

THE UNIVERSITY OF SCRANTON AFFILIATION SITE AGREEMENT

THIS AGREEMENT, effective the 22nd day of June 2016, is by and between The University of Scranton, a Pennsylvania non-profit corporation having its principal place of business at 800 Linden Street, Scranton, PA ("University") and East Stroudsburg Area School District ("Facility"), with principal offices located 50 Vine Street, East Stroudsburg, PA 18301.

WITNESSETH:

WHEREAS, the University is a fully accredited University that offers curricula leading to a baccalaureate and graduate degrees in various professional disciplines; and

WHEREAS, field experience is a required and/or an integral part of the above-mentioned disciplines; and

WHEREAS, the University, through the Panuska College of Professional Studies, desires to provide students with an enhanced educational experience by using the appropriate facilities and personnel offered by the Facility for the implementation of the field experience phase of the curriculum for its students; and

WHEREAS, the Facility desires to collaborate with the University to establish the educational objectives for the field experience, devise methods for their implementation and evaluate the effectiveness of each, and is willing to make its employees and premises available for such purposes.

NOW THEREFORE, in consideration of the mutual promises contained herein, the University and Facility, intending to be legally bound, agree as follows:

A. PURPOSE

The purpose of the Affiliation Site Agreement is to define the rules and responsibilities of the University and the Facility in the planning and implementation of the field experience. Both parties agree to cooperate in the implementation of the provisions described herein in order to attain a maximally effective experience that is beneficial to both parties. It is understood that the Facility shall retain authority and responsibility for all individuals under its care.

B. JOINT RESPONSIBILITIES

1. Neither party shall discriminate against any student on the basis of race, religion, color, sex, age, national origin, non-job related disability, sexual orientation or veteran status.

2. The University will be responsible for determining the schedule of student assignments. Such schedule and assignments shall be subject to the approval of the designated field experience education coordinator at the Facility. The University and Facility will mutually agree upon the number of students who will participate in each rotation.
3. Withdrawal of a student from an assignment may be requested by the Facility or the University. The party requesting such withdrawal shall notify the other in writing of the request and the reason(s) for the request. The student may return to the Facility only when and if the situation is resolved to the mutual satisfaction of the University and the Facility.
4. Each party will provide the other with relevant rules, regulations and procedures, including updates, which will be applicable to the field experience.
5. The University and the Facility will cooperate in the establishment of the field experience education objectives for the affiliation, the methods for their implementation and the evaluation of their effectiveness. The University and the Facility will maintain ongoing communication to coordinate the planning and assessment of this program.
6. Neither party will consider the student an employee or agent of the Facility, but rather a student in the field experience phase of his/her professional education at the University.
7. Both parties agree to comply with the provisions of the Family Education Rights and Privacy Act, 20 USC §1232 et seq. ("FERPA"). Any and all information provided by University and defined as an "education record" according to FERPA, or such information defined as "directory information" about which a student has elected to opt out of disclosure, is subject to FERPA's restrictions on use and re-disclosure by Facility and those acting on its behalf, as further set forth at 34 CFR 99 et seq.
8. Both parties agree that the clinical experience is an extension of the academic experience of the student(s) and that the work anticipated by this field experience constitutes a practical application of the material taught in the classroom.
9. The parties agree that the field experience is designed to benefit the student principally.
10. The parties agree that the student has not been guaranteed employment at the termination of the clinical experience by the facility. This is not to preclude the hiring of the student, but it is understood that this is not the expectation or quid pro quo of the field experience.

11. Both parties agree that the student is not entitled to wages.

C. RESPONSIBILITIES OF THE UNIVERSITY

1. The University shall be responsible for decisions regarding administration of the overall educational program, including student dismissal, curriculum philosophy, evaluation, admissions, graduation, faculty appointments, and compliance with educational standards established by the University and accrediting bodies.
2. The University will assign to the Facility only those students who have satisfactorily completed the required course of study and any prerequisites for the field experience at Facility, and who meet the Facility's standards of health and ability.
3. The University agrees to review the student's log of activities and time spent at the Facility.
4. The University agrees to establish and maintain regular and ongoing communication with the Facility's designated representative on any issues pertinent to the clinical experience.
5. The University will identify the Coordinator to act as a liaison between the University and Facility. The Coordinator will provide the Facility with all necessary information prior to and during the field experience and will plan appropriate visits, and consultation conferences, onsite if practicable, or via telecommunication. In addition, the Coordinator will be available to discuss any problems or answer any questions that may arise at the Facility.
6. The University will advise assigned students and faculty of their responsibilities under this Agreement and for compliance with all pertinent rules, policies, procedures and regulations of the Facility, including any applicable accreditation standards, required dress, hours of attendance and required departmental programs (including after-hours programs), as designated by Facility.
7. The University agrees to adhere to applicable standards set by regulatory agencies and as articulated by the Facility to the University. The University shall reasonably cooperate with Facility on any requests from regulatory agencies for additional information.
8. The University shall assign to the program those students, faculty and staff who are covered by the University's professional liability insurance

policy. The University agrees to furnish the Facility with evidence of such insurance upon Facility's request.

9. The University agrees to indemnify and hold harmless Facility, its agents and employees from and against claims, demands, actions settlements, or judgments, including attorneys' fees and litigation expenses, based upon or arising out of activities related to this Agreement to the extent that such claims, demands, actions, settlements or judgments are caused by the sole negligence, actions or omissions of the University, its agents, employees, or students.
10. The University will ensure that students and faculty are informed of their responsibilities to respect the confidentiality of Facility records.
11. If required, the University shall require students to maintain adequate health insurance throughout the clinical experience, proof of which shall be furnished to the Facility upon request.
12. The University shall require all students to remain current on all clearances as are required by Facility's policies and guidelines. University shall supply documentation of all clearances upon Facility's request.
13. The University acknowledges that the Facility, if a health care facility, has sole authority over clinical care and full discretion to remove immediately any student who Facility deems is not performing appropriately, is not fully complying with a rule, policy, procedure or practice of the Facility, or in anyway could jeopardize the delivery of health care services.

D. RESPONSIBILITIES OF THE FACILITY

1. The Facility will designate a supervisor to implement and plan the field experience and to interact with the University as mutually agreed.
2. The Facility will assist any student requiring emergency medical care in the case of injury or illness while on duty at the Facility. The cost for such treatment shall be borne by the student or his/her medical insurance, if applicable.
3. The Facility will allow access to a cafeteria and library to the extent Facility has such services and it is permitted by Facility's policies. Additionally, Facility will provide reasonable study and storage space, if practicable.
4. The Facility will provide the student with a copy of the Facility rules and pertinent regulations with which the student is expected to comply, and advise the University of any changes to those policies of the Facility which may affect the field experience.

5. The Facility will advise the University Coordinator at least mid-term when a student's placement changes or of any serious deficiency noted in the ability of the student to progress toward achievement of the stated objectives of the field experience. The Facility will immediately notify the University in writing of any situation, problem, or deficit that may affect a student's successful completion of the field experience.
6. The Facility will assist in evaluation of each assigned student's performance in the field experience, utilizing forms supplied by the University.
7. The Facility agrees and acknowledges that it has the right, exercised with the consent of the University, to terminate any field experience where the University student's health or performance is detrimental to the stated objectives of the field experience.
8. The Facility shall maintain appropriate comprehensive general liability and professional liability insurance. The Facility agrees to furnish the University with evidence of such insurance upon University's request.
9. The Facility agrees to indemnify and hold harmless the University, its agents and employees from and against any and all claims, demands, actions, settlements, or judgments, including attorneys' fees and litigation expenses, based upon or arising out of activities described in this Agreement, to the extent that such claims, demands, actions, settlements, or judgments are occasioned by the negligent acts or omissions of the Facility, its agents or employees.
10. The Facility shall maintain the confidentiality of all student records produced by it or furnished to it by the University, and will not disclose such records except to the University, the student or as required by law and in accordance with the requirements of FERPA set forth in Paragraph B 7, above.
11. The Facility will provide students with the opportunity for learning experiences, such as collaboration meetings, staff meetings, in-services, special lectures and similar activities as available and at the discretion of Facility's field experience supervisor.
12. The Facility represents and warrants that the student is not displacing a regular employee at the site.
13. The work of the student at the site is a collaboration and it is recognized that the student will require supervision to a degree that the student is not producing work product for the Facility that the Facility would otherwise obtain from a regular employee.

14. The Facility will advise the University in a timely fashion of any changes in its personnel, operation or policies which may impact upon the clinical experience.

E. GENERAL TERMS OF AGREEMENT

1. The term of this Agreement shall commence on the effective date and shall expire three (3) years after the effective date.
2. Both parties agree that placements for field experience are usually one semester in length and placements are made at the discretion of the University.
3. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party; provided, that any such "without cause" termination shall not be effective with respect to students participating in the field experience on the date of such notice of termination until such time as such field experience is completed in accordance with its original terms. The Agreement may also be terminated at any time by mutual consent.
4. This Agreement represents the full and complete understanding of the parties. It may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by the designated representative of the University and Facility. Such amendments are to be attached as addenda to the Agreement and will have the same force as the Agreement itself.
5. Any notice to be provided under this Agreement shall be sent by registered, return receipt mail to the following names and addresses:

For the University: The University of Scranton
800 Linden Street
Scranton, PA 18510
Attn. David Angeloni
(570) 941 5518

For the Facility: Ms. Sharon Laverdure
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

With a copy to: Debra A. Pellegrino, Ed. D., Dean
The University of Scranton
800 Linden Street
Scranton, PA 18510

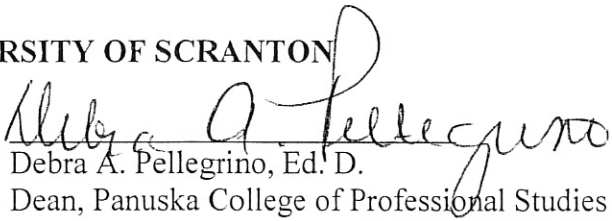
6. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflict of laws principles, with jurisdiction in the Court of Common Pleas of Lackawanna County, Scranton, PA.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

FACILITY:

By: _____
Name: _____
Title: _____
Date: _____

THE UNIVERSITY OF SCRANTON

By: 
Name: Debra A. Pellegrino, Ed. D.
Title: Dean, Panuska College of Professional Studies
Date: 6-22-16

**APPENDIX A
MODEL MEMORANDUM OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

PENNSYLVANIA STATE POLICE-SWIFTWATER BARRACKS

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

July 1, 2016-June 30, 2018

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

PENNSYLVANIA STATE POLICE-SWIFTWATER BARRACKS

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

EAST STROUDSBURG AREA SCHOOL DISTRICT

B. This Memorandum establishes procedures to be followed when certain incidents—described in Section II below—occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the "Safe Schools Act," as amended, 24 P. S. § § 13-1301-A—13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information From Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

- i. Criminal History Record Information Act, 18 Pa.C.S. §9101 et seq.
- ii. The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

- i. Comply with the Family Educational Rights and Privacy Act (hereinafter "FERPA"), 20 U.S.C. §1232g, and its implementing regulations at 34 C.F.R. §99.1 et seq., and 22 Pa. Code §§12.31-12.33, including any amendments thereto.
- ii. Comply with the requirements of the Safe Schools Act, 24 P. S. § § 13-1303-A and 13-1313-A, and any amendments thereto.
- iii. Complete reports as required by section 1303-A of the Safe Schools Act, 24 P. S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate—to parents, students and the Family Policy Compliance Office^{1;1;sup} {foot}Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education. —what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.

3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.

4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.

5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa.C.S. § 908(c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term "weapon" is defined by section 912 of the Crimes Code to include, but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnapping).

vii. Section 2902 (relating to unlawful restraint).

viii. Section 3121 (relating to rape).

ix. Section 3122.1 (relating to statutory sexual assault).

- x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses).
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act," as amended, 35 P. S. § § 780-101—780-144, popularly known as the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in section 102 of the Drug Act. See 35 P. S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).
2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P. S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
- a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault).
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure).
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.

2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code § § 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).

2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students—general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133, 15.3 or 711.46.

4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

E. Upon notification of the incident to the Law Enforcement Authority, the School Entity 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 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 or the Fire Department have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:

- a. Meet with contact person and locate scene of incident.
- b. Stabilize incident.
- c. Provide/arrange for emergency medical treatment, if necessary.
- d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
- e. Conduct investigation.
- f. Exchange information.
- g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

2. Incidents not in progress:

- a. Meet with contact person.
- b. Recover any physical evidence.
- c. Conduct investigation.
- d. Exchange information.
- e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:

- a. The student has been placed under arrest.
- b. The student is being placed under investigative detention.
- c. The student is being taken into custody for the protection of the student.
- d. The student's parent or guardian consents to the release of the student to law enforcement custody.

2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

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 a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.

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 a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.

2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, 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 Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witnesses

a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.

b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.

b. When a parent or guardian is not present, school authorities shall not stand in loco parentis (in the place of the parent/guardian) during an interview.

c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.

b. 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 by the Law Enforcement Authority.

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 the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.

b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.

c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.

d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.

e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

V. General Provisions

A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.

B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.

C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.

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.

Chief School Administrator

School Entity

SGT Michael J. [Signature]
Chief Law Enforcement Authority

PA STATE POLICE
Law Enforcement Agency

**APPENDIX A
MODEL MEMORANDUM OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

PENNSYLVANIA STATE POLICE-BLOOMING GROVE BARRACKS

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

July 1, 2016-June 30, 2018

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

PENNSYLVANIA STATE POLICE-BLOOMING GROVE BARRACKS

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

EAST STROUDSBURG AREA SCHOOL DISTRICT

B. This Memorandum establishes procedures to be followed when certain incidents—described in Section II below—occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the "Safe Schools Act," as amended, 24 P. S. § § 13-1301-A—13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information From Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

- i. Criminal History Record Information Act, 18 Pa.C.S. §9101 et seq.
- ii. The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

- i. Comply with the Family Educational Rights and Privacy Act (hereinafter "FERPA"), 20 U.S.C. §1232g, and its implementing regulations at 34 C.F.R. §99.1 et seq., and 22 Pa. Code §§12.31-12.33, including any amendments thereto.
- ii. Comply with the requirements of the Safe Schools Act, 24 P. S. § 13-1303-A and 13-1313-A, and any amendments thereto.
- iii. Complete reports as required by section 1303-A of the Safe Schools Act, 24 P. S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate—to parents, students and the Family Policy Compliance Office^{f1;1;sup} {foot}Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education. —what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.

3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.

4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.

5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa.C.S. § 908(c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term "weapon" is defined by section 912 of the Crimes Code to include, but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnapping).

vii. Section 2902 (relating to unlawful restraint).

viii. Section 3121 (relating to rape).

ix. Section 3122.1 (relating to statutory sexual assault).

x. Section 3123 (relating to involuntary deviate sexual intercourse).
xi. Section 3124.1 (relating to sexual assault).
xii. Section 3124.2 (relating to institutional sexual assault).
xiii. Section 3125 (relating to aggravated indecent assault).
xiv. Section 3126 (relating to indecent assault).
xv. Section 3301 (relating to arson and related offenses).
xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.

xvii. Section 3502 (relating to burglary).
xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
xix. Section 5501 (relating to riot).
xx. Section 6110.1 (relating to possession of firearm by minor).

b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act," as amended, 35 P. S. § § 780-101—780-144, popularly known as the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in section 102 of the Drug Act. See 35 P. S. § 780-102 (relating to definitions).

c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.

d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P. S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):

i. Section 2701 (relating to simple assault).
ii. Section 2705 (relating to recklessly endangering another person).
iii. Section 2706 (relating to terroristic threats).
iv. Section 2709 (relating to harassment).
v. Section 3127 (relating to indecent exposure).
vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
vii. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
viii. Chapter 39 (relating to theft and related offenses).
ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
x. Section 5503 (relating to disorderly conduct).
xi. Section 6305 (relating to sale of tobacco).
xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.

2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code § § 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).

2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students—general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133, 15.3 or 711.46.

4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

E. Upon notification of the incident to the Law Enforcement Authority, the School Entity 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 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 or the Fire Department have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:

- a. Meet with contact person and locate scene of incident.
- b. Stabilize incident.
- c. Provide/arrange for emergency medical treatment, if necessary.
- d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
- e. Conduct investigation.
- f. Exchange information.
- g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

2. Incidents not in progress:

- a. Meet with contact person.
- b. Recover any physical evidence.
- c. Conduct investigation.
- d. Exchange information.

e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:

- a. The student has been placed under arrest.
- b. The student is being placed under investigative detention.
- c. The student is being taken into custody for the protection of the student.
- d. The student's parent or guardian consents to the release of the student to law enforcement custody.

2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

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 a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.

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 a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, 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 Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witnesses

a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.

b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.

b. When a parent or guardian is not present, school authorities shall not stand in loco parentis (in the place of the parent/guardian) during an interview.

c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.

b. 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 by the Law Enforcement Authority.

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 the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.

b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.

c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.

d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.

e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

V. General Provisions

A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.

B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.

C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.

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.

Chief School Administrator

School Entity

LT. [Signature] P.S.

Chief Law Enforcement Authority

PA STATE POLICE

Law Enforcement Agency

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this day of June 25, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Kelly Barnes (the "Contractor")

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):
Athletic Training coverage for North Football 7 ON 7 event

Location of Services:
East Stroudsburg North High School, 279 Timberwolf Drive, Dingmans Ferry PA 18328
Football Field

Effective Date: June 25, 2016

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 100.00
Time (Days/Hour/Other): _____
Total Cost: \$ 100.00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: North Football Special Activity Fund

Department: _____

District Initiator: Chuck Dailey

Authorization for Payment: 

Date: 7/1/16

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Bushkill Emergency Corps (the "Contractor") of P. O. Box 174, Bushkill PA 18324

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated East Stroudsburg North Varsity home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start Times listed below:

- East Stroudsburg North Football Stadium, 279 Timberwolf Dr. Dingmans Ferry, PA 18328 – Football field – Varsity Games
- 7:00p.m. start times: 9/2/16, 9/9/16, 9/23/16, 10/7/16 and 10/21/16

Effective Date: 9/2/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$100.00 per game/5 Games
Time (Days/Hour/Other):
Total Cost: \$500.00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-51-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Bushkill Emergency Corps (the "Contractor") of P. O. Box 174, Bushkill PA 18324

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated East Stroudsburg North JV & Freshman home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start Times listed below:

- East Stroudsburg North Football Stadium, 279 Timberwolf Dr. Dingmans Ferry, PA 18328 – Football Field – Freshman Games
- 4:00p.m. start time: 9/19/16, 10/3/16, 10/17/16, 10/31/16, 11/7/16

Location of Services for Dates and Start Times listed below:

- East Stroudsburg North Football Stadium, 279 Timberwolf Dr. Dingmans Ferry, PA 18328 – Football Field – JV Games
- 4:00p.m start time: 8/29/16
- 5:30p.m. start time: 9/19/16, 10/3/16, 10/17/16, 10/31/16

Effective Date: 8/29/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$100.00 per game/10 Games
Time (Days/Hour/Other):
Total Cost: \$1000.00

- b) Fixed Rate: \$ _____

- c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-51-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Bushkill Emergency Corps (the "Contractor") of P. O. Box 174, Bushkill PA 18324

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated Lehman Intermediate home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start Times listed below:

- Lehman Intermediate School, 257 Timberwolf Dr. Dingmans Ferry, PA 18328 - Football field
- 4:00p.m. start time: 9/7/16, 9/15/16, 9/22/16, 9/29/16, 10/5/16, 10/13/16, 10/19/16, 11/3/16

Location of Services for Dates and Start Times listed below:

- East Stroudsburg North Football Stadium, 279 Timberwolf Dr., Dingmans Ferry, PA 183328 – Football field
- 4:00p.m. start time: 10/26/16

Effective Date: 9/7/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$100.00 per game/9 Games
Time (Days/Hour/Other):
Total Cost: \$900.00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-52-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 7th day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Concorde, Inc. (the "Contractor") of 11 Penn Center, 12th Floor 1835 Market Street, Philadelphia, Pa 19103

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

To fulfill D.O.T. requirements for random drug testing, pre-employment, and post-accident for all CDL Personnel.

Location of Services:

Effective Date: 7/1/2016 – 6/30/2017

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ 4500.00 Estimated

Fixed Rate: \$

b) Are expenses included? ☐ YES ☐ NO

If no, please itemize: Please See Attached

Budget Code: 10-2700-300-000-00-00-07

Department: Transportation

District Initiator: Robert Sutjak

Authorization for Payment: *R. Sutjak*

Date: 7/1/16

Purchase Order # _____

STANDARD EDUCATION AGREEMENT

Agreement made this 29th day of April, 2016 by and between The Devereux Foundation ("Devereux"), a Pennsylvania non profit corporation with its principal place of business at 2012 Renaissance Blvd, King of Prussia, PA 19406 for its:

Devereux PA, Children's IDD Services and East Stroudsburg Area School District (Agency), which has its principal place of business at 50 Vine Street, East Stroudsburg, PA 18301.

Whereas, Agency has determined that Devereux is able to meet the special educational needs of individuals for which Agency is obligated to provide services/funding, and

Whereas, Agency desires to place _____ ("Client") at Devereux, and

Whereas, Agency represents that the parent(s) or guardian of the Client has agreed that Devereux is able to meet the needs of the Client,

Now, therefore, in consideration of the terms hereinafter set forth, and with intent to be legally bound, the parties agree as follows:

1. Devereux Services - Devereux will provide to the Client education, basic psychiatric intervention, psychological services, and related services as called for in the Client's individual educational plan.
2. Term and Renewal - This agreement shall be for the period 7/11/16 to 8/26/16 unless terminated earlier due to discharge of the student or the transfer of payment responsibility to an alternative agency.
3. Payment of Fees - In consideration for Devereux's provision of services as set forth above, Agency shall pay to Devereux a fee per Attachment A, beginning on the date of admission. The parties expressly agree that Education Day includes all days of excused/authorized absences as well as unauthorized absences as detailed in section 15, below. If the Client is admitted or discharged during a payment period, the fee shall be prorated. Payment is due not later than 30 calendar days from the date of invoice. Late payments are subject to a finance charge equal to one percent per month on the unpaid balance, or the highest rate allowed by law, whichever is lower. East Stroudsburg Area School District (ESASD) will pay the daily rate every day the student is reported in membership by the ESASD. ESASD will pay when a student is absent, but not on days when the school is closed or hold non-student days for any reason. Unless otherwise set forth herein, the fee does not cover, and Devereux shall not be responsible for the Client's medical, dental or pharmacy expenses, medical insurance premiums, clothing expenses, transportation to and from Devereux and other expenses generally considered as personal to an individual.

Revised 04/2012

4. Reports to Agency - Upon request Devereux shall provide evidence of approval of its programs, together with a description of the programs and the types of clients served, including instructions and special services to be provided to the Client. Devereux shall provide such additional information reports, as the Agency may reasonably require to be kept informed of the Client's progress, including quarterly reports on forms provided by Agency and appropriate updated psychological, social and educational evaluations on or before June 1 of each year. Devereux shall immediately notify Agency in the event that Devereux's license or certificate to operate is revoked or suspended.
5. Visitation - Agency or its agents or employees and the parent or guardian shall have the right to visit and observe Devereux's program and facilities at any reasonable time and to meet with the staff of Devereux who are working with the Client.
6. Termination - Either party may terminate this agreement upon thirty (30) days written notice to the other party. In the event of termination, the Agency shall pay for, and Devereux shall provide, services to the date of termination. Agency shall be responsible to remove the Client as of any termination date. In the event Devereux loses its approval to operate the Client's program, this agreement shall terminate immediately, provided that Agency shall pay the reasonable cost of the Client's maintenance at Devereux until the Client's departure.
7. Indemnification - Each party hereby agrees to indemnify, defend and save the other party harmless from and against any and all claims, suits, actions, damages, judgments, liabilities, fines, penalties and expenses, including reasonable attorney's fees and litigation costs, arising out of the indemnifying party's intentional or negligent acts or omissions. This provision shall survive any expiration, termination or non-renewal of this Agreement.
8. Modification - No modification of this agreement shall be effective unless in writing and signed by the parties hereto. No forbearance to enforce any provisions of this agreement, or waiver of any breach hereof, shall be deemed a waiver of any other provision of right hereunder or any subsequent breach of default.
9. Severability - If any provision of this agreement shall be deemed to be void or invalid in law or otherwise, then only that provision shall be stricken from this agreement, and in all other respects this agreement shall be valid and continue in full force and effect.
10. Entire Understanding - This agreement constitutes the entire understanding between the parties as to the matters contained herein and there are no terms, covenants, conditions, representations, warranties or agreements expressed or implied, oral or written of any nature whatsoever other than as herein contained.
11. Headings; Plurals; Gender - Headings are inserted solely for the convenience of reference and shall not constitute part of this agreement nor shall they affect its meaning, construction or effect. The use of the singular shall, if there is more than one person similarly affected, include the plural; and the use of the masculine gender shall include the feminine where applicable.
12. Notices - All notices hereunder shall be sufficient only if given in writing by certified mail, return receipt requested, to the address above set forth, or by personal delivery.

Revised 04/2012

13. Devereux Financial Records - Agency understands that Devereux is a unique provider that operates multiple programs in various states. Agency recognizes that Devereux will keep its books and records in its customary format, in accordance with generally accepted accounting principles, and that such books and records shall reasonably reflect revenues, expenses, assets, liabilities, fund balance, cash disbursements, cash receipts, population, and enrollment, as applicable. Agency shall utilize standard Devereux reports and records so long as these reasonably reflect the information necessary to verify the nature and extent of services rendered under this agreement. Devereux will retain books and records for a period of 4 years following the expiration of this agreement.
14. Compliance with Laws and Regulations - Devereux shall comply with all applicable federal, state laws and regulations of the state where the Devereux facility providing services under this Agreement is located. Devereux will use its best efforts to comply with those applicable laws and regulations of the Agency's state of which Devereux has been notified in writing.
15. Unauthorized Absences - Agency shall pay Devereux for the first 5 days of an unauthorized absence of a Client from the Devereux facility.
16. Non-Discrimination - Devereux will not discriminate in its employment practices or in its admission decisions based on race, color, nationality, ethnic origin, creed, sex or disability.
17. Insurance - In accordance with its usual practices, Devereux agrees to maintain worker's compensation, professional liability, comprehensive general liability and automobile liability insurance or coverage. Devereux will provide proof of coverage to Agency upon request.
18. Independent Contractor Status - The relationship of the parties shall at all times be that of independent contractors and not as employer-employee.
19. Confidentiality - The parties shall protect the confidentiality of all Client information in accordance with applicable federal and state laws.
20. Assignment - Devereux will not assign, transfer or delegate any of its duties or rights hereunder without the prior written approval of the Agency.
21. Approvals - The undersigned individuals certify and represent that all necessary approvals or authorizations have been obtained from their respective organizations and that they are authorized to sign this agreement on behalf of their organization.
22. Dispute Resolution - Any dispute or claim arising out of or relating to this agreement or breach thereof or the relationship between Devereux and Agency shall be settled as follows:
 - A. First, for a period of thirty (30) days, the parties shall engage in good faith negotiations to privately resolve the dispute or claim;
 - B. Second, should good faith negotiations as detailed in 22.A fail, the parties shall engage in non-binding mediation to resolve the dispute or claim. The parties shall jointly agree on the mediator and shall share equally in the costs of said mediation;
 - C. Third, should mediation as detailed in 22.B fail, the parties agree that the dispute or

claim shall be by binding arbitration pursuant to 42 Pa.C.S. Sections 7301 through 7320, and with Section 7302 (d) being applicable to such proceedings. The venue of the proceedings shall be in Monroe County, Pennsylvania. Each party to the arbitration shall select an arbitrator who shall be a member of the Bar of the Commonwealth of Pennsylvania, and a third arbitrator shall be selected by the arbitrators of the parties, but if no mutually agreeable third arbitrator is so selected, a third arbitrator shall be selected upon Petition to the Orphan's Court of Monroe County, Pennsylvania. Any award entered by the arbitrators will be final and binding, subject to the judicial review set forth herein. Upon completion of the proceedings, judgment may be entered by either party in accordance with applicable law in any court of competent jurisdiction. The arbitrators will not have the power to direct equitable relief.

23. Attachment - The following attachments are made part of this agreement:

Attachment A: Services and Fees
Attachment B: Not Applicable
Attachment C: Not Applicable
Attachment D: Not Applicable

24. Special Provisions (If none so state.)
None

IN WITNESS WHEREOF, the Parties have executed this Agreement the date set forth above.

FOR AGENCY:

By: _____

Date: _____

FOR DEVEREUX:

By: Cindy Beegle
Cindy Beegle
Manager of Contracts

By: Lisa Johnson
Lisa Johnson
Manager of Reimbursement

Date: 5/2/16

Attachment A

Services and Fees

Education Rate

\$210.00 per education day

1:1 Service Rate

\$34.00 per hour

**AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP
AND USE OF A FACILITY AS AN EXERCISE SCIENCE INTERNSHIP SITE**

THIS AGREEMENT, is made this ___ day of ____, 2016, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District - North (hereinafter "Internship Site").

