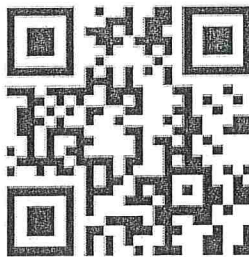


High Contrast OFF ON

## EDUCATION P&R COMMITTEE

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

Agendas & Minutes



EPR.png  
2K

Presentations

**RESOLUTION IN SUPPORT OF HOUSE RESOLUTION NO. 131 OF 2023**

**BY THE BOARD OF DIRECTORS OF**

**THE EAST STROUDSBURG AREA SCHOOL DISTRICT**

**WHEREAS**, a large portion of the Marcellus Shale Basin, which contains a huge source of natural gas and oil, sits within Pennsylvania's borders; and

**WHEREAS**, second only to Texas in production, Pennsylvania is the largest natural-gas-producing state in the United States that does not impose a severance tax on new or current gas wells, instead imposing an impact fee on producers; and

**WHEREAS**, the implementation of an impact fee rather than a severance tax has resulted in relatively stable revenues to the Commonwealth despite very substantial increases in gas production, as detailed in House Resolution No. 131 of 2023; and

**WHEREAS**, the Pennsylvania House of Representatives has passed Resolution No. 131 of 2023 directing the Legislative Budget and Finance Committee of the House to conduct a study to examine tax and fee structures that exist in the top five natural gas producing states in the United States;

**NOW THEREFORE IT BE RESOLVED** that the East Stroudsburg Area School District Board of Education fully supports the study, and, as determined to be suitable to the needs of the Commonwealth and its citizens, implementation of a sound and appropriate severance tax on the production of natural gas and oil.

**MAY IT BE FURTHER RESOLVED** that the East Stroudsburg Area School District Board of Education calls upon our fellow elected officials to support the House of Representative's efforts in these matters by passing resolutions at the local level, co-sponsoring legislation at the state level, and advocating for a just and appropriate severance tax on the production of natural gas and oil.

Adopted this 18th day of September, 2023.

Signed,

---

Richard Schlameuss, President

---

Patricia Rosado, Board Secretary

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: August 19, 2002

REVISED: April 16 2007  
November 16, 2015  
August 21, 2017  
October 18, 2021  
September 18, 2023

## 006. MEETINGS

### Section 1. Role and Function

The meetings of the Board are basic to the operation of the Board. All official action of the Board shall be taken only when the Board is in formal session.

Since members of the Board may not function officially as individuals, the Board meeting presents an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the Board works toward consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.

### Section 2. Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of State Board, or Board procedures.

### Section 3. Quorum

A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time. A school director shall be considered as being present for the purpose of determining a quorum and may participate in a public Board meeting via speakerphone or other remote means provided the following conditions are satisfied: (1) the absent member can hear the comments of those speaking at the meeting; (2) the absent member can speak to all those present at the meeting; and (3) the absent member is able to interact contemporaneously as if he or she were present in person. Such remote participation will be allowed if it has been approved by the Board President at least twelve (12) hours prior to the scheduled start of the meeting. The Board President shall, at the start of the meeting, inform all

SC 407  
65 P.S.  
701 et seq

SC 422

	present of the Board member's remote participation.
	<b>Section 4. <u>Presiding Officer</u></b>
SC 405, 426, 427, 428	The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for two (2) candidates who received the greatest number of votes.
	<b>Section 5. <u>Meeting Notifications</u></b>
65 P.S. 703, 709	Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board, at all school buildings, and on the district website.
65 P.S. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
65 P.S. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 P.S. 703, 709	c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
65 P.S. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 P.S. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Monroe County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423 65 P.S. 709	Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.

<p>65 P.S. 709</p>	<p><b><u>Section 6. Agenda Notifications</u></b></p> <p>The agenda, together with all relevant reports, shall be provided to each school director at least 3 days before the meeting.</p> <p>The district shall publicly post the agenda for all public meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:</p> <ol style="list-style-type: none"><li>1. On the district's website.</li><li>2. At the location of the meeting.</li><li>3. At the district's administrative office.</li></ol> <p>The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.</p>
<p>65 P.S. 701 et seq SC 421</p>	<p><b><u>Section 7. Agenda Preparation</u></b></p> <p>It shall be the responsibility of the Superintendent and Board President, in cooperation with the Board Secretary, to prepare an agenda of the items of business anticipated to come before the Board at each public meeting. The agenda, together with all such reports as can be completed, shall be provided each school director at least three (3) days before the meeting.</p> <p><b><u>Section 8. Regular Meetings</u></b></p> <p>At the organization meeting of the Board held annually in December, the Board shall establish the dates, times and places of its regular meetings, which shall be published.</p> <p>The meetings for organization and the stated meeting provided for by these rules and adjournment thereof shall be "regular meetings."</p> <p><b><u>Section 9. Order of Business</u></b></p> <p>The order of business shall be as follows, unless altered by the President or a majority of those present and voting:</p> <ol style="list-style-type: none"><li>1. Opening Exercises<ol style="list-style-type: none"><li>a. Call to Order</li><li>b. Pledge of Allegiance</li></ol></li></ol>

	<ul style="list-style-type: none"> <li>c. Roll Call</li> <li>d. Welcoming of Guests</li> </ul> <ul style="list-style-type: none"> <li>2. Announcement of Executive Session(s)</li> <li>3. Adoption of Agenda</li> <li>4. Approval of Minutes</li> <li>5. Reports</li> <li>6. Public Participation</li> <li>7. Unfinished Business</li> <li>8. New Business <ul style="list-style-type: none"> <li>a. Local Board Procedures</li> <li>b. Programs</li> <li>c. Pupils</li> <li>d. Personnel</li> <li>e. Finances</li> <li>f. Property</li> <li>g. Operations</li> <li>h. Community</li> </ul> </li> <li>9. Adjournment.</li> </ul> <p><b><u>Section 10. Additions to the Agenda</u></b></p>
63 Pa. C.S.A. 712.1	The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:
63 Pa. C.S.A. 703, 712.1	<i>Emergencies</i> – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.
63 Pa. C.S.A. 712.1	<p><i>Business Arising Within Twenty-Four (24) Hours Prior to the Meeting</i> – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.</p> <p><i>Majority Vote</i> – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the</p>

<p>63 Pa. C.S.A. 712.1</p>	<p>district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.</p>
<p>63 Pa. C.S.A., 707, 709, 712.1</p>	<p>The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special public meetings of the Board. These requirements and rules do not apply to:</p> <ol style="list-style-type: none"> <li>1. Conference sessions.</li> <li>2. Executive sessions.</li> </ol>
<p>63 Pa. C.S.A., 707, 709, 712.1</p>	<p>In a situation where an effective date or similar information is not available at the time of the Regular Board meeting and the agenda contains a blank or notation such as "to be determined", such information may be inserted into draft minutes by the Board Secretary, prior to approval of the official minutes.</p>
	<p><b><u>Section 11. Special Meetings</u></b></p>
<p>SC 423, 425, 426 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p>
<p>SC 426</p>	<p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.</p>
<p>SC 423</p>	<p>No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.</p>
	<p><b><u>Section 12. Public Participation</u></b></p>
<p>Pol. 903 65 P.S. 701 et seq</p>	<p>At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board policy and procedures.</p>
	<p><b><u>Section 13. Voting</u></b></p>
	<p>All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.</p>

SC 324, 508	<p>a. The following actions require the recorded unanimous affirmative vote of all members of the Board remaining in office:</p> <ol style="list-style-type: none"> <li>1. Appointing as Board Secretary a former school director who has resigned, before the expiration of the term for which the director was elected.</li> </ol>
SC 324, 508	<ol style="list-style-type: none"> <li>2. Appointing as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.</li> </ol>
SC 508, 609, 687	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full membership of the Board:</p> <ol style="list-style-type: none"> <li>1. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.</li> </ol>
SC 508, 687	<ol style="list-style-type: none"> <li>2. Adding or increasing appropriations to meet an emergency or catastrophe.</li> </ol>
SC 634	<ol style="list-style-type: none"> <li>3. Incurring a temporary debt.</li> </ol>
SC 324, 508	<ol style="list-style-type: none"> <li>4. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.</li> </ol>
SC 508, 707	<ol style="list-style-type: none"> <li>5. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.</li> </ol>
SC 508, 1129	<ol style="list-style-type: none"> <li>6. Dismissing, after a hearing, a tenured professional employee.</li> </ol>
Pol. 508, 640	<ol style="list-style-type: none"> <li>7. Borrowing in anticipation of current revenue.</li> <li>8. Adopting or change textbooks without the recommendation of the Superintendent.</li> </ol>
SC 508	<p>c. The following actions require the recorded affirmative votes of a majority of the full membership of the Board:</p> <ol style="list-style-type: none"> <li>1. Fixing the length of school term.</li> </ol>
SC 508	<ol style="list-style-type: none"> <li>2. Adopting textbooks recommended by the Superintendent.</li> </ol>
Pol. 108 SC 508, 1071, 1076	<ol style="list-style-type: none"> <li>3. Appointing the district Superintendent and Assistant Superintendent(s).</li> </ol>

SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508	10. Creating or increasing any indebtedness.
SC 508 Pol. 107	11. Adopting planned instruction.
SC 508	12. Establishing additional schools or departments.
SC 508, 621 Pol 608	13. Designating depositories for school funds.
SC 508, 687	14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine months of the fiscal year.
SC 508 Pol. 610	15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).
SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 508	17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 508, 514, 1080	18. Dismissing, after a hearing, a Superintendent, Assistant Superintendent, or a nontenured employee.
SC 212	19. Adopting a corporate seal for the district.

SC 508, 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 508, 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
SC 315, 508	23. Appointing a school director to fill a vacancy on the Board.
SC 426	24. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.
Pol. 004	25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 003	26. Adopting, amending or repealing Board procedures and policy.
	27. Approving or denying a charter school application.
	28. Approving or denying a multiple charter school organization application.
	29. Establishing joint schools or departments.
	<b><u>Section 14. Abstention from Voting</u></b>
	A school director shall be required to abstain from voting when the issue involves either one of the following:
	<b><u>Conflict of interest under the Ethics Act.</u></b>
65 Pa. C.S.A. 1102, 1103 Pol. 827	Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.
65 Pa. C.S.A. 1102	<b><u>Conflict of interest</u></b> – use by a public official of the authority of his/her or any confidential information received through his/her holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or

	a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.
65 Pa. C.S.A. 1102	<b><u>De minimis economic impact</u></b> – an economic consequence which has an insignificant effect.
65 Pa. C.S.A. 1102	<b><u>Immediate family</u></b> – parent, spouse, child, brother or sister.
65 Pa. C.S.A. 1102	<b><u>Business with which associated</u></b> – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.
SC 671, 1111	<b><u>Relative recommended for appointment to or dismissal from a teaching position.</u></b>  <b><u>Relative</u></b> – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.
62 Pa. C.S.A. 1103 Pol. 827	The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.
	<b><u>Section 15. Minutes</u></b>
65 P.S. 706 SC 518	The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all public Board meetings. Said minutes shall be comprehensible and complete and shall show: <ul style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of school directors present.</li> <li>c. The presiding officer.</li> <li>d. The substance of all official actions.</li> <li>e. Actions taken.</li> </ul>
65 P.S. 705	<ul style="list-style-type: none"> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. The names of all residents who appeared officially and the subject of their</li> </ul>

<p>65 P.S. 709, 712.1</p>	<p>testimony.</p> <p>h. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.</p>
<p>SC 433</p>	<p>In a situation where an effective date or similar information is not available at the time of the Regular Board meeting and the agenda contains a blank or notation such as "to be determined", such information may be inserted into draft minutes by the Board Secretary, prior to approval of the official minutes.</p>
<p>SC 407</p>	<p>The Board Secretary shall provide each school director with a copy of the proposed minutes of the last meeting no later than three (3) days before the next regular meeting.</p>
<p>SC 407 Pol. 800, 801</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p> <p>The minutes shall be permanently filed and indexed for reference purposes.</p> <p>All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference and, if so, shall be placed in the system as a permanent record.</p>
<p>Pol. 006 65 P.S. 703, 709</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting and shall be destroyed once the minutes of the recorded meeting have been approved by the Board.</p> <p><b><u>Section 16. Recess/Reconvene</u></b></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p>
<p>SC 425 65 P.S. 707, 708</p>	<p><b><u>Section 17. Executive Session</u></b></p> <p>The Board may hold an executive session, which is not an open public meeting, before, during, at the conclusion of a public meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p>

SC 425	<p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. Purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li> <li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li> <li>f. School safety and security, of a nature that if conducted in public, would: <ul style="list-style-type: none"> <li>• Be reasonably likely to impair the effectiveness of school safety measures.</li> <li>• Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.</li> </ul> </li> </ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
65 P.S. 701 et seq Pol. 006	<p><b><u>Section 18. Work Sessions</u></b></p> <p>The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board Procedures.</p>
65 Pa. C.S.A. 703, 709 Pol. 006	<p><b><u>Section 19. Committee Meetings</u></b></p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the standing committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p>
62 Pa. C.S.A. 701 et seq	<p>Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of any area under discussion by the committee.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 315, 324, 405, 407, 408, 421, 422, 423, 425, 426, 427, 428, 433, 508, 514, 518, 609, 612, 621, 634, 640, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq., 703, 705, 706, 707, 708, 709, 712.1, 1101 et seq., 1102, 1103</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 608, 610, 612, 800, 801, 827, 903</p>
--	---

# 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  
September 18, 2023

210. MEDICATIONS	
1. Purpose SC 510 Title 22 Sec. 7.13	<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.</p>
2. Definition	<p>For purposes of this policy, <b>medications</b> 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><b>Person in parental relation</b> - 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>
3. Authority  SC 510 Title 22 Sec. 12.41	<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>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 Certified School Nurse or other licensed school health staff (RN/LPN) 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 or other licensed school health staff (RN/LPN).</p>
4. Delegation of Responsibility Act 187 of 2004	<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>
42 Pa. C.S.A. Sec. 8337.1	<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>
Pol. 103.1, 113	<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>
5. Guidelines	<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>
SC 1409 Pol. 216	<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>
SC 1414.1 Pol. 210.1	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p>

**Delivery And Storage Of Medications**

An "Authorization for School Medication Administration" 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 or other licensed school health staff (RN/LPN) may accept a verbal order from the student's licensed prescriber only in a life-threatening situation.

An "Authorization for School Medication Administration" 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-carry and administer the emergency 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 or other licensed school health staff (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 or other licensed school health staff (RN/LPN) 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 or other licensed school health staff (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 or other licensed school health staff (RN/LPN) may refuse to administer any type of medication. The person in parental relation will be notified of this action.
8. If it is necessary to administer emergency medication, the Certified School Nurse or other licensed school health staff (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.
9. The person in parental relation is responsible for informing the Certified School Nurse or other licensed school health staff (RN/LPN) 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 Certified School Nurse or other licensed school health staff (RN/LPN). Medication, including over-the counter medications, will be administered only upon written order from the licensed prescriber.
10. All medications must be kept in the nurse's office. Students are not allowed to self-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.
11. Students in possession of over-the-counter, prescription or other types of

medications which have not been registered with the Certified School Nurse or other licensed school health staff (RN/LPN) 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.

12. The school district will incur NO liability for the use of unauthorized drugs or medications.

13. 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 (RN/LPN). Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

This policy is a directive of the Board; Certified School Nurse or other licensed school health staff (RN/LPN) 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 Certified School Nurse or other licensed school health staff (RN/LPN) 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 or other licensed school health staff (RN/LPN) 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 of privilege, and

<p>PA BD. of Nursing September 1992</p>	<p>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><b><u>Administration of Medication During Field Trips</u></b></p> <p>The “Authorization for School Medication Administration” 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><b><u>Non-aerosol Topical Sunscreen</u></b></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"> <li>1. The product is approved by the Food and Drug Administration,</li> <li>2. The person in parental relation submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and</li> <li>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.</li> </ol> <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> <p><b><u>References:</u></b></p> <p>School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41</p> <p>Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1</p>

210. MEDICATIONS - Pg. 7

	<p>Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010</p> <p>Board Policy – 000, 103.1, 113, 121, 210.1, 216</p>
--	---

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE  
RECORDS

ADOPTED: August 19, 2002

REVISED: December 15, 2008  
September 18, 2023

	216.1. SUPPLEMENTAL DISCIPLINE RECORDS
1. Authority	The school district shall maintain required records concerning students adjudicated delinquent and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, or within 1,500 feet of school property.[1][2][3][4][5]
2. Guidelines	<p data-bbox="451 783 727 814"><u>Adjudicated Students</u></p> <p data-bbox="451 856 1531 1224">The building principal or designee shall receive from the court, through the juvenile probation office, information concerning the adjudication of an enrolled student. The information may include, but not be limited to, the name and address of the student, a description of the delinquent acts committed by the student and the disposition of the case. If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication, prior delinquent history and the supervision plan. Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.[4][5]</p> <p data-bbox="451 1266 1507 1402">Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.[5]</p> <p data-bbox="451 1444 1531 1623">The school principal or designee shall share this information with the student's teacher and the principal of another school to which the student may transfer. The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the students.[4][5]</p> <p data-bbox="451 1665 1523 1843">The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[4][5][6][7][8][9]</p>

The information received from the juvenile probation office concerning an adjudicated student shall be maintained separately from the student's official school record.[4][5]

**Records Regarding Student Enrollment – Sworn Statement or Affirmation Related to Disciplinary Exclusions**

Upon registration and prior to admission to the school district, the parent, guardian or person having charge of the student shall provide a signed sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; sexual assault; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[1][8][10][11]

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[1]

This registration statement shall be maintained as part of the student's disciplinary record.

**Transfer of Disciplinary Records**

***Transfer Into the District –***

When a student transfers to this school district from another school district, a nonpublic school, or other school within this district, this district shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law and Board policy.[2][12]

***Transfer From the District –***

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. A copy of the notice initially provided by the juvenile probation office to the district shall also be provided to the school to which the student has transferred.[5]

216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 3

The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district.[5]

Legal References:

1. 24 P.S. 1304-A

2. 24 P.S. 1305-A

3. 24 P.S. 1307-A

4. 42 Pa. C.S.A. 6341

5. 237 PA Code Rule 163

6. Pol. 113.1

7. Pol. 218

8. Pol. 218.3

9. Pol. 233

10. 24 P.S. 1318.1

11. Pol. 200

12. Pol. 216

20 U.S.C. 1232g

20 U.S.C. 7118

Pol. 113.4

SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING

ADOPTED: April 14, 2003

REVISED: April 16, 2007

November 17, 2008

October 15, 2012

April 14, 2014

June 16, 2014

October 20, 2014

December 19, 2016

November 20, 2017

March 18, 2019

August 17, 2020

August 16, 2021

September 18, 2023

# EAST STROUDSBURG AREA SCHOOL DISTRICT

	249. BULLYING/CYBERBULLYING
<b>1. Purpose</b>	<p>Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.</p>
<b>2. Definitions</b>	<p><b>Bullying/Cyberbullying</b> means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, which occurs in a school setting (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:[1]</p> <ol style="list-style-type: none"> <li>1. Substantially interfering with a student's education;</li> <li>2. Creating a threatening environment; or</li> <li>3. Substantially disrupting of the orderly operation of the school.</li> </ol> <p><b>School setting</b> - means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District.[1]</p>
<b>3. Authority</b>	<p>The Board prohibits all forms of bullying/cyberbullying by district students.[1]</p> <p>The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents to the building principal or designee.</p> <p>Students are encouraged to use the district's Incident Form (218I), available from the school office, or to put the complaint in writing; however, oral complaints shall be</p>

<p><b>4. Delegation of Responsibility</b></p>	<p>accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]</p> <p><b><u>Title IX Sexual Harassment and Other Discrimination</u></b></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]</p> <p><b><u>Confidentiality</u></b></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.</p> <p><b><u>Retaliation</u></b></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying/cyberbullying.</p> <p>The Superintendent, or designee(s), shall develop administrative regulations necessary to implement this Policy.[1]</p> <p>The Superintendent, or designee(s) shall ensure that this Policy and administrative regulation(s), if any, are reviewed annually with students.[1]</p>
---	--

<p><b>5. Guidelines</b></p>	<p>The Superintendent, or designee(s), in cooperation with other appropriate School District administrators, shall review this Policy every three (3) years, and recommend necessary revisions to the Board.[1]</p> <p>District administration must annually provide the following information with the Safe School Report:[1]</p> <ol style="list-style-type: none"> <li>1. Board of School Director's Bullying/cyberbullying Policy.</li> <li>2. A report of the School District's bullying/cyberbullying incidents.</li> <li>3. Information on the development and implementation of the bullying/cyberbullying prevention, intervention, and education programs.</li> </ol> <p><b><u>Notices</u></b></p> <p>The Code of Student Conduct, which shall contain this Policy, must be disseminated annually to students.[1][6][7]</p> <p>This Policy must be accessible in every classroom. The Policy shall be posted in a prominent location within each school building where notices are usually posted, and posted on the School District's web site.[1]</p> <p><b><u>Bullying/Cyberbullying Prevention, Intervention, and Education Programs</u></b></p> <p>The School District shall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.</p> <p>Bullying/Cyberbullying prevention, intervention, and education programs shall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.</p> <ol style="list-style-type: none"> <li>a. <i>School-wide actions</i> include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:[1][8][9][10] <ol style="list-style-type: none"> <li>1. We do not bully/cyberbully others.</li> <li>2. We help students who are bullied/cyberbullied.</li> <li>3. We include students who are left out.</li> <li>4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied.</li> </ol> </li> </ol>
-----------------------------	--

- b. *Classroom level activities* include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/cyberbullying themes.
- c. *Individual interventions* include, but are not limited to, follow up with both victims and bullies/cyberbullied that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
- d. *Community involvement* encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.

#### **Consequences For Violations**

A founded charge against a School District student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied/cyberbullied from the perpetrator(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.[1][6][11]

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

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

#### **False Reports**

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

**References:**

1. 24 P.S. 1303.1-A

2. 24 P.S. 1302-E

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 218

7. 22 PA Code 12.3

8. 20 U.S.C. 7118

9. 24 P.S. 1302-A

10. Pol. 236

11. Pol. 233

Pol. 113.1

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: August 19, 2002

REVISED: June 22, 2020  
September 18, 2023

	616. PAYMENT OF BILLS
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority SC 439, 607, 1155  SC 427, 439	<p>Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment. The Business Office will prepare a check register itemizing the check number, check date, vendor, and amount to be paid and submit to the Board for approval. Checks shall be written in sequential order. Checks will not be issued until they are approved by the Board, except that the Chief Financial Officer is permitted to issue checks for:</p> <ol style="list-style-type: none"> <li>1. The prompt payment of items that will accrue to the school district's advantage.</li> <li>2. Progress payments to contractors specified in a contract approved by the Board.</li> <li>3. Progress payments for legal services and settlement obligations approved by the Board.</li> <li>4. Mandated payments for charter schools.</li> <li>5. Orders to cover approved payrolls and agency account deposits.</li> <li>6. Utility bills in months the Board does not meet.</li> <li>7. Debt service payments.</li> <li>8. Employee reimbursement for approved expenses.</li> </ol>
3. Delegation of Responsibility	<p>It shall be the responsibility of the Chief Financial Officer or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Chief Financial Officer or designee shall document on the invoice the reason for such variance.</p>

616. PAYMENT OF BILLS - Pg. 2

SC 607, 687 Pol. 612	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Chief Financial Officer or designee shall determine the coverage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p> <p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> <li>1. Check number</li> <li>2. Check date</li> <li>3. Vendor</li> <li>4. Amount of remittance</li> <li>5. Reason for remittance</li> </ol>
SC 439	<p>Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p>
SC 427, 433, 439	<p>All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer.</p>
SC 428	<p>The Vice-President may sign for the President.</p>
4. Guidelines 65 P.S. 301 et seq	<p>Signatures of the President, Vice President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p>
72 P.S. 7204(12)	<p><u>Sales Tax</u></p> <p>The school district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The school district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for school district use.</p> <p>The school district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Chief Financial Officer shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: AUGUST 17, 2009

REVISED: SEPTEMBER 18, 2023

	800. RECORDS MANAGEMENT
1. Purpose	The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.
2. Authority  65 P.S. Sec. 67.901 Pol. 828	<p>The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.</p> <p>All other district records shall be retained in accordance with state and federal laws and regulations and the district Records Management Plan approved by the Board.</p> <p>The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.</p>
3. Definitions  65 P.S. Sec. 67.102	<p><b>Electronic Mail (E-mail) System</b> - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.</p> <p><b>Litigation Hold</b> - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.</p> <p><b>Records</b> - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p> <p><b>Records Management Plan</b> - the system implemented by the district for the storage, retention, retrieval, and disposition of all records generated by district</p>

<p>4. Delegation of Responsibility</p>	<p>operations.</p> <p><b>Records Retention Schedule</b> - a comprehensive listing stating retention periods and proper disposition of records.</p> <p>Any individual responsible for the collection, maintenance and/or security of records on behalf of the district shall comply with state and federal laws and regulations, Board policies, district procedures and the Records Management Plan.</p> <p><b><u>Records Coordinator</u></b></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Director of Communications and Operations as the district's Records Coordinator who shall serve as the chairperson of the Records Management Committee.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"><li>1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:<ol style="list-style-type: none"><li>a. Operation, care and handling of the equipment and software.</li><li>b. Requirements of the Records Retention Schedule.</li><li>c. Protocols for preserving and categorizing district records.</li><li>d. Procedures and responsibilities of district staff in the event of a litigation hold.</li><li>e. Identification of what is and what is not a record.</li><li>f. Disposal of records.</li></ol></li><li>2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.</li><li>3. Identify when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.</li></ol> <p><b><u>Records Management Committee</u></b></p> <p>A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan.</p>
--	--

<p>Pol. 801 SC 433</p>	<p>Members of the Committee shall include the:</p> <ol style="list-style-type: none"> <li>1. Open Records Officer</li> <li>2. Superintendent</li> <li>3. Board Secretary</li> <li>4. District Solicitor</li> <li>5. Director of Technology or designee</li> <li>6. Chief Financial Officer or Designee</li> </ol> <p>The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.</p>
<p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C.</p>	<p>The district's Records Management Plan shall be the principal means for the storage, retention, retrieval, and disposition of manual and electronic records, including e-mails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.</p> <p>The Records Management Plan shall include:</p> <ol style="list-style-type: none"> <li>1. Comprehensive listing of records and data of the district.</li> <li>2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.</li> <li>3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.</li> <li>4. Preservation measures to protect the integrity of records and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedure.</li> <li>5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.</li> <li>6. Procedures and employee(s) designated for determining whether an item is a record.</li> <li>7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.</li> </ol>

8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access district records.
11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
  - a. Who can initiate a litigation hold.
  - b. How and to whom a litigation hold is communicated.
  - c. Who will determine which records are subject to the litigation hold.
  - d. Who will be responsible for collecting and preserving such records and data.
  - e. Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall store, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

#### **Manual Records**

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Determine restrictions on access and use.

**Electronic Records**

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

- a. List system title and responsible employee(s) or office.
- b. Identify all defined inputs and outputs of the system.
- c. Determine restrictions on access and use.

**E-mail Records**

E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message.

Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.

For each e-mail considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient

4. Date and time of transmission and/or receipt.

**Contractors**

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.

References:

School Code —24 P.S. Sec. 433, 518

Right-to-Know Law —65 P.S. Sec. 67.901 et seq.

