol. 906 38. Pol. 202 39. 20 U.S.C. 1232g 40. Pol. 146 41. Pol. 918 42. Pol. 138 43. 24 P.S. 121 20 U.S.C. 6301 et seq 22 PA Code 403.1 34 CFR Part 99 67 Fed. Reg. 10698 PA Education for Homeless Children and Youth State Plan Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES & WORKPLACE SAFETY

ADOPTED: August 19, 2002

REVISED: April 14, 2014
November 18, 2019
October 19, 2020
February 27, 2023

705. FACILITIES & WORKPLACE SAFETY	
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.
2. Authority	<p>The Board directs that a district-wide workplace safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect school district buildings, equipment and property, in accordance with guidance issued by state and local officials, established Board policy and Administrative Regulations, and the Board-approved health and safety plan. The workplace safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools of the school district.</p> <p>The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved health and safety plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall periodically review and revise district health and safety rules and plans, as necessary.[7]</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Ensure curriculum to instruct students in safety and fire prevention. 2. Provide required drills to instruct students in safety procedures. 3. Review and evaluate annually district safety rules and plans.

<p>4. Guidelines</p>	<p>Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]</p> <p>The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.</p> <p><u>Workplace Safety Committee</u></p> <p>A workplace safety committee shall be established to promote the school district's goals concerning safe schools.</p> <p>The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) school district employee representatives. If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. It shall be the responsibility of the workplace safety committee to:</p> <ol style="list-style-type: none">1. Provide measures for employee involvement in achieving a safe, healthful working environment.2. Promptly review all safety-related incidents, accident reports and investigation reports for all injuries, accidents, illnesses and deaths.3. Conduct quarterly, or as needed, workplace inspections, identify/document hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority.4. Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to administration.5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures. <p>The workplace safety committee members shall meet at least once a month.</p> <p>The workplace safety committee is responsible for developing and maintaining operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p>
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All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of safety committee training.

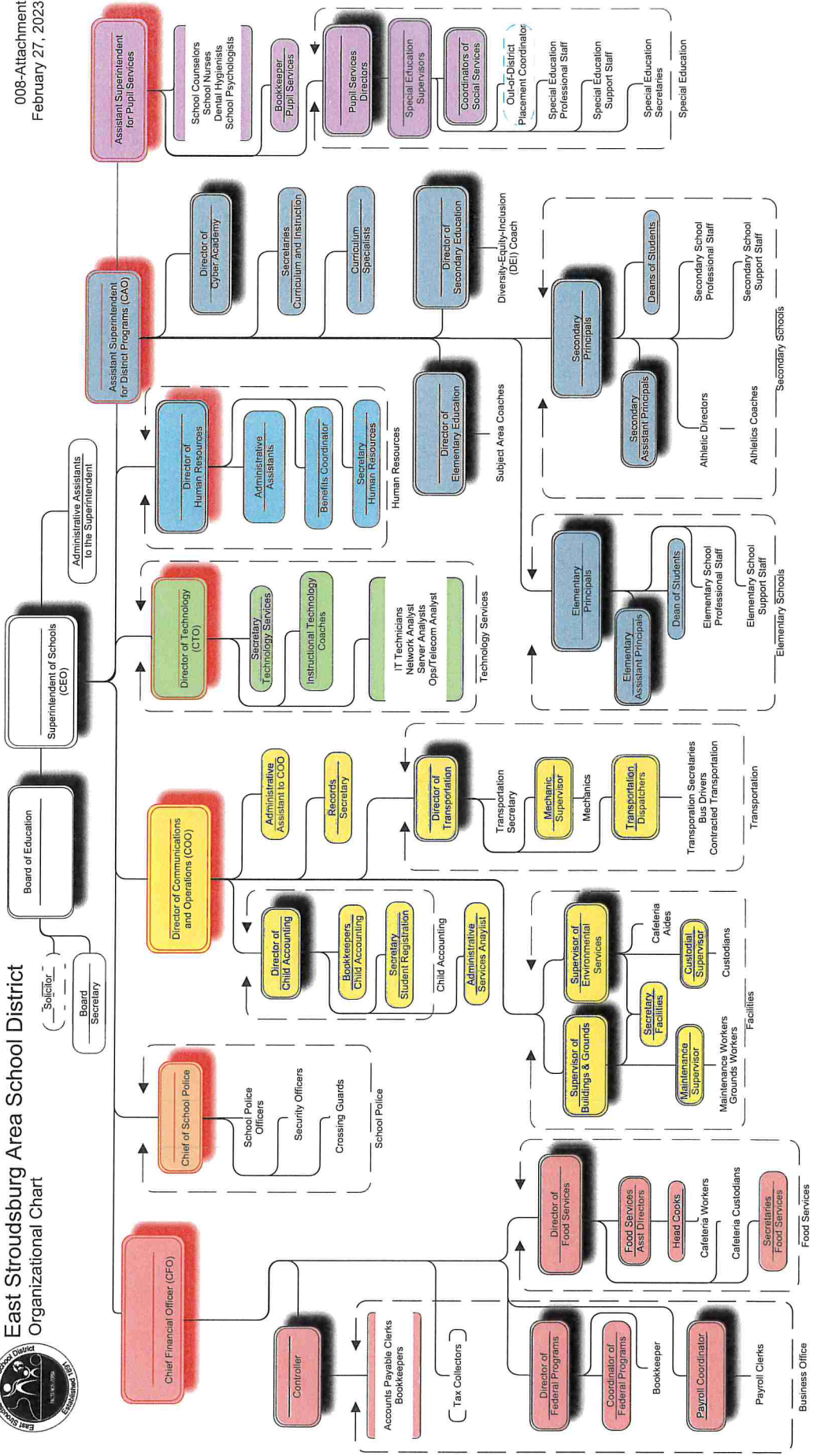
References:

1. Pol. 103.1
2. Pol. 113
3. Pol. 113.1
4. Pol. 218
5. Pol. 317
6. Pol. 907
7. Pol. 805
- 24 P.S. 510
- 24 P.S. 1517
- 24 P.S. 1518



East Stroudsburg Area School District Organizational Chart

008-Attachment
February 27, 2023



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Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 10606

Main Notes Documents History

*-Required Fields

Requested: **02/16/23 13:06 PM By: Nute, Katherine**

Status: Level 3 - Request Approved
Approved if renting a van

Change To: [Select New Status]

Comments:

* Field Trip Name: Governor's STEM Challenge Finals

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Jacqueline Edelbaum

* Phone: 570-588-4420 *Phone Ext: 19102

* Email: jacqueline-edelbaum@esasd.net

Departure

* Depart Date: 4/19/2023 * Time: 06:30 AM

* Return Date: 4/19/2023 * Time: 06:30 PM

Departure: E Stroudsburg HS - N / EHN

Notes: Governor's STEM Challenge FINALS, PATTAN Harrisburg, 6340 Flank Dr., Harrisburg, PA 17112
Cost for bus \$255.34

Destination

* Destination: PATTAN Harrisburg, 6340 Flank Dr, Harrisburg, PA 17112

* Street: 6340 Flank Dr

* City: Harrisburg

* State: PA * Zip: 17112

Contact: Jacqueline Edelbaum

Title: STEM Challenge Advisor

Phone: 570-588-4420 Phone Ext: 19102

Fax:

Email: jacqueline-edelbaum@esasd.net

Notes:

Directions

Directions: <https://www.google.com/maps/dir/279+Timberwolf+Dr,+Dingmans+Ferry,+PA+18328/6340+Flank+Drive,+Harrisburg,+PA/@40.7504737,-76.4587276,9z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x89c49e8130854baf:0xa5e2b92aea18995a!2m2!1d-75.0181541!2d41.177592!1m5!1m1!1s0x89c8b9ad393e1c43:0x8dd087091ad198cd!2m>

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Trip Details

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 10602

Main Notes Documents History

*-Required Fields

Requested: **02/15/23 18:05 PM By: Healey, Michael**

Status: Level 3 - Request Approved
Assuming you are paying for charter

Change To: [Select New Status]

Comments:

* Field Trip Name: Museum of Natural History MCP in US History

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HS South

Contact

* Contact: michael Healey

* Phone: 5703320290 *Phone Ext: x20224

* Email: michael-healey@esasd.net

Departure

* Depart Date: * Time: 06:00 AM

* Return Date: * Time: 04:00 PM

Departure: [Select One]

Notes:

Destination

* Destination: Museum of Natural History (Central Park W At 79th Street New York)

* Street: Central Park W At 79th Street

* City: New York

* State: NY * Zip: 10024

Contact:

Title:

Phone: 212-769-5100 Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

114

Trip Details

Transportation Department



Home ▶ Students ▶ Trips ▶ Field Trips ▶ Reports ▶ Options

Field Trip: 10336

Main Notes Documents History

*-Required Fields

Requested: **01/20/23 14:39 PM By: Labar, Keith**

Status: Level 3 - Request Approved
non-student day....

Change To: [Select New Status]

Comments:

* Field Trip Name: North Music Department Music in the Parks

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: N Choir

Contact

* Contact: Keith LaBar

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

* Email: keith-labar@esasd.net

Departure

* Depart Date: 5/26/2023 * Time: 06:15 AM

* Return Date: 5/26/2023 * Time: 10:30 PM

Departure: [Select One]

Notes:

Destination

* Destination: Hershey High School

* Street: 550 Homestead Road

* City: Hershey

* State: PA * Zip: 17033

Contact:

Title:

Phone: Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

114

Trip Details

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 10343

Main Notes Documents History

*-Required Fields

Requested: 01/20/23 14:55 PM By: Mauro, Samanth

Status: Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Turtle Back Zoo
* School: E Stroudsburg Elem / ESE
* Department: ESE
* Activity: ESE

Contact

* Contact: Samantha M. Mauro
* Phone: 570-421-1905 *Phone Ext: 12214
* Email: samantha-mauro@esasd.net

Departure

* Depart Date: 5/22/2023 * Time: 09:00 AM
* Return Date: 5/22/2023 * Time: 03:00 PM

Departure: [Select One]

Notes: No Cost to the District

Destination

* Destination: Turtle Back Zoo (560 Northfield Ave West Orange)
* Street: 560 Northfield Ave
* City: West Orange
* State: NJ * Zip: 07052

Contact:
Title:
Phone: 973-731-5800 Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

118

Trip Details

* Equipment:	CHARTER BUS		
Classification:	ESE		
* Number of Students:	<input type="text" value="100"/>	* Number of Adults:	<input type="text" value="45"/>
* Number of Wheel Chairs:	<input type="text" value="0"/>	* Number of Vehicles:	<input type="text" value="3"/>
* Estimated Miles:	<input type="text" value="121"/>	* Estimated Cost:	<input type="text" value="0"/>
* Estimated Hours:	<input type="text" value="6"/>		

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
ESE PTO (ESE/ESElementary)	<input type="text" value="4,376.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rows: 1	Total: 4,376.00			
Delete Request		*Map It!		Cancel/Return to List Save

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Transportation Department



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[Trips](#)
[Field Trips](#)
[Reports](#)
[Options](#)

Field Trip: 10611

[Main](#)
[Notes](#)
[Documents](#)
[History](#)

*-Required Fields

Requested: **02/16/23 21:04 PM By: Piedra, Gisela**

Status: Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Foreign Language Club trip to Estature of Liberty and Ellis Island

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Gisela Piedra

* Phone: 570-424-8500 *Phone Ext: 33590

* Email: gisela-piedra@esasd.net

Departure

* Depart Date: * Time: 07:00 AM

* Return Date: * Time: 05:00 PM

Departure: [Select One]

Notes: Depart from Middle Smithfield Elementary School
Return to Middle Smithfield Elementary School

Destination

* Destination: [None]

* Street: Statue of Liberty & Ellis Island

* City: New York

* State: NY * Zip: 10004

Contact:

Title:

Phone: Phone Ext:

Fax:

Email:

Notes: We are going to the Statue of Liberty

Directions

Directions: I80 to GW Bridge to FDR drive to Battery Park

Trip Details

120

* Equipment: SCHOOL BUS
 Classification: [Select One]
 * Number of Students: 44
 * Number of Wheel Chairs: 0
 * Estimated Miles: 100
 * Estimated Hours: 9

* Number of Adults: 4
 * Number of Vehicles: 1
 * Estimated Cost: 435.7099914

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
EHN STUDENT ACTIVITY FUND (HSN/HS North)	0.00			
[Select One]				

Rows: 1 Total: 0.00

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Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 10592

Main Notes Documents History

*-Required Fields

Requested: **02/14/23 18:28 PM By: Korb, Michael**

Status: Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Technology Student Association State competition

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: michael korb

* Phone: 5705884420 *Phone Ext: 19112

* Email: michael-korb@esasd.net

Departure

* Depart Date: 4/19/2023 * Time: 08:00 AM

* Return Date: 4/22/2023 * Time: 06:00 PM

Departure: E Stroudsburg HS - N / EHN

Notes: I have discussed the possibility of renting two vans with the advisor regarding transportation if that would be easier/more helpful regarding transportation. We wanted to get this event on for board approval and were hopeful to determine best means of transportation between now and

Destination

* Destination: seven springs mountain resort

* Street: 777 water wheel drive

* City: seven springs

* State: PA * Zip: 15622

Contact:

Title:

Phone: 8143527777 Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

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Trip Details

Transportation Department



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Field Trip: 10610

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[Notes](#)
[Documents](#)
[History](#)

*-Required Fields

Requested: **02/16/23 17:36 PM By: Korb, Michael**

Status: Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: TSA Technology Student Association State Competition - (2)

* School: J T Lambert Int / JTL

* Department: ACAD

* Activity: ACAD

Contact

* Contact: Phil Lazowski

* Phone: 570-424-8430

*Phone Ext: 17300-301

* Email: philip-lazowski@esasd.net

Departure

* Depart Date: * Time: 08:00 AM

* Return Date: * Time: 06:00 PM

Departure: J T Lambert Int / JTL

Notes: Chaperones - Phil Lazowski, Maria Lazowski (JTL) and Michael Korb (ESN) Students will compete in TSA state competition at Seven Springs resort. The Technology Student Association (TSA) is a national student organization created to develop skills in science, technology,

Destination

* Destination: seven springs resort

* Street: 777 Waterwheel Drive

* City: Seven Springs

* State: Pa * Zip: 18301

Contact:

Title:

Phone: Phone Ext:

Fax:

Email:

Notes: JTL students will travel with North students. We are discussing travel options with Stroudsburg TSA to alleviate charter bus costs

Directions

Directions: Head toward University Cir on Prospect St. Go for 0.3 mi.

Then 0.28 miles

Trip Details

124

* Equipment: CHARTER BUS
 Classification: JTL
 * Number of Students: 12
 * Number of Wheel Chairs: 0
 * Estimated Miles: 272
 * Estimated Hours: 5

* Number of Adults: 3
 * Number of Vehicles: 1
 * Estimated Cost: 2000

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-1110-513-000-30-819-260-000-0000 North tech ed (/)	0.00			
[Select One]				

Rows: 1 Total: 0.00

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EAST STROUDSBURG AREA SCHOOL DISTRICT



East Stroudsburg Area Senior High School-South

279 North Courtland Street
East Stroudsburg, PA 18301
570.424.8471 Fax: 570.420-8338

Denise S. Rogers, Athletic Director

Date: February 3, 2023
To: Stroud Township – Yetter Park
From: East Stroudsburg Area School District Athletic Office
Subject: Facility Agreement for 2023 East Stroudsburg South Cross Country Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Stroud Township for use of the Yetter Park for the 2023-2024 School Year.

- Stroud Township will donate the use of Yetter Park to the East Stroudsburg South Cross Country Team for its scheduled home meet on Tuesday, September 26, 2023, from approximately 2pm – 7pm at no cost to the district, as well as the JT Lambert Intermediate School Cross Country Team hosting its scheduled home meet on Thursday, September 21, 2023. This donation includes use of the walking paths and course maintenance for the school district and visiting teams.
- Stroud Township also agrees to allow the visiting teams to practice at the Yetter Park on Friday, September 22, 2023 and Saturday, September 23, 2023, if needed.
- In the case of inclement weather, the East Stroudsburg Area School Athletics Director agrees to work with Stroud Township on a rescheduled date, preferably September 27, 2023 weather permitting.
- The East Stroudsburg Area School District will provide security to assist with the course on the date of the meet.
- The East Stroudsburg Area School District will also provide a proof of insurance to Stroud Township for use of the Yetter Park.

This is a one year agreement between the East Stroudsburg Area School District and Stroud Township for use of the Yetter Park. This will be renewed yearly as long as both parties agree to the terms of the agreement. Both parties will sign this agreement and be provided a copy.

ESASD Representative Name (Print)

ESASD Representative Signature

Date

DARYL A. EPPLEY
Stroud Township Representative
Name (Print)

Daryl A. Eppley, MEd 2-03-2023
Stroud Township Representative
Signature Date

AGREEMENT

Between

**BOARD OF EDUCATION of the EAST STROUDSBURG
AREA SCHOOL DISTRICT**

and

**EAST STROUDSBURG AREA EDUCATION SUPPORT
PROFESSIONAL ASSOCIATION**

for

2022-2023

to

2025-2026

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AGREEMENT

This Agreement is entered into this 27th of February 2023, by and between the Board of Education, hereinafter called the "Board", of the East Stroudsburg Area School District, hereinafter called the "District", and the East Stroudsburg Area Education Support Professional Association, hereinafter called the "Association."

ARTICLE I - WITNESSETH

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement:

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE II - DEFINITIONS

For the purpose of this Agreement, regular part-time employees shall be defined as bargaining unit employees regularly scheduled to work the equivalent of less than five (5) hours per day, five (5) days per week on a regularly scheduled basis, or the equivalent of less than twenty-five (25) hours per week. Temporary employees, temporary part-time employees and substitutes shall not be included in the bargaining unit.

Temporary and temporary part-time employees are understood to be those employees who are working in a foreknown specifically temporary position. Substitutes are understood to be those employees filling in for an absent bargaining unit member.

ARTICLE III - RECOGNITION

The Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment by the Board for regular full-time or part-time Educational Support employees including but not limited to: administrative services, school vehicle drivers (formerly bus drivers); bus aides and bus monitors, business office personnel; cafeteria aides; cafeteria cooks; cafeteria workers; custodians; front desk receptionists; health room nurses; information technologists; grounds (formerly maintenance I), maintenance ; mechanics; paraprofessionals; secretaries, personal care assistants (formerly student aides); excluding, however, all

administrative employees, managerial employees, supervisory employees, professional employees, administrative assistants, school police officers, security personnel and crossing guards.

ARTICLE IV - WAGES AND HOURS

The wages and hours of all bargaining unit employees covered by this Agreement are set forth in Appendix "B" Starting Wages and Certifications, which are attached hereto and made a part hereof.

- A. For the purpose of calculating accrued leave time, which shall include but not be limited to sick and vacation leave, accrual and use shall be calculated on hours earned and hours used based upon a bargaining unit employee's primary assignment.
- B. Bargaining unit employees covered by this Agreement shall be eligible for increases in salary according to the following conditions:
 - 1. Effective July 1, 2022 retroactively, bargaining unit employees' salaries will be increased from their 2021-2022 salaries by 5% of their wages per hour.
 - a. Additionally, there will be a one-time hourly (longevity) increase for those employees hired prior to July 1, 2021. Any employee hired on or after July 1, 2021 is not eligible for longevity.
 - b. Longevity is determined by years of service in the bargaining unit prior to July 1, 2022.

i. 1-5 years	\$.20 cents per hour
ii. 6-10 years	\$.35 cents per hour
iii. 11-15 years	\$.50 cents per hour
iv. 16 plus	\$.75 cents per hour
 - 2. Effective July 1, 2023, bargaining unit employees' salaries will be increased from their 2022-2023 salaries by 3 percent.
 - 3. Effective July 1, 2024, bargaining unit employees' salaries will be increased from their 2023-2024 salaries by 3 percent.

4. Effective July 1, 2025, bargaining unit employees' salaries will be increased from their 2024-2025 salaries by 3 percent.
5. Newly hired bargaining unit employees' initial hiring-in salary in each year of the Agreement is on Appendix "B". For each year thereafter, those employees will receive salary increases for their appropriate classification, as stated above.

6. Certifications

Effective July 1, 2022, bargaining unit members who currently hold the certifications in Appendix B and provide the service shall maintain their position. Additionally, the District will advertise vacant and/or anticipated vacant positions which require a Certification listed within Appendix B. Bargaining unit members are eligible to apply for these positions. The filling of the position shall occur as follows:

First, members who currently hold the certificate will be appointed based on seniority.

Second, should no bargaining unit member possess the required certificate, the District agrees to pay for the costs of each applicant to secure the Certificate regardless if appointed to the vacant position. The applicant to first possess the Certificate shall be awarded the position. Should more than one applicant receive the Certificate on the same day, seniority will prevail.

Any bargaining unit member who substitutes for an absent employee in the area of Certification shall receive the differential rate in connection with the position. It is understood that the substitute must possess the certificate to perform the substitute work.

C. Retroactivity

1. To receive retroactivity for retired employees, the retired employees shall receive retroactivity for all wages earned beginning July 1, 2022 through the retirees' last workday.
2. To receive retroactivity for current employees, an individual must be employed by the District at the time of the contract ratification on February 27, 2023.

3. Current bargaining unit employees shall receive retroactivity from July 1, 2022 until the time of the pay period reflecting the new pay scales are in effect.

ARTICLE V - GRIEVANCE PROCEDURE

A. In the event a grievance arises between the parties, or between the Board and any bargaining unit employee covered by this Agreement, as to the interpretation of any of the provisions of this Agreement, the grievance shall be handled in accordance with the following procedure:

Step 1 – The grievant who has a grievance shall discuss the issue in question first with his/her immediate supervisor/administrator in an attempt to resolve the matter informally at that level. A grievance to be considered under this procedure must be initiated by the grievant within ten (10) business days from the time when the grievant knew or should have known of its occurrence.

Step 2 - If, as a result of this discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) business days, he/she shall set forth his/her grievance in writing/electronic to the appropriate supervisor/administrator responsible for the matter being grieved on a form provided by the Board, a copy of which is attached as Appendix "D". The supervisor/administrator shall communicate his/her decision to the grievant in writing within ten (10) business days of receipt of the written grievance. Copies of the supervisor's response will also be provided to the Association.

Step 3 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may appeal the decision within ten (10) business days of its receipt, to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and specify the grievant's dissatisfaction with the decision previously rendered. The Superintendent shall attempt to resolve the matter within ten (10) business days, if practical. The Superintendent shall communicate his/her decision in writing to the grievant. Copies of the Superintendent's response will also be provided to the Association.

Step 4 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may request a review by the Board of the Superintendent's decision. The request must be made within ten (10) business days of receipt of the decision in the foregoing step and shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward same to the Board. The Board or a committee thereof shall review the grievance and render a decision to the grievant in writing within thirty (30) business days of its receipt of the grievance. Copies of the Board's response will also be provided to the Association.

- B. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent, or any later level, be notified that the grievance is in process, and have the right to be present and to present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of the decision rendered by the Superintendent and the Board.
- C. Disputes or grievances arising from the interpretation of the provisions of this Agreement, which have not been resolved satisfactorily in the foregoing steps of the grievance procedure, may be submitted by the Association and/or District to arbitration. If arbitration is requested, the Association shall notify the Board within ten (10) business days of receipt of the Board's decision in Step 4 of the Grievance Procedure. Grievances concerning any matter not specifically part of this Agreement, or any matter for which a specific method of review is prescribed by law, or any regulation of the State Secretary of Education, or any matter which according to law is either beyond the scope of the Board authority or limited to action by the Board alone, shall not be deemed to be arbitrable.
- D. The following procedure shall be used to secure the services of an arbitrator:
 - 1. A joint request by the Association and the District will be made to the Bureau of Mediation requesting a list of persons qualified to function as an impartial arbitrator in the dispute in question;

2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the Bureau of Mediation to submit a second list of names; and,
 3. If the parties are unable to agree upon a mutually satisfactory arbitrator after exhausting the second list, either party may request, within ten (10) calendar days of receipt of such list, the Bureau of Mediation to designate an impartial arbitrator.
- E. The arbitrator shall limit himself/herself to interpretation of the Agreement, and shall not add to, nor subtract anything from, the Agreement between the parties. The decision of the arbitrator shall be final and binding. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE VI - LEAVING THE BUILDING

Any bargaining unit employee must seek the permission of the principal or immediate supervisor to leave the building or job during work hours (not including scheduled lunch and breaks). All bargaining unit employees must sign out and sign in when leaving the building or job when leaving for occasions other than scheduled lunch and breaks.

ARTICLE VII - TIME CLOCKS

The District may install time clocks for job assignments where direct supervision is not readily available. Bargaining unit employees shall utilize time clocks to clock in at the start of their work assignment, and out at the end of their work assignment. The installation and use of the time clocks will not alter existing terms and conditions of employment. Associated duties related to the time clock will be accomplished during the employees' compensable time. All employees will be provided training on usage of the time clock and will be provided access to a computer for viewing and printing leave and time status.

ARTICLE VIII - DIRECT DEPOSIT

All bargaining unit members will receive their pay by direct deposit.

ARTICLE IX – HOLIDAYS

A. The recognized paid holidays for all full-time twelve (12) month bargaining unit employees are as follows:

Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day
*Friday after Thanksgiving Day	*Martin Luther King Jr. Day
*Monday after Thanksgiving Day	*Presidents' Day
Workday before Christmas Day	*Good Friday
Christmas Day	Memorial Day
	Fourth of July

Cafeteria cooks and workers shall receive holiday pay at their regularly worked hours for each of the above named holidays that fall between the beginning and the end of the school year.

*An alternate day will be provided by the District if pupils are in attendance on these days. Such an alternate day will be provided prior to the last day of the academic year.

To be eligible for holiday compensation, a bargaining unit employee must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday.

Ten-month (10) employees, (other than Cafeteria Cooks and Workers covered in Section A) shall receive pay for regularly worked hours for Thanksgiving Day and Christmas Day beginning in 2022. To be eligible for holiday compensation, a bargaining unit employee must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday.

B. Bargaining unit employees, who have received proper authorization from the District, who work on any of the paid holidays except Labor Day, shall be paid at straight time plus double time (3x). Labor Day shall be paid at straight time plus time and one-half (2.5x). Bargaining unit employees, who have received proper authorization from the District, who work on Sundays shall be paid a total of two (2) times their regular pay

except those workers whose regular schedule includes Sunday shifts shall be paid at straight time.

- C. Holidays, including winter and spring recess, for full-time business office personnel, information technologists and secretaries, shall be in accordance with the School Calendar, without loss of pay and benefits. To be eligible for holiday and winter/spring recess compensation, a full-time business office personnel, administrative services personnel, information technologist or secretary must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday and winter/spring recess. Part-time secretaries shall not be entitled to holiday pay, including winter and spring recess.
- D. Full-time business office personnel, information technologists and secretaries shall follow the School Calendar with respect to District authorized severe weather/emergency school cancellations without loss of pay and benefits. At the discretion of the District, in the event an individual building(s) has a District authorized severe weather/emergency school cancellation, full-time business office personnel, administrative services personnel, information technologists and secretaries shall work their regular workday and may be required to report to a different location.
- E. In the event of District authorized delays or early dismissals that occur during the bargaining unit employee's regularly scheduled workday, and at the discretion of the District, administrative services personnel, business office personnel, cafeteria aides, cafeteria cooks and workers, front desk receptionists, health room nurses, information technologists, paraprofessionals, secretaries, and personal care assistants may report to work at a later time and/or be released prior to their regularly scheduled workday without loss of pay and benefits

ARTICLE X – VACATIONS

- A. Upon hire, Full-Time Twelve (12) month bargaining unit employees, vacation days will be allotted as follows: (Classifications include: Business Office, Admin Services, Custodian, Information Technology, Grounds, Maintenance, Mechanics, and Secretaries).

Employee Hire Date	Vacation Days Issued (Year 1)
March 1 through April 30	1 Day
January 1 through Feb 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

Effective July 1, 2023 and each July 1st thereafter, all Full-Time Twelve (12) month bargaining unit employees will receive vacation as follows:

Year 2	5 days
Year 3	10 days
Year 7	15 days
Year 11	20 days

- B. Upon hire, Full Time Ten (10) month bargaining unit employees are entitled to vacation with pay on the following basis: (Classifications include: School Vehicle Driver, Bus Aide, Bus Monitor, Cafeteria Aide, Cafeteria Worker, Front Desk Receptionist, Health Room Nurse, Paraprofessional and Personal Care Assistant.)

Employee Hire Date	Vacation Days Issued (Year 1)
March 1 through April 30	1 Day
January 1 through Feb 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

Effective July 1, 2023 and each July 1st thereafter, all Full-time ten (10) month bargaining unit employees will receive vacation as follows:

Year 2	5 days
Year 3	10 days
Year 7	15 days

- C. Part-time Twelve (12) month bargaining unit employees shall be granted a pro-rata share of vacation benefits based on the number of months worked per year and the hours worked per day.

- D. In the event of voluntary resignation, bargaining unit employees covered by this Agreement will receive any accrued vacation pay to which they are otherwise entitled. No vacation pay shall be required to be paid if a bargaining unit employee is discharged for cause.
- E. Vacation earned must be taken between July 1 and June 30 of each contract year, and may not be accumulated from year to year. Up to five (5) vacation days that remain unused at June 30 will automatically be carried over to the next fiscal year and must be taken no later than October 31 of each year. Pay for earned vacation that is not used will not be authorized.
- F. Members will utilize the attendance maintenance system (currently AESOP) to request vacation days by April 1. Bargaining unit employee requests for specific vacation dates made during this time will be honored on a seniority basis, if management determines that the functioning of the District will not be impaired by honoring such requests. The bargaining unit employee will be notified prior to July 1 of each year of the approval of his/her vacation. Once approved, this vacation will not be denied. Any vacation not requested prior to the beginning of the new contract year will be approved on a first-come, first-served basis, with vacation approved by July 15th, as described above, taking precedence over all other requests.
- G. Bargaining unit employees may take vacation in quarter hour increments.
- H. There shall be a one-time reconciliation of accrued vacation days resulting from the restructuring of the vacation day benefit within this Article X (Vacations). Employees shall receive vacation days which were accrued between July 1, 2022 and June 30, 2023. These vacation days shall be awarded (and in addition to) to the employee's vacation leave for the 2023-2024 work year. These days shall not be subject to the vacation rollover allotment specified in Article X, Section E.
- I. Should a bargaining unit member choose to resign/retire following the awarding of vacation time, the time afforded would be prorated to reflect the time in employment service.
- J. Should a bargaining unit employee change their classification the vacation time shall be prorated commensurate with their assignment.

ARTICLE XI - PERSONAL LEAVE

- A. Full-time bargaining unit employees will be granted up to three (3) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, full-time bargaining unit employees will be granted one (1) personal leave day for each four (4) full months completed.
- B. Part-time bargaining unit employees will be granted up to two (2) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, part-time bargaining unit employees will be granted one (1) personal leave day after four (4) full months of employment.
- C. Bargaining unit employees will carry over to the following fiscal year, a maximum of two (2) unused personal leave days. Any remaining unused personal leave days will be added to the bargaining unit employee's sick leave accumulation in the following fiscal year.
- D. Personal leave will not be granted at the start of or at the end of the school year nor will it be granted if it extends a regularly scheduled school holiday, provided that such personal leave requests may be granted at the discretion of the supervisor or principal.
- E. Bargaining unit employee absences, for personal reasons, will be limited to no more than five per cent (5%) rounded to the nearest whole number, of the District's bargaining unit employees, in any of the classifications herein represented, on any one day. Approval will be made in order of receipt of requests.
- F. Bargaining unit employees who choose to be absent from work, who may not use vacation or other types of leave, or who choose not to use other types of usable leave, shall, during the period of absence, be charged for the cost of health premiums for the time absent. This charge is in addition to the loss of earnings for that period of time. Employees who have paid time off but elect an unpaid day, employees shall provide 48-hour notice for the unpaid day.
- G. Bargaining unit employees may take personal leave in quarter hour increments.

ARTICLE XII - SICK LEAVE

- A. Ten (10) Month Bargaining Unit Employees- At the beginning of each new school year, full-time ten (10) month bargaining unit employees covered by this Agreement will be credited with ten (10) days of sick leave according to their daily hourly assignment. 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, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

At the beginning of each new school year, part-time ten (10) month bargaining unit employees covered by this Agreement will be credited with five (5) days of sick leave according to their daily hourly assignment. 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, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

- B. Twelve (12) Month Bargaining Unit Employees – On July 1, full-time-twelve (12) month bargaining unit employees covered by this Agreement will be credited with twelve (12) days of sick leave according to their daily hourly assignment. 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, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

On July 1, part-time twelve (12) month bargaining unit employees covered by this Agreement will be credited with six (6) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of the year, shall be

credited as additional days of sick leave for the following fiscal year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the bargaining unit employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

- C. All bargaining unit employees are required to give at least a two (2) hour notice when utilizing a sick day. The District shall provide all bargaining unit employees with a procedure for sick day notification that includes a central phone number. Only one form of notification will be required. A pattern of failure to provide such notice may provide a basis for disciplinary action.
- D. Any full-time bargaining unit employee covered by this Agreement, who begins employment after the start of their normal contract year, shall be credited with one (1) sick leave day for each full month of work completed.
- E. A day of sick leave for bargaining unit employees shall be equal to the number of daily hours normally worked. Bargaining unit employees may take sick leave in quarter hour increments.
- F. Unused sick leave at retirement, for full-time bargaining unit employees, shall be paid at the following rates:

2022-2026	\$50.00/day
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Part-time bargaining unit employees shall be paid at a pro-rata share based on the number of hours regularly worked.

This money shall not be construed to apply to final average salaries for purposes of retirement. Only those bargaining unit employees who are eligible for retirement according to PSERS are eligible. Written notice of retirement must be made prior to January 1 of the applicable year. However, the Board may waive this requirement in special cases.

No additional sick days may be accumulated for the purposes of retirement reimbursement above 261 days for full-time and part-time twelve (12) month bargaining unit employees, and 184 days for full-time and part-time ten (10) month bargaining unit employees.

- G. Full-time Ten (10) Month Employees shall have the right to use two (2) sick days as scheduled paid time off. Employees are to provide 48 hours' notice whenever possible.

ARTICLE XIII - ATTENDANCE INCENTIVE

As an incentive for all bargaining unit employees to improve and maintain attendance at a high level and to forego unnecessary absence, the following monetary incentives will be paid:

- A. Full-time bargaining unit employees that utilize zero (0) days of sick leave for a full contracted school year, a monetary incentive in the amount of three hundred (\$300.00) dollars will be paid in the first pay period in July. Part-time bargaining unit employees that utilize zero (0) days of sick leave for a full contracted school year, an incentive in the amount of one hundred fifty (\$150.00) dollars will be paid in the first pay period in July.
- B. Full-time bargaining unit employees that utilize a total of not more than three (3) sick leave days for a full contracted school year, a monetary incentive in the amount of one hundred fifty (\$150.00) dollars will be paid in the first pay period in July. Part-time bargaining unit employees that utilize a total of not more than three (3) sick leave days for a full contracted school year, a monetary incentive in the amount of seventy-five (\$75.00) dollars will be paid in the first pay period in July.
- C. In both A and B above, employees who are absent due to suspension for cause will be ineligible for the incentive during the school year in which they have been suspended

ARTICLE XIV - MILITARY LEAVE

The provisions of the Pennsylvania School Code and applicable federal and state laws shall be deemed to apply in the case of leaves of absence for military service.

ARTICLE XV - BEREAVEMENT LEAVE

- A. Death of a Spouse, Parent, Child: Up to five (5) non-consecutive workdays leave of absence without loss of pay and benefits will be allowed by this Agreement for a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

- B. Death of Immediate Family: Up to three (3) non-consecutive workdays leave of absence without loss of pay and benefits will be allowed by this Agreement. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

- C. Death of Near Relative: One (1) day leave of absence will be allowed without loss of pay and benefits by this Agreement in the event of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

ARTICLE XVI - JURY DUTY

Bargaining unit employees who are required to serve on jury duty or as a witness for the District shall be paid their regular pay and shall surrender to the District any compensation received for such jury duty.

ARTICLE XVII – CHILDREARING LEAVE

- A. Childrearing Leave without pay shall be equally available to the natural or adoptive parent of a newborn child, or an infant to the age of forty-eight (48) months, in the event of adoption. Childrearing leave shall be for a maximum period of one (1) calendar year.

Whenever possible, written application for leave must be made at least sixty (60) days prior to the proposed effective date of leave. The Board must approve all leaves of absence.

- B. Return to service prior to the originally approved dates requires a written request sixty (60) days before the requested date of return, unless such period is waived, at the discretion of the Administration, in extenuating circumstances.
- C. Upon Employee's request, payment of premiums for life and health insurance shall operate as follows:
 - 1. the Board will pay such premium payments*
 - 2. the Employee will pay such premium payments
 - 3. the Employee chooses not to be provided with life and/or health insurance
 - *Should the employee elect section 1, the employee must repay the District if the bargaining unit employee fails to return to full-time service for a period of at least equal to the length of leave.
- D. Sick leave for disabilities caused, or contributed to by pregnancy, prior to the date of the unpaid childrearing leave, may be utilized on the same basis as sick leave for any other disabilities.

ARTICLE XVIII – FAMILY AND MEDICAL LEAVE

The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended. Neither the District nor the bargaining unit employee may waive the right to exercise any prerogative or right under the Act.

A year for FMLA purposes shall be deemed to be a rolling year calculated for each individual bargaining unit employee.

ARTICLE XXIX – WORK RELATED INJURIES

A bargaining unit employee who is absent due to injury on the job incurred in the course of an employee's employment, and who receives worker's compensation payments, shall have the option to continue on the payroll just as if he/she were reporting for his/her regular work assignment, and be paid the difference by the Board between any benefits received under Worker's Compensation and his/her salary. In such case, sick leave will be deducted on a pro

rata basis. Alternatively, the bargaining unit employee may elect to utilize sick leave, and return all worker's compensation payments to the District. Sick leave under this option will also be deducted on a pro rata basis. Whenever possible, the injury must be reported to the school nurse or, in the absence of the school nurse, to the immediate supervisor or building administrator within twenty-four (24) hours. Notification can be done in person, via phone, or via email. Failure to do so may result in the claim being delayed or denied. The bargaining unit employee has the duty to obtain treatment for work-related injuries and illnesses, from one or more of the designated health care providers, for ninety (90) days from the date of the first visit to a designated provider. A list of such designated health care providers will be supplied to each bargaining unit employee.

A bargaining unit employee who has received more than one (1) year of full worker's compensation disability with a physician's statement that the employee cannot perform his/her essential job functions, shall be discharged from his/her employment with the District. Consideration will be given to a bargaining unit employee's request for transfer to an available position the bargaining unit employee is qualified for and can perform the essential job function.

ARTICLE XX - ASSOCIATION RIGHTS

A. Association Conferences

Absences with pay and benefits of up to the equivalent of 240 hours per fiscal year shall be allowed for bargaining unit employee representatives of the Association to attend Association conferences. Bargaining unit employees are required to complete the appropriate District paperwork and conference attendance is subject to the approval of the Superintendent or his/her designee.

B. Bulletin Boards/Mailboxes/Use of Facilities

- i. The Association shall have the right to use school mailboxes, as its officers deem necessary. The association may use the email system.
- ii. The Association may use bulletin boards in appropriate areas, as deemed appropriate by the building principal or applicable supervisor, for posting information of the Association.
- iii. The Association may have the right to use school facilities for the purpose of holding Association meetings, subsequent to submitting the appropriate paperwork and following District procedures for securing the facility.

C. Dues Deduction

The Board agrees to make payroll deductions of bi-weekly dues in the East Stroudsburg Area Education Support Professional Association, with the written authorization of each bargaining unit employee, and to forward the amounts deducted to said Association. The Association agrees to save the Board harmless from any claim, loss, or damage that may arise in connection with this Agreement. An authorization form is attached hereto as Appendix "C".

D. Fair Share

Should this provision be deemed lawful, each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided by law (Act No. 1988-84).

The Association agrees to extend to all non-members, whose classification is covered by this Agreement, the opportunity to join the Association.

If any legal action is brought against the School District, as a result of any actions it is requested to perform by the Association, pursuant to this Article, the Association agrees to provide for the defense of the School District at the Association's expense, and through counsel selected by the Association. The School District agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the School District does not fully cooperate with the Association, any obligation of the Association to provide a defense under this Article shall cease.

Notwithstanding anything herein to the contrary, full cooperation shall not be deemed to include the furnishing of any confidential, privileged or other records or information, the release or furnishing of which is prohibited or precluded by law.

The Association agrees, in any action so defended, to indemnify and hold the School District harmless for any monetary damages the School District might be liable for, as a consequence of its compliance with this Article; except, that it is expressly understood that this save harmless provision, will not apply to any legal action which may arise as a result of any willful misconduct by the School District, or as a result of the School District's failure to properly perform its obligations under this Article.

E. Maintenance of Membership

Bargaining unit employees who are members of the Association on the effective date of this Agreement, or who become members during its term, shall maintain their membership for the term of this Agreement by paying annual dues and assessments.

Bargaining unit employees may resign from membership in the Association fifteen (15) days prior to the expiration of this Agreement, which is the 30th day of June, in the year 2026.

F. Personnel File

No derogatory material will be placed in a bargaining unit employee's file, unless the bargaining unit employee has been given the opportunity to read the same and file an answer. A copy shall be provided to the bargaining unit employee at no cost.

G. Contents Available

A bargaining unit employee will be afforded the opportunity, upon request, to inspect his/her personnel file in the presence of the Superintendent or his/her designee, except for confidential material such as pre-employment information. The bargaining unit employee may request copies of non-confidential file materials at his/her own expense at fees established for copies of public records.

H. Mileage Reimbursement

The Board agrees to reimburse bargaining unit employees, who are required to drive their personal automobiles on approved school business, at the Internal Revenue Service established rate. Mileage is subject to completion of the appropriate District form and approval by the immediate supervisor and the Superintendent or his/her designee.

I. Seniority List

The District shall provide the Association seniority lists, no later than September of each year. These lists are to be divided by classification with the most senior member of the classification listed as #1, the next senior as #2, etc. Seniority will be calculated from the first date of employment as a regular full-time bargaining unit employee within the classification and will not include time worked as a day-to-day or long-term substitute. Ties in seniority shall be broken at the time of initial employment. With respect to ties in

seniority only, the first tie breaker will be prior time worked as a long-term substitute within the classification, then by lottery conducted by the District.

ARTICLE XXI - PHYSICAL EXAMINATIONS

- A. The Board will pay the cost of any physical examinations required under Section 1418(c) of the School Code. This does not apply where a bargaining unit employee is required to furnish a certificate from a physician certifying as to his/her ability or inability to perform his/her duties, as in the case of sick leave.
- B. Should a bargaining unit employee elect to use his/her personal physician, the Board shall pay only that portion of the bill deemed to be customary and reasonable. In no case will the payments for such services exceed fifty (\$50.00) dollars per examination, or an amount equal to the rate paid to the District's physician, whichever is greater.
- C. Physical examinations for bargaining unit employees who are required to use a Commercial Driver's License (CDL) in the performance of their assigned duties will be performed by one of the school-appointed physicians at the District's expense.

ARTICLE XXII - PAYROLL DEDUCTIONS

- A. The District agrees to make payroll deductions for tax-sheltered annuities through one of the Board approved 403(b) vendors, the PA 529 College Savings Plan, the United Way, and the East Stroudsburg Education Foundation's Scholarship and General Funds. These deductions will be made only upon receipt of duly executed authorization forms.
- B. The Board will permit payroll deduction for tax-sheltered annuities for bargaining unit employees covered by this Agreement. All companies presently approved by the Board shall be permitted to solicit bargaining unit employees. Additional companies shall be authorized to solicit bargaining unit employees, only on petition from the Association and approved by the Board.

ARTICLE XXIII - ACTIVITY PASSES

Activity passes shall be granted to each bargaining unit employee and one (1) guest.

ARTICLE XXIV - TUITION REIMBURSEMENT

A. The Board agrees to reimburse full-time bargaining unit employees covered by this Agreement for tuition only for college courses, registration fees for staff development, vocational/professional trainings, conferences, and workshops under the following conditions:

1. The training, conference, workshop or college course must be related to the bargaining unit employee's job description and assignment.
2. The training, conference, workshop or college course must be pre-approved (prior to registration) by the Superintendent or his/her designee, and shall be submitted on the form designated for that purpose.
3. The request for college course tuition reimbursement must be accompanied by an official transcript showing successful completion of the college course and a receipt for tuition payment. ("Successful" shall be defined as maintaining at least a "B" average, with any "C" grade being balanced by an "A" grade in order to qualify for reimbursement.)
4. The reimbursement for registration fees for staff development, vocational/professional trainings, conferences and workshops shall be the actual cost of such fees documented by a receipt.
5. The reimbursement rate for tuition payment for successfully completed college courses (not to exceed nine (9) credits per fiscal year) shall be 100% of the tuition paid, or reimbursement amount specified in the agreement with the East Stroudsburg Education Association, whichever is less.

Tuition reimbursement for completed coursework shall be made within forty-five (45) calendar days after the submission of documentation by employee as defined in Item #3 above.

6. The Superintendent or designee shall have the right to limit the number of college credits attempted, conferences, workshops or vocational trainings attended by any one (1) individual in a given fiscal year.

7. Any bargaining unit employee, with between zero (0) and less than five (5) years of experience in the East Stroudsburg Area School District, who resigns from the District within four (4) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	100%
48	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

8. Any bargaining unit employee, with between five (5) and ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within three (3) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

9. Any bargaining unit employee, with more than ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within two (2) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during</u>	<u>Percentage of Reimbursement</u>
--------------------------------------	------------------------------------

the prior number of months:

12
24

owed back to the District

100%
50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

- 10. Any bargaining unit employee, who is eligible for retirement according to PSERS and retires from the District, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

ARTICLE XXV - PROBATIONARY PERIOD

- A. Each new bargaining unit employee shall be considered probationary during the first ninety (90) workdays of employment. New bargaining unit employees may be terminated at any time up to the conclusion of the probationary period, at the discretion of the District. Thereafter, the bargaining unit employee shall be considered a regular bargaining unit employee of the District and shall acquire seniority status back to the date of employment. The District may extend the probationary period with notice to the bargaining unit member prior to the end of the initial 90 days. Written notification indicating the reason and length of the extension will be given to the bargaining unit employee.

- B. Permanent bargaining unit employees, that have transferred, shall serve a probationary period of ninety (90) workdays, which shall only determine whether the bargaining unit employee will be competent in the position. The District may extend the probationary period with notice to the bargaining unit member prior to the end of the initial 90 days. Written notification indicating the reason and length of the extension will be given to the bargaining unit employee. Bargaining unit employees who are not successful in their new positions will return to their previous position, shall remain permanent bargaining unit employees, and shall not be subject to discipline or termination for failing to achieve permanent status in their new position.

ARTICLE XXVI - LIFE INSURANCE

- A. The Board agrees to pay the premium cost for group life insurance and group accidental death and dismemberment insurance for bargaining unit employees covered by this Agreement in an amount equal to Fifty Thousand Dollars (\$50,000).

The Board will permit payroll deduction(s) for additional life insurance coverage beyond \$50,000 level contingent upon rates and terms and conditions of the underwriter being used by the District.

- B. New bargaining unit employees covered by this Agreement will not be provided with this insurance until they have successfully completed the ninety (90) day probationary period.

ARTICLE XXVII - HEALTH INSURANCE/RETIREEES

The Board agrees to pay the monthly premiums for health insurance for bargaining unit members who retire from the District through the Public School Employee Retirement system after July 1, 1983 (except as modified below), and who meets the following conditions:

1. Is age 60 or older with at least 25 years of service (of which at least 15 must have been with the East Stroudsburg Area School District); or,
2. Whose age plus years of service exceeds the sum of 83 while the retirement system 53/30 window is in effect, or 84 under the basic retirement system plan (of which at least 15 years of service must be in the East Stroudsburg Area School District.)

This coverage shall be provided for bargaining unit members only until the last day of the month prior to the month when said bargaining unit member reaches the age of Medicare eligibility. This coverage shall be provided at the same level of coverage that is in effect for other bargaining unit members covered by this Agreement. Retirees shall not contribute premium share toward the purchase of their healthcare benefits. The bargaining unit member will be required to pay the difference between this individual coverage and any dependent coverage that he/she elects to carry in accordance with Board Policy #349.

ARTICLE XXVIII - DISABILITY INSURANCE

The Board agrees to pay the monthly premiums for a long-term disability insurance plan that provides for a payment of sixty per cent (60%) of the bargaining unit employee's salary, with an elimination period of the greater of a bargaining unit employee's accumulated sick time or ninety

(90) days with a maximum of \$5,000 per month, for each bargaining unit employee covered by this Agreement.

ARTICLE XXIX - VACANCIES

The District will post notices in an appropriate area including the District website, of all job vacancies that it desires to fill. Accompanying each notice will be a brief overview of the job description, and identification of location for each vacant position. Employees within the bargaining unit, who desire to apply for such vacancies, shall submit an application in writing to the person indicated on the notice, within the time limit specified in the notice. Up to five (5) senior bargaining unit employees in the same job classification, who submit the necessary application, will be considered for the announced position. Should one of these bargaining unit employees be selected to fill the position, resulting in a secondary vacancy, the filling of that vacancy, and any subsequent vacancies resulting by filling a position with current bargaining unit employees, shall not be controlled by this particular section of the Agreement. If a bargaining unit employee from the current staff is not selected as the individual to fill a vacancy, that person will be provided with information in writing as to why he/she was not chosen to fill the position. It is understood that the reason(s) for not being selected for the position will not be subject to the grievance procedure.

ARTICLE XXX - NEW SCHOOL OPENING, TRANSFERS AND INVOLUNTARY TRANSFERS:

- A. When the District opens a new school and staffs positions at that school from current bargaining unit employees, consideration shall be given to:
1. the overall needs of the District,
 2. the desire of the employee to transfer,
 3. the years of experience (reverse seniority) within the bargaining unit employee's current classification.
- B. In the event a bargaining unit member is involuntarily transferred, for reasons other than disciplinary reasons, from one building to another, said bargaining unit member will have the right to transfer back to their former building if and when a position becomes available in the classification from which they were involuntarily transferred. In accordance with the current collective bargaining agreement, student aides are assigned to a student and must follow their assigned student through the student's progression within the District. Subsequent to a posted vacancy, bargaining unit members must submit a letter of intent to Human Resources stating their request to exert their right to transfer. Such right to return is rendered void once bargaining unit members exerts that right and is returned to their former

building from which they were transferred or when such bargaining unit member is reassigned to a different classification.

- C. In the event that two (2) or more bargaining unit members in the same classification have been involuntarily transferred as listed above and only one (1) vacancy occurs, the bargaining unit member with the greatest seniority in that classification will be awarded the position. The remaining such bargaining unit member(s) will retain their right to transfer as positions become available.

It is understood that the reasons for transfers, except as noted in section "C" above, will not be subject to the grievance procedure.

ARTICLE XXXI - SENIORITY, LAYOFF AND RECALL

A. Definition and Guidelines

1. Seniority shall be defined as a bargaining unit employee's length of continuous service with the employer since the employee's most recent date of hire in a bargaining unit job. Seniority for part-time bargaining unit employees will be prorated.

2. In the event of a layoff or reduction in force, layoffs within a job classification shall be on the basis of seniority, provided that the remaining bargaining unit employees are qualified and physically able to perform the work. Recalls from layoff will be in inverse order of seniority.