BACKGROUND

WHEREAS, Internship Site is equipped with the facilities and appropriate supervision necessary to provide an educational experience to the University's students in the area of Exercise Science; and

WHEREAS, the University is an educational institution that provides a degree in the area of Exercise Science; and

WHEREAS, the University is desirous of providing an educational experience to its students limited to participation through supervision in a practical internship setting; and

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

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

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.
- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.

- c. *Term of Placement.* The student will work for Internship Site 10 hours per week during the term of this placement. The placement will include Fall, Spring semester and Summer session for the Internship Site.
 - d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 2 weeks prior to the practicum assignment.
 - e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
 - f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If necessary, the termination of the student from the clinical practice intern program will be done according to the policies and procedures of the University. It is understood and agreed that while the student is providing exercise science services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the Athletic Director employed by Internship Site.
 - g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her 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 assistantship or residency. The Graduate Student will work within the scope of their job description.
 - h. Internship Site 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 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.* For purposes of this Agreement, it is understood and agreed that the student, while providing Exercise Science services to the Internship Site, is under the supervision of the Internship Site.
- |
- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse

clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact.
- e. *Designation of Representative.* Internship Site 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 experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by the Athletic Director of the Internship Site for the provision of all exercise science services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of the Internship Site under this Agreement. Upon receipt of written notice of any matter for which indemnification might be claimed by the University or its officers, employees, representatives and agents, the Internship Site shall promptly defend, contest or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. The University may, but will not be obligated to, participate at its own expense in the proceeding, with counsel of its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site 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 Internship Site.
- h. *Student Records.* Internship Site 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 the Agreement.

III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$3431.00 in two equal payments on the first day of the Fall and Spring Semesters and a third payment of \$1953.40 on the first day of the Summer Semester which shall be for part of the student's tuition at the prevailing rate (Fall, Spring, and Summer I), all of the graduate student stipend, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing Exercise Science services to the Internship Site as follows: Fall (150 hours), Spring (150 hours), and Summer I (60 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, the University shall not be responsible for reimbursing any amounts paid under this Agreement.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy, the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.
- e. *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, and 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.

- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in 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, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. 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 of Pennsylvania'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 of Pennsylvania or of the State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.

[Remainder of page intentionally left blank]

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

Authorized Signature:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date

Joann Z. Bruno, JD
Provost and Vice President for Academic Affairs, ESU

Date

Approved as to form and legality:

University Legal Counsel (ESU)

Date

**AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP
AND USE OF A FACILITY AS AN EXERCISE SCIENCE INTERNSHIP SITE**

THIS AGREEMENT, is made this ___ day of ____, 2016, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District - South (hereinafter "Internship Site").

BACKGROUND

WHEREAS, Internship Site is equipped with the facilities and appropriate supervision necessary to provide an educational experience to the University's students in the area of Exercise Science; and

WHEREAS, the University is an educational institution that provides a degree in the area of Exercise Science; and

WHEREAS, the University is desirous of providing an educational experience to its students limited to participation through supervision in a practical internship setting; and

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

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

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.
- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.

- c. *Term of Placement.* The student will work for Internship Site 10 hours per week during the term of this placement. The placement will include Fall, Spring semester and Summer session for the Internship Site.
 - d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 2 weeks prior to the practicum assignment.
 - e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
 - f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If necessary, the termination of the student from the clinical practice intern program will be done according to the policies and procedures of the University. It is understood and agreed that while the student is providing exercise science services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the Athletic Director employed by Internship Site.
 - g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her 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 assistantship or residency. The Graduate Student will work within the scope of their job description.
 - h. Internship Site 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 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.* For purposes of this Agreement, it is understood and agreed that the student, while providing Exercise Science services to the Internship Site, is under the supervision of the Internship Site.
- |
- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse

clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact.
- e. *Designation of Representative.* Internship Site 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 experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by the Athletic Director of the Internship Site for the provision of all exercise science services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of the Internship Site under this Agreement. Upon receipt of written notice of any matter for which indemnification might be claimed by the University or its officers, employees, representatives and agents, the Internship Site shall promptly defend, contest or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. The University may, but will not be obligated to, participate at its own expense in the proceeding, with counsel of its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site 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 Internship Site.
- h. *Student Records.* Internship Site 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 the Agreement.

III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$3431.00 in two equal payments on the first day of the Fall and Spring Semesters and a third payment of \$1953.40 on the first day of the Summer Semester which shall be for part of the student's tuition at the prevailing rate (Fall, Spring, and Summer I), all of the graduate student stipend, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing Exercise Science services to the Internship Site as follows: Fall (150 hours), Spring (150 hours), and Summer I (60 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, the University shall not be responsible for reimbursing any amounts paid under this Agreement.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy, the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.
- e. *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, and 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.

- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in 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, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. 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 of Pennsylvania'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 of Pennsylvania or of the State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.

[Remainder of page intentionally left blank]

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

Authorized Signature:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date

Joann Z. Bruno, JD
Provost and Vice President for Academic Affairs, ESU

Date

Approved as to form and legality:

University Legal Counsel (ESU)

Date

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

Colonial Intermediate Unit 20 will provide psychiatric evaluations as requested by the East Stroudsburg Area School District.

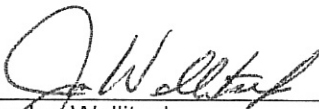
The rates for this service are as follows:

Psychiatric Evaluation	\$270.54
Psychiatric Amendment	\$108.21
Fee for No Show Appointment	\$108.21
Fee for Cancellation-Less than 48 Hours' Notice	\$108.21

The total amount of this contract will be based on the total number of hours requested for each service per student, as well as any fees for no show or cancelled appointments. This contract will be in effect from September 1, 2016 through June 30, 2017.

East Stroudsburg Area School District will be billed quarterly for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.


Mr. Jon Wallitsch
Director of Fiscal Affairs

6/21/16
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

In collaboration with Transperfect, Colonial Intermediate Unit 20 will provide remote interpreting services to students and staff at the East Stroudsburg Area School District.

The rate for this service will be \$20.00 per month, for 10 months, not to exceed \$200.00, plus a fee of \$1.30 per minute for interpreting services. This contract will be in effect from August 31, 2016 through June 30, 2017.

East Stroudsburg Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.

Charlene M. Brennan

Dr. Charlene M. Brennan
Executive Director

06 / 22 / 2016
Date

East Stroudsburg Area School District
Superintendent

Date

Dawn M. Hales

Mrs. Dawn M. Hales
Secretary to the Board

06 / 24 / 2016
Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 24th day of June, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

COLONIAL INTERMEDIATE UNIT 20 (the "Contractor").

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

Colonial Intermediate Unit 20 will provide literacy coaching for East Stroudsburg's Head Start partners with school-readiness goals.

The rate for this service is \$900.00 per day, for 7 days not to exceed \$6,300.00. This contract will be in effect from September 1, 2016 through December 22, 2016.

East Stroudsburg Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.

Charlene M. Brennan

Dr. Charlene M. Brennan
Executive Director

06 / 22 / 2016
Date

East Stroudsburg Area School District
Superintendent

Date

Dawn M. Hales

Mrs. Dawn M. Hales
Secretary to the Board

06 / 24 / 2016
Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Schafer's Video Production (the "Contractor") of N. 30th Street, Allentown PA 18104

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Provide game videography for all North Football games and scrimmages at specified locations and times listed below. Appropriate notification will be made related to schedule changes.

Location of Services:

8/20/16 - Bangor Area High School Football Stadium @ 10a.m.
8/26/16 - Northampton Area High School Football Stadium @ 7p.m.
9/2/16, 9/9/16, 9/23/16, 10/7/16, 10/21/16 East Stroudsburg North Football Stadium, 279
Timberwolf Dr., Dingmans Ferry, PA 18328 @ 7p.m.
9/16/16 - Pocono Mountain East High School Football Stadium @ 7p.m.
10/1/16 - Allentown Central Catholic High School Football Stadium @ 7p.m.
10/14/16 - Pleasant Valley High School Football Stadium @ 7 p.m.
10/28/16 - East Stroudsburg South Football Stadium @ 7p.m.

Effective Date: 8/20/16

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 100.00 per game
Time (Days/Hour/Other):
Total Cost: \$ 1,100.00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-51-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Schafer's Video Production (the "Contractor") of N. 30th Street, Allentown PA 18104

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Provide game videography for all South Football games and scrimmages at specified locations and times listed below. Appropriate notification will be made related to schedule changes.

Location of Services:

8/20/16 – Berwick Area High School Football Stadium @ 10a.m.
8/27/16 - Liberty Area High School Football Stadium @ 7p.m.
9/2/16 – Pocono Mountain East @ 7p.m.
9/9/16, 9/23/16, 10/7/16, 10/14/16, 10/28/16 - East Stroudsburg South Football Stadium, 200 Elizabeth St., East Stroudsburg, PA 18301 @ 7p.m.
9/17/16 - Pocono Mountain East High School Football Stadium @ 7p.m.
9/30/16 - Allentown Central Catholic High School Football Stadium @ 7p.m.
10/22/16 - Pleasant Valley High School Football Stadium @ 7 p.m.

Effective Date: 8/20/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$ 100.00 per game
Time (Days/Hour/Other):

Total Cost: \$ 600.00 (Cavalier Booster Club will pay the balance of the bill)

b) Fixed Rate: \$

- c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-31-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 2016/2017 school year, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

The Safeway Driving School(the "Contractor")of _____
PO Box 201
Lehighton PA 18325

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe

SCHEDULE A

Description of Service to be performed (be specific):

Location of Services: District – ESA Cyber Academy 10th grade High School Health students

Effective Date: __ School year 2016/2017

Professional Fee:

- a) Rate (Daily/Hourly/Other): monthly invoice based on months enrollment
 - b) Time (Days/Hour/Other): 30 hours per student
- Total Cost:

c) Fixed Rate: \$ X \$90 per student

- d) Are expenses included? ☐ YES ☐ NO
- If no, please itemize:

Budget Code: 10-1100-650-000-30-00-54

Department: ESA Cyber Academy

District Initiator: William Vitulli

Authorization for Payment: _____ Date: _____

Purchase Order # _____

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 7th day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

St. Luke's Physician Group. **AND**

Dr Bruce Davis (the "Contractor") of 1803 West Main Street Stroudsburg, Pa 18360

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific): Bus Driver Physicals

Location of Services: 1803 West Main Street Stroudsburg, Pa 18360

Effective Date: 7/1/2016 – 6/30/2017

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ _____

b) Fixed Rate: \$ 8750.00

c) Are expenses included? ☐ YES ☐ NO
If no, please itemize:

Budget Code: 10-2700-300-000-00-00-07

Department: Transportation

District Initiator: Robert Sutjak

Authorization for Payment: _____

Robert Sutjak

Date: 7/17/16

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Suburban EMS (the "Contractor") of P. O. Box 3339, Palmer, PA 18045-7115

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated East Stroudsburg South Varsity home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start Times listed below:

- East Stroudsburg South Football Stadium, 200 Elizabeth Street, East Stroudsburg, PA 18301 – Football field – Varsity Games
- 10:00a.m.start time: 8/20/16
- 7:00p.m. start times: 9/9/16, 9/23/16, 10/7/16, 10/14/16, 10/28/16

Effective Date: 8/20/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$55 per hour X 3 hours X 6 games
Time (Days/Hour/Other): 3 hours per game (time is approximate)
Total Cost: \$990.00

b) Fixed Rate: \$ _____

- c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-31-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Suburban EMS (the "Contractor") of P. O. Box 3339, Palmer, PA 18045-7115

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated East Stroudsburg South JV & Freshman home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start times listed below:

- East Stroudsburg South Football Stadium, 200 Elizabeth Street, East Stroudsburg, PA 18301 – Football Field – Freshman Games
- 9:00a.m. start time: 9/3/16
- 4:00p.m. start times: 9/19/16, 10/3/16, 10/24/16, 11/7/16

Location of Services for Dates and Start times listed below:

- East Stroudsburg South Football Stadium, 200 Elizabeth Street, East Stroudsburg, PA 18301 – Football Field – JV Games
- 10:30a.m. start time: 9/3/16
- 5:30pm start times: 8/29/16, 9/19/16, 10/3/16, 10/24/16

Effective Date: 8/29/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$55 per hour X 2 hours X 10 games
Time (Days/Hour/Other): 2 hours per game (time is approximate)
Total Cost: \$1100 .00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO

If no, please itemize:

Budget Code: 10-3200-330-000-30-31-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of July, 2016, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Suburban EMS (the "Contractor") of P. O. Box 3339, Palmer, PA 18045-7115

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated JTL Intermediate home football games at specified locations and times listed below. **Ambulance should arrive 15-30 minutes prior to the game start time.** Additionally, see attached schedule for game start times and dates. Schedule is subject to change. Appropriate notification will be made related to schedule changes.

Location of Services for Dates and Start Times listed below:

- JTL Intermediate, 2000 Milford Road, East Stroudsburg, PA 18301-Football Field
- 10a.m. and 11:30a.m. start times: 9/3/16 (two games this day)
- 4p.m. start time: 9/15/16, 9/22/16, 9/29/16, 10/5/16, 10/12/16, 10/19/16

Location of Services for Dates and Start Times listed below:

- East Stroudsburg South Stadium, 200 Elizabeth Street, East Stroudsburg PA 18301
- 4p.m. and 5:30p.m. start times: 10/26/16 (two games this day)
- 4p.m. start time: 11/2/16

Effective Date: 9/3/16

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$55 per hour X 2 hours X 11 games
Time (Days/Hour/Other): 2 hours per game (time is approximate)
Total Cost: \$1210.00

b) Fixed Rate: \$ _____

c) Are expenses included? ☐ YES ☒ NO
If no, please itemize:

Budget Code: 10-3200-330-000-30-32-68

Department: Athletics

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500. East Stroudsburg Area School District will utilize Colonial Intermediate Unit 20 to provide an associate teacher for direct, one-on-one services at the following locations:

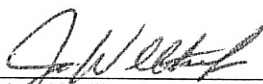
East Stroudsburg High School North – Autistic Support; and
J. T. Lambert Intermediate – Autistic Support; and
Three students at Stroudsburg Middle School – Autistic Support; and
Stroudsburg High School – Autistic Support.

The total cost for said services shall not exceed \$234,392.40. This contract becomes effective the first day of the 2016-2017 school year and terminates at the end of the 2016-2017 school year.

East Stroudsburg Area School District will be billed for services rendered by Colonial Intermediate Unit 20.

Unemployment cost will be charged to the School District if Colonial Intermediate Unit 20 is unable to reassign the position.

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.



Mr. Jon Wallitsch
Director of Fiscal Affairs

6/16/16

Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.



TO: Secretary, Board of School Directors
Executive Directors, Intermediate Units
Directors, Vocational-Technical Schools
Other PSBA Member Entities

FROM: Nathan G. Mains
Executive Director

SUBJECT: Appointment of Voting Delegates for the
PSBA Delegate Assembly Meeting

DATE: June 1, 2016

The governing body board of your school entity is entitled to appoint voting delegates to participate in the PSBA Delegate Assembly to be held the afternoon of Saturday, October 15, 2016. It is important that your school board act soon to appoint its delegate or delegates, and to notify PSBA of the appointment(s).

Voting members of the Delegate Assembly will:

1. Consider and act upon proposed changes to the PSBA Bylaws.
2. Receive reports from the PSBA president, executive director, and treasurer.
3. Receive the results of the election for officers and at-large representatives. (*Voting upon candidates by school boards and electronic submittal of each board's votes will occur during the month of September 2016*).
4. Consider proposals recommended by the PSBA Platform Committee and adopt the legislative platform for the coming year.
5. Conduct other Association business as required or permitted in the Bylaws, policies, or a duly adopted order of business.

The 2016 Delegate Assembly will meet on Saturday, October 15. This occurs at the conclusion of regularly scheduled events of the main PASA-PSBA School Leadership Conference.

Voting delegates are not required to pay a registration fee in order to participate in the Delegate Assembly. Members who are not delegates are welcome to observe. Voting delegates that wish to attend other components of the PASA-PSBA School Leadership Conference will need to register separately for the conference subject to normally applicable fees.

Each PSBA-member entity is entitled to have at least one voting delegate at the meeting. Only board members and board secretaries are eligible to serve as delegates; nonmember secretaries, superintendents or other administrators are not eligible. The bylaws require that all school entities sending voting delegates must have paid their current year dues to the association. Under the Association's bylaws:

- First class school districts may appoint four delegates to the Assembly.
- Second class districts may appoint three delegates.
- Third class districts may appoint two delegates.
- Fourth class districts, intermediate units, vocational-technical schools and other PSBA member entities may appoint one delegate.
- No representative may be appointed by or represent more than one member entity. For example, a delegate cannot vote on behalf of both the board of a school district and the board of an intermediate unit.

At this time, we are asking your board to choose its voting delegate(s) and return the enclosed certification form to PSBA with the names of those individuals by August 12, if possible. Please make sure that the selection of voting delegates is on the agenda at your board's next meeting. If you cannot meet the response deadline due to the scheduling of your next meeting, please return the form to PSBA as soon as possible thereafter. In September, PSBA will be sending various materials necessary for full participation in the Assembly directly to the named delegates.

If you have any questions about the Delegate Assembly or the appointment of delegates, please contact Teresa DeRoos by telephone at (800) 932-0588, ext. 3420; or via email at teressa.deroos@psba.org

**PSBA 2016 DELEGATE ASSEMBLY
CERTIFICATION OF VOTING DELEGATES**

The PSBA Bylaws authorize school districts of the **second class** to appoint **three voting delegates** to the 2016 Delegate Assembly, to be appointed by majority vote from among the members of the school district's governing body. This year's meeting of the Assembly will be held on Saturday, Oct. 15, 2016, just after the closing session of the PASA-PSBA School Leadership Conference.

Board Secretaries are requested to complete this certification form and return it to PSBA by July 30, 2016. Please send to the attention of Teresa DeRoos, Pennsylvania School Boards Association, by mail at 400 Bent Creek Blvd. Mechanicsburg, PA 17055, by fax at (717) 506-4716, or via email at teressa.deroos@psba.org

Name of school district _____

Please check one:

_____ Our district **does NOT** intend to appoint Voting Delegates.

_____ I certify that the following school directors have been duly appointed as our Voting Delegates (no person may serve as the delegate of more than one school entity):

1. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

2. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

3. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

Name of board secretary: _____

Signature of board secretary: _____

Telephone & email of board secretary: _____

Date: _____

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MEDICATIONS

ADOPTED: August 19, 2002

REVISED: February 28, 2005

November 20, 2006

February 25, 2008

December 19, 2011

April 14, 2014

July 18, 2016

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

<p>4. Delegation of Responsibility Act 187 of 2004</p>	<p>submitted on an annual basis. Medication orders are valid for the current school year. New orders must be obtained each school year (September through June) from the individual's licensed prescriber by the parent(s)/guardian(s).</p>
	<p>The Superintendent, in conjunction with the Certified School Nurse (CSN), shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the Certified School Nurse or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), or self-administered by the student upon appropriate written authorization, which includes the use of the applicable school district forms.</p> <p>All LPNs involved in administering or supervising of self-administration of medication shall receive appropriate training from the Certified School Nurse before performing this responsibility.</p>
<p>42 Pa. C.S.A. Sec. 8337.1</p>	<p>In the event of an emergency, a district employee may administer emergency medication when s/he believes, in good faith, that a student needs emergency care.</p>
<p>Pol. 103.1, 113</p>	<p>The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.</p> <p>Building administrators and the Certified School Nurse shall review at least every two (2) years the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
<p>5. Guidelines</p>	<p>The school district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>All standing medication orders and parental consents shall be renewed at the beginning of each school year.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.</p>
<p>SC 1414.1 Pol. 210.1</p>	<p>Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.</p>
	<p><u>Delivery And Storage Of Medications</u></p> <p>An "Authorization for Medication During School Hours" form must be completed by the licensed prescriber and signed by the parent(s)/guardian(s) before medication can</p>

be given in school. In the absence of this form, there must be a written order from the licensed prescriber and a note from the parent(s)/guardian(s) requesting administration of the medication. The Certified School Nurse may accept a verbal order from the student's licensed prescriber only in a life-threatening situation.

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

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication name, prescription serial number, dosage, time schedule and duration.
5. Special conditions to observe.
6. If child is qualified and able to self-administer the medication.
7. Licensed prescriber's name, signature, address, and phone number.
8. Signature of parent(s)/guardian(s).

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the Certified School Nurse to obtain written permission from the licensed prescriber or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the Certified School Nurse. When deemed applicable, the Certified School Nurse shall review pertinent information regarding the prescribed medication with the student and/or parent/guardian.

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

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).
2. All medications shall be brought to the nurse's office by the parent(s)/guardian(s) or another adult designated by the parent(s)/guardian(s).
3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. The district shall not store more than a thirty-day supply of an individual student's medication.
4. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian

	<p>or designated adult delivering the medication and the school health personnel receiving the medication.</p> <ol style="list-style-type: none"> 5. Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed be destroyed fourteen (14) days after the close of the school year. 6. The Certified School Nurse has primary responsibility for the administration of medication including: <ol style="list-style-type: none"> a. Reporting to licensed prescriber and/or parent(s)/guardian(s). b. Conferring with the licensed prescriber and/or parent(s)/guardian(s). c. Informing, when appropriate, school staff regarding a student's medication requirements. d. Administering and recording of medication data. 7. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the signature of the person administering the medication. 8. The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action. 9. If it is necessary to administer emergency medication, the Certified School Nurse can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders. 10. Parent(s)/Guardian(s) are responsible for informing the Certified School Nurse and/or any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including over-the counter medications, will be administered only upon written order from the licensed prescriber. 11. All medications must be kept in the nurse's office. Students are not allowed to carry emergency medications with them unless a licensed prescriber's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences. 12. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the Certified School Nurse will be
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<p>School Code 510, 1402</p>	<p>considered to be in violation of the school district's drug and alcohol policy and will be subject to the disciplinary action as set forth therein.</p> <p>13. The school district will incur <u>NO</u> liability for the use of unauthorized drugs or medications.</p> <p>14. This policy is in effect for all school district sponsored activities and field trips.</p> <p><u>Disposal of Medications</u></p> <p>Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:</p> <ol style="list-style-type: none">1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.3. Methods for safe and environmentally friendly disposal of medications.4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures. <p><u>Hold Harmless Clause</u></p> <p>The school district, in consideration of dispensation of prescription drugs by the CSN/LPN who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all school staff against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any of such school staff because of any negligent act or omission done or not done by such school staff in connection with said dispensation.</p> <p>This policy is a directive of the Board; CSN/LPN acting pursuant to this policy are acting within the scope of their employment.</p> <p><u>Student Self-Administration Of Emergency Medications</u></p> <p>Any student who wishes to carry an asthma inhaler or epinephrine auto-injector and is authorized to do so must demonstrate the competency to the Certified School Nurse for self-administration and for responsible behavior in the use of the</p>
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PA BD. of
Nursing
September 1992

medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior. In addition, the student must notify the Certified School Nurse immediately following each use of the inhaler. Abuse or misuse of the inhaler or epinephrine auto-injector and/or failure to follow any Board policy related to use of an inhaler or epinephrine auto-injector may lead to confiscation of the inhaler or epinephrine auto-injector, a loss or privilege to carry the inhaler or epinephrine auto-injector, and appropriate disciplinary consequences.

In cases where the parent/guardian requests that their child be permitted to carry/self-administer emergency medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the parent/guardian must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent/guardian must also acknowledge that the East Stroudsburg Area School District has no legal responsibility to ensure that the medication is taken or when the above-named student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.

Administration Of Medication During Field Trips And Other School-Sponsored Activities

The "Field Trip Medication Administration Form" must be completed by parent(s)/guardian(s) when medication administration is required for a student during a field trip or other school district sponsored activity.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

References:

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

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

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

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

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

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: April 22, 2002

REVISED: February 23, 2004

July 17, 2006

November 20, 2006

June 25, 2007

October 15, 2012

October 19, 2015

July 18, 2016

(Effective: August 1, 2016)

EAST STROUDSBURG AREA SCHOOL DISTRICT

216. STUDENT RECORDS

1. Purpose
24 P.S.
Sec. 1402(b),
1532, 1533

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.

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

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.

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.

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.

3. Delegation of
Responsibility

The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan, which meets all legal requirements.

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.

School district staff shall compile only those educational records mandated by federal and state laws and regulations.

<p>SC 1532 Pol. 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"> 1. Dates of Attendance - 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. 2. Destruction - 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"). 3. Directory Information - 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. 4. Dissemination or Disclosure - 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. 5. "Educational Institution" or "Educational Agency" means any public or private agency or institution that is the recipient of funds under any Federal program. 6. Education Records - 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.
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The term does not include:

- a. Records of instructional, supervisory and administrative personnel and 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.

	<p>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.</p> <p>10. LEA – Local Education Agency.</p> <p>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.</p> <p>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.</p> <p>13. Panel – the body, that will adjudicate cases under procedures set forth on pages six (6) and seven (7) of this policy.</p> <p>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.</p> <p>15. Personally Identifiable - Means that the data or information includes, but is not limited to:</p> <ul style="list-style-type: none"> 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.
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<p>5. Guidelines</p> <p>Title 22 Sec. 12.33 34 C.F.R. Sec. 99</p>	<ul style="list-style-type: none"> 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 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>16. Purging – See “Destruction”.</p> <p>17. Record – any information maintained in any way, including, but not limited to:</p> <ul style="list-style-type: none"> 1. handwriting 2. print 3. film 4. computer media 5. video or audio tape 6. microfilm or microfiche <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>
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<p>34 C.F.R. Sec. 99.21, 99.22, 99.63</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"> 1. The policies and procedures of the school district regarding student education records. 2. The data collected through representational consent. 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: <ol style="list-style-type: none"> 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. <p>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.</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p><u>Security and Privacy</u></p> <p>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</p>
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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 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,

<p>Title 22 Sec. 12.33 34 C.F.R. Sec. 99</p> <p>Title 22 sec. 11.11</p>	<p>Washington, D.C. 20202-4605.</p> <p><u>Dissemination or Disclosure</u></p> <p>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.</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"> 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"> a. Person(s) directly responsible for providing instruction to the student. b. Person(s) directly providing support services to the student. 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.
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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.
3. Authorized representatives of the Comptroller General of the United States,
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. § 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.
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.

<p>34 C.F.R. §99.11 (a)</p>	<ol style="list-style-type: none"> 3. Academic work completed. 4. Level of achievement, e.g., grades and standardized test scores. 5. Attendance data. 6. Health records. <p>b. <u>Special Education Office</u> - 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.</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <p><u>Copying Records</u></p> <p>Copies of student transcripts, including certification thereof, shall be provided free of charge to for student actively enrolled in the school district within the 60 days immediately preceding such a request.</p> <p>Otherwise, the school district shall charge fees for copies of education records, even when obligated to provide copies to parents under C.F.R. §99.10 (d), as follows:</p>
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Unofficial (non-certified) copy of transcript via facsimile, e-mail, regular USPS, or pick-up: \$1.00

Official (certified) copy of transcript via facsimile, e-mail, regular USPS, or pick-up: \$6.00

Official (certified) copy of transcript via USPS Priority Mail: \$12.00. Other than as specified above, 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.

<p>Title 22 Sec. 12.31</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Procedures for the disclosure of student records shall apply equally to military recruiters and postsecondary institutions.</p> <p>Copies of the student records plan shall be submitted to the Department of Education upon request of the Secretary.</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: August 19, 2002

REVISED: April 14, 2014
July 18, 2016

	808. FOOD SERVICES
1. Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority SC 504, 807.1, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220	The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).
FNS Instruction 113-1	The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.
	The Board shall provide food service for breakfast and for lunch in all district schools that meets the standards required by state and federal school breakfast and lunch programs.
SC 504 42 U.S.C. Sec. 1760	Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.
42 U.S.C. Sec. 1760	Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.