Family Educational Rights and Privacy Act —20 U.S.C. Sec. 1232g

Federal Rules of Civil Procedure –16, 26, 34, 37, 45

Board Policy —004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233, 314, 324, 326, 334, 601, 609, 610, 618, 619, 702, 706, 716, 801, 810, 810.1, 828, 830, 912

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS  
TITLE: DATA BREACH  
NOTIFICATION  
ADOPTED: July 16, 2007  
REVISED: May 16, 2011  
September 15, 2014  
May 21, 2018  
RENUMBERED: August 15, 2022  
September 19, 2022  
REVISED: September 18, 2023

	# 830.2 DATA BREACH NOTIFICATION
<b>1. Purpose</b> <b>2. Authority</b> <b>73 P.S. § 2301 et seq.</b>	<p>The East Stroudsburg Area School District (“School District”) recognizes that data, information, and records are primary assets of and necessary to the operation, educational programs, and mission of the School District. School District data, information, and records must be protected in all their forms, on all their media, and during all the phases of their life cycle, from unauthorized or inappropriate access, use, modification, disclosure, or destruction.</p>
<b>3. Definitions</b> 73 P.S. § 2302	<p>With the increased reliance upon electronic data, and the maintenance of personal information of students, employees, and others in electronic and other formats, the School District is concerned about the risk of a breach in the electronic system’s security and other possible disclosures of personal information. This policy addresses the manner in which the School District will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p> <p>District administrators shall provide appropriate notification of any computerized system security breach to any Commonwealth resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p>Under <i>Pennsylvania’s Breach of Personal Information Notification Act</i> the subsequent words have the following meanings.</p> <p><b>Breach of the System’s Security</b> – means unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the School District as part of a database of personal information regarding multiple individuals and that causes, or the School District reasonably believes has caused or will cause loss or injury to any resident of the Commonwealth of Pennsylvania.</p>

<p>73 P.S. § 2302</p>	<p>Good faith acquisition of personal information by an employee or agent acting in good faith on behalf of the School District for the purposes of the School District is not a breach of the system's security if the personal information is not used for a purpose other than the lawful purpose of the School District and is not subject to further unauthorized disclosure.</p> <p><b>Determination</b> – A verification or reasonable certainty that a breach of the security of the system has occurred.</p> <p><b>Discovery</b> - The knowledge of or reasonable suspicion that a breach of the security of the system has occurred.</p> <p><b>Encryption</b> - The use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.</p> <p><b>Health Insurance Information</b> - An individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.</p> <p><b>Medical Information</b> - Any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.</p> <p><b>Notice</b> – Notice may be provided by any of the following methods of notification:</p> <ul style="list-style-type: none"> <li>(1) Written notice to the last known home address for the individual.</li> <li>(2) Telephonic notice, if the individual can be reasonably expected to receive it and the notice is given in a clear and conspicuous manner, describes the incident in general terms and verifies personal information but does not require the individual to provide personal information and the individual is provided with a telephone number to call or Internet website to visit for further information or assistance.</li> <li>(3) E-mail notice, if a prior business relationship exists and the person or entity has a valid e-mail address for the individual.</li> <li>(3.1) Electronic notice, if the notice directs the person whose personal information has been materially compromised by a breach of the security of the system to promptly change the person's password and security</li> </ul>
-----------------------	--

<p>73 P.S. § 2302 Policy 801</p> <p>73 P.S. §2302</p>	<p>question or answer, as applicable, or to take other steps appropriate to protect the person's online account to the extent the entity has sufficient contact information for the person.</p> <p>(4)(i) Substitute notice, if the entity demonstrates one of the following:</p> <ul style="list-style-type: none"> <li>(A) The cost of providing notice would exceed \$100,000.</li> <li>(B) The affected class of subject persons to be notified exceeds \$175,000.</li> <li>(C) The entity does not have sufficient contact information.</li> </ul> <p>(ii) Substitute notice shall consist of all of the following:</p> <ul style="list-style-type: none"> <li>(A) E-mail notice when the entity has an e-mail address for the subject persons.</li> <li>(B) Conspicuous posting of the notice on the entity's Internet website if the entity maintains one.</li> <li>(C) Notification to major Statewide media.</li> </ul> <p><b>Personal Information</b> – Personal Information includes an individual’s first name or first initial and last name in combination with and linked to any one or more of the following data elements when the data elements are not encrypted or redacted:</p> <ul style="list-style-type: none"> <li>(1) Social Security number</li> <li>(2) Driver’s license number or a State identification card number issued in lieu of a driver’s license.</li> <li>(3) Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual’s financial account.</li> <li>(4) Health information.</li> <li>(5) Health insurance information.</li> <li>(6) A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.</li> </ul> <p>The term does not include publicly available information that is lawfully made available to the general public from federal, State or local government records or widely distributed media.</p> <p><b>Records</b> – Records mean any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. The term does not include publicly available directories containing information an</p>
---	--

<p><b>4. Delegation of Responsibility</b> 73 P.S. §2301 et seq.</p>	<p>individual has voluntarily consented to have publicly disseminated or listed, such as name, address, or telephone number.</p> <p><b>Redact</b> – Redact includes, but is not limited to, alteration or truncation such that no more than the last four digits of a Social Security number, driver’s license number, State identification card number or account number is accessible as part of the data.</p> <p>Employees, agents, guests, vendors, and students must comply with the Pennsylvania mandated identity theft prevention laws, including the <i>Breach of Personal Information Notification Act</i> and the <i>Confidentiality of Social Security Number</i> law, in addition, compliance is required with:</p> <ol style="list-style-type: none"> <li>(1) This Policy and its accompanying administrative regulation(s), procedures, and rules, and</li> <li>(2) The School District’s additional relevant policies, administrative regulations, procedures, and rules (including the Student Records Policy, the Privacy and Security of Student Electronic and Digital Information Policy, the Student Records Plan, and the Information Protection Policy),</li> <li>(3) The relevant agreements that the School District has entered into with vendors to protect student, employee, and other School District data, information, and records from unauthorized disclosure and/or breach of the security of the system, and</li> <li>(4) Any similar requirement to protect computerized data as part of a database that would materially compromise the security or confidentiality of personal information maintained by the School District that causes, or the School District reasonably believes has caused or will cause loss or injury to any resident of the Commonwealth.</li> </ol> <p>Employees, agents, guests, vendors, and students, are required to protect the sensitive, confidential, personally identifiable information about students, employees and others from theft, inadvertent, negligent and willful disclosure or breach of such data, information, or records when they are under the supervision or control of the School District, and when they are not under the supervision or control of the School District, for example, but not limited to, working at home, on vacation, or elsewhere.</p> <p>School District administrators must provide notification as required by law of any breach of the system’s security to any resident whose unencrypted, unredacted, and unsecure Personal Information protected by Pennsylvania’s <i>Breach of</i></p>
---	--

	<p><i>Personal Information Notification Act</i> was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p>The Superintendent, and/or designee, in collaboration with appropriate administrators shall create and enforce additional administrative regulations, procedures, and rules to implement this Policy. The administrative regulation(s), procedures, and rules accompanying this Policy must include among other items:</p> <ol style="list-style-type: none"> <li>(1) Internal procedures following discovery of a breach, including procedures for the determination of a breach and whether notification is required, as well as details regarding timelines, who must be notified and the authorized methods of notification</li> <li>(2) Guidance in implementing the Pennsylvania <i>Data Breach Notification for Personal Information Act</i>, the <i>Confidentiality of Social Security Number</i> law, the Information Protection Policy, and the destruction of data, information, and records.</li> </ol>
<p><b>5. Guidelines</b></p>	<p>This Policy, its accompanying administrative regulation(s), procedures, and rules apply to all School District environments, whether the data, information, or records are used on School District property, or beyond School District property, in applications, systems, networks that the School District owns or that are operated by School District employees, agents, guests, vendors, business associates, or students.</p> <p>Other than data defined as public, all data, information, and records and processing resources are only accessible on a need-to-know basis to specifically identified, authenticated, and authorized individuals and entities.</p> <p><b>Notification Requirements</b></p>
<p>73 P.S. §2303(a.2)</p>	<p>Upon determination of a breach, the School District is required to provide notice within seven (7) business days to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons. In addition, the district attorney in the county where the breach occurred is required to be notified within three (3) days following the determination of the breach.</p>
<p>73 P.S. §2303(b)</p>	<p>The School District must provide notice of the Breach if the encrypted information is accessed and acquired in the unencrypted form, if the security breach is linked to a breach of the security of the encryption, or if the security breach involves a person with access to the encryption key.</p>

73 P.S. §2305a	To the extent required by law, the School District must use encryption, or other reasonable security measures, to protect the transmission of personal information over the Internet from being viewed or modified by an unauthorized third party.
15 U.S.C. §1681(a); 73 P.S. § 2305	If the School District must provide notification to more than 1,000 persons at one time, the School District shall also notify, without unreasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined in the Fair Credit Reporting Act of the timing, distribution, and number of notices.
73 P.S. §2303(c)	A vendor that maintains, stores, or manages computerized data on behalf of the School District shall provide notice of any breach of the security of the system following discovery by the vendor to the School District on whose behalf the vendor maintains, stores, or manages the data. the School District must be responsible for making any determinations and discharging any remaining duties as required by this policy.
73 P.S. § 2304	<p>The notice is required to be made without unreasonable delay unless:</p> <ol style="list-style-type: none"> <li>1. A law enforcement agency determines that the notice would impede a criminal or civil investigation and provides the school entity with written notice specifically citing to 73 P.S. 2304.</li> <li>2. It is necessary to take measures to determine the scope of the breach and to restore the reasonable integrity of the data system.</li> </ol> <p><b>Training</b></p> <p>The Superintendent, or designee, must provide training for employees, and if relevant, instructional sessions for students to assist them in knowing the importance of and how to protect sensitive, confidential, and personal data, information, and records, and how to comply with the data, information, and records requirements of this Policy and its accompanying administrative regulation(s), procedures, and rules.</p> <p><b>Consequences for Inappropriate, Unauthorized, and Illegal Violations</b></p> <p>Violations of this Policy, its administrative regulation(s), or other School District policies, administrative regulations, rules, and procedures, as well as statutes, regulations and laws may result in a variety of disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay), dismissals, expulsions, breaches of contract,</p>

<p>73 P.S. §2305a(d)</p>	<p>penalties provided in statutes, regulations, and other laws (including but not limited to penalties under Pennsylvania’s <i>Data Breach Notification for Personal Information Act</i>, and/or legal proceedings on a case-by-case basis. This Policy incorporates all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, the Code of Student Conduct, the Acceptable Use Policy, the Vendor Access Policy, and Information Protection Policy.</p> <p>This Policy must be reviewed at least annually and updated as necessary.</p> <p>References:</p> <p><i>Breach of Personal Information Notification Act</i> – 73 P.S. § 2301 et seq.  <i>Fair Credit Reporting Act</i> – 15 U.S.C. § 1681a  <i>Family Educational Rights and Privacy Act</i> – 20 U.S.C. § 1232g, 34 C.F.R. Part 99  Identity Theft Laws (PA) – 18 Pa. C.S. § 4120; 42 Pa. C.S. § 9720.1  Pennsylvania Student Records Law – 22 Pa. Code § 12.31 - § 12.32  <i>Confidentiality of Social Security Number Law</i> – 74 P.S. § 201  ESASD Board Policies, Administrative Regulations, Procedures, and Rules  <i>ESASD Student Records Plan for the Collection, Maintenance, and Dissemination of Student Records</i>  <i>ESASD Checklist for Responding to Reported and Suspected Data Security Breaches: Data Breach Notification Laws</i></p>
--------------------------	---

## **PSBA Leadership Positions up for Election**

### **2024 President-Elect (one-year term)**

#### **Allison Mathis, North Hills School District**

My name is Allison Mathis, and I am a candidate for the position of President Elect of the PSBA Governing Board.

For the past two years I have served as Vice President of the PSBA Governing Board. I also chair the Bylaws Committee and Platform Committee and assisted in the 2022 Delegate Assembly. Prior to being elected Vice President of the Governing Board, I was a PSBA Sectional Advisor.

I live in Southwestern Pennsylvania, just north of Pittsburgh. I was elected to the North Hills School District Board of Education in 2017 and I have served as North Hills School District Board President since December of 2019. I previously chaired the district's Education Committee and currently chair the Finance Committee. I am a member of various other district committees as well as an active parent volunteer. I am a dedicated school board member and exhibit professionalism in all circumstances. I also believe I bring this dedication and professionalism to my role on the PSBA Governing Board as Vice President.

Throughout my time on the school board, I have utilized and appreciated the resources, services, support, and expertise that PSBA offers. I truly believe that the support and education PSBA provides makes me a better board member and a better leader.

A graduate of The Johns Hopkins University, my professional background is in project management and communications. I have strong communication and interpersonal skills and enjoy getting to know new people. I am currently employed as a Client Services Manager for a brand and marketing agency in Pittsburgh.

I apply for the role of President Elect with no specific agenda, but for to further expand my advocacy for public education, and my involvement in PSBA. It would be my honor to represent the association and continue to champion the mission, vision, and values of PSBA.

Thank you for your consideration.

## **2024 Vice President (one-year term)**

### **Sabrina Backer, Franklin Area School District**

My name is Sabrina Backer and I'm running for Vice-President of PSBA. As an enthusiastic advocate for public education and a deep commitment to serving my community, I believe the role of Vice President is an opportunity for me to make a positive impact on our schools.

First and foremost, education is the foundation of progress and success. It is the key to unlocking the potential within each and every student. As Vice President of PSBA, I will aim to work to ensure that our public-school boards receive the support, resources, and attention they need to provide the best possible education to every child. Together we can create an educational environment that sets our students up for success.

I believe in the power of collaboration. The Vice President of PSBA plays a crucial role in fostering partnerships and I am committed to building strong relationships and facilitating open lines of communication. By bringing together diverse perspectives and ideas, we can create a stronger organization that can serve the unique needs of local boards.

An essential aspect of my candidacy is my dedication to inclusivity and diversity. Our schools should be safe spaces that embrace students from all backgrounds, cultures, and abilities. By assisting boards in championing diversity in our educational institutions, we can prepare our students to thrive in an increasingly interconnected world.

I firmly believe that effective leadership is rooted in integrity and transparency. If elected as Vice President, I will uphold these principles. I will work collaboratively to make informed decisions that prioritize the best interests of local boards.

I am running for Vice President as PSBA because I am passionate about public education and dedicated to making a difference in the lives of students. I humbly ask for your support and the opportunity to serve as your Vice President.

## **2024-2026 PSBA Treasurer (three-year term)**

### **Karen Beck Pooley, Bethlehem Area School District**

My name is Karen Beck Pooley. I'm a school director with the Bethlehem Area School District – currently running for my third term – and a member of Pennsylvanians for Fair Funding, BASD Proud Parents, our district's parent engagement and advocacy arm, and the Sectional Advisor in our area for PSBA. I'm in all of these roles because of how essential I feel public schools are to our communities and to our children: they are the biggest and most important investment we collectively make in both. Our public schools ground and build wealth for our communities, and they connect our children to countless opportunities – they are a vital pathway to upward mobility.

Advocating for BASD students and taxpayers has been a big part of my work on our board – and I've spent considerable time meeting with state reps about state-level education policy, pending legislation, and all the positive things going on in our district. I've built relationships, too, with school directors from across the state as part of this advocacy work, particularly work focused on increasing state support for our schools and ensuring that support is equitably distributed.

Beyond that, I'm proud to chair our board's Facilities Committee and to represent our board on Northampton Community College's own board. I've worked to integrate our school district into local community engagement and neighborhood planning efforts, and I also sit on the boards of both Bethlehem-based and regional nonprofit organizations.

I would be very excited to take on this new position as PSBA's Treasurer, something I see building on my role as a PSBA Sectional Advisor as well as my other advocacy work. I should share that my professional background is not in finance or accounting – I have a PhD in City Planning and am a Professor of Practice of Political Science at Lehigh University and the Director of Research and Analytics at czb LLC (an urban planning and neighborhood development consulting firm). However, I am more than comfortable developing and reviewing budgets, something I've done as a school director, at work, and in my roles on various boards.

Thank you so much your consideration and your vote.

## **PSBA Insurance Trustees**

Member entities also are asked to vote for open trustee positions on the PSBA Insurance board. PSBA Insurance provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance programs and are eligible to vote.

### **Trustee (term ends Dec. 31, 2026) – Includes two candidates (three-year term)**

*Choose up to two candidates for a three-year term.*

- Marianne Neel
- Michael Faccinetto



Michael Faccinetto, an Allwein Society Member and PSBA Master School Board Director, has been a member of the Bethlehem Area School Board (Northampton Co.) since 2009, serving as President since 2011. Faccinetto has served on the PSBA Governing Board holding multiple positions including President in 2017 and 2018. He is a member of the PSBA Insurance Trust and served as chairperson of the Platform and Policy committees as well as the Future of Membership Taskforce and PA EdPAC as well as the Co-Chair of the Commonwealth Education Blueprint.

In his personal life Faccinetto is a 5th grade teacher in the Southern Lehigh School District. He served for two years as a Teach Plus PA Senior Policy Fellow advocating for public education. Previously he worked as a licensed insurance agent in Pennsylvania for 19 years. He holds a Bachelor's of Science degree from Penn State University in Insurance and a Master's in Education from Lehigh University, and is pursuing a Doctorate in Educational Leadership from Lehigh University. Active in his community he dedicates his time serving on numerous boards including The Foundation for the Bethlehem Area School District and the Minsi Trails Council, Boy Scouts of America. He is an avid runner and marathoner and lives in Bethlehem with his wife Amy and three children: Cole (15), Sydney (13), and Owen (11).

## School Board Secretaries Forum

**Forum Steering Committee (term ends Dec. 31, 2025) – (two-year term)**

*Choose up to three individuals for a two-year term*

- **Bethanne Zeigler, Shikellamy School District**



I have been employed by the Shikellamy School District since 1997. In 2001 I began and continue serving as the Secretary to the Superintendent/Supervisor of Educational Secretaries and Board Recording Secretary. In 2014 & 2018, I served as President of the State Association's Pennsylvania School Board Association's affiliate's – DSBSA. I served as Chairman of PSBA's School Board Secretaries Forum for several years. I also served as Chairman of the PSBA Advisory Council for several years. I am a 2005 graduate of Leadership Susquehanna Valley. In my spare time, I serve as Head Cheerleading Coach for Susquehanna University. My husband and I are both passionate about our community and believe it is important to give back whenever we can to a community that helped make us what we are today.

- **Betsy Gates, Dauphin County Technical School**



I have been with DCTS for almost three years. I began as the Special Education Secretary. I was then asked to be the Assistant Board Secretary which I have been for a year and a half. In September, I was promoted to the role of Administrative Assistant/Board Secretary. I have worked in the administrative field for over 20 years. I spent 16 years with a national nonprofit then the medical field before my journey brought me to education.

- **JaimeLynn Zimerofsky, Schuylkill IU 29**



Jaime works at the Schuylkill Intermediate Unit 29 as the Executive/Board Secretary in the Administrative/Executive Office. She has been employed at the IU since September 2006 starting in the Special Education Office. In July 2016, Jaime, transitioned to her current role which duties include Board Secretary for both the Schuylkill Intermediate Unit and Schuylkill Technology Center Boards of Directors.

Jaime is married to her high school sweetheart, Adam, for 19 years and they share two “busy” boys who love playing soccer and basketball.

In response as to why she would like to be nominated to this committee: “When I first started in the position of Board Secretary this group and conference was an invaluable resource to me. I would be honored if given the opportunity to continue to give back to the group and support fellow board secretaries.”

- **Jennifer Davidson, Manheim Township School District**



Jennifer Davidson is an Executive Secretary to the Superintendent and School Board Secretary for Manheim Township School District. She has provided support in both roles for 16 years. She has served on the PSBA School Board Secretary Forum Committee for four years, with this past year as the Chair of the Committee. She enjoys collaborating with other School Board Secretaries throughout PA by speaking at state conferences and presenting during the PSBA School Board Secretary Exchange Meetings on topics such as creating minutes, Right-to-Know, Sunshine Act, Roberts' Rules of Order, Functions of a Board Secretary, and everything in between!

She and her husband Brian have four children. An active volunteer in Lancaster County, she and her daughter work year round to provide care kits to local domestic violence shelters.

# Wilderness Club Harvest Festival 2023

10/14/2023 09:00 AM # 23249

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
Wilderness Club Harvest Festival 2023	E Stroudsburg HS - S (EHS)	HSS	HS South

CONTACT *	DEPT./ACTIVITY
Robyn Shumbris	HSS/HS South

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
None	E Stroudsburg HS - S	PEEC	Pa
DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
(570) 828-2319	10/14/2023 09:00 AM	538 Emery Road	18328
DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	Departure and return in Front of ESHS-S	Dingmans Ferry	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
East Stroudsburg High School South to Peec 33 min	10/15/2023 12:00 PM	teacher	SCHOOL BUS

20.1 miles

NOTES	BILLING NOTES
This is an overnight trip. We will not need the bus driver to spend the night. The estimated distance is for our trip there and back.	None

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	30	3	0

**SUPERINTENDENT'S  
EMPLOYMENT CONTRACT**

An Agreement Between

The Board of Education  
of the  
East Stroudsburg Area School District

and

William Riker

**For the Period July 1, 2023 to June 30, 2027**

## **PREAMBLE**

THIS AGREEMENT is made and entered this 18th day of September, 2023, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as "District" or the "Board") and William Riker, an individual (hereinafter referred to as "Superintendent").

WHEREAS, the Board of Education of the District, at regularly scheduled meeting duly and properly called and held on the 18th day of September, 2023, did appoint William Riker to the office of District Superintendent for the District in accordance with the provisions of Sections 508, 1071 and 1073 of the Public School Code of 1949, as amended; and

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

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

## **TERM OF CONTRACT**

The Board, in consideration of the promises herein contained, has employed William Riker and William Riker hereby accepts said employment as Superintendent of Schools of the East Stroudsburg Area School District for a term commencing on July 1, 2023 and ending no later than June 30, 2027 ("Term").

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

## **SALARY**

The Superintendent's salary for the initial fiscal year (2023-2024) shall be Two Hundred Thirty Thousand and 00/00 dollars (\$230,000.00). The salary shall increase annually by no less than the greater of: (a) four percent (4%) per fiscal year, commencing on July 1 of each fiscal year, or (b) the salary increase provided to administrators of the District as set forth in any current or future Administrative Compensation Plan then in effect. Any such salary increase shall be provided solely upon the Superintendent's

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

### **EMPLOYEE BENEFITS**

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

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

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

American Association of School Administrators

Pennsylvania Association of School Administrators

Association for Supervision and Curriculum Development

Pennsylvania Association for Supervision and Curriculum Development

National School Boards Association

Pennsylvania School Boards Association

Any other organization requested by the Superintendent and approved by the Board

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

#### **YEARLY EVALUATION**

A. The Board shall conduct an annual written assessment of the performance of the Superintendent no later than June 30 of each year of this Agreement, unless another date for the annual performance assessment is mutually agreed upon in writing by the Board and the Superintendent. An evaluation instrument and method mutually agreed upon in writing by the Board and the Superintendent shall be utilized for the annual performance assessment, provided, however, that any evaluation instrument and method selected shall require the Board to speak in one voice by voting as an entire Board rather than "averaging" the feedback of each individual member regarding each aspect of the evaluation. A copy of the written performance assessment shall be delivered to the Superintendent and shall be discussed with the Superintendent in a private executive session of the Board limited to members of the Board and the Superintendent. The Superintendent shall have the right to make a written response to the annual performance

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

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

1. To strengthen the working relationship between the District and Superintendent and to clarify for the Superintendent and individual members of the Board the responsibilities the Board relies on Superintendent to fulfill;
2. To discuss and establish goals and/or objective performance standards for the ensuing year; and
3. To establish the basis for regular annual salary increases as set forth above.

C. Performance Expectations, Including Objective Performance Standards

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

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

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

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

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

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

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

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

capability for the Superintendent's cellular telephone, laptop computer and other technological devices, including but not limited to his iPad or other tablet computer. The Superintendent agrees to return any equipment provided by the District and all District-related computer files at the conclusion of his employment with the District, or in the alternative, to purchase the equipment at its market price as determined by the District's existing technology disposal programs.

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

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

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

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

## **GENERAL DUTIES OF THE SUPERINTENDENT**

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

Unless utilizing vacation, personal, sick or bereavement leave, or other leave as provided for herein or approved by the Board, the Superintendent shall be required to work on all days during the school term during which school is in attendance and on all days during which professional staff employees are required to be in attendance. Additionally, during the months of June through August, the Superintendent shall work Monday through Friday of each week, with the exception of days of leave and legal holidays, and subject to any alterations of the administrative calendar or work-from-home days. For the avoidance of doubt, during the months of June through August, the Superintendent will be permitted to work four-day work weeks in accordance with the schedule permitted the School District's Act 93 Administrative Employees, but only to the extent permitted the said Act 93 employees.

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

The parties hereby agree as follows:

1. The Superintendent, either personally or through his designees at his direction, will furnish recommendations to the Board of Education on all matters having to do with selection, appointment, assignment transfer, promotion, organization, reorganization, reduction, or termination of personnel employed or to be employed by the School District, any and all of which recommendations shall be subject to final approval by the Board.
2. The Superintendent shall be responsible for the total day-to-day administration of the District operations subject to compliance with officially adopted policies of the Board. All official contacts between Board members and the staff of the District shall be through the Superintendent. Nothing in this section shall preclude the right

of Board members to exercise their responsibilities as Board members in the areas of monitoring District operations, conducting oversight operations, or visiting schools, or otherwise, as set forth in Board policy or directives, as set forth in the School Code or as otherwise provided by controlling statute, guideline or regulation.

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

#### **PROFESSIONAL LIABILITY**

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

the legal position of the Board and the legal position of the Superintendent, the Superintendent may engage separate counsel and the Board shall continue to indemnify the Superintendent and pay the full costs of the Superintendent's legal defense. This obligation shall survive the termination of this Agreement.

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

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

#### **REAPPOINTMENT/RETENTION**

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

#### **TERMINATION OF AGREEMENT**

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

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

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

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

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

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

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

as set forth at Exhibit A, for the benefit of the Superintendent's spouse, shall survive said termination of this agreement pursuant to this Section F.

#### **MODIFICATION**

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

#### **APPLICABLE LAW**

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

#### **BINDING EFFECT**

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

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed this 18th day of September, 2023.

ATTEST:

BOARD OF EDUCATION OF THE EAST  
STROUDSBURG AREA SCHOOL DISTRICT

\_\_\_\_\_

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

WITNESS:

WILLIAM RIKER

\_\_\_\_\_

\_\_\_\_\_

## Appendix A

### A. Insurances

#### 1. Family Medical Coverage

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

#### 2. Family Dental Coverage

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

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

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

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

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

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

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

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

**6. Vision**

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

**B. Leaves of Absence**

**1. Sick Leave**

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

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

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

The rate paid for unused sick leave at retirement for the length of this Contract shall be Five Hundred Dollars per day (\$500.00/day), subject to annual increases of Five Percent (5%) effective as of July 1 of each year. Such payment shall be made as a non-elective employer contribution to the Superintendent's 403(b) retirement program. This benefit is subject to the following limitations:

- A. No additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days.
- B. In order to be eligible for said payment, the Superintendent must have nine (9) years of service in the East Stroudsburg Area School District.
- C. Payment shall not be made for "transferred sick leave".

If the Superintendent's sick leave becomes depleted, payment will be made for additional days lost due to illness or injury at the rate of \$150 per day for a total

amount of additional days not to exceed ten (10) days for each full year of service to the School District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the Long-Term Disability Plan provided by the School District.

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

**2. Personal Leave**

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

**3. Vacation**

The Superintendent shall be granted twenty (20) days of vacation leave during each Contract year without deduction of salary. He may accumulate up to forty-five (45) days of vacation leave. Those days accumulated in excess of forty-five (45) shall, on September 1 of the following year, be paid at the Superintendent's then-current daily rate of pay as a non-elective employer contribution to the Superintendent's 403(b) retirement program, or paid directly to the Superintendent as compensation for the current year, or divided between these two options, all at the Superintendent's election. In accordance with the recent MOU entered into between the Board and all central office administrative employees, accrued vacation leave in excess of forty-five (45) days will carry over and not be subject to this provision until December 31, 2024. Upon separation, the Superintendent shall be compensated for any unused vacation days at his then-current daily rate of pay.

**4. Disability/Child Rearing Leave**

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

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

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

**6. Bereavement Leave**

Death of Spouse, Parent or Child

Up to five (5) consecutive work days leave of absence will be allowed in the event of the death of the Superintendent's spouse, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter, or near relative who resides in the same household, or any person with whom the Superintendent has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

#### Death of Immediate Relative

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

### 7. Jury Duty

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

## C. Other Benefits

### 1. Reimbursement for Graduate Education

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

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

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

### 2. Deferred Compensation

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

# Appendix B

## EAST STROUDSBURG AREA SCHOOL DISTRICT

POSITION GUIDE: SUPERINTENDENT

### QUALIFICATIONS:

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

### PHYSICAL

#### DEMANDS:

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

### WORK RELATED

#### DEMANDS:

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

REPORTS TO: Board of Education

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

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

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

ADMINISTRATIVE LEVEL: Central Administration

Memorandum of Understanding

Between

The East Stroudsburg Area School District

And

The East Stroudsburg Area Education Association

Whereas, the East Stroudsburg Area School District (herein "District") and the East Stroudsburg Area Education Association (herein "Association") are parties to a Collective Bargaining Agreement (CBA) beginning September 1, 2021 and ending August 31, 2024 and;

Whereas, the District revised the 2023-2024 school calendar by scheduling an in-service day on election day November 2023, and;

Whereas, the last sentence in paragraph one of Article XIII, Section B, Subsection 6 (Personal Leave) within the parties' CBA states "Leave will not be granted on an in-service day..." and;

Whereas, the Association notified the District that the scheduling of an in-service day on an election day deprives bargaining unit members from participating in election duties, and;

Now, therefore, the District and Association agree:

1. To add to the last sentence in paragraph one of Article XIII, Section B, Subsection 6 (Personal Leave) to read:  
"Leave will not be granted on an in-service day or at the start of or at the end of the school term. **However, no bargaining unit member shall be denied the utilization of a personal day on an in-service day when a Local, State, or Federal election is scheduled.**"
2. Any employee requesting the use of a personal day on an in-service day when a Local, State, or Federal election is scheduled must follow the necessary process as outlined by the district when an employee is working and/or volunteering at a polling site or candidate campaign
  - Election Process Participation form must be requested 5 days in advance
  - Employee participation in such will need to have the form verified/signed by the polling/campaign representative
  - Completed forms must be returned to HR within 3 days
3. That this Memorandum shall not expand, diminish, or otherwise change the terms and conditions of employment to the parties' CBA except as expressly modified herein.

*Stephen C. Gall* 9/13/23

---

For the Association/Date

---

For the District/Date

---

Association Attest/Date

---

District Attest/Date

# Form 611

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

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

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

**Name of Requestor \***

Matthew Triolo/ Amy Polmounter

**Department \***

Building (ESSER 3)

**Building \***

East Stroudsburg South High School

**What service or item are requesting \***

Outdoor classroom furniture

150

Why are you requesting the service or item \*

An initiative to build a outdoor classroom for teachers to use throughout the year with their students. It was a project created and approved by Dr. V and Rob R to use ESSER funding. The idea originated during COVID from one of our A-TSI committees and was developed with Rob Romango

Suggested replacement \*

NA - New classroom

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

Estimated \$20,000

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

Yes

School Fix - Quote \$14,356.29

School Specialty - Quotes - \$21,953

School Outfitters- Quotes - \$13,404.76

What is the total cost of the purchase? \*

14,356.29 (quote from School Fix) + 320.48 = \$14,676.77

151

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.

NA

152

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

ESSER 3 - Angela Byne is aware

Selection of the winning proposal, was the lowest price selected? If not, please explain why and \*

the process of selecting the vendor.

No

When shopping for quotes the items needed were not the same from all the vendors. However, we were able to find similar items from each company. It should be noted that the products at School Fix met our needs based quality and description better then the other two vendors.

Any additional information you would like to provide.

Yes.

Items that we would need but are not available through the companies above:

Amazon - Raised Garden Bed with Legs Planters for Large Planters - 2 @\$62.99 = \$125.98

Amazon - Bale of Soil 1 @ 55 = \$55

Amazon - Zormy Extra Large Picnic Blanket waterproof 10 @ 13.95 = \$139.50

Total of additional purchases is \$320.48

\*\*\*I added this to the total above

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

Google Forms

153



800.930.6299

sales@schoolfix.com

PRINT

# Shopping Cart

Item	Price	QTY	Subtotal
 <b>Super Durable</b> <b>Plastic Composite</b> <b>Hexagon Table</b> <b>Color: Gray</b>	\$1,541.35	5	\$7,706.75
 <b>Premium Recycled</b> <b>Plastic Portable</b> <b>Benches with Back</b> <b>Length: 6ft.</b> <b>Color: Gray/Black</b>	\$658.85	2	\$1,317.70
 <b>Thermoplastic-</b> <b>Coated Flat Trash</b> <b>Can Lid</b> <b>Size: 55 GAL.</b>	\$209.85	1	\$209.85
 <b>Portable Double</b> <b>Sided Marker</b> <b>Boards</b> <b>Size: 4ft. x 6ft.</b> <b>Frame: Oak</b>	\$813.95	1	\$813.95
 <b>Bic Magic Marker</b> <b>Dry Erase Kit (Chisel</b> <b>Tip &amp; Tank)</b>	\$15.45	5	\$77.25
 <b>Double Sided Dry</b> <b>Erase Lap Board (18"</b> <b>x 24")</b>	\$26.85 154	32	\$859.20

Item

Price

QTY

Subtotal

Bic Magic Marker

\$6.89

3

\$20.67

Window XL - JumboChisel Tip**Color:** BlueBic Magic Marker

\$6.89

2

\$13.78

Window XL - JumboChisel Tip**Color:** PinkBic Magic Marker

\$6.89

2

\$13.78

Window XL - JumboChisel Tip**Color:** Red18in.X 44in. 34

\$565.65

2

\$1,131.30

Gallon PowderCoated SteelRecycling CanVirco Zuma Series

\$146.45

18

\$2,636.10

Floor Rocker Chair**Color:** Purple Iris**TO PLACE ORDER****Contact Us**Call 1(800) 930-6299**Email**sales@schoolfix.com**Fax**(800) 964-4029

**Procurement Summary Sheet**

**Form 611**

V1.B.2

**Wireless Door Locks for Sensory Rooms**

**A. Why are you requesting the service/needs?**

**Why:** To provide secure access to the sensory rooms at each school.

**Need:** Securing the access to the scenery rooms.

**B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. 2 Vendors**

- A.G. Mauro - \$13,200.00 - CO-STARS 008-E22-1000
- Kelly Bros. - \$16,500 - CO-STARS 008-E23-1102

**C. Procurement Method:**

- Solicited 3 vendors for quotes. Received back quotes from 2. Both are CO-STARS

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

- Yes – 2023-2024 Fiscal Year
- ACCESS Funds
- Account # TBD

**E. Selection of winning proposal**

- A.G. Mauro - \$13,200.00 - CO-STARS 008-E22-1000

**F. Other**

N/A

V.I.B.I.