3. A bargaining unit employee whose job is eliminated may bump the least senior bargaining unit employee in the same job classification or in another lower rated classification whose skills are wholly encompassed within the bargaining unit employee's current classification provided that bargaining unit employee is determined to be qualified for the position by the employer. A part-time bargaining unit employee may not bump a full-time bargaining unit employee, but may only bump into a part-time job with an equal or lower number of hours. Job assignment subsequent to the bumping process shall be at the discretion of the District.

4. Bargaining unit employees who are laid off shall retain their seniority until such time that they are recalled from layoff and decline to return to the District.
5. Seniority and all related rights under this Agreement shall be lost by a bargaining unit employee for any of the following reasons:
 - a. Voluntary quit or resignation.
 - b. Discharge.
 - c. Failure upon recall by certified mail from layoff to report to work within one (1) week. Time will be determined by date sent of Certified Mail.
 - d. Retirement.
 - e. Failure to return from an approved leave of absence.
 - f. Absence for three (3) consecutive days without notifying the District, unless failure to do so is beyond the bargaining unit employee's control.
 - g. Failure to accept a job offering in the same classification.

ARTICLE XXXII - HEALTHCARE BENEFITS

The Board agrees to provide healthcare benefits for full-time bargaining unit members and their eligible dependents through the Employee Benefit Trust of Eastern Pennsylvania (EBTEP). Medical and prescription coverage for bargaining unit employees and their eligible dependents will be provided by Highmark Blue Cross/Blue Shield, PPO Blue. The Plan documents will be updated as necessary. The District shall not make changes to the benefit levels provided to the bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the EBTEP or for changes EBTEP is required to make due to applicable federal and/or state laws and regulations. Plan Document to be included in Appendix "E".

Full-time bargaining unit members who enroll for health care benefits will pay a premium share of forty (\$40.00) dollars per pay period (\$1,040 per year). This amount shall be prorated over bargaining unit employees pay periods if paid for less than twenty-six (26) pay periods per year but the total cost will not exceed the total cost of \$1,040 per year.

Part-time bargaining-unit members do not pay premium share, but will continue to pay the pro-rata cost of the premiums for health insurance based upon the current formula provided herein.

Premiums mentioned in this section actually refer to the COBRA rate (less the 2% administration fee) specified for each bargaining unit member due to the fact the District is self-insured and has no actual premium. Should the District end its self-insurance and decide to purchase premium-based insurance for its bargaining unit employees, and should this language remain in effect at such a time, the language shall revert to mean actual premiums paid.

The Board agrees to pay the pro-rata cost of the premiums for health/dental and vision insurance for part-time bargaining unit employees based upon the following formula:

HOURS WORKED	DISTRICT SHARE	EMPLOYEE SHARE
4 to 4.9	50%	50%
3 TO 3.9	40%	60%
2 TO 2.9	25%	75%
1 TO 1.9	0%	0%

The District shall adopt a 125 plan prior to any bargaining unit employee contribution toward healthcare benefits so that the employee contribution may be paid before taxes are deducted from the gross pay.

Bargaining unit employees who choose healthcare benefits will pay the following deductibles:

Healthcare Deductibles:

Calendar Year	In Network		Out of Network	
	Single	Family	Single	Family
Jan 1, 2022 to June 30, 2026	\$400	\$1,200	\$800	\$2,400

Dental Insurance

The Board agrees to pay the monthly premiums for equal to or better than dental coverage for each employee covered by the Agreement and his/her eligible dependents as set by the standard as provided by United Concordia, or an equivalent plan except that payment under the program shall be limited to a maximum of \$1,250 per person for all services rendered in any calendar year except for orthodontics which specifies a \$1,500 lifetime maximum. There will be fifty (50%) percent coverage for periodontics and orthodontics rider including adult non-cosmetic orthodontic care. The District shall not make changes to the benefit levels provided to bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws or regulations. Plan Document is attached in Appendix "E".

Vision Insurance

The Board agrees to pay the monthly premiums for equal to or better than vision care coverage for each employee covered by this Agreement and his/her eligible dependents as set by the standards as provided by Vision Benefits of America. The District shall not make changes to the benefit levels provided to bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws or regulations. Plan Document is attached in Appendix "E".

1. Each bargaining unit member or eligible dependent will be able to receive reimbursement annually from the District for the twenty-five dollar (\$25) co-payment.
2. The bargaining unit member will submit to the Benefits Coordinator, either the original vision provider's receipt or original vision provider's explanation of benefits if the vision service or corrective eyewear paid for was applicable to the co-payment.
3. Reimbursement for the bargaining unit member or eligible dependent co-pay will be made within thirty (30) calendar days after the second Board of Education meeting following submission of the documentation listed above in #2 to the Benefits Coordinator.
4. The bargaining unit member will have six (6) calendar months after the date of service/purchase to submit the eligible receipts(s) or explanation of benefits as outlined above to the Benefits Coordinator.

5. The total allowance for contacts under the current vision provider will be increased to \$150 per bargaining unit member and per his/her eligible dependents.

Any other improvements in the health care benefits, i.e., hospitalization, vision plan, dental, prescription drug, etc., being provided to the East Stroudsburg Education Association as the result of negotiations in future contracts shall be incorporated into this Agreement, except for those non-health care benefits specifically covered elsewhere.

Should the Board of Education secure an alternate underwriter for the bargaining unit employees' hospitalization and dental insurance, separately or combined, the bargaining unit employee shall be guaranteed the following: (a) Equivalent and equal coverage on each and every provision contained in the appendix; (b) The appendix shall be the existing coverage and constitute the minimum; and, (c) The appendix shall change in accordance with the Plan guidelines. It is also guaranteed by the Board of Education, that no bargaining unit employee will suffer a loss and/or reduction in benefits by virtue of an alternate underwriter's waiting period or of existing illness disclaimers.

Hearing Aid

The District shall reimburse up to \$2,500 for hearing devices for active employees covered by this Collective Bargaining Agreement once every 2 years.

ARTICLE XXXIII - ACA EXCISE TAX

Should the District receive notice that the Health Insurance premiums will, under the ACA, be subject to the ACA excise tax, the parties will immediately commence bargaining over how to reduce premiums to avoid the excise tax. The parties pledge to make themselves available to meet at least once per week in this effort.

If after sixty (60) days, agreement is not reached, the parties agree to submit the issue of how to reduce the premium to a level that falls below the excise tax to "last best offer" binding arbitration pursuant to Act 195. An arbitrator, selected from the Pennsylvania Bureau of Mediation (who would have been notified by the thirtieth day of negotiations) will issue a decision forty (40) days from the sixty-first (61st) day after the notice of the excise tax. This Agreement shall remain in effect until jointly removed by the Association and the District.

ARTICLE XXXIV - NO STRIKE/NO LOCKOUT

Neither the Association nor any of its members shall take part in any strike, as that term is defined in Acts 195 and 88, during the term of this Agreement. The Board will not lock-out the bargaining unit employees covered by this Agreement.

ARTICLE XXXV - SEPARABILITY CLAUSE

In the event any provision of this Agreement is found to be inconsistent with any statute or law, the provisions of such statute or law shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or any administrative agency having jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect.

ARTICLE XXXVI - JUST CAUSE

No bargaining unit employee shall be disciplined or discharged except for just cause. Any bargaining unit employee asked to attend a meeting with a management representative, which the bargaining unit employee reasonably believes may result in discipline or discharge, shall be entitled to have an Association representative present at such meeting in accordance with applicable law. A bargaining unit employee, who is subject to discipline and/or discharge, may elect a hearing as provided by law or may file a grievance, but not both-

ARTICLE XXXVII – FLEXIBLE INSTRUCTION DAYS

The District will provide assignments in September to members who are not scheduled to provide remunerative work on Flexible Instruction Days. The District must communicate to members if a Flexible Instruction Day is being used. The work assigned will not exceed four hours and the member will be paid their normal workday. The member will have three (3) workdays to complete the assignment. If the member does not complete the assignment and does not put in for use of a benefit leave day, the member will not be paid but will not be responsible for reimbursement of healthcare benefits for that day. The District will make computers available on campus to members during the three (3) workday assignment window.

Lack of home internet or no computer will not be an acceptable reason for incomplete assignment.

ARTICLE XXXVIII - ENTIRE AGREEMENT

This Agreement incorporates the entire understanding of the Board and Association on all negotiable matters, and no additional negotiations will be conducted on any matters, whether contained herein or not, during the period of this Agreement. This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

Anything to the contrary notwithstanding, nothing in this Agreement shall be deemed to constitute a waiver by the Board of, or to deny or restrict the Board in the exercise of the rights, responsibilities, or authority granted to it under applicable statutes. Nothing contained herein shall be construed to deny or restrict to any bargaining unit employee covered by this Agreement such rights as he/she may have under the Public School Code of 1949, as amended, or the Public Employee Relations Act, Acts 195 and 88, or other applicable laws and regulations.

ARTICLE XXXIX - DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2022 and shall continue in full force and effect until Midnight, June 30, 2026.

In witness whereof, the parties have caused this Agreement to be executed by their proper officers on this 27th Day of February 2023.

**EAST STROUDSBURG AREA
EDUCATION SUPPORT
PROFESSIONAL ASSOCIATION**

**BOARD OF EDUCATION
EAST STROUDSBURG AREA
SCHOOL DISTRICT**

PRESIDENT

PRESIDENT

APPENDIX "A"

A. Administrative Services Personnel

1. WORKDAY: The regular workday for all full-time Administrative Services Personnel shall be of a seven and one-half (7.5) hour duration, exclusive of one (1) half (.5) hour of each day for a duty-free lunch. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each workday and one (1) additional fifteen (15) minute break during the last three and one-half (3.5) hours of each workday.
2. WORKWEEK: The regular workweek for all full-time Administrative Services Personnel will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. WORK YEAR: Administrative Services positions shall be considered twelve (12) month positions.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. Administrative Services Personnel shall be dismissed no later than thirty (30) minutes after early dismissal time without reduction in pay for their normal workday.

B. Bus Monitors/Aides

1. WORKDAY: The regular workday for all Bus Monitors/Aides will not be less than a seven (7) hour workday exclusive of one (1) half (.5) hour of each day for a duty-free lunch, In the event Administration requires a Bus Monitor/Aide to be with their assigned student during the student's lunch, Bus Monitors/Aides workday will be inclusive of one (1) half (.5) hour each day for a working lunch. The workday start and end times will be provided to each Bus Monitor/Aide at the start of the school year and will be updated, in writing, as necessary based on the needs of their student.

2. WORKWEEK: The regular workweek for all Bus Monitors/Aides will consist of five (5) days per week, Monday through Friday, and shall be based on the building schedule of their assigned student.
3. WORK YEAR: Bus Monitor/Aide positions will be considered ten (10) month positions and will work a minimum of 178 days (inclusive of three (3) in-service days).
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Bus Monitors/Aides who take on long-term substitute teaching positions within the District shall return to their last posted Bus Monitor/Aide salary and years of service after the temporary teaching position expires. Bus Monitors/Aides shall return to the same pay/step or minimum rate of the current year's salary schedule as they were prior to his/her position as a substitute teacher.
6. Bus Monitors/Aides enrolled in college programs leading to a teaching certificate may take up to a year unpaid leave for the purposes of completing their degree/certification requirements. Bus Monitors/Aides shall return to the same pay/step of the current year's salary schedule as they were prior to his/her unpaid leave.
7. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
8. All Bus Monitors/Aides shall be properly trained for the requirements, as determined by Administration, of their assigned student at the expense of the District.
9. Bus Monitors are defined as individuals who are assigned the duty of monitoring all students on a bus.
10. Bus Aides are defined as individuals who are assigned an individual student on a bus.

C. Business Office Personnel

1. WORKDAY: The regular workday for all full-time Business Office Personnel shall be of a seven and one-half (7.5) hour duration, exclusive of one (1) half (.5) hour of each day for a duty-free lunch. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each workday and one (1) additional fifteen (15) minute break during the last three and one-half (3.5) hours of each workday.
7. WORKWEEK: The regular workweek for all full-time Business Office Personnel will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
8. WORK YEAR: Business office positions shall be considered twelve (12) month positions.
9. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
10. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
11. Business Office Personnel shall be dismissed no later than thirty (30) minutes after early dismissal time without reduction in pay for their normal workday.

D. Cafeteria Aides

1. WORKDAY: The regular workday for all cafeteria aides will be assigned by their building Administrator. No workday shall consist of less than three (3) hours per day.
2. WORKWEEK: The regular workweek for all cafeteria aides will consist of five (5) days per week, Monday through Friday.
3. WORK YEAR: Cafeteria aide positions shall be considered ten (10) month positions and shall work the same number of days as the students are in session in the bargaining unit employee's assigned building, plus up to four (4) additional regular workdays as determined by Administration for staff development.

4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. Cafeteria Aides shall be reimbursed \$50.00 for non-slip/skid resistant shoes annually.

E. Cafeteria Cooks and Workers

1. **WORKDAY:** The regular workday for cafeteria cooks and workers shall be established by the Director of Food Services. Full-time cafeteria cooks and workers will be allowed one (1) fifteen (15) minute break each workday.
2. **WORKWEEK:** The regular workweek for all cafeteria cooks and workers will be their regular scheduled times, consisting of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Cafeteria cook and worker positions shall be considered ten (10) month positions and be scheduled for a minimum work year the number of days that students are in session in the bargaining unit employee's assigned building, plus up to four (4) additional regular workdays as determined by the Director of Food Services, which will include staff development. Members shall be notified a minimum of seven (7) days for additional workdays including staff development days.
4. All extra-duty work (overtime/extra-time) shall be awarded by seniority on a rotating basis in the work location and District wide. Personnel may add or delete their names from the list at any time. Personnel who add their names shall have it placed at the bottom of the extra-duty list. A list shall be prepared including all personnel who have stated their availability in writing for extra-duty work. Personnel who refuse an extra-duty assignment shall move to the bottom of the extra-duty list. If fifty (50%) percent or more of a building's cafeteria cooks and workers decline overtime, the parties may agree to allow the District to supplement those employees in the affected building, agreeing to the overtime with those from the District-wide list. In this scenario, the District shall request overtime from the District-wide list by first

asking the most senior employee on the list and progressing toward the least senior employee.

5. Each cafeteria worker shall be required to wear District approved uniform attire. The District shall provide five (5) tops and five (5) aprons. Each year, cafeteria workers shall be eligible for a maximum of two (2) replacements of each as needed with administrative approval. Cafeteria workers shall be responsible for the care and cleaning of the District issued uniforms. Each cafeteria worker shall be responsible for purchasing District approved slacks and footwear. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification.
6. Cafeteria Workers and Cooks shall be reimbursed \$50.00 for non-slip/skid resistant shoes annually.
7. The differential for cooks shall be one dollar and seventy-five (\$1.75) per hour.
8. SUMMER FOOD SERVICE PROGRAM. In the event the District offers a Seamless Summer Food Service Program or a similar program which offers meals to children during the summer months when the traditional school year is not in session, the following procedures will take place:
 - i. The District will post vacancies and include specifics of the positions. Active cafeteria cooks will be eligible to apply and must submit a letter of intent to the person indicated on the posting.
 - ii. Each position will be for a specific, consecutive two (2) week period. Cafeteria cooks will be limited to be appointed for one (1) two (2) week period, except in the event a position cannot be filled by another cafeteria cook.
 - iii. Positions will be filled based on seniority.
 - iv. Work hours may be modified as needed with no guaranteed minimum daily work hours.
 - v. The Fourth of July holiday will not be compensated.
 - vi. The hourly salary will be \$15.00 for the duration of this Agreement.

- vii. Substitute cafeteria cooks will be appointed at the hourly salary of \$15.00 beginning in 2022.
 - viii. In the event a position cannot be filled by a cafeteria cook, active cafeteria workers may apply and will be selected by the Director of Food Services based on their qualifications and seniority.
9. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
10. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

F. Custodians

1. **WORKDAY:** The regular workday for all full-time custodians shall be of an eight (8) hour duration, exclusive of one (1) half (.5) hour of each day for a duty-free lunch. Normal shift hours shall be from 6:30 a.m. to 3:00 p.m. (1st shift); 2:30 p.m. to 11:00 p.m. (2nd shift); and 10:30 p.m. to 7:00 a.m. (3rd shift). The Administration reserves the right to modify these shifts for the best interests of the District. Shift differentials shall be paid if more than one-half (1/2) of the scheduled hours occur within the delineated hours of a shift with a higher shift differential for all hours of the shift. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four (4) hours of each shift.
2. **WORKWEEK:** The regular workweek for all full-time custodians shall be forty (40) hours, consisting of five (5) consecutive days per week. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new employees or volunteers. Current custodians who have a workweek which includes a Saturday or Sunday shall have first rights to any vacancies in a Monday-Friday workweek position. "Article XXIX – Vacancies" shall apply if a custodian with a Monday-Friday workweek is interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.

3. WORK YEAR: Custodial positions shall be considered twelve (12) month positions.
4. Shift differential pay shall be forty (\$0.40) cents per hour for the second (2nd) shift and fifty (\$0.50) cents per hour for the third (3rd) shift. In cases where second (2nd) or third (3rd) shift assignments are not at the stated normal shift hours, shift differential shall be applied to those times worked on second (2nd) or third (3rd) shift.
5. Custodian overtime shall be available on a rotating seniority basis per building and District-wide. To be on the overtime list, a custodian's most recent job performance rating must be satisfactory. Custodians whose job performance evaluation indicates "needs improvement" shall not be considered for overtime until a satisfactory rating is achieved. Those custodians with a less than satisfactory rating will be evaluated every three (3) months to ensure that they have an opportunity to be added to the overtime list. A refusal of overtime will count as an acceptance in determining order on the overtime lists. Overtime lists shall be posted in each building. If fifty (50%) percent or more of a building's custodians decline overtime, the District may supplement those bargaining unit employees in the affected building agreeing to the overtime with those from the District-wide list. In this scenario, the District shall request overtime from the District-wide list by first asking the most senior employee on the list and progressing toward the least senior employee.
6. Custodians will be provided with written notification of a shift change including modification of regular start/end times or location change at least five (5) days prior to the change.
7. Each custodian shall be required to wear uniforms provided by the District. Custodians will not be responsible for the cleaning and pressing of the District issued uniforms. Each custodian shall also be provided one (1) winter coat that the custodian shall be responsible for cleaning. Custodians may wear a non-District issued winter coat as long as it does not contain any offensive design or insignia as determined by the supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes

of function and wear ability, custodians will be part of a District committee which makes recommendations concerning the specific uniform that the District provides.

8. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
9. Custodians shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, canceled, or dismissed early. No denial will be arbitrary or capricious.
10. If called into work outside their normal work assignment, a custodian shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
11. Emergency Movement – Emergency is defined as a circumstance that is serious, unexpected and often dangerous situation requiring immediate action. It would be a circumstance that would affect the health and well being of students. In an emergency situation, itinerant custodians will be utilized and if more are needed, employees can be called from other schools. The members would be provided transportation by the District.

At the employee's option, he/she may utilize their own vehicle and be provided reimbursement for mileage at the current IRS rate.

If the District utilized this provision in a capricious or arbitrary manner, the remedy will be to pay the employees moved 1.5 times their rate of pay for the assignment.

12. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

G. Front Desk Receptionist

1. **WORKDAY:** The regular workday for front desk receptionists shall be assigned by their building administrator. The front desk receptionist's workday shall be exclusive of one (1) half (.5) hour of each day for a duty-free lunch and inclusive of two (2) fifteen (15) minute breaks.
2. **WORKWEEK:** The regular workweek for front desk receptionists will consist of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Front desk receptionist positions will be considered ten (10) month positions and will work the same number of days as the students are in session in the bargaining unit employee's assigned building, plus up to three (3) additional regular workdays as determined by Administration for staff development.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. Front Desk Receptionists shall be dismissed no later than thirty (30) minutes after early dismissal time without reduction in pay for their normal workday.

H. Grounds

1. **WORKDAY:** The regular workday for grounds workers shall be an eight (8) hour day exclusive of a one-half (1/2) hour duty free lunch. The normal schedule will be flexed to accommodate the needs of the District. Typically, the flexed schedule will be 5:30 a.m. to 2:00 p.m., 7:30 a.m. to 4:00 p.m., and 9:30 a.m. to 6:00 p.m. Administration reserves the right to modify these shifts when it is in the best interest of the District. Shift differentials will be paid if more than one-half (1/2) of the scheduled hours occur within the normal hours of a different shift as defined under the custodian section of the contract. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four hours of each shift.

2. WORKWEEK: The regular workweek for all full-time grounds workers shall be forty (40) hours, consisting of five (5) consecutive days per week of eight (8) hours in duration each. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new bargaining unit employees or volunteers. Grounds workers who have a workweek which includes a Saturday or Sunday shall have first rights to any vacancies in a Monday-Friday workweek position. "Article XXIX – Vacancies" shall apply if a grounds worker with a Monday-Friday workweek is interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.

3. WORK YEAR: Grounds worker positions shall be considered twelve (12) month positions.

4. Each grounds worker shall be required to wear uniforms provided by the District. Grounds workers will not be responsible for the cleaning and pressing of the District issued uniforms. Each grounds worker shall also be provided one (1) winter coat that the grounds worker shall be responsible for cleaning. Grounds workers may wear a non-District issued winter coat as long as it does not contain any offensive design or insignia as determined by the supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, the grounds workers will be part of a District committee which makes recommendations concerning the specific uniform that the District provides.

5. Grounds workers will be provided with written notification of a shift change (including modification of regular start/end times) or location change at least five (5) days prior to change.

6. Second (2nd) shift grounds workers will receive a shift differential of forty (\$0.40) cents per hour and third (3rd) shift grounds workers shall receive fifty (\$0.50) cents per hour shift differential.

7. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
8. Grounds workers shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, canceled, or dismissed early. No denial will be arbitrary or capricious.
9. If called into work outside their normal work assignment, a grounds worker shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
10. The District shall reimburse the cost of a Commercial Driver's License (CDL) physical for grounds workers who are required to have a CDL for the performance of their assigned duties. This benefit shall be the same as is offered to District bus drivers.
11. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

I. Health Room Nurses

1. WORKDAY: The regular workday for all Health Room Nurses shall be of a seven and one-half (7.5) hour duration, inclusive of one (1) half (.5) hour of each day for a duty-free lunch.
2. WORKWEEK: The regular workweek for all Health Room Nurses will be thirty seven and one-half (37.5) hours, consisting of five (5) seven and one-half (7.5) hour days per week, Monday through Friday.
3. WORK YEAR: Health Room Nurse positions will be considered ten (10) month positions and will work the same number of days as the professional staff in their assigned building.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.

5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. Health Room Nurses shall be dismissed no later than 30 minutes after early dismissal time without reduction in pay for their normal workday.

J. Information Technologists

1. **WORKDAY:** The regular workday for all information technologists shall be of a seven and one-half (7.5) hour duration, exclusive of one-half (.5) hour of each day for a duty-free lunch. Each shift shall be inclusive of two (2) fifteen minute breaks.
2. **WORKWEEK:** The regular workweek for all information technologists will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Information technologist positions shall be considered twelve (12) month positions.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. If called into work outside their normal work assignment, an information technologist shall be paid a minimum of two hours at his/her appropriate hourly wage.
7. Information Technologists shall be dismissed no later than 30 minutes after early dismissal time without reduction in pay for their normal workday.
8. All correspondence to students after student hours will be through email.

K. Maintenance

1. **WORKDAY:** The regular workday for maintenance workers shall be an eight (8) hour day exclusive of a one-half (1/2) hour duty free lunch. The normal schedule will be flexed to accommodate the needs of the District. Typically, the flexed schedule will be 5:30 a.m. to 2:00 p.m., 7:30 a.m. to 4:00 p.m., and 9:30 a.m. to 6:00 p.m. Administration reserves the right to modify these shifts when it is in the best interest of the District. Shift differentials will be paid if more than one-half (1/2) of the scheduled hours occur within the normal hours of a different shift as defined under the custodian section of the contract. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four hours of each shift.

2. **WORKWEEK:** The regular workweek for all full-time maintenance workers shall be forty (40) hours, consisting of five (5) consecutive days per week of eight (8) hours in duration each. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new bargaining unit employees or volunteers. Maintenance workers who have a workweek which includes a Saturday or Sunday shall have first rights to any vacancies in a Monday-Friday workweek position. "Article XXIX – Vacancies" shall apply if a custodian with a Monday-Friday workweek is interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.

3. **WORK YEAR:** Maintenance positions shall be considered twelve (12) month positions.

4. Each maintenance worker shall be required to wear uniforms provided by the District. Maintenance workers will not be responsible for the cleaning and pressing of the District issued uniforms. Each maintenance worker shall also be provided one (1) winter coat that the maintenance worker shall be responsible for cleaning. Maintenance workers may wear a non-District issued winter coat as long as it does not contain any offensive design or insignia as determined by the supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, the

maintenance workers will be part of a District committee which makes recommendations concerning the specific uniform that the District provides.

5. Maintenance workers will be provided with written notification of a shift change (including modification of regular start/end times) or location change at least five (5) days prior to change.
6. Second (2nd) shift maintenance workers will receive a shift differential of forty (\$0.40) cents per hour and third (3rd) shift maintenance workers shall receive fifty (\$0.50) cents per hour shift differential.
7. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
8. Maintenance Workers shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, canceled, or dismissed early. No denial will be arbitrary or capricious.
9. If called into work outside their normal work assignment, a maintenance worker shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
10. The District shall reimburse the cost of a Commercial Driver's License (CDL) physical for maintenance workers who are required to have a CDL for the performance of their assigned duties. This benefit shall be the same as is offered to District bus drivers.
11. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

L. Mechanics

1. **WORKDAY:** The regular workday for mechanics shall be an eight (8) hour day exclusive of a one-half (1/2) hour duty free lunch. The normal schedule will be flexed to accommodate the needs of the District. Typically, the flexed schedule will be 5:30 a.m. to 2:00 p.m., 7:30 a.m. to 4:00 p.m., and 9:30 a.m. to 6:00 p.m. The administration reserves the right to modify these shifts in the best interest of

the District. Shift differentials will be paid if more than one-half (1/2) of the scheduled hours occur within the normal hours of a different shift as defined under the custodian section of the contract. One (1) fifteen (15) minutes break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four (4) hours of each shift.

2. WORKWEEK: The regular workweek for all mechanics shall be forty (40) hours, consisting of five (5) consecutive days per week, Monday through Friday.
3. WORK YEAR: Mechanics shall be considered twelve (12) month positions.
4. Second (2nd) shift mechanics will receive a shift differential of forty (\$0.40) cents per hour and third (3rd) shift mechanics shall receive fifty (\$0.50) cents per hour shift differential.
5. Each mechanic shall be required to wear uniforms provided by the District. Mechanics will not be responsible for the cleaning and pressing of the District issued uniforms. Each mechanic shall also be provided one (1) winter coat that the mechanic shall be responsible for cleaning. Mechanics may wear a non-District issued winter coat as long as it does not contain any offensive design or insignia as determined by the supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, mechanics will be part of a District committee which makes recommendations concerning the specific uniforms that the District provides.
6. Mechanics will be provided with written notification of a shift change (including modification of regular start/end times) or location change at least five (5) days prior to change.
7. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
8. Mechanics shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory

approval, on days when school is delayed, canceled, or dismissed early. No denial will be arbitrary or capricious.

9. If called into work outside their normal work assignment, a mechanic shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
10. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

M. Paraprofessionals

1. **WORKDAY:** The regular workday for all paraprofessionals shall be of a seven and one-half (7.5) hour duration, inclusive of one (1) half (.5) hour of each day for a duty-free lunch.
2. **WORKWEEK:** The regular workweek for all paraprofessionals will be thirty seven and one-half (37.5) hours, consisting of five (5) seven and one-half (7.5) hour days per week, Monday through Friday.
3. **WORK YEAR:** Paraprofessional positions will be considered ten (10) month positions and will work the same number of days as the professional staff in their assigned building.
4. Paraprofessionals who take on long-term substitute teaching positions within the District shall return to their last posted paraprofessional salary and years of service after the temporary teaching position expires. Paraprofessionals shall return to the same pay/step or minimum rate, whichever is higher, of the current year's salary schedule, as they were prior to his/her position as a substitute teacher.
5. Paraprofessionals shall be required to acquire twenty (20) hours of professional development directly related to their current job assignment every year (July 1st to June 30th) in order to maintain Highly Qualified status. The District shall make all of these professional development hours available to paraprofessionals during their normal workday.

6. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
7. Paraprofessionals enrolled in college programs leading to a teaching certificate may take up to a year unpaid leave for the purposes of completing their degree/certification requirements. Paraprofessionals shall return to the same pay/step of the current year's salary schedule as they were prior to his/her unpaid leave.
8. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
9. Paraprofessionals shall be dismissed no later than 30 minutes after early dismissal time without reduction in pay for their normal workday.

N. Personal Care Assistants (formerly Student Aides)

1. **WORKDAY:** The regular workday for all Personal Care Assistants will not be less than a seven (7) hour workday exclusive of one (1) half (.5) hour of each day for a duty-free lunch. In the event Administration requires a Personal Care Assistant to be with their assigned student during the student's lunch, Personal Care Assistants workday will be inclusive of one (1) half (.5) hour each day for a working lunch. The workday start and end times will be provided to each Personal Care Assistant at the start of the school year and will be updated, in writing, as necessary based on the needs of their student.
2. **WORKWEEK:** The regular workweek for all Personal Care Assistants will consist of five (5) days per week, Monday through Friday, and shall be based on the building schedule of their assigned student.
3. **WORK YEAR:** Personal Care Assistant positions will be considered ten (10) month positions and will work 180 days, plus up to four (4) additional regular workdays as determined by Administration for staff development.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.

5. Personal Care Assistants who take on long-term substitute teaching positions within the District shall return to their last posted Personal Care Assistant salary and years of service after the temporary teaching position expires. Personal Care Assistant shall return to the same pay/step or minimum rate of the current year's salary schedule as they were prior to his/her position as a substitute teacher.
6. Personal Care Assistants enrolled in college programs leading to a teaching certificate may take up to a year unpaid leave for the purposes of completing their degree/certification requirements. Personal Care Assistants shall return to the same pay/step of the current year's salary schedule as they were prior to his/her unpaid leave.
7. Personal Care Assistants shall be required to acquire twenty (20) hours of professional development directly related to their current job assignment every year (July 1st to June 30th) in order to maintain Highly Qualified status. The District shall make all of these professional development hours available to Personal Care Assistants during their normal workday.
8. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
9. All Personal Care Assistants shall be properly trained for the requirements, as determined by Administration, of their assigned student at the expense of the District.
10. Personal Care Assistants shall be dismissed no later than 30 minutes after early dismissal time without a reduction in pay for their normal workday.
11. Personal Care Assistants shall be paid their contractual rate of pay for work performed beyond the contractual workday with students. The contractual rate pertains to all after school activities (i.e. Unified Sports, etc.) beyond the contractual workday with students.
 - i. Personal Care Assistants have first right of refusal to the student assigned to them for any after-school activities. Should the PCA refuse and should no other PCA accept the after-school activity with the student,

said work shall be made available to any 'highly qualified' non-PCA employee at the rate of:

1. 2022-2023: \$15.00
 2. 2023-2024: \$15.30
 3. 2024-2025: \$15.60
 4. 2025-2026: \$15.90
-
12. Effective July 1, 2023, Personal Care Assistants shall receive an additional \$.25 cents per hour above the 3% raise.
 13. Effective July 1, 2024, Personal Care Assistants shall receive an additional \$.25 cents per hour above the 3% raise.
 14. Effective July 1, 2023, any Personal Care Assistant who is assigned to a student who requires medical support/devices as per the IEP/504 will receive a \$.50 cent per hour differential to the employee's base pay.
 15. Effective July 1, 2024, any Personal Care Assistant who is assigned a student requiring medical support/devices as per their IEP/504 will receive \$1.00 per hour differential to the employee's base pay.
 16. Any PCA assigned to work with a student utilizing medical devices will be trained.

O. School Vehicle Drivers (formerly Bus Drivers)

1. All full-time School Vehicle Drivers will be assigned to and will work and be paid straight time for either six (6), seven (7), or eight (8) hour days with the exception for Act 80 days. No School Vehicle Driver will be paid more than once for driving during the same hours for which he/she is paid.
2. In the event of an Act 80 Day, School Vehicle Drivers will be paid for the runs driven for students attending school. Runs for students not attending school, therefore, not driven, will not be paid. School Vehicle Drivers whose regular runs are not driven on an Act 80 day will be eligible for extra runs. Extra runs will be assigned through the normal process on a seniority basis. On Act 80 days, special needs School Vehicle Drivers will continue to do their own run regardless of School

Vehicle Driver positions (regular, sub driver, etc) to keep special needs students' environment stable.

3. Time one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
4. The school year for School Vehicle Drivers shall be based on the student days on the school calendar(s) of the school(s) to and from which students are transported by each School Vehicle Driver and will include up to three (3) days for staff development for a minimum of 178 days per year.
5. Regular runs are defined as any bus run scheduled to transport students to and from school.
6. Extra runs are defined as all unexpected work resulting from 2 hour portions of regular runs requiring coverage when the regular School Vehicle Driver is out. Extra runs are defined as Vo-Tech, Early and Late Activities, and Overflow buses. All extra runs as defined above will be considered 2 hours of work. All available extra runs will be offered over the District radio each morning at approximately 7:00 AM. Interested School Vehicle Drivers can call dispatch to be placed on the list of available School Vehicle Drivers by approximately 7:30 AM. Extra runs will be awarded based on seniority with first consideration given to 6 hour drivers, then 7 hour and the 8 hour School Vehicle Drivers by approximately 8:00 AM.
7. Trips are defined to include without limitation, field trips, athletic events or extracurricular runs, excluding regular runs and extra runs.
8. At School Vehicle Driver Orientation, each School Vehicle Driver will be given an opportunity to elect to continue to drive in the following school year the same run that they drove for the entire school year, if that run continues to exist without change, or with nominal change. If a School Vehicle Driver opts to continue to drive the same run, it will not be bid for selection in the summer. If the run has been amended significantly, at the discretion of the District with the consultation of the Association, it will not be considered the same run and will be bid.
9. Established bus runs are subject to change in any aspect at the discretion of the District with the consultation of the Association, both at the end or beginning of the

school year and during the school year, in order to accommodate the needs of the District.

10. All new runs, amended runs not elected for continuance as in #7, above, and vacant runs will be bid annually in August at School Vehicle Driver orientation, including hours and location, for selection by School Vehicle Driver in order of seniority. Any run that was vacant or newly created at any time during the course of the previous school year will be bid. Bid runs will be awarded on the basis of seniority; that is, the most senior School Vehicle Driver bidding for the run shall be awarded the run, as long as the total bid hours for a School Vehicle Driver's workday would not exceed eight (8) hours. During the bid process after the first round of bidding any run forfeited or left over will be put back on the table for a second round of bidding. Any run left over or forfeited at the end of the second round will be assigned for the rest of the year and bid again in August of the following year. School Vehicle Drivers can give up a piece of their run to bid on an equal piece/and equal time when available during bidding without necessitating giving up their entire run.
11. During the course of the school year newly created, amended, and vacant runs will not be bid, but will be filled at the discretion of the District, and will be bid the following summer. Runs vacated at a time too short to be bid in August of any year shall be filled for the year and bid the following year in August. The annual bidding in August shall be approximately two (2) weeks prior to the opening of school. School Vehicle Drivers may pick up a copy of the runs scheduled to be bid for selection three (3) days prior to orientation day for their review. A School Vehicle Driver who had previously indicated that he/she would elect to retain the run driven in the previous year may elect to give up the run three (3) days prior to orientation day, in which case that run will be added to the list of bid runs.
12. A School Vehicle Driver's first responsibility is to his/her regularly scheduled daily run(s).
13. Any expiration of licensing may result in immediate suspension without pay. Further progressive discipline may occur at the discretion of the District, up to and including termination.

14. Trips will be offered to the School Vehicle Driver with the least amount of overtime hours. If two or more School Vehicle Drivers are tied with overtime hours, the trip will be offered to the most senior School Vehicle Driver. All overtime hours will be listed at the end of the pay period when the payroll is posted. At the end of the pay period the overtime sheet will reflect all overtime hours earned and will be posted along with the awarded trips. New trips will be posted in the trip book. Unexpected, short notice trips will be offered as the need arises and awarded at the discretion of the District.
15. Stand by School Vehicle Drivers are defined to be any full-time (6, 7, 8 hour) School Vehicle Driver who does not have an assigned regular run. The District may hire stand-by Student Vehicle Drivers to be employed on a full-time, six (6), seven (7), or eight (8) hour day, basis. Stand-by Student Vehicle Drivers may be utilized at the sole discretion of the District to fill any extra run, and will be assigned without regard for any other provision of this Section, and without regard to seniority.
16. Seniority will be calculated from the first date of employment as a regular full-time School Vehicle Driver, and will not include time worked as a substitute School Vehicle Driver. Ties in seniority shall be broken at the time of initial employment. With respect to ties in seniority only, the first tie breaker will be prior time worked as a long-term substitute School Vehicle Driver, then by lottery, conducted by the District.
17. A fifteen (15) minute pre-trip and fifteen (15) minute post-trip inspection will be included in the regular work day hours for normal School Vehicle Driver's tasks, i.e. fueling, oil, interior cleaning. Additionally, pay will be authorized for special circumstances with supervisor's prior approval.
18. Completion of all paperwork on a timely basis is part of the job and a condition of employment for every School Vehicle Driver. Repeated failure to timely complete paperwork may result in progressive disciplinary action.
19. Pay for emergency and/or mandatory meetings and major tasks, such as student discipline issues, chain installation, CDL drug testing, end of year cleaning, exterior bus wash, or other similar functions, will be on the basis of reasonable hours being submitted and justified to the transportation department. If the time to complete said tasks is outside the regular six (6), seven (7), or eight (8) hour day, the School

Vehicle Driver will be compensated to the nearest quarter (.25) hour. Prior approval may be required by the Superintendent or his/her designee.

20. Sick leave shall be calculated and paid based on the School Vehicle Driver's normal work assignment or eight (8) hours per day, whichever is less.
21. School Vehicle Drivers are to follow Article XII-Sick Leave, Paragraph C- and give at least two (2) hours' notice when utilizing a sick day using through the process established by the District. In the event a School Vehicle Driver is unable to complete an entire work day, the School Vehicle Driver must call a Transportation Supervisor with as much notice as possible, in accordance with procedures established from time to time by the District. Repeated failure to provide such notice may provide a basis for disciplinary action.
22. In any case where normal procedures or priorities for assignment of School Vehicle Drivers to any run must be deviated from, due to less than two (2) hours' notice of absence, School Vehicle Drivers not responding to a telephone or radio call, School Vehicle Drivers not being present and available in the District when not on a run but during paid work hours, or any other emergency or unforeseen circumstance, notwithstanding any of the above procedures, the Dispatcher and the Director of Transportation shall have the right to assign any immediately available School Vehicle Driver to any run at their discretion. In such a case, no grievance shall be filed, and no arbitrator shall have jurisdiction to award any monetary compensation to a School Vehicle Driver who did not actually drive the run.
23. In accordance with the Memorandum of Understanding between the Association and the District signed August 24, 2005, the Association agrees that The District shall have the right to subcontract bus runs without dispute only where the District cannot hire a bargaining unit member, and only after a good faith attempt has been made to hire such a School Vehicle Driver. The District agrees to annually notify the Association in writing of the number of subcontracted bus runs in accordance with the Memorandum.
24. A committee of District Transportation Supervisors and up to three (3) Association representatives from each bus lot will meet four times a year to discuss transportation issues and concerns.

25. Summer work will be assigned based on seniority. All interested School Vehicle Drivers need to indicate if they are willing to accept summer work by signing up on a list to be posted by the District at least two weeks prior to the end of the school year. Summer work is defined as work outside of the traditional school year for School Vehicle Drivers. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
26. School Vehicle Drivers who obtain or possess an active CDL License will be paid the CDL rate regardless of the assigned vehicle.

P. Secretaries

1. **WORKDAY:** The regular workday for all full-time secretaries shall be of a seven and one-half (7.5) hour duration, excluding one (1) half (.5) hour of each day for a duty-free lunch. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each workday and one (1) additional fifteen (15) minute break during the last three and one-half (3.5) hours of each workday.
2. **WORKWEEK:** The regular workweek for all full-time secretaries will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Secretarial positions shall be considered either twelve (12) month positions or ten (10) month positions.
4. Secretaries will be required to do only basic first aid.
5. Secretaries transferring within the same classification to a different location within the District shall maintain their current salary.
6. Time and one-half (1.5x) of the appropriate straight time hourly rates will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
7. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

8. Secretaries shall be dismissed no later than 30 minutes after early dismissal time without reduction in pay for their normal workday. One secretary in each building must stay should a bus need to return with student(s). This can be on a rotation basis or by agreement of secretaries in the building.

APPENDIX "C"

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

TO: Chief Financial Officer
East Stroudsburg Area School District

FROM: _____
(Print Name)

I hereby request and authorize the above-named Administrator to deduct from my earnings bi-weekly and transmit the same to the Treasurer of the East Stroudsburg Area Education Support Professional Association for membership dues in the Association. I understand that this authorization may be withdrawn by me annually upon fifteen (15) days' written notice prior to June 30, and hereby waive all right and claim for any monies deducted and transmitted in accordance with this authorization and agree to save the Board of Education of East Stroudsburg Area School District, its officers and agents, harmless in the event of any claim, loss, or suit in connection therewith.

DATE: _____
(Signature)

BUILDING: _____

POSITION: _____

SOCIAL SECURITY #: _____

159AAI

APPENDIX "D"

**EAST STROUDSBURG ESPA
Grievance Report Form
(Page 1 of 4)**

Grievance #: _____ Date: _____

Grievance Initiated By: _____

Date the Alleged Grievance Occurred: _____

Statement of Grievance: _____

Relief Sought: _____

Signature of Grievant (or Association Representative) Date

Received by Date

**EAST STROUDSBURG ESP
Grievance Report Form**

(Page 2 of 4)

Grievance #: _____

LEVEL ONE:

Informational discussion with the immediate supervisor: _____

Name

On _____

Date

LEVEL TWO:

Immediate Supervisor's Response: _____

Supervisor Signature

Date

Association/Grievant Response to Level Two: _____

Association/Grievant Signature

Date

**EAST STROUDSBURG ESP
Grievance Report Form**

(Page 3 of 4)

Grievance #: _____

LEVEL THREE:

Superintendent's Response: _____

Superintendent Signature

Date

Association/Grievant Response to LEVEL THREE: _____

Association/Grievant Signature

Date

**EAST STROUDSBURG ESP
Grievance Report Form**

(Page 4 of 4)

Grievance #: _____

LEVEL FOUR:

Board of Education Response: _____

Board of Education Signature

Date

Association Response to LEVEL FOUR: _____

Association Signature

Date

ARBITRATION

APPENDIX "E" HEALTHCARE SUMMARIES



East Stroudsburg Area SD Support 10213859, 10213860, 10213861

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	In Network	Out of Network
General Provisions		
Effective Date	January 1, 2023	
Benefit Period(1)	Calendar Year	
Deductible (per benefit period)		
Individual	\$400	\$800
Family	\$1,200	\$2,400
Plan Pays – payment based on the plan allowance	100% after deductible	80% after deductible
Out-of-Pocket Limit (Once met, plan pays 100% coinsurance for the rest of the benefit period)		
Individual	none	\$2,000
Family	none	\$4,000
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period.		
Individual	\$9,100	not applicable
Family	\$18,200	not applicable
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Primary Care Provider Office Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Specialist Office Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Virtual Visit Originating Site Fee	100% after deductible	80% after deductible
Urgent Care Center Visits	100% after \$35 copay	80% after deductible
Telemedicine Services (3)	100% after \$10 copay	not covered
Preventive Care (4)		
Routine Adult		
Physical Exams	100% (deductible does not apply)	80% after deductible
Adult Immunizations	100% (deductible does not apply)	80% after deductible
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms, Annual Routine	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms, Medically Necessary	100% (deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Nutritional Therapy	100% (deductible does not apply)	80% after deductible
	Limit: 6 visits per benefit period. Covered for any diagnosis	
Prostate Cancer Screening	100% (deductible does not apply)	80% (deductible does not apply)
Routine Pediatric		
Physical Exams	100% (deductible does not apply)	80% after deductible
Pediatric Immunizations	100% (deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Emergency Services		
Emergency Room Services (5)	100% after \$100 copay (waived if admitted)	
Ambulance - Emergency (6)	80% (deductible does not apply)	80% (deductible does not apply)
Ambulance - Non-Emergency (6)	80% after deductible	80% after deductible
Hospital and Medical / Surgical Expenses (Including maternity)(5)		
Hospital Inpatient	100% after deductible	80% after deductible
Hospital Outpatient	100% after deductible	80% after deductible
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible	80% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	80% after deductible

Benefit	In Network	Out of Network
Therapy and Rehabilitation Services		
Physical Medicine	100% after deductible limit: 36 visits/benefit period aggregate with occupational therapy	80% after deductible speech therapy and occupational therapy
Respiratory Therapy	100% after deductible	80% after deductible
Speech Therapy	100% after deductible limit: 36 visits/benefit period aggregate with physical medicine	80% after deductible occupational therapy and physical medicine
Occupational Therapy	100% after deductible limit: 36 visits/benefit period aggregate with physical medicine and speech therapy unlimited visits/benefit period for cognitive therapy	80% after deductible
Spinal Manipulations	100% after deductible limit: 18 visits/benefit period	80% after deductible
Cardiac Rehabilitation Therapy	100% after deductible 3 sessions per week for 12 weeks per benefit period	80% after deductible
Infusion Therapy	100% after deductible	80% after deductible
Chemotherapy	100% after deductible	80% after deductible
Radiation Therapy	100% after deductible	80% after deductible
Dialysis	100% after deductible	80% after deductible
Mental Health / Substance Abuse		
Inpatient Mental Health Services	100% after deductible	80% after deductible
Inpatient Substance Abuse Detoxification	100% after deductible	80% after deductible
Inpatient Substance Abuse Rehabilitation	100% after deductible limit: 45 days/benefit period	80% after deductible
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible	80% after deductible
Outpatient Substance Abuse Services	100% after deductible	80% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	80% after deductible
Assisted Fertilization Procedures (Limited to Artificial Insemination - 3 attempts per lifetime)	not covered	not covered
Dental Services Related to Accidental Injury	not covered	not covered
Diagnostic Services		
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	80% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	80% after deductible
Durable Medical Equipment, Orthotics, Prosthetics, and Ostomy Supplies	100% after deductible limit: \$5,000/benefit period	80% after deductible
Home Health Care	100% after deductible	80% after deductible
Hospice	100% after deductible limit: 180 days/ lifetime and respite care maximum of 5 days for every 3 months	80% after deductible
Infertility Counseling, Testing	100% after deductible Testing to determine infertility only	80% after deductible
Private Duty Nursing	100% after deductible limit: 240 hours/benefit period	80% after deductible
Skilled Nursing Facility Care	100% after deductible limit: 100 days/benefit period	80% after deductible
Transplant Services	100% after deductible	80% after deductible
Precertification Requirements (7)	Yes	Yes
Prescription Drugs		
Prescription Drug Deductible		
Individual		none
Family		none

Benefit	In Network	Out of Network
Prescription Drug Program (8) Hard Mandatory Generic Defined by the National Pharmacy Network - Not Physician Network. Prescriptions filled at a non-network pharmacy are not covered. Your plan uses the Comprehensive Formulary with an Open Benefit Design		<p style="text-align: center;">Retail Drugs (30-day Supply) Plan Pays 80%</p> <p style="text-align: center;">Maintenance Drugs through Mail Order (90-day Supply) \$20 generic copay \$20 brand copay</p>

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

(1) Your group's benefit period is based on a Calendar Year which runs from January 1 to December 31.

(2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, prescription drug cost share and any qualified medical expense.

(3) Telemedicine Services (acute care for minor illnesses available on-demand 24/7), must be performed by a Highmark approved telemedicine vendor. Additional services provided by an approved telemedicine vendor are paid according to the benefit category that they fall under (e.g. PCP is eligible under the PCP Office Visit benefit, Behavioral Health is eligible under the Outpatient Mental Health Services benefit).

(4) Services are limited to those listed on the Highmark Preventive Schedule with enhancements (Women's Health Preventive Schedule may apply).

(5) Benefits for Emergency Care Services rendered by an Out-of-Network Provider will be paid at the Network services level. Benefits for Hospital Services or Medical Care Services rendered by an Out-of-Network Provider to a member requiring an inpatient admission or observation immediately following receipt of Emergency Care Services will be paid at the Network services level. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services

(6) Air Ambulance services rendered by out-of-network providers will be covered at the highest network level of benefits.

(7) If you receive services from an out-of-area provider or an out-of-network provider, you must contact Highmark Utilization Management prior to a planned inpatient admission, prior to receiving certain outpatient services or within 48 hours of an emergency or unplanned inpatient admission to obtain any required precertification. If precertification is not obtained and it is later determined that all or part of the services received were not medically necessary or appropriate, you will be responsible for the payment of any costs not covered by your health plan.

(8) The Highmark formulary is an extensive list of Food and Drug Administration (FDA) approved prescription drugs selected for their quality, safety and effectiveness. The formulary was developed by Highmark Pharmacy Services and approved by the Highmark Pharmacy and Therapeutics Committee made up of clinical pharmacists and physicians. All plan formularies include products in every major therapeutic category. Plan formularies vary by the number of different drugs they cover and in the cost-sharing requirements. This formulary covers all FDA-approved generic and brand-name drugs. Under the hard mandatory generic provision, when you purchase a brand drug that has a generic equivalent, you will be responsible for the brand drug copayment plus the difference in cost between the brand and generic drugs. To obtain medications for hemophilia, you must use a specific pharmacy, please contact member services for more details. The Copay Armor program helps members to afford high cost medications (mostly specialty) by leveraging manufacturer coupon dollars. Members will not need to change where prescriptions are filled and will be contacted by Pillar Rx for cost savings enrollment.

Health benefits or health benefit administration may be provided by or through Highmark Blue Cross Blue Shield, First Priority Health or First Priority Life, all of which are independent licensees of the Blue Cross Blue Shield Association.

Dental Benefits Summary for East Stroudsburg Area School District
256108000, 001, 002, 003, 004, 005, 006, 007, 008, 009, 010

Effective Date: January 1, 2023

Network: Concordia Advantage

Benefit Category ¹	CONCORDIA FLEX PLAN	
	In-Network ²	Non-Network ^{2,3}
Class I – Diagnostic/Preventive Services		
Exams	100%	100%
Bitewing X-rays		
All Other X-rays		
Cleanings & Fluoride Treatments		
Sealants		
Space Maintainers		
Palliative Treatment		
Class II – Basic Services		
Basic Restorative (Fillings)	100%	100%
Simple Extractions		
Repairs of Crowns, Inlays and Onlays		
Endodontics		
Inlays, Onlays, Crowns		
Complex Oral Surgery		
General Anesthesia		
Class III – Major Services		
Nonsurgical Periodontics	50%	50%
Surgical Periodontics		
Orthodontics (To Any Age)		
Diagnostic, Active, Retention Treatment	50%	50%
Included Plan Features		
The College Tuition Benefit® – College Savings Program ⁴	<ul style="list-style-type: none"> • Earn Tuition Rewards® points redeemable for tuition discounts • Receive 2,000 at signup, then 2,000 points/year • Each child enrolled receives a one-time bonus of 500 Tuition Rewards points • One Tuition Rewards point = \$1 reduction in full tuition • Use Tuition Rewards points at participating private colleges and universities 	
Maximums & Deductibles (applies to the combination of services received from network and non-network dentists)		
Calendar Year Program Deductible (per member/per family) (January 1 – December 31)	None	
Calendar Year Program Maximum (per member) (January 1 – December 31)	\$1,250 Excludes Orthodontics	
Lifetime Orthodontic Maximum (per member)	\$1,500	
Reimbursement	Concordia Advantage	Advantage MAC in PA; 90th Percentile outside PA

Representative listing of covered services – your employer's Summary Plan Description provides a detailed description of benefits.