	<p>Unless they have been excused by the principal, all students are expected to remain in school for lunch.</p> <p>Students on in-school suspension (ISS) or other form of disciplinary action may be limited in their opportunity in this regard. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available.</p>
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
3. Delegation of Responsibility	The operation and supervision of the food services program shall be the responsibility of the Director of Food Services.
SC 504	The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor.
SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220	The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.
3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13 210.30	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p> <p>The Superintendent or designee shall prepare guidelines for the implementation of a food service program including:</p> <ol style="list-style-type: none"> 1. The maintenance of facilities free from fire or health hazards. 2. The purchase of perishable foodstuffs, seasonal commodities and other
SC 504	

<p>SC 504, 1337</p> <p>4. Definitions</p> <p>5. Guidelines Pol. 246</p>	<p>supplies.</p> <ol style="list-style-type: none"> 3. Accounting and depositing procedures for cafeteria funds. 4. Control, safekeeping and storage of food and food equipment. 5. Compliance with all state and federal regulations regarding the National School Lunch Program and/or National School Breakfast Program and Special Program and Special Milk Program. <p>Ticket—The term ticket refers to any and all forms of exchange that pertain to paid, free, or reduced price meals and are used in the food service collection program, including computer-based accounts.</p> <p>PIN Number—A person identification number assigned by the school district that allows a student to purchase a meal through a computer-based account.</p> <p>Ticket Misuse—The misuse of a ticket which includes, but is not limited to misrepresentation of identity, attempt to purchase more than one lunch or breakfast in a day through ticket use, stealing a PIN Number, and/or sharing a PIN Number with another student with the intent of making a meal purchase.</p> <p>Charge—A record as a debt to be paid. All meal charges are expected to be paid within two (2) weeks of the charge. Any charge not paid within two (2) weeks shall be considered “Outstanding”.</p> <p>It is a violation of this policy to lend or steal a Personal Identification Number (PIN). Students caught doing so are subjected to disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p> <p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. 5. The district shall use food commodities for school menus available under the Federal Food Commodity Program.
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SC 504	Surplus accounts shall be used only for the improvement and maintenance of the food service program.
SC 504	All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in a separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.
	<u>Procurement</u>
Pol. 610, 626	Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.
	<u>Free/Reduced-Price Meals And Free Milk</u>
42 U.S.C. Sec. 1758 7 CFR Part 245	The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program the School Breakfast Program, and the Special Milk Program.
	<u>Accommodating Students With Special Dietary Needs</u>
7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1	The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.
	<u>School Food Safety Inspections</u>
42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7	The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations. The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.
	<u>School Food Safety Program</u>
42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220	The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

[illegible]

<p>Pol. 218</p>	<p>disciplinary consequences consistent with Board Policy and the Code of Student Conduct.</p> <p>Parent(s)/Guardian(s) and students must be advised in writing of the school's policy regarding misused meal tickets and of the students' corresponding responsibility for their tickets and numbers. Such notice shall be provided annually, preferably at the time applications are distributed to household or upon approval for free or reduced price benefits.</p> <p>Incidents involving ticket misuse can result in disciplinary consequences as per the school code of conduct and applicable Board Policy.</p> <p>The school shall maintain a list of students who have misused ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student due to the misuse of a ticket, the list should always be reviewed to determine if the student has already had at least two (2) ticket misuses and/or special meal arrangements for misused tickets within that school year.</p> <p>After two (2) misuses of a ticket or PIN Number in one (1) school year, the following may occur: the student may be charged the full price for a meal; or provided a complete reimbursable meal; or provided a peanut butter and jelly sandwich and a drink; or the child may bring a lunch from home. The Superintendent or designee shall decide which sanction shall be imposed, on a case-by-case basis.</p> <p>At least one (1) advance written warning must be given to the student and the parent(s)/guardian(s) prior to refusal to allow additional meals due to ticket misuse. The written warning must include an explanation that the student has repeatedly had a problem with the chosen form of exchange and that, should the student again misuse the ticket, s/he will be expected to either bring lunch or pay full price for lunch.</p> <p>Meals must always be provided to preprimary and young primary students or for any disabled students who may be unable to take full responsibility for a meal ticket.</p> <p><u>Meal Charges</u></p> <p>In the case of any student who comes through the serving line without a meal ticket or the money needed to purchase a lunch, these procedure will be followed:</p> <ol style="list-style-type: none"> 1. A student will be allowed to charge a meal up to four (4) times (2 lunch meals and 2 breakfast meals) without having repaid the charge(s). 2. Once a student has accumulated outstanding charges for four (4) total meals, and s/he is unable to repay the charge(s) and is incapable of purchasing a meal, s/he will be provided a peanut butter and a jelly sandwich, a cheese
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- sandwich (or other form of food as determined by cafeteria staff) and a drink.
3. Any charge made is done so with the understanding that the student will reimburse the school for the charged meal within two (2) weeks of the date of the charge.
 4. In the case of outstanding obligations resulting from meal charges that have not been paid or checks returned due to insufficient funds, the school shall allot a reasonable amount of collection time for fulfilling this responsibility. If the deadline date for this obligation has passed and the obligation has not been satisfied, outstanding obligations may result in legal action being filed with the appropriate Magisterial District Judge. Additionally, parent(s)/guardian(s) may be responsible for court costs and attorney fees. In the attempt to collect this debt, parent(s)/guardian(s) share have thirty (30) days to dispute the validity of the debt. If parent(s)/guardian(s) notify the school district within thirty (30) days that the debt is wholly or partially disputed, they will be provided with a verification of the debt. Unless parent(s)/guardian(s) dispute the validity of the debt within thirty (30) days after receipt of a written statement regarding the debt, the debt will be assumed to be valid.

Method of Payment

Students may pay for meals with cash, personal check, certified check or money order.

Parents may put money on child's account via a Board approved web-based system.

Any checks returned due to insufficient funds will result in an obligation on the part of the student to compensate for the original debt and any additional debt accrued, including a \$20.00 charge. See Item 4 immediately above (under the "Meal Charges" section of this policy) for further details regarding outstanding obligations.

Prohibition Against Denying Meals and Milk to Students as a Disciplinary Action

Disciplinary action that indirectly results in the loss of meals or milk is allowable (Example: A student is suspended from school). However, withholding meals or milk as a disciplinary action, or imposing a disciplinary action that directly results in the loss of meals or milk, is inconsistent with regulation and not allowable. School food authorities are to make a reimbursable meal or milk available to any student attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria. This does not necessarily mean that all choices must be made available. Denial of meals or milk is inconsistent with Section 2 and 9 of the National School Lunch Act and Sections 2, 3, and 4 of the Child Nutrition Act of 1966.

FNS#791-1

References:

School Code – 24 P.S. Sec. 504, 807.1, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Uniform Administrative Requirements for Federal Awards, Title 2, Code of
Federal Regulations – 2 CFR Part 200

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving
Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 215, Part 220, Part 245

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction
113-1

Board Policy – 000, 103, 103.1, 113, 209.1, 246, 610, 626

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.
7 CFR Part 225

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: NALOXONE

ADOPTED: July 18, 2016

REVISED:

	823. NALOXONE
1. Authority 35 P.S. Sec. 780-113.7, 780-113.8	As a means of enhancing the health and safety of its students, staff and visitors, the school district may obtain, maintain and administer doses of an opioid antagonist and other means, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.
2. Definitions 35 P.S. Sec. 780-113.7	<p>Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.</p> <p>Naloxone - shall mean a medication, including but not limited to Narcan® intranasal spray, which can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.</p> <p>Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee, in consultation with the school nurse(s) the school physician, solicitor, and school police officer(s), shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.</p> <p>The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone and shall provide a standing order pursuant to Act 139 of 2014 that prescribes Naloxone for use by authorized school personnel to assist any individual suspected of experiencing a drug overdose.</p>

<p>4. Guidelines</p> <p>35 P.S. Sec. 780-113.7, 780-113.8</p> <p>35 P.S. Sec. 780-113.7, 780-113.8</p>	<p>District employees shall complete a Pennsylvania Department of Health approved Naloxone training prior to carrying and/or administering Naloxone.</p> <p>The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks and other needed supplies for administration of this medication.</p> <p>The school district shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:</p> <ol style="list-style-type: none"> 1. The availability of Naloxone to treat opioid drug overdoses and what it does; 2. The symptoms of opioid drug overdoses; 3. How students and staff should report suspected overdoses; 4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and 5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. <p><u>Standing Order From the School Physician</u></p> <p>The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.</p> <p>The standing order shall include at least the following information:</p> <ol style="list-style-type: none"> 1. Type of Naloxone. 2. Date of issue. 3. Dosage. 4. Signature of the school physician. <p>The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored. The administration of Naloxone will be added to the standing orders followed by the school nurses.</p>
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35 P.S.
Sec. 780-113.8
Pol. 324

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions. Written instructions for the administration of Naloxone shall be kept with each dose.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

Administration of Naloxone

When responding to a suspected drug overdose, following the standing orders and written steps included with the dose of Naloxone, district employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose (unresponsiveness or unconscious, not breathing or slow/shallow respirations, pinpoint pupils, gurgling/snoring sounds, blue lips and/or nailbeds, clammy skin, history of opioid use or report of use by another party).

	<ol style="list-style-type: none"> 3. Notify security so they are present when Naloxone is administered. 4. Perform initial rescue breathing (or CPR if needed), as instructed in training. 5. Administer Naloxone, per standing order and training. 6. Continue rescue breathing (or CPR if needed), as instructed in training. 7. Administer second dose of Naloxone if needed, as instructed in training. 8. Place in recovery position, as instructed in training. 9. Stay with the individual until emergency medical help arrives. 10. Cooperate with EMS personnel responding to the incident. 11. Contact parent/guardian. 12. Notify the building administrator or designee of the incident.
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 227, 805.1</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 227, 805.1</p>	<p><u>Referral to Law Enforcement and Parental Notification</u></p> <p>The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>Pol. 236</p>	<p><u>Referral to Student Assistance Program</u></p> <p>Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.</p>
<p>35 P.S. Sec. 780-113.8</p>	<p><u>Indemnification</u></p> <p>The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected</p>

42 Pa C.S.A.
Sec. 8547, 8548

drug overdose, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Non-Employee Administration of Naloxone

Nothing in this policy is intended to regulate, restrict, or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire company member, licensed medical professional, or other authorized individual from administering his/her own supply of Naloxone when responding in good faith to a suspected drug overdose occurring on school district property.

References:

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

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-113.7, 780-113.8

PA Civil Immunity of School Officers/Employees – 42 Pa. C.S.A. Sec. 8547, 8548

Board Policy – 227, 236, 324, 805.1,

EAST STROUDSBURG AREA SCHOOL DISTRICT
East Stroudsburg, Pennsylvania 18301

TRANSPORTATION PERSONNEL

RECEIPT OF INFORMATION RELATIVE TO THE 2016-2017 SCHOOL TERM

As of the date indicated below, I, the undersigned, have received instruction on how to locate and read all of the following documents online at esasd.net. I understand that it is my responsibility to read and understand the policies listed below and all of the policies listed on the school district website.

1. School Bus Drivers' Handbook for the 2016-2017 School Year
2. Policy #104 --- Nondiscrimination in Employment/Contract Practices
3. Policy #204.2 --- Non-School District Sponsored Educational Trip or Tour
4. Policy #207 ----Confidential Communications of Students
5. Policy #218.1 --- Weapons
6. Policy #237 ---- Electronic Communication Devices
7. Policy #512 --- Evaluation of Support Employees
8. Policy #517 --- Conduct/Disciplinary Procedures
9. Policy #523 --- Tobacco Use
10. Policy #525AR -- Administrative Regulations for Dress and Grooming Policy
11. Policy #536 --- Personal Necessity Leave
12. Policy #536.1 ----Leaves for Short-Term Absences for Extreme Emergencies/Days w/o Pay
13. Policy #548 --- Support Employees Unlawful Harassment
14. Policy #548 Attachment --- Report Form for Complaints of Unlawful Harassment
15. Policy #551 --- Drug and Substance Abuse
16. Policy #705 --- Safety
17. Policy #710 --- Use of Facilities by Staff
18. Policy #810.1 --Drug/Alcohol Testing-Covered Drivers
19. Policy #815 ---- Acceptable Use for Technology Resources
20. Policy #816 --- Social Media Policy
21. Policy #817 --- Workplace Threats and Violence

SIGNATURE: _____ PRINTED NAME: _____

POSITION: School Bus Driver DATE: _____

**ALL PAPERWORK MUST BE TURNED IN BEFORE YOU LEAVE TODAY
TO ASSIGNED PERSON SO YOUR NAME CAN BE CHECKED OFF**

EAST STROUDSBURG AREA SCHOOL DISTRICT
East Stroudsburg, Pennsylvania 18301

2016 - 2017
TRANSPORTATION
POLICIES AND PROCEDURES
FOR
SCHOOL BUS DRIVERS

The following policies and procedures are to be considered as part of the total District Transportation Policy.

A. USING AESOP

When calling out in advance of 2 hours or more please access the Aesop system using your individual personal pin following the system prompts to schedule your day off. There is no need to call the dispatcher after you have submitted your request off in Aesop.

When calling out from your PM run, call dispatch immediately and then place in Aesop.

In case of an emergency or late illness that is less than the 2 hour period, please call the dispatcher immediately, and then place your day off in the Aesop system

Mary Ann Moore, Transportation Dispatcher	570- 424-8500 x10810 or 570-242-9295
Patrick Schantzen, Head Mechanic	570-421-4841 x17850 or 570-656-4294
Kris Michaels, Secretary	570-424-8500 x10801
Angela Nevin, Secretary	570- 424-8500 x10803
Judy Sourwine, Secretary	570- 424-8500 x10802
Thomas Hendel, Asst. Director of Transportation	570-424-8500 x10821 or 570-872-0162
Robert Sutjak, Director of Transportation	570-424-8500 x10820 or 570-807-8010

B. LICENSE UPKEEP

Any expiration of licensing will result in immediate suspension without pay. Further discipline may occur at the discretion of the district, up to and including termination for job abandonment.

It is the responsibility of each driver to keep his/her bus driver's license up-to-date and valid at all times. Remember to carry all licensing documentation with you at all times while driving the bus. This is especially important now with CDL regulations. At the start of each school term, and whenever a **change** in licensing takes place, the Transportation Office **must be notified** and will photocopy all licensing documentation for each full-time, part-time and substitute school bus driver and will keep this information in a file for State audit purposes for that particular school term. **Each driver will be required to take the annual physical examination from the school appointed "transportation physician," prior to driver's physical card expiration date.** If a driver fails to meet ALL licensing requirements, he/she will not be permitted to drive until said requirements are corrected. Driver will also be placed on progressive discipline at this time.

Reminder:

If you have a D.O.T. physical every time you renew you need to self-certify. When dropping a D.O.T. physical you need to self-certify that you do not need a D.O.T. physical any longer.

C. DRIVERS' CHILDREN ON BUSES

Drivers who bring their own children with them on their bus routes must be responsible for those children at all times. **All children must be of school and age no older than 18 years of age. This means those children are not to be unattended while with the driver during the workday, including the bus lot and lounge areas.** While on the bus, all drivers' children are to remain seated and follow the same bus rules as the students assigned to that bus. **All drivers' children must be at least 4 years old to ride a 72-passenger bus.**

Failure to abide by these guidelines may result in loss of the privilege of drivers' children riding on bus routes with parents.

D. BUS ROUTES

The routes assigned to drivers have been established under the guidelines and policies set forth by the Board of Education. **Route changes of any proportion are not to be made by the drivers without prior administrative approval.** Drivers are encouraged to make any recommendation(s) for the improvement and safety of a run in total and/or specific stops along the run. Any such suggestions will be welcomed in an effort to improve the overall transportation system. Suggestions such as these should be brought to the attention of the Transportation Dispatcher. Action will be taken on these suggestions when possible and where appropriate.

Pickup times for stops shown on the route descriptions are meant as a "guide" for parents, students, and drivers. After the first few days of school, drivers may need to adjust times so that the students are arriving at their respective schools in accordance with the specific time schedules required at the particular school. If major time changes in the route must occur for arrival times to fall within acceptable limitations, please inform the Transportation Dispatcher before adjusting the times so that parents and students affected by the changes can be made aware of said changes in writing before they occur. Please always inform students of even a minor time change **before** it is enacted.

In the afternoons, the main areas of concern deal with punctuality and the shuttle system. Shuttle buses must be prompt and ready to receive students at the designated spot and time. Because of these shuttle buses, the regular departure buses must make certain that all these buses have arrived so that no students are missed and left behind. Drivers should also not arrive at the departure schools too early. **They should arrive ready for loading no sooner than ten (10) minutes prior to departure time.** No bus should arrive sooner than this unless additional business with the school is necessary such as organization of bus route or a conference with the Principal. In order to assure this arrival/departure schedule, all drivers are asked not to leave the School Bus Parking Lot/Garage Area any earlier than the assigned departure times only to end up "sitting" at a school or other student pickup area "20 to 30 minutes" before the required time.

E. LOADING AND UNLOADING AT SCHOOL AREAS

Please wait until the next bus in line is pulled in before opening the door. The Transportation Dispatcher and the Principals at the various schools are charged with developing loading and unloading plans for buses at their respective schools. Specific instructions will be given for each school at the start of the school term. Please cooperate and follow the instructions given to you.

ARRIVAL TIMES:

7:05AM – HIGH SCHOOL NORTH & 7:15AM HIGH SCHOOL SOUTH

7:35AM - NOTRE DAME

7:10AM – INTERMEDIATE

8:30AM – ELEMENTARY FOR BREAKFAST

F. CARE OF EQUIPMENT

You have been issued the following equipment to be kept in your bus:

- a) Wrecking Bar
- b) Fire Extinguisher
- c) First Aid Kit
- d) Cleanup Kit
- e) Tire Chains and Expanders where needed
- f) One Spray Bottle per bus

Please keep this equipment in the proper place while operating the bus. If you are missing any of this equipment, report it to the bus mechanic who will get a replacement for you. **CHECK YOUR FIRE EXTINGUISHER ON A REGULAR BASIS.** If it gets near the "CHARGE" area, report it in writing to the bus mechanic and a replacement unit will be issued. ALL buses are to be equipped with chains on an 'early closing' unless otherwise instructed. Drivers are to assume that all roadways are hazardous. Chains are also to be used at any other time a directive is given to do so. Take care of this equipment the same way that you take care of your bus. Do not let it get away from you or get into such bad shape that you cannot use it when you need it.

BUS VIDEOS

1. Must be removed by school security or school administrator **ONLY**
2. When writing up a student and using the video as a part of the investigation please make note on student write up the time and the date of the incident.

G. VEHICLE CARE, MAINTENANCE & REPAIRS

The bus assigned to you represents a large investment on the part of the School District. Its condition is vitally important to you and your passengers. Treat it as though your money had made the purchase. The District is still in a "Purchase/Buy-Back" plan with the Wolfington Body Company and Rohrer Bus. The condition of the "Buy-Back" phase depends a great deal upon the driver. The terms and conditions of the contract with Wolfington Body Company and Rohrer Bus are specific in that the buses are to be returned in as good a condition at the end of the school term as they are at present. Only normal wear-and-tear will be allowed. The cost of repair and/or replacements of anything beyond this normal wear-and-tear will be charged to the District. No alterations of any kind (including the installation of radios or drilling holes) are to occur to the buses without specific approval from the Wolfington Body Company, Rohrer Bus, and the Transportation Director's.

The District and more specifically, the drivers are responsible for a preventative maintenance program that will help assure the ultimate condition of the buses. At any time you suspect that a problem is developing with your bus, fill out a repair sheet providing ALL the information on the suspected problem that is possible. Repair sheets are available at the mailboxes or from the mechanics in the Garages. Do not allow minor problems to develop into major problems. Repairs are accomplished generally on a first-come, first-served basis. However, when safety and/or reliability are involved, the mechanics will schedule the work priorities as they see necessary. Included in the material supplied is a copy of the Pre Trip check list. As you are doing your daily "bus walk-around examination" of the bus assigned to you, give attention to the items outlined on this form. **Because of the CDL regulations, the pre-trip inspection MUST be performed every morning before the bus leaves the parking lot. A daily post-trip inspection at the completion of all runs is also required.**

In the hours that you are being paid, time has been allotted for the cleaning of your assigned bus. You are expected to keep the inside of your bus reasonably clean at all times. This is not anyone's responsibility but your own. **Sweep and disinfect the inside of your bus daily and discard all garbage daily.** A clean bus is also a safer bus to operate.

H. MAINTENANCE & REPAIR RECORDS

As part of the agreement with the Wolfington Body Company and Rohrer Bus, the District will be keeping an accurate per month record of all maintenance and/or repair work done to the buses. By using this method, the Bus Mechanics will be able to keep a running record of everything done to each bus. This, along with the "Report of Vehicle Condition Sheet" that you complete should give us a more than adequate record for Wolfington Body's purpose and Rohrer Bus purpose, and for our budgetary planning for the following years.

I. DISCIPLINE

Get control of your bus from the very beginning and discipline throughout the year will be easier to control.

***** Make it a point to learn the names of the students on your bus this, in turn, will help you in maintaining order on your bus.*****

When a driver has a student problem that he/she cannot handle, the driver should fill out a "Bus Conduct Report" and give it to the Principal of the school that the student attends. If possible, explain the incident to the Principal or his designee. This will provide the driver with the opportunity to discuss the incident in person with the person or persons who will have the responsibility for determining the discipline measures to be taken.

Fill out the "Report" as **COMPLETELY AS POSSIBLE** giving specific details of the incident(s) **(facts only)** and date(s) along with the names of other students who could offer additional information relative to the incident(s). USE the lined area for details of the incident(s). It is not an acceptable practice to indicate on these "Reports" that 'this has been going on all year and I am not going to take it anymore.'

Do not take it upon yourself to remove a student from your bus. The policy of student discipline that is currently in place was reviewed by the District Solicitor to meet all legal intent of prevailing laws. It must be followed. If at any time you do not believe that you are getting the proper support from a particular school building administration, either make an appointment with the administrator to calmly and logically discuss the matter and/or notify your supervisor who will help you in this matter. Again, if after a period of time, you don't hear anything, don't assume that something is being done and don't 'just let it go this time' --CHECK with your supervisor. The use of assigned seats is a discipline and control procedure. **All drivers are required to assign seats.**

Bus seating charts will be made available for this purpose or you may use your own 'chart.' Drivers are to keep one (1) copy of the seating chart on the bus at all times so that any substitute driver could have access to it if necessary and in the event of an accident where a listing of student names would be readily needed. A second copy should be given to the Transportation Dispatcher within the first 10 days of school.

THE PRACTICE OF "PUNISHING" AN ENTIRE BUSLOAD OF STUDENTS FOR THE ACTIONS OF A FEW IS NEITHER DESIRABLE NOR EFFECTIVE. FIND THE PROBLEM STUDENTS, KNOW WHO THEY ARE, AND SEE THAT THEY ARE DISCIPLINED ALONG THE ACCEPTED GUIDELINES AS REFERENCED ABOVE.

J. FUEL – ALL BUSES MUST MAINTAIN ½ TANK OF FUEL AT ALL TIMES

With the current EPA underground fuel storage regulations, the District must account for all fuel purchased. The fueling stations will record each bus's total number of gallons used. Please make sure all fuel data is correct before fueling, Employee #, Bus #, Mileage. It is important that we have an accurate figure for fuel usage.

The buses are to be used for school related activities ONLY. Do not use the bus for personal business. This would include such things as going to breakfast, stopping at the grocery store, and the like. Buses are not to be taken home or used for personal reasons without prior approval from a director. Driver found doing this without approval will be placed on progressive discipline. We must conserve the fuel provided to us for use in these buses, and, more importantly, we must keep the mileage as low as possible since there is a yearly mileage limitation on each bus. District image is also an important aspect of the use of school buses. When a "taxpayer" sees a bus off route or being used in what they consider to be an inappropriate manner, the administration will certainly hear about it as "wasting my hard earned tax dollars." This is not a desirable image.

When you are assigned a "SPARE" bus you are required to **FILL UP THE FUEL TANK AND SWEEP OUT THE BUS.** It is very frustrating for a driver to come to work and find that someone has used all the fuel in the bus. This serves no other purpose than to create hard feelings. Please also keep the Spare buses as clean as possible.

****Do not start the engine of any other driver's assigned bus as a favor to them.****

Everyone has time allowed in his or her base pay to perform this function.

See Idling Law #2105.91

K. INSURANCE & ACCIDENTS

Report ALL accidents (including what may be considered a minor incident) via radio **NOT** cell phone whether there are students on the bus or not to the transportation office or director before leaving the scene wait for their direction.

L. UHF RADIOS (TWO-WAY RADIOS)

Two-Way Radios have been installed in each of the school buses. Included within this Handbook is a Two-Way Radio Service Acceptable Use 'Policy.' Please familiarize yourself with these guidelines. This system is licensed by the Federal Communications Commission to operate on specific frequencies and in a specific manner. Failure to operate the radio systems within this specific manner could result in a fine or a loss of licensing. With these Radios, our communication for safety and emergency usage should improve greatly because of the clarity, security, and range of operation offered by these units. Training and operational procedure will be provided to all full-time, part-time, and substitute school bus drivers as well as all other key personnel in this operation. **Please remember you must have radio silence during any accident.**

Examples of Radio Phrases

10-4 - Understood message

Landline – Phone call

20 – What is your ETA?

M. TIME CLOCK

The time clock is meant to capture the hours that a particular individual works. Every individual who works for the District is assigned an employee number that is specific to that individual. **It is illegal for anyone else to use that number for any reason.**

Policy #517 prohibits any support employee from engaging in conduct that may obstruct, or interfere with administrative functions of the school district. This policy can be found in the policy book that is in each lounge. It clearly states the discipline involved in abusing this policy, including termination.

Punches must equal hours according to the current collective bargaining agreement Appendix A, #1. All drivers must adhere to the punch in and out times that are issued to them at the beginning of the school year. All driver OT must be preapproved by your supervisor.

Trip sheets must be turned in to Angela Nevin for payment to be made. Out-of-pocket expenses must be documented on an employee mileage incidental expense report with receipts attached in order to be reimbursed

Vacation Days and Personal Days are to be reported to Mary Ann or Angela.

Personal days must be requested in advance on the Request for Day(s) Absence Form in compliance with the Support Staff contract or, **if an emergency**, the employee, upon return to work, **must** complete the Request for Day(s) Absence Form. If your paycheck does not seem correct, immediately call it to the attention of the Transportation Dispatcher and/or the Payroll Clerk. They will do everything possible to remedy the error (if there is one). **Missed punches** – All time clock adjustments must be made up the day of the occurrence or if absent upon your return. ie: sick, vacation, personal, funeral or missed punched.

N. FIELD TRIPS

When equipment is to be carried on field trips, it is to be stored in as safe a fashion as possible. Care should be taken to avoid equipment from shifting and/or damaging the bus in any fashion. There may also be instances where equipment and students may have to ride on the same bus; hence, the importance of proper storage.

Any expense experienced by a driver on a field trip such as tolls, parking, and fuel will be reimbursed after the driver has completed a district Expense Form accompanied with valid receipts. In that case, a check will be written to reimburse the driver on the **Friday** following the submission of the proper receipts. Reimbursement will be authorized according to District guidelines. The Transportation Director **MUST** give prior approval. No reimbursement will be made without the appropriate receipts. **All receipts must be itemized. There will be no reimbursement for meals unless it is an overnight trip or extenuating circumstances.**

O. PAPERWORK

ALL paperwork (trip sheets, Pre Trip check list, seating charts, rosters, mileage information, activity run tally sheets, etc.) **must be completed and returned in the time allotted.**

These documents are required by Federal and State Government Agencies as well as a means of accurate District record keeping. **Failure to do so will result in disciplinary action.**

- **Trip Sheets – Immediately after trip**
- **Seating Charts/Rosters/Maps/ Turn by Turn Directions – Within the “first 10” days from when school starts. Copies need to be made and one stays in bus and one needs to be sent to the Transportation Office.**
- **Mandatory updates done at the beginning of every marking period.**
- **Drivers will receive an original student roster/seating chart at orientation. They are required to verify student’s names and return the roster to Mary Ann by**

the 15th day of school. Any changes made after the 15th day but before the mandatory date must be given to the school administrator and transportation.

- **Change of student from one bus to another because of Administrative decision.**

In this situation, the Administrator will provide the driver with a completed and signed form detailing the student's name and the time period the student will be assigned to the bus. This form shall be kept with the roster/seating chart.

- **Temporary change of student transportation requested by parent or guardian.**

In this situation, Transportation will provide the driver with a completed and signed form detailing the student's name and the time period the student will be assigned to the bus. Notes from parents **will not** be accepted by drivers in any situation. The driver should request Administrative assistance to determine the action to be taken.

- **Directive for discharging students**

Students cannot be dropped off at an unassigned bus stop unless the Bus Driver has in his/her possession a "Bus Driver Pass" signed by applicable building principal or designee or unless the Bus Driver has received verbal approval from the Bus Driver's Dispatch Supervisor.

If a Bus Driver does not possess said form or does not have approval from the Bus Driver's Dispatch Supervisor, the Bus Driver must drop the student off at the assigned bus stop or take the student back to applicable school

- **Shortage of drivers where the students must be transported by another bus.**

In this situation, Transportation will advise the driver to add the names of the students to their roster for this day and record the date the student(s) rode their bus.

- **Breakdown, accident, safety threat.**

In this situation, all drivers follow Administration and/or emergency personnel instructions.

- **Maps/Directions – Within the first ten days from when school starts.**

- **Activity Run Counts – Done Daily turned in weekly.**
- **Mileage Sheets – Mileage information must be done on the first school day of the month and must be turned in to the transportation office within the first week of that month.**

P. PARKING

Parking for personal vehicles of bus drivers will be located in a lot reserved for drivers located outside the bus parking compound at the “South Lot” at the J. T. Lambert Intermediate School or at the “North Site” School Bus Maintenance Garage.

All buses are to stay in assigned space until you leave for your run. DO NOT PULL BUSES UP TO GARAGE OR OTHER SPOTS JUST TO BE CLOSE.

All buses are to stay in their assigned spot until they leave the lot. No Buses are to be Stopped, Parked or Standing in front of the TLC Lounge for any reason.