Quote JCS 8/29/23-01  
Date August 29, 2023



THE A. G. MAURO COMPANY

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SCHOOL DISTRICT

Job Name: IN120 LOCKS

ATTN: ANTHONY CALDERONE  
PHONE:  
EMAIL: Anthony-calderone@esasd.net

---

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

---

11: LC-IN120-82278-BIPS-B-LNL-26D

MATERIAL PRICE: \$13,200.00

Handing required  
Includes shipping

COSTARS CONTRACT # 008-E22-1000

COSTARS VENDOR # 143426

**COSTARS**



Terms No Retention-Net 30 Days

Quoted by *Joel Stine*

No "pay-if-paid" or "pay-when-paid" clauses accepted.  
Finance charge of 1-1/4% per month.  
will be applied on invoices after 60 days.

Joel Stine  
OUTSIDE SALES

---

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

---

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_

# Procurement Summary Sheet

Form 611

VI.D.2

## Main Door Intercom Systems

### A. Why are you requesting the service/needs?

**Why:** To provide secure visitor access to each school.

**Need:** The current AirPhone systems at these schools are in need of an upgrade.

### B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.

- No. Keystone Fire Protection - \$14,429.00 - CO-STARs 040-E22-130

### C. Procurement Method:

- Contacted Keystone Fire Protection. We had purchased prior Intercom Systems from them in the past for other schools. They are a CO-STARs vendor.

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

- No, not budgeted. Requesting to use capital reserve
- CAPITAL Reserve Funds
- Account # TBD

### E. Selection of winning proposal

- Keystone Fire Protection - \$14,429.00 - CO-STARs 040-E22-130

### F. Other

N/A

V.I.D.I

# **COSTARS Contract # 040-E22-130**

PROPOSAL #: 232418-1-0

## **2N Intercom Systems**

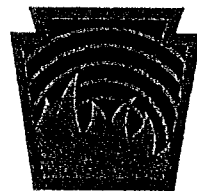
**PREPARED FOR**  
Anthony Calderone

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

**PREPARED BY:**  
Wayne Becker  
T: (610)-439-1600 | C: (610)-509-9731  
E: wayne.becker@keystonefire.com

Proposal Date: 8/21/2023

Proposal Valid To: 9/20/2023



# **KEYSTONE FIRE AND SECURITY™**

**A PYE • BARKER COMPANY**



## Estimate

### Equipment:

QTY	Manufacturer	Description
6	Axis Communications, Inc.	2N IP INTERCOM SURFACE MT W/CAMERA
6	Axis Communications, Inc.	2N IP INTEERCOM BACKPLATE
3	Axis Communications, Inc.	2N INDOOR VIEW BLACK
3	Axis Communications, Inc.	2N INDOOR DESK STAND

---

Total Purchase Price **\$14,429.00**

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

## PROJECT DESCRIPTION & INVESTMENT

---

### ▶▶▶▶ Project Investment Summary

#### System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$14,429.00**

The price above includes: equipment, and labor as described within this proposal.

#### Payment Terms:

Provide a mobilization fee in the amount of **0%** of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

Payment shall be **NET 30** of invoice date.

# PROJECT DESCRIPTION & INVESTMENT

## ▶▶▶▶ Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. 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 unethical business practice to use this information for competitive negotiations.

Accepted By: KEYSTONE FIRE AND SECURITY

Name: Wayne Becker

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

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

Accepted By: East Stroudsburg Area School District

Name: Anthony Calderone

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

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

PO or WO Number: \_\_\_\_\_

## TERMS & CONDITIONS

---

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).

Initials: \_\_\_\_\_

# Form 611

patricia-rosado@esasd.net Switch account



Resubmit to save

Your email will be recorded when you submit this form

\* Indicates required question

Untitled Section

FORM

611

## EAST STROUDSBURG AREA SCHOOL DISTRICT Procurement Form

Name of Requestor \*

Vitulli

Department \*

C&I

Building \*

Admin

163

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

**What service or item are requesting \***

Edmentum - Reading Eggs

**Why are you requesting the service or item \***

Continuation of service.

**Suggested replacement \***

n/a

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. \*

n/a will not change programming

**What is the total cost of the purchase? \***

\$10,976

You're editing your response. Sharing this URL allows others to also edit your response.

**FILL OUT A NEW RESPONSE**

164

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.

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

10-1110-650-000-00-000-004-000-0000

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

n/a

Any additional information you would like to provide.

This is our 4th year using this product

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

Back

Submit

Never submit passwords through Google Forms.

This form was created inside of East Stroudsburg Area School District. [Report Abuse](#)

Google Forms

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

167



Date: 09/06/2023  
Order Number: Q-538288  
Revision: 1  
Order Form Expiration Date: 09/24/2023

## ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

### Customer and Billing Address

Customer No.: 180763  
Customer Name: East Stroudsburg Area Sch Dist  
Billing Address: 50 Vine St  
E Stroudsburg, PA 18301-2150

### Products and Services

#### Smithfield Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	162	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

Smithfield Elementary School Subtotal: \$1,296.00

#### J M Hill Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	233	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

J M Hill Elementary School Subtotal: \$1,864.00

#### J T Lambert Intermediate Sch

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	5	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

J T Lambert Intermediate Sch Subtotal: \$40.00

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)

RECEIVED  
SEP 06 2023  
BY: M.C.



edmentum™



168



Date: 09/06/2023  
Order Number: Q-538288  
Revision: 1  
Order Form Expiration Date: 09/24/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

East Stroudsburg Elem School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	295	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

East Stroudsburg Elem School Subtotal: \$2,360.00

Middle Smithfield Elem School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	235	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12
Reading Eggs - Program License	10	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

Middle Smithfield Elem School Subtotal: \$1,960.00

Lehman Intermediate School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	5	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

Lehman Intermediate School Subtotal: \$40.00

Bushkill Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	196	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

Bushkill Elementary School Subtotal: \$1,568.00

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)



edmentum



169



Date: 09/06/2023  
Order Number: Q-538288  
Revision: 1  
Order Form Expiration Date: 09/24/2023

#### ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

Resica Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	231	09/25/2023	09/24/2024	12
Clever - SIS Integration - Reading Eggs	1	09/25/2023	09/24/2024	12

Resica Elementary School Subtotal: \$1,848.00

Total US Funds: \$10,976.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

#### Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

#### Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

#### Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

#### Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

#### Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)



edmentum

170





Date: 09/08/2023  
Order Number: Q-538288  
Revision: 1  
Order Form Expiration Date: 09/24/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

Customer Signature

Name (Printed or Typed)

Title

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)



edmentum™



171

# Form 611

patricia-rosado@esasd.net Switch account



Resubmit to save

Your email will be recorded when you submit this form

\* Indicates required question

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

vitulli

Department \*

c&i

Building \*

admin

You're editing your response. Sharing this URL allows others to also edit your response.

**FILL OUT A NEW RESPONSE**

172

**What service or item are requesting \***

Superkids supplies

**Why are you requesting the service or item \***

2nd grade student growth

**Suggested replacement \***

n/a

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. \*

n/a

**What is the total cost of the purchase? \***

\$5,894.90

You're editing your response. Sharing this URL allows others to also edit your response.

**FILL OUT A NEW RESPONSE**

173

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.

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

174

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

10-1110-640-000-10-000-004-000-0000

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

n/a

Any additional information you would like to provide.

additional materials of new program

A copy of your responses will be emailed to [patricia-rosado@esasd.net](mailto:patricia-rosado@esasd.net).

Back

Submit

Never submit passwords through Google Forms.

This form was created inside of East Stroudsburg Area School District. [Report Abuse](#)

Google Forms

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

You're editing your response. Sharing this URL allows others to also edit your response.

FILL OUT A NEW RESPONSE

176



## **QUOTE SUMMARY FOR**

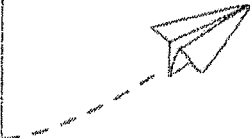
**East Stroudsburg Area Sch Dist**

East Stroudsburg, PA

Devyn Kolcun

(570) 424-8500

devyn-kolcun@esasd.net



Quote # 00050686

Issued on July 5, 2023

Expires on October 3, 2023

### **PREPARED BY**

Angie Eckerle

Account Manager

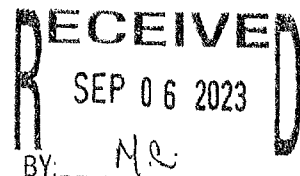
(800) 248-2568 ext. 2807

angie.eckerle@zaner-bloser.com

### **THE MATERIALS ON THIS FORM HAVE NOT BEEN ORDERED.**

To place your order, complete the Order Information page and scan/email it with this quote to our Customer Experience department at [CustomerExperience@zaner-bloser.com](mailto:CustomerExperience@zaner-bloser.com). If you have questions, please call our Customer Experience department at 800.421.3018.

177



# QUOTE SUMMARY

**ZB Zaner-Bloser**

East Stroudsburg Area Sch Dist • East Stroudsburg, PA

PROGRAM	GRADE	COST
<i>The Superkids Phonemic Awareness</i>	Grade 2	\$105.00
<i>The Superkids Reading Program</i>	Grade 2	\$5,146.00
<i>The Superkids Reading Program</i>	Multigrade	\$108.00

SUBTOTAL COST \$5,359.00

SHIPPING/PROCESSING (10%) \$535.90

**AMOUNT TO BE INVOICED \$5,894.90**

Includes materials, shipping, and processing. May not include applicable local and state taxes.

# ITEM LIST

ZB Zaner-Bloser

## The Superkids Phonemic Awareness Program: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781453136898	Superkids 2022 Grade 2 The Superkids Phonemic Awareness Set <i>Contents include: 1 set of 46 Phoneme Articulation Cards, 1 Teacher's Guide</i>	\$105.00	1	\$105.00
SUBTOTAL COST				\$105.00

## The Superkids Reading Program: Grade 2

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781614365792	Superkids 2017 Grade 2, Semester 1, The Superkids Hit Second Grade, Reader Non-Consumable	\$18.00	25	\$450.00
9781614368823	Superkids 2017 Grade 2, Semester 1, The Superkids Hit Second Grade, Super Magazines, Issues 1-4	\$24.00	25	\$600.00
9781614368991	Superkids 2017 Grade 2, Semester 1, The Superkids Hit Second Grade, Word Work Books (set of 2 books) <i>Contents include: 2 Word Work Books, 1 per student, consumable</i>	\$15.00	25	\$375.00
9781614368632	Superkids 2017 Grade 2, Semester 1, The Superkids Hit Second Grade, Warm Up Unit - Unit 8 Teacher Materials <i>Contents include: 11 Teacher's Guides, Program Guide, Backpack Page masters, Assessment Book, Letter Formation Guide</i>	\$350.00	1	\$350.00
9781614365365	Superkids 2017 Grade 2, Semester 2, The Superkids Take Off, Word Work Book	\$15.00	25	\$375.00
9781614365808	Superkids 2017 Grade 2, Semester 2, The Superkids Take Off, Reader Non-Consumable	\$18.00	25	\$450.00
9781614368830	Superkids 2017 Grade 2, Semester 2, The Superkids Take Off, Super Magazine Set Issues 5-8	\$24.00	25	\$600.00
9781614368649	Superkids 2017 Grade 2, Semester 2, The Superkids Take Off, Unit 9-16 Teacher Materials <i>Contents include: 10 Teacher's Guides, Assessment Book, Backpack Page masters</i>	\$350.00	1	\$350.00
9781614368779	Superkids 2017 Grade 2 Book Club Set <i>Contents include: 10 copies of 16 titles, 10 copies of 16 journals, 4 Teacher's Guides</i>	\$1,110.00	1	\$1,110.00
9781614365037	Superkids 2017 Grade 2 Big Book of Decoding	\$250.00	1	\$250.00
9781614368670	Superkids 2017 Grade 2 Classroom Resource Kit <i>Contents include: Superkids Skill-Building Book, Sound-Spelling Cards, Words to Know Cards, Superkids Second-Grade Poster</i>	\$205.00	1	\$205.00
9781598336344	Superkids Second- Grade Ice Cream Paper, 500 Sheets	\$31.00	1	\$31.00
SUBTOTAL COST				\$5,146.00

## The Superkids Reading Program: Multigrade

ISBN	DESCRIPTION	ITEM PRICE	QTY	TOTAL COST
9781598339475	Superkids Bendable Figures in Bus Tin	\$108.00	1	\$108.00
SUBTOTAL COST				\$108.00

# ORDER INFORMATION

ZB Zaner-Bloser

AMOUNT TO BE INVOICED (including shipping)\*

\$5,894.90

\* Add state and local taxes to the total amount of your order, if applicable. If tax exempt, please include your tax exemption number or a copy of your tax exemption certificate to qualify for zero sales tax.

**IMPORTANT** Please fill out this page completely. Missing information may result in delayed order processing.

☐ Invoice - P.O. # \_\_\_\_\_

☐ Check # \_\_\_\_\_

Make Checks Payable to: Zaner-Bloser

Authorized Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Please do not submit credit card information with this form. To prepay with a credit card, call our Customer Experience dept at 800.421.3018, Mon-Fri, 8:00 am-6:00 pm ET.

## SCHOOL INFORMATION

For use in school year: 20\_\_\_\_ to 20\_\_\_\_ First day of school: \_\_\_\_\_ Summer phone number: \_\_\_\_\_

Institution Type: ☐ District ☐ School

**DIGITAL PRODUCT INFORMATION** Complete parts A, B, and C of the Digital Product Information section to ensure online access to digital product(s).

A. Online access is controlled by a school or district *Digital Administrator*. This individual is responsible for adding and removing users throughout the school year. Additionally, this user can access important information such as parent contact information and student assessment data. Please provide the name and email of your school- or district-selected Digital Administrator below.

Name: Sue Ludwig Email: suzanne-ludwig@esasd.net

B. If this order is being submitted by a school district, diocese, or third-party ordering service, please provide a list of the school(s) that require online access. By default, your school- or district-selected Digital Administrator will manage all schools listed below. (If you have more than six schools, please attach a complete list to your order.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Online access is assigned annually. Please enter the start date of the school year you will begin using the digital product. \_\_\_\_\_

**BILL TO** School/District Name: East Stroudsburg Area Sch Dist

Contact Name: Dewyn Kolcun Contact Email: \_\_\_\_\_

Street Address: 50 VINE ST City: East Stroudsburg State: PA Zip: 18301

## DELIVERY INSTRUCTIONS — IMPORTANT

All available materials will ship at the time the order is processed unless otherwise specified. Order processing and delivery times vary depending on volumes and customer location. If there are dates you are unable to accept deliveries, please note below. If there aren't any special delivery date requirements, please check the box labeled "No Delivery Date Restrictions".

Do Not Deliver Dates: \_\_\_\_\_ ☐ No Delivery Date Restrictions

**SHIP TO** ☐ Same as BILL TO School/District Name: East Stroudsburg Area Sch Dist

Contact Name: Sue Ludwig Contact Email: \_\_\_\_\_

Street Address: 1 Gravel Rd City: East Stroudsburg State: PA Zip: 18302

**RETURNS** Returns will only be processed with prior authorization by Zaner-Bloser Customer Experience. Materials must have been purchased within 90 days and be in resalable condition. To make arrangements for a return and to ensure that you receive credit, contact Zaner-Bloser's Customer Experience department at 800.421.3018. Please do not return materials to the PO Box address. Return to: Zaner-Bloser, Returns Department, 10650 Toeppen Dr, Independence, KY 41051.

Please sign below to confirm your order and provide authorization for any applicable shipping charges and sales tax, if not sales tax exempt. Shipping is added at our standard rate of 10% or \$5.00, whichever is greater.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contact our Customer Experience Department to place your order.

Mailing Address: Zaner-Bloser, PO Box 16764, Columbus, OH 43216-6764

Email: [CustomerExperience@zaner-bloser.com](mailto:CustomerExperience@zaner-bloser.com) • Phone: 800.421.3018 • Fax: 800.992.6087

**ULINE**

1-800-295-5510

My Account | Contact Us | Sign In

Search

GO

Products

Uline Products

Quick Order

Catalog Request

Special Offers

About Us

Careers

Continue Shopping

## Shopping Cart

Empty Cart | Forward

Add Product by Model #

Model #	Description	Qty	Price	Total	Remove
H-10333GR	Flip-Top Cafeteria Table - Light Gray	3	\$1600.00/EA	\$4,800.00	X
H-9447GR	Rectangle Mobile Cafeteria Table with Benches - Light Gray	2	\$1875.00/EA	\$3,750.00	X
SUBTOTAL =				\$8,550.00	

Update

Checkout

Shipping | Sale Code:

Add | Questions?

\$300+ orders are eligible for a free item.

V/A

Quote GME 05/25-01  
Date 8/18/2023



**THE A. G. MAURO COMPANY**

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SD  
50 VINE ST  
EAST STROUDSBURG PA 18301

Job Name: SMITHFIELD ELEMENTARY  
SCHOOL OFFICE WINDOW  
Job Location:

ATTN: ANTHONY CALDERONE

PHONE: 570-424-8500

FAX: 570-588-4406

EMAIL: [anthony-calderone@esasd.net](mailto:anthony-calderone@esasd.net)

*WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:*

RIP OUT EXISTING DOOR AND SIDELITE.  
INSTALL NEW ALUMINUM WINDOW WALL WITH PASS THRU AND COUNTERTOP.

INSTALLED PRICE: \$ 9,500.00  
PLUS TAX IF APPLICABLE

STATE CONTRACT # 4400014916

COSTARS CONTRACT # 008-E22-1000 COSTARS VENDOR # 143426

**COSTARS**  
CONTRACT # 008-E22-1000

Terms No Retention-Net 30 Days

Quoted by **Greg Eckard**

No "pay-if-paid" or "pay-when-paid" clauses accepted.

**GREG ECKARD**

Finance charge of 1-1/4% per month.

**MANAGER - OUTSIDE SALES**

will be applied on invoices after 60 days.

[geckard@agmauro-hbg.com](mailto:geckard@agmauro-hbg.com) CELL 717-779-8099

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_

## Licenses for Wireless Door Locks in Sensory Rooms

**A. Why are you requesting the service/needs?**

**Why:** Genetec reader licenses and programming for Genetec supported wireless IN120 locks provided by A.G. Mauro

**Need:** Additional software licenses are needed for Genetec (Access Control System) to connect the wireless locks.

**B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. 1 Vendors**

- Keystone Fire Protection - \$5,798

**C. Procurement Method:**

- Solicited quote from Keystone, as they are the company we have been buying the Genetec licenses from.

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

- Yes – 2023-2024 Fiscal Year
- ACCESS Funds
- Account # TBD

**E. Selection of winning proposal**

- Keystone Fire Protection - \$5,798

**F. Other**

N/A

V.I.C.I

PROPOSAL #: 232419-1-0

## IN120 Wireless Locks

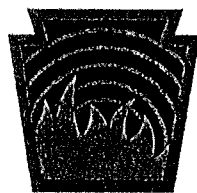
**PREPARED FOR**  
Anthony Calderone

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

**PREPARED BY:**  
Wayne Becker  
T: (610)-439-1600 | C: (610)-509-9731  
E: wayne.becker@keystonefire.com

Proposal Date: 8/29/2023

Proposal Valid To: 9/28/2023



**KEYSTONE FIRE  
AND SECURITY™**

A PYE • BARKER COMPANY

# PROJECT DESCRIPTION & INVESTMENT

## Client Information

Name: East Stroudsburg Area School District

**Site:**

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

**Billing:**

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

**Contact:**

Anthony Calderone  
5704248500  
anthony-calderone@esasd.net

## Scope of Work

We appreciate this opportunity to propose Genetec reader licenses and programming for (10) Genetec supported wireless IN120 locks provided by others.

1. Customer must provide exact lock part numbers with options.
2. Customer to provide and install Genetec supported locks.
3. Keystone Fire & Security (KF&S) to provide (10) Genetec education package reader connections.
4. KF&S to provide programming for 10 IN120 locks into customer's existing Genetec software.

## Project Investment

### Reader Licenses

**Equipment:**

QTY	Description
10	1 Synergis Education reader connectionfor K12. M

Total Purchase Price \$5,798.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

# PROJECT DESCRIPTION & INVESTMENT

## Project Investment Summary

### System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: \$5,798.00

The price above includes: equipment, and labor as described within this proposal.

### Payment Terms:

Provide a mobilization fee in the amount of **0%** of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

**\*\* New Customer - KFS Credit Check or Credit Card Required \*\***

## PROJECT DESCRIPTION & INVESTMENT

---

### ▶▶▶▶▶ Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. 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 unethical business practice to use this information for competitive negotiations.

Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Wayne Becker**

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

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

Accepted By: **East Stroudsburg Area School District**

Name: **Anthony Calderone**

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

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

PO or WO Number: \_\_\_\_\_



A PYE•BARKER COMPANY

215-641-0100 | Keystone Fire and Security | wayne.becker@keystonefire.com | keystonefire.com

## TERMS & CONDITIONS

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).

Initials: \_\_\_\_\_

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PCRD - PROCUREMENT Payment Dates: 07/01/2023 - 07/31/2023

Payment Categories: Procurement Cards  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ PCJULY0001	07/03/2023	MIGNOSIS SUPER FOOD	NORTH H FCS SCHOOL SUPPLIES		88.33 #
+ PCJULY0002	07/03/2023	MIGNOSIS SUPER FOOD	FCS HSN CLASS ROOM SUPPLY		120.02 #
+ PCJULY0003	07/03/2023	MIGNOSIS SUPER FOOD	HSN FCS CLASS ROOM SUPPLIES		169.89 #
+ PCJULY0004	07/03/2023	MIGNOSIS SUPER FOOD	HSN FCS CLASS ROOM SUPPLIES		144.76 #
+ PCJULY0005	07/03/2023	NY TIMES	DISTRICT MONTHLY SUBSCRIPTION		12.00 #
+ PCJULY0006	07/03/2023	HERSHEY LODGE	RIKER ANNUAL CONF		176.49 #
+ PCJULY0007	07/03/2023	CAPITAL ONE	HSS FCS CLASS ROOM SUPPLIES		35.03 #
+ PCJULY0008	07/03/2023	GIANT 6093	HSS FCS CLASS ROOM SUPPLIES		220.24 #
+ PCJULY0009	07/03/2023	CAPITAL ONE	JLT FCS CLASS ROOM SUPPLIES		36.81 #
+ PCJULY0010	07/03/2023	DOLLAR TREE	HSS FCS CLASS ROOM SUPPLIES		56.25 #
+ PCJULY0011	07/03/2023	WEIS MARKET INC	HSS FCS CLASS ROOM SUPPLIES		26.79 #
+ PCJULY0012	07/03/2023	CAPITAL ONE	LEH FCS CLASS ROOM SUPPLIES		839.70 #
+ PCJULY0013	07/03/2023	ZOOM VIDEOS COMMUNICATIONS MONTHLY BOARD MEETING ZOOM INC			94.99 #
+ PCJULY0014	07/03/2023	AMERICAN HEART ASSOCIATION INC	FIRST AID/CPR TRAINING-C ROSSI		174.90 #
+ PCJULY0015	07/03/2023	QUALITY INN	HS NORTH PIAA TRACK&FIELD CHAPIONSHIP		266.42 #
+ PCJULY0016	07/03/2023	QUALITY INN	HS SOUTH PIAA TRACK&FIELD CHAPIONSHIP		266.42 #
+ PCJULY0017	07/03/2023	BLUE RIDGE LUMBER COMPANY	MAINTENANCE SHOP SUPPLIES	HS SOUTH SCHOOL SUPPLIES	469.33 #
+ PCJULY0018	07/03/2023	HAJOCA CORPORATION	MAINTENANCE SHOP SUPPLIES		1,171.66 #
+ PCJULY0019	07/03/2023	COOPER ELECTRIC SUPPLY CO	MAINTENANCE SHOP SUPPLIES		4,859.56 #
+ PCJULY0020	07/03/2023	BLUE RIDGE LUMBER COMPANY	MAINTENANCE SHOP SUPPLIES		635.83 #
+ PCJULY0021	07/03/2023	WAWA	SMI SWPBIS General Supplies		57.21 #

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PCRD - PROCUREMENT Payment Dates: 07/01/2023 - 07/31/2023

Payment Categories: Procurement Cards  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ PCJULY0022	07/03/2023	WASTE MANAGEMENT	LATE FEE CREDIT		(39.03) #
+ PCJULY0023	07/03/2023	KHAN'S MONGOLIANS GRILL	JTL NJHS END OF YEAR BANQUET		240.84 #
+ PCJULY0024	07/03/2023	ADVANCE AUTO PARTS	PARTS FOR MECHANICS		1,132.32 #
+ PCJULY0025	07/03/2023	WWWNOTARYORG	NOTARY RENEWAL - K HARALDSEN		412.39 #
+ PCJULY0026	07/03/2023	WWWNOTARYORG	NOTARY RENEWAL - K HARALDSEN		(430.48) #
+ PCJULY0027	07/03/2023	VISTAPRINT USA	DISTRICT BUSINESS CARD		1,543.99 #
+ PCJULY0028	07/03/2023	VISTAPRINT USA	DISTRICT BUSINESS CARD		135.99 #
+ PCJULY0029	07/03/2023	VISTAPRINT USA	DISTRICT BUSINESS CARD		96.48 #
+ PCJULY0030	07/03/2023	DUNKIN DONUTS	PCJULY 2023		11.64 #
+ PCJULY0031	07/03/2023	DOLLAR TREE	CAFETERIA SUPPLIES- COLLEVECHIO		51.25 #
+ PCJULY0032	07/03/2023	ALDI STORE 85	CAFETERIA SUPPLIES- COLLEVECHIO		75.86 #
+ PCJULY0033	07/03/2023	WEIS MARKET INC	CAFETERIA SUPPLIES- COLLEVECHIO		72.84 #
+ PCJULY0034	07/03/2023	WEIS MARKET INC	CAFETERIA SUPPLIES- COLLEVECHIO		50.26 #
+ PCJULY0035	07/03/2023	ACE HARDWARE	CAFETERIA SUPPLIES- HENDRICKS		14.99 #
+ PCJULY0036	07/03/2023	DOLLAR TREE	CAFETERIA SUPPLIES- HENDRICKS		63.75 #
+ PCJULY0037	07/03/2023	ACE HARDWARE	CAFETERIA SUPPLIES- HENDRICKS		120.94 #
+ PCJULY0038	07/03/2023	KEYCO DISTRIBUTORS INC	CAFETERIA SUPPLIES- HENDRICKS		69.03 #
+ PCJULY0039	07/03/2023	COMFORT INN	WORKMANS COMP CONF-C DAVIDGE		225.50 #
+ PCJULY0040	07/03/2023	COMFORT INN	WORKMANS COMP CONF-S ZALL		225.50 #
+ PCJULY0041	07/03/2023	U-HAUL	PROPANE FOR BUS TRIP TO HARRISBURG		119.89 #
+ PCJULY0042	07/03/2023	U-HAUL	PROPANE FOR BUS TRIP TO CHAMBERSBURG		112.44 #
+ PCJULY0043	07/03/2023	U-HAUL	PROPANE FOR BUS TRIP TO STATE COLLEGE		167.88 #

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PCRD - PROCUREMENT Payment Dates: 07/01/2023 - 07/31/2023

Payment Categories: Procurement Cards  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ PCJULY0044	07/03/2023	COURTYARD INN	WORLD OF LEARNING CONF-M KEHR		217.56 #
+ PCJULY0045	07/03/2023	COURTYARD INN	WORLD OF LEARNING CONF-A COFFMAN		217.56 #
+ PCJULY0046	07/03/2023	PHILLIPS EXETER ACADEMY	LEADERSHIP INST CONF-T LURRY		1,635.00 #
10 - GENERAL FUND					
					15,650.05
29 - SPECIAL ACTIVITY FUND					
					57.21
50 - CAFETERIA FUND					
					518.92
80 - STUDENT ACTIVITY FUND					
					240.84
Grand Total All Funds					
					16,467.02
Grand Total Credit Cards					
					0.00
Grand Total Direct Deposits					
					0.00
Grand Total Manual Checks					
					0.00
Grand Total Other Disbursement Non-negotiables					
					16,467.02
Grand Total Procurement Card Other Disbursement Non-negotiables					
					0.00
Grand Total Regular Checks					
					16,467.02
Grand Total All Payments					

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001280	08/18/2023	95 PERCENT GROUP INC	PO Import		588.00
0000001281	08/18/2023	ADVANCE AUTO PARTS	vehicle parts & maintenance		3,246.48 #
0000001282	08/18/2023	ALAN V BRIZZI	2022 SENIOR SCHOOL REBATE		500.00
0000001283	08/18/2023	ANTHONY TUMMINIA	2022 SENIOR SCHOOL REBATE		300.00
0000001284	08/18/2023	BAND SHOPPE			585.20
0000001285	08/18/2023	BRENDA J ROHNER	2022 SENIOR SCHOOL REBATE		500.00
0000001286	08/18/2023	C & E ASSOCIATES			417.85
0000001287	08/18/2023	BRODHEAD CREEK REGIONAL AUTHORITY	WATER & SEWER ES ELM	WATER & SEWER JT LAMBERT	4,195.95 #
0000001288	08/18/2023	BRUCE IBAUGH	2022 SENIOR SCHOOL REBATE		250.00
0000001289	08/18/2023	VARSITY BRANDS HOLDING CO INC	PO Import		5,873.60
0000001290	08/18/2023	COUGHLAN COMPANIES LLC	PO Import		14,244.30
0000001291	08/18/2023	UGI CENTRAL	411008006032 JULY HS SOUTH NATURAL GAS	41100689443 JULY JTL NATURAL GAS	9,646.97
0000001292	08/18/2023	CLAUS PELZER	2022 SENIOR SCHOOL REBATE		250.00
0000001293	08/18/2023	COLONIAL INTERMEDIATE UNIT 20	22/23 MENTAL HEALTH WORKERS	22/23 ONE-ON-ONE SERVICES	498,852.20 #
0000001294	08/18/2023	DESALES UNIVERSITY ATHLETIC DEPT	PO Import		200.00
0000001295	08/18/2023	D'HUY ENGINEERING INC	project%20287034		3,107.54 #
0000001296	08/18/2023	DIRECT ENERGY BUSINESS	HS SOUTH JULY NATURAL GAS	JTL JULY NATURAL GAS	5,076.03
0000001297	08/18/2023	EAST STROUDSBURG	DED: Support Dues - Full Payroll Pay Date: 8/17/2023		3,379.98
0000001298	08/18/2023	ED FOUNDATION OF ES/GENERAL FUND	DED: Educ Found - Full Payroll Pay Date: 8/17/2023	DED: ES Scholarship - Full Payroll Pay Date: 8/17/2023	11.00
0000001299	08/18/2023	EPIC SPORTS	PO Import		750.27

