

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: August 19, 2002

REVISED: July 16, 2007

604. BUDGET ADOPTION	
1. Purpose	It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the <u>proposed-preliminary and final budgets</u> to all district residents and tax payers. <u>Board members and district administrators shall be knowledgeable about, and understand the need for, proposed expenditures.</u>
2. Definition	<u>Index – a tax rate limit imposed under the Taxpayer Relief Act, 53 P.S. Sec. 6926.301 et. Seq. The District may not increase taxes at a rate higher than the Index for the support of district schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.</u>
23. Delegation of Responsibility <u>SC 687</u> <u>53 P.S.</u> <u>6926.301 et seq</u>	<p><u>The Board directs the Superintendent and the Business Manager to prepare both the preliminary and final budgets on the required forms; comply with advertising requirements; and make the budget documents and supporting information available in printed form for public inspection in the district administrative offices, in accordance with the timelines specified in law and Board policy.</u></p> <p><del>Each Board member and each school district administrator shall be thoroughly familiar with, and understand the need for, each proposed expenditure so that they can answer any question directed to them.</del></p> <p><del>The Board shall designate members and/or administrators to meet with interested community groups to explain the budget and prepare news releases for community media presentation.</del></p>
34. Authority <u>SC 687</u>	<p><u>The Board shall annually, but not later than the first business meeting of January, decide the budget option to be used for the following fiscal year. The Board shall approve either the Accelerated Budget Process Option or the Board Resolution Option.</u></p> <p><del>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget, which shall be set forth in detail using the forms required by the Department of Education.</del></p> <p><b><u>Accelerated Budget Process Option</u></b></p> <p><u>At least 150 days prior to the primary election, the Board shall prepare and present a preliminary budget on the required form.</u></p> <p><u>The preliminary budget shall be made available in printed form for public inspection</u></p>
<u>53 P.S.</u> <u>6926.311</u>	

53 P.S.  
6926.333

at least 110 days prior to the primary election. Public inspection shall be available for at least twenty (20) days prior to planned adoption. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the preliminary budget.

The Board may hold an advertised public hearing prior to adoption of the preliminary budget.

The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the primary election.

If the preliminary budget requires a tax increase that exceeds the Index, the District shall file an application for an exception with either the court of Common Pleas or PDE, which shall be made available for public inspection consistent with the requirements of law. The application for an exception shall be submitted by the Business Manager and Superintendent.

However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.

In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Business Manager and solicitor.

Any referendum question shall include an accompanying non-legal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through the district web site, and media sources.

At least 30 days prior to final budget adoption, the proposed budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.

The proposed budget shall include any necessary changes from the adopted preliminary budget. Any reduction required as the result of the failure of referendum shall be clearly stated. If the reductions taken do not include those previously stated as the outcome of referendum failure, they shall be accompanied by a detailed statement as to the reasons. The statement shall be prepared by the Superintendent and the Business Manager.

The proposed budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.

<p><u>53 P.S. 6926.311</u></p>	<p><u>The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to June 30.</u></p> <p><b><u>Board Resolution Option</u></b></p> <p><u>The Board shall adopt a resolution that it will not raise the rate of any tax for the following fiscal year by more than the Index. Such resolution shall be adopted no later than 110 days prior to the primary election and must contain the following unconditional certifications that:</u></p> <ol style="list-style-type: none"> <li><u>1. The Board will not increase any tax at a rate that exceeds the school district Index.</u></li> <li><u>2. The Board will comply with Section 687 of the School Code for budget adoption.</u></li> <li><u>3. The increase of any tax at a rate less than or equal to the Index will be sufficient to balance its final budget.</u></li> </ol>
<p><u>SC 687</u></p>	<p><u>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget on the required form. The proposed budget shall be made available in print for public inspection and duplication at the district administrative offices at least twenty (20) days prior to adoption of the budget. The Board shall give public notice of its intent to adopt at least the (10) days prior to adoption of the proposed budget.</u></p> <p><b><u>Final Budget</u></b></p>
<p><u>SC 508, 687</u></p>	<p><u>The Board shall annually adopt the final budget by a majority vote of all members of the Board by June 30.</u></p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 508, 687</u></p> <p><u>Taxpayer Relief Act – 53 P.S. 6926.301 et seq</u></p>
<p><del>— SC 687</del></p>	<p><del>The proposed budget shall be available for public review at the school district administration offices at least twenty (20) days prior to adoption of the budget. Final action shall not be taken on the proposed budget until after ten (10) days' public notice.</del></p>
<p><del>— SC 508, 687</del></p>	<p><del>The Board shall adopt the budget and the necessary appropriation measures required to put it into effect by a majority vote of all members of the Board.</del></p>

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PROPERTY  
TITLE: USE OF FACILITIES  
ADOPTED: August 19, 2002  
REVISED: May 17, 2004  
November 15, 2004  
August 21, 2006  
June 25-19, 2007

707. USE OF FACILITIES	
<p>1. Purpose SC 775</p>	<p>The Board recognizes that, although the primary purpose of the school buildings, facilities and property of the school district is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups for purposes that benefit the community, provided that such use does not interfere with the educational program of the schools.</p> <p><u>General Statement</u></p>
<p>2. Authority SC 511 Title 22 Sec. 12.9</p> <p>10 P.S. 311 et seq</p>	<p>The following shall be the policy of the Board, cognizant of the special needs and interests of the school program and community groups. The Board directs that the use of facilities may be granted to individuals and community groups subject to policies and regulations as adopted by the Board and the school laws of Pennsylvania for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts that is consistent with the school district's mission.</li> <li>2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol>
<p>SC 775</p>	<p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p>



4. Guidelines

Use of school facilities for activities directly related to the educational program and school district operations shall be without cost to users, except that the user shall be responsible for extra custodial and security fees.

~~The Board has granted the use of school facilities at no cost to certain nonprofit organizations/agencies for meeting purposes only. These organizations/agencies are subject to the same uniform charges as any other organization/agency for the use of facilities for any activity other than their specified meetings, which are limited to not more than one (1) per week.~~ may waive fees for the use of school facilities for school district group sponsored cultural or educational projects. Other organizations/agencies are subject to all applicable guidelines promulgated herein. In all cases, the school district reserves the right to limit the number of occasions on which its facilities are used by any one organization.

Unauthorized Use

The Board prohibits the use of school facilities for the following activities:

1. Use for the staging of and/or concerning demonstrations or other activities, which are, or may be, in the opinion of the Board, contrary to the general public welfare and/or mission of the school district.
2. Use of facilities for any purpose that is prohibited by law.

Conflict With Regular School Program

The Board permits the use of school properties by community organizations and groups subject to such restrictions as are necessary to expedite efficient utilization and to avoid conflicting schedules.

Any scheduled school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such facility. In the event a school activity is postponed due to inclement weather, etc., and the make-up day conflicts with a planned community or other activity, the school program would take precedence and force the rescheduling of the community activity and/or other activity.

All areas of a building requested must be kept in such condition that there will be no interference with normal school operations.

Any equipment, scenery, decorations, furniture, etc., to be used by the requesting organization shall not be delivered to the facility involved prior to

the event unless permission is granted. It must then be removed at a time determined by the school principal, Superintendent or his/her designee; but not later than the day following the activity or program.

Special requirements must be complied with and may depend upon the facility and conditions at the time permission is granted.

Process for Approval of Usage of Facilities

1. Non-School Related Groups

- a. An individual or community group requesting permission to use school district buildings, facilities or property must submit a written request on the prescribed application form in advance of the proposed date to the school principal.
- b. Applications for such usage may be obtained in any school office.
- c. The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.
- d. Completed applications should be returned to the school principal for processing (determination of fees, need for security, confirmation of availability of the requested facility, etc.). The applicant shall agree to exercise proper care in the use of the property and facilities, to indemnify and hold harmless the school district for any and all damages to school or other property by any person or persons attending the affair and to indemnify and hold harmless the school district against liability for any and all damage to any person or persons for injuries, including death. A certificate of insurance shall be attached to the application. The minimum limits of liability are: a minimum of \$100,000 for all damages arising out of bodily injury/person/accident; and \$300,000 aggregate for all damages sustained by two (2) or more persons/accident. Non-school related applicants must secure liability and property insurance in the amount of not less than \$500,000 Bodily Injury Liability and \$500,000 Property Damage Liability, listing the school district as an additional insured. In such event, the applicant shall furnish the Business Manager with a certificate showing that such insurance has been obtained. The *Certificate of Insurance* MUST list East Stroudsburg Area School District as a certificate holder and as an additional insured.
- e. Documentation must evidence that the school district shall be held harmless by the user for any liability that arises from use of school

B2

facilities by the individual or group.

f. Completed applications must be received by the school principal at least forty-five (45) calendar days prior to the date for which a facility is requested.

~~g.~~The school principal will forward the application to the Business Office for review and for recommendation to the Board for approval.

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2. School and School-Related Organizations (Parent Organizations, Classes, Clubs, etc.)

a. Requests to use buildings/facilities by school-related organizations are approved or disapproved by the school principal and reported to the Superintendent.

b. No formal Board action is needed for this type of request, unless the use of school facilities by such group(s) entails the need for school district personnel (e.g. security, custodial, etc.) to be present outside of the scope of their normal work hours and/or such use involves the use of school district equipment and/or accommodations that is/are considered both extraordinary and/or potentially costly. In such cases, an *Application for Use of School Facilities* request form must be submitted for approval.

c. In cases whereby events hosted by such groups are anticipated to draw public participants and/or spectators, groups shall arrange to have security present.

d. In cases whereby no formal Board action is required, at least a seven (7) day notification must be given prior to the date for which a facility is requested. In all other cases, appropriate timelines must be adhered to.

#### Processing of Requests

Requests shall be approved with the following order of priority:

1. Requests for school organizations and groups.
2. Requests by school-related organizations.
3. Requests for nonschool-related community and/or nonprofit organizations.
4. Requests for private interest organizations.

B3

Requests not covered by this policy will be considered on an individual basis by the Board.

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. Access to school facilities containing equipment or furnishings which, if damaged or operated by an unqualified operator, would be detrimental to the operation of a school district program.
4. Prevention or encumbrance of school district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. An individual or community group using school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic practices and/or contests for children or adults that are part of an overall athletic season schedule and such use is approved by the Board.

#### Fees

All fees due to the school district for the use of a facility are due within thirty (30) days after the activity. A deposit in the amount of twenty-five percent (25%) of the projected fees is required and should be made to the Business Office at least ten (10) days prior to the scheduled event.

#### Regulations for Use

1. All activities must terminate and all individuals and community group members must vacate school premises at a designated time; but school premises must always be vacated by 10:30 p.m. unless otherwise authorized by the Superintendent or the Board. Exceptions in this regard could include scheduled events that go over the scheduled time. Equipment and materials provided by the organization must be removed at a time determined by the school principal, Superintendent and/or his/her designee; but at least within twenty-four (24) hours after the meeting or performance. Exceptions or additions to this requirement will be evaluated on an individual basis and must be set forth in the request form.

2. Facilities may not be filled beyond rated capacity. The total number of participants and spectators in that activity must be supplied with the application.
3. Individuals and community groups shall refrain from any conduct or activities not specifically identified in the approved written request/application.
4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
5. Sponsors or supervisors of an activity must remain on the premises until all participants have left the facility.
6. Accidents involving persons and/or property should be promptly reported to school officials.
7. Approved and assigned school district employee(s) must be available during use of auditoriums and gymnasiums. A fee may be charged to facilitate the presence of such employee(s).
8. Any use of school facilities other than those listed shall be by Board action only and subject to such additional restrictions or conditions as the Board shall determine.
9. Requests for use of stage facilities, lighting and installation of scenery shall be clearly indicated on the application. Only school district staff may operate the stage lighting and sound systems. A fee will be charged for such a service.
10. Any use of swimming pool facilities by non-school groups shall be by Board action only. Any school group using a swimming pool must have the approval of the school principal. Certified lifeguard(s) must be provided by the requesting group with the number of lifeguards dependent upon the number of participants.
11. The school principal and administrators responsible for approving applications may impose such additional reasonable restrictions or regulations as s/he shall determine according to the nature of the proposed use as set forth on the application and the nature of the group or organization requesting the use.
12. The use of athletic fields is limited to use of such fields for their designated purpose. All groups using such fields shall be prohibited from physically

B5

altering the fields.

13. The use of school facilities is subject to cancellation by the school district based upon emergency situations, including inclement weather, and when the use under such conditions may damage such facilities or pose a safety concern.
14. After the application has been approved, the applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.
15. Upon determination of requested facility availability, the school principal shall determine the required extent and nature of responsible supervision, custodial and cafeteria services, and security protection. Fees for the use of school district personnel will be billed directly, along with the rental fee, to the sponsoring individual or organization.
16. A custodian and/or other school district personnel must be on duty at all times when a facility is in use. Any additional custodial costs will be charged to all facility renters, whether the facility used is for profit or a nonprofit activity, unless waived by the Board.
17. Requested kitchen facilities, equipment and utensils will remain under the direction and control of authorized cafeteria personnel. A fee will be charged for such services.
18. The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall make restitution to the school district for such thefts, damage, or destruction. Restitution will be based on new replacement cost.
19. No special arrangements to the facility (decorations, scenery, furniture, and similar items) may occur prior to the time contracted for use.
20. The Superintendent or school principal may require additional security staff, ambulance and/or medical service, and/or other requirements for some activities. Satisfying these requirements is the responsibility of the applicant.
21. The Superintendent or school principal has the power to revoke permission if, in his/her judgment, the school facility is not being properly used.
22. For scheduling purposes, school activities take precedence over any other event.
23. Use of school facilities is not permitted when school is not in session due to

B6

holiday(s). Also, the use of school facilities may not be permitted when schools are closed due to inclement weather or the closing of school due to early dismissal.

24. The Board reserves the right to review pertinent documents and/or financial records with regard to nonprofit organizations.

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.

In the event an individual or community group violates this policy or terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

Adult Supervision

Responsible adult supervision in adequate numbers must be provided by the sponsoring organization.

Use of Cafeteria

When school kitchens or dishwashing areas are to be used, at least two (2) cafeteria employees must be on duty in the kitchen and/or dishwashing areas. Those assignments are to be made by the Director of Food Services. Payment of the cafeteria employees will be the responsibility of the organization using the facilities.

Certificate of Insurance

All organizations or groups (except school groups which may be exempt from this requirement) using the facilities of the school district shall provide a *Certificate of Insurance* with school officials prior to actual use of the facility. (Please see 1, d on page three (3) of this policy for further details).

Classifications

*Class 1 -*

B7

The use of classrooms and other facilities is available to school-related organizations in the school district for meetings after school hours on a regular school day without payment of any fee provided that regular custodial personnel are on duty during the normal shift hours, the room and building are vacated by 10:30 p.m., and the room and/or other area used is left clean and in proper order at the end of the meeting.

The facilities of the schools may be used for certain activities without payment of any fees provided a school district employee is on duty or in attendance and the individual, group, or organization has acquired the school principal's approval. A fee for use of school security may be charged, if necessary. The following is a list of activities that qualify under this provision:

1. Scheduled and faculty chaperoned student activities of the school.
2. School district sponsored events or activities.
3. Events or activities provided by any organization related to the school district.
4. Regularly scheduled meetings of PTO, Varsity Club, athletic or band parents booster clubs, and other similar parent or adult groups sponsoring school district student activities.
5. Parent-teacher activities directly related to school activities or child welfare.

*Class 2 –*

The facilities of the school district may be used by groups and for the purposes listed below to which the general public is invited during the established custodial working hours without payment of personnel costs and rental fees for events. However, a fee will be assessed for custodial and/or other personnel hours worked over and above established hours, unless waived by the board. A fee for use of school security may also be charged, if necessary applicable.

1. School district group sponsored cultural or educational projects.
  1. Local nonprofit service clubs, community agencies and civic organizations located within the school district and/or serving the citizens of the school ditrict.
  2. Public meetings sponsored by township, county, state or federal governmental entities.
  3. Events held by local non-profit organizations that act as "feeder" programs

B8



~~that benefit the school district, when no admission/tuition is charged, will be exempt from paying for facilities use that is over and above any custodial and/or other personnel hours needed that exceed established hours as long as the activity or event is directly related to that activity which "feeds" into the school program.~~

~~Events held by nonprofit organizations, particularly local nonprofit service clubs and civic organizations, and registration and organizational meetings of community sponsored nonprofit associations, when such associations are located within the school district, when no admission/tuition is charged. Unless waived by the Board, a fee representing 5% of the projected use of the facility, based upon rental fees listed under the section of this policy entitled *Fee Structure*, shall be charged by the school district.~~

~~Events held by nonprofit organizations, particularly local nonprofit service clubs and civic organizations, and registration and organizational meetings of community sponsored nonprofit associations, when such associations are located within the school district, when admission/tuition is charged, including daycare services. Unless waived by the Board, a fee representing 5% of the projected use of the facility, based upon rental fees listed under the section of this policy entitled *Fee Structure*, shall be charged by the school district, along with 5% of the gross amount received for admission/tuition.~~

4. ~~Events held by nonprofit organizations whereby the nonprofit organization has arranged for a private, for-profit entity to deliver services, and whereby such entity makes a profit. Unless waived by the Board, a fee representing 20% of the projected use of the facility (based upon rental fees listed under the section of this policy entitled *Fee Structure*, or 20% of the gross amount received for admission/tuition, whichever is greater, shall be charged.~~

~~Note: Registration fees or annual dues are not considered admission/tuition.~~

~~A "feeder" program is any program in which children, through their participation, are being prepared for subsequent participation in the school district's interscholastic sports programs.~~

~~2. Local service clubs and civic organizations located within the school district.~~

~~3. Registration and organizational meetings of community sponsored associations.~~

~~4. Public meetings sponsored by township, county, state or federal government.~~

~~5. Events held by nonprofit organizations where no admission is charged.~~

B9

~~6. Events held by nonprofit organizations where admission/tuition is charged.~~

*Class 3 –*

Profit-making organizations located within the school district shall be charged rental and custodial fees as identified in the approved fee schedule. Use of facilities will not be granted to groups located outside of the school district unless granted special permission from the Board. This includes:

1. Events held by commercial organizations where no admission is charged.
2. Individual private use.

~~*Class 4 –*~~

~~Events held by commercial enterprises where admission is charged shall be billed at two (2) times the amount of all rental fees.~~

~~Requests for exceptions to Board policy or administrative regulations, or for uses not covered in this policy or administrative regulations, shall be made in writing to the Secretary of the Board in time to be considered at a regular meeting of the Board at least one (1) month prior to the event.~~

Fee Structure

The Board shall establish a schedule of fees for the use of school district facilities by approved individuals or groups.

Rental charges shall be made to groups and/or organizations, including supervisory, security and/or custodial service, in accordance with the following schedule. The fee listed directly across from the facility is for the first three (3) hours of use unless otherwise noted. The hourly rate listed below the basic rate is for each hour following the first three (3) hours. Where a fee is charged, a deposit of twenty-five percent (25%) will be required at least ten (10) days prior to the first day of use. Any groups owing fees from a previous use, or which did not promptly remit payment for a previous use, may be denied use of facilities.

Auditoriums and Cafeterias Used as	
Auditoriums	\$300.00 \$60.00 p/hr.
Gymnasiums	\$400.00 \$65.00 p/hr.
Cafeterias	\$250.00 \$60.00 p/hr.

SC 775

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Kitchens	\$100.00 \$30.00 p/hr.
Kitchen Employee	Actual Cost p/hr*
Dishwashing Equipment	\$35.00 p/event
Stadium and Stadium Field	\$600.00 \$50.00 p/hr.
Other Fields	\$150.00
Tennis Courts	\$150.00
Stadium Lights	\$200.00 p/hr.
Locker Rooms	\$60.00 p/event
Classroom	\$100.00 \$35.00 p/hr.
Rifle Range	\$300.00 \$60.00 p.hr.
Swimming Pool	\$300.00 p/hr.
Security (per person)	Actual Cost p/hr.*
Custodians	Actual Cost p/hr.*
Technical Assistance (Required at all times for use of auditorium)	\$30.00 p/hr

\* Three (3) hour minimum

The school district will accept facilities use applications and, after review of such, may establish rates and approve the use of libraries, computer lab, or other spaces not included/described in the policy.

Any sponsor requiring a stage manager, clock operator, public address announcer or similar assistance shall be billed by the school district at approved rates. The school district shall assist the sponsor by suggesting available individuals to handle such assignments.

Conduct of Patrons

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:

1. Conduct that would alter, damage or be injurious to any school district property.
2. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.
3. The consuming/possession of illegal drugs or alcoholic beverages in any form.

B11

4. Tobacco use by any persons in its school buildings and on any property that is owned, leased or controlled by the school district.
5. The possession or use of weapons on or near the premises of the school property.

Persons attending meetings must confine themselves to the rooms, corridors, grounds or areas assigned to their use.

It shall be the responsibility of the organization using the facilities to control the conduct of persons attending the activity. Such control shall include the prevention of:

1. Disrespect to a school representative.
2. Disorder or misconduct inside or outside the building prior to, during, or after the time for which use was granted.
3. Permitting food and/or drink in the auditorium, gymnasium or other restricted area.
4. Parking vehicles on grass areas or any areas not designated as a parking area.

#### Care of Property and Facilities

The use of a building or fields shall be restricted to the purposes and areas for which the application was submitted and approved. The Board reserves the right to restrict and supervise the use of the property in accordance with the intent of these rules and regulations.

Where large audiences are anticipated, the applicant shall be responsible for proper parking of cars on the paved parking area and to provide the additional services needed to direct and control parking. If it is anticipated that the paved parking areas will not be adequate for parking all the cars, the applicant must make arrangements with the building administrator before parking on any grass area.

Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

#### Waiver of Policy

B12

707. USE OF FACILITIES - Pg. 14

	<p>The Board reserves the right to amend and/or waive certain provisions of this policy in the best interest of the school and community when such action is warranted.</p>
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B13

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELL PHONE USAGE

ADOPTED: JULY 16, 2007

1. Purpose	717. CELL PHONE USAGE
	<p>The Board understands that the use of cellular phones provides for effective communication in the course of conducting district business. Furthermore, the Board recognizes the necessity of providing a mode of communication that will extend a safe learning environment for staff and students while away from school facilities.</p>
2. Authority	<p>The Board directs that cellular phone service shall be made available by the East Stroudsburg Area School District for use by appropriate district staff and directs the Superintendent to develop guidelines that allow for reasonable use of cellular phones. The Business Manager or his/her designee shall establish procurement procedures for cell-phones that satisfy the requirements for E-rate reimbursement and shall be responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to Board policy and following administrative regulations.</p>
3. Guidelines	<p>The following guidelines have been established for cell phone use:</p> <ol style="list-style-type: none"> <li>1. The Superintendent or designee will assign use of cell phones based on need and availability.</li> <li>2. Use of School District cell phones is for School District business.</li> <li>3. Users of school district cell phones shall be responsible to pay for usage over and above the allotted phone plan minutes when personal calls are made. User will pay for all personal calls at the amount charged for additional minutes over and above the plan amount. Misuse or inappropriate use of the phones shall lead to disciplinary action.</li> <li>4. Cell phone users shall not “loan” or otherwise make available their cell phone to non-District personnel.</li> <li>5. Cell phone users are responsible for all calls on their respective phones.</li> <li>6. The school district will not reimburse personal cell phone bills for district-related business calls, except for extraordinary or emergency circumstances.</li> <li>7. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the school district upon termination of employment, leave of absence, or the request of the school district. Ordinary repairs and replacement of cell phone equipment will be paid by the school district. Cell phone users shall be responsible for reimbursement</li> </ol>

of any costs for replacement or repair of cell phone equipment caused by the actions or the negligence of the cell phone user.

8. Cell phone users are required to sign an acknowledgement and consent agreement regarding their possession of cell phone equipment.
9. Any cost related to usage of District cellular phones for personal matters or resulting from the misuse of a District cellular phone must be paid by the employee within thirty (30) calendar days of issuance of the invoice or the district will take steps to attach wages and reclaim the equipment.

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED  
PERSONAL INFORMATION

ADOPTED: JULY 16, 2007

830. BREACH OF COMPUTERIZED PERSONAL INFORMATION

1. Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

2. Authority  
73 P.S.  
Sec. 2301  
et seq

The Board directs that district administrators shall provide appropriate notification of any computerized system security breach to any individual whose unencrypted and unredacted personal information was, or is reasonably believed to have been, accessed or acquired by unauthorized persons.

3. Definitions  
73 P.S.  
Sec. 2302

**Breach of the system's security** – means unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that causes, or the district reasonably believes has caused or may cause, loss or injury to any individual. Good faith acquisition of personal information by an employee or agent of the school district for the purposes of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.

**Encryption** – means 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.

**Individual** - means any natural person, not an entity or company.

73 P.S.  
Sec. 2302

**Personal information** – includes an individual's first initial or name and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:

1. Social security number.
2. Driver's license number or state identification card number issued in lieu of a driver's license.
3. PASECURE I.D. number.
4. 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.



830. BREACH OF COMPUTERIZED PERSONAL INFORMATION – Pg. 2

Pol. 801

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

**Records** – means 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. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.

**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.

4. Delegation  
of  
Responsibility  
73 P.S.  
Sec. 2303

The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any individual whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an encrypted form, if the security breach is linked to a breach of security of the encryption key or if the security breach involves a person with access to the encryption key.

The district shall provide notice by at least one (1) of the following methods:

1. Written notice to last known home address for the individual.
2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet web site to visit for further information or assistance.
3. E-mail notice, if a prior business relationship exists and the school district has a valid e-mail address for the individual.
4. Substitute notice if the district determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the district does not have sufficient contact information. Substitute notice shall consist of an e-mail notice where the district has an e-mail address for the subject persons, conspicuous posting of the notice on the district's web site, and notification to major statewide media.

73 P.S.  
Sec. 2303 73  
P.S.  
Sec. 2305  
15 U.S.C.  
Sec. 1681a

If the district provides notification to more than 1,000 persons at one (1) time, the district shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without reasonable delay.

References:

Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq

Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a

Board Policy -- 801

**LETTER OF AGREEMENT  
BETWEEN THE HEALTH AND PHYSICAL EDUCATION DEPARTMENT  
LOCK HAVEN UNIVERSITY AND  
EAST STROUDSBURG NORTH HIGH SCHOOL**

**THIS AGREEMENT**, is made this 17th day of April by and between LOCK HAVEN UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg North High School (hereinafter "Agency").

**BACKGROUND WHEREAS**, Agency is equipped with the facilities and professional staff necessary to provide an educational experience to the University's students enrolled in the Bachelor of Science in Health and Physical Education Program; or Sports Administration.

**WHEREAS**, the University is an educational institution that provides a degree in the area of Health and Physical Education; and Sports Administration.

**WHEREAS**, the University is desirous of providing an educational experience for rotation and implementation of the students' field experience.

**WHEREAS**, the Agency is desirous of establishing a relationship with the University whereby its students may receive experience in their area of matriculation subject to the provisions of this Agreement.

**NOW THEREFORE**, intending to be legally bound, the parties hereto agree as follows:

**I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY**

- a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the field experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience planned at various levels. The parties will mutually agree upon the number of students selected for each field experience program.
- b. *Education of Students.* The University shall assume full responsibility for the classroom and field experience education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, graduation and faculty appointments.
- c. *Supervision of Students.* The University shall provide faculty who will monitor student activities during the field experience.
- d. *Submission of Candidates.* The University shall submit the names of the students to a designated representative of the Agency at least two weeks prior to the field experience assignment.
- e. *Policies of Agency.* The University will review with each student, prior to the field experience assignment any and all applicable policies, codes, or

confidentiality issues related to the field experience. The Agency will provide the University all the applicable information at least two weeks in advance of the field experience.

- f. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising students of their responsibilities under this Agreement. All students shall be advised of their obligations to abide by the policies and procedures of the Agency and should any student fail to abide by any policy and/or procedure, they may be expelled from the program.
- g. *Health Status.* The University will require its students who are participating in the field experience to comply with the health status requirements of the Agency and/or state regulatory agencies, including but not limited to, physical examinations, vaccinations and health screening requirements for tuberculosis and measles. Proof of compliance must be presented prior to admission into the program. If additional examinations or medical steps are required because of the nature of the field experience involved, the student will be in compliance as a condition for participation.
- h. *Scheduling of the Field Experience.* The University shall plan the assignment and schedules of those participating in the field experience in cooperation with the Agency.
- i. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field experience. The Agency understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

## II. DUTIES AND RESPONSIBILITIES OF THE AGENCY

- a. *Student Participation in Field Experiences.* The Agency agrees to allow a mutually agreed upon number of students of the University to participate in a field experience. The Agency agrees that the students selected for the program will be

permitted to participate at dates and times mutually agreeable between the Agency and the University.

- b. *Removal of Noncompliant Student.* The Agency shall have the authority to immediately remove a student who fails to comply with the Agency's policies and procedures. If such a removal occurs, the Agency should immediately contact the responsible University Faculty Advisor.
- c. *Emergency Medical Care of Students.* The Agency may provide to the Students, to the extent possible, first aid for any injuries or illness that may occur during a field experience. However, the Agency assumes no responsibility, financial or otherwise, beyond the initial first aid.
- d. *Designation of Representative.* The Agency shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the field experiences of the students.
- e. *Changes in Available Space.* The Agency will, as soon as practical, advise the University of any changes in field experience space that can be used for field experience assignments.
- f. *Facilities.* Available space at the site, as specified by the Site, will be established by mutual agreement and made accessible to the University students.
- g. *Orientation.* The Agency personnel will provide orientation for students.
- h. *Reporting of Student Progress.* The Agency shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Agency.
- i. *Student Records.* The Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Term of Agreement.* The term of this Agreement shall be September 4, 2007 through December 4, 2007.
- b. *Termination of Agreement.* The University or the Agency may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the Agency terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
- c. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- d. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

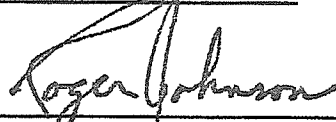
- e. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- f. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- g. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
- h. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHERE OF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

AGENCY/INSTITUTION NAME

LOCK HAVEN UNIVERSITY

BY: \_\_\_\_\_  
Name  
Title

BY:   
\_\_\_\_\_  
Dr. Roger Johnson  
Interim Vice President of  
Academic Affairs

LETTER OF AGREEMENT SENT TO:

Mr. Chuck Dailey  
East Stroudsburg North  
High School  
HC12 Box 690  
Dingmans, Ferry 18328  
570-588-4420

Agreement

This Agreement, made this 25th day of June, 2007, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter: the District”) and Thomas Cullen (hereinafter “Employee”).

WHEREAS the District currently employees Employee as a school police officer;  
and

WHEREAS the District desires that Employee shall obtain training necessary to enable Employee to carry a firearm in the course and scope of Employee’s duties as a school police officer; and

WHEREAS Pennsylvania law requires Employee to undergo police academy training to become certified to carry a firearm in the course and scope of his/her duties as a school police officer.

NOW THEREFORE, intending to be legally bound, the parties agree as follows:

1. The District agrees to pay Employee’s police academy tuition plus the cost of uniforms and required materials.
2. The District agrees to pay Employee at his/her normal rate of pay while Employee attends the police academy training for attendance time only and not including travel time.
3. If Employee resigns his/her position as a school police officer, or is terminated from his/her position as a school police officer for cause within four (4) years after completing the police academy training, Employee shall reimburse the District for part or all of the tuition, cost of uniforms and required materials, and pay received while undergoing police academy training according to the following schedule:

<u>Length of time working for District following police academy training</u>	<u>Percentage of Reimbursement owed back to District</u>
less than one year	100%
more than one year but less than two years	100%
more than two years but less than three years	100%
more than three years but less than four years	50%

4. If Employee does not complete the police academy training, he/she shall reimburse the District for all of the tuition, cost of uniforms and required materials, and pay received while undergoing police academy training.

5. If Employee resigns his/her position as a school police officer, or is terminated from his/her position as a school police officer for any reason prior to completing the police academy training, Employee shall reimburse the District for all of the tuition, cost of uniforms and required materials, and pay received while undergoing police academy training.

IN WITNESS WHEREOF, the parties have set their hand and seal the day and year first above written.

\_\_\_\_\_  
 East Stroudsburg Area School District  
 BY:

\_\_\_\_\_  
 Date

*Thomas Patrick Cullen*  
 \_\_\_\_\_  
 , Employee

\_\_\_\_\_  
 Date



Agreement

This Agreement, made this 21<sup>st</sup> day of May, 2007, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter: the District”) and Patrick Harvey (hereinafter “Employee”).

WHEREAS the District currently employees Employee as a school police officer;  
and

WHEREAS the District desires that Employee shall obtain training necessary to enable Employee to carry a firearm in the course and scope of Employee’s duties as a school police officer; and

WHEREAS Pennsylvania law requires Employee to undergo police academy training to become certified to carry a firearm in the course and scope of his/her duties as a school police officer.

NOW THEREFORE, intending to be legally bound, the parties agree as follows:

1. The District agrees to pay Employee’s police academy tuition plus the cost of uniforms and required materials.
2. The District agrees to pay Employee at his/her normal rate of pay while Employee attends the police academy training for attendance time only and not including travel time.
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<u>Length of time working for District following police academy training</u>	<u>Percentage of Reimbursement owed back to District</u>
less than one year	100%
more than one year but less than two years	100%
more than two years but less than three years	100%
more than three years but less than four years	50%

4. If Employee does not complete the police academy training, he/she shall reimburse the District for all of the tuition, cost of uniforms and required materials, and pay received while undergoing police academy training.

5. If Employee resigns his/her position as a school police officer, or is terminated from his/her position as a school police officer for any reason prior to completing the police academy training, Employee shall reimburse the District for all of the tuition, cost of uniforms and required materials, and pay received while undergoing police academy training.

IN WITNESS WHEREOF, the parties have set their hand and seal the day and year first above written.

\_\_\_\_\_  
 East Stroudsburg Area School District  
 BY:

Patrick Hawley  
 , Employee

\_\_\_\_\_  
 Date

5/21/07  
 Date



**East Stroudsburg Area School District**  
**2007-2008 Calendar**

**Board Approved**  
**February 27, 2007**  
**June 25, 2007**

**District-wide In-Service Days (No Students)**  
August 30 First Day for Teacher (Orientation)

**Other Non-Student Days**  
(Dates marked with an asterisk [\*] are subject to change as a result of inclement weather closures.)

**Kindergarten (K)**

October 8	Staff Development
November 1	Parent/teacher conferences
November 2	Parent/teacher conferences
November 8	Parent/teacher conferences
November 9	Parent/teacher conferences
January 25	District-wide staff development
February 8	Parent/teacher conferences
March 14	District-wide staff development
April 4*	Teacher Workday

**Intermediate Schools (6-8)**

October 8	Staff Development
October 26	Parent/teacher conferences
November 20	Parent/teacher conferences
November 21	Parent/teacher conferences
January 25	District-wide staff development
January 31	Parent/teacher conferences
February 1	Parent/teacher conferences
March 14	District-wide staff development
May 23	Teacher Workday for Academic Grouping

**Elementary Schools (1-5)**

October 8	Staff Development
November 8	Parent/teacher conferences
November 9	Parent/teacher conferences
January 25	District-wide staff development
February 8	Parent/teacher conferences
March 14	District-wide staff development
April 4*	Teacher Workday

**Secondary Schools (9-12)**

October 8	Staff Development
October 9	Parent/teacher conferences
January 24*	Teacher Work Day for Semester Transition
January 25	District-wide staff development
March 13	Parent/teacher conferences
March 14	District-wide staff development

**Support Staff Holidays (Offices Closed)**

July 4	Independence Day
September 3	Labor Day
November 22	Thanksgiving Day
November 23	Friday after Thanksgiving Day
November 26	Monday after Thanksgiving Day
December 24	Last regular workday before Christmas Day
December 25	Christmas Day
December 31	New Year's Eve
January 1	New Year's Day
January 21	Martin Luther King Jr. Day
February 18	Presidents' Day
March 21	Good Friday
May 26	Memorial Day

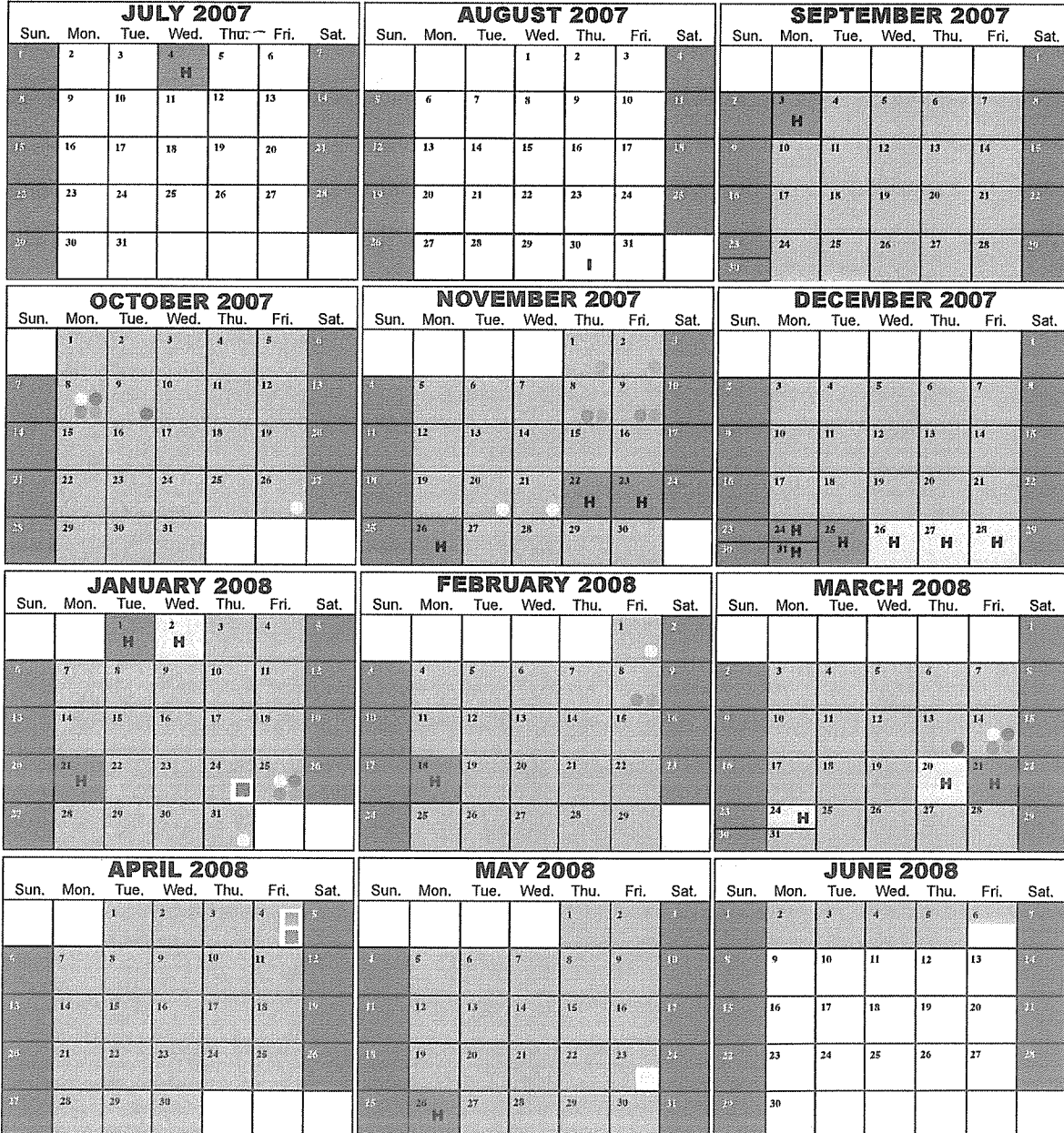
**School Holidays (Offices Closed)**

December 26	Winter Recess
December 27	Winter Recess
December 28	Winter Recess
January 2	Winter Recess
March 20	Spring Recess
March 24	Spring Recess

**KEY**

(See color charts above for additional information.)

**H** = Holiday   **●** = Act 80 Day   **I** = In-Service   **[ ]** = Instructional Day   **[ ]** = Weekend  
**[ ]** = Teacher Work Day



EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
ACTIVITIES

ADOPTED: August 19, 2002

REVISED: February 28, 2005  
December 19, 2005  
July 17, 2006  
November 20, 2006  
June 25, 2007

122. EXTRACURRICULAR ACTIVITIES	
<p>1. Purpose SC 511</p>	<p>The Board believes that some of the goals and objectives of this school district are supported by learning experiences, which may be more appropriately conducted outside the regular classroom curricular program and hours of the school.</p> <p>Learning experiences offered by the schools of this district, curricular and extracurricular, should be planned and integrated toward the attainment of the school district's goals and objectives.</p>
<p>2. Definition Title 22 Sec. 12.1</p>	<p>For purposes of this policy, extracurricular activities shall be those activities which are sponsored or approved by the Board. Such activities shall ordinarily be:</p> <ol style="list-style-type: none"> <li>1. Not assigned grades or credits.</li> <li>2. Conducted wholly or partly outside the regular school day.</li> <li>3. Marked by student participation in the processes of initiation, planning, organizing and execution.</li> <li>4. Available to all students enrolled in the school district who voluntarily elect to participate, except that where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable.</li> <li>5. Shall ordinarily include:               <ol style="list-style-type: none"> <li>a. Intramural sports.</li> <li>b. Clubs.</li> </ol> </li> </ol>

<p>3. Authority SC 511 20 U.S.C. Sec. 4071 et seq Pol. 103</p>	<p>The Board may make school facilities, supplies and equipment available and assign staff members for the support of a program of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act and with other applicable state and federal laws. Meetings regarding extracurricular activities cannot materially and substantially interfere with the order of conduct of the educational activities of the school.</p> <p>Any extracurricular activity shall be considered to be under the sponsorship of the Board when it has been approved by the Board.</p> <p>The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.</p> <p>With the approval of the Superintendent and school principal, student groups may be organized into clubs, which are subject area related. Each student organization must have a faculty sponsor.</p>
<p>Pol. 110</p>	<p>The Board shall maintain the program of extracurricular activities at no cost to participating students, except that the Board’s responsibility for the provision of supplies shall carry the same exemptions as listed in the Board’s policy on regular school supplies.</p> <p>Students may assume all or part of the costs of travel and attendance at extracurricular events and trips.</p>
<p>4. Delegation of Responsibility</p> <p>5. Guidelines 20 U.S.C. Sec. 4071 et seq</p>	<p>The Superintendent shall prepare and disseminate procedures to implement an extracurricular program which shall:</p> <ol style="list-style-type: none"> <li>1. Be directed toward student attainment of the school district’s goals and objectives for students.</li> <li>2. Assess the needs and interests of the students of the school district.</li> <li>3. Invite the participation of parents and community in the development of a program of extracurricular activities in accordance with the Equal Access Act.</li> <li>4. Involve students in the planning of extracurricular activities.</li> <li>5. Be responsive to the articulated needs of students.</li> </ol>

122. EXTRACURRICULAR ACTIVITIES – Pg. 3

	<ol style="list-style-type: none"><li>6. Ensure the provision of competent guidance and supervision of staff.</li><li>7. Guard against the exploitation of students.</li><li>8. Provide for a variety of experiences and a diversity of organizational models.</li><li>9. Provide for the continuing evaluation of the extracurricular program.</li><li>10. Ensure that all extracurricular activities are open to all students enrolled in the school district and that all students are informed of the extracurricular opportunities open to them.</li></ol>
Title 22 Sec. 12.1, 12.4	<p>Students who are enrolled in the school district shall have the opportunity to participate in extracurricular activities.</p>
Pol. 104.1	<p>A charter or cyber charter school student may participate in the school district's extracurricular activities as long as the student is a resident of the school district, the charter or cyber charter school does not provide the same extracurricular activity, and the student fulfills all requirements for participation in the activity required for school district students. The opportunity for participation in co-curricular and/or extracurricular activities may be rescinded for good cause by the Superintendent or designee.</p>
Pol. 137	<p>A home education student may participate in the school district's extracurricular activities as long as the student is a resident of the school district and the student fulfills all requirements for participation in the activity required for school district students. The opportunity for participation in co-curricular and/or extracurricular activities may be rescinded for good cause by the Superintendent or designee.</p>
Pol 218	<p>Advisors of extracurricular programs may develop and disseminate criteria that determines student eligibility for participation in an extracurricular activity.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"><li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li></ol>

Pol. 123

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

The Board directs that no student may participate in the program of interscholastic extracurricular activities if s/he has not maintained a record of academic proficiency as per guidelines set forth by the P.I.A.A., when applicable, and is sufficient to insure that participation in interscholastic athletic activities will not interfere with his/her instructional program.

Participation in P.I.A.A. interscholastic extracurricular activities is dependent upon the student's maintaining an appropriate academic standing in his/her class work. Any student not passing (achieving an average of at least 65%) at least two (2) full credit subjects or the equivalent under a block scheduling format or four (4) full credit subjects or the equivalent under a traditional scheduling format will be declared ineligible for further participation until passing averages have been re-attained. Academic eligibility will be monitored on a weekly basis and checked on Fridays. For any student deemed academically ineligible, the ineligibility period will be in effect from the immediately following Sunday through the next Saturday, as determined on the immediately preceding Friday, except in cases whereby, at the conclusion of a marking period, the student has failed to meet academic eligibility requirements. That ineligibility period will last for fifteen (15) school days of the next grading period, unless any deficiencies have been corrected over the summer. The fifteen (15) school day ineligibility period, when applied to the end of the school year, uses final averages to determine eligibility. Any student who has been deemed academically ineligible may be at practice only for the purpose of maintaining proper conditioning or the like. S/He may not participate in any team-oriented work, in skill work, in concerts/performances or in competition during the period of ineligibility. (See Board Policy No. 123 for more information).

Participation in interscholastic athletics requires the student's passing a pre-season physical examination. Home education students will be allowed to receive an athletic physical exam if and when such exams are available to

20 U.S.C.  
Sec. 4071 et seq

students enrolled in the school district. Student-athletes are reminded that they may not participate in the same sport during the same season as an individual or as a member of the team outside of the school program (P.I.A.A., Section 1A). STUDENTS WHO RECEIVE ANY TYPE OF SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING IN-SCHOOL SUSPENSION (ISS) WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION. NO STUDENT, DURING THE TIME OF OUT-OF-SCHOOL SUSPENSION (OSS), MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY. ANY STUDENT WHOSE PERIOD OF SUSPENSION SPANS A WEEKEND MAY NOT PARTICIPATE IN WEEKEND EVENTS/ACTIVITIES.

It must be emphasized that students involved in extracurricular activities carry a great responsibility in representing the school wherever they are. The manner in which they carry themselves determines, in good measure, the reputation of our programs.

Equal Access Act

The school district shall provide secondary students the opportunity for non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per weeks and other limitations deemed reasonably necessary.

The school district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.



EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC  
ATHLETICS

ADOPTED: August 19, 2002

REVISED: February 28, 2005  
December 19, 2005  
July 17, 2006  
November 20, 2006  
June 25, 2007

123. INTERSCHOLASTIC ATHLETICS	
1. Purpose	The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all school district students and as a conduit for community involvement.
2. Definition	For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this school district or outside this school district.
3. Authority Title 22 Sec. 4.27 34 CFR 106.41 Pol. 103  SC 511	<p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.</p> <p>The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p> <p>The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; and be free of injury, as determined by the school district physician.</p> <p>The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.</p> <p>P.I.A.A. regulations require that all students have a physical exam no more than six (6) weeks prior to participation in a sport. All exams may be done by a</p>

Pol. 209

private physician if the parent chooses. However, times are scheduled by the school for the exams if not done privately. School exams are done by the school physician at no expense to the parent. Students who are enrolled in the school district shall have the opportunity to participate in interscholastic athletics.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Attended school regularly.
3. Been in attendance on the day of the athletic event or practice.
4. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.

The Board directs that no student may participate in the program of interscholastic athletics if s/he has not maintained a record of academic proficiency that satisfies guidelines set forth by the P.I.A.A. and is sufficient to insure that participation in interscholastic athletic activities will not interfere with his/her instructional program.

Participation in interscholastic athletics requires the student's passing a pre-season physical examination. Home Education students will be allowed to receive an athletic physical exam from the school district if and when such exams are available to students enrolled in the school district. Student-athletes are reminded that they may not participate in the same sport during the same season as an individual or as a member of the team outside of the school program (P.I.A.A., Section 1A).

The Board directs that all students participating in interscholastic athletics shall follow any and all standards established by the administration and approved by the Board.