Q. PROTECTION FROM RACIAL & SEXUAL HARASSMENT

The East Stroudsburg Area School District will not tolerate racial or sexual harassment. Persons engaging in racial or sexual harassment, whether employees or students, will be subject to disciplinary action. Depending on the nature and severity of the racial or sexual harassment involved, such disciplinary action may include termination of employment or expulsion from school. Copies of the District's Policy Statements Concerning Protection from Racial & Sexual Harassment, including the procedure for filing grievances, are posted on the district website. A copy of these Policies is included in the backup information relative to this Handbook.

R. HEADLIGHTS

Section 4308 of the Vehicle Code requires that every school bus display lighted headlamps while in operation.

S. "CLEAN-UP PACKETS"

Each bus should have a "clean-up packet" of materials for use in the cleaning of bodily fluids. Each packet should contain enough materials for the proper clean up and disposal of one (1) spill. Please keep this packet on the bus for use by you or any other driver needing to use that particular bus. Extra kits or refills will be available in the Garage from the mechanics in the event that you use the initial kit provided.

Any waste placed in the Red Hazard Bags must be discarded at the nurse's office, not in dumpsters.

T. DRIVER DISCIPLINE PROCEDURES

As a general procedure, if it is found that a District employee involved with the Transportation operations must be disciplined for some action, the procedures as outlined in District Policy # 517 will be utilized.

THE TRANSPORTATION OFFICE RESERVES THE RIGHT TO ENFORCE THE FOLLOWING DISCIPLINARY ACTIONS:

1. First Offense - Verbal Warning
2. Second Offense - Written Reprimand in File
3. Third Offense - Time off without pay pending an investigation and possible termination

○ **DRUG AND ALCOHOL POLICY**

Copies of any prescription drugs you may be taking must be on file in the Transportation Office. A positive Drug and Alcohol test will result in immediate suspension pending investigation and possible termination.

U. ANTI IDLING LAW

Please see attached law within this Handbook.

V. PROCEDURAL GUIDELINES FOR SCHOOL BUS ACCIDENTS

Please see accompanying information within this handbook.

W. OTHER INFORMATION

All items found in the current Agreement between the East Stroudsburg Area School Educational Support Personnel Association pertaining to Bus Drivers (directly or indirectly) will apply. Bus drivers must abide by all district policies.

The District Transportation Office can be contacted by dialing 570-424-8500.

FINES AND CITATIONS

If you are cited or fined for any reason within the scope of your job, i.e.: spot inspections, **YOU** are responsible for paying them. The East Stroudsburg Area School District has provided instruction and training that is reviewed every school year. There is no reason for fines or citations associated with doing your job. **If you are issued a moving violation citation and are found or plead guilty, this will result in immediate suspension pending investigation.**

X. NON PUBLIC SCHOOL BUS DRIVERS

You are required by your contract to fulfill the non-public school calendar. Once you have completed your required school days with the non-public school you drive for, you may be asked to drive for East Stroudsburg Area School District to help fill in for driver call outs.



East Stroudsburg Area School District

Dr. William R Riker

Superintendent
(570)424-8500 Ext: 10001

MEMORANDUM

TO: ALL REGULAR/SUBSTITUTE EMPLOYEES WITHIN THE TRANSPORTATION DEPARTMENT

FROM: **Dr. William R Riker**

DATE: AUGUST 16, 2016

RE: TRANSPORTATION DEPARTMENT CHANGES

First off, I would like to thank each and every one of you for the great job you do. Please follow the "Chain of Command" listed below with respect to any transportation questions or concerns you might have. As indicated, the first individual that should be contacted is Mary Ann Moore or **Patrick Schantzen**.

EMPLOYEE/SUBSTITUTE



MARY ANN MOORE (TRANSPORTATION)
OR **PATRICK SCHANTZEN (MECHANICS)**



THOMAS HENDEL



ROBERT SUTJAK



Dr. WILLIAM R RIKER

I AM LOOKING FORWARD TO A GREAT WORKING RELATIONSHIP WITH THE TRANSPORTATION DEPARTMENT.



2013

Capital/Reserve Project Scope Statement

Project Name: Lancaster Drive Bus Stop

Department: Facilities Management

Project Manager: Jeff Gaal

Date: August 2, 2012

School District OK?
Township OK? Variance

Prepared By

Document Owner(s)	Attachment(s): Estimate(s)/Bids/Cost
SCE Manager Jeff Gaal	List documentation here: prelim estimates,
Committee Chair David Stagg	catalog cuts, sketches, etc.
Other	

Project Description

Enter a brief description of the project here. Refer to attachments as needed.

Relocation of school bus stop from Kirkham Gate to Lancaster Drive. Project includes land acquisition (through tax sale or foreclosure), site preparation, parking area paving, lighting, signage and possibly a bus stop shelter.

The proposed location is an SCE-owned property adjacent to the MP mail and compactor area and an empty lot across the street (to be acquired for off street parking).

Widening of the existing Lancaster Gate entrance is also required and it is anticipated that this will be completed in 2012, subject to Board approval.

Project Justification

Explain why the project is being recommended (identified in Reserve Study, to meet regulatory requirements, cost savings, improved efficiency, equipment or component obsolete, etc).

This project is intended to address ongoing concerns about parking, traffic congestion and student safety at the Kirkham Gate bus stop.

Relocation of the bus stop will improve morning and afternoon traffic congestion at the gate, provide an off street gathering location for students, off street parking for parents and enhance safety through improved lighting, signage and shelter.

Additional Information

Provide any addition information or assumptions concerning the project and the decision making process which led to recommending the project.

The proposed off street parking area can serve as much needed 'overflow' parking for the Mill Pond amenities when school is in recess for the summer.

Optional installation of benches and/or tables would permit to bus stop to also serve as a passive recreation area when school is in recess.

To be completed by the General Manager:

Overall Project Priority: ☐ High ☐ Medium ☐ Low

Comments:

Submitted By: _____ Date: ____/____/____

General Manager: _____ Date: ____/____/____

Project Scope Statement

Project Financial Summary

Budget Year : 2013	Bookkeeper Review: ____/____/____
Budget Amount: \$75,000 (est.)	GL Account/Project #:
Finance Review : ____/____/____	Board Approval: ____/____/____

Finance Committee Comments:

Note changes, limitations or conditions recommended by Finance Committee, if any.
If none, indicate N/A – Project accepted as submitted.

Project Management and Closure

Project Schedule:	Contractor/Vendor Contact:
Planned Start Date: ____/____/____	Name:
Planned End Date: ____/____/____	Phone:
Actual: Start: ____/____/____ End: ____/____/____	Address:

Note: All information in the preceding sections must be complete and attachments below must be provided and reviewed prior to project sign-off. Project sign-off by the individuals listed below indicates they have examined the completed project and have found it to be complete in accordance with contract documents.

SCE Project Sign-off:	Attachment(s):
Project Manager:	List below and attach when applicable:
Committee Chair:	contract/ agreement, schedule of values, punchlist,
General Manager:	change orders, manuals, warranty info, etc.

Lancaster Drive Bus Stop
Preliminary Cost Est. \$75,000

Engineering & Permits - \$8,000

Land Acquisition - \$3,000 (tax sale or foreclosure)

Parking & Assembly Areas - \$45,000

2 Lots approx. 50' x 120'

Site prep and fill material

3" base course, 1.5" wear course (asphalt @ \$90/T)

Line painting and signage

Lighting & Electric - \$7,500

4 HE Pole lights @ \$1,500 ea. installed

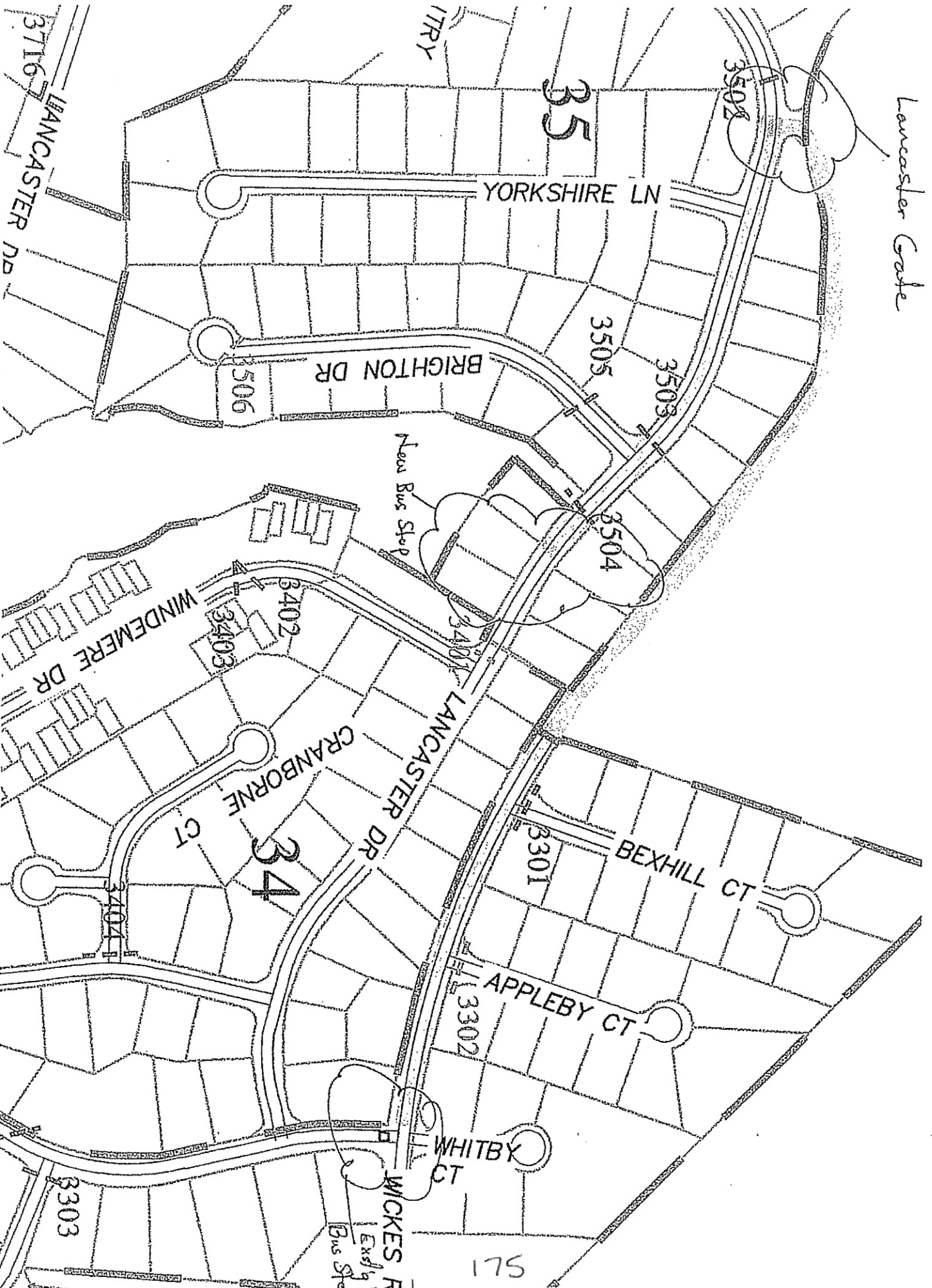
CCTV Camera @ \$1,500 installed

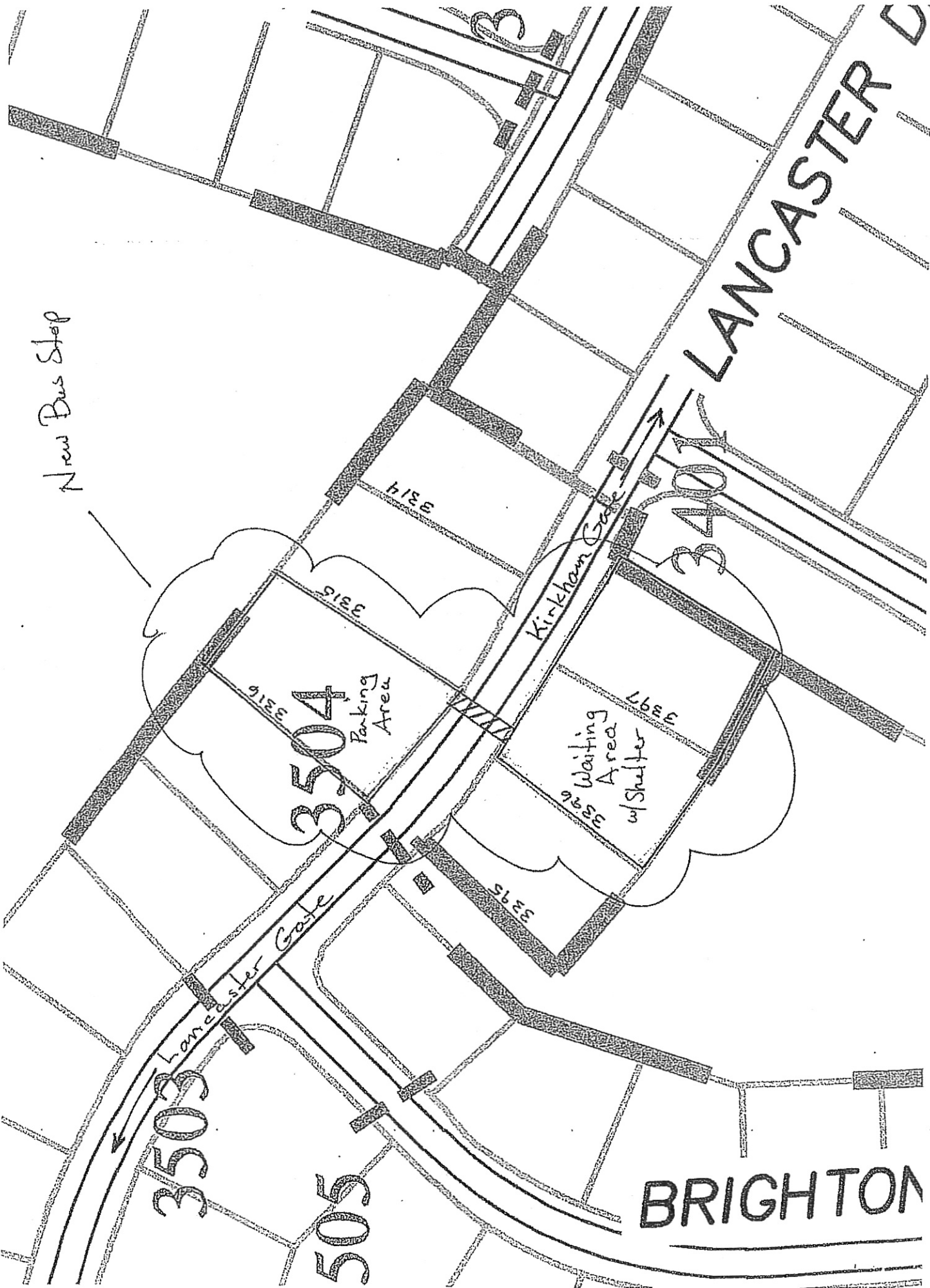
Waiting Shelter - \$8,500

Wood construction, pavilion-style w/open sides

Contingency - \$3,000

LANCASTER GATE





New Bus Stop

3504

Parking Area

Kirkham Gate

LANCASTER GATE

BRIGHTON

3503

3505

174

3401

3314

3315

3316

3397

Waiting Area w/ Shelter

3395



APPOINTMENT OF A DEPUTY TAX COLLECTOR

Tax Collector should obtain signatures from the taxing district and return completed form to your Surety Company (keep a copy for your records.) Surety should acknowledge the appointment by signing and returning the signed document to the Tax Collector.

I, BONNIE WARGO, Tax Collector for LEHMAN TOWNSHIP
EAST STROUDSBURG, PA, County of PIKE do hereby
appoint as Deputy Tax Collector: ROSEANN E. VAN WYK
Name of appointee (printed/typed)
126 VAN WYK RD BUSHKILL PA 18324
Address
Bonnie Wargo JUNE 7, 2016
Signature Date

This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector (as defined in Local Tax Collection Law, Section 22 (B) [72 P.S. § 5511.22]).

Approved by:

Signature: Robert H. Palmer Jr. Title: Supervisor Secretary/Treasurer Date: 06/08/2016
Municipality of Lehman Township Phone: 570-588-9365

Signature: _____ Title: _____ Date: _____
County of _____ Phone: _____

Signature: _____ Title: _____ Date: _____
School District _____ Phone: _____

Surety Company Travelers Date: _____
Signature: _____ Title: _____ Phone: 717-565-3104

Address: 470 Friendship Road, Suite 140, Harrisburg, PA 17111

Naming a Deputy Tax Collector does not relieve the bonded Tax Collector of Liability. Local Tax Collection Law makes the Tax Collector responsible for all taxes collected and received by any Deputies appointed. (Local Tax Collection Law, Section 22 [72 P.S. § 5511.22]).

The signing of this appointment does not alter the terms or conditions of the Indemnity Agreement signed by the Tax Collector in favor of the Surety Company, or any indemnification available at law.

In the event of Incapacitation, the Taxing Entity must notify the Surety Company as soon as practicable in the event the Deputy is called to act.

NORTH



Timberwolves

Benjamin J. Brenneman

Director of Athletics and Activities
EAST STROUDSBURG AREA SCHOOL DISTRICT

50 Vine Street
East Stroudsburg, PA 18301

(office) 570-424-8500, x 10501 • (fax) 570-420-8387
(e-mail) Benjamin-brenneman@esasd.net

SOUTH



Cavaliers

Date: June 21, 2016

To: Glen Brook Country Club

From: East Stroudsburg Area School District Athletic Office

Re: Facility Agreement for 2016 East Stroudsburg North Golf Team

This is a memorandum of the understanding between the East Stroudsburg Area School District and Glen Brook Country Club for the 2016-2017 School Year.

- Glen Brook will donate the use of its entire facility, meaning its clubhouse, parking area, driving range and practice greens, and 18-hole golf course, to the East Stroudsburg North Golf Team during the 2016-17 school year at no cost to the district, at those dates and times as Glen Brook and the School District may agree per the terms below. This donation includes a golf cart for the coach at all practices and home competitions, and accessibility for the school district and visiting team(s) during the season. The School District will incur no charges for regular maintenance of any portion of the Glen Brook facility.
- Any day that a coach is present at Glen Brook with any student-athletes will be considered a practice day or intramural day and no facility fees will be assessed to School District coaches or student athletes.
- Players on the golf team are allowed to use the facility before and after the season with the understanding that they will have to pay an \$18.00 cart fee for 18 holes of golf. Any guests that accompany the golf team members will be required to pay normal greens and cart fees per Glen Brook's established pricing. It is also understood that the golf team members may not book tee times prior to 12:00pm on weekends without payment of normal greens and cart fees.
- The East Stroudsburg North Golf Team agrees to follow all rules and regulations set forth by Glen Brook.
- The East Stroudsburg North Golf Team agrees to purchase its golf balls, gloves and range balls from the Glen Brook Proshop as needed for the duration of the season.
- The East Stroudsburg Area School District Athletic Director agrees to work with the Glen Brook Country Club regarding the team schedule and play dates as to not interfere with outings scheduled at the Country Club. All final scheduling determinations are solely at the discretion, of Glen Brook Country Club which discretion will not be unreasonably exercised.

This is a one year agreement between the East Stroudsburg Area School District and the Glen Brook Country Club. This will be renewed yearly as long as both parties agree to the terms of the agreement. Both parties will sign this agreement and be provided a copy.

Benjamin J. Brenneman
ESASD Representative Name (Print)
DUSTIN McCormick
Glen Brook Representative Name (Print)

Benjamin J. Brenneman
ESASD Representative Signature
[Signature]
Glen Brook Representative Signature
6/20/16
Date
7/13/16
Date

NORTH



Timberwolves

Benjamin J. Brenneman

Director of Athletics and Activities
EAST STROUDSBURG AREA SCHOOL DISTRICT

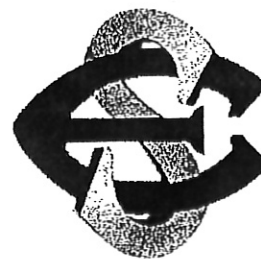
50 Vine Street

East Stroudsburg, PA 18301

(office) 570-424-8500, x 10501 • (fax) 570-420-8387

(e-mail) Benjamin-brenneman@esasd.net

SOUTH



Cavaliers

Date: June 21, 2016

To: Wolf Hollow at the Water Gap Country Club

From: East Stroudsburg Area School District Athletic Office

Re: Facility Agreement for 2016 East Stroudsburg South Golf Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Wolf Hollow at the Water Gap Country Club for the 2016-2017 School Year.

- Wolf Hollow will donate the use of its entire facility, meaning its clubhouse, parking area, driving range and practice greens, and 18-hole golf course, to the East Stroudsburg South Golf Team during the 2016-17 school year at no cost to the district. This donation includes a golf cart for the coach at all practices and home competitions, and accessibility for the School District and visiting team(s) on match days during the season. The School District will incur no charges for regular maintenance of any portion of the Wolf Hollow facility.
- Any day that a coach is present at Wolf Hollow with any student-athletes will be considered a practice day or intramural day and no facility fees will be assessed to School District coaches or student athletes.
- Players on the golf team are allowed to use the facility before and after the season with the understanding that they will have to: 1) Pay an \$18.00 cart fee for 18 holes of golf and a \$10.00 cart fee for 9 holes of golf and 2) Present a current driver's license. Any guests that accompany the golf team members will be required to pay the normal greens and cart fees per Wolf Hollow's established pricing. It is also understood that the golf team members do not book tee times prior to 12:00pm on weekends without payment of normal greens and cart fees.
- The East Stroudsburg South Golf Team agrees to follow all rules and regulations set forth by Wolf Hollow.
- The East Stroudsburg South Golf Team agrees to purchase its golf balls, gloves and range balls from the Wolf Hollow Proshop as needed for the duration of the season.
- The East Stroudsburg Area School District Athletic Director agrees to work with Wolf Hollow at the Water Gap Country Club regarding the team schedule and play dates as to not interfere with outings scheduled at the Country Club. All final scheduling determinations are solely at the discretion of Wolf Hollow, which discretion will not be unreasonably exercised.

This is a one year agreement between the East Stroudsburg Area School District and Wolf Hollow at the Water Gap Country Club. This will be renewed yearly as long as both parties agree to the terms of the agreement. Both parties will sign this agreement and be provided a copy.

Benjamin J. Brenneman
ESASD Representative Name (Print)

BILL LEB
Wolf Hollow Representative Name (Print)

[Signature]
ESASD Representative Signature

[Signature]
Wolf Hollow Representative Signature

6/20/16
Date

6/25/16
Date

The East Stroudsburg Area School District hires only individuals legally authorized to work in the United States and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in the admission of access to, or in the provision of services, programs or employment. 9/19/07



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Email: spco@scrantonprinting.com

6/27/16

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg PA 18301
Attn: Patricia Rosado

Phone: 570-424-8500 x1101

Email: patricia-rosado@esasd.net

Quote # 62716-1JF

We are pleased to submit the following price quote(s) for your review.

ITEM:	Calendars
QTY:	9,000
STOCK:	Text: 50# White Offset Cover: 100# c2s Cover
PAGES:	16 page + cover
GRAPHICS:	includes graphics by SPC
PROOF:	yes email or hard proof
COLOR:	Text: 1/1- Black Ink Cover: 4/1 + flood gloss aqueous coat
SIZE:	8.5 x 11
BINDERY:	Collate, Trim, Saddle Stitch 1-hole drill
PACKING:	convenient carton pack
PRICE:	9,000 @ \$.48 each = \$4,320
FOB:	Includes delivery to East Stroudsburg, PA to multiple locations

* Quote is valid for 60 days.
No Overs will be accepted!

Accepted by: _____ Date: _____
Proposed by: Jeffrey A. Franks (y) Date: 6/27/16

SWEET | STEVENS | KATZ | WILLIAMS

STANDARD AGREEMENT FOR FEES, COSTS AND EXPENSES FOR REPRESENTATION OF PUBLIC EDUCATIONAL ENTITIES

July 1, 2016

The standard basis for fees for services rendered is based upon calculation of hourly chargeable time applied to an hourly rate. Our current hourly rates for chargeable time vary, depending upon the complexity of the matter involved. For routine matters, our standard hourly rate for chargeable time is \$150/hour for attorneys and \$125/hour for legal assistants. Our fees for non-routine matters are \$195/hour for attorneys and \$125/hour for legal assistants.

Non-routine situations involving the higher hourly rate are those matters in which a case or controversy has arisen or may arise by virtue of threatened litigation, circumstances in which the district is contacted by an attorney representing a specific client, actual litigation, hearing requests, citizen complaints, defense of complaints filed in court or before agencies, or hearings before the school board itself. These situations also include negotiation with vendors and other parties concerning contracts, special education matters, student residency disputes, student and employee discipline matters, grievance processing where a specific grievance has been filed, grievance arbitrations, collective bargaining where we represent the district as its negotiator, construction matters, tax matters, and analysis or development of board policy or procedure. All advice, phone calls, opinions, document review, research, and other activities not covered by the preceding are considered routine.

During the course of representation we record chargeable time devoted to a client's matter in fractions of hours in periods of tenths of an hour, taking into account interruption of other work. Absence from our office on behalf of our clients is also recorded on the same basis, which takes into account, in part, our unavailability to other clients during such periods. However, we minimize travel time whenever possible.

We generally do not require a fixed retainer fee in advance, and our billings are based upon services actually performed during the preceding billing period. Using this approach, our clients have used our services on an "as needed" basis and only have been charged if services have been requested and we have agreed to render them. We reserve the right to decline to perform or to continue to perform requested services at any time. At the end of any month that more than minimal services are rendered, we routinely provide a computerized description of the nature, date and amount of time attributable to each entry, along with our invoice for the period.

Our out-of-pocket expenses for computerized research, stenographic services (court reporters), in-house composition of briefs and records, i.e., printing, collating and binding, costs for hearing officers or arbitrators, witness fees, photocopying (\$.20 per copy), and court costs, where required, are charged to our clients at cost. At times, when such charges are substantial, we may ask you to pay them directly.

SOUTHEAST REGION OFFICE

331 East Butler Avenue, New Britain, PA 18901

PHONE 215 345 9111 | FAX 215 348 1147

NORTHEAST REGION OFFICE

2 South Main Street, Suite 303, Pittston, PA 18640

PHONE 570 654 2210 | FAX 570 655 1875

SWEETSTEVENS.COM

We do not charge for telephone expenses or facsimile transmissions. We charge a flat fee of \$225.00 for preparation of audit opinion letters when we are requested to do so by you, your accountants, or State Auditors. This covers the cost of our internal review where such a letter is provided. We also quote a separate fee where we are asked to provide an opinion involving a financing or to provide in-service training.

We do not charge for our travel costs, such as meals, lodging, tolls, mileage, or transportation, except in the case of necessary airfares. We also do not make any charge with respect to the extensive publications to which we subscribe, or for our attendance at the numerous seminars and educational programs which we regularly attend. Unless there is a particular benefit to the client or unless previously approved or requested by our client, we do not charge for "duplicate" time; that is, time spent by more than one attorney when conferring among ourselves, or reviewing each other's work, or where two or more of our attorneys attend a meeting, hearing, or trial. We maintain comprehensive opinion and research files on most commonly asked questions. We are, therefore, frequently able to provide answers quickly without extensive legal research.

Different attorneys are capable of performing various tasks required in a given matter with different measures of efficiency from a strict time standpoint. Therefore, in order to determine the chargeable time to be attributed to a given task or activity, we consider the efficiency and expertise normally required for the task involved, the complexity or novelty of each task, our previous time investment in development of research materials or forms, the benefits to the client, and time limitations imposed by clients or by circumstances. However, chargeable time attributed to a given activity will not exceed plus or minus one tenth of an hour for each actual tenth of an hour of time devoted to the task or activity involved.

Please note the rates charged where an insurance company is involved may vary from the preceding, based upon our agreement with the company involved. Where insurance coverage is involved, we may ask that you pay our monthly bills, and we then will submit claims for reimbursement on your behalf to the insurance company. In all cases in which insurance coverage may be available, the ultimate responsibility for payment of our charges will remain with you.

By virtue of our experience in the area of school and municipal law, we constantly seek to make productive use of our time and to thereby provide our services efficiently. Frequently, difficult questions encountered by our clients are questions that we have dealt with before elsewhere. Consequently, we frequently minimize chargeable time spent on many questions. We have found that productive, efficient use of our time reduces the effective hourly rate paid by our clients.

SWEET, STEVENS, KATZ & WILLIAMS LLP
Federal E.I. No. 23-2807059

THE BOLLINGER LAW FIRM, LLC

104 ROCK ROSE LANE, RADNOR, PENNSYLVANIA 19087-3736

July 8, 2016

Sent by Electronic and First Class Mail

Patricia L. Rosado, Administrative Assistant to the Superintendent
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Re: Letter Regarding The Bollinger Law Firm, LLC Legal Services: 2016 - 2017

Dear Patricia,

Pursuant to your request, below is a list of the legal counsel and other legal services that The Bollinger Law Firm, LLC provides to the East Stroudsburg Area School District (ESASD). We are responding to the items you requested based on FY 2016 – 2017.