Dental plans are administered by United Concordia Companies, Inc. Administrative and claims offices located at 1800 Center Street Suite 2B 220, Camp Hill, PA 17011. Call 1-800-332-0366 or visit www.ucci.com for more information.

1. Unmarried dependent children covered to age 19. Unmarried dependent students covered to age 23.
2. Reimbursement is based on our schedule of maximum allowable charges (MACs). Network dentists agree to accept our allowances as payment in full for covered services. Non-network dentists may bill the member for any difference between our allowance and their fee (also known as balance billing). United Concordia Dental's standard exclusions and limitations apply.
3. United Concordia creates out-of-network charges utilizing FAIR Health data supplemented with our charge data as appropriate. We then calculate the out-of-network charge at the 90th Percentile of such data. Non-network dentists may bill the member for any difference between our allowance and their fee.
4. Tuition Rewards® is a Registered Trademark of and administered by SAGE Scholars, Inc. Participation in the program is contingent upon enrollment with SAGE Scholars, Inc. Tuition Rewards are not an underwritten benefit but a value-added program. Tuition Rewards not available in all jurisdictions (SAGE). SAGE is not a subsidiary or affiliate of United Concordia Companies, Inc. (UCCI). Subject to eligibility requirements and terms and conditions. Tuition Rewards are a value-added program and not an insured benefit. Program participation subject to enrollment with SAGE. "Points" are credits that may be used to discount the cost of Tuition and have no cash value. UCCI does not provide services related to this program. Tuition Rewards not available in all jurisdictions. Program subject to change without notice.

The Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

English	ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-332-0366 (TTY: 711).
Español (Spanish)	ATENCIÓN: Si habla español, le ofrecemos de ayuda lingüística gratuita. Llame al 1-800-332-0366 (TTY: 711).
繁體中文 (Chinese)	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-332-0366 (TTY: 711)。

EEM-0142-0921
 CPC 52VMT
 Groups 256108-000; 001; 002; 003; 004; 005; 006; 007; 008; 009; 010



Expert Solutions. Exceptional Service.

Employee Benefit Trust of Eastern PA

VBA #1087

Effective: 7/1/19

\$0 Exam / \$25 Materials Copay

FREQUENCY OF SERVICE	Last Date of Service:	DEPENDENT AGE: 23 EOBY		
	Employee	Spouse	Children (Up to age 19 EOBY)	
Vision Exam	24 Months	24 Months	12 Months	
Lenses	24 Months	24 Months	12 Months	
Frames	24 Months	24 Months	24 Months	

BENEFITS: Employee can select either:

	VBA Participating Provider	Non-Participating Provider
	Amount Covered/Benefit (Less Copayment) ^G	Amount Reimbursed (Zero Copayment)
Vision Exam (Glasses or Contacts)	100%	\$32
Clear Standard Lenses (Pair):		
Single Vision	100%	\$24
Bifocal	100%	\$36
Blended Bifocal	100%	\$36
Trifocal	100%	\$46
Progressives ^D	Controlled Cost ^E	\$46
Lenticular	100%	\$72
Polycarbonate ^C	100%	N/A
Scratch Coat-1 Yr	100%	N/A
Frame^B	100%	\$24
-OR-		
Elective Contacts (in lieu of eyeglass benefits):		
Material Allowance	\$150	\$150
Fitting Fee	15% off UCR ^A	N/A
-OR-		
Medically Necessary Contacts^F	100%	\$150

- A Usual, Customary, and Reasonable.
- B Within the program's \$25 wholesale allowance (approximately \$62 to \$75 retail).
- C Available In-Network at no charge for children under age 19.
- D Progressive lenses typically retail from \$150 to \$400, depending on lens options. VBA's controlled costs generally range from \$45 to \$175.
- E Unless otherwise prohibited by law.
- F Medically Required Contacts may only be selected in lieu of all other material benefits listed herein.
- G A \$25 copayment applies to the total cost of the lenses and/or frames ordered from a VBA Member Doctor only, but does not apply to the exam or contact material allowance.

Limitations

VBA is designed to cover visual needs rather than cosmetic materials and consequently includes some limitations in order to control costs. The following options or services will generally result in additional charges to the patient or are not covered under the plan.

ADDITIONAL CHARGES

A patient selecting any of the following items will be responsible for the additional charges, all of which are monitored and controlled by VBA.

- Tinted Lenses
- Photochromic/Polarized Lenses
- Polycarbonate (covered under age 19)
- Hi-index Lenses
- Progressive (available starting at \$45)
- The coating of the lens or lenses (except 1 year scratch protection)
- A frame that costs more than the plan allowance
- Rimless Frames
- Anti-Reflective/Backside UV/Optifog

Additionally, costs for contact lenses/services in excess of the plan's scheduled reimbursement allowances are the responsibility of the patient.

NOT COVERED

The contract gives VBA the right to waive any of the plan limitations if, in the opinion of our optometric consultants, it is necessary for the patient's welfare. VBA provides no benefit for professional services or materials connected with the following:

- Orthoptics or vision training
- Non-prescription lenses
- Two pair of glasses in lieu of bifocals
- Medical or surgical treatment of the eyes
- Any eye examination, or corrective eyewear, required by an employer as a condition of employment
- Services or materials provided as a result of any Worker's Compensation Law or similar legislation
- Glasses and contacts during the same eligibility period

Lenses and frames furnished under this program which are lost or broken will not be replaced except at the normal intervals when services are otherwise available.

400 Lydia Street, Suite 300
Carnegie, PA 15106
1-800-432-4966
www.vbaplans.com

ESASESPA CBA 22-23 to 25-26

159AAT



Ratified: 02-23-23
Board approved: 02-27-23

Student Teaching Affiliation Agreement Between GCU and East Stroudsburg Area School District

1. **PARTIES:** This Agreement is entered into on this February 13, 2023 day by and between Grand Canyon University (GCU) and East Stroudsburg Area School District located at 50 Vine Street East Stroudsburg, PA 18301 Hereafter referred to as the "District".
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.
3. **TERM:** The term of this Agreement begins 2/13/23 and ends 2/13/26.
4. **COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
5. **COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to Cooperating Teacher. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
6. **CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
7. **INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
8. **ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
9. **NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

Grand Canyon University
Dr. Meredith Critchfield
Dean, College of Education
Grand Canyon University
3300 W. Camelback Road
Phoenix, Arizona 85017

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

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10. **MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.

11. **TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement

12. **PARTNERSHIP/JOINT VENTURE/EMPLOYEMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

13. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **RESPONSIBILITIES OF GCU:**

- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.
- B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
- C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.
- D. GCU will maintain in full force and effect, at its sole expense and written by carriers:
 - i. Commercial General Liability (Minimum Requirements):
Limits of Liability:
\$1,000,000 Combined Single Limit
\$2,000,000 General Aggregate
\$1,000,000 Products Aggregate
\$1,000,000 Personal Injury
\$5,000 Medical Payments
Coverage:
Premises/Operation Liability
Medical Payments Liability
Contractual Liability
Personal Injury Liability
Independent Contractors
 - ii. Professional Liability, as related to Educational Services
Limits of Liability:
\$1,000,000 each wrongful act
\$1,000,000 aggregate
 - iii. Certificates of Insurance:

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In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: 
Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: February 13, 2023

East Stroudsburg Area School District

By: _____
Signature

Name: _____

Title: _____

Date: February 13, 2023

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APPLICATION FOR PAYMENT
PROPERTY ACQUIRED BY STATE
FOR WATER CONSERVATION OR FLOOD PREVENTION
(Section 604 of School Code)

SCHOOL DISTRICT	AUN	SCHOOL YEAR
East Stroudsburg Area SD	120452003	2022-2023

This application is for Payment in Lieu of Taxes on property in Pike County, acquired by the state for the purpose of water conservation or flood prevention in the National Recreation Area project.

School district (or component former district) from which property was acquired:
Lehman Township

Assessed valuation of property at time of acquisition: \$94,371.00
Tax rate for school purposes during school year for which application is made: 128.3300 mills
Amount due school district (assessed valuation x mills): \$12,110.63

SIGNATURES

District Superintendent: _____

President of School Board: _____

Secretary of School Board: _____

Scan and email the signed form to: ra-EdSubsidyData@pa.gov

Ironton Global – SIP Phone Service

A. Why are you requesting the service/needs?

Why: We are requesting to renew our current Ironton Global SIP Phone Service Contract for 4 years.

Need: The district currently contracts with Ironton Global to provide 40 SIP phone lines, as well as 120 DID's for telephone service.

Suggested replacement: Ironton Global

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. The district has been an Ironton Global customer since 2014. Their SIP phone service is solid and integrates well with our Cisco IP Phone System and Emergency Responder/E911 system.

C. Procurement Method:

- Met with Ironton Global to review our account, and asked for a new 4 year contract for the period of July 1, 2023 through June 30, 2027. The rate is the same as we are currently paying.

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

- Yes. Technology Services Communications Account.
 - 10-2844-538-000-00-000-006-000-0000

E. Selection of winning proposal

- Ironton Global. \$1,037.58* monthly, \$12,450.96* annually
 - *Rates are based on estimated taxes and fees

F. Other

N/A



Sales Representative Information

Name: Matt Fachet
Company Name: ITC Global Networks, LLC
Phone: (484) 553-6024
Email: mfachet@ironton.com
Commitment Term: 48 months

Service Agreement

Order Number: OQ4021
Date: 01/11/2023
Contract Start Date:
Contract End Date:

Customer Information

	Billing Address	Install Address
Company:	East Stroudsburg Area School	East Stroudsburg Area School
Contact:	District	District
Street 1:	Brian Borosh	Brian Borosh
Street 2:	50 Vine St	50 Vine St
City,State,ZIP Code:		
Email:	East	East
Phone:	Stroudsburg, Pennsylvania, 18301	Stroudsburg, Pennsylvania, 18301
Mobile:	brian.borosh@ esasd.net (570) 424-8500	brian.borosh@ esasd.net (570) 424-8500

Monthly Recurring Charges(MRR)

QTY	Item ID	Description	Price	Disc%	New Price	Total
40.0	IG-TRK-S-3	Standard Trunk	\$18.00	0.0%	\$18.00	\$720.00
120.0	IG-D-DID	DID - Domestic US	\$1.00	0.0%	\$1.00	\$120.00
MRR Subtotal						\$840.00
Taxes MRR						\$197.58

Non Recurring Charges(NRR)

QTY	Item ID	Description	Price	Disc%	New Price	Total
NRR Subtotal						\$0.00
Taxes NRR						\$0.00

Order Notes
 CONTRACT TERM: 07/01/2023- 06/30/2027

	Standard Rate	Discounts	Fee
Monthly Recurring	\$840.00	\$0.00	\$840.00
Non Recurring	\$0.00	\$0.00	\$0.00
Sub Total	\$840.00	\$0.00	\$840.00
Shipping and Handling			\$0.00
Est Sales Tax			\$197.58
Total Due at Signing**			\$1,037.58

SERVICE AGREEMENT TERMS

All Ironton Global services to be purchased, provisioned and delivered to customer are as listed above. Any additions, modifications and/or omissions must be updated within a new services agreement, and any written-in changes are void. By signing this service agreement, customer agrees to be bound by the terms of service as displayed on <https://www.irontonglobal.com/terms-and-conditions>. These Terms and Conditions may change from time to time, although only certain limited changes are allowed during any initial contract term or agreed renewal term. THEY INCLUDE A MANDATORY ARBITRATION CLAUSE AND COVER OTHER DETAILS. All pricing and all billing are in U.S. Dollars.

NOTES

****Prices Valid for 45 Days****
Once order is reviewed and accepted, an Ironton Global representative will contact you to obtain pre-payment to continue processing this order. ALL orders take a MINIMUM of 30 days to complete (new or ported). Toll Free Origination, Conferencing, International & Domestic Termination per minute rates and any associated charges will apply unless otherwise specified in the service description. ALL city, county, state, municipal and federal taxes, surcharges and fees are applicable, may change and will be applied at the end of each billing cycle. E911 will be charged in accordance to all laws and municipalities. E911 will be charged for ANY AND ALL devices, extensions, lines and trunks that can reach 911. International rates are subject to change at any time. By enabling International dialing, you hereby understand that you (customer) assume all responsibilities for fraud and hacking. Any early termination by the customer must be given to us in writing and jointly signed by customer and approved by Ironton Global Management in writing prior to making it applicable. The pricing in this agreement reflects customer's willingness to enter into a long term service arrangement, and the parties agree that company will suffer economic loss that would be difficult to quantify precisely if customer terminates the contract early. The termination fee will be billed as a lump sum upon early termination of the agreement and is in addition to charges for service provided through the date of early termination.

Authorized Customer Representative

Signature: _____ **Title:** _____
Print Name: _____ **Date:** _____

Authorized ITC Global Networks, LLC Representative

Signature: _____ **Title:** _____
Print Name: _____ **Date:** _____

Confidential and Proprietary to Ironton Global. This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Ironton Global representative.

Form 611

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

The respondent's email (jessica-newberry@esasd.net) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

William Vitulli

Untitled Title

Department *

C&I (PCCD)

Building *

District

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What service or item are requesting *

tall concrete cylinder planters

Why are you requesting the service or item *

to be used as security devices outside specific doors at school buildings

Suggested replacement *

n/a

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

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

Dawn Enterprises-~~\$14,739.30~~ \$14,061.96
Belson Outdoors-\$20,945.60
FS Industries-\$27,277.71

What is the total cost of the purchase? *

~~\$14,739.30~~ \$14,061.96

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Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other: received 3 quotes

Was this purchase budgeted? *

Yes ▼

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.

.....

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Which Fund will be charged? *

10

What account will be charged? *

10-2660-610-364-00-000-000-9175

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

Yes

Any additional information you would like to provide.

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

Google Forms

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Quote

275 Progress Drive, Suite B
Manchester, CT 06042

Phone: 860-646-8200 / Toll Free: 800-262-3296

Fax#: 860-647-0580

Web: www.godawn.com

Date	Quote #
1/24/2023	20282

Changes to shipping address may result in additional charges.
Please review for accuracy.



Name / Address
East Stroudsburg Area School District 50 Vine St East Stroudsburg, PA 18301

Ship To
East Stroudsburg Area School District Attn: 50 Vine St East Stroudsburg, PA 18301

RFQ Number	Terms	Project	Rep	FOB
186436	Net 30		BD	Destination

Item	Description	Qty	Cost	Total
Planters	36" dia x 30" tall concrete cylinder planter with toe kick. Color: Padre Brown, Finish: Light Sand Blast	20	639.00	12,780.00T
Sales Discount	5% Volume Discount		-639.00	-639.00
SH 100	Shipping and Handling via flatbed	1	1,125.00	1,125.00T
	Total sales tax		795.96	795.96
	Customer responsible for offloading & placement. Must have fork truck on site.			
	Note: Due to the volatility in pricing for freight, all freight quotes are valid for 5 business days only and will be re-quoted at time of shipment.			

QUOTE VALID FOR 30 DAYS, SUBJECT TO RE-EVALUATION THEREAFTER	Subtotal	\$14,061.96
Payment must be received within terms or a 1.5% finance charge per month will be applied. Additionally, purchaser agrees to pay all costs associated with collecting outstanding balances and interest and/or lien placement.	Sales Tax (0.0%)	\$0.00
	Total	\$14,061.96

Signature _____

Quote #
WQ 336932

Here is the Quote as per your request. The 'Shipping' total has been applied.
To place an order, simply click 'Submit Order Confirmation' below.
Please print this page for your records.
Customer Order Confirmation is **required** to process order.



627 Amersale Drive
Naperville, IL. 60563
sales@belson.com

Toll Free: 1-800-323-5664
Phone: 1-630-897-8489
Fax: 1-630-897-0573

QUOTE #
WQ 336932

Expires 2/24/2023

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
RP-36X30C	RP Series Planter, 36"Dia. x 30"H - Concrete Choose Color *Discount Applied*	900	20	\$753.00	\$15,060.00
		Subtotal	18,000	Subtotal	\$15,060.00
				<input checked="" type="checkbox"/> 6.0000% Tax	\$1,185.60
Customer Order Confirmation is required to process order.				Shipping	\$4,700.00
Your Order will not be shipped without your "Order Confirmation"				Grand Total	\$20,945.60

Bill To:

Ship To:

First/Last Name	Jessica Newberry	Ship To	East Stroudsburg Area School District
Company	East Stroudsburg Area School District	Ship To	East Stroudsburg Area School District
Address 1	50 Vine St	Address 1	50 Vine St
Address 2		Address 2	
City	East Stroudsburg	City	East Stroudsburg
State	PA	State	PA
Zip Code	18301	Zip Code	18301
Country	USA	Country	USA
Phone	570-424-8500	Phone	570-424-8500
Fax		Contact	Jessica Newberry
Email	jessica-newberry@esasd.net	Email	jessica-newberry@esasd.net

Additional Delivery Services

Phone Call 24 Hours Prior to Delivery

Delivery to Residential or Non-Commercial Truck Route Addresses

Power Liftgate Service - Driver will lower shipment from the truck to the ground (Only)

Order Power Liftgate Service if — You will be unable to unload the shipment from the truck.





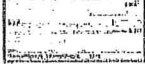

◊ Does Not apply to UPS shipments

Special Instructions

KP-P ext 10202

202

Intended Payment Method

 Visa <input type="radio"/>	 MasterCard <input type="radio"/>	 American Express <input type="radio"/>	 Discover <input type="radio"/>	 Check with Order <input type="radio"/>	 On Account <input type="radio"/>
--	--	--	--	--	--

Order Confirmation Method -- Customer Confirmation is Required to Complete Order

<input checked="" type="radio"/> Email Order Confirmation	<input type="text" value="jessica-newberry@esasd.net"/>
<input type="radio"/> Fax Order Confirmation	
<input type="radio"/> Customer Service Representative Call (M-F 8:00am - 4:30pm CST)	
What is the best day and time to call?	
Contact Name (If Different than 'Sold To')	Phone

203



ENGINEERED STEEL PRODUCTS

Priced Full Line Products Catalog

20 Technology Way, West Greenwich, RI 02817
Toll free:(800) 421-0314 • In RI:(401) 421-0314 • Fax:(401) 421-5679

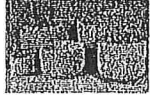
[Home](#) [Order](#) [Search](#) [Quote](#) [Info](#) [About Us](#) [My Account](#) [Shopping Cart](#)

Shop Options: [0 Cart Item\(s\) \\$0.00](#) | [Customer Account](#) | [Continue Shopping](#)

Price Quote Created for Jessica Newberry

PLACE AN ORDER DIRECTLY FROM THIS QUOTE. JUST CLICK THE "GO TO CHECKOUT" BUTTON

[Go to Checkout](#)



Product: Planter, 36" x 30"
Model Number: RP-36X30
Finish: Dove Gray Etch
Price: \$980.00
Quantity: 20
Shipping Total: \$5,657.14
Tax Total: \$2,020.57
Item Total: \$27,277.71
Made To Order

Notes for Customer

Hi Jessica, This is your quote for our (20) Planter, 36" x 30", Model Number: RP-36X30 as requested. Lead time is 6-8 weeks after order submission and approvals. Depending on date of when you make your purchase it may change your lead time. Our ordering process is easy and convenient. Simply click on the "Go to Checkout" button in the quoted e-mail that you just received and submit your payment. That's it! If you have any questions please feel free to contact me. I am happy to assist. Thank you, Cindy Her * PLEASE NOTE THAT CUSTOMER WILL NEED TO CONFIRM SHIP TO ADDRESS, FINISH AND COLOR CHOICE PRIOR TO PURCHASING. WHAT WAS QUOTED IN THIS QUOTE WAS BASED ON ASSUMPTIONS AS I WAS NOT ABLE TO GET THE CORRECT INFORMATION CONFIRMED. ** PLEASE ALSO NOTE THAT SINCE THIS ORDER WILL BE DELIVERED TO A SCHOOL LOCATION A FEE HAS ALREADY BEEN ADDED INTO FREIGHT.

Quote Summary

Quote Number	78782
Date/Time Created	1/25/2023
Prepared By	Cindy Her
Sales Rep Phone	800-421-0314
Sales Rep Email	cher@fsindustries.com
Contact Name	Jessica Newberry
Contact Company	East Stroudsburg Area School District
Contact Phone	570-424-8500
Contact Phone Extension	10202
Contact Fax	
Customer Email	Jessica-newberry@esasd.net
Payment Terms	Credit card, check or wire transfer with order
Product Designation	Made to Order (Non-Returnable)
Sub Total	\$19,600.00
Shipping	\$5,657.14 Commercial Delivery To Loading Dock adds \$0.00

204

Tax	\$2,020.57
Grand Total	\$27,277.71

Shipping Summary

Name	Jessica Newberry
Company	East
Address	TBD
Address 2	TBD
City	East Stroudsburg
State, Province, Region or County	PA
Zip or Postal Code	18301
Country	U.S.A.

PLACE AN ORDER DIRECTLY FROM THIS QUOTE. JUST CLICK THE "GO TO CHECKOUT" BUTTON

[Go to Checkout](#)

[Privacy Policy](#) | [Shipping Policy](#) | [Return Policy](#) | [Refund Policy](#)

205

Form 611

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

The respondent's email (**rebecca-lopez@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Rebecca Lopez

Untitled Title

Department *

Administrative Services

Building *

Central Admin

204

What service or item are requesting *

CI Solutions Badge + Printer: (3-year renewal)

Why are you requesting the service or item *

Annual ID production software license, Full service agreement for ID card printer.
Includes parts, labor, and loaner. Excludes printhead.

Suggested replacement *

N/A

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

N/A proprietary software

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

Quote for 3-year renewal, \$995/per year. If all three years are paid in full upfront then there will be a 5% Discount of \$945.25 per year for a total 2,835.75

What is the total cost of the purchase? *

\$995 per year or \$2,835.75 for three years upfront.

207

Procurement Method: *

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

Was this purchase budgeted? *

Yes ▼

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.

N/A

208

Which Fund will be charged? *

10



What account will be charged? *

10-2840-650-000-00-000-022-000-0000

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

Software Renewal

Any additional information you would like to provide.

Finance committee has the option of selecting upfront payment to save 5%.

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

Google Forms

209



Company Address 3625 Serpentine Drive
Los Alamitos, CA 90720-2440
US

Quote Number Q-03273-1

Ship Via
Award Schedule
Solicitation Number

Created Date 1/24/2023 4:23 PM
Expiration Date 3/25/2023
Terms Net 30

Prepared By Erica Andrade
Phone (562) 431-2594
Email ericaa@cardintegrators.com

Contact Name Rebecca Lopez
Phone (570)424-8500
Email rebecca-lopez@esasd.net

Bill To Name East Stroudsburg Area School District
Bill To 50 Vine Street
East Stroudsburg, PA 18301
US

Ship To Name East Stroudsburg Area School District
Ship To 50 Vine Street
East Stroudsburg, PA 18301
US

Product Description	Line Item Description	Sales Price	Quantity	Total Price
Annual ID production software license	3 Year - Renewal Date: 7/1/2023 - 6/30/2026 - \$995/per year - 5% Discount - \$945.25 per year	\$945.25	1.00	\$2,835.75
Full service agreement for ID card printer. Includes parts, labor, and loaner. Excludes printhead.	3 Year - Renewal Date: 7/1/2023 - 6/30/2026 - Printer included with renewal of Badge	\$0.00	1.00	\$0.00
Sales Tax		\$0.00	1.00	\$0.00

Subtotal \$2,835.75
Sales Tax \$0.00
Freight \$0.00
Total Price \$2,835.75

Thank you for considering CI Solutions!

Your order will be subject to local and state tax rates. If your organization is tax-exempt, please submit the proper exemption details to <mailto:accounting@cardintegrators.com>.

Canadian Shipments:

For orders shipped to Canada, funds will be processed in US dollars. Products will ship via FedEx International. The customer is responsible for tax and duty with shipment(s). Additional processing fees may apply. In the event of a wire transfer, our customer service team will send confirmation of your transfer; please allow 1-2 business days for processing.

Payment Options: <https://www.cardintegrators.com/payment-options/>

Purchase orders may be submitted by email to <mailto:orders@cardintegrators.com>.

CI Solutions is unable to accept returns on custom materials, software, or services.

This quote is valid for 30 days from the date presented unless otherwise noted.

210

General Ordering Information:

For order status and/or shipping inquiries, please contact the customer service team.

Your order will be subject to local and state tax rates. If your organization is tax-exempt, please submit the proper exemption details to accounting@cardintegrators.com

The minimum order is \$50.

Lead Times:

The standard lead-time for stock cards, ribbons, cleaning kits and printers is seven (7) working days after receipt of payment, or confirmation or purchase order. CI Solutions is a value-add consultant and re-seller, lead-times may vary due to manufacture availability.

Custom material lead-times are subject to raw material availability and begins once an artwork proof is approved by the customer.

A rush fee may be added to orders placed for same-day shipment (if the product is available); the order must be received before 11:00 a.m. PST. Customer orders with wire transfer terms will be scheduled to ship within 14 days after receipt of bank confirmation unless otherwise notified.

Delivery may be made from multiple warehouse facilities. Freight terms are FOB from each CI Solutions location.

Insurance will be included and billed to the customer, unless otherwise stated.

CI Solutions will ship by ground transportation unless an alternative shipping method is specified on the order. Title and risk of loss will pass on delivery to the carrier. CI Solutions will not be liable for shipment delays of any kind beyond its control.

Drop shipments can be made to US destinations only.

CI Solutions reserves the right to change pricing at any time without prior notice.

Payment Method and Payment Terms:

Payment must be made in advance by one of the following methods: C.O.D., ACH bank transfer, credit card payment or an acceptable letter of credit, unless standard net 30 day terms have been established by customer and CI Solutions. Find more information about our payment terms here: <https://www.cardintegrators.com/payment-options>

Return Policy

Unopened media items (printers, stock cards, cleaning kits) may be returned within the first thirty (30) days after receipt, subject to a restocking fee of 15%.

Custom media, custom cards and custom configured printer items are non-returnable & non-refundable.

All returns must be authorized by obtaining an RMA number from Technical Support (technical failures), or the customer service (shipment problems or product returns) department.

Return of printer units will not be accepted unless the RMA number is clearly marked on the outside of the box.

Any product received without an RMA number will be returned to sender.

Please contact our support team to receive a return merchandise authorization number. CI Solutions will provide a prepaid shipment label for defective material. CI Solutions is unable to accept the return of software or services that have been performed.

Form 611

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

The respondent's email (**craig-neiman@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Debra Padavano

Untitled Title

Department *

Family Consumer Sciences

Building *

Lehman Intermediate

212

What service or item are requesting *

Three new stoves

Why are you requesting the service or item *

Current stoves are at the end of useful life

Suggested replacement *

Three new stoves

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

N/A

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

No

What is the total cost of the purchase? *

\$10,477.00

213

Procurement Method: *

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

Was this purchase budgeted? *

No ▼

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.

214

Which Fund will be charged? *

32



What account will be charged? *

Capital Reserve account will be established

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

One quote

Any additional information you would like to provide.

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

Google Forms

215

Quote

SERVICE IS OUR MOST IMPORTANT PRODUCT
KLECKNER & SONS
The Leader
APPLIANCES & ELECTRONICS

WHITEHALL STORE
 2177 MacArthur Rd
 Whitehall, PA 18052-4519
 (610) 433-4202 FAX: (610) 433-7440
 sales@klecknerandsons.com
 www.klecknerandsons.com

1013



Quote Date: 04/23/2021
Date Desired: N/A
Sales Associate: Brandon George
Job Name: N/A
Exp Date: 05/23/2021 **Job #:** N/A
Customer PO: N/A **Permit #:** N/A
Next Call: N/A

Sold To: 5638 EAST STROUDSBURG AREA SCHOOL DISTRICT 279 Timberwolf Dr Dingmans Ferry, PA 18328 (570) 656-4283 destiny-moretto@esasd.net	Ship To: 5638 EAST STROUDSBURG AREA SCHOOL DISTRICT 279 Timberwolf Dr Dingmans Ferry, PA 18328 (570) 656-4283 destiny-moretto@esasd.net	WHSE NOTES	DELIVERY NOTES
---	---	-------------------	-----------------------

#	Brand	Model Number	Description	Unit Price	Qty	Ext. Price
1	KitchenAid	KSEG950ESS	<i>Stainless Steel</i> -30-Inch 4-Element Electric Downdraft Slide-In Range	\$3,159.00	3	\$9,477.00
2	Unbranded	W10768190	<i>Other</i> - Ductless Downdraft Vent Kit	\$300.00	3	\$900.00
3	Kleckner's	Delivery	Delivery Fee	\$100.00	1	\$100.00
4	Kleckner's	Disposal	Removal and disposal of an appliance	\$0.00	1	\$0.00

I _____ agree to the terms and conditions (See last page)

SubTotal	\$10,477.00
Sales Tax	\$0.00
Sales Total	\$10,477.00

216

SECURITY INTEREST: PURCHASER AGREES THAT UNTIL THE PAYMENT AND ALL OTHER SUMS REQUIRED TO BE PAID HEREUNDER, SHALL HAVE BEEN MADE, SELLER RETAINS TITLE TO AND HAS A SECURITY INTEREST OR LIEN IN THE GOODS WHICH ARE THEN SUBJECT TO THIS CONTRACT. LATE CHARGE OF 1 1/4% PER MONTH WILL BE CHARGED FOR ANY LATE PAYMENTS. UPON DEFAULT OF ANY OF THE PAYMENTS PROVIDED HEREIN, SELLER MAY, AT ITS OPTION WITHOUT FURTHER DEMAND, ENTER UPON THE PREMISES WHERE SUCH MERCHANDISE IS KEPT OR INSTALLED AND REMOVED AND REPOSSESS IT, AND UNDERSIGNED JOINTLY AND SEVERALLY AUTHORIZES THE PROTHONOTARY, CLERK OR ANY ATTORNEY OF ANY COURT OF RECORD IN PENNSYLVANIA, OR ELSEWHERE, TO APPEAR FOR THE UNDERSIGNED AND CONFESS JUDGMENT AGAINST THEM OR ANY OF THEM, WITH OR WITHOUT DECLARATION FILED IN FAVOR OF THE SELLER AND/OR ITS ASSIGNEE FOR THE FULL AMOUNT OF SUCH BALANCE TOGETHER WITH REASONABLE ATTORNEY'S FEES AND COSTS HEREBY WAIVING THE RIGHT OF INQUISITION, CONDEMNATION, APPEAL AND STAY OF EXECUTION. THE SELLER BY VIRTUE OF THE POWER TO CONFESS JUDGMENT HEREIN, MAY ACQUIRE INTEREST IN ALL REAL AND PERSONAL PROPERTY OF EVERY KIND AND DESCRIPTION NOW OWNED OR HEREINAFTER ACQUIRED BY THE PURCHASER, OTHER THAN THE PRINCIPAL RESIDENCE OF THE PURCHASER. SELLER HEREBY EXPRESSLY RELEASES SUCH REAL PROPERTY FROM THE LIEN OF ANY JUDGMENT CONFESSED PURSUANT TO THIS INSTRUMENT AND AUTHORIZES THE PROTHONOTARY TO NOTE SUCH RELEASE UPON HIS RECORDS AND AGREES TO MAKE, EXECUTE AND DELIVER WITHOUT COST TO THE PURCHASER ANY FURTHER INSTRUMENTS WHICH MAY BE REQUIRED TO EFFECTUATE THE ABOVE. IF SAID MERCHANDISE IS INSTALLED OR ATTACHED TO BUILDINGS, IT IS NEVERTHELESS TO REMAIN AS PERSONAL PROPERTY. PURCHASER SHALL NOT DISPOSE OF, ENCUMBER, OR REMOVE THE SAID MERCHANDISE FROM THE ADDRESS TO WHICH IT IS DELIVERED WHILE TITLE REMAINS IN SELLER. IT IS UNDERSTOOD BY PURCHASER THAT THERE ARE NO VERBAL OR WRITTEN AGREEMENTS OR WARRANTIES, EXCEPTING THOSE CONTAINED HEREIN, AND PURCHASER HEREBY CERTIFIES THAT FINANCIAL STATEMENT RENDERED HERewith IS TRUE AND CORRECT. IF PURCHASER REMOVES ANY OF THE ABOVE ITEMS FROM THE COMMONWEALTH, WITHOUT WRITTEN PERMISSION OF THE SELLER, OR IF HE FAILS TO NOTIFY THE SELLER OF ANY CHANGE OF ADDRESS, OR FAILS TO COMMUNICATE WITH THE SELLER FOR A PERIOD OF FORTY-FIVE DAYS AFTER ANY DEFAULT IN THE ABOVE PAYMENTS, SELLER SHALL BE ENTITLED TO COLLECT ACTUAL AND REASONABLE COLLECTION CHARGES SO OCCASIONED.

NOTICE TO BUYER: (1) DO NOT SIGN THIS AGREEMENT BEFORE YOU HAVE READ IT, OR IF IT CONTAINS ANY BLANK SPACE. (2) YOU ARE ENTITLED TO A COMPLETELY FILLED-IN COPY OF THIS AGREEMENT. (3) UNDER THE LAW, YOU HAVE A RIGHT TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE AND UNDER CERTAIN CONDITIONS TO OBTAIN A PARTIAL REFUND OF THE FINANCE CHARGE, BASED ON THE RULE OF 78'S. THE FINANCE CHARGE HEREIN CONTAINED DOES NOT EXCEED THE EQUIVALENT OF FIFTEEN PERCENT SIMPLE INTEREST PER ANNUM OF THE UNPAID BALANCE, EXCEPT THAT A MINIMUM CHARGE OF SEVENTY CENTS PER MONTH may be made.

WARRANTY DISCLAIMER: Warranties offered by the manufacturers of the goods sold are the exclusive and sole warranties for any goods sold herein. Kleckner & Sons offers no warranties (including any IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER, EXPRESS OR IMPLIED WARRANTY).

I UNDERSTAND AS PURCHASER THAT I EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE,

_____(Purchaser)

NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

SALES AGREEMENT – Purchaser acknowledges receipt of a copy of this security agreement.

_____(Purchaser)

Date: _____

Customer Name: _____

_____/_____: Unit Ran and Tested

_____/_____: Inspected Residence for Damage

_____/_____: Plumbing Complete, **NO** Indication of Water Leaks.

This includes waterlines, dishwasher drain hose and flex lines, washer hoses, water heaters, garbage disposal, and hot water taps.

X _____

Please sign above if you are satisfied with delivery and/or installation.

217

Form 611

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

The respondent's email (jessica-newberry@esasd.net) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

William Vitulli

Untitled Title

Department *

Curriculum & Instruction

Building *

Product will be for all district buildings

218

What service or item are requesting *

Lockdown Safety Shades

Why are you requesting the service or item *

to be used in classrooms

Suggested replacement *

n/a

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

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

single provider

What is the total cost of the purchase? *

\$45,406.90

219

Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other:

Was this purchase budgeted? *

Yes ▼

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.

.....

220

Which Fund will be charged? *

10



What account will be charged? *

10-2660-610-364-00-000-000-9175

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

single provider

Any additional information you would like to provide.

PCCD Mental Health & Safety Grant

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

Google Forms

221



Taylor Brothers Door Lock, LLC.

840 Tacoma Court
Clio, MI 48420-1581

Quote

Date	Estimate #
2/6/2023	4621

Name / Address
East Stroudsburg Area School District Business Office Att: A/P 50 Vine Street East Stroudsburg, PA 18301

Description	Qty	Rate	Total
LSSCU(0973) Lockdown Safety Shade 09 in. W x 73 in. L	8	36.25	290.00
LSS1036 Lockdown Safety Shade 10 in. W x 36 in. L	5	16.99	84.95
LSS1042 Lockdown Safety Shade 10 in. W x 42 in. L	55	18.99	1,044.45
LSS1236 Lockdown Safety Shade 12 in. W x 36 in. L	4	19.99	79.96
LSS1242 Lockdown Safety Shade 12 in. W x 42 in. L	32	20.99	671.68
LSSCU(1245) Lockdown Safety Shade 12 in. W x 45 in. L	1	29.75	29.75
LSSCU(1251) Lockdown Safety Shade 12 in. W x 51 in. L	9	33.75	303.75
LSS1520 Lockdown Safety Shade 15 in. W x 20 in. L	4	21.99	87.96
LSS1642 Lockdown Safety Shade 16 in. W x 42 in. L	2	27.99	55.98
LSS1642 Lockdown Safety Shade 16 in. W x 42 in. L	46	27.99	1,287.54
LSS1636 Lockdown Safety Shade 16 in. W x 36 in. L	5	26.99	134.95
LSS1636 Lockdown Safety Shade 16 in. W x 36 in. L	64	26.99	1,727.36
LSSCU(1786) Lockdown Safety Shade 17 in. W x 86 in. L	9	80.50	724.50
LSSCU(1985) Lockdown Safety Shade 19 in. W x 85 in. L	27	89.00	2,403.00
LSSCU(1931) Lockdown Safety Shade 19 in. W x 31X in. L	35	32.50	1,137.50
LSSCU(2124) Lockdown Safety Shade 21 in. W x 24 in. L	2	27.75	55.50
LSSCU(2124) Lockdown Safety Shade 21 in. W x 24 in. L	2	27.75	55.50
LSSCU(2132) Lockdown Safety Shade 21 in. W x 32 in. L	6	37.00	222.00
LSSCU(2134) Lockdown Safety Shade 21 in. W x 34 in. L	5	39.50	197.50
LSSCU(2143) Lockdown Safety Shade 21 in. W x 43 in. L	74	49.75	3,681.50
LSSCU(2145) Lockdown Safety Shade 21 in. W x 45 in. L	31	52.00	1,612.00
LSSCU(2147) Lockdown Safety Shade 21 in. W x 47 in. L	9	54.50	490.50
LSSCU(2185) Lockdown Safety Shade 21 in. W x 85 in. L	78	98.25	7,663.50
LSSCU(2243) Lockdown Safety Shade 22 in. W x 43 in. L	1	38.75	38.75
LSSCU(2246) Lockdown Safety Shade 22 in. W x 46 in. L	5	55.75	278.75
LSS2636 Lockdown Safety Shade 26 in. W x 36 in. L	8	32.99	263.92
LSSCU(2281) Lockdown Safety Shade 22 in. W x 81 in. L	83	92.50	7,677.50
LSS2636 Lockdown Safety Shade 26 in. W x 36 in. L	3	32.99	98.97
LSSCU(2560) Lockdown Safety Shade 25 in. W x 60 in. L	6	82.50	495.00
LSSCU(2586) Lockdown Safety Shade 25 in. W x 86 in. L	53	92.50	4,902.50
LSSCU(2726) Lockdown Safety Shade 27 in. W x 26 in. L	2	38.75	77.50
LSS2836 Lockdown Safety Shade 28 in. W x 36 in. L	3	38.99	116.97

Note: It is your responsibility to acquire any approvals needed from local code officials prior to installation. Make sure you inform local police and fire departments when locks are installed in their jurisdictions.
 Note: Refund Policy: If returning unused product, we offer a full refund minus freight costs and a 20% restocking fee.
 Note: Install policy: Nightlock can provide professional installation anywhere in the continental US. Nightlock is not responsible for failures or damage resulting from installation by customer or third party installer.

Subtotal
Sales Tax (0.0%)
Total

222



Taylor Brothers Door Lock, LLC.
 840 Tacoma Court
 Clio, MI 48420-1581

Quote

Date	Estimate #
2/6/2023	4621

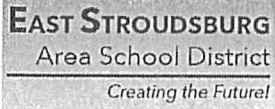
Name / Address
East Stroudsburg Area School District Business Office Att: A/P 50 Vine Street East Stroudsburg, PA 18301

Description	Qty	Rate	Total
LSSCU(2748) Lockdown Safety Shade 27 in. W x 48 in. L	2	71.50	143.00
LSSCU(2757) Lockdown Safety Shade 27 in. W x 57 in. L	4	84.75	339.00
LSS2836 Lockdown Safety Shade 28 in. W x 36 in. L	6	38.99	233.94
LSS2836 Lockdown Safety Shade 28 in. W x 36 in. L	8	38.99	311.92
LSS2836 Lockdown Safety Shade 28 in. W x 36 in. L	1	38.99	38.99
LSSCU(2865) Lockdown Safety Shade 28 in. W x 65 in. L	2	100.25	200.50
LSSCU(2932) Lockdown Safety Shade 29X in. W x 32 in. L	2	51.25	102.50
LSSCU(2971) Lockdown Safety Shade 29 in. W x 71 in. L	4	88.75	355.00
LSSCU(3034) Lockdown Safety Shade 30 in. W x 34 in. L	4	56.25	225.00
LSSCU(3052) Lockdown Safety Shade 30 in. W x 52 in. L	3	86.00	258.00
LSSCU(3136) Lockdown Safety Shade 31 in. W x 36 in. L	2	61.50	123.00
LSSCU(3113) Lockdown Safety Shade 31 in. W x 13 in. L	1	22.25	22.25
LSSCU(3331) Lockdown Safety Shade 33 in. W x 31 in. L	9	56.50	508.50
LSSCU(3352) Lockdown Safety Shade 33 in. W x 52 in. L	1	94.50	94.50
LSSCU(3530) Lockdown Safety Shade 35 in. W x 30 in. L	9	57.75	519.75
LSSCU(3536) Lockdown Safety Shade 35 in. W x 36 in. L	3	69.50	208.50
LSSCU(3631) Lockdown Safety Shade 36 in. W x 31 in. L	9	61.50	553.50
LSSCU(3783) Lockdown Safety Shade 37 in. W x 83 in. L	1	132.25	132.25
LSSCU(5186) Lockdown Safety Shade 51 in. W x 86 in. L	1	188.75	188.75
LSSCU(3284) Lockdown Safety Shade 32 in. W x 84 in. L	10	123.00	1,230.00
LSSCU(3486) Lockdown Safety Shade 34 in. W x 86 in. L	2	125.75	251.50
LSSCU(4586) Lockdown Safety Shade 45 in. W x 86 in. L	2	166.50	333.00
LSSCU(5186) Lockdown Safety Shade 51 in. W x 86 in. L	2	188.75	377.50
Shipping - LTL		664.86	664.86

Note: It is your responsibility to acquire any approvals needed from local code officials prior to installation. Make sure you inform local police and fire departments when locks are installed in their jurisdictions.
 Note: Refund Policy: If returning unused product, we offer a full refund minus freight costs and a 20% restocking fee.
 Note: Install policy: Nightlock can provide professional installation anywhere in the continental US. Nightlock is not responsible for failures or damage resulting from installation by customer or third party installer.

Subtotal	\$45,406.90
Sales Tax (0.0%)	\$0.00
Total	\$45,406.90

223



V.I.A. 4

Amy Famighetti <amy-famighetti@esasd.net>

Form 611

1 message

Google Forms <forms-receipts-noreply@google.com>
To: amy-famighetti@esasd.net

Fri, Jan 27, 2023 at 11:12 AM

Thanks for filling out

Form 611

Here's what was received.

Edit response

Form 611

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

Your email (amy-famighetti@esasd.net) was recorded when you submitted this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Daryle Miller

224

Untitled Title

Department *

Grounds and Maintenance

Building *

District

What service or item are requesting *

Soil Screener

Why are you requesting the service or item *

Need for District Use

Suggested replacement *

none

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

6500.00

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

225

YES

What is the total cost of the purchase? *

6500.00

Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other: provided three quotes

Was this purchase budgeted? *

No ▼

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

226

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? *

2630
~~10-2620-432-000-00-013-000-0000~~

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

lowest price

Any additional information you would like to provide.

Create your own Google Form

Report Abuse

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227

LIN-RAY FARMS

Trailer and Equipment Sales

V.L.A.1

INVOICE

DATE: 10/27/2022
 INVOICE # 13189
 Customer ID E. Stroudsburg

Sales Quote

Lin Laurenson
 9871 US 220 Hwy.
 Hughesville, PA 17737

570-772-1073 call or text

BILL TO:

East Stroudsburg School District
 50 Vine Street
 East Stroudsburg , PA 18301
 Supervisor of Grounds
 C/O Daryle Miller
 570-656-4284 cell
 Email: daryle-miller@esasd.net

SHIP TO (if different):

Customer pick up

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	F.O.B.	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
SLG 68 V	SLG 68 V	1		6,500.00
	Serial # SLG-68 TBD			-
	Standard Mesh included , Pre wired 10 gauge cord			-
	Deposit Ck #			-
	PA Sales Tax exempt			-
	Exempt #			-
	Will hold machine until time of pickup N/C			-
	Additional mesh available 400.00 per piece!			-
				-
				-

SUBTOTAL	\$6,500.00
TAX RATE	0.000%
TAX	\$-
S & H	\$-
OTHER	\$-
TOTAL	\$6,500.00

Other Comments or Special Instructions

1. Total payment due before delivery !
2. Please make checks payable to Lin-Ray Farms !
3. Please include the invoice number on your check !
4. All out of State checks require ID or bank letter !

Make all checks payable to Lin-Ray Farms

If you have any questions about this invoice, please contact
 Lin Laurenson
 570-772-1073

Thank You For Your Business!

228



V.I.A. 2

Daryle Miller <daryle-miller@esasd.net>

Desite SLG-68 screener

1 message

Tim Kitzmiller <timk@buckandknobby.com>
To: daryle-miller@esasd.net

Wed, Nov 9, 2022 at 12:49 PM

Daryle, here is our quote for (1) Desite SLG-68-V screen plant. Brochure attached.

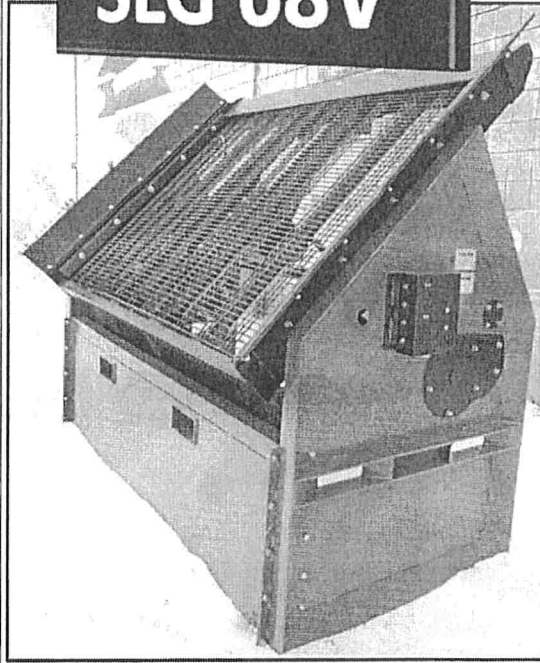
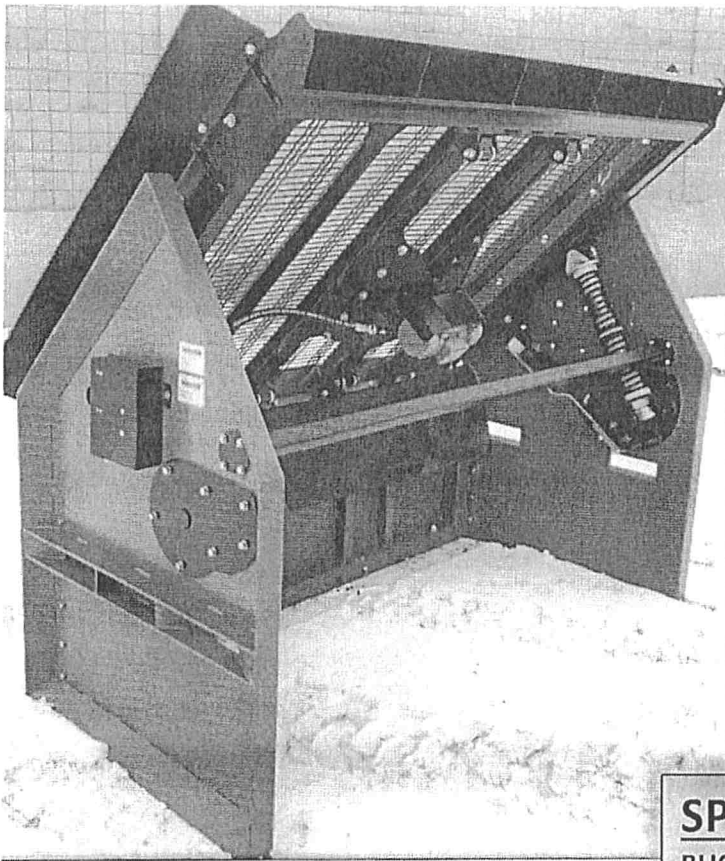
1 each new Desite SLG-68-V screener. \$7,155 (add \$450.00 for bucket transport option)

--
Tim Kitzmiller
Sales Manager
Buck & Knobby Equipment Co
6220 Sterns Rd (US 23 @ Exit 1)
Ottawa Lake Mi 49267
734-856-2811 Fax 734-856-2709
419-392-0893 Mobile
www.buckandknobby.com

 spec sheet slg 68v.pdf
678K

229

SLG 68V



SPECIFICATIONS

BUCKETS UP TO 66"

WIDTH – 89"

HEIGHT – 78"

DEPTH – 44"

WEIGHT – 1425 LBS

SCREEN MESH – ¾ X 4" WIRE ELONGATED

SCREEN DECK – 52" X 72"

SCREENING SURFACE – 25 SQ FT

PRODUCTIVITY – 20 TO 30 YARDS PER HOUR

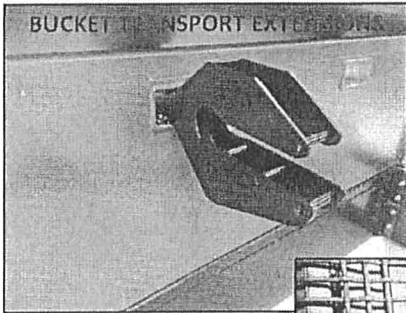
VIBRATORY SYSTEM – ECCENTRIC ROTATION

VOLTAGE – 110 VOLT (3600 RPM)

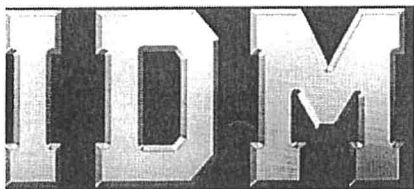
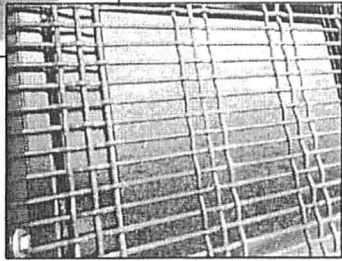
FORCE – 760 FT/LBS

ACCESSORIES

- BUCKET LIFT EXTENSIONS
- 25 FT 10 GAUGE TWIST LOCK EXTENSION CORD
- ADDITIONAL MESH SIZES FROM ¼ TO 4"



¾ x 4" Double
Lock Crimp
Wire Mesh



DESIGNED TO PERFORM

CHECK OUT OUR LATEST VIDEOS TODAY!