Participation in interscholastic extracurricular activities and athletics is dependent upon the student's maintaining an appropriate academic standing in his/her class work. Any student not passing (achieving an average of at least 65%) at least 2 major (full credit) academic classes under an intensive or "block" scheduling format or at least 4 major (full credit) academic classes under a traditional scheduling format will be declared ineligible for further participation until passing averages have been re-attained. Academic eligibility will be

123. INTERSCHOLASTIC ATHLETICS – Pg.3

<p>Pol. 140.1</p>	<p>monitored on a weekly basis and checked on Fridays. For any student deemed academically ineligible, the ineligibility period will be in effect from the immediately following Sunday through the next Saturday, as determined on the immediately preceding Friday, except in cases whereby, at the conclusion of a marking period, the student has failed to meet academic eligibility requirements. That ineligibility period will last for fifteen (15) school days of the next grading period, unless any deficiencies have been corrected over the summer. The fifteen (15) school day ineligibility period, when applied to the end of the school year, uses final averages to determine eligibility.</p> <p>Any student who has been deemed academically ineligible may be at practice only for the purpose of maintaining proper conditioning or the like. S/He may not participate in any team-oriented work, in skill work, in performances, or in competition during the period of ineligibility.</p>
<p>Pol. 137</p>	<p>A charter or cyber charter school student may participate in the school district's interscholastic athletic programs as long as the student is a resident of the school district, the charter or cyber charter school does not provide the same interscholastic athletic program, and the student fulfills all requirements for participation in the program required for school district students. The opportunity for such participation may be rescinded for good cause by the Superintendent or designee.</p>
<p>4. Delegation of Responsibility</p>	<p>A home education student may participate in the school district's interscholastic athletics program as long as the student is a resident of the school district and the student fulfills all requirements for participation in the activity required for school district students. The privilege of participation in interscholastic athletics may be rescinded for good cause by the Superintendent or designee.</p> <p>The Superintendent shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.</p> <p>She/He shall inform the Board of changes in that schedule as they occur.</p>
<p>Title 22 Sec. 12.1, 12.4</p>	<p>The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.</p> <p>The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the school district's enrollment.</p>

<p>5. Guidelines</p>	<p>The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.</p> <p><u>Athletic Awards</u></p> <p>There will be only one (1) chenille letter awarded to a student for the entire year and only one (1) of its type to be awarded to the student throughout his/her high school career. The student who participates in a second or third year of competition on the same level and earns his/her varsity letter will be awarded a certificate indicating his/her accomplishments. All seniors who have been awarded a varsity letter in their senior year will be presented a plaque indicating their service to the athletic program. Certificates of athletic achievement will be awarded to participants in sports at the junior varsity and freshman levels.</p> <p><u>Staff</u></p> <p>All teaching staff, support staff, and members of the community who meet the requirements of the job description and legal requirements shall be eligible to serve as an activity sponsor or athletic coach. The selection process shall be governed by the appropriate collective bargaining agreement with teaching staff receiving first consideration.</p> <p>Athletic coaches must be knowledgeable regarding training and conditioning and sports skills as evidenced by appropriate course work either completed or being taken, past experiences or responses to questions during interviews for a coaching position.</p> <p>Because of the extent of responsibilities in many areas of school operations, school district administrators shall be eligible to serve as volunteers to assist coaches, directors or advisors for any scholastic or intramural program or activities program; but, only after completion of their normal daily administrative duties.</p> <p>All appointments to extra-responsibility positions are for a one-year period only.</p> <p><u>Return of Athletic Equipment</u></p> <p>All students who are issued athletic equipment must return this equipment to the head coach of the sport at the conclusion of the season. All obligations for the return of equipment must be met before being eligible to participate in any interscholastic activity in the future.</p>
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The school district shall take those steps necessary to ensure the return of all applicable athletic equipment.

Guidelines for the Conduct of Student-Athletes

The student-athlete represents his/her school both on and off the playing field or court. She/He is expected to model appropriate behavior at all times as well as to maintain appropriate academic standing. The following regulations apply to all student-athletes in every sport.

To remain eligible for athletic competition, students must meet the academic standards established by the P.I.A.A. Academic eligibility for senior high school student-athletes is dependent upon the student-athlete passing, under a block scheduling format, two (2) full credit subjects or the equivalent per grading period. Intermediate school student-athletes are required to maintain passing grades in four (4) full credit subjects or the equivalent per grading period. This determination will be made weekly and is checked on Fridays. Where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet these eligibility standards, the student shall be considered ineligible. Student-athletes who do not meet the minimum requirement of maintaining passing grades are not eligible to participate in any interscholastic competition during the period of ineligibility. The P.I.A.A. defines this period of ineligibility as from the immediately following Sunday through the next Saturday, as determined on the immediately preceding Friday.

In addition, at the conclusion of each marking period, the high school student-athlete must have passed, under a block scheduling format, two (2) full credit subjects or the equivalent per grading period and the intermediate school student-athlete must have passed four (4) full credit subjects or the equivalent per grading period. If the student-athlete fails to do so, he/she is ineligible to participate in any interscholastic competition for fifteen (15) school days, beginning the day report cards are issued or the next school day thereafter.

Additionally, all student-athletes are expected to abide by the rules of conduct stated in the applicable school's Code of Conduct.

STUDENT-ATHLETES WHO RECEIVE ANY TYPE OF SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING IN-SCHOOL SUSPENSION (ISS) WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION. NO STUDENT, DURING THE

123. INTERSCHOLASTIC ATHLETICS – Pg. 6

<p>Pol. 218</p>	<p>TIME OF OUT-OF-SCHOOL SUSPENSION (OSS), MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY.</p> <p>Any student whose period of suspension spans a weekend may not participate in weekend athletic contests, events or practices.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the applicable student Code of Conduct if:</p> <ol style="list-style-type: none"><li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li><li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li><li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li><li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the student Code of Conduct.</li><li>5. The conduct involves the theft or vandalism of school property.</li></ol> <p><u>Rules At Athletic Events</u></p> <p>As members of the Mountain Valley Conference, the schools of the school district are firmly committed to the belief that athletic competition is a vital part of our educational program. The Mountain Valley Conference expects its member schools to exhibit only the highest standards of sportsmanship. To this end, all member schools have agreed that:</p> <ol style="list-style-type: none"><li>1. No alcoholic beverages or use thereof are permitted at any athletic contests.</li><li>2. Players, coaches, and fans are asked to refrain from the use of foul, abusive and/or abrasive language.</li></ol>
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123. INTERSCHOLASTIC ATHLETICS – Pg. 7

3. The throwing of objects onto the playing area is strictly prohibited.
4. Home and visiting spectators are asked to remain in designated areas.  
In addition, the school district has specific guidelines for conduct at all sporting events as follows
  1. Profanity of any type directed at anyone will be cause for immediate removal from the playing area. This includes group cheers that are of a less-than-desirable nature.
  2. Insults directed at either opponents or officials will also lead to expulsion from the playing area.
  3. All fans are to keep off the gym floor during intermission.
  4. No one will be allowed to leave the gym and return during a varsity contest. This will be allowed only before the game starts and during halftime.
  5. Any kind of liquid refreshment must be consumed outside of the gym.
  6. Anyone intoxicated or exhibiting behavior unbecoming a sport fan will be ejected from the playing area.
  7. It is expected that all fans will extend every possible courtesy to our opponent, for example, remaining silent while an opponent's basketball player is attempting a foul shot.
  8. According to P.I.A.A. guidelines, noisemakers and signs are not allowed in a gym during any athletic contest.
  9. At any time that it becomes necessary due to lack of compliance with these rules by a large number of fans, the playing area will be cleared of spectators (without refund of admission price), and the contest will be concluded in closed session.
  10. Anyone who is ejected from the gym/playing area due to lack of compliance with any of these rules will not be granted a refund.

Pa Code  
Title 22  
Sec. 4.27  
School Code 511  
Board Policy 103

EAST  
STROUDSBURG  
AREA  
SCHOOL  
DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF  
NONRESIDENT STUDENTS

ADOPTED: August 19, 2002

REVISED: April 11, 2005  
June 25, 2007

202. ELIGIBILITY OF NONRESIDENT STUDENTS

1. Purpose  
SC 501, 502

The Board shall operate schools of the school district for the benefit of students resident in this school district who are eligible for attendance.

General Provisions

2. Authority  
SC 1301, 1316

The Board recognizes that there may be occasions when nonresident students may be required or permitted to attend the schools of the school district. This policy addresses such occasions.

SC 1301  
Title 22  
Sec. 11.19

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the schools of the school district, as provided in this policy. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education, and as provided in this policy.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

A resident whose student is to be disenrolled from the District may request a Board hearing to determine the student's eligibility to attend the District's schools. The District's administration shall adopt procedures for the notification of the resident and the student of the disenrollment and the right to request a hearing, including adopting a reasonable deadline for making a request. A resident who requests a Board hearing to determine the student's enrollment eligibility under this policy shall remain enrolled in the District's schools pending the Board's decision.

It shall be the responsibility of the administration to determine the residency status of each student at the time of his/her application for enrollment and to obtain the necessary affidavit and supporting documents when required.

The child will be enrolled in the building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days,



<p>SC 1316, 2561</p> <p>Title 22 Sec. 11.11</p> <p>SC 1302</p>	<p>after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has been supplied proof of the child's age, residence, immunizations, and other documentation as required by law and this policy. This applies equally to nonresident children who are children living in facilities or institutions as defined in 22 Pa. Code § 11.8 (relating to nonresident children living in facilities or institutions), or foster homes, or with a school district resident who is supporting the child without personal compensation as defined in 22 Pa. Code § 11.9 (relating to nonresident children living with a school district resident), provided that the person making the application has supplied the documentation required by law.</p> <p>The Board shall not be responsible for transportation to or from school for any student residing outside school district boundaries, unless required by the McKinney Homeless Act.</p> <p>Where applicable, tuition rates shall be determined in accordance with statute.</p> <p><u>Court-Ordered Guardianship</u></p> <p>A resident of the District who has a court order granting guardianship of a child may enroll the child in the District's schools without the payment of tuition. A court order granting custody of the child will not, in and of itself, substantiate the right of a non-parent to enroll the child.</p> <p><u>Other Nonresident Students Under Section 1302(a)(2) of the Public School Code</u></p> <p>A non-resident student may be admitted to the school district where attendance is justified on the grounds that the student lives full-time and not just for the school year with a school district resident who has assumed the responsibility to keep and support the student in line with applicable state law and the provisions of the School Code or is visiting this country as an exchange student and lives in the school district.</p> <p>A resident seeking enrollment of a non-resident student under this policy provision must provide a Sworn Statement of Support Under Section 1302. A resident who knowingly provides false information in the sworn statement shall be subject to the penalties provided by law.</p> <p>As substantiation of the sworn statement that the child is being supported gratis, the resident shall, in addition to the sworn statement, furnish at least one of the following documents at the time of the application for enrollment:</p> <ul style="list-style-type: none"> <li>• Copy of Federal or State tax form which lists child as a dependent of resident, or</li> <li>• Copy of insurance policy/card/statement listing child as eligible for services, or</li> <li>• Documentation that the child's parent(s) has been deployed for active military duty.</li> </ul>
<p>SC 1305</p> <p>Title 22 Sec. 11.18</p>	<p><u>Nonresident Children Placed By a Court or Appropriate Government Agency In The</u></p>

SC 1306

School District

Any child placed in the home of a resident of the school district by a court or an agency of the government shall receive the same benefits and be subject to the same duties as resident children. The resident shall provide to the District administration appropriate documentation to substantiate the residential placement of the child by the court or government agency. A child custody order does not constitute court-ordered residential placement for the purposes of this policy provision.

Inmates of Institutions

A child who resides in an institution for the care or training of children located within the school district is not a legal resident of the school district by such placement, but shall be admitted to the schools of the school district and a charge shall be made for tuition in accordance with the school district's established tuition rates and the School Code.

Immigration Status

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.

Future Residents

Students whose parent(s)/guardian(s) have purchased a domicile or are building a primary residence in the school district, but face delayed occupancy, may start school in a given school year provided that the delay in occupying that residence is reasonably anticipated to be no more than ninety (90) days.

Parent(s)/guardian(s) who seek enrollment of students pursuant to this policy provision must, as a further condition of enrollment, sign an agreement that if they fail to establish residency in the District within ninety (90) days of their application for the student's enrollment, they are responsible for the payment of tuition on a pro-rated daily basis for the number of days the student attended school in the District.

The failure to establish residency within ninety (90) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is timely requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district reserves the right to require proof of the anticipated residency, to

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

#### Former Residents

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

1. The student is in twelfth grade when the parent(s)/guardian(s) have moved from the school district.
2. The student is not in the 12<sup>th</sup> grade but there is less than one full marking period remaining in the school year.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student has displayed acceptable behavior and academic progress prior to the move.
5. The administration has made a recommendation for the student to remain in the school district.

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

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

#### Home Language Survey

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

#### Tuition Students

The school district provides for attendance on an annual tuition basis for F-1 Visa students in accordance with the Fair Share Policy agreement entered into with Colonial Intermediate Unit #20 and/or any other similar inter-district special education placement agreement.

#### Penalties And Enforcement

Violators of this policy and/or those submitting a falsified affidavit and/or otherwise are not in legal compliance with residency regulations may be prosecuted under applicable law.

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

#### Exclusions

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

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

1. Admit such students only on proper application and submission of required documentation by the parent or guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for school district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.
6. The Superintendent shall recommend to the Board for its approval the admission of qualified applicants.

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS  
TITLE: STUDENT RECORDS  
ADOPTED: April 22, 2002  
REVISED: February 23, 2004  
July 17, 2006  
November 20, 2006  
June 25, 2007

216. STUDENT RECORDS	
<p>1. Purpose 24 P.S. Sec. 1402(b), 1532, 1533</p>	<p>The educational interests of pupils and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.</p>
<p>2. Authority SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22, Sec. 4.52, 12.31, 20 U.S.C. Sec. 1232g 34 C.F.R. Sec. 99</p>	<p>It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupils.</p> <p>The Board of Education (School Board) of the East Stroudsburg Area School District (school district) has primary responsibility for the compilation, maintenance, access to, and security and confidentiality of pupil records. The staff may compile records mandated by the Commonwealth, the federal government, or specifically permitted by this policy.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the school district and revised as required by changes in federal or state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan, which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>School district staff shall compile only those educational records mandated by federal and state laws and regulations.</p>

<p>SC 1532 Pol. 213, 215</p> <p>4. Definitions 34 C.F.R. Sec. 99.3 Title 22 Sec. 11.11</p>	<p>In accordance with law, each school district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p> <p>The following definitions are provided for the purpose of interpretation and implementation of this policy:</p> <ol style="list-style-type: none"> <li>1. <b>Dates of Attendance</b> - Means the period of time during which a student attends or attended the school district. Examples of dates of attendance would include an academic year, semester, quarter or grading period, but would not include specific daily records of a student's attendance.</li> <li>2. <b>Destruction</b> - Means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable. (Also known as "purging").</li> <li>3. <b>Directory Information</b> - Means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and includes, but is not limited to, the following information relating to a student: the student's name, address, listed telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, honor rolls, degrees and awards received, and the most recent previous educational agency or institution attended by that student.</li> <li>4. <b>Dissemination or Disclosure</b> - Means permitting access to or the release, transfer or other communication of the education records of a student, or the personally identifiable information contained therein, orally or in writing, or by electronic or any other means, to any party.</li> <li>5. <b>"Educational Institution" or "Educational Agency"</b> means any public or private agency or institution, that is the recipient of funds under any Federal program.</li> <li>6. <b>Education Records</b> - Those records that contain personally identifiable information directly related to a student and are maintained by the school district or by a party acting for the school district. It can be recorded in any form, including but not limited to, handwriting, print computer media, video or audio tape, film, microfilm and microfiche.</li> </ol> <p>The term does not include:</p> <ol style="list-style-type: none"> <li>a. Records of instructional, supervisory and administrative personnel and</li> </ol>
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ancillary personnel, which are in the sole possession of the maker and are not accessible or revealed to another individual, except a substitute. A "substitute" is an individual who performs, on a temporary basis, the duties of the individual who made the record, and does not refer to an individual who currently succeeds the maker of the record in his/her position.

- b. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 34 C.F.R. §99.8.
- c. Records relating to an individual who is employed by the educational agency or institution, that:
  - 1) Are made and maintained in the normal course of business.
  - 2) Relate exclusively to the individual in that individual's capacity as an employee.
  - 3) Are not available for use for any other purpose.

Note: Records relating to an individual in attendance at the agency or institution who is employed as a result of his/her status as a student are education records.

- 7. **Eligible Student** - Means a student who has attained eighteen (18) years of age, is attending an institution of post-secondary education, or is a legally emancipated minor. For the purposes of this section, whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. In cases where an eligible student is dependent upon the parent as defined in Section 152 of the Internal Revenue Code, the school will make the education records accessible to the parent of said student.
- 8. **Exceptional Student** - As defined in this policy, an exceptional student means any student eligible to receive special education services under the Individuals with Disabilities Education Act (IDEA), 20 U.S. C. § 1400. 1, et. seq., and its implementing regulation, 34 C.F.R. Part 300; and Chapters 14 and 16 of the regulations of the State Board of Education, 22 Pa. Code §§ 14.1 and 16.1, et. seq.
- 9. **Informed Consent** – the approval by signature of an individual (parent, guardian, student) who has been apprised of the nature, content, and procedure of a records collection, maintenance, or release activity of an agency.

10. **LEA** – Local Education Agency.
11. **Legally Emancipated Minor** - A person below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of his/her parents or guardians. A minor living with a spouse is deemed emancipated.
12. **Maintain or Maintained** – In the case of personally-identifiable information on paper or stored on magnetic or video tape, the term shall mean kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local disk drives dedicated to the storage of sent or received electronic mail, shall not for any purpose constitute a “student records maintenance site” and any mail stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.
13. **Panel** – the body, that will adjudicate cases under procedures set forth on pages six (6) and seven (7) of this policy.
14. **Parent** - Includes natural parents, a legal guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The school district will presume that a parent has the authority to exercise the rights inherent in this policy unless the school district has been provided with evidence that there is a state law or court order governing such matters as divorce, separation, or custody, or a legally binding instrument, which provides to the contrary.
15. **Personally Identifiable** - Means that the data or information includes, but is not limited to:
- a. The name of a student, the student's parents/guardians, or other family member.
  - b. The address of the student or the student’s family.
  - c. A personal identifier, such as the student's social security number, or a student number.
  - d. A list of personal characteristics which would make the student's identity



<p>5. Guidelines</p> <p>Title 22 Sec. 12.33 34 C.F.R. Sec. 99</p>	<p>easily traceable by a person not already familiar with the student's identity or other information which would make the student's identity easily traceable.</p> <p>16. Purging – See “Destruction”.</p> <p>17. Record – any information maintained in any way, including, but not limited to:</p> <ol style="list-style-type: none"><li>1. handwriting</li><li>2. print</li><li>3. film</li><li>4. computer media</li><li>5. video or audio tape</li><li>6. microfilm or microfiche</li></ol> <p>18. Representational Consent – as the legally elected or appointed representatives of the parents/guardians of a school district, the Board of School Directors may collectively, as a body, grant approval (representational consent) to such programs, processes, and procedures as are considered to be the valid, legal, and expected function of any responsible educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/guardians whether or not they might individually have consented.</p> <p>19. Secretary – Secretary of the U.S. Department of Education.</p> <p>20. Student - Includes any school age person, whether a regular education or exceptional student, with respect to whom the school district maintains an education record.</p> <p><u>Collection</u></p> <p>By their approval of this policy, the School Board provides representational consent of parents and eligible students for the collection of basic identifying information and the administration of aptitude and achievement tests. Annually, the School Board shall approve a district wide testing program that shall be made known to parents and eligible students.</p> <p>Parents and eligible students eighteen (18) years and older shall be notified annually and upon enrollment of:</p> <ol style="list-style-type: none"><li>1. The policies and procedures of the school district regarding student education records.</li><li>2. The data collected through representational consent.</li></ol>
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3. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
4. The conditions for disclosure or dissemination of information.
5. The rights and procedures for parents or eligible students:
  - a. To access education records.
  - b. To seek an amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family and Educational Rights and Privacy Act and 34 C.F.R. § 99.31 authorize disclosure without consent.

6. The right to file with the Department of Education a complaint under 34 C.F.R. § 99.63-99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act and 34 C.F.R. § 99.7.

The student or the parents or guardian of a dependent student may request that specific data, e.g., awards, part-time employment, volunteer service in school or community, be placed on the student's file. If such information is verified and of recognized relevance, it may be added to the file. Also, the student or parent may submit a disclaimer concerning the appropriateness or validity of any material in the file. Such statement shall be dated, signed, and kept in the file as long as the material it concerns remains in the file. The appeal process outlined in this policy shall apply for this purpose.

#### Security and Privacy

The Superintendent shall be responsible for education record maintenance and access and for the education of staff about maintenance and access policies. The school principal is responsible for implementing the policy concerning student education records in the building. All school personnel having access to education records should receive periodic training in security, with emphasis upon privacy rights of students and parents.

Records are to be kept secure at all times under the supervision of the school principal or designated agent.

In addition to the submission of a disclaimer, a parent or eligible student has

34 C.F.R.  
Sec. 99.21, 99.22,  
99.63

the right to challenge the validity or appropriateness of any information in the education record and request that such information be corrected or deleted.

A parent or eligible student who believes that information in education records collected, maintained or used by the school district is inaccurate or misleading or violates the privacy or other rights of the student, has the right to request that the building principal amend the information under the following procedures:

1. The parent or eligible student shall submit, in writing to the building principal, a request for amendment, which shall include a brief statement, which specifies the record(s) to be amended and the reason that an amendment is requested.
2. The school principal shall decide whether to amend the information in accordance with the requests of the parent or eligible student within a reasonable time period after receipt by the school principal of the request to amend, but not more than thirty (30) calendar days.
3. If the school principal decides to amend the information in accordance with the request, the school principal shall notify the Superintendent. After approval by the Superintendent, the school principal shall notify the parent or eligible student, in writing, of the decision to amend the record.
4. If the school principal decides to refuse to amend the information in accordance with the request of the parent or eligible student, the school principal shall inform the parent or eligible student, in writing, of both the refusal and the specific reason(s) for the refusal, and shall notify the parent or eligible student, in writing, of their rights to request and receive a hearing.

If the parent or eligible student, upon receiving written explanation from the school principal, still feels a need to challenge information in the education record, the parent or eligible student shall, upon written request to the Superintendent, be granted a hearing in accordance with the following provisions:

1. The hearing shall be held at a mutually agreed upon time and place within a reasonable time of receiving the written request, but not more than thirty (30) calendar days. The parent or eligible student shall be given notice of the date, place and time within a reasonable time period in advance of the hearing but not less than ten (10) calendar days in advance of the hearing.
2. A three (3) member panel of professional school staff shall preside over the hearing. A chairperson designated by the Superintendent, who shall not have a direct interest in the outcome, shall conduct the hearing. Under no

circumstances will the school principal who initially received the request for amendment of the record be involved in the hearing process other than to offer testimony.

3. The parent or eligible student may be represented by counsel at their own expense and will be afforded a full and fair opportunity to present evidence and to examine and cross-examine witnesses.
4. Within a reasonable period of time after the conclusion of the hearing, but not more than thirty (30) calendar days, the panel will make its decision(s), based solely on the evidence presented at the hearing, known to the parent/guardian or individual acting as a parent in the absence of the parent(s)/guardian(s), and will include a summary of the evidence and reasons for said decision(s).
5. If, as a result of the hearing, the panel decides to amend the record, it shall so notify the parent or eligible student, in writing and the item(s) in question shall be amended.
6. If, as a result of the hearing, the panel decides not to amend the information, then it shall inform the parent or eligible student, in writing, of their rights to place in the education record a statement which sets forth the written comments of the parent or eligible student upon the information in the education record, or reason(s) for disagreeing with the decision of the school district, or both written comments and reasons.
7. The statement of the parent or eligible student shall be appended, by the Superintendent or designee, to the education record so long as the record or the contested portion thereof is maintained by the school district.
8. If the education record of the student or the contested portion thereof is released to any party, the statement of the parent or eligible student shall also be released to that party.

A parent or eligible student also has the right to file complaints concerning acts of non-compliance with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Dissemination or Disclosure

The school district is often asked to transmit student information to other agencies, institutions or individuals. Since conveyance of records removes data from the control of the school, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.

Title 22  
Sec. 12.33  
34 C.F.R.  
Sec. 99

<p>Title 22 sec. 11.11</p>	<p>Upon receiving a request for educational records from another school district or charter school, the school district shall forward the records within ten (10) business days of receipt of the request.</p> <p>Student medical records, maintained by the nurse's office, are considered educational records as per federal guidance and may be shared with staff who the school district determines has a legitimate educational interest and a need to know medical information in order to protect the safety and health of the student. Parental requests to maintain the confidentiality of any given medical information must be made in writing and should be directed to the school principal.</p> <p>The confidentiality of mental health records/information shall be completely maintained. Such records are covered by the PA Mental Health Procedures Act 55 Pa. Code § 5100.33.</p> <p>The school district may, without the consent of the student or parent, release personally identifiable information from an educational record of a student to/when:</p> <ol style="list-style-type: none"><li>1. Members of the professional staff and the clerical support staff (including but not limited to, teachers, instructional aides, guidance counselors, school psychologists, home school visitors, administrative personnel, and confidential secretaries) who have a legitimate education interest. A person having a legitimate education interest shall be defined as:<ol style="list-style-type: none"><li>a. Person(s) directly responsible for providing instruction to the student.</li><li>b. Person(s) directly providing support services to the student.</li><li>c. Appropriate authorities in a health/safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.</li></ol></li><li>2. Authorized members of the professional staff of the vocational-technical school, and their clerical support staff, if the student is enrolled or seeks to enroll in the vocational-technical school.</li><li>3. Authorized representatives of the Comptroller General of the United States,</li><li>4. the Attorney General of the United States, the Secretary of Education, and state or local educational authorities subject to the requirement of 34 C.F.R. §</li></ol>
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99.35.

5. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  - a. Determine eligibility for the aid.
  - b. Determine the amount of the aid.
  - c. Determine the conditions for the aid.
  - d. Enforce the terms and conditions of the aid.

Financial aid is defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

6. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to:
  - a. State statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released.
  - b. State statute adopted after November 19, 1974, subject to the requirements of 34 C.F.R. § 99.38.
7. Officials of other primary, secondary, or post-secondary schools in which the student is presented for enrollment or intends to enroll, provided the parent, guardian or eligible student, in advance of the transfer, is notified of the transfer and has an opportunity to challenge the record and to receive a copy of the record if so desired in accordance with 34 C.F.R. § 99.35. (Annual notice prior to the beginning of the school year shall be given to parents regarding their rights in cases of transfer of records without consent. This annual notification to parents shall be considered sufficient to meet the intent of record transfers to other educational agencies.)
8. Agents or agencies conducting educational research who may request group data, provided:
  - a. The project is approved according to the school district's policies and guidelines pertaining to research activities.

- b. The study is conducted in a manner that does not permit personal identification of the parents and students by individuals other than representatives of the organization.
- c. The information is destroyed when no longer needed for the purposes for which the study was conducted.
9. The disclosure is to accrediting organizations to carry out their accrediting functions.
10. The disclosure is to parents, as defined in 34 C.F.R. § 99.3, of a dependent student, as defined in Section 152 of the Internal Revenue Code.
11. The disclosure is to the parent of a student who is not an eligible student or to the student.
12. The disclosure is information the educational agency or institution has designated as "directory information."
13. To the school district's insurance carriers and legal counsel, and/or their agents, employees and representatives in connection with existing or anticipated claims, litigation or other proceedings involving the student; provided, however, that such disclosure shall be subject to the condition that any such third parties will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student unless otherwise required by law.
14. For the purpose of enforcing the law, maintaining school safety and creating, maintaining and releasing records in connection with law enforcement purposes, and pursuant to the Family Educational Rights and Privacy Act, the Superintendent or proper school officials, as designated by the Superintendent, may release records and information created and maintained for law enforcement purposes, such as incident reports, files, notes and memoranda, without the consent of students or parents.
15. To the Attorney General of the United States or to his or her designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g)(5)(B) and 2331 of title 18, US Code, which does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an *ex parte* order.
16. To military recruiters, upon request, access to and contact information on secondary students (name, address and listed telephone number). Access must be the same as would be provided to higher education institutions and

prospective employers. A parent/guardian or student can request that the information not be released without prior written consent.

Other than as prescribed above, no information from a student education record may be divulged, except:

1. With written consent of the eligible student or former student or the parent or guardian (if the student is a dependent) specifying records to be released, to whom, for what purpose, and with a copy of the records to be released to the consenter, if desired. (For the purposes of this part, whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the rights afforded, and the consent required of the parent of the student, shall thereafter only be accorded to and required of the eligible student unless s/he is a dependent as defined in Section 152 of the Internal Revenue Code.)
2. The disclosure is to comply with a judicial order or subpoena. A reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance unless disclosure is in compliance with:
  - a. A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena not be disclosed.
  - b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
3. If an educational agency or institution and a parent or student are involved in a legal action against each other, the educational agency or institution may disclose to the court, without a court order or subpoena, the educational records that are relevant to the case.

Each matter of request for consent must be handled separately; for example, blanket permission for release of data within an extended period of time may not be solicited since it, by definition, does not provide an opportunity for informed consent.

The school district will annually designate certain personally identifiable information as "Directory Information." Directory information on former students or students currently enrolled may be disclosed for purposes beneficial to the student or the school district and only with the approval of the Superintendent. It shall not, however, be the policy of the school district to prepare annually and maintain file lists of "directory type information" for disclosure purposes.



The parent or eligible student has the right to refuse the disclosure or dissemination of any or all types of directory information by giving the school district written notice within twenty (20) calendar days of publication of the notice.

Parents or eligible students shall be given public notice relative to this right at the beginning of the school year. The parent/guardian of a dependent student may have access to all education records. The same access is extended to eligible students and former students who are legally emancipated.

Requests by a parent, guardian or eligible student to inspect and review the education record of a student or to have a designated representative inspect and review the education record of a student are to be directed to the principal of the building in which the student is enrolled or to the school district administrative offices for the access to inactive records (graduates and withdrawals). Access shall be granted within a reasonable period of time (not to exceed 45 calendar days) and shall be in the presence of the principal or a designated agent for the purposes of security and assistance in explaining or interpreting the data. Below are the locations of educational records:

1. Active student education records of regular students are available in the building in which the student is enrolled. Copies of the record will be provided to the parent or eligible student upon written request. The requestor may be charged for such copies at a fee not to exceed duplication costs.
2. Active records of exceptional students are available at the following locations, depending on the nature of the information and its relative need in the daily educational activities of the student.

a. Building in Which the Student is Enrolled

Permanent administrative records, including:

1. Name and birth dates.
2. Names and addresses of parents/guardians.
3. Academic work completed.
4. Level of achievement, e.g., grades and standardized test scores.
5. Attendance data.
6. Health records.

b. Special Education Office - Evaluation, psychological, psychiatric, and neurological reports, Individualized Education Programs, and all other reports of a similar nature relative to an exceptional student's educational program and placement and necessary for providing the student with appropriate educational services.

3. Records of graduates and withdrawals are available in the school district administrative offices. Request forms for release of inactive student information from graduate or withdrawal files maintained in the school district administrative offices shall be signed by a parent, guardian, or eligible student. A copy of this request will be maintained in the school district administrative offices.

Once student education record information has been released to an agency or person outside the school district, as prescribed above, the school district can no longer be exclusively responsible for the confidentiality of the information.

There shall be maintained, for each active student, a record of access to and release of the student's education record. This shall be available to the parent or guardian of dependent students or to eligible students and to the school district as a means of auditing the operation of the system. The record of access is not meant to include entries by the primary users and custodians of student records designated by the Superintendent or the building principal. Specifically, this includes teachers, school counselors, and authorized clerical staff.

34 C.F.R. §99.11 (a)

Copying Records

The school district may charge fees for copies of education records, even when obligated to provide copies to parents under C.F.R. §99.10 (d). Such fees for the actual cost of reproducing, secretarial time, and postage shall be reasonable and shall follow the same fee schedule as provided for public records. Such fees may be waived by the school district when the imposition effectively prevents a parent or eligible student from exercising the right to inspect and review the students' education records.

Maintenance and Destruction of Information

The school district shall maintain the educational records of all its students consistent with this policy. Parents and eligible students shall be informed of these records and their right of access to these data as described in the policy.

Staff members may maintain personal and confidential files containing grades, notes, transcripts of interviews, clinical diagnoses, and other memory aids for

their own use in counseling students and parents or guardians. Such private notes are not to be made a part of the student's permanent or cumulative record, are not to be released to others, and must be destroyed when they no longer serve a useful purpose to the staff member or when the student or professional leaves the school or school system. Such notes are considered to be the personal property of the professional and shall be guarded by the tenets of professional ethics.

The school district shall inform the parents or eligible student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Upon written request of the parent or eligible student, information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed by the school district. However, a written record, or microfilm copy of the same, including a student's name, address, phone number, grades, attendance records, classes attended, grade level completed and year completed shall be maintained for at least one hundred (100) years beyond the date the student attains the age of twenty-one (21).

Prior to the destruction of information referred to in this policy, the school district shall send written notification to the parents, which shall inform the parents of their right to receive a copy of the material to be destroyed at a fee not to exceed duplication costs.

The school district may destroy education records under the following circumstances:

- a. Records that include a student's name, address, grades, attendance records, classes attended, grade level completed and year completed may be destroyed when 100 years have passed since the student's 24th birthday.
- b. Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed when ten (10) years have passed from the date a student has left the school district as long as there is no outstanding request to inspect and review the records and the records are deemed no longer useful to the school district.
- c. Parents or eligible students (eighteen years of age or older) have not requested copies by November 1 of the year the records may be destroyed as per paragraphs a & b above. Parents or eligible students have the right to request a copy of student records before destruction.
- d. Notice of this procedure is provided annually by publication in student handbooks, the school district newsletter and/or the school district calendar, and on the school district website.

No education records containing information necessary for the education of a

student who is enrolled or has been enrolled in an education program operated by the school district shall be destroyed except as outlined in this policy.

Nothing in this section, except as stated above, shall be construed to mean that the school district is required to destroy education records.

The destruction of any student records recorded on paper shall be by shredding.

The school district shall not destroy any education records if there is an outstanding request to inspect and review the records.

Policy Interpretation and Construction

This policy shall not be construed to impose upon the school district any obligation or duty not otherwise imposed by law.

Failure to conform to the requirements of this policy shall not be used against the school district, unless that failure causes a substantial violation of the privacy or other legal rights of the student, or his/her parents.

Relative to special education students, this policy shall not be construed to be inconsistent with the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 1400.1 et. seq., and its implementing regulation, 34 C.F.R. Part 300;

and Chapters 14 and 16 of the regulations of the State Board of Education, 22 Pa. Code § 14.1 and 16.1, et. seq.

This policy shall be construed as consistent with all applicable state and federal laws. When a requirement of law cannot be reconciled with a provision of this policy, the requirement of law shall supersede and nullify the provision of this policy and shall be considered the policy of the school district.

The school district shall provide for the need to effectively notify parents/guardians of students identified as having a primary or home language other than English, hearing or visual impairment.

Procedures for the disclosure of student records shall apply equally to military recruiters and postsecondary institutions.

Copies of the student records plan shall be submitted to the Department of Education upon request of the Secretary.

Title 22  
Sec. 12.31

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: SUPPORT STAFF EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: August 19, 2002

REVISED: September 15, 2003  
April 19, 2004  
June 25, 2007

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
2. Authority SC 510	—The Board has the authority to specify the minimum standards of appropriate dress and grooming and to specify reasonable dress and grooming guidelines for the purpose of maintaining the District's operations and services in a professional manner and to avoid disruption or adverse impact upon those programs, operations or services.
3. Guidelines	<p>During work hours, support employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not disrupt the educational process or operations, nor cause a health or safety hazard.</p> <p>To the extent necessary and required by the District, all support personnel must wear designated work uniforms and utilize safety gear (e.g., support belts, rubber gloves, chemical goggles) provided by the District. Employees must use and maintain required safety gear in appropriate and working condition and replace said gear when unduly worn or damaged.</p> <p>Employees must wear a clean uniform daily. Eleven (11) uniforms and two (2) jackets will be issued to each custodian, maintenance and mechanic employee. <u>New employees will receive uniforms and jackets upon completion of their probationary period.</u> All custodian, maintenance and mechanic employees are required to wear the uniform to work at all times. Uniforms are not to be worn as street clothes during non-working hours.</p>

126

525. DRESS AND GROOMING – Pg 2.

In the event the employee loses or returns any District issued uniform in unreasonably damaged condition (e.g., cigarette burns, intentional destruction), the employee will be responsible for replacement costs.

Upon reassignment into a different classification or termination of employment, custodians, maintenance workers and mechanics are required to return the District issued uniforms (e.g., eleven (11) uniforms and two (2) jackets). Failure to do so will result in a deduction of the employee's final pay check to cover replacement charges.

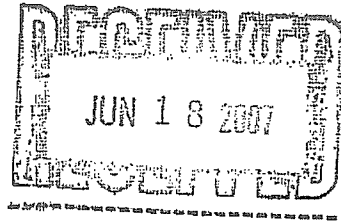
If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor and/or building principal.

The specific guidelines of this policy shall be promulgated by Administrative Regulations.

4. Delegation of Responsibility

127

JOHN C. PREVOZNIK  
ATTORNEY AT LAW



47 SOUTH COURTLAND STREET  
EAST STROUDSBURG, PA 18301

(570) 426-9660  
FAX: (570) 424-8142  
E-MAIL: prevjohn@ptd.net

June 15, 2007

Rebecca Craggs, Esquire  
Law Offices of Thomas F. Dirvonas  
11 North Eight Street  
Stroudsburg, PA 18360

*Re: S.A.R.P.C. - East Stroudsburg Area School District -  
Memorandum of Understanding  
Our File No. 03-1622*

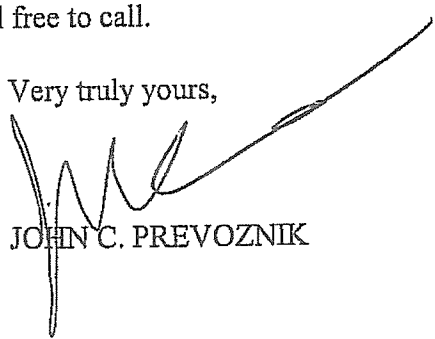
Dear Rebecca:

I am in receipt of your e-mail of June 8, 2007. Please be advised that the S.A.R.P.C. can live with all the changes referred to in your e-mail. Specifically S.A.R.P.C. agrees with adding the word **criminal** between the words **ganged** and **activities**.

S.A.R.P.C. also agrees to leave the phrase "**and shall involve as little disruption the school environment as practical**" in place. Further, S.A.R.P.C. agrees to your modifications to Article I, Section E. Subparagraph 3. S.A.R.P.C. agrees that the phrasing in Article II, Section A. Subparagraphs 2 and 3 can remain. S.A.R.P.C. will agree with not striking the provisions of Article IV, Section C. Subparagraph 1c, previously requested. However, the S.A.R.P.C. does want Section F and Section G inserted into the Memorandum of Understanding. I am providing you a copy of my letter dated May 24, 2007, which specifically sets forth the required language.

If you have any questions, please feel free to call.

Very truly yours,



JOHN C. PREVOZNIK

JCP/ia  
Enclosure

cc: Roger L. DeLarco, Chairman  
Chief John Baujan  
File

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN

Stroud Area Regional Police Department

(Law Enforcement Authority)

and

East Stroudsburg Area School District

(School Entity)

\_\_\_\_\_  
(Date)

I. **Joint Statement of Concern**

A. Parties

The following Law Enforcement Authority or Authorities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

Stroud Area Regional Police Department (hereinafter referred to as "SARP")

The following School Entity or Entities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

East Stroudsburg Area School District (hereinafter referred to as "ESASD")

B. The purpose of this Memorandum is to establish an understanding as to the procedures to be followed by the SARP and ESASD when reporting an incident in which criminal activity has occurred on school property; at any school sponsored activity; or on any school conveyance providing transportation to or from a school or a school sponsored activity, including but not limited to a school bus:

1. Possession of a weapon;
2. Act of violence;
3. Possession, use or sale of a controlled substance or drug paraphernalia;
4. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor under the age of 21 years and/or presence of a minor under the age of 21 years under the influence of alcohol and/or malt or brewed beverages;
5. Gang-related criminal activity;
6. Ethnic intimidation;
7. Harassment and stalking.



C. It is further the purpose of this Memorandum to foster a relationship of cooperation, mutual support and the sharing of information and resources between the parties hereto as they work together to maintain the physical security and safety of schools in the district.

In furtherance of the parties' intent to foster this working relationship, the following officer(s) is/are hereby designated as the district's law enforcement liaison: Facility Principal or designee. In so making this designation, it is the understanding of the parties that the school is thereby enabled to disclose information from a student's education records to these designated officers without limitations of the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g and its implementing regulations at 34 C.F.R. Section 99.1 et seq., and 22 Pa. Code Sections 12.31-12.33.

In furtherance of the parties' intent to foster this working relationship, SARP will continue to utilize the school resource officer ("SRO") as its designated liaison with ESASD, so long as mutually agreeable contract for services is in effect. In the absence of the SRO, an officer dispatched to the scene to handle a response will be the individual designated by SARP to handle that incident.

D. The parties hereto agree that in the event that an incident defined by this Memorandum occurs on school property; at any school sponsored activity; or on any school conveyance providing transportation to or from a school or a school sponsored activity, including but not limited to a school bus, primary law enforcement jurisdiction will be determined as follows: By the location of the incident or by mutual determination of the involved law enforcement agencies.

E. Law Enforcement Functions

1. Investigate all incidents reported to have occurred on school property, at any school sponsored activity, or on any public conveyance providing transportation to or from a school or school sponsored activity. The SARP investigation of all reported incidents shall follow the policies, procedures and protocols established by the Stroud Area Regional Police Department in the investigation of criminal offenses, and shall involve as little disruption of the school environment as is practicable.
2. Identify those responsible for the commission of the reported incident(s) and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall follow the policies, procedures and protocols established by the Stroud Area Regional Police Department in the investigation of criminal offenses, and shall involve as little disruption of the school environment as is practicable.
3. Investigate incidents reported, which may include *inter alia*, acts of violence, possession of weapons, the possession, use or sale of

controlled substances and drug paraphernalia, the purchase, consumption, possession or transportation of liquor or malt or brewed beverages, gang-related criminal activities, ethnic intimidation, harassment and stalking.

F. School Priorities

1. Create safe learning environments that support each student's wellbeing and opportunities to reach their full potential while balancing and protecting the rights of all students within their authority.
2. Establish and maintain cooperative relationships with law enforcement authorities in the reporting and resolution of all acts of school violence, weapons possessions, the possession, use or sale of controlled substances and drug paraphernalia, the purchase, consumption, possession or transportation of liquor or malt or brewed beverages, gang-related activities, ethnic intimidation, harassment and stalking.
3. Foster partnerships with law enforcement authorities for the education and guidance of students to create a school climate and knowledge base conducive to learning and personal growth.
4. Provide Law Enforcement authorities with floor plans of school buildings.

G. Legal Authority

1. The parties to this Memorandum enter into this agreement in accordance with the provisions of 24 P.S. § 13-1301-A(c), as may be amended from time to time, requiring that all school entities shall develop and implement a memorandum of understanding in cooperation with each local law enforcement entity with jurisdiction over the school entity and the Pennsylvania State Police.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to this Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

**II. Incidents Requiring Law Enforcement Notifications and Responses**

A. Notification

ESASD shall immediately report by the most expeditious means possible to the Law Enforcement Authority of primary jurisdiction the occurrence of any of the following incidents occurring on school property, at any school sponsored activity, or on any school conveyance, including but not limited to a school bus, providing transportation to or from a school or school sponsored activity:

1. Possession of a Weapon. As used in this Memorandum “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device, and any other tool, instrument or implement capable of inflicting serious bodily injury where the intent to use such tool, instrument or implement as a weapon is present.

This reporting requirement does not apply to a weapon that is used as part of a school-approved program, by an individual who is participating in the program. ESASD shall notify SARP of the existence of and membership in any sanctioned clubs or activities including but not limited to a school gun club.

2. Act of Violence. As used in this Memorandum “act of violence” shall mean an offense, including the attempt, solicitation or conspiracy to commit the offense, under the provisions of the Pennsylvania Crimes Code, including but not limited to:

- a. Possession of weapon on school property, 18 Pa.C.S. § 912;
- b. Criminal homicide, 18 Pa.C.S. § 2501;
- c. Simple Assault, 18 Pa.C.S. § 2701;
- d. Aggravated Assault, 18 Pa.C.S. § 2702;
- e. Terroristic threats, 18 Pa.C.S. § 2706;
- f. Rape, 18 Pa.C.S. § 3121;
- g. Statutory sexual assault, 18 Pa.C.S. § 3122.1;
- h. Involuntary deviate sexual intercourse 18 Pa.C.S. § 3123;
- i. Sexual assault, 18 Pa.C.S. § 3124.1;
- j. Aggravated indecent assault, 18 Pa.C.S. § 3125;
- k. Indecent assault, 18 Pa.C.S. § 3126;
- l. Arson and related offenses, 18 Pa.C.S. § 3301;
- m. Robbery, 18 Pa.C.S. § 3701;
- n. Robbery of motor vehicle, 18 Pa.C.S. § 3702.

3. Possession, Use or Sale of a Controlled Substance or Drug Paraphernalia

a. As used in this Memorandum, “controlled substance” shall include the possession, use or sale of controlled substances as defined in the Act of April 14, 1972 (P.L. No. 64) known as “The Controlled Substance, Drug, Device and Cosmetic Act” (hereinafter “Drug Act”) as amended from time to time including, but not limited to, inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, all steroids, look-a-likes, and other substances commonly known as “designer drugs”.

b. Included in this reporting provision shall be the possession, use or sale of drug paraphernalia, as defined in the Drug Act, including, but not limited to, hypodermic needles, syringes, wrapping papers, and all other implements utilized for the purpose of ingesting or otherwise introducing controlled substances into the body.

4. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor under the age of 21 years and/or presence of a minor under the age of 21 years under the influence of alcohol and/or malt or brewed beverages.
  5. Gang-related criminal activity
  6. Ethnic Intimidation as defined at 18 Pa.C.S. § 2710.
  7. Harassment and Stalking as defined at 18 Pa.C.S. § 2709.
- B. Upon notification of the incident to SARP, ESASD shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification.
1. Whether the incident is in-progress or has been concluded.
  2. Nature of the incident.
  3. Exact location of the incident.
  4. Number of persons involved in the incident.
  5. Names and ages of the individuals involved.
  6. Weapons, if any, involved in the incident.
  7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
  8. Injuries involved.
  9. Whether EMS was notified.
  10. Identity of the school contact person.
  11. Identity of the witnesses to the incident, if any.
  12. All other such information as is known to the school authority that may reasonably be deemed relevant to the incident under investigation.

### **III. Law Enforcement Authority Response**

The initial response by SARP shall be consistent with the following, as each may be amended from time to time:

1. the parties' agreement regarding the School Resource Officer Program, a copy of which is attached hereto and is incorporated by reference; and
2. SARP policies, procedures and protocols regarding responses to reported incidences.

### **IV. Assistance of School Entities**

#### **A. In Loco Parentis**

1. Teachers, Guidance Counselors, Vice Principals and Principals in the

public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or person in parental relation to such pupils may exercise over them.

2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on any public conveyance providing transportation to or from school or school sponsored activity.

#### B. Notification of Parent or Guardian

1. Parents or guardians of students involved in acts of violence, possession of weapons, sexual assault, or the possession, use or sale of a controlled substance or the underage possession of alcohol or intoxications from alcohol shall be notified of the involvement as soon as possible.
2. In the event that a parent or guardian of a student may be a co-suspect or in the event of a situation in which immediate notification of the incident may result in the destruction of or tampering with evidence or witnesses, the school entity may decide to delay notification of parents or guardians.
3. School entities shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents reportable to law enforcement authorities pursuant to the terms of this agreement.

#### C. Scope of School Entity's Involvement

1. Interviews of Students
  - a. Unless the school entity has received previous written instruction from the parent or guardian to the contrary, the Law Enforcement Agency does not need to secure parental permission to interview a student who is not a suspect/ focus of an investigation by law enforcement officials.
  - b. The school entity shall notify the parent or guardian of a student when law enforcement authorities interview that student. Law enforcement shall follow department policies and procedures when interviewing a student.
  - c. In the event a student is interviewed by law enforcement authorities on school property, the school principal or similar designated school official shall be present during the interview.
  - d. In the event an interested adult cannot be contacted when SARP desires to interview a student, the school entity shall defer to the

policies, procedures and direction of the investigating law enforcement authority, who shall follow department policies and procedures when interviewing a student.

- e. The legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the law enforcement authority. The school entity shall defer to the expertise of the law enforcement authority on matters of criminal and juvenile law procedure.

## 2. Conflicts of Interest

- a. The parties to this Memorandum recognize that in the event that a school entity employee, contractor, or other person acting on behalf of the school district or entity is the subject of an investigation, a conflict of interest may exist between the school entity and the adult suspect.
- b. Where the possibility of such a conflict exists, neither the individual that is the subject of the investigation nor any person acting as his/her subordinate or direct supervisor shall be present during law enforcement authority's interviews of student co-suspects, victims or witnesses.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of law enforcement authorities or as otherwise required by law.

## D. Reporting Requirements and Exchange of Information

- 1. Law enforcement authorities shall be governed by applicable statutory and case law regarding reporting and information exchange.
- 2. The chief law enforcement officer of the police department of the municipality where a sexually violent predator lives shall be responsible for providing written notice as required under 42 Pa.C.S. §§ 9791, 9798(b)(3), (3.1) (commonly known as "Megan's Law") as may be amended from time to time.
- 3. School entities shall be governed by and cooperate with the following reporting and information exchange guidelines:
  - a. Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and its implementing regulations at 34 C.F.R. Section 99.1 et seq., and 22 Pa. Code §§ 12.31-12.33.
  - b. Share information and evidence as required for police to complete

- investigation of the incident.
- c. Comply with the requirements of the Public School code of 1949, 24 P.S. §§ 13-1303-A and 13-1317.2.
- d. Complete reports as required by the Public School Code of 1949, 24 P.S. §13-1303-A(b).