1. The name, address, phone and fax numbers, website address and email address of the firm are:

<i>Law Firm:</i>	<i>The Bollinger Law Firm, LLC</i>
<i>Lead Attorney(s):</i>	<i>Dorothy M. Bollinger, Esquire</i>
<i>Address:</i>	<i>104 Rock Rose Lane, Radnor, PA 19087</i>
<i>Contact:</i>	<i>Phone: 610-688-6883</i>
	<i>Fax: 610-688-6885</i>
	<i>Website: www.bollingerlawfirm.com</i>
	<i>Email Address: dbollinger@bollingerlawfirm.com</i>

<i>Legal Services:</i>	<i>General legal advice and special legal advice relating to areas of technology, such as Internet, computer, information, technology, intellectual property, data security, social media, software, online applications (Apps), cyberprivacy, cybersecurity, and cloud computing, and the preparation of policies, regulations, procedures, contracts, and other documents relevant to the above</i>
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2. Proposed hourly rate for legal services for the period of July 1, 2016 - June 30, 2017.

Hourly Rate: \$225. (no increase; this rate has not changed for the past 8 years)
Retainer: None
Discounted or Varied Rate: Negotiated Flat Fee Price for some legal services

3. Professional Vitae.

Please see enclosed Attorney Profile.

Patricia L. Rosado, Administrative Assistant to the Superintendent

July 8, 2016

Page 2 of 2

It has been our pleasure to work with you and numerous ESASD employees over the past 9 years and look forward to working with you and other ESASD employees in FY 2016 – 2017. I would be pleased to discuss any questions you may have at any time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothy M. Bollinger".

Dorothy M. Bollinger

DMB:d

Enclosure

cc: Brian Borosh, Director of Technology



DOROTHY M. BOLLINGER
President, The Bollinger Law Firm, LLC
dbollinger@bollingerlawfirm.com

THE BOLLINGER LAW FIRM, LLC

104 ROCK ROSE LANE, RADNOR, PENNSYLVANIA 19087-3736

Dotti's practice focuses on Internet, computer, information, technology, and copyright law. She represents clients that use and create technology, such as companies, schools, artists, software developers, vendors, and consultants.

She negotiates and drafts Internet, computer, information, technology, media, copyright, and telecommunications contracts, for example: privacy, security services, software, Internet and computer forensic, IT service and maintenance, network infrastructure, and website contracts.

She also prepares technology policies, such as acceptable use, cloud, social media, "app", electronic communication device, privacy, cybersecurity, data breach and response, copyright, drone, Internet of Things, vendor access, website and other electronic communications and data policies.

Dotti advises on the regulatory aspects of company and school personal data and information, database creation and management, and privacy and security protection pertinent to employers, employees, students, and consumers. Likewise, she counsels on eData compliance management.

Additionally, she also advises and consults with companies and schools as they prepare record retention and destruction policies and record retention schedules, and assists them with computer forensic and other electronic evidence issues.

Prior to founding The Bollinger Law Firm, LLC, Dotti was a member of the Corporate and Intellectual Property Departments, and the Media, Defamation, and Privacy Law, and Education Law Practice Groups at the law firm of Fox Rothschild LLP. She has leveraged her education and work experiences with software and computers into her legal practice. Before entering the legal field, Dotti was a superintendent of schools and an administrator and teacher in schools, colleges, and universities. While attending law school at Temple University, she worked full time in the University Counsel's Office.

Professional Activities

Dotti serves as an adjunct professor at Temple University's Beasley School of Law, where she teaches *Cyberprivacy in the Networked World*, and *Cyberlaw and Policy: Practical Applications in Organizational Settings*. She has developed a reputation for providing informative, interesting, thought-provoking, and cutting-edge training sessions and presentations at companies, schools and at national, state, and local conferences. She has co-authored a book, *Cyberbullying in Social Media within Educational Institutions: Featuring, Student, Employee, and Parent Information*, that was published by Roman & Littlefield. Dotti is frequently asked to provide commentary for television news programs, journals, and newspaper publications.

Dotti is a past Chair of the Philadelphia Bar Association's Business Law Section's Cyberspace and e-Commerce Committee, and a past Pennsylvania representative to the International Technology Law Association (iTechLaw).

Education

- J.D., Temple University's Beasley School of Law, Philadelphia, PA
- Ed.D. Lehigh University
- M.Ed. The Pennsylvania State University

Bar Admissions

- Pennsylvania
- New Jersey

Court Admissions

- U.S. Supreme Court
- U.S. Court of Appeals, Third Circuit
- U.S. District Court, Eastern District of Pennsylvania
- U.S. District Court, Middle District of Pennsylvania
- Pennsylvania Supreme Court

Memberships

- American Bar Association
- Philadelphia Bar Association
- Pennsylvania School Board Solicitors Association
- National School Boards Association



LEVIN LEGAL GROUP

ATTORNEYS AT LAW
Phone 215.938.6378
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MICHAEL IRA LEVIN
ANNE E. HENDRICKS
ALLISON S. PETERSEN
TAMMY J. SCHMITT
PAUL J. CIANCI, LL.M.
CRAIG GINSBURG
DAVID W. BROWN
RICHARD B. GALTMAN
MICHAEL GREENFIELD
JAMES MUSIAL

July 7, 2016

VIA EMAIL ONLY (eric-forsyth@esasd.net)

Eric D. Forsyth, SFO, PRSBOros
dDirector of Administrative Services
East Stroudsburg Area School District
50 Vine St
East Stroudsburg PA 18301

Re: Engagement with the East Stroudsburg Area School District

Dear Eric:

We are pleased to submit this letter which summarizes our relationship with the East Stroudsburg Area School District ("School District") as legal counsel. The following paragraphs describe our understanding of the terms and objectives of our engagement as legal counsel for the School District and the nature and scope of the services we will provide.

Our Responsibilities and Services.

We will provide those legal services that the School District requests us to provide and that we agree to provide, which may include the following:

1. Attendance at meetings, including executive sessions and committee meetings;
2. Advising the School District administration and/or board of material information consistent with our duties representing the School District;
3. Investigation of facts for the purpose of rendering legal advice;
4. Issuance of opinion letters;
5. Preparation of contracts, requests for proposals and invitations to bid;
6. Preparation of legal notices;
7. Preparation of resolutions necessary for the business and affairs of the School District;
8. Preparation of grant applications;
9. Review and/or preparation of school board policies or administrative guidelines;
10. Representation of the School District in adversarial proceedings;
11. Acting either as advisor to the school board or prosecuting attorney at school board hearings;

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12. Providing legal advice and recommendations with respect to issues and matters brought to the our attention, including such matters as governance, finance, property, pupils, employees, liability, construction, litigation, contracts, civil rights, and applicable law, regulations and ordinances;
13. Working with and cooperating with other legal counsel that may be retained by the School District;
14. Working with and cooperating with other professionals retained by the School District, including the architect, financial advisor and construction manager;
15. Negotiating contracts, administrative compensation plans, or collective bargaining agreements;
16. Providing legal seminars or training to the school board, the administration and/or to other staff;
17. Providing summaries of contracts or insurance policies;
18. Reviewing new legislation and reporting on requirements any such legislation may impose upon the School District;
19. Conducting legal audits of one or more of the School District's practices and/or policies; and
20. Such other services that may be requested or required from time-to-time by the School District.

For purposes of assignments to us, we may rely upon any request by any "Authorized Representative." For purposes of this engagement letter, "Authorized Representative" means and includes each individual who (i) is expressly designated orally, electronically or in writing or otherwise by School District to act on behalf of School District with respect to one or more services, (ii) actually acts on behalf of School District with respect to any services, or (iii) has apparent authority to act for School District, by course of dealing or otherwise with respect to any services.

With respect to adversarial proceedings for which we are requested by you or your insurance carrier to represent you or any of your officials or employees (hereinafter referred to collectively or individually as "you"), we will aggressively represent you within ethical and professional standards; and, unless instructed otherwise by you, and we will take all action that we believe is necessary and reasonably calculated to advance your interests. We will file such pleadings, motions, applications, petitions and appeals as are necessary to advance and/or to protect the School District's interests, unless instructed otherwise by applicable authority. You agree that we may take such actions.

We will provide the services that you request and that we agree to provide in accordance with the professional standards to advance the interests of the School District, subject to the following understandings:

1. We will not perform services that we have not been asked to perform;
2. When performing our services under this engagement, we will rely on the facts provided to us by you and will not undertake an independent investigation of the facts unless specifically requested to do so by you;
3. We will advise you if a particular service cannot be provided because we do not believe that we have sufficient competency in the applicable area of the law;

4. We will not provide services where we may be prohibited from providing such services in accordance with the Rules of Professional Responsibility due to such things as a conflict of interest that might exist with respect to a particular matter; and
5. When negotiating a contract on behalf of the School District, we will always seek to obtain provisions that are commercially reasonable, unless instructed otherwise by the School District.

In all instances, we will comply with the Pennsylvania Rules of Professional Responsibility and other applicable law and in all instances we will be acting in the capacity as legal counsel for the School District.

The School District's Responsibilities

The School District is responsible for making all records and related information available to us and for the accuracy and completeness of that information. This responsibility includes the establishment and maintenance of adequate records and internal controls, including monitoring ongoing activities, the selection and application of practices and policies, and document retention and retrieval practices. The School District is responsible for correcting any incorrect information that may have been provided to us. The School District agrees to bring to our attention any matters that may reasonably be expected to require further consideration to determine the proper treatment and handling of matters we are handling. The School District also agrees to bring to our attention any changes in the information as originally provided to us as soon as such information becomes available.

The School District is responsible for the design and implementation of programs, practices, policies, protocols and controls to prevent violation of law. In addition, the School District is also responsible for identifying and ensuring that the School District complies with applicable laws and regulations and advises us if it has knowledge of any situation related to our services that does not comply with applicable law. Further, we will assume that the School District has taken action to implement our recommendations unless the School District has advised us differently.

The School District is responsible for notifying us when it decides not to carry out our recommendations or when not carrying out or implementing our recommendations in the way that we advise. Such notification shall be in writing. The School District is also responsible for asking us if it has any questions about our recommendations, if it desires to explore options for the handling of any matter, or if it wants a description of the pros and cons of proceeding in a particular manner.

Litigation Hold. We wish to remind you that the School District has certain responsibilities to preserve evidence with respect to administrative and judicial proceedings. In this regard, the School District has a duty to preserve and protect any and all paper and electronic records, documents and other evidence (hereinafter referred to individually or together as "evidence") that may be relevant to any existing or future litigation once you know or reasonably should know that litigation exists or will be filed. This includes arbitration, administrative proceedings and court proceedings of any nature. Evidence includes paper documents and records and all forms of electronic evidence, including text messaging, IM, emails, social media, etc. The obligation includes keeping and maintaining electronic records and files in their electronic form without

change. If the School District fails to keep and safeguard evidence that is or may be relevant or that may lead to relevant evidence, the School District and involved employees and officials may be subject to sanctions, which can be severe.

Engagement Administration

As engagement partner, I will be responsible for supervising the engagement and the work performed by us.

The School District will provide us access to personnel of the School District, as necessary, to enable us to perform our work. We will ask that your personnel, to the extent possible, provide the necessary records and data to enable us to do our work. We may have to have meetings or access to records to perform our services properly and the School District will provide those items to us.

Auditing standards generally accepted in the United States of America require that we communicate certain matters related to the conduct of our services to your auditors. It is understood that our communication with your auditors is part of the services that we are required to provide. In addition, there are certain matters that might require our disclosure of the information to the board of school directors, such as willful violations of legal requirements that are material; serious difficulties that we encountered in dealing with management related to the performance of our services; any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the consolidated financial statements or our report; major issues that were discussed with management in connection with our services; and other matters as considered necessary or required to be communicated under professional standards.

Scope of Our Work

With respect to those services that you request us to perform and that we expressly agree to perform, we will consult with you about your objectives, and, when appropriate, the means of achieving them in accordance with applicable law and the ethical rules governing lawyers. We shall endeavor to keep you advised of the status of your matter to the extent necessary to enable you to make informed decisions. We will provide competent representation of your interests. Expressions on our part concerning the probable outcome of our representation will reflect our best professional judgment, but are not guarantees, as they are limited by our knowledge of the facts and are based on the state of the law at the time that they are expressed. There may be many factors that affect the outcome of any matter and over which we have no control—such as the recollection or testimony of any particular witness.

Our work, opinions and deliverables will be based on our interpretation of applicable federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities (hereinafter referred to as "applicable law"), in effect when we provide our work, opinions or other deliverables. All of these authorities are subject to change, and such change may be retroactive or prospective in effect. We assume no responsibility to either advise you or to update our work, conclusions, or deliverables for changes in respect to federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities. Stated

another way, we assume responsibility for our work when our work is performed, but we assume no responsibility for changes in applicable law after our work is performed.

Aspects of Third Party Payor Engagements

Examples of Third Party Payor engagement include those undertaken pursuant to a policy of insurance or because another company or person has agreed to pay the legal fees and costs on your behalf. In such a situation, the firm will represent you solely with regard to covered claims (that is, claims for which the insurer or other payor has agreed to advance fees and costs) and subject to any reservation of rights letter from the payor. In the event that a dispute arises between you and the payor regarding the payor's obligations to you or any other matter, we will not be able to represent you in that dispute, nor will we be able to represent the payor in any such dispute. If we become aware of a possible dispute regarding the payor's obligations to you, we will notify you of that fact so that you may seek separate counsel as to that matter.

You should understand that we may be required to make regular report to the payor concerning the engagement. Such reports may include information regularly developed in the course of the engagement, unless for some reason you specifically instruct us not to forward some confidential information to the payor. Such an instruction may, depending on the terms of the agreement between you and the payor, affect the payor's obligations to indemnify you or to pay your legal fees and costs.

You waive any privilege so as to allow us to provide the information requested or required to such payors.

Aspects of Multiple Client Engagements

It is unusual that we will be asked to represent multiple clients in a particular matter involving the School District. However, if the situation arises and we are asked to represent a number of clients as a group, including you, we recommend that each client consult separate counsel to represent that client's individual interests with respect to the client's individual current or potential issues. We particularly urge you to consult separate counsel concerning any matter in which you perceive that your interests may conflict with the interests of other clients. We also expect and encourage you to consult with such individual counsel at any time and on any matter on which you wish to receive specific and individually tailored advice. We will provide information regarding the engagement to such individual counsel as part of our services to the group. We also expect that any such counsel will assist in identifying conflicts that may arise in the course of our work and will inform us appropriately, and we will advise such member of the group of clients with respect to such conflicts. Our work in this type of engagement is to represent all of the members of the group as a group collectively. Consequently, we will not promote or advocate the interests of any one or more members of the group individually. There may be issues related to a group engagement that would affect one or more members of the group differently due to unique circumstances of which we may or may not be aware, and where conflicts or disparate interests arise, it may be necessary or appropriate for any of the members of the group to engage separate counsel on an individual basis. While we will try to explain the significance and effect of the material issues to all clients in the group, we may not know facts specific to any one member of the group. And may not realize that such explanations might we warranted in particular

circumstances. We will, however, endeavor to keep all clients in the group informed on a regular basis about our work for the entire group of clients.

Document Retention

It is our policy to keep records electronically and that such electronic records related to this engagement will be retained for three (3) years after the completion of a matter. We do not keep any original School District documents; therefore, if you desire that we return the original records to you, we will be pleased to do so. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You agree that upon the expiration of the three year period, we shall be free to destroy any records related to this engagement.

Engagement Fees

Our fees are as follows:

Rate	Attorneys
\$190.00/hr.	Michael I. Levin
\$180.00/hr.	Anne Hendricks, Allison Petersen, Craig Ginsburg, Paul Cianci, David Brown, Tammy Schmitt, Richard Galtman and James Musial
\$170.00/hr.	Michael Greenfield

In addition to fees, we charge for certain out-of-pocket costs when necessary, such as filing fees, overnight or express mail, witness fees, expert fees, overnight travel, in-house copying at the rate of \$.10 per page, large copying jobs performed outside the firm, courier services, computer-assisted legal research that is not included in our comprehensive basic plan; and court stenographers. We do not charge for secretarial time, computer-assisted legal research that is within our comprehensive basic service, usual office overhead and regular postage.

We charge fees "portal-to-portal."

Attorneys newly hired by us will be placed on the appropriate fee tier taking into account their experience level. In addition, attorneys identified above may be increased in their tier assignment.

We are approved defense counsel for a number of insurance carriers that have rate agreements with us that may vary from the rates above. When we work on a matter that is covered by such insurance, we will comply with applicable litigation guidelines and billing arrangements which may differ from those set forth above.

Other Engagement Matters and Limitations

(a) Management Functions

We will **not** perform management functions or make management decisions on your behalf. However, we will provide advice and recommendations to assist management and/or the board, as may be applicable, in performing their respective functions and making decisions.

(b) E-mail

During the course of our engagement, we or you may need to transmit confidential information electronically to each other and to other entities engaged by either party. E-mail is a fast and convenient way to communicate. However, e-mail is not a secure means of communication and, thus, confidentiality could be compromised. You agree to the use of e-mail and other electronic methods to transmit and receive information, including confidential information, between us and outside specialists or other entities engaged by either you or us.

Although e-mail is an efficient method of communication, it is not necessarily a fool-proof method. For a variety of reasons, an e-mail may not be received or posted to an inbox, as opposed to the "junk-box," for example. An e-mail may be inadvertently deleted. Therefore, we cannot take assignments by exclusively by email. If there is anything that you need us to do, you need to talk to a "live" person and ensure that we have notice of what you want us to do for you. Unless we specifically respond to an email, you may not assume that we received the email or will take action pursuant to an email request. The disclaimers in this paragraph are intended for your protection as well as our protection. We want to avoid any possibility that an assignment or request is missed because of the shortcomings of email.

(c) Contract Forms and Recommendations

No contract form or generic contract should be utilized for any particular transaction without the advice of counsel. Changes or modifications may have to be made to address individual circumstances or changes in the law with regard to a particular transaction. A contract prepared by us for a particular transaction shall not be used for another or different transaction without first consulting with counsel and making necessary or appropriate changes or modifications. Renewals of contracts should not be undertaken without first determining whether changes in the law or changed circumstances may require changes or modifications to the contract.

(d) Disputes

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

(e) Limitations on Damages and Indemnification

Except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of the Levin Legal Group, relating to the services it has provided, the School District agrees to indemnify, defend and hold harmless the Levin Legal Group and its attorneys from and against any and all liabilities incurred or suffered by or asserted against the Levin Legal Group or any of its attorneys in connection with any third party claims to the extent such assertions, claims or liabilities relate to the work or services performed by the Levin Legal Group for or on behalf of the School District. The terms of this provision shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence or intentional act), but these terms shall not apply to the extent finally determined to be contrary to

applicable law or regulation. These terms shall also continue to apply and shall survive termination of this agreement or termination of the services of the Levin Legal Group. This paragraph does not apply to any claims that the School District may have against the Levin Legal Group.

(f) Legal Actions

The School District accepts and acknowledges that any legal proceedings by the School District arising from or in connection with the services provided by the Levin Legal Group under this Agreement or engagement must be commenced within one (1) year from the date the services were performed, without consideration as to the time of discovery of any claim.

(g) Miscellaneous

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected, and all other provisions remain in full force and effect.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors, and assigns of you and us. If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter and return it to us. If you have any questions, please let us know.

We appreciate the opportunity to be your attorneys; we trust that our association will be a long and pleasant one.

Very truly yours,
LEVIN LEGAL GROUP, P.C.

Michael I. Levin

Michael I. Levin

MIL/mil

This letter correctly sets forth the understanding of the East Stroudsburg Area School District

ACCEPTED:

By _____

Title _____

Date _____



KINGSPRY

July 8, 2016

JEROME B. FRANK
DONALD F. SPRY II
DOMENIC P. SBROCCHI
KIRBY G. UPRIGHT, LL.M., CPA
KENT H. HERMAN
TERENCE L. FAUL
JOHN E. FREUND, III
JEFFREY T. TUCKER
GLENNA M. HAZELTINE
JAMES F. SWARTZ, III
KEVIN C. REID
PAUL S. FRANK
BRIAN J. TAYLOR
MICHAEL A. GAUL
ELIZABETH M. KELLY
ELLEN C. SCHURDAK
KRISTINE RODDICK
REBECCA A. YOUNG
DOROTA GASINICA-KOZAK
TIMOTHY E. GILSBACH
JESSICA F. MOYER
ERIN D. GILSBACH
CATHERINE L. STEHLIN
MATTHEW T. TRANTER
AVERY E. SMITH
KEELY J. COLLINS
KARLEY BIGGS SEBIA
JONATHAN M. HUERTA

VIA EMAIL eric-forsyth@esasd.net and FIRST CLASS MAIL

Eric D. Forsyth, SFO, PRSBO
Director of Student Services
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

RE: Special Counsel for 2016-2017 School Year

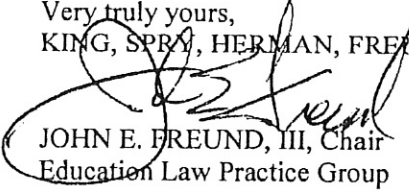
Dear Mr. Forsyth:

Thank you for requesting our proposal for special counsel services. King Spry provides a broad spectrum of legal services to school districts. Our policy is to adapt our hourly rates to whatever rates are approved by the district's professional educator liability insurance company. King Spry is approved counsel by all major writers of professional educator's liability insurance programs in Pennsylvania, a full list of approved rates is set forth at the bottom of this letter.

We understand that East Stroudsburg is currently insured through School Claims Service. Accordingly, our rates for litigation, special education, policy development and seminar presentations would be a blended hourly rate of \$175/hour attorney/\$85/hour paralegal. Half or full day programs can be approved for a flat fee. Instructional time such as seminars or workshops are discounted to 85% of the base rate or \$150/hour. Only out of pocket expenses are billed to the client.

Thank you for requesting King Spry. If you have any questions, please contact me or Erin Gilsbach, Director of Professional Education and Policy Development.

Very truly yours,
KING, SPRY, HERMAN, FREUND & FAUL, LLC


JOHN E. FREUND, III, Chair
Education Law Practice Group

JEF:lb

cc: Ms. Anne Hendricks
Ms. Patricia Rosado
Kristine Roddick, Managing Partner
Current approved rates:

SCS	AIG	WRM	CHUBB	PHC	Ohio Casualty	Allied
\$175/Partner	\$170/Partner	\$165/Partner	\$190/Partner	\$160/Partner	\$175/Partner	\$175/Partner
\$175/Associate	\$150/Associate	\$165/Associate	\$165/Associate	\$140/Associate	\$150/Associate	\$175/Associate
\$85/Paralegal	\$80/Paralegal	\$80/Paralegal	\$95/Paralegal	\$85/Paralegal	\$80/Paralegal	\$85/Paralegal

KING, SPRY, HERMAN, FREUND & FAUL, LLC • ATTORNEYS & COUNSELORS AT LAW
ONE WEST BROAD STREET • SUITE 700 • BETHLEHEM, PA 18018 • TEL: 610-332-0390 • FAX: 610-332-0314

{00322987}

ALLENTOWN ❖ BETHLEHEM ❖ STROUDSBURG

www.kingspry.com

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RESOLUTION AND DECLARATION OF OFFICIAL INTENT

Lessee: East Stroudsburg Area School District

Principal Amount Expected To Be Financed: \$735,315.00

WHEREAS, the above Lessee is a political subdivision of the Commonwealth of Pennsylvania (the "Commonwealth") and is duly organized and existing pursuant to the Constitution and laws of the Commonwealth.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines the execution of one or more lease-purchase agreements ("Equipment Leases") in the principal amount not exceeding the amount stated above ("Principal Amount") for the purpose of acquiring the property generally described below ("Property") and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description of Property:

- (15) HP 9480m Laptops
- (15) HP Care Packs
- (14) HP Docking Stations
- (14) HP Laptop Carrying Cases
- (14) HP Stylish Wireless Keyboard/Mouse Bundles
- (14) HP Monitors (for laptops w/docking stations)
- (24) APC Back-UPS ES 550 – UPS – AC 120 V – 330 Watt – 550 VA – USB – output connectors: 8 - black
- (1680) ThinkPad 11e 3rd Gen, Intel N3150 (1.60GHz, 2MB) 11.6 1366x768 Multitouch, Google Chrome, 4.0GB, 0, Intel Graphics Chipset, Bluetooth 4.0, 720p HD Camera, 3 Cell Li-Polymer, 1 Year Depo
- (1680) WG Enterprise enrollment Volume Pricing
- (1680) Google Chrome OS Management Console – License – academic
- (56) Bretford Basics Intelligent NETBOOK36-CT – Cart (cord winder) for 36 netbooks – powder-coated steel – concrete powder
- (40) HP EliteDesk 800 G2 Desktops
- (40) HP Integrated Work Center Stands
- (40) HP ProDisplay 21.5" Monitors

WHEREAS, First Niagara Leasing, Inc. ("Lessor") is expected to act as the Lessor under the Equipment Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the property prior to its receipt of proceeds of the Equipment Leases ("Lease Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

Section 1. The Lessee hereby determines that it has critically evaluated the financing alternatives and that entering into the Equipment Leases and financing the acquisition of the Property thereby is in the best interests of the Lessee. Such evaluation shall be available as a public record.

Section 2. The Lessee is hereby authorized to acquire and install the Property (the "Project") and is hereby authorized to finance the Project by entering into the Equipment Leases. Any action taken by the Lessee in connection therewith is hereby ratified and confirmed.

⇒ Section 3. Either one of the _____ **OR** the _____ (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

Section 4. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Section 5. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 6. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the lessee laws of the Commonwealth.

Section 7. It is hereby determined that the purpose of the Project is an object or purpose permitted under the laws governing the Lessee.

Section 8. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

Section 9. This Resolution shall take effect immediately upon its adoption and approval.

⇒ ADOPTED AND APPROVED on this _____, _____.

The undersigned **Secretary/Clerk** of the above-named Lessee hereby certifies and attests that (i) the undersigned has access to the official records of the Governing Body of the Lessee, (ii) the foregoing resolutions were duly adopted by the favorable vote of not less than [two-thirds/three-fifths] of all the members of said Governing Body of the Lessee at a [regular/special] meeting of said Governing Body duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, (iii) such resolutions have not been amended or altered and are in full force and effect on the date stated below and (iv) such meeting of the Governing Body relating to the authorization and delivery of the Equipment Lease has been (a) held within the geographic boundaries of the Lessee; (b) open to the public, allowing all people to attend (c) conducted in accordance with internal procedures of the Governing Body and (d) conducted in accordance with the charter of the Lessee, if any, and laws of the Commonwealth.

⇒ _____
Signature of Secretary/Clerk of Lessee

⇒ Print Name: _____

⇒ Official Title: _____

⇒ Date: _____

MASTER LEASE SCHEDULE

\$1.00 Purchase Option

Schedule No.
109874

This Master Lease Schedule No. 109874 ("Lease") is by and between APPLE INC. ("Lessor") and EAST STROUDSBURG AREA SCHOOL DISTRICT ("Lessee") and incorporates the terms and conditions of that certain Master Lease Agreement dated as of JUNE 22, 2016 between Lessor and Lessee ("Master Lease"). Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described items of the System (as defined in the Master Lease) for the Lease Term and on terms and conditions set forth herein. The Lease shall become effective as against Lessor upon Lessor's execution hereof.

1. **SYSTEM:** (see Attachment A)

System Location	City	State	Zip	Phone
Billing Address	City	State	Zip	Phone
50 VINE STREET	EAST STROUDSBURG	PA	18301	(570) 424-8500

2. **LEASE TERM:**

The Lease shall commence on the day that Lessee executes a Delivery and Acceptance Certificate with respect to the System ("Commencement Date"). The Base Lease Term of the Lease shall be for the term indicated below and shall commence on either the first or fifteenth day of the month following the Commencement Date, according to Lessor's standard procedures ("Base Term Commencement Date").

(a) Base Lease Term (in months): 48

3. **LEASE PAYMENTS:**

(a) Interim Rent is due and payable in full on the date specified in Lessor's invoice(s) therefore and shall be computed by dividing one payment of Base Term Rent by thirty (30) and multiplying the result by the number of days from and including the Commencement Date to the day preceding the Base Term Commencement Date.

(b) Base Term Rent consists of:

Number of Payments	Amount	Taxes	Total
4	\$98,385.66	EXEMPT	\$98,385.66

Frequency of Base Term Rent: ☐ Monthly ☐ Quarterly ☒ Other ANNUALLY

The first installment of Base Term Rent shall be due and payable upon the earlier of (i) the date specified in Lessor's invoice therefore, or (ii) Base Term Commencement Date.

4. **SPECIAL PAYMENTS:**

The following Special Payment(s) shall be due and payable on the date Lessee executes this Lease.