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001300	08/18/2023	FRANK J DIGELOROMO	2022 SENIOR SCHOOL REBATE		500.00
0000001301	08/18/2023	FRONTIER	PO Import		2,374.08
0000001302	08/18/2023	FRONTLINE TECHNOLOGIES INC	PO Import		47,537.36
0000001303	08/18/2023	GEORGE F SHAW	2022 SENIOR SCHOOL REBATE		300.00
0000001304	08/18/2023	GOVERNMENT SOFTWARE SERVICES	PO Import		750.00
0000001305	08/18/2023	HAB-DLT	DED: Berkheimer - Full Payroll Pay Date: 8/17/2023		308.18
0000001306	08/18/2023	HAJOCA CORPORATION	E14773 JULY STATEMENT		886.86
0000001307	08/18/2023	HARRY W HELLER	2022 SENIOR SCHOOL REBATE		300.00
0000001308	08/18/2023	INTEGRAONE	PO Import		105,461.30
0000001309	08/18/2023	ITC GLOBAL NETWORKS LLC	PO Import		1,008.19
0000001310	08/18/2023	KARLA J LABAR	CONTRACT DRIVER AUG2023		5,633.28
0000001311	08/18/2023	LOIS FREDRICK	2022 SENIOR SCHOOL REBATE		500.00
0000001312	08/18/2023	MANWALAMINK WATER COMPANY	ACCT 1386 SMITHFIELD JULY WATER & SEWER FEE		1,591.80
0000001313	08/18/2023	MARGARET GREEN	2022 SENIOR SCHOOL REBATE		500.00
0000001314	08/18/2023	MET-ED	100 017 327 568 HS SOUTH JUNE ELECTRIC	100019615861 JTL JULY ELECTRIC	95,440.10 #
0000001315	08/18/2023	MODERN GAS SALES INC	02-1200 LEHMAN POOL PROPANE		253.95
0000001316	08/18/2023	MORNING CALL	bid		528.34 #
0000001317	08/18/2023	NANCY BITTNER	2022 SENIOR SCHOOL REBATE		250.00
0000001318	08/18/2023	NINA HERBSTER	2022 SENIOR SCHOOL REBATE		500.00
0000001319	08/18/2023	NORTHAMPTON CROSS COUNTRY	2400000373		200.00
0000001320	08/18/2023	NYSCSPC (NEW YORK STATE CHILD SUPPORT	DED: NY Support - Full Payroll Pay Date: 8/17/2023		208.50

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001321	08/18/2023	PENTELEDATA	FIBER PHONE LINES		740.39
0000001322	08/18/2023	QUIA	PO Import		198.00
0000001323	08/18/2023	SWEET STEVENS KATZ & WILLIAMS LLP	JUNE LEGAL FEES		16,917.00 #
0000001324	08/18/2023	THE LEIGHTON TAKEDOWN CLUB	PO Import		300.00
0000001325	08/18/2023	VERIZON WIRELESS	DISTRICT JULY CELL PHONE USE		3,457.23
0000001326	08/18/2023	WADE SCHNITZER	2022 SENIOR SCHOOL REBATE		500.00
0000001327	08/18/2023	DR JOHN BART DO	ANNUAL PHYSICAN CONTRACT 23/23		16,787.50
0000001328	08/18/2023	HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	PO Import		890.33
0000001329	08/18/2023	DENISE S ROGERS	HS SOUTH TICKET BOOTH START UP		1,500.00
0000001330	08/18/2023	OPEN TEXT INC	874847%20JULY%20DISTRICT %20PHONES		583.00
0000001331	08/18/2023	GOVCONNECTION INC	PO Import		12,300.00
0000001332	08/18/2023	CLASSLINK INC	PO Import		25,899.50
0000001333	08/18/2023	KEYSTONE FIRE PROTECTION CO	PO Import		51,549.50
0000001334	08/18/2023	MARY E KELLER	2023 SPRING TUITION 20120263	2023 SPRING TUITION 20120266	540.00
0000001335	08/18/2023	RONALD BERBERICH	2022 SENIOR SCHOOL REBATE		250.00
0000001336	08/18/2023	ROSEMARY RAMOS	2022 SENIOR SCHOOL REBATE		500.00
0000001337	08/18/2023	JOYCE HELLER	2022 SENIOR SCHOOL REBATE		300.00
0000001338	08/18/2023	HAROLD & SUZANNE HENRY	2022 SENIOR SCHOOL REBATE		250.00
0000001339	08/18/2023	MARIANNE MILLER	2022 SENIOR SCHOOL REBATE		250.00
0000001340	08/18/2023	CATASAUQUA BOOSTER CLUB	PO Import		325.00
0000001341	08/18/2023	NOTABLE INCORPORATED	PO Import		17,500.00

193

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001342	08/18/2023	PLM ENTERPRISES	PO Import		300.00
0000001343	08/18/2023	WILLIAM F PETTERSON	PO Import		900.00
0000001344	08/18/2023	DANIEL L LEON	2022 SENIOR SCHOOL REBATE		250.00
0000001345	08/18/2023	SONIA HENSLEY	2022 SENIOR SCHOOL REBATE		250.00
0000001346	08/18/2023	ANGELA SCHEMBECK	2023 SPRING TUITION 20160037-75		275.00
0000001347	08/18/2023	CHRISTOPHER S BROWN LAW OFFICES	23005011		4,633.75 #
0000001348	08/18/2023	GERALDINE SCHOUPE	2022 SENIOR SCHOOL REBATE		500.00
0000001349	08/18/2023	GERALD E SIGL	2022 SENIOR SCHOOL REBATE		500.00
0000001350	08/18/2023	PATRICIA TRACY	2022 SENIOR SCHOOL REBATE		250.00
0000001351	08/18/2023	CI SOLUTIONS	PO Import		2,835.75
0000001352	08/18/2023	ANA M SANCHEZ	2022 SENIOR SCHOOL REBATE		650.00
0000001353	08/18/2023	KELLEY BROS LLC		PO Import	307.60 #
0000001354	08/18/2023	EDUTEK SOLUTIONS LLC	PO Import		8,245.00
0000001355	08/18/2023	ALDA CHINTALAN	24000618		204.10
0000001356	08/18/2023	FRANK JR & MARLENE REPASY	2022 SENIOR SCHOOL REBATE		250.00
0000001357	08/18/2023	FRED SHOEMAKER	2022 SENIOR SCHOOL REBATE		300.00
0000001358	08/18/2023	JADWIGA GRODZKA	2022 SENIOR SCHOOL REBATE		250.00
0000001359	08/18/2023	LYNN J AMES	2022 SENIOR SCHOOL REBATE		250.00
0000001360	08/18/2023	MARGARET MANDEL	2022 SENIOR SCHOOL REBATE		500.00
0000001361	08/18/2023	SINGING TELEGRAMS BY JEFF INC	PO Import		1,850.00
0000001362	08/18/2023	BRIGHTLY SOFTWARE INC	PO Import		4,282.59
0000001363	08/18/2023	GENERAL PRINTING & DESIGN INC	PO Import		2,063.04

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001364	08/18/2023	BARBARA NORDMARK	2023 SPRING TUITION 20120277		270.00
0000001365	08/18/2023	Ginger M Oliver	2023 SPRING TUITION 20120275		270.00
0000001366	08/18/2023	NAVIGATE360 LLC	PO Import		2,650.00
0000001367	08/18/2023	ADAMS OUTDOOR ADVERTISING	24000368	24000599	6,750.00
0000001368	08/18/2023	KAREN MOCHAN	2023 SPRING 2023 TUITION 20130163-97		550.00
0000001369	08/18/2023	LISA SWENSON	2023 SPRING TUITION 20120275		270.00
0000001370	08/18/2023	CHRISTINA M DAVIDGE	mail expense		8.37
0000001371	08/18/2023	Adam C Bruck	2023 SPRING TUITION EDUC 684		2,343.00
0000001372	08/18/2023	Chrisoula K Kallinteris-Casagrande	2023 SPRING TUITION 21010237		270.00
0000001373	08/21/2023	CATHERINE M KUTTEROFF	2023 SPRING TUITION	2023 SPRING TUITION 20150057	810.00
0000001374	08/21/2023	MARISA KEHR	emp expense		296.68 #
0000001375	08/21/2023	ADAM COFFMAN	meals travel	mileage	358.80 #
0000001376	08/24/2023	21ST CENTURY CYBER CHARTER SCHOOL	recon 2022-2023		8,763.13 #
0000001377	08/24/2023	ALL AMERICAN SPORTS CORP	football	23001841	6,627.52 #
0000001378	08/24/2023	BALLARD AND TIGHE	score template 23004763		1,532.30 #
0000001379	08/24/2023	BARBARA M SANDERS	SENIOR REBATE 2022		500.00
0000001380	08/24/2023	BECKER'S SCHOOL SUPPLIES	art journal		127.92
0000001381	08/24/2023	BENCO DENTAL CO	PO Import		394.33
0000001382	08/24/2023	VARSITY BRANDS HOLDING CO INC	PO Import		18,379.25
0000001383	08/24/2023	ESATE OF CATHERINE O'BRIEN	SENIOR REBATE 2022		300.00
0000001384	08/24/2023	COLONIAL INTERMEDIATE UNIT 20	PARTIAL HOSPITALIZATION 22/23	NURSING SERVICE 22/23	207,799.76 #

\* - Non-Negotiable Disbursement  
09/12/2023 03:16:43 PM

+ - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card  
East Stroudsburg Area School District Page 5 of 18

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001385	08/24/2023	COMMONWEALTH CHARTER ACADEMY SCHOOL	2022-2023		87,372.70
0000001386	08/24/2023	DESALES UNIVERSITY ATHLETIC DEPT	ENTRY FEES for SOUTH Cross Country Invitational 2023		200.00
0000001387	08/24/2023	EAST STROUDSBURG UNIVERSITY	SPRING%202023%20TUITION		62,384.40 #
0000001388	08/24/2023	EASTERN PENNSYLVANIA CONFERENCE	League Athletic and Activity Dues 2023-2024		4,000.00
0000001389	08/24/2023	ENGLE HAMBRIGHT & DAVIES INC	PO Import		590,054.00
0000001390	08/24/2023	EVERGREEN COMMUNITY CHARTER SCHOOL	2022-2023		37,182.59
0000001391	08/24/2023	FRANK MANHART	SENIOR REBATE 2022		500.00
0000001392	08/24/2023	JANET E RICHARDS	SENIOR REBATE 2022		650.00
0000001393	08/24/2023	JO ANN AMBIO	SENIOR REBATE 2022		250.00
0000001394	08/24/2023	JOAN E BRUSH	SENIOR REBATE 2022		250.00
0000001395	08/24/2023	KAREN DUDLEY	SENIOR REBATE 2022		250.00
0000001396	08/24/2023	KING SPRY HERMAN FREUND & FAUL LLC	legal Fees		1,442.00 #
0000001397	08/24/2023	LAW SOUND & LIGHTING INC	grad 2023 sound/stage		8,000.00 #
0000001398	08/24/2023	LISA PICCIRILLI	SENIOR REBATE 2022		500.00
0000001399	08/24/2023	LLOYD & WANDA LEAP	SENIOR REBATE 2022		250.00
0000001400	08/24/2023	SANDRA MEHRINGER	SENIOR REBATE 2022		500.00
0000001401	08/24/2023	SWANK MOTION PICTURES INC	PO Import		13,006.00
0000001402	08/24/2023	NANCY E IHENEN	SENIOR REBATE 2022		250.00
0000001403	08/24/2023	NASSP/NHS/NJHS	PO Import		480.00
0000001404	08/24/2023	NORTHAMPTON CROSS COUNTRY	Varsity Boys and Girls ENTRY FEE (\$100 a piece)	ENTRY FEE Boys and Girls Middle school teams (\$50 a piece)	300.00

196

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001405	08/24/2023	OTIS ELEVATOR COMPANY	PO Import		56,893.44
0000001406	08/24/2023	PATRIOT WORKWEAR	Invoice #38270 patriot uniforms for M. Gonzalez		88.00
0000001407	08/24/2023	POCONO MOUNTAIN UNITED WAY	PO Import		16,310.00
0000001408	08/24/2023	PROSSER LABORATORIES INC	field test raw	first draw	9,957.99 #
0000001409	08/24/2023	RANDOLFO ASTACIO	SENIOR REBATE 2022		500.00
0000001410	08/24/2023	RONALD R & BARBARA M SWARTZ	SENIOR REBATE 2022		250.00
0000001411	08/24/2023	SCRANTON PRINTING CO	PO Import		11,830.00
0000001412	08/24/2023	SHARON G SKIDGEL	SENIOR REBATE 2022		415.52
0000001413	08/24/2023	SVETLANA & MARIO PESA	SENIOR REBATE 2022		300.00
0000001414	08/24/2023	SWEET STEVENS KATZ & WILLIAMS LLP	legal Fees		2,708.85 #
0000001415	08/24/2023	THERESA BLOCK	SENIOR REBATE 2022		500.00
0000001416	08/24/2023	YVONNE M SMITH	SENIOR REBATE 2022		250.00
0000001417	08/24/2023	SHI INTERNATIONAL CORP	PO Import		2,884.00
0000001418	08/24/2023	MARY L BURKE	June 2023 mile		141.87 #
0000001419	08/24/2023	BRIAN J BOROSH	confs mileage	June 2023 mileage	178.08 #
0000001420	08/24/2023	DAWN M ARNST	stamps	paper	169.66 #
0000001421	08/24/2023	JOSEPH C FEAL	June 2023 mileage		238.49 #
0000001422	08/24/2023	STACIE A AMMERMAN	Steam 2023 supplies		21.86
0000001423	08/24/2023	ROBERT J ROMAGNO	June 2023		83.45 #
0000001424	08/24/2023	BETSEY M HARRIS	SENIOR REBATE 2022		250.00
0000001425	08/24/2023	VILMA RAVO	SENIOR REBATE 2022		250.00
0000001426	08/24/2023	FRANCIS BUTTS	SENIOR REBATE 2022		300.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001427	08/24/2023	MAUREEN SWATKOWSKI	SENIOR REBATE 2022		250.00
0000001428	08/24/2023	ROBERT & ROSA GESUMARIA	SENIOR REBATE 2022		300.00
0000001429	08/24/2023	MARK & DONNA LAWLESS	SENIOR REBATE 2022		250.00
0000001430	08/24/2023	HUGO & ALBERTA FRUGIELE	SENIOR REBATE 2022		479.52
0000001431	08/24/2023	INSIGHT PA CYBER CHARTER SCHOOL	charter		693.50
0000001432	08/24/2023	HENRYKA VARGA	SENIOR REBATE 2022		650.00
0000001433	08/24/2023	JAMF HOLDINGS INC & SUBSIDIARIES	PO Import		3,237.50
0000001434	08/24/2023	ALBERT SMITH	meals	Range fee	188.48
0000001435	08/24/2023	CATHERINE WILLIAMS	SENIOR REBATE 2022		250.00
0000001436	08/24/2023	Matthew V Walters	EPC Penn Argyl		16.64
0000001437	08/24/2023	SALVATORE & GRAZIELLA SANTORO	SENIOR REBATE 2022		250.00
0000001438	08/24/2023	SMART FUTURES	PO Import		15,840.00
0000001439	08/24/2023	DOROTHY ELIG	SENIOR REBATE 2022		250.00
0000001440	08/24/2023	ANTHONY & JOYCE DITONDO	SENIOR REBATE 2022		250.00
0000001441	08/24/2023	TWYLA MASTEN	SENIOR REBATE 2022		250.00
0000001442	08/24/2023	KARL B STEPIEN	SENIOR REBATE 2022		500.00
0000001443	08/24/2023	SCENARIO LEARNING LLC	PO Import		5,385.81
0000001444	08/24/2023	ABE PARKING LOT STRIPING CO	swept both bus lots		5,639.55
0000001445	08/24/2023	ALDA CHINTALAN	reimbursement comp edu student		129.10
0000001446	08/24/2023	SUSAN ROTHROCK	SENIOR REBATE 2022		250.00
0000001447	08/24/2023	PANDADOC INC	PO Import		12,100.00
0000001448	08/24/2023	KRISTEN M LONG	2022/23 mileage	SAW	287.42 #

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001449	08/24/2023	BRIGHTLY SOFTWARE INC	PO Import		23,485.00
0000001450	08/24/2023	JAMES H & DEBRA A FREY	SENIOR REBATE 2022		250.00
0000001451	08/24/2023	ROGER L MARTIN	23003971/8885	23003971 8884	1,448.00 #
0000001452	08/24/2023	PAUL & MARIA VOTLUCKA	SENIOR REBATE 2022		250.00
0000001453	08/24/2023	DEBRA LANE JOHN	SENIOR REBATE 2022		250.00
0000001454	08/24/2023	CARDIO PARTNERS INC	PO Import		692.00
0000001455	08/24/2023	STEPHEN LENGEN	PO Import		400.00
0000001456	08/24/2023	CHRISTOPHER FREDETTE	June 2023	July mileage 2023	448.02 #
0000001457	08/24/2023	SIMPLICIA MCLAREN	reimbursement for comp edu student		586.31
0000001458	08/31/2023	ABC TROPHY STROUDSURG LLC	23005018		98.50
0000001459	08/31/2023	ADAM BURDETT	23005249		1,500.00
0000001460	08/31/2023	ALEX TANGORRA	SENIOR 2022 SCHOOL REBATE		250.00
0000001461	08/31/2023	AMERICAN RED CROSS	s munford22600419	D Schnatter22602114	558.90 #
0000001462	08/31/2023	ARTHUR HEATER JR	SENIOR 2022 SCHOOL REBATE		300.00
0000001463	08/31/2023	ASL REFRIGERATION INC	Proj 287033	REMAINDER OF CONTRACT AMOUNT	25,560.00 #
0000001464	08/31/2023	BENJAMIN & MARYANN HERBERT	SENIOR 2022 SCHOOL REBATE		250.00
0000001465	08/31/2023	BETH H MOSES, MSN, RN, CS-BC	2400000213		247.50
0000001466	08/31/2023	BILINGUAL DICTIONARIES INC	word dictionary		52.50 #
0000001467	08/31/2023	BRENDA ROAN	SENIOR 2022 SCHOOL REBATE		500.00
0000001468	08/31/2023	CAROLE MCGARRY	SENIORS 2022 SCHOOL REBATE		500.00
0000001469	08/31/2023	CAROLINE L DEARRINGER	SENIOR 2022 SCHOOL REBATE		367.94
0000001470	08/31/2023	CARRIE HALTON	PO Import		50.00

199

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001471	08/31/2023	CARRIE L PANEPINTO	miles	meals	281.70
0000001472	08/31/2023	CECILE C BUHR	SENIORS 2022 SCHOOL REBATE		650.00
0000001473	08/31/2023	CECILIA FUSCO	SENIOR 2022 SCHOOL REBATE		650.00
0000001474	08/31/2023	CHRISTINE JUCKETT	SENIOR 2022 SCHOOL REBATE		300.00
0000001475	08/31/2023	COLLEEN JOHNSTONE	SENIORS 2022 SCHOOL REBATE		250.00
0000001476	08/31/2023	COLONIAL INTERMEDIATE UNIT 20	SPECIAL EDUCATION PROGRAMS		225,972.96 #
0000001477	08/31/2023	COMPUTER DISCOUNT WAREHOUSE	PO Import		2,700.00
0000001478	08/31/2023	CONCETTA FRIEDFEL	SENIORS 2022 SCHOOL REBATE		250.00
0000001479	08/31/2023	CONCETTA SEBRING	SENIOR 2022 SCHOOL REBATE		500.00
0000001480	08/31/2023	CONTINENTAL PRESS	PO Import		842.24
0000001481	08/31/2023	COPE COMMERCIAL FLOORING & INTERIORS INC	OPEN PO FOR HSS FLOORING		322,992.90
0000001482	08/31/2023	CROMPCO LLC	BES tank cleaning		6,833.59
0000001483	08/31/2023	DASH MEDICAL GLOVES	PO Import		170.00
0000001484	08/31/2023	DELORES LABAR	SENIOR 2022 SCHOOL REBATE		500.00
0000001485	08/31/2023	DEMCO INC	PO Import		1,730.00
0000001486	08/31/2023	DENNIS DOLLEY	SENIOR 2022 SCHOOL REBATE		250.00
0000001487	08/31/2023	DENNIS R GURRY	SENIORS 2022 SCHOOL REBATE		500.00
0000001488	08/31/2023	DOLORES CASALASPRO	SENIORS 2022 SCHOOL REBATE		58.16
0000001489	08/31/2023	EAST STROUDSBURG	DED: Support Dues - Full Payroll Pay Date: 8/31/2023		2,592.45
0000001490	08/31/2023	ED FOUNDATION OF ES/GENERAL FUND	DED: Educ Found - Full Payroll Pay Date: 8/31/2023	DED: ES Scholarship - Full Payroll Pay Date: 8/31/2023	11.00
0000001491	08/31/2023	ELIZABETH A JOHNSON	SENIOR 2022 SCHOOL REBATE		300.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001492	08/31/2023	ELIZABETH A SUMMERS	SENIOR 2022 SCHOOL REBATE		250.00
0000001493	08/31/2023	ESASD CONCESSION FUND	HS NORTH CONCESSION START UP MONEY		500.00
0000001494	08/31/2023	FREDA BOGART	SENIORS 2022 SCHOOL REBATE		250.00
0000001495	08/31/2023	GERALD & TERESA LUDWIG	SENIOR 2022 SCHOOL REBATE		250.00
0000001496	08/31/2023	GET MORE MATH	PO Import		4,375.00
0000001497	08/31/2023	GOTTA GO	PO Import		380.00
0000001498	08/31/2023	HA BERKHEIMER INC	TAX COLLECTION JUNE 2023	TAX COLLECTION JULY 2023	294.82 #
0000001499	08/31/2023	HELEN J PAUL	SENIOR 2022 SCHOOL REBATE		250.00
0000001500	08/31/2023	HELENA A VLCEK	SENIOR 2022 SCHOOL REBATE		548.91
0000001501	08/31/2023	HERCULES ACHIEVEMENT INC	PO Import		876.25
0000001502	08/31/2023	HUMAN KINETICS INC	PO Import		1,331.93
0000001503	08/31/2023	IXL LEARNING	PO Import		148,225.00
0000001504	08/31/2023	JAMES & MARY HERRIOTT	SENIOR 2022 SCHOOL REBATE		250.00
0000001505	08/31/2023	JANE L GITTENS	SENIORS 2022 SCHOOL REBATE		250.00
0000001506	08/31/2023	JANE ROSENAU	SENIORS 2022 SCHOOL REBATE		500.00
0000001507	08/31/2023	JANICE POLINSKI	SENIOR 2022 SCHOOL REBATE		300.00
0000001508	08/31/2023	JEANETTE GOMES	SENIORS 2022 SCHOOL REBATE		500.00
0000001509	08/31/2023	JERRY FISH	SENIOR 2022 SCHOOL REBATE		246.64
0000001510	08/31/2023	JOHN J OROURKE	SENIORS 2022 SCHOOL REBATE		500.00
0000001511	08/31/2023	JOSEPH & MARY GILL	SENIOR 2022 SCHOOL REBATE		300.00
0000001512	08/31/2023	JOSEPH KARGOL	SENIOR 2022 SCHOOL REBATE		300.00
0000001513	08/31/2023	KATHLENE WOLFE	SENIOR 2022 SCHOOL REBATE		250.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001514	08/31/2023	KING SPRY HERMAN FREUND & FAUL LLC	Legal fees		9,247.50 #
0000001515	08/31/2023	LAKESHORE LEARNING MATERIALS	PO Import		656.85
0000001516	08/31/2023	LAMINATING & BINDING SOLUTIONS INC	PO Import		189.24
0000001517	08/31/2023	LEHIGH VALLEY FLOOR COVERING LLC	JMH	OPEN PO ADM BLDG	188,973.00
0000001518	08/31/2023	LOUIS DARVALICS	SENIOR 2022 SCHOOL REBATE		250.00
0000001519	08/31/2023	MACMILLAN HOLDINGS LL	PO Import		36,918.42
0000001520	08/31/2023	MARGARET H HOLMES	SENIORS 2022 SCHOOL REBATE		300.00
0000001521	08/31/2023	MARIANNE DAGGRES	SENIOR 2022 SCHOOL REBATE		250.00
0000001522	08/31/2023	MARIE A FITZGERALD-MEADE	SENIOR 2022 SCHOOL REBATE		500.00
0000001523	08/31/2023	MARY STREMMME	SENIOR 2022 SCHOOL REBATE		250.00
0000001524	08/31/2023	MICHAEL & JEANNE REHM	SENIORS 2022 SCHOOL REBATE		250.00
0000001525	08/31/2023	MORITZ EMBROIDERY WORKS INC	PO Import		427.50
0000001526	08/31/2023	MULTI-HEALTH SYSTEM INC	PO Import		2,167.30
0000001527	08/31/2023	MUNN ROOFING CORP	ESSERS		404,074.80
0000001528	08/31/2023	NATIONAL FIRE PROTECTION ASSOCIATION	Annual Professional Membership Rate for William Gouger, Police Office, E...		175.00
0000001529	08/31/2023	NRG BUSINESS MARKETING LLC	JM HILL JULY NATURAL GAS	SOUTH STADIUM JULY NATURAL GAS	1,792.30
0000001530	08/31/2023	NYSCSPC (NEW YORK STATE CHILD SUPPORT	DED: NY Support - Full Payroll Pay Date: 8/31/2023		208.50
0000001531	08/31/2023	OLGA MERCADO	SENIORS 2022 SCHOOL REBATE		500.00
0000001532	08/31/2023	PA ASSOCIATION OF SCHOOL ADMINSTRATORS	Superintendent's 2023-24 SY Membership		2,338.00
0000001533	08/31/2023	PAMELA C ENARI	SENIOR 2022 SCHOOL REBATE		500.00

\* - Non-Negotiable Disbursement  
09/12/2023 03:16:43 PM

+ - Procurement Card Non-Negotiable # - Payable within Payment  
East Stroudsburg Area School District

P - Prenote D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001534	08/31/2023	PLM ENTERPRISES	PO Import		300.00
0000001535	08/31/2023	POCONO FAMILY YMCA		23002399	17,350.50
0000001536	08/31/2023	QUADIENT LEASING USA INC	2400000450cus#013558643		706.80
0000001537	08/31/2023	QUADIENT LEASING USA INC	2400000450	PO Import	1,413.60
0000001538	08/31/2023	QUIA	PO Import		99.00
0000001539	08/31/2023	REBEL ATHLETIC INC	PO Import		9,548.10
0000001540	08/31/2023	ROBIN A CASPER	SENIOR 2022 SCHOOL REBATE		250.00
0000001541	08/31/2023	RONALD & KAREN MILLER	SENIORS 2022 SCHOOL REBATE		250.00
0000001542	08/31/2023	ROSEANN GWINN	SENIORS 2022 SCHOOL REBATE		500.00
0000001543	08/31/2023	RUFUS A TURNER	SENIOR 2022 SCHOOL REBATE		250.00
0000001544	08/31/2023	RUSSELL & TERRY CRUEL	SENIOR 2022 SCHOOL REBATE		500.00
0000001545	08/31/2023	RUTLEDGE EXCAVATING INC	OPEN PO		118,865.70
0000001546	08/31/2023	SAMUEL WALL	SENIOR 2022 SCHOOL REBATE		650.00
0000001547	08/31/2023	SMITHFIELD SEWER AUTHORITY	JTL 2023 2ND QTR FEE	SEWER 2023 2ND QTR FEE	13,650.00 #
0000001548	08/31/2023	SOK MING LEE	SENIORS 2022 SCHOOL REBATE		250.00
0000001549	08/31/2023	STEPHEN LENGEN	PO Import		400.00
0000001550	08/31/2023	STOTZ & FATZINGER	PO Import		10,134.00
0000001551	08/31/2023	SUN LITHO-PRINT INC	PO Import		4,890.00
0000001552	08/31/2023	TANIA RODRIGUEZ	SENIOR 2022 SCHOOL REBATE		250.00
0000001553	08/31/2023	THERESA M ELLIOTT	SENIOR 2022 SCHOOL REBATE		500.00
0000001554	08/31/2023	TITUS & MARIA EBERLY	SENIOR 2022 SCHOOL REBATE		250.00
0000001555	08/31/2023	TOBII DYNVOX	PO Import		310.00
0000001556	08/31/2023	TODAY'S CLASSROOM LLC	PO Import		412.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001557	08/31/2023	TODD SCHAFER	Game Videography for 2023 North Football season	PO Import	2,150.00
0000001558	08/31/2023	TRANE US INC	OPEN PO BES HVAC		598,460.12
0000001559	08/31/2023	WEATHERPROOFING TECHNOLOGIES INC	SME ROOFING PROJECT		580,002.35
0000001560	08/31/2023	WILLIAM F PETERSON	23000495		450.00
0000001561	08/31/2023	ASL REFRIGERATION INC	App 5 proj 287033	REMAINDER OF CONTRACT AMOUNT	21,780.00 #
0000001562	08/31/2023	BRIGHTLY SOFTWARE INC	22-23 SY AE parts		1,649.00 #
0000001563	09/08/2023	95 PERCENT GROUP INC	PO Import		499.40
0000001564	09/08/2023	AMAZON	AMAZON PO 2400000268	AMAZON PO 2400000109	2,231.49
0000001565	09/08/2023	APPLE INC	PO Import		1,278.00
0000001566	09/08/2023	AUDIOLOGY CALIBRATION SPECIALISTS	PO Import		585.00
0000001567	09/08/2023	BAND SHOPPE	23005250		369.60 #
0000001568	09/08/2023	BANKS' VACUUM SALES AND SERVICE	belts		119.97
0000001569	09/08/2023	CARL HOPPE	SENIOR 2022 SCHOOL REBATE		500.00
0000001570	09/08/2023	CAROLINA BIOLOGICAL SUPPLY CO	PO Import		365.60
0000001571	09/08/2023	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	Financial System - Human Resources	Financial System - Bidding	66,779.00
0000001572	09/08/2023	CINTAS CORPORATION #101	null		1,525.00 #
0000001573	09/08/2023	CLAUDE S CYPHERS INC	12v battery - mech room generator	INV# 00736131	339.05
0000001574	09/08/2023	D'HUY ENGINEERING INC	Open PO for 12 months of retainer services		4,000.00
0000001575	09/08/2023	DM SUPPLY SOURCE LLC	5HP 1800RPM motor	5HP 1800RPM	1,007.08
0000001576	09/08/2023	DORIS NEGRON	SENIOR 2022 SCHOOL REBATE		500.00