**V. General Provisions**

- A. This Memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other persons or entities.
- B. This Memorandum may be amended, expanded or modified at any time. The parties agree that they shall review the Agreement every two years from the date of its original execution.
- C. In the event of changes in state or federal law that necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.
- E. The parties agree that no agency, partnership or joint venture is created hereunder and neither party shall hold itself out as the agent of the other party.
- F. The SARPD, its commission, member municipalities, agents, representatives, employees assume no liability or responsibility whatsoever with respect to the conduct and operation of the School District's business nor for any loss, injury, or damage of whatever kind to persons or property however or by whomever caused whether due in whole or in part to acts of negligence on the part of the School District, its board members, agents, representatives, employees and students and others, and the School District agrees to hold the SARPD, its commission, its member municipalities, its agents, representatives, employees harmless and indemnify against any claim including the costs and attorney fees which arise from the conduct of its business and/or this Memorandum of Understanding.
- G. The School District, its board members, agents, representatives, and employees, assumes no liability or responsibility whatsoever with respect

to the conduct and operation of the SARPD's activities pursuant to this Memorandum nor for any loss, injury or damage of whatever kind to persons or property, however or by whomever caused whether due in whole or in part to the acts or negligence on the part of the SARPD, its commission, member municipalities, agents, representatives, employees and others. The SARPD agrees to hold ESASD, its board members, agents, representatives and employees harmless and indemnify against any claim including costs and attorney fees that may arise out of SARPD's activities pursuant to this Memorandum of Understanding.

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 2007, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_  
East Stroudsburg Area School District  
BY:  
Board of Education

\_\_\_\_\_  
Stroud Area Regional Police  
BY:  
Chief Law Enforcement Authority



MEMORANDUM OF UNDERSTANDING

Between the East Stroudsburg Area School District (ESASD), the Stroudsburg Area School District (SASD) and the Stroud Area Regional Police Department (SARPD) regarding participation in the United States Department of Justice Office of Community Oriented Policing Services (COPS) Secure Our Schools (SOS) 2007 grant program.

Areas of Agreement

1. The SARPD shall be the grant administrator.
2. Each school entity shall be provided with a type of mobile school office known as a Remote Administrative Unit (RAU) for use by each entity's NIMS-trained critical incident response team.
3. SARPD shall be provided with a closed circuit video system to be monitored remotely from patrol vehicles stationed in school zones within their jurisdiction.
4. Each school entity's critical incident response team members shall have completed a minimum of two (2) free NIMS training courses within 18 months after being awarded funding.

The East Stroudsburg Area School District, the Stroudsburg Area School District, and the Stroud Area Regional Police Department agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

\_\_\_\_\_  
ESASD Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESASD School Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
SARPD Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
SARPD Commission President

\_\_\_\_\_  
Date

\_\_\_\_\_  
SASD Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
SASD School Board President

\_\_\_\_\_  
Date

# East Stroudsburg Area School District



## MEMORANDUM

TO: Pocono Services for Families and Children/Monroe County Head Start  
Tim Lee, Executive Director

FROM: East Stroudsburg Area School District  
Dr. Rachael Heath, Superintendent

DATE: June 22, 2007

RE: **Agreement For Services**

The East Stroudsburg Area School District, according to verbal agreement on March 22, 2006 will provide Head Start teachers with professional development services three times a year on dates to be determined in October, January and May of the 2006-2007 school year. They will attend these inservices with ESASD Kindergarten teachers. These inservices will provide the Head Start staff with specific strategies to help close the gap between expectations and Early Learning Standards, as well as align Head Start and Kindergarten curriculum.

A district elementary Reading coach and IST teacher will observe individual students during Head Start instruction and provide evaluation and constructive feedback to Head Start teachers. In Spring 2007, Head Start teachers will provide needed information about their program and the students attending in the Fall 2007 to the ESASD Kindergarten teachers. The Head Start teachers will attend grade level meetings once a month with the ESASD Kindergarten teachers.

ESASD will help to compile data for the Head Start program concerning student information and assessments using AlterNet Performance Tracker. AlterNet has created a computer program allowing students from Head Start to be tracked during their attendance at Head Start and after they enter ESASD from K-3<sup>rd</sup> grade. The students who received Head Start training will be compared to students without such pre-school instruction, thereby establishing a control group. ESASD Director of Instructional Technology, Deanne Mayers will help to analyze this data.

Periodic meetings between Head Start Director, Director of Curriculum and Instruction, Annelle Prefontaine, Director of Federal Programs and Grants, Janet Zimmerman, Department Chair for Kindergarten, and Deanna Mayers, Director of Instructional Technology have been ongoing and will continue in order to monitor, oversee and make changes as needed during the course of the year.

In addition, Head Start agrees to share quarterly reports on their children involved in the partnering classrooms. Head Start parents may at any time make an appointment with any of the ESASD elementary schools for a tour and a meeting with the principal. The ESASD will invite Head Start parents to the annual Parent Awareness Conference, as well as any Title I programs that the district promotes.

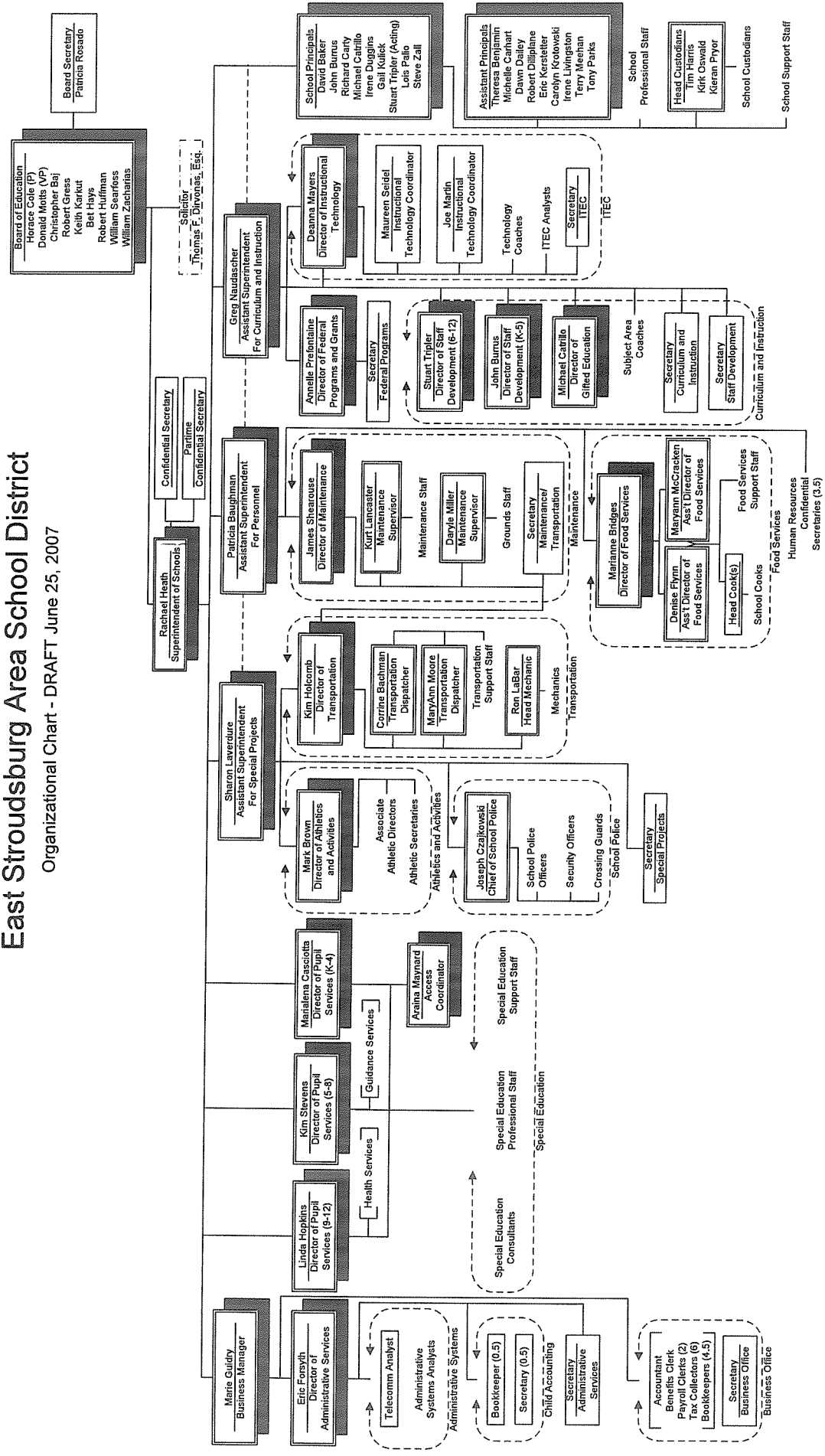
Sincerely,

Dr. Rachael R. Heath, Ph.D.  
Superintendent

139

# East Stroudsburg Area School District

## Organizational Chart - DRAFT June 25, 2007



# Federal Surplus

## FEMA Trailer/Mobile Home Fact Sheet

### FEMA Trailer/Mobile Home Fact Sheet

#### **Pennsylvania Plays an Integral Role in the Release of Trailers for Donation**

- As part of NASASP (National Association of State Agencies for Surplus Property), the Pennsylvania Department of General Services leads the effort to encourage FEMA (Federal Emergency Management Agency) to donate surplus trailers and mobile homes from Hurricane Katrina to eligible organizations here in Pennsylvania and throughout the country.
- Prior to releasing the trailers and mobile homes for donation, FEMA had been selling them through an on-line auction, realizing only a small percentage of their value through the sales.
- In July, 2006 NASASP, GSA (General Services Administration), FEMA, and all members of the Arkansas Legislative Delegation hold a conference call in which the Congressional Delegation and NASASP are outraged over FEMA's continued trailer sales.
- In August, 2006, Federal law makers amend the Stafford Act requiring that FEMA donate the trailers and mobile homes through Federal Surplus **prior to** offering them for public sale.
- In March, 2007, the first FEMA Travel Trailers are ready for screening. Approximately 400 trailers are allocated to Federal and State agencies.
- In April, 2007, six sites are ready for screening across the United States. Pennsylvania is receiving trailers and prepared to screen mobile homes as they come available.

#### **Requirements to Receive a Travel Trailer or Mobile Home**

- Your agency **must** be a current donee organization approved by GSA rules and regulations to receive Federal Surplus Property. Please email our office to ensure that your file is current.
- Obtain the approval of your governing body to acquire one or more of these units.
- Submit a corrected request and letter in order to change the number of units from your original request.
- Notify us of the anticipated location of your trailer/mobile home for direct shipment via the trucking company.
- As with all Federal Surplus Property, your organization must place the unit into use within 12 months; utilize the unit for your organization only - no personal or commercial use is allowed; and utilize the property for the 18 month restriction period, at which time the title transfers to the donee organization.
- Federal Surplus will bill your agency for the service charges and any shipping costs.
- Your agency can still place a request for trailers and/or mobile homes. Please visit our website, [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and look for the FEMA Trailer Update. Print the Trailer Request and fax to us at 717-772-2491, attn: Ms. Mary Beth Enggren. **Please do not swamp our telephone lines with requests**, use this convenient form and fax it to us.
- Pennsylvania already has an extensive request list for trailers and mobile homes. Our goal is to meet every request as the units become available to us, but this process will take time. FEMA releases the trailers, and GSA allocates them to the various State Agencies for Surplus Property. We will contact you by email or telephone when we know the units are available.

PLEASE BE READY to provide all requested information when we contact you.

#### **Travel Trailer and Mobile Home Specifics**

- **Travel Trailers:** Service and Handling Charge is \$4,500.00. Pennsylvania will not know the width or length until the units are awarded to us. **Your organization can refuse to accept a trailer that will not meet your needs, but only if refused prior to delivery arrangements.**

- **Mobile Homes:** Service and Handling Charge is \$8,000.00. We will try to match your requested mobile home length if possible. **Your organization can refuse to accept a mobile home that will not meet your needs, but only if refused prior to delivery arrangements.**

- We will call or e-mail each donee as units are available. Your organization **will not** be able to select from those units available as FEMA allows only 10 working days from the award of the trailers and/or mobile homes to Pennsylvania to delivery to the donee. We will work from your survey and can adjust to your needs when we contact you for delivery confirmation.

- This charge includes the **Service Charge** and **Freight** from the screening site to your physical location.

- This charge **DOES NOT INCLUDE** siting or set up charges. The donee is responsible for those charges after delivery.

- We will bill from your signed invoice as with all donated property.

#### **A Demo Trailer is Available for Preview at both the Harrisburg & Hermitage Centers**

- 2006 Coachman Spirit of America—Model SOA 29 TBS
- 29' Length—31' to tongue
- GVRW 8740 lbs
- 2-1/2" Ball Hitch
- Canopy
- Outdoor Outlets
- Deep Cycle Battery
- Rear Emergency Exit
- Dual Propane Tanks
- 6 Gallon Water Heater/Heating/Air Conditioning
- Gas Stove/Refrigerator & Freezer/Microwave
- Slide Out
- MSRP \$24,000—**Service Charge \$4,500**
- **Picture 1, Picture 2, Picture 3, Picture 4, Picture 5, Picture 6, Picture 7, Picture 8, Picture 9**
- **Katrina Relief Trailer Virtual Tour** (When Video Appears in Black Box, "Right Click" on video, Select "Zoom", Select "Full Screen" to view clip)

In the past, Pennsylvania donees have utilized these units for class rooms, offices, police command posts, emergency services, clinics, food and clothing distribution to the homeless and needy. As with all Federal surplus property, your imagination is your best tool!

**To request one or more units, please complete the following request form, attach a separate letter on your organization's letterhead stating the intended use of the unit(s), and mail or fax the form to our office.**

# Federal Surplus

Special Request Item

## FEMA Trailer Request Form

**Date:**  
**Organization Name:**  
**Mailing Address:**

**Telephone:** ---  
**Fax:**  
**Email:**  
**Contact Person:**

### Travel Trailers:

**Number needed if fixed width/no slides:**  
**Number needed if there is one or more slide:**  
**What length (or range of lengths) will you need:**  
**What is the expected use for each unit requested:**

### Mobile Homes:

**Number needed:**  
**What width (or range of widths) will you need:**  
**What length (or range of lengths) will you need:**  
**What is the expected use for each unit requested:**

Department of General Services  
Federal Surplus Property Program  
2221 Forster Street, PO Box 1365  
Harrisburg, PA 17105  
Fax: 717-772-2491

## AGREEMENT

THIS AGREEMENT is made this July 1, 2007, by and between Carbon/Monroe/Pike HealthChoices (hereinafter referred to as "CMP HC"), Community Care Behavioral Health Organization (hereinafter referred to as "Community Care"), a Pennsylvania nonprofit corporation and East Stroudsburg Area School District with a business address of 321 North Courtland Street, East Stroudsburg, PA, 18301 (hereinafter referred to as "School District").

### WITNESSETH:

WHEREAS, the Department of Public Welfare of the Commonwealth of Pennsylvania has contracted with CMP HC, and CMP HC is partnering with Community Care to manage the HealthChoices Behavioral Health Program in the counties of Carbon, Monroe and Pike; and

WHEREAS, a primary goal of the HealthChoices Program is to improve the health status of members through a comprehensive, coordinated system of services and supports; and

WHEREAS, the parties believe that the overall health status of children and their families is influenced by many considerations, including medical, social, educational and vocational systems; and

WHEREAS, the parties also believe that effective coordination among these systems is essential to the promotion of good health; and

WHEREAS, the parties share a common goal of ensuring children and their families receive high quality health services; and

WHEREAS, this Agreement is developed between the parties as a statement of understanding relative to coordination of efforts to improve health status, especially as it affects the educational status and progress of students who are HealthChoices members; and

NOW, THEREFORE, in consideration of the mutual covenants expressed in this agreement and for good and valuable consideration, receipt and sufficiency of which are acknowledged, the parties agree as follows.

1. Definitions. As used in this Agreement, the following terms shall have the following meanings:

"Authorization" means that Community Care agrees to pay for services for specific individuals when they are provided in accordance with an approved plan of care.

"Behavioral Health" means mental health and drug and alcohol services, both inpatient and outpatient.

"Behavioral Health Treatment Plans" means the written plan of care developed by a behavioral health provider to treat and alleviate the symptoms of behavioral health disorders.

"Care Management" means the clinical staff person at Community Care who is responsible for coordinating services for an individual.

"Child and Adolescent Service System Program ('CASSP') Model" means the inclusion of significant parties in the life and needs of a child in the development of a comprehensive plan of care to meet the child's behavioral health treatment needs. CASSP indicates that significant parties typically include family, school, and religious organization (if any), social and community organizations, friends and neighbors and that these parties should be invited to participate in the development of a service plan when such participation is appropriate and agreed to by the child and/or family.

"Clinical evaluation" means an evaluation by professional behavioral health staff to assess the clinical needs of an individual. The assessment includes an assessment of symptoms, functioning level, and results in a preliminary treatment recommendation.

"In-Plan Services" – means those services which are the payment responsibility of the Community Care.

"Network," means the group of providers with which Community Care contracts to provide behavior health services. Under usual circumstances, practitioners and agencies that are included in the Community Care network must provide services.

"Pre-certification" means that Community Care agrees that a specific service is necessary before the practitioner provides the service. When a service is pre-certified, Community Care has agreed to pay for the services (provided the member is eligible for benefits).

"Provider" means an individual, practice, or facility including a clinic that provides behavioral health services as a part of the Community Care network.

"Psychological Evaluation" means the administration and interpretation of standardized psychological tests for the purposes of assessment and treatment of behavioral health disorders.



“Supplemental Services” – means those services which are not included as in-plan services which are available through CMP HC mental health or drug and alcohol programs.

Community Care Services.

A. Community Care shall provide medically necessary in-plan behavioral health services to program members who are students within the School District at no cost to the student, the family, or the School District.

B. There are no Community Care pre-certification or authorization procedures for accessing crisis or emergency behavioral health services. Community Care staff are available 24 hours per day at \_\_\_\_\_.

C. Community Care shall provide the School District with a listing of available behavioral health crisis and emergency services upon request.

2. Coordination and Sharing of Information. The School District, Community Care, and the Providers of behavioral health services recognize the value in the coordination of efforts between them. All parties agree that the following procedures will be followed:

A. Community Care will share clinical information with School District representatives subject to the informed consent of the family and/or individual as required by applicable confidentiality laws, regulations, and rules.

B. To the extent permitted by applicable policies and regulations, the School District will share educational or other necessary information with Community Care subject to the informed consent of the family and/or individual as required by applicable confidentiality laws, regulations, and rules.

C. The School District will use reasonable efforts to secure the family/individual's permission to share with Community Care educational and other information to facilitate the development of treatment plans and the provision of services.

D. Community Care and/or its Network Providers will inform the School District personnel of specialized care plans for a student to the extent permitted by applicable laws, regulations, and rules.

E. Community Care will ensure that the Providers of behavioral health services funded by Community Care will make reasonable efforts to secure

the informed consent of the family and/or individual for release of information to School District personnel.

F. Recognizing that the School District has the responsibility for coordinating services within its purview, the School District, CMP HC, and Community Care will coordinate behavioral health services funded by HealthChoices with other behavioral health services and programs operating in the School District's schools. These programs may include, but are not limited to, the Student Assistance Program; Driving Under the Influence; Students Against Drunk Driving; and Drug Abuse Resistance Education.

G. Community Care and CMP HC will ensure that school-based behavioral health providers funded through CMP HC participate appropriately with the School District and Community Care's efforts to coordinate care.

H. For students in substitute care, CMP HC, the county children and youth office and/or representatives of the Juvenile Court System (as appropriate) will be invited by Community Care, its network providers, or the School District to participate in interagency planning efforts and meetings.

I. Community Care agrees to incorporate, whenever possible, goals related to the well being of the child into the funding of services for the child.

J. CMP HC agrees, whenever possible, to support the incorporation of supplemental services into behavioral health services other than those defined as in-plan services in the Program.

K. CMP HC and Community Care agree to support the School District efforts to develop and implement a transition plan to adult life for adolescents participating in the HealthChoices program and who will benefit from the inclusion of medically necessary behavioral health services in such a plan. Community Care will ensure access to these services when they are included as covered or in-plan services by the provisions of the HealthChoices program.

L. CMP HC, Community Care and the School District agree to participate in joint training. Community Care agrees to make training opportunities available to School District personnel at least annually. Training topics will include, but are not limited to, the following areas: clinical screening; accessing services; confidentiality and sharing of information; and best practices in treating children and adolescents.

M. Interagency planning meetings shall be conducted in accordance with the Child and Adolescent Service System Program [CASSP] principles and should involve all those with significant roles in the life of the student and family. Community Care, the School District, CMP HC, and relevant Providers agree to make every reasonable effort to assign appropriate staff to participate in interagency planning meetings. The School District when possible will participate in interagency planning meetings to the extent that the providing of academic and other School District provided services are impacted by the planning. Community Care intends that these meetings will be scheduled at times and places convenient to the student and family, as well as other participants. The School District agrees to use reasonable efforts to provide appropriate staff, including those knowledgeable about the student, to attend interagency planning meetings. Attendance is assured when the School District has made or precipitated the referral and is encouraged when the role of the School District is significant. The treatment plan developed at the interagency planning meeting shall include goals that are shared by the family, the student, the School District, Community Care, CMP HC, and behavioral health Provider(s) serving the student. To the extent permitted by School District policy and in accordance with its policies, the School District personnel will participate in interagency planning efforts and will support the implementation of the treatment plan.

N. All parties agree to follow all applicable Commonwealth of Pennsylvania and Medicaid standards, laws, rules, and regulations governing the provision of behavioral health services funded under the Behavioral Health Rehabilitation Services for Children and Adolescents (BHRSCA) to include processes for prescription, implementation, and review of services.

O. Community Care and the School District agree to develop a process through which the parties identify resources and develop initiatives directed towards improving access to services, communications, and outcomes.

4. Referrals and Requests for Services. Community Care is responsible for authorizing medically necessary in-plan behavioral health services to children and adolescents within the School District who participate in the Program. Community Care shall not require that an individual seeking, or a Provider providing, outpatient services or emergency evaluations request permission prior to seeking or providing such services.

A. Referrals requesting behavioral health services may be made to Network Providers or to Community Care directly at \_\_\_\_\_.

B. Community Care shall ensure that clinical staff is available at all times,

seven days a week.

C. Requests for School District services should be directed to the contact person within the School District:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

E. Behavioral Health Treatment Plans developed by Behavioral Health Providers for students shall include descriptions of plans for accessing emergency and crisis services. In the event of a behavioral health emergency not anticipated in the student's treatment plan or educational plan, the family and/or student should be directed to the nearest emergency facility according to School District policy without regard to fixing the responsibility for payment.

F. The School District should arrange emergency transportation when, in the judgement of School District personnel, such transportation is necessary. Community Care and CMP HC Behavioral Health Program will provide assistance, if requested, in identifying and arranging emergency transportation resources.

5. Grievance and Appeal Procedures.

A. Community Care. Copies of Community Care's Grievance and Appeal policies and procedures are available to the School District upon request.

B. The School District. Copies of the School District's complaint resolution policies and procedures will be provided to Community Care upon request.

C. Behavioral Health Service Providers. Behavioral Health Services Providers will provide copies of their policies and procedures for Grievance and Appeal to the School District upon request.

6. Conflict and Dispute Resolution. All parties agree to develop and maintain a cooperative relationship to avoid disputes. In the event of a conflict, the parties shall use reasonable efforts to resolve the matter in a way that is acceptable to all parties. In the event that an agreement cannot be reached, the parties shall arrange a resolution meeting. If at that time a consensus cannot be reached, the School

District may use Community Care's written policy and procedures for conflict resolution.

A. Liaisons:

The liaison for Community Care for administrative issues is:

Name: Tina Wydeen

Title: Regional Director

Phone: (570) 496-1312

Address: 72 Glenmaura National Blvd., Moosic, PA 18507

The liaison for the School District for administrative issues is:

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

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

Address: \_\_\_\_\_

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

7. Quality Improvements and Outcomes

A. All parties recognize the importance of monitoring the quality of services. All parties agree to participate in the identification of outcomes for measurement in data collection and data analysis. As a part of the quality assurance program and other requirements of the Department of Health, the Department of Public Welfare, and voluntary accrediting agencies (such as the National Committee for Quality Assurance), the School District agrees to make school records without identifying individual students available for purposes of outcome studies to the extent permitted by applicable confidentiality laws, regulations, and rules.

B. All parties agree that families, students, the School District, Community Care and Providers shall hold certain common outcomes as desirable for students and families. A list of outcomes will be jointly developed by the parties.

8. Communication as to and modification to this Agreement. All parties agree to confer telephonically at mutually agreeable intervals to ascertain the

effectiveness of the provisions of this Agreement and to suggest any modifications as shall be agreed upon by the parties. Such notifications shall be in writing and agreed upon by the parties prior to their effectiveness.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

COMMUNITY CARE BEHAVIORAL  
HEALTH ORGANIZATION

By: James B. Gavin  
James Gavin, President and CEO

Date: 4/12/07

SCHOOL DISTRICT

By: Rachael R Heat

Title: Superintendent

Date: 5/15/07

CARBON/MONROE/PIKE HEALTHCHOICES

By: Sheila Theodorou  
Sheila Theodorou, CMP MHMR Administrator

Date: 4/2/07

By: Richard L. Mroczka  
Richard L. Mroczka, CMP SCA Exec. Dir.

Date: 4-9-07

MANDATE WAIVER PROGRAM APPLICATION

School District/IU/AVTS: **East Stroudsburg Area SD**

Board Adoption Date: **June /?, 2007**

Superintendent/Executive Director: **Dr. Rachael R. Heath**

Contact Person: **Marie S. Guidry, Business Manager**

President, Board of Directors: **Horace S. Cole**

Telephone Number: **570-424-8500 X 1520**

Fax Number: **570-420-8384**

E-mail address: **msgcpa@esasd.net**

SECTION 1 - Law/Regulation/Standard to be waived. Please provide the appropriate legal citation and specify the provision(s) from which relief is sought.

The East Stroudsburg Area School District is seeking waivers of provisions of the Pennsylvania School Code of 1949, as amended, 24 P.S. 7-751, specifically, Section 7-751(d), subsection (a) to the extent that this section requires school districts to follow the technical requirements of public bidding and the award to the lowest responsible bidder for construction work and Pa. Code Title22, Chapter 349, School Building Standards, Section 349.21, paragraph f, Supplemental Contract. Specifically, the waiver asks for relief from the requirement of performing the proposed construction as a supplemental contract, and the requirement of solicitation of required bids associated therewith. The District is requesting the waiver for the purpose of processing change orders for the following items: 1). replace stadium lighting; 2). replace the roof over the 1989 addition; and 3). renovate the auditorium at the High School South project, PDE # 2859. The waiver will permit these items to be added to the ongoing project through change orders to the contracts of the contractors presently on site under Contracts with the East Stroudsburg Area School District as lowest responsible bidders for the overall project.

SECTION 2 - Specify need for waiver.

The High School – South project was publicly advertised and competitive bids were solicited from January to April 27, 2006. Following PDE’s review and approval of PlanCon Part G, contracts were awarded and construction began in August 2006.

Included in the original bid documents were specifications for numerous alternates, including alternates for the three items for which we are requesting this waiver.

The ESASD Board of Education at its May 15, 2006, regularly scheduled meeting reviewed all submitted base bid and alternate bid figures. In reviewing the bids, the Board accepted the base bids of the lowest responsible bidders; however, due to overall cost considerations, the Board rejected all but one alternate. The successful prime contractors proceeded with their work under the base bids.

However, a safety issue with regard to the stadium light poles came to light which requires their replacement. Engineers have determined that the 50 year old wooden poles have deteriorated to the point that it is not safe for proper maintenance of the lights to take place.

In addition, during the June 2007 flooding, the roof over the 1989 addition, which includes the library, leaked and damage was done to the library area. This roof is 18 years old, near the end of its useful life, and rather than attempt repairs, it should now be replaced.

Along with these two issues, the Board has now reconsidered the appearance and functionality of the auditorium in comparison to the newly constructed and renovated areas.

The Board is now willing to make the financial commitment to proceed with renovations and changes to these three areas which were previously rejected as alternates.

Two of the contractors on site have agreed to honor their original bids on the alternates and the District is awaiting a response from the third. The award on the basis of original alternate bids or negotiation with the successful base bidders at this time would have no affect on who would have been the low bidder(s). The cost savings is estimated to be

**§XXXXXXXXXX, if a waiver to the bidding requirements is approved and change orders are added to the contracts for these items.**

**SECTION 3 - Explain how the waiver will enable the school district, IU or AVTS to 1) improve its instructional program and/or 2) operate in a more effective, efficient or economical manner.**

**The waiver would allow the District to complete and update the existing facilities at a more economical cost than if the District is required to hire an engineer or architect to prepare new bid documents and actually go to bid. It will allow us to issue change orders at the original alternate bid prices or negotiate with the contractors on site thus eliminating additional costs for advertising and bidding. In addition, the construction time will be streamlined since the contractors are already mobilized on site.**

**The purpose of the waiver does not directly relate to the improvement of the instructional program. However, the cost savings and any subsequent reduced debt service costs will provide additional funds and allow for increased spending to enhance the instructional program, thus reducing the financial impact on the taxpayers of the District.**

**SECTION 4 - Explain benefits to be obtained by the waiver, and supply supporting data and information.**

**The District has the potential to realize savings in the following manner if the renovations are processed as change orders:**

- 1. The current contractors will not have to mobilize equipment since they are already on site. This will reduce costs related to mobilization.**
- 2. The District will not have to hire an architect and/or engineer to prepare additional bid specifications. If these changes are required to be bid, the bidders will want a higher profit margin than a larger job. This will inflate the cost to the District (current contractors are locked into a preset overhead and profit margin per specifications and awarded contracts).**
- 3. There will not be additional costs of creating new bidding specifications and all associated paperwork that will increase architectural, legal, advertising and other District costs.**
- 4. Design cost will be higher for processing complete sets of documents and administering contracts during the bid, submittal, and approval process.**
- 5. Time is money. Issuing a change order would save time in lieu of rebidding. A major time lapse occurs during the bidding to award to actual start-up. At this time, good weather is upon us and if time is lost and start-up is pushed later, more time can be lost due to inclement weather. In addition, the sooner the project gets started, the less disruption to the students.**
- 6. With a change order, there will be no issue regarding responsibility for completion, workmanship and warranties since the existing prime contractors will be doing all of the work under the current contracts.**

**SECTION 5 – If the purpose of the waiver is to improve the instructional program, please explain how the program will operate under the waiver.**

**The purpose of the waiver does not directly relate to the improvement of the instructional program. However, the cost savings and any subsequent reduced debt service costs will allow additional funds for increased spending to enhance the instructional program, thus reducing the financial impact on the taxpayers of the District.**

**SECTION 6 – Describe the evaluation procedure that will be used to determine: 1) the effectiveness of an innovative program; 2) the effectiveness of a revised instructional program, which shall include measures of student performance; and 3) the effectiveness of changes in the operations of the school district, IU or AVTS.**

**The District will determine the effectiveness of the issuance of change orders based on the original alternate bids and/or negotiated costs with assessment by the project architect of the appropriate amounts to be charged to the District, and compare the same with an estimated cost, including inflation factors and mobilization costs to bring other contractors on site.**



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**AFFIRMATION**

We affirm that this application was adopted by the attached resolution of the Board of School Directors/Board of Control at a regularly scheduled meeting of the board. The school board's solicitor has reviewed the application and has determined that in waiving School Code 7-751, the school district, will not violate any court order, state law or federal law.

We acknowledge that it is the board's responsibility to ensure that implementation of the waiver will be consistent with the terms of any court order, collective bargaining agreement or contract by which the board is bound.

Affirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Dr. Rachael R. Heath, Superintendent

\_\_\_\_\_  
Horace C. Cole, President, Board of Directors

SEAL

Taken, sworn and subscribed before me,

this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_



*COLONIAL INTERMEDIATE UNIT 20*

*A Regional Service Agency*

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6 Danforth Drive  
Easton, PA 18045-7899

Telephone (610) 252-5550 • FAX (610) 252-5740  
Business Office FAX (610) 515-6524  
Special Programs FAX (610) 559-7103  
TDD/TYY Hearing Impaired (610) 252-3786

June 13, 2007

Ms. Marie Guidry  
Business Manager  
East Stroudsburg Area School District  
321 North Courtland Street  
P. O. Box 298  
East Stroudsburg, PA 18301

Dear Marie:

In a conversation at the Intermediate Unit we made note that, at district request, we have been transporting non-IEP students for you.

Under our current system of billing districts for IU transportation, we have been applying the special education subsidy to these students, which we cannot do. The special education transportation subsidy cannot be applied to non-IEP students (including alternative education students).

We can still transport these students for you and are certainly willing to meet this need. However, we will need to bill you for the full cost of transporting any non-IEP students and then your transportation director will need to submit these costs to PDE as part of your transportation subsidy for regular education students.

Please sign and return the enclosed Colonial Intermediate Unit's Alternative and Regular Education Transportation Agreement by June 22, 2007.

This information was communicated by Dr. Charlene M. Brennan to District Superintendents. If you have any questions, or wish to discuss further, please do not hesitate to contact me.

Sincerely,

Hans E. Baltzersen  
Business Manager

HEB:mec

Enclosure

c: Dr. Charlene M. Brennan  
Rachael R. Heath, Ph.D.

COLONIAL INTERMEDIATE UNIT 20  
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION AGREEMENT

This AGREEMENT entered into this 23rd day of May 2007, 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 321 North Courtland Street, East Stroudsburg, PA 18301.

In consideration for the mutual covenants contained herein, CIU20 and East Stroudsburg Area School District agree to enter into a contract where CIU20 will provide and bill directly for Alternative and Regular Education transportation services. CIU20 estimates these costs to be \$501,170.38 for vehicle costs and \$46,707.29 for monitor costs. See the attached worksheets. The amounts will be reconciled at year-end based on additions and deletions of students during the school year.

**Colonial Intermediate Unit #20**

**East Stroudsburg Area School District**

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

Dr. Charlene M. Brennan

Title: Executive Director

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

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

Witness: \_\_\_\_\_

Mr. Hans E. Baltzersen

Title: Business Manager

Witness: \_\_\_\_\_

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

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

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

Alt-Reg Ed

District	St. Id	name	From	Thru	SCHOOL	DPI	Est Miles	% of Miles	Days	Daily Miles	program	note	addy	zip	spec equip	Cost
East Stroudsburg	2908	Cook, Devin	31-Aug-06	28-Feb-07	Colonial Academy	5	7,619.6	9.24%	112	68.0	Alternative	TRUE	1003 Steele Circle (Pine Ridge), Bushkill	18324		\$ 51,499.49
East Stroudsburg	2871	Grotz, Dylan	26-Aug-06	28-Feb-07	Colonial Academy	5	7,130.0	8.65%	115	62.0	Alternative	TRUE	241 Mountain Top Lane, Pocono Height (PO Box 581), Marshalls Creek	18335		\$ 48,190.37
East Stroudsburg	2960	Martinez, Margarita	19-Sep-06	22-Jan-07	Colonial Academy	5	5,145.0	6.24%	78	66.0	Alternative	TRUE	1515 Pine Ridge, Bushkill	18324		\$ 34,794.39
East Stroudsburg	1867	O'Neill, Jared	28-Aug-06	28-Feb-07	Colonial Academy	5	6,217.2	7.54%	115	54.1	Alternative	TRUE	110 Analamink Street, 1st Floor, East Stroudsburg	18301		\$ 42,020.92
East Stroudsburg	3080	Pignaturo, Jasmine	16-Nov-06	28-Feb-07	Colonial Academy	5	112.0	0.14%	61	1.8	Alternative	TRUE	105 North Park Drive, East Stroudsburg	18302		\$ 756.99
East Stroudsburg	2991	Proctor, Erin	02-Oct-06	19-Jan-07	Colonial Academy	5	2,964.0	3.59%	68	43.6	Alternative	TRUE	68 Leisuriland, East Stroudsburg	18301		\$ 20,033.14
East Stroudsburg	2872	Thomas, Ryan	26-Aug-06	28-Feb-07	Colonial Academy	5	8,515.4	10.33%	115	74.0	Alternative	TRUE	5035 Reservoir Road & Brushy Mountain Road, East Stroudsburg	18301		\$ 57,554.04
East Stroudsburg	2928	Wheells, Ashley	05-Sep-06	05-Jan-07	Colonial Academy	5	3,744.0	4.54%	78	48.0	Alternative	TRUE	60 Schoofhouse Road, East Stroudsburg	18301		\$ 25,305.01
East Stroudsburg	2874	Adams, Darae	05-Sep-06	22-Jan-07	Community Services FD	5	8,366.0	10.14%	89	94.0	Alternative	TRUE	1 Forest Run, East Stroudsburg	18301	Monitor	\$ 56,544.27
East Stroudsburg	2875	Edwards, Randal	05-Sep-06	01-Nov-06	Community Services FD	5	3,440.0	4.17%	40	86.0	Alternative	TRUE	4876 Woodale Road, East Stroudsburg	18301	Monitor	\$ 23,250.33
East Stroudsburg	2583	Ferrelli, Andrea	05-Sep-06	19-Jan-07	Community Services FD	5	8,430.0	10.22%	88	95.8	Alternative	TRUE	353 Wickes Rd. (1674 Exeter Court), Bushkill	18301	Monitor	\$ 66,976.83
East Stroudsburg	3247	Harrison, Ian	26-Feb-07	28-Feb-07	Community Services FD	5	282.0	0.34%	3	94.0	Alternative	TRUE	16 Club House Road (Leisure Lands), East Stroudsburg	18324	Monitor	\$ 1,905.99
East Stroudsburg	2674	Noel, Ranel	05-Sep-06	29-Nov-06	Community Services FD	5	3,016.0	3.66%	58	52.0	Alternative	TRUE	165 Banbury Drive (1209 Saw Creek), East Stroudsburg	18301	Monitor	\$ 20,384.59
East Stroudsburg	2542	Coleman, Britney	05-Sep-06	28-Feb-07	Youth Services Alternative	5	7,150.4	8.67%	109	65.6	Alternative	TRUE	260 Shawnee Drive, East Stroudsburg	18301		\$ 48,328.25
East Stroudsburg	3150	Seecharan, Nicholas	03-Jan-07	28-Feb-07	Youth Services Alternative	5	2,016.0	2.44%	36	56.0	Alternative	TRUE	112 Ridgeview Circle (143 Big Ridge), East Stroudsburg	18301		\$ 13,625.78

157

Monitors

District	St. Id	name	From	Thru	SCHOOL	DP	Est Miles	days	Daily Miles	program	notep	addr	zip	spec equip	Cost
East Stroudsburg	2563	Ferrell, Andrea	05-Sep-06	19-Jan-07	Community Services FD	5	8,430.0	88	95.8	Alternative	TRUE	Bushkill	18324	Monitor	\$ 16,993.70
East Stroudsburg	2674	Noel, Ramel	05-Sep-06	29-Nov-06	Community Services FD	5	3,016.0	58	52.0	Alternative	TRUE	Creek), East Stroudsburg		Monitor	\$ 6,059.37
East Stroudsburg	2874	Adams, Darae	05-Sep-06	22-Jan-07	Community Services FD	5	8,366.0	89	94.0	Alternative	TRUE	1 Forest Run, East Stroudsburg	18301	Monitor	\$ 16,805.14
East Stroudsburg	2875	Edwards, Randal	05-Sep-06	01-Nov-06	Community Services FD	5	3,440.0	40	86.0	Alternative	TRUE	Stroudsburg	18301	Monitor	\$ 6,910.08
															\$ 46,707.29

158

FUEL OIL TABULATION - 2007-2008

MONROE COUNTY

Item #	Product	Farm & Home Oil Co Telford PA	Naughton Energy Corp* Pocono Pines PA	Petroleum Traders Corp Ft. Wayne IN	Pipeline Petroleum Macungie PA	Willow Creek Fuels Inc. Fleetwood PA
1	#2 Fuel Oil Tank Transport, Fluctuating	0.0649	0.0766	0.0559	0.0350	0.0245
2	#2 Fuel Oil Consumer Tank, Fluctuating	No Bid	0.9022	No Bid	0.2350	0.1510
3	#2 Fuel Oil Tank Transport, Firm	2.2000	No Bid	No Bid	2.2916	2.1465
4	#2 Fuel Oil Consumer Tank, Firm	No Bid	No Bid	No Bid	2.4916	2.1465
5	Low Sulphur Diesel, Tank Transport, Fluctuating	0.0449	0.0766	No Bid	No Bid	0.0245
6	Low Sulphur Diesel, Consumer Tank, Fluctuating	No Bid	No Bid	No Bid	No Bid	0.1675
7	Low Sulphur Diesel, Tank Transport, Firm	2.3000	No Bid	No Bid	No Bid	2.3680
8	Low Sulphur Diesel, Consumer Tank, Firm	No Bid	No Bid	No Bid	No Bid	2.3630
9	Unleaded 87 Octane, Tank Transport, Fluctuating	No Bid	No Bid	No Bid	No Bid	0.0290
10	Unleaded 87 Octane, Consumer Tank, Fluctuating	No Bid	No Bid	No Bid	0.0350	0.1789
11	Unleaded 87 Octane, Tank Transport, Firm	No Bid	No Bid	No Bid	0.2350	2.5790
12	Unleaded 87 Octane, Consumer Tank, Firm	No Bid	No Bid	No Bid	No Bid	2.5490
13	Unleaded 89 Octane, Tank Transport, Fluctuating	No Bid	No Bid	No Bid	No Bid	0.0289
14	Unleaded 89 Octane, Consumer Tank, Fluctuating	No Bid	No Bid	No Bid	0.0350	0.1789
15	Unleaded 89 Octane, Tank Transport, Firm	No Bid	No Bid	No Bid	0.2350	2.6729
16	Unleaded 89 Octane, Consumer Tank, Firm	No Bid	No Bid	No Bid	No Bid	2.7439
17	Off-Road Diesel, Consumer Tank, Fluctuating	No Bid	0.9022	No Bid	No Bid	0.1775
18	Off-Road Diesel, Consumer Tank, Firm	No Bid	No Bid	No Bid	0.2350	2.2615
	Fuel: Farm/Home Oil--Conocophillips/Valero/Sunoco; Naughton Energy--Sun/Golf/PPC-Unbranded; Petroleum Traders--various; Pipeline Petroleum--Sunoco; Willow Creek Fuels--Sunoco/F&M/Global/PPC					
	* - Additional charge for winterized fuel					

159

Note - All Fluctuating Prices are reported as Cost per Gallon for delivery, overhead, and profit

14. **PAYMENTS:** Invoices will be submitted by HRG on a monthly basis as the work proceeds. Payments will be due and payable in full on receipt of an invoice by CLIENT without retainage, and will not be contingent upon receipt of funds from third parties. If fees are not paid in full within 30 days of the date of the invoice, HRG reserves the right to pursue all remedies, including withdrawing certifications, stopping work on three (3) days' prior written notice, and retaining all documents without recourse. If at any time an invoice remains unpaid for a period in excess of 30 days, interest of the rate of 1-1/2% per month will be charged on past-due accounts. CLIENT agrees to indemnify and hold harmless HRG from and against any and all reasonable fees, expenses and costs incurred by HRG including, but not limited to, court costs, arbitrators and attorneys' fees and other claim related expenses incurred in the collection process.

All invoicing will be substantiated by HRG cost record sheets and work order system, all of which shall be made available to CLIENT upon request and during regular working hours for inspection and audit. Time spent in additional detailing of invoices is considered extra effort on the Project and will be invoiced as additional work along with any related cost of making copies and reproductions. Any increase in HRG's cost after the effective date of the Agreement resulting from state or federal legislation shall be reimbursed by the CLIENT.

Timely payment of invoices is a condition of this Agreement. Failure to make payments in full within the time limits stated above will be considered substantial noncompliance with the terms of this Agreement and will be cause for termination of the Agreement if HRG so chooses.

Unless otherwise agreed in writing, all fees and costs payable to HRG pursuant to this Agreement are payable at HRG's principal place of business in Dauphin County, Pennsylvania. It is hereby agreed that all suits will be litigated in Federal or State Court in Dauphin County, Pennsylvania or any other location at the sole discretion of HRG. Acceptance of payment by HRG elsewhere shall not constitute a waiver of this requirement.

In addition to its other remedies, HRG reserves the right to withhold submission (to CLIENT or any third party municipality or agency) of any plans or other documents and withhold performance of any other term of this Agreement upon default by CLIENT of any of CLIENT's obligation under this Agreement.

15. **TERMINATION:** The obligation to provide further services under this Agreement may be terminated by either party upon three (3) days' written notice in the event of a substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. CLIENT agrees to be liable and pay HRG for all labor done, work performed, materials furnished, and all expenses incurred for all work and additional work up to and including the day work is terminated, in accordance with the notice required under this section. A substantial failure to perform shall also include, but not be limited to, the CLIENT'S inability to provide credit references and/or a credit history acceptable to HRG prior or following the execution of this Agreement. Notwithstanding the above, failure of HRG to request said credit references shall not relieve client of its obligation to perform under the terms of this Agreement.

16. **THIRD PARTY BENEFICIARIES:** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and HRG, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and HRG and not for the benefit of any other party.

17. **LIMITATION OF LIABILITY:** HRG shall endeavor to perform the services under this Agreement with the care and skill ordinarily used by members of HRG's profession practicing under similar conditions at the same time and in the same locality. There are no other warranties, express or implied, including, without limitations, no warranties of merchantability or fitness for particular purpose, made by HRG in this Agreement or in any reports, opinions, drawings, specifications or other documents furnished by HRG under this Agreement, or otherwise. HRG shall not be liable for the results of services performed with professional care and skill. To the fullest extent permitted by law, HRG's total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, HRG's negligence, errors, omissions, strict liability, intentional acts, breach of contract or breach of warranty shall not exceed the total compensation received by HRG under this Agreement, or the amount paid on behalf of HRG by their insurers in settlement or satisfaction of CLIENT'S claims under the terms and conditions of HRG's professional insurance policy or policies applicable thereto, whichever is greater.

18. **DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:** It is understood and agreed that HRG's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided by the CLIENT. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation and administration and waives any claims against HRG that may be in any way connected thereto.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold HRG harmless from any loss, claim or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of HRG.

If the CLIENT requests in writing that HRG provide any specific construction phase services, HRG will submit additional General Provisions for Construction Services and HRG shall be compensated for these Additional Services.

19. **RECORD DRAWINGS:** Record Drawings will not be prepared for this project unless the CLIENT specifically requests and agrees to compensate HRG for the extra work.

HRG will then prepare a set of reproducible record prints of Drawings showing those changes made during the construction process based upon the marked-up prints, drawings, and other data furnished by the Contractor(s) to HRG and which HRG considers significant. It is noted that HRG was not present nor involved in the construction project and has no information pertaining to the validity or completeness of the marked-up prints provided by the Contractor(s). Because these Record Drawings are based on unverified information provided by other parties which will be assumed reliable, HRG cannot and does not warrant the accuracy.

20. **CONTRACTOR/MANUFACTURER SUPPLIED DESIGNS:** The Work may require the furnishing and supplying of design services for such products as pre-manufactured buildings, tanks, special structures and systems, etc. CLIENT shall not hold HRG responsible for any such design which is furnished by others.

21. **OTHER WORK:** If the CLIENT requests HRG to provide engineering services on other Projects before a written Agreement is consummated for the other Project, the terms and conditions of this Agreement shall apply in full.

22. **AUTHORITY TO SIGN:** The individual signing this Agreement warrants that he has authority to sign as, or on behalf of, CLIENT for whom or for whose benefit HRG's services are rendered. If such individual does not have such authority, he understands and agrees that he is personally responsible for this Agreement to HRG in addition to any liability which CLIENT may have.

23. **MARKETING/ADVERTISING:** CLIENT hereby authorizes and grants to HRG the right to display a company sign at the project site during the construction phase of the project. CLIENT also grants HRG the right to use project related photographs, renderings, artist's depictions, project related articles and the like for marketing and advertisement purposes of the firm without further authorization from or compensation to the CLIENT. HRG will be responsible for securing any applicable permits and/or approvals associated with the installation of said project signs and for all direct costs associated with internal marketing and advertising activities.

24. **ENTIRE AGREEMENT:** These General Provisions, any drawings, plans, plats, and/or exhibits attached hereto, and the Proposal or Agreement to which these items are attached, set forth the entire understanding and agreement between the parties with respect to the subject matter contained therein and shall be binding upon and inure (except as otherwise provided herein) to the benefit of the parties and their respective successors and assigns. This Agreement supersedes all prior documents, agreements, and understandings between the parties with respect to the transactions contemplated hereby.

Subject: Refund Request Control # 2007-1514-45  
From: Voxmaraya@aol.com  
Date: Tue, 5 Jun 2007 13:26:08 EDT  
To: msgcpa@esasd.net  
CC: Voxmaraya@aol.com

Attn: Marie Guidry  
East Stroudsburg School District  
PO Box 298  
East Stroudsburg, PA 18301

Hello Ms. Guidry...

As per our conversation here are all the documents pertaining to my refund request regarding the property sale for \$30,000... as you can see, the original deed was filed (in error) based on 'Fair Market Value' sale, therefore the greater amount of Realty Transfer Tax was taken out... the attorneys office attempted to rectify this and sent in the Refund Request to the State, and they did cut me a check for \$1,366.01... that INCLUDES the taking out of the 1% State Fee, the 1/2% Municipality Fee and ALSO the 1/2 % School District Fee... I am unsure why they chose to keep all the fees rather than just their 1% (\$300), however it seems they have... please contact Ms. Karen Johnson (State Transfer Tax Office) @ 717-787-4994 in regards to them transferring the fee they collected on the School District's behalf... I have spoken with her regarding this error and she will be more than happy to assist in making sure the School District is paid its 1/2 % share (\$150) ... therefore I am requesting the FULL \$1,024.51 refunded to me that was collected by the East Stroudsburg School Realty Tax Office in regards to the incorrect property value...

Please contact me via this e-mail, or by cell (954) 649-3561 if you have any other questions, or if the files do not come through correctly...

Thank you so much for your help!!!

Louis Falco  
705 Main St. #320  
Houston, TX 77002  
(954) 649-3561  
Voxmaraya@aol.com

\$ 1,024.51  
150.00 correct tax  

---

\$ 874.51 refund amt.