Security Deposit	(PLUS)	Advance Payment	(PLUS)	Other	(EQUALS)	Total
	+	\$98,385.66	+		=	\$98,385.66

---5. **DOCUMENT FEE:** \$0.00

6. **STIPULATED LOSS VALUES:** (None)

7. **STANDARDS FOR USE AND MAINTENANCE:** (see Master Lease)

8. **STANDARDS FOR RETURN CONDITION:** (see Master Lease)

9. **SCHEDULE END OPTION:**

In addition to all of Lessee's other obligations hereunder, Lessee shall remit to Lessor the amount of One Dollar (\$1) upon the expiration of the Lease Term. Notwithstanding the foregoing, it is understood and agreed that title to the Equipment passed to Lessee on the Commencement Date and that Lessor's interest therein consists of a security interest therein and that such is transfer is free and clear of all liens and encumbrances arising through Lessor but otherwise on an "As Is" and "Where Is" basis and without warranty or representation of any kind from Lessor. Without limiting the foregoing, Lessor disclaims any warranty of merchantability or fitness for a particular purpose. Lessee shall pay all taxes attributable to any sale other than net income taxes imposed on any gain recognized by Lessor as a direct result of such sale.

10. **ADDITIONAL PROVISIONS:** (None) See Fiscal Funding Addendum

Notwithstanding anything to the contrary of the terms and conditions of the Master Lease, this lease schedule No. 109874 is intended to be a taxable obligation for federal income tax purposes.

11. **MODIFICATIONS AND WAIVERS, EXECUTION IN COUNTERPARTS:**

To the extent any of the terms and conditions set forth in this Lease conflict with or are inconsistent with the Master Lease, this Lease shall govern and control. No amendment, modification or waiver of this Lease will be effective unless evidenced by a written document signed by both parties. This Lease may be executed in counterparts, all of which when taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Master Lease Schedule to be executed and delivered by their duly authorized representatives as of the dates set forth below.

LESSEE: EAST STROUDSBURG AREA SCHOOL DISTRICT

LESSOR: APPLE INC.

Signature: _____ Date: _____

Signature: _____ Date: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

FOR OFFICE USE ONLY	Lessee Number	Customer Number
	Commencement Date	Base Term Commencement Date

199

RESOLUTION

BE IT RESOLVED, by authority of the **Board of Education** of the **East Stroudsburg Area School District**, and it is hereby resolved by authority of the same, that **Dr. William R. Riker**, who is the **Superintendent**, of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **Board of Education** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

President/Chair or Vice-President/Chair

Treasurer/Secretary

Gary Summers, Board President

Patricia L. Rosado, Board Secretary

I, Patricia L. Rosado, Secretary, of the East Stroudsburg Area School District Board of Education,
Do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular
meeting of the Board of Education, held the 18th day of July, 2016.

Dated: 7/18/16

Signature

Patricia L. Rosado, Board Secretary

Print/type name and title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any
other person with my e-grants password or otherwise authorize any other individual to affix my
electronic signature to any agreement with the Department.

Dated: 7/18/16

Signature

Dr. William R. Riker, Superintendent

Print/type name and title

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

EAST STROUDSBURG AREA SCHOOL DISTRICT	:	
Petitioner	:	
	:	
v.	:	No. 8333 CV 2015
	:	
CHELSEA SMITHFIELD HOLDINGS,	:	
MONROE COUNTY BOARD OF	:	
ASSESSMENT REVISION,	:	
MONROE COUNTY,	:	
and SMITHFIELD TOWNSHIP	:	
Respondents	:	

SETTLEMENT STIPULATION

AND NOW come the Parties, by and through their respective counsel and stipulate and agree that the above-captioned tax assessment appeal shall be resolved upon the following terms and conditions, and respectfully request your Honorable Court to approve the same:

I. BACKGROUND

1. This is a tax assessment appeal concerning Tax Parcel No. 16/8/2/30, PIN 16731100846889C1RE (the "Property") owned by Chelsea Smithfield Holdings (the "Taxpayer") located in Smithfield Township, Monroe County, Pennsylvania.
2. The participating parties in this consolidated appeal are the Taxpayer, Monroe County and the East Stroudsburg Area School District. Smithfield Township was given notice of the appeals but has declined to participate or intervene herein.
3. The Parties hereto, after extensive negotiations, have entered into a comprehensive settlement stipulation as set forth herein.

II. TERMS OF AGREEMENT

4. The foregoing recitals are incorporated as if fully set forth herein.
5. The Parties agree that the assessed value for the Property shall be \$250,000 for the tax years 2016 and 2017.
6. Property owner, Chelsea Smithfield Holdings, shall pay the additional taxes for the 2016 tax year (including the July 1, 2016 through June 30, 2017 school district fiscal year bill) resulting from this Stipulation pursuant revised tax bills which shall include a new two (2) month two-percent (2%) discount period, issued by the taxing authorities reflecting such amounts. The parties anticipate that the original 2017 tax bills (including the July 1, 2017 through June 30, 2018, school district fiscal year bill) will reflect taxes due based on the revised \$250,000 assessment.
7. All parties agree that the 2016 and 2017 assessment set forth herein shall remain in place for all subsequent tax years until such assessment is changed by lawful means.
8. The undersigned counsel executing this Stipulation on behalf of the parties warrant and represent that each is duly authorized to execute this Stipulation on behalf of such party.
9. This Settlement Stipulation and corresponding Court Order shall be binding on the undersigned and the undersigned clients, and any and all successors in interest.
10. All parties hereto shall bear their own costs and expenses.

11. This Stipulation to Settle incorporates the entire understanding of the agreement to settle.

12. This Stipulation to Settle may be executed in counterparts.

James V. Fareri, Esquire
Attorney for Monroe County Board of
Assessment Appeals, Respondent

Paul Tannenbaum, Esquire
Attorney for Chelsea Smithfield Holdings
Respondent

Christopher S. Brown, Esquire
Attorney for East Stroudsburg Area School District,
Petitioner

Name of Organization Monroe County Special Olympics Today's Date 03/28/16

Non-Profit? ☒ yes ☐ no

Will an admission fee be charged? ☐ yes ☒ no

If yes, amount \$ _____

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: Soccer Practice / Football Practice

Name of School Requested E. S. E. Lower Field

DAY(S) from — DATE(S) — to		HOURS — to		DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
8-15-16	Nov. 2, 2016	6pm	8:30pm	mon/Wed - Soccer
Every Monday, Wednesday + Thursday nights				Thurs. - FHS Football

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>lower field</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:

\$ _____ Bodily Injury Liability (\$500,000 minimum) \$ _____ Property Damage Liability (each occurrence) (\$500,000 minimum) *Pending Insurance Certificate*

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. (Cell)

Name Viola Kye Address 308 Laf St, Tobyhanna, Pa Phone 509-77-3704
Name Kerri Manning-Frees Address 2458 Azalea Wy, C. S. Phone 570-807-3441

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of 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 except as may result from the gross negligence or willful misconduct of East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants. 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 facilities.

Signature — Responsible Organization Official _____ Phone (day) _____
(eve.) _____
Billing Address _____

APPROVALS: Principal _____ Date ____/____/____
 copy to: Business Administrator _____ Date ____/____/____
☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other _____ Date ____/____/____

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: Class 1 Charges: \$ _____
 _____ \$ _____
 _____ \$ _____

Personnel Employed: _____ Charges: \$ _____
(attach time sheets) _____ \$ _____
_____ \$ _____

Other (specify): 206 Charges: \$
\$

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pocomo Family YMCA Today's Date 5/25/16Non-Profit?
☒ yes ☐ noWill an admission fee be charged?
☐ yes ☐ no

If yes, amount \$

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: Swim Team PracticesName of School Requested South High School

from — DAY(S) — to	DATE(S)	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
8/29	6/15/17	5:45 - 8:45	M, W, F Practices
8/30	6/15/17	6:15 - 8:45	Tu, Thur Practices
	11/1/16		

Facility Required:

☐ All-Purpose Room☒ Swimming Pool (requires

proof of certified lifeguard)

☐ Auditorium☐ Stadium☐ Stage☐ Classrooms #☐ Cafeteria☐ Kitchen/Preparation☐ Fields (specify)☐ Other (specify)☐ Gymnasium☐ Kitchen/Serving

Equipment Required: (*must be operated/attended by school personnel)

☐ Kitchen Equipment*☐ Stage Lighting*☐ Scoreboard*☐ Sound System☐ Motion Picture Projector☐ Athletic Equipment☐ Record Player/Stereo Equip.☐ Overhead Projector/Screen☐ Other (specify)☐ Piano☐ Folding Stands☐ 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:

\$ 1,000,000 Bodily Injury Liability
(\$500,000 minimum)

\$ 1,000,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) On file

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 Michael WolbertAddress 809 Main St 5thPhone 520-421-2525

Name

Address

Phone EX 126

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

Phone (day) 520-421-2525
(eve.)

Billing Address

809 Main St 5th PA 18360

APPROVALS: Principal

Business Administrator

copy to:

☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ otherDate 7/12/16Date / /Date / /

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: Class 1

Charges: \$

\$

\$

Personnel Employed:

(attach time sheets)

Charges: \$

\$

\$

Other (specify):

207

Charges: \$

\$

CP

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pocono family YMCA Today's Date 7 / 11 / 16Non-Profit?
☒ yes ☐ no

Will an admission fee be charged?

☐ yes ☒ no

If yes, amount \$

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: Flag FootballName of School Requested ESHS-S

DAY(S) from — DATE(S) — to	HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>9/10/16</u> <u>10/21/16</u> <u>Saturdays only</u>	<u>8:30am</u> <u>5:00pm</u>	<u>Flag Football practices + games</u>

Facility Required:	Auditorium	Cafeteria	Gymnasium
<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Stadium	<input type="checkbox"/> Kitchen/Preparation	<input type="checkbox"/> Kitchen/Serving
<input type="checkbox"/> Swimming Pool (requires proof of certified lifeguard)	<input type="checkbox"/> Stage	<input checked="" type="checkbox"/> Fields (specify) <u>practice football field</u>	
	<input type="checkbox"/> Classrooms #	<input type="checkbox"/> Other (specify)	

Equipment Required: (*must be operated/attended by school personnel)	Piano
<input type="checkbox"/> Kitchen Equipment*	<input type="checkbox"/> Folding Stands
<input type="checkbox"/> Stage Lighting*	<input type="checkbox"/> Tables and/or Chairs
<input type="checkbox"/> Scoreboard*	
<input type="checkbox"/> Sound System	
<input type="checkbox"/> Motion Picture Projector	
<input type="checkbox"/> Athletic Equipment	
<input type="checkbox"/> Record Player/Stereo Equip.	
<input type="checkbox"/> Overhead Projector/Screen	
<input type="checkbox"/> 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:

\$ on file Bodily Injury Liability (\$500,000 minimum) \$ on file 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 Mike Miller Address 809 main st Stroudsburg PA 18360 Phone 570-807-3494
Name _____ 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 — Responsible Organization Official [Signature] Phone (day) 570-807-3494
(eve.) _____

Billing Address 809 main st. Stroudsburg PA 18360

APPROVALS: Principal [Signature] Date 7 / 12 / 16
Business Administrator _____ Date _____
copy to: _____ Date _____
☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other Date _____

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: <u>Class 1</u>	Charges: \$
	\$
	\$
Personnel Employed: _____	Charges: \$
(attach time sheets)	\$
	\$
Other (specify): <u>208</u>	Charges: \$
	\$

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization BSA Today's Date 6/20/16

Non-Profit?

☒ yes ☐ no

Will an admission fee be charged?

☐ yes ☒ no

If yes, amount \$

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:

Raise funds for eagle Scout project

Name of School Requested

Middle Smith Sr HS South

DAY(S)		DESCRIPTION		
from — DATE(S) — to	from — HOURS — to	(meeting, practice, game, rehearsal, performance,...)		
<u>7-23-16</u>	<u>7-23-16</u>	<u>7:00 A</u>	<u>4:00 P</u>	<u>yard sale (RD 7-24-16)</u>
<u>9-10-16</u>	<u>9-10-16</u>	<u>7:00 A</u>	<u>4:00 P</u>	<u>yard sale (RD 9-11-16)</u>

Facility Required:

☐ All-Purpose Room☐ Swimming Pool (requires proof of certified lifeguard)☐ Auditorium☐ Stadium☐ Stage☐ Classrooms #☐ Cafeteria☐ Kitchen/Preparation☐ Fields (specify)☒ Other (specify) FRONT PARKING LOTS☐ Gymnasium☐ Kitchen/Serving

Equipment Required: (*must be operated/attended by school personnel)

☐ Kitchen Equipment*☐ Stage Lighting*☐ Scoreboard*☐ Sound System☐ Motion Picture Projector☐ Athletic Equipment☐ Record Player/Stereo Equip.☐ Overhead Projector/Screen☐ Other (specify)☐ Piano☐ Folding Stands☐ 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) On file

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 Karen ConwayAddress 2319 Skyview Ln E.S.Phone 570 807 0602

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 — Karen Conway Responsible Organization OfficialPhone (day) 570 807 0602
(eve.) _____

Billing Address _____

APPROVALS: Principal [Signature]Date 6/20/16

Business Administrator _____

Date ____/____/____

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: Class 1

Charges: \$ _____

Personnel Employed: _____
(attach time sheets)

Charges: \$ _____

Other (specify): 209

Charges: \$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Resica PTO Today's Date 6/20/16Non-Profit?
☒ yes ☐ noWill an admission fee be charged?
☐ yes ☒ no
If yes, amount \$ _____Are you requesting a waiver of facilities fees? ☒ yes ☐ noIf 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: Raise funds for field tripsName of School Requested Middle Smith Field Glen HS South

DAY(S) from — DATE(S) — to		HOURS — to		DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
8-6-16	8-6-16	7:00 A	4:00 P	Yard Sale (RD 7-24-16)
8-6-16	8-6-16	7:00 A	4:00 P	Yard Sale - RD 8-7-16
9-3-16	9-3-16	7:00 A	4:00 P	Yard Sale RD 9-4-16
10-1-16	10-1-16	7:00 A	4:00 P	Yard Sale - RD 10-2-16

Facility Required: _____ Auditorium _____ Cafeteria _____ Gymnasium _____
 All-Purpose Room _____ Stadium _____ Kitchen/Preparation _____ Kitchen/Serving _____
 Swimming Pool (requires _____ Stage _____ Fields (specify) _____
 proof of certified lifeguard) _____ Classrooms # _____ Other (specify) FRONT PARKING LOTS

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 \$ _____ Property Damage Liability (each occurrence)
 (\$500,000 minimum) (\$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 Karen Conway Address 2319 Skynow Ln E-S Phone 570 807 0602
 Name _____ 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 Karen Conway Phone (day) 570 807 0602
 Responsible Organization Official (eve.) _____

Billing Address _____

APPROVALS: Principal [Signature] Date 6/21/16

copy to: Business Administrator _____ Date ____/____/____

☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other Date ____/____/____

For office use only: FACILITIES USE INVOICE

Facilities/Equipment used: Class 1 Charges: \$ _____
 _____ Charges: \$ _____
 _____ Charges: \$ _____Personnel Employed: _____ Charges: \$ _____
 (attach time sheets) _____ Charges: \$ _____
 _____ Charges: \$ _____Other (specify): 210 Charges: \$ _____
 _____ Charges: \$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Special Olympics Today's Date 6/20/16

Non-Profit?

☒ yes ☐ no

Will an admission fee be charged?

☐ yes ☒ no

If yes, amount \$

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: Raise funds of competitionsName of School Requested Middle Smithfield Elem HS South

DAY(S)		DESCRIPTION	
from — DATE(S) — to	from — HOURS — to	(meeting, practice, game, rehearsal, performance,...)	
<u>7-30-16</u> <u>7-30-16</u>	<u>7:00 A</u> <u>4:00 P</u>	<u>Yard Sale (R.D. 8/31/16)</u>	
<u>8-27-16</u> <u>8-27-16</u>	<u>7:00 A</u> <u>4:00 P</u>	<u>Yard Sale (R.D. 8/28/16)</u>	
<u>9-17-16</u> <u>9-17-16</u>	<u>7:00 A</u> <u>4:00 P</u>	<u>Yard Sale (R.D. 9-18-16)</u>	
<u>10-22-16</u> <u>10-22-16</u>	<u>7:00 A</u> <u>4:00 P</u>	<u>Yard Sale (R.D. 10-23-16)</u>	

Facility Required:

☐ All-Purpose Room☐ Swimming Pool (requires

proof of certified lifeguard)

☐ Auditorium☐ Stadium☐ Stage☐ Classrooms #☐ Cafeteria☐ Kitchen/Preparation☐ Fields (specify)☒ Other (specify) FRONT PARKING lots☐ Gymnasium☐ Kitchen/Serving

Equipment Required: (*must be operated/attended by school personnel)

☐ Kitchen Equipment*☐ Stage Lighting*☐ Scoreboard*☐ Sound System☐ Motion Picture Projector☐ Athletic Equipment☐ Record Player/Stereo Equip.☐ Overhead Projector/Screen☐ Other (specify)☐ Piano☐ Folding Stands☐ 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)

Pending Certificate of Insurance

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 Karen ConwayAddress 2319 Skyview W E.S.Phone 570 807-2602

Name _____ 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 — Responsible Organization Official Karen ConwayPhone (day) 570 807 0602
(eve.) _____

Billing Address _____

APPROVALS: Principal [Signature]Date 6/21/16

Business Administrator _____

Date ____/____/____

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: Class 1

Charges: \$ _____

\$ _____

\$ _____

Personnel Employed: _____

Charges: \$ _____

(attach time sheets)

\$ _____

\$ _____

Other (specify): _____

211

Charges: \$ _____

\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization GIRLS on the Run FALL 2016 Today's Date 6 / 15 / 16
 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 \$ 125.00 DR If yes, attach a letter of justification addressed to the Board of Education.
 Specific purpose of use: \$ SCHOLARSHIP GIRLS on the Run PROGRAM in AM BEFORE SCHOOL
 This does not include a waiver of fees for scheduled district personnel.

Name of School Requested JM HILL EAST STROUDSBURG

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>TUES AND THURS</u>	<u>7:30 - 8:45</u>	<u>CURRICULUM & WALKING / RUNNING</u>
<u>SEPT, 14, 2016 - DEC 6, 2016</u>		<u>HEALTHY LIVING PROGRAM</u>

CELEBRATION RUN SCHEDULED FOR SAT DEC 3, 2016

Facility Required:	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria	<input checked="" type="checkbox"/> Gymnasium
<input type="checkbox"/> All-Purpose Room	<input type="checkbox"/> Stadium	<input type="checkbox"/> Kitchen/Preparation	<input 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 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:

\$ _____ Bodily Injury Liability (\$500,000 minimum) \$ _____ Property Damage Liability (each occurrence) (\$500,000 minimum) on file

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 Dolores EVERETT Council Air Address 1312 SENECA TR / STROUDSBURG Phone 570-807-8184
 Name Alyne Brand, HEAD COACH Address 212 EAST SHORE DR / E. STROUD Phone 570-807-5120

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.

Alyne Brand / Dolores Everett Phone (day) 570-807-8184
 Signature — Responsible Organization Official (eve.) _____
 Billing Address 1312 SENECA TRAIL STROUDSBURG PA 18360

APPROVALS: Principal Michael Arnold Date 6 / 28 / 16
 Business Administrator _____ Date _____
 copy to: _____ Date _____
☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other Date _____

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: <u>Class 1</u>	Charges: \$ _____
	\$ _____
	\$ _____
Personnel Employed: _____	Charges: \$ _____
(attach time sheets)	\$ _____
	\$ _____
Other (specify): <u>212</u>	Charges: \$ _____
	\$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Pocono Medical Center Nurse-Family Partnership Today's Date 07/05/2016Non-Profit?
☒ yes ☐ noWill an admission fee be charged?
☐ yes ☒ no
If yes, amount \$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: Summer Parent Education EventName of School Requested J.M. Hill Elementary School

DAY(S) from — DATE(S) — to	from — HOURS — to	DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
<u>08-18-2016</u>	<u>1:00 pm - 3:00 pm</u>	<u>Parent Education - Keystones to Opportunities</u>

Facility Required:

☐ All-Purpose Room
☐ Swimming Pool (requires
proof of certified lifeguard)

☐ Auditorium
☐ Stadium
☐ Stage
☐ Classrooms #
☒ Cafeteria
☐ Kitchen/Preparation
☐ Fields (specify)
☒ Other (specify)☐ Gymnasium☐ Kitchen/ServingPlayground

Equipment Required: (*must be operated/attended by school personnel)

☐ Kitchen Equipment*
☐ Stage Lighting*
☐ Scoreboard*

☒ Sound System Microphone
☐ Motion Picture Projector Available
☐ Athletic Equipment

☐ Record Player/Stereo Equip.
☐ Overhead Projector/Screen
☐ Other (specify)
☐ Piano☐ Folding Stands☐ 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 Ginny SosnowskiAddress PMC, 206 E. Brown St. East Strb. PA

Name _____

Address _____

Phone 570-570-Phone 426-1688

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 Virginia Sosnowski, RN (Ginny)

Signature — Responsible Organization Official

Phone (day) 570-426-1688Cell (eve.) 570-350-2906Billing Address PMC, 206 E. Brown St. E. Strb. PA 18301

APPROVALS: Principal _____

Date ____/____/____

copy to: Business Administrator _____

Date ____/____/____

☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other Date ____/____/____

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: Class 1

Charges: \$ _____

\$ _____

\$ _____

Personnel Employed:
(attach time sheets)

Charges: \$ _____

\$ _____

\$ _____

Other (specify):

213

Charges: \$ _____

\$ _____



July 13, 2016

East Stroudsburg Area School District
Board of Education
50 Vine Street
East Stroudsburg, PA 18301

Dear Board of Education Members,

Nurse-Family Partnership, a grant funded program at Pocono Medical Center, will be having a Parent Education Event on August 18, 2016. An application for use of school facilities has been submitted. In addition, I am writing to request a waiver of facilities fees.

The Nurse-Family Partnership (NFP), a program of prenatal, infancy, and toddler home visitation for low-income, first-time mothers, is designed to improve the outcome of pregnancy, children's health and development, and parents' self-sufficiency. Since 2002, Pocono Medical Center has implemented NFP, a nationally recognized evidence-based community health program. Home visits by specially trained registered nurses promote the physical, cognitive and social-emotional development of the children and provide general support as well as instructive parenting skills to parents. NFP is presently in our fourth year working with the school district implementing the Keystones to Opportunities Grant.

NFP of Monroe County has served over 950 families and 710 children since the initiation date of 8/16/02. The event attendance will be approximately 75 – 100 people.

Thank you for your consideration of this request.

Sincerely,

Virginia Sosnowski, RN, BSN
Manager, Nurse-Family Partnership

PMC Learning Institute
2 Veterans Plaza
Stroudsburg, Pennsylvania 18360
570-426-1688

214

A Division of



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Poono Family Ymca Today's Date 5/20/16Non-Profit?
☒ yes ☐ noWill an admission fee be charged?
☐ yes ☐ no
If yes, amount \$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: Swim Team PracticeName of School Requested Lehman Int.

DAY(S)	DATE(S)	HOURS	DESCRIPTION
from	8/29 - 9/30	to 11-1-12	5:45 - 8:45
			m, w, F Practices
			Tu, Thur Practices

Facility Required:

☐ All-Purpose Room
☒ Swimming Pool (requires proof of certified lifeguard)

☐ Auditorium
☐ Stadium
☐ Stage
☐ Classrooms #

☐ Cafeteria
☐ Kitchen/Preparation
☐ Fields (specify)
☐ Other (specify)

☐ Gymnasium
☐ Kitchen/Serving

Equipment Required: (*must be operated/attended by school personnel)

☐ Kitchen Equipment*
☐ Stage Lighting*
☐ Scoreboard*
☐ Sound System
☐ Motion Picture Projector
☐ Athletic Equipment

☐ Record Player/Stereo Equip.
☐ Overhead Projector/Screen
☐ Other (specify)

☐ Piano
☐ Folding Stands
☐ 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:

\$ 1,000,000 Bodily Injury Liability
(\$500,000 minimum)\$ 1,000,000 Property Damage Liability (each occurrence)
(\$500,000 minimum) on file

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 Michael WolbertAddress 809 Main St Jt JtbsPhone 520-421-2325Name _____ Address _____ Phone Ext 126

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 _____ Phone (day) 520-421-2525
(eve.) _____Billing Address 809 Main St Jt Jtbs PA 18360APPROVALS: Principal [Signature] Date 7/8/16copy to: Business Administrator _____ Date 7/12/16☐ stage manager ☐ athletic director ☐ cafeteria manager ☐ head custodian ☐ librarian ☐ a/v coordinator ☐ other Date _____

For office use only:

FACILITIES USE INVOICE

Facilities/Equipment used: Class 1Charges: \$ _____
\$ _____
\$ _____Personnel Employed: _____
(attach time sheets)Charges: \$ _____
\$ _____
\$ _____Other (specify): 215Charges: \$ _____
\$ _____

Jun 22, 2016

001 East Stroudsburg Area School District
BUDGET TRANSFERS EDIT

Page: 1
ID: AC1290

----- B A T C H I N F O R M A T I O N -----
Batch number: 31247 Date of Batch: 6/22/2016 Batch Totals -----
User ID: KJK Debit Credit
Re-entry date: 1,949,284.55 1,949,284.55
Re-entry User ID:
Closing date: 6/30/2016

BM BUDGET TRANSFER FOR 06/30/2016
June 30, 2016

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00001	10-2830-330-000-00-00-03	PERSONNEL, OTHER PROF. SRVS	TRAVEL REIMB FOR P.FARMER	100.00CR	
6/30/2016	00001	10-2836-324-000-00-00-03	PERSONNEL, CONFERENCE TRAINING	TRAVEL REIMB FOR P.FARMER	100.00	
6/30/2016	00002	10-2500-761-000-00-00-05	BUSINESS OFFICE, REPL.EQU>2500	PRINTING OF ESSA CHECKS	5,053.92CR	00001
6/30/2016	00002	10-2500-550-000-00-00-05	BUSINESS OFFICE, PRINTING	PRINTING OF ESSA CHECKS	5,053.92	
6/30/2016	00003	10-2500-761-000-00-00-05	BUSINESS OFFICE, REPL.EQU>2500	MILEAGE FOR JEFF/TOM	292.65CR	00002
6/30/2016	00003	10-2500-581-000-00-00-05	BUSINESS OFFICE, IN-DISTR.MILES	MILEAGE FOR JEFF/TOM	292.65	
6/30/2016	00004	10-2500-761-000-00-00-05	BUSINESS OFFICE, REPL.EQU>2500	FILE CABINETS S.VITULLI	760.00CR	00003
6/30/2016	00004	10-2500-751-000-00-00-05	BUSINESS OFF., NON.CAP.NEW EQUI	FILE CABINETS S.VITULLI	760.00	
6/30/2016	00005	10-2330-550-000-00-00-05	TAX COLLECTION, PRINTING/BIND.	PERMIT FEES FOR POSTMASTR	215.00CR	00004
6/30/2016	00005	10-2330-810-000-00-00-05	TAX COLLECTION, DUES & FEES	PERMIT FEES FOR POSTMASTR	215.00	
6/30/2016	00006	10-2330-531-000-00-00-05	TAX COLLECTION, POSTAGE	PURCHASE OF A SCANNER	2,606.01CR	00005
6/30/2016	00006	10-2330-610-000-00-00-05	TAX COLLECTION, GEN.SUPPLIES	PURCHASE OF A SCANNER	2,606.01	
6/30/2016	00007	10-2330-550-000-00-00-05	TAX COLLECTION, PRINTING/BIND.	PURCHASE OF A SCANNER	536.62CR	00006
6/30/2016	00007	10-2330-610-000-00-00-05	TAX COLLECTION, GEN.SUPPLIES	PURCHASE OF A SCANNER	536.62	
6/30/2016	00008	10-2390-330-002-00-00-05	INVESTMENT MANAGEMENT FEES	PNC BANK TRANSACTIONS	132.02CR	00007
6/30/2016	00008	10-2390-330-001-00-00-05	BANK TRANSACTION EXPENSES	PNC BANK TRANSACTIONS	132.02	
6/30/2016	00009	10-2390-330-002-00-00-05	INVESTMENT MANAGEMENT FEES	PAYING AGENT FOR BONDS	2,966.58CR	00008
6/30/2016	00009	10-2390-330-000-00-00-05	AUTHORITY EXP.PAYING AGENT	PAYING AGENT FOR BONDS	2,966.58	
6/30/2016	00010	10-2840-438-000-00-00-06	ITEC, MAINTAIN/UPGRADE INFOSYS	ADJUST OBJECT CODE	5,533.51CR	00009
6/30/2016	00010	10-2840-538-000-00-00-06	ITEC, TRANS./TELECOMMUNICATION	ADJUST OBJECT CODE	5,533.51	
6/30/2016	00011	10-2840-650-000-00-00-06	ITEC, ED.TECH SUPPLIES/SOFTWARE	ADJUST OBJECT CODE	877.15CR	00010
6/30/2016	00011	10-2840-610-000-00-00-06	ITEC, GENERAL SUPPLIES	ADJUST OBJECT CODE	877.15	
6/30/2016	00012	10-2840-767-006-00-00-06	ITEC, NON.CAP.REPL.TECH EQ.INIT	ADJUST OBJECT CODE	323.00CR	00011
6/30/2016	00012	10-2840-768-006-00-00-06	ITEC, CAP.REPL.TECH EQUIP.INIT.	ADJUST OBJECT CODE	323.00	