1-877-254-7903

You 

www.idmabc.com



Columbia Equipment Sales, Inc.
 236 Heidel Circle
 Wartburg, TN 37887 US
 +1 5092641129
 gsdcbad@gmail.com

VI. A.3

Estimate 3682

ADDRESS Daryle Miller East Stroudsburg Area School District 50 Vine ST. East Stroudsburg, PA 18301 (570) 424-8500	SHIP TO Daryle Miller East Stroudsburg Area School District 50 Vine ST. East Stroudsburg, PA 18301 (570) 424-8500	DATE 11/03/2022	TOTAL \$7,750.00
---	---	---------------------------	----------------------------

ACTIVITY	QTY	RATE	AMOUNT
DeSite SLG 68V Comes with 3600rpm (110 Volt) Vibratory Pack Tilting Screen Deck 25ft (10 gauge) Electric Cord 3/4 x 4 Elongated (double lock crimp) mesh Warranty 3 Years on Structure (under normal use) 1 Year on Electrical	1	6,250.00	6,250.00
Freight *This quotation valid for 10 days*	1	1,500.00	1,500.00
Daryle Miller daryle-miller@esasd.net (570) 424-8500 Please call or email Brad with any questions. gsdcbrad@gmail.com 613 623-3319 877-254-7903 or 509-264-1129		SUBTOTAL	7,750.00
		TAX	0.00
		TOTAL	\$7,750.00

THANK YOU.

Accepted By

Accepted Date

It is the responsibility of the purchaser to ensure all the taxes are paid in accordance to their state laws.

3% Fee applies to all Credit Card Payments
 2% Monthly Interest Applies to All Overdue Invoices

231



Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date 12/6/2022
Quote No. 277691
Acct. No. 03:ea:PA:12217653
Total \$54,500.00
Pricing Expires 6/30/2024

Attn: A/P
Business Office
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg PA 18301-2199

Payment Schedule	Contract Start	Contract End
PO Req, Net 30	7/1/2023	6/30/2024

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. East Stroudsburg Cyber Academy	FT Student Elementary License (Content only) - One Semester (18 week), up to 6 courses. (14 day drop/add grace period)- \$435 -50 Semester 1 -50 Semester 2		06/30/2024	\$435.00	100	\$43,500.00
	Genius per Student Information System per semester- \$10 -50 Semester 1 -50 Semester 2		06/30/2024	\$10.00	100	\$1,000.00
	IS Elementary Course All Workbooks (non-refundable, 4 core courses, one semester overages for single workbooks will be invoiced at \$25 per book) - \$100/ students for bundle of 4 workbooks -50 Semester 1 -50 Semester 2		06/30/2024	\$100.00	100	\$10,000.00

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

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <https://www.imaginelearning.com/standard-terms-and-conditions>, 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 Imagine Learning's written consent.

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative
Elena Anguita
Account Executive
570-468-7808
elena.anguita@imaginelearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

232



8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Price Quote

Date 12/6/2022
Quote No. 277691
Acct. No. 03:ea:PA:12217653
Total \$54,500.00
Pricing Expires 6/30/2024

Subtotal	\$54,500.00
Total	\$54,500.00

233



Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date 12/6/2022
Quote No. 277945
Acct. No. 03:ea:PA:12217653
Total \$68,800.00
Pricing Expires 6/30/2024

Attn: A/P
Business Office
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg PA 18301-2199

Payment Schedule	Contract Start	Contract End
PO Req, Net 30	7/1/2023	6/30/2024

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. East Stroudsburg Cyber Academy						
	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2024	\$28,005.00	1	\$28,005.00
	IS 6-12 Concept Coaching Site License Add-on		06/30/2024	\$8,000.00	1	\$8,000.00
	MyPath Reading and Math Site License		06/30/2024	\$12,995.00	1	\$12,995.00
	eDynamic Electives Per Enrollment Per Semester (14 day drop/add grace period)		06/30/2024	\$99.00	200	\$19,800.00

Subtotal \$68,800.00
Total \$68,800.00

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

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <https://www.imaginelearning.com/standard-terms-and-conditions>, 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 Imagine Learning's written consent.

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative
Elena Anguita
Account Executive
570-468-7808
elena.anguita@imaginelearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

234

Form 611

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

The respondent's email (craig-neiman@esasd.net) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Robert Romagno

Untitled Title

235

Department *

Environmental Services

Building *

Administration

What service or item are requesting *

Paper, Copy 8.5 x 11 20# White

Why are you requesting the service or item *

Inventory running low

Suggested replacement *

Paper, Copy 8.5 x 11 20# White

234

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

What is the total cost of the purchase? *

\$37,690.40

Procurement Method: *

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

237

Was this purchase budgeted? *

Yes



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.

Co Star #004-072

Which Fund will be charged? *

10

What account will be charged? *

Building budgets

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

Supplying vendor paper quality improves copy machine uptime.

Any additional information you would like to provide.

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

Google Forms

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Quote: EAST STROUDSBURG SCHOOL 1/12/23

Dealer Address

Stotz & Fatzinger Office Supply
 808 Packer St
 Easton, Pennsylvania 18042-7358
 Phone: 610.515.0103
 Fax: 610.515.0247

Bill-To Address

EAST STROUDSBURG AREA
SCHOOL #4248500
 A/P
 PO BOX 298
 50 VINE STREET
 EAST STROUDSBURG, Pennsylvania
 18301
 Phone: 570-424-8471

Ship-To Address

EAST STROUDSBURG AREA
SCHOOL #4248500
 50 VINE STREET
 ROUTE S
 EAST STROUDSBURG, Pennsylvania
 18301

Item #	Description	UOM	Qty	Customer Price	Line Total
GLDWHITEBOX	PAPER,COPY,8.5X11,20#,WHITE, 5000/Case	CT OF 10 RM	880	42.83	\$37,690.40
NOTE	COSTAR # 004-072	EA	1	0.00	\$0.00
				Subtotal:	\$37,690.40
				Tax	\$0.00
				Total	\$37,690.40

240



QUOTE

Quote: EAST STROUDSBURG SCHOOL 1/12/23
Date: 1/12/2023

Stotz & Fatzinger Office Supply
808 Packer St
Easton, PA 18042-7358
Phone: 610.515.0103
Fax: 610.515.0247

Accounts Payable: A/P

Bill-To Address
EAST STROUDSBURG AREA SCHOOL #4248500
PO BOX 298
50 VINE STREET
EAST STROUDSBURG, Pennsylvania 18301
Phone:570-424-8471
Fax:570-420-8353

Ship-To Address
EAST STROUDSBURG AREA SCHOOL #4248500
50 VINE STREET
ROUTE S
EAST STROUDSBURG, Pennsylvania 18301

Item #	Description	UOM	Qty	Customer Price	Total
GLDWHITEBOX	PAPER,COPY,8.5X11,20#,WHITE, 5000/Case	CT	880	\$42.83	\$37,690.40
NOTE	COSTAR # 004-072	EA	1	\$0.00	\$0.00
				Subtotal:	\$37,690.40
				Tax:	\$0.00
				Total:	\$37,690.40

241

Form 611

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

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

Untitled Section

Untitled Section

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

DR. Vitulli / Dave Baker (ESE Principal)

Untitled Title

Department *

C&I

Building *

ESE

242

What service or item are requesting *

Wall mounted powered screen with projector - in gymnasium

Why are you requesting the service or item *

Needed upgrades for parent and staff training

Suggested replacement *

non

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

\$31,416 - Costar provider Keystone

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

Costar provider see quote

What is the total cost of the purchase? *

\$31,416

243

Procurement Method: *

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

Was this purchase budgeted? *

No ▼

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.

244

Which Fund will be charged? *

10



What account will be charged? *

Capital fund

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

Costar quote provided by Keystone received through ESASD tech department

Any additional information you would like to provide.

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

Google Forms

245

**Costars Proposal
Costars # 034-050**

To: East Stroudsburg Area School District	Date: 2/2/2023
Address: 50 Vine Street	From: Wayne Becker
East Stroudsburg, PA 18301	Phone: (610) 841-9611
Attn: Anthony Calderone	Email: wbecker@comsysinc.com
Phone: 570-994-6467	Proposal #: AAAQ1801
Email: anthony-calderone@esasd.net	Project: East Stroudsburg Elementary School Gym AV System

Hello Anthony,

I appreciate this opportunity to propose the furnishing and installation of a Projection System in the Elementary School Gymnasium as requested and described herein.

1. PROJECT SUMMARY

1. Keystone Fire and Security (KFS) to supply and install a video projection system in the elementary school gym and integrate the projector audio into the existing sound system. This system will be used for instruction and general assemblies.
2. KFS to supply and install (1) ceiling mounted projector in a protective cage and (1) wall mounted electric screen. East Stroudsburg Area School District (ESASD) to provide the required 120V power.
3. KFS to supply and install (1) low voltage screen controller in the existing headend rack.
4. KFS to supply and install (1) wireless presentation and (1) local wired HDMI input in the existing headend rack. ESASD to provide network drop for the wireless presentation system.
5. KFS to supply and install (1) 2x1 HDMI/HDBaseT auto switcher in the existing headend rack. This will have the ability to manually switch video signal or automatically switch to the active video signal detected. The digital HDMI audio will be de-embedded from the switcher and connected the existing local sound system.
6. KFS will reuse and utilize the existing headend rack, audio equipment, and open-source inputs.
7. KFS to program, test, and provide customer training.
8. ESASD to install the cabling for the projection system as designed. An OPTION for KFS to supply and install the cable is provided.
9. ESASD to provide all required 120V power and active network drops. ESASD to provide all network connections and any network switches and network management required.
10. No conduit, raceways, core drilling, patching, painting, electrical, or networking is included.
11. This proposal is based on PA Dept of L&I Prevailing Wage Determination.

2. EQUIPMENT LIST

Qty	Manuf.	Description
1	Da-Lite	Tensioned Cosmopolitan Series - 29937L 16:10 Wide - 120"x192" or 226" Diagonal Screen
1	Da-Lite	Low Voltage Wall Switch
1	Da-Lite	Locking Switch Cover Plate
1	Epson	PowerLite L630U Projector, WUXGA, 6200 lumens, 3LCD, WIFI - White
1	Chief	UNIVERSAL RPMB
1	Chief	SLB/SLM UNIVERSAL LEG WHITE
1	Chief	CMA-110 FLAT CEILING PLATE WHITE

1	Chief	ADJ. PIPE 48" TO 72" White
1	Chief	PG3AW X-LARGE PROJTOR GUARD RPA/RPM WHT
1	Solstice	Solstice Gen3 POD SGE
1	Solstice	Power Supply
1	Lowell	Rack Utility Shelf-1U, 10in D, Blk
1	Kramer	HDMI, VGA, RS?232, ETH & Audio over HDBaseT step-in commande
1	Kramer	DVI & HDMI over Twisted Pair Receiver
3	Kramer	Slim High Speed HDMI Cable with Ethernet-6ft

3. PROJECT SCOPE

Action	Qty	Parts	Location	Notes
Supply / Install	1	Wall Mounted 120V Motorized Projection Screen	TBD	120V Motorized Projection Screen. SD/Other to provide power
Supply / Install	1	Low Voltage Screen Switch	Existing Headend Rack	Low Voltage Screen Switch
Supply / Install	1	Projector (White)	TBD	Projector, WUXGA, 6000 lumens, 3LCD, White
Supply / Install	1	Projector Mount (White)	TBD	Projector Mount (White)
Supply / Install	1	Projector Guard (White)	TBD	Projector Guard (White)
Supply / Install	1	Wireless Presentation System	Existing Headend Rack	Solstice Gen3 POD SGE
Supply / Install	1	HDMI, HDBaseT 2x1 Auto Switcher	Existing Headend Rack	HDMI, HDBaseT 2x1 Auto Switcher
Supply / Install	1	HDMI over Twisted Pair Receiver	Projector Location	HDMI over Twisted Pair Receiver

4. SYSTEM INVESTMENT

Select	Description	Cost
	Costars Materials	\$11,382.24
	Costars Ancillary Sevices	\$18,333.76
<input checked="" type="checkbox"/>	Total Costars Cost	\$29,716.00
	OPTION for Cables to be supplied and installed by KFS	\$1,700.00
	Project Total with Options	\$

Applicable Sales Tax will be charged

5. PAYMENT TERMS

Payment Schedule
Payment in Full
<i>Progressive invoicing as material and labor is provided. Net 20.</i>

247

6. ORDERING AND ACCEPTANCE

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy). Please note that the following must be included with your Purchase Order to qualify as a COSTARS purchase.

- The Purchase Order (PO) MUST list Keystone Fire and Security's Costars number 040-E22-130
- The PO MUST list Keystone Fire and Security's Payment Terms
- The PO MUST be accompanied by a signed copy of Keystone Fire and Security's Proposal

_____	_____
Client Signature	Keystone Fire and Security Signature
_____	_____
Client Print Name	Keystone Fire and Security Print Name
_____	_____
Date	Date

Purchase Order #	

Tax Status: Exempt (copy of current certificate required) Non-Exempt

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions attached to this agreement. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement.

This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unfair business practice to use this information for competitive negotiations.

7. PREVENTATIVE MAINTENANCE AND SUPPORT

The system described in this proposal has been designed to provide you with many years of reliable service and an excellent return on your investment (ROI). However to uphold the warranties of the equipment and achieve maximum longevity, managed services and ROI, regularly scheduled maintenance is required. Keystone Fire and Security provides managed services and scheduled maintenance programs for your system that will keep it running smooth and reduce the total cost of ownership.

247A

Form 611

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

The respondent's email (**damaris-robins@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Damaris Robins

Untitled Title

Department *

Transportation

Building *

Admin

248

What service or item are requesting *

TOUGHBOOK G2 10.1IN 16GB 512GB SSD W10P I5-10310U
1.7G WIFI BT

Why are you requesting the service or item *

In order to store inventory and access programs for the bus fleet.

Suggested replacement *

New item

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

What is the total cost of the purchase? *

15,568.72

249

Procurement Method: *

Quote Received only one Proposal

Request for Proposal (RFP)

Bid

Other: _____

Was this purchase budgeted? *

No ▼

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.

Costars 3-IT hardware. Contract # 003-0 78

250

Which Fund will be charged? *

10



What account will be charged? *

10-2740-756-000-00-000-007-000-0000

Selection of the 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.

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

Google Forms

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Customer Name: EAST STROUDSBURG
 AREA SCHOOL
 DISTRICT
Quote No: 22919382

Quote Name:
Quotation Date: 01/13/2023

Sales Support Contact: LAUREN DELAVIGNE
Sales Support Phone: 910-679-3732
Sales Support Email: LAUREN.DELAVIGNE@EP
 LUS.COM

Customer PO No:
Order No:
Expiration Date: 02/12/2023

Account Executive: Jordan Kartsois
Account Executive Phone: 610-495-1206
Account Executive Email: Jordan.Kartsois@eplus.com

ePlus Technology inc, 13595 Dulles Technology Drive, Herndon, VA, 20171

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext. Price
001	FZ-G2AZ004KM	PANASONIC	Toughbook - with Dongle TOUGHBOOK G2 10.1IN 16GB 512GB SSD W10P I5-10310U 1.7G WIFI BT	4	2,652.91	10,611.64
002	FZ-SVCTPNF5Y	PANASONIC	5 Year Warranty	4	630.10	2,520.40
003	FZ-VPF38U	PANASONIC	Device Screen Protector SCREEN PROTECTOR FOR FZ-G2 10.1IN	4	48.26	193.04
004	FZ-VEKG21LM	PANASONIC	Keyboard SPARE/REPLACEMENT KEYBOARD F/ FZ-G2	4	560.91	2,243.64
005	COSTARS3	EPLUS	AS PER COSTARS-3 IT HARDWARE CONTRACT NUMBER 003-0 78 - FAX PO TO 610-495-1208	4	0.00	0.00
Total (USD):						15,568.72

Shipping:	Sub Total (USD):	15,568.72
Packing:	Est. Tax (USD):	TBD if Applicable
	Shp&Hnd (USD):	TBD
	Total (USD):	15,568.72

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All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

PLEASE NOTE: Recent supply chain disruption and tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Related manufacturer policy changes may result in orders being non-cancelable and products non-returnable except in accordance with the manufacturer warranty. Please confirm pricing and other restrictions prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

ePlus offers flexible and easy leasing options for your IT equipment. Use leasing to increase your IT acquisition capability, overcome limited budgets, and manage the lifecycle of your assets. Contact an ePlus Leasing Coordinator at 1-703-984-8021 or leasing@eplus.com to receive a lease quote today.

Customer Acceptance

Signature: _____
 Name: _____
 Title: _____
 Date: _____
 Customer PO #: _____

Bill To

EAST STROUDSBURG AREA SCHOOL D
 50 VINE STREET
 EAST STROUDSBURG PA 18301
 UNITED STATES
 ATTN: ACCOUNTS PAYABLE

Ship To

EAST STROUDSBURG AREA SCHOOL D
 UNITED STATES

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East Stroudsburg Area SD, PA

JOURNAL INQUIRY



YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ACCOUNT	LINE	DESCRIPTION	DEBIT	CREDIT	OB
2023	07		2	BUA	01/03/2023	01/03/2023	wheelchair	1	RES		JTLMedicalsvsngen		wheelchair for RES			
													wheelchair for RES	100.00		
													RESMedicalsvsngen			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	JNL	DESC	CLERK	CONFERENCE	STATUS	BUD	YEAR	JNL	TYPE
1	10010070	610														
	10-2420	-610-000-20-517-602-000-0000-														
2	10010010	610														
	10-2420	-610-000-10-215-602-000-0000-														

** JOURNAL TOTAL 0.00 0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ACCOUNT	LINE	DESCRIPTION	DEBIT	CREDIT	OB
2023	07		46	BUA	01/09/2023	01/09/2023	Conference	1	RES		JMH nurse to PANSAP conf.		JMH nurse to PANSAP conf.	200.00		
													JMH Empee Training&Development	175.00		
													JMH nurse to PANSAP conf.	225.00		
													JMH nurse to PANSAP conf.	50.00		
													JMH nurse to PANSAP conf.	100.00		
													JMH nurse to PANSAP conf.	75.00		
													JMH PANSAP conf. travel	79.00		
													JMH PASNAP conf. travel			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	JNL	DESC	CLERK	CONFERENCE	STATUS	BUD	YEAR	JNL	TYPE
1	10011920	360														
	10-2834	-360-000-10-211-602-000-0000-														
2	10011940	360														
	10-2834	-360-000-10-213-602-000-0000-														
3	10011930	360														
	10-2834	-360-000-10-212-602-000-0000-														
4	10011940	360														
	10-2834	-360-000-10-213-602-000-0000-														
5	10011930	360														
	10-2834	-360-000-10-212-602-000-0000-														
6	10011960	360														
	10-2834	-360-000-10-214-602-000-0000-														
7	10011970	360														
	10-2834	-360-000-10-214-602-000-0000-														
8	10011960	360														
	10-2834	-360-000-10-215-602-000-0000-														
9	10011990	360														
	10-2834	-360-000-10-214-602-000-0000-														
10	10012150	360														
	10-2834	-360-000-10-216-602-000-0000-														
11	10012030	360														
	10-2834	-360-000-30-820-602-000-0000-														
12	10012150	360														
	10-2834	-360-000-20-517-602-000-0000-														
13	10011930	580														
	10-2834	-580-000-30-820-602-000-0000-														
14	10011940	580														
	10-2834	-580-000-10-213-602-000-0000-														

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		ENTITY	Hist	2023				

15	10011930	580			SJC			I	N				85.00	
	10-2834-580-000-10-212-602-000-0000-													
16	10011960	580			SJC			I	N			85.00		
	10-2834-580-000-10-214-602-000-0000-													

** JOURNAL TOTAL 0.00 0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		ENTITY <th>Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th></th>	Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th>	2023 <th></th> <th></th> <th></th> <th></th>				

1	10001800	581			jk			I	N			35.00		
	10-1110-581-000-10-214-110-000-0000-													
2	10009390	550			jk			I	N			35.00		
	10-2380-550-000-10-214-000-000-0000-													

** JOURNAL TOTAL 0.00 0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		ENTITY <th>Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th></th>	Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th>	2023 <th></th> <th></th> <th></th> <th></th>				

1	10011950	360			jk			I	N			180.00		
	10-2834-360-000-10-214-000-000-0000-													
2	10009390	550			jk			I	N			180.00		
	10-2380-550-000-10-214-000-000-0000-													

** JOURNAL TOTAL 0.00 0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		ENTITY <th>Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th></th>	Hist <th>2023 <th></th> <th></th> <th></th> <th></th> </th>	2023 <th></th> <th></th> <th></th> <th></th>				

1	10011950	360			jk			I	N			180.00		
	10-2834-360-000-10-214-000-000-0000-													
2	10009390	550			jk			I	N			180.00		
	10-2380-550-000-10-214-000-000-0000-													

** JOURNAL TOTAL 0.00 0.00

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	I	N	Hist	2023			
ACCOUNT													
LINE DESCRIPTION													
1	10011950	580									180.00		
2	10009390	550										180.00	

** 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
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	I	N	Hist	2023			
ACCOUNT													
LINE DESCRIPTION													
1	10011940	360										65.00	
2	10012110	580									65.00		
3	10009990	432										3.91	
4	10010010	610										12.37	
5	10010070	432										3.96	
6	10010010	610										3.91	
7	10009920	432										3.96	
8	10010010	610										3.91	
9	10010030	432										3.91	
10	10010010	610										3.91	

** 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
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	I	N	Hist	2023			
ACCOUNT													
LINE DESCRIPTION													
1	10011950	580									180.00		
2	10009390	550										180.00	

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2023	07	70	BUA	01/11/2023	01/11/2023	cover	membr	joyce-kirk			I	N	Hist	2023			
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB						

1	10009390	810																
2	10001800	650																

** 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
2023	07	75	BUA	01/12/2023	01/12/2023	Dental				susan-cole	I	N	Hist	2023			
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB						

1	10010290	610																
2	10010290	810																

** 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
2023	07	78	BUA	01/12/2023	01/12/2023	suppl	resokaren-mochan				I	N	Hist	2023			
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB						

1	10003280	650																
2	10003280	610																

** 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
2023	07	163	BUA	01/18/2023	01/18/2023	transfersu	lorena-ramos				I	N	Hist	2023			
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB						

1	10003280	650																
2	10003280	610																

** JOURNAL TOTAL 0.00 0.00

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	07	163 BUA	01/18/2023	01/18/2023	transfersulorena-ramos	I	N	Hist	2023	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009570	810									
	10-2380-810-000-20-517-000-000-0000-							JTLPrincipalDues&Fees	800.00		
2	10009570	610						JTLPrincipalGen Sup			
	10-2380-610-000-20-517-000-000-0000-										

** 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
2023	07	165 BUA	01/18/2023	01/18/2023	transfer	I	N	Hist	2023	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10012190	360						HR Non Cert.Training&Develop		700.00	
2	10011790	635						Personnel HR Meal/Refreshments	700.00		
3	10012290	580						RTLTravel/Conf		700.00	
4	10011790	635						Personnel HR Meal/Refreshments	700.00		
5	10011790	610						Personnel HR Gen Sup		100.00	
6	10011790	531						Personnel HR Postage	100.00		
	10-2833-531-000-00-000-003-000-0000-										

** 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
2023	07	168 BUA	01/18/2023	01/18/2023	conf. fees	I	N	Hist	2023	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001130	610						move to conference fees		750.00	
2	10011830	580						Curwritegen sup	750.00		
	10-2834-580-000-00-000-004-000-0000-							PDE conf. fees and travel			
	10-2834-580-000-00-000-004-000-0000-							Curriculum Travel/Conf			

** JOURNAL TOTAL 0.00 0.00

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL	TYPE
2023	07	198	BUA	01/19/2023	01/19/2023	Tact 2		jessica-newberry	I	N	Hist	2023		

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10008160	360						cover Staff Dev. trainings	17,000.00		
2	10110120	640					cover Staff Dev. trainings			17,000.00	
	10-1110-640-000-10-000-004-000-0600-							Curr.&IBooks/Period			

** 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
2023	07	259	BUA	01/20/2023	01/20/2023	DR		damaris-robins	I	N	Hist	2023		

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011670	432						move money to garage maint	63,000.00		
2	10011730	432					Transportation,Equip Repairs			63,000.00	
	10-2740-432-000-00-000-007-000-0000-							move money from garage mai			
	10-2740-432-000-00-000-007-000-0000-							Busgarage,Repr/Maint.Equip			

** 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
2023	07	291	BUA	01/24/2023	01/24/2023	transfer		regina-brotherton	I	N	Hist	2023		

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10002900	432						transfer to supplies for s	2,230.00		
2	10-1110-432-000-20-518-240-000-0000-							LISFamConsciRep&MaintEq		650.00	
3	10002900	610						transfer to supplies for s			
	10-1110-610-000-20-518-240-000-0000-							LISFamConsciRepEq<\$2,500			
	10-1110-610-000-20-518-240-000-0000-							transfer here	2,880.00		
	10-1110-610-000-20-518-240-000-0000-							LISFamConsciGen 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
2023	07	303	BUA	01/26/2023	01/26/2023	clear -		loreana-ramos	I	N	Hist	2023		

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB		
2023 07	303 BUA	01/26/2023	01/26/2023	clear -	Torena-ramos	I	N	Hist	2023						
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3					ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB

1	10009570	432									JTLPrincipaRep&MaintEq	4,000.00			
2	10009570	438									JTLPrincipaMnt/Rpr/Upgrade	4,000.00			

** 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	DEBIT	CREDIT	OB		
2023 07	304 BUA	01/26/2023	01/26/2023	clear -	Torena-ramos	I	N	Hist	2023						
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3					ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB

1	10002330	438									JTLRegularMnt/Rpr/Upgrade	5,000.00			
2	10002330	610									JTLRegularGen Sup	5,000.00			

** 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	DEBIT	CREDIT	OB		
2023 07	363 BUA	01/30/2023	01/30/2023	PSLA	marjory-gullstrand	I	N	Hist	2023						
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3					ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB

1	10008140	580									PSLA Registration	175.00			
2	10006850	640									LibraryTravel/Conf				
											RegularBooks/Period	175.00			

** 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		
2023 07	378 BUA	01/31/2023	01/31/2023	apple prindevyn-ko1cun	apple prindevyn-ko1cun	I	N	Hist	2023						
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3					ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB

** JOURNAL TOTAL 0.00 0.00

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ACCOUNT	LINE DESCRIPTION	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2023	07	378 BUA	01/31/2023	apple	prindevyn-ko1cun	REF3		1	N	Hist	2023				
1	10014870	911					apple principal						385,308.11		
2	10510420	910					LEASE PRINCIPAL APPLE						385,308.11		
	10-5140-910-000-00-000-100-909-9090-						new apple principal								
	10-5140-910-000-00-000-100-909-9090-						COMP LEASE PRINC-APPLE COMP								

** JOURNAL TOTAL 0.00 0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ACCOUNT	LINE DESCRIPTION	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2023	07	380 BUA	01/31/2023	apple	intrdevyn-ko1cun	REF3		1	N	Hist	2023				
1	10015120	831					apple interest						3,273.62		
2	10510390	830					LEASE INTEREST-APPLE COMP.						3,273.62		
	10-5140-830-000-00-000-101-909-9090-						new apple interest								
	10-5140-830-000-00-000-101-909-9090-						COMP LEASE INTEREST-APPLE COMP								

** JOURNAL TOTAL 0.00 0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ACCOUNT	LINE DESCRIPTION	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2023	07	381 BUA	01/31/2023	1st Amer	devyn-ko1cun	REF3		1	N	Hist	2023				
1	10510290	911					1st Amer. Principal						531,554.07		
2	10510450	910					LEASE PRINCIPAL 1st AMERICAN						531,554.07		
	10-5140-910-000-00-000-100-909-9096-						1st Amer. New Principal								
	10-5140-910-000-00-000-100-909-9096-						COMP LEASE PRINC--1st AMERICAN								

** JOURNAL TOTAL 0.00 0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ACCOUNT	LINE DESCRIPTION	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2023	07	382 BUA	01/31/2023	1st Amer.	devyn-ko1cun	REF3		1	N	Hist	2023				

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2023	07	382	BUA	01/31/2023	01/31/2023	1st Amer.	devyn-ko1cun		1	N	Hist	2023			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3		LINE	DESCRIPTION		DEBIT		CREDIT	OB
1	10510300	831							1st Amer Interest					10,042.07	
2	10510410	830							LEASE INTEREST-1st AMERICAN						
2	10510410	830							1st Amer Interest New			10,042.07			
10	5140	830	000	00	000	101	909	9096	COMP LEASEINTEREST-1stAMERICAN						

** 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
2023	07	383	BUA	01/31/2023	01/31/2023	Amer Cap	pdevyn-ko1cun		1	N	Hist	2023			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3		LINE	DESCRIPTION		DEBIT		CREDIT	OB
1	10510180	911							Amer Cap Principal					320,265.12	
2	10510440	910							LEASE PRINCIPAL AMERICAN CAP						
10	5140	910	000	00	000	100	909	9095	Amer Cap Principal New			320,265.12			
10	5140	910	000	00	000	100	909	9095	COMP LEASE PRINC-AMERICAN CAP						

** 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
2023	07	384	BUA	01/31/2023	01/31/2023	Amer Cap	idevyn-ko1cun		1	N	Hist	2023			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3		LINE	DESCRIPTION		DEBIT		CREDIT	OB
1	10510190	831							American Cap Interest					11,386.85	
2	10510400	830							LEASE INTEREST-AMERICAN CAP.						
10	5140	830	000	00	000	101	909	9095	Ameri can Cap Interest New			11,386.85			
10	5140	830	000	00	000	101	909	9095	COMP LEASE INTERES-AMERICAN CP						

** 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
2023	07	386	BUA	01/31/2023	01/31/2023	HP Comp	devyn-ko1cun		1	N	Hist	2023			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3		LINE	DESCRIPTION		DEBIT		CREDIT	OB
1	10510190	831							American Cap Interest					11,386.85	
2	10510400	830							LEASE INTEREST-AMERICAN CAP.						
10	5140	830	000	00	000	101	909	9095	Ameri can Cap Interest New			11,386.85			
10	5140	830	000	00	000	101	909	9095	COMP LEASE INTERES-AMERICAN CP						

** JOURNAL TOTAL 0.00 0.00

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East Stroudsburg Area SD, PA



JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023 07	386 BUA	01/31/2023	01/31/2023	HP Comp	devyn-ko1cun	I	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB
1	10014880	911					HP Comp			127,524.26	
	10-5110-911	000-00-000-100-909-9091-					LEASE PRINCIPAL HP				
2	10510430	910					HP Comp New		127,524.26		
	10-5140-910	000-00-000-100-909-9091-					COMP LEASE PRINC-HP COMP				
** JOURNAL TOTAL									0.00	0.00	
** GRAND TOTAL									0.00	0.00	

25 Journals printed

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

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East Stroudsburg Area School District

Date Range 12/15/22 through 1/13/23



Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1925	12/19/2022	PCARD VENDOR	EDUCATION TECHNOLOGY CONFERENCE = D COOPER	\$ 345.00
1926	12/19/2022	PCARD VENDOR	MEMBERSHIP DUES - B BOROSH	\$ 295.00
1927	12/19/2022	DOLLAR TREE	CAFETERIA EXPENSES - M COLLEVECHIO	\$ 39.54
1928	12/19/2022	PASBO	CAFETERIA EXPENSES - M COLLEVECHIO	\$ 389.00
1929	12/19/2022	PCARD VENDOR	CAFETERIA EXPENSES - M COLLEVECHIO	\$ 265.45
1930	12/22/2022	PCARD VENDOR	CAFETERIA SUPPLIES - M HENDRICKS	\$ 40.57
1931	12/19/2022		CAFETERIA EXPENSES - M COLLEVECHIO	\$ 109.74
1932	12/22/2022	PETE&C REGISTRATION	CONFERENCE AT KALAHARI 02/12-15/2022 - L VITULLI	\$ 129.00
1933	12/22/2022	DOLLAR TREE	CONFERENCE AT KALAHARI 02/12-15/2022 - W VITULLI	\$ 129.00
1934	12/22/2022	PCARD VENDOR	JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 28.75
1935	12/22/2022	WALMART COMMUNITY/GEMB	JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 20.88
1936	12/22/2022		JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 56.35
1937	12/22/2022	MONTGOMERY COUNTY INTERMEDIATE UNIT #23	JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 69.28
1938	12/22/2022	PCARD VENDOR	PDE DATA SUMMIT CONFERENCE - A BAUER	\$ 300.00
1939	12/22/2022	ZOOM VIDEOS COMMUNICATIONS, INC	CONFERENCE LUNCH AT BETHLEHEM CSIU	\$ 65.80
1940	12/22/2022	MIGNOSIS SUPER FOOD	1 PRO ANNUAL ZOOM FOR RESICA	\$ 149.90
1941	12/22/2022	SHOP-RITE OF STROUDSBURG	HS NORTH FCS CLASSROOM SUPPLIES - J CURRY	\$ 323.46
1942	12/22/2022	HERSHEY LODGE	HS NORTH FCS CLASSROOM SUPPLIES - J CURRY	\$ 9.49
1943	12/22/2022	NORTHWEST TRI-COUNTY INTERMEDIATE UNIT 5	ONE NIGHT HOTEL DEPOSIT FOR SAS CONFERENCE W RIKER	\$ 162.06
1944	12/22/2022	PCARD VENDOR	CONFERENCE FEE FOR SAS - W RIKER	\$ 295.00
261549	12/20/2022	AIRGAS, INC	NY TIMES MONTHLY SUBSCRIPTION FOR W RIKER	\$ 12.00
261550	12/20/2022	AMAZON	Inv 9131735780 HSS Standard CO2 invoice	\$ 134.16
			Inv's 9131735781/9132221328 HSN CO2	\$ 585.96
			ATSI Press Pause order #3 restock	\$ 257.73
			Books for intermediate students on Grief	\$ 199.00
			Dymo labels	\$ 143.70
			ITEM: Elmer's All Purpose School Glue Sticks, Was	\$ 485.95
			JTL GIRLS SOCCER GLOVES, AGILITY LADDER, TARGET	\$ 220.65
			Labels	\$ 69.86
			payroll envelopes for buildings	\$ 42.72
			pbis	\$ 583.81
			Radio supplies for school police	\$ 180.90
			SCHOOL SUPPLIES	\$ 576.57

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East Stroudsburg Area School District

* Date Range 1/14/23 through 1/19/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
261954	01/19/2023	TABITHA BRADLEY	Final Payment for Empl Expense claim # 5057.	\$ 49.56
261955	01/19/2023	TAIWO AFOLABI	2022-2023 SY' PO for Taiwo Afolabi	\$ 4,755.07
261956	01/19/2023	TAMARA CYKOSKY	Final Payment for Empl Expense claim # 5058.	\$ 57.63
261957	01/19/2023	THE AMERICAN BOTTLING CO	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 1,280.00
261958	01/19/2023	THE MASTER TEACHER, INC	thank you awards for EITC donors	\$ 266.85
261959	01/19/2023	TINA M FALBO	Final Payment for Empl Expense claim # 5059.	\$ 31.63
261960	01/19/2023	TOYS FOR SPECIAL CHILDREN, INC	Learning Sppt. student supplies	\$ 117.95
261961	01/19/2023	TRANE U.S. INC.	Inv313196444 RES coil fan repair	\$ 897.00
			Inv313196466 MSE Music Room Temp	\$ 771.72
			Inv313196467 BES Classroom 18 temp issue	\$ 609.00
			Inv313235510 HSS VAV box operation	\$ 1,127.02
			Inv313244504 JTL Failed Comb. blower	\$ 2,611.22
			Inv313244541 LIS/HSN HVAC repair	\$ 3,265.38
			Inv313249462 LIS/HSN RTU Motor Replacement	\$ 925.00
261962	01/19/2023	US FOODS	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 63,876.54
261963	01/19/2023	VALLEY GREEN FOODS LLC	TO PAY INVOICES FOR THE 2022-2023 SCHOOL YEAR	\$ 4,310.00
261964	01/19/2023	VERIZON WIRELESS	Verizon cell phone for Chief Mill	\$ 6,005.92
261965	01/19/2023	WASTE MANAGEMENT	Inv 1282234-1350-0 HSN rolloff	\$ 1,221.35
261966	01/19/2023	WAYFAIR, INC	Couch for guidance office	\$ 319.99
261967	01/19/2023		TO PAY FOR FOOD & SUPPLY PURCHASES 2022-2023	\$ 21.98
261968	01/19/2023	WILLIAM RIKER	Final Payment for Empl Expense claim # 5060.	\$ 223.75
261969	01/19/2023	WILLIAM V. MACGILL & CO.	Jeanne Branigan - MacGill order supplies	\$ 189.58
261970	01/19/2023	WILLIAM VITULLI	Final Payment for Empl Expense claim # 5061.	\$ 47.63
Grand Total				\$ 2,690,313.25

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East Stroudsburg Area School District

Date Range 1/20/23 through 2/17/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1945	01/24/2023	ACCESSWEB, LLC	Online CPR/First Licenses	\$ 543.84
1946	01/24/2023	HUDL	SOUTH ATHLETICS HUDL SUBSCRIPTION 2023	\$ 3,295.00
1947	01/24/2023	BLUE RIDGE LUMBER COMPANY	Open PO Blue Ridge Lumber - District	\$ 2,290.26
1948	01/24/2023	COOPER ELECTRIC SUPPLY CO.	Open PO - Cooper Electric	\$ 7,319.41
1949	01/24/2023	EVIDENT, INC	Evident marijuana (plant/seeds) test kits	\$ 265.60
1950	01/24/2023	FEDEX	GRAINGER RETURNS FOR CUSTODIAL	\$ 118.92
			Inv 793971961 FedEx - Facilities to Grainger	\$ 110.41
			MAIL DOCUMENTS TO D'HUY ENGERNERING	\$ 186.11
			RETURN OF PARTS BY CUSTODIAL	\$ 40.04
1951	01/24/2023	FLOSPORTS, INC	WRESTLING OPC CODES FOR NORTH,SOUTH,JTL,LIS	\$ 324.00
1952	01/24/2023	FREEDOM FLIGHT MODELS	SOUTH SCIENCE OLYMPIAD AIRPLANE KIT	\$ 166.00
1953	01/24/2023	GALLSPARENT HOLDINGS LLC	Megaphones	\$ 1,768.00
1954	01/24/2023	GIMKIT, INC	Gimkit subscription for Lee Dresh	\$ 59.88
			GimkitProsubscriptionMathiesen2023	\$ 59.88
1955	01/24/2023	HAJOCA CORPORATION	Open PO - Hajoca	\$ 1,271.24
1956	01/24/2023	HERSHEY LODGE	CHARGED IN ERROR	\$ 287.49
1957	01/24/2023	ICOM NORTH AMERICA LLC	2 FUEL PUMPS FOR MECHANICS	\$ 1,395.36
1958	01/24/2023	WALLWISHER IN	Padlet subscription for Kiesling	\$ 96.00
1959	01/24/2023	PCARD VENDOR	SOUTH CROSS COUNTY PIAA STATE CHAMPIONSHIP	\$ 154.29
1960	01/24/2023	PCARD VENDOR	HS SOUTH FALL CONCESSION SUPPLIES	\$ 318.75
1961	01/24/2023	PCARD VENDOR	HS SOUTH STAFF LUNCHEON	\$ 440.64
1962	01/24/2023	PCARD VENDOR	HS SOUTH FALL CONCESSION SUPPLIES	\$ 74.00
1963	01/24/2023	A&A FOOD SYSTEMS INC.	Open PO Perkins-Annunziata	\$ 276.90
1964	01/24/2023	QUIZLET	AUTO RENEW SUBSCRIPTION C MATHIESEN	\$ 38.15
1965	01/24/2023	ROBOTICS EDUCATION & COMPETITION FOUNDATION	ESSER After School Grant - Robotics Competition	\$ 550.00
1966	01/24/2023	SHUTTERSTOCK INC	Shutterstock open purchase order	\$ 29.00
1967	01/24/2023	FIREPLACE INC.	ONLINE SERVICE FOR T BRADLEY - RECURRING	\$ 79.00
1968	01/24/2023	SURVEY MONKEY INC.	SUBSCRIPTION RENEWAL CHARGE FOR ITECH	\$ 1,428.00
1969	01/24/2023	THE WEBSTAIRANT STORE	Core Cafe Supplies	\$ 247.06
			JTL Transition Cafe	\$ 291.07
			North cafe supplies	\$ 149.20
1970	01/24/2023	WASTE MANAGEMENT	Inv 3687270-0203-3 HSS Late Fee/Admin Charge	\$ 29.81
			Open PO for Waste Management - HSS	\$ 11,473.24

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East Stroudsburg Area School District

Date Range 1/20/23 through 2/17/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1971	01/24/2023	ZOOM VIDEOS COMMUNICATIONS, INC	zoom open purchase order	\$ 59.96
1972	01/27/2023		HS SOUTH FCS CLASSROOM SUPPLIES - R BROTHERTON	\$ 177.82
1973	01/27/2023	WALMART COMMUNITY/GEMB	LEHMAN FCS CLASSROOM SUPPLIES - D MORETTO	\$ 836.53
1974	01/27/2023	PETE&C REGISTRATION	CONFERENCE - J.MARTIN, M.SEIDEL, S.WESCOTT, D.ALLI	\$ 852.00
1975	01/27/2023	GIANT 6093	HS SOUTH FCS CLASSROOM SUPPLIES - K ECKLEY	\$ 81.17
1976	01/27/2023	MICHAEL'S STORES INC AND SUBSIDIARIES	HS SOUTH FCS CLASSROOM SUPPLIES - K ECKLEY	\$ 232.40
1977	01/27/2023	PCARD VENDOR	HS NORTH FCS CLASSROOM SUPPLIES - H CARUSO	\$ 30.08
1978	01/27/2023	MORNING CALL	LEGAL NOTICE ADVERTISEMENT - BUSINESS OFFICE	\$ 307.89
1979	01/27/2023	PASBO	MLTI COUNTY SCHOOL DISTRICT WORKSHOP - C NEIMAN	\$ 125.00
1980	01/27/2023	SOMASTREAM INTERACTIVE	Driver's Ed Seats	\$ 1,000.00
1981	01/27/2023	HERSHEY LODGE	PASCD CONFERENCE HOTEL 11/19 TO 11/22/22 W RIKER	\$ 179.05
1982	01/27/2023	PCARD VENDOR	PASCD CONFERENCE HOTEL 11/19 TO 11/22/22 W RIKER	\$ 211.28
1983	01/27/2023	PCARD VENDOR	PASCD CONFERENCE MEALS 11/19 TO 11/22/22 W RIKER	\$ 23.00
1984	01/27/2023	PCARD VENDOR	PASCD CONFERENCE MEALS 11/19 TO 11/22/22 W RIKER	\$ 3.76
1985	01/27/2023	PCARD VENDOR	PASCD CONFERENCE MEALS 11/19 TO 11/22/22 W RIKER	\$ 67.00
1986	01/27/2023	PCARD VENDOR	MONTHLY SUBSCRIPTION FOR W RIKER	\$ 12.00
1987	01/27/2023	PCARD VENDOR	PASCD CONFERENCE MEALS 11/19 TO 11/22/22 W RIKER	\$ 28.00
1988	01/27/2023	PCARD VENDOR	PASCD CONFERENCE MEALS 11/19 TO 11/22/22 W RIKER	\$ 31.00
1989	01/27/2023	DOLLAR TREE	CAFETERIA SUPPLIES - M COLLEVECHIO	\$ 96.25
1990	01/27/2023	PCARD VENDOR	CAFETERIA SUPPLIES - M COLLEVECHIO	\$ 139.60
1991	01/27/2023	PCARD VENDOR	CAFETERIA SUPPLIES - M COLLEVECHIO	\$ 143.43
1992	01/27/2023		CAFETERIA SUPPLIES - M COLLEVECHIO	\$ 220.03
1993	01/30/2023	EASTON COACH COMPANY	JTL CHARTER BUSES FOR TRIP TO FRANKLIN INSTITUTE	\$ 3,000.00
1994	01/30/2023	FRANK MARTZ COACH COMPANY	JTL CHARTER BUSES FOR TRIP TO NEWYORK	\$ 1,778.80
1995	01/30/2023	HERSHEY LODGE	HS SOUTH CHARTER BUSES TO LEHIGH CARBON COLLEGE	\$ 1,159.20
1996	01/30/2023	PA DEPARTMENT OF AGRICULTURE	SMITHFIELD CHARTER BUSES FOR THRIPO TO FRANKLIN IN	\$ 2,843.80
1997	01/30/2023	PCARD VENDOR	A/CAPA CONFERENCE LODGING - E FORSYTH	\$ 594.00
1998	01/30/2023	VISTAPRINT USA	PESTICIDE APPLICATION E FORSYTH	\$ 35.00
1999	01/30/2023	MIGNOSIS SUPER FOOD	DINER FOR SIX ATER HARRISBURG HEARING	\$ 234.04
2000	01/30/2023		"Do Not Order" Posters	\$ 60.75
			NOW HIRING POSTERS FOR MCTA BUSES	\$ 63.75
			HS NORTH FCS CLASSROOM SUPPLIES - J CURRY	\$ 552.68
			HS NORTH FCS CLASSROOM SUPPLIES - J CURRY	\$ 129.32

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East Stroudsburg Area School District

Date Range 1/20/23 through 2/17/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
2001	01/30/2023	PCARD VENDOR	JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 91.26
2002	01/30/2023	WALMART COMMUNITY/GEMB	JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 94.16
2003	01/30/2023		JTL FCS CLASSROOM SUPPLIES - J RUHL	\$ 137.54
261971	01/24/2023	CHARLES W DAILEY	MEALS MOEY FOR NORTH CHEER TEAM PIAA CHAMPIONSHIP	\$ 1,368.00
261972	01/24/2023	O'SHEA LUMBER COMPANY	Lumber	\$ 6,331.25
261973	01/24/2023	SAMANTHA K MUNFORD	Final Payment for Empl Expense claim # 4945.	\$ 56.25
261974	01/26/2023	ANDERSON'S	STUDENT OF THE MONTH REWARDS	\$ 355.98
261975	01/26/2023	BEHAVIORAL HEALTH ASSOCIATES	Tuition, Speech & OT Services	\$ 23,324.00
261976	01/26/2023	BENJAMIN BRENNEMAN	DAY OF HEALING REIMBURSEMENT	\$ 139.19
261977	01/26/2023	BIG BROTHERS BIG SISTERS OF NORTHEASTER PA	DISTRICT CASUAL FOR A CAUSE DONATION	\$ 1,129.03
261978	01/26/2023	BILLIE K WICKHAM	MIDDLE SMITHFIELD FAMILY WINTER BALL SUPPLIES	\$ 234.60
261979	01/26/2023	BOLLINGER LAW FIRM, LLC	Legals Services rendered Invoice #22094	\$ 450.00
261980	01/26/2023	Varsity Brands Holding Co., Inc	SOUTH & JTL BASEBALL TEES	\$ 545.00
261981	01/26/2023	CARLY GALLAGHER	HS SOUTH TEAM BONDING ACTIVITY REIMBURSEMENT	\$ 313.66
261982	01/26/2023	CAROLINA BIOLOGICAL SUPPLY CO.	187218 EcoKits: Air Quality Survey	\$ 56.80
261983	01/26/2023	CMS COMMUNICATIONS INC	Cisco phones	\$ 2,799.00
261984	01/26/2023	COLONIAL INTERMEDIATE UNIT 20	Colonial IU#20 Open PO FY '22-'23	\$ 6,322.39
			Psychiatric Evaluations 22.23 2nd quarter	\$ 125.44
			Title II Nonpublic Services	\$ 3,968.93
261985	01/26/2023	CONCORDE, INC.	Open PO for Concorde 22-23 Sy'	\$ 836.21
261986	01/26/2023	CONTINUED COM LLC	SP CE School Membership	\$ 534.00
261987	01/26/2023	DASH MEDICAL GLOVES	Karen Buis - DASH Nitrile gloves	\$ 100.00
261988	01/26/2023	DEBRA A PADAVANO	LEHMAN TEACHERS INSERVICE DAY FOOD	\$ 80.58
261989	01/26/2023	EPLUS TECHNOLOGY	Projectors - Lehman	\$ 1,130.55
261990	01/26/2023	FLINN SCIENTIFIC INC.	HS-S	\$ 168.60
261991	01/26/2023	FRONTIER	Frontier Open PO FY '22-'23	\$ 1,372.56
261992	01/26/2023	FUN AND FUNCTION	BES sensory room	\$ 3,286.49
261993	01/26/2023	THE GOODYEAR TIRE & RUBBER COMPANY	Open PO for Good Year/Tires	\$ 5,553.30
			Open PO for Goodyear Tire/Rubber	\$ 2,888.24
261994	01/26/2023	HOME DEPOT CREDIT SERVICES	Home Depot Open Purchase Order Grounds Dept	\$ 986.34
			LEHMAN ATHLETIC TRAINER DISHWASHER SLHN	\$ 749.98
			Open PO - Home Depot	\$ 1,555.22
261995	01/26/2023	JACQUELINE E EDELBAUM	HS NORTH SUPPLIES REIMBURSEMENT	\$ 260.84

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East Stroudsburg Area School District

Date Range 1/20/23 through 2/17/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
261996	01/26/2023	LAMINATING & BINDING SOLUTIONS, INC	supplies	\$ 142.46
261997	01/26/2023	LEHIGH VALLEY IRONPIGS	HS NORTH CHOIR ACTIVITY 06/04/23 GAME DATE DEPOSIT	\$ 136.00
261998	01/26/2023	LJC DISTRIBUTORS OF FULLER BRUSH	Open PO for LJC - HSS	\$ 1,653.00
261999	01/26/2023	M A BRIGHTBILL BODY WORKS INC.	Open PO for BrightBill 22-23 SY'	\$ 436.21
262000	01/26/2023	MET-ED	SMITHFIELD DECEMBER ELECTRIC 100066917749	\$ 4,093.42
			SOUTH CAMPUS DECEMBER ELECTRIC 100017327568	\$ 20,370.12
			TRAFFIC LIGHT JANUARY ELECTRIC 100016944322	\$ 21.54
			TRAFFIC LIGHT JANUARY ELECTRIC 100017096742	\$ 21.76
			TRAFFIC LIGHT JANUARY ELECTRIC 100054179492	\$ 36.60
			TRAFFIC LIGHT JANUARY ELECTRIC 100141089464	\$ 21.83
262001	01/26/2023	MODERN GAS SALES, INC.	LEHMAN PROPANE	\$ 814.28
			RESICA PROPANE FOR THE BOILERS	\$ 2,055.00
262002	01/26/2023	MONROE COUNTY TREASURERS OFFICE	SCHOOL REMINDERS SCHOOL BILLES INTERIM A REMINDER	\$ 26,607.37
262003	01/26/2023	NATIONAL SCHOOL APPLICATIONS NETWORK INC	PAREAP Membership - FEE - (6month)	\$ 550.00
262004	01/26/2023	OFFICE DEPOT	OFFICE SUPPLIES	\$ 47.25
262005	01/26/2023	PA DECA	HS SOUTH DECA REGISTRATION	\$ 5,025.00
262006	01/26/2023	PAFPC	Title I ISP Conference fee J Reese	\$ 450.00
262007	01/26/2023	PAFPC	Title I ISP Conference Fees T Niznik	\$ 450.00
262008	01/26/2023	PAFPC	Title I ISP Conference Fees S Ludwig	\$ 450.00
262009	01/26/2023	PAFPC	Title I ISP Conference Fees J Moriarty	\$ 450.00
262010	01/26/2023	PAFPC	Title I ISP Conference Fees D Litts	\$ 450.00
262011	01/26/2023	PAPCO INC.	Heating Fuel for 2022-2023 School Year	\$ 18,778.76
262012	01/26/2023	PAPSA	2022-2023 Membership for 5	\$ 730.00
262013	01/26/2023	PATRICIA A TIERNAN	HS SOUTH CAVA JAVA MUGS & SUPPLIES REIMBURSEMENT	\$ 155.14
262014	01/26/2023	PENN JERSEY PAPER COMPANY	TO PAY FOR PAPER PRODUCTS/SUPPLIES FOR 2022-2023	\$ 10,129.87
262015	01/26/2023	POCONO MOUNTAIN UNITED WAY	DISTRICT CASUAL FOR A CAUSE DONATION	\$ 748.00
262016	01/26/2023	POSTMASTER	POSTAGE - OFFICE/ATTENDANCE MAILINGS	\$ 300.00
262017	01/26/2023	QUADRIENT LEASING USA, INC	Pay lease agreement for machine equipment	\$ 706.80
			Postage rental for 22-23 lis/hsn	\$ 706.80
262018	01/26/2023	QUILL CORPORATION	Folders for sped	\$ 121.98
262019	01/26/2023	RAPTOR TECHNOLOGIES, LLC	2 additional Raptors using PCCD funds	\$ 1,200.00
262020	01/26/2023	REALITYWORKS, INC.	Baby Think it Over Bracelets	\$ 52.00
262021	01/26/2023	SARGENT'S COURT REPORTING SERVICE, INC	Court Reporting Invoice	\$ 587.90