See what's free at [AOL.com](http://AOL.com).

Refund Pg1.pdf Content-Type: application/pdf  
Content-Encoding: base64

Refund Pg10.pdf Content-Type: application/pdf  
Content-Encoding: base64

Refund Pg11.pdf Content-Type: application/pdf





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280603  
HARRISBURG PA 17128-0603

**APPLICATION FOR REFUND  
PENNSYLVANIA REALTY  
TRANSFER TAX**

REALTY TRANSFER TAX  
OFFICIAL USE ONLY  
MAR 29 2007

**REFUND INSTRUCTIONS** – This application must be filed within three (3) years from date paid and include the following:

1. A copy of the applicable deed, with a legible tax stamp.
2. Evidence to show who paid the tax (copy of cancelled check, settlement sheet, etc.).
3. Documentation to support any overpayment claimed.
4. Complete explanation for overpayment below.

**APPLICANT'S REPRESENTATIVE**

NAME Marshall E. Anders, Esquire		TELEPHONE NUMBER (570) 424-1117
STREET ADDRESS 18 N. 8th Street	CITY Stroudsburg	STATE ZIP CODE PA 18360

- Make refund payable and mail to the representative: Representative's SSN or EIN\*  
 Make refund payable to applicant(s) checked below, mail check to representative.  
 Make refund payable and mail to applicant(s) checked below.

**APPLICANT-GRANTOR**

**APPLICANT-GRANTEE**

NAME(S) Lou Falco 954-76493561			NAME(S) Richard Iadevaio & Alfred Iadevaio		
STREET ADDRESS 705 Main Street Unit #320			STREET ADDRESS 4792 Coolbaugh Rd.		
CITY Houston,	STATE TX	ZIP CODE 77002	CITY East Stroudsburg	STATE PA	ZIP CODE 18301
SSN or EIN* 101-62-8117			SSN or EIN*		

\* Refunds cannot be issued without the SSN or EIN of the party to whom the refund is payable.

AMOUNT OF STATE TAX PAID	\$	2,049.01	(Do <u>not</u> include local tax)
STATE TAX DUE		683.00	
AMOUNT OF REFUND REQUESTED	\$	1,366.01	(See note below)

NOTE: Interest will be calculated and paid on the overpayment of the tax based on the current rates established by the PA Department of Revenue.

**EXPLANATION FOR OVERPAYMENT** (Attach additional sheets if necessary):

**SIGNATURE OF APPLICANT OR REPRESENTATIVE IS REQUIRED**

Marshall E Anders 3/27/07  
SIGNATURE DATE

**MAIL COMPLETED APPLICATION AND DOCUMENTATION TO:**

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280603  
HARRISBURG PA 17128-0603

Please allow four to six weeks for processing of your refund application.

REV-315 AD (11/02)  
 Department of Revenue  
 Bureau of Individual Taxes  
 Report Reconciliation Division  
 5th Floor, Strawberry Square

REALTY TRANSFER TAX

REFUND  
 AUTHORIZATION  
 MEMORANDUM

Date: April 03 2007

SAP # \_\_\_\_\_

Fund 001	Dept 018	App 205	Year 06	Ledg 2	Org 3030	Cost Center 90400	Tax System Realty Transfer Tax	No. of Items 1
Refund Tax \$1,366.01				Refund Interest \$0.00		Total Requested (Tax and Interest) \$1,366.01		

I certify that the following request for refund is true and correct and that the appropriate supporting documentation is being retained by the Department of Revenue.

*Judy K. Hoover* Director

Name and Complete Address	Tax	Interest	Total	Control Number
101-62-8117	\$1,366.01	\$0.00	\$1,366.01	2007-1514-45

LOUIS FALCO  
 C/O MARSHALL E ANDERS ESQUIRE  
 18 NORTH 8TH STREET  
 STROUDSBURG PA 18360

One-time Vendor  
 SAP Vendor#: 599501

G/L Account 6910010 - Tax - \$1,366.01

6399999 - Interest - \$.00

SAP Fund - 2001806000

SAP Cost Center - 1832030940

174

Invoice No.: 20709301

# Commonwealth of Pennsylvania

000766 85 55034216

## Remittance Advice

Acct. Control Number	Purchase Order Number	Invoice Date	Invoice Number	Payment Amount
18 REALTY TRANSFER TAX REFUND 1901794649	04 03 07 0	04/03/2007	20709301	\$1,366.01

HOLD DOCUMENT TO LIGHT TO VERIFY WATERMARKS

00000	018	041107	00911187	631183	
CDC	FUND	DEPT	PREP DATE	VOUCHER	WARRANT ID

000766 60-142  
313

**85 55034216**

CHECK NUMBER

05/07/2007

DATE

*Commonwealth of Pennsylvania*  
State Treasury Department

FULTON BANK  
LANCASTER, PA

VERIFICATION AVAILABLE - "POSITIVE PAY" PROTECTED

**PAY ONLY** → **136601**  
ONE THREE SIX SIX ZERO ONE  
CENTS

TO THE ORDER OF

LOUIS FALCO  
C/O MARSHALL E ANDERS ESQ  
18 N 8TH ST  
STROUDSBURG PA 18360-1718

VOID AFTER 180 DAYS

\$ \*\*\*\*\*1,366.01

000766

*Robin L. Weissman*  
TREASURER OF PENNSYLVANIA



⑈55034216⑈ ⑆031301422⑆ 1219 53847⑈

IF YOU HAVE ANY QUESTIONS CONCERNING THIS PAYMENT CALL 717-772-4110

DETACH CHECK AT PERFORATION

175

Tax ID No. 9/12/14

+ 6P  
+ 7N  
47.00

(Space above this line for Recording)

# DEED

THIS INDENTURE, made this 27<sup>th</sup> day of November, in the year of our Lord two thousand and six (2006):

1/3 BIO      1/3 SIS      1/3 COUSIN

BETWEEN FRANCES MALSCH, RICHARD IADEVAIO and LOUIS FALCO, individually and/or trading as MI Development Company, parties of the first part,

GRANTORS,

and

RICHARD IADEVAIO and ALFRED IADEVAIO, individually and/or trading as MI Development Company, parties of the second part,

GRANTEE.

## WITNESSETH:

THAT the said parties of the first part, for and in consideration of the sum of ONE DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION (\$1.00) lawful money of the United States of America, unto them well and truly paid by the said Grantees, at or before the sealing and delivery, hereof, the receipt whereof is hereby acknowledged, have granted, bargained and sold, aliened, enfeoffed, released and confirmed, and by these presents do grant, bargain and sell, alien, enfeoff, release and confirm unto the said Grantees, their heirs and assigns:

ALL THAT CERTAIN message and lot of land situate in the Township of Middle Smithfield, County of Monroe and State of Pennsylvania, bounded and described as follows, to wit:

BEGINNING at a post, a corner on a line of the Daniel Robinson Tract, now or late of William Overfield, South fifty (50) degrees West one hundred fifteen and one-half (115 1/2) perches to a stone; thence by land originally surveyed to Richard Horton and to Joseph Ruthell; South forty (40) degrees East one hundred thirteen (113) perches; thence by land originally surveyed to Jacob Overstake, North seventy-five (75) degrees East one hundred thirteen (113) perches to a corner; thence by land surveyed to Absalom Jones North fifty (50) degrees East twelve and one-half (12 1/2) perches to a corner; thence by land now or late of Elijah Quigley North forty (40) degrees West one hundred sixty (160) perches to the place of beginning. Containing one hundred (100) acres, more or less.

EXCEPTING AND RESERVING, therefrom and thereout, the following tracts or parcels of land heretofore granted and conveyed by Ervin H. Miller and Blanche B. Miller, his wife, by deeds recorded in the Office for the Recording of Deeds, in and for Monroe County, at Stroudsburg, Pennsylvania.

1. Tract containing five and four one-hundredths (5.04) acres conveyed to John Flamisch and Rose A. Flamisch, his wife, by Deed dated June 25, 1970, and recorded in Deed Book Volume 388, Page 133.

2. Tract containing one and two one-thousandths (1.002) acres conveyed to Earl T. Schaffer and Leona Schaffer, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 653, Page 247.
3. Tract containing one and seven one-thousandths (1.007) acres conveyed to Earl T. Schaffer and Leona Schaffer, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 653, page 251.
4. Tract containing one and six one-hundredths (1.06) acres conveyed to William Bealer, Sr. and Ruth M. Bealer, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 654, Page 13.
5. Tract containing one and eighty-eight one-thousandths (1.088) acres conveyed to Charles A. McCarthy, Sr., and Bertha E. McCarthy, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 654, Page 17.
6. Tract containing one and fifty-four one-thousandths (1.054) acres conveyed to Willard H. Flyte and Mary E. Flyte, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 655, Page 85.
7. Tract conveying one and two hundred twenty-one one-thousandths (1.221) acres to Albert P. Schall and Pauline M. Schall, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 655, Page 89.
8. Tract containing eight and seventy-eight one-hundredths (8.78) acres conveyed to Ervin D. Miller and Barbara M. Miller, his wife, by Deed dated October 1, 1975, and recorded in Deed Book Volume 656, Page 174.
9. Tract containing one and twenty-three one-thousandths (1.023) acres conveyed to Wally S. Phillipeck and Rose C. Phillipeck, his wife, by Deed dated September 24, 1975, and recorded in Deed Book Volume 658, Page 51.

FURTHER EXCEPTING AND RESERVING THEREFROM, premises conveyed from Frances Malsch and Alfred Iadevaio and Richard Iadevaio and Louis Falco to Gerald J. Lettich, as contained in Deed recorded in the Office of the Recorder of Deeds, Monroe County, Pennsylvania, in Record Book Volume 2144, Page 7139.

FURTHER EXCEPTING AND RESERVING THEREFROM, premises conveyed from Frances Malsch and Alfred Iadevaio and Richard Iadevaio and Louis Falco to White Oak Builders, Inc. as contained in Deed recorded in the Office of the Recorder of Deeds, Monroe County, Pennsylvania, in Record Book Volume 2157, Page 9822.

BEING the same premises which Frances Malsch, Walter J. Malsch, Jr., Alfred Iadevaio, Richard Iadevaio and Louis Falco, trading as MI Development Company, by their deed dated November 14, 2003 and recorded in the Office of the Recorder of Deeds, in and for Monroe County, Pennsylvania, in Record Book Volume 2178, Page 6895, granted and conveyed unto Frances Malsch, Richard Iadevaio and Louis Falco, individually and/or trading as MI Development Company, in fee.

That all of the Whereas clauses contained herein are incorporated herein by reference, as if same were more fully set forth.

That this Agreement may only be altered, amended, modified or changed by a written agreement duly executed by the parties.

This Agreement may be executed simultaneously in two counterparts, each of which shall be deemed an original and all of which together shall constitute but one in the same agreement. It shall not be necessary that a new single counterpart hereof be executed by all parties hereto so long as at least one counterpart is executed by each party.

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the 19<sup>th</sup> day of October, 2006.

WITNESS:

Debra A. Montoya

Debra A. Montoya

Mary B. Jurek

[Signature]

GRANTEES:

Alfred Iadevaio  
Alfred Iadevaio

Richard Iadevaio  
Richard Iadevaio

Frances Malsch  
Frances Malsch

GRANTOR:

[Signature]  
Louis Falco

DEBRA A. MONTOYA  
Notary Public, State of New York  
No. 4943330  
Qualified in Nassau County  
Commission Expires Oct. 17, 2008

FURTHER BEING a part of the same premises which Walter J. Malsch, Jr. by his deed dated January 30, 2001 and recorded in the Office of the Recorder, in and for Monroe County, Pennsylvania, in Record Book Vol. 2090, Page 6495, granted and conveyed his one-sixth undivided interest in the premises to Frances Malsch, in fee.


**TOGETHER** with all and singular the Improvements, Ways, Streets, Alleys, Passages, Waters, Water-courses, Rights, Liberties, Privileges, Hereditaments and Appurtenances whatsoever thereunto belonging, or in any wise appertaining, and the Reversions and Remainders, Rents, Issues and Profits thereof; and all the Estate, Right, Title, Interest, Property, Claim and Demand whatsoever of in law as in equity, or otherwise howsoever, of, in, and to the same and every part thereof.

**TO HAVE AND TO HOLD** the said lot or piece of land, Hereditaments and Premises hereby granted, or mentioned and intended so to be, with the Appurtenances, unto the said Grantee, his heirs and assigns, to and for the only proper use and behoof of the said Grantee, his heirs and assigns, forever.

**AND** the said Grantor, for herself, her heirs and assigns, does, by these presents, covenant, grant and agree, to and with the said Grantee, his heirs and assigns, that it, the said Grantor, her heirs and assigns, all and singular the Hereditaments and Premises herein above described and granted, or mentioned and intended so to be, with the Appurtenances, unto the said Grantee, his heirs and assigns, against it the said Grantor and against all and every person or persons whomsoever lawfully claiming or to claim the same or any part thereof, by, from or under it or any of them, **SHALL AND WILL SPECIALLY WARRANT** and forever **DEFEND**.

**IN WITNESS WHEREOF**, the said Grantor has caused these presents to be executed and her hand and seal hereunto affixed the day and year aforesaid.

WITNESS:



  
FRANCES MALSCH



  
RICHARD TADEVAIO, By His  
Attorney-in-Fact, FRANCES MALSCH



  
LOUIS FALCO



**REALTY TRANSFER TAX  
STATEMENT OF VALUE**

See Reverse for Instructions

RECORDER'S USE ONLY	
State Tax Paid	2049.01
Book Number	2290
Page Number	1666
Date Recorded	12/8/06

Complete each section and file in duplicate with Recorder of Deeds when (1) the full value/consideration is not set forth in the deed, (2) when the deed is without consideration, or by gift, or (3) a tax exemption is claimed. A Statement of Value is not required if the transfer is wholly exempt from tax based on: (1) family relationship or (2) public utility easement. If more space is needed, attach additional sheet(s).

**A CORRESPONDENT - All inquiries may be directed to the following person:**

Name: Integrity Abstract, Inc. Telephone Number: \_\_\_\_\_  
 Area Code ( 570 ) 424-0474  
 Street Address: 18 North 8th Street City: Stroudsburg State: PA Zip Code: 18360

**B TRANSFER DATA**

Grantor(s)/Lessor(s)	Date of Acceptance of Document	Grantee(s)/Lessee(s)
RAYNES MALSCH, RICHARD LADEVAIO ETAL		RICHARD LADEVAIO and ALFRED LADEVAIO
Street Address: 4792 Coolbaugh Rd. City: EAST STROUDSBURG PA Zip Code: 18302		Street Address: 4792 Coolbaugh Rd. City: EAST STROUDSBURG PA Zip Code: 18302

**C PROPERTY LOCATION**

Street Address: 100 Acres, Coolbaugh Rd. City, Township, Borough: Middle Smithfield  
 County: MONROE School District: EAST STROUDSBURG Tax Parcel Number: 9112114

**D VALUATION DATA**

1. Actual Cash Consideration \$1.00	2. Other Consideration + -0-	3. Total Consideration = \$1.00
4. County Assessed Value 28,900	5. Common Level Ratio Factor x 7.09	6. Fair Market Value = 204,901.00

**E EXEMPTION DATA**

1a. Amount of Exemption Claimed: -0- 1b. Percentage of Interest Conveyed: 100%

2. Check Appropriate Box Below for Exemption Claimed

- Will or intestate succession \_\_\_\_\_ (Name of Decedent) \_\_\_\_\_ (Estate File Number)
- Transfer to Industrial Development Agency.
- Transfer to a trust. (Attach complete copy of trust agreement identifying all beneficiaries.)
- Transfer between principal and agent. (Attach complete copy of agency/straw party agreement.)
- Transfers to the Commonwealth, the United States and instrumentalities by gift, dedication, condemnation or in lieu of condemnation. (If condemnation or in lieu of condemnation, attach copy of resolution.)
- Transfer from mortgagor to a holder of a mortgage in default. Mortgage Book Number \_\_\_\_\_, Page Number \_\_\_\_\_
- Corrective or confirmatory deed. (Attach complete copy of the prior deed being corrected or confirmed.)
- Statutory corporate consolidation, merger or division. (Attach copy of articles.)
- Other (Please explain exemption claimed, if other than listed above.) Transfer Tax being paid on fair market value

Under penalties of law, I declare that I have examined this Statement, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Comptroller or Responsible Party: \_\_\_\_\_ Date: 12/5/06

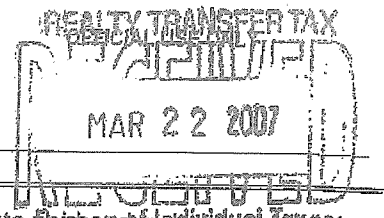
FAILURE TO COMPLETE THIS FORM PROPERLY OR ATTACH APPLICABLE DOCUMENTATION MAY RESULT IN THE RECORDER'S REFUSAL TO RECORD THE DEED.





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280603  
HARRISBURG PA 17128-0603

# APPLICATION FOR REFUND PENNSYLVANIA REALTY TRANSFER TAX



**REFUND INSTRUCTIONS** - This application must be filed within three (3) years from date of payment of individual taxes.

1. A copy of the applicable deed, with a legible tax stamp.
2. Evidence to show who paid the tax (copy of cancelled check, settlement sheet, etc.).
3. Documentation to support any overpayment claimed.
4. Complete explanation for overpayment below.

### APPLICANT'S REPRESENTATIVE

NAME: MARSHALL E. ANDERS ESQUIRE TELEPHONE NUMBER: (570) 424-1117  
 STREET ADDRESS: 18 N. 8<sup>TH</sup> ST. STROUDSBURG CITY: STROUDSBURG STATE: PA ZIP CODE: 18360

- Make refund payable and mail to the representative: Representative's SSN or EIN\* \_\_\_\_\_  
 Make refund payable to applicant(s) checked below, mail check to representative.  
 Make refund payable and mail to applicant(s) checked below.

### APPLICANT-GRANTOR

### APPLICANT-GRANTEE

NAME(S) <u>LOUIS FALCO</u>	NAME(S) <u>RICHARD IADEVAIO + ALFRED IADEVAIO</u>
STREET ADDRESS <u>705 MAIN ST UNIT #320</u>	STREET ADDRESS <u>4792 COOLBAUGH RD</u>
CITY <u>HOUSTON, TX</u> STATE <u>TX</u> ZIP CODE <u>77002</u>	CITY <u>EAST STROUDSBURG PA</u> STATE <u>PA</u> ZIP CODE <u>18301</u>
SSN or EIN* <u>101-62-8117</u>	SSN or EIN*

\* Refunds cannot be issued without the SSN or EIN of the party to whom the refund is payable.

AMOUNT OF STATE TAX PAID	\$ <u>1024.51</u>	(Do not include local tax)
STATE TAX DUE	<u>300.00</u>	
AMOUNT OF REFUND REQUESTED	\$ <u>724.51</u>	(See note below)

NOTE: Interest will be calculated and paid on the overpayment of the tax based on the current rates established by the PA Department of Revenue.

### EXPLANATION FOR OVERPAYMENT (Attach additional sheets if necessary):

MR. FALCO SOLD HIS 1/4 INTEREST FOR \$30,000.00 AND SHOULD BE THE BASIS FOR THE REALTY TRANSFER TAX OBLIGATION.

### SIGNATURE OF APPLICANT OR REPRESENTATIVE IS REQUIRED

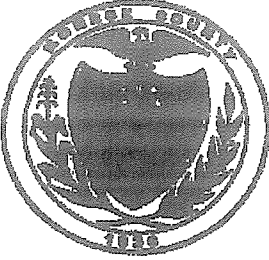
Marshall E. Anders 3/19/07  
 SIGNATURE DATE

### MAIL COMPLETED APPLICATION AND DOCUMENTATION TO:

PA DEPARTMENT OF REVENUE  
BUREAU OF INDIVIDUAL TAXES  
PO BOX 280603  
HARRISBURG PA 17128-0603

Please allow four to six weeks for processing of your refund application.





COUNTY OF MONROE

RECORDER OF DEEDS  
7th & MONROE STREETS  
STROUDSBURG, PA 18360  
Area Code (570) 517-3869

Helen Diecidue - Recorder  
Mary Ann Lesh - Chief Deputy  
Jamie Butz - Deputy

Instrument Number - 200652427

Recorded On 12/8/2006 At 4:13:07 PM

\* Instrument Type - DEED

Invoice Number - 459784

\* Grantor - MALSCH, FRANCES

\* Grantee - IADEVAIO, RICHARD

User - CK

\* Customer - ANDERS & MASINGTON LLC

\* FEES

STATE TRANSFER TAX	\$2,049.01
STATE WRIT TAX	\$0.50
JCS/ACCESS TO JUSTICE	\$10.00
RECORDING FEES	\$18.50
AFFORDABLE HOUSING	\$13.00
COUNTY ARCHIVES FEE	\$2.00
ROD ARCHIVES FEE	\$3.00
EAST STROUDSBURG	\$1,024.51
SCHOOL REALTY TAX	
MIDDLE SMITHFIELD	\$1,024.50
TOWNSHIP	
TOTAL PAID	\$4,145.02

Book - 2290 Starting Page - 1666

\* Total Pages - 7

RETURN DOCUMENT TO:  
ANDERS & MASINGTON LLC

TAX ID #  
9/12/14  
Total Tax IDs: 1



I Herby CERTIFY that this document is recorded in the  
Recorder's Office of Monroe County, Pennsylvania

*Helen Diecidue*

THIS IS A CERTIFICATION PAGE

**Do Not Detach**

THIS PAGE IS NOW THE LAST PAGE  
OF THIS LEGAL DOCUMENT

- Information denoted by an asterisk may change during  
the verification process and may not be reflected on this page.

01889F



Book: 2290 Page: 1672

COMMONWEALTH OF PENNSYLVANIA

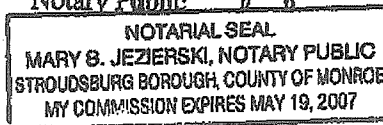
:  
: SS.

COUNTY OF Monroe

On this, the 24<sup>th</sup> day of November, 2006 before me, a Notary Public, in and for the said County and State, the undersigned Officer, personally appeared **FRANCES MALSCH**, Individually and as Attorney-In-Fact for Alfred Iadevao and Richard Iadevao, known to me or (satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that she executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

*Mary B. Jeziarski*  
Notary Public



STATE OF TEXAS

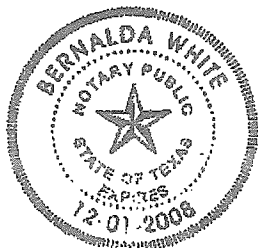
:  
: SS.

COUNTY OF HARRIS

On this, the 8<sup>th</sup> day of NOVEMBER, 2006 before me, a Notary Public, in and for the said County and State, the undersigned Officer, personally appeared **LOUIS FALCO**, known to me or (satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

*Bernalda White*  
Notary Public



*ANDERS & MASINGTON, L.L.C.*

MARSHALL E. ANDERS, Esquire  
NICHOLAS J. MASINGTON, III, Esquire\*  
C. WILLIAM SHILLING, Esquire  
THOMAS AXEL JONES, Esquire

marshall@andersmasington.com  
njm3esq@andersmasington.com  
william@andersmasington.com  
thomas@andersmasington.com

Reply to

18 North Eighth Street, Stroudsburg, PA 18360  
Telephone: (570) 424-1117  
Facsimile: (570) 424-2814

Reply to

P.O. Box 910, Brodheadsville, PA 18322  
Telephone: (570) 992-8600  
Facsimile: (570) 992-8601

\*admitted PA and NJ

March 27, 2007

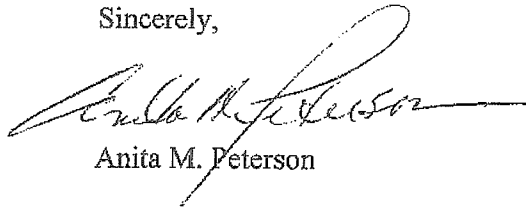
Dale Henry  
PA Department of Revenue  
Bureau of Individual Taxes  
PO Box 280603  
Harrisburg, PA 17128-0603

RE: Lou Falco

Dear Dale:

I hope this one is right, my memory isn't what it once was. If you have any problems with it, please feel free to call me.

Sincerely,



Anita M. Peterson

185

COPY

AGREEMENT

Agreement made this 19th day of October, 2006, by and between Richard Iadevaio, Alfred Iadevaio and Frances Malsch, individuals having a business address of 4792 Coolbaugh Road, East Stroudsburg, Pennsylvania 18301, (hereinafter referred to as "Grantees") and Louis Falco, having a business address of 705 Main Street, No. 320, Houston, Texas 77002, (hereinafter referred to as "Grantor").

WITNESSETH

not on TITLE Plev.

WHEREAS, Richard Iadevaio, Alfred Iadevaio, Frances Malsch and Louis Falco <sup>Bro</sup> <sup>Bro</sup> <sup>Sis</sup> <sup>Cousin</sup> currently own the real property more particularly described on Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, Grantor is desirous of selling his interest in the said property to Grantees upon certain terms and conditions; and

WHEREAS, Grantees are willing to purchase Grantor's interest upon certain terms and conditions; and

WHEREAS, the parties are desirous of reducing their Agreement to writing so there can be no question as to the interpretation thereof;

NOW, THEREFORE, intending to be legally bound, the parties hereto covenant and agree as follows:

1. Grantor shall sell his interest in and to the property described on Exhibit "A" to Grantees or certain of them for a consideration of Thirty Thousand (\$30,000.00) Dollars.

2. The said Thirty Thousand (\$30,000.00) Dollars shall be paid as follows:

A. The sum of Twenty Thousand (\$20,000.00) shall be paid to Grantor from the escrow account of Anders & Masington, LLC, upon the receipt of a fully executed Deed in recordable form from Grantor conveying his interest in and to the said property described on Exhibit "A".

B. Upon the sale of the property by Grantees, the sum of Ten Thousand (\$10,000.00) Dollars shall be paid from the sale proceeds to Grantor before any distribution to Grantees or any of them.

C. Provided further that neither this payment, nor the sale price, shall be changed or modified in any fashion based upon the price for which Grantees sell the said real property.

**Subject:** Refund Request Control # 2007-1514-45  
**From:** Voxmaraya@aol.com  
**Date:** Tue, 5 Jun 2007 13:30:14 EDT  
**To:** msgcpa@esasd.net  
**CC:** Voxmaraya@aol.com

Hello again Ms. Guidry...

I forgot to mention that as you can see by the first few pages, the original refund request was for the correct \$300 from the State only, however, for some reason it was adjusted to \$683 to include the Municipality Tax and the School Tax... unknown why this was requested... however, the State did keep the other funds as well...

Louis Falco

See what's free at [AOL.com](http://AOL.com).

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Refund Pg12.pdf Content-Type: application/pdf  
Content-Encoding: base64

Refund Pg13.pdf Content-Type: application/pdf  
Content-Encoding: base64

Refund Pg14.pdf Content-Type: application/pdf  
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Refund Pg2.pdf Content-Type: application/pdf  
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188





The  
Architectural  
Studio

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732 turner street allentown pa 18102-4038 ph: 610 437 1737 fax: 610 437 4547 info@architecturalstudio.com

architecture  
planning  
design

June 5, 2007

Mr. James Shearouse  
Director of Maintenance  
East Stroudsburg Area School District  
321 North Courtland Street  
P.O. Box 298  
East Stroudsburg, PA 18301

RE: J. M. Hill Elementary School  
East Stroudsburg Area School District

Dear Mr. Shearouse:

I wish to confirm the interest of The Architectural Studio in providing professional services for the replacement of windows at the J. M. Hill Elementary School. Based on our discussions, we propose the following:

1. Using existing drawings provided by the District, we will field verify the site conditions at the window replacement areas.
2. Verification that no hazardous materials are present (asbestos in the caulking) will be provided by the District.
3. We will prepare Contract Documents for the bidding of the window replacement.
4. The anticipated budget for the replacement work is \$150,000.00.

Our fee to prepare Contract Documents, assist in the bidding process and the administration of the Contract would be \$12,000.00.

Mr. James Shearouse  
Page Two  
June 5, 2007

Please call me if you have questions on any of the foregoing. Should this proposal be acceptable, your signature at the bottom of the copy will be sufficient for us to prepare an Agreement and schedule the work. Looking forward to hearing from you, I am,

Sincerely,



Barry L. Brobst, AIA  
Principal

BLB:jds

cc Mrs. Marie Guidry

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2007

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

**Subject:** Real Estate Tax Bills (Installments)

**From:** <rdress@work2berk.com>

**Date:** Tue, 19 Jun 2007 11:06:27 -0400

**To:** <msgcpa@esasd.net>

**CC:** <ssilliman@work2berk.com>

Marie,

Please accept my apology for not sending this pricing information sooner. Whenever convenient, please review and if I can answer any questions call me anytime at 1-484-553-0907. Thank you in advance for your patience, past support and this consideration.

**Real Estate Tax Bills: Pricing for East Stroudsburg Area School District**

**Installments:**

Printing: \$.488/each\*

\*This price includes two copies of the bill, the register on 8 1/2 x 11, insertion of the bills into envelopes.

**Non-Installments:**

Printing: \$.213 /each \*

\* includes the tax collector copy (1/3 page)

**Blanks:** \$.162/each

**Registers:** \$81.00 per register (3 part NCR)

**Delivery:** \$40.00

Sincerely,

Robert Dress  
Regional Sales Representative  
Berkheimer Outsourcing, Inc.  
1530 Valley Center Parkway  
Suite 200  
Bethlehem, PA 18017

[rdress@Work2Berk.com](mailto:rdress@Work2Berk.com)  
Office: 866-396-8194 ext.2076  
Fax: 610-588-5765

162

Mobile: 484-553-0907

Berkheimer Outsourcing provides innovative and cost effective "Back Office" business services to our clients with needs in the following areas: Document Scanning & Conversion, Printing & Mailing, Forms Processing & Data Entry, and Payment Processing & Lockbox Services. These services are provided to our clients throughout North America with the assurance of the highest level of accuracy, quality, security, and confidentiality that is synonymous with the Berkheimer name.

Simply stated, we reduce our clients administrative costs per transaction and automate business tasks via the application of technology and skilled professionals.

Subject: Insert

From: <rdress@work2berk.com>

Date: Thu, 21 Jun 2007 09:32:18 -0400

To: <msgcpa@esasd.net>

Marie,

Thanks for the message and all is well Sherry has the one page insert.

Have a great day

Bob Dress

-----Original Message-----

From: Marie Guidry [mailto:msgcpa@esasd.net]

Sent: Thursday, June 21, 2007 7:52 AM

To: Robert Dress

Cc: Sherry Silliman; Les Donna; Paul Kelly; Joe Colozza; Donovan Jennings

Subject: Re: Real Estate Tax Bills (Installments)

Good morning Bob,

If you have not already received the one (1) page instruction insert for all the Monroe County schools, please let me know and it will be emailed today.

Thank you,

rdress@work2berk.com wrote:

Marie,

There is an additional cost for the instructional inserts. The following pricing will pertain for either a single side or both sides

of the insert.

1/3 Page\* (simplex)-\$.05/each  
(duplex)-\$.055/each

Full Page\* (simplex)-\$.097/each  
(duplex) -\$.114/each

\* Includes Design, Black Ink, Print & Mail

Thanks for the information about the registers and I look forward to

our next communication.

Bob Dress

-----Original Message-----

From: Marie Guidry [mailto:msgcpa@esasd.net]

Sent: Wednesday, June 20, 2007 4:08 PM

To: Robert Dress

Cc: Sherry Silliman; Kathy Kroll

Subject: Re: Real Estate Tax Bills (Installments)

Thank you Bob for the quote. I don't see the "instruction" insert

164

\*Delivery:\* \$40.00

Sincerely,

Robert Dress

Regional Sales Representative

Berkheimer Outsourcing, Inc.  
1530 Valley Center Parkway\_\_  
Suite\_\_ 200  
Bethlehem\_\_, PA\_\_ 18017\_\_

\_\_\_\_\_  
rdress@Work2Berk.com <mailto:rdress@Work2Berk.com>

Office: 866-396-8194 ext.2076

Fax: 610-588-5765

Mobile: 484-553-0907

Berkheimer Outsourcing provides innovative and cost effective "Back Office" business services to our clients with needs in the following areas: Document Scanning & Conversion, Printing & Mailing, Forms Processing & Data Entry, and Payment Processing & Lockbox Services. These services are provided to our clients throughout North America\_\_

with the assurance of the highest level of accuracy, quality, security, and confidentiality that is synonymous with the Berkheimer name.

Simply stated, we reduce our clients administrative costs per transaction and automate business tasks via the application of technology and skilled professionals.

--

Marie S. Guidry, CPA, CGFM

Business Manager

East Stroudsburg Area School District  
321 N Courtland St  
PO Box 298  
East Stroudsburg PA 18301

165

June 15, 2007

Mr. James Shearouse, Clerk of the Works  
East Stroudsburg Area School District  
321 N. Courtland Street, PO Box 298  
East Stroudsburg, PA 18301

Re: **Proposal for Professional Engineering Services  
North Campus Bus Facility - Final Minor Land  
Development Plan  
Lehman Township, Pike County**

Dear James:

Thank you for providing Herbert, Rowland, & Grubic, Inc. (HRG) the opportunity to submit this proposal to you. It is our understanding that East Stroudsburg Area School District proposes to construct a 400-sf building addition to the existing bus facility building located on Bushkill Falls Road. It is anticipated that the proposed addition will not increase employment at the site, therefore no changes to traffic patterns, parking or sewage facilities is anticipated.

**Scope of Services**

Based upon our understanding of the project, we propose to provide you with the following scope of services:

**A. Base Map Preparation**

HRG will utilize base mapping prepared by Frank J. Smith, Jr. Inc. and no additional site surveying, deed research, boundary, etc. will be completed by HRG.

**B. Grading and Site Layout Plans**

HRG will prepare Grading and Site Layout Plans based upon a final footprint of the proposed building addition provided by your architect, The Architectural Studio, and any additional requirements set by the Township. The plans will depict existing contours and proposed spot elevations at the building addition corners. The plans will include sufficient layout information to locate the proposed improvements on the site. It is anticipated that no additional parking or driveway improvements will be included in the new building, paved loading and unloading areas, employee parking, access drives and required site utilities and drainage facilities.

**C. Land Development Plan Coordination**

HRG will prepare plans for submission in accordance with the requirements of the Lehman Township Subdivision and Land Development Ordinance and Zoning Ordinance. HRG will

attend the municipal meetings to present the final minor land development plan to the Township Planning Commission and the Township Board of Supervisors.

Once approved by the Township, HRG will assist the School District in obtaining a Zoning Permit for the project.

#### PROPOSAL CONDITIONS AND ASSUMPTIONS

1. It is assumed that HRG will have full access to all subject properties for all data collection, design and related activities.
2. HRG anticipates that the proposed building addition will create a deminamus amount of increased stormwater quantity. Therefore, we will request a waiver from the Township from stormwater management requirements for this project. Hydrologic and hydraulic design calculations, as well as any plans, maps, and exhibits associated with stormwater management are not part of our scope of work.
3. The building addition will create less than 5,000 square feet of disturbance during construction; therefore, we do not anticipate the need to submit an erosion and sediment pollution control plan to the County Conservation District.
4. Although HRG is committed to providing services for tracking and expediting the review, permitting and approval phases of the project, no warranties or guarantees are given, expressed, implied, or otherwise relative to the successful completion of this effort.

#### SPECIFIC SERVICES EXCLUDED

The Scope of Basic Services and fees outlined in this proposal do not include the following:

- Filing, application, permit and review fees required for the project.
- Design of off-site improvements or upgrading existing utility systems.
- Rezoning or ordinance text amendments.
- Right-of-way, easement, or release acquisition services.
- Noise, air quality, visual or other types of impact studies.
- Historical, archaeological, endangered species and other similar studies.
- Preparation of lease exhibits, legal descriptions, easements, condo exhibits or other similar documents.
- Phase I and Phase II Environmental studies.
- Hydrogeologic or geotechnical investigations and studies.
- Traffic studies.
- Complete topographic and/or boundary surveys.
- Design and/or permitting of off-site improvements.
- Landscaping design beyond Municipal or County requirements.
- Completion of utility applications for service.
- Bidding and construction phase services.
- Retaining wall design above 4' in height.
- Wetland delineations and mitigations.



- Preparation of construction contract documents.
- Construction cost estimates.
- Construction Administration and/or observation services.
- Recording of the Final Approved Plan.

### COMPLETION SCHEDULE

We propose to begin work on this project within 5 days of receipt of your authorization to proceed. Additionally, we realize that time is of the essence and, accordingly, we will manage the project such that planning and design will be completed in the shortest possible time frame. We expect that site design, plan preparation, and securing municipal and other regulatory agency approvals will take approximately three (3) months to complete based upon the estimated schedule and assumptions as outlined below. HRG provides no guarantee, either expressed or implied, that the project will be approved by the local municipality or other governmental agencies having jurisdiction.

#### Estimated Project Schedule

<u>Activity</u>	<u>Estimated Completion Date*</u>
Execution of Contract	July 1, 2007
Submit Final Subdivision & Land Development Plans to Township and County for review.	July 26, 2007
Township Planning Commission Meeting (Assume Conditional Approval)	August 9, 2007
Receive Final Approval from Township	September 6, 2007
Begin Construction	October 1, 2007

\*This schedule is based upon receipt of a signed agreement from you on or before July 1, 2007. This schedule is an estimate only and may vary depending upon specific actions taken by review agencies, other consultants or by weather conditions. We have also assumed that you will authorize activities to proceed at risk as appropriate to allow the project to be approved as quickly as possible. Deviations in the proposed execution of this agreement or completion date of tasks involving municipal functions will typically result in delays of the schedule by 30-day increments.

### Compensation

We propose to complete the tasks outlined in our scope of services for a Lump Sum Fee of \$5,850.00. This lump sum fee includes customary reimbursable expenses. All work will be performed in accordance with our General Provisions, a copy of which is attached to this proposal.

### Authorization

We have developed the above outlined Scope of Services based upon your request. To indicate your acceptance of these terms, and authorize the work to begin, please sign the authorization statement below and return one copy to our office.

If you have any questions concerning our proposal, including the Scope of Services, the Schedule, the Compensation or the attached Provisions, please feel free to contact me to discuss it in greater detail. We appreciate the opportunity to provide you with professional services in this capacity and look forward to working with you on this project.

Sincerely,

Herbert, Rowland & Grubic, Inc.



Steven Beattie, R.L.A.  
Project Manager

ACCEPTED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SMB/sih  
Enclosures  
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**GENERAL PROVISIONS  
FOR CONSULTING AND DESIGN**

**ENGINEER:**  
**HERBERT, ROWLAND & GRUBIC, INC.**  
**ENGINEERING & RELATED SERVICES**

**CLIENT:** East Stroudsburg School District

**PROPOSAL/AGREEMENT DATED:** June 15, 2007

**PROJECT:** Professional Engineering Services - North Campus Bus Facility - Final Minor Land Development Plan

*These General Provisions set forth herein are included by reference in the Agreement for the performance of engineering services which are described in the Agreement. The Agreement shall take precedence over these General Provisions to the extent that there are any inconsistencies or contradictory statement.*

**1. GENERAL:** Herbert, Rowland & Grubic, Inc. (herein after referred to as HRG) shall provide for CLIENT professional engineering services in any or all phases of the Project to which the Agreement applies. These services will include serving as Client's Professional Engineering Representative for the Project, providing professional engineering consultation and advice and furnishing customary civil, environmental, transportation and related engineering and surveying services as required. HRG's professional services will be performed in accordance with generally accepted principles of engineering practice. It is understood that HRG shall not be held liable for work performed by other parties, for the accuracy of data supplied by other parties upon which HRG may rely, or for testing or inspection work performed by other parties.

**2. TIMING OF PROPOSAL:** HRG agrees that the Proposal/Agreement shall remain open and may be accepted by the CLIENT for thirty (30) days from the above date. Acceptance of the Agreement after the end of the 30-day period shall be valid only if HRG elects, in writing, to reaffirm the Proposal/Agreement and waive its right to reevaluate and resubmit the Proposal/Agreement.

**3. CONDUCT OF THE WORK:** All concept, preliminary and final plans will be submitted to CLIENT or its authorized representative for approval concurrent with proceeding to attempt to secure approvals by local, county, state and all other governmental authorities having jurisdiction over the Project. In the event CLIENT does not respond to such submission within five (5) days, it shall be considered to have been given its approval.

Survey work is weather dependent, and HRG cannot always guarantee the time or date a survey crew will be available. HRG recognizes the importance of survey scheduling and will make a good faith effort to meeting clients' needs.

**4. RIGHT OF ENTRY:** CLIENT agrees to provide rights of entry and all permits and permissions necessary for the completion of HRG's service under the Agreement at no cost to HRG.

**5. USE OF DOCUMENTS:** All document are instruments of service with respect to this Project, and HRG shall retain an ownership (including exclusive copyright) and property interest therein (including the right of reuse at the discretion of HRG) whether or not the Project is completed. CLIENT may make and retain copies of Documents for information and reference in connection with use on the Project by CLIENT. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by HRG, as appropriate for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to HRG or to HRG's Consultants. CLIENT shall indemnify and hold harmless HRG and HRG's Consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom. Any verification of adaptation of the Documents for extensions of the Project or for any other project will entitle HRG to further compensation at rates to be agreed upon by CLIENT and HRG.

Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by HRG. Files in electronic media format of text, data, graphics, or of other types that are furnished by HRG to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30-day acceptance period will be corrected by the party delivering the electronic files. HRG shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

When transferring documents in electronic media format, HRG makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by HRG at the beginning of this

Project, nor does HRG confer or transfer any software license or right to use with the conveyance of data files.

**6. COPYRIGHT:** HRG is the exclusive owner and has the exclusive copyright to documents prepared for this Project and will grant a license to use said documents for the Project to the CLIENT upon the CLIENT's payment in full of all invoices rendered by HRG. CLIENT may not in turn transfer said license except as provided in Paragraph 9 of these General Provisions. The failure of HRG to obtain copyright registration shall not affect or impair HRG's ownership of these documents.

**7. INDEMNIFICATION:** CLIENT will indemnify and hold harmless HRG, its officers, directors, shareholders, or agents, employees, consultants and subcontractors from and against any and all liabilities, damages, or expenses in connection with any personal injury or property damage arising out of or in any way connected with the negligence, reckless, or intentional acts or omissions by CLIENT, its officers, directors, agents, contractors and employees. CLIENT further agrees to indemnify and hold harmless HRG for any and all fees and expenses incurred in enforcing or defending HRG's right under this Agreement or the performance of its duties under this Agreement.

HRG may settle any claim for which it has a right of indemnification against CLIENT without CLIENT's consent. Notwithstanding that settlement documents shall state that HRG does not admit liability and that it is a disputed claim, HRG shall not be required to prove its liability or the reasonableness of the settlement to obtain indemnification from CLIENT.

**8. INSURANCE:** HRG and its agents, employees and consultants are covered by Worker's Compensation insurance and have limited coverage under public liability and property damage insurance policies. Certificates of insurance will be provided upon request. HRG shall not be responsible for any loss, damage, or liability beyond the amounts, limits and conditions of such insurance. Additional coverage may be obtained at the CLIENT's expense. Failure to exercise this option waives any claims of liability beyond such limits. If the CLIENT obtains a builder's risk policy for the construction phase of this Project, HRG shall be a named insured.

**9. ASSIGNS:** CLIENT and HRG each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement. Neither CLIENT nor HRG shall assign or transfer any rights under or interest in this Agreement without the prior written consent of the other, except to the extent that the effect of this limitation may be restricted by law.

**10. SUBCONSULTANTS:** HRG has the right to employ or retain such independent consultants, associates and subcontractors as it may deem appropriate to assist it in the performance of the services required.

**11. SAFETY RESPONSIBILITY:** HRG is not responsible for any safety precautions or programs of the CLIENT or any contractors working on the Project except for the safety of HRG's own employees.

**12. CONTROLLING LAW:** The Letter Agreement is to be governed by the laws of the Commonwealth of Pennsylvania which is the principal place of business of HRG.

**13. HAZARDOUS SUBSTANCES:** CLIENT represents and warrants to HRG that it has and will comply with all obligations imposed by applicable law upon the generation, storage or disposal of hazardous substances and/or waste and that it will promptly notify HRG of any notices concerning such matters. CLIENT agrees to hold harmless, identify and defend HRG from and against any and all damages and liabilities and expenses arising out of or in any way connected with the presence, discharge, exposure, release, or escape of hazardous substances, or wastes of any kind, excepting only such liability as may arise out of the act or negligence of HRG in the performance of services under this Agreement.

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Refund Pg9.pdf Content-Type: application/pdf  
Content-Encoding: base64

189

# PennVision II & Vision Benefits of America Comparison

Benefit	PennVision II	Vision Benefits of America Option I	
		Participating Provider	Non-Participating Provider
Eye Exam and Refraction	100% UCR (\$69) less co-payment	100%	\$32
Frames	\$24	100% (up to \$65 retail) (with \$25 co-payment) co-payment applies to the total cost of frames and/or lenses	\$24
Single Vision Lenses	\$24	100% (with \$25 co-payment) co-payment applies to the total cost of frames and/or lenses	\$24
Bifocal Vision Lenses	\$36	100% (with \$25 co-payment) co-payment applies to the total cost of frames and/or lenses	\$36
Progressive Lenses (no-line bifocal)	\$36	Controlled Cost (general range is \$45 to \$130)	\$46
Trifocal Vision Lenses	\$46	100% (with \$25 co-payment) co-payment applies to the total cost of frames and/or lenses	\$46
Aphakic (Lenticular) Vision Lenses	\$72	100% (with \$25 co-payment) co-payment applies to the total cost of frames and/or lenses	\$72
Contact Lenses	\$48 (hard or soft lenses)	\$80	\$80
1 year scratch protection	Not covered	100%	N/A
Polycarbonate Lens Material	Not covered	100% (for children under age 19 only)	N/A
Laser Vision Correction	UP TO 25% (providers discretion) off of providers charge (UCR) or 5% off sale	Discount off prevailing fees at TLC Laser Eye Centers	N/A
Hearing Aid Discount	None	Available through VBA's TruHearing Program	N/A

Both Plans:

\*\*Eye exam every 12 months for individuals under age 19 and eye exam every 24 months for individuals 19 years or older.

\*\*Regardless of age, payment is limited to one set of frames in any 24 month period.

190

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
 MONROE CAREER & TECH INSTITUTE  
 PLEASANT VALLEY SCHOOL DISTRICT  
 STROUDSBURG AREA SCHOOL DISTRICT**

**Number of Employees: 2304  
 MANAGED VISION CARE OPTION I  
 \$25 COPAYMENT PROGRAM**

**FREQUENCY OF SERVICE:**

**STUDENT AGE: 25**

	<u>Employee</u>	<u>Spouse</u>	<u>Children (to age 19)</u>
Vision Exam	24 Months	24 Months	12 Months
Lenses	24 Months	24 Months	12 Months
Frames	24 Months	24 Months	24 Months

**BENEFITS:**

**EMPLOYEE CAN SELECT EITHER:**

	<u>VBA Participating Doctor (14,000 Nationwide)</u>	<u>Non-Participating Doctor</u>
	<u>Amount Covered (Less Copayment*)</u>	<u>Amount Reimbursed (Zero Copayment)</u>
Vision Exam	100%	\$ 32.00
Clear Standard Lenses (Pair):		
Single Vision	100%	\$ 24.00
Bifocal	100%	36.00
Blended "No-Line" Bifocals	100%	36.00
Trifocal	100%	46.00
Progressives*****	Controlled Cost	46.00
Lenticular	100%	72.00
1 Yr Scratch Protection	100%	N/A
Polycarbonate Lens Material*****	100%	N/A
Frame	100%****	\$ 24.00
- OR -		
Contacts (Includes the vision exam allowance):		
Selected In Lieu of Glasses	\$48 + 32 = \$80	\$48 + 32 = \$80
Medically Required	UCR**	\$48 + 32 = \$80

**Laser Vision Correction: Discount off of prevailing fees at TLC Laser Eye Centers.**

**Hearing Aid Discount: Available through VBA's TruHearing Program (see enclosed flier for details).**

\* A \$25 copayment applies to the total cost of the lenses and/or frames ordered from a VBA Member Doctor only, but does not apply to the exam or contacts.

\*\* Usual, Customary and Reasonable as determined by VBA.

\*\*\* Within the program's \$25 wholesale allowance (approximately \$50 to \$65 retail).

\*\*\*\* Available In-Network at no charge for children under age 19.

\*\*\*\*\* Progressive Lenses typically retail from \$100 to \$300, depending on lens options. VBA's controlled costs generally range from \$45 to \$130.

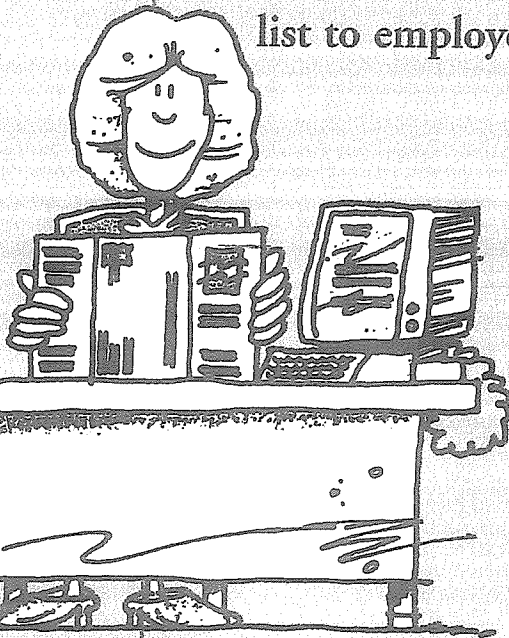
**COST PER EMPLOYEE PER MONTH:** Rates are guaranteed for the full 2 years of the contract and are assumed to be 100% paid by the School District.