Jun 22, 2016

001 East Stroudsburg Area School District
BUDGET TRANSFERS EDITPage: 2
ID: AC1290**BM BUDGET TRANSFER FOR 06/30/2016**
June 30, 2016

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00013	10-2700-760-001-00-00-07	TRANSPORTATION, REPL. BUSES	ADJUST REPL. BUS BUDGET	.00	00012
6/30/2016	00013	10-2700-760-000-00-00-07	TRANSPORTATION, REPL. EQUIPMENT	ADJUST REPL. BUS BUDGET	1,843,482.00CR	00012
6/30/2016	00014	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	TO COVER LANC.-LEB. IU13	.00	00013
6/30/2016	00014	10-2700-618-000-00-00-07	TRANSPORTATION, TECH SUPPLIES	TO COVER LANC.-LEB. IU13	3,800.00CR	00013
6/30/2016	00015	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	TO COVER ROHRER BUS SVC	.00	00014
6/30/2016	00015	10-2700-610-001-00-00-07	TRANSPORTATION, REPAIRS & PARTS	TO COVER ROHRER BUS SVC	900.00CR	00014
6/30/2016	00016	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	TO COVER CONCORDE, INC.	.00	00015
6/30/2016	00016	10-2700-330-000-00-00-07	TRANSPORTATION, OTHER PROF. SRVS	TO COVER CONCORDE, INC.	750.00	00015
6/30/2016	00017	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	TO COVER BRODHEAD CREEK	.00	00016
6/30/2016	00017	10-2600-424-000-00-00-07	BUS GARAGE, WATER/SEWAGE	TO COVER BRODHEAD CREEK	200.00CR	00016
6/30/2016	00018	10-2700-627-002-00-00-07	TRANSPORTATION, SOUTH, DIESEL	TO COVER MET.-ED	.00	00017
6/30/2016	00018	10-2600-422-000-00-00-07	BUS GARAGE, ELECTRIC	TO COVER MET.-ED	500.00CR	00017
6/30/2016	00019	10-2830-330-000-20-00-09	PUPIL SVCS. INT. OTHER PROF. SRVS	TO COVER YOUTH ADVOCATE	.00	00018
6/30/2016	00019	10-2830-330-000-10-00-09	PUPIL SVCS. ELEM OTHER PROF. SRV	TO COVER YOUTH ADVOCATE	4,541.15CR	00018
6/30/2016	00020	10-2830-330-000-30-00-09	PUPIL SVCS. SEC. OTHER PROF. SRVS	TO COVER YOUTH ADVOCATE	.00	00019
6/30/2016	00020	10-2830-330-000-10-00-09	PUPIL SVCS. ELEM OTHER PROF. SRV	TO COVER YOUTH ADVOCATE	4,541.15CR	00019
6/30/2016	00021	10-2380-550-000-10-17-17	ESE, PRIN., PRINTING	TO COVER POSTAGE OVERAGE	.00	00020
6/30/2016	00021	10-2380-531-000-10-17-17	ESE, PRIN. POSTAGE	TO COVER POSTAGE OVERAGE	7.43CR	00020
6/30/2016	00022	10-1100-640-000-10-17-17	ESE, INSTR, BOOKS/PERIODICALS	TO COVER OFFICE DEPOT	.00	00021
6/30/2016	00022	10-1100-610-000-10-17-17	ESE, INSTR, SUPPLIES	TO COVER OFFICE DEPOT	266.41CR	00021
6/30/2016	00023	10-1100-581-000-10-17-17	ESE, INSTR, IN-DISTRICT MILEAGE	TO COVER OFFICE DEPOT	266.41	00022
6/30/2016	00023	10-1100-610-000-10-17-17	ESE, INSTR, SUPPLIES	TO COVER OFFICE DEPOT	.00	00022
6/30/2016	00024	10-2380-618-000-10-17-17	ESE, PRIN., TECH SUPPLIES	TO COVER SCHOOL SPECIALTY	.00	00023
6/30/2016	00024	10-2380-610-000-10-17-17	ESE, PRIN., GENERAL SUPPLIES	TO COVER SCHOOL SPECIALTY	311.15CR	00023
6/30/2016	00025	10-2380-581-000-10-17-17	ESE, PRIN., IN-DISTRICT MILEAGE	TO COVER SCHOOL SPECIALTY	.00	00024
6/30/2016	00025	10-2380-610-000-10-17-17	ESE, PRIN., GENERAL SUPPLIES	TO COVER SCHOOL SPECIALTY	98.45CR	00024
6/30/2016	00026	10-2380-618-000-10-17-17	ESE, PRIN., TECH SUPPLIES	TO COVER PSBA	.00	00025
6/30/2016	00026	10-2271-324-000-10-17-17	ESE, INSTR. CONFERENCE TRAINING	TO COVER PSBA	185.00CR	00025
6/30/2016	00027	10-2360-531-000-00-00-21	SPECIAL PROJECTS, POSTAGE	TO COVER COST OF GB CONF	185.00	00026
6/30/2016	00027	10-2834-580-000-00-00-21	SPECIAL PROJECTS, CERT/N-I. CONF	TO COVER COST OF GB CONF	583.90CR	00026
6/30/2016	00027	10-2834-580-000-00-00-21	SPECIAL PROJECTS, CERT/N-I. CONF	TO COVER COST OF GB CONF	583.90	00027

BM BUDGET TRANSFER FOR 06/30/2016
June 30, 2016

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00028	10-2360-810-000-00-00-21	SPECIAL PROJECTS, DUES & FEES	TO COVER COST OF GB CONF	235.40CR	
6/30/2016	00028	10-2834-324-000-00-00-21	SPECIAL PROJ.EMPLOYEE TRAINING	TO COVER COST OF GB CONF	235.40	
6/30/2016	00029	10-2360-329-000-00-00-21	SPECIAL PROJECT, PROF. CONTRACT	TO COVER ACCESS OFFICE	.00	00028
6/30/2016	00029	10-2360-438-000-00-00-21	SPEC.PROJ.MAINT/REPAIR TECH EQ	TO COVER ACCESS OFFICE	98.00	
6/30/2016	00030	10-3200-130-000-30-31-31	EHS, ACTIVITIES, SALARIES	HSS STIPEND R. IRVING	1,602.40CR	00029
6/30/2016	00030	10-3200-330-000-30-31-61	GEN.ATHL,EHS,OTHER PROF.SRVS.	HSS STIPEND R. IRVING	1,602.40	
6/30/2016	00031	10-3200-130-000-30-51-51	ACTIVITIES, EHN, SALARIES	HSN STIPEND T. CASEY	1,602.40CR	00030
6/30/2016	00031	10-3200-330-000-30-51-61	GEN.ATHL,EHN,OTHER PROF.SRVS.	HSN STIPEND T. CASEY	1,602.40	
6/30/2016	00032	10-2380-531-000-30-31-31	EHS, PRIN. POSTAGE	TO COVER DECA EXPENSES	641.58CR	00031
6/30/2016	00032	10-3200-580-000-30-31-31	EHS, STUDENT ACTIVITIES, TRAVEL	TO COVER DECA EXPENSES	641.58	
6/30/2016	00033	10-2420-610-000-30-52-39	MEDICAL, LIS, SUPPLIES/FIRST AID	TO COVER NATL ASSOC NURSE	4.00CR	00032
6/30/2016	00033	10-2420-810-000-30-52-39	MEDICAL, LIS, DUES & FEES	TO COVER NATL ASSOC NURSE	4.00	
6/30/2016	00034	10-2420-432-000-30-31-39	MEDICAL, EHS, REPR/MAINT.EQUIP.	TO COVER S.KORZENOWSKI MI	15.01CR	00033
6/30/2016	00034	10-2420-581-000-30-31-39	MEDICAL, EHS, IN-DISTR.MILEAGE	TO COVER S.KORZENOWSKI MI	15.01	
6/30/2016	00035	10-2430-761-000-10-00-39	DENTAL, NON-CAP.REPL.EQUIPMENT	TO COVER MAILROOM POSTAGE	36.51CR	00034
6/30/2016	00035	10-2430-531-000-10-00-39	DENTAL, ELEM.POSTAGE	TO COVER MAILROOM POSTAGE	36.51	
6/30/2016	00036	10-1100-610-000-30-51-40	F&CS, EHN, SUPPLIES	TO COVER EQUIP REPAIRS	.00	00035
6/30/2016	00036	10-1100-762-000-30-51-40	F&CS, EHN, NEW CAP.EQUIPMENT	TO COVER EQUIP REPAIRS	2,388.37	
6/30/2016	00037	10-1100-432-000-30-51-40	F&CS, EHN, REPR/MAINT.EQUIP.	TO COVER EQUIP. REPAIRS	361.63CR	00036
6/30/2016	00037	10-1100-762-000-30-51-40	F&CS, EHN, NEW CAP.EQUIPMENT	TO COVER EQUIP. REPAIRS	361.63	
6/30/2016	00038	10-1100-432-000-30-51-40	F&CS, EHN, REPR/MAINT.EQUIP.	TO COVER A.REICHE MILEAGE	36.51CR	00037
6/30/2016	00038	10-1100-581-000-30-51-40	F&CS, EHN, IN-DISTRICT MILEAGE	TO COVER A.REICHE MILEAGE	36.51	
6/30/2016	00039	10-1100-610-000-10-11-46	PHYS.ED., JMH, SUPPLIES	TO COVER SCHOOL SPECIALTY	797.61CR	00038
6/30/2016	00039	10-1100-610-000-30-31-46	PHYS.ED., EHS, SUPPLIES	TO COVER SCHOOL SPECIALTY	797.61	
6/30/2016	00040	10-1100-432-000-30-51-48	SCIENCE, EHN, REPR/MAINT.EQUIP.	TO COVER TECH SUPPLIES	986.02CR	00039
6/30/2016	00040	10-1100-650-000-30-51-48	SCIENCE, EHN, ED.TECH.SUPPLIES	TO COVER TECH SUPPLIES	986.02	
6/30/2016	00041	10-2290-330-000-20-00-50	SPEC.ED.SUPV.OTHER, PROF.SRVS	TO COVER COMM.DEVICE REPR	242.20CR	00040
6/30/2016	00041	10-1225-432-890-20-00-50	SPEECH/LANG.INT.REPAIR/MAIN.	TO COVER COMM.DEVICE REPR	242.20	
6/30/2016	00042	10-1100-610-000-30-51-51	EHN INSTR, SUPPLIES	TO COVER L.SULLIVAN TRAVL	38.67CR	00041
6/30/2016	00042	10-2120-581-000-30-51-38	GUIDANCE, EHN, MILEAGE	TO COVER L.SULLIVAN TRAVL	38.67	
6/30/2016	00043	10-3200-610-000-30-51-51	ACTIVITIES, EHN, SUPPLIES	TO COVER STUDENT SNACKS	191.25CR	00042

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6/30/2016	00043	10-3200-634-000-30-51-51	ACTIVITIES, EHN, SNACKS	TO COVER STUDENT SNACKS	191.25	00043
6/30/2016	00044	10-1100-610-000-30-51-51	EHN, INSTR, SUPPLIES	TO COVER P&S GARAGE	316.23CR	00043
6/30/2016	00044	10-1410-432-000-30-51-35	DRIVER ED, EHN, EQUIP. REPAIRS	TO COVER P&S GARAGE	316.23	00044
6/30/2016	00045	10-1100-610-000-30-51-51	EHN, INSTR, SUPPLIES	TO COVER CONES	93.79CR	00044
6/30/2016	00045	10-1410-610-000-30-51-35	DRIVER ED., EHN, SUPPLIES	TO COVER CONES	93.79	00045
6/30/2016	00046	10-2380-610-000-30-51-51	EHN, PRIN., GENERAL SUPPLIES	TO COVER MAGICAL OCC	100.00CR	00045
6/30/2016	00046	10-2380-890-000-30-51-51	EHN, PRIN., GRADUATION	TO COVER MAGICAL OCC	100.00	00046
6/30/2016	00047	10-3200-513-000-30-51-51	ACTIVITIES, EHN, CONTRACT TRANSP	TO COVER FACULTY GOWNS	1,574.40CR	00047
6/30/2016	00047	10-2380-890-000-30-51-51	EHN, PRIN., GRADUATION	TO COVER FACULTY GOWNS	1,574.40	00047
6/30/2016	00048	10-3200-513-000-30-51-51	ACTIVITIES, EHN, CONTRACT TRANSP	TO COVER VENDORS FOR GRAD	2,647.85CR	00048
6/30/2016	00048	10-2380-890-000-30-51-51	EHN, PRIN., GRADUATION	TO COVER VENDORS FOR GRAD	2,647.85	00048
6/30/2016	00049	10-1100-610-000-30-51-51	EHN, INSTR, SUPPLIES	TO COVER 2016 DIPLOMAS	1,488.93CR	00049
6/30/2016	00049	10-2380-890-000-30-51-51	EHN, PRIN., GRADUATION	TO COVER 2016 DIPLOMAS	1,488.93	00049
6/30/2016	00050	10-3200-610-000-30-31-61	GEN.ATHL., EHN, SUPPLIES	TO COVER ESU T&F	80.00CR	00050
6/30/2016	00050	10-3201-810-000-30-51-75	EHN, TRACK, BOYS, DUES/FEES	TO COVER ESU T&F	80.00	00050
6/30/2016	00051	10-3200-610-000-30-31-61	GEN.ATHL., EHS, SUPPLIES	TO COVER WATER GAP MGMT	60.00CR	00051
6/30/2016	00051	10-3200-610-000-30-31-69	GOLF, EHS, SUPPLIES	TO COVER WATER GAP MGMT	60.00	00051
6/30/2016	00052	10-3200-610-000-30-51-61	GEN.ATHL., EHN, SUPPLIES	TO COVER TAYLORMADE	69.50CR	00052
6/30/2016	00052	10-3200-610-000-30-51-69	GOLF, EHN, SUPPLIES	TO COVER TAYLORMADE	69.50	00052
6/30/2016	00053	10-3200-610-000-30-31-70	RIFLE, EHS SUPPLIES	TO COVER NEPA RIFLE LEAGU	200.00CR	00053
6/30/2016	00053	10-3200-810-000-30-31-70	RIFLE, EHS, DUES & FEES	TO COVER NEPA RIFLE LEAGU	200.00	00053
6/30/2016	00054	10-3250-432-000-30-31-61	GEN.ATHL.EHS, REPAIR/MAINT.EQUIP.	TO COVER ALL AMERICAN/RID	2,730.00CR	00054
6/30/2016	00054	10-3250-432-000-30-31-68	EHS, FOOTBALL, REPR/MAINT.EQUIP.	TO COVER ALL AMERICAN/RID	2,730.00	00054
6/30/2016	00055	10-3200-610-000-30-32-61	GEN.ATHLETICS, JTL, SUPPLIES	TO COVER ALL AMERICAN/RID	475.88CR	00055
6/30/2016	00055	10-3250-432-000-30-32-68	JTL, FOOTBALL, REPR/MAINT.EQUIP.	TO COVER ALL AMERICA/RID	475.88	00055
6/30/2016	00056	10-3250-432-000-30-31-61	GEN.ATHL.EHS, REPAIR/MAINT.EQUI	TO COVER ALL AMERICAN/RID	933.51CR	00056
6/30/2016	00056	10-3250-432-000-30-32-68	JTL, FOOTBALL, REPR/MAINT.EQUIP.	TO COVER ALL AMERICAN/RID	933.51	00056
6/30/2016	00057	10-3250-432-000-30-32-61	GEN.ATHL. JTL, REPAIR/MAINT.EQUI	TO COVER ALL AMERICAN/RID	1,000.00CR	00057
6/30/2016	00057	10-3250-432-000-30-32-68	JTL, FOOTBALL, REPR/MAINT.EQUIP.	TO COVER ALL AMERICAN/RID	1,000.00	00057
6/30/2016	00058	10-3200-610-000-30-32-68	FOOTBALL, JTL, SUPPLIES	TO COVER ALL AMERICAN/RID	835.35CR	00058
6/30/2016	00058	10-3250-432-000-30-32-68	JTL, FOOTBALL, REPR/MAINT.EQUIP.	TO COVER ALL AMERICAN/RID	835.35	00058

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6/30/2016	00059	10-2834-324-000-30-51-61	GEN.ATHL.HSN,CONF,TRAINING	TO COVER NEPA RIFLE LEAGU	.00	00058
6/30/2016	00059	10-3200-810-000-30-51-70	RIFLE,EHN DUES & FEES	TO COVER NEPA RIFLE LEAGU	200.00CR	00059
6/30/2016	00060	10-3252-330-001-30-51-71	EHN,SOCCER,GIRL,OTH.PROF.SRVS	TO COVER SOCCER OFFICIALS	.00	00060
6/30/2016	00060	10-3251-330-001-30-51-71	EHN,SOCCER,BOY,OTHER PROF.SRV	TO COVER SOCCER OFFICIALS	85.00CR	00060
6/30/2016	00061	10-3250-432-000-30-31-72	EHS,SOFTBALL,REPR/MAINT.EQUIP.	TO COVER BOWNET SPORTS	.00	00061
6/30/2016	00061	10-3200-610-000-30-31-72	SOFTBALL,EHS,SUPPLIES	TO COVER BOWNET SPORTS	359.24CR	00061
6/30/2016	00062	10-2271-580-000-30-31-61	GEN.ATHL.EHS,IN/CERT.CONF/TRAV	TO COVER B.BRENNEMAN CONF	359.24	00062
6/30/2016	00062	10-2834-580-000-30-31-61	GEN.ATHL.EHS,CONFERENCE TRAVEL	TO COVER B.BRENNEMAN CONF	432.45	00062
6/30/2016	00063	10-2271-580-000-30-31-61	GEN.ATHL.EHS,IN/CERT.CONF/TRAV	TO COVER JAY & D COPY CTR	.00	00063
6/30/2016	00063	10-3200-438-000-30-31-61	GEN.ATHL.REPAIR/MAINT.TECH EQU	TO COVER JAY & D COPY CTR	107.01CR	00063
6/30/2016	00064	10-3200-444-000-30-31-61	GEN.ATHL.EHS RENTAL OF VEHICLE	TO CORRECT ACCT CODING	107.01	00064
6/30/2016	00064	10-3200-442-000-30-31-61	GEN.ATHL.,EHS,RENTAL EQUIP.	TO CORRECT ACCT CODING	3,000.00CR	00064
6/30/2016	00065	10-3250-580-000-30-51-61	GEN.ATHL.EHN,SEASON MEAL/HOTEL	TO COVER PACKAGING PLACE	3,000.00	00065
6/30/2016	00065	10-3200-531-000-30-51-61	GEN.ATHL.EHN POSTAGE	TO COVER J.LEAP MILEAGE	19.95	00066
6/30/2016	00066	10-3250-580-000-30-51-61	GEN.ATHL.,EHN,MILEAGE	TO COVER J.LEAP MILEAGE	686.09	00066
6/30/2016	00067	10-3250-580-000-30-51-61	GEN.ATHL.EHN RENTAL OF VEHICLE	TO COVER VEHICLE RENTAL	.00	00067
6/30/2016	00067	10-3200-444-000-30-51-61	GEN.ATHL.EHN RENTAL OF VEHICLE	TO COVER VEHICLE RENTAL	137.90CR	00067
6/30/2016	00068	10-2271-580-000-30-31-61	GEN.ATHL.EHS,IN/CERT.CONF/TRAV	TO COVER CSMI	137.90	00068
6/30/2016	00068	10-3200-618-000-30-31-61	GEN.ATHL.,EHS,TECH SUPPLIES	TO COVER CSMI	500.00CR	00068
6/30/2016	00069	10-2271-580-000-30-51-61	GEN.ATHL.EHN,CERT/INSTR.TRAVEL	TO COVER HERSHEY LODGE	.00	00069
6/30/2016	00069	10-2834-580-000-30-51-61	GEN.ATHL.EHN,CONFERENCE TRAVEL	TO COVER HERSHEY LODGE	471.36CR	00069
6/30/2016	00070	10-3200-610-000-30-51-61	GEN.ATHL.,EHN,SUPPLIES	TO COVER FLEETWOOD HS	.00	00070
6/30/2016	00070	10-3252-810-000-30-51-63	BASKETBALL,EHN,GIRLS-DUES/FEES	TO COVER FLEETWOOD HS	100.00CR	00070
6/30/2016	00071	10-3200-610-000-30-31-61	GEN.ATHL.,EHS,SUPPLIES	TO COVER SCA/STROUD CHEER	.00	00071
6/30/2016	00071	10-3250-810-000-30-31-64	EHS,CHEER,DUES/FEES	TO COVER SCA/STROUD CHEER	250.00CR	00071
6/30/2016	00072	10-3200-610-000-30-51-61	GEN.ATHL.,EHN,SUPPLIES	TO COVER BETHLEHEM CATHL	.00	00072
6/30/2016	00072	10-3250-810-000-30-51-64	EHN,CHEER, DUES/FEES	TO COVER BETHLEHEM CATHL	200.00	00072
6/30/2016	00073	10-3250-810-000-30-51-61	GENERAL ATHL.EHN,DUES & FEES	TO CORRECT CODING	.00	00073
6/30/2016	00073	10-3200-810-000-30-51-61	GEN.ATHL.,EHN,DUES & FEES	TO CORRECT CODING	770.00CR	00073
					.00	

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6/30/2016	00074	10-3200-610-000-30-52-61	GEN.ATHL., LIS, SUPPLIES	TO COVER ALL AMERICAN SPT	419.18CR	
6/30/2016	00074	10-3250-432-000-30-51-62	EHN, BASEBALL, REPR/MAINT. EQUIP	TO COVER ALL AMERICAN SPT	419.18	
6/30/2016	00075	10-3200-610-000-30-51-61	GEN.ATHL., EHN, SUPPLIES	TO COVER BSN SPORTS	.00	00074
6/30/2016	00075	10-3201-610-000-30-51-63	BASKETBALL, EHN, BOYS, SUPPLIES	TO COVER BSN SPORTS	40.69	
6/30/2016	00076	10-3200-610-000-30-31-61	GEN.ATHL., EHS, SUPPLIES	TO COVER HABITAT FOR HUMN	.00	00075
6/30/2016	00076	10-3201-810-000-30-31-66	EHS, CROSS COUNTRY, BOY, DUES/FEE	TO COVER HABITAT FOR HUMN	457.50CR	
6/30/2016	00077	10-3200-610-000-30-31-61	GEN.ATHL., EHS, SUPPLIES	TO COVER PAUL SHORT RUN	.00	00076
6/30/2016	00077	10-3202-810-000-30-31-66	EHS, CROSS COUNTRY, GIRL, DUES/FEE	TO COVER PAUL SHORT RUN	150.00CR	
6/30/2016	00078	10-3250-810-000-30-32-61	GENERAL ATHL. JTL, DUES & FEES	TO COVER FREEDOM HS	.00	00077
6/30/2016	00078	10-3201-810-000-30-32-66	JTL, CROSS COUNTRY, BOY, DUES/FEE	TO COVER FREEDOM HS	137.50CR	
6/30/2016	00079	10-3250-810-000-30-32-61	GENERAL ATHL. JTL, DUES & FEES	TO COVER FREEDOM HS	.00	00078
6/30/2016	00079	10-3202-810-000-30-32-66	JTL, CROSS COUNTRY, GIRL, DUES/FE	TO COVER FREEDOM HS	55.00	
6/30/2016	00080	10-3250-810-000-30-32-61	GENERAL ATHL. JTL, DUES & FEES	TO COVER MORAVIAN ACADEMY	.00	00079
6/30/2016	00080	10-3252-810-000-30-32-66	CROSS CO. GIRLS JTL, DUES/FEES	TO COVER MORAVIAN ACADEMY	37.50CR	
6/30/2016	00081	10-3200-610-000-30-51-61	GEN.ATHL., EHN, SUPPLIES	TO COVER NORTHMPTN/DESALE	.00	00080
6/30/2016	00081	10-3201-810-000-30-51-66	EHN, CROSS COUNTRY, BOY, DUES/FEE	TO COVER NORTHMPTN/DESALE	150.00CR	
6/30/2016	00082	10-3200-610-000-30-51-61	GEN.ATHL., EHN, SUPPLIES	TO COVER DESALE/NORTHAMPT	.00	00081
6/30/2016	00082	10-3202-810-000-30-51-66	EHN, CROSS COUNTRY, GIRL, DUES/FE	TO COVER DESALE/NORTHAMPT	150.00	
6/30/2016	00083	10-3200-610-000-30-52-61	GEN.ATHL., LIS, SUPPLIES	TO COVER SCHUYLKILL SPORT	.00	00082
6/30/2016	00083	10-3200-610-000-30-52-66	CROSS COUNTRY, LIS, SUPPLIES	TO COVER SCHUYLKILL SPORT	90.50CR	
6/30/2016	00084	10-3200-610-000-30-52-61	GEN.ATHL., LIS, SUPPLIES	TO COVER DESALE/NORTHAMPT	.00	00083
6/30/2016	00084	10-3201-810-000-30-52-66	LIS, CROSS COUNTRY, BOY, DUES/FEE	TO COVER DESALE/NORTHAMPT	87.50	
6/30/2016	00085	10-3200-610-000-30-52-61	GEN.ATHL., LIS, SUPPLIES	TO COVER DESALE/NORTHAMPT	.00	00084
6/30/2016	00085	10-3202-810-000-30-52-66	LIS, CROSS COUNTRY, GIRL, DUES/FE	TO COVER DESALE/NORTHAMPT	87.50	
6/30/2016	00086	10-3200-610-000-30-31-67	FIELD HOCKEY, EHS, SUPPLIES	TO COVER NATL FED OF HS	.00	00085
6/30/2016	00086	10-3200-810-000-30-31-67	FIELD HOCKEY, EHS, DUES & FEES	TO COVER NATL FED OF HS	169.65CR	
6/30/2016	00087	10-3250-330-001-30-31-67	FIELD HOCKEY, EHS, OTHER PROF. SV	TO COVER USA FIELD HOCKEY	.00	00086
6/30/2016	00087	10-3200-810-000-30-31-67	FIELD HOCKEY, EHS, DUES & FEES	TO COVER USA FIELD HOCKEY	83.35	
6/30/2016	00088	10-3200-610-000-30-51-67	FIELD HOCKEY, EHN, SUPPLIES	TO COVER MORAVIAN ACADEMY	.00	00087
6/30/2016	00088	10-3200-810-000-30-51-67	FIELD HOCKEY, EHN, DUES/FEES	TO COVER MORAVIAN ACADEMY	130.00CR	
6/30/2016	00089	10-3250-330-001-30-52-67	LIS, FIELD HOCKEY, OTHER PROF. SR	TO COVER TRIPLE CROWN SPT	.00	00088