204

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001577	09/08/2023	EBSCO INFORMATION SERVICES	PO Import		2,668.00
0000001578	09/08/2023	ENGLE HAMBRIGHT & DAVIES INC	PO Import	Invoice# 26452 Item#447703 7/1/2023-6/30/2024 Tech Service Fee 23004955	378,420.38
0000001579	09/08/2023	EPLUS TECHNOLOGY	PO Import		30,443.97
0000001580	09/08/2023	FISHER & SON CO INC	round up		600.00
0000001581	09/08/2023	FLINN SCIENTIFIC INC	PO Import		132.34
0000001582	09/08/2023	GERHART SYSTEMS AND CONTROLS	PO Import		1,195.93
0000001583	09/08/2023	GLORIA FREDERICK	SENIOR 2022 SCHOOL REBATE		500.00
0000001584	09/08/2023	HARRY & ANNA WOLBERT	SENIOR 2022 SCHOOL REBATE		250.00
0000001585	09/08/2023	HOME DEPOT CREDIT SERVICES	MAINTENANCE & GROUNDS SUPPLIES		8,180.47
0000001586	09/08/2023	HUMAN KINETICS INC	PO Import		1,250.00
0000001587	09/08/2023	INTEGRAONE	PO Import		333,634.79
0000001588	09/08/2023	INTERSTATE TAX SERVICE BUREAU	PO Import		1,027.14
0000001589	09/08/2023	ITC GLOBAL NETWORKS LLC	DISTRICT PHONES		1,009.26
0000001590	09/08/2023	KING SPRY HERMAN FREUND & FAUL LLC	LEGAL FEES		4,641.00 #
0000001591	09/08/2023	LEO & CAROL YANOVITCH	SENIOR 2022 SCHOOL REBATE		250.00
0000001592	09/08/2023	MEDCO SUPPLY COMPANY	PO Import		21.74
0000001593	09/08/2023	MET-ED	SOUTH CAMPUS JUL ELECTRIC 100017327568	JTL AUG ELECTRIC 100019615861	84,507.92
0000001594	09/08/2023	MORITZ EMBROIDERY WORKS INC	PO Import		535.00
0000001595	09/08/2023	ROCHESTER 100 INC	Nicky's Communicator Folder - English - Metallic Blue	Nicky's Communicator Folder - English - Metallic Green	148.20

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001596	09/08/2023	PA ASSOCIATION OF SCHOOL ADMINISTRATORS	PO Import		1,313.00
0000001597	09/08/2023	POSTMASTER	RESICA%20POSTAL%20STAMPS		264.00
0000001598	09/08/2023	PSADA	PO Import		390.00
0000001599	09/08/2023	RICHARD W DANSEN SR	SENIOR 2022 SCHOOL REBATE		300.00
0000001600	09/08/2023	DTN LLC	PO Import		1,263.00
0000001601	09/08/2023	SCHOLASTIC	Item # 20 Jr. Scholastic Promo code 6419		1,120.68
0000001602	09/08/2023	VERIZON WIRELESS	DISTRICT CELL PHONES	VERIZON CELL PHONE EQUIPMENT CHRG	3,915.78
0000001603	09/08/2023	CAPITAL ONE	WALMART PO2400000822 M LEE	PO 23004946 M CAPULISH-WALMART	1,195.10
0000001604	09/08/2023	LINETTE M ZACCARO	SENIOR 2022 SCHOOL REBATE		250.00
0000001605	09/08/2023	B & H PHOTO	HSS TV Studio		421.20
0000001606	09/08/2023	CM REGENT RESOURCES	GROUP LIFE INSURANCE AUG 2023		12,210.83
0000001607	09/08/2023	CM REGENT RESOURCES	LONG TERM DISABILITY AUG 2023		10,468.33
0000001608	09/08/2023	ROSEMARIE SPANNAGEL	SENIOR 2022 SCHOOL REBATE		300.00
0000001609	09/08/2023	FUN AND FUNCTION	PO Import		3,514.85
0000001610	09/08/2023	OPEN TEXT INC	DISTRICT PHONES & FAX		600.49
0000001611	09/08/2023	TASC	Invoice# IN2810992 FSA Administration Fees 9/1/2023 - 11/30/2023		2,563.89
0000001612	09/08/2023	CHERI BURBANK	SENIOR 2022 SCHOOL REBATE		250.00
0000001613	09/08/2023	NANCY DEVIZIA	SENIOR 2022 SCHOOL REBATE		500.00
0000001614	09/08/2023	LUTZ WALLASCH	SENIOR 2022 SCHOOL REBATE		300.00
0000001615	09/08/2023	LAILA MOUSTAFA	SENIOR 2022 SCHOOL REBATE		500.00

206

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001616	09/08/2023	ALY ABDELNABY	SENIOR 2022 SCHOOL REBATE		500.00
0000001617	09/08/2023	SALVATORE POMARA	SENIOR 2022 SCHOOL REBATE		250.00
0000001618	09/08/2023	BEHAVIORAL HEALTH ASSOCIATES			9,844.00 #
0000001619	09/08/2023	CHRISTOPHER S BROWN LAW OFFICES	July 2023 Professional Services Rendered Invoice # 3110		5,462.62
0000001620	09/08/2023	CHAMPION TEAMWEAR AR	PO Import		
0000001621	09/08/2023	CAROL GREENE	SENIOR 2022 SCHOOL REBATE		339.80
0000001622	09/08/2023	DOREEN GIORDANO	SENIOR 2022 SCHOOL REBATE		500.00
0000001623	09/08/2023	AIRGAS INC	CO2 for pool		500.00
0000001624	09/08/2023	SLP TOOLKIT LLC	08/27/2023 QUOTE: PD-7008 SLP Toolkit Jacob Mcnelis , Jacob-Mcnelis@esas... OPEN PO		988.36
0000001625	09/08/2023	RUTLEDGE EXCAVATING INC	17 Premium SCC Licenses 1 year		125.44
0000001626	09/08/2023	EVERYDAY SPEECH LLC	INV# 05P292294	INV# 05P289388	81,198.40
0000001627	09/08/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	BES tank cleaning		6,091.83
0000001628	09/08/2023	CROMPCO LLC	23004853		1,354.60
0000001629	09/08/2023	GUITAR CENTER STORES INC	SENIOR 2022 SCHOOL REBATE		5,088.90
0000001630	09/08/2023	RAHMAN & RASHIDA SATTAUR	SENIOR 2022 SCHOOL REBATE		238.00 #
0000001631	09/08/2023	NORMAN GRIFFITH	SENIOR 2022 SCHOOL REBATE		250.00
0000001632	09/08/2023	HENRY S & JOYA M ZIMMERMAN	SENIOR 2022 SCHOOL REBATE		250.00
0000001633	09/08/2023	GARY POSSINGER	SENIOR 2022 SCHOOL REBATE		300.00
0000001634	09/08/2023	WAYNE CLARK	SENIOR 2022 SCHOOL REBATE		250.00
0000001635	09/08/2023	BARBARA ORLANDO MCCOMB	SENIOR 2022 SCHOOL REBATE		250.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001636	09/08/2023	ANTHONY & MARY ANN LIMA	SENIOR%202022%20SCHOOL %20REBATE		250.00
			10 - GENERAL FUND		4,824,028.76
			32 - CAPITAL RESERVE/PROJECT		1,295,139.89
			50 - CAFETERIA FUND		7,220.65
			Grand Total All Funds		6,126,389.30
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		0.00
			Grand Total Manual Checks		0.00
			Grand Total Other Disbursement Non-negotiables		0.00
			Grand Total Procurement Card Other Disbursement Non-negotiables		0.00
			Grand Total Regular Checks		6,126,389.30
			Grand Total All Payments		6,126,389.30

208

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity      Payment Dates: 08/12/2023 - 09/08/2023

**Payment Categories: Regular Checks**  
**Sort: Payment Number**

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001011	08/31/2023	DEBRA A PADAVANO	INSERVICE DAY FOOD FOR TEACHERS		300.93
0000001012	08/31/2023	E S FOODS BEVERAGE AND SPORTS LLC	CYBER STUDENTS SKYLANES MONTHLY TRIP		48.00
				29 - SPECIAL ACTIVITY FUND	348.93
				Grand Total All Funds	348.93
				Grand Total Credit Cards	0.00
				Grand Total Direct Deposits	0.00
				Grand Total Manual Checks	0.00
				Grand Total Other Disbursement Non-negotiables	0.00
				Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
				Grand Total Regular Checks	348.93
				Grand Total All Payments	348.93

* - Non-Negotiable Disbursement	+ - Procurement Card Non-Negotiable	# - Payable within Payment	P - Prenote	D - Direct Deposit	C - Credit Card
09/12/2023 03:22:06 PM					
East Stroudsburg Area School District					
Page 1 of 1					

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001040	08/14/2023	MARK HENDRICKS	mileage	June 2023 mileage	379.45
0000001041	08/16/2023	MARY JO ZANDOMENEGO	Refund		37.10
0000001042	08/31/2023	GOLD STAR FOODS INC	8730;3351;6203		1,210.46 #
0000001043	08/31/2023	CALEB PATRICK TWOMBLY	June mileage		66.74 #
0000001044	09/08/2023	DOUBLE M PRODUCTIONS	Invoice #37740		1,820.00
50 - CAFETERIA FUND					3,513.75
Grand Total All Funds					3,513.75
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					3,513.75
Grand Total All Payments					3,513.75

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: STUD - Student Activity      Payment Dates: 08/12/2023 - 09/08/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001004	09/08/2023	ROBERT PROTHRO	South Prom 2024		500.00
80 - STUDENT ACTIVITY FUND					
Grand Total All Funds					
Grand Total Credit Cards					
Grand Total Direct Deposits					
Grand Total Manual Checks					
Grand Total Other Disbursement Non-negotiables					
Grand Total Procurement Card Other Disbursement Non-negotiables					
Grand Total Regular Checks					
Grand Total All Payments					

211

211.a.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001637	09/15/2023	HUDL	Hudl Silver Additional 9/24/23 - 9/23/24	Hudl Silver (Competitive) 9/24/23 - 9/23/24	3,295.00
0000001638	09/15/2023	AGORA CYBER CHARTER SCHOOL			9,449.62 #
0000001639	09/15/2023	AMAZON	AMAZON PO 2400000223	AMAZON PO 2400000224	84,270.76
0000001640	09/15/2023	ANDREW & LAURA ZASO	SENIOR SCHOOL REBATE 2022		250.00
0000001641	09/15/2023	BARBARA PREVOST	TRANSPORTATION CONTRACT DRIVER		1,139.96
0000001642	09/15/2023	DALE D FULLER	SENIOR SCHOOL TAX REBATE		500.00
0000001643	09/15/2023	DAVID C CHRISTINE	SENIOR 2022 SCHOOL REBATE		300.00
0000001644	09/15/2023	DELAWARE VALLEY HIGH SCHOOL	2023 JTL Boys Soccer tournament at DVMS		175.00
0000001645	09/15/2023	DIANE KRUPSKI	TRANSPORTATION CONTRACT DRIVER		1,517.78
0000001646	09/15/2023	DIXIE WILSON	SENIOR SCHOOL REBATE 2022		300.00
0000001647	09/15/2023	DUSTIN SISKI	TRANSPORTATION CONTRACT DRIVER		1,580.65
0000001648	09/15/2023	EAST STROUDSBURG	DED: Support Dues - Full Payroll Pay Date: 9/14/2023		2,631.73
0000001649	09/15/2023	ED FOUNDATION OF ES/GENERAL FUND	DED: Educ Found - Full Payroll Pay Date: 9/14/2023	DED: ES Scholarship - Full Payroll Pay Date: 9/14/2023	11.00
0000001650	09/15/2023	EDWARD & PATRICIA FOLCIK	SENIOR SCHOOL TAX REBATE		250.00
0000001651	09/15/2023	ELIZABETH Z COLES	SENIOR SCHOOL TAX REBATE		250.00
0000001652	09/15/2023	EMMA FODI	SENIOR SCHOOL REBATE 2022		500.00
0000001653	09/15/2023	ENGLE HAMBRIGHT & DAVIES INC	INVOICE# 25878 ITEM#437669 D.KELLY/TREASURE PUBLIC OFFICIAL BOND		250.00
0000001654	09/15/2023	EASTERN PENN SUPPLY COMPANY	cut okum		12.40
0000001655	09/15/2023	ERNEST R GUDZYK	SENIOR SCHOOL TAX REBATE		500.00

211.6.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund      Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001656	09/15/2023	FOLLETT SCHOOL SOLUTIONS INC	LIBRAURY PO 2400000288 ONLINE BOOKS		10,124.10
0000001657	09/15/2023	FRANCES ROTH	SENIOR SCHOOL TAX REBATE		300.00
0000001658	09/15/2023	GOVERNMENT SOFTWARE SERVICES	July 2023 Tax Collector Monthly Lease for Pike and Porter Twp.		100.00
0000001659	09/15/2023	HA BERKHEIMER INC	TAX COLLECTION JUNE 2023	TAX COLLECTION JULY 2023	294.82
0000001660	09/15/2023	HAB-DLT	DED: Berkheimer - Full Payroll Pay Date: 9/14/2023		1,377.23
0000001661	09/15/2023	HELEN WHITTAKER	SENIOR SCHOOL REBATE		250.00
0000001662	09/15/2023	HILLTOP SALES & SERVICE	wet charged battery		72.22
0000001663	09/15/2023	INTEGRAONE	PO Import	23003267	55,272.42
0000001664	09/15/2023	INTEGRITEC INC	HSN	RES	4,145.00
0000001665	09/15/2023	JANET FREDERICK	SENIOR SCHOOL TAX REBATE		500.00
0000001666	09/15/2023	JOAN SADOWSKI	SENIOR SCHOOL REBATE		500.00
0000001667	09/15/2023	JENNIE BOLLES	SENIOR SCHOOL TAX REBATE		188.06
0000001668	09/15/2023	BARBARA POLICASTRO	SENIOR SCHOOL REBATE 2022		300.00
0000001669	09/15/2023	JOSEPH FUCHS	TRANSPORTATION CONTRACT DRIVER		3,884.16
0000001670	09/15/2023	KARLA J LABAR	TRANSPORTATION CONTRACT DRIVER		3,881.52
0000001671	09/15/2023	KATHARINE HOLMES	TRANSPORTATION CONTRACT DRIVER		1,611.04
0000001672	09/15/2023	LAKESHORE LEARNING MATERIALS	PO Import		1,709.90
0000001673	09/15/2023	LANCASTER-LEBANON IU#13	PO Import		17,365.00
0000001674	09/15/2023	LEOCADIO & MARIA D SANDOZ	SENIOR SCHOOL TAX REBATE		500.00
0000001675	09/15/2023	LEON CLAPPER PLUMBING HEATING & WATER CONDIT	backflow testing HSS	backflow testing HSN	2,700.00

211.c

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund      Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001676	09/15/2023	LISA ROSEN-GERST	TRANSPORTATION CONTRACT DRIVER		2,365.20
0000001677	09/15/2023	MARIA FRASCELLA	TRANSPORTATION CONTRACT DRIVER		840.63
0000001678	09/15/2023	MARSHALLS CREEK PLUMB&ELECT SUPPLIES	107a air vent	11/4 propress ball valve	7,915.02
0000001679	09/15/2023	MARY NUGENT	SENIOR SCHOOL REBATE		250.00
0000001680	09/15/2023	MARYANN KELLY	SENIOR SCHOOL TAX REBATE		300.00
0000001681	09/15/2023	MARYJANE STIGLIANO	SENIOR SCHOOL REBATE		250.00
0000001682	09/15/2023	MEIER SUPPLY CO INC	single zone cooling outdoor unit	3 x 3 ceiling cassette indoor unit	6,808.56
0000001683	09/15/2023	MESKO GLASS CO INC	34x14 plate glass HSS		295.00
0000001684	09/15/2023	MIGUEL DEJESUS	TRANSPORTATION CONTRACT DRIVER		2,754.62
0000001685	09/15/2023	NANCY T PETERS	SENIOR SCHOOL TAX REBATE		250.00
0000001686	09/15/2023	NCS PEARSON INC	PO Import		24,288.00
0000001687	09/15/2023	NYSCSPC (NEW YORK STATE CHILD SUPPORT	DED: NY Support - Full Payroll Pay Date: 9/14/2023		436.61
0000001688	09/15/2023	OFFICE DEPOT	PO Import		1,259.65
0000001689	09/15/2023	PATRICIA MARKOWITZ	SENIOR SCHOOL TAX REBATE		500.00
0000001690	09/15/2023	PATRICIA MURPHY	SENIOR SCHOOL REBATE 2022		300.00
0000001691	09/15/2023	PENNSYLVANIA CYBER CHARTER SCHOOL			69,772.96 #
0000001692	09/15/2023	PENNSYLVANIA ONE CALL SYSTEM INC	PO Import		15.26
0000001693	09/15/2023	PLANK ROAD PUBLISHING	PO Import		144.95
0000001694	09/15/2023	PORTA PHONE	PO Import		147.96
0000001695	09/15/2023	PROSSER LABORATORIES INC	RES raw field testing	RES water samples	12,327.75

211.2

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001696	09/15/2023	QUILL CORPORATION	PO Import		3,264.49
0000001697	09/15/2023	ROBERT A HALDER	SENIOR SCHOOL TAX REBATE		500.00
0000001698	09/15/2023	SCHOOL HEALTH CORPORATION	PO Import		79.92
0000001699	09/15/2023	STEVE SHANNON TIRE & AUTO CENTER	repair to zero turn	15x6 tires for zero turn	75.00
0000001700	09/15/2023	STRAND POOL SUPPLY LLP	PO Import		375.55
0000001701	09/15/2023	STROUDSBURG ELECTRIC MOTOR SERVICE		1/2 HP MOTOR	2,443.91
0000001702	09/15/2023	SWEET STEVENS KATZ & WILLIAMS LLP	Invoice%20%23%20159997%0AULPs %20Charges	Invoice # 159996 Grievance/Arbitration	1,867.22
0000001703	09/15/2023	THE BANK OF NEW YORK MELLON	OMV#252-2565055 PAYING AGENT FEE FOR 2017AAA GOB 9/1/2023 TO 8/31/2024	INV#252-2565054 PAYING AGENT FEE- 2017AA GOB 9/1/2023 TO 8/31/2024	1,500.00
0000001704	09/15/2023	THE PACKAGING PLACE	pearson test booklets	08/17/2023 #60296 Shipping Charges (UPS)	112.47
0000001705	09/15/2023	TOBII DYNVOX	Boardmaker 7 Organization 23.24		1,432.80
0000001706	09/15/2023	TOPP BUSINESS SOLUTIONS	renewal		1,762.00
0000001707	09/15/2023	TRANE US INC	JTL master contract 7/1/23	HSS master contract	27,921.00
0000001708	09/15/2023	TYLER TECHNOLOGIES INC	INVOICE#045-428782 CUST #49637 MUNIS ANNUAL APPLICATION SERVICES 7/1/20...		107,152.50
0000001709	09/15/2023	ULINE	PO Import		1,815.38
0000001710	09/15/2023	JOANNE R NELSON	SENIOR SCHOOL REBATE		650.00
0000001711	09/15/2023	WALTER WESCOTT & CAROL A	SENIOR SCHOOL REBATE		250.00
0000001712	09/15/2023	IONIE SINCLAIR	TRANSPORTATION CONTRACT DRIVER		1,687.60
0000001713	09/15/2023	HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	Proposal # 008797286 Grade 5th material	shipping and handling	1,769.75

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

09/15/2023 10:29:55 AM

East Stroudsburg Area School District

Page 4 of 9

211e.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001714	09/15/2023	MATTHEW KRAUSS	SUMMER 2023 TUITION		1,737.00
0000001715	09/15/2023	MAUREEN SEIDEL	SUMMER 2023 TUITION		2,470.00
0000001716	09/15/2023	SHAWN A WESCOTT	SUMMER 2023 TUITION		270.00
0000001717	09/15/2023	RICHARD H & PATRICIA A BUSH	SENIOR SCHOOL TAX REBATE		300.00
0000001718	09/15/2023	TAIWO AFOLABI	TRANSPORTATION CONTRACT DRIVER		1,000.72
0000001719	09/15/2023	MELODY SEVERUD	TRANSPORTATION CONTRACT DRIVER		1,822.66
0000001720	09/15/2023	REACH CYBER CHARTER SCHOOL			50,890.10 #
0000001721	09/15/2023	QUANTUM LABS	PO Import		743.04
0000001722	09/15/2023	PHILIP KRAUTKREMER	SENIOR SCHOOL TAX REBATE		500.00
0000001723	09/15/2023	ANTHONY R MASSA	SUMMER 2023 TUITION		2,250.00
0000001724	09/15/2023	CATHERINE DRISCOLL	SENIOR SCHOOL TAX REBATE		250.00
0000001725	09/15/2023	RAFAEL & DANAIDES FERREIRA	SENIOR SCHOOL TAX REBATE		250.00
0000001726	09/15/2023	GENEVIEVE MAROTTA	SENIOR SCHOOL REBATE 2022		500.00
0000001727	09/15/2023	EUGENE ROSADO	SENIOR SCHOOL REBATE		250.00
0000001728	09/15/2023	BENILDA VARGAS	SENIOR SCHOOL REBATE		500.00
0000001729	09/15/2023	MARGARET A CLARE	SENIOR SCHOOL TAX REBATE		250.00
0000001730	09/15/2023	CODEHS INC	Pro Section License 7/1/23 thru 6/30/24 Inv# 25449		7,200.00
0000001731	09/15/2023	WILMINGTON TRUST FEE COLLECTIONS	INVOICE#20230831-102377-A INVOICE RECORD: 137144-000-EAST STROUDSBURG AS...		780.00
0000001732	09/15/2023	EDITH TWEED	SENIOR SCHOOL REBATE 2022		650.00
0000001733	09/15/2023	KEVIN CHAMBERS	SENIOR SCHOOL TAX REBATE		250.00

211.f,

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001734	09/15/2023	INSERVCO INSURANCE SERVICES INC	INVOICE#0421-0723 JULY 2023 CLAIM FEE /BILL REPRICING		4,363.32
0000001735	09/15/2023	EARL PALMER DR	SENIOR SCHOOL REBATE 2022		500.00
0000001736	09/15/2023	MARY JANE SNEE	SENIOR SCHOOL TAX REBATE		300.00
0000001737	09/15/2023	RUTH M ORCHON	SENIOR SCHOOL TAX REBATE		250.00
0000001738	09/15/2023	WILLIAM GOUGER	Invoice 20230158 motorola xpr7550e and motorola cp185	Invoice 202301085 motorola apx7500	7,384.00
0000001739	09/15/2023	ST LUKES PHYSICIAN GROUP	Transportation / Open PO 23-24 SY		450.00
0000001740	09/15/2023	MARY EURICH	SENIOR SCHOOL TAX REBATE		250.00
0000001741	09/15/2023	CLIFFORD & VIOLET SAFIN	SENIOR SCHOOL TAX REBATE		250.00
0000001742	09/15/2023	RUSSELL M & BERNICE M NEYHART	SENIOR SCHOOL REBATE 2022		300.00
0000001743	09/15/2023	PATRICIA MORRIS	SENIOR SCHOOL REBATE		250.00
0000001744	09/15/2023	ANGELA SCHEMBECK	SUMMER 2023 TUITION		270.00
0000001745	09/15/2023	SHUJI & SHIGEO MATSUSHITA	SENIOR SCHOOL REBATE 2022		650.00
0000001746	09/15/2023	BERNICE MARKI	SENIOR SCHOOL TAX REBATE		500.00
0000001747	09/15/2023	ALDEN & LISA WRIGHT	SENIOR SCHOOL TAX REBATE		250.00
0000001748	09/15/2023	ERIN ILCH	SUMMER 2023 TUITION		3,942.00
0000001749	09/15/2023	ANNE MARLENE LESH	SENIOR SCHOOL REBATE 2022		250.00
0000001750	09/15/2023	THEODORE SZCZESNIAK	SENIOR SCHOOL TAX REBATE		250.00
0000001751	09/15/2023	DONNA WAGNER	SENIOR SCHOOL TAX REBATE		250.00
0000001752	09/15/2023	JEREMY JUDD	SUMMER 2023 TUITION		5,365.00
0000001753	09/15/2023	RICHARDS TREE FARM	district mulch		156.00
0000001754	09/15/2023	BLANCHE E JACKSON	SENIOR SCHOOL TAX REBATE		250.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001755	09/15/2023	QUADIENT LEASING USA INC	2400000450		706.80
0000001756	09/15/2023	DALE DICKSON	SENIOR SCHOOL TAX REBATE		500.00
0000001757	09/15/2023	BEVERLY & LAWRENCE STRUNK	SENIOR SCHOOL TAX REBATE		500.00
0000001758	09/15/2023	TRITECH SOFTWARE SYSTEMS	Metro-Alert Server Client Soft		1,756.41
0000001759	09/15/2023	DARLENE MICHEL	SENIOR SCHOOL TAX REBATE		500.00
0000001760	09/15/2023	ANGELA ASSIMAKOPULOS	SENIOR SCHOOL TAX REBATE		300.00
0000001761	09/15/2023	STEELE'S HARWARE INC	autocut 25-2 bulk	round line 261 m gm	85.97
0000001762	09/15/2023	KELLEY BROS LLC	mortise cylinders, key cuts		668.85
0000001763	09/15/2023	ERICA MARTINEZ	SENIOR SCHOOL REBATE 2022		650.00
0000001764	09/15/2023	MARY VELTRE	SENIOR SCHOOL TAX REBATE		250.00
0000001765	09/15/2023	KESNER & CARSTELLO JOSEPH	SENIOR SCHOOL TAX REBATE		250.00
0000001766	09/15/2023	KATHY MITCHELL	SENIOR SCHOOL REBATE 2022		250.00
0000001767	09/15/2023	KRISTEN M LONG	SUMMER 2023 TUITION		2,358.00
0000001768	09/15/2023	WYEBOT INC	PO Import		4,800.00
0000001769	09/15/2023	WAYFARE SPORTS FLOORS LLC	discounted \$657 - sanding and refinishing HSS Gym		12,833.00
0000001770	09/15/2023	WJD JR INC	Inv 20086700	Inv# 20086319	809.70
0000001771	09/15/2023	P&D AUTO LLC	Invoice #23-00172b install of equipment on 2023 Ford Utility Vehicle for...		10,473.80
0000001772	09/15/2023	CONVAID PRODUCTS LLC	23004952		378.95 #
0000001773	09/15/2023	JOAN FISHER	SENIOR SCHOOL TAX REBATE		250.00
0000001774	09/15/2023	ROSA GIAKIMAKIS	SENIOR SCHOOL REBATE 2022		250.00
0000001775	09/15/2023	ANNE SEAGRAVES	PO Import		260.00
0000001776	09/15/2023	GORDON S HOOPER	SENIOR SCHOOL REBATE 2022		250.00

211.h.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001777	09/15/2023	INES & GIOVANNI ZAGARA	SENIOR SCHOOL TAX REBATE		500.00
0000001778	09/15/2023	RENEE C WIK	SENIOR SCHOOL TAX REBATE		650.00
0000001779	09/15/2023	THE SHERWIN-WILLIAMS COMPANY	white	HL 2320 FDTP WB WH	1,774.71
0000001780	09/15/2023	HILLYARD INC	12-16 gallon liners	white towel roll	36,044.49
0000001781	09/15/2023	SNYDERSVILLE GOLF RANGE INC	PO Import		297.52
0000001782	09/15/2023	MOSYLE CORPORATION	Mosyle OneK12 additional licenses for enrolled devices 8/24/23 to 7/6/24		825.00
0000001783	09/15/2023	ADRIAN BROWNING SIMS	Installment #1 for composer contracted services DUE 9/23		625.00
0000001784	09/15/2023	Chrisoula K Kallinteris-Casagrande	SUMMER 2023 TUITION		285.00
0000001785	09/15/2023	COMMONWEALTH OF PA	annual water fee North	RES annual water fee	265.00
0000001786	09/15/2023	RYCO CONTRACTING LLC	repairs to MSE Metal Roof		2,000.00
0000001787	09/15/2023	INTERMEDIATE UNIT 1	PATTAN CONF - K LONG		450.00
0000001788	09/15/2023	PROQUEST INFORMATION & LEARNING	PO Import		8,107.86
0000001789	09/15/2023	KEYSTONE FIRE PROTECTION CO	microphone systems LIS/HSN		66,804.14
0000001790	09/15/2023	EVERWHITE CORPORATION	23002773 b borosh ok to pay		840.00
0000001791	09/15/2023	LIFE PRODUCTIONS	PO Import		834.00
0000001792	09/15/2023	REVIVE COATINGS LLC	exterior building power washing	tennis court washing	16,200.80
0000001793	09/15/2023	UNIPAK CORP	2400000018		29,424.00

211.1

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

10 - GENERAL FUND	717,381.59
32 - CAPITAL RESERVE/PROJECT	80,857.00
50 - CAFETERIA FUND	4,205.38
Grand Total All Funds	802,443.97
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	802,443.97
Grand Total All Payments	802,443.97

211.5

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity      Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001013	09/15/2023	DONNA NOIA	REIMBURSEMENT BUSHKILL		376.28
0000001014	09/15/2023	MORITZ EMBROIDERY WORKS INC	HSN CHEERLEADING WARM-UP JACKETS		59.65
0000001015	09/15/2023	POCONO ENVIRONMENTAL EDUCATION CENTER	HS SOUTH OVERNIGHT CAMPING		50.00
0000001016	09/15/2023	SHUTTERFLY HOLDINGS INC	JTL YEAR BOOK PHOTOS	LEAHMAN YEARBOOK PHOTOS	635.55
29 - SPECIAL ACTIVITY FUND					1,121.48
Grand Total All Funds					1,121.48
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					1,121.48
Grand Total All Payments					1,121.48

211K.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CONC - Concession Stand      Payment Dates: 09/09/2023 - 09/15/2023

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001003	09/13/2023	CAPITAL ONE	HS SOUTH FALL CONCESSION	HS NORTH FALL CONCESSION	1,617.04
0000001004	09/13/2023	PEPSI-COLA	HS SOUTH FALL CONCESSION		1,515.15
0000001005	09/15/2023	PEPSI-COLA	HS SOUTH FALL CONCESSION		748.04
0000001006	09/15/2023	ESHS BASEBALL	SPING PAYOUT 22-23 BASEBALL		903.60
21 - CONCESSION STAND FUND					4,783.83
Grand Total All Funds					4,783.83
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					4,783.83
Grand Total All Payments					4,783.83