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East Stroudsburg Area School District

Date Range 1/20/23 through 2/17/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262022	01/26/2023	SBP CONSULTING, INC	Tact 2 annual senior trainer fees	\$ 1,000.00
262023	01/26/2023	SCHOOL NURSE SUPPLY INC.	Marianne Cannell - School Nurse Supply	\$ 51.30
262024	01/26/2023	SCRANTON PRINTING CO.	Fall Band and Chorus Concert Program	\$ 450.00
262025	01/26/2023	SHARP ENERGY	Open PO for Sharp Energy: South	\$ 6,874.56
262026	01/26/2023	JEREMY BELL	South Guest Composer - ESASD Commissioning Series	\$ 3,000.00
262027	01/26/2023	STEVE SHANNON TIRE & AUTO CENTER	Open PO for Steve Shannon	\$ 48.00
262028	01/26/2023	STUDENT ACTIVITY ONE-TIME-PAY	FUNDRAISING SUPPLIES REIMBURSEMENT	\$ 48.87
262029	01/26/2023	THE SALVATION ARMY	DISTRICT CASUAL FOR A CAUSE DONATION	\$ 1,261.00
262030	01/26/2023	FILINGSUPPLIES.COM	Labels for Sped Office	\$ 80.09
262031	02/02/2023	AIRGAS, INC	Inv 9133639910 HSS CO2	\$ 133.16
262032	02/02/2023	ALL AMERICAN SPORTS CORP.	NORTH FOOTBALL HELMET PAINT	\$ 20.00
262033	02/02/2023	AMAZON	career skills supplies	\$ 58.40
			Classroom supplies	\$ 240.84
			Grant fo SWPBIS	\$ 571.77
			LEHMAN ATHLETICS TRAINER ROOM WHITEBOARD	\$ 81.43
			LEHMAN BOYS BASKETBALL BLOCKING PADS	\$ 105.97
			Payroll supplies	\$ 56.04
			Startech USB C Multiport Adapter	\$ 4,518.72
			swpbs litts	\$ 0.01
			Tech Items HDMI to VGA	\$ 242.50
			tubs for metal detector items-PCCD Grant	\$ 239.90
262034	02/02/2023	AMERICAN RED CROSS	HS SOUTH CASUAL FOR A CAUSE DONATION	\$ 72.00
262035	02/02/2023	AMROCK LLC	PROPERTY TAX REFUND PARCEL 09.11A.1.16&09.11A.1.16	\$ 64.92
262036	02/02/2023	APPLE INC.	Remote Technical Services	\$ 4,998.96
262037	02/02/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Open PO for Five Star. Tires, brakes, etc.	\$ 140.64
262038	02/02/2023	ASPEN PEST SERVICES, LLC	Inv 6683 HSS Pest Control - termites	\$ 495.00
			Open PO for Aspen - BES	\$ 67.00
			Open PO for Aspen - HSN	\$ 146.50
			Open PO for Aspen - HSS	\$ 157.65
			Open PO for Aspen - JMH	\$ 45.00
			Open PO for Aspen - JTL	\$ 105.75
			Open PO for Aspen - LIS	\$ 75.75
			Open PO for Aspen - MSE	\$ 123.25

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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
262038	02/02/2023	ASPEN PEST SERVICES, LLC	Open PO for Aspen - RES	\$ 92.15
262039	02/02/2023		Open PO for Aspen - SME	\$ 46.00
262040	02/02/2023	ASCD	ASCD Membership 9/1/22-8/31/23	\$ 89.00
262041	02/02/2023	BENCO DENTAL CO.	Mary Dunstane - Benco -Gloves	\$ 170.98
262042	02/02/2023	BENJAMIN & CHARLOTTE GROSE	2021 SENIOR TAX REBATE- GROSE, BENJAMIN & CHARLOTT	\$ 500.00
262043	02/02/2023	BRIAN PHILIP BALMAGES	Guest Composer Clinics	\$ 2,000.00
		BRODHEAD CREEK REGIONAL AUTHORITY	ESE 4TH QTR WATER FEE	\$ 1,990.86
262044	02/02/2023	VARSITY BRANDS HOLDING CO., INC	JTL 4TH QTR 2022 WATER FEE 05516-1-0	\$ 1,859.78
			JTL WRESTLING SHORTS, TSHIRT	\$ 1,450.00
262045	02/02/2023	CANFIELD'S PET AND FARM	SOUTH SWIM MEN SUITS AND CAPS	\$ 695.10
262046	02/02/2023	CARMEN P. MCSWEENEY	alum tie wire	\$ 23.00
262047	02/02/2023	CENTRAL BUCKS SCHOOL DISTRICT	2021 SENIOR TAX REBATE - MCSWEENEY, CARMEN	\$ 300.00
262048	02/02/2023	CI SOLUTIONS	NORTH WRESTLING ENTRY FEE FOR CB EAST TOURNEY	\$ 300.00
262049	02/02/2023	CLAUDE S. CYPHERS, INC.	QuoteQ-02298-1 lanyards and badge holder	\$ 1,624.00
262050	02/02/2023	COLONIAL INTERMEDIATE UNIT 20	Open PO for Cypher's Truck Parts 22-23 SY'	\$ 272.96
262051	02/02/2023	COMPUTER DISCOUNT WAREHOUSE	CIU20 22-23 Colonial Academy Instructional Costs	\$ 99,630.97
			CIU20 22-23 Partial Hospitalization Pymt.	\$ 38,042.91
			Epson Replacement Bulbs - ELPEP42	\$ 766.24
			ESE PA System	\$ 80.25
			Open PO for CDW	\$ 1,545.13
			Open PO for Tech Supplies	\$ 425.76
262052	02/02/2023	CORELOGIC CENTRALIZED REFUNDS	2022 PROPERTY TAX REFUND - PARCEL 05-1.4.2.6	\$ 3,066.42
262053	02/02/2023	CORELOGIC CENTRALIZED REFUNDS	2022 PROPERTY TAX REFUND - PARCEL 05-3.1.2.6	\$ 2,337.60
262054	02/02/2023	REENIE RICH INC	HS NORTH CROSS COUNTRY JACKETS	\$ 1,166.00
262055	02/02/2023	DAILEY RESOURCES	Open PO for Dailey Resources 22-23 SY'	\$ 71.50
262056	02/02/2023	A M D A DISTRIBUTORS	Title I KG Fair supplies	\$ 936.00
262057	02/02/2023	DEMCO INC	book processing materials and library supplies	\$ 1,137.12
262058	02/02/2023	E.S.E.A.	Payroll Run 1 - Warrant 230202	\$ 30,087.85
262059	02/02/2023	EAST STROUDSBURG	Payroll Run 1 - Warrant 230202	\$ 6,159.85
262060	02/02/2023	EAST STROUDSBURG AREA SCHOOL DISTRICT	OPEN AN ACCOUNT FOR THE ROBERTS ZELLNER SCHOLARSHI	\$ 5,000.00
262061	02/02/2023	EAST STROUDSBURG AREA SCHOOL DISTRICT	OPEN AN ACCOUNT FOR THE ROGERS MUSIC SCHOLARSHIP	\$ 50,000.00
262062	02/02/2023	EAST STROUDSBURG UNIVERSITY	SUMMER TUITION FOR 2022	\$ 50,807.70
262063	02/02/2023	GREATER PHILADELPHIA CLEAN CITIES, INC	Eastern Pennsylvania Membership	\$ 5,000.00

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East Stroudsburg Area School District

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262064	02/02/2023	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 230202	\$ 16.00
262065	02/02/2023	ELIZABETH ARRIGALI	Veterans Day Cupcakes	\$ 40.00
262066	02/02/2023	EMPIRE MUSIC	Recorders	\$ 282.80
262075	02/02/2023	FLINN SCIENTIFIC INC.	HS-S	\$ 66.44
262076	02/02/2023	FUN AND FUNCTION	Emmt. Sppt. Crash Pad Replacement	\$ 271.19
262077	02/02/2023	GATEHOUSE MEDIA PENNSYLVANIA HOLDINGS, INC	Open PO for Board Advertisements	\$ 600.53
262078	02/02/2023	THE PROPHET CORP	HPE South Gopher PO#23000973	\$ 537.26
262079	02/02/2023	H.T. LYONS INC	Inv 910029105 BES Oil in tank	\$ 1,260.00
			INV 910029657 RES Boiler Repair Work	\$ 2,011.11
262080	02/02/2023	HAB-DLT	Inv 910029677 HSN Boiler 1 failure	\$ 970.00
262081	02/02/2023	HEATHER A HENRITZY	Payroll Run 1 - Warrant 230202	\$ 659.00
262082	02/02/2023	HERSHEY LODGE	Final Payment for Empl Expense claim # 4727.	\$ 16.79
262083	02/02/2023	HILLTOP SALES & SERVICE	HOUSING DECA STATES HS SOUTH	\$ 20,835.00
			inv 01-55381 chain saw	\$ 395.99
			inv 01-55383 oil filter	\$ 86.00
			Open PO for Hilltop Sales - HSN	\$ 64.62
262084	02/02/2023	HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	READ 180 Universal stage B Book	\$ 2,160.00
262085	02/02/2023	INTEGRAONE	BOARD APPROVED MERAKI WIRELESS ACCESS POINTS-ERATE	\$ 531.80
			CW67865 - Chromebook Repair	\$ 98.00
			CW67868 - Chromebook Repair	\$ 98.00
			Invoice 202385 Chromebook Repair	\$ 98.00
			Plotter	\$ 3,148.73
			printer for C&I office (Dr. Vitulli)	\$ 1,517.04
262086	02/02/2023	IOGRAPHER, LLC	NORTH & SOUTH IOGRAPHER AND TRIPODS	\$ 1,170.00
262087	02/02/2023	ITC GLOBAL NETWORKS, LLC	Ironton Open PO FY '22-'23	\$ 1,008.33
262088	02/02/2023	J.W.PEPPER & SONS-ACCT.#36-136400	10045096 Requium - Eliza Gilkyson - SATB G. Schirm	\$ 755.49
			341016 - "The Last Words of David" Randall Thompson	\$ 90.69
			District Chorus Materials	\$ 46.79
			Sheet music for Lehman Choirs	\$ 3.00
262089	02/02/2023	JAMES A DELLARIA	2022 PROPERTY TAX REFUND - PARCEL 05-1.1.6.27	\$ 2,541.57
262090	02/02/2023	MT LIBRARY SERVICES	library books	\$ 4,650.56
262091	02/02/2023	KEYSTONE FIRE PROTECTION CO.	JTL Gym Sound System Upgrade (old PO 22004496)	\$ 86,146.00
			Keystone repair at Bushkill-fire sprinkler head	\$ 2,411.27

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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
262091	02/02/2023	KEYSTONE FIRE PROTECTION CO.	Keystone Repair Proposal 22-5756 - ESE XP6-C Card	\$ 1,279.00
262092	02/02/2023	KING, SPRY, HERMAN, FREUND & FAUL, LLC	Invoice 173056 for Services Rendered for 11/2022	\$ 518.00
			Legal Invoice	\$ 1,609.50
			legal services sped student	\$ 2,379.00
262093	02/02/2023	KISTLER PRINTING COMPANY	Services Rendered for Student Hearing Inv.173873	\$ 148.00
262094	02/02/2023	KIWICO, INC	ATHLETIC TRAINER SKIN DISEASE POSTERS SLHN	\$ 110.00
262095	02/02/2023	LANCASTER-LEBANON I.U.#13	swpbs / litfts	\$ 429.90
			Parallels Renewal 2023-2024	\$ 196.05
262096	02/02/2023	LERETA	RETUNE ENTRY FEE PULLING OUT OF COMPETITION	\$ 600.00
262097	02/02/2023	LINCOLN INTERMEDIATE UNIT NO. 12	2022 PROPERTY TAX REFUND - PARCEL 05-5-.16.2-33	\$ 416.28
262098	02/02/2023	LOUISE I PASCUCCI	Tuition / Lincoln IU / NOV 22	\$ 3,962.51
262099	02/02/2023	M A BRIGHTBILL BODY WORKS INC.	2022 PROPERTY TAX REFUND -PARCEL 060039005	\$ 41.93
262100	02/02/2023	WILLIAM F. PETERSON	Open PO for BrightBill 22-23 Sy'	\$ 1,336.28
262101	02/02/2023	MEDCO SUPPLY COMPANY	Title I PFE presentation	\$ 450.00
			ATHLETIC TRAINER PRIVACY SCREENS	\$ 1,234.08
			ATHLETIC TRAINER SUPPLIES TUF SKIN	\$ 131.27
262102	02/02/2023	MET-ED	SOUTH ATHLETIC TRAINER SUPPLIES SLHN	\$ 3,024.39
			ESE JANUARY ELECTRIC 100065663211	\$ 5,152.88
			JM HILL JANUARY ELECTRIC 100105710071	\$ 3,412.19
			JTL JANUARY ELECTRIC 100019615861	\$ 8,403.94
			TRAFFIC LIGHT JANUARY ELECTRIC 100019284494	\$ 25.32
262103	02/02/2023	MIDLAND RADIO CORPORATION	TRAFFIC LIGHT JANUARY ELECTRIC 100075377489	\$ 37.21
			avp8 rechargeable batteries for walkie talkies	\$ 136.45
262104	02/02/2023	MODERN GAS SALES, INC.	purchase additional walkies for teacher use	\$ 131.48
262105	02/02/2023	MURRAYS HEAVY DUTY TOWING, INC	NORTH CAMPUS PROPANE	\$ 401.50
			Murray's Heavy Tow	\$ 650.00
			Murray's Tow	\$ 1,500.00
262106	02/02/2023	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 230202	\$ 129.00
262107	02/02/2023	OFFICE TECHNOLOGY, LLC	Color Ink - Coaches Office	\$ 330.00
262108	02/02/2023	ORIENTAL TRADING	Title I KG Fair supplies	\$ 248.49
262109	02/02/2023	PENNSYLVANIA PRINCIPALS ASSOCIATION	PPA Membership	\$ 605.00
			Yearly membership	\$ 605.00
262110	02/02/2023	COMMONWEALTH OF PA- USTIF	Diesel tank up north. Invoice # 610507012023103	\$ 1,650.00

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262111	02/02/2023	PATRICIA PURCARO	2022 PROPERTY TAX REFUND - PARCEL 06-0-042851	\$ 377.29
262112	02/02/2023	PEMCO	Furniture for HSN Classroom	\$ 3,074.40
262113	02/02/2023	PENNSYLVANIA DEPARTMENT OF REVENUE	HSN em sppt furniture	\$ 4,830.68
262114	02/02/2023	PERMA-BOUND BOOKS	Payroll Run 1 - Warrant 230202	\$ 151.23
262115	02/02/2023	PMEA DISTRICT 10	replaced PO#22003086	\$ 2,218.13
262116	02/02/2023	POCONO 4 WHEEL DRIVE CENTER	Region Chorus Fees	\$ 350.00
262117	02/02/2023	POCONO SEW & VAC	Region V Choir Registration Fee - Maya Burrell, Vi western madlus	\$ 700.00
262118	02/02/2023	POSTMASTER	sewing machine repair	\$ 20.00
262119	02/02/2023	PSAT/NMSQT	MIDDLE SMITHFIELD STAMPS FOR NURSES	\$ 78.51
262120	02/02/2023	QUADIENT LEASING USA, INC	PSAT/NMSQT (October 2022 Invoice)	\$ 63.00
262121	02/02/2023	QUAKERTOWN WRESTLING, INC	2023 Quadient Lease	\$ 602.00
262122	02/02/2023	QUANTUM LABS	SOUTH WRESTLING QUAKERTOWN ENTRY FEE	\$ 706.80
262123	02/02/2023	QUILL CORPORATION	Marianne Cannell - Nitrile gloves Large	\$ 49.22
262124	02/02/2023	RIVERSIDE TECHNOLOGIES, INC	Laminator laminate HSN	\$ 175.78
262125	02/02/2023	S & W CRAFTS INC.	Display Monitor	\$ 205.00
262126	02/02/2023	SARAH SMALL	Derby Cars	\$ 1,969.86
262127	02/02/2023	SHARP ENERGY	2022 PROPERTY TAX REFUND - PARCEL 05-6.3.2.18	\$ 2.00
262128	02/02/2023	STEVE SHANNON TIRE & AUTO CENTER	Open PO for Sharp Energy: North invoice # 1001454637	\$ 6,103.57
262129	02/02/2023	SWEET, STEVENS, KATZ & WILLIAMS LLP	Open PO for Steve Shannon	\$ 488.68
262130	02/02/2023	TASC	Legal Bill	\$ 48.00
262131	02/02/2023	THE A.G. MAURO COMPANY	Legal Invoice	\$ 14,507.20
262132	02/02/2023	TOYS FOR SPECIAL CHILDREN, INC	legal services sped student	\$ 960.00
262133	02/02/2023	TSA REGION 9	INV#IN2644585 DATED 01/15/22023	\$ 2,553.12
262134	02/02/2023	TSA REGION 9	Inv PS190952 Kits/Hinges for District	\$ 400.00
262135	02/02/2023	LEARNIX, LLC	Inv PS191531 Hinges for District	\$ 2,660.00
262136	02/02/2023	US FOODS	Inv PS191643 Hinges for District Doors adaptive & assistive equip sped student	\$ 750.00
			TSA TECHNOLOGY STUDENT ASSOCIATION CHAPTER REGISTR	\$ 687.85
			HS NORTH REGISTRATION FEE	\$ 128.00
			Annual Subscription to Ultimate SLP 7 users	\$ 144.00
			Open PO for online US FOODS ordering for FCS	\$ 924.84
				\$ 187.91

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262137	02/02/2023	VERIZON WIRELESS	Verizon Open PO FY '22-'23	\$ 4,880.21
262138	02/02/2023	WALMART COMMUNITY/GEMB	HS NORTH WINTER CONCESSION SUPPLIES	\$ 821.52
			HS SOUTH CAREER SKILL CLASSROOM SUPPLIES	\$ 49.26
			HS SOUTH CAREER SKILLS CLASSROOM SUPPLIES	\$ 104.27
			HS SOUTH CORE CAFE SUPPLIES	\$ 47.30
			HS SOUTH WINTER CONCESSION SUPPLIES	\$ 504.74
			HSS LS/ES Open PO - Supplies	\$ 53.62
			JTL NJHS INDUCTION SUPPLIES	\$ 61.27
			Open PO Life Skills HSS Daily Living	\$ 20.82
262139	02/02/2023	WILLIAM BRENNAN	SWPBS COOKIES AND CANVAS EVENT 01/20/23	\$ 137.70
262140	02/02/2023	WILLIAM RIKER	2022 PROPERTY TAX REFUND - PARCEL 05-1.4.2.1-1-1	\$ 124.08
			Final Payment for Empl Expense claim # 4861.	\$ 126.13
			Final Payment for Empl Expense claim # 4954.	\$ 66.50
262141	02/02/2023	WILLIAM V. MACGILL & CO.	Final Payment for Empl Expense claim # 4955.	\$ 89.00
262142	02/02/2023	WORTHINGTON DIRECT HOLDINGS, LLC	Nancy Caiazzo - MacGill order supplies	\$ 249.34
262143	02/02/2023	ZOOM VIDEOS COMMUNICATIONS, INC	Flex Seating Lrng. Sppt.	\$ 562.27
262144	02/02/2023	COMMONWEALTH OF PA	zoom open purchase order	\$ 59.96
262145	02/09/2023	AARON POSTER	Self-insurance Renewal Application Fee	\$ 100.00
262146	02/09/2023	AMANDA KERDZALIEV	PROPERTY TAX REFUND PARCEL 14.9A.1.68&14.9AC.1.14	\$ 202.98
262147	02/09/2023	AMAZON	Expense claim # 5104. FALL 2022 TUITION REIMBURSEM	\$ 3,570.00
			ATHLETICS PENS,SUPPLIES	\$ 104.86
			gloves for LG	\$ 25.58
			ITEM: Aztech Compatible Toner Cartridge Replaceme	\$ 35.69
			ITEM: Master Lock 517D Laminated Padlock with Lon	\$ 460.61
			library books : Replacement Req for cancelled one	\$ 98.77
			NORTH ATHLETICS CHARGER CABLES, MAGNETS	\$ 9.99
			NORTH SOFTBALL BELTS	\$ 159.80
			NORTH SWIM FOAM ROLLER, MUSCLE ROLLER STICK	\$ 87.44
			NORTH SWIM STOPWATCH TIMER	\$ 60.97
			SOUTH ATHLETIC PENS	\$ 29.42
			SOUTH ATHLETICS SHELVES FOR STADIUM CLOSET	\$ 479.40
			SOUTH ATHLETICS SUPPLIES	\$ 309.90
			Speed Bumps & Road signs	\$ 314.97

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262147	02/09/2023	AMAZON	supplies for library	\$ 77.73
			Supplies for Transportation	\$ 646.93
			SWPB ITEMS	\$ 863.70
262148	02/09/2023	AMY FAMIGHETTI	SWPBIS grant, order supplies for students	\$ 983.28
262149	02/09/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Final Payment for Empl Expense claim # 5087.	\$ 21.35
262150	02/09/2023	BANCROFT NEUROHEALTH	Open PO for Five Star. Tires, brakes, etc.	\$ 679.80
262151	02/09/2023	BATTERY WAREHOUSE	Tuition / Bancroft	\$ 7,380.00
262152	02/09/2023	BOVINO'S PIZZA	Batteries	\$ 222.68
262153	02/09/2023	BRIAN BERT	HS SOUTH STUDENT LUNCHEON	\$ 100.00
262154	02/09/2023	BRIELLE KESSEL	Expense claim # 5102. FALL 2022 TUITION REIMBURSEM	\$ 743.00
262155	02/09/2023	BRODHEAD CREEK REGIONAL AUTHORITY	Expense claim # 5105. FALL 2022 TUITION REIMBURSEM	\$ 750.00
			No Inv# ESE Sprinkler Fee	\$ 1,209.96
			No inv# JTL Sprinkler Fee	\$ 403.32
			No invoice# - JTL Hydrant Fee	\$ 604.98
			No invoice# ESE Hydrant Fee	\$ 604.98
262156	02/09/2023	VARSITY BRANDS HOLDING CO., INC	SOUTH SOFTBALL SOCKS, BALLS, BOW NET	\$ 1,568.00
262157	02/09/2023	CHARLES W DAILEY	Final Payment for Empl Expense claim # 5101.	\$ 302.61
262158	02/09/2023	CI SOLUTIONS	Q-03207-2 annual production software license	\$ 414.58
262159	02/09/2023	CUSTOMINK PARENT, LLC	Lehman Intermediate Crew Shirts	\$ 403.58
262160	02/09/2023	D'HUY ENGINEERING, INC.	Open PO for D'HUY Retainer Services Only	\$ 2,000.00
262161	02/09/2023	DAWN DONALD	HS NORTH SWEETHEART DANCE SUPPLIES REIMBURSEMENT	\$ 99.54
262162	02/09/2023	DEANA M OSTROSKI	Final Payment for Empl Expense claim # 5083.	\$ 61.90
262163	02/09/2023	DEBRA A PADAVANO	LEHMAN TEACHERS FOOD FOR INSERVES DAY	\$ 115.98
262164	02/09/2023	DENISE S ROGERS	Final Payment for Empl Expense claim # 5092.	\$ 305.62
262165	02/09/2023	DIANA ALLISON	Final Payment for Empl Expense claim # 5098.	\$ 36.29
262166	02/09/2023	EDUCATIONAL SOLUTIONS ENTERPRISES	CNC Router Upgrade HSN	\$ 10,500.00
			CNC Router Upgrade HSS	\$ 10,500.00
262167	02/09/2023	EDWARD MOONEY	Expense claim # 5108. FALL 2022 TUITION REIMBURSEM	\$ 2,250.00
262168	02/09/2023	ELOISE SHAW	2021 SENIOR TAX REBATE - SHAW, ELOISE	\$ 250.00
262169	02/09/2023	EPLUS TECHNOLOGY	ESE TV Broadcast Room (Old Lab) Projector	\$ 2,045.99
			Resica Library Projector	\$ 503.00
262170	02/09/2023	ERIC BELL SEPTIC SYSTEMS, INC.	No Invoice# - RES Water Tank	\$ 2,600.00
262171	02/09/2023	ESHN BAND	2022 FALL CONCESSION PAYOUT	\$ 968.81

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262172	02/09/2023	ESHS BAND	2022 FALL CONCESSION PAY OUT	\$ 382.02
262173	02/09/2023	ESHS BASEBALL	2022 FALL CONCESSION PAYOUT	\$ 382.02
262174	02/09/2023	ESHS BOYS SOCCER	2022 FALL CONCESSION PAYOUT	\$ 1,432.59
262175	02/09/2023	ESHS CHEERLEADING	2022 FALL CONCESSION PAY OUT	\$ 955.06
262176	02/09/2023	ESHS FIELD HOCKEY	2022 FALL CONCESSION PAYOUT	\$ 1,337.09
262177	02/09/2023	ESHS GIRLS SOCCER	2022 FALL CONCESSION PAYOUT	\$ 955.06
262178	02/09/2023	ESHS WRESTLING	2022 FALL CONCESSION PAYOUT	\$ 382.02
262179	02/09/2023	FAMILY PROMISE OF THE POCONOS INC	Homeless Grant community partnership	\$ 525.00
262180	02/09/2023	FRONTIER	Frontier Open PO FY '22-'23	\$ 330.85
262181	02/09/2023	GLORIA SCHULTE	Final Payment for Empl Expense claim # 5084.	\$ 44.15
262182	02/09/2023	GOTTA GO	JTL ATHLETICS PORTABLE RESTROOM	\$ 140.00
262183	02/09/2023	HARRY W MCMURRAY	2021 SENIOR TAX REBATE - MCMURRAY, HARRY	\$ 500.00
262184	02/09/2023	HERCULES ACHIEVEMENT INC.	HSN 2023 Graduation Diploma Order	\$ 36.11
262185	02/09/2023	HORNET H2O BOOSTER CLUB	SOUTH SWIM ENTRY FEE LAST CHANCE MEET	\$ 145.00
262186	02/09/2023	INSIGHT PA CYBER CHARTER SCHOOL	Tuition / Insight PA / JAN 23	\$ 46,230.38
262187	02/09/2023	INTEGRAONE	CW69882 - Service Work	\$ 556.88
262188	02/09/2023	JDRF INTERNATIONAL	IntegraOne HP Systems 2023-2024	\$ 5,360.00
262189	02/09/2023	JENNIFER ANDREWS	HS NORTH CASUAL FOR A CAUSE DONATION	\$ 53.00
			Final Payment for Empl Expense claim # 5090.	\$ 16.00
262190	02/09/2023	JOHN & LORI FRANCIS	Final Payment for Empl Expense claim # 5091.	\$ 38.51
262191	02/09/2023	JOSEPH P MARTIN	2022 PROPERTY TAX REFUND - FRANCIS, JOHN & LORI	\$ 70.00
262192	02/09/2023	KAJEET, INC.	Final Payment for Empl Expense claim # 5097.	\$ 32.55
262193	02/09/2023	KANE MAMADOU	Kajeet Renewal	\$ 6,716.70
262194	02/09/2023	JAMES KIRCHNER	2021 SENIOR TAX REBATE - MAMADOU, KANE	\$ 445.47
262195	02/09/2023	LAKOTA WOLF PRESERVATION SOCIETY INC	Open PO for Snap-On 22-23 SY'	\$ 144.25
262196	02/09/2023	LISA MIINICHBACH	HS NORTH CASUAL FOR A CAUSE DONATION	\$ 138.00
262197	02/09/2023	LYNN ANTOLICK	Expense claim # 5107. FALL 2022 TUITION REIMBURSEM	\$ 275.00
262198	02/09/2023	M A BRIGHTBILL BODY WORKS INC.	Final Payment for Empl Expense claim # 5026.	\$ 69.38
262199	02/09/2023	MANWALAMINK WATER COMPANY	Open PO for BrightBill 22-23 SY'	\$ 367.25
262200	02/09/2023	MARK HENDRICKS	SMITHFIELD ELEM WATER & SEWER BILL	\$ 615.24
262201	02/09/2023	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES	Final Payment for Empl Expense claim # 5088.	\$ 49.80
			Inv 18020 BES Tank Project	\$ 273.51
			Inv 18038 BES oil tank	\$ 18.18

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East Stroudsburg Area School District

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262202	02/09/2023	MAUREEN SEIDEL	Final Payment for Empl Expense claim # 5095.	\$ 104.73
262203	02/09/2023	MET-ED	NORTH CAMPUS JANUARY ELECTRIC 100018255800	\$ 26,648.89
262204	02/09/2023	MONROE CAREER AND TECHNICAL INSTITUTE	MONROE CAREER & TECHNICAL INST.2022-2023	\$ 171,752.00
262205	02/09/2023	MORGAN DESANDRE	Expense claim # 5110. FALL 2022 TUITION REIMBURSEM	\$ 1,548.00
262206	02/09/2023	NCS PEARSON, INC.	WASI-II Forms & Kit	\$ 700.68
262207	02/09/2023	NICOLE RODRIGUEZ	Final Payment for Empl Expense claim # 5085.	\$ 10.38
262208	02/09/2023	NIKE COACH OF THE YEAR CLINICS	Final Payment for Empl Expense claim # 5086.	\$ 12.64
262209	02/09/2023	OPEN TEXT INC	SOUTH FOOTBALL COACH CLINIC 2/18/2022	\$ 285.00
262210	02/09/2023	PAPCO INC.	OpenText Fax2Mail	\$ 583.00
262211	02/09/2023	PEMCO	Heating Fuel for 2022-2023 School Year	\$ 43,054.09
262212	02/09/2023	PHILIP A LAZOWSKI	OFF ROAD DIESEL - TANK WAGON -BD APPROVED 2/2/22	\$ 1,093.85
262213	02/09/2023	PLAQUES & SUCH	Learning Sppt. Classroom Seating	\$ 4,979.14
262214	02/09/2023	PP&L	Expense claim # 5106. FALL 2022 TUITION REIMBURSEM	\$ 445.00
			Honor ceremony plaques SY 23	\$ 1,027.00
			SOUTH HS TRAFFIC LIGHT ELECTRIC 67841-29000	\$ 2.23
			SOUTH HS TRAFFIC LIGHT ELECTRIC 92422-54001	\$ 2.01
			SOUTH HS TRAFFIC LIGHT ELECTRIC 95041-29005	\$ 2.29
262215	02/09/2023	RACHEL FRATELLO	SOUTH HS TRAFFIC LIGHT ELECTRIC 98641-29009	\$ 3.33
262216	02/09/2023	RACHEL SCARANO	Expense claim # 5103. FALL 2022 TUITION REIMBURSEM	\$ 4,032.00
262217	02/09/2023	REACH CYBER CHARTER SCHOOL	Expense claim # 5111. FALL 2022 TUITION REIMBURSEM	\$ 854.00
262218	02/09/2023	RESILITE SPORTS PRODUCTS, INC	Tuition / Reach / JAN 23	\$ 105,293.73
262219	02/09/2023	RIFTON EQUIPMENT	Conventional Wall Panels MSE	\$ 4,514.50
262220	02/09/2023	SAW SALES AND MACHINERY CO.	seating for sped student	\$ 378.75
262221	02/09/2023	ROY D. HANSHAW JR	Saw stop brakes	\$ 320.68
			invoice 13216	\$ 2,360.00
262222	02/09/2023	SHARP ENERGY	Invoice 13238 nylon flags	\$ 2,217.00
262223	02/09/2023	SHAWN A WESCOTT	Open PO for Sharp Energy: South	\$ 6,948.48
262224	02/09/2023	SHI INTERNATIONAL CORP	Final Payment for Empl Expense claim # 5096.	\$ 42.38
262225	02/09/2023	SIMCO LOGISTICS,INC	Chromebox Renewal	\$ 200.00
262226	02/09/2023	THINK SOCIAL PUBLISHING INC	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 782.26
262227	02/09/2023	ST LUKES PHYSICIAN GROUP	Professional Books Elem	\$ 1,099.93
262228	02/09/2023	STAPLES CREDIT PLAN	Open PO for St.Lukes 22-23 SY'	\$ 410.00
			white board erasers	\$ 36.36

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262229	02/09/2023	STEPHANIE RODRIGUEZ	Expense claim # 5109. FALL 2022 TUITION REIMBURSEM	\$ 3,303.00
262230	02/09/2023	STEPHEN ZALL	Final Payment for Empl Expense claim # 5089.	\$ 1,108.50
262231	02/09/2023	STEVE SHANNON TIRE & AUTO CENTER	Open PO for Steve Shannon	\$ 1,240.00
262232	02/09/2023	TAYLOR FORGIONE	Final Payment for Empl Expense claim # 5094.	\$ 45.52
262233	02/09/2023	THE A.G. MAURO COMPANY	Inv PSI190848 Key blanks	\$ 90.00
262234	02/09/2023	THE INSTRUMENTALIST	Inv PSI190852 Locks/Cores for District	\$ 1,740.00
262235	02/09/2023	THE PACKAGING PLACE	Spring Band Awards	\$ 216.00
262236	02/09/2023	TINA M FALBO	Postage Due Read 180 Return	\$ 227.10
262237	02/09/2023	WILKES BARRE/SCRANTON PENGUINS	Final Payment for Empl Expense claim # 5093.	\$ 45.20
262238	02/09/2023	WILLIAM VITULLI	HS NORTH CHOIR HOCKEY GAME - STAR SPANGLED BANNER	\$ 768.00
262239	02/09/2023	ZAAPPAZ, LLC	Final Payment for Empl Expense claim # 5100.	\$ 73.49
262240	02/09/2023	ZANER-BLOSER	HS NORTH LANYARD FUNDRAISER	\$ 214.89
262241	02/09/2023	ZESWITZ MUSIC COMPANY	The Superkids Reading Program K-2	\$ 9,414.33
262242	02/09/2023	ZOOM VIDEOS COMMUNICATIONS, INC	Invoice 202094: Bassoon Repair	\$ 21.60
262243	02/10/2023	BUTLER AREA SCHOOL DISTRICT	zoom open purchase order	\$ 59.96
262244	02/10/2023	PSADA	SOUTH RIFLE TEAM ENTRY FEE FOR STATE TOURNAMENT	\$ 15.00
262245	02/16/2023	A WIZ CORP.	PSADA WORKSHOP FOR ATHLETIC DIRECTORS	\$ 1,000.00
262246	02/16/2023	ABC TROPHY STROUDSURG. LLC	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 270.00
262247	02/16/2023	ACAR LEASING INC.	SOUTH ATHLETICS ENGRAVING PLATES	\$ 17.00
262248	02/16/2023	ADA SPORTS	SOUTH RIFLE VAN RENTAL FOR CHAMPIONSHIPS	\$ 226.66
262249	02/16/2023	ADVANCE AUTO PARTS	supplies for PE class	\$ 498.00
			4 invoices - **all 4 invoices in description**	\$ 41.64
			GROUPS 4 DOOR DODGE	\$ 65.74
			inv.6952301879170 Extreme 40	\$ 8.27
			Open PO for Advance Auto 22-23 SY'	\$ 883.31
			RETURNED HEADLIGHT PARTS	\$ (10.78)
			SOUTH ATHLETICS BATTERY CHARGERS FOR GATOR	\$ 72.34
262250	02/16/2023	CAMDEN AQUARIUM LLC	Adventure Aquarium Admission Tickets	\$ 560.00
262251	02/16/2023	AGORA CYBER CHARTER SCHOOL	Tuition / Agora / JAN 23	\$ 55,052.44
262252	02/16/2023	ALL FOR KIDZ, INC.	MIDDLE SMITHFIELD ASSEMBLY SHOW SUPPLIES	\$ 1,142.00
262253	02/16/2023	AMAZON	access office supplies	\$ 15.99
			Amazon- Supplies for North Lounge/ Dispatcher Su	\$ 632.86
			ATHLETIC TRAINER WINTER SPORTS SNACK SLHN	\$ 953.96

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262253	02/16/2023	AMAZON	Computer for Comp Ed Student	\$ 299.89
			Dry Erase Markers (K-2)	\$ 354.69
			Goo Gone - Laptop Sticker Residue	\$ 72.50
			Hearing Supplies sped student	\$ 102.27
			HS-S	\$ 16.98
			INV 1DPJ-99LD-TFRF PO 23002592	\$ (523.11)
			INV 1DPJ-99LD-TFRF PO 23002592 library maker	\$ (63.45)
			Iphone case for district phone	\$ 57.94
			JTL ATHLETIC TRAINER PRINTER, FREEZER SLHN	\$ 260.88
			laptop stand	\$ 28.99
			library books : Replacement Req for cancelled one	\$ 7.68
			library maker supplies	\$ 1,005.26
			Library supplies	\$ 96.17
			Life Skills Supplies	\$ 33.94
			NORTH & SOUTH ATHLETICS LIGHT KEY	\$ 113.80
			NORTH ATHLETICS SCOREBOARD, REF SHIRTS, TV	\$ 985.32
			NORTH RIFLE LABELS	\$ 16.48
			OFFICE SUPPLIES	\$ 72.57
			office supplies sped	\$ 195.94
			Piano Keys identification "Rake" and White binders	\$ 155.98
			Press pause room	\$ 799.99
			Replacement Battery for walkie	\$ 68.00
			School Wide Positive Behavior	\$ 2,081.12
			shelves for ceramics supplies	\$ 124.08
			supplies	\$ 167.28
			supplies for Life Skills	\$ 195.81
			swbpis	\$ 553.36
			thermal paper roll for tardy slips	\$ 21.99
			Tiernan Service Learning	\$ 62.77
			Timberwolf Pantry equip	\$ 62.82
			Title 1 One Book One School Price order	\$ 376.63
			wheelchair sped student	\$ 409.98
			wireless quiz answer game buzzer system	\$ 215.00

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East Stroudsburg Area School District

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262254	02/16/2023	AMERICAN LUNG ASSOCIATION	BUSHKILL ELEM CASUAL FOR A CAUSE DONATION	\$ 95.00
262255	02/16/2023	AMERICAN RED CROSS	lifeguarding certs	\$ 226.80
262256	02/16/2023	ANTHONY J CALDERONE	Final Payment for Empl Expense claim # 5114.	\$ 176.92
262257	02/16/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Open PO for Five Star. Tires, brakes, etc.	\$ 849.75
262258	02/16/2023	ASPEN PEST SERVICES, LLC	Open PO for Aspen - BES	\$ 84.50
			Open PO for Aspen - ESE	\$ 60.00
			Open PO for Aspen - HSN	\$ 140.75
			Open PO for Aspen - HSS	\$ 152.00
			Open PO for Aspen - JMH	\$ 45.75
			Open PO for Aspen - JTL	\$ 106.75
			Open PO for Aspen - LIS	\$ 129.25
			Open PO for Aspen - MSE	\$ 65.50
			Open PO for Aspen - RES	\$ 64.50
			Open PO for Aspen - SME	\$ 45.50
262259	02/16/2023	BANCROFT NEUROHEALTH	Tuition / Bancroft	\$ 3,685.00
262260	02/16/2023	H.A. BERKHEIMER INC.	TAX COLLECTION FEE JANUARY	\$ 165.79
262261	02/16/2023	BLOOMSBURG UNIVERSITY FOUNDATION INC.	Bloomsburg Education Expo 2023 - Registration	\$ 100.00
262262	02/16/2023	Varsity Brands Holding Co., Inc	NORTH FRESHMAN GIRLS BASKETBALL UNIFORMS	\$ 3,143.00
			NORTH SOFTBALL SOCKS	\$ 78.00
262263	02/16/2023	Varsity Brands Holding Co., Inc	Bocce Uniforms INV 920182496 & 920216064	\$ 1,053.71
262264	02/16/2023	Varsity Brands Holding Co., Inc	NORTH FIELD HOCKEY SPECIAL ACTIVITY BACKPACKS	\$ 761.43
262265	02/16/2023	UGI CENTRAL	ESE JANUARY NATURAL GAS FEE 411006828957	\$ 2,702.79
			HS SOUTH JANUARY NATURAL GAS FEE 411008006032	\$ 7,763.80
			JTL JANUARY NATURAL GAS FEE 411006894413	\$ 3,663.67
262266	02/16/2023	CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION	Tuition / Central PA / DEC 22	\$ 2,130.51
262267	02/16/2023	CHRISTOPHER S. BROWN LAW OFFICES	Invoice # 2822 January 2023 Prof. Service	\$ 6,242.50
262268	02/16/2023	CINTAS CORPORATION #101	Open PO for Cintas - BES	\$ 111.72
			Open PO for Cintas - ESE	\$ 255.05
			Open PO for Cintas - HSN	\$ 641.48
			Open PO for Cintas - HSS	\$ 705.80
			Open PO for Cintas - JMH	\$ 240.60
			Open PO for Cintas - JTL	\$ 674.64
			Open PO for Cintas - MSE	\$ 273.70

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262268	02/16/2023	CINTAS CORPORATION #101	Open PO for Cintas - RES	\$ 186.76
			Open PO for Cintas - SME	\$ 257.85
262269	02/16/2023	CINTAS CORPORATION #101	Open PO for Cintas Uniform 22-23 SY'	\$ 457.62
262270	02/16/2023	COLONIAL INTERMEDIATE UNIT 20	Open PO for Cintas First Aid 22-23 SY'	\$ 177.31
			OPEN PO 22-23 Operating Costs	\$ 5,561.43
			OPEN PO 22-23 Sped Programs & Services	\$ 381,508.82
262271	02/16/2023	DIANE LITTS	Transperfect Nov & Dec 2022	\$ 833.50
262272	02/16/2023	DIRECT ENERGY BUSINESS	Final Payment for Empl Expense claim # 5112. ESE JANUARY NATURAL GAS 411006828957	\$ 110.48
			HS SOUTH JANUARY NATURAL GAS 411008006032	\$ 2,317.15
262273	02/16/2023	DONNA GASIEWICZ	JTL JANUARY NATURAL GAS 411006894413	\$ 7,449.96
262274	02/16/2023	MELISSA SADIN	2021 SENIOR TAX REBATE - GASIEWICZ, DONNA	\$ 12,983.09
262275	02/16/2023	E.S.E.A.	Learning Loss Set Aside Grant - Trauma PD	\$ 500.00
262276	02/16/2023	EAST STROUDSBURG	Payroll Run 1 - Warrant 230216	\$ 3,500.00
262277	02/16/2023	EAST STROUDSBURG UNIVERSITY	Payroll Run 1 - Warrant 230216	\$ 30,132.30
262278	02/16/2023	EASTON COACH COMPANY	NORTH & SOUTH T&F ENTRY FEE ESU INVITATIONAL	\$ 6,166.05
262279	02/16/2023	ED FOUNDATION OF ES/GENERAL FUND	Charter Bus for Adventure Aquarium Trip	\$ 800.00
262280	02/16/2023	EHS FIELD TRIP REFUND	Payroll Run 1 - Warrant 230216	\$ 1,294.00
262281	02/16/2023	EMILY REAGAN	DORNEY PARK CANCELTION TICKET REFUND	\$ 16.00
262282	02/16/2023	FACE/SCHOLASTIC INC.	Final Payment for Empl Expense claim # 5124.	\$ 29.00
262283	02/16/2023	FISHER SCIENTIFIC	Title I KG Fair books	\$ 64.58
262284	02/16/2023	FRONTIER	HS-S	\$ 282.00
262285	02/16/2023	GERTRUDE HAWK CHOCOLATES	Frontier Open PO FY '22-'23	\$ 60.30
262286	02/16/2023	GERTRUDE HAWK CHOCOLATES	LEHMAN FUNDRAISING PAYMENT	\$ 564.68
262287	02/16/2023	THE PROPHET CORP	HS SOUTH FUNDRAISING PAYMENT	\$ 1,536.00
			PHYS ED	\$ 4,800.00
262288	02/16/2023	GRAINGER	PO#22002507 Balance received 10/12/2022	\$ 1,106.62
262289	02/16/2023	HAB-DLT	Grant-Exit Door Alarm PO#23001363	\$ 1,225.01
262290	02/16/2023	HOME DEPOT CREDIT SERVICES	Payroll Run 1 - Warrant 230216	\$ 137.91
			Home Depot Open Purchase Order Grounds Dept	\$ 431.20
262291	02/16/2023	HORNET H20 BOOSTER CLUB	Open PO - Home Depot	\$ 1,153.44
262292	02/16/2023	INSERVCO INSURANCE SERVICES, INC.	NORTH SWIM LAST CHANCE ENTRY FEE	\$ 1,150.14
			INV #0421-0123 CLAIM FEEE AND BILL REPRICING	\$ 140.00
				\$ 2,532.56

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262293	02/16/2023	WJD, JR, INC	Batteries	\$ 428.85
262294	02/16/2023	JAY F ARMITAGE	Final Payment for Empl Expense claim # 5126.	\$ 44.50
262295	02/16/2023	JESSICA REESE	Final Payment for Empl Expense claim # 5119.	\$ 606.88
262296	02/16/2023	JIM THORPE AREA SCHOOL DISTRICT	Final Payment for Empl Expense claim # 5120.	\$ 389.07
262297	02/16/2023	JONATHAN OSMUN	NORTH TRACK & FIELD OLYMPIAN INVITE ENTRY FEE	\$ 275.00
262298	02/16/2023	MT LIBRARY SERVICES	Final Payment for Empl Expense claim # 5123.	\$ 39.04
262299	02/16/2023	KEYSTONE FIRE PROTECTION CO.	library books	\$ 697.76
262300	02/16/2023	KOCH33AUTO.COM	Keystone service call to MSE	\$ 482.00
262301	02/16/2023	KRISTEN M. LONG	Shop Charge	\$ 373.17
262302	02/16/2023	KUTZTOWN UNIVERSITY OF PENNSYLVANIA	Final Payment for Empl Expense claim # 5118.	\$ 150.06
262303	02/16/2023	LEHIGH VALLEY CHARTER HIGH SCHOOL FOR	Kutztown Virtual Job Fair Registration	\$ 50.00
262304	02/16/2023	LJC DISTRIBUTORS OF FULLER BRUSH	Tuition / Lehigh Valley / JAN 23	\$ 14,663.31
262305	02/16/2023	LYMAN & ASH	Open PO for LJC - HSS	\$ 136.50
262306	02/16/2023	M A BRIGHTBILL BODY WORKS INC.	Invoice #3343 for Special Construction Counsel	\$ 10,562.50
262307	02/16/2023	MADY'S ANGELS	Open PO for BrightBill 22-23 SY'	\$ 826.31
262308	02/16/2023	MARY L BURKE	BUSHKILL ELEM CASUAL FOR A CAUSE DONATION	\$ 70.00
262309	02/16/2023	MELISSA COLLEVECHIO	Final Payment for Empl Expense claim # 5117.	\$ 108.73
262310	02/16/2023	MET-ED	Final Payment for Empl Expense claim # 5125.	\$ 72.44
			MIDDLE SMITHFIELD JAN ELECTRIC 100071509721	\$ 5,102.53
			TRAFFIC LIGHT JANUARY ELECTRIC 100031621285	\$ 28.57
			TRAFFIC LIGHT JANUARY ELECTRIC 100051981031	\$ 28.81
262311	02/16/2023	MICHAEL PLYTAGE	TRAFFIC LIGHT JANUARY ELECTRIC 100080490897	\$ 37.95
262312	02/16/2023	MICHELLE BURKE	HS NORTH LOCKBOX FOR CONCESSIONS	\$ 15.95
262313	02/16/2023	MODERN GAS SALES, INC.	Final Payment for Empl Expense claim # 5127.	\$ 7.07
262314	02/16/2023	NASCO (QUOTE#45950)	NORTH CAMPUS PROPANE	\$ 564.00
262315	02/16/2023	NATIONAL ASSOC. SCHOOL NURSES MEMBERSHIP	RESICA BOILERS PROPANE	\$ 2,808.00
262316	02/16/2023	LAURIE SUTTER	TEACHER SUPPLIES	\$ 492.00
262317	02/16/2023	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Lizette Rodriguez - NASN renewal for 2022-2023	\$ 130.00
262318	02/16/2023	OFFICE TECHNOLOGY, LLC	LEHMAN NJHS SHIRTS FOR INDUCTION CEREMONY	\$ 1,122.25
			Payroll Run 1 - Warrant 230216	\$ 129.00
			Transfer Kit Quote SQ19754	\$ 299.00
262319	02/16/2023	ORIENTAL TRADING	Transfer Kit Quote SQ19755	\$ 299.00
			Special ed supplies	\$ 180.52