	<u>Single</u>	<u>Family</u>
\$25.00 Copay Program	\$1.28	\$3.52

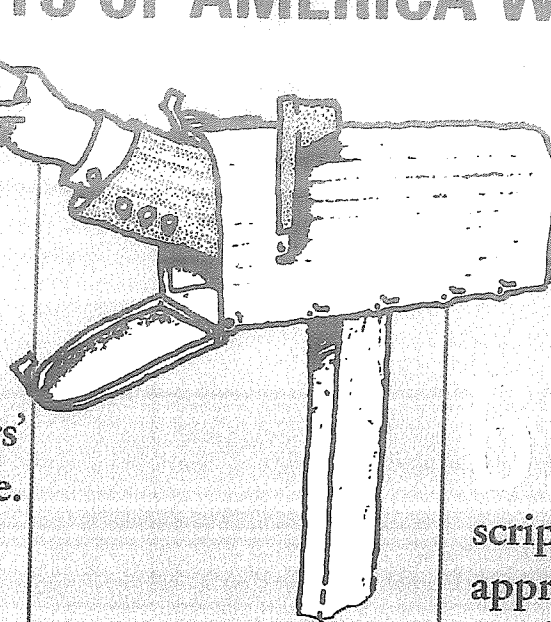
The fully-insured rates shown above are guaranteed for a full 36 month period by VBA. Should the District choose to self-fund this managed vision care benefit plan through the VBA Network, they would be billed each month for the actual claims incurred, plus an administrative fee of just \$.35 per employee per month (PEPM). This administrative rate is guaranteed for a full 48 month period by VBA!

# HOW VISION BENEFITS OF AMERICA WORKS

1 VBA brochure informs employee of plan benefits.

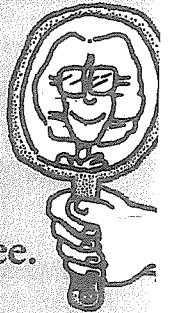


2 VBA verifies eligibility and sends benefit form and current doctors' list to employee.



3 Employee presents benefit form at time of first visit and is examined by doctor (no paperwork for employee).

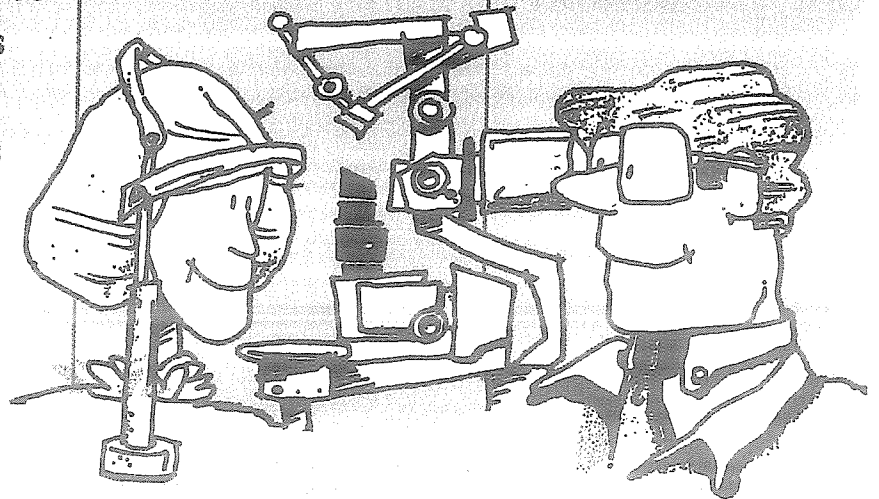
4 Doctor orders prescription from VBA approved lab, verifies accuracy and dispenses RX to employee.



5 VBA pays doctor for professional services.

6 Employee requests vision care either by calling 800-432-4966, visiting [visionbenefits.com](http://visionbenefits.com) or by returning a stage-paid card.

7 Employee chooses from doctors' list and makes appointment.



**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
 East Stroudsburg, Pennsylvania 18301

**PAYMENTS TO BE MADE THRU THE BOND ISSUE 2003-A**

The following payments for construction and related costs associated with the Bond Funds have been approved as authorized for payment as of:  
**June 25, 2007**

By: PNC Bank  
 East Stroudsburg Area School District  
 321 North Courtland Street  
 East Stroudsburg, PA 18301

Requisition #	Vendor/Address	Description		Amount
2003A-126 V#3756	Columbia Container Services 8 Lister Ave. Newark, NJ 07105	HSS A/C 30-4600-720-000-00-31 Inv# 344138	\$ 1,750.00	\$ 1,750.00
2003A-127 V#4000	Cramer Swetz & McManus PC 711 Sarah Street Stroudsburg, PA 18360	ESE A/C 30-2350-300-000-10-17 Invoice #18716	\$ 97.50	\$ 97.50
2003A-128 V#9500	J.P. Mascaro & Sons 871 East Main Street Nanticoke, PA 18634	HSS-A/C 30-4600-720-000-00-31 Invoice # 150745	\$ 665.20	\$ 665.20
2003A-129 V#651	Simply Storage-Stroudstor PO Box 179 Rte 209 @ Jay Park Marshall Creek, PA 18335	HSS - A/C 30-4600-720-000-00-31 Cert #0775-1662 Storage of Auditorium Seats Unit 1118	\$ 617.00	\$ 617.00
<b>TOTAL AMOUNT:</b>				<b>\$ 3,129.70</b>



**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
East Stroudsburg, Pennsylvania 18301

**PAYMENTS TO BE MADE THRU THE BOND ISSUE 2004**

The following payments for construction and related costs associated with the Bond Funds have been approved as authorized for payment as of:  
**June 25, 2007**

By: PNC Bank  
East Stroudsburg Area School District  
321 North Courtland Street  
East Stroudsburg, PA 18301

As of 6/8/07-6/14/07

Requisition #	Vendor/Address	Description		Amount
2004-065 V#2460	Buchart-Horn/BASCO Assoc. 600 Main Street, Suite 110 Stroudsburg, PA 18360	ESE- A/C 30-4500-720-000-10-17 Inv. # 57228 Proj. No.016- 76265-00 Proj. Inv. # 16	\$ 37,205.83	\$ 37,205.83
2004-066 V# 8647	Kruger Constuction, Inc 859 Enterprise Street Dickson City, PA 18519	HSS - A/C 30-4500-400-000-00-31 Athletic Fields Voucher #7	\$ 36,527.42	\$ 36,527.42
2004-067 V#12358	EF Possinger & Sons, Inc 257 Rimrock Road Stroudsburg, PA 18360	HSS A/C 30-4600-720-000-00-31 Inv#P-5863 T-28 Inv#P5886 ST 16 Inv#P-6017 RT-24 Inv#P-6016 RT-29 Inv. #P-6052 ST-14 Inv. #P-6045 RT-37 HSS A/C 30-4600-720-000-00-08 Inv#P-5994 ST-16 SME A/C 30-4500-720-100-10-12 Inv. P-6049 RT-18 Inv # P-6015 ST-930 MSE A/C 30-4600-720-000-00-14 Inv# P-6014 EFP-611 HSN A/C 30-4600-400-000-30-51-51 Inv#P-6013 RT-19	\$ 85.00 \$ 160.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00 \$ 85.00	\$ 1,010.00
2004-068 V#10026	Midlantic Engineering 120 Commerce Road Pittston Twp. PA 18640	HSS - A/C 30-4500-400-000-00-31 Invoice #05033, Proj.#06196 ESE - A/C 30-4500-720-000-10-17 Invoice #05045, Proj. #06339 SME - A/C 30-4500-720-100-10-12 Invoice #05021, Proj. #05184	\$ 7,758.00 \$ 5,091.00 \$ 389.50	\$ 13,238.50
2004-069 V#12825	Reynolds Construction Management, Inc 3300 North 3rd Street Harrisburg, PA 17110	HSS - A/C 30-4500-720-000-30-31 Project#04-1296c Invoice#1296-21	\$ 33,970.00	\$ 33,970.00
2004-070 V# 12861	Rizzetto Construction Management, Inc. 4110 Independence Drive, Suite 100 Schnecksville, PA 18078	SME - A/C 30-4500-720-100-10-12 Application #24 Proj#21-01-R	\$ 467,140.55	\$ 467,140.55
2004-071 V#13981	Smithfield Township RD#5 Box 5229 East Stroudsburg, PA 18301	ESE A/C 30-4100-710-000-00-17 Invoice 46948 Invoice 47949 Invoice 48624 Invoice 48354 Engineering Reviews	\$ 132.12 \$ 1,043.05 \$ 6,879.40 \$ 5,606.13	\$ 13,660.70
2004-072 v#15786	Wolfe House & Building Movers 10 Birch Lane Bernville, PA 19506	HSS A/C 30-4600-720-000-00-31 Invoice # 56	\$ 5,000.00	\$ 5,000.00
2004-073 V#13902	Frank J. Smith Jr. Inc. PO Box 543 Marshalls Creek, PA 18335	NORTH BUS GARAGE Invoice # 7229 Field Survey	\$ 3,970.00	\$ 3,970.00
2004-074	Newton Engineering Group, P.C. Suite 212, Zack Building 6235 Hamilton Boulevard Allentown, PA 18106	Terra Green A/C 30-4500-750-000-10-07 Invoice #21437 Project# 95-027TG Services for Period: 4/21/07-6/16/07	\$ 3,684.45	\$ 3,684.45
<b>TOTAL AMOUNT:</b>				<b>\$ 578,201.62</b>

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

East Stroudsburg, Pennsylvania 18301

**PAYMENTS TO BE MADE THRU THE BOND ISSUE 2007**

The following payments for construction and related costs associated with the Bond Funds have been approved as authorized for payment as of:  
**June 25, 2007**

By: PNC Bank  
 East Stroudsburg Area School District  
 321 North Courtland Street  
 East Stroudsburg, PA 18301

As of 6/7/07-6/14/07

Requisition #	Vendor/Address	Description		Amount
2007-030 V#1369	Architectural Studio 732 Turner Street Allentown, PA 18102	HSS - A/C 30-4500-720-000-30-31 Proj#27-2000-R Invoice #07-148 SME - A/C 30-4500-720-000-10-12 Proj#21-2001 Invoice #07-162 MSE - A/C 30-4500-720-000-10-14 Proj#13-2006, Invoice #07-149	\$ 49,743.00    \$ 4,498.00  \$ 58,145.45	\$ 112,386.45
2007-031 V#2190	Bognet, Inc PO Box 206 Hazelton, PA 18201	ESE- A/C 30-4500-450-000-10-17 Application # 2 Plumbing Construction	\$ 77,850.00	\$ 77,850.00
2007-032 V#2188	Boro Developers, Inc. 400 Feheley Drive King of Prussia, PA 19406	HSS - A/C 30-4500-400-000-00-31 General Contractor App#10 General Construction	\$2,659,330.00	\$ 2,659,330.00
2007-033 V#5733	Everon Electrical Contractors, Inc. PO Box 3717 Scranton, PA 18505-3717	HSS - A/C 30-4600-720-000-00-31 HSS Electrical App#11 HSS - A/C 30-4600-720-000-00-31 Maintenance/Out Buildings App#8	\$ 904,640.40  \$ 12,000.00	\$ 916,640.40
2007-034 V# 8337	JBM Plumbing Inc 3273 Gun Club Road Nazareth, PA 18064	ESE- A/C 30-4500-450-000-10-17 APPLICATION #1 HVAC SME - A/C 30-4500-720-100-10-12 HVAC Construction Application 22	\$ 56,700.00  \$ 1,900.00	\$ 58,600.00
2007-035 V# 8342	Jim Lagana Plumbing & Heating Inc 146 Airport Road, Suite #3 Hazelton, PA 18202	HSS A/C 30-4500-400-000-00-31 Plumbing Construction App #11	\$ 274,955.74	\$ 274,955.74
2007-036 V#9996	Donna Kenderdine Reporting PO Box 509 Stroudsburg, PA 18360	MSE - A/C 30-4500-720-000-10-14 Act 34 Hearing	\$ 163.35	\$ 163.35
2007-037 V# 12628	Rado Enterprises, Inc. 20 Industrial Drive Bloomsburg, PA 17815	HSS - A/C 30-4500-400-000-00-31 HVAC Construction App #9 HVAC	\$1,240,322.85	\$ 1,240,322.85
2007-038 V#97691	Skepton Construction, Inc. 3481 Finland Road Pennsburg, PA 18073	ESE A/C 30-4500-450-000-10-17 Application #4 General Construction	\$3,134,223.00	\$ 3,134,223.00
2007-039 V# 15692	Wind Gap Electric, Inc 125 West Seventh Street Wind Gap, PA 18091	ESE A/C 30-4500-450-000-10-17 Proj# 7625-00 - App #1 Electrical	\$ 56,146.50	\$ 56,146.50
<b>TOTAL AMOUNT:</b>				<b>\$ 8,530,618.29</b>

195

APPLICATIONS FOR USE OF SCHOOL FACILITIES

Board Agenda	BUILDING	DATE from	DATE to	ORGANIZATION	EVENT	Non Profit	Facility Fee Waived
6/25/07	Bushkill	7/1/07	6/29/08	Bushkill Community Church	church services	y	policy
6/25/07	JT Lambert	10/15/07	2/11/08	Stroudsburg Chapter PIAA	annual basketball officials meetings	y	policy
6/25/07	Lehman	8/1/07	11/3/07	Delaware Football League	practice	y	policy
6/25/07	M. Smithfield	9/3/07	5/30/08	Cub Scout Pack 82	weekly den meetings	y	policy
6/25/07	M. Smithfield	9/5/07	5/30/08	Cub Scout Pack 82	monthly pack meetings	y	policy
6/25/07	M. Smithfield	9/6/07	5/30/08	Girl Scout Troop #309	weekly meetings	y	policy
6/25/07	Resica	8/13/07	10/20/07	East Stroudsburg Football Club	practices and games	y	policy
6/25/07	Resica	1/1/08	3/31/08	PTO Adult Volleyball League	volleyball	y	policy
6/25/07	Smithfield		7/16/07	Smithfield Township	public hearing	y	policy

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BUSHKILL COMMUNITY CHURCH Today's Date 6/6/07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?  yes  no
 yes  no  yes  no
If yes, attach a letter of justification addressed to the Board of Education.
If yes, amount \$ This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: church services

Name of School Requested BUSHKILL ELEMENTARY

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION. Row 1: Sundays, July 1, 2007 through June 29, 2008 (see attached), church services.

- Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Classrooms, Other.
Equipment Required: Kitchen Equipment, Sound System, Record Player, Overhead Projector, Stage Lighting, Motion Picture Projector, Other (specify TV/VCR w/ VHS CART, DVD/VCR).

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$1,000,000 Bodily Injury Liability \$1,000,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) (\$500,000 minimum) Rec'd

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Rev. Paul J. Miller Address 277 Pop. Pike East, Bushkill, PA 18324 Phone 582-7662
Name Dave Bearsto Address Wingona Lakes, Etting, PA 18301 Phone 582-2291

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

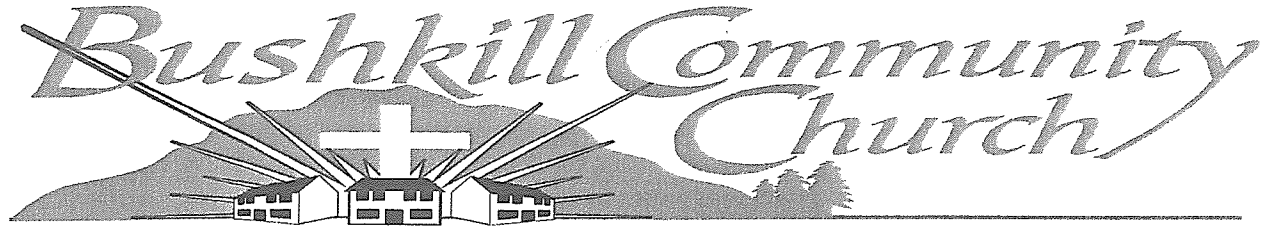
Signature - Responsible Organization Official Paul J. Miller Phone (day) 582-6998 (eve.) 582-7662

Billing Address P.O. Box 1205, Bushkill, PA 18324

APPROVALS: Principal [Signature] Date 6/18/07
Business Administrator Maureen P. Gueding Date 6/14/07
copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1

FACILITIES USE INVOICE table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges. Includes handwritten number 197.

E/25/07



*"Bringing Christ Home"*

P.O. Box 1205, Bushkill, PA 18324 - (570)588-6998 - Rev. Paul J. Miller, Pastor

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June 7, 2007

Mr. Carty  
Principal, Bushkill Elementary School

Re; Building rental

Dear Mr. Carty,

Please find the enclosed "application for use of school facilities" form, requesting use of Bushkill Elementary School on Sundays from July 1, 2007 through June 29, 2008. Specific rooms and needed equipment are on the form. I also attached a separate page listing each date we will need, and a letter to the school board requesting waiver of rental fees.

We are in our 6<sup>th</sup> year of making use of your school on Sunday mornings for our services. We have greatly appreciated the school district's willingness to make their facilities available to us. Frankly, this arrangement has gone on longer than we originally anticipated. We do have building plans being drawn up, but ground breaking is still some time away. We continue to seek temporary buildings that we can lease for a few years, but there are not many available within our rural setting. If something should develop that would suit our needs, we could transition into such a facility in just a few short months.

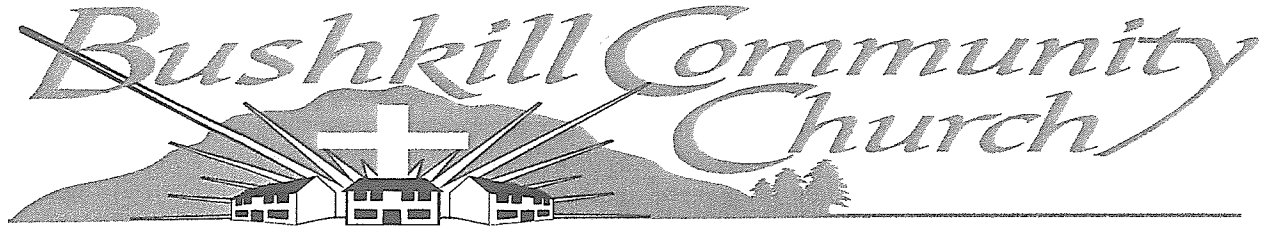
Short of that, we look forward to another year working with your fine custodial and secretarial staff. As always, we hope our presence on Sunday is never evident during the school week. Please inform me if there are any problems whatsoever.

I hope this school year was a successful one. My family and our church family appreciate the quality education provided at Bushkill Elementary.

Sincerely,

Rev. Paul J. Miller  
Pastor, Bushkill Community Church

6/25/07



*"Bringing Christ Home"*

P.O. Box 1205, Bushkill, PA 18324 - (570)588-6998 - Rev. Paul J. Miller, Pastor

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East Stroudsburg Area School District  
Business Office  
321 North Courtland Street, PO Box 298  
East Stroudsburg, PA 18301

June 7, 2007

Dear Sirs,

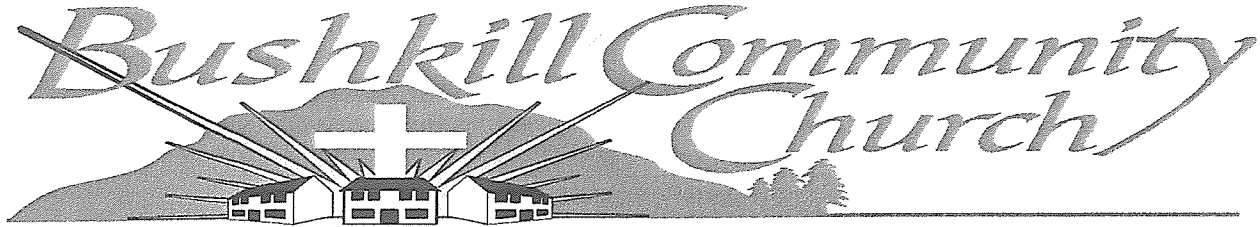
I respectfully request waiver of the rental fee for the Bushkill Elementary School all purpose room for our worship services and Christian education classes on Sunday mornings.

As a non-profit organization, we depend upon the generosity of our members to take care of our growing financial needs. Waiving this fee helps tremendously, and we thank you in advance for your careful consideration of this matter.

Sincerely,

Rev. Paul J. Miller  
Pastor, Bushkill Community Church

01/25/07



*"Bringing Christ Home"*

P.O. Box 1205, Bushkill, PA 18324 - (570)588-6998 - Rev. Paul J. Miller, Pastor

2007-2008 dates requested for use of the all-purpose room at Bushkill Elementary School:

Sunday, July 1, 2007, 8:30 AM to 12:00 PM  
 Sunday, July 8, 2007, 8:30 AM to 12:00 PM  
 Sunday, July 15, 2007, 8:30 AM to 12:00 PM  
 Sunday, July 22, 2007, 8:30 AM to 12:00 PM  
 Sunday, July 29, 2007, 8:30 AM to 12:00 PM  
 Sunday, August 5, 2007, 8:30 AM to 12:00 PM  
 Sunday, August 12, 2007, 8:30 AM to 12:00 PM  
 Sunday, August 19, 2007, 8:30 AM to 12:00 PM  
 Sunday, August 26, 2007, 8:30 AM to 12:00 PM  
 Sunday, September 2, 2007, 8:30 AM to 12:00 PM  
 Sunday, September 9, 2007, 8:30 AM to 1:00 PM  
 Sunday, September 16, 2007, 8:30 AM to 1:00 PM  
 Sunday, September 23, 2007, 8:30 AM to 1:00 PM  
 Sunday, September 30, 2007, 8:30 AM to 1:00 PM  
 Sunday, October 7, 2007, 8:30 AM to 1:00 PM  
 Sunday, October 14, 2007, 8:30 AM to 1:00 PM  
 Sunday, October 21, 2007, 8:30 AM to 1:00 PM  
 Sunday, October 28, 2007, 8:30 AM to 1:00 PM  
 Sunday, November 4, 2007, 8:30 AM to 1:00 PM  
 Sunday, November 11, 2007, 8:30 AM to 1:00 PM  
 Sunday, November 18, 2007, 8:30 AM to 1:00 PM  
 Sunday, November 25, 2007, 8:30 AM to 1:00 PM  
 Sunday, December 2, 2007, 8:30 AM to 1:00 PM  
 Sunday, December 9, 2007, 8:30 AM to 1:00 PM  
 Sunday, December 16, 2007, 8:30 AM to 1:00 PM  
 Sunday, December 23, 2007, 8:30 AM to 1:00 PM  
 Sunday, December 30, 2007, 8:30 AM to 1:00 PM  
 Sunday, January 6, 2008, 8:30 AM to 1:00 PM  
 Sunday, January 13, 2008, 8:30 AM to 1:00 PM  
 Sunday, January 20, 2008, 8:30 AM to 1:00 PM  
 Sunday, January 27, 2008, 8:30 AM to 1:00 PM  
 Sunday, February 3, 2008, 8:30 AM to 1:00 PM  
 Sunday, February 10, 2008, 8:30 AM to 1:00 PM

Sunday, February 17, 2008, 8:30 AM to 1:00 PM  
 Sunday, February 24, 2008, 8:30 AM to 1:00 PM  
 Sunday, March 2, 2008, 8:30 AM to 1:00 PM  
 Sunday, March 9, 2008, 8:30 AM to 1:00 PM  
 Sunday, March 16, 2008, 8:30 AM to 1:00 PM  
 Sunday, March 23, 2008, 8:30 AM to 1:00 PM  
 Sunday, March 30, 2008, 8:30 AM to 1:00 PM  
 Sunday, April 6, 2008, 8:30 AM to 1:00 PM  
 Sunday, April 13, 2008, 8:30 AM to 1:00 PM  
 Sunday, April 20, 2008, 8:30 AM to 1:00 PM  
 Sunday, April 27, 2008, 8:30 AM to 1:00 PM  
 Sunday, May 4, 2008, 8:30 AM to 1:00 PM  
 Sunday, May 11, 2008, 8:30 AM to 1:00 PM  
 Sunday, May 18, 2008, 8:30 AM to 1:00 PM  
 Sunday, May 25, 2008, 8:30 AM to 1:00 PM  
 Sunday, June 1, 2008, 8:30 AM to 1:00 PM  
 Sunday, June 8, 2008, 8:30 AM to 1:00 PM  
 Sunday, June 15, 2008, 8:30 AM to 1:00 PM  
 Sunday, June 22, 2008, 8:30 AM to 1:00 PM  
 Sunday, June 29, 2008, 8:30 AM to 1:00 PM

(53 dates in all.)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Strodsburg Chapter of PIAA Officials Today's Date 5/10/07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no  
If yes, amount \$ \_\_\_\_\_ If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: ANNUAL BASKETBALL OFFICIALS MEETINGS

Name of School Requested JTL

DAY(S) from DATE(S) to	HOURS from to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>10/15/07, 10/29/07, 11/05/07</u>	<u>(7pm - 8:30 pm)</u>	<u>Meetings</u>
<u>11/5/07, 11/12/07, 11/19/07, 11/26/07, 12/3/07, 12/10/07, 12/17/07, 12/24/07, 1/7/08, 1/14/08, 1/21/08, 2/11/08, 2/18/08</u>	<u>Not available</u>	<u>Not available</u>

Facility Required:  Auditorium For 11/5/07 ONLY  Cafeteria ALCOHOLS  Gymnasium  
 All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  
 Classrooms #  Other (specify)

Equipment Required: (\*must be operated/attended by school personnel)  
 Kitchen Equipment\*  Sound System  Record Player/Stereo Equip.  Piano  
 Stage Lighting\*  Motion Picture Projector  Overhead Projector/Screen  Folding Stands  
 Scoreboard\*  Athletic Equipment  Other (specify) For 11/5/07 ONLY (for powerpoint)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ \_\_\_\_\_ Bodily Injury Liability (\$500,000 minimum) \$ \_\_\_\_\_ Property Damage Liability (each occurrence) (\$500,000 minimum) Rec'd

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name STEVEN Howlouse Address 10 KNOX LN E-STBG Phone 424-7093  
Name William Reese Address 110 SO GREEN ST E-STBG Phone 421-3812

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature [Signature] Responsible Organization Official president Phone (day) 517-3095  
(eve.) 424-7093  
Billing Address \_\_\_\_\_

APPROVALS: Principal [Signature] Date 5/14/07  
Business Administrator [Signature] Date 5/30/07  
copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Security Date \_\_\_\_\_

For office use only:	FACILITIES USE INVOICE	Charges:
Facilities/Equipment used:		\$ _____
		\$ _____
Personnel Employed: (attach time sheets)		\$ _____
		\$ _____
Other (specify): <u>201</u>		\$ _____
		\$ _____



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Delaware Football League (DFL) Today's Date 5/22/07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Football + Cheerleading practice

Name of School Requested Lehman Intermediate School

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance...)
<u>Aug. 06 - Nov 03, 2007</u>	<u>10PM to 8PM</u>	<u>practice</u>
<u>Mon, Wed. + Fri.</u>		

Facility Required:

<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Swimming Pool (requires proof of certified lifeguard)	<input type="checkbox"/> Stadium	<input type="checkbox"/> Kitchen/Preparation	<input type="checkbox"/> Kitchen/Serving
	<input type="checkbox"/> Stage	<input checked="" type="checkbox"/> Fields (specify) <u>Football practice fields</u>	
	<input type="checkbox"/> Classrooms #	<input type="checkbox"/> Other (specify)	

Equipment Required: (\*must be operated/attended by school personnel)

<input type="checkbox"/> Kitchen Equipment*	<input type="checkbox"/> Sound System	<input type="checkbox"/> Record Player/Stereo Equip.	<input type="checkbox"/> Piano
<input type="checkbox"/> Stage Lighting*	<input type="checkbox"/> Motion Picture Projector	<input type="checkbox"/> Overhead Projector/Screen	<input type="checkbox"/> Folding Stands
<input type="checkbox"/> Scoreboard*	<input type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Tables and/or Chairs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ 1 million Bodily Injury Liability (\$500,000 minimum) \$ 1 million Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Carl Gratman Address 140 Ranchlands Phone (570) 828-0905  
Name Rushkill, PA 18324 Address Rec'd Phone 0905

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature — Responsible Organization Official Carl Gratman - Panther/Wolverine Delegate Phone (day) 570 828 0905 (eve.) 973-580-1397

Billing Address P.O. Box 385 / Dingmans Camp PA 18328

APPROVALS: Principal \_\_\_\_\_ Date 5/21/07  
 Business Administrator Marie D. Friday Date 6/5/07  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date    /   /   

For office use only:		FACILITIES USE INVOICE	
Facilities/Equipment used:	_____	Charges:	\$ _____
	_____		\$ _____
	_____		\$ _____
Personnel Employed:	_____	Charges:	\$ _____
(attach time sheets)	_____		\$ _____
	_____		\$ _____
Other (specify):	<u>202</u>	Charges:	\$ _____
	_____		\$ _____

6/25/07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Cub Scout Pack 82 Today's Date 6/13/07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no

Specific purpose of use: Meetings for individual dens

Name of School Requested Middle Smithfield Elementary

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION. Rows include Mondays Sept-May, Tuesdays Sept-May, Wednesdays Sept-May, Thursdays Sept-May with descriptions like Wolves 2nd GRADE, Bears 3rd GRADE, Webelos I 4th GRADE, Webelos II 5th GRADE.

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other (specify) Anywhere 14 boys CAN MEET

Equipment Required: (\*must be operated/attended by school personnel) Piano, Kitchen Equipment, Sound System, Record Player/Stereo Equip., Folding Stands, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Tables and/or Chairs, Scoreboard, Athletic Equipment, Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Marganta Lapczynski Address 694 Sawcreek Est Bushkill Phone 588-3364  
Name Jackie DeFour Address 900 Sawcreek Est. Bushkill Phone 588-1778

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Marganta Lapczynski Responsible Organization Official Phone (day) (eve.)

Billing Address 694 Sawcreek Est Bushkill PA 1824

APPROVALS: Principal [Signature] Date 6/15/07  
Business Administrator Mavis G. Goring Date 6/21/07  
 stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date

For office use only: FACILITIES USE INVOICE. Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$.

6/25/07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Cub Scout Pack 82 Today's Date 6 / 13 / 07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?  yes  no
 yes  no  yes  no
If yes, amount \$ \_\_\_\_\_ If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Meetings for Pack night

Name of School Requested Middle Smithfield Elementary

Table with columns: DAY(S) from - DATE(S) - to, HOURS from - to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Sept. 2007 - WED - May 2008 6:00 8:30 Pack Night - (Large group)
4th WEDNESDAYS except 3rd WED Once a Month
in Dec

Facility Required:
X All-Purpose Room Auditorium Cafeteria Gymnasium
Swimming Pool (requires proof of certified lifeguard) Stadium Kitchen/Preparation Kitchen/Serving
X Stage if available Classrooms # Fields (specify)
Other (specify)

Equipment Required: (\*must be operated/attended by school personnel)
Kitchen Equipment\* Sound System Record Player/Stereo Equip. Piano
Stage Lighting\* Motion Picture Projector Overhead Projector/Screen Folding Stands
Scoreboard\* Athletic Equipment Other (specify) Tables and/or Chairs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ \_\_\_\_\_ Bodily Injury Liability (\$500,000 minimum)
\$ \_\_\_\_\_ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Margaret Lapczynski Address 694 Sawcreek Bushkill, PA Phone 588-3364
Name Jerry Patane Address \_\_\_\_\_ Phone \_\_\_\_\_

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature Margaret Lapczynski Responsible Organization Official Phone (day) 570 223-8082 (eve.) 588-3364

Billing Address 694 Sawcreek Est. Bushkill PA 18324

APPROVALS: Principal David M. ... Date 6/15/07
Business Administrator Maurice S. ... Date 6/21/07
 stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date \_\_\_/\_\_\_/\_\_\_

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: \_\_\_\_\_ Charges: \$ \_\_\_\_\_
Personnel Employed: \_\_\_\_\_ Charges: \$ \_\_\_\_\_
(attach time sheets) \_\_\_\_\_
Other (specify): 204 Charges: \$ \_\_\_\_\_

0125107

REC 6111

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Girl Scouts (#309) Today's Date 05/31/07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: troop meeting 07-08

Name of School Requested Middle Smithfield

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance...)

Facility Required: Auditorium, Cafeteria (checked), Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Classrooms, Other

Equipment Required: Kitchen, Sound, Record Player, Piano, Stage Lighting, Motion Picture Projector, Overhead Projector, Folding Stands, Scoreboard, Athletic Equipment, Other

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows: Bodily Injury Liability, Property Damage Liability

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance. Name, Address, Phone for Teresa Gerhartz and Theresa Scornava

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature - Responsible Organization Official Cindy Garren GS Council 1 Phone (day) 570-344-1224 (eve.)

Billing Address

APPROVALS: Principal David Weber Date 6/1/07 Business Administrator Marie S. Guedy Date 6/21/07 copy to: stage manager, athletic director, cafeteria manager, head custodian, librarian, a/v coordinator, other

For office use only: FACILITIES USE INVOICE. Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$

6/25/07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization East Stroudsburg F.C Today's Date 6 / 13 / 07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Outside Soccer fields

Name of School Requested Kesica School fields

DAY(S) from DATE(S) to HOURS DESCRIPTION Monday August 13<sup>th</sup> - October 20<sup>th</sup> Sat from - to practices + games

Insurance on file from Spring Season

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields (specify), Scoreboard, Classrooms #, Other (specify)

Equipment Required: (\*must be operated/attended by school personnel) Piano, Kitchen Equipment\*, Sound System, Record Player/Stereo Equip., Folding Stands, Stage Lighting\*, Motion Picture Projector, Overhead Projector/Screen, Tables and/or Chairs, Scoreboard\*, Athletic Equipment, Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Dawn M Krause Address 170 Winona Lakes Phone 223-1577 Name Address E Stroudsburg PA 17302 Phone

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature — Responsible Organization Official Dawn M Krause, Director of Intramurals Phone (day) (510) 223-1577 (eve.) same

Billing Address

APPROVALS: Principal [Signature] Date 6/13/07

Business Administrator [Signature] Date 6/21/07

copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date

For office use only: FACILITIES USE INVOICE

Facilities/Equipment used: Charges: \$

Personnel Employed: (attach time sheets) Charges: \$

Other (specify): 206 Charges: \$



6-25-07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Adult Volleyball League (PTO) Today's Date 5/24/07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
[ ] yes [ ] no [ ] yes [ ] no [ ] yes [ ] no
If yes, amount \$ 25.00
If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Volleyball in Resica Gym

Name of School Requested Resica

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance...)

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, proof of certified lifeguard, Classrooms, Other

Equipment Required: Kitchen Equipment, Sound System, Record Player/Stereo Equip., Piano, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard, Athletic Equipment, Other (specify) Volleyball Nets

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ 500,000 Bodily Injury Liability \$ 500,000 Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used...

Name Paula McDonnell Address 14 Georganna Pr E St 9 Phone 424-6870
Name Steve McDonnell Address Phone

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Responsible Organization Official Phone (day) 424-6870 (eve.) 421-6891

Billing Address 14 Georganna Pr E. St 9 PA 18301

APPROVALS: Principal Date 5/29/07 Business Administrator Date 6/15/07
copy to: [ ] stage manager [ ] athletic director [ ] cafeteria manager [ ] head custodian [ ] librarian [ ] a/v coordinator [ ] other Date / /

FACILITIES USE INVOICE Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$

ST STROUDSBURG AREA SCHOOL DISTRICT

(valid for one year from date of application)

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization SMITHFIELD TOWNSHIP Today's Date 06/12/07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no

If yes, amount \$ \_\_\_\_\_ If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: PUBLIC HEARING

Name of School Requested SMITHFIELD ELEMENTARY

DATE	TIME	DESCRIPTION
<u>JULY 16</u>	<u>6:00 PM</u>	<u>PUBLIC HEARING</u>
<u>JULY 16</u>	<u>10:00 PM</u>	<u>PUBLIC HEARING</u>

Facility Required:

<input checked="" type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Swimming Pool (requires proof of certified lifeguard)	<input type="checkbox"/> Stadium	<input type="checkbox"/> Kitchen/Preparation	<input type="checkbox"/> Kitchen/Serving
<input type="checkbox"/> Stage	<input type="checkbox"/> Classrooms # _____	<input type="checkbox"/> Fields (specify) _____	<input type="checkbox"/> Other (specify) _____

Equipment Required: (\*must be operated/attended by school personnel)

<input type="checkbox"/> Kitchen Equipment*	<input checked="" type="checkbox"/> Sound System	<input type="checkbox"/> Record Player/Stereo Equip.	<input type="checkbox"/> Piano
<input type="checkbox"/> Stage Lighting*	<input type="checkbox"/> Motion Picture Projector	<input type="checkbox"/> Overhead Projector/Screen	<input checked="" type="checkbox"/> Folding Stands
<input type="checkbox"/> Scoreboard*	<input type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> Tables and/or Chairs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ \_\_\_\_\_ Bodily Injury Liability (\$500,000 minimum) \$ \_\_\_\_\_ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name BRION BARRITT, CHAIRMAN, B.O.S. Phone 269-6941

Name JACQUELINE OCKER, TWARD SECRETARY Phone 656-6511

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature [Signature] Responsible Organization Official Secretary Phone (day) 570 421-6931 (eve.) 656-6511

Billing Address Smithfield Twp Rt #5 Box 5229, E. Str., Pa 18201

APPROVALS: Principal [Signature] Date 6/19/07

Barbara - Sign on called Marie P. Murphy Date 6/21/07

cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1

FACILITIES USE INVOICE	
Charges: \$ _____	_____
Charges: \$ _____	_____
Charges: \$ _____	_____
Charges: \$ _____	<u>208</u>
Charges: \$ _____	_____
Charges: \$ _____	_____

Robin  
if this  
facilities  
on Board  
Dr. Heath  
agenda

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Rotary Club of J.W. Smithfield Today's Date 2/14/06

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no  
If yes, amount \$ 3<sup>00</sup> Adults If yes, attach a letter of justification addressed to the Board of Education.  
This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: 2<sup>00</sup> STUDENT

Name of School Requested EAST STROUDSBURG SOUTH HIGH SCHOOL

DAY(S)	DATE(S)	from	to	HOURS	DESCRIPTION
<u>1</u>	<u>SAT</u>	<u>APRIL 15</u>	<u>6<sup>00</sup></u>	<u>6<sup>00</sup></u>	<u>WRESTLING TOURNAMENT</u>

Facility Required:  Auditorium  Cafeteria  Gymnasium  
 All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving  
 Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify) Do not want locker rooms per  
 Classrooms #  Other (specify) Piano Kids  
 Equipment Required: (\*must be operated/attended by school personnel)  
 Kitchen Equipment\*  Sound System  Record Player/Stereo Equip.  Folding Stands 2/16/06  
 Stage Lighting\*  Motion Picture Projector  Overhead Projector/Screen  Tables and/or Chairs  
 Scoreboard\*  Athletic Equipment  Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:  
 \$ \_\_\_\_\_ Bodily Injury Liability (\$500,000 minimum) \$ \_\_\_\_\_ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name SCOTT AMDEI, ESR. PAES Address 717 SAMM ST. STAG Phone 421-1260  
Name HANK HARRIS V.P. Address 27A BUTTERNUT CT E.S. Phone 422-6757

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature — Responsible Organization Official [Signature] Phone (day) 422-6757 (eve.) 1. 22

Billing Address PO BOX 132, MARSHALLS CRK PA 18335

APPROVALS: Principal [Signature] Date 2/17/06  
 Business Administrator [Signature] Date 2/24/06  
 stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 1/1/1

For office use only: FACILITIES USE INVOICE	
Facilities/Equipment used: _____	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets) _____	\$ _____
_____	\$ _____
Other (specify): <u>209</u>	Charges: \$ _____
_____	\$ _____



**INVOICE**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

*Business Office*  
321 North Courtland Street  
PO Box 298  
East Stroudsburg, PA 18301  
(570) 424-8500

**PAST DUE**

Rotary Club of the Smithfields  
Hank Harris, Vice President  
PO Box 132  
Marshalls Creek, PA 18335

May 12, 2006

*Use of East Stroudsburg Area School District facilities  
Wrestling Tournament, April 1, 2006*

East Stroudsburg High School South

Cafeteria, gymnasium, sound system ..... facilities fees waived by School Board Policy

Security Officers	Hours	Hourly Rate	Amount
Linda Bryfogle	7	\$25.00	\$175.00
Joseph Czajkowski	12	\$25.00	\$300.00
Margarita Rodriguez	3	\$25.00	\$75.00
William Grant	12	\$25.00	\$300.00
Brooke Huffman	12	\$25.00	\$300.00
Custodians			
Dennis Lugo	4	\$25.00	\$100.00
Donald Miller	8	\$25.00	\$200.00
Kieran Pryor	7.5	\$25.00	\$187.50
<b>TOTAL DUE</b>	<b>65.5</b>	<b>\$25.00</b>	<b>\$1,637.50</b>

*Per  
Person  
needed!*

*Had a  
broken  
window  
paid*

*Set up ; stayed during event  
Cleanup  
(Kitchen ; batrooms ; cafeteria ; gym) } custodians  
halls, etc.*

Charges are due upon receipt of this invoice. Payment should be made by check, payable to East Stroudsburg Area School District, and should be directed to E.S.A.S.D., Business Office, PO Box 298, East Stroudsburg, PA 18301.

2121101

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Cast Stg. Youth Association Today's Date 1/11/07

Non-Profit?  yes  no Will an admission fee be charged?  yes  no - Donations Are you requesting a waiver of facilities fees?  yes  no If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Basketball Game

Name of School Requested Cast Stroudsburg South High Gym

1 DAY(S) march 24 from DATE(S) to 2007 from HOURS to 5 PM 10:30 PM DESCRIPTION (meeting, practice, game, rehearsal, performance,...) Game

Facility Required: Auditorium  Cafeteria   Gymnasium All-Purpose Room  Stadium  Kitchen/Preparation  Kitchen/Serving Swimming Pool (requires proof of certified lifeguard)  Stage  Fields (specify)  Other (specify) Concession by Gym Classrooms #

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment\*   Sound System  Record Player/Stereo Equip.  Piano  Stage Lighting\*  Motion Picture Projector  Overhead Projector/Screen  Folding Stands  Tables and/or Chairs  Scoreboard\*  Athletic Equipment  Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$          Bodily Injury Liability (\$500,000 minimum) \$          Property Damage Liability (each occurrence) Reced (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name FRANK Nicoletti Address 450 Cottontail Lane - Stg Phone 424-1339  
Name WANDA Lasher Address 70 D. Green St, E.S. Phone 424-3523

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature Frank Nicoletti, Wanda Lasher Phone (day) 424-1339  
Responsible Organization Official (eve.)         

Billing Address P.O. Box 223, C. Stg., PA 18301

APPROVALS: Principal [Signature] Business Administrator [Signature] Date: F Y I  
copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinato  
Copies to: 1/22/07

For office use only: FACILITIES USE INVOICE  
Facilities/Equipment used: \_\_\_\_\_ Ch Kieran Pryor ✓  
\_\_\_\_\_ Ch Joe Czajkowski ✓  
\_\_\_\_\_ Ch Mark Brown ✓  
Personnel Employed: \_\_\_\_\_ Ch Mike Silvoy ✓  
(attach time sheets) \_\_\_\_\_ Librarian  
Other (specify): 211 Ch to Maria Gandy ✓  
\_\_\_\_\_ Ch 1/22/07  
\$ \_\_\_\_\_

**INVOICE**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

*Business Office*  
321 North Courtland Street  
PO Box 298  
East Stroudsburg, PA 18301  
(570) 424-8500

Frank Nicoletti  
East Stroudsburg Youth Association  
PO Box 223  
East Stroudsburg, PA 18301

May 2, 2006 <sup>2007</sup>

*Use of East Stroudsburg Area School District facilities  
Basketball Game, March 24, 2007*

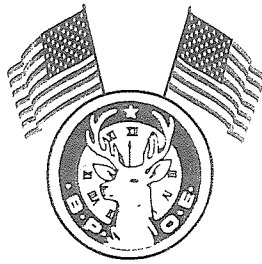
East Stroudsburg High School South  
gymnasium, concession ..... *facilities fees waived by School Board Policy*

Personnel	Hours	Hourly Rate (overtime+benefits)	Amount
Security Officers			
<i>Linda Bryfogle</i>	6	\$21.04	\$126.24
<i>Alvin Petersen</i>	6	\$18.04	\$108.24
<i>Ken Livingston</i>	6	\$18.97	\$113.82
<i>Riley Maye</i>	5	\$18.04	\$90.20
Custodians			
<i>Damien Newman</i>	7	\$19.43	\$136.01
<b>TOTAL DUE</b>	30		\$574.51

*Bd agenda  
for 21st  
Tabled*

*Invoice  
not sent  
yet*

Payment should be made by check, payable to East Stroudsburg Area School District, Business Office, PO Box 298, East Stroudsburg, PA 18301.



6/25/07

EAST STROUDSBURG LODGE No. 319  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
A FRATERNAL ORGANIZATION  
260 WASHINGTON STREET  
EAST STROUDSBURG, PENNSYLVANIA 18301

May 8, 2007

EAST STROUDSBURG SCHOOL DISTRICT  
North Courtland Street  
East Stroudsburg, PA 18301

Attn: Mark Brown

Dear Mark:


We are asking for a waive of charges for the use of the J. T. Lambert School for our Elks's Soccer Shoot and Hoop Shoot.

Local Soccer Shoot	Sept. 22, 2007
District Soccer Shoot	Sept. 29, 2007
Local Hoop Shoot	Dec. 8 <sup>th</sup> , 2007

We are a non-profit organization. These Shoots are for children up to the age of 13, free to all that participate.

Thanking you in advance.

Sincerely,

  
Harold J. Litts  
Soccer Chairman

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BPOE #319 Today's Date 4 / 25 / 07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees?
[ ] yes [ ] no [ ] yes [ ] no [ ] yes [ ] no
If yes, attach a letter of justification addressed to the Board of Education.
This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Local Soccer Shoot

Name of School Requested J T Lambert

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Saturday, 9/22/07 8am thru 2pm Local soccer shoot

Facility Required: Auditorium, Stadium, Cafeteria, Kitchen/Preparation, XXGymnasium, Kitchen/Serving, Swimming Pool, Stage, X Fields (specify), Other (specify) if it rains

Equipment Required: (\*must be operated/attended by school personnel)
Kitchen Equipment\*, Sound System, Record Player/Stereo Equip., Piano, Stage Lighting\*, Motion Picture Projector, Overhead Projector/Screen, Folding Stands, Scoreboard\*, Athletic Equipment, Other (specify) soccer balls

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Harold Litts Address 84 Lower Lake View Dr, ES Phone 223-1261

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Harold J. Litts Responsible Organization Official Phone (day) 570-421-8760 (eve.) 570-223-1261

Billing Address BPOE #319, 260 Washington Street, E Stbg

APPROVALS: Principal [Signature] Date 4/30/07 Business Administrator [Signature] Date 6/15/07
[ ] stage manager [X] athletic director [ ] cafeteria manager [X] head custodian [ ] librarian [ ] a/v coordinator [ ] other

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Charges: \$
Personnel Employed: (attach time sheets) Charges: \$
Other (specify): 214 Charges: \$

6/25/07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BPOE #319 Today's Date 4 / 25 / 07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? [X] yes [ ] no
[ ] yes [ ] no [ ] yes [X] no
If yes, amount \$ If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: District Soccer Shoot

Name of School Requested J T Lambert

Table with columns: DAY(S) from - DATE(S) - to, HOURS - to, DESCRIPTION. Row 1: Saturday, 10/29/07, 8am thru 2pm, District soccer shoot

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other (specify) if it rains

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player/Stereo Equip, Folding Stands, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Tables and/or Chairs, Scoreboard, Athletic Equipment, Other (specify) soccer balls

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Harold Litts Address 84 Lower Lake View Dr, ES Phone 223-1261

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Harold Litts Responsible Organization Official Phone (day) 570-421-8760 (eve) 570-223-1261

Billing Address BPOE #319, 260 Washington Street, E Stbg

APPROVALS: Principal [Signature] Date / / Business Administrator Marie J. Gundry 4/30/07 Date 6/5/07
[ ] stage manager [X] athletic director [ ] cafeteria manager [X] head custodian [ ] librarian [ ] a/v coordinator [ ] other Date / /

For office use only: FACILITIES USE INVOICE. Table with columns: Facilities/Equipment used, Personnel Employed, Other (specify), Charges: \$

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BPOE #319 Today's Date 4 / 25 / 07

Non-Profit? Will an admission fee be charged? Are you requesting a waiver of facilities fees? [x] yes [ ] no
[ ] yes [ ] no [ ] yes [x] no If yes, attach a letter of justification addressed to the Board of Education.
If yes, amount \$ This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Local Hoop Shoot

Name of School Requested J T Lambert

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
Saturday, 12/8/07 9am to 2pm Local Hoop Shoot

Facility Required: Auditorium, Cafeteria, Gymnasium, All-Purpose Room, Stadium, Kitchen/Preparation, Kitchen/Serving, Swimming Pool, Stage, Fields, Other, proof of certified lifeguard, Classrooms, Other

Equipment Required: (\*must be operated/attended by school personnel) Kitchen Equipment, Sound System, Record Player/Stereo Equip, Folding Stands, Stage Lighting, Motion Picture Projector, Overhead Projector/Screen, Tables and/or Chairs, Scoreboard, Athletic Equipment, Other (specify) basketballs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum) Rec'd

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Harold Litts Address 84 Lower Lake View Dr., ES Phone 223-1261

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature Responsible Organization Official Harold Litts Phone (day) 570-421-8760 (eve.) 570-223-1261

Billing Address BPOE #319, 260 Washington Street, E Stbg

APPROVALS: Principal [Signature] Date 4/30/07 Business Administrator Marie J. Guesing Date 6/5/07
[ ] stage manager [x] athletic director [ ] cafeteria manager [ ] head custodian [ ] librarian [ ] a/v coordinator [ ] other Date / /

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Charges: \$
Personnel Employed: (attach time sheets) Charges: \$
Other (specify): 216 Charges: \$

I spoke to Mr. Harold Litts and he said that the lodge and East Stroudsburg Area School District has an agreement to waive all fees (personnel and use of facilities). He spoke to Mr. Brown and Debbie Brown who use the lodge facilities for free for scholarships and hall of fame events.