## AUGUST 2023 WIRE PAYMENTS

PAYROLL	\$ 4,874,521.62
ACCOUNTS PAYABLE - BENEFITS	\$ 2,535,695.25
FLEX SPENDING ACCOUNTS - TASC	\$ 21,285.02
WORKER'S COMP - INSERVCO	\$ 87,410.94
PROCUREMENT CARD	\$ 13,094.88
VOLUNTARY LIFE INSURANCE	\$ 8,057.83
ARBITERPAY, LLC ARBITERPAY PPD	\$ 35,000.00
NEOPOST POSTAGE	\$ 500.00
PA STATE SALES TAX	\$ 163.59
2017A GOB CCD	\$ 148,825.00
2017AA GOB CCD	\$ 9,570,487.50
2017AAA GOB CCD	\$ 305,760.00
2019 GOB CCD	\$ 725,975.00
2020 GON CCD	\$ 2,451,925.00
2021 GON-SAVINGS - FIRST KEYSTONE COMMUNITY BANK	\$ 420,786.50
2022 GON	\$ 211,440.80
East Stroudsburg QSCB 2010A CCD	\$ 86,120.74
East Stroudsburg QZAB 2011D CCD	\$ 35,436.77
WRIGHT EXPRESS FLEET - GAS CARDS	\$ 5,463.11
	<u><u>\$ 21,537,949.55</u></u>

EAST STROUDSBURG AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF AUGUST 31, 2023

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

8/1/22 Balance	\$ 16,023,370.80
Receipts	\$ 27,300,567.97
Interest/Dividends	\$ 29,024.27
Disbursements	\$ (23,321,661.55)
8/31/22 Balance	\$ 20,031,301.49

PLGIT - GENERAL FUND

8/1/22 Balance	\$ 8,157,082.14
Receipts	\$ 744,961.38
Interest/Dividends	\$ 36,965.99
Disbursements	
8/31/22 Balance	\$ 8,939,009.51

PSDLAF - GENERAL FUND

8/1/22 Balance	\$ 40,513,337.10
Receipts	\$ 25,566,044.20
Interest/Dividends	\$ 147,754.20
Deferred Interest	
Disbursements	\$ (31,013,094.88)
8/31/22 Balance	\$ 35,214,040.62

ESSA WORKERS COMP SELF INS - GENERAL FUND

8/1/22 Balance	\$ 300,748.39
Receipts	
Interest/Dividends	\$ 380.59
Disbursements	
8/31/22 Balance	\$ 301,128.98

ESSA PAYPAL - GENERAL FUND

8/1/22 Balance	\$ 0.71
Receipts	
Interest/Dividends	\$ -
Disbursements	
8/31/22 Balance	\$ 0.71

ESSA - CAFETERIA FUND

8/1/22 Balance	\$ 345,471.70
Receipts	\$ 13,046.30
Interest/Dividends	\$ 427.47
Disbursements	\$ (25,218.68)
8/31/22 Balance	\$ 333,726.79

FIRST KEYSTONE COMMUNITY BANK

8/1/22 Balance	\$ 256,350.98
Receipts	
Interest/Dividends	\$ 631.40
Disbursements	
8/31/22 Balance	\$ 256,982.38

PLGIT - CAPITAL RESERVE FUND

8/1/22 Balance	\$ 20,696,713.10
Receipts	
Interest/Dividends	\$ 95,041.40
Disbursements	
8/31/22 Balance	\$ 20,791,754.50

ESSA - CONCESSION STAND

8/1/22 Balance	\$ 28,196.27
Receipts	\$ 7,223.00
Interest/Dividends	\$ 35.30
Disbursements	\$ (1,600.00)
8/31/22 Balance	\$ 33,854.57

ESSA - EXPENDABLE TRUST

8/1/22 Balance	\$ 32,510.32
Receipts	
Interest/Dividends	\$ 41.14
Disbursements	
8/31/22 Balance	\$ 32,551.46

ESSA - NON-EXPENDABLE TRUST

8/1/22 Balance	\$ 18,666.08
Receipts	
Interest/Dividends	\$ 23.62
Disbursements	
8/31/22 Balance	\$ 18,689.70

ESSA - SPECIAL ACTIVITY

8/1/22 Balance	\$ 249,084.33
Receipts	\$ 425.00
Interest/Dividends	\$ 312.62
Disbursements	\$ (5,283.00)
8/31/22 Balance	\$ 244,538.95

ESSA CD INVESTMENT - SPECIAL ACTIVITY

8/1/22 Balance	\$ 42,022.91
Receipts	
Interest/Dividends	\$ -
Disbursements	
8/31/22 Balance	\$ 42,022.91

ESSA - STUDENT ACTIVITY

8/1/22 Balance	\$ 75,545.47
Receipts	\$ 563.43
Interest/Dividends	\$ 95.41
Disbursements	\$ (452.23)
8/31/22 Balance	\$ 75,752.08



200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT GENERAL FUND OPERATING  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 08/31/2023**

Page 1 of 6

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$20,031,301.49

### Government Checking

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$16,023,370.80
	103 Credit(s) This Period	\$27,329,592.24
	65 Debit(s) This Period	-\$23,321,661.55
08/31/2023	Ending Balance	\$20,031,301.49

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$29,024.27
Interest Paid Year-to-Date	\$176,615.62

#### Deposits

Date	Description	Amount
08/01/2023	TRANSFER FROM	\$3,302.09
08/01/2023	TRANSFER FROM	\$2,493.30
08/01/2023	TRANSFER FROM	\$827,467.28
08/02/2023	TRANSFER FROM	\$35,245.70
08/02/2023	TRANSFER FROM	\$11,884.39
08/02/2023	TRANSFER FROM	\$101,264.92
08/03/2023	TRANSFER FROM	\$87,424.68
08/03/2023	TRANSFER FROM	\$7,243.55
08/04/2023	TRANSFER FROM	\$66,820.34
08/07/2023	TRANSFER FROM	\$103,634.92
08/07/2023	TRANSFER FROM	\$261,203.47
08/07/2023	TRANSFER FROM	\$484,379.84
08/07/2023	TRANSFER FROM	\$116,201.13
08/07/2023	TRANSFER FROM	\$53.47
08/08/2023	TRANSFER FROM	\$201,608.95
08/08/2023	TRANSFER FROM	\$55,026.18
08/08/2023	TRANSFER FROM	\$269,043.49
08/08/2023	TRANSFER FROM	\$76,971.57
08/08/2023	TRANSFER FROM	\$71,661.70
08/08/2023	WIRE FROM PSDL	\$7,000,000.00
08/09/2023	TRANSFER FROM	\$174,346.13
08/09/2023	TRANSFER FROM	\$65,085.63
08/09/2023	TRANSFER FROM	\$74,783.77
08/09/2023	TRANSFER FROM	\$244,538.71
08/09/2023	TRANSFER FROM	\$58,143.89





## For the Month Ending August 31, 2023

East Stroudsburg Area School District - General Fund

Asset Summary		
	August 31, 2023	July 31, 2023
PLGIT-Class	8,939,009.51	8,157,082.14
Total	\$8,939,009.51	\$8,157,082.14
Asset Allocation		

A pie chart with a single segment representing 100% of the total. The segment is filled with a diagonal hatching pattern. A line connects the segment to the label 'PLGIT-Class' and the percentage '100.00%'.

Category	Percentage
PLGIT-Class	100.00%



PSDLAF Monthly Statement  
East Stroudsburg ASD

Please Note:  
THE FUND WILL BE CLOSED SEPTEMBER 4TH IN OBSERVANCE OF  
THE LABOR DAY HOLIDAY

Activity Summary

General Fund

8/1/2023 - 8/31/2023

Investment Pool Summary

	MAX
Beginning Balance	\$4,968,463.85
Dividends	\$29,405.03
Purchases	\$20,591,157.90
Redemptions	(\$19,013,094.88)
Ending Balance	\$6,575,931.90
Average Monthly Rate	5.177%
Share Price	\$1.000
Total	\$6,575,931.90

Total Fixed Income

\$28,638,108.72

Account Total

\$35,214,040.62

217

East Stroudsburg ASD

Peter Bard  
50 Vine Street  
East Stroudsburg, PA 18031



PMA<sup>TM</sup>

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

PSDLAF - Full Flex (For B-1) 8/1/2023 - 8/31/2023

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
5	10939431	SDA-1333678-1	08/08/2023	Withdrawal	\$0.00	(\$5,000,000.00)	\$0.00	\$5,331,688.55
5	11209981	SDA-1333678-1	08/17/2023	Deposit	\$2,000,000.00	\$0.00	\$0.00	\$7,331,688.55
5	11327808	SDA-1333678-1	08/22/2023	Withdrawal	\$0.00	(\$4,000,000.00)	\$0.00	\$3,331,688.55
5	11608988	SDA-1333678-1	08/31/2023	Interest	\$0.00	\$0.00	\$27,747.35	\$3,359,435.90
					\$2,000,000.00	(\$9,000,000.00)	\$27,747.35	

Beginning Balance: \$10,331,688.55 | Ending Balance: \$3,359,435.90

218



PSDLAF Monthly Statement  
East Stroudsburg ASD

Flex Transaction Activity

General Fund

PSDLAF - Full Flex (NexB-1) 8/1/2023 - 8/31/2023

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
5	10699840	SDA-1285184-1	08/01/2023	Withdrawal	\$0.00	(\$2,000,000.00)	\$0.00	\$9,425,772.33
5	11608278	SDA-1285184-1	08/31/2023	Interest	\$0.00	\$0.00	\$43,089.38	\$9,468,861.71
					\$0.00	(\$2,000,000.00)	\$43,089.38	

Beginning Balance: \$11,425,772.33 | Ending Balance: \$9,468,861.71

219

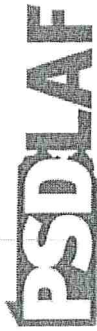


PSDLAF Monthly Statement  
East Stroudsburg ASD

Fixed Income Investments

Purchase 8/1/2023 - 8/31/2023									
Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par	
TS	296372-1	08/31/2023	08/31/2023	05/20/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.340%	\$1,038,477.27	
TS	296295-1	08/25/2023	08/25/2023	06/13/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.340%	\$1,042,866.31	
TS	296333-1	08/31/2023	08/31/2023	06/26/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.340%	\$1,043,890.42	
						\$3,000,000.00		\$3,125,234.00	

220



PSDLAF Monthly Statement  
East Stroudsburg ASD

Fixed Income Investments

Maturities 8/1/2023 - 8/31/2023

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
TS	295628-1	08/23/2023	02/15/2023	08/23/2023	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	4.850%	\$1,025,113.70
						\$1,000,000.00		\$1,025,113.70

221



PSDLAF Monthly Statement  
East Stroudsburg ASD

Fixed Income Investments

				Interest 8/1/2023 - 8/31/2023	
Type	Holding Id	Trade Date	Description		Interest
TS	295628-1	08/23/2023	PSDLAF - COLLATERALIZED POOL, PA, Interest		\$25,113.70
Flex	1285184-1	08/31/2023	PSDLAF - Full Flex (NexB-1), TX, Interest		\$43,069.38
Flex	1306222-1	08/31/2023	PSDLAF - Full Flex (ASB-1), TX, Interest		\$682.31
Flex	1333678-1	08/31/2023	PSDLAF - Full Flex (For B-1), MD, Interest		\$27,747.35
Flex	1344764-1	08/31/2023	PSDLAF - Full Flex (VNB), Interest		\$23.25
Flex	1345143-1	08/31/2023	PSDLAF - Full Flex (PNB), IL, Interest		\$10,117.16
Flex	1348493-1	08/31/2023	PSDLAF - Full Flex (MNST-1), VA, Interest		\$11,576.02
					\$118,349.17

222

# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160


RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT WORKERS COMP SELF INS  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 08/31/2023**

Page 1 of 2

## Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$301,128.98

## Government Checking

### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$300,748.39
	1 Credit(s) This Period	\$380.59
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$301,128.98

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$380.59
Interest Paid Year-to-Date	\$2,993.14

### Other Credits

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$380.59
		1 item(s) totaling \$380.59

### Daily Balances

Date	Amount
08/31/2023	\$301,128.98



Member  
**FDIC**

223



200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT PAYPAL ACCOUNT  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 08/31/2023**

Page 1 of 2

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$0.71

### Government Checking

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$0.71
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$0.71

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$3.36



# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT CAFETERIA FUND  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

Statement Ending 08/31/2023

Page 1 of 4

## Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$333,726.79

## Government Checking

### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$345,471.70
	71 Credit(s) This Period	\$13,473.77
	19 Debit(s) This Period	-\$25,218.68
08/31/2023	Ending Balance	\$333,726.79

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$427.47
Interest Paid Year-to-Date	\$3,182.71

### Deposits

Date	Description	Amount
08/05/2023	DEPOSIT EAST STROUDSBUR	\$3.00
08/05/2023	DEPOSIT EAST STROUDSBUR	\$16.00
08/05/2023	DEPOSIT EAST STROUDSBUR	\$3,307.20
08/30/2023	DEPOSIT EAST STROUDSBUR	\$204.25
08/30/2023	DEPOSIT EAST STROUDSBUR	\$258.50
08/30/2023	DEPOSIT EAST STROUDSBUR	\$114.90
08/30/2023	DEPOSIT EAST STROUDSBUR	\$2.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$178.50
08/30/2023	DEPOSIT EAST STROUDSBUR	\$33.50
08/30/2023	DEPOSIT EAST STROUDSBUR	\$21.75
08/30/2023	DEPOSIT EAST STROUDSBUR	\$22.35
08/30/2023	DEPOSIT EAST STROUDSBUR	\$29.75
08/30/2023	DEPOSIT EAST STROUDSBUR	\$103.50
08/30/2023	DEPOSIT EAST STROUDSBUR	\$1.25
08/30/2023	DEPOSIT EAST STROUDSBUR	\$147.50
08/30/2023	DEPOSIT EAST STROUDSBUR	\$53.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$141.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$53.25
08/30/2023	DEPOSIT EAST STROUDSBUR	\$299.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$49.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$2.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$8.00
08/30/2023	DEPOSIT EAST STROUDSBUR	\$57.47
08/30/2023	DEPOSIT EAST STROUDSBUR	\$19.25
08/30/2023	DEPOSIT EAST STROUDSBUR	\$8.00



225



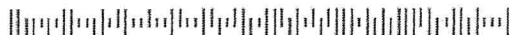
PO BOX 289  
BERWICK, PA 18603-0289

RETURN SERVICE REQUESTED

>002028 6385549 0001 92731 10Z 211

EAST STROUDSBURG AREA SCHOOL DISTRICT  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

0023651  
L198



Statement Ending 08/31/2023

Page 1 of 4

### Managing Your Accounts

Customer Service (570)752-3671  
(888)759-2266  
111 W Front Street  
PO Box 289  
Berwick, PA 18603

Mailing Address

Online Banking [www.fkc.bank](http://www.fkc.bank)

Email [info@fkc.bank](mailto:info@fkc.bank)

Telephone Banking (570)759-2265  
(888)759-2265



YOUR COMMUNITY. YOUR JOURNEY. YOUR BANK.

New & Improved

## Online Banking & Mobile Platform

#### Consumers

- Bill Pay
- Debit Card Management
- Email/Push Notifications
- Money Management
- Credit Score
- Mobile Check Deposit
- Online Statements
- Smartwatch App

#### Business

- Mobile Banking
- Mobile Check Deposit
- ACH Origination
- Online Statements
- Bill Pay
- Email/Push Notifications
- Fraud Detection Tool
- Direct Connect for Quicken/Quickbooks

Launch  
coming  
this month!  
Are you ready?

- Do you know your username?
- Does the bank have your current email address & phone number?
- Have you logged into your account in the last six months?



### Summary of Accounts

Account Type	Account Number	Ending Balance
NOW SPSP/Government		\$256,982.38

### NOW SPSP/Government

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$256,350.98
	1 Credit(s) This Period	\$631.40
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$256,982.38

#### Interest Summary

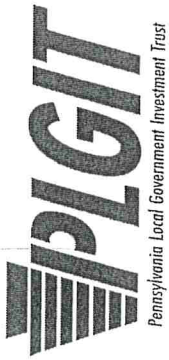
Description	Amount
Annual Percentage Yield Earned	2.94%
Interest Days	31
Interest Earned	\$631.40
Interest Paid This Period	\$631.40
Interest Paid Year-to-Date	\$4,724.70

#### Account Activity

Post Date	Description	Debits	Credits	Balance
08/01/2023	Beginning Balance			\$256,350.98
08/31/2023	Credit Interest		\$631.40	\$256,982.38
08/31/2023	Ending Balance			\$256,982.38



224



For the Month Ending **August 31, 2023**

## Account Statement - Transaction Summary

East Stroudsburg Area School District - Capital Reserve -

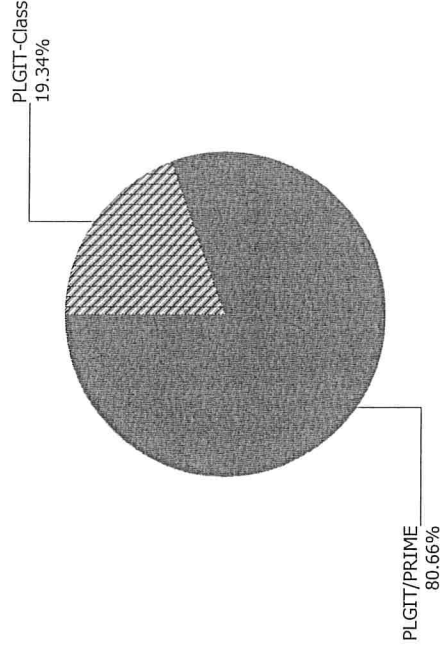
PLGIT-Class	
Opening Market Value	4,003,858.29
Purchases	17,403.02
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$4,021,261.31</b>
Cash Dividends and Income	17,403.02

PLGIT/PRIME	
Opening Market Value	16,692,854.81
Purchases	77,638.38
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$16,770,493.19</b>
Cash Dividends and Income	77,638.38

Asset Summary		
	August 31, 2023	July 31, 2023
PLGIT-Class	4,021,261.31	4,003,858.29
PLGIT/PRIME	16,770,493.19	16,692,854.81
<b>Total</b>	<b>\$20,791,754.50</b>	<b>\$20,696,713.10</b>
Asset Allocation		



227

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT CONCESSION STAND FUND  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Customer Service Contact**

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$33,854.57

**Government Checking**
**Account Summary**

Date	Description	Amount
08/01/2023	Beginning Balance	\$28,196.27
	9 Credit(s) This Period	\$7,258.30
	2 Debit(s) This Period	-\$1,600.00
08/31/2023	Ending Balance	\$33,854.57

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$35.30
Interest Paid Year-to-Date	\$279.25

**Deposits**

Date	Description	Amount
08/31/2023	DEPOSIT EAST STROUDSBUR	\$76.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$76.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$17.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$4,140.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$2,095.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$103.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$216.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$500.00
		8 item(s) totaling \$7,223.00

**Other Credits**

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$35.30
		1 item(s) totaling \$35.30

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1001	08/21/2023	\$600.00	1002	08/22/2023	\$1,000.00
					2 item(s) totaling \$1,600.00

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
08/21/2023	\$27,596.27	08/22/2023	\$26,596.27	08/31/2023	\$33,854.57



200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT EXPENDABLE SCHOLARSHIP  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 08/31/2023**

Page 1 of 2

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$32,551.46

### Government Checking

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$32,510.32
	1 Credit(s) This Period	\$41.14
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$32,551.46

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$41.14
Interest Paid Year-to-Date	\$324.20

#### Other Credits

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$41.14
		1 item(s) totaling \$41.14

#### Daily Balances

Date	Amount
08/31/2023	\$32,551.46



# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT NON-EXPENDABLE  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 08/31/2023**

Page 1 of 2

## Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$18,689.70

## Government Checking

### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$18,666.08
	1 Credit(s) This Period	\$23.62
	0 Debit(s) This Period	\$0.00
08/31/2023	Ending Balance	\$18,689.70

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$23.62
Interest Paid Year-to-Date	\$186.91

### Other Credits

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$23.62
		1 item(s) totaling \$23.62

### Daily Balances

Date	Amount
08/31/2023	\$18,689.70







230

### RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT SPECIAL ACTIVITY FUND  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$244,538.95

### Government Checking

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$249,084.33
	2 Credit(s) This Period	\$737.62
	4 Debit(s) This Period	-\$5,283.00
08/31/2023	Ending Balance	\$244,538.95

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$312.62
Interest Paid Year-to-Date	\$2,439.99

#### Deposits

Date	Description	Amount
08/31/2023	DEPOSIT EAST STROUDSBUR	\$425.00
		1 item(s) totaling \$425.00

#### Other Credits

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$312.62
		1 item(s) totaling \$312.62

#### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1001	08/09/2023	\$600.00	1008*	08/11/2023	\$825.00
1003*	08/15/2023	\$217.50	1009	08/24/2023	\$3,640.50

\* Indicates skipped check number

4 item(s) totaling \$5,283.00

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
08/09/2023	\$248,484.33	08/15/2023	\$247,441.83	08/31/2023	\$244,538.95
08/11/2023	\$247,659.33	08/24/2023	\$243,801.33		

Savings

Account Number

Statement Date

07/07/2023

Page 1

Date	Transaction Description	Amount	Ending Balance
06/29/2023	Interest Deposit - INTEREST PAID 04/01 THROUGH 06/30	20.94	42,022.91





EAST STROUDSBURG AREA  
SCHOOL DISTRICT  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301

232

### RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT STUDENT ACTIVITY FUND  
C/O PETER BARD  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 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		\$75,752.08

### Government Checking

#### Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$75,545.47
	5 Credit(s) This Period	\$658.84
	2 Debit(s) This Period	-\$452.23
08/31/2023	Ending Balance	\$75,752.08

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$95.41
Interest Paid Year-to-Date	\$749.03

#### Deposits

Date	Description	Amount
08/31/2023	DEPOSIT EAST STROUDSBUR	\$352.43
08/31/2023	DEPOSIT EAST STROUDSBUR	\$127.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$45.00
08/31/2023	DEPOSIT EAST STROUDSBUR	\$39.00
4 item(s) totaling		\$563.43

#### Other Credits

Date	Description	Amount
08/31/2023	INTEREST PAID 8/01 THROUGH 8/31	\$95.41
1 item(s) totaling		\$95.41

#### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1001	08/16/2023	\$67.23	1002	08/21/2023	\$385.00
* Indicates skipped check number			2 item(s) totaling		\$452.23

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
08/16/2023	\$75,478.24	08/21/2023	\$75,093.24	08/31/2023	\$75,752.08



# Time & Material Invoice Detail

3240 Oak Grove Road ~ East Stroudsburg, PA 18302

Phone: (570) 420-2831 ~ Fax: (570) 420-2838

www.nesitecontractors.com

NAME	Address	DATE	PO#
East Stroudsburg Area School District		Monday, August 28, 2023	Inv 1
ADDRESS	EMAIL	PROJECT NAME	
321 N Cortland Street		Sink Hole Explore/Repair	
CITY, STATE, ZIP	CONTACT NAME	PROJECT LOCATION	
East Stroudsburg, PA 18301		Smithfield Elementary	

## Invoice Detail

## Sink Hole

We were contacted by Josh Grice of D'Huy Engineering on 23 Aug 2023 regarding a sinkhole that opened at the front entrance at Smithfield Elementary. We were asked to provide crews to explore and potentially fix said sinkhole. We performed all the work on 24 & 25 Aug 2023.

Line	Item	Unit	Unit			
Item	Number	Description	Quantity	Unit	Amount	Cost
23-Aug-23						
1	8HPC88	KOMATSU PC-88	1.00	HR	8.00	75.04 \$ 600.33
2	8TSA	SINGLE AXLE DUMP	1.00	HR	8.00	77.08 \$ 616.64
3	NSL	NSC Laborer non-rate project	2.00	HR	8.00	98.75 \$ 1,580.00
4	NSD	NSC Driver non-rate	1.00	HR	8.00	101.00 \$ 808.00
5	NSF	NSC Foreman non-rate	1.00	HR	8.00	142.50 \$ 1,140.00
6	8TPU	FOREMAN PICK-UP W/SMALL TOOL	1.00	HR	8.00	67.19 \$ 537.51
7		Heavy duty grate - 30" round	1.00	EA	1.00	435.00 \$ 435.00
8		Nyoplast drain basin	1.00	EA	1.00	750.00 \$ 750.00
9		3" high x 30" diameter concrete grade rings	2.00	EA	1.00	125.00 \$ 250.00
10		2B stone	1.00	TN	5.00	19.25 \$ 96.25
11		12" x 15" ADS Reducer	1.00	EA	1.00	65.00 \$ 65.00
12		12" ADS Repair coupler	1.00	EA	1.00	17.00 \$ 17.00
13						
14		24-Aug-23				
15	8TTRI	TRIAXLE DUMP TRUCK	1.00	HR	3.00	104.73 \$ 314.19
16	8TPU	FOREMAN PICK-UP W/SMALL TOOL	1.00	HR	3.00	67.19 \$ 201.57
17	NSF	NSC Foreman non-rate	1.00	HR	3.00	142.50 \$ 427.50
18	NSL	NSC Laborer non-rate project	1.00	HR	3.00	98.75 \$ 296.25
19	NSD	NSC Driver non-rate	1.00	HR	3.00	101.00 \$ 303.00
20		9.5MM Superpave	1.00	TN	3.00	91.59 \$ 274.77
21						
22						
23						
24						
25						
26						
27						
28						
29						
						\$ -
						\$ -
						\$ -
						\$ -

Approved for payment 8/30/23

Josh Grice

234

Invoice Total

8,713.01



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 www.dhuy.com

**INVOICE**

No. 58834  
08/25/2023

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Peter Bard

**Bushkill ES HVAC Replacement (Trane)**

**287032**

For Services Rendered From July 29, 2023 To August 25, 2023

**00 - Basic Services**

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$29,500.00	\$23,600.00	95.00	\$4,425.00

**INVOICE TOTAL \$4,425.00**

**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
58601	7/28/2023	\$8,850.00	\$0.00	\$0.00	\$0.00	\$8,850.00
<b>Total Prior Billing</b>		<b>\$8,850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,850.00</b>

235



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 www.dhuy.com

## INVOICE

No. 58835

08/25/2023

### East Stroudsburg Area School District

50 Vine Street  
East Stroudsburg, PA 18301  
Peter Bard

### North Campus Storm Pipe Replacement

287034

For Services Rendered From July 29, 2023 To August 25, 2023

DEI Fee: 7.5% of \$256,760 + \$2,500 = \$21,757

### 00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$21,757.00	\$19,581.30	91.75	\$380.75

**INVOICE TOTAL** **\$380.75**

### Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
58602	7/28/2023	\$6,551.03	\$0.00	\$0.00	\$0.00	\$6,551.03
Total Prior Billing		\$6,551.03	\$0.00	\$0.00	\$0.00	\$6,551.03

236



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 www.dhuy.com

**INVOICE**

No. 58836  
08/25/2023

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Peter Bard

**High School South and J.M. Hill Flooring Replacement**

**287038**

For Services Rendered From July 29, 2023 To August 25, 2023

DEI fee: \$111,755 (7% of \$1,596,495)

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$111,755.00	\$100,579.51	95.00	\$5,587.74

**INVOICE TOTAL \$5,587.74**

**Prior Billing Information**

<u>Invoice</u>		<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
58603	7/28/2023	\$9,208.61	\$0.00	\$0.00	\$0.00	\$9,208.61
<b>Total Prior Billing</b>		<b>\$9,208.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,208.61</b>

237



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 www.dhuy.com

# INVOICE

No. 58837  
08/25/2023

## East Stroudsburg Area School District

50 Vine Street  
East Stroudsburg, PA 18301  
Peter Bard

### North Campus Generator Replacement

**287039**

For Services Rendered From July 29, 2023 To August 25, 2023

DEI fee: \$11,500 (7% of \$100,000 + \$4,500) - Please verify Fee calc is correct

## 00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$11,500.00	\$309.35	22.74	\$2,305.75

**INVOICE TOTAL \$2,305.75**

## Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
58604	7/28/2023	\$309.35	\$0.00	\$0.00	\$0.00	\$309.35
<b>Total Prior Billing</b>		<b>\$309.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$309.35</b>

# Contractor's Application for Payment

Owner:	<u>East Stroudsburg Area School District</u>	Owner's Project No.:	<u>                    </u>
Engineer:	<u>D'Huy Eng.</u>	Engineer's Project No.:	<u>287033</u>
Contractor:	<u>ASL Refrigeration, Inc.</u>	Contractor's Project No.:	<u>                    </u>
Project:	<u>High School North Natatorium HVAC Replacement</u>		
Contract:	<u>HVAC</u>		
Application No.:	<u>7</u>	Application Date:	<u>8/23/2023</u>
Application Period:	From <u>8/1/2023</u>	to	<u>8/31/2023</u>

1. Original Contract Price	\$	460,990.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	460,990.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	330,200.00
5. Retainage		
a. 10% X \$ 330,200.00 Work Completed =	\$	33,020.00
b.       X \$ - Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	33,020.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	297,180.00
7. Less previous payments (Line 6 from prior application)	\$	200,610.00
8. Amount due this application	\$	96,570.00
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	163,810.00

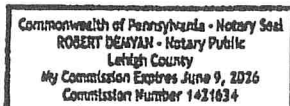
## Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: ASL Refrigeration Inc.  
 Signature: [Signature] Date: 8/23/23

Recommended by Engineer		Approved by Owner	
By:	<u>Josh Grice</u> Josh Grice	By:	<u>                    </u>
Title:	<u>Principal &amp; Senior Proj. Manager</u>	Title:	<u>                    </u>
Date:	<u>8/30/23</u>	Date:	<u>                    </u>
Approved by Funding Agency			
By:	<u>                    </u>	By:	<u>                    </u>
Title:	<u>                    </u>	Title:	<u>                    </u>
Date:	<u>                    </u>	Date:	<u>                    </u>



[Signature]

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	East Stroudsburg Area School District	Owner's Project No.:	
Engineer:	D'Huy Eng.	Engineer's Project No.:	287033
Contractor:	ASL Refrigeration, Inc.	Contractor's Project No.:	
Project:	High School North Natatorium HVAC Replacement		
Contract:	HVAC		