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
262320	02/16/2023	PAPCO INC.	Heating Fuel for 2022-2023 School Year	\$ 21,687.57
262321	02/16/2023	PEMCO	Life Skills Job Lab Furniture	\$ 3,857.46
262322	02/16/2023	PEN ARGYL AREA SD	return of reentry fee	\$ 300.00
262323	02/16/2023	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 230216	\$ 159.93
262324	02/16/2023	PENNSYLVANIA ONE CALL SYSTEM, INC.	Open PO for PA One Call System	\$ 38.83
262325	02/16/2023	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	Tuition / PA Virtual / JAN 23	\$ 47,183.97
262326	02/16/2023	POSTMASTER	MIDDLE SMITHFIELD STAMPS FOR NURSES OFFICE	\$ 63.00
262327	02/16/2023	QUILL CORPORATION	TO PURCHASE OFFICE SUPPLIES	\$ 53.15
262328	02/16/2023	RAPTOR TECHNOLOGIES, LLC	Raptor Visitor Mgmt Annual Access Fee	\$ 7,500.00
262329	02/16/2023	ROGERS ATHLETIC COMPANY	SOUTH FOOTBALL ZONE CHUTE MESH TOP	\$ 737.00
262330	02/16/2023	SARGENT DISTRIBUTION LLC	SOUTH TRACK & FIELD SHOT, HURDLES, DISCUS, TAPE	\$ 2,213.95
262331	02/16/2023	SHARP ENERGY	Open PO for Sharp Energy: North	\$ 7,023.88
262332	02/16/2023	SOCIETY OF HUMAN RESOURCES MANAGEMENT	SHRM Membership	\$ 244.00
262333	02/16/2023	STRAND POOL SUPPLY, LLP	Open PO for Strand Pool Supply - HSS	\$ 582.11
262334	02/16/2023	STUDENT ACTIVITY ONE-TIME-PAY	HS SOUTH CLUB MURAL SUPPLIES REIMBURSEME- R SNYDER	\$ 31.14
262335	02/16/2023	SPIRALEDGE INC.	NORTH SWIM TAKE UP REEL, ELECTRIC MOTOR	\$ 275.92
262336	02/16/2023	TABITHA BRADLEY	Final Payment for Empl Expense claim # 5115.	\$ 41.59
262337	02/16/2023	TAMARA CYKOSKY	Final Payment for Empl Expense claim # 5116.	\$ 64.71
262338	02/16/2023	VEX ROBOTICS INC	Vex Robotics Parts	\$ 68.95
262339	02/16/2023	WILLIAM III & SHARON HOWELL	2021 SENIOR TAX REBATE - HOWELL, WILLIAM & SHARON	\$ 250.00
262340	02/16/2023	WILLIAM RIKER	Final Payment for Empl Expense claim # 5122.	\$ 198.07
262341	02/16/2023	WILSON AREA SCHOOL DISTRICT	Tuition / Wilson Area / 21-22 SY	\$ 156.65
262342	02/16/2023	WILLIAM THOMAS GOUGER	WTG order for motorola radios & supl for security	\$ 2,179.00
262343	02/16/2023	ZANER-BLOSER	The Superkids Reading Program K-2	\$ 61,872.22
262344	02/16/2023	ZESWITZ MUSIC COMPANY	French Horn Repair - #013331	\$ 36.00
Repairs				\$ 57.60
Grand Total				\$ 2,080,182.79

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262345	02/23/2023	AARON A FISH	Inv23-1686 North Campus Snow Management	\$ 10,555.00
262346	02/23/2023	AIRGAS, INC	Inv 9133546225 HSN Standard CO2 Invoice	\$ 291.48
			Inv 9993527377 HSS Cylinder Rental Invoice	\$ 49.67
262347	02/23/2023	ALISSA ZAHLER	Inv 9993530888 HSN Cylinder Rental Invoice	\$ 88.61
262348	02/23/2023	AMAZON	Final Payment for Empl Expense claim # 5150.	\$ 7.47
			1 additional curtain for new area	\$ 18.40
			ATHLETICS WRESTLING FACE GUARDS	\$ 135.98
			classroom supplies sped student	\$ 20.40
			Eileen Early - Wheelchair - Amazon	\$ 169.99
			Em. Sppt. Classroom Supplies	\$ 8.79
			Env Svcs - Belts	\$ 56.98
			FCS Supplies	\$ 43.98
			galdieri supplies gr.5	\$ 29.99
			headphones sped student	\$ 19.98
			HSN building supplies	\$ 106.97
			ID Badge Holders for new employees	\$ 35.98
			INV 1DTM-XRF3-NT PO 23002854	\$ (11.02)
			INV 1DTM-XRF3-NTDK PO 23002854	\$ (25.98)
			INV 1X11-G6TW-N9JD PO 23002878 Title 1 supplies	\$ (51.98)
			ITEM: Quiet One Lifeguard Aquarium Pump, 758-Gallo	\$ 227.90
			Jeanne Branigan - Amazon - Desk	\$ 142.00
			Learning Support Supplies	\$ 18.99
			mouse pad	\$ 14.95
			Multimedia Speaker System	\$ 49.99
			NORTH RIFLE LABELS	\$ 34.76
			OFFICE SUPPLIES	\$ 405.53
			Office Supplies Sped	\$ 98.99
			pinata candy for Spanish classes from amazon	\$ 96.36
			Printer for Comp Ed Student	\$ 243.00

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262348	02/23/2023	AMAZON	SCHOOL WIDE POSITIVE BEHAVIOR	\$ 69.29
			SGA supplies	\$ 19.98
			Stock Room Supplies	\$ 1,503.30
			Supplies	\$ 267.41
			supplies em. support classroom	\$ 121.94
			supplies for Curr. Specialist area	\$ 148.44
			supplies for Life Skills	\$ 151.88
			supplies for main office	\$ 97.44
			supplies for office	\$ 312.97
			supplies for visually impaired student	\$ 77.98
			Susan Cole - Amazon order	\$ 32.75
			SWPBIS	\$ 467.20
			Title 1 Supplies	\$ 108.96
262349	02/23/2023	AMY POLMOUNTER	Expense claim # 5145. 2022 TUITION REIMBURSEMENT	\$ 2,272.00
262350	02/23/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Open PO for Five Star. Tires, brakes, etc.	\$ 1,262.73
262351	02/23/2023	B NEWHART E SONS INC	No Invoice - Sludge Removal	\$ 1,600.00
262352	02/23/2023	BARBARA PREVOST	2022-2023 SY' PO for Barbara Prevost	\$ 9,897.60
262353	02/23/2023	BATTERY WAREHOUSE	Inv 2143 AA BATTERIES for District Use	\$ 138.24
262354	02/23/2023	BRIAN J BOROSH	Final Payment for Empl Expense claim # 5136.	\$ 28.62
			Final Payment for Empl Expense claim # 5137.	\$ 81.22
262355	02/23/2023	CARLEEN FINK	2022-2023 SY' PO for Carleen Fink	\$ 4,951.76
262356	02/23/2023	CAROLINE DOHRMAN	TRANSPORTATION PARENT DRIVER JAN 17 TO FEB 16	\$ 1,310.00
262357	02/23/2023	UGI CENTRAL	JM HILL JAN NATURAL GAS LINE 411007277063	\$ 1,400.41
			MAINTENANCE BULG JAN NATURAL GAS LINE 411008050535	\$ 177.35
			SOUTH STADIUM JAN NATURAL GAS LINE 411005507123	\$ 1,190.03
262358	02/23/2023	CINTAS CORPORATION #101	Cintas annual insp and test of standpipe-ESE	\$ 543.18
			Cintas annual insp of standpipe JTL	\$ 743.18
			Cintas annual insp of standpipe South	\$ 943.18
262359	02/23/2023	TIMOTHY R. TOLIVER	teacher passes	\$ 615.87

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262360	02/23/2023	CM REGENT RESOURCES	FEBRUARY GROUP LIFE INSURANCE	\$ 11,567.00
262361	02/23/2023	CM REGENT RESOURCES	FEBRUARY LONG TERM DISABILITY INSURANCE	\$ 9,690.46
262362	02/23/2023	COMPUTER DISCOUNT WAREHOUSE	Open PO for CDW	\$ 157.09
262363	02/23/2023	CPR SAVERS & FIRST AID SUPPLY	Mini O2 /regulators for security	\$ 62.94
262364	02/23/2023	CREST GOOD MFG CO INC	Inv 47654 HSN parts for urinals	\$ 326.57
262365	02/23/2023	CRITICAL SYSTEM, LLC	Inv 27838 JMH Coolant leak	\$ 320.00
262366	02/23/2023	D'HUY ENGINEERING, INC.	Inv 56814 HSN Natatorium Roof Replacement	\$ 1,102.21
262367	02/23/2023	DAILEY RESOURCES	Open PO for Dailey Resources 22-23 SY'	\$ 71.50
262368	02/23/2023	DANIEL PAWLICKI	Final Payment for Empl Expense claim # 5149.	\$ 120.00
262369	02/23/2023	DAWN M. ARNST TAX COLLECTOR	Postage/ Internet	\$ 217.00
262370	02/23/2023	DE-CLOG SEWER-N-DRAIN	Inv29891 HSS Clogged Line Maple Side	\$ 550.00
262371	02/23/2023	DIANE ANDERSON	Medical reimbursement	\$ 25.00
262372	02/23/2023	DIANE KRUPSKI	2022-2023 SY' PO for Diane Krupski	\$ 8,258.36
262373	02/23/2023	DIRECT ENERGY BUSINESS	JM HILL JAN NATURAL GAS LINE 411007277063	\$ 2,137.88
			MAINTENANCE BLDG JAN NATURAL GAS 411008050535	\$ 208.00
			SOUTH STADIUM JAN NATURAL GAS LINE 411005507123	\$ 1,622.58
262374	02/23/2023	DM SUPPLY SOURCE, LLC	Inv 9580 BES/RES/Stock	\$ 725.53
			Inv 9582 HSS exhaust fan motor	\$ 613.28
262375	02/23/2023	APPLICATION RESEARCH & DESIGN, INC.	Double Click Repair I-61164	\$ 55.00
			Double Click Repair I-61166	\$ 624.00
			Laptop Repair I-59743	\$ 569.00
262376	02/23/2023	DOUBLE M PRODUCTIONS	HS SOUTH SPRING YEARBOOK SWEATSHIRTS	\$ 890.00
262377	02/23/2023	DUSTIN SISKI	2022-2023 SY' PO for Dustin Siska	\$ 7,174.86
262378	02/23/2023	ECOLAB INC.	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 2,119.94
262379	02/23/2023	EKON-O-PAC LLC	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 630.00
262380	02/23/2023	EPLUS TECHNOLOGY	bulbs and toner for technology dept	\$ 485.92
262381	02/23/2023	EASTERN PENN SUPPLY COMPANY	InvS030519099.001 JTL hand wash sink in cafe	\$ 334.37
			InvS030617947.001 M6 truck stock	\$ 389.18
			InvS030647596.001 M6 Truck Stock	\$ 129.75

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262381	02/23/2023	EASTERN PENN SUPPLY COMPANY	Inv5030651218.001 BES oil nozzle	\$ 16.36
262382	02/23/2023	GEORGE CARAMELLA	2022-2023 SY' PO for George Caramella	\$ 9,282.24
262383	02/23/2023	THE GOODYEAR TIRE & RUBBER COMPANY	Open PO for Goodyear. Tires.	\$ 2,782.65
262384	02/23/2023	THE PROPHET CORP	permanent basketball system/ replace the temp	\$ 4,858.20
262385	02/23/2023	H.T. LYONS INC	Inv 910029846 RES Boiler Agreement	\$ 3,080.00
			Inv910029714 HSS Boiler #5 repairs	\$ 2,349.61
			Inv910030048 BES Water in Tank Repairs	\$ 1,260.00
262386	02/23/2023	HEATHER HILL	Final Payment for Empl Expense claim # 5133.	\$ 50.70
262387	02/23/2023	IONIE SINCLAIR	2022-2023 SY' PO for Ionie Sinclair	\$ 6,459.09
262388	02/23/2023	JANICE CABRAL	Tax Collector Price TWP Postage/mailings	\$ 271.74
262389	02/23/2023	JENNIFER MORIARTY	Final Payment for Empl Expense claim # 5141.	\$ 576.96
			Final Payment for Empl Expense claim # 5142.	\$ 399.55
262390	02/23/2023	JENNY GALUNIC	2022-2023 SY' PO for Jenny Galunic	\$ 7,316.32
262391	02/23/2023	JOAN HORGER	6month internet/toner	\$ 486.89
262392	02/23/2023	JOSEPH FUCHS	2022-2023 SY' PO for Joseph Fuchs	\$ 10,338.96
262393	02/23/2023	JTM PROVISIONS CO.	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 1,535.08
262394	02/23/2023	K12 SYSTEMS	Invoice 3196 MultiFactor training C. Johnson	\$ 500.00
262395	02/23/2023	KARLA J LABAR	2022-2023 SY' PO for Karla LaBar	\$ 11,315.70
262396	02/23/2023	KATHARINE HOLMES	2022-2023 SY' PO for Katharine Holmes	\$ 6,442.17
262397	02/23/2023	KATHY GONZALEZ	Final Payment for Empl Expense claim # 5135.	\$ 7.07
262398	02/23/2023	KEYSTONE FIRE PROTECTION CO.	Keystone repair at ESE fire alarm battery repair	\$ 413.50
262399	02/23/2023	KING, SPRY, HERMAN, FREUND & FAUL, LLC	Legal Invoice	\$ 888.00
262400	02/23/2023	LAURA E MUNCH	Final Payment for Empl Expense claim # 5139.	\$ 120.70
			Final Payment for Empl Expense claim # 5140.	\$ 400.86
262401	02/23/2023	LISA ROSEN-GERST	2022-2023 SY' PO for Lisa Gerst	\$ 6,963.44
262402	02/23/2023	LISA T VARNER	Medical reimbursement	\$ 25.00
262403	02/23/2023	LJC DISTRIBUTORS OF FULLER BRUSH	Purchased 80 cases of heavy duty trash liners	\$ 2,440.00
262404	02/23/2023	M A BRIGHTBILL BODY WORKS INC.	Open PO for Brightbill.	\$ 2,442.85
262405	02/23/2023	MARIA FRASCELLA	Open PO for Maria Frascella	\$ 3,244.15

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262406	02/23/2023	MARK HENDRICKS	Final Payment for Empl Expense claim # 5147.	\$ 172.13
262407	02/23/2023	MEIER SUPPLY CO., INC.	Inv 2606816 MSE UV Lights	\$ 3,027.75
			Inv 2607375 MSE AH5 valve body	\$ 1,597.09
			Inv 2608811 HSS limit switch	\$ 228.54
			Inv 2609001 M7 truck stock	\$ 169.96
			Inv 2610789 JTL belts	\$ 139.76
			Inv 2613066 HSS UV Light Door Switches	\$ 1,614.85
			Inv 2613071 HSS Boiler 5 leak repair	\$ 3.24
			Inv 2614155 MSE Stock	\$ 224.59
			Inv 2617158 MSE Stock	\$ 1,147.41
			Inv 2617879 RES Actuator	\$ 1,722.83
			Inv 2620399 HSS Kitchen gripbelt	\$ 15.19
			Inv 2620781 MSE belts	\$ 45.88
			Inv 2623624 RES Gripbelts	\$ 39.30
262408	02/23/2023	MELODY SEVERUD	2022-2023 SY' PO for Melody Severud	\$ 6,497.48
262409	02/23/2023	MET-ED	TRAFFIC LIGHT FEB ELECTRIC 100016944322	\$ 28.41
			TRAFFIC LIGHT FEB ELECTRIC 100017096742	\$ 28.57
			TRAFFIC LIGHT FEB ELECTRIC 100141089464	\$ 28.50
262410	02/23/2023	MIGUEL DEJESUS	2022-2023 SY' PO for Miguel DeJesus	\$ 4,340.60
262411	02/23/2023	NOVA EQUIPMENT & SUPPLIES CO, INC.	Emergency replacement of RES Combo Oven	\$ 9,841.51
			Purchased a new booster heater for Resica	\$ 5,087.40
262412	02/23/2023	PAPCO INC.	HEATING FUEL	\$ 854.22
262413	02/23/2023	PARTSCO DIST INC	Inv1597 SME Kitchen Warmer	\$ 519.98
262414	02/23/2023	PASBO	PO - Pasbo invoices for Rob Romagno Courses	\$ 630.00
262415	02/23/2023	PASCD	ASCD Membership for Dr. Vitulli	\$ 89.00
262416	02/23/2023	PATRICIA DISANTO	Final Payment for Empl Expense claim # 5134.	\$ 7.07
262417	02/23/2023	PENN JERSEY PAPER COMPANY	TO PAY FOR PAPER PRODUCTS/SUPPLIES FOR 2022-2023	\$ 6,923.93
262418	02/23/2023	POCONO MOUNTAIN DAIRIES	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 36,001.59
262419	02/23/2023	POCONO MOUNTAIN UNITED WAY	Board Training on 2/28/23	\$ 1,200.00

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262420	02/23/2023	PROSSER LABORATORIES, INC.	Inv 11302022.37 North/RES/MSE October 2022	\$ 9,911.80
			Inv 12312022.43 North/RES/MSE water/wastewater Nov	\$ 4,744.00
			Inv 544945 MSE Dec	\$ 1,080.00
			Inv 544946 North Bus December	\$ 75.00
			Inv 544947 MSE Dec water checks	\$ 325.00
			Inv 544948 North Campus Pool	\$ 240.00
			Inv 544949 North Campus Nov-Dec checks	\$ 624.00
			Inv 544950 North Campus Aeration/Effluent	\$ 1,146.00
			Inv 544951 North Bus Garage	\$ 20.00
			Inv 544953 HSS Pool	\$ 240.00
			Inv544952 RES Dec water testing	\$ 325.00
262421	02/23/2023	QUAVERED, INC	Music curriculum	\$ 52,920.00
262422	02/23/2023	QUILL CORPORATION	Office supplies for Kitchen offices	\$ 27.82
262423	02/23/2023	RENEE STRETZ	TRANSPORTATION PARENT DRIVER	\$ 696.92
262424	02/23/2023	ROBIN BENIAMINO	Medical reimbursement	\$ 25.00
262425	02/23/2023	ROCKLAND BAKERY	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 2,668.98
262426	02/23/2023	SCHOOL SPECIALTY LLC	art - lauer	\$ 679.27
			Art Room Supplies	\$ 1,933.19
			Art supplies	\$ 403.13
			ITEM: Fredrix Cut Edge Panel Canvas, 9 x 12 Inche	\$ 162.23
			kindergarten - forgione	\$ 176.40
			OFFICE SUPPLIES	\$ 760.88
			Paint for art class	\$ 62.64
			SCHOOL SUPPLIES	\$ 448.77
			Sp. Ed. Dept office items	\$ 7.10
			supplies for art class	\$ 542.26
			supplies for student as per IEP	\$ 130.48
262427	02/23/2023	SIMCO LOGISTICS,INC	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 1,832.31
262428	02/23/2023	STACEY BRESKANCINE	Final Payment for Empl Expense claim # 5131.	\$ 609.53

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East Stroudsburg Area School District

Date Range 2/18/23 through 2/23/23

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
262428	02/23/2023	STACEY BRESKANCINE	Final Payment for Empl Expense claim # 5132.	\$ 406.10
262429	02/23/2023	STROUDSBURG ELECTRIC MOTOR SERVICE	Inv6418239 HSS bearings -CREDIT ATTACHED	\$ 1.49
262430	02/23/2023	SUNTEX INTERNATIONAL, INC.	Math 24 Cards - Tammy	\$ 841.85
262431	02/23/2023	SUZANNE LUDWIG	Final Payment for Empl Expense claim # 5143.	\$ 134.00
			Final Payment for Empl Expense claim # 5144.	\$ 399.55
262432	02/23/2023	SWEET, STEVENS, KATZ & WILLIAMS LLP	Feb. Installment Pool Counsel	\$ 2,000.00
			Invoice #154388 for Prof. Services Rendered	\$ 17.00
			Legal services sped student	\$ 476.00
262433	02/23/2023	TAIWO AFOLABI	Open PO for Taiwo Afolabi	\$ 6,433.33
262434	02/23/2023	THE A.G. MAURO COMPANY	Inv PS192440 Key blanks	\$ 90.00
262435	02/23/2023	TRANE U.S. INC.	Inv 313314647 JTL replace fan motor	\$ 1,813.85
262436	02/23/2023	ULINE	Musical items	\$ 89.47
262437	02/23/2023	US FOODS	TO PAY INVOICES FOR 2022-2023 SCHOOL YEAR	\$ 85,923.75
262438	02/23/2023	VALLEY GREEN FOODS LLC	To pay invoices for the 2022-2023 school year	\$ 5,215.00
262439	02/23/2023	VEX ROBOTICS INC	Robotics	\$ 906.05
262440	02/23/2023	VISHNEFSKI ELECTRICAL INC	Electrical Work for Kitchen Equipment	\$ 3,485.00
262441	02/23/2023	WASTE MANAGEMENT	Inv 1286415-1350-1 HSN Rolloff	\$ 39.03
Grand Total				\$ 454,179.24

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JANUARY 2023 WIRE PAYMENTS

PAYROLL	\$ 3,529,828.51
ACCOUNTS PAYABLE - BENEFITS	\$ 2,167,492.51
FLEX SPENDING ACCOUNTS - TASC	\$ 25,372.85
WORKER'S COMP - INSERVCO	\$ 98,851.12
PROCUREMENT CARD	\$ 32,422.87
EBTEP	\$ 1,717,383.48
VOLUNTARY LIFE INSURANCE	\$ 2,229.84
ARBITERPAY, LLC ARBITERPAY PPD	\$ 24,500.00
NEOPOST POSTAGE	\$ 500.00
WRIGHT EXPRESS FLEET - GAS CARDS	\$ 5,080.48
	<u>\$ 7,603,661.66</u>

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EAST STROUDSBURG AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2023

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

1/1/23 Balance	\$ 16,825,290.15
Receipts	\$ 14,559,435.02
Interest/Dividends	\$ 18,056.47
Disbursements	\$ (11,482,393.91)
1/31/23 Balance	\$ 19,920,387.73

PLGIT - GENERAL FUND

1/1/23 Balance	\$ 4,570,273.30
Receipts	\$ 161,915.80
Interest/Dividends	\$ 16,382.61
Disbursements	
1/31/23 Balance	\$ 4,748,571.71

PSDLAF - GENERAL FUND

1/1/23 Balance	\$ 92,720,436.57
Receipts	\$ 16,221,392.08
Interest/Dividends	\$ 234,800.11
Deferred Interest	
Disbursements	\$ (27,407,559.51)
1/31/23 Balance	\$ 81,769,069.25

ESSA WORKERS COMP SELF INS - GENERAL FUND

1/1/23 Balance	\$ 300,183.98
Receipts	
Interest/Dividends	\$ 392.13
Disbursements	
1/31/23 Balance	\$ 300,576.11

ESSA PAYPAL - GENERAL FUND

1/1/23 Balance	\$ 0.25
Receipts	
Interest/Dividends	
Disbursements	
1/31/23 Balance	\$ 0.25

ESSA FERNWOOD ESCROW - GENERAL FUND

1/1/23 Balance	\$ 38,611.93
Receipts	
Interest/Dividends	\$ 50.44
Disbursements	
1/31/23 Balance	\$ 38,662.37

ESSA - CAFETERIA FUND

1/1/23 Balance	\$ 272,314.60
Receipts	\$ 14,568.90
Interest/Dividends	\$ 363.29
Disbursements	\$ (1,548.35)
1/31/23 Balance	\$ 285,698.44

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FIRST KEYSTONE COMMUNITY BANK

1/1/23 Balance	\$ 252,257.68
Receipts	
Interest/Dividends	\$ 534.23
Disbursements	
1/31/23 Balance	\$ 252,791.91

PLGIT - CAPITAL RESERVE FUND

1/1/23 Balance	\$ 21,271,248.16
Receipts	
Interest/Dividends	\$ 80,367.98
Disbursements	
1/31/23 Balance	\$ 21,351,616.14

ESSA - CONCESSION STAND

1/1/23 Balance	\$ 27,952.32
Receipts	
Interest/Dividends	\$ 36.51
Disbursements	
1/31/23 Balance	\$ 27,988.83

ESSA - EXPENDABLE TRUST

1/1/23 Balance	\$ 32,506.05
Receipts	
Interest/Dividends	\$ 42.46
Disbursements	
1/31/23 Balance	\$ 32,548.51

ESSA - NON-EXPENDABLE TRUST

1/1/23 Balance	\$ 18,781.58
Receipts	
Interest/Dividends	\$ 24.53
Disbursements	
1/31/23 Balance	\$ 18,806.11

ESSA - SPECIAL ACTIVITY

1/1/23 Balance	\$ 243,739.78
Receipts	
Interest/Dividends	\$ 318.40
Deferred Interest	
Disbursements	
1/31/23 Balance	\$ 244,058.18

ESSA CD INVESTMENT - SPECIAL ACTIVITY

1/1/23 Balance	\$ 41,981.27
Receipts	
Interest/Dividends	
Disbursements	
1/31/23 Balance	\$ 41,981.27

ESSA - STUDENT ACTIVITY

1/1/23 Balance	\$ 74,891.85
Receipts	
Interest/Dividends	\$ 97.83
Disbursements	
1/31/23 Balance	\$ 74,989.68

STATEMENT OF INCOME
For the Period Ending January 31, 2023
CAFETERIA FUND

STATEMENT OF INCOME
For the Period Ending January 31, 2023
CAFETERIA FUND

Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:		
INTEREST ON INVESTMENTS	363.29	639.43
REVENUE FROM OPERATIONS:		
SALES, LUNCH - PAID	(1,433.44)	1,241.92
SALES, A LA CARTE LUNCH	36,737.15	193,385.27
SALES, SPECIAL FUNCTIONS	3,507.75	16,652.22
MISC. PEPSI COMMISSION & REBATES	2,483.44	10,856.08
TOTAL SALES	41,294.90	222,135.49
TOTAL LOCAL REVENUE	41,658.19	222,774.92
REVENUE FROM STATE SOURCES		
STATE SUBSIDY - SOCIAL SECURITY	4,007.09	24,406.46
STATE SUBSIDY - LUNCH	10,723.44	56,512.10
STATE SUBSIDY - BREAKFAST	4,923.10	26,182.80
STATE SUBSIDY - INITIATIVE	18,180.26	69,537.65
STATE SUBSIDY - RETIREMENT	16,569.69	107,493.07
TOTAL STATE REVENUE	54,403.58	284,132.08
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	-	292,028.67
FEDERAL SUBSIDY - P-EBT	-	3,135.00
FEDERAL SUBSIDY - LUNCH	292,915.68	1,566,881.87
FEDERAL SUBSIDY - BREAKFAST	113,266.51	607,446.17
FEDERAL FOOD SERVICE EQUIP GRANT	-	22,872.45
TOTAL FEDERAL REVENUE	406,182.19	2,492,364.16
TOTAL CAFETERIA REVENUE	\$502,243.96	\$2,999,271.16
EXPENSES OF OPERATIONS		
Salary, Cafeteria SPV	10,734.80	63,268.39
Salary, Cafeteria ADM	6,496.04	45,472.28
Salary, Admin OT pay	126.75	1,619.09
Salary, Cafeteria Secretary	2,418.35	16,852.75
Salary, OT Secretary	77.56	614.55
Salary Operative Labor	77,592.10	426,078.90
Salary Substitute Workers	3,757.50	20,085.00
Salary OT Workers	6.60	953.67
Salary Summer Feed	-	21,637.50
ARP ESSER SummerEnrichmentSummerFeed	-	2,490.00
Salary, Cafeteria Custodian	6,192.45	52,080.35
Salary, OT Custodian	1.33	595.91
Life Insurance	652.97	4,373.04
Disability Insurance	208.75	1,211.42
Social Security - OASDI	6,495.14	39,406.28
ARP ESSER SummerEnrichment SS OASDI	-	154.39
Social Security- HI	1,519.03	9,216.09
ARP ESSER SummerEnrichment SS HI	-	36.12
Retirement	33,076.57	213,683.92
ARP ESSER SummerEnrichment PSERS	-	870.04
VOYA Contribution Plan	62.80	428.79
ARP ESSER SummerEnrichment VOYA Contrib	-	3.38
Workers Compensation	687.40	4,155.47
ARP ESSER SummerEnrichment WorkComp	-	15.93
Health Insurance	40,924.07	268,376.34
Training-Registration Fees	-	1,657.36
Contract Maintenance	3,763.22	15,199.52
Maintenance & Repairs	8,435.00	32,762.77
Vehicles-Repair/Maintenance	(1,000.00)	993.96
Upgrade of information System	25.55	47.40
Postage	14.76	65.94
Travel/Mileage	299.63	2,424.56
Supplies -Non Food	20,232.06	68,198.85
Electricity	3,773.07	22,916.73
Fuel/Gasoline	271.30	3,665.65
Food Purchases	100,767.46	424,246.58
Milk Purchases	29,159.60	147,283.72
Technology Supplies	-	9,867.70
Depreciation Expense	2,785.10	19,081.43
Dues & Fees	1,548.35	10,144.44
TOTAL FOOD SERVICE EXPENSES	\$361,105.31	\$1,952,236.21
NET INCOME (LOSS)	\$141,138.65	\$1,047,034.95

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STATEMENT OF INCOME
For the Period Ending December 31, 2022
CAFETERIA FUND

STATEMENT OF INCOME
For the Period Ending December 31, 2022
CAFETERIA FUND

Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:		
INTEREST ON INVESTMENTS	165.58	276.14
REVENUE FROM OPERATIONS:		
SALES, LUNCH - PAID	1,118.59	2,675.36
SALES, A LA CARTE LUNCH	26,737.00	156,648.12
SALES, SPECIAL FUNCTIONS	6,643.40	13,144.47
MISC. PEPSI COMMISSION & REBATES	1,593.07	8,372.64
TOTAL SALES	36,092.06	180,840.59
TOTAL LOCAL REVENUE	36,257.64	181,116.73
REVENUE FROM STATE SOURCES		
STATE SUBSIDY - SOCIAL SECURITY	4,398.37	20,399.37
STATE SUBSIDY - LUNCH	8,171.94	45,788.66
STATE SUBSIDY - BREAKFAST	3,797.40	21,259.70
STATE SUBSIDY - INITIATIVE	14,024.71	51,357.39
STATE SUBSIDY - RETIREMENT	19,494.80	90,923.38
TOTAL STATE REVENUE	49,887.22	229,728.50
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	167,202.43	292,028.67
FEDERAL SUBSIDY - P-EBT	-	3,135.00
FEDERAL SUBSIDY - LUNCH	223,218.49	1,273,966.19
FEDERAL SUBSIDY - BREAKFAST	87,365.87	494,179.66
FEDERAL FOOD SERVICE EQUIP GRANT	-	22,872.45
TOTAL FEDERAL REVENUE	477,786.79	2,086,181.97
TOTAL CAFETERIA REVENUE	\$563,931.65	\$2,497,027.20
EXPENSES OF OPERATIONS		
Salary, Cafeteria SPV	11,607.55	52,533.59
Salary, Cafeteria ADM	6,496.04	38,976.24
Salary, Admin OT pay	19.50	1,492.34
Salary, Cafeteria Secretary	2,521.74	14,434.40
Salary, OT Secretary	161.11	536.99
Salary Operative Labor	86,133.07	348,486.80
Salary Substitute Workers	4,290.00	16,327.50
Salary OT Workers	106.65	947.07
Salary Summer Feed	-	21,637.50
ARP ESSER SummerEnrichmentSummerFeed	-	2,490.00
Salary, Cafeteria Custodian	6,194.81	45,887.90
Salary, OT Custodian	32.40	594.58
Life Insurance	649.41	3,720.07
Disability Insurance	225.85	1,002.67
Social Security - OASDI	7,129.38	32,911.14
ARP ESSER SummerEnrichment SS OASDI	-	154.39
Social Security- HI	1,667.36	7,697.06
ARP ESSER SummerEnrichment SS HI	-	36.12
Retirement	38,894.49	180,607.35
ARP ESSER SummerEnrichment PSERS	-	870.04
VOYA Contribution Plan	95.11	365.99
ARP ESSER SummerEnrichment VOYA Contrib	-	3.38
Workers Compensation	752.45	3,468.07
ARP ESSER SummerEnrichment WorkComp	-	15.93
Health Insurance	40,306.77	227,452.27
Training-Registration Fees	389.00	1,657.36
Contract Maintenance	3,941.66	11,436.30
Maintenance & Repairs	2,868.18	24,327.77
Vehicles-Repair/Maintenance	1,149.95	1,993.96
Upgrade of information System	-	21.85
Postage	8.55	51.18
Travel/Mileage	261.44	2,124.93
Supplies -Non Food	(2,161.83)	47,966.79
Electricity	3,986.12	19,143.66
Fuel/Gasoline	589.13	3,394.35
Food Purchases	93,125.47	323,479.12
Milk Purchases	30,506.80	118,124.12
Technology Supplies	-	9,867.70
Depreciation Expense	2,785.10	16,296.33
Dues & Fees	1,990.61	8,596.09
TOTAL FOOD SERVICE EXPENSES	\$346,723.87	\$1,591,130.90
NET INCOME (LOSS)	\$217,207.78	\$905,896.30

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT GENERAL FUND OPERATING
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$19,920,387.73

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$16,825,290.15
	54 Credit(s) This Period	\$14,577,491.49
	47 Debit(s) This Period	-\$11,482,393.91
01/31/2023	Ending Balance	\$19,920,387.73

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$18,056.47
Interest Paid Year-to-Date	\$18,056.47

Deposits

Date	Description	Amount
12/31/2022	INTEREST FROM ACCT	\$2.01
12/31/2022	INTEREST FROM ACCT	\$0.18
12/31/2022	INTEREST FROM ACCT	\$0.19
12/31/2022	INTEREST FROM ACCT	\$0.80
12/31/2022	INTEREST FROM ACCT	\$63.27
12/31/2022	INTEREST FROM ACCT	\$0.84
12/31/2022	INTEREST FROM ACCT	\$1.02
12/31/2022	INTEREST FROM ACCT	\$3.39
01/03/2023	TRANSFER FROM	\$137,435.45
01/03/2023	TRANSFER FROM	\$51,085.79
01/03/2023	TRANSFER FROM	\$0.02
01/03/2023	TRANSFER FROM	\$0.06
01/03/2023	TRANSFER FROM	\$16,698.28
01/04/2023	TRANSFER FROM	\$3,770.90
01/04/2023	TRANSFER FROM	\$7,010.89
01/04/2023	TRANSFER FROM	\$18,182.98
01/04/2023	TRANSFER FROM	\$203,780.67
01/04/2023	TRANSFER FROM	\$8,615.51
01/05/2023	TRANSFER FROM	\$6,987.18
01/05/2023	TRANSFER FROM	\$35,574.04
01/05/2023	TRANSFER FROM	\$14,380.67
01/05/2023	TRANSFER FROM	\$5,626.71
01/06/2023	TRANSFER FROM	\$156,942.60
01/09/2023	TRANSFER FROM	\$2,727.28
01/09/2023	TRANSFER FROM	\$1,178.72



Pennsylvania Local Government Investment Trust

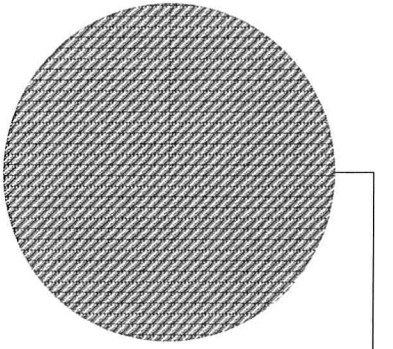
Account Statement - Transaction Summary

For the Month Ending January 31, 2023

East Stroudsburg Area School District - General Fund

PLGIT-Class	
Opening Market Value	4,570,273.30
Purchases	178,298.41
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$4,748,571.71
Cash Dividends and Income	16,382.61

Asset Summary	January 31, 2023	December 31, 2022
PLGIT-Class	4,748,571.71	4,570,273.30
Total	\$4,748,571.71	\$4,570,273.30
Asset Allocation		



PLGIT-Class
100.00%

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PSDLAF Monthly Statement
East Stroudsburg ASD

Please Note:
THE FUND WILL BE CLOSED FEBRUARY 20TH IN OBSERVANCE OF
THE PRESIDENTS' DAY HOLIDAY

Activity Summary

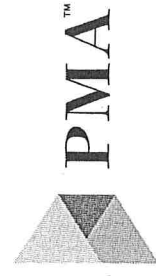
General Fund

1/1/2023 - 1/31/2023

Investment Pool Summary	MAX
Beginning Balance	\$7,068,465.25
Dividends	\$38,035.56
Purchases	\$13,170,016.37
Redemptions	(\$16,106,183.80)
Ending Balance	\$4,170,333.38
Average Monthly Rate	4.148%
Share Price	\$1.000
Total	\$4,170,333.38
Total Fixed Income	\$77,598,735.87
Account Total	\$81,769,069.25

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East Stroudsburg ASD
Craig Neiman
50 Vine Street
East Stroudsburg, PA 18031



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Mike Stramara
(717) 519-6009
mstramara@pmanetwork.com



PSDLAF Monthly Statement
East Stroudsburg ASD

Flex Transaction Activity

General Fund

GREENSTATE CREDIT UNION - RNT IND 1/1/2023 - 1/31/2023

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
CC	5535487	SDA-1285237-1	01/19/2023	Withdrawal	\$0.00	(\$3,073,760.93)	\$0.00	\$0.00
CC	5972659	SDA-1285237-1	01/31/2023	Interest	\$0.00	\$0.00	\$6,366.42	\$6,366.42
					\$0.00	(\$3,073,760.93)	\$6,366.42	

Beginning Balance: \$3,073,760.93 | Ending Balance: \$6,366.42

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PSDLAF Monthly Statement
East Stroudsburg ASD

PSDLAF - Full Flex Pool (VNE) 1/1/2023 - 1/31/2023

Flex Transaction Activity / **General Fund**

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
1	5107121	SDA-1344764-1	01/04/2023	Withdrawal	\$0.00	(\$4,250,000.00)	\$0.00	\$762,979.43
1	5535486	SDA-1344764-1	01/19/2023	Deposit	\$3,073,760.93	\$0.00	\$0.00	\$3,836,740.36
1	5717904	SDA-1344764-1	01/24/2023	Withdrawal	\$0.00	(\$2,000,000.00)	\$0.00	\$1,836,740.36
1	5973720	SDA-1344764-1	01/31/2023	Interest	\$0.00	\$0.00	\$7,028.36	\$1,843,768.72
					\$3,073,760.93	(\$6,250,000.00)	\$7,028.36	

Beginning Balance: \$5,012,979.43 | Ending Balance: \$1,843,768.72

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Fixed Income Investments

Maturities 1/1/2023 - 1/31/2023

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
SEC	55981-1	01/17/2023	09/20/2022	01/17/2023	CASH MGMT BILL, 912796ZK8	\$1,977,614.78	3.472%	\$2,000,000.00
						\$1,977,614.78		\$2,000,000.00

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PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Interest 1/1/2023 - 1/31/2023

Type	Holding Id	Trade Date	Description	Interest
SEC	55981-1	01/17/2023	CASH MGMT BILL, 912796ZK8, Security Interest	\$22,385.22
Flex	1285184-1	01/31/2023	NEXBANK (FFP Nex ICS), TX, Interest	\$84,161.59
Flex	1285237-1	01/31/2023	GREENSTATE CREDIT UNION - RNT IND, IA, Interest	\$6,366.42
Flex	1306222-1	01/31/2023	AMERICAN STATE BANK, TX, Interest	\$36,613.48
Flex	1333678-1	01/31/2023	CONGRESSIONAL BANK - ICS, MD, Interest	\$36,530.40
Flex	1344764-1	01/31/2023	PSDLAF - Full Flex Pool (VNB), Interest	\$7,028.36
Flex	1345143-1	01/31/2023	PSDLAF - Full Flex Pool (Pacific NB), IL, Interest	\$3,679.08
				\$196,764.55

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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 CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$300,576.11

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$300,183.98
	1 Credit(s) This Period	\$392.13
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$300,576.11

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$392.13
Interest Paid Year-to-Date	\$392.13

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$392.13
		1 item(s) totaling \$392.13

Daily Balances

Date	Amount
01/31/2023	\$300,576.11

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT PAYPAL ACCOUNT
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$0.25

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$0.25
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$0.25

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
12/31/2022	0.0000%
01/03/2023	1.4900%

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT ESCROW ACCT FERNWOOD
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$38,662.37

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$38,611.93
	1 Credit(s) This Period	\$50.44
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$38,662.37

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$50.44
Interest Paid Year-to-Date	\$50.44

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$50.44
		1 item(s) totaling \$50.44

Daily Balances

Date	Amount
01/31/2023	\$38,662.37

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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 CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$285,698.44

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$272,314.60
	32 Credit(s) This Period	\$14,932.19
	3 Debit(s) This Period	-\$1,548.35
01/31/2023	Ending Balance	\$285,698.44

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$363.29
Interest Paid Year-to-Date	\$363.29

Electronic Credits

Date	Description	Amount
01/03/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$32.50
01/03/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$95.00
01/03/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$197.50
01/04/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$292.50
01/05/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$770.00
01/06/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$590.00
01/09/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$870.50
01/09/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$1,052.50
01/09/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$192.50
01/10/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$442.50
01/11/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$982.50
01/12/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$612.50
01/13/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$892.50
01/17/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$995.00
01/17/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$710.00
01/17/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$175.00
01/17/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$45.00
01/18/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$192.50
01/19/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$707.50
01/20/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$665.00
01/23/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$357.00
01/23/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$142.50
01/23/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$87.50
01/24/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$267.50
01/25/2023	GLOBAL PAYMENTS GLOBAL DEP CCD	\$657.50

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL DISTRICT
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Managing Your Accounts

-  Customer Service (570)752-3671
(888)759-2266
-  Mailing Address 111 W Front Street
PO Box 289
Berwick, PA 18603
-  Online Banking www.fkc.bank
-  Email info@fkc.bank
-  Telephone Banking (570)759-2265
(888)759-2265



Summary of Accounts

Account Type	Account Number	Ending Balance
NOW SPSPD/Government		\$252,791.91

NOW SPSPD/Government

Account Summary

Date	Description	Amount
01/01/2023	Beginning Balance	\$252,257.68
	1 Credit(s) This Period	\$534.23
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$252,791.91

Interest Summary

Description	Amount
Annual Percentage Yield Earned	2.52%
Interest Days	31
Interest Earned	\$534.23
Interest Paid This Period	\$534.23
Interest Paid Year-to-Date	\$534.23

Account Activity

Post Date	Description	Debits	Credits	Balance
01/01/2023	Beginning Balance			\$252,257.68
01/31/2023	Credit Interest		\$534.23	\$252,791.91
01/31/2023	Ending Balance			\$252,791.91



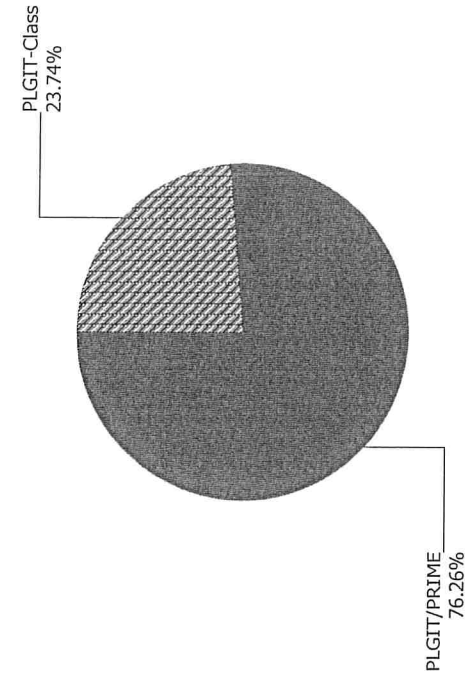
For the Month Ending January 31, 2023

Account Statement - Transaction Summary

East Stroudsburg Area School District - Capital Reserve -

Asset Summary			
	January 31, 2023	December 31, 2022	
PLGIT-Class	5,068,224.07	5,050,394.42	
PLGIT/PRIME	16,283,392.07	16,220,853.74	
Total	\$21,351,616.14	\$21,271,248.16	
Asset Allocation			

PLGIT-Class	
Opening Market Value	5,050,394.42
Purchases	17,829.65
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$5,068,224.07
Cash Dividends and Income	17,829.65
PLGIT/PRIME	
Opening Market Value	16,220,853.74
Purchases	62,538.33
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$16,283,392.07
Cash Dividends and Income	62,538.33



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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 CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$27,988.83

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$27,952.32
	1 Credit(s) This Period	\$36.51
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$27,988.83

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$36.51
Interest Paid Year-to-Date	\$36.51

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$36.51
		1 item(s) totaling \$36.51

Daily Balances

Date	Amount
01/31/2023	\$27,988.83

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT EXPENDABLE SCHOLARSHIP
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$32,548.51

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$32,506.05
	1 Credit(s) This Period	\$42.46
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$32,548.51

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$42.46
Interest Paid Year-to-Date	\$42.46

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$42.46
		1 item(s) totaling \$42.46

Daily Balances

Date	Amount
01/31/2023	\$32,548.51

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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT NON-EXPENDABLE
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$18,806.11

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$18,781.58
	1 Credit(s) This Period	\$24.53
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$18,806.11

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$24.53
Interest Paid Year-to-Date	\$24.53

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$24.53
		1 item(s) totaling \$24.53

Daily Balances

Date	Amount
01/31/2023	\$18,806.11

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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 CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$244,058.18

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$243,739.78
	1 Credit(s) This Period	\$318.40
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$244,058.18

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$318.40
Interest Paid Year-to-Date	\$318.40

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$318.40
		1 item(s) totaling \$318.40

Daily Balances

Date	Amount
01/31/2023	\$244,058.18

Transaction History - 24 Month CD - Quarterly Credit

Account Number: Name: EAST STROUDSBURG AREA Officer: 0047
 Current Balance: 41,981.27 Current Rate: 0.200% Date Opened: 03/16/2018
 Lockout Flag: No Lockout Teller Override: 2 Signatures Required for Withdrawal - 4 Warning Flag: No Warning

Savings - All Monetary - All Dates					
Tran Date	Transaction	Branch / Teller	Debit Amount	Credit Amount	Ending Balance
12/30/2022	Interest Deposit - INTEREST PAID 10/01 THROUGH 12/31	0 / 0		21.15	41,981.27
09/29/2022	Interest Deposit - INTEREST PAID 07/01 THROUGH 09/30	0 / 0		21.14	41,960.12
06/29/2022	Interest Deposit - INTEREST PAID 04/01 THROUGH 06/30	0 / 0		20.90	41,938.98
03/30/2022	Interest Deposit - INTEREST PAID 03/16 THROUGH 03/31	0 / 0		3.21	41,918.08
03/15/2022	Interest Deposit - INTEREST PAID 01/01 THROUGH 03/15	0 / 59		59.40	41,914.87

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT STUDENT ACTIVITY FUND
C/O CRAIG NEIMAN
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 9:00 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$74,989.68

Government Checking

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$74,891.85
	1 Credit(s) This Period	\$97.83
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$74,989.68

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$97.83
Interest Paid Year-to-Date	\$97.83

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PAID 12/31 THROUGH 1/31	\$97.83
		1 item(s) totaling \$97.83

Daily Balances

Date	Amount
01/31/2023	\$74,989.68

Balance Sheet Report for 2023 Period 7



Account Number	Description	Period Net Change	Account Balance
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00 Treasury Fund

Assets

00-0000-010-000-00-000-000-000-0000-0000-	AP Cash - TREASURY FUND	3,307,520.55	18,204,085.24
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Liabilities

00-0000-001-000-00-000-000-000-0000-0000-	Due To/Due From General Fund		18,204,085.24
00-0000-002-000-00-000-000-000-0000-0000-	Due To/Due From Special Activi	(3,307,520.55)	(18,204,085.24)
00-0000-003-000-00-000-000-000-0000-0000-	Due To/Due From Capital Reserv	(3,625,023.73)	(16,941,886.91)
00-0000-004-000-00-000-000-000-0000-0000-	Due To/Due From Cafeteria Fun	(16,074.38)	(9,981.60)
00-0000-005-000-00-000-000-000-0000-0000-	Due To/Due From Student Activi	15,480.18	15,480.18
00-0000-006-000-00-000-000-000-0000-0000-	Due To/Due From Concession Sta	276,962.34	(1,171,739.29)
00-0000-007-000-00-000-000-000-0000-0000-	Due To/Due From Private - Purp	2,792.58	(40,227.85)
00-0000-008-000-00-000-000-000-0000-0000-	Due To/Due From Investment Tru	2,309.02	(28,141.92)
00-0000-038-000-00-000-000-000-0000-0000-	PNC-Procurement Card Liability	(8.06)	9,416.45
		(63.46)	(73,109.26)
		36,104.96	36,104.96

Total Liabilities + Fund Balance

(3,307,520.55)

(18,204,085.24)

W/O

Balance Sheet Report for 2023 Period 7



Account Number	Description	Period Net Change	Account Balance
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10 General Fund

Assets

10-0000-010-000-00-000-000-000-0000-	AP Cash - GENERAL FUND	(7,203,766.38)	122,387,962.85
10-0103-020-000-00-000-000-000-0000-	Cash Petty Cash	3,625,023.73	16,941,886.91
10-0111-011-000-00-000-000-000-0003-	Investment PLGIT	0.00	350.00
10-0111-011-000-00-000-000-000-0009-	Investment Liquid Asset PSDLAF	178,298.41	4,748,571.71
10-0121-012-000-00-000-000-000-0013-	Delinquent Taxes Receivable	(10,951,367.32)	81,769,069.25
10-0121-012-000-00-000-000-000-0014-	Delinquent Taxes Interim	0.00	12,102,393.87
10-0121-012-000-00-000-000-000-0015-	Taxes Receivable Tax Claim Dif	0.00	54,236.08
10-0142-014-000-00-000-000-000-0023-	State Subsidies Receivable	0.00	(3,083,213.92)
10-0143-014-000-00-000-000-000-0026-	Federal Subsidies Receivable	0.00	2,301,027.02
10-0155-015-000-00-000-000-000-0034-	Due from Employees	0.00	4,324,659.25
10-0155-015-000-00-000-000-000-0035-	Due from Use of Facility	0.00	90,919.31
10-0155-015-000-00-000-000-000-0036-	Due from Students & Misc	0.00	1,784.73
10-0181-018-000-00-000-000-000-0040-	Prepaid Expenses	(81,198.00)	145,298.53
10-0181-018-000-00-000-000-000-0041-	Prepaid Expenses Arbitrpay	0.00	721,052.00
10-0101-020-000-00-000-000-000-0019-	Cash ESSA PayPal	24,500.00	62,150.50
10-0101-020-000-00-000-000-000-0025-	Cash ESSA W/C Escrow	0.00	0.25
10-0101-020-000-00-000-000-000-0028-	Cash ESSA Fernwood Escrow	392.13	300,576.11
10-0101-020-000-00-000-000-000-0200-	Cash- 1st. Keystone Comm. Bank	50.44	38,662.37
10-0121-012-000-00-000-000-000-0013-	Assessed Appeal Taxes Rec	534.23	252,791.91

Liabilities

10-0000-042-000-00-000-000-000-0000-	Accounts Payable	(1,903,269.25)	(19,593,575.91)
10-0421-039-000-00-000-000-000-0043-	Account Payable CDL class	(232,422.31)	(187,821.29)
10-0421-039-000-00-000-000-000-0044-	Account Payable Donation	0.00	(5,700.00)
10-0462-046-000-00-000-000-000-0083-	Federal Withholding Contracts	2,247.46	(805.57)
10-0462-046-000-00-000-000-000-0084-	FICA - OASDI Withholding	5,952.00	0.00
10-0462-046-000-00-000-000-000-0085-	FICA - HI Withholding	(27.90)	0.00
		(6.52)	0.00
Total Liabilities			