6/25/07

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Monroe County Historical Association Today's Date 6/5/2007

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no  
If yes, amount \$ 10.00 If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Annual Spaghetti Dinner fundraiser

Name of School Requested JT Lambert Intermediate School

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>Saturday, Sept 29, 2007</u>	<u>2:00pm - 8:00pm</u>	<u>Spaghetti Dinner</u>

Facility Required:

<input type="checkbox"/> Auditorium	<input checked="" type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> All-Purpose Room	<input checked="" type="checkbox"/> Kitchen/Preparation	<input checked="" type="checkbox"/> Kitchen/Serving
<input type="checkbox"/> Swimming Pool (requires proof of certified lifeguard)	<input type="checkbox"/> Stage	<input type="checkbox"/> Fields (specify)
<input type="checkbox"/> Classrooms #	<input type="checkbox"/> Other (specify)	

Equipment Required: (\*must be operated/attended by school personnel)

<input checked="" type="checkbox"/> Kitchen Equipment*	<input type="checkbox"/> Sound System	<input type="checkbox"/> Record Player/Stereo Equip.	<input type="checkbox"/> Piano
<input type="checkbox"/> Stage Lighting*	<input type="checkbox"/> Motion Picture Projector	<input type="checkbox"/> Overhead Projector/Screen	<input type="checkbox"/> Folding Stands
<input type="checkbox"/> Scoreboard*	<input type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Tables and/or Chairs

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows: Yes

\$ 500,000 Bodily Injury Liability (\$500,000 minimum)      \$ 1,000,000 Property Damage Liability (each occurrence) (\$500,000 minimum)

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Amy Leiser or Jason Enelow Address 900 Main Street, Stroudsburg Phone 421-7703  
 Name Andrew Wolf Address 2064 Miller St, Stroudsburg Phone 588-6060

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature Amy Leiser Responsible Organization Official Phone (day) 421-7703  
 (eve.) 350-3642  
 Billing Address 900 Main Street, Stroudsburg PA 18360

APPROVALS: Principal [Signature] Date 6/17/07  
 Business Administrator Maria J. Busby Date 6/21/07  
 copy to  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Security! Date

For office use only: **FACILITIES USE INVOICE**

Facilities/Equipment used: _____	Charges: \$ _____
_____	\$ _____
_____	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets)	\$ _____
_____	\$ _____
Other (specify): <u>218</u>	Charges: \$ _____
_____	\$ _____

June 22, 2007

Board of Education  
East Stroudsburg Area School District  
Administration Building  
321 North Courtland Street  
PO Box 298  
East Stroudsburg, PA 18301

Dear Board of Education,

On behalf of the Monroe County Historical Association, I request a waiver of facility and personnel fees and for the building use of the J.T. Lambert Intermediate School for our Annual Spaghetti Dinner on Saturday, September 29, 2007. Because of the construction and renovation work at the East Stroudsburg South High School, our organization held the Spaghetti Dinner for the first time at JT Lambert Intermediate last September. The facility suited our needs perfectly and we would like to have our fundraiser event again this year at this location.

The Monroe County Historical Association is a non-profit 501(c) (3) corporation and has been serving the community for over 80 years. The mission of MCHA is to promote, protect and preserve the rich history of Monroe County. This fund-raiser will enable us to continue with this important mission. Our organization maintains the only extensive collection of artifacts and archival holdings in the county.

We appreciate the opportunity to use your facility. Thank you for your attention to this matter.

Sincerely,

Amy Leiser  
Executive Director

----- B A T C H I N F O R M A T I O N -----  
 Batch number: 11779      Date of Batch: 6/01/2007  
 User ID: KJK              Batch Totals      Debit      Credit  
 Re-entry date:              31,389.66      31,389.66  
 Re-entry User ID:  
 Closing date: 5/31/2007

DK BUDGET TRANSFERS FOR 5/31/2007  
 May 31, 2007

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
5/31/2007	INNTR	10-2360-615-000-00-00-02	SUPT., IN-HOUSE MEETING COSTS	TO 618	69.00CR	
5/31/2007	INNTR	10-2360-618-000-00-00-02	SUPT., TECH SUPPLIES	FROM 615	69.00	
5/31/2007	INNTR	10-2500-758-000-00-00-05	BUSINESS OFFICE, NEW TECH EQUIP	TO 610	400.00CR	
5/31/2007	INNTR	10-2500-758-000-00-00-05	BUSINESS OFFICE, GEN. SUPPLIES	FROM 758	400.00	
5/31/2007	INNTR	10-2500-758-000-00-00-05	BUSINESS OFFICE, NEW TECH EQUIP	TO 550	171.53CR	
5/31/2007	INNTR	10-2500-550-000-00-00-05	BUSINESS OFFICE, PRINTING	FROM 758	171.53	
5/31/2007	INNTR	10-2840-648-000-00-00-06	ITEC, TECH BOOKS & PERIODICALS	TO 758	72.86CR	
5/31/2007	INNTR	10-2840-758-000-00-00-06	ITEC, NEW EQUIPMENT	FROM 648	72.86	
5/31/2007	INNTR	10-2840-300-000-00-00-06	ITEC, PROFESSIONAL SERVICES	TO 810	500.00CR	
5/31/2007	INNTR	10-2840-810-000-00-00-06	ITEC, DUES & FEES	FROM 300	500.00	
5/31/2007	INNTR	10-2840-530-000-00-00-06	ITEC, COMMUNICATIONS	TO 810	800.00	
5/31/2007	INNTR	10-2840-810-000-00-00-06	ITEC, TECH BOOKS & PERIODICALS	FROM 530	800.00	
5/31/2007	INNTR	10-2840-810-000-00-00-06	ITEC, DUES & FEES	TO 810	1,700.00CR	
5/31/2007	INNTR	10-1100-758-000-01-14-14	MSE, IST, NEW TECH EQUIPMENT	FROM 648	1,700.00	
5/31/2007	INNTR	10-2380-610-000-10-14-14	MSE, PRIN, GENERAL SUPPLIES	TO 610	100.00	
5/31/2007	INNTR	10-1360-432-000-30-31-34	BUSINESS ED., EHS, REPAIRS EQUIP	FROM 758	100.00	
5/31/2007	INNTR	10-1360-648-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	TO 648	460.00CR	
5/31/2007	INNTR	10-1360-760-000-30-31-34	BUSINESS ED., EHS, REPL.EQUIP.	FROM 432	460.00	
5/31/2007	INNTR	10-1360-648-000-30-31-34	BUSINESS ED., EHS, TECH SUPPLIES	TO 648	230.00CR	
5/31/2007	INNTR	10-1360-618-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	FROM 760	230.00	
5/31/2007	INNTR	10-1360-648-000-30-31-34	BUSINESS ED., EHS, SOFTWARE/VID.	TO 648	110.00CR	
5/31/2007	INNTR	10-1100-610-000-30-31-36	ENGLISH, EHS, SUPPLIES	FROM 618	110.00	
5/31/2007	INNTR	10-1100-648-000-30-31-36	ENGLISH, EHS, SOFTWARE/VIDEOS	TO 648	125.00CR	
5/31/2007	INNTR	10-1100-618-000-30-31-36	ENGLISH, EHS, TECH SUPPLIES	FROM 610	125.00	
5/31/2007	INNTR	10-1100-618-000-30-31-36	ENGLISH, EHS, TECH SUPPLIES	TO 648	1,070.00CR	
5/31/2007	INNTR	10-1100-640-000-30-31-36	ENGLISH, EHS, BOOKS/PERIODICALS	FROM 618	1,070.00	
5/31/2007	INNTR	10-2430-610-010-10-00-39	DENTAL, DISTRICT, BID SUPPLIES	TO 648	444.00CR	
5/31/2007	INNTR	10-2430-610-010-10-00-39	DENTAL, DISTRICT, SUPPLIES	FROM 640	444.00	
5/31/2007	INNTR	10-1100-610-000-30-31-41	TECH. ED., EHS, SUPPLIES	TO 610	381.75CR	
5/31/2007	INNTR	10-1100-648-000-30-31-41	TECH. ED., EHS, SOFTWARE/VIDEOS	FROM 610-010	381.75	
5/31/2007	INNTR	10-2250-640-000-10-15-42	LIBRARY, ESE, BOOKS/PERIO.	TO 648	500.00CR	
5/31/2007	INNTR	10-2270-580-000-10-00-42	LIBRARY, DIST, STAFF DEV, CONF	TO 580	500.00	
5/31/2007	INNTR	10-1100-610-000-30-31-43	MATH, EHS, SUPPLIES	FROM 640	96.00CR	
5/31/2007	INNTR	10-1100-610-000-30-31-43	MATH, EHS, SUPPLIES	TO 648	96.00	
5/31/2007	INNTR	10-1100-610-000-30-31-43	MATH, EHS, SUPPLIES	TO 648	2,000.00CR	

220

DK BUDGET TRANSFERS FOR 5/31/2007  
May 31, 2007

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
5/31/2007	INNTR	10-1100-648-000-30-31-43	MATH, EHS, SOFTWARE/VIDEOS	FROM 610	2,000.00	
5/31/2007	INNTR	10-1100-618-000-30-31-43	MATH, EHS, TECH SUPPLIES	TO 648	2,000.00	00CR
5/31/2007	INNTR	10-1100-648-000-30-31-43	MATH, EHS, SOFTWARE/VIDEOS	FROM 618	2,000.00	
5/31/2007	INNTR	10-1100-640-000-30-31-43	MATH, EHS, BOOKS/PERIODICALS	TO 648	350.00	00CR
5/31/2007	INNTR	10-1100-648-000-30-31-43	MATH, EHS, SOFTWARE/VIDEOS	FROM 640	350.00	
5/31/2007	INNTR	10-2271-580-000-30-31-43	MATH, EHS, INSTR./CERT. CONFERENCE	TO 648	650.00	00CR
5/31/2007	INNTR	10-1100-648-000-30-31-43	MATH, EHS, SOFTWARE/VIDEOS	FROM 580	650.00	
5/31/2007	INNTR	10-3200-513-000-30-31-44	BAND, HS-S, CONTRACT TRANSPORT.	TO 750	1,955.38	38CR
5/31/2007	INNTR	10-3200-750-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	FROM 513	1,955.38	
5/31/2007	INNTR	10-3200-751-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	TO 751	4,694.80	80CR
5/31/2007	INNTR	10-3200-300-000-30-31-44	BAND, HS-S, NEW EQUIPMENT-GASB	FROM 750	4,694.80	
5/31/2007	INNTR	10-3200-300-000-30-31-44	BAND, HS-S, PROF. CONTR. SVCS.	TO 750	74.00	00CR
5/31/2007	INNTR	10-3200-750-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	FROM 300	74.00	
5/31/2007	INNTR	10-3200-810-000-30-31-44	BAND, HS-S, DUES & FEES	TO 750	1,632.50	50CR
5/31/2007	INNTR	10-3200-580-000-30-31-44	BAND, HS-S, CONFERENCES	FROM 810	1,632.50	
5/31/2007	INNTR	10-3200-750-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	TO 750	572.00	00CR
5/31/2007	INNTR	10-3200-750-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	FROM 580	572.00	
5/31/2007	INNTR	10-3200-513-000-30-31-44	BAND, HS-S, CONTRACT TRANSPORT.	TO 610	53.04	CR
5/31/2007	INNTR	10-1100-610-000-30-31-44	MUSIC, INSTR, EHS, SUPPLIES	FROM 513	53.04	
5/31/2007	INNTR	10-3200-513-000-30-31-44	BAND, HS-S, CONTRACT TRANSPORT.	TO 758	217.00	00CR
5/31/2007	INNTR	10-1100-758-000-30-31-44	MUSIC, INSTR, EHS, NEW TECH EQUIP.	FROM 513	217.00	
5/31/2007	INNTR	10-3200-513-000-30-31-44	BAND, HS-S, CONTRACT TRANSPORT.	TO 400	4,000.00	00CR
5/31/2007	INNTR	10-3200-400-000-30-31-44	BAND, HS-S, CONTR. MAINT.	FROM 513	4,000.00	
5/31/2007	INNTR	10-3200-610-000-30-31-44	BAND, HS-S, SUPPLIES	TO 750	3,385.92	92CR
5/31/2007	INNTR	10-3200-750-000-30-31-44	BAND, HS-S, NEW EQUIPMENT	FROM 610	3,385.92	
5/31/2007	INNTR	10-1100-530-000-10-16-44	MUSIC, INSTR, BES, POSTAGE	TO 530	46.74	CR
5/31/2007	INNTR	10-2380-530-000-10-16-16	BES, PRIN., POSTAGE/TELEPHONE	FROM 1100-530	46.74	
5/31/2007	INNTR	10-2380-610-000-30-52-52	LIS, PRIN., GENERAL SUPPLIES	TO 768	1,699.00	00CR
5/31/2007	INNTR	10-2380-768-000-30-52-52	LIS, PRIN., REPL. TECH. EQUIPMENT	FROM 610	1,699.00	
5/31/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	TO 581	163.37	37CR
5/31/2007	INNTR	10-3200-581-000-30-31-61	GEN. ATHL., HS-S, MILEAGE	FROM 610	163.37	
5/31/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	TO 610	479.70	70CR
5/31/2007	INNTR	10-3200-581-000-30-31-61	BASEBALL, HS-S, SUPPLIES	FROM 610	479.70	
5/31/2007	INNTR	10-3200-581-000-30-51-72	GEN. ATHL., HS-N, MILEAGE	TO 581	84.12	12CR
5/31/2007	INNTR	10-3201-610-000-30-51-72	SOFTBALL, HS-N, MILEAGE	FROM 581-61	84.12	
5/31/2007	INNTR	10-3201-610-000-30-31-74	TENNIS, HS-S, BOYS, SUPPLIES	TO 581-74	61.11	11CR
5/31/2007	INNTR	10-3201-581-000-30-31-74	TENNIS, HS-S, BOYS, MILEAGE	FROM 610-74	61.11	
5/31/2007	INNTR	10-3202-610-000-30-31-75	TRACK, HS-S, GIRLS, SUPPLIES	TO 581-75	19.50	50CR
5/31/2007	INNTR	10-3202-581-000-30-31-75	TRACK, HS-S, GIRLS, MILEAGE	FROM 610-75	19.50	
5/31/2007	INNTR	10-3201-610-000-30-31-75	TRACK, HS-S, BOYS, SUPPLIES	TO 581-75	21.34	34CR
5/31/2007	INNTR	10-3201-581-000-30-31-75	HS-S BOYS TRACK, MILEAGE	FROM 610	21.34	

Total: .00  
Debits: 31,389.66  
Credits: 31,389.66

76 Transactions  
0 Unbalanced references

INNTR

Jun 01, 2007

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 3  
ID: AC1290

DK BUDGET TRANSFERS FOR 5/31/2007  
May 31, 2007

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence

Jun 01, 2007

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 4  
ID: AC1290

----- END OF BATCH INFORMATION -----

Batch number: 11779 Date of Batch: 6/01/2007

Number of Journals -----

With errors: 0

Without errors: 1

Total: ----- 1

Number of Transactions: 76

Fund	Description	FUND TOTALS	Debit	Credit
00010	GENERAL FUND		31,389.66	31,389.66
			31,389.66	31,389.66

223

----- END OF JOB INFORMATION -----

Number of Journals

With errors: 0  
Without errors: 1

Total: 1

Number of Transactions: 76

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	31,389.66	31,389.66
		31,389.66	31,389.66

End of Report - 14.20.50

224

B A T C H I N F O R M A T I O N

Batch number: 11880      Date of Batch: 6/20/2007      Batch Totals      Debit      Credit  
 User ID: KJK      Re-entry date: 38,956.86      38,956.86

Closing date: 6/30/2007

DK BUDGET TRANSFERS FOR 6/25/07 MEET  
June 30, 2007

Date	Refer-ence	Account number	Account title	Description	Amount	Refer-ence
6/30/2007	INNTR	10-2836-580-000-00-00-01	BOARD SERV,N-CERT/N.INST. CONF.	TO 540	689.20CR	
6/30/2007	INNTR	10-2310-540-000-00-00-01	BOARD SERVICE, ADVERTISING	FROM 580	689.20	
6/30/2007	INNTR	10-2836-580-000-00-00-01	BOARD SERV,N-CERT/N.INST. CONF.	TO 615	325.00CR	
6/30/2007	INNTR	10-2310-615-000-00-00-01	BOARD SERVICE, IN-HOUSE MTG. EXP	FROM 580	325.00	
6/30/2007	INNTR	10-2836-580-000-00-00-01	BOARD SERV,N-CERT/N.INST. CONF.	TO 615	115.00CR	
6/30/2007	INNTR	10-2310-615-000-00-00-01	BOARD SERVICE, IN-HOUSE MTG. EXP	FROM 580	115.00	
6/30/2007	INNTR	10-2840-648-000-00-00-06	ITEC, TECH BOOKS & PERIODICALS	FROM 648	500.00CR	
6/30/2007	INNTR	10-2840-618-000-00-00-06	ITEC, TECH SUPPLIES	FROM 648	500.00	
6/30/2007	INNTR	10-2840-648-000-00-00-06	ITEC, TECH BOOKS & PERIODICALS	TO 618	1,000.00CR	
6/30/2007	INNTR	10-2840-618-000-00-00-06	ITEC, TECH SUPPLIES	TO 618	1,000.00	
6/30/2007	INNTR	10-2600-432-000-00-00-07	BUS GARAGE,EQUIP REPAIRS	FROM 648	3,600.00CR	
6/30/2007	INNTR	10-2700-610-000-00-00-07	TRANSPORTATION,GEN. SUPPLIES	TO 610	3,600.00	
6/30/2007	INNTR	10-2700-648-000-00-00-07	TRANSPORTATION,TECH BOOKS	FROM 432	3,600.00	
6/30/2007	INNTR	10-2836-580-000-00-00-07	TRANSP,N.CERT/N.INSTR. CONF.	TO 580	1,009.02CR	
6/30/2007	INNTR	10-2830-890-000-00-00-09	PUPIL SVCS,MISC EXPENSE	FROM 648	1,009.02	
6/30/2007	INNTR	10-2190-581-000-00-00-09	OUT OF DIST PLACE., MILEAGE	TO 581	600.00	
6/30/2007	INNTR	10-1100-610-000-04-14-14	MSE, 4TH SUPPLIES	FROM 890	600.00	
6/30/2007	INNTR	10-2380-581-000-10-14-14	MSE, PRIN, IN-DISTRICT MILEAGE	TO 581	336.71CR	
6/30/2007	INNTR	10-1100-610-000-04-14-14	MSE, 4TH SUPPLIES	FROM 610	336.71	
6/30/2007	INNTR	10-2600-449-000-10-14-14	MSE,CUST, UNIFORM RENTAL	TO 449	140.35	
6/30/2007	INNTR	10-1100-610-000-00-14-14	MSE,KDG SUPPLIES	FROM 610	140.35	
6/30/2007	INNTR	10-1100-442-000-03-14-14	MSE, 3RD EQUIPMENT RENTAL	TO 750	818.35CR	
6/30/2007	INNTR	10-1100-610-000-04-14-14	MSE, 4TH SUPPLIES	FROM 618	818.35	
6/30/2007	INNTR	10-1100-442-000-04-14-14	MSE, 4TH EQUIPMENT RENTAL	TO 442	818.36CR	
6/30/2007	INNTR	10-1100-581-000-05-16-16	BES, INST, IN-DISTRICT MILEAGE	FROM 610	818.36	
6/30/2007	INNTR	10-1100-581-000-10-16-16	BES, 5TH, IN-DISTRICT MILEAGE	TO 582	57.00CR	
6/30/2007	INNTR	10-1100-581-000-10-16-16	BES, 5TH, IN-DISTRICT MILEAGE	FROM 581	57.00	
6/30/2007	INNTR	10-1100-581-000-05-16-16	BES, 4TH INSTR, TECH SUPPLIES	TO 618	2.00CR	
6/30/2007	INNTR	10-1100-610-000-04-16-16	BES, 4TH SUPPLIES	FROM 581	2.00	
6/30/2007	INNTR	10-1100-581-000-01-16-16	BES, 1ST, IN-DISTRICT MILEAGE	TO 581	107.61CR	
6/30/2007	INNTR	10-1100-618-000-00-16-16	BES, 3RD, IN-DISTRICT MILEAGE	FROM 610	107.61	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 1ST INSTR, TECH SUPPLIES	TO 618	2.00CR	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 3RD, IN-DISTRICT MILEAGE	FROM 581	2.00	
6/30/2007	INNTR	10-1100-618-000-02-16-16	BES, 2ND, INSTR, TECH SUPPLIES	TO 618	1.50CR	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 3RD, IN-DISTRICT MILEAGE	FROM 581	1.50	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 3RD, IN-DISTRICT MILEAGE	TO 618	1.50CR	

225



DK BUDGET TRANSFERS FOR 6/25/07 MEET  
June 30, 2007

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2007	INNTR	10-1100-618-000-03-16-16	BES, 3RD, INSTR, TECH SUPPLIES	FROM 581	1.50	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 3RD, IN-DISTRICT MILEAGE	TO 618	1.50CR	
6/30/2007	INNTR	10-1100-618-000-04-16-16	BES, 4TH, INSTR, TECH SUPPLIES	FROM 581	1.50	
6/30/2007	INNTR	10-1100-581-000-03-16-16	BES, 3RD, IN-DISTRICT MILEAGE	TO 618	1.50CR	
6/30/2007	INNTR	10-1100-618-000-05-16-16	BES, 5TH, INSTR, TECH SUPPLIES	FROM 581	1.50	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 610	1,599.30	
6/30/2007	INNTR	10-1100-610-010-00-16-16	BES, KDG, BID SUPPLIES	FROM 610	1,599.30	
6/30/2007	INNTR	10-1100-610-000-01-16-16	BES, PRIN, GENERAL SUPPLIES	TO 610	698.21CR	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 750	855.57CR	
6/30/2007	INNTR	10-2380-750-000-10-16-16	BES, PRIN., NEW EQUIPMENT	FROM 610	855.57	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN, GENERAL SUPPLIES	TO 640	855.57	
6/30/2007	INNTR	10-1100-640-000-04-16-16	BES, 4TH, INSTR, BOOKS/PERIODICAL	FROM 610	562.71CR	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 640	40.67	
6/30/2007	INNTR	10-1100-640-000-05-16-16	BES, 5TH, INSTR, BOOKS/PERIODICAL	FROM 610	40.67	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN, GENERAL SUPPLIES	TO 750	138.35CR	
6/30/2007	INNTR	10-1100-750-000-01-10-10	RES, 1ST, NEW EQUIPMENT	FROM 610	138.35	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 580	41.25CR	
6/30/2007	INNTR	10-2271-580-000-10-16-16	BES, INSTR./CERT. CONFERENCE	FROM 610	41.25	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN, GENERAL SUPPLIES	TO 610-010	49.90CR	
6/30/2007	INNTR	10-2380-610-010-10-16-16	BES, PRIN., BID SUPPLIES	FROM 610	49.90	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 640	151.85CR	
6/30/2007	INNTR	10-1100-640-000-01-16-16	BES, 1ST, INSTR, BOOKS/PERIODICAL	FROM 640	151.85	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN, GENERAL SUPPLIES	TO 640	93.90CR	
6/30/2007	INNTR	10-1100-640-000-02-16-16	BES, 2ND, INSTR, BOOKS/PERIODICAL	FROM 610	93.90	
6/30/2007	INNTR	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	TO 640	140.67CR	
6/30/2007	INNTR	10-1100-640-000-03-16-16	BES, 3RD, INSTR, BOOKS/PERIODICAL	FROM 610	140.67	
6/30/2007	INNTR	10-1100-610-000-06-52-19	LIS, 6TH, SUPPLIES	TO 442	583.21CR	
6/30/2007	INNTR	10-1100-442-000-06-52-19	LIS, 6TH, EQUIPMENT RENTAL	FROM 610	583.21	
6/30/2007	INNTR	10-2380-550-000-30-52-52	LIS, PRIN., PRINTING	TO 400	81.00CR	
6/30/2007	INNTR	10-2380-400-000-30-52-52	LIS, PRIN., PROPERTY SERVICE	FROM 550	81.00	
6/30/2007	INNTR	10-2840-610-000-00-00-22	DIR. ADMIN. SYS. GENERAL SUPPLIE	TO 618	56.39CR	
6/30/2007	INNTR	10-2840-618-000-00-00-22	DIR. ADM. SYS. TECH SUPPLIES	FROM 610	56.39	
6/30/2007	INNTR	10-2840-758-000-00-00-22	DIR. ADM. SYS. NEW TECH EQUIP-	FROM 758	844.52CR	
6/30/2007	INNTR	10-2840-759-000-00-00-22	DIR. ADM. SYS. NEW TECH EQUIP-GAS	FROM 759	844.52	
6/30/2007	INNTR	10-2840-750-000-00-00-22	DIR. ADM. SYS. NEW EQUIPMENT	TO 759	2,856.80	
6/30/2007	INNTR	10-2840-759-000-00-00-22	DIR. ADM. SYS. NEW TECH EQUIP-GAS	FROM 750	2,856.80	
6/30/2007	INNTR	10-2600-610-000-30-32-32	JTL, CUST., GENERAL SUPPLIES	TO 750	2,790.00	
6/30/2007	INNTR	10-2600-750-000-30-32-32	JTL, CUST., NEW EQUIPMENT	FROM 610	2,790.00	
6/30/2007	INNTR	10-1100-513-000-30-32-44	MUSIC, INSTR, JTL, CONTR. TRANSP.	TO 400	900.00	
6/30/2007	INNTR	10-1100-400-000-30-32-44	MUSIC, INST., JTL, PROPERTY SVC	FROM 513	900.00	
6/30/2007	INNTR	10-1100-580-000-30-51-36	ENGLISH, EHN, CONFERENCES	TO 640-004	95.61CR	
6/30/2007	INNTR	10-1100-640-004-30-51-36	ENGLISH, EHN, C&I, TEXTBOOKS	FROM 580	95.61	
6/30/2007	INNTR	10-2120-580-000-10-10-38	GUIDANCE, RES, CONFERENCES	TO 581	42.24CR	
6/30/2007	INNTR	10-2120-581-000-10-10-38	GUIDANCE, RES, MILEAGE	FROM 580	42.24	
6/30/2007	INNTR	10-2120-610-000-10-11-38	GUIDANCE, JMH, SUPPLIES	TO 442	184.52CR	

226

DK BUDGET TRANSFERS FOR 6/25/07 MEET  
June 30, 2007

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2007	INNTR	10-2120-442-000-10-11-38	GUIDANCE JMH, EQUIPMENT RENTAL,	FROM 610	184.52	
6/30/2007	INNTR	10-2120-580-000-10-10-38	GUIDANCE, RES, CONFERENCES	TO 581	3.88CR	
6/30/2007	INNTR	10-2120-581-000-10-10-38	GUIDANCE, RES, MILEAGE	FROM 580	3.88	
6/30/2007	INNTR	10-2420-610-000-10-14-39	MEDICAL, MSE, SUPPLIES/FIRST AID	TO 580	15.06CR	
6/30/2007	INNTR	10-2420-580-000-10-14-39	MEDICAL, MSE, CONFERENCE	FROM 610	15.06	
6/30/2007	INNTR	10-3200-513-000-30-31-44	BAND, HS-S, CONTRACT TRANSPORT.	TO 610	318.06CR	
6/30/2007	INNTR	10-3200-610-000-30-31-44	BAND, HS-S, SUPPLIES	FROM 513	8.50	
6/30/2007	INNTR	10-1100-648-000-10-11-45	MUSIC, VOCAL, JMH, SOFTWARE/VIDEO	TO 610	2.90CR	
6/30/2007	INNTR	10-1100-610-000-10-11-45	MUSIC, VOCAL, JMH, SUPPLIES	FROM 648	8.50	
6/30/2007	INNTR	10-1100-400-000-10-12-45	MUSIC, VOCAL, SMI, PROP. SERVICE	TO 610	2.90	
6/30/2007	INNTR	10-1100-400-000-10-12-45	MUSIC, VOCAL, SMI, SUPPLIES	FROM 400	30.00CR	
6/30/2007	INNTR	10-1100-400-000-10-12-45	MUSIC, VOCAL, SMI, NEW EQUIPMENT	TO 750	30.00	
6/30/2007	INNTR	10-1100-750-000-10-12-45	MUSIC, VOCAL, SMI, SUPPLIES	FROM 400	220.69CR	
6/30/2007	INNTR	10-1100-610-000-30-31-48	SCIENCE, EHS, SUPPLIES	FROM 610	13,000.00	
6/30/2007	INNTR	10-1100-618-000-30-31-48	SCIENCE, EHS, TECH SUPPLIES	TO 618	13,000.00	
6/30/2007	INNTR	10-2660-400-000-30-51-91	SECURITY EHN, CONTR. MAINTENANCE	TO 444		
6/30/2007	INNTR	10-2660-444-000-30-51-91	SECURITY, EHN, RENTAL LEASE	FROM 400		
6/30/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	TO 581	101.29	
6/30/2007	INNTR	10-3200-581-000-30-31-61	GEN. ATHL., HS-S, MILEAGE	FROM 610	86.82CR	
6/30/2007	INNTR	10-3200-581-000-30-31-61	GEN. ATHL., HS-S, MILEAGE	TO 581	86.82	
6/30/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	FROM 610	42.00CR	
6/30/2007	INNTR	10-3201-400-000-30-31-63	BASKETBALL, HS-S, BOYS, CONTR. MAI	FROM 610	42.00	
6/30/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	TO 581	158.11CR	
6/30/2007	INNTR	10-3200-581-000-30-31-71	SOFTBALL, SOUTH-MILEAGE	FROM 610	158.11	
6/30/2007	INNTR	10-3200-610-000-30-31-61	HS-S GIRLS SOCCER-MILEAGE	TO 581-71	108.16CR	
6/30/2007	INNTR	10-3200-581-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	FROM 610	108.16	
6/30/2007	INNTR	10-3200-581-000-30-31-62	BASEBALL, HS-S, MILEAGE	TO 581-62	266.75CR	
6/30/2007	INNTR	10-2271-580-000-30-32-78	ATHL. TRAINER, JTL, INST/CERT. CON	FROM 610-61	266.75	
6/30/2007	INNTR	10-2271-580-000-30-31-78	ATH. TRAIN HS-S CERT/INSTR. CONF	TO 580-78	200.00CR	
6/30/2007	INNTR	10-2271-580-000-30-52-78	ATH. TRAIN LEHM. INST/CERT. CONF	FROM 580-78	200.00	
6/30/2007	INNTR	10-2834-580-000-30-51-78	ATH. TRAIN HS-S CERT N-INST. CONF	TO 580-52-78	200.00CR	
6/30/2007	INNTR	10-3200-581-000-30-51-61	GEN. ATHL., HS-N, MILEAGE	FROM 580-52-78	200.00	
6/30/2007	INNTR	10-3200-581-000-30-51-72	SOFTBALL, HS-N, MILEAGE	TO 581-72	42.68CR	
6/30/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	FROM 581-61	42.68	
6/30/2007	INNTR	10-3200-581-000-30-31-61	BASEBALL, HS-S, MILEAGE	TO 581-62	74.69CR	
6/30/2007	INNTR	10-3200-610-000-30-31-61	GEN. ATHL., HS-S, SUPPLIES	FROM 610	74.69	
6/30/2007	INNTR	10-3202-610-000-30-31-61	BASKETBALL, HS-S, SUPPLIES	TO 610-63	640.00CR	
6/30/2007	INNTR	10-3202-610-000-30-31-63	BASKETBALL, HS-S, GIRLS, SUPPLIES	FROM 610-61	640.00	
6/30/2007	INNTR	10-3200-610-000-30-51-61	GEN. ATHL., HS-N, SUPPLIES	TO 610	504.00CR	
6/30/2007	INNTR	10-3201-610-000-30-51-74	TENNIS, HS-N, BOYS, SUPPLIES	FROM 610-61	504.00	

Total: .00  
Debits: 38,956.86  
Credits: 38,956.86

122 Transactions  
0 Unbalanced references

INNTR

Jun 20, 2007

001 East Stroudsburg Area School District  
BUDGET TRANSFERS EDIT

Page: 4  
ID: AC1290

DK BUDGET TRANSFERS FOR 6/25/07 MEET  
June 30, 2007

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer -ence

----- END OF BATCH INFORMATION -----

Batch number: 11880 Date of Batch: 6/20/2007

Number of Journals	-----
With errors:	0
Without errors:	1
Total:	1
Number of Transactions:	122

Fund	Description	FUND TOTALS	Debit	Credit
00010	GENERAL FUND	-----	38,956.86	38,956.86
		-----	38,956.86	38,956.86
		=====	38,956.86	38,956.86

----- END OF JOB INFORMATION -----

Number of Journals

-----  
With errors: 0  
Without errors: 1  
Total: 1

Number of Transactions: 122

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	38,956.86	38,956.86
		38,956.86	38,956.86

End of Report - 16.17.28

230

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155670	5/03/2007	LAURA J. ADAMS SMI, KDG, IN-DISTRICT MILEAGE	16.98
155671	5/03/2007	JENNIFER AGOLINO ACCOUNTABILITY-CERT. INSTR. CONF	1,069.05
155672	5/03/2007	AMY ALBERTSON E.S.L. TUTORS, TUITION REIMB.	1,962.00
155673	5/03/2007	C.E.D./ALL PHASE ELECTRIC GEN.MAINT., ELEM., SUPPLIES	105.00
155674	5/03/2007	ALLEGHENY EDUCATIONAL SYSTEMS, INC. TECH.ED., EHN, SOFTWARE/VIDEOS	5,643.56
155675	5/03/2007	AMERICAN RIBBON MANUFACTURERS, INC. F&CS, EHS, SUPPLIES	196.90
155676	5/03/2007	LYNN ANTOLICK MUSIC, VOCAL, BES, CERT. CONFERENC	309.72
155677	5/03/2007	DOUGLAS ARNOLD PUPIL SVCS, CERT/N-INST. CONF.	365.25
155678	5/03/2007	AVANTI CREATIONS LIBRARY, HS-N, SUPPLIES	775.00
155679	5/03/2007	AVERY TRANSPORTATION FOR.LANG., EHS, CONTRACT TRANSP.	300.00
155680	5/03/2007	LORELLE E BARRETT SPEC.ED., IDEA, SEC, TUITION	1,145.00
155681	5/03/2007	DR. JOHN BART D.O. ATHLETICS, EHS, PHYS.SERVICES	1,216.38
155682	5/03/2007	PATRICIA BAUGHMAN PERSONNEL, MILEAGE	17.46
155683	5/03/2007	LAURIE BENNETT MEDICAL, MSE, CONFERENCE	25.22
155684	5/03/2007	LORI BETTENCOURT MATH, EHS, TUITION REIMBURSEMENT	1,008.00
155685	5/03/2007	BUREAU OF LECTURES & CONCERT ARTISTS, INC JTL, ACTIVITIES, PROF.CONTRACTS	325.00
155686	5/03/2007	CALLOWAY HOUSE, INC. SMI, 4TH, SUPPLIES	58.90
155687	5/03/2007	MARIANNE CANNELL MEDICAL, MSE, CONFERENCE	49.47
155688	5/03/2007	BWP CARQUEST AUTO PARTS TRANSPORTATION, GEN. SUPPLIES	247.07
155689	5/03/2007	CENTER CITY PLUMBING SUPPLIES GEN.MAINT., SEC., SUPPLIES	35.76
155690	5/03/2007	CINTAS CORPORATION EHS, CUST., GENERAL SUPPLIES	174.59
155691	5/03/2007	COLONIAL INTERMEDIATE UNIT 20 SPEC.ED., ITIN.HEARING, I.U.PROG	4,627.36
155692	5/03/2007	COLONIAL INTERMEDIATE UNIT 20 Prepayments	117.00
155693	5/03/2007	COLONIAL INTERMEDIATE UNIT 20 Prepayments	85.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155694	5/03/2007	COLT PLUMBING SPECIALTIES GEN.MAINT.,ELEM.,SUPPLIES	369.50
155695	5/03/2007	CONTRACTORS HAULING SERVICE GEN.MAINT.,SEC.,CONTR.MAINT.	200.00
155696	5/03/2007	CRAMER'S HOME CENTER TECH.ED.,EHN,SUPPLIES	409.36
155697	5/03/2007	CRAMER'S HOME CENTER GEN.MAINT.,SEC.,SUPPLIES	456.35
155698	5/03/2007	CRAMER'S HOME CENTER GEN.MAINT.,SEC.,SUPPLIES	341.86
155699	5/03/2007	CRAMER'S HOME CENTER TECH.ED.,EHN,SUPPLIES	1,287.18
155700	5/03/2007	CRAMER'S HOME CENTER EHS,CUST.,GENERAL SUPPLIES	29.20
155701	5/03/2007	CSI COMMUNICATIONS, INC. GEN.MAINT.,ELEM.,CONTR.MAINT.	522.50
155702	5/03/2007	DEL-VAL ENTERPRISES, INC. SMI,PRIN.,NEW EQUIPMENT >\$2500	2,850.00
155703	5/03/2007	DONNA LEHMANN-DEMING ACCTABILITY, MILEAGE	128.53
155704	5/03/2007	DEMPSEY UNIFORM & LINEN SERVICE, INC. GEN.MAINT.,CONTRACT.SERV.	281.07
155705	5/03/2007	THE DEVEREUX FOUNDATION SPEC.ED.,SEC ESASD TUITION	14,112.00
155706	5/03/2007	VINCENT DILDINE TRANSPORTATION,IN-DIST.MILEAGE	5.00
155707	5/03/2007	EAST STROUDSBURG CAFETERIA ASST.SUPT.SPEC.PROJ,IN-HOUSE	65.00
155708	5/03/2007	SUSAN EDEN JTL,PRIN,CERT/INST,CONF	397.28
155709	5/03/2007	ELLISON EDUCATIONAL SMI,INSTR.,SUPPLIES	276.00
155710	5/03/2007	THE EXPRESS TIMES BOARD SERVICE, ADVERTISING	363.00
155711	5/03/2007	FARM & HOME OIL COMPANY TRANSPORTATION,SOUTH,DIESEL	19,597.21
155712	5/03/2007	FASTENAL COMPANY GEN.MAINT.,ELEM.,SUPPLIES	172.45
155713	5/03/2007	ROSE ANN C. FERULLO FOR.LANG,EHS,INSTR/CERT.CONF.	196.64
155714	5/03/2007	MATTHEW J FLICKER MUSIC,INSTR,JTL,6TH,CERT.CONF.	200.00
155715	5/03/2007	FOLLETT LIBRARY RESOURCES LIBRARY,LEH.,BOOKS/PERIO.	654.54
155716	5/03/2007	FORD MOTOR CREDIT COMPANY SECURITY,HS-S,VEHICLE LEASE	22,028.38
155717	5/03/2007	CECILIA FUSCO SENIOR REBATE, LEHMAN	602.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155718	5/03/2007	GREGORY GRAHAM PIANO SERVICE MUSIC, VOCAL, JMH, PROP. SERVICE	190.00
155719	5/03/2007	HAAN CRAFTS F&CS, JTL, SUPPLIES	1,167.88
155720	5/03/2007	HAJOCA CORPORATION GEN.MAINT., SEC., SUPPLIES	181.38
155721	5/03/2007	HANSON AGGREGATES INC. GEN.MAINT., SEC., SUPPLIES	894.48
155722	5/03/2007	HARCOURT ASSESSMENT, INC. SPEC.ED., IDEA, TEXTBOOKS	921.17
155723	5/03/2007	ROBERT C. HARTMAN MUSIC, VOCAL, ESE, PROP. SERVICE	200.00
155724	5/03/2007	HILLTOP SALES & SERVICE GEN.ATHL., HS-N, CONTR.MAINT.	383.20
155725	5/03/2007	KIMBERLY A. HOLCOMB TRANSPORTATION, IN-DIST.MILEAGE	220.19
155726	5/03/2007	HOUGHTON MIFFLIN COMPANY BES, 5TH, INSTR, BOOKS/PERIODICAL	120.84
155727	5/03/2007	EDWARD A. HUDAK MUSIC, VOCAL, EHN, PROPERTY SVC	180.00
155728	5/03/2007	IBM CORPORATION DEBT SERV., ADM.COMPUTER, PRIN.	3,011.00
155729	5/03/2007	AMANDA ISENBERG ENGLISH, EHS, TUITION REIMBURSE.	1,989.00
155730	5/03/2007	J.D.M. MATERIALS COMPANY GEN.MAINT., SEC., SUPPLIES	405.37
155731	5/03/2007	JAMES K JOHNSTON TRANSPORTATION, IN-DIST.MILEAGE	5.00
155732	5/03/2007	KEVIN KENNEDY BASKETBALL, HS-N, BOYS, MILEAGE	75.66
155733	5/03/2007	TERRI KLEE ACCTABILITY, MILEAGE	50.68
155734	5/03/2007	PAUL KOLANKOSKI F&CS, EHN, IN-DISTRICT MILEAGE	53.35
155735	5/03/2007	KRONOS INC. LEASING DIVISION LEASE PRINCIPAL - KRONOS	5,934.00
155736	5/03/2007	LAKESHORE LEARNING MATERIALS TL. I, READING, TEXTBOOKS	167.43
155737	5/03/2007	KURT LANCASTER GEN.MAINT., IN-DISTRICT MILEAGE	230.86
155738	5/03/2007	JASON P LEAP SOC.STUDIES, LIS, TUITION REIMB.	2,352.00
155739	5/03/2007	LEVIN LEGAL GROUP LEGAL SVCS., SPECIAL EDUCATION	3,680.39
155740	5/03/2007	M-B ELECTRONICS BES, 2ND, SUPPLIES	24.27
155741	5/03/2007	EDWIN MALAVE ITEC, DIST, N/ INSTR-N/CERT. CONF	669.36



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155742	5/03/2007	JENNIFER L MARMO ENGLISH, EHN, CERTIF/INSTR.CONF.	53.32
155743	5/03/2007	MASTER CHEMICAL PRODUCTS, INC. EHN, CUST., GENERAL SUPPLIES	1,122.50
155744	5/03/2007	MCGRAW-HILL INC. SPEC.ED., IDEA, TEXTBOOKS	2,807.98
155745	5/03/2007	MCM ELECTRONICS TECH.ED., EHS, SUPPLIES	90.13
155746	5/03/2007	MET-ED EHS, CUST., ELECTRIC	9,103.40
155747	5/03/2007	BARBARA A. MILLER TL.I, CONFERENCES	122.31
155748	5/03/2007	DARYLE MILLER GEN.MAINT., IN-DISTRICT MILEAGE	71.78
155749	5/03/2007	MONROE COUNTY HISTORICAL ASSOCIATION BUSINESS OFFICE, DUES & FEES	250.00
155750	5/03/2007	SHERRY MORRO SPEC.ED.SUPV., SEC., MILEAGE	19.40
155751	5/03/2007	MR. Z'S FOOD MARKET #158 F&CS, LIS, SUPPLIES	303.67
155752	5/03/2007	MR. Z'S STORE #117 F&CS, EHS, SUPPLIES	310.24
155753	5/03/2007	MR. JOHN GEN.ATHL., HS-S, CONTR.MAINT.	353.50
155754	5/03/2007	STEPHANIE L. MULLER BES, INST., TUITION REIMBURSE.	2,970.00
155755	5/03/2007	THE MUSIC STORE, INC. MUSIC, INSTR, LIS, 6TH, PROP.SVC.	488.35
155756	5/03/2007	CATHERINE NEFFUE SENIOR REBATE, SMITHFIELD	333.96
155757	5/03/2007	NORTH POCONO BUS COMPANY, INC. TRANSPORTATION, CONTRACTED	7,821.02
155758	5/03/2007	OPDYKE'S SALES & SERVICE TRANSPORTATION, GEN. SUPPLIES	781.04
155759	5/03/2007	PA DEP TRANSPORTATION, CONT. MAINT.	50.00
155760	5/03/2007	PENNSYLVANIA TURNPIKE COMMISSION BAND, HS-S, DUES & FEES	42.50
155761	5/03/2007	PETTY CASH TITLE I, REFRESHMENTS	49.92
155762	5/03/2007	PETTY CASH MIDDLE SMITHFIELD MSE, PRIN., GENERAL SUPPLIES	37.08
155763	5/03/2007	POCONO TRACTOR GEN.MAINT., REPLACE. EQUIPMENT	298.00
155764	5/03/2007	MARY POLOWAY JMH, 1ST, IN-DISTRICT MILEAGE	9.00
155765	5/03/2007	ANNELLE PREFONTAINE TL.I, CONFERENCES	1,498.24

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155766	5/03/2007	PROSSER LABORATORIES, INC. EHN,CUST., PROF.CONTRACT MAINT.	7,136.05
155767	5/03/2007	PA SCHOOL BOARD ASSOCIATION (PSBA) BOARD SERVICE,DUES & FEES	12,275.00
155768	5/03/2007	AMANDA S REICHE F&CS,EHN,TUITION REIMBURSEMENT	981.00
155769	5/03/2007	RESICA SUNSHINE FUND PEPSI Commissions Payable	46.53
155770	5/03/2007	ROBINSON RODRIGUEZ JR. ITEC,IN-DISTRICT MILEAGE	153.75
155771	5/03/2007	ALEXANDRA L. ROSCHER MATH,EHS,TUITION REIMBURSEMENT	3,024.00
155772	5/03/2007	VIOLA E RUE JMH,1ST,IN-DISTRICT MILEAGE	4.00
155773	5/03/2007	LINDA SCHALLER MUSIC,VOCAL,ESE,IN-DISTR.MILES	65.96
155774	5/03/2007	CHRIS SCHELLHAMER FOR.LANG,EHS,INSTR/CERT.CONF.	229.42
155775	5/03/2007	CHRISTIAN W. SCHNEIDER JTL,6TH,INST,TUITION REIMBURSE	981.00
155776	5/03/2007	CHECK VOIDED	
155777	5/03/2007	MAUREEN G. SEIDEL ITEC,IN-DISTRICT MILEAGE	47.51
155778	5/03/2007	SHAWNEE ACADEMY, LTD.	19,140.00
155779	5/03/2007	JAMES F. SHEAROUSE Due Fr.Bond Construction Funds	211.46
155780	5/03/2007	A.J. SMITH ELECTRIC MOTOR SERVICE GEN.MAINT.,SEC.,SUPPLIES	54.50
155781	5/03/2007	MARIE A. SMITH SENIOR REBATE, E.S.BOROUGH	263.40
155782	5/03/2007	TONI SMITH TRANSPORTATION,IN-DIST.MILEAGE	5.00
155783	5/03/2007	SOCIAL WELFARE COMMITTEE PEPSI Commissions Payable	35.16
155784	5/03/2007	EDWARD SOKOLY SENIOR REBATE, E.S.BOROUGH	750.00
155785	5/03/2007	STRAND POOL SUPPLY & SERVICE SEWER PLANT, SUPPLIES	416.00
155786	5/03/2007	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT.,SEC.,REPL.EQUIP.	2,773.65
155787	5/03/2007	SUNSHINE CLUB PEPSI Commissions Payable	98.70
155788	5/03/2007	CAROL LEE THOMAS OUT OF DIST PLACE., MILEAGE	317.19
155789	5/03/2007	TRANE OF NORTHEASTERN PENNSYLVANIA GEN.MAINT.,SEC.,SUPPLIES	204.00
155790	5/03/2007	BILLIE K TRAUSCHKE MSE,5TH,TUITION REIMBURSEMENT	2,016.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155791	5/03/2007	CAROLYN A. TROINA ESTATE OF SENIOR REBATE, E.S.BOROUGH	384.80
155792	5/03/2007	UNITED STATES POSTAL SERVICE EHS, PRIN., POSTAGE/TELEPHONE	2,000.00
155793	5/03/2007	VERIZON TRANSPORTATION, POSTAGE/TELEPH.	76.49
155794	5/03/2007	VERIZON WIRELESS DISTRICT, TELECOMMUNICATIONS	3,772.18
155795	5/03/2007	WILLIAM VITULLI BUSINESS ED., EHS, CONFERENCES	63.95
155796	5/03/2007	KEVIN M. VOGLINO ENGLISH, EHN, TUITION REIMBURSE.	1,620.00
155797	5/03/2007	SARGENT-WELCH A VWR COMPANY SCIENCE, EHS, SUPPLIES	158.93
155798	5/03/2007	WE CARE PEPSI Commissions Payable	138.42
155799	5/03/2007	WHOLESALE CHESS CHESS, HS-S, SUPPLIES	352.33
155800	5/03/2007	WOMEN'S CAUCUS OF PASA HS-S, PRIN., CONFERENCES	100.00
155801	5/03/2007	NADIA WOROBIJ MUSIC, VOCAL, BES, CERT. CONFERENC	354.10
155802	5/03/2007	XEROX CORPORATION EYF-021025	1,250.63
155803	5/03/2007	E.S.E.A. ESEA Dues	24,514.84
155804	5/03/2007	FEDERAL RESERVE BANK Savings Bond Deductions	300.00
155805	5/03/2007	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	112.16
155806	5/03/2007	NEW JERSEY FAMILY SUPPORT PAYMENT CENTER Miscellaneous Deductions	248.00
155807	5/03/2007	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	371.16
155808	5/03/2007	PA SCDU Miscellaneous Deductions	3,061.61
155809	5/03/2007	UNITED STATES TREASURY Miscellaneous Deductions	1,255.71
155810	5/10/2007	JENNIFER AGOLINO ACCTABILITY, MILEAGE	151.32
155811	5/10/2007	DOLORES ANDERS JMH, 3RD, IN-DISTRICT MILEAGE	3.88
155812	5/10/2007	DOUGLAS ARNOLD PUPIL SVCS, CERT/N-INST. CONF.	598.58
155813	5/10/2007	AT&T EHN, CUST., TELEPHONE	25.68
155814	5/10/2007	AMY S. AUSTIN SOFTBALL, HS-N, MILEAGE	74.69