Application No.:	7	Application Period:	From	08/01/23	to	08/31/23	Application Date:	08/23/23
A	B	C	D	E	F	G	H	I
			Work Completed		Materials Currently Stored (not In D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Item No.	Description	Scheduled Value (\$)						
Original Contract								
1	Desert Aire Equipment-Base Bid	135,000.00	118,000.00	17,000.00		135,000.00	100%	-
2	Trane Controls-Base Bid	32,000.00	13,100.00	11,000.00		24,100.00	75%	7,900.00
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	11,500.00		5,000.00		6,000.00	52%	5,600.00
7	ASL Labor-Total Project	97,165.00	4,200.00	45,000.00		49,200.00	51%	47,965.00
8	Crane-Base Bid	2,300.00		2,300.00		2,300.00	100%	-
9	Allowances	10,425.00				-	0%	10,425.00
10	Greenheck Equipment-Alt Bid	69,000.00	65,000.00	4,000.00		69,000.00	100%	-
11	Trane Controls-Alt Bid	37,000.00	13,100.00	11,000.00		24,100.00	65%	12,900.00
12	High Voltage Wiring-Alt Bid	2,000.00				-	0%	2,000.00
13	Piping Materials-Alt Bid	6,000.00		3,000.00		3,000.00	50%	3,000.00
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		4,000.00		4,000.00	50%	4,000.00
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		4,000.00		4,000.00	50%	4,000.00
Original Contract Totals		\$ 460,990.00	\$ 222,990.00	\$ 107,300.00	\$ -	\$ 330,200.00	72%	\$ 130,790.00

To (Owner):	East Stroudsburg Area S.D.	Application Period:	8/22/2023	Application Date:	8/22/2023
Project:	High School South	From (Contractor):	Cope Commercial Flooring	Via (Engineer)	D'Huy Engineering Inc.
		Contract:	General Construction Contract		
Owner's Contract No.:		Contractor's Project No.:	5645	Engineer's Project No.:	287038

## APPLICATION FOR PAYMENT

<b>Approved Change Orders</b>		
<b>Number</b>	<b>Additions</b>	<b>Deductions</b>
<b>TOTALS</b>		
<b>NET CHANGE BY CHANGE ORDERS</b>		

- |  |    |                         |
|--|----|-------------------------|
| 1. ORIGINAL CONTRACT PRICE   | \$ | 1,224,395.00            |
| 2. Net change by Change Orders   | \$ |                         |
| 3. CURRENT CONTRACT PRICE (Line 1 ± 2)   | \$ | 1,224,395.00            |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Column F on Progress Estimate)               | \$ | 1,171,464.60            |
| 5. RETAINAGE:  |    |                         |
| a. 10 % x \$ _____ Work Completed  | \$ | 117,146.46              |
| b. _____ % x \$ _____ Stored Material  | \$ |                         |
| c. Total Retainage (Line 5a + Line 5b)   | \$ | 117,146.46              |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)  | \$ | 1,054,318.14            |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)                              | \$ | <del>4,039,624.50</del> |
| 8. AMOUNT DUE THIS APPLICATION   | \$ | <del>44,965.50</del>    |
| 9. BALANCE TO FINISH, PLUS RETAINAGE<br>(Column G on Progress Estimate + Line 5 above) | \$ | 170,076.86              |
|  |    | 1,040,123.70            |
|  |    | 14,194.44               |

**CONTRACTOR'S CERTIFICATION**

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Payment of:**

\$ ~~14,965.50~~ 14,194.44  
(Line 8 or other - attach explanation of other amount)

Is recommended by:

D'Huy Engineering (Engineer) 8/22/2023 (Date)

**Payment of:**

~~44,965.50~~ 14,194.44  
(Line 8 or other - attach explanation of other amount)

is approved by:

(Owner)	(Date)
---------	--------

Approved by:

Funding Agency (If applicable)		(Date)

Date: 8/22/2023

By: **Lorie Farina**

# Progress Estimate

# Contractor's Application

For (contract): East Stroudsburg High School South				Application Number: 5				
Application Period: Through 8/31/2023				Application Date: 8/22/2023				
A		B	Work Completed		E	F		G
Item		Scheduled Value	C		Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F) B	Balance to Finish (B - F)
Specification Section No.	Description		From Previous Application (C + D)	D This Period				
	Carpet & Adhesive - Material	150,895	150,895			150,895	100	
	LVT & Adhesive - Material	405,740	405,740			405,740	100	
	Vinyl Base - Material & Labor	155,000	155,000			155,000	100	
	Walk-Off Mats - Material & Labor	30,000	30,000			30,000	100	
	Raised Disc & Stair Treads - Labor & Material	110,000	110,000			110,000	100	
	Miscellaneous Accessories	30,000	30,000			30,000	100	
	Demolition - Labor	90,000	90,000			90,000	100	
	LVT Installation - Labor	152,000	152,000			152,000	100	
	Carpet Installation - Labor	23,500	23,500			23,500	100	
	Dumpster	8,000	8,000			8,000	100	
	Project Allowance	69,260	0.00	16,329.60		16,329.60	0	52,930.40
	Totals	1,224,395	1,155,135	16,329.60		1,171,464.60		52,930.40

242

	Application Period:	8/31/2023	Application Date:	8/16/2023
To (Owner):	East Stroudsburg Area School District	From (Contractor):	Via (Engineer):	
Project:	Admin Building & JW Hill ES Flooring Replacement	Lehigh Valley Floor Covering, LLC Contract: No. 2	D'huy Engineering	
Owner's Contract No.:		Contractor's Project No.:	Engineer's Project No.:	
			287038	

Approved Change Orders			Change Order Summary	
Number	Additions	Deductions		
	\$4,522.00			
TOTALS	\$4,522.00			
NET CHANGE BY CHANGE ORDERS			\$4,522.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$377,100.00
2. Net change by Change Orders.....	\$	\$4,522.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$376,622.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	\$376,622.00
5. RETAINAGE:		
a. 10% X <u>\$376,622.00</u> Work Completed.....	\$	\$37,662.20
b. 10% X <u>        </u> Stored Material.....	\$	
c. Total Retainage (Line 5a + Line 5b).....	\$	\$37,662.20
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	<del>\$356,999.80</del>
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$274,456.80
8. AMOUNT DUE THIS APPLICATION.....	\$	<del>\$82,543.00</del>
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	\$37,662.20

243

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of:	\$ 64,503.00	(Line 8 or other - attach explanation of the other amount)	
is recommended by:	<i>Josh Grice</i>	8/30/23	(Date)
		(Engineer)	
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)	
is approved by:		(Owner)	(Date)
Approved by:		Funding Agency (if applicable)	(Date)

EJCDC C-620 Contractor's Application for Payment  
© 2007 National Society of Professional Engineers for EJCDC. All rights reserved.

# Progress Estimate

## Contractor's Application

For (contract):		Admin Building & JM Hill ES Flooring Replacement		Application Number: 4													
Application Period: 8/31/2023		Application Date: 8/16/2023															
A		B		C		D		E		F		G					
Item		Description		Scheduled Value		From Previous Application (C+D)		This Period		Materials Presently Stored (not in C or D)		Total Completed and Stored to Date (C + D + E)		% (E) B		Balance to Finish (B - F)	
ADMINISTRATIVE BUILDING																	
	Carpet Materials			\$56,800.00		\$56,800.00			\$13,750.00			\$56,800.00			100.0%		
	Carpet Labor			\$27,500.00		\$13,750.00						\$27,500.00			100.0%		
	LVT Materials			\$3,600.00		\$3,600.00						\$3,600.00			100.0%		
	LVT Labor			\$2,700.00		\$2,700.00			\$2,700.00			\$2,700.00			100.0%		
	Wall Base Materials			\$8,200.00		\$8,200.00						\$8,200.00			100.0%		
	Wall Base Labor			\$8,200.00		\$4,100.00			\$4,100.00			\$8,200.00			100.0%		
	Entry Carpet			\$6,500.00		\$2,000.00			\$4,500.00			\$6,500.00			100.0%		
	Floor Preparation			\$7,000.00		\$3,500.00			\$3,500.00			\$7,000.00			100.0%		
	Demo and Disposal			\$22,000.00		\$11,000.00			\$11,000.00			\$22,000.00			100.0%		
JM HILL ELEMENTARY SCHOOL																	
	Carpet Materials			\$9,600.00		\$9,600.00						\$9,600.00			100.0%		
	Carpet Labor			\$4,500.00		\$4,500.00						\$4,500.00			100.0%		
	LVT Materials			\$39,000.00		\$39,000.00						\$39,000.00			100.0%		
	LVT Labor			\$27,000.00		\$21,600.00			\$5,400.00			\$27,000.00			100.0%		
	Wall Base Materials			\$4,200.00		\$4,200.00						\$4,200.00			100.0%		
	Wall Base Labor			\$4,200.00		\$3,360.00			\$840.00			\$4,200.00			100.0%		
	Entry Carpet			\$6,800.00		\$6,800.00						\$6,800.00			100.0%		
	Floor Preparation			\$42,000.00		\$33,600.00			\$8,400.00			\$42,000.00			100.0%		
	Demo and Disposal			\$21,936.00		\$21,936.00						\$21,936.00			100.0%		
	P & P Bonds			\$5,582.00		\$5,582.00						\$5,582.00			100.0%		
	Allowances			\$64,782.00		\$51,824.00			\$12,958.00			\$64,782.00			100.0%		
	CO: JMH Lower Level Slab Treatment			\$3,438.00					\$3,438.00			\$3,438.00			100.0%		
	CO: JMH Added Areas			\$1,084.00					\$1,084.00			\$1,084.00			100.0%		
Totals				\$376,622.00		\$304,952.00		\$71,670.00				\$376,622.00					

<b>Contractor's Application for Payment No.</b>		<b>5</b>
<b>Application Period:</b>	8/31/2023	<b>Application Date:</b> 8/16/2023
<b>To (Owner):</b> East Stroudsburg Area School District	<b>From (Contractor):</b> Lehigh Valley Floor Covering, LLC	<b>Via (Engineer):</b> D'Huy Engineering
<b>Project:</b> Admin Building & JM Hill ES Flooring Replacement	<b>Contract:</b> No. 2	
<b>Owner's Contract No.:</b>	<b>Contractor's Project No.:</b>	<b>Engineer's Project No.:</b> 287038

Approved Change Orders			Change Order Summary	
Number	Additions	Deductions		
	\$4,522.00			
TOTALS	\$4,522.00			
NET CHANGE BY CHANGE ORDERS				\$4,522.00

1. ORIGINAL CONTRACT PRICE.....	\$	\$372,100.00
2. Net change by Change Orders.....	\$	\$4,522.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$376,622.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	\$376,622.00
5. RETAINAGE:		
a. 10% X _____ Work Completed.....	\$	
b. 10% X _____ Stored Material.....	\$	
c. Total Retainage (Line 5a + Line 5b).....	\$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	\$376,622.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	<del>\$376,622.00</del>
8. AMOUNT DUE THIS APPLICATION.....	\$	<del>\$376,622.00</del>
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 8/16/2023

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of	\$ 37,662.20	(Line 8 or other - attach explanation of the other amount)	<u>Josh Grice</u>	<u>8/30/23</u>	(Date)
is recommended by:			(Engineer)		
Payment of	\$	(Line 8 or other - attach explanation of the other amount)			
is approved by:			(Owner)		(Date)
Approved by:			Funding Agency (if applicable)		(Date)

EJCDC C-620 Contractor's Application for Payment  
 © 2007 National Society of Professional Engineers for EJCDC All rights reserved.



# 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 Naatorium 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.:** 5  
**PERIOD TO:** 8/31/2023  
**PROJECT NO.:** 287030  
**CONTRACT DATE:**

**Distribution to:**  
☒ OWNER  
☒ ENGINEER  
☐ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

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.....\$ 841,900.00  
 (Column G on G703)

5. RETAINAGE:  
 a. 10 % of Completed Work \$ 84,190.00  
 (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.....\$ 757,710.00  
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior Certificate).....\$ 726,961.50

8. CURRENT PAYMENT DUE.....\$ 30,748.50

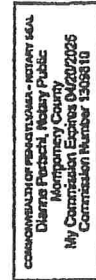
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) \$ 126,690.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

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: 8/29/2023  
 VICE PRESIDENT: Chad Munn



State of: PA  
 County of: Montgomery  
 Subscribed and sworn to before me this 29th day of August, 2023  
 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.....\$ 30,748.50

(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.)

ARCHITECT: Josh Grice Date: 8/30/23  
 By: [Signature]  
 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.

# 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: 5  
APPLICATION DATE: 8/31/2023  
PERIOD NUMBER:  
PROJECT NO: 287030

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E)	% (G, C)		
1	Substrate Materials	\$ 181,400.00	\$ 181,400.00	-	\$ -	\$ 181,400.00	100%	\$ -	\$ 18,140.00
2	Substrate Labor	\$ 86,400.00	\$ 86,400.00	-	\$ -	\$ 86,400.00	100%	\$ -	\$ 8,640.00
3	Standing Seam Roofing Materials	\$ 237,200.00	\$ 237,200.00	-	\$ -	\$ 237,200.00	100%	\$ -	\$ 23,720.00
4	Standing Seam Roofing Labor	\$ 107,300.00	\$ 91,205.00	16,095.00	\$ 16,095.00	\$ 107,300.00	100%	\$ -	\$ 10,730.00
5	Wall Panels Materials	\$ 74,100.00	\$ 74,100.00	-	\$ -	\$ 74,100.00	100%	\$ -	\$ 7,410.00
6	Wall Panels Labor	\$ 40,300.00	\$ 34,255.00	6,045.00	\$ 6,045.00	\$ 40,300.00	100%	\$ -	\$ 4,030.00
7	Window Store Front	\$ 115,200.00	\$ 103,175.00	12,025.00	\$ 12,025.00	\$ 115,200.00	100%	\$ -	\$ 11,520.00
8	Allowance 1	\$ 15,000.00	\$ -	-	\$ -	\$ -	0%	\$ 15,000.00	\$ -
9	Allowance 2	\$ 1,700.00	\$ -	-	\$ -	\$ -	0%	\$ 1,700.00	\$ -
10	Allowance 3	\$ 12,600.00	\$ -	-	\$ -	\$ -	0%	\$ 12,600.00	\$ -
11	Allowance 4	\$ 13,200.00	\$ -	-	\$ -	\$ -	0%	\$ 13,200.00	\$ -
	<b>TOTAL</b>	\$ 884,400.00	\$ 807,735.00	\$ 34,165.00	\$ 34,165.00	\$ 841,900.00		\$ 42,500.00	\$ 84,190.00

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: East Stroudsburg High School North Storm Pipe Replacement Project PROJECT: Storm Pipe Replacement Project APPLICATION NO.: 3 PERIOD TO: 08-31-23 DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR

FROM CONTRACTOR: RUTLEDGE EXCAVATING, INC. 2486 Hancock Hwy Equinunk, PA 18417 VIA ARCHITECT: D'Huy Engineering

CONTRACT FOR: CONTRACT DATE: 2220

## 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 ..... \$ 256760.00
2. Net change by Change Orders ..... \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 256760.00
4. TOTAL COMPLETED & STORED TO DATE ..... \$ 255033.30 (Column G on G703)
5. RETAINAGE:
  - a.  $\frac{10}{100}$  % of Completed Work (Columns D + E on G703) ..... \$ 25503.33
  - b.  $\frac{0}{100}$  % of Stored Material (Column F on G703) ..... \$ 0
6. TOTAL EARNED LESS RETAINAGE ..... \$ 229,529.97 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ 200064.10
8. CURRENT PAYMENT DUE ..... \$ 29,465.87
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$ 27,230.03

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

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: Donal Rutledge Date: 8-31-23

By: Donal Rutledge State of: PENNSYLVANIA County of: WAYNE Subscribed and sworn to before me this 31st day of August, 2023

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL  
Kathryn A Smith, Notary Public  
Wayne County  
My Commission Expires 05/04/2025  
Commission Number 1312890

Notary Public: Kathryn A Smith My Commission expires: 05-04-25

## 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 ..... \$ 29,465.87  
(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: Josh Grice Date: 8/31/23  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Rutledge Excavating, INC 88 Galilee Road, Tyler Hill, PA 18469  
 #2220 East Stroudsburg High School North Storm Pipe Replacement  
 Engineer: D'Huy Engineering, INC

Item #	Item Description	QTY	UNIT	UNIT PRICE	CONTRACT AMOUNT	CURRENT QTY	CURRENT AMOUNT	TOTAL TO DATE	% COMPLETE	BALANCE TO FINISH
<b>Total Lump Sum Base Bid Amount</b>		1	LS	\$ 256,760.00	\$ 256,760.00			\$ 197,140.00	76.78%	\$ 59,620.00
<b>Unit Prices</b>										
1	Utility Trenching									
	Install 24" HDPE pipe, screenings, and backfill with 2A modified	50	LF	\$ 242.00				\$ 2,420.00		
	Excavate, remove, and legally dispose of unstable materials encountered and replace with 2A modified stone		CY	\$ 98.00				\$ 11,033.82		
	full depth asphalt paving including 6" 2A modified stone base, 4.5" 25mm binder course and 1.5" 39.5mm wearing course		SY	\$ 178.00		249.66	\$ 44,439.48	\$ 44,439.48		
<b>Project Quantity Allowance</b>										
1	Three (3) foot sections at Unit Price 1		ft	\$ 36,300.00						
2	Twenty (20) cubic yards at Unit Price 2		CY	\$ 1,960.00						
3	One Hundred twenty (120) square yards at Unit Price 3		SY	21,360.00						
<b>Project Allowance Included In Base Bid Proposal</b>				\$ 59,620.00						
					\$ 44,439.48			\$ 255,033.30		

**APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)-1**

Invoice: 313880270

To: EAST STROUDSBURG SCHOOL DIST CONTRACT EAST STROUDSBURG ASD BUSHKILL APPLICATION NO: 09  
 NAME: APPLICATION DATE: 24-AUG-2023  
 PERIOD TO: 31-AUG-2023  
 CUST PO NO: Signed LOC

From: Trane 131 NORTH SCHOOL DRIVE  
 1185 NORTH WASHINGTON STREE DINGMANS FERRY, PA 18328  
 WILKES BARRE, PA 18705

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: (Column G on Detail Sheet)	\$2,802,169.36
5	RETAINAGE:	
a.	0.00% of Completed Work: (Columns D + E on Detail Sheet)	\$0.00
b.	0.00% of Stored Material: (Column F on Detail Sheet)	\$0.00
	Total Retainage: (Line 5a+5b or Total in Column I of Detail Sheet)	\$0.00
6	TOTAL EARNED LESS RETAINAGE: (Line 4 less Line 5 Total)	\$2,802,169.36
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT: (Line 6 from prior Certificate)	\$2,607,203.36
8	CURRENT PAYMENT DUE: (Before Applicable Sales Taxes)	\$194,966.00
9	BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less line 6)	\$147,489.64

**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 \$194,966.00  
 (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.)

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
<b>TOTALS</b>	<b>\$2,930,088.00</b>	<b>\$100.00</b>
<b>NET CHANGE BY CHANGE ORDERS:</b>	<b>\$2,929,988.00</b>	

CERTIFIER: Josh Grice Date: 8/30/23  
 BY: ACCEPTANCE: Date:  
 BY: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the company named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the party under this Contract.

**TRANE**  
 TECHNOLOGIES

**TRANE**

Trane U.S. Inc.  
2313 S 20th Street  
La Crosse, WI 54601  
United States

Page 1 of 1

# Invoice

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 Number **313880270**Invoice Date **24-AUG-2023**Customer No. **75934**Reference No. **D426092**Internal Account **3644415**Payment Terms **.5%10 NET30**Payment Due Date **23-Sep-2023**Discount Date **03-Sep-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 18329

<https://www.tranetechnologies.com/customer>

CERTifyTax - for submittal of tax exemption certificates.

iReceivables - access invoice copies, account balances &amp; make payments.

Tax/GST ID: 25-0900465	State Tax: 0.00 0.0000%	County Tax: 0.00 0.0000%	City Tax: 0.00 0.0000%	District Tax: 0.00 0.0000%
PST/QST ID:	PA	PIKE	DINGMANS FERRY	

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	194966.00	0.00	0.00	0.00	194966.00

Special Instructions	East Stroudsburg ASD Bushkill
----------------------	-------------------------------

Contract No.	Contract Date	Ship Date	Purchase Order
CID00096217	25-OCT-2021	31-AUG-2023	Signed LOC

Application No. 09 for work completed thru 31-AUG-2023

- |                                 |                |  |                |
|---------------------------------|----------------|--|----------------|
| 1. ORIGINAL CONTRACT SUM:       | \$19,671.00    | 4. TOTAL COMPLETED & STORED TO DATE:   | \$2,802,169.36 |
| 2. NET CHANGE BY CHANGE ORDERS: | \$2,929,988.00 | a. Percentage Completed:               | 95.00%         |
| 3. CONTRACT SUM TO DATE:        | \$2,949,659.00 | 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:        | \$2,802,169.36 |
|                                 |                | 7. LESS PREVIOUS REQUESTS FOR PAYMENT: | \$2,607,203.36 |

Sections Included: Summary Sheet and Detail  
Sheet(s)

- |                                  |              |
|----------------------------------|--------------|
| 8. CURRENT PROJECT PAYMENT DUE:  | \$194,966.00 |
| (Before Applicable Sales Taxes)  |              |
| 9. Applicable Sales Taxes:       | \$0.00       |
| 10. Amount Due This Requisition: | \$194,966.00 |
| Currency: USD                    |              |

PLEASE REFERENCE NUMBER **313880270** WITH YOUR PAYMENT

**TRANE**  
TECHNOLOGIES

252

# DETAIL SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT,  
Containing Certification is attached

Invoice: 313880270

APPLICATION NO: 09  
APPLICATION DATE: 24-AUG-2023  
PERIOD TO: 31-AUG-2023

CUST PO NO: Signed LOC  
CONTRACT DATE: 25-OCT-2021  
CONTRACT NO: CID00096217

A No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R 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	19,771.00		0.00	0.00	19,771.00	0.00	0.00
2	HVAC Renovation	2,419,933.00	2,242,854.76		92,748.00	0.00	2,335,602.76	84,330.24	0.00
3	Trane Controls	509,955.00	344,577.60		102,218.00	0.00	446,795.60	63,159.40	0.00
	<b>TOTAL</b>	<b>2,949,659.00</b>	<b>2,607,203.36</b>		<b>194,966.00</b>	<b>0.00</b>	<b>2,802,169.36</b>	<b>147,489.64</b>	<b>0.00</b>

TRANE  
TECHNOLOGIES

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER: EAST STROUDSBURG AREA SD  
ACCOUNTS PAYABLE  
50 VINE STREET  
EAST STROUDSBURG, PA 18301 USA

PROJECT: SMITHFIELD  
ELEMENTARY SCHOOL  
245 RIVER ROAD  
EAST STROUDSBURG, PA 18301 USA  
2023 ROOF PROJECT

APPLICATION NO:

4

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR

FROM CONTRACTOR:

WEATHERPROOFING TECHNOLOGIES  
3735 GREEN RD.  
BEACHWOOD, OHIO 44021  
CONTRACT FOR: 2023 ROOF PROJECT

PERIOD TO: August 31, 2023

PROJECT NOS:

5050562

AIA 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.

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.

1. ORIGINAL CONTRACT SUM  
2. Net change by Change Orders  
3. CONTRACT SUM TO DATE (Line 1 + 2)  
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

CONTRACTOR: WEATHERPROOFING TECHNOLOGIES

By: Meaghan Shea Date: 8/30/2023

5. RETAINAGE:  
a. 100% % of Completed Work (Column D + E on G703)  
b. 0.00 % of Stored Material (Column F on G703)  
Total Retainage (Lines 5a + 5b or Total in Column I of G703)

State of: Ohio

8/30/2023

Subscribed and sworn to before me this 30th day of August, 2023.

Notary Public: Victoria Slayton

My Commission expires:

Counties of Cuyahoga

Notary Public: Victoria Slayton

State of Florida

Commission Expires: 8/30/2023

Signature: Victoria Slayton

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 the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 580,002.34

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

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

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.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292  
AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION AIA® © 1992  
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

254

## INVOICE

WEATHERPROOFING TECHNOLOGIES INC  
3735 GREEN ROAD, BEACHWOOD, OH 44122-5730

(216) 292-5000



RECEIPT OF THIS ORDER SHALL BE ACCEPTANCE OF ALL TERMS AND CONDITIONS CONTAINED ON THE FRONT

ACCOUNT NUMBER 6047867

**SHIP TO**  
SMITHFIELD ELEMENTARY SCHOOL  
245 RIVER ROAD  
EAST STROUDSBURG PA 18301  
USA

INVOICE NO. 97271510	INVOICE DATE 08/31/2023	DUE DATE 09/30/2023
-------------------------	----------------------------	------------------------

CUST. P.O.  
23000294

ORDER NUMBER  
35050562

TERMS  
Net 30

SHIPPED FROM

SHIP DATE

ROUTING - IF SPECIFIED

DELIVERY NO.

**CHARGE TO**  
EAST STROUDSBURG AREA SD  
ACCOUNTS PAYABLE  
50 VINE STREET  
EAST STROUDSBURG PA 18301  
USA

(PLEASE MAKE ANY CORRECTIONS TO ABOVE INFORMATION)  
NO RETURN MERCHANDISE UNLESS AUTHORIZED BY OUR REPRESENTATIVE

REPRESENTATIVES: Kiessling, Marshal; Kline, Randy; Sweppenhiser,  
Kyle

FREIGHT (F.O.B.: SHIPPING POINT)  
PPA PREPAID AND ADD

QTY	FORMULA NO. AND DESCRIPTION	UNIT QTY	PRICE	AMOUNT
1	CONTRACTING GENERAL CONTRACTING SERVICES  If you currently do not receive your invoices by email and would like to, please contact Customer Service.  EAST STROUDSBURG AREA SCHOOL DISTRI-203335 8.31.23 PAY APP 4 VICTORIA SLAYTON Service Order:9737829	1 EA		580,002.34

LOCAL TAX 0.00	COUNTY TAX 0.00	STATE TAX 0.00	SUBTOTAL	580,002.34
			SALES TAX	0.00
			SHIPPING	0.00
			TOTAL DUE	580,002.34

## TERMS AND CONDITIONS

This sale is subject to the Terms and Conditions of Sale effective on the date the purchase order is received, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at <https://www.tremcocpg.com/terms-and-conditions/>.

## PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

EAST STROUDSBURG AREA SD  
ACCOUNTS PAYABLE  
50 VINE STREET  
EAST STROUDSBURG PA 18301  
USA

ACCOUNT NUMBER : 6047867  
CUST. P.O. : 23000294  
TERMS : Net 30

SUBTOTAL 580,002.34  
SALES TAX 0.00  
SHIPPING 0.00  
TOTAL DUE 580,002.34 USD

IF THIS ORDER IS SALES TAX  
EXEMPT AND WE HAVE  
CHARGED SALES TAX,  
MARK BOX AND RETURN  
A COMPLETED, SIGNED  
SALES TAX EXEMPTION  
CERTIFICATE WITH YOUR  
REMITTANCE. THANK YOU.

INVOICE NO. 97271510	INVOICE DATE 08/31/2023
-------------------------	----------------------------

## COMMENTS:

Mail check to address shown or call to pay  
by ACH or wire transfer.  
Credit card accepted at time of purchase.

Thank you for your payment. We appreciate your business.

 Weatherproofing Technologies, Inc.  
P.O. BOX 931111  
CLEVELAND, OH 44193-0511

REMIT TO:

255

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 4  
APPLICATION DATE: 8/24/2023  
PERIOD TO: 8/31/2023

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10%
<b>SCOPE OF WORK I (Roof Replacement)</b>								
1	Mobilization.	\$23,223.32	23,223.32			\$23,223.32		\$2,372.33
2	Tear Off and Disposal	\$92,893.27		\$92,893.27		\$92,893.27		\$9,289.33
3	Insulation and Membrane	\$209,009.85		\$209,009.85		\$209,009.85		\$20,900.99
4	Flashing	\$46,446.63		\$46,446.63		\$46,446.63		\$4,644.66
5	Metal Work	\$46,446.63					\$46,446.63	\$0.00
6	Surfacing and Coating	\$23,223.32					\$23,223.32	\$0.00
7	Demobilization and Clean-Up	\$23,223.32					\$23,223.32	\$0.00
<b>SCOPE OF WORK II (Roof Recover)</b>								
1	Mobilization.	\$69,669.95	\$69,669.95			\$69,669.95		\$6,967.00
2	Tear Off and Disposal	\$278,679.80	\$278,679.80			\$278,679.80		\$27,867.98
3	Insulation and Membrane	\$627,029.57	\$470,272.18	\$156,757.39		\$627,029.57		\$62,702.96
4	Flashing	\$139,339.90	\$104,504.93	\$34,834.98		\$139,339.90		\$13,933.99
5	Metal Work	\$139,339.90	\$69,669.95	\$34,834.98		\$104,504.93	\$34,834.98	\$10,450.49
6	Surfacing and Coating	\$69,669.95	\$34,834.98	\$34,834.98		\$69,669.95		\$6,967.00
7	Demobilization and Clean-Up	\$69,669.95					\$69,669.95	\$0.00
<b>ADDITIONAL</b>								
1	Roof Diagnostics Scan	\$4,492.31	\$4,492.31			\$4,492.31		\$449.23
<b>GRAND TOTALS</b>		\$1,862,357.67	\$1,055,347.41	\$609,612.07	\$0.00	\$1,664,959.48	\$197,398.20	\$166,495.95

Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certification of Document's Authenticity

256

EAST STROUDSBURG AREA SCHOOL DISTRICT

HSN  
Class of 2027  
Fund 8

REQUEST TO ESTABLISH A STUDENT ACTIVITY – 2023-2024

RECEIVED

AUG 21 2023

1. NAME OF ORGANIZATION: Class of 2027 HSN

2. CHOOSE FROM ONE (1) OF THE FOLLOWING:

Renewal of a Previously-Approved Student Activity Account ☐

Establish a New Student Activity Account ☒

Account # \_\_\_\_\_

Account # (TBD) \_\_\_\_\_

3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)

4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)  
Support positive school culture, provide students leadership opps.  
supply funding toward senior activities.

fund prom & senior events, student leadership

5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) class advisors (prof. staff)

6. FUND RAISING:

a. Will this organization raise funds? Yes ☒ No ☐

b. If "yes", briefly describe typical fund-raising activities and who will be involved.

Sales of clothes, snacks. class advisors (staff), students

7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)

Senior events

8. FINANCIAL DEPENDENCE:

a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☐ No ☒

b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.

9. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)

Prof. staff

Date Submitted: 8/15/23

Submitted by: [Signature]

Advisor's Signature: [Signature]

Print Name: Kelsey Nagy

Co-Advisor's Signature: [Signature]

Print Name: Lian Mlodzenski

Principal: [Signature]

Date: 8/18/23

Settled  
8/18/23  
[Signature]

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A STUDENT ACTIVITY – 2023-2024

RECEIVED

JUN 06 2023

1. NAME OF ORGANIZATION: North High School Literary Magazine

2. CHOOSE FROM ONE (1) OF THE FOLLOWING:

Renewal of a Previously-Approved Student Activity Account ☐

Establish a New Student Activity Account ☒

Account # \_\_\_\_\_

Account # (TBD) 80-30-819- #8020

3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)

Having a literary magazine club at North allows students who are not able to take Creative Writing to participate in the publishing of our literary magazine, which is a curriculum requirement for Creative Writing I and II. It also gives students additional time to create an exceptional literary magazine that they can be proud of.