East Stroudsburg Area SD, PA



YEAR-TO-DATE BUDGET REPORT

JANUARY 2023

FOR 2023 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 General Fund							
1110 Regular	63,859,038	63,841,863	26,050,357.39	4,840,931.63	223,496.70	37,568,009.39	41.2%
1190 Federal	2,133,817	2,133,817	971,510.07	154,750.59	453.32	1,161,853.61	45.6%
1191 Federal Wages	0	0	18,624.56	.00	.00	-18,624.56	100.0%
1192 Summer Program	226,305	226,305	188,304.87	.00	53.86	37,946.27	83.2%
1211 LifeSkillsSupp	2,807,050	2,807,050	1,171,621.09	207,830.14	38,295.73	1,597,133.18	43.1%
1221 Deaf/Hearing	219,110	219,110	138,095.51	33,546.86	85,585.99	-4,571.50	102.1%
1224 Blind/Visually	121,858	121,858	45,114.74	12,889.93	32,885.26	43,858.00	64.0%
1225 SpeechLang	1,469,835	1,469,835	721,562.02	178,113.47	274,491.75	473,781.23	67.8%
1231 EmSupp	4,586,090	4,586,090	1,701,952.63	364,480.09	309,863.02	2,574,274.35	43.9%
1232 Emotional Support PRRI	10,000	10,000	14,855.87	1,120.87	.00	-4,855.87	148.6%
1233 AutisticsSupp	1,266,685	1,266,685	1,075,560.90	314,416.26	768,587.35	-577,463.25	145.6%
1241 LearningSupp	14,808,280	14,808,280	5,721,213.19	1,018,661.82	123,034.31	8,964,012.32	39.5%
1242 Learning Support PRRI	0	0	6,042.31	.00	.00	-6,042.31	100.0%
1243 GiftedSupp	488,760	488,760	203,750.83	37,209.06	.00	285,009.17	41.7%
1260 PhysicalSupp	473,800	473,800	386,945.72	110,555.92	282,449.28	-195,595.00	141.3%
1270 Handicap	636,540	636,540	179,880.61	51,394.46	131,119.39	325,540.00	48.9%
1281 DeveloPrelaysSupport	2,575	2,575	93,483.12	.00	.00	-90,908.12	3630.4%
1290 OspeCProg	4,159,485	4,159,485	2,300,398.87	801,092.59	540,270.38	1,318,815.75	68.3%
1291 Intervention Secondary Support	271,732	271,732	133,565.86	20,633.70	.00	138,166.14	49.2%
1292 SpeEdOtherSummer	0	0	3,076.47	.00	.00	-865.18	100.0%
1295 Unified Sports	0	0	3,076.47	1,644.20	.00	-3,076.47	100.0%
1360 BusinessEd	1,020,507	1,020,507	403,768.46	76,115.50	3,975.07	612,763.47	40.0%
1390 OthVoEdProg	2,112,623	2,112,623	1,047,165.90	-58,223.00	858,760.99	206,696.11	90.2%
1410 Drivers Ed	261,405	261,405	109,796.69	16,131.52	.00	151,608.31	42.0%
1420 SummerProg	158,238	158,238	83,209.15	.00	104.10	74,924.75	52.7%
1421 Incoming Freshman Kickstart	0	0	3,505.71	.00	.00	-3,505.71	100.0%
1430 Homebound Instruction	21,524	21,524	4,659.34	1,080.48	.00	16,864.66	21.6%
1441 Adjudicated Court Place	225,000	225,000	.00	.00	.00	225,000.00	.0%
1442 Alt Edu Program	457,500	457,500	506,830.86	226,099.79	697,416.79	-746,747.65	263.2%
1450 AfterschoolProg	94,352	94,352	76,403.22	44,221.89	49,812.00	-31,863.22	133.8%
1451 RoboticsClubAfterschoolProgra	0	0	8,406.56	3,046.57	.00	-8,406.56	100.0%
1500 Nonpublic School Prog	28,194	28,194	15,714.57	3,968.93	12,900.12	-420.69	101.5%
1801 Pre-K Instruction	27,374	27,374	25,570.12	.00	.00	1,803.88	93.4%
2111 Dir of Pupil Svc	388,933	388,933	219,694.16	28,159.78	967.62	168,271.22	56.7%
2119 SpvStuServOther	433,006	433,006	207,107.88	39,581.56	4,400.97	241,497.15	46.7%
2120 Guidance	3,714,755	3,714,755	1,714,404.85	257,742.15	158.88	2,000,191.65	46.2%
2130 Attendance Services	0	0	10,000.00	.00	68,178.00	-78,178.00	100.0%
2140 Psychological Services	1,127,846	1,127,846	419,832.33	68,660.12	40.00	707,973.67	37.2%
2143 Psychological Services	0	0	800.00	.00	.00	-800.00	100.0%
2144 Psychotherapy Service	957,900	957,900	55,072.89	15,824.71	130,052.55	772,774.56	19.3%
2149 Diagnosticians	278,131	278,131	118,182.08	21,817.11	.00	159,948.92	42.5%
2160 Social Work Services	1,006,556	1,006,556	130,942.84	18,626.24	376,880.00	498,733.16	50.5%
2170 Student Acct Services	831,138	831,138	458,929.75	63,149.50	55.33	372,153.37	55.2%
2190 Oth Pupil Per	235,098	235,098	104,815.01	14,796.99	.00	150,282.99	41.1%

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East Stroudsburg Area SD, PA



YEAR-TO-DATE BUDGET REPORT JANUARY 2023

FOR 2023 07

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2191 A2E -Coach ESSER 3 Salary	0	0	8,614.45	4,446.05	.00	-8,614.45	100.0%
2250 Library	1,672,742	1,672,567	771,334.51	138,562.97	35,863.96	865,368.21	48.3%
2260 Instr&CurrDev	1,062,533	1,062,533	516,129.47	82,441.32	.00	546,403.53	48.6%
2271 StaffDevCert	378,156	395,331	185,202.46	19,255.59	10,918.98	199,209.56	49.6%
2280 NonPublicSuppService	300	300	.00	.00	244.50	55.50	81.5%
2310 BoardsVc	139,936	139,936	121,470.21	12,614.63	3,726.45	14,739.34	89.5%
2330 TaxAssess&Collect	344,284	344,284	125,274.72	40,584.68	.00	219,009.28	36.4%
2350 Legal Services	440,000	440,000	263,210.83	48,445.75	577.00	176,262.17	59.9%
2360 Office Superintendent	1,070,237	1,070,237	566,122.42	79,333.87	1,404.58	502,710.00	53.0%
2380 Principal	6,728,200	6,725,615	3,183,675.10	424,338.51	16,459.71	3,525,480.10	47.6%
2390 Other Admin Svcs	35,674	35,674	11,953.06	4,915.45	4,774.06	18,946.48	46.9%
2420 MedicalSvs	1,775,772	1,775,772	809,682.44	136,195.25	19,125.65	946,963.91	46.7%
2430 DentalSvs	150,971	150,971	65,044.39	11,540.71	.00	85,926.61	43.1%
2450 NonpubHlthsvs	63,909	63,909	10,696.22	1,634.07	.00	53,212.78	16.7%
2490 Other Health Service	69,602	69,602	37,682.67	5,365.24	.00	31,919.33	54.1%
2511 Supervisor Of Fiscal	218,150	218,150	127,266.03	19,981.80	.00	90,883.97	58.3%
2514 Payroll Services	271,290	271,290	141,432.76	21,130.91	.00	129,857.24	52.1%
2515 Financial Acct Service	940,265	940,265	555,897.23	49,598.35	1,013.38	383,354.39	59.2%
2611 Supervision-Op/Maint	418,925	418,925	235,100.10	40,633.09	.00	183,824.90	56.1%
2620 OperBldg	12,592,791	12,592,791	6,315,321.62	1,014,512.55	507,953.26	5,769,516.02	54.2%
2630 Grounds	541,000	541,000	138,480.35	79,980.59	4,970.98	397,548.67	26.5%
2660 Security	3,036,328	3,036,328	1,511,907.11	257,200.36	2,932.43	1,521,488.17	49.9%
2690 Other Op & Maint	0	0	18,309.00	.00	.00	-18,309.00	100.0%
2711 Adm-Trans -Head	136,272	136,272	73,327.58	10,489.54	.00	62,944.42	53.8%
2719 Spv-Trans -Other	430,331	430,331	305,533.85	41,990.51	.00	124,797.15	71.0%
2720 Vehicle Operation Svc	8,449,302	8,386,302	3,090,343.59	502,176.42	376,194.94	4,919,763.47	41.3%
2740 VehicleSvc&Maint	474,473	537,473	323,851.82	46,499.03	56,222.81	157,398.37	70.7%
2750 Nonpublic Trans	478,181	478,181	187,991.33	29,343.61	.00	290,189.67	39.3%
2831 SPV of Staff Services HR	219,528	219,528	120,902.63	16,906.52	.00	98,625.37	55.1%
2832 Recruit & Place	200	200	.00	.00	.00	200.00	.0%
2833 StaffAccsery	644,055	645,455	328,425.29	42,498.55	207.93	316,821.78	50.9%
2834 SdevNonInstCert	86,550	87,810	6,771.06	2,233.59	449.00	80,589.94	8.2%
2836 SdevNonCert	51,450	50,050	26,262.09	6,655.88	290.00	23,497.91	53.1%
2840 DataProcess	263,634	263,634	233,283.30	3,950.25	932.42	29,398.62	88.8%
2841 Supervisor Itec	212,632	212,632	119,318.21	16,485.86	.00	93,313.79	56.1%
2844 OperationSvcs	4,060,435	4,062,335	1,420,138.62	121,657.11	1,381,926.78	1,260,269.62	69.0%
2850 Liaison Svcs	148,892	148,892	81,711.97	11,149.01	.00	67,180.03	54.9%
2910 UNDEFINED	51,500	51,500	37,814.77	.00	.00	13,685.23	73.4%
3210 StudentActivity	551,911	553,411	317,263.16	18,080.50	5,134.92	231,012.92	58.3%
3250 Athletics	2,607,083	2,607,083	1,282,569.42	265,322.94	118,995.01	1,205,518.17	53.8%
3251 Unified Bocceball	0	0	6,340.48	-3,394.60	.00	-6,340.48	100.0%
3310 CommRecreation	145,538	145,538	114,688.86	33,290.04	20,713.88	10,135.26	93.0%
4600 Bldg Imp	5,086,441	5,086,441	998,315.44	.00	2,107,916.06	1,980,209.50	61.1%
5110 Debt Service	16,576,468	15,185,214	13,399,459.96	.00	.00	1,785,754.04	88.2%

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East Stroudsburg Area SD, PA

YEAR-TO-DATE BUDGET REPORT

JANUARY 2023

FOR 2023 07



ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10	General Fund						
5130 Refund Prior Yr Rev	190,000	190,000	191,852.76	2,449.81	.00	-1,852.76	101.0%
5140 Lease Debt Service	0	1,389,354	1,261,407.01	.00	.00	127,947.09	90.8%
5230 CapProjTrans	1,000,000	1,000,000	.00	.00	.00	1,000,000.00	0.0%
5800 Suspense Account	0	0	739,094.90	77,000.58	.00	-739,094.90	100.0%
5900 Budgetary Reserve	1,000,000	1,000,000	-92,395,545.04	-623,420.57	.00	1,000,000.00	0.0%
6111 Current Real Estate Tax	-90,767,636	-90,767,636	-68,251.65	-71.03	.00	1,627,909.04	101.8%
6112 Interim Real Estate Tax	-65,000	-65,000	-104,596.91	.00	.00	3,251.65	105.0%
6113 PURTA-Public Utility Realty T	-100,000	-100,000	-71,420.75	.00	.00	4,596.91	104.6%
6114 Pay In Lieu -St/Local	-115,000	-115,000	-42,291.31	.00	.00	-43,579.25	62.1%
6143 Local Service Tax - LST	-75,000	-75,000	-2,265,231.77	-2,603.24	.00	-32,708.69	56.4%
6151 Current Act 511 EIT	-4,100,000	-4,100,000	-1,027,775.54	-162,291.15	.00	-1,834,768.23	55.2%
6153 Curr Act 511 Real Est	-1,200,000	-1,200,000	-5,007,683.09	-273,743.99	.00	-172,224.46	85.6%
6411 Delinquent Real Estate	-10,500,000	-10,500,000	-1,155,236.36	-410,476.73	.00	-5,492,316.91	47.7%
6510 Interest on Invest	-250,000	-250,000	-22,452.17	-270,216.09	.00	905,236.36	462.1%
6710 Admissions	-2,000	-2,000	-1,417.00	-4,476.00	.00	-2,547.83	89.8%
6740 Fees	-5,000	-5,000	.00	.00	.00	-583.00	70.9%
6830 Rev From Intermed-Fed	-1,090,402	-1,090,402	-374,659.72	.00	.00	-5,000.00	0.0%
6832 Federal Idea Revenue	-45,000	-45,000	-30,526.00	-4,838.10	.00	-715,742.42	34.4%
6910 Rentals	-15,000	-15,000	.00	.00	.00	-14,474.00	67.8%
6941 Regular Sch Tuition	-12,000	-12,000	.00	.00	.00	-15,000.00	0.0%
6942 Summer School Tuition	-40,000	-40,000	-267,853.30	.00	.00	-12,000.00	0.0%
6944 Tuition from Other Lea	-129,000	-129,000	-79,000.00	-30,000.00	.00	227,853.30	669.6%
6980 Rev from Community Serv	0	0	-28.88	6.78	.00	-50,000.00	61.2%
6990 MiscRevenue	-20,000	-20,000	-6,775.58	-1,000.00	.00	28.88	100.0%
6991 RefundPriorYrReceipt	-100,000	-100,000	-37,757.87	-1,237.41	.00	-13,224.42	33.9%
6999 Other Revenues Misc	-19,804,126	-19,804,126	-9,469,893.00	-1,237.41	.00	-62,242.13	37.8%
7111 Basic Education	-3,175,000	-3,175,000	-1,553,698.36	4,007.09	.00	-10,334,233.00	47.8%
7112 Basic Ed Fund-Social Security	-850,000	-850,000	.00	.00	.00	-1,621,301.64	48.9%
7160 Tuition Orphans & Child	-20,000	-20,000	.00	.00	.00	-850,000.00	0.0%
7240 Driver Ed-Student	-5,617,353	-5,617,353	-3,401,036.00	.00	.00	-20,000.00	0.0%
7271 Special Ed School Aged	-3,000,000	-3,000,000	-598,237.00	-850,259.00	.00	-2,216,317.00	60.5%
7311 Pupil Transportation Subsidy	-100,000	-100,000	-60,445.00	-489,467.00	.00	-2,401,763.00	19.9%
7312 NonPublic&CharterTransp	-1,307,372	-1,307,372	-134,905.12	-60,445.00	.00	-39,555.00	60.4%
7320 Rent & Sink Fund Pymt	-150,000	-150,000	-5,475,081	.00	.00	-124,150.22	90.5%
7330 Health Services/ Act 25	-45,000	-45,000	-1,183,221.78	.00	.00	-15,094.88	89.9%
7340 State Prop Tax Reduction Allo	-1,248,738	-1,248,738	-1,498,758.00	.00	.00	-45,000.00	0.0%
7361 School Safety & Security Gran	-14,750,000	-14,750,000	-7,555,928.73	16,569.69	.00	250,000.00	120.0%
7505 Ready To Learn Grant	-563,703	-563,703	.00	.00	.00	-7,194,071.27	51.2%
8110 Payments Fed Impacted	-2,080,787	-2,080,787	-1,125,351.58	-136,840.07	.00	-563,703.00	0.0%
8514 NCLB-Title I	-262,721	-262,721	-96,975.92	-15,048.60	.00	-955,435.42	54.1%
8515 NCLB-Title II	-25,826	-25,826	-20,812.39	-1,934.73	.00	-165,745.08	36.9%
8516 NCLB-Title III	-143,486	-143,486	-133,745.92	-10,368.73	.00	-5,013.61	80.6%
8517 NCLB-Title IV					.00	-9,740.08	93.2%

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East Stroudsburg Area SD, PA



YEAR-TO-DATE BUDGET REPORT

JANUARY 2023

FOR 2023 07

ACCOUNTS FOR: LO	General	Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8732	Arra-Qscbs		-55,000	-55,000	-40,503.41	.00	.00	-14,496.59	73.6%
8733	UNDEFINED		-25,000	-25,000	-	.00	.00	-24,999.90	100.0%
8742	GEER-Governor's Emergency COVI		0	0	-	.00	.00	6,185.87	100.0%
8744	ARP ESSER III		-6,861,022	-6,861,022	-3,627,670.34	-259,119.31	.00	-3,233,351.66	52.9%
8751	ARP ESSER Learning Loss		-361,055	-361,055	-187,008.38	-14,385.26	.00	-174,046.62	51.8%
8752	ARP ESSER Summer Programs		-158,238	-158,238	-40,278.72	-5,754.12	.00	-117,959.28	25.5%
8753	ARP ESSER Afterschool Program		-94,352	-94,352	-34,524.84	.00	.00	-59,827.16	36.6%
8754	ARP ESSER Homeless		0	0	-3,955.18	.00	.00	3,955.18	100.0%
8755	ARP ESSER Other A-TSI		0	0	-13,168.10	-2,633.62	.00	13,168.10	100.0%
8810	Med Assist Reimb Access		-2,521,358	-2,521,358	-1,514,136.03	.00	.00	-1,007,221.97	60.1%
9210	Capital Lease Equipment		-150,000	-150,000	-124,816.32	.00	.00	-25,183.68	83.2%
9400	Sale of Fixed Assets		-1,949,316	-1,949,316	.00	.00	.00	-1,949,316.00	100.0%
			-50,000	-50,000	-12,031.60	-10,486.50	.00	-37,968.40	24.1%
	TOTAL General Fund		6,276,389	6,276,389	-53,632,802.98	9,107,035.63	9,693,227.45	50,215,964.38	-700.1%
	TOTAL REVENUES		-179,500,592	-179,500,592	-140,870,872.41	-3,620,532.69	.00	-38,629,719.73	
	TOTAL EXPENSES		185,776,981	185,776,981	87,238,069.43	12,727,568.32	9,693,227.45	88,845,684.11	

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East Stroudsburg Area SD, PA

YEAR-TO-DATE BUDGET REPORT

JANUARY 2023

FOR 2023 07



	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	6,276,389.	6,276,389	-53,632,802.98	9,107,035.63	9,693,227.45	50,215,964.38	-700.1%

** END OF REPORT - Generated by Sonya Burch **

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APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET) -

Invoice: 313324131

To: EAST STROUDSBURG SCHOOL DISTRICT
 CONTRACT NAME: EAST STROUDSBURG ASD BUSHKILL

APPLICATION NO: 06
 APPLICATION DATE: 30-JAN-2023
 PERIOD TO: 31-JAN-2023
 CUST PO NO: Signed LOC

From: Trane
 1185 NORTH WASHINGTON STREE
 WILKES BARRE, PA 18705

CONTRACT LOCATION: 131 NORTH SCHOOL DRIVE
 DINGMANS FERRY, PA 18328

CONTRACT DATE: 25-OCT-2021
 CONTRACT NO: CID00096217

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: \$19,671.00
- 2 NET CHANGE BY CHANGE ORDERS: \$2,929,988.00
- 3 CONTRACT SUM TO DATE (Line 1 +/- 2) \$2,949,659.00
- 4 TOTAL COMPLETED & STORED TO DATE: \$2,012,216.24
 (Column G on Detail Sheet)

- 5 RETAINAGE:
 - a. 0.00% of Completed Work: \$0.00
 (Columns D + E on Detail Sheet)
 - b. 0.00% of Stored Material: \$0.00
 (Column F on Detail Sheet)
- Total Retainage: \$0.00
 (Line 5a+5b or Total in Column I of Detail Sheet)

- 6 TOTAL EARNED LESS RETAINAGE: \$2,012,216.24
 (Line 4 less Line 5 Total)
- LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$1,747,416.24
 (Line 6 from prior Certificate)

- 8 CURRENT PAYMENT DUE: \$264,800.00
 (Before Applicable Sales Taxes)
- 9 BALANCE TO FINISH, INCLUDING RETAINAGE: \$937,442.76
 (Line 3 less line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$2,930,088.00	\$100.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$2,930,088.00	\$100.00
NET CHANGE BY CHANGE ORDERS:	\$2,929,988.00	

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: \$264,800.00
 (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: 2/1/23
 BY: _____
 ACCEPTANCE: _____
 BY: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the company named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the party under this Contract.

1-1-23 017



TRANE

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

Invoice

Invoice Number **313324131**

For questions please contact:

Wilkes Barre TCS SO, PA
Tel: 570-821-4960
Fax: 866-483-5414

Remit Payment To

Trane U.S. Inc.
P. O. Box 406469
ATLANTA, GA 30384-6469

Invoice Date **30-JAN-2023**
Customer No. **75934**
Reference No. **D426092**
Internal Account **3644415**
Payment Terms **.5%10 NET30**
Payment Due Date **01-Mar-2023**
Discount Date **09-Feb-2023**

Bill To

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

Customer Tax ID

Inco Terms	
Supply Location	Wilkes Barre TCS SO, PA
Shipping Method	
Tracking No.	
Freight Terms	
Bill of Lading	

Sold To

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

Ship To

131 NORTH SCHOOL DRIVE
DINGMANS FERRY, PA 18328

<https://www.tranetechnologies.com/customer>
CERTifyTax - for submittal of tax exemption certificates.
iReceivables - access invoice copies, account balances & make payments.

Tax/GST ID: 25-0900465 PST/QST ID:	State Tax: 0.00 0.0000% PA	County Tax: 0.00 0.0000% PIKE	City Tax: 0.00 0.0000% DINGMANS FERRY	District Tax: 0.00 0.0000%
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Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	264800.00	0.00	0.00	0.00	264800.00

Special Instructions East Stroudsburg ASD Bushkill

Contract No.	Contract Date	Ship Date	Purchase Order
CID00096217	25-OCT-2021	31-JAN-2023	Signed LOC

Application No. 06 for work completed thru 31-JAN-2023

- 1. ORIGINAL CONTRACT SUM: \$19,671.00
- 2. NET CHANGE BY CHANGE ORDERS: \$2,929,988.00
- 3. CONTRACT SUM TO DATE: \$2,949,659.00
- 4. TOTAL COMPLETED & STORED TO DATE: \$2,012,216.24
 - a. Percentage Completed: 68.22%
- 5. RETAINAGE:
 - a. 0.00% of Completed Work: \$0.00
 - b. 0.00% of Stored Material: \$0.00
 - Total Retainage: \$0.00
- 6. TOTAL EARNED LESS RETAINAGE: \$2,012,216.24
- 7. LESS PREVIOUS REQUESTS FOR PAYMENT: \$1,747,416.24

- 8. CURRENT PROJECT PAYMENT DUE: \$264,800.00
(Before Applicable Sales Taxes)
- 9. Applicable Sales Taxes: \$0.00
- 10. Amount Due This Requisition: \$264,800.00
Currency: USD

Sections Included: Summary Sheet and Detail Sheet(s)

PLEASE REFERENCE NUMBER 313324131 WITH YOUR PAYMENT

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TRANE

DETAIL SHEET

Invoice: 313324131

APPLICATION AND CERTIFICATE FOR PAYMENT,
Containing Certification is attached

APPLICATION NO: 06
APPLICATION DATE: 30-JAN-2023
PERIOD TO: 31-JAN-2023

CUST PO NO:
CONTRACT DATE:
CONTRACT NO:

Signed LOC
25-OCT-2021
CID00096217

A 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
			FROM PREVIOUS APPLICATION (D +E)						
1	LOC	19,771.00	19,671.00		100.00	0.00	19,771.00	0.00	0.00
2	HVAC Renovation	2,419,933.00	1,559,108.15		165,694.80	0.00	1,724,802.95	695,130.05	0.00
3	Trane Controls	509,955.00	168,637.09		99,005.20	0.00	267,642.29	242,312.71	0.00
	TOTAL	2,949,659.00	1,747,416.24		264,800.00	0.00	2,012,216.24	937,442.76	0.00

APPLICATION AND CERTIFICATE FOR PAYMENT

INVOICE #: INV978

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

Project: ESASD South HS - 22-S-PA042
 APPLICATION NO: Pay App #3
 PERIOD TO: 10/31/2022
 INVOICE DATE: 10/27/2022
 PROJECT NO: 22-S-PA042

Distribution to:
 — OWNER
 — ARCHITECT
 — CONTRACTOR

From: Sprinturf, LLC
 146 Fairchild Street
 Suite 150
 Daniel Island SC 29492

Architect:

Contract For: Synthetic Turf

CONTRACTOR APPLICATION FOR PAYMENT:

- 1. ORIGINAL CONTRACT SUM \$558,210.00
- 2. Net change by Change Orders (\$13,000.00)
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$545,210.00
- 4. TOTAL COMPLETED AND STORED TO DATE \$545,210.00

5. RETAINAGE

10% of Completed and Stored to Date: \$54,521.00
 Total Retainage

- 6. TOTAL EARNED LESS RETAINAGE (Line 4 - 5) \$54,521.00
- 7. LESS PREVIOUS CERTIFICATE FOR PAYMENT (per prior Certificate line 6) \$490,689.00
- 8. CURRENT PAYMENT DUE \$47,490.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$54,521.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payments were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Sprinturf, LLC

By: Kyle Harve Date: 10/27/2022



ARCHITECT'S CERTIFICATE FOR PAYMENT OF 15,480.18 Dollars on 10/27/2022 before me, Tammy M. Curry, Notary Public for the State of South Carolina. My Commission expires: 10/27/2022.

In accordance with the Contract Documents, based on my observations and the data comprising the application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 15,480.18

(Attached explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Certification Sheet that are charged to confirm with the amount certified.)

By: [Signature] Date: 12/6/22

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor name herein. Issuance, payment and acceptance or payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this month	0.00	13,000.00
TOTALS	0.00	13,000.00
NET CHANGES by Change Order	0.00	13,000.00

[Handwritten marks and scribbles at the bottom of the page]

APPLICATION AND CERTIFICATE FOR PAYMENT CONTINUATION SHEET

APPLICATIONS AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached.

APPLICATION NO: Pay App #3
 PERIOD TO: 10/31/2022
 INVOICE DATE: 10/27/2022
 PROJECT NO: 22-S-PA042

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	Submittals	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	\$1,000.00
2	Turf Manufactured	\$277,526.00	\$277,526.00	\$0.00	\$0.00	\$0.00	\$277,526.00	100%	\$0.00	\$27,752.60
3	Existing Turf Removal	\$72,689.00	\$72,689.00	\$0.00	\$0.00	\$0.00	\$72,689.00	100%	\$0.00	\$7,268.90
4	Water Box Relocation	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$400.00
5	Electrical Box Relocation	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	\$300.00
6	Goal Post Painting and Pads	\$6,500.00	\$4,999.80	\$1,500.20	\$0.00	\$0.00	\$6,500.00	100%	\$0.00	\$650.00
7	Sports Goals and Flags	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$1,500.00
8	Infill & Turf Delivery	\$64,252.00	\$64,252.00	\$0.00	\$0.00	\$0.00	\$64,252.00	100%	\$0.00	\$6,425.20
9	Turf Install	\$64,543.00	\$64,543.00	\$0.00	\$0.00	\$0.00	\$64,543.00	100%	\$0.00	\$6,454.30
10	Maintenance Equipment	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	\$1,200.00
11	GMAX & Closeouts Docs	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$500.00
12	CO#1	(\$13,000.00)	\$0.00	(\$13,000.00)	\$0.00	\$0.00	(\$13,000.00)	100%	\$0.00	(\$1,300.00)
13	Allowance	\$23,700.00	\$0.00	\$23,700.00	\$0.00	\$0.00	\$23,700.00	100%	\$0.00	\$2,370.00
TOTALS		\$545,210.00	\$528,009.80	\$17,200.20	\$0.00	\$0.00	\$545,210.00		\$0.00	\$54,521.00

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APPLICATION AND CERTIFICATE FOR PAYMENT

INVOICE #: INV979

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

Project: ESASD South HS - 22-S-PA042

APPLICATION NO: Pay App #4-Retainage
 PERIOD TO: 10/31/2022
 INVOICE DATE: 10/27/2022
 PROJECT NO: 22-S-PA042

Distribution to:
 — OWNER
 — ARCHITECT
 — CONTRACTOR

From: Sprinturf, LLC
 146 Fairchild Street
 Suite 150
 Daniel Island SC 29492

Architect:

Contract For: Synthetic Turf

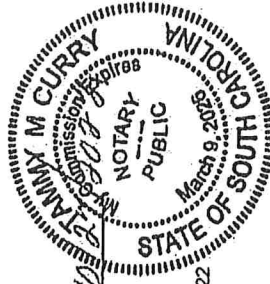
CONTRACTOR APPLICATION FOR PAYMENT:

1. ORIGINAL CONTRACT SUM	\$558,210.00
2. Net change by Change Orders	(\$13,000.00)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$545,210.00
4. TOTAL COMPLETED AND STORED TO DATE	\$545,210.00
5. RETAINAGE	\$0.00
0.0% of Completed and Stored to Date: \$0.00	
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 - 5)	\$545,210.00
7. LESS PREVIOUS CERTIFICATE FOR PAYMENT (per prior Certificate line 6)	\$490,689.00
8. CURRENT PAYMENT DUE	\$54,521.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$0.00

M.C.M. 322

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payments were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Sprinturf, LLC



By: Kyle Hrus Date: 10/27/2022
 State of South Carolina
 County of Berkeley
 Sworn and subscribed to before me this 27 day of October, 2022
 Notary Public: Anna M. Curry
 My Commission expires: 1

ARCHITECT'S CERTIFICATE FOR PAYMENT:

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 54,521.00

(Attached explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Certification Sheet that are charged to conform with the amount certified.)

By: [Signature] Date: 12/6/22

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor name herein. Issuance, payment and acceptance or payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this month	0.00	13,000.00
TOTALS	0.00	13,000.00
NET CHANGES by Change Order	0.00	13,000.00

APPLICATION AND CERTIFICATE FOR PAYMENT CONTINUATION SHEET

APPLICATIONS AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached.

APPLICATION NO: Pay App #4-Retainage

PERIOD TO: 10/31/2022

INVOICE DATE: 10/27/2022

PROJECT NO: 22-S-PA042

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D + E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)			% (G/C)			
1	Submittals	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	\$0.00
2	Turf Manufactured	\$277,526.00	\$277,526.00	\$0.00	\$0.00	\$0.00	\$277,526.00	100%	\$0.00	\$0.00
3	Existing Turf Removal	\$72,689.00	\$72,689.00	\$0.00	\$0.00	\$0.00	\$72,689.00	100%	\$0.00	\$0.00
4	Water Box Relocation	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$0.00
5	Electrical Box Relocation	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	\$0.00
6	Goal Post Painting and Pads	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	100%	\$0.00	\$0.00
7	Sports Goals and Flags	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$0.00
8	Infill & Turf Delivery	\$64,252.00	\$64,252.00	\$0.00	\$0.00	\$0.00	\$64,252.00	100%	\$0.00	\$0.00
9	Turf Install	\$64,543.00	\$64,543.00	\$0.00	\$0.00	\$0.00	\$64,543.00	100%	\$0.00	\$0.00
10	Maintenance Equipment	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	\$0.00
11	GMAX & Closeouts Docs	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$0.00
12	CO#1	(\$13,000.00)	(\$13,000.00)	\$0.00	\$0.00	\$0.00	(\$13,000.00)	100%	\$0.00	\$0.00
13	Allowance	\$23,700.00	\$23,700.00	\$0.00	\$0.00	\$0.00	\$23,700.00	100%	\$0.00	\$0.00
TOTALS		\$545,210.00	\$545,210.00	\$0.00	\$0.00	\$0.00	\$545,210.00		\$0.00	\$0.00

W
L
W

Progress Estimate - Lump Sum Work

Owner: East Stroudsburg Area School District
 Engineer: D'Huy Eng.
 Contractor: ASL Refrigeration, Inc.
 Project: High School North Natorium HVAC Replacement
 Contract: HVAC

Contractor's Application for Payment
 Owner's Project No.: 287033
 Engineer's Project No.:
 Contractor's Project No.:

Application No.: 4		Application Period: From 11/01/22 to 11/09/22		Application Date: 11/09/22				
Item No.	Description	C Scheduled Value (\$)	D Work Completed (D + E) From Previous Application (\$)		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)
			E This Period (\$)	F This Period (\$)				
Original Contract								
1	Desert Aire Equipment-Base Bid	135,000.00		118,000.00		118,000.00	87%	17,000.00
2	Trane Controls-Base Bid	32,000.00	3,100.00			3,100.00	10%	28,900.00
3	Ductwork-Base Bid	5,000.00					0%	5,000.00
4	High Voltage Wiring-Base Bid	3,000.00					0%	3,000.00
5	Roofing-Base Bid	3,000.00					0%	3,000.00
6	Piping Materials-Base Bid	11,600.00					0%	11,600.00
7	ASL Labor-Total Project	97,165.00					0%	97,165.00
8	Crane-Base Bid	2,300.00					0%	2,300.00
9	Allowances	10,425.00					0%	10,425.00
10	Greenheck Equipment-Alt Bid	69,000.00	65,000.00			65,000.00	94%	4,000.00
11	Trane Controls-Alt Bid	37,000.00	3,100.00			3,100.00	8%	33,900.00
12	High Voltage Wiring-Alt Bid	2,000.00					0%	2,000.00
13	Piping Materials-Alt Bid	6,000.00					0%	6,000.00
14	Insulation-Total Project	12,000.00					0%	12,000.00
15	Balancing-Total Project	4,500.00					0%	4,500.00
16	Project Management-Total Project	8,000.00					0%	8,000.00
17	Bond & Ins	8,000.00	8,000.00			8,000.00	100%	-
18	Submittals & Closeout Paperwork	3,000.00	1,500.00			1,500.00	50%	1,500.00
19	Punchlist	4,000.00					0%	4,000.00
20	Trucking & Lifts	8,000.00					0%	8,000.00
		Original Contract Totals \$	\$ 460,990.00	\$ 118,000.00	\$ -	\$ 198,700.00	43%	\$ 262,290.00

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APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF ONE PAGE

TO OWNER:
 East Stroudsburg Area School District
 50 Vine Street
 East Stroudsburg, PA 18301

FROM CONTRACTOR:
 Munn Roofing Corp
 3413 Unionville Pk
 Hatfield, PA 19440

PROJECT:
 High School North Natatorium Roof Replacement
 279 Timberwolf Drive
 Dingmans Ferry, PA 18328

VIA Engineer:
 D/Huy Engineering, Inc.
 One East Broad Street, Suite 310
 Bethlehem, PA 18018

APPLICATION NO.: 2
 PERIOD TO: 11/30/2022
 PROJECT NO.: 287030

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

CONTRACT DATE:

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.

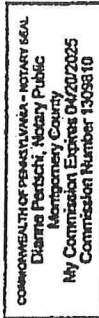
1. ORIGINAL CONTRACT SUM..... \$ 884,400.00
2. Net change by Change Orders..... \$
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 884,400.00
4. TOTAL COMPLETED & STORED TO DATE..... \$ 358,763.00
 (Column G on G703)
5. RETAINAGE:
 a. 10 % of Completed Work \$ 35,876.30
 (Columns D + E on G703)
 b. % of Stored Material \$
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703)..... \$
6. TOTAL EARNED LESS RETAINAGE..... \$ 322,886.70
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate)..... \$ 105,986.70
8. CURRENT PAYMENT DUE..... \$ 216,900.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 561,513.30

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: MUNN ROOFING CORP.
 By: [Signature] Date: 11/18/2022
 VICE PRESIDENT: Chad Munn

State of: PA
 County of: Montgomery
 Subscribed and sworn to before me this 18th day of November, 2022

Notary Public: [Signature]
 My Commission expires: April 20, 2025



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 216,900.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: Joshua Grice Date: 12/6/22
 ARCHITECT
 This Certificate is not negotiable. THE AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

CONTINUATION SHEET

(Instructions on reverse side) PAGE ONE OF ONE

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2
 APPLICATION DATE: 11/30/2022
 PERIOD NUMBER:
 PROJECT NO: 287030

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED THIS PERIOD	G TOTAL COMPLETED AND STORED TO DATE (D + E)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	% (G, C)				
1	Substrate Materials	\$ 181,400.00	\$ 28,000.00	\$ -	\$ 28,000.00	\$ 153,400.00	\$ 2,800.00	
2	Substrate Labor	\$ 86,400.00	\$ -	\$ -	\$ -	\$ 86,400.00	\$ -	
3	Standing Seam Roofing Materials	\$ 237,200.00	\$ 28,000.00	\$ 177,000.00	\$ 205,000.00	\$ 32,200.00	\$ 20,500.00	
4	Standing Seam Roofing Labor	\$ 107,300.00	\$ -	\$ -	\$ -	\$ 107,300.00	\$ -	
5	Wall Panels Materials	\$ 74,100.00	\$ -	\$ 64,000.00	\$ 64,000.00	\$ 10,100.00	\$ 6,400.00	
6	Wall Panels Labor	\$ 40,300.00	\$ -	\$ -	\$ -	\$ 40,300.00	\$ -	
7	Window Store Front	\$ 115,200.00	\$ 61,763.00	\$ -	\$ 61,763.00	\$ 53,437.00	\$ 6,176.30	
8	Allowance 1	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	
9	Allowance 2	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,700.00	\$ -	
10	Allowance 3	\$ 12,600.00	\$ -	\$ -	\$ -	\$ 12,600.00	\$ -	
11	Allowance 4	\$ 13,200.00	\$ -	\$ -	\$ -	\$ 13,200.00	\$ -	
	TOTAL	\$ 884,400.00	\$ 117,763.00	\$ 241,000.00	\$ 358,763.00	\$ 525,637.00	\$ 35,876.30	

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V.I.D.1

Change Order

No. 1

Date of Issuance: December 6, 2022 Effective Date: _____

Project: <u>H.S. South Turf Field</u>	Owner: <u>East Stroudsburg Area S.D.</u>	Owner's Contract No.:
Contract: <u>General Construction</u>		Date of Contract:
Contractor: <u>Sprinturf, LLC</u>		Engineer's Project No.: <u>287031</u>

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Credit change order for delayed substantial completion date by thirteen (13) days (from August 3, 2022 to August 16, 2022). Based on contractual liquidated damages of \$1,000 per calendar day.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:
\$ 558,210.00

Original Contract Times: Working days Calendar days
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:
\$ N/A

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:
Substantial completion (days): _____
Ready for final payment (days): _____

Contract Price prior to this Change Order:
\$ 558,210.00

Contract Times prior to this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

~~[Increase]~~ [Decrease] of this Change Order:
\$ 13,000.00

[Increase] ~~[Decrease]~~ of this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

Contract Price incorporating this Change Order:
\$ 545,210.00

Contract Times with all approved Change Orders:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

RECOMMENDED:
By: Josh Grice
Engineer (Authorized Signature)

ACCEPTED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 12/6/22

Date: _____

Date: _____

Approved by Funding Agency (if applicable): _____

Date: _____

328

V.B.1



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 www.dhuy.com

INVOICE
No. 56814
12/30/2022

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Craig Neiman

<p>H.S. North Natatorium Roof Replacement</p> <p>287030</p> <p>For Services Rendered From November 26, 2022 To December 30, 2022</p>
<p>DEI Fee: 7% of \$884,400 = \$61,908</p>

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$61,908.00	\$56,651.76	93.29	\$1,102.21

INVOICE TOTAL \$1,102.21

V

329

V.I.B.2



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 www.dhuy.com

INVOICE
No. 56815
12/30/2022

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Craig Neiman

<p>Resica ES HVAC Replacement</p> <p>287036</p> <p>For Services Rendered From November 26, 2022 To December 30, 2022</p> <p>DEI fee: \$206,500 (7% of \$2,950,000 estimated cost)</p>

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$206,500.00	\$21,145.60	16.07	\$12,038.95

INVOICE TOTAL \$12,038.95

330

VI.B.3



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 www.dhuy.com

INVOICE
No. 56816
12/30/2022

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Craig Neiman

High School North and Lehman I.S. Rooftop Equipment Replacement
287037
For Services Rendered From November 26, 2022 To December 30, 2022

DEI fee: \$105,000 (7% of \$1,500,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$105,000.00	\$21,945.00	26.83	\$6,226.50

INVOICE TOTAL \$6,226.50

331

V.I.B.4



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56817
12/30/2022

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Craig Neiman

<p>High School South and J.M. Hill Flooring Replacement</p> <p>287038</p> <p>For Services Rendered From November 26, 2022 To December 30, 2022</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>DEI fee: \$91,000 (7% of \$1,300,000 estimated cost)</p> </div>

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$91,000.00	\$18,363.80	40.00	\$18,036.20

INVOICE TOTAL \$18,036.20

332

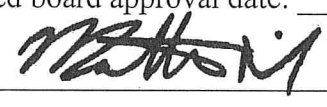
ESJ
8089

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO CLOSE A STUDENT ACTIVITY

- 1. NAME OF CLUB: Class of 2017
- 2. CLUB ACCOUNT #: 80-⁰⁷⁹⁹⁻⁰⁷⁹~~0496-000~~-30-820-510-000-8089
- 3. CLUB ADVISOR: Jenny Bogart
- 4. REASON FOR CLOSING: (Briefly describe why this organization is being disband)
Class has graduated
- 5. DISPOSITION OF FUNDS:
 - a. Does this organization have any funds? YES X NO _____
If yes, what is the present balance? \$ 2012.46
Balance as of (date): _____
 - b. What disposition will be made of these funds? Funds should be given to Class 2023

6. REQUEST SUBMISSION:

Date submitted: 2/9/23 Anticipated board approval date: _____
 Approval of Sponsoring Principal:  2-10-23

This request was (Approved _____ Disapproved _____) by the Board of Education at their meeting held on _____.

Reasons for disapproval or qualifications of approval, if applicable, were as follows:

Date: _____ Secretary: _____

****SUBMIT ORIGINAL PLUS ONE (1) COPY TO SPONSORING PRINCIPAL****

From: Summer Blibel
Sent: Tuesday, December 13, 2022 10:58 AM
To: matthew-sadowsky@esasd.net
Subject: Adopt-A-Class Donation

Matthew Sadowsky,

I am reaching out on behalf of J.B. Hunt Transport and your student, [REDACTED] regarding our sponsored Adopt-A-Class program.

Every year, we hold nominations for our drivers to submit a teacher who has gone above and beyond for their students' education, entering them for a chance to win a \$1,000 donation for school supplies.

Our driver, Peter Rivera, nominated [REDACTED] classroom this year, and we are pleased to inform you that Ms. Neiswander at Bushkill Elementary has been selected as a winner!

These donations include:

- \$500 gift card to Really Good Stuff
- \$500 gift card to Lakeshore Learning
- T-shirts and ballcaps for teacher and students

I would first like to thank you for providing an education and environment that has made such an impact in the lives of our drivers and their families!

If your school would like to accept this donation, please contact me as soon as possible so that we can arrange delivery.

We are so thankful to you and Ms. Neiswander for your work, and I am looking forward to hearing from you in person!

V. ITEMS FOR DISCUSSION

- h. Renewal of Third Party Administration of Self Insurance Program (Workers Compensation) - Inservco Insurance Services Inc. Service Agreement

Form 611

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

The respondent's email (**craig-neiman@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Craig Neiman

Untitled Title

Department *

Business Office

Building *

Administration

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What service or item are requesting *

Renewal of Third Party Administration of Self Insurance Program (Workers Compensation)

Why are you requesting the service or item *

Current contract expires June 30, 2023

Suggested replacement *

Three year renewal w/ current service provider

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

Assessment completed by the District's insurance broker

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 a service

What is the total cost of the purchase? *

Yr 1 = \$15,022; Yr 2 = \$15,547; Yr 3 = \$16,072

337

Procurement Method: *

Quote Received only one Proposal

Request for Proposal (RFP)

Bid

Other: _____

Was this purchase budgeted? *

Yes ▼

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.

N/A

338

Which Fund will be charged? *

10



What account will be charged? *

10-5800-260-000-00-000-000-0000

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

Service provider

Any additional information you would like to provide.

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

Google Forms

339

**SERVICE AGREEMENT FOR ADMINISTRATION OF
SELF-INSURANCE PROGRAM**

This Agreement, made and entered into this _____ day of ____ 2023, by and between INSERVCO INSURANCE SERVICES, INCORPORATED, a Pennsylvania corporation with its principal place of business in Harrisburg, Pennsylvania, Dauphin County, (the "Company") and EAST STROUDSBURG AREA SCHOOL DISTRICT, with principal offices located in Monroe County, Pennsylvania, (the "Self-Insured").

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

A. DEFINITIONS.

The following definitions will apply to the words and phrases when used in this Agreement:

1. "Allocated Expenses" shall mean all items of expenses, including, but not limited to attorneys' fees, photographers' fees, expert witnesses' fees, fees for medical examinations for claim evaluation purposes, court costs, travel expenses for witnesses, medical management, vocational rehabilitation, court reporters' fees, costs or expenses relating to the investigation, negotiation, settlement, or defense of any claim and as may be necessary for the handling of subrogation cases. Except for legal fees and capped attorney fees, such Allocated Expenses shall require specific prior written or verbal approval of Self-Insured.
2. "Catastrophic Loss" shall mean a claim involving multiple (10 or more) claimants resulting from the same occurrence, accident, etc. In the event of multiple claimants, each claimant, No. 10 and above, will be considered a separate claim and a \$250 per claim fee charged.
3. "Claims Administration Services" shall mean those services provided by the Company as further described in Section B (1) in this Agreement.
4. "Program" shall mean the Self-Insured's insurance program.
5. "Administrative Account" shall mean an account used to pay for expenses associated with the Program that are not able to be allocated to any particular claim file. An authorize representative of the Self-Insured shall direct all disbursements from this account.

B. OBLIGATIONS OF THE COMPANY.

1. With regard to Claims Administration Services, the Company agrees to:
 - a) Review all Self-Insured's Report of Claim forms submitted by the Self-Insured in which the dates of injury fall during the term of this Agreement and to conduct such investigation as the circumstances of each case dictate;
 - b) Establish and maintain estimated reserve figures for each claim file and to consult with the Self-Insured with respect to payment of any case that is over Company's discretionary settlement authority;

- c) Furnish all claim forms necessary for proper claims administration;
- d) Maintain claim files for each reported claim throughout the life of the claim (in paper or imaged format), retain all closed files for a period of three (3) years following closing of the file, and, after three years, return the closed files to Self-Insured;
- e) As soon as reasonably practicable following the end of each month, furnish to the Self-Insured statistical information consisting essentially of the following details:
 - (i) The total number of claims reported to the Company during the preceding month;
 - (ii) The total amounts paid by the Company during the preceding month and a breakdown of said total on a "by line" basis;
 - (iii) The amounts paid by the Company during the preceding month on each individual case on a "by line" basis;
 - (iv) The amounts paid to date on each open claim or claim closed during the preceding month; and
 - (v) Outstanding reserves on each individual case on a "by line" basis;
- f) Transmit, weekly, to the Self-Insured a list of all medical and indemnity benefits and Allocated Expenses to be paid, the total of which represents the amount that the Self-Insured shall immediately make available in its account for payment of that week;
- g) Issue drafts or checks for payment of benefits and Allocated Expenses, said drafts or checks being paid from an account maintained by the Company at a bank of its choice with fees or charges in connection with the account being the responsibility of the Company;
- h) Upon any termination of this Agreement, renegotiate the amount of the funds to be made available by the Self-Insured to conclude cases under the provisions of Section F.5. herein and at the conclusion of all services under this Agreement to have a final reconciliation of the account and to leave any unused funds for use of the Self-Insured;
- i) Notify the Self-Insured and excess insurance carrier of any specific case that may involve the Self-Insured's excess insurance carrier for the Program being administered by the Company. The Company will comply with all claims reporting requirements of the excess carrier. The Self-insured's failure to timely provide the excess insurance policies and any necessary information that is reasonably required to report such claims shall relieve the Company of its obligation to report to the Self-insured's excess carrier;
- j) Provide all necessary subrogation services within claims management fee;
- k) Attend any regularly scheduled Self-Insured claims meetings to review claims;
- l) Notify the Self-Insured and seek approval for any claim requiring litigation as soon as reasonably practical;

- m) Safety management/loss control services will be billed at an hourly agreed rate if services so desired;
 - n) Maintain and supervise such personnel as may be necessary to perform Company's duties hereunder, with the hiring, assignment and termination of such personnel being at the sole discretion of the Company; and
 - o) Maintain professional liability insurance coverage to insure against any claim for damages arising out of or by reason of any acts or omissions directly or indirectly in connection with the Company's performance of its services under this Agreement.
2. The Company acknowledges and agrees that if the Self-Insured has now, or creates in the future, an Administrative Account then Company will process the payment from the Administrative Account those expenses that are submitted by the Self-Insured that have been approved by at least one authorized representative of the Self-Insured. The Self-Insured shall designate in writing those individuals that authorized to direct such payments. The Self-Insured designates [the Chief Financial Officer and the Assistant Business Manager] as authorized representative(s) for this purpose. The Self-Insured further acknowledges and agrees that the Company, its affiliates, or any of their respective officers, directors, employees, or representatives shall not be required to review for the authenticity, legitimacy or validity of the expenses to be paid from the Administrative Account. The Self-Insured's authorized representative(s) are solely responsible to review, approve and direct payments made from the Administrative Account. In no instance shall the Company be considered a fiduciary of the Administrative Account. The Self-Insured shall indemnify for all expenses and hold harmless the Company for any negligent, reckless or willful misconduct by Self-Insured's authorized representative in reviewing, approving and directing payment from the Administrative Account.
3. It is understood and agreed that the Company will not perform, and the Self-Insured will not request the Company to perform, any services which may constitute the practice of law.

C. OBLIGATIONS OF THE SELF-INSURED.

1. The Self-Insured agrees to:
- a) Promptly report all claims to the Company;
 - b) Pay to the Company the service fees as set forth in this Paragraph F of this Agreement;
 - c) Make available immediately in its account a sum equal to the weekly list of payments and Allocated Expenses supplied by the Company;
 - d) Assume the cost of defense of any action on behalf of the Company, its agents or employees, if any of them are named as a defendant(s) in any action: (i) where the plaintiff's cause of action involves a claim hereunder; and (ii) where there are no allegations of errors, omissions, torts, intentional torts or other negligence on the part of the Company;

- e) Select legal counsel from list supplied by the Company or provide its own counsel list, and after doing so, permit the Company to assign cases and/or to consult with such counsel as the Company may deem appropriate; and
 - f) Provide the Company with such additional information with respect to matters incidental to the Company's performance of services under this Agreement as may be requested by the Company from time-to-time.
 - g) Provide copies of the excess insurance policies for the Program.
2. The Self-Insured shall be responsible at all times for the payment of all claims and Allocated Expenses covered by the claims administration services provided by the Company pursuant to this Agreement.
 3. The Self-Insured shall cooperate with the Company in the performance of its claims administration services hereunder. The Company shall not be liable for any breach of obligations under this Agreement caused in whole or in part by the lack of cooperation or breach of obligations by the Self-Insured.

D. INDEMNIFICATION.

1. The parties agree to indemnify and hold the other party, its employees, and owners harmless from any liability, loss, cost, damage, or expense, including attorney's fees, arising out of or incident to the indemnifying party's performance of the terms of this Agreement. The parties shall further indemnify, defend and hold harmless the other party, its officers, directors, employees or agents from and against and in respect to any and all liability, loss, cost, damage or expense, including reasonable attorney's fees, that party shall incur or suffer, which arises out of, respect from or relate to any negligent act or gross or willful misconduct in the performance of indemnifying party's obligation under this Agreement by its officers, directors, employees, or agents.
2. In addition to Self-Insured's duty to indemnify Company as set forth above, Self-Insured further agrees and understands that if a claim for bad faith is made against the Company and the complained of action or inaction was taken by the Company at the specific direction of the Self-Insured or in reliance upon statements made by the Self-Insured or was consistent with industry claims handling standards then the Self-Insured will indemnify and hold the Company harmless from any liability, loss, cost, damage, or expense, including attorney's fees .
3. The defense, including legal fees and costs together with the amount of any judgment, of any legal action against Self-Insured arising out of a claim for coverage under the Program, shall be the responsibility of the Self-Insured and shall not be an obligation of the Company subject to the provisions of Paragraph 1 of this indemnification section.
4. The Company shall not, by entering into and performing services in accordance with the terms of this Agreement, become liable for any of the existing or future obligations, liabilities, or debts of the Self-Insured.
5. The indemnifications provided for by this section shall survive the termination of this Agreement.