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155815	5/10/2007	DAVID BAKER MSE, PRIN., IN-DISTRICT MILEAGE	41.71
155816	5/10/2007	BANKS' VACUUM SALES AND SERVICE BES, CUST., GENERAL SUPPLIES	107.48
155817	5/10/2007	BATTERYJACK INC. JTL, PRIN., GENERAL SUPPLIES	31.05
155818	5/10/2007	PATRICIA BAUGHMAN PERSONNEL, CERT./N-INSTR.CONF.	523.57
155819	5/10/2007	BERKELEY INDUSTRIAL SPECIALTIES, INC. TRANSPORTATION, GEN. SUPPLIES	90.29
155820	5/10/2007	H.A. BERKHEIMER INC. TAX COLLECTION, CONT. SERV.	142.96
155821	5/10/2007	BETHLEHEM SPORTING GOODS NORTH SOFTBALL, HS-S, SUPPLIES	78.48
155822	5/10/2007	GEORGE BIDDULPH DIR.ADM.SYS.IN-DIST.MILEAGE	70.81
155823	5/10/2007	RICHARD BLACKMORE GEN.MAINT., IN-DISTRICT MILEAGE	218.08
155824	5/10/2007	BMC DESKS, INC. DIR.ADMIN.SYS., GENERAL SUPPLIE	700.00
155825	5/10/2007	CECILIA T. BOYLE TRANSPORTATION, IN-DIST.MILEAGE	5.00
155826	5/10/2007	RAYMOND VAN BUSKIRK SENIOR REBATE, SMITHFIELD	109.99
155827	5/10/2007	BUXMONT ACADEMY REG.ED., SEC., NON-PUB.TUITION	20,358.80
155828	5/10/2007	MARYANN CAPRIOLI JMH, 4TH, IN-DISTRICT MILEAGE	3.88
155829	5/10/2007	BWP CARQUEST AUTO PARTS GEN.MAINT., SUPPLIES	34.11
155830	5/10/2007	CASCIO INTERSTATE MUSIC MUSIC, INSTR, LIS, SUPPLIES	40.33
155831	5/10/2007	CAVALIER FOOTBALL CLUB PEPSI Commissions Payable	37.75
155832	5/10/2007	JOHN E. CERCENA SENIOR REBATE, MID.SMITH.	697.47
155833	5/10/2007	CERTIFIED CHEMICAL CO. SMI, CUST., GENERAL SUPPLIES	50.35
155834	5/10/2007	CINTAS CORPORATION EHS, CUST., GENERAL SUPPLIES	55.31
155835	5/10/2007	CITIZENS' VOICE BOARD SERVICE, ADVERTISING	356.20
155836	5/10/2007	COLONIAL INTERMEDIATE UNIT 20 BUSINESS OFFICE, CONFERENCES	14.00
155837	5/10/2007	COMMONWEALTH OF PENNSYLVANIA SECURITY, EHN, PROF.CONTR.SVCS.	6,477.19
155838	5/10/2007	COUNTRYWIDE HOME LOANS, INC. Misc.Revenues-Bank Adj.Taxes	28.59

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155839	5/10/2007	CRAMERS WELDING & REPAIRS TRANSPORTATION,EQUIP. REPAIRS	14.00
155840	5/10/2007	CSI COMMUNICATIONS, INC. GEN.MAINT.,SEC.,CONTR.MAINT.	1,401.50
155841	5/10/2007	SHARI CURTIN TUTORING,EXT DAY,CONTRACT SERV	37.50
155842	5/10/2007	CLAUDE S. CYPHERS, INC. GEN.MAINT.,SUPPLIES	113.95
155843	5/10/2007	DONNA LEHMANN-DEMING ACCOUNTABILITY-CERT.INSTR.CONF	351.41
155844	5/10/2007	DEMPSEY UNIFORM & LINEN SERVICE, INC. BUS GARAGE, CONTR. MAINT.	114.59
155845	5/10/2007	RICHARD DICHIARO SENIOR REBATE, LEHMAN	436.87
155846	5/10/2007	DISCOVERY EDUCATION JTL,6TH,SUPPLIES	75.45
155847	5/10/2007	DUNBAR ENTERPRISES INC GEN.MAINT.,SEC.,SUPPLIES	675.00
155848	5/10/2007	ESASD SPECIAL ACTIVITY FUND DUE TO SPECIAL ACTIVITY FUND	1,057.02
155849	5/10/2007	EAST STROUDSBURG CHRISTIAN ACADEMY LIFE SKILLS,NON-PUBLIC TUITION	1,845.00
155850	5/10/2007	EAST STROUDSBURG CAFETERIA TITLE III, DISTRICT WIDE SUPPL	150.00
155851	5/10/2007	SUSAN EDEN SPEC.ED.,GIFTED,MILEAGE	35.89
155852	5/10/2007	MARILYN ESPINOZA ACCTABILITY, MILEAGE	93.12
155853	5/10/2007	FARM & HOME OIL COMPANY TRANSPORTATION,SOUTH,DIESEL	27,179.12
155854	5/10/2007	FASTENAL COMPANY GEN.MAINT.,ELEM.,SUPPLIES	26.86
155855	5/10/2007	FEDEX ITEC,COMMUNICATIONS	33.56
155856	5/10/2007	ERIC D. FORSYTH CHILD ACCTG,CERT-N/INSTR.CONF.	470.37
155857	5/10/2007	THE FRAME SHOP EHS,PRIN.,GRADUATION	440.00
155858	5/10/2007	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT.,ELEM.,SUPPLIES	1,309.65
155859	5/10/2007	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT.,SEC.,SUPPLIES	1,515.54
155860	5/10/2007	RANDY GARRIS SMI,CUST.,IN-DISTRICT MILEAGE	43.65
155861	5/10/2007	CAROL GEIGES BES,1ST,IN-DISTRICT MILEAGE	5.09
155862	5/10/2007	GENERAL SUPPLY COMPANY GEN.MAINT.,ELEM.,SUPPLIES	1,997.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155863	5/10/2007	FLORENCE B. GORGY SENIOR REBATE, E.S.BOROUGH	750.00
155864	5/10/2007	GREGORY GRAHAM PIANO SERVICE MUSIC,VOCAL,RES,PROP.SERVICE	100.00
155865	5/10/2007	GRAPHIC GLOBAL, INC. TECH.ED.,EHN,SUPPLIES	119.06
155866	5/10/2007	GT & S, INC. EHS,CUST.,GENERAL SUPPLIES	164.45
155867	5/10/2007	DEBORAH HARRIS ACCTABILITY, MILEAGE	88.51
155868	5/10/2007	HERFF JONES EHS,PRIN.,GRADUATION	30.00
155869	5/10/2007	HERMANCANCE MACHINE COMPANY TECH.ED.,EHS,REPL.TECH EQUIP.	19,108.00
155870	5/10/2007	ERIN HEWITT MSE,PRIN.,IN-DISTRICT MILEAGE	40.74
155871	5/10/2007	HILL SCHOOL FACULTY PEPSI Commissions Payable	118.48
155872	5/10/2007	KIMBERLY A. HOLCOMB TRANSP.,N.CERT/N.INSTR. CONF.	141.14
155873	5/10/2007	HOUGHTON MIFFLIN COMPANY TUTORING-W/IN SCHOOL,TECH SUPP	513.99
155874	5/10/2007	J.T.LAMBERT TEACHER'S FUND PEPSI Commissions Payable	141.02
155875	5/10/2007	KAR BILL ENTERPRISES, INC. GEN.MAINT.,FUELS	2,871.57
155876	5/10/2007	KIDSPEACE CORP SPEC.ED.,LRN.SUP. ESASD	2,425.00
155877	5/10/2007	LINDA KINDRED MEDICAL,EHS,PROF.CONTR.SVC	2,052.75
155878	5/10/2007	KATHY KROLL BUSINESS OFFICE, MILEAGE	12.37
155879	5/10/2007	MARY KATHERINE LEE SPEC.ED.SUPV.INT.MILEAGE	176.54
155880	5/10/2007	LEHMAN INTERMEDIATE TEACHER'S FUND PEPSI Commissions Payable	159.93
155881	5/10/2007	LEVIN LEGAL GROUP LEGAL SVCS.,SPECIAL EDUCATION	2,748.90
155882	5/10/2007	IRENE C. LIVINGSTON MSE,PRIN.,CERT/N-INSTR.CONF.	412.02
155883	5/10/2007	KRISTIN LORD ACCTABILITY, MILEAGE	32.98
155884	5/10/2007	PATRICIA A LORTZ JMH,2ND,IN-DISTRICT MILEAGE	7.28
155885	5/10/2007	KENNETH W. LOVELAND SMI,4TH,IN-DISTRICT MILEAGE	8.00
155886	5/10/2007	MEIER SUPPLY CO., INC. GEN.MAINT.,SEC.,SUPPLIES	48.70

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155887	5/10/2007	MERCY SPECIAL LEARNING CENTER LIFE SKILLS, NON-PUBLIC TUITION	2,400.00
155888	5/10/2007	MET-ED JTL, CUST., ELECTRIC	24,595.10
155889	5/10/2007	METROCALL DISTRICT, TELECOMMUNICATIONS	488.48
155890	5/10/2007	SALLY L. METZGER SMI, 1ST, IN-DISTRICT MILEAGE	98.94
155891	5/10/2007	MODERN GAS SALES, INC. LIS, CUST., PROPANE	2,504.26
155892	5/10/2007	MONTGOMERY COUNTY COMMUNITY COLLEGE SECURITY, HS-S, CONFERENCE	3,595.00
155893	5/10/2007	MARY ANN MOORE TRANSPORTATION, IN-DIST. MILEAGE	62.71
155894	5/10/2007	MOUNTAIN LAUREL CENTER FOR EHN, PRIN., GRADUATION	7,500.00
155895	5/10/2007	MR. Z'S FOOD MARKET #158 F&CS, LIS, SUPPLIES	106.31
155896	5/10/2007	MR. Z'S FOOD MARKET #158 F&CS, EHS, SUPPLIES	110.44
155897	5/10/2007	THE MUSIC STORE, INC. BAND, HS-S, NEW EQUIPMENT	1,250.00
155898	5/10/2007	MUSICIAN'S FRIEND JTL, 6TH, INSTR, TECH SUPPLIES	144.99
155899	5/10/2007	NATIONAL INSTITUTE OF BUSINESS MANGEMENT PERSONNEL, BOOKS/PERIODICALS	97.00
155900	5/10/2007	NAZARETH MIDDLE SCHOOL JTL, ACTIVITIES, DUES & FEES	40.00
155901	5/10/2007	NORTH POCONO BUS COMPANY, INC. TRANSP, CONTRACT, SEC, FIELD TRIP	5,481.50
155902	5/10/2007	OPDYKE'S SALES & SERVICE TRANSPORTATION, GEN. SUPPLIES	533.20
155903	5/10/2007	THE PACKAGING PLACE CHILD ACCOUNTING, PRINTING	69.40
155904	5/10/2007	WILLIAM ANTHONY PARKS EHN, PRIN., IN-DISTRICT MILEAGE	51.90
155905	5/10/2007	ULRIKE PERDOMO ESL, EHS, MILEAGE	61.11
155906	5/10/2007	PETTY CASH JM HILL JMH, CUST., GENERAL SUPPLIES	40.43
155907	5/10/2007	PETTY CASH TRANSPORTATION TRANSPORTATION, GEN. SUPPLIES	51.00
155908	5/10/2007	DIANE PIATT JMH, 2ND, IN-DISTRICT MILEAGE	3.88
155909	5/10/2007	PICKEREL INN EHN, CUST., GASOLINE	32.65
155910	5/10/2007	PLAQUES & SUCH GEN. ATHL., HS-S, SUPPLIES	80.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155911	5/10/2007	POCONO TRACTOR ATHLETIC TRAIN.,HS-S,NEW EQUIP	646.95
155912	5/10/2007	MARYANN POLIZZOTTO JMH,KDG,IN-DISTRICT MILEAGE	3.88
155913	5/10/2007	E.F. POSSINGER & SONS, INC. EHN,CUST.,PROF.CONTRACT MAINT.	170.00
155914	5/10/2007	POSTMASTER BES,PRIN.,POSTAGE/TELEPHONE	82.00
155915	5/10/2007	PP&L EHS,CUST.,ELECTRIC	5,192.96
155916	5/10/2007	PPL GAS UTILITIES CORP HS-S,CUST.,NATURAL GAS	3,692.76
155917	5/10/2007	QUAKERTOWN COMMUNITY SCHOOL DISTRICT REG.ED.PLACED TUITION STUDENTS	674.80
155918	5/10/2007	QUILL CORPORATION BUSINESS OFFICE, GEN. SUPPLIES	327.32
155919	5/10/2007	READING SCHOOL DISTRICT SPEC.ED.,LRN.SUP.,TUITION(LEA)	8,500.00
155920	5/10/2007	JOHN RENNA ITEC,IN-DISTRICT MILEAGE	164.90
155921	5/10/2007	RESICA ELEMENTARY SCHOOL P.T.O. TUTORING,EXT DAY, SUPPLIES	184.80
155922	5/10/2007	G.E. RICHARDS GRAPHIC SUPPLIES CO.,INC. TECH.ED.,EHN,SUPPLIES	53.74
155923	5/10/2007	ROSE CONSULTING, INC. REFUNDS-PRIOR YEAR EXPENDITURE	361.77
155924	5/10/2007	JAMIE L. RYNO JMH,3RD,IN-DISTRICT MILEAGE	3.88
155925	5/10/2007	SALISBURY TOWNSHIP SCHOOL DISTRICT SPEC.ED.,EM.SUP.,LEA TUITION	18,602.00
155926	5/10/2007	THE SANDONE TIRE & BATTERY TRANSPORTATION,TIRES	3,071.98
155927	5/10/2007	DEBORAH SANDS BES,1ST,IN-DISTRICT MILEAGE	12.85
155928	5/10/2007	SAW SALES AND MACHINERY CO. TECH.ED.,EHN,PROPERTY SERVICE	280.71
155929	5/10/2007	HELEN SCHEFFLER SENIOR REBATE, SMITHFIELD	473.40
155930	5/10/2007	SCHUYLKILL VALLEY SPORTING GOODS FOOTBALL,HS-N,SUPPLIES	1,960.00
155931	5/10/2007	SCIENCE KIT & BOREAL LABORATORIES SCIENCE,JTL,SUPPLIES	590.60
155932	5/10/2007	SEEDWAY INC. GEN.ATHL.,HS-N,SUPPLIES	1,002.95
155933	5/10/2007	MAUREEN G. SEIDEL ITEC,DISTRICT,CERT/N-INST.CONF	453.56
155934	5/10/2007	SHERRI'S PLACE GUIDANCE,LIS,PRINTING	274.72



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155935	5/10/2007	FRANCIS SMITH & SONS, INC. TRANSPORTATION, CONT. MAINT.	1,916.00
155936	5/10/2007	TONI SMITH TRANSPORTATION, IN-DIST. MILEAGE	10.00
155937	5/10/2007	JANET & JOSEPH SORBELLO SENIOR REBATE, MID. SMITH.	750.00
155938	5/10/2007	LAUREEN SPERING REMEDIAL MATH, SEC., MILEAGE	64.02
155939	5/10/2007	JAN STEIGERWALT ACCTABILITY, MILEAGE	85.36
155940	5/10/2007	KIM STEVENS SPEC. ED. SUPV. INT. MILEAGE	306.67
155941	5/10/2007	STROUD AREA REGIONAL POLICE PCCD-05 PROF. CONTR. SERVICE	2,578.83
155942	5/10/2007	LISA TIRJAN STAFF DEV., ELEM, MILEAGE	122.71
155943	5/10/2007	TRANE OF NORTHEASTERN PENNSYLVANIA GEN. MAINT., SEC., CONTR. MAINT.	7,253.00
155944	5/10/2007	UNITED STATES POSTAL SERVICE EHN, PRIN., POSTAGE/TELEPHONE	3,000.00
155945	5/10/2007	VERIZON JTL, CUST., TELEPHONE	993.66
155946	5/10/2007	CARRIE J. WALCK SENIOR REBATE, MID. SMITH.	750.00
155947	5/10/2007	STEVE WEISS MUSIC MUSIC, INSTR, JTL, 6TH, SUPPLIES	104.40
155948	5/10/2007	SUSAN WOLFF BES, 1ST, IN-DISTRICT MILEAGE	10.43
155949	5/10/2007	WORLD ALMANAC EDUCATION LIBRARY, BUSHKILL, BOOKS/PER.	117.31
155950	5/10/2007	XEROX CORPORATION MTC-019732	4,665.59
155951	5/10/2007	XEROX CORPORATION DVO-005603	1,636.71
155952	5/10/2007	YOUNG'S MEDICAL EQUIPMENT MEDICAL, JTL, SUPPLIES/FIRST AID	195.00
155953	5/10/2007	WILLIAM ZACHARIAS BOARD SERV, N-CERT/N. INST. CONF.	984.80
155954	5/17/2007	ACCESS OFFICE ELECTRONICS ITEC, MAINTAIN/UPGRADE INFOSYS	399.23
155955	5/17/2007	AGORA CYBER CHARTER SCHOOL ASST. SUPT. CURR., CHARTER SCHOOL	4,656.75
155956	5/17/2007	AMERICAN RIBBON MANUFACTURERS, INC. F&CS, EHN, SUPPLIES	154.16
155957	5/17/2007	EVELYN AQUINO SPEC. ED. SUPV. INT. MILEAGE	177.03
155958	5/17/2007	DOUGLAS ARNOLD PUPIL SVCS, MILEAGE	637.22

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155959	5/17/2007	AMY S. AUSTIN SOFTBALL, HS-N, MILEAGE	62.08
155960	5/17/2007	PAUL M. BAKNER MUSIC, INSTR, JTL, 6TH, CERT. CONF.	200.00
155961	5/17/2007	THE BANK OF NEW YORK AUTHORITY EXP., PAYING AGENT	1,060.00
155962	5/17/2007	MATTHEW BENDER & CO. INC. SECURITY, EHN, SUPPLIES	29.57
155963	5/17/2007	H.A. BERKHEIMER INC. TAX COLLECTION, CONT. SERV.	7,251.65
155964	5/17/2007	MARK BROWN GEN.ATHL., HS-S, MILEAGE	62.08
155965	5/17/2007	HOLLY BURNS SMI, 2ND, IN-DISTRICT MILEAGE	71.05
155966	5/17/2007	CAMBIUM LEARNING, INC. SPEC.ED.SUPV.INT.BOOKS/PERIOD.	116.27
155967	5/17/2007	CANFIELD'S PET AND FARM GEN.MAINT., SEC., SUPPLIES	45.00
155968	5/17/2007	BWP CARQUEST AUTO PARTS TRANSPORTATION, GEN. SUPPLIES	19.35
155969	5/17/2007	CERTIFIED CHEMICAL CO. JTL, CUST., GENERAL SUPPLIES	16.00
155970	5/17/2007	CINTAS CORPORATION EHS, CUST., GENERAL SUPPLIES	55.31
155971	5/17/2007	LEON CLAPPER, INC. GEN.MAINT., ELEM., CONTR.MAINT.	695.00
155972	5/17/2007	CLEAR CHOICE GLASS AND MIRROR TRANSPORTATION, REPAIRS & PARTS	230.00
155973	5/17/2007	CONNECTED OFFICE PRODUCTS SECURITY, EHN, SUPPLIES	348.00
155974	5/17/2007	CRAFT OIL CORPORATION TRANSPORTATION, GASOLINE/OIL	1,177.15
155975	5/17/2007	CTSI JTL, CUST., TELEPHONE	2,025.32
155976	5/17/2007	CLAUDE S. CYPHERS, INC. TRANSPORTATION, GEN. SUPPLIES	67.91
155977	5/17/2007	CHECK VOIDED	
155978	5/17/2007	DEMPSEY UNIFORM & LINEN SERVICE, INC. GEN.MAINT., CONTRACT.SERV.	191.15
155979	5/17/2007	DEVEREUX POCONO CENTER SPEC.ED., SEC ESASD TUITION	828.00
155980	5/17/2007	SUSAN DILLMUTH-MILLER SPEC.ED.SUPV., ELEM., SUPPLIES	23.00
155981	5/17/2007	EAST STROUDSBURG AREA SCHOOL DISTRICT H.S., ATHLETIC FUND TRANSFER	4,000.00
155982	5/17/2007	EAST STROUDSBURG AREA SCHOOL DISTRICT H.S., ATHLETIC FUND TRANSFER	1,000.00
155983	5/17/2007	EAST STROUDSBURG CAFETERIA TUTORING, EXT DAY, SUPPLIES	1,555.85

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
155984	5/17/2007	EPLUS TECHNOLOGY, INC. GEN.MAINT., SUPPLIES	482.93
155985	5/17/2007	MARILYN ESPINOZA ACCOUNTABILILTY CERT/INST.CONF	95.22
155986	5/17/2007	EUROSPORT SOCCER, HS-N, GIRLS, SUPPLIES	174.39
155987	5/17/2007	FARM & HOME OIL COMPANY EHN, CUST., OIL	17,709.72
155988	5/17/2007	PETER FODNESS SMI, 2ND, IN-DISTRICT MILEAGE	16.97
155989	5/17/2007	PATRICIA FOLEY CHORUS, HS-S, PROF. CONTR.	1,000.00
155990	5/17/2007	FOLLETT LIBRARY RESOURCES LIBRARY, HS-N, BOOKS/REFERENCES	1,244.34
155991	5/17/2007	FORD MOTOR CREDIT COMPANY TRANSPORTATION, EQUIP.RENTAL	14,803.62
155992	5/17/2007	FRANTZ'S TOUCH OF COLOR GEN.MAINT., SEC., SUPPLIES	199.33
155993	5/17/2007	DAVID GASCA REFUNDS, PRIOR YEAR, LEHMAN	2,711.28
155994	5/17/2007	UGI ENERGY SERVICES, INC. HS-S, CUST., NATURAL GAS	18,751.60
155995	5/17/2007	DONALD & PAULA GOULD REFUNDS, PRIOR YEAR, MID. SM.	720.55
155996	5/17/2007	GREGORY GRAHAM PIANO SERVICE MUSIC, VOCAL, BES, PROP.SERVICE	100.00
155997	5/17/2007	GRAND RENTAL STATION, INC. SCH-TO-WORK, GUIDANCE, SUPPLIES	702.50
155998	5/17/2007	RACHAEL R. HEATH SUPT, CERTIF/N. INSTR.CONFERENCE	112.31
155999	5/17/2007	DONALD & BARBARA HENRY REFUNDS, PRIOR YEAR, MID. SM.	1,807.31
156000	5/17/2007	HILLTOP SALES & SERVICE GEN.MAINT., ELEM., SUPPLIES	88.52
156001	5/17/2007	HSBC BUSINESS SOLUTIONS MATH, EHS, SUPPLIES	877.19
156002	5/17/2007	EDWARD A. HUDAK MUSIC, VOCAL, MSE, PROP.SERVICE	285.00
156003	5/17/2007	IDEA ART MUSIC, INSTR, JTL, 6TH, SUPPLIES	157.80
156004	5/17/2007	J.M.HILL ELEMENTARY SCHOOL P.T.O. TUTORING, EXT DAY, SUPPLIES	13.00
156005	5/17/2007	PEGGY JANSEN PANA GRANT JMHILL, CERTI INST	337.31
156006	5/17/2007	FRANK E. JOHNSON SPEC.ED.LIFE SKILLS, SUPPLIES	440.79
156007	5/17/2007	K-MART F&CS, EHS, SUPPLIES	84.94

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156008	5/17/2007	SUSAN KABRHEL IST, ELEM., MILEAGE	11.16
156009	5/17/2007	TERRI KLEE ACCTABILITY, MILEAGE	45.35
156010	5/17/2007	BRIAN T. KOLCUN TENNIS HS-S, BOYS MILEAGE	61.11
156011	5/17/2007	SANDRA KUBEREK ACCOUNTABILITY BLOCK, SUPPLIES	42.89
156012	5/17/2007	LAUREN M.D. DAVIS MUSIC, VOCAL, RES, CERT. CONFERENC	253.95
156013	5/17/2007	SHARON LAVERDURE ASST. SUPT. SPEC. PROJ. CER/INS. CO	363.02
156014	5/17/2007	JP LILLEY & SON, INC. PROJECT 720, TECH SUPPLIES	709.14
156015	5/17/2007	ELIZABETH LOMBARDINO TUTORING W/IN DAY, CONTR. SERV.	300.00
156016	5/17/2007	LOVE AND LOGIC INSTITUTE, INC. TL. I, READING, TEXTBOOKS	160.89
156017	5/17/2007	REGINA LUZINSKI SENIOR REBATE, E.S. BOROUGH	133.74
156018	5/17/2007	MANWALAMINK WATER COMPANY SMI, CUST., WATER/SEWER	272.57
156019	5/17/2007	MARSHALLS CREEK PLUMB. & ELECT. SUPPLIES GEN. MAINT., SEC., SUPPLIES	478.30
156020	5/17/2007	MET-ED LIS, CUST., ELECTRIC	31,571.39
156021	5/17/2007	MET-ED EHN, CUST., ELECTRIC	14,141.37
156022	5/17/2007	MIGNOSI'S FOODTOWN F&CS, EHN, SUPPLIES	784.35
156023	5/17/2007	MONROE CAREER AND TECHNICAL INSTITUTE MCTI, HS-S, OPERATING BUDGET	110,464.00
156024	5/17/2007	MONROE COUNTY COUNSELOR'S ASSOCIATION GUIDANCE, EHS, DUES & FEES	200.00
156025	5/17/2007	MR. Z'S FOOD MARKET #158 F&CS, JTL, SUPPLIES	106.86
156026	5/17/2007	MR. Z'S STORE #117 F&CS, EHS, SUPPLIES	227.22
156027	5/17/2007	THE MUSIC STORE, INC. BAND, HS-S, CONTR. MAINT.	273.80
156028	5/17/2007	NASCO (Quote #07-84324) F&CS, JTL, SUPPLIES	321.84
156029	5/17/2007	NETSYS-AMERICA, LLC DIR. ADM. SYS. TECH SUPPLIES	584.00
156030	5/17/2007	CAROL NEVIL TRANSPORTATION, IN-DIST. MILEAGE	10.00
156031	5/17/2007	NORTH POCONO BUS COMPANY, INC. ACTIVITIES, EHN, CONTRACT TRANSP	2,083.50

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156032	5/17/2007	MARCIA O'DONNELL (MRAKOVICICH) SENIOR REBATE, SMITHFIELD	750.00
156033	5/17/2007	OFFICE DIRECT, INC. TRANSPORTATION, TECH SUPPLIES	89.83
156034	5/17/2007	STANISLAW & EVE OSTROWICKI REFUNDS, PRIOR YEAR, LEHMAN	412.95
156035	5/17/2007	THE PACKAGING PLACE CHILD ACCOUNTING, PRINTING	30.58
156036	5/17/2007	PASBO Prepayments	431.52
156037	5/17/2007	PC MALL.GOV JTL, INSTR, TECH SUPPLIES	478.00
156038	5/17/2007	PENTELEDATA DISTRICT, TELECOMMUNICATIONS	3,578.10
156039	5/17/2007	PERFORMANCE PATHWAYS, INC. PROJECT720, NEW TECH EQUIP>2500	3,319.50
156040	5/17/2007	NICOLA & LEONARDA PETITTI SENIOR REBATE, LEHMAN	750.00
156041	5/17/2007	PETTY CASH ITEC ITEC, GENERAL SUPPLIES	20.12
156042	5/17/2007	PETTY CASH ASST.SUPT.SPEC.PROJ, TECH SUPPL	47.79
156043	5/17/2007	POCONO RECORD TRANSPORTATION, ADVERTISING	697.24
156044	5/17/2007	JASON W. POSSINGER GEN.MAINT., SEC., SUPPLIES	450.00
156045	5/17/2007	PP&L EHS, CUST., ELECTRIC	1,419.95
156046	5/17/2007	PPL GAS UTILITIES CORP J.M.HILL, CUST., NATURAL GAS	12,475.75
156047	5/17/2007	ANNELLE PREFONTAINE TL.I, CONFERENCES	835.32
156048	5/17/2007	RAY PRICE MOTORS, INC. TRANSPORTATION, GEN. SUPPLIES	100.00
156049	5/17/2007	PROMACO, INC. MSE, CUST., GENERAL SUPPLIES	90.29
156050	5/17/2007	PA SCHOOL BOARD ASSOCIATION (PSBA) PERSONNEL, BOOKS/PERIODICALS	200.00
156051	5/17/2007	PUPIL TRANSPORTATION ASSOCIATION OF PA TRANSP., N.CERT/N.INSTR. CONF.	260.00
156052	5/17/2007	RADIO SHACK SCIENCE, EHS, SUPPLIES	14.97
156053	5/17/2007	JOSEPH STEVEN REPKA REFUNDS, PRIOR YEAR, LEHMAN	987.25
156054	5/17/2007	RESICA ELEMENTARY SCHOOL P.T.O. TUTORING, EXT DAY, SUPPLIES	236.00
156055	5/17/2007	YVONNE P. RISPOLI MUSIC, VOCAL, RES, CERT. CONFERENC	302.62

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156056	5/17/2007	ROCKHURST UNIVERSITY CONTINUING BUSINESS OFF, CERT/N-INST.CONF.	747.00
156057	5/17/2007	JAN STEIGERWALT ACCOUNTABILITY BLOCK, SUPPLIES	25.40
156058	5/17/2007	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT., SEC., SUPPLIES	226.82
156059	5/17/2007	THEMES & VARIATIONS MUSIC, VOCAL, SMI, NEW EQUIPMENT	824.00
156060	5/17/2007	TOMARK SPORTS INC. GEN.ATHL., HS-N, SUPPLIES	667.00
156061	5/17/2007	UNITED STATES POSTAL SERVICE DIR.ADMIN.SYS.TECH.BKS/SOFTWAR	22.50
156062	5/17/2007	SUSAN M VITULLI BUSINESS OFF, N-CERT/N-INST.CON	38.80
156063	5/17/2007	ROBERT WILSON HS-S BOYS TRACK, MILEAGE	21.34
156064	5/17/2007	XEROX CORPORATION OTHER ADMIN SVC, COPIER SUPPLY	299.00
156065	5/17/2007	EAST STROUDSBURG School Service Personnel Dues	13,816.55
156066	5/17/2007	AMERIPRISE FINANCIAL SERVICES Tax Sheltered Annuities	1,600.00
156067	5/17/2007	AXA EQUITABLE LIFE INSURANCE COMPANY Tax Sheltered Annuities	8,025.61
156068	5/17/2007	E.S.E.A. ESEA Dues	1,649.45
156069	5/17/2007	FEDERAL RESERVE BANK Savings Bond Deductions	350.00
156070	5/17/2007	LINCOLN INVESTMENT PLANNING INC Tax Sheltered Annuities	44,916.94
156071	5/17/2007	LINCOLN NATIONAL LIFE Tax Sheltered Annuities	1,350.00
156072	5/17/2007	METROPOLITAN LIFE INSURANCE COMPANY Tax Sheltered Annuities	650.00
156073	5/17/2007	MORGAN STANLEY DEAN WITTER TRUST FSB Tax Sheltered Annuities	104.64
156074	5/17/2007	NATIONWIDE FINANCIAL Tax Sheltered Annuities	647.30
156075	5/17/2007	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	112.16
156076	5/17/2007	NEW JERSEY FAMILY SUPPORT PAYMENT CENTER Miscellaneous Deductions	248.00
156077	5/17/2007	OPPENHEIMER FUNDS Tax Sheltered Annuities	13,775.61
156078	5/17/2007	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	324.64
156079	5/17/2007	PA SCDU Miscellaneous Deductions	3,096.41

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156080	5/17/2007	PIMCO PARENT CO. Tax Sheltered Annuities	100.00
156081	5/17/2007	PRUDENTIAL INVESTMENTS Tax Sheltered Annuities	600.00
156082	5/17/2007	PUTNAM INVESTMENT SERVICES Tax Sheltered Annuities	875.00
156083	5/17/2007	SMITH BARNEY Tax Sheltered Annuities	410.00
156084	5/17/2007	THRIVENT FINANCIAL FOR LUTHERANS Tax Sheltered Annuities	370.00
156085	5/17/2007	UNITED STATES TREASURY Miscellaneous Deductions	1,084.50
156086	5/17/2007	VARIABLE ANNUITY LIFE INS. CO. Tax Sheltered Annuities	3,891.52
156087	5/17/2007	VANGUARD GROUP OF INVESTMENT COMPANIES Tax Sheltered Annuities	2,851.66
156088	5/17/2007	PURCHASE POWER JTL, PRIN., POSTAGE/TELEPHONE	4,225.66
156089	5/23/2007	LINCOLN INVESTMENT PLANNING INC Tax Sheltered Annuities	200.00
156090	5/24/2007	ADVANCED PLACEMENT PROGRAMS GUIDANCE, EHN, SUPPLIES	1,363.00
156091	5/24/2007	ADVANCED PLACEMENT PROGRAMS GUIDANCE, EHS, PROF CONTRACT SVC	2,175.00
156092	5/24/2007	RICHARD K. ALLISON PHYS. ED., JTL, IN-DISTR. MILEAGE	25.22
156093	5/24/2007	ALUMINUM ATHLETIC EQUIPMENT CO. TRACK, HS-N, BOYS, NEW EQUIPMENT	3,376.25
156094	5/24/2007	DEPT. 30 - 2200017958 SOC. STUDIES, JTL, BOOKS/PERIODIC	47.97
156095	5/24/2007	AMERICAN INSTITUTE FOR CANCER RESEARCH F&CS, JTL, C&I, TEXTBOOKS	17.50
156096	5/24/2007	AMERICAN RIBBON MANUFACTURERS, INC. F&CS, EHS, SUPPLIES	112.23
156097	5/24/2007	AMERICAN ROD & GUN PA Fish & Boat Commission Gran	24.25
156098	5/24/2007	ASCD LIS, 6TH, BOOKS/PERIODICALS	133.75
156099	5/24/2007	VIRGINIA BACHELDER TRANSP, CONTR DRIVER, SPEC EDUC	2,842.20
156100	5/24/2007	CHRISTOPHER BAJ BOARD SERV, N-CERT/N. INST. CONF.	1,029.28
156101	5/24/2007	BETHESDA DAY TREATMENT CENTER SPEC. ED., SEC ESASD TUITION	24,050.00
156102	5/24/2007	LISA LEE BLOISE TRANSP, CONTR DRIVER, SPEC EDUC	1,286.45
156103	5/24/2007	BOROUGH OF EAST STROUDSBURG GEN. ATHL., HS-S, CONTR. MAINT.	600.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156104	5/24/2007	F X BROWNE INC SEWER PLANT, CONTRACT MAINT.	343.00
156105	5/24/2007	DEBORAH BURNS PERSONNEL, MILEAGE	13.10
156106	5/24/2007	HOLLY BURNS JTL, PRIN, CERT/INST, CONF	687.76
156107	5/24/2007	MARYANN CALPIN READING, JTL, INSTR/CERT. CONF.	111.75
156108	5/24/2007	CARBON MONROE PIKE DRUG & ALCOHOL UNIT DRUG FREE, PROF. SERV.	5,250.00
156109	5/24/2007	BWP CARQUEST AUTO PARTS GEN.MAINT., SUPPLIES	14.53
156110	5/24/2007	CELL TIME CORP. DIR.ADM.SYS.TECH SUPPLIES	104.71
156111	5/24/2007	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT REG.ED.PLACED TUITION STUDENTS	3,330.60
156112	5/24/2007	CERTIFIED CHEMICAL CO. JTL,CUST.,GENERAL SUPPLIES	911.50
156113	5/24/2007	CHAMPIONSHIP PERFORMANCE FOOTBALL, HS-S, BOOKS	99.00
156114	5/24/2007	CHESTER COUNTY INTERMEDIATE UNIT SPEC.ED., DIST., CHARTER SCH.	7,718.22
156115	5/24/2007	JOE A CODDINGTON SECURITY, HS-S, CONFERENCE	85.00
156116	5/24/2007	COLONIAL INTERMEDIATE UNIT 20 ASST SUPT CURR CONFERENCES	117.00
156117	5/24/2007	COLONIAL INTERMEDIATE UNIT 20 ALT.ED., SECONDARY	52,346.80
156118	5/24/2007	COMMONWEALTH OF PENNSYLVANIA SECURITY, EHN, PROF.CONTR.SVCS.	3,915.66
156119	5/24/2007	COMPASS LEARNING PROJECT 720, SOFTWARE/LICENSE	29,260.00
156120	5/24/2007	COMPUTER DISCOUNT WAREHOUSE CLASSROOM FOR FUTURE-TECH SUPP	2,615.69
156121	5/24/2007	MICHAEL J. COPPOLA ENGLISH, EHN, TUITION REIMBURSE.	500.00
156122	5/24/2007	CENTRAL PENNSYLVANIA DIGITAL SPEC.ED., DIST., CHARTER SCH.	3,134.60
156123	5/24/2007	CRISIS PREVENTION INSTITUTE, INC. STAFF DEV., ELEM., SUPPLIES	756.00
156124	5/24/2007	CSI COMMUNICATIONS, INC. GEN.MAINT., SEC., SUPPLIES	936.00
156125	5/24/2007	PEGGY CULVER TRANSPORTATION, PARENT TRANSPOR	531.56
156126	5/24/2007	CLAUDE S. CYPHERS, INC. GEN.MAINT., SUPPLIES	44.65
156127	5/24/2007	ELIZABETH DAILEY GUIDANCE, MID.SM., CONFERENCES	252.12



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156128	5/24/2007	TODD DEEN CHORUS, JTL, PROF. CONTRACT	300.00
156129	5/24/2007	DELL MARKETING, L.P. PROJECT 720, SOFTWARE/LICENSE	34,512.15
156130	5/24/2007	DEMPSEY UNIFORM & LINEN SERVICE, INC. LIS, CUST., GENERAL SUPPLIES	48.75
156131	5/24/2007	THE DEVEREUX FOUNDATION SPEC.ED., SEC ESASD TUITION	10,304.00
156132	5/24/2007	ESASD SPECIAL ACTIVITY FUND FOR. LANG., EHS, CONTRACT TRANSP.	300.00
156133	5/24/2007	THE EDUCATION PEOPLE INC. ACTIVITIES, LEH, GEN. SUPPLIES	1,845.00
156134	5/24/2007	ERICA LAMOREUX MSE, 4TH, TUITION REIMBURSEMENT	1,008.00
156135	5/24/2007	EXACT DATA, INC. BUSINESS OFFICE, PRINTING	1,820.00
156136	5/24/2007	FARM & HOME OIL COMPANY TRANSPORTATION, SOUTH, DIESEL	19,628.09
156137	5/24/2007	FASTENAL COMPANY GEN. MAINT., SEC., SUPPLIES	50.27
156138	5/24/2007	FERGUS & CLARK ACADEMY BAND, HS-S, SUPPLIES	185.21
156139	5/24/2007	CARLEEN FINK TRANSP, CONTR DRIVER, SPEC EDUC	2,463.20
156140	5/24/2007	BRAD FITZPATRICK DIR. ADM. SYS. IN-DIST. MILEAGE	92.15
156141	5/24/2007	FIVE STAR PRECISION PRINTING CHILD ACCOUNTING, PRINTING	487.00
156142	5/24/2007	FOLLETT LIBRARY RESOURCES LIBRARY, J.M. HILL, BOOKS/PERIO.	1,052.59
156143	5/24/2007	JENNY GALUNIC TRANSPORTATION, CONT. DRIVER	4,209.80
156144	5/24/2007	LISA GERST TRANSP, CONTR DRIVER, SPEC EDUC	5,902.00
156145	5/24/2007	ROSALYN R. GILMORE TRANSPORTATION, CONT. DRIVER	1,774.20
156146	5/24/2007	JOYCE LYNN GREGOR JMH, 3RD, INSTR/CERT. CONFERENCE	46.56
156147	5/24/2007	GT & S, INC. EHS, CUST., GENERAL SUPPLIES	294.78
156148	5/24/2007	HAAN CRAFTS F&CS, EHN, SUPPLIES	195.90
156149	5/24/2007	RANDY HELLER TRANSP, CONTR DRIVER, SPEC EDUC	2,255.20
156150	5/24/2007	MERCY SHEMANSKY ART, JTL, TUITION REIMBURSEMENT	425.00
156151	5/24/2007	DEBORAH HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	2,955.20

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156152	5/24/2007	DEPT. 32-2501643153 TECH.ED., EHS, SUPPLIES	1,992.66
156153	5/24/2007	DEPT. 32-2501643153 GEN.MAINT., SEC., SUPPLIES	165.87
156154	5/24/2007	LYNDA HOPKINS SPEC.ED.SUPV., SEC., MILEAGE	235.23
156155	5/24/2007	THE INSTRUMENTALIST CHORUS, HS-S, SUPPLIES	107.53
156156	5/24/2007	J.T.LAMBERT TEACHER'S FUND PEPSI Commissions Payable	159.88
156157	5/24/2007	K-MART F&CS, JTL, SUPPLIES	18.99
156158	5/24/2007	ERNEST B KEMMERER TRANSP, CONTR DRIVER, SPEC EDUC	4,508.16
156159	5/24/2007	KIDSPEACE CORP REG.ED., SEC., NON-PUB.TUITION	1,975.00
156160	5/24/2007	EILEEN KOCH PHYS.ED., EHS, TUITION REIMBURSE	340.00
156161	5/24/2007	DIANE KRUPSKI TRANSP, CONTR DRIVER, SPEC EDUC	3,135.71
156162	5/24/2007	TINA KUEHNER READING, JTL, INSTR/CERT.CONF.	45.00
156163	5/24/2007	GINA D. LABADIE TRANSP, CONTR DRIVER, SPEC EDUC	4,440.08
156164	5/24/2007	ANDREA LABAR TRANSPORTATION, CONT.DRIVER	1,297.30
156165	5/24/2007	KARLA J LABAR TRANSPORTATION, CONT.DRIVER	6,215.00
156166	5/24/2007	STEVEN LASTRA TRANSP, CONTR DRIVER, SPEC EDUC	2,559.80
156167	5/24/2007	JASON P LEAP TRACK GIRLS, HS-N MILEAGE	19.50
156168	5/24/2007	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES GEN.MAINT., ELEM., SUPPLIES	9.96
156169	5/24/2007	J.P. MASCARO & SONS, INC. EHS, CUST., DISPOSAL SERVICES	14,992.63
156170	5/24/2007	THE MASTER TEACHER SPEC.ED., ACCESS FUNDS, SUPPLIES	165.80
156171	5/24/2007	ARAINA MAYNARD SPEC. ED., ACCESS, MILEAGE	92.02
156172	5/24/2007	MEIER SUPPLY CO., INC. GEN.MAINT., SEC., SUPPLIES	113.10
156173	5/24/2007	MERCY SPECIAL LEARNING CENTER LIFE SKILLS, NON-PUBLIC TUITION	2,400.00
156174	5/24/2007	MET-ED RES, CUST., ELECTRIC	24,023.11
156175	5/24/2007	MODERNFOLD OF READING, INC. GEN.MAINT., SEC., CONTR.MAINT.	525.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156176	5/24/2007	MOUNT PLEASANT AREA SCHOOL DISTRICT REG.ED.PLACED TUITION STUDENTS	2,855.16
156177	5/24/2007	MOUSER ELECTRONICS TECH.ED.,EHS,SUPPLIES	618.57
156178	5/24/2007	JACK MOYER TUTORING W/IN DAY,CONTR.SERV.	187.50
156179	5/24/2007	MR. Z'S FOOD MARKET #158 SPEC.ED.LIFE SKILLS,SUPPLIES	311.74
156180	5/24/2007	MR. Z'S STORE #117 F&CS,EHS,SUPPLIES	605.09
156181	5/24/2007	CHERYL L. MURPHY SPEC.ED.SUPV.,ELEM.,MILEAGE	85.36
156182	5/24/2007	THE MUSIC STORE, INC. BAND,JTL,SUPPLIES	31.85
156183	5/24/2007	PETER MUTI TRANSP,CONTR DRIVER,SPEC EDUC	3,585.60
156184	5/24/2007	NAZARETH MUSIC CENTER MUSIC,INST.,JTL,PROPERTY SVC	60.00
156185	5/24/2007	NECC 2007 CLASSROOM FOR FUTURE - CONFER	310.00
156186	5/24/2007	THE NEFF COMPANY GEN.ATHL.,HS-N,SUPPLIES	166.93
156187	5/24/2007	JOHN O'ROURKE, JR. TRANSP,CONTR DRIVER,SPEC EDUC	4,282.80
156188	5/24/2007	OFFICE DEPOT ART,SMI,BID SUPPLIES	663.21
156189	5/24/2007	OFFICE DEPOT ART,EHS,BID SUPPLIES	1,454.55
156190	5/24/2007	OTTER CREEK INSTITUTE JMH,3RD,INSTR/CERT.CONFERENCE	398.00
156191	5/24/2007	PA DEPT OF LABOR & INDUSTRY LIS,CUST.,PROF.CONTRACT SVCS	66.00
156192	5/24/2007	PENNSYLVANIA VIRTUAL CHARTER SCHOOL ASST.SUPT.CURR.,CHARTER SCHOOL	14,325.49
156193	5/24/2007	THE PACKAGING PLACE CHILD ACCOUNTING, PRINTING	28.00
156194	5/24/2007	LOIS PALIO HS-S,PRIN.,DEDUCTIBLE	100.00
156195	5/24/2007	PEERLESS INSURANCE COMPANY TRANSPORTATION,INSURANCE	146.00
156196	5/24/2007	PENNSYLVANIA ONE CALL SYSTEM, INC. GEN.MAINT.,CONTRACT.SERV.	91.80
156197	5/24/2007	J.W.PEPPER & SONS-ACCT.#36-136400 MUSIC,INSTR,JTL,SUPPLIES	49.99
156198	5/24/2007	PERKINS SPEC.ED.LIFE SKILLS,SUPPLIES	130.46
156199	5/24/2007	JOANNE M PETERS JMH,1ST,IN-DISTRICT MILEAGE	32.82

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156200	5/24/2007	PETTY CASH BUSINESS OFFICE BUSINESS OFFICE, GEN. SUPPLIES	18.46
156201	5/24/2007	DAVID PILZ TRACK,HS-N BOYS MILEAGE	83.52
156202	5/24/2007	BUSINESS CARD DIR.ADMIN.SYS.,GENERAL SUPPLIE	372.14
156203	5/24/2007	POCONO TRACTOR GEN.MAINT.,NEW EQUIPMENT	465.00
156204	5/24/2007	E.F. POSSINGER & SONS, INC. EHN,CUST.,PROF.CONTRACT MAINT.	170.00
156205	5/24/2007	PSBA INSURANCE TRUST SUSPENSE ACCT.,LTD INSURANCE	12,093.94
156206	5/24/2007	PSBA INSURANCE TRUST SUSPENSE ACCT., LIFE INSURANCE	11,203.-29
156207	5/24/2007	PA SCHOOL BOARD ASSOCIATION (PSBA) PERSONNEL, CONTRACT SERVICE	6,000.00
156208	5/24/2007	QUAKERTOWN COMMUNITY SCHOOL DISTRICT REG.ED.PLACED TUITION STUDENTS	658.90
156209	5/24/2007	QUILL CORPORATION PUPIL SVCS,GENERAL SUPPLIES	219.99
156210	5/24/2007	SALISBURY TOWNSHIP SCHOOL DISTRICT SPEC.ED.,EM.SUP.,LEA TUITION	2,556.00
156211	5/24/2007	DEBORAH SANDS BES,1ST,TUITION REIMBURSEMENT	705.00
156212	5/24/2007	LISANDRA SANTIAGO TRANSPORTATION,PARENT TRANSPOR	1,222.20
156213	5/24/2007	SCHOOL DISTRICT OF PHILADELPHIA REG.ED.PLACED TUITION STUDENTS	339.60
156214	5/24/2007	SEBRINGS POWER HOUSE GEN.MAINT.,ELEM.,SUPPLIES	90.30
156215	5/24/2007	SHAMOKIN AREA SCHOOL DISTRICT REG.ED.PLACED TUITION STUDENTS	7,341.28
156216	5/24/2007	SHAWNEE ACADEMY. LTD.	21,710.46
156217	5/24/2007	SHAWNEE ACADEMY, LTD.	23,583.64
156218	5/24/2007	SHAWNEE ACADEMY, LTD.	21,980.00
156219	5/24/2007	SHAWNEE ACADEMY, LTD.	25,960.00
156220	5/24/2007	SHAWNEE ACADEMY, LTD.	16,136.82
156221	5/24/2007	DOUGLAS L. SISKI TRANSPORTATION,CONT.DRIVER	6,201.20
156222	5/24/2007	DARLENE MARY SMITH TRANSPORTATION,PARENT TRANSPOR	814.80
156223	5/24/2007	SOCIAL STUDIES SCHOOL SERVICES ENGLISH,EHN,C&I,TEXTBOOKS	200.49