4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)

Not only does having an after school club for the literary magazine allow for extra time to the production and publication process, but it also allows students not enrolled in Creative Writing I or II to effectively participate in a publication, which they may otherwise not have experienced in high school. Publications can look great on college applications, and there are contests that we can enter that will bring recognition to the school district.

5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.)

As like any other publication, there would be an Editor-in-Chief, Assistant Editor, Treasurer, Secretary, and Editors. Higher positions such as editor and assistant editor will be appointed based on writing samples, past participation, and recommendations from teachers/coaches.

6. FUND RAISING:

a. Will this organization raise funds? Yes ☒ No ☐

b. If "yes", briefly describe typical fund-raising activities and who will be involved.

Students will participate in two different types of fundraising including sales (such as Gertrude Hawk) and an annual event, much like South's Cava Java event (a cafe-style talent show aimed at showcasing the talents of students).

7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)

Any funds raised would go back to the literary magazine itself, and contribute to the physical publication of the magazine, which would allow students to have something physical to have to showcase their hard work.

8. FINANCIAL DEPENDENCE:

a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☒ No ☐

b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.

We would need a space to meet and funds to help publish the physical literary magazine. This would be a continuing need as there would be a new publication each school year.

9. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made).

Decisions on fundraising and expenditures will be discussed with the whole literary magazine staff, but the advisor would be the main person responsible for the funds and have the final say in any possible fundraising and expenditures; however, there will also be a student treasurer who will participate in this process.

Date Submitted: 05/23/2023

Submitted by: Lauren Arico

Advisor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Lauren Arico

Principal: \_\_\_\_\_

Date: 5/26/23

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A SPECIAL ACTIVITY -- 2023-2024

1. NAME OF ORGANIZATION: SWPBIS - Student Wide Positive Behavior
2. CHOOSE FROM ONE (1) OF THE FOLLOWING:  
 Renewal of a Previously-Approved Special Activity Account ☐ Establish a New Special Activity Account ☒  
 Account # \_\_\_\_\_ Account # (TBD) 29666
3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)  
Raise funds to purchase items for School wide activities.
4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)  
Reinforce positive behavior with Student rewards.
5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) Will be ran by faculty.
6. FUND RAISING:  
 a. Will this organization raise funds? Yes ☒ No ☐  
 b. If "yes", briefly describe typical fund-raising activities and who will be involved.  
 \_\_\_\_\_
7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)  
Funds will be used to purchase items for school store for student reward redemption.
8. FINANCIAL DEPENDENCE:  
 a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☐ No ☒  
 b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.  
 \_\_\_\_\_
9. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)  
Faculty will be in charge of fundraisers and purchasing items for rewards.

Date Submitted: 6/22/23

Submitted by: Lorena Ramos

Advisor's Signature: Lorena Ramos

Print Name: Lorena Ramos

Co-Advisor's Signature: RConkly

Print Name: Rose Ann Conkle

Principal's Signature: Rae S. Conkle

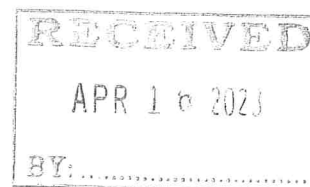
Date: 6/26/23



EAST STROUDSBURG AREA SCHOOL DISTRICT

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

Contract for In-District Services



Name of Provider: Robert Breiner Jr

Employee # 1094

Date(s) of Services: 8/15/23

Title of Presentation/Service: Sapphire Training

Purpose of Presentation/Service: Provide overview of Sapphire to new teachers

Total Time Required for Presentation/Service: 1 hour

Presentation/Service Facility: MSE

Maximum Number of Participants: any number

Presentation/Service Rate: Curriculum

Total Estimated Cost of Proposed Presentation/Service: \$150

Budget Account Number to be charged: \_\_\_\_\_

Audio/Visual Equipment Needed: Projector

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.  
If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: \_\_\_\_\_

Initiator sends to Provider to sign

DATE

Signature of Provider: \_\_\_\_\_

Provider sends to Assistant Superintendent for Curriculum & Instruction

DATE

Approvals:

Assistant Superintendent

For Curriculum & Instruction: \_\_\_\_\_

Send to the Superintendent's Office

8-16-23

DATE

After Board Approved

Board Approval Date \_\_\_\_\_

Superintendent: \_\_\_\_\_

Send back to the Initiator

DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services \_\_\_\_\_

Total due provider \_\_\_\_\_ Approved for payment \_\_\_\_\_

Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

**Contract for In-District Services**

Name of Provider: Mary Capulish

Employee # 4177

Date(s) of Services: August 15, 2023

Title of Presentation/Service: MTSS Presentation

Purpose of Presentation/Service: New Teacher Induction

Total Time Required for Presentation/Service: 30 minutes

Presentation/Service Facility: MSE

Maximum Number of Participants: N/A

Presentation/Service Rate: Curriculum Rate

Total Estimated Cost of Proposed Presentation/Service: 6x Curriculum rate ~~\$150~~

Budget Account Number to be charged: \_\_\_\_\_

Audio/Visual Equipment Needed: Powerpoint Presentation

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.  
If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: \_\_\_\_\_

Initiator sends to Provider to sign

8/2/23

DATE

Signature of Provider: \_\_\_\_\_

Provider sends to Assistant Superintendent for Curriculum & Instruction

DATE

**Approvals:**

Assistant Superintendent

For Curriculum & Instruction: \_\_\_\_\_

Send to the Superintendent's Office

8/16/23

DATE

**After Board Approved**

**Board Approval Date** \_\_\_\_\_

Superintendent: \_\_\_\_\_

Send back to the Initiator

DATE

**Upon Completion of Presentation/Service the Initiator will complete.**

Comments on services \_\_\_\_\_

Total due provider \_\_\_\_\_ Approved for payment \_\_\_\_\_

Initiator will distribute the copies:

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

262

PRINTED 8/2/2023 6:27 PM

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

THIS AGREEMENT is made this 28 day of August 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**

**Chuck Thomas** (the "Contractor") of ChuckWalks

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

**T STROUDSBURG AREA SC  
Independent Contractor A**

## 1. Nature of Position

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

## 2. Scope of Duties

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

## 3. Breach of Agreement

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

263

7/8/4

## SCHEDULE A

Description of Service to be performed (be specific): 2 x 3 Days Mindful Outdoor Experience Student Workshops as part of East Stroudsburg High School South Social Emotional Learning District Initiative/South's ATSI.

Chuck Thomas will guide both staff and students in Mindful Outdoor Experiences as part of the Social Emotional Learning District Initiative. These experiences will involve staff and students in hands-on outdoor awareness to promote healing and a deep connection with the more than human world. All activities and programs will be designed to encourage a lifelong and consistent connection between humans and the natural environment in their community. Program dates and times are as follows: Student Mindful Outdoor Experiences will be held on 9/22/23, 10/6/23 and 4/22/24.

Location of Services: All Mindful Outdoor Experiences will take place on the East Stroudsburg High School South Campus along the Levee Loop at the rear of High School South Property (by the creek and baseball fields).

Effective Date:

Professional Fee:

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

b) Fixed Rate:

\$ 1500.00 for 6 sessions/2 per day, 3 days Mindful Outdoor Programs including staff and students on 9/22/23, 10/6/23 and 4/22/24. Are expenses included? YES

If no, please itemize:

Budget Code: \_\_\_\_\_ Department: \_\_\_\_\_

District Initiator: Matthew 8-28-23

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide Child Find evaluations at nonpublic and private schools for the purpose of FAPE as requested by the school district.

The rates for services are as follows:

Adaptive Physical Education	\$87.53/hour
Alternative Augmentative Communication (AAC) Evaluation	\$748.00/evaluation
Educational Audiology Services	\$276.74/hour
Feeding Team Evaluation	\$1,200.00/evaluation
Itinerant Hearing Support	\$184.93/hour
Itinerant Vision Support	\$325.27/hour
Occupational Therapy	\$140.36/hour
Orientation and Mobility Services	\$325.27/hour
Physical Therapy	\$161.33/hour
Psychological Services	\$136.41/hour
Speech and Language Support	\$137.73/hour

The total amount of this contract will be based on the total number of hours requested for each service per student. This contract is in effect for the 2023-2024 school year.

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

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

  
Mr. Jon Wallitsch  
Assistant to the Executive Director  
for Management Services

8/18/23  
Date

\_\_\_\_\_  
East Stroudsburg Area School District  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

265

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide sign language interpreting services for students at the East Stroudsburg Area School District.

The cost for said services is \$57.72 per hour. The total amount of this contract will be based on the total number of hours requested for each service per student. This contract is in effect for the 2023-2024 school year.

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

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

  
\_\_\_\_\_  
Mr. Jon Wallitsch  
Assistant to the Executive Director  
for Management Services

5/17/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
East Stroudsburg Area School District  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

266

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: 10/19/23

Title of Presentation/Service: Accompanist

Purpose of Presentation/Service: Concert

Total Time Required for Presentation/Service: 1.5 hours

Presentation/Service Facility: Auditorium

Maximum Number of Participants:       

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:       

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] 9/5/23  
Initiator sends to Provider to sign DATE

Signature of Provider: [Signature] 8/31/23  
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

**Approvals:**

Assistant Superintendent  
For Curriculum & Instruction: [Signature] 9-11-23  
Send to the Superintendent's Office DATE

After Board Approved

Board Approval Date       

Superintendent:         
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services       

Total due provider        Approved for payment [Signature]

Initiator will distribute the copies:

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

**RECEIVED**  
SEP 07 2023  
BY:

**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 1 day of September\_\_\_\_, 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**

Louis Santiago (the "Contractor") of DJ Louie Sounds

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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

## SCHEDULE A

Description of Service to be performed (be specific):

Louis Santiago dba DJ Louie Sounds TOTAL September 8, 2023 .  
Pa 1832 (570)

, Bushkill,

Location of Services:  
HSN cafeteria

Effective Date: 9/30/23

Professional Fee:

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

b) Fixed Rate: \$ 300 \_\_\_\_\_

c) Are expenses included? ☒ YES ☐ NO

If no, please itemize:

Budget Code: \_\_\_\_\_

Department: \_\_\_\_\_

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

# Louis Santiago dba DJ Louie Sounds

"Let's Get Your Party Started"

Bushkill, Pa 18324  
Phone (570) :

Date: September 8, 2023  
as per Quote #: 230908.001  
Customer ID: ESASD-005

## Bill To:

HSN SGA  
279 Timberwolf Drive  
Dingmans Ferry, PA 18328

Attn: Carolyn Cruz

Invoice due:  
Prepared by: Louis Santiago

## Comments or special instructions:

If paying by check - make check payable to LOUIS SANTIAGO

Description	AMOUNT
DJ Services for Saturday 09/30 @ ESN Cafeteria  From: 6pm-9pm	\$ 300.00
<b>TOTAL</b>	<b>\$ 300.00</b>

If you have any questions concerning this invoice, contact:  
Louis Santiago / 570                      nail: :

**THANK YOU FOR YOUR BUSINESS!**

270

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

Contract for In-District Services

Name of Provider: Scott Hnasko

Employee # 7109

Date(s) of Services: August 17, 2023

Title of Presentation/Service: Developing communication skills with families

Purpose of Presentation/Service: ESASD Inductee training

Total Time Required for Presentation/Service: 45 minutes

Presentation/Service Facility: Middle Smithfield Elementary Library

Maximum Number of Participants: any number

Presentation/Service Rate: Curriculum

Total Estimated Cost of Proposed Presentation/Service: \$150

Budget Account Number to be charged: \_\_\_\_\_

Audio/Visual Equipment Needed: Computer connected to an LCD projector

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items.  
If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: \_\_\_\_\_

Initiator sends to Provider to sign \_\_\_\_\_

DATE

Signature of Provider: Scott P. Hnasko

2023 \_\_\_\_\_

August 3,

Provider sends to Assistant Superintendent for Curriculum & Instruction \_\_\_\_\_

DATE

Approvals:

Assistant Superintendent

For Curriculum & Instruction: \_\_\_\_\_

Send to the Superintendent's Office \_\_\_\_\_

8/14/23

DATE

After Board Approved \_\_\_\_\_

Board Approval Date \_\_\_\_\_

Superintendent: \_\_\_\_\_

Send back to the Initiator \_\_\_\_\_

DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services \_\_\_\_\_

Total due provider \_\_\_\_\_

Approved for payment \_\_\_\_\_

Initiator will distribute the copies:

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

271

PRINTED 8/4/2023

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

**Contract for In-District Services**

Name of Provider: Paul Kernan

Employee # 7294

Date(s) of Services: 8-15

Title of Presentation/Service: SPM Training/Evaluation

Purpose of Presentation/Service: New Employees

Total Time Required for Presentation/Service: 1HR

Presentation/Service Facility: MSE

Maximum Number of Participants: NA

Presentation/Service Rate: Curriculum

Total Estimated Cost of Proposed Presentation/Service: \$150

Budget Account Number to be charged: \_\_\_\_\_

Audio/Visual Equipment Needed: YES

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: Paul Kernan

08-05-23

Initiator sends to Provider to sign

DATE

Signature of Provider: Paul Kernan

Provider sends to Assistant Superintendent for Curriculum & Instruction

DATE

**Approvals:**

Assistant Superintendent

For Curriculum & Instruction: [Signature]

8/16/23

Send to the Superintendent's Office

DATE

**After Board Approved**

**Board Approval Date** \_\_\_\_\_

Superintendent: \_\_\_\_\_

Send back to the Initiator

DATE

**Upon Completion of Presentation/Service the Initiator will complete.**

Comments on services \_\_\_\_\_

Total due provider \_\_\_\_\_ Approved for payment \_\_\_\_\_

Initiator will distribute the copies:

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

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

**818**

---

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

---

**THIS AGREEMENT** is made this 11th day of September, 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**

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

## SCHEDULE A

### Description of Service to be performed (be specific):

Kit's Interactive Theater Inc. will provide 3 programs : (for families and students)  
Grace the Pirate at 9:15 for Grades 2/3  
The Mysteries of Ancient Egypt 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 1, 2024

### 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 \_\_\_\_\_

District Initiator: Jacqueline Doyle, Reading Specialist

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING BETWEEN Preventive Measures Inc. and East Stroudsburg Area School District

This is a Memorandum of Understanding between Preventive Measures Inc (hereinafter referred to as Preventive Measures), and East Stroudsburg Area School District (hereinafter referred to as "ESASD"). Preventive Measures and ESASD shall be hereinafter jointly referred to as the "parties."

This Memorandum of Understanding (MOU) sets for the terms and understanding between Preventive Measures, 429 N Courtland St, East Stroudsburg, PA 18301 and ESASD, 50 Vine Street, East Stroudsburg, PA 18301 to provide psychiatric outpatient services.

## I. Parties

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between East Stroudsburg Area School District ("ESASD") and Preventive Measures Inc. [AGENCY].

WHEREAS, the AGENCY's services or program described in this MOU will be provided at no cost to ESASD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable AGENCY to provide said services/program on school(s), site(s) ("Schools") selected in Section II of the MOU.

## II. Program Sites

Unless otherwise agreed to in writing by the parties, the School(s) governed by this agreement are the following:

1. Bushkill Elementary
2. Lehman Intermediate
3. East Stroudsburg High School North

AUG 31 2023

RECEIVED

### III. AGENCY Responsibilities/Scope of Services

- A. Provide a description of the services that your program will be providing ESASD. Please be specific by answering all of the following questions

1. A brief description of the type of services your program generally provides.

Outpatient Mental Health Services that consist of the following modalities:

- Initial psychosocial assessments and treatment recommendations
- Psychiatric evaluation and diagnosis
- Individual/Family/Group psychotherapy
- Provide Psychoeducation
- Medication management
- Community referrals

Services will be provided on school property and on a weekly/biweekly schedule. The client will be identified and referred by appropriate school staff only and with the consent of the parents.

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

Preventive Measures, will use only Master level licensed mental health clinicians that have current FBI and PA State criminal clearances and a PA Child Abuse Clearance.

Their

concentration and specialization will be with families and children. All clinicians will be supervised by both the Program and Medical Director assuring services are provided in accordance with the State and ESASD policies and standards.

3. Please check all of the expectations or goals below that are in agreement with your program's services.

- ☐ Ensure a high quality instructional core
  - Develop student's social health/skills
  - Develop student's emotional health
  - Develop student's physical health
  - ☐ Develop student's cognitive and academic skills
  - ☐ Create equitable opportunities for learning
  - ☐ Ensure, maintain, or support high quality and effective instruction
  - ☐ Prepare students for success in college and careers
  - ☐ Help ensure, create, and/or sustain safe, healthy and supportive schools
  - ☐ Create accountability for quality
  - ☐ Help create full service community schools in ESASD
  - ☐ Increase, raise graduation rates
  - ☐ Other: \_\_\_\_\_
- 
- 

B. Ensure that all AGENCY personnel, including subcontractors, will comply with any policy and systems in place at ESASD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on ESASD property. No students, staff, visitors, AGENCY, or subcontractors are to use drugs on these School(s).
2. **Family Education Rights and Privacy Act**—AGENCY shall observe District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.
3. **Required Documents**—Ensure that all AGENCY personnel who will be on ESASD premises have: (a) Federal Bureau of Investigation fingerprint base record check; (b) Pennsylvania Access to Criminal History; (c) Pennsylvania Child Abuse History Certification. Please see **Section IV** for the relevant documentation that is required.

D. **Communication**—Communicate with School(s) and ESASD staff, both formally and informally, to ensure, to the best of the program's ability, that the AGENCY'S services are aligned with the School(s) and ESASD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or ESASD staff, provide reasonable data and information to students participating in the AGENCY's program.

- F. **Confidentiality**—AGENCY shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of ESASD. AGENCY will comply with FERPA.

#### IV. Required Documents

AGENCY CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. Agency (Individual):

- This process will include a check of all of the following:
  - Federal Bureau of Investigation fingerprint base record check —Attach documentation
  - Pennsylvania Access to Criminal History—Attach documentation
  - Pennsylvania Child Abuse History Certification.—Attach documentation

#### V. Responsibilities of East Stroudsburg Area School District

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the AGENCY .
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- C. **Data**—Ensure that the AGENCY has reasonable access to student assessment and evaluation data necessary to inform instruction.
1. Provide AGENCY with any other student information reasonably necessary to provide its services consistent with the AGENCY 's program and to evaluate the impact of its program on students at School(s).

#### VI. Duration

This MOU is for the July 1, 2023 -- June 30, 2024 school year.

## VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 days written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

## VIII. Hold Harmless/Indemnity

Each party to this MOU agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IN WITNESS THERE OF, the parties to this agreement have duly executed it on the day, month and year set forth below.

By:  Dated: 7/7/23 (MM/DD/YYYY)

Preventive Measures Inc.

Approved as to form and procedure

By: \_\_\_\_\_ Dated: \_\_\_\_\_ (MM/DD/YYYY)

East Stroudsburg Area School District



August 31, 2023

Brian Baddick  
Assistant Superintendent for Pupil Services  
East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301

Dear Brian,

As per the email to Harry Keyser, I am confirming that East Stroudsburg Area School District wishes to guarantee an additional 5 slots to make the total of 8 special education slots and 7 general education slots for the 2023-2024 school year at Tatamy Creek Campus. By guaranteeing slots you are agreeing to pay for the slots for the entire school year.

For the 2023-2024 school year, the 10% discounted rate for students requiring special education services will be \$209.55 per diem. Any special education students billed above the guaranteed enrollment will be billed at \$232.83 per diem. The 10% discounted rate for general education students is \$179.72 and general education students billed above the guaranteed rate will be billed at \$199.69.

Please sign this letter confirming that you are in agreement with the number of slots and guarantee payment as detailed above and return it to me by email at [lynnemann@csfbuxmont.org](mailto:lynnemann@csfbuxmont.org) or mail to 531 Main Street, Bethlehem, PA 18018. We appreciate your confidence in our program and look forward to continuing to serve students and families from your district. If you have any questions, please call me at 215-262-7956.

Sincerely,

*Lynne Mann*

Lynne Mann  
Assistant Director for Administration

*Brian D. Baddick, Asst Supt*

Signature and Title

*9/12/23*

Date

COLONIAL INTERMEDIATE UNIT 20  
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION CONTRACT  
For School Year 2023-2024

This CONTRACT entered into this 1st day of July 2023 by and between COLONIAL INTERMEDIATE UNIT 20 at 6 Danforth Drive, Easton, PA 18045, hereinafter referred to as CIU20.

AND

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

CIU20 and East Stroudsburg Area School District agree to enter into a contract where CIU20 provide and bill directly for Alternative and Regular Education transportation services for 2023-2024. Based on 2022-2023 aggregate miles the Intermediate Unit transported students and providing for our 2023-2024 budgetary increases and anticipated changes in number of students transported in 2023-2024, the cost for said service is \$3.05 per mile, for each student transported. CIU20 will bill based on the cost/mile.

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

Please return signed agreement following appropriate administrative action to:

Mr. Jon Wallitsch  
Assistant to the Executive Director for Management Services  
Colonial Intermediate Unit 20  
6 Danforth Drive  
Easton, PA 18045-7899  
610-515-6415  
jwallitsch@ciu20.org

**Colonial Intermediate Unit 20**

By:   
Mr. Jon Wallitsch

Title: Assistant to the Executive Director  
for Management Services

**East Stroudsburg Area School District**

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

Title: Superintendent

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

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



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

## 2023-2024 Special Education Contract

This agreement is made this 23rd day of August, 2023 by and between the Colonial Intermediate Unit 20 (hereinafter the "Intermediate Unit") at 6 Danforth Drive, Easton, PA 18045 and the East Stroudsburg Area School District (hereinafter the "School District") at 50 Vine Street, East Stroudsburg, PA 18301.

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

WHEREAS, the School District desires to engage the service of the Intermediate Unit for its Special Education Program for the 2023-2024 school year.

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

1. The Intermediate Unit will provide special education instructional and non-instructional support and related services for the 2023-2024 school year. **The student data used for this contract is the data sent to you on your 2022-2023 final cost per student. The data used for this estimate does not account for new programs, students first coming into our programs or for those leaving our programs.**
2. Assignments along with the 2023-2024 rates are as follows:

Service	Program Cost	EFT	Total Cost
Adaptive Physical Education	\$ 784,078	0.0644	\$ 50,519
Audiology Services	\$ 278,009	0.0532	\$ 14,792
Autistic Support (Center Based)	\$ 305,679	0.4634	\$ 141,645
Autistic Support (Elementary)	\$ 11,307,038	0.0897	\$ 1,014,624
Autistic Support (Secondary)	\$ 5,648,595	0.0686	\$ 387,646
Emotional Support	\$ 6,808,973	0.0863	\$ 587,933
Hearing Support	\$ 491,484	0.1376	\$ 67,627
Itinerant Hearing Support	\$ 790,323	0.1040	\$ 82,225
Itinerant Speech and Language Support	\$ 4,587,994	0.1498	\$ 687,214
Itinerant Vision Support	\$ 823,145	0.0175	\$ 14,423
Learning Support	\$ 209,575	0.0000	\$ -
Life Skills Support (Elementary)	\$ 2,182,262	0.0234	\$ 51,139
Life Skills Support (Secondary)	\$ 1,578,807	0.0000	\$ -
Multi-Disabilities Support	\$ 1,757,344	0.1802	\$ 316,655
Occupational Therapy	\$ 3,610,958	0.0917	\$ 331,197
Physical Support	\$ 918,565	0.0774	\$ 71,133
Physical Therapy Team	\$ 775,052	0.1853	\$ 143,624
Project SEARCH	\$ 415,041	0.2700	\$ 112,070
Psychological Services	\$ 1,084,213	0.0800	\$ 86,711

3. The instructional, non-instructional support and related services shall be as defined and limited in the regulations and standards of the United States of America and Commonwealth of Pennsylvania and by the

*Dedicated to Your Children and the People Who Serve Them.*

*Relationships - Responsiveness - Results*

282

**2023-2024 Special Education Contract  
East Stroudsburg Area School District  
Page 2**

Intermediate Unit Special Education Budget, as well as by any understanding of limitations reached between the Director of Special Education of the Intermediate Unit and the School District.

4. It is further understood that the School District may request additional services and costs for such additional services over and above those provided for in the base agreement and will be assessed according to a plan acceptable to the Superintendent of the District and the Executive Director of the Intermediate Unit.
5. The School District will be responsible for unemployment costs if a Psychologist is hired specifically for your district and the Psychologist is not needed in the 2023-2024 school year.
6. For the services under this 2023-2024 Special Education Contract, the School District will pay an **estimated** amount of \$4,161,177 to the Intermediate Unit.
7. The Intermediate Unit will invoice the School District in eleven installments.
8. The Intermediate Unit will provide the School District with **estimated** costs by November 2023 and March 2024, as well as the final costs by August 2024.

DocuSigned by:



08/23/2023

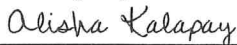
Dr. Christopher S. Wolfel  
Executive Director

Date

Superintendent

Date

DocuSigned by:



8/24/2023

Ms. Alisha Kalapay  
Board Secretary

Date

EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

---

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

---

THIS AGREEMENT is made this 11 day of September 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

ESASD Employee Appreciation Day (the "Contractor") of Mazezilla

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

## SCHEDULE A

Description of Service to be performed (be specific):

Employees along with their families will be invited to Mazezilla from 11:00 a.m.- 4:00p.m. on Saturday, October 7, 2023 (rain date October 8, 2023). Admission for employees and their immediate family members will be free. Hot dogs will be available at no cost. There will also be a pumpkin give away.

Location of Services:

Mazezilla  
415 Old, State Route 115  
Saylorsburg, PA 18353

Effective Date:

October 7, 2023

October 8, 2023

Professional Fee:

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

b) Fixed Rate: \$ 10,000.00

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

Budget Code: 10-2271-330-994-00-000-922-000-8736  
Loss Set Aside Grant

Department: ARP ESSER Learning

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

# 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	El	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
21CC	All	0	0	0	0	0	0	0	0	0	2	0	1	3	2	8
	21CC Total	0	0	0	0	0	0	0	0	0	2	0	1	3	2	8
AACS	All	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	AACS Total	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
ADM	All	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	ADM Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6
AGCC	All	0	0	1	2	1	2	0	4	1	1	1	1	3	0	17
	AGCC Total	0	0	1	2	1	2	0	4	1	1	1	1	3	0	17
AHCC	All	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
	AHCC Total	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
BES	All	0	71	68	74	64	59	62	0	0	0	0	0	0	0	398
	BES Total	0	71	68	74	64	59	62	0	0	0	0	0	0	0	398
CCAC	All	0	1	3	10	9	6	12	10	14	9	11	10	8	10	113
	CCAC Total	0	1	3	10	9	6	12	10	14	9	11	10	8	10	113
CPDL	All	0	0	1	0	0	1	0	1	1	0	0	0	0	0	4
	CPDL Total	0	0	1	0	0	1	0	1	1	0	0	0	0	0	4
ECCS	All	0	0	0	0	0	0	0	4	3	3	2	0	1	2	15
	ECCS Total	0	0	0	0	0	0	0	4	3	3	2	0	1	2	15
EHN	All	0	0	0	0	0	0	0	0	0	0	229	238	249	245	961
	EHN Total	0	0	0	0	0	0	0	0	0	0	229	238	249	245	961
EHS	All	0	0	0	0	0	0	0	0	0	0	331	325	348	334	1338
	EHS Total	0	0	0	0	0	0	0	0	0	0	331	325	348	334	1338
ESE	All	0	89	86	99	104	109	110	0	0	0	0	0	0	0	597
	ESE Total	0	89	86	99	104	109	110	0	0	0	0	0	0	0	597
HOME	All	0	9	8	18	19	21	22	12	7	5	2	8	4	2	137
	HOME Total	0	9	8	18	19	21	22	12	7	5	2	8	4	2	137
IPCC	All	0	0	2	1	3	1	0	1	2	2	4	3	1	3	23
	IPCC Total	0	0	2	1	3	1	0	1	2	2	4	3	1	3	23
IU20	All	0	4	7	25	6	6	11	5	10	11	9	7	6	10	117
	IU20 Total	0	4	7	25	6	6	11	5	10	11	9	7	6	10	117
JMH	All	0	57	70	101	70	73	70	0	0	0	0	0	0	0	441
	JMH Total	0	57	70	101	70	73	70	0	0	0	0	0	0	0	441
JTL	All	0	0	0	0	0	0	0	283	336	296	0	0	0	0	915
	JTL Total	0	0	0	0	0	0	0	283	336	296	0	0	0	0	915
LIS	All	0	0	0	0	0	0	0	190	207	224	0	0	0	0	621
	LIS Total	0	0	0	0	0	0	0	190	207	224	0	0	0	0	621
LLAC	All	0	0	0	0	0	0	0	0	1	1	0	2	0	0	4
	LLAC Total	0	0	0	0	0	0	0	0	1	1	0	2	0	0	4
LVAR	All	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	LVAR Total	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
LVCS	All	0	0	0	0	0	0	0	0	0	0	3	1	2	1	7
	LVCS Total	0	0	0	0	0	0	0	0	0	0	3	1	2	1	7
MSE	All	0	52	77	77	58	80	65	0	0	0	0	0	0	0	409
	MSE Total	0	52	77	77	58	80	65	0	0	0	0	0	0	0	409
PACC	All	0	0	1	1	2	5	1	0	3	1	2	2	5	2	25
	PACC Total	0	0	1	1	2	5	1	0	3	1	2	2	5	2	25

BLDG	GRADE	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
	HMRM															
PADL	All	0	0	0	2	0	0	0	0	0	0	0	0	1	1	4
	PADL Total	0	0	0	2	0	0	0	0	0	0	0	0	1	1	4
PALC	All	0	0	1	0	1	0	0	2	4	0	2	4	3	1	18
	PALC Total	0	0	1	0	1	0	0	2	4	0	2	4	3	1	18
PAVC	All	0	1	1	1	3	1	2	1	3	1	2	4	3	1	24
	PAVC Total	0	1	1	1	3	1	2	1	3	1	2	4	3	1	24
RCCS	All	0	0	2	2	6	3	3	4	2	6	4	6	7	3	48
	RCCS Total	0	0	2	2	6	3	3	4	2	6	4	6	7	3	48
RES	All	0	69	79	80	58	58	74	0	0	0	0	0	0	0	418
	RES Total	0	69	79	80	58	58	74	0	0	0	0	0	0	0	418
SMI	All	0	60	46	44	48	61	54	0	0	0	0	0	0	0	313
	SMI Total	0	60	46	44	48	61	54	0	0	0	0	0	0	0	313
Total All Buildings		6	413	453	537	452	486	487	517	594	563	602	612	645	617	6984

NOTES:

1. (NA) indicates students not assigned to any homeroom.
2. Student homeroom assignments are based on current enrollment.

# PA Cyber / Charter Schools

21CC	21 <sup>st</sup> 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