E. FEES, TERM & TERMINATION.

1. Term. Except as otherwise provided for in Paragraph F.3 below, the term of this Agreement shall be for three year(s) beginning on 07/01/2023 and ending on 06/30/2026.
2. Fees. Fees for claims administration services under this Agreement and for the term specified in Paragraph F.1 above are as follows:
 - a) For the period 07/01/2023 through 06/30/2024 a flat fee of \$15,022.00;
 - b) For the period 07/01/2024 through 06/30/2025 a flat fee of \$15,547.00;
 - c) For the period 07/01/2025 through 06/30/2026 a flat fee of \$16,072.00.

Repricing Fees.

	2023	2024	2025
PPO Access Fee	25%	25%	25%
Per Line Charge (3 line Minimum)	\$1.25	\$1.25	\$1.25
DRG	\$55	\$55	\$55

3. Termination.

- a) Either party may terminate this Agreement at any time, and for any reason, during the term of the contract by giving the other party sixty (60) days advance written notice.
- b) Either party may terminate this Agreement immediately for cause by giving the other party written notice and that party has failed to cure the situation. Reasons to terminate "for cause" shall include, but not be limited to, the following circumstances:
 - (i) It is established that either party needs and has lost, has suspended or has not secured a license, governmental approval or exemption in accordance with applicable laws or regulations in order to enter into or perform this Agreement; or
 - (ii) Either party materially breaches this Agreement in any manner where such material breach is not cured within thirty (30) days after written notice of the breach is given to the breaching party; or
 - (iii) Either party shall apply for or consent to the appointment of a receiver, trustee or liquidator of Self-Insured or of all or a substantial part of its assets, file a voluntary petition in bankruptcy, make a general assignment for the benefit of creditors, file a petition or an answer seeking reorganization or arrangement with creditors or to take advantage of any insolvency law, or if an order, judgment or decree shall be entered by any court of competent jurisdiction, on the application of creditor, adjudicating Self-Insured bankrupt or insolvent or approving a petition seeking reorganization of the Self-Insured and such order, judgment or decree shall continue unstayed and in effect for period of sixty (60) consecutive days, then in case of any such event, the term of this Agreement shall expire, at Company's option, on ten (10) days written notice to Self-Insured.

4. The handling of any claim pending on the date of termination of this Agreement shall be negotiated by both parties unless the parties agree to enter into a renewal or new contract for the same services. In such case, all pending claims shall be handled consistent with the fees set forth in the new Agreement.
5. Upon termination of this Agreement, the Self-Insured shall be entitled, if it so requests, to possession of the electronic files the Company has maintained for claims, medical incidents, and occurrences (but not including any computer software or other proprietary information of the Company), provided, however, that the Company and its employees, agents, or attorneys shall continue to be entitled to inspect such files and make copies or extracts there from subject to approval by Self-Insured;
6. Upon termination of Company's duties hereunder, it shall be the responsibility of the Self-Insured to arrange and pay all costs for the transfer to a successor of custody of any of the Self-Insured's records in the Company's possession including original claims records. The Company may, at its option, transfer such records in such form, as it may desire, including computer tapes or disks, and it is the responsibility of the Self-Insured to convert such information into a form required by successor. In addition, the Company shall deliver to the Self-Insured all electronic data and hard copy data, if any, for claims within thirty (30) days following the termination of Company's duties hereunder.
7. It is expressly understood that the Company shall not be required to advance its own funds to pay losses or Allocated Expenses hereunder or to perform any services hereunder if the Self-Insured fails to provide adequate funds as herein set forth. Company will not be considered the insurer, guarantor or underwriter of the liability of the Self-Insured for coverage and Self-Insured will have final responsibility and liability for payment of claims in accordance with the provisions of the Program..

F. CONFIDENTIALITY.

The parties agree to keep all oral and written information confidential and, other than required to satisfy obligations under this Agreement, to refrain from releasing such information to any third party without the express written authorization of the other party, except to the extent such release may be required by law, regulation or court order and in which case prior notice of such release shall be given to the other party.

G. RIGHT TO AUDIT.

The Self-Insured shall have the right to review any open or closed claim files, billings, invoices, payment history related to a claim made under the Program and the services provided for a particular claim. Any such reviews shall be during normal business hours and upon reasonable advance notice to the Company.

H. RELATIONSHIP OF THE PARTIES.

In the performance of the work, duties and obligations of the parties to this Agreement, Company shall at all times be acting and performing as an independent contractor with respect to Self-Insured. No relationship of employer and employee, partner, joint venturer, agent, fiduciary, trustee, or similar relationship between Company and Self-Insured is created by this Agreement or by performance of any activities contemplated hereunder. The Self Insured acknowledges and agrees that none of the Company, its affiliates, any of its subcontractors or vendor service providers, or any of their respective officers, directors, employees, agents, or representatives are employers or employees of the Self-Insured, partners, joint venturers, agents, fiduciaries or trustees or hold similar relationships with respect to the Self-Insured. Neither party hereto will make any claims or demands against the other party for any liability or loss of any kind or character in connection with any such relationships, including, without limitation, claims for employee benefits. In addition, neither party shall have any power or authority to act for or on behalf of, or to bind the other except as herein expressly granted, and no other or the grant nor denial of power or authority specifically mentioned herein shall imply greater power or authority.

I. DISCLOSURE OF BUSINESS ARRANGEMENTS

Self Insured understands and acknowledges that the Company may have business agreements, including cost sharing arrangements, with the vendor service providers that perform services related to this Agreement or in connection with the services provided under this Agreement including the Claims Administration Services provided by the Company and the services related to allocated and unallocated expenses. As part of these business agreements, there may be financial considerations paid by the vendor service provider to the Company for the resources and services that the Company may provide, which could include marketing, personnel, information technology, system access, and various administrative services. The amounts, which may be material, that the Company may receive from a vendor provider vary from provider to provider and may depend upon the types and quantity of resources and services the Company provides to the vendor provider. Self Insured understands and acknowledges that it is under no obligation to utilize any vendor provider that is recommended by the Company to perform services related this Agreement and if Self Insured elects not to utilize the services of a recommended vendor provider, then Self Insured can select a vendor service provider it chooses to the perform such services. Self Insured acknowledges that if it selects a vendor service provider different than one that is recommended by Company then there may be an adjustment to the Claims Administration Services fee. Self Insured also acknowledges that it has control over the types of and amounts of services a vendor service provider performs under or in connection with this Agreement, whether recommended by the Company or selected by Self-Insured.

Self Insured understands and acknowledges that the Company also has an ownership interest in Keyscripts LLC, a managed care vendor that provides pharmacy benefit physical therapy network and durable medical equipment network services, that the Company may recommend using to control costs for the Program. As with any other vendor service provider, Self Insured is able to choose a different service provider for these theses.

J. MISCELLANEOUS PROVISIONS.

1. *Waiver.* Failure of either party to enforce at any time any provision of this Agreement or to exercise any of the rights granted in this Agreement shall not affect or impair the validity of any part of this Agreement or the right to require full performance at any time thereafter. Further, the waiver by either party of a breach of any such provision shall not be held to be a waiver of any subsequent breach thereof.
2. *Severability.* If, at any time, any part of this Agreement is found to be unenforceable, illegal, or contrary to public policy, then the remainder of the Agreement remains in full force and effect except for the unenforceable portion.
3. *Notices.* Any notices required by this Agreement shall be in writing and may be delivered personally or by registered mail, postage prepaid, and addressed to the respective parties at the last known address given by either party to the other.
4. *Applicable Law.* This Agreement shall be construed, enforced, and administered in accordance with the laws of the Commonwealth of Pennsylvania.
5. *Headings and Subheadings.* The headings and subheadings in this Agreement are inserted for the convenience of reference only and are to be ignored in any construction of the provisions thereof.
6. *Gender and Number.* Wherever applicable, the feminine or masculine pronoun as used herein shall also include the masculine and feminine, as the case may be, and the singular or the plural, and vice versa.

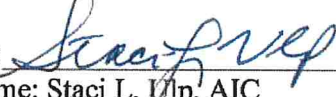
7. *Reference to Statutes and Regulations.* Reference in the Agreement to laws, statutes, and regulations shall include all applicable local ordinances, state or federal statutes and all applicable regulations, rulings, procedures, releases, and other procedures, releases and other position statements issued by any governmental agency.
8. *Entire Agreement.* This Agreement represents the entire and exclusive statement of the Agreement of the parties and no modification or amendment of this Agreement shall be valid unless made in writing and signed by both parties. Such modification or amendment shall be attached to and will become a part of this Agreement.
9. *Counterparts.* This Agreement may be executed in any number of counterparts, each of which shall be considered an original and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals on the date(s) indicated.

ATTEST:



INSERVCO INSURANCE SERVICES, INC.

By: 
Name: Staci L. Uip, AIC
Title: President & CEO
Date: 2/8/23

ATTEST:

[SELF-INSURED]

By: _____
Name:
Title:
Date:

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

Contract for In-District Services

Name of Provider: Stephanie Condelli

Employee # 5539

Date(s) of Services: 3/2/23

Title of Presentation/Service: piano accompaniment

Purpose of Presentation/Service: concert

Total Time Required for Presentation/Service: 1.5 hours

Presentation/Service Facility: Auditorium

Maximum Number of Participants: 1

Presentation/Service Rate: \$150.00

Total Estimated Cost of Proposed Presentation/Service: \$150.00

Budget Account Number to be charged: 10-3210-513-000-30-819-121-000-0000

Audio/Visual Equipment Needed: _____

RECEIVED

JAN 26 2023

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items. If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: [Signature] 10/6/22
Initiator sends to Provider to sign _____ DATE

Signature of Provider: [Signature] 10/6/22
Provider sends to Assistant Superintendent for Curriculum & Instruction _____ DATE

Approvals: Assistant Superintendent For Curriculum & Instruction: <u>[Signature]</u> Send to the Superintendent's Office	<u>JAN 27 2023</u> DATE
After Board Approved Superintendent: _____ Send back to the Initiator	Board Approval Date _____ DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____

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

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

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

THIS AGREEMENT is made this 17th day of January , 2023 , by and between:

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

AND

Kitty Jones (the "Contractor") of Kit's Interactive Theater

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

SCHEDULE A

Description of Service to be performed (be specific):

Kit's Interactive Theater Inc. will provide 3 programs :
One-Room School House at 9:15 for Grades 2/3
Pioneer Travel on the Oregon Trail at 11:00 for Grades 4/5.
Mother Nature at 2:00 for Grades K/1.

Location of Services: Resica Elementary School - Gymnasium

Effective Date: Friday, March 17, 2023

Professional Fee:

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

b) Fixed Rate: \$ _____ \$1,400.00 _____

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

Budget Code: 10-3310-330-412-10-215-000-000-9192 Department: _____ Title 1 Parent & Family Engagement

District Initiator: Jacqueline Doyle AB

Authorization for Payment: _____ Date: _____

Purchase Order # _____



Invoice Date: 9/12/22

Contact: Ms. Jacqueline Doyle

Reading Specialist

Resica Elementary School

1 Gravel Ridge Rd.

East Stroudsburg, PA 18302

cell:

school: 223-6911

email: Jacqueline-doyle@esasd.net

school closing website: www.esasd.net

Kit's Interactive Theatre, Inc. will provide (3) programs: One-Room Schoolhouse, Mother Nature and Pioneer Travel on the Oregon Trail

Performance Date: March 17, 2023

Performance Time: 9:15/11:00/2:00 (times all subject to change)

Performance Location: same

For services rendered plus travel expenses you will pay: **\$1400.00**. No deposit is required with this agreement. **The balance of: \$1400.00 will be paid on the day of the program.**

School will provide a clean/private dressing room (with mirror, sink and toilet facilities- faculty bathroom is acceptable) and a clean performance space (minimal 20'wide x 12'deep) with direct access to the audience (steps front and center if on stage – though performing on floor is best).

- 1) **Audience size must not exceed ~ 200 students.**
- 2) Artist will arrive @ 7:45 am. Artist must have access to clean performance space 1 and ¼ hours before the engagement to unload and set up. Please advise if there is a conflict with buses
- 3) School will provide assistance loading and unloading if there is no ramp (only stairs) to building/performance space: is there a ramp into the school: yes ___ no ___
- 4) Artist will supply professional sound system.
- 5) **Study guides and floor plan are available on line www.kitsinteractivetheatre.com.**
- 6) In the event of necessary cancellation of a performance due to storm, accident, riot, sickness, interruption of transportation or any other “act of God” condition, neither party will be held liable and the program will be rescheduled to a mutually agreed upon date, with all the terms of this agreement still applying. If for any reason the program(s) are cancelled outright by the school within 3 weeks of performance, the school will be responsible for one half the artist's fee.
- 7) There will be no recording of performance without prior permission from the artist. Please be sure audience members comply with this request.

Please sign and return one copy to Kit's Interactive Theatre, Inc., within six weeks (10/25/22) to secure your engagement – otherwise the contract is regarded as null and void and date will be made available to other parties. Keep a signed copy for your records.

The foregoing is agreed to

and accepted on 10/1/22 by J. Doyle, and

(date)

Jacqueline Doyle

Resica Elementary School

Kitty Jones

Kit's Interactive Theatre, Inc.

Kitty Jones 117 Old Kettle Court Stroudsburg, PA 18360 P: 570.476.5612
www.kitsinteractivetheatre.com e: info@kitsinteractivetheatre.com

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EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this day of 23, 2023, by and between:

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

AND

Cheryl Heim (the "Contractor") of Oak Hollow Designs, LLC

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Oak Hollow Designs will rent centerpieces and a backdrop for photos which students can take selfies or pics of each other during the event. We will decorate this event and stay to help clean up so it happens in a timely manner. Oak Hollow Designs will deliver their rental items and then return them back to the Oak Hollow Designs studio at the end of the evening.

Location of Services: Penn's Peak
Jim Thorpe, PA

Effective Date: Contract Date 1/23/23
Event Date 5/13/23

Professional Fee:

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

b) Fixed Rate: \$ 2,500 -

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

Budget Code: 80-6750-000-000-30-820-510-000-8096 Department: Class 2023

District Initiator: [Signature]

Authorization for Payment: [Signature] Date: 1-30-23

Purchase Order # _____

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

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

THIS AGREEMENT is made this 25 day of January, 2023 by and between:

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

AND

Kurt Peloquin (the "Contractor") of RESET Creativity Programs, LLC.

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific): 2 x 1 RESET with Kurt Peloquin: A workshop for Bringing Clarity and Connection to the Creative Writing Process as part of East Stroudsburg High School South Social Emotional Learning District Initiative/South's ATSI.

Kurt will provide breathing exercises to focus and calm the mind, acoustic guitar music to accompany journal writing with various creative prompts to stimulate thoughts and ideas, descriptive visualizations, examples of creative filming techniques and poetry/writing performance ideas designed to encourage grounding and centering to engage the creative mind and prevent creative blocks. Program dates and times are as follows: Ruminare + Create with Kurt Peloquin: a workshop on how to bring peace into the creative process, **March 28 and March 29, 2023 from 9 a.m.- 1p.m.**

Location of Services: Kurt's workshops will take place on the East Stroudsburg High School South Campus in the Black Box Theater.

Effective Date: February 27, 2023

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$ 250.00 per workshop
- Time (Days/Hour/Other): 8 total hours/2 total days
- Total Cost: \$ 1000.00

b) Fixed Rate:

\$ 1000.00 for RESET with Kurt Peloquin: A workshop for Bringing Clarity and Connection to the Creative Writing Process (a total of 4 workshops over 2 days)

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

ARP ESSER 2.5% A-TSI SET ASIDE GRANT

Budget Code: 10-1190-330-993-30-820-000-000-8746 *AB* Department: A-TSI

District Initiator: *[Signature]*

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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

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

THIS AGREEMENT is made this 13th day of February, 2023, by and between:

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

AND

Ed Staats (the "Contractor") of _____

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Ed Staats will build 6 cabinets to organize and store the 95% Lesson Library materials.

Location of Services:

Mr. Staats will be making one cabinet for each Elementary building.

Effective Date:

Mr. Staats will begin after Board approval.

Professional Fee:

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

b) Fixed Rate: \$ 2255.16

c) Are expenses included? YES NO

If no, please itemize:

Budget Code: 10-1190-330-412-10-**211**-000-000-9192 Department: Title I

10-1190-330-412-10-**212**-000-000-9192

10-1190-330-412-10-**213**-000-000-9192

10-1190-330-412-10-**214**-000-000-9192

10-1190-330-412-10-**215**-000-000-9192

10-1190-330-412-10-**216**-000-000-9192

District Initiator: Dr. Tabitha Bradley

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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ED STAATS
 1805 FAIRFIELD ST
 STROUDSBURG PA. 18360

2/10/23

INVOICE NO.

080506

Invoice

SOLD TO LEASO DR TABITHA BRADLEY		SHIPPED TO	VIA
ADDRESS 50 VINE ST		ADDRESS	
CITY, STATE, ZIP E. STROUDSBURG PA 18301		CITY, STATE, ZIP	

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
--------------------	---------	-------	--------	------

18	4X8X3/4 PLYWOOD	59.88	1079.64
6	12' WIRE SHELVES	34.48	206.88
12	2 1/2" CASTERS W/BRAKES	9.93	119.16
12	2 1/2" CASTERS W/O BRAKES	9.27	111.24
6	FBMG CLIPS	8.98	53.88
1	BOX TRIM SCREWS 2"	58.76	58.76
1	BOX 1/4 DRY WALL SCREWS	7.95	7.95
1	GAL. STAIN	40.00	40.00
			2677.51
	LABOR		450.00
			2127.51
	TAX		127.65
	TOTAL		2255.16
6	95% LESSON LIBRARY CABINETS BES, MSE, LESA, JMH, SMI		

The Meadows

— PSYCHIATRIC CENTER —SM

January 24, 2023


To Whom It May Concern,

In the event a student from your district is hospitalized at The Meadows Psychiatric Center during the 2023-2024 and/or 2024-2025 school year, a letter of agreement is enclosed for educational services provided by The Meadows School.

Please review the agreement, sign and return back using the self-addressed envelope provided for your convenience. Once a fully executed original is completed, a copy will be returned for your records.

Please contact me if you have additional questions or concerns.

Thank you,



Dr. Kristi L. Godin-Snyder, D.Ed
Director of Education
The Meadows Psychiatric Center
kristi.godin@uhsinc.com
Office: 814-364-2161, ext. 267
Cell:

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The Meadows

— PSYCHIATRIC CENTER —SM

Letter of Agreement

In order to ensure cooperative efforts and to facilitate continuity of care when serving individuals enrolled in the East Stroudsburg Area School District and The Meadows Psychiatric Center (“The Meadows”) agree to the following for the 2023-2024 and 2024-2025 school year:

1. To respond to requests for clinical information in a timely manner and in accordance with applicable law. In accordance with appropriate Releases of Information or as otherwise permitted by applicable law, when requested, The Meadows will send East Stroudsburg Area School District psychiatric information, relevant to each individual to whom they mutually provide services.
2. A designated professional from East Stroudsburg Area School District agrees to collaborate with The Meadows for students who are receiving mental health and educational services.
3. All employees who have direct contact with children will maintain background clearances (Act 114, Act 151, and Act 34) current within 36 months, and be trained in child abuse recognition and reporting through an approved program every five years. Before hiring a new employee, The Meadows Psychiatric Center will verify employment history for Sexual Misconduct/Abuse Disclose through Act 168. The Meadows will notify the chief school administrator within 72 hours of an employee’s arrest or conviction of an offense listed in Section 111(e). All records will be made available to East Stroudsburg Area School District within 48 hours of the request.
4. This agreement assures that both agencies will abide by Federal and State standards regarding confidentiality of individual’s information, as well as maintain the client’s protected health information as required by law.
5. East Stroudsburg Area School District agrees to pay The Meadows Psychiatric Center \$70 per day for educational services offered by a Pennsylvania Certified teacher, Monday through Friday, while their student is at The Meadows.
6. This letter will remain in effect until either party requests termination by a written 30-day notice.

Kristi L. Godin-Snyder, D.Ed
Director of Education
The Meadows Psychiatric Center

Kevin McGee
CEO/Managing Director
The Meadows Psychiatric Center

School District Representative

Title

Date

Date

Date

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EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 10th day of February, 2023, by and between:

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

AND

Thomas A. Butler (the "Contractor") of AIU 8 Appalachia Intermediate Unit *

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

**2022-23 Partnership Understanding of Virtual Learning Opportunities
for
East Stroudsburg Area School District**

Conceptual Agreement:

East Stroudsburg Area School District is dedicated to provide the best online, cyber options for their students. Assuring that students have quality online learning options is more important now than ever before. Extended Campus has a variety of online, cyber learning options that East Stroudsburg Area School District can choose to access. In addition, Appalachia Intermediate Unit 8 has a range of professional development services available that can be accessed to help build East Stroudsburg teachers' online teaching capabilities. East Stroudsburg Area School District and Extended Campus will work together to customize a solution to meet the school district's needs.

Objectives for East Stroudsburg Area School District:

- Institute an effective full-time and/or part-time cyber learning option for students
- Access to high quality online content for the staff
- Train cadres of teachers on best practices of creating, designing, and instructing online, hybrid learning experiences
- Participate in a network of schools to meet the objectives

Measures of Success for East Stroudsburg Area School District:

- Students participating in cyber learning options
- A cadre of teachers are implementing online, hybrid learning options
- Participation in network

Options can include any/all of the following services:

- Full-time cyber school
- Part-time cyber school
- Single courses with a teacher
- Single class with a teacher (group of students in the same course)
- Course content for use by East Stroudsburg Area School District teachers
- Professional Development on how to effectively implement cyber/online learning experiences
- Quarterly Virtual School Networking opportunities

Timing:

Implementation of the agreement will start at a mutually agreed upon time of both parties.

Joint Accountabilities:

Extended Campus's team will work jointly with the East Stroudsburg Area School District to assure the successful implementation of the options chosen.

Terms and Conditions:

We assess a single project fee for our services so there is never a "meter" running and you can have control over your budget. Within the objectives outlined above, Extended Campus will commit as much time as necessary to fulfill those objectives.

Pricing and Payment Terms:

Please check all options you would like to be able to participate in during the 2022-23 school year. Pricing may vary depending on the option(s) chosen. This *does not commit* you to utilize any option. You *will not be billed* for any option until you utilize the option.

Include?	Options	IU 8	Non-IU 8	Payment Terms
	1. Full Cyber Grades 6 to 12	\$6,000	\$6,360	Daily rate starting with date Enrollment Session attended and ending with date school district requests withdraw. Billed bimonthly. Payment expected within 30 days.
	2. Full Cyber Grades K to 5	\$5,100	\$5,433	
	3. Part Time Cyber Grades 9-12	\$4,320	\$4,579	
	4. Single course with a teacher	\$240 to \$460 Price dependent on selection		Payable upon acceptance of quote to be provided
	5. Single class with a teacher*	Price dependent on course and number of enrollments		Payment terms as indicated in the proposal
	6. Course Content			Payment terms as indicated in the proposal
	7. Professional Development	Price dependent on details		Payment terms as indicated in the proposal

*Single class means a virtual teacher for an entire class of students.

Additional Fee Item Pricing:

- Chromebooks with technical support and device management - \$400 per year
- Unreturned or damaged equipment fee - \$350 additional fee
- K-5 workbooks - \$25 per workbook (One workbook per semester per core subject)
- Printer - \$200
- Shipping costs to be added per item shipped
- Additional fees may apply based on the course(s) selected

Acceptance:

Your signature below indicates acceptance of this Partnership Understanding and its terms.

For Extended Campus

Thomas A. Butler, Ph.D. Executive
Director Appalachia Intermediate Unit 8

For the East Stroudsburg Area School District

Richard Schlameuss, Board President

Signature

Signature

Date

Date



Dedicated to your children and the people who serve them

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

IDEA – Part B Use of Funds Agreement

This sub-grant agreement entered into this 25th day of January 2023 by and between Colonial Intermediate Unit 20 (hereinafter called "IU") and **East Stroudsburg Area School District** (hereinafter called "School District") for the following:

Grant Name:	Individuals with Disabilities Education Act of 2004-Part B
Award Number:	H027A220093
CFDA Title and Number:	Special Education-Grants to States – 84.027
Federal Agency:	U.S. Department of Education
Project Number:	RA 062-23-0020
Project Year:	7/1/22 – 9/30/23

Parties to this agreement hereby agree as assure that:

- A. As the primary recipient for the project, the IU is responsible to administer the funds in accordance with IDEA guidelines issued by the USDE; guidelines and directives issued by the PDE; provisions of the State IDEA Plan applicable to the period of this agreement; terms of this agreement; the Governmental Accounting Standards Board; Office of Management and Budget Circular A-133.
- B. As the sub-recipient for the project, the School District is responsible to administer the funds in accordance with IDEA guidelines issued by the USDE; guidelines and directives issued by the PDE; provisions of the State IDEA Plan applicable to the period of this agreement; terms of this agreement; the Governmental Accounting Standards Board; Office of Management and Budget Circular A-133; and to ensure that maintenance of effort requirements in accordance with Code of Federal Regulations Title 34 Section 300.203 (34 CFR §300.203 are met).
- C. **PDE Rights Pursuant to 20 U.S.C. §1413(g)**; the Department may at any time, and within its sole discretion, withhold or redirect any of the funding awarded hereunder in order for the Department to fund any actual or anticipated special education or related services the department determines are appropriate for any students of any grantee or subgrantee, including, without limitation any entitlement to compensatory education ordered by a tribunal of competent jurisdiction or agreed to in any settlement agreement enter into by any subgrantee.
- D. Funds will be used to support appropriate services to school age children eligible for services through these funds. The use of IDEA funds is governed by principles outlined in **Attachment A** and must be accounted for in accordance with the PDE Accounting Bulletin #1998-01, as most recently revised.
- E. School District must submit to the IU a preliminary budget **Attachments B-1, B-2 and B-3** detailing the School District's planned use of IDEA direct pass-thru funds. Any changes in use of IDEA funds must be submitted to the IU by May 1, 2023.
- F. IDEA Funds must be obligated by September 30, 2023.

Relationships, Responsiveness, Results

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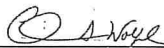
East Stroudsburg Area School District
2022-2023 Use of Funds Agreement
Page 2

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

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

The IDEA allocation for your school district is listed below.

\$ 1,049,422.59
Total Funds (Attachments A & B-1, B-2 & B-3)

DocuSigned by:

Dr. Christopher S. Wolfel
Colonial Intermediate Unit 20, Executive Director

District

1/25/2023
Date

Superintendent Signature

Date

Special Education Administrator

Date

Business Administrator

Date

Please return this agreement and Attachments B-1, B-2 and B-3 to Jon Wallitsch by March 31, 2023.

IDEA Funds

Intent

To supplement programs and services for students with disabilities.

General Principles

- Supplement and increase expenditures for children with disabilities
 - May not supplant (34 CFR 300.230)
 - “Comparability” requirement
- Subject to the Single Audit Act
 - Clear audit trail for all expenditures
 - Waivers for disallowances are prohibited (34 CFR § 76.900)
- Distributed by a formula based on (December 1) Child Count
 - (34 CFR § 300.754)
- Local Education Agency Application required

Costs which are allowed (can include, but may not be limited to):

- Extended school year programs including ESY Transportation and ESY for students with disabilities placed out of state through the Special Education Plan Revision Process (SEPRN)
- Supplemental education costs to support the implementation of the Cordero court decision
- Training programs for parents, teachers and professionals/paraprofessionals who work with students with disabilities
- Occupational and physical therapy
- Hearing Impaired Services
- Vision Impaired Services
- Physically Impaired Services
- Audiology
- AT Specialist
- Orientation and Mobility Specialists
- Psychiatrists (MD certified for SED)
- Adaptive Physical Education
- Work Experience Coordinator and Job Coaches
- Speech therapy
- Special Education Teachers
- Clerical staff directly working with allowable professional staff
- Teacher’s Aides
- Bus Aides
- Assistive devices
- Psychological Services
- Social Worker
- IEP Specified Nursing Functions
- Program Monitoring and Evaluation
- Early Intervention Services (optional-available to school districts and public charter schools)

Costs which are not allowed (can include, but may not be limited to):

- Any expenditure made before the beginning date or after the ending date of an approved project (July 1, 2022 – September 30, 2023)

Attachment A

School Transportation (except for field trips, ESY Transportation; etc.)

- Operational costs for school owned property (rent, heat, telephones)
- School administrators
- Construction
- Business costs
- Membership in organizations for individuals
- Travel expenses (except for IDEA paid staff or attendance at IDEA funded activities)
- Rental costs for IU programs housed in school district operated buildings
- Costs related to Legal Counsel and/or Attorney's Fees

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 13th day of February, 2023, by and between:

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

AND

_____ (the " Contractor") of International Institute for Restorative Practices

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.

SCHEDULE A

Description of Service to be performed (be specific):

As per Quote Number 00000162 dated 1/24/2023:

Core Trainings - Restorative Justice Conferencing: In person/2 day training, 6.5 hours days, up to a max of 45 staff, 1 instructor

Materials - Restorative Justice Conferencing Book - 45 copies

Travel Expenses are estimated - will be billed for actual costs

Shipping costs is estimated - will be billed for actual costs

Location of Services: On-Site @ ESASD (location to be determined)

Effective Date: June 19-20, 2023

Professional Fee:

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

b) Fixed Rate: \$ 10,400.00 as per quote referenced above

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

Budget Code: 10-2271-330-100-00-000-000-9117 Dept: Highmark Foundation Grant
& 10-2271-330-994-00-000-922-000-8736 ARP ESSER Learning Loss Set Aside Grant

District Initiator: Erin Dreisbach, Coordinator of Social Services Grades 6-12

Authorization for Payment: _____ Date: _____

Purchase Order # _____



Quote Number 00000162
 Prepared For East Stroudsburg Area School District
 Created Date 1/24/2023
 Expiration Date 5/24/2023

Product Family	Product	Line Item Description	Sales Price	Quantity	Total Price
Core Trainings	Restorative Justice Conferencing	In Person/ 2 day training/ 6.5 hour days/ Up to a max of 45 staff/ 1 instructor	\$6,900.00	1.00	\$6,900.00
Materials	Restorative Justice Conferencing Book	Required book for Restorative Justice Conferencing	\$30.00	45.00	\$1,350.00
Travel Expenses	Travel Expenses	Travel costs are estimated. Will only bill for actual travel costs.	\$2,000.00	1.00	\$2,000.00
Shipping Expenses	Shipping Cost	Shipping costs are estimated. Will only bill for actual shipping costs.	\$150.00	1.00	\$150.00
Total Price					\$10,400.00

Please provide billing and shipping information

Bill To Name: ESASD Accounts Payable
 Bill To Address: 50 Vine Street
East Stroudsburg, PA 18301

Ship To Name: Erin Dreisbach, ESASD
 Ship To Address: 50 Vine Street
East Stroudsburg, PA 18301

Terms and Conditions

To move forward, please fill out and sign this quote prior to the expiration date.

We will need your purchase order or signed contract 30 days prior to the start of your first event. If you are unable to provide this information within this time frame, we will work with you to reschedule your event. Invoices will be emailed to you upon the completion of each event.

It is understood by both parties that this is a good-faith effort to provide services amid COVID disruptions, changing guidelines and with an abundance of care for our employees. If the assigned instructor falls ill or has a critical family emergency, the IIRP will endeavor to provide 10-day notice of the need to postpone an event, substitute an instructor, or transition to online delivery and revise this proposal.

The undersigned agrees to the costs and terms of the quote.

[Signature] 2/13/23
 Agency Authorized Signature Date

Dinorah Quiñones 2/14/23
 IIRP Authorized Signature Date

Erin Dreisbach
 Print Name and Title Coordinator of Social Services

Dinorah Quiñones, Director of Client Relations
 Print Name and Title

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Sandra L. Niemotka

3701 Corporate Parkway, Suite 300 | Center Valley, PA 18034-8233

Direct 215.864.6338 | Fax 215.789.7639

niemotkas@whiteandwilliams.com | whiteandwilliams.com

February 1, 2023

Craig Neiman
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

RE: Legal Representation

Dear Mr. Neiman:

Thank you for requesting that White and Williams LLP (“W&W” or “the Firm”) represent you (“you” or the “Client”) in connection with your workers’ compensation legal matters (the “Matter”).

Under the Rules of Professional Conduct, adopted in Pennsylvania, attorneys are required to formally memorialize fee arrangements in writing. This requirement is designed to eliminate confusion, and to minimize disputes between lawyers and clients concerning the payment of fees. Accordingly, I am writing to you to confirm the terms of our engagement. If there is any portion of this letter which is unclear, I ask that you please call me so that we can discuss it.

This will confirm our agreement that W&W will render legal services to the Client in connection with the Matter under the terms and conditions set forth below. In connection with our representation of you, we may represent the Client in connection with the Matter and perform other services you and we agree upon.

W&W agrees to render the services referred to above on the following basis:

- (1) W&W will bill you quarterly, on an hourly basis at W&W’s hourly rates. Our partner rate is \$215 per hour. Our associate rate is \$195 and our paralegal rate is \$100 per hour. Please be advised that the above rates reflect our current hourly rates and are subject to change in the future, normally at the end of each calendar year.
- (2) W&W will charge the Client for postage, photocopying, delivery costs, and travel expenses related to W&W’s representation of the Client.

Delaware | Massachusetts | New Jersey | New York | Pennsylvania

February 1, 2023

- (3) In addition, other costs incurred for the benefit of the Client such as for court reporters, out-of-office reproduction of documents, exhibit creation, etc., for which the Firm is billed, will be forwarded to the Client for direct payment to the vendor.
- (4) If bills are not paid within ninety (90) days, we may elect to charge interest on the unpaid amount at the rate of six percent (6%) per annum.
- (5) Client agrees to cooperate fully and promptly with W&W with respect to requests for documents, responses to inquiries and the like which are related to properly representing the Client in the Matter.
- (6) In order to enable W&W to render our services effectively, the Client must agree to fully disclose and accurately communicate all facts and circumstances, and to keep W&W advised of all developments relating to our representation of the Client. The Client must also agree to cooperate with W&W and be available to attend meetings, hearings, conferences and other proceedings as may be required.
- (7) Since the outcome of this representation may be subject to the vagaries and risks inherent in the matters within the scope of our engagement, it is understood that W&W has made no promises or guarantees to the Client concerning the matters for which W&W has been retained, nor can W&W do so.

As with all representations of this type, we believe it is essential that all parties continue to feel comfortable and confident in the arrangement. Accordingly, the Client will have the right to terminate this representation upon written notification to W&W, and W&W will have the right to terminate the representation if such termination can be accomplished without material adverse effect on the interests of the Client, or for the reasons set forth in the applicable Rules of Professional Conduct. In the event of a termination, the Client will remain liable for the fees of W&W and any expenses incurred by us on its behalf prior to such termination, plus any fees and expenses incurred at the Client's request in connection with the transition to substitute counsel.

W&W reserves the right to withdraw from representation of the Client if the Client has failed to pay our statements for professional services and expenses within thirty (30) days of the date of an invoice. Upon withdrawal, W&W will be entitled to be paid for services rendered, and expenses, disbursements and advances incurred on the Client's behalf to the date of withdrawal. In the event of the termination of representation either by the Client or W&W, the

February 1, 2023

Client agrees that it will take all steps necessary to free W&W of any obligation to perform further services, including (i) the execution of any documents necessary to complete W&W's withdrawal or termination of services, and (ii) the waiver of any right to object to any formal motion or request to withdraw filed by W&W. If the Client fails to pay any outstanding fees and legal action is commenced by W&W or any assignee of the unpaid account, Client agrees to pay the reasonable attorneys' fees and costs incurred to collect such account.

Please be advised that it is W&W's policy to retain client files for a period of five (5) years after the termination of a matter, at which time the file will be destroyed. Prior to its destruction, you may forward a written request for return of the file, which we will provide to you at no additional cost except for postage or shipping charges, provided that all sums due and owing to W&W have been paid in full at that time.

While I am sure that the above appears rather formal, it is our sincere desire that you clearly understand the activities involved in our representation of you, and our fees for services. We encourage you to contact us promptly if you have any concerns or questions about any aspects of our services or our bills.

Again, we appreciate you giving us the opportunity to represent you, and we certainly look forward to serving you on an ongoing basis.

If the above terms are acceptable to you, kindly sign in the space provided below and return the original of this letter to me. If you have any questions concerning the foregoing, please do not hesitate to contact me.

WHITE AND WILLIAMS LLP



By:

Sandra Niemotka, Esquire

AGREED AND ACCEPTED:

on behalf of ESASD

Date

SLN/sln

**MEMORANDUM OF UNDERSTANDING
NCC DUAL ENROLLMENT PROGRAM
2022-2023**

This Memorandum of Understanding is entered into on this 27th day of February, 2023, by and between Northampton Community College, located at 3835 Green Pond Road, Bethlehem, PA 18020, (hereinafter called "NCC") and East Stroudsburg Area School District, with offices located at 50 Vine Street, East Stroudsburg, PA 18301 (hereinafter called the "School District"). NCC and the School District may hereinafter be collectively referred to as the "Parties".

- 1) MOU Purpose. The purpose of this MOU is to outline the roles and responsibilities of NCC and the school districts, including School District, that participate in the Dual Enrollment Program (the "Program").
- 2) Dual Enrollment Program.
 - a. School District students meeting the qualifications of the Program, as dictated by NCC, may be permitted enrollment in the Program, subject to the terms and conditions set forth herein.
 - b. Program courses shall be identical to those offered to NCC regular enrollment students, including the use of identical curriculum, assessments, and instructional materials.
 - c. All Program courses will be taught by an NCC faculty member.
- 3) Term and Termination of MOU. This MOU shall commence on February 27th, 2023, and shall continue in effect until termination by either party. Either party may terminate this MOU without cause by providing the other party with written notice of its intent to terminate. Either party may terminate this MOU for cause if the other party commits a breach hereof and fails to cure such breach within thirty (30) days from written notice thereof. Termination of this MOU shall not affect any of the rights and/or obligations accruing hereunder prior to the effective date of termination. Students enrolled in the Program as of the date of termination shall be permitted to complete the Program and the Parties shall continue to operate under this MOU to the extent necessary to facilitate such students' participation and completion of the Program.
- 4) Student Enrollment Policies and Procedures
 - a. School District will determine the minimum criteria for dual enrollment eligibility. Students must be making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.
 - b. Students admitted to the Program will demonstrate readiness for college-level curricula, as determined by the School District, by satisfying any course pre-requisites, which may include satisfactory placement exams/placement activities.
 - c. Final acceptance of a student into the Program shall be at NCC's sole discretion.
 - d. NCC may prohibit any student from participation in the Program, or remove a student from the Program, at its discretion, for any nondiscriminatory reason.
 - e. Students will be required to complete the free NCC Dual Enrollment application.
 - f. Students may register for classes offered at times during which they are not fulfilling their responsibilities for their high school schedule.
 - g. Students will be encouraged to meet with NCC personnel (e.g., College Connection Specialists, Admission Recruiters, or Success Navigators/Academic Advisors) for guidance on what course to enroll in.
 - h. Accepted dual enrolled students will log into their NCC student portal to acknowledge their awareness of FERPA and to allow NCC officials to share students' educational records with high school officials while students are enrolled in the Program.
 - i. If a dual enrolled student becomes a regularly enrolled student at NCC following graduation

from high school, NCC will recognize the dual enrolled credits as applying to the student's degree requirements.

5) General Student Policies and Procedures

- a. Students will follow all NCC policies, including but not limited to those Policies regarding student conduct and attendance, as further outlined in the NCC College Catalog and NCC Student Handbook. Students are also subject to School District policies at all times during their participation in the Program.
- b. All NCC academic policies and procedures applicable to regular NCC courses and students will also apply to dual enrollment courses and dual enrollment students.
- c. Dual enrolled students must comply with NCC's Academic Progress Standards. Federal Financial Aid SAP requirements measure all students' GPA and progression, regardless of whether or not they receive aid and these requirements are applicable to dual enrolled students who are still in high school.

6) Costs, Student Resources, and Support Services

- a. Dual enrolled students will pay a reduced NCC tuition rate while participating in the Dual Enrollment Program (\$90/credit for Northampton County residents; \$95/credit for Monroe County residents).
- b. Students shall assume the full cost/payment for the course(s) and any required instructional materials.
- c. Dual enrolled students, and their legal guardians, will be responsible for any bills, costs, fees, debts, and obligations the student accrues while attending NCC.
- d. Dual enrolled students shall be eligible for NCC academic support services including tutoring, advising, counseling, and disability services.
- e. Dual enrolled students will have full privileges and access to the NCC library.

7) Obligations of the Parties

- a. By executing this MOU, each party verifies that it has read, understands and agrees to comply with the laws and regulations relevant to their respective responsibility to protect the privacy and confidentiality of School District/NCC students participating in the Program. In all ways possible, the privacy, confidentiality and security of all such information and data shall be strictly maintained. Each party agrees to abide by all applicable laws, regulations, policies, standards and the like, of any governmental or quasi-governmental entity having jurisdiction, and all of the party's respective policies pertaining to privacy, security, safety, employment, and civil rights, including but not limited to, all requirements of the Family Educational Rights and Privacy Act, the Health Insurance Privacy and Accountability Act, and the party's respective Acceptable Use of Technology Policy.
- b. Each party shall abide by its respective policies pertaining to Title IX sex discrimination, sexual harassment, harassment, and all laws, regulations, policies, and the like of any governmental or quasi-governmental entity having jurisdiction regarding same.
- c. At the eligible student/parent or guardian's written request, School District shall provide high school transcripts to NCC for students participating in the Program for purposes of enrollment admission and registration process. Transcripts will be sent to transcripts@northampton.edu and dualenrollment@northampton.edu.
- d. NCC shall maintain records of courses taken and grades received by dual enrolled students, pursuant to its then-current Record Retention Policy.
- e. Subject to eligible student/parent or guardian's written request, NCC shall submit reports (roster of enrolled students, course meeting details, and final grades) to School District once per semester during a student's enrollment in the Program.
- f. The School District shall determine, in its sole discretion, whether the NCC dual enrollment

course(s) will count toward the participating student's high school credit.

8) Miscellaneous Provisions

- a. No Waiver. The failure to enforce or require the performance at any time of the provisions of this MOU shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this MOU or any part hereof, or the right of any party thereafter to enforce each and every provision in accordance with the terms of this MOU.
- b. Severability. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.
- c. Entire Agreement/Understanding. This MOU sets forth the entire agreement and understanding between the parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this MOU.
- d. Authority. The parties executing this MOU represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this MOU, and that they have duly and properly performed all acts required to authorize them to carry out this MOU and the transactions contemplated by it.
- e. Choice of law; Jurisdiction. This MOU will be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of this MOU. The parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.
- f. Indemnification. Each party shall indemnify, defend and hold harmless the other party and its officers, directors, agents and employees from and against third party claims, damages and expenses, including, but not limited, to reasonable attorneys' fees and defense costs ("Losses"), solely to the extent arising out of the gross negligence or willful misconduct of the indemnifying party, including its officers directors, employees, representatives, assigns and agents. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist. In no event will either party be required to indemnify or hold harmless the other for the other's negligence, gross negligence or willful misconduct.
- g. Immunity. In no event shall the School District's liability either directly or for indemnity be greater than it could be liable under the Pennsylvania Political Subdivision Tort Act. The protections and immunities of the Political Subdivision Tort Act are expressly not waived by the School District. The provisions set forth in this paragraph shall survive the termination of this contract.
- h. Force Majeure. Neither party shall be deemed in default or otherwise liable under this MOU due to its inability to perform its obligations by reason of any fire, earthquake, flood, hurricane, tornado, snowstorm, epidemic, pandemic, accident, explosion, casualty, virus or other malicious software, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, act of terrorism, or any municipal, county, state or national ordinance or law, or any executive, administrative or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's reasonable control.
- i. No Assignment. Neither party shall assign any of its rights and/or obligations hereunder without the prior written consent of the other party.
- j. Binding MOU. Each party hereto binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the MOU.

- k. Criminal Background Checks/Child Abuse Clearances. At all times during the term of this MOU, the Parties shall each maintain full compliance with PA Act 34 and Act 151/33, as amended, including but not limited to the maintenance of statutorily mandated criminal history record information and child abuse clearances for all then-current employees and independent contractors.
- l. Non-Discrimination. Neither party hereto shall discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ancestry, gender, gender identity, sex, sexual orientation, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability.
- m. Notice requirements. All notices required or sought to be given under this MOU shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as shown on the first page of this MOU. Unless otherwise stated in this MOU, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail. Either party may at any time, in the manner set forth for giving notices to the other party, designate a different name and/or address to which notices to it shall be sent.

For the College (NCC):

President, Northampton Community College	Date

For the School District:

President, Board of School Directors	Date

Secretary, Board of School Directors	Date

East Stroudsburg Area School District

Enrollment Count Matrix

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

BLDG	GRADE HMRM	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	1	3	2
	21CC Total	0	0	0	0	0	0	0	1	0	1	3	2	1	8
AACS	All	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	AACS Total	0	0	0	0	0	0	0	1	0	0	0	0	0	1
ADM	All	0	0	0	0	0	0	0	0	0	1	0	0	0	1
	ADM Total	0	0	0	0	0	0	0	0	0	1	0	0	0	1
AGCC	All	1	2	2	2	2	4	2	1	1	3	3	1	2	26
	AGCC Total	1	2	2	2	2	4	2	1	1	3	3	1	2	26
AHCC	All	0	0	0	0	0	0	0	0	0	1	1	0	0	2
	AHCC Total	0	0	0	0	0	0	0	0	0	1	1	0	0	2
BES	All	57	67	60	59	61	64	0	0	0	0	0	0	0	368
	BES Total	57	67	60	59	61	64	0	0	0	0	0	0	0	368
CCAC	All	5	7	10	7	11	10	12	9	9	8	7	13	9	117
	CCAC Total	5	7	10	7	11	10	12	9	9	8	7	13	9	117
CPDL	All	0	0	0	1	1	1	1	0	0	0	0	0	0	4
	CPDL Total	0	0	0	1	1	1	1	0	0	0	0	0	0	4
EAAC	All	1	0	0	1	0	1	0	0	0	0	0	0	0	3
	EAAC Total	1	0	0	1	0	1	0	0	0	0	0	0	0	3
ECCS	All	0	0	0	0	0	0	3	3	2	0	1	2	2	13
	ECCS Total	0	0	0	0	0	0	3	3	2	0	1	2	2	13
EHN	All	0	0	0	0	0	0	0	0	0	237	236	225	237	935
	EHN Total	0	0	0	0	0	0	0	0	0	237	236	225	237	935
EHS	All	0	0	0	0	0	0	0	0	0	338	351	328	334	1351
	EHS Total	0	0	0	0	0	0	0	0	0	338	351	328	334	1351
ESE	All	84	94	100	101	110	108	0	0	0	0	0	0	0	597
	ESE Total	84	94	100	101	110	108	0	0	0	0	0	0	0	597
IPCC	All	3	1	3	2	1	1	2	3	5	3	1	4	1	30
	IPCC Total	3	1	3	2	1	1	2	3	5	3	1	4	1	30
IU20	All	11	26	11	11	11	13	12	10	14	6	8	7	24	164
	IU20 Total	11	26	11	11	11	13	12	10	14	6	8	7	24	164
JMH	All	66	97	73	72	75	65	0	0	0	0	0	0	0	448
	JMH Total	66	97	73	72	75	65	0	0	0	0	0	0	0	448
JTL	All	0	0	0	0	0	0	341	299	328	0	0	0	0	968
	JTL Total	0	0	0	0	0	0	341	299	328	0	0	0	0	968
LIS	All	0	0	0	0	0	0	186	200	212	0	0	0	0	598
	LIS Total	0	0	0	0	0	0	186	200	212	0	0	0	0	598
LLAC	All	0	0	0	0	0	0	0	1	0	2	0	0	2	5
	LLAC Total	0	0	0	0	0	0	0	1	0	2	0	0	2	5
LVAR	All	0	0	0	0	1	0	0	0	0	0	0	0	0	1
	LVAR Total	0	0	0	0	1	0	0	0	0	0	0	0	0	1
LVCS	All	0	0	0	0	0	0	0	0	0	1	3	1	3	8
	LVCS Total	0	0	0	0	0	0	0	0	0	1	3	1	3	8
MSE	All	76	75	59	75	66	79	0	0	0	0	0	0	0	430
	MSE Total	76	75	59	75	66	79	0	0	0	0	0	0	0	430
PACC	All	1	1	4	4	1	0	2	1	1	2	6	1	5	29
	PACC Total	1	1	4	4	1	0	2	1	1	2	6	1	5	29

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BLDG	GRADE HMRM	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		PADL	All	0	2	0	0	0	0	0	0	1	0	1	1
	PADL Total	0	2	0	0	0	0	0	0	1	0	1	1	0	5
PALC	All	1	3	1	0	2	1	4	0	4	4	2	3	0	25
	PALC Total	1	3	1	0	2	1	4	0	4	4	2	3	0	25
PAVC	All	1	2	3	1	3	2	3	3	2	4	3	2	1	30
	PAVC Total	1	2	3	1	3	2	3	3	2	4	3	2	1	30
RCCS	All	2	3	7	3	4	3	3	7	4	6	7	3	3	55
	RCCS Total	2	3	7	3	4	3	3	7	4	6	7	3	3	55
RES	All	70	83	51	58	75	85	0	0	0	0	0	0	0	422
	RES Total	70	83	51	58	75	85	0	0	0	0	0	0	0	422
SMI	All	49	45	44	59	56	55	0	0	0	0	0	0	0	308
	SMI Total	49	45	44	59	56	55	0	0	0	0	0	0	0	308
Total All Buildings		428	508	428	456	480	492	571	539	583	617	633	593	624	6952

NOTES:

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

PA Cyber / Charter Schools

21CC	21 st Century Cyber School
AACS	Arts Academy Charter School
ADEL	Adelphoi Ketterer Charter School
ADM	East Stroudsburg Area School District
AGCC	Agora Cyber Charter
AHCC	Achievement House Cyber Charter
BES	Bushkill Elementary
CCAC	Commonwealth Cyber Charter Academy
CPDL	Central PA Digital Learning Foundation
EAAC	Easton Arts Academy Charter
ECCS	Evergreen Community Charter School
EEAC	Executive Education Academy Charter
EHN	High School – North
EHS	High School – South
ESE	East Stroudsburg Elementary
HOME	Home-Education
IAAC	Innovative Arts Academy Charter
IPCC	Insight PA Cyber Charter
IU20	Intermediate Unit 20
JMH	JM Hill Elementary
JTL	JT Lambert Intermediate
LIS	Lehman Intermediate
LLAC	Lincoln Leadership Academy Charter
LVAR	Lehigh Valley Academy Regional Charter
LVCS	Lehigh Valley Charter School
MSE	Middle Smithfield Elementary
NPUB	Non-Public
OOD	Out-of-District
PACC	PA Cyber Charter
PADL	PA Distance Learning Cyber
PALC	PA Leadership Cyber
PAVC	PA Virtual Cyber
RCCS	Reach Cyber Charter
RES	Resica Elementary
SMI	Smithfield Elementary