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156224	5/24/2007	TULPEHOCKEN SPRING WATER GEN.MAINT., ELEM., SUPPLIES	23.00
156225	5/24/2007	MARK STOFIK TRANSP, CONTR DRIVER, SPEC EDUC	2,502.73
156226	5/24/2007	STROUDSBURG ELECTRIC MOTOR SERVICE GEN.MAINT., SEC., SUPPLIES	319.68
156227	5/24/2007	SUN LITHO-PRINT, INC. ASST SUPT CURR PRINTING SERV.	595.00
156228	5/24/2007	SWEET, STEVENS, KATZ & WILLIAMS LLP LEGAL SVCS., NON-RETAINER	3,782.64
156229	5/24/2007	TRANE OF NORTHEASTERN PENNSYLVANIA GEN.MAINT., SEC., CONTR.MAINT.	8,817.00
156230	5/24/2007	JANET TREAT TRANSP, CONTR DRIVER, SPEC EDUC	1,841.40
156231	5/24/2007	ROBERT TREAT TRANSP, CONTR DRIVER, SPEC EDUC	3,884.45
156232	5/24/2007	TREATMENT SPECIALTIES/MER-MADE FILTER GEN.MAINT., SUPPLIES	1,703.20
156233	5/24/2007	TRUSTEES OF THE UNIVERSITY OF PENN. TITLE III, CONTRACT SERV	6,600.00
156234	5/24/2007	TU-WAY COMMUNICATIONS TRANSPORTATION, NEW EQUIPMENT	1,292.60
156235	5/24/2007	KATHLEEN VARKADOS TRANSPORTATION, PARENT TRANSPOR	931.20
156236	5/24/2007	LORIANN VENNICK GUIDANCE, RES, MILEAGE	7.76
156237	5/24/2007	VERIZON BES, CUST., TELEPHONE	478.13
156238	5/24/2007	KATHARINE VITANZA TRANSP, CONTR DRIVER, SPEC EDUC	3,881.60
156239	5/24/2007	CORINNE WESELOH ESL, JMH, MILEAGE	54.81
156240	5/24/2007	MONIQUE WOLLYUNG SENIOR REBATE, E.S.BOROUGH	319.00
156241	5/24/2007	WOODWIND & BRASSWIND MUSIC, VOCAL, LIS, SUPPLIES	214.99
156242	5/24/2007	YOUTH SERVICES ALTERNATIVES SPEC.ED., SEC ESASD TUITION	25,560.00
156243	5/29/2007	BUSINESS CARD BOARD SERV, N-CERT/N.INST.CONF.	1,101.36
156244	5/29/2007	WALMART COMMUNITY TUTORING, EXT DAY, SUPPLIES	7,005.00
156245	5/31/2007	ABC TROPHIES, INC. ASST SUPT CURR HONORS BANQUET	253.50
156246	5/31/2007	AGORA CYBER CHARTER SCHOOL ASST.SUPT.CURR., CHARTER SCHOOL	2,615.77
156247	5/31/2007	AMERICAN RIBBON MANUFACTURERS, INC. F&CS, EHS, SUPPLIES	19.44

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156248	5/31/2007	AT&T BES, CUST., TELEPHONE	64.16
156249	5/31/2007	BANKS' VACUUM SALES AND SERVICE LIS, CUST., GENERAL SUPPLIES	179.99
156250	5/31/2007	DR. JOHN BART D.O. ATHLETICS, EHS, PHYS. SERVICES	13,631.94
156251	5/31/2007	PATRICIA BAUGHMAN PERSONNEL, MILEAGE	51.90
156252	5/31/2007	JESSIE BUNN SENIOR REBATE, LEHMAN	750.00
156253	5/31/2007	HOLLY BURNS SMI, 5TH, SUPPLIES	78.26
156254	5/31/2007	BWP CARQUEST AUTO PARTS TRANSPORTATION, GEN. SUPPLIES	130.34
156255	5/31/2007	MARIALENA CASCIOTTA SPEC. ED. SUPV., ELEM., MILEAGE	327.86
156256	5/31/2007	CINTAS CORPORATION EHS, CUST., GENERAL SUPPLIES	132.28
156257	5/31/2007	CLEAR CHOICE GLASS AND MIRROR SECURTIY, HS-S, REPAIR EQUIP	275.00
156258	5/31/2007	COLONIAL INTERMEDIATE UNIT 20 SPEC. EDUC., EXT. SCH. YR., IU 20	60,942.75
156259	5/31/2007	COLONIAL INTERMEDIATE UNIT 20 Prepayments	434.00
156260	5/31/2007	COMPUTER DISCOUNT WAREHOUSE ENGLISH, EHN, TECH SUPPLIES	2,372.45
156261	5/31/2007	CONCORDE, INC. TRANSPORTATION, PROF. CONT. SERV	25.00
156262	5/31/2007	BRUCE DAVIS, M.D. TRANSPORTATION, PROF. CONT. SERV	495.00
156263	5/31/2007	THE DEVEREUX FOUNDATION SPEC. ED., SEC ESASD TUITION	13,328.00
156264	5/31/2007	THOMAS F. DIRVONAS LEGAL SVCS., SOLICITOR RETAINER	7,835.22
156265	5/31/2007	FARM & HOME OIL COMPANY TRANSPORTATION, SOUTH, DIESEL	39,186.69
156266	5/31/2007	FERGUS & CLARK ACADEMY BAND, HS-S, SUPPLIES	51.00
156267	5/31/2007	PATRICIA FISHLER READING, JTL, INSTR/CERT. CONF.	45.00
156268	5/31/2007	HAAN CRAFTS F&CS, EHS, SUPPLIES	120.00
156269	5/31/2007	HARRELL'S TURF SPECIALTY GEN. MAINT., SEC., SUPPLIES	3,564.00
156270	5/31/2007	TIMOTHY T. HARRIS EHN, CUST., CONFERENCES	45.00
156271	5/31/2007	SHAUNA HILL MSE, PRIN., IN-DISTRICT MILEAGE	85.46

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156272	5/31/2007	HILLTOP SALES & SERVICE GEN.ATHL.,HS-N,CONTR.MAINT.	1,347.10
156273	5/31/2007	EDWARD A. HUDAK MUSIC,VOCAL,EHN,PROPERTY SVC	80.00
156274	5/31/2007	EDWARD HUGELE SENIOR REBATE, MID.SMITH.	305.25
156275	5/31/2007	URSULA JUNGK SENIOR REBATE, MID.SMITH.	750.00
156276	5/31/2007	K-MART F&CS,LIS,SUPPLIES	132.48
156277	5/31/2007	DONNA G KENDERDINE, RPR LEGAL SVCS.,NON-RETAINER	361.00
156278	5/31/2007	EDWARD LEBAR SPEC.ED.,COMP.ED.,SUPPLIES	188.00
156279	5/31/2007	MARY KATHERINE LEE SPEC. ED., ACCESS, MILEAGE	101.50
156280	5/31/2007	L R P PUBLICATIONS STAFF DEV.,SEC.,REF.BOOKS	328.60
156281	5/31/2007	JOSEPH P. MARTIN CLASSROOM FOR FUTURE - CONFER	483.70
156282	5/31/2007	DEANNA E. MAYERS ITEC,IN-DISTRICT MILEAGE	178.99
156283	5/31/2007	BRIAN MCNULTY MUSIC,INST.,JTL,PROPERTY SVC	70.00
156284	5/31/2007	MET-ED JMH,CUST.,ELECTRIC	3,043.87
156285	5/31/2007	BARBARA A. MILLER TL.I,CENFERENCES-CERTIF.	375.41
156286	5/31/2007	MONROE CAREER AND TECHNICAL INSTITUTE MCTI, HS-S,OPERATING BUDGET	110,464.00
156287	5/31/2007	MR. Z's FOOD MARKET #158 F&CS,LIS,SUPPLIES	214.00
156288	5/31/2007	NICK'S CAR WASH SECURITY,EHN,CONTR.MAINTENANCE	14.00
156289	5/31/2007	NORTH POCONO BUS COMPANY, INC. TENNIS,BOYS,HS-N,CONT. TRANSP.	6,749.00
156290	5/31/2007	NORTH POCONO BUS COMPANY, INC. BAND,HS-S, CONTRACT TRANSPORT.	8,195.30
156291	5/31/2007	NORTH POCONO BUS COMPANY, INC. TRANSP,CONTRACT,SEC,FIELD TRIP	10,371.50
156292	5/31/2007	NORTH POCONO BUS COMPANY, INC. SOFTBALL,HS-N,CONTRACT TRANSP.	636.00
156293	5/31/2007	NORTH POCONO BUS COMPANY, INC. TRANSPORTATION, CONTRACTED	20,219.50
156294	5/31/2007	NORTHAMPTON COMMUNITY COLLEGE DUAL ENROLLMENT - BOOKS	82.00
156295	5/31/2007	CARL NYGARD MUSIC,VOCAL,ESE,DUES/FEES	540.00

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156296	5/31/2007	OFFICE DEPOT BES, 4TH, INSTR, BID SUPPLIES	6.24
156297	5/31/2007	OPDYKE'S SALES & SERVICE TRANSPORTATION, GEN. SUPPLIES	2,139.67
156298	5/31/2007	PASBO Prepayments	220.00
156299	5/31/2007	PETTY CASH CURRICULUM ASST SUPT CURR GENERAL SUPPLY	62.00
156300	5/31/2007	PETTY CASH ITEC ITEC, GENERAL SUPPLIES	14.30
156301	5/31/2007	POCONO ARTS COUNCIL RES, 2ND, PROF CONTRACT SERVICES	1,590.00
156302	5/31/2007	POCONO MEDICAL CENTER TRANSPORTATION, PROF. CONT. SERV	54.00
156303	5/31/2007	POCONO RECORD ENGLISH, EHN, PRINTING SERVICES	509.74
156304	5/31/2007	POCONO TRACTOR GEN. MAINT., SUPPLIES	62.30
156305	5/31/2007	ANNELLE PREFONTAINE TL. 1, GRANTS DIRECTOR, DEDUCTIBL	100.00
156306	5/31/2007	PROGRESSIVE BUSINESS CONFERENCES TL. 1, GRANTS DIRECTOR, EQUIPMENT	297.00
156307	5/31/2007	QUILL CORPORATION TRANSPORTATION, GEN. SUPPLIES	1,405.62
156308	5/31/2007	MICHELLE RICHARDSON BUSHKILL, MISC., LOCAL GRANT	1,500.00
156309	5/31/2007	SAFETY KLEEN TRANSPORTATION, CONT. MAINT.	376.76
156310	5/31/2007	SCHUYLKILL VALLEY SPORTING GOODS LIS, PRIN., GENERAL SUPPLIES	67.96
156311	5/31/2007	MAUREEN G. SEIDEL CLASSROOM FOR FUTURE - CONFER	371.21
156312	5/31/2007	POCONO SEW & VAC F&CS, JTL, PROPERTY SERVICE	14.87
156313	5/31/2007	SHAWNEE ACADEMY, LTD.	19,501.01
156314	5/31/2007	SHAWNEE ACADEMY, LTD.	23,535.00
156315	5/31/2007	SHAWNEE ACADEMY, LTD.	27,660.00
156316	5/31/2007	SHAWNEE ACADEMY, LTD.	9,788.64
156317	5/31/2007	JAMES F. SHEAROUSE Due Fr. Bond Construction Funds	225.04
156318	5/31/2007	DONALD & ELIZABETH SMALL REFUNDS, PRIOR YEAR, LEHMAN	4,730.15
156319	5/31/2007	STROUD AREA REGIONAL POLICE SECURITY, HS-S, PROF. CONTR. SVCS.	2,145.00



Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156320	5/31/2007	SUBURBAN EMS, INC. FOOTBALL, HS-S, CONTR.MAINT.	2,407.50
156321	5/31/2007	THOMSON LEARNING BUSINESS ED., EHS, BOOKS/PERIODI	574.58
156322	5/31/2007	ANTONIA B. TORPEY SPEC.ED., LRN.SUP., PROF.SERVICE	497.86
156323	5/31/2007	TRI-STATE INDUSTRIAL LAUNDRIES INC. MAINTENANCE, UNIFORM RENTAL	624.15
156324	5/31/2007	TRI-STATE INDUSTRIAL LAUNDRIES INC. MAINTENANCE, UNIFORM RENTAL	1,450.38
156325	5/31/2007	TRIVEDI TECHNOLOGY INNOVATIONS INTL SCIENCE, EHN, SOFTWARE/VIDEOS	112.97
156326	5/31/2007	TU-WAY COMMUNICATIONS TRANSPORTATION, NEW EQUIPMENT	100.00
156327	5/31/2007	UNITED STATES POSTAL SERVICE EHS, PRIN., POSTAGE/TELEPHONE	2,000.00
156328	5/31/2007	WALMART COMMUNITY SPEC.ED.LIFE SKILLS, SUPPLIES	1,952.51
156329	5/31/2007	WHITMORE'S GARAGE GEN.MAINT., CONTRACT.SERV.	2,416.55
156330	5/31/2007	XEROX CORPORATION MRU005587	6,350.38
156331	5/31/2007	XEROX CORPORATION MTC017743	13,386.41
156332	5/31/2007	XEROX CORPORATION MTC-020025	9,065.45
156333	5/31/2007	XEROX CORPORATION NWL110810	5,022.26
156334	5/31/2007	ZEAGER BROS. INC. GEN.MAINT., ELEM., SUPPLIES	4,100.00
156335	5/31/2007	AMERIPRISE FINANCIAL SERVICES Tax Sheltered Annuities	800.00
156336	5/31/2007	AXA EQUITABLE LIFE INSURANCE COMPANY Tax Sheltered Annuities	4,059.01
156337	5/31/2007	E.S.E.A. ESEA Dues	594.84
156338	5/31/2007	FEDERAL RESERVE BANK Savings Bond Deductions	800.00
156339	5/31/2007	LINCOLN INVESTMENT PLANNING INC Tax Sheltered Annuities	22,508.47
156340	5/31/2007	LINCOLN NATIONAL LIFE Tax Sheltered Annuities	675.00
156341	5/31/2007	METROPOLITAN LIFE INSURANCE COMPANY Tax Sheltered Annuities	325.00
156342	5/31/2007	MORGAN STANLEY DEAN WITTER TRUST FSB Tax Sheltered Annuities	52.32
156343	5/31/2007	NATIONWIDE FINANCIAL Tax Sheltered Annuities	323.65

Bank: 11 PNC Bank (Concentration)

Check no.	Check Date	Vendor name and comment	Amount
156344	5/31/2007	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	112.16
156345	5/31/2007	NEW JERSEY FAMILY SUPPORT PAYMENT CENTER Miscellaneous Deductions	248.00
156346	5/31/2007	OPPENHEIMER FUNDS Tax Sheltered Annuities	7,373.88
156347	5/31/2007	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	324.64
156348	5/31/2007	PA SCDU Miscellaneous Deductions	2,900.80
156349	5/31/2007	PIMCO PARENT CO. Tax Sheltered Annuities	50.00
156350	5/31/2007	PRUDENTIAL INVESTMENTS Tax Sheltered Annuities	300.00
156351	5/31/2007	PUTNAM INVESTMENT SERVICES Tax Sheltered Annuities	450.00
156352	5/31/2007	SMITH BARNEY Tax Sheltered Annuities	205.00
156353	5/31/2007	THRIVENT FINANCIAL FOR LUTHERANS Tax Sheltered Annuities	185.00
156354	5/31/2007	VARIABLE ANNUITY LIFE INS. CO. Tax Sheltered Annuities	1,945.76
156355	5/31/2007	VANGUARD GROUP OF INVESTMENT COMPANIES Tax Sheltered Annuities	1,425.83
			1,921,075.40

End of Report - 8.27.25

May 07, 2007

001 East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending March 31, 2007

CAFETERIA FUND

	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES		
EARNINGS ON INVESTMENTS		
INTEREST ON INVESTMENTS	1,872.21	16,564.11
TOTAL EARNINGS ON INVESTMENTS	1,872.21	16,564.11
REVENUE FROM OPERATIONS		
SALES, LUNCH - PAID	69,311.60	496,066.90
SALES, LUNCH - REDUCED	3,328.00	26,176.66
SALES, BREAKFAST -- PAID	5,778.30	38,756.75
SALES, BREAKFAST - REDUCED	624.10	4,715.00
SALES, ADULT LUNCH	.00	2,204.36
SALES, MISCELLANEOUS	90,359.98	662,590.19
MISCELLANEOUS-PEPSI COMMISSION	2,141.09	7,018.88
SALES, IN-HOUSE-EVENTS	2,929.02	33,728.27
TOTAL SALES	174,472.09	1,271,257.01
TOTAL LOCAL REVENUE	176,344.30	1,287,821.12
REVENUE FROM STATE SOURCES		
STATE SUBSIDY	11,811.12	80,020.42
STATE SUBSIDY -SOCIAL SECURITY	4,168.22	26,757.48
STATE SUBSIDY -RETIREMENT	3,359.82	19,238.03
TOTAL STATE REVENUE	19,339.16	126,015.93
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY	114,849.70	773,235.86
TOTAL FEDERAL REVENUE	114,849.70	773,235.86
INTERFUND TRANSFERS		
TOTAL INTERFUND TRANSFERS	.00	.00
TOTAL CAFETERIA REVENUE	\$310,533.16	\$2,187,072.91
EXPENSES OF OPERATIONS		
Salary, Manager	4,578.64	86,366.58

260

May 07, 2007

001 East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending March 31, 2007

CAFETERIA FUND

	Current Period	Year-to-Date
SALARIES, WORKERS	104,393.60	524,529.71
MEDICAL INSURANCE	29,632.06	275,406.61
MEDICAL INSURANCE DEDUCTIBLE	.00	533.75
LIFE INSURANCE	494.45	3,055.22
LTD INSURANCE	217.15	2,815.89
FICA OASDI	6,756.33	39,847.65
FICA HI	1,580.10	10,182.72
RETIREMENT	6,719.64	36,339.75
UNEMPLOYMENT	1,056.43	3,530.83
WORKERS COMPENSATION	.00	5,715.12
PROFESSIONAL CONTRACT SERVICES	75.00	415.00
CONTRACT MAINTENANCE	2,384.62	16,254.63
MAINTENANCE/REPAIRS	1,581.38	7,644.65
LEASE EXPENSE	60.14	402.51
AUTO INSURANCE	429.76	1,314.48
TELEPHONE	1.11	414.14
TRAVEL AND MILEAGE	164.18	1,012.29
SUPPLIES, NON-FOOD	5,667.43	71,148.31
FUEL	190.20	1,258.19
Food Purchases	93,730.32	737,594.11
MILK PURCHASES	15,190.35	82,719.16
DISCOUNT ON FOOD & SUPPLIES	1,064.74-	6,485.46-
DEPRECIATION OF EQUIPMENT	1,492.75	13,434.75
EQUIPMENT, NEW	490.92	490.92
EQUIPMENT, REPLACEMENT	.00	386.30
DUES & FEES	.00	6.00
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TOTAL FOOD SERVICE EXPENSES	\$275,821.82	\$1,916,333.81
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End of Report - 12.23.58

May 07, 2007

001 East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending February 28, 2007

CAFETERIA FUND

	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES		
EARNINGS ON INVESTMENTS		
INTEREST ON INVESTMENTS	1,705.07	14,691.90
TOTAL EARNINGS ON INVESTMENTS	1,705.07	14,691.90
REVENUE FROM OPERATIONS		
SALES, LUNCH - PAID	57,881.95	426,755.30
SALES, LUNCH - REDUCED	3,213.60	22,848.66
SALES, BREAKFAST - PAID	3,840.20	32,978.45
SALES, BREAKFAST - REDUCED	413.30	4,090.90
SALES, ADULT LUNCH	.00	2,204.36
SALES, MISCELLANEOUS	73,248.38	572,230.21
MISCELLANEOUS-PEPSI COMMISSION	.00	4,877.79
SALES, IN-HOUSE-EVENTS	5,424.66	30,799.25
TOTAL SALES	144,022.09	1,096,784.92
TOTAL LOCAL REVENUE	145,727.16	1,111,476.82
REVENUE FROM STATE SOURCES		
STATE SUBSIDY	9,029.92	68,209.30
STATE SUBSIDY -SOCIAL SECURITY	3,160.66	22,589.26
STATE SUBSIDY -RETIREMENT	2,517.10	15,878.21
TOTAL STATE REVENUE	14,707.68	106,676.77
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY	86,608.53	658,386.16
TOTAL FEDERAL REVENUE	86,608.53	658,386.16
INTERFUND TRANSFERS		
TOTAL INTERFUND TRANSFERS	.00	.00
TOTAL CAFETERIA REVENUE	\$247,043.37	\$1,876,539.75
EXPENSES OF OPERATIONS		
Salary, Manager	4,578.64	81,787.94

262

May 07, 2007

001 East Stroudsburg Area School District  
STATEMENT OF INCOME  
For the Period Ending February 28, 2007

CAFETERIA FUND

	Current Period	Year-to-Date
SALARIES, WORKERS	77,777.87	420,136.11
MEDICAL INSURANCE	29,569.57	245,774.55
MEDICAL INSURANCE DEDUCTIBLE	.00	533.75
LIFE INSURANCE	328.60	2,560.77
LTD INSURANCE	217.15	2,598.74
FICA OASDI	5,123.22	33,091.32
FICA HI	1,198.09	8,602.62
RETIREMENT	5,034.20	29,620.11
UNEMPLOYMENT	2,068.24	2,474.40
WORKERS COMPENSATION	794.67	5,715.12
PROFESSIONAL CONTRACT SERVICES	.00	340.00
CONTRACT MAINTENANCE	163.57	13,870.01
MAINTENANCE/REPAIRS	3,151.30	6,063.27
LEASE EXPENSE	.00	342.37
AUTO INSURANCE	.00	884.72
TELEPHONE	.00	413.03
TRAVEL AND MILEAGE	210.49	848.11
SUPPLIES, NON-FOOD	11,574.58	65,480.88
FUEL	149.47	1,067.99
Food Purchases	102,526.92	643,863.79
MILK PURCHASES	21,822.13	67,528.81
DISCOUNT ON FOOD & SUPPLIES	968.18-	5,420.72-
DEPRECIATION OF EQUIPMENT	1,492.75	11,942.00
EQUIPMENT, REPLACEMENT	386.30	386.30
DUES & FEES	.00	6.00
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TOTAL FOOD SERVICE EXPENSES	\$267,199.58	\$1,640,511.99
	=====	=====

End of Report - 11.11.17

Bank: 45 PNC BANK

Check no.	Check Date	Vendor name and comment	Amount
102450	5/07/2007	REINHART FOOD SERVICE FOOD	14,892.98
102451	5/11/2007	MARIANNE BRIDGES 4/1/07-4/30/07	145.50
102452	5/11/2007	BUTTER KRUST BAKING CO. 4/1/07-4/30/07	3,225.24
102453	5/11/2007	EAST STROUDSBURG AREA - GENERAL FUND 4/1/07-4/30/07	25,000.00
102454	5/11/2007	ECOLAB 4/1/07-4/30/07	1,211.74
102455	5/11/2007	FEESEER'S FOOD DISTRIBUTORS 4/1/07-4/30/07	18,647.35
102456	5/11/2007	HERR'S 4/1/07-4/30/07	1,979.74
102457	5/11/2007	K & D FACTORY SERVICE, INC. 4/1/07-4/30/07	2,709.63
102458	5/11/2007	KEYCO DISTRIBUTORS INC. 4/1/07-4/30/07	61.87
102459	5/11/2007	Marie Cordero 4/1/07-4/30/07	6.90
102460	5/11/2007	Monroe Family Practice Association 4/1/07-4/30/07	75.00
102461	5/11/2007	NARDONE BROTHERS BAKING CO. 4/1/07-4/30/07	826.00
102462	5/11/2007	NORTHEAST PENN MECHANICAL INC. 4/1/07-4/30/07	292.70
102463	5/11/2007	Nutri-Tech Inc. 4/1/07-4/30/07	1,700.00
102464	5/11/2007	OFFICE DIRECT, INC. 4/1/07-4/30/07	75.00
102465	5/11/2007	PEPSI-COLA 4/1/07-4/30/07	6,036.86
102466	5/11/2007	POCONO MOUNTAIN DAIRIES 4/1/07-4/30/07	18,614.82
102467	5/11/2007	POCONO PRODUCE 4/1/07-4/30/07	17,075.22
102468	5/11/2007	TASTY BAKING COMPANY 4/1/07-4/30/07	951.79
102469	5/11/2007	L.E. WALTER & SONS 4/1/07-4/30/07	7,098.28
102470	5/14/2007	REINHART FOOD SERVICE FOOD	13,500.24
102471	5/22/2007	REINHART FOOD SERVICE FOOD	11,158.26
102472	5/29/2007	REINHART FOOD SERVICE FOOD	18,158.58

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163,443.70

264

Bank: 45 PNC BANK

Check no.	Check Date	Vendor name and comment	Amount
102427	4/04/2007	REINHART FOOD SERVICE FOOD	27,180.64
102428	4/12/2007	B & D PRINTING SUPPLIES	1,760.00
102429	4/12/2007	MARIANNE BRIDGES MILEAGE	29.10
102430	4/12/2007	BUTTER KRUST BAKING CO. FOOD	2,253.44
102431	4/12/2007	Chandelle Hart LUNCH MONEY OWED BACK	31.40
102432	4/12/2007	ECOLAB SUPPLIES	1,823.34
102433	4/12/2007	FEESER'S FOOD DISTRIBUTORS FOOD	26,431.71
102434	4/12/2007	Denise Flynn MILEAGE	56.26
102435	4/12/2007	HERR'S FOOD	2,520.65
102436	4/12/2007	HOBART CORPORATION MAINTENANCE	483.90
102437	4/12/2007	House of Raeford Farms FOOD	278.11
102438	4/12/2007	K & D FACTORY SERVICE, INC. MAINTANCE	872.82
102439	4/12/2007	KEYCO DISTRIBUTORS INC. FOOD	742.44
102440	4/12/2007	OFFICE DIRECT, INC. SUPPLIES	58.00
102441	4/12/2007	PEPSI-COLA FOOD	6,085.98
102442	4/12/2007	POCONO MOUNTAIN DAIRIES MILK	20,497.47
102443	4/12/2007	POCONO PRODUCE FOOD	14,252.97
102444	4/12/2007	TASTY BAKING COMPANY FOOD	3,416.55
102445	4/12/2007	US FOODSERVICE - PITTSTON FOOD	1,443.63
102446	4/12/2007	L.E. WALTER & SONS FOOD	4,875.68
102447	4/18/2007	REINHART FOOD SERVICE FOOD	15,092.30
102448	4/24/2007	REINHART FOOD SERVICE FOOD	1,936.95
102449	4/30/2007	REINHART FOOD SERVICE FOOD	20,648.31

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152,771.65

265



Bank: 45 PNC BANK

Check no.	Check Date	Vendor name and comment	Amount
102404	3/08/2007	REINHART FOOD SERVICE FOOD	16,350.92
102405	3/13/2007	REINHART FOOD SERVICE FOOD	10,349.24
102406	3/19/2007	MARIANNE BRIDGES BRIDGES FEB. 1-28, 2007	77.12
102407	3/19/2007	BUTTER KRUST BAKING CO. FEB. 1-28, 2007	2,133.58
102408	3/19/2007	RICH PRODUCTS CORPORATION FEB. 1-28, 2007	1,535.04
102409	3/19/2007	DAYDOTS FEB. 1-28, 2007	26.83
102410	3/19/2007	EAST STROUDSBURG AREA - GENERAL FUND FEB. 1-28, 2007	25,000.00
102411	3/19/2007	FEESER'S FOOD DISTRIBUTORS FEB. 1-28, 2007	16,146.95
102412	3/19/2007	HERR'S FEB. 1-28, 2007	1,554.67
102413	3/19/2007	K & D FACTORY SERVICE, INC. FEB. 1-28, 2007	40.11
102414	3/19/2007	KEYCO DISTRIBUTORS INC. FEB. 1-28, 2007	567.59
102415	3/19/2007	MRS. LANDOLFA FEB. 1-28, 2007	9.65
102416	3/19/2007	MARYANN MCCRACKEN FEB 1-28, 2007	87.06
102417	3/19/2007	NARDONE BROTHERS BAKING CO. FEB. 1-28, 2007	280.00
102418	3/19/2007	OFFICE DIRECT, INC. FEB. 1-28, 2007	37.82
102419	3/19/2007	PEPSI-COLA FEB. 1-28, 2007	5,852.90
102420	3/19/2007	POCONO MOUNTAIN DAIRIES FEB. 1-28, 2007	15,190.35
102421	3/19/2007	POCONO PRODUCE FEB. 1-28, 2007	11,524.95
102422	3/19/2007	TASTY BAKING COMPANY FEB. 1-28, 2007	2,004.84
102423	3/19/2007	US FOODSERVICE - PITTSSTON FEB. 1-28, 2007	3,373.63
102424	3/19/2007	L.E. WALTER & SONS FEB. 1-28, 2007	5,154.55
102425	3/19/2007	REINHART FOOD SERVICE FOOD	9,269.47
102426	3/27/2007	REINHART FOOD SERVICE FOOD	5,988.72

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132,555.99

266

6/5/2007

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
STATEMENT OF CASH / GENERAL FUND  
May 31, 2007**

	May 31, 2007	May 31, 2007
Beginning Balance:	\$ 25,846,565.12	\$ 18,605,161.92
Adjustment to Beginning Balance		
<b>Receipts:</b>		
Earned Income Tax	\$ 611,582.78	\$ 2,441,795.55
Occupational Privilege Tax	38,261.20	69,786.36
	\$ 649,843.98	\$ 2,511,581.91
<b>Real Estate Transfer Tax:</b>		
Monroe	\$ 89,459.46	\$ 1,433,078.99
Pike	27,360.07	463,097.35
	116,819.53	1,896,176.34
<b>Delinquent Taxes</b>		
Monroe	\$ 553,868.62	\$ 3,906,665.26
Pike	305,568.83	1,885,585.51
	859,437.45	5,792,250.77
<b>Real Estate Taxes:</b>		
East Stroudsburg	\$ -	\$ 8,809,048.82
Middle Smithfield	36,094.73	24,793,133.35
Price	-	4,238,564.76
Smithfield	490.56	12,282,460.14
Lehman	17,511.43	14,680,411.00
Porter	-	1,442,967.47
	54,096.72	66,246,585.54
<b>Interest:</b>		
PLGIT	\$ 7,054.16	\$ 95,514.23
PLGIT/PLUS	-	221,873.46
PLGIT/TERM	-	191,645.15
PSDLAF	144,673.42	625,914.94
PNC NOW	15,430.91	263,156.22
PNC MMA	48.63	528.91
	167,207.12	1,398,632.91
<b>ACH State Transfers:</b>		
Basic Ed	\$ -	\$ 6,810,516.14
Alt Ed for Disr Yth	21,688.50	83,344.49
Charter School Tr	-	117,330.00
Comm of PA Lieu of Taxes	-	39,144.23
DCED Tutoring Assistance	-	-
Drivers Ed	-	11,935.00
Duel Enrollment	4,119.47	41,232.47
Education Assistance	-	504,455.25
Grant	1,500.00	42,800.35
Health Reimb	-	176,717.21
Homebound	-	363.42
Incarcerated Ed	-	-
Integration Coaches	-	90,000.00
NP Transportation	-	89,320.00
NSLP Sub	240,415.18	1,013,138.75
PA Accountability Grant	-	1,205,058.00
Perf Incentives	-	-
PURTA	-	104,210.16
Rental Subsidy	-	2,405,392.31
Retirement	-	1,074,902.53
School Improvement	-	19,000.00
SD Special Ed Funding	41,010.44	2,046,030.44
SD Transportation	-	2,270,567.00
Section 1305/1306	-	9,536.17
Social Security	177,796.00	2,043,522.10
Vocational Ed	-	114,368.58
Ward of State	-	143,956.70
WIA Youth	-	-
	486,529.59	20,456,841.30
<b>Federal Revenue:</b>		
Academic Achievement	\$ -	3,108.00
Classroom Size Reduction	-	538,158.00
Drug Free Schools	-	26,086.00
Eisenhower M&S	-	-
Hurricane Relief	37,286.62	674,431.50
Impact Aid	-	377,584.75
IU 20 IDEA	17,155.40	949,231.39
Medical Assistance	137,130.96	230,260.00
Pregnant & Parent	-	9,621.81
Project 720 Hish School	-	50,833.35
RIF	-	-
Title I	59,405.42	\$ 775,080.21
Title II	17,631.83	213,204.59
Title III	-	44,453.48
Title V	-	9,345.00
Title VI	-	-
	268,610.23	3,901,398.08
<b>Other Revenue:</b>		
Refunds	\$ -	\$ 182.83
Miscellaneous	-	37,969.63
Donations	-	-
Parking Permits/Smoking Fines	-	530.00
Cell Tower	1,000.00	11,000.00
Use of Facilities	-	-
Shawnee Academy	126,277.14	1,259,096.69
	127,277.14	1,308,779.15

267

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
**STATEMENT OF CASH / GENERAL FUND**  
**May 31, 2007**

May 31, 2007

May 31, 2007

**Credit to Expense:**

Wage/Tuition/Jury Duty Reimb	\$ 574.60		\$ 16,192.13	
Restitutions	348.52		3,379.66	
Misc. Expense	7,342.25		93,754.74	
Cafeteria Reimb	25,000.00		250,000.00	
Misc. Reimb/Refunds	-		58,542.59	
Custodian Fees	39.93		9,887.98	
Obligations	486.42		3,022.63	
Bond/Const. Fund Reimb.	-		36,448.19	
Capital Reserve to GF	-		-	
Special/Student Activity to GF	1,570.00		9,363.00	
MCATI	-		5,866.12	
Blue Cross Pymt/COBRA	28,899.86	64,261.58	306,770.76	793,227.80
<b>TOTAL RECEIPTS</b>			<b>\$ 2,794,083.34</b>	
<b>TOTAL RESOURCES</b>			<b>\$ 28,640,648.46</b>	<b>\$ 104,305,473.80</b>
			<b>\$ 28,640,648.46</b>	<b>\$ 122,910,635.72</b>

**Disbursements:**

Accounts Payable	\$ 4,211,764.25		\$ 46,441,175.27	
Payroll	4,564,708.07		33,382,340.55	
Investment Fees	-		-	
Prior Months Voids/Adj	(42,253.23)		(177,252.60)	
Accrued Interest	-		6,034.52	
1998A GOB Principal & Int	520,250.00		3,280,125.00	
1998AA GOB Principal & Int	54,640.00		1,718,930.00	
2000 GOB Principal & Int	-		-	
2001 GOB Principal & Int.	-		-	
2001A GOB Principal & Int.	16,998.75		33,997.50	
2001AA GOB Principal & Int.	-		270,620.00	
2002 GOB Principal & Int	-		1,184,883.75	
2002A GOB Principal & Int.	128,127.50		128,127.50	
2003 GOB Principal & Int	-		527,087.51	
2003A GOB - Principal & Int	-		435,887.50	
2004 GOB Principal & Int	-		404,915.00	
2004A GOB Principal & Int	163,753.14		332,556.28	
2005 GOB Principal & Int	162,531.25		330,137.50	
2005A GOB Principal & Int	188,407.51		565,515.02	
2006 GOB Principal & Int	185,547.50		462,782.50	
GOB CP \$37.5M	-		-	
Blue Cross Payment	1,215,062.95		13,155,012.66	
Transfer to Capital Reserves	-		1,957,159.00	
96 VRLP \$7M Principal & Int	17,286.21		510,030.94	
96 VRLP \$10M Principal & Int	23,958.11		730,703.87	
<b>Balance:</b>		<b>\$ 11,410,782.01</b>	<b>\$ 730,703.87</b>	<b>\$ 105,680,769.27</b>
		<b>\$ 17,229,866.45</b>		<b>\$ 17,229,866.45</b>

**CASH SUMMARY:**

PNC Bank - NOW	\$ 3,411,782.56		\$ 3,411,782.56	
PNC Bank - MMA	35,831.87		35,831.87	
PSDLAF	9,242,819.11		9,242,819.11	
PLGIT	996,582.05		996,582.05	
PLGIT/PLUS	3,542,850.86		3,542,850.86	
PLGIT/TERM	-		-	
<b>Balance:</b>		<b>\$ 17,229,866.45</b>	<b>-</b>	<b>\$ 17,229,866.45</b>

**STATEMENT OF CASH / CAPITAL RESERVE FUND  
2006-2007**

	<b>May 31, 2007</b>		<b>July to May</b>	
<b>Beginning Balance:</b>		\$ 1,008,602.67		\$ 359,488.91
Adjustment to Beginning Balance		\$ -		\$ 1,018,700.00
<b>Recoverable Bus Purchase:</b>				
Reimbursement from G.F.	\$ -		\$ -	
Reimbursement from PLGIT	\$ -		\$ 2,457,159.00	
Wolffington Bus Buy Back	\$ -	-	228,200.00	2,685,359.00
<b>Interest:</b>				
PLGIT	\$ 4,273.78	4,273.78	47,247.68	47,247.68
<b>TOTAL RECEIPTS</b>		4,273.78		2,732,606.68
<b>TOTAL RESOURCES</b>		\$ 1,012,876.45		\$ 4,110,795.59
<b>Disbursements:</b>				
Transportation - New Buses	\$ -		\$ 2,440,466.00	
Due to General Fund	-		-	
Due to PLGIT	-		500,000.00	
Land Acquisition Costs	-		1,825.00	
Transp. - Equipment	-		40,162.50	
District Security - JTL	-		-	
District Security - HSN	-		-	
District Security - JM Hill	-		-	
District Security - Resica	-		-	
District Security - Bushkill	-		-	
District Security	-		-	
District Software	-		-	
Cust Supplies - Bushkill	-		-	
Maint. - Resica	-		445.79	
Maint. - JM Hill	-		8,406.02	
Maint. - MSE	-		9,004.00	
Maint. - HSN	-		-	
Maint. - HSS	-		370.00	
Maint. - JTL	-		6,774.25	
Maint. - LEH	-		852.64	
Bldg Imp. - BSE	-		-	
Bldg Imp. - HSN	-		42,863.27	
Bldg Imp. - HSS	-		-	
Bldg Imp. - JM Hill	-		-	
Bldg Imp. - JTL	-		6,745.26	
Bldg Imp. - Lehman	-		12,249.75	
Bldg Imp. - ESE	-		-	
Bldg Imp. - MSE	-		1,507.99	
Bldg Imp. - Resica	-		1,396.90	
Site Imp. - Trans	-		-	
Site Imp. - District	-		-	
Site Imp. - HSN	-		9,034.00	
Site Imp. - HSS	-		-	
Site Imp. - JM Hill	-		7,566.50	
Site Imp. - JTL	-		8,249.29	
Site Imp. - Resica	-		-	
Site Imp. - ESE	-		-	
Site Imp. - MSE	-		-	
	0.00	-	-	3,097,919.16
<b>Ending Balance</b>		\$ 1,012,876.45		\$ 1,012,876.45
<b>Cash Summary:</b>				
PLGIT	\$ 1,012,876.45		\$ 1,012,876.45	
<b>Ending Balance</b>		\$ 1,012,876.45		\$ 1,012,876.45

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
CAPITAL PROJECTS - BOND FUND - 2006-2007**

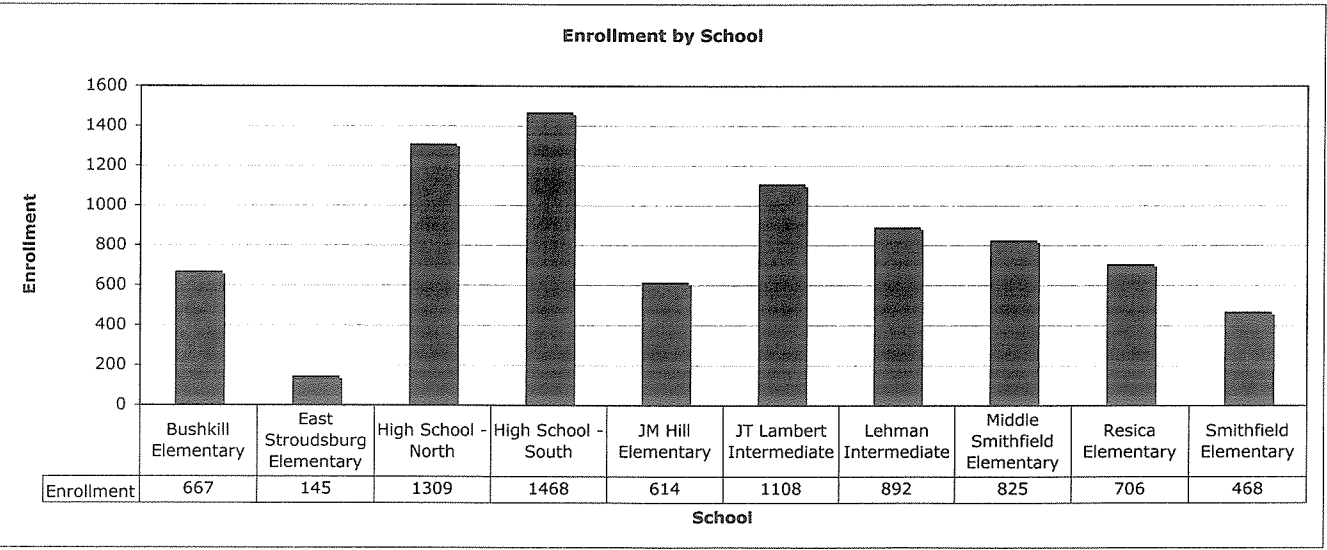
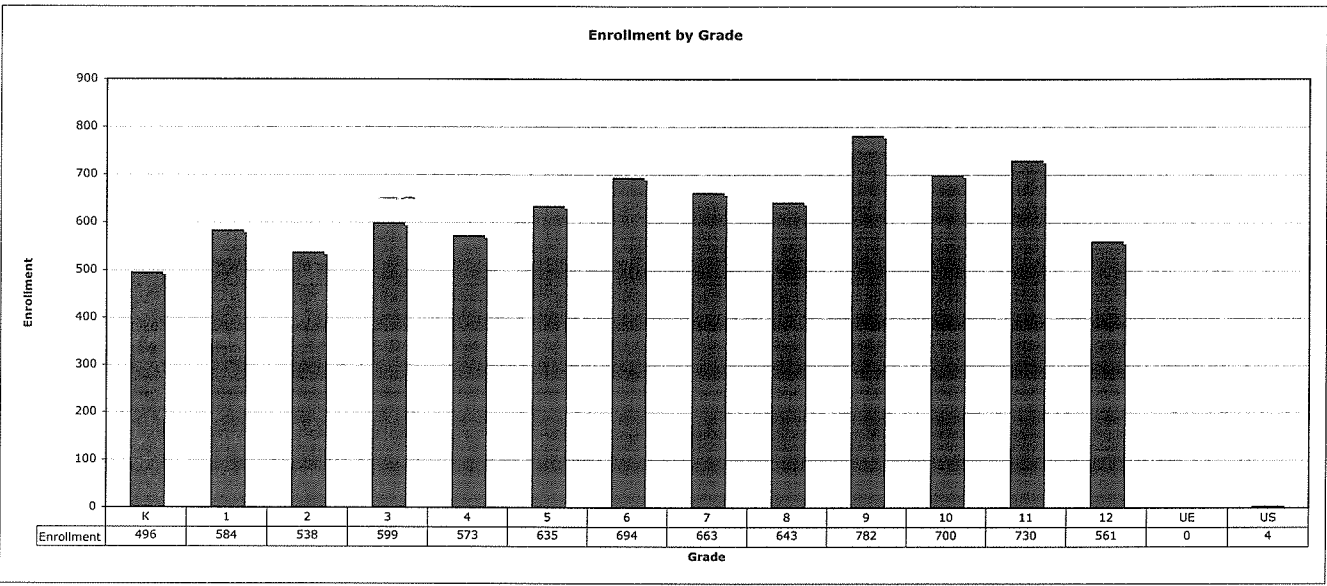
**MAY**

DATE	PNC CONST	2002 PLGIT	2003 PLGIT	2003A PLGIT	2004 PLGIT	2007 PLGIT	TOTAL
Beg Bal	\$ 33,620.55	\$ -	\$ -	\$ 416,979.25	\$ 627,226.13	\$ 13,837,684.26	\$ 14,915,510.19
ADJ TO BEG BAL							
Transfers	\$ 4,950,633.55			\$ (414,211.57)		\$ (4,540,094.35)	
Interest	\$ 5,385.34			\$ 1,230.36	\$ 2,724.03	\$ 53,733.18	\$ 63,072.91
Expense	\$ (4,976,092.85)						\$ (4,976,092.85)
End Bal	\$ 13,546.59	\$ -	\$ -	\$ 3,998.04	\$ 629,950.16	\$ 9,351,323.09	\$ 10,002,490.25

270

East Stroudsburg Area School District  
District Enrollment Summary

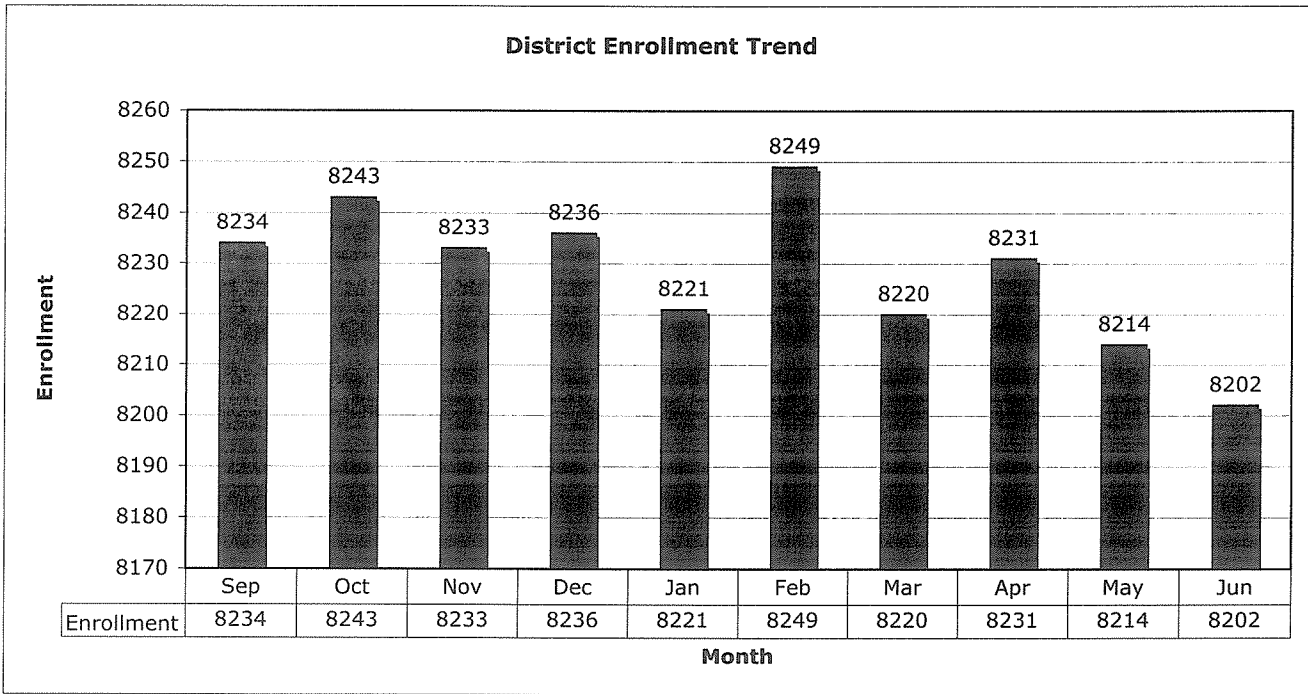
	K	1	2	3	4	5	6	7	8	9	10	11	12	UE	US	TOTAL
Bushkill Elementary	79	110	106	113	120	139										667
East Stroudsburg Elementary						145										145
High School - North										398	319	338	250		4	1309
High School - South										384	381	392	311			1468
JM Hill Elementary	105	138	129	120	122											614
JT Lambert Intermediate							378	365	365							1108
Lehman Intermediate							316	298	278							892
Middle Smithfield Elementary	129	138	118	161	129	150										825
Resica Elementary	114	115	106	127	125	119										706
Smithfield Elementary	69	83	79	78	77	82										468
<b>TOTAL</b>	<b>496</b>	<b>584</b>	<b>538</b>	<b>599</b>	<b>573</b>	<b>635</b>	<b>694</b>	<b>663</b>	<b>643</b>	<b>782</b>	<b>700</b>	<b>730</b>	<b>561</b>	<b>0</b>	<b>4</b>	<b>8202</b>



271

East Stroudsburg Area School District  
Enrollment Trend Summary

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2006-2007 School Year</b>										
Bushkill Elementary	649	648	650	655	651	657	665	667	668	667
East Stroudsburg Elementary	149	149	146	146	146	147	147	145	145	145
High School - North	1351	1354	1356	1355	1350	1350	1318	1322	1316	1309
High School - South	1534	1519	1498	1494	1486	1494	1488	1481	1477	1468
JM Hill Elementary	594	605	601	601	601	611	609	612	613	614
JT Lambert Intermediate	1101	1096	1097	1101	1100	1104	1106	1109	1108	1108
Lehman Intermediate	880	892	890	889	887	893	896	898	893	892
Middle Smithfield Elementary	826	822	824	824	818	823	822	828	825	825
Resica Elementary	689	697	699	704	712	706	706	703	703	706
Smithfield Elementary	461	461	472	467	470	464	463	466	466	468
<b>TOTAL</b>	<b>8234</b>	<b>8243</b>	<b>8233</b>	<b>8236</b>	<b>8221</b>	<b>8249</b>	<b>8220</b>	<b>8231</b>	<b>8214</b>	<b>8202</b>



272