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6/30/2016	00089	10-3200-610-000-30-52-67	FIELD HOCKEY, LIS, SUPPLIES	TO COVER TRIPLE CROWN SPT	14.50	00089
6/30/2016	00090	10-3200-610-000-30-32-68	FOOTBALL, JTL, SUPPLIES	TO COVER POCONO TRANSPORT	678.50CR	00089
6/30/2016	00090	10-3200-513-000-30-32-68	FOOTBALL, JTL, CONTR. TRANSP.	TO COVER POCONO TRANSPORT	678.50	00090
6/30/2016	00091	10-3200-610-000-30-32-68	FOOTBALL, JTL, SUPPLIES	TO COVER PROCESSING FEES	4.16CR	00090
6/30/2016	00091	10-3200-810-000-30-32-68	FOOTBALL, JTL, DUES/FEES	TO COVER PROCESSING FEES	4.16	00091
6/30/2016	00092	10-3200-415-000-30-51-68	FOOTBALL, EHN, LAUNDRY	TO COVER BUSHKILL EMERGEN	738.00CR	00091
6/30/2016	00092	10-3200-330-000-30-51-68	FOOTBALL, EHN, OTHER PROF. SRV.	TO COVER BUSHKILL EMERGEN	738.00	00092
6/30/2016	00093	10-3200-415-000-30-51-68	FOOTBALL, EHN, LAUNDRY	TO COVER PROCESSING FEES	13.76CR	00092
6/30/2016	00093	10-3200-810-000-30-51-68	FOOTBALL, EHN, DUES/FEES	TO COVER PROCESSING FEES	13.76	00093
6/30/2016	00094	10-3250-330-001-30-52-68	LIS, FOOTBALL, OTHER PROF. SRVS.	TO COVER BUSHKILL EMERGEN	44.00CR	00093
6/30/2016	00094	10-3200-330-000-30-52-68	FOOTBALL, LIS, OTHER PROF. SRV.	TO COVER BUSHKILL EMERGEN	44.00	00094
6/30/2016	00095	10-3250-330-001-30-52-68	LIS, FOOTBALL, OTHER PROF. SRVS.	TO COVER LONGSTRETH SPORT	1.75CR	00094
6/30/2016	00095	10-3200-610-000-30-52-68	FOOTBALL, LIS, SUPPLIES	TO COVER LONGSTRETH SPORT	1.75	00095
6/30/2016	00096	10-3250-330-001-30-52-68	LIS, FOOTBALL, OTHER PROF. SRVS.	TO COVER PROCESSING FEES	4.16CR	00096
6/30/2016	00096	10-3200-810-000-30-52-68	FOOTBALL, LIS, DUES/FEES	TO COVER PROCESSING FEES	4.16	00096
6/30/2016	00097	10-3201-610-000-30-31-74	TENNIS, EHS, BOYS, SUPPLIES	TO COVER EMBROIDERY EXP	71.58CR	00097
6/30/2016	00097	10-3202-610-000-30-31-74	TENNIS, EHS, GIRLS, SUPPLIES	TO COVER EMBROIDERY EXP	71.58	00097
6/30/2016	00098	10-3202-610-000-30-51-74	TENNIS, EHN, GIRLS, SUPPLIES	TO COVER PYRAMID SCH PROD	98.20CR	00098
6/30/2016	00098	10-3201-610-000-30-51-74	TENNIS, EHN, BOYS, SUPPLIES	TO COVER PYRAMID SCH PROD	98.20	00098
6/30/2016	00099	10-3201-610-000-30-31-75	TRACK, EHS, BOYS, SUPPLIES	TO COVER ESU T&F	140.66CR	00099
6/30/2016	00099	10-3201-810-000-30-31-75	EHS, TRACK, BOYS, DUES/FEES	TO COVER ESU T&F	140.66	00099
6/30/2016	00100	10-3202-610-000-30-31-75	TRACK, EHS, GIRLS, SUPPLIES	TO COVER ESU T&F	131.00CR	00100
6/30/2016	00100	10-3202-810-000-30-31-75	EHS, TRACK, GIRLS, DUES & FEES	TO COVER ESU T&F	131.00	00100
6/30/2016	00101	10-3201-610-000-30-32-75	TRACK, JTL, BOYS, SUPPLIES	TO COVER PV/S. LEHIGH	150.00CR	00101
6/30/2016	00101	10-3201-810-000-30-32-75	JTL, TRACK, BOYS, DUES & FEES	TO COVER PV/S. LEHIGH	150.00	00101
6/30/2016	00102	10-3202-610-000-30-32-75	TRACK, JTL, GIRLS, SUPPLIES	TO COVER PV/S. LEHIGH	150.00CR	00102
6/30/2016	00102	10-3202-810-000-30-32-75	JTL, TRACK, GIRLS, DUES & FEES	TO COVER PV/S. LEHIGH	150.00	00102
6/30/2016	00103	10-3201-610-000-30-51-75	TRACK, EHN, BOYS, SUPPLIES	TO COVER ESU T&F/TAMAQUA	437.50CR	00103
6/30/2016	00103	10-3201-810-000-30-51-75	EHN, TRACK, BOYS, DUES/FEES	TO COVER ESU T&F/TAMAQUA	437.50	00103
6/30/2016	00104	10-3202-610-000-30-51-75	TRACK, EHN, GIRLS, SUPPLIES	TO COVER ESU T&F/TAMAQUA	437.50CR	00104
6/30/2016	00104	10-3202-810-000-30-51-75	EHN, TRACK, GIRLS, DUES & FEES	TO COVER ESU T&F/TAMAQUA	437.50	00104

Jun 22, 2016

001 East Stroudsburg Area School District
BUDGET TRANSFERS EDITPage: 8
ID: AC1290**BM BUDGET TRANSFER FOR 06/30/2016**
June 30, 2016

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00105	10-3202-610-000-30-52-75	TRACK, LIS, GIRLS, SUPPLIES	TO COVER PV/S.LEHIGH	.00	00104
6/30/2016	00105	10-3202-810-000-30-52-75	LIS, TRACK, GIRLS DUES & FEES	TO COVER PV/S.LEHIGH	150.00CR	00105
6/30/2016	00106	10-3202-610-000-30-52-75	TRACK, LIS, GIRLS, SUPPLIES	TO COVER PV/S.LEHIGH	.00	00106
6/30/2016	00106	10-3201-810-000-30-52-75	LIS, TRACK, BOYS DUES & FEES	TO COVER PV/S.LEHIGH	150.00CR	00107
6/30/2016	00107	10-3202-610-000-30-52-75	TRACK, LIS, GIRLS, SUPPLIES	TO COVER SCHUYLKILL VALLY	.00	00108
6/30/2016	00107	10-3201-610-000-30-52-75	TRACK, LIS, BOYS, SUPPLIES	TO COVER SCHUYLKILL VALLY	300.00CR	00109
6/30/2016	00108	10-3200-610-000-30-51-77	VOLLEYBALL, EHN, SUPPLIES	TO CORRECT CODING	282.31CR	00110
6/30/2016	00108	10-3202-610-000-30-51-77	VOLLEYBALL, EHN, GIRLS, SUPPLIES	TO CORRECT CODING	282.31	00111
6/30/2016	00109	10-3200-130-000-30-31-77	VOLLEYBALL, EHS, COACHES	ESU	7,877.00CR	00112
6/30/2016	00109	10-3200-330-000-30-31-61	GEN.ATHL, EHS, OTHER PROF. SRVS.	ESU	7,877.00	00109
6/30/2016	00110	10-3200-130-000-30-51-77	VOLLEYBALL, EHN, COACHES	ESU	7,877.00CR	00110
6/30/2016	00110	10-3200-330-000-30-51-61	GEN.ATHL, EHN, OTHER PROF. SRVS.	ESU	7,877.00	00111
6/30/2016	00111	10-5900-840-000-00-00-99	BUDGETARY RESERVE	TO COVER MAZZITTI/SULLIVA	.00	00112
6/30/2016	00111	10-2500-330-000-00-00-05	BUSINESS OFFICE, OTHER PROF. SRV	TO COVER MAZZITTI/SULLIVA	18,000.00CR	00112
6/30/2016	00112	10-2360-610-001-00-00-02	SUPT., SPECIAL PROJECTS	FOR LAPTOP DR RIKER	425.00CR	00112
6/30/2016	00112	10-2360-761-000-00-00-02	SUPT., REPL. EQUIP, GASB	FOR LAPTOP DR RIKER	425.00	00112
224 Transactions					Total:	
0 Unbalanced references					Debits:	
					Credits:	
					1,949,284.55	
					1,949,284.55	

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Jun 22, 2016

001 East Stroudsburg Area School District
BUDGET TRANSFERS EDIT

Page: 9
ID: AC1290

----- END OF BATCH INFORMATION -----

Batch number: 31247 Date of Batch: 6/22/2016

Number of Journals

With errors: 0
Without errors: 1

Number of Transactions: 224

Total: 1

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	1,949,284.55	1,949,284.55
		1,949,284.55	1,949,284.55
		=====	=====

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Jun 22, 2016

001 East Stroudsburg Area School District
BUDGET TRANSFERS EDIT

Page: 10
ID: AC1290

----- END OF JOB INFORMATION -----

Number of Journals -----
With errors: 0
Without errors: 1
Total: 1

Number of Transactions: 224

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	1,949,284.55	1,949,284.55
		1,949,284.55	1,949,284.55
		=====	=====

End of Report - 12.40.36

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BUDGET TRANSFERS EDIT

Page: 1
ID: AC1290

----- B A T C H I N F O R M A T I O N -----
Batch number: 31357 Date of Batch: 7/08/2016
User ID: KJK Batch Totals Debit Credit
Re-entry date: 60,147.46 60,147.46
Re-entry User ID:
Closing date: 6/30/2016

DK BUDGET TRANSFERS FOR 6/30/2016
June 30, 2016

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00001	10-2360-610-001-00-00-02	SUPT., SPECIAL PROJECTS	COVER M.HEALEY'S BUS	715.00CR	00001
6/30/2016	00001	10-1100-513-000-30-31-31	EHS, INSTR. CONTR. TRANSPORTATION	COVER M.HEALEY'S BUS	715.00	00001
6/30/2016	00002	10-1100-650-000-10-00-04	CURRICULUM, ELEM, ED. TECH. SUPPLI	POSTAGE FOR CURR.DEPT	100.00CR	00002
6/30/2016	00002	10-2260-531-000-10-00-04	CURRICULUM, POSTAGE	POSTAGE FOR CURR.DEPT	100.00	00002
6/30/2016	00003	10-1100-650-000-10-00-04	CURRICULUM, ELEM, ED. TECH. SUPPLI	MILEAGE FOR T.LESNIOWSKI	883.31CR	00003
6/30/2016	00003	10-2360-581-000-10-00-04	CURRICULUM, IN-DISTRICT, MILEAGE	MILEAGE FOR T.LESNIOWSKI	883.31	00003
6/30/2016	00004	10-1100-550-000-30-00-04	CURRICULUM, SEC., PRINTING	MILEAGE FOR M.ESPINOZA	236.17CR	00004
6/30/2016	00004	10-1100-581-000-30-00-04	CURRICULUM, SEC., IN-DIST. MILES	MILEAGE FOR M.ESPINOZA	236.17	00004
6/30/2016	00005	10-1100-550-000-30-00-04	CURRICULUM, SEC., PRINTING	PURCHASE OF TOPPS/STAPLES	51.67CR	00005
6/30/2016	00005	10-2360-610-000-30-00-04	CURRICULUM, SEC. GENERAL SUPPLY	PURCHASE OF TOPPS/STAPLES	51.67	00005
6/30/2016	00006	10-1100-640-000-30-00-04	CURRICULUM, SEC., BOOKS/PERIOD.	COVER COL.IU 20	1,494.02CR	00006
6/30/2016	00006	10-2270-330-000-30-00-04	STAFF DEV. INSERVICE, PROF SRVS.	COVER COL.IU 20	1,494.02	00006
6/30/2016	00007	10-1100-640-000-30-00-04	CURRICULUM, SEC., BOOKS/PERIOD.	ADJUST OLD BUDGET TRANSF.	1,686.21CR	00007
6/30/2016	00007	10-2270-610-000-30-00-04	STAFF DEV., SEC., SUPPLIES	ADJUST OLD BUDGET TRANSF.	1,686.21	00007
6/30/2016	00008	10-1100-640-004-30-00-04	CURRICULUM, SEC., C&I TEXTBOOKS	COVER STAFF DEV. CONTR.	3,305.33CR	00008
6/30/2016	00008	10-2270-330-000-10-00-04	STAFF DEV. INSERVICE OTHER PROF	COVER STAFF DEV. CONTR.	3,305.33	00008
6/30/2016	00009	10-2840-767-006-00-00-06	ITEC.NON-CAP. REPL. TECH EQ. INIT	COVER SNEIDER ELEC.IT COP	6,052.36CR	00009
6/30/2016	00009	10-2840-650-000-00-00-06	ITEC, ED. TECH SUPPLIES/SOFTWARE	COVER SNEIDER ELEC.IT COP	1,923.00CR	00009
6/30/2016	00009	10-2840-767-000-00-00-06	ITEC, NON-CAP, TECH EQUIP. REPL.	COVER SNEIDER ELEC.IT COP	7,975.36	00009
6/30/2016	00010	10-2600-432-000-30-32-08	JTL, MAINT. REPAIR/MAINT. EQUIP.	COVER CSI PMTS	1,058.05CR	00010
6/30/2016	00010	10-2600-432-000-30-31-08	EHS, MAINT. REPAIR/MAINT. EQUIP.	COVER CSI PMTS	1,491.40CR	00010
6/30/2016	00010	10-2600-432-000-10-17-08	ESE, MAINT. REPAIR/MAINT. EQUIP.	COVER CSI PMTS	1,549.45	00010
6/30/2016	00013	10-2600-431-000-10-17-08	ESE, MAINT. BUILDING, REPAIR/MAIN	D'HUY SERVICES	216.00CR	00013
6/30/2016	00013	10-2600-431-000-30-31-08	EHS, MAINT. BUILDING, REPAIR/MAIN	D'HUY SERVICES	216.00	00013

DK BUDGET TRANSFERS FOR 6/30/2016
June 30, 2016

(continued)

Date	Refer -ence	Account number	Account title	Description	Amount	Refer -ence
6/30/2016	00014	10-2600-610-000-10-16-08	GEN. MAINT., BES. SUPPLIES	COVER D'HUY SERVICES	538.20CR	
6/30/2016	00014	10-2600-330-000-00-00-08	GEN. MAINT., OTHER PROF. SRVS.	COVER D'HUY SERVICES	538.20	
6/30/2016	00015	10-2600-610-000-10-16-08	GEN. MAINT., BES. SUPPLIES	FRIEDMAN SUPPLIES	.00	00014
6/30/2016	00015	10-2600-610-000-30-31-08	GEN. MAINT., EHS, SUPPLIES	FRIEDMAN SUPPLIES	70.64CR	
6/30/2016	00016	10-2600-432-000-30-31-08	EHS, MAINT. REPAIR/MAINT. EQUIP.	TRANE REPAIRS	.00	00015
6/30/2016	00016	10-2600-431-000-30-52-08	LIS, MAINT. BUILDING, REPAIR/MAIN	TRANE REPAIRS	75.38CR	
6/30/2016	00017	10-2600-762-000-00-00-08	GEN. MAINT. REPL. CAP. EQUIP. >2500	BATHROOM FIXTURES	.00	00016
6/30/2016	00017	10-2600-610-000-10-17-08	GEN. MAINT., ESE, SUPPLIES	BATHROOM FIXTURES	5,000.00CR	
6/30/2016	00017	10-2600-610-000-30-32-08	GEN. MAINT., JTL, SUPPLIES	HVAC SUPPLIES	2,000.00CR	
6/30/2016	00017	10-2600-610-000-30-51-08	GEN. MAINT., EHN, SUPPLIES	INFIELD MIX	2,000.00CR	
6/30/2016	00017	10-2600-610-000-30-51-08	GEN. MAINT., EHN, SUPPLIES	BATHROOM FIXTURES/HVAC	4,000.00CR	
6/30/2016	00021	10-2600-431-000-00-00-08	GEN. MAINT. PROPERTY SERVICE	ADJ. CODE ON REPAIR	13,000.00	00017
6/30/2016	00021	10-2600-432-000-00-00-08	GEN. MAINT., EQUIPMENT REPAIR	ADJ. CODE ON REPAIR	.00	
6/30/2016	00021	10-2600-432-000-10-10-08	RES, MAINT. REPAIR/MAINT. EQUIP.	ADJ. CODE ON REPAIR	5,220.00	
6/30/2016	00021	10-2600-431-000-10-10-08	RES, MAINT. BUILDING-REPAIR/MAIN	ADJ. CODE ON REPAIR	5,220.00	
6/30/2016	00021	10-2600-431-000-10-10-08	ESE, MAINT. BUILDING, REPAIR/MAIN	ADJ. CODE ON REPAIR	2,902.68CR	
6/30/2016	00021	10-2600-432-000-10-17-08	ESE, MAINT. REPAIR/MAINT. EQUIP.	ADJ. CODE ON REPAIR	2,902.68	
6/30/2016	00021	10-2600-432-000-10-17-08	JTL, MAINT. REPAIR/MAINT. EQUIP.	ADJ. CODE ON REPAIR	2,530.00CR	
6/30/2016	00021	10-2600-432-000-30-32-08	GEN. MAINT. EHN. REPL. CAP. EQUIP.	ADJ. CODE ON REPAIR	2,530.00	
6/30/2016	00021	10-2600-762-000-30-32-08	JTL, MAINT. REPAIR/MAINT. EQUIP.	ADJ. CODE ON REPAIR	3,840.00CR	
6/30/2016	00021	10-2600-432-000-30-32-08	LIS, MAINT. BUILDING, REPAIR/MAIN	ADJ. CODE ON REPAIR	3,840.00	
6/30/2016	00021	10-2600-431-000-30-52-08	SEWER PLANT, REPAIR/MAINT. EQUIP	ADJ. CODE ON REPAIR	941.95CR	
6/30/2016	00026	10-2620-432-000-00-59-08	ESE, MAINT. REPAIR/MAINT. EQUIP.	CORRECT CODE	.00	00021
6/30/2016	00026	10-2600-432-000-10-17-08	LIS, CUST., SUPPLIES	CORRECT CODE	2,530.00CR	
6/30/2016	00027	10-2620-610-000-30-52-24	CUST. SVCS, LIS CAP. NEW EQUIP.	CORRECT PROPER CODING	2,530.00	00026
6/30/2016	00027	10-2620-752-000-30-52-24	MSE, INSTR., SUPPLIES	CORRECT PROPER CODING	5,274.97CR	
6/30/2016	00028	10-1100-610-000-10-14-14	MSE, PRIN., GENERAL SUPPLIES	ADJUST BUDGET	5,274.97	00027
6/30/2016	00028	10-2380-610-000-10-14-14	MSE, PRIN., TECH SUPPLIES	ADJUST BUDGET	115.52CR	
6/30/2016	00029	10-2380-618-000-10-14-14	MSE, PRIN., GENERAL SUPPLIES	COVER STAPLES SUPPLIES	115.52	00028
6/30/2016	00030	10-1100-810-000-10-16-16	BES, INSTR. DUES/FEES	COVER STAPLES SUPPLIES	.00	00029
6/30/2016	00030	10-1100-610-000-10-16-16	BES, INSTR., SUPPLIES	COVER W.B. MASON	500.00CR	
6/30/2016	00031	10-2380-610-000-10-16-16	BES, PRIN., GENERAL SUPPLIES	COVER W.B. MASON	205.90CR	00030
6/30/2016	00031	10-2380-531-000-10-16-16	BES, PRIN., POSTAGE	ADDITIONAL POSTAGE	205.90	
6/30/2016	00032	10-2380-610-000-10-17-17	ESE, PRIN., GENERAL SUPPLIES	ADDITIONAL POSTAGE	11.62CR	00031
6/30/2016	00032	10-2380-581-000-10-17-17	ESE, PRIN., IN-DISTRICT MILEAGE	MILEAGE ON S. STEAKIN	11.62	
				MILEAGE ON S. STEAKIN	30.39CR	
					30.39	

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BUDGET TRANSFERS EDITPage: 3
ID: AC1290DK BUDGET TRANSFERS FOR 6/30/2016
June 30, 2016

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Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
6/30/2016	00033	10-2836-580-000-30-52-24	LIS, CUST., N-INSTR/N.CERT.TRAVE	R.GARRIS CERTIFICATE-POOL	.00	00032
6/30/2016	00033	10-2836-580-000-30-51-24	EHN, CUST., N-INSTR/N.CERT.CONF.	R.GARRIS CERTIFICATE-POOL	11.68CR	
6/30/2016	00034	10-2620-610-000-10-16-24	BES, CUST., SUPPLIES	PHILIP ROSENAU SUPPLIES	.00	00033
6/30/2016	00034	10-2620-610-000-30-32-24	JTL, CUST., SUPPLIES	PHILIP ROSENAU SUPPLIES	385.21CR	
6/30/2016	00035	10-2620-610-000-10-10-24	RES, CUST., SUPPLIES	INDCO SUPPLIES	.00	00034
6/30/2016	00035	10-2620-610-000-10-11-24	JMH, CUST., SUPPLIES	INDCO SUPPLIES	24.80CR	
6/30/2016	00038	10-2120-432-000-30-32-38	GUIDANCE, JTL REPAIR/MAINIT EQU	MILEAGE ON C. CHRISTIAN	.00	00035
6/30/2016	00038	10-2120-581-000-30-32-38	GUIDANCE, JTL, MILEAGE	MILEAGE ON C. CHRISTIAN	318.00	
6/30/2016	00039	10-2120-432-000-30-32-38	GUIDANCE, JTL REPAIR/MAINIT EQU	DUES/FEES-C. CHRISTIAN	.00	00038
6/30/2016	00039	10-2120-810-000-30-32-38	GUIDANCE, JTL, DUES & FEES	DUES/FEES-C. CHRISTIAN	94.00CR	
6/30/2016	00040	10-1100-750-000-10-17-44	MUSIC, INSTR, ESE, NEW EQUIPMENT	PURCHASE A FLUTE	.00	00039
6/30/2016	00040	10-1100-751-000-30-51-44	MUSIC, INSTR, EHN, NEW EQUIP>2500	PURCHASE A FLUTE	150.00CR	
6/30/2016	00041	10-1100-610-000-10-32-45	MUSIC, VOCAL, JTL, 6TH, SUPPLIES	MILEAGE L. LEHMAN	.00	00040
6/30/2016	00041	10-1100-581-000-30-32-45	MUSIC, VOCAL, JTL, IN-DIST. MILES	MILEAGE L. LEHMAN	145.00	
6/30/2016	00042	10-1100-610-000-30-31-45	MUSIC, VOCAL, EHS, SUPPLIES	PMEA CONFERENCE	.00	00041
6/30/2016	00042	10-2271-580-000-30-31-45	MUSIC, VOCAL, EHS, INST/CERT.CONF	PMEA CONFERENCE	12.00CR	
6/30/2016	00043	10-3200-810-000-30-31-45	CHORUS, EHS, DUES & FEES	CLASSROOM SUPPLIES	.00	00042
6/30/2016	00043	10-3200-610-000-30-31-45	CHORUS, EHS, SUPPLIES	CLASSROOM SUPPLIES	276.00	
6/30/2016	00044	10-1100-610-000-06-52-45	MUSIC, VOCAL, LIS, 6TH, SUPPLIES	PIANO TUNING	.00	00043
6/30/2016	00044	10-1100-432-000-30-52-45	MUSIC, VOC, LIS, REPR/MAINT.EQUIP	PIANO TUNING	145.00CR	
6/30/2016	00045	10-3200-610-000-30-52-45	CHORUS, LIS, SUPPLIES	SUPPLIES/CLASSROOM	.00	00044
6/30/2016	00045	10-1100-610-000-30-52-45	MUSIC, VOCAL, LIS, SUPPLIES	SUPPLIES/CLASSROOM	370.00	
6/30/2016	00046	10-1100-610-000-30-51-45	MUSIC, VOCAL, EHN, SUPPLIES	PMEA CONFERENCE	.00	00045
6/30/2016	00046	10-2271-580-000-30-51-45	MUSIC, VOCAL, EHN, INST/CERT.TRAV	PMEA CONFERENCE	76.00CR	
6/30/2016	00047	10-3200-761-000-30-51-45	CHORUS, EHN, REPL.NON-CAP.EQUIP.	-PURCHASE KEYBOARDS	.00	00046
6/30/2016	00047	10-3200-610-000-30-51-45	CHORUS, EHN, SUPPLIES	-PURCHASE KEYBOARDS	2,010.00CR	
6/30/2016	00048	10-1231-610-320-20-00-50	EMOT.SUP., INT., SUPPLIES	SUPPLIES FAPA	.00	00047
6/30/2016	00048	10-1233-610-000-20-00-50	AUTISTIC SUPPORT, INT. SUPPLIES	SUPPLIES FAPA	60.00CR	
6/30/2016	00048	10-1241-618-320-20-00-50	LEARN.SUP., INT., TECH SUPPLIES	SUPPLIES FAPA	58.00CR	
6/30/2016	00048	10-1241-610-320-20-00-50	LEARN.SUP., INT., SUPPLIES	SUPPLIES FAPA	58.00	
6/30/2016	00048	10-1241-618-320-20-00-50	LEARN.SUP., INT., TECH SUPPLIES	SUPPLIES FAPA	12.00CR	
6/30/2016	00048	10-1270-610-320-20-00-50	MULTI-HAND-DIS. INT. SUPPLIES	SUPPLIES FAPA	12.00	

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BUDGET TRANSFERS EDIT

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ID: AC1290

DK BUDGET TRANSFERS FOR 6/30/2016
June 30, 2016

(continued)

Date	Refer- -ence	Account number	Account title	Description	Amount	Refer- -ence
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91 Transactions
0 Unbalanced references

Total:
Debits: 60,147.46
Credits: 60,147.46

.00
00048

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001 East Stroudsburg Area School District
BUDGET TRANSFERS EDIT

Page: 5
ID: AC1290

----- END OF BATCH INFORMATION -----

Batch number: 31357 Date of Batch: 7/08/2016

Number of Journals

With errors: 0
Without errors: 1

Number of Transactions: 91

Total: 1

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	60,147.46	60,147.46
		60,147.46	60,147.46
		=====	=====

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001 East Stroudsburg Area School District
BUDGET TRANSFERS EDIT

Page: 6
ID: AC1290

----- END OF JOB INFORMATION -----

Number of Journals -----

With errors: 0

Without errors: 1

Total: 1

Number of Transactions: 91

FUND TOTALS

Fund	Description	Debit	Credit
00010	GENERAL FUND	60,147.46	60,147.46
		60,147.46	60,147.46
		=====	=====

End of Report - 16.18.52

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Bank: 10 ESSA SAVING & LOAN BANK (OPERATING A/C)

Check no.	Check Date	Vendor name and comment	Amount
219158	6/02/2016	ANGELA M NEVIN TRANSPORTATION, IN-DIST.MILEAGE	43.42
219159	6/02/2016	APPLAUSE LEARNING RESOURCES FOR.LANG., EHN, ED.TECH.SUPPLIES	57.85
219160	6/02/2016	GEORGE BIDDULPH ADMIN.SYS., IN-DIST.MILEAGE	162.49
219161	6/02/2016	MARY L. BURKE OUT-OF-DIST-PLACEMENT, MILEAGE	242.35
219162	6/02/2016	JANICE A. CABRAL TAX COLLECTION, GEN.SUPPLIES	128.85
219163	6/02/2016	CENGAGE LEARNING LIBRARY, EHS, BOOKS/PERIODICALS	1,635.66
219164	6/02/2016	CHC MOTORS SECURITY, DIST.REPAIR/MANIT VEH	75.00
219165	6/02/2016	CINTAS CORPORATION #101 GEN.MAINT., UNIFORM RENTAL	862.54
219166	6/02/2016	CINTAS CORPORATION #101 EHN, CUST., UNIFORM RENTAL	142.03
219167	6/02/2016	COLONIAL INTERMEDIATE UNIT 20 SUPT., IN-HOUSE MEETING COSTS	504.00
219168	6/02/2016	COMPUTER DISCOUNT WAREHOUSE ITEC, GENERAL SUPPLIES	352.00
219169	6/02/2016	CROWN AWARDS CURRICULUM, HONORS BANQUET	95.99
219170	6/02/2016	TYLER DEMPSEY MUSIC, VOCAL, OTHER PROF.SERV.	400.00
219171	6/02/2016	FLINN SCIENTIFIC INC. SCIENCE, EHS, SUPPLIES	21.31
219172	6/02/2016	FREEDOM FLIGHT MODELS GEN.ATHL., EHS, SUPPLIES	134.00
219173	6/02/2016	LYNDA HOPKINS SPEC.ED.SUPV., SEC., MILEAGE	305.53
219174	6/02/2016	SCOTT IHLE GEN.MAINT., IN-DISTRICT MILEAGE	82.73
219175	6/02/2016	KAR BILL ENTERPRISES, INC. GEN.MAINT.FUEL (AUTO)	2,485.69
219176	6/02/2016	K12 SYSTEMS ADMIN.SYS., TECH SUPPLIES	39,300.00
219177	6/02/2016	LANCASTER-LEBANON I.U.#13 TRANSPORTATION, TECH SUPPLIES	1,472.90
219178	6/02/2016	SUZANNE LAPIN TRANSPORTATION, PARENT TRANSPOR	626.40
219179	6/02/2016	THOMAS LESNIEWSKI, ED.D CURRICULUM, IN-DISTR.MILEAGE	189.32
219180	6/02/2016	LEVIN LEGAL GROUP LEGAL SVCS., SOLICITOR	4,222.00
219181	6/02/2016	MET-ED JMH, CUST., ELECTRIC	3,864.37

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Check no.	Check Date	Vendor name and comment	Amount
219182	6/02/2016	JOE MICHAELS MUSIC,VOCAL,OTHER PROF.SERV.	400.00
219183	6/02/2016	TED MICHALOWSKI RES.INST.OTHER PROF.SRV.	200.00
219184	6/02/2016	MODERN GAS SALES, INC. LIS,CUST.,BOTTLE GAS	203.61
219185	6/02/2016	NAZARETH MUSIC CENTER BAND,EHS,SUPPLIES	372.50
219186	6/02/2016	NPR INC EHN,INSTR,SUPPLIES	43.85
219187	6/02/2016	THE PACKAGING PLACE SPEECH/LANG.,INT.,SUPPLIES	39.30
219188	6/02/2016	POPULATION HEALTH INNOVATIONS LLC ADMIN.SYS.,TECH SUPPLIES	625.00
219189	6/02/2016	SCRANTON DUNLOP, INC GEN.MAINT.,SUPPLIES	240.00
219190	6/02/2016	SUSAN STEAKIN ESE,PRIN.,IN-DISTRICT MILEAGE	23.33
219191	6/02/2016	STROUD TOWNSHIP GEN.MAINT.,SUPPLIES	160.00
219192	6/02/2016	SUPER HEAT, INC. RES,MAINT.BUILDING-REPAIR/MAIN	2,963.52
219193	6/02/2016	JOYCELYN THOMAS TRANSPORTATION,PARENT TRANSPOR	345.60
219194	6/02/2016	TRANE U.S. INC. GEN.MAINT.,EHS,SUPPLIES	305.00
219195	6/02/2016	EAST STROUDSBURG School Service Personnel Dues	7,387.87
219196	6/02/2016	CHAPTER 13 TRUSTEE Miscellaneous Deductions	350.00
219197	6/02/2016	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	25.00
219198	6/02/2016	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
219199	6/02/2016	E.S.E.A. ESEA Dues	416.51
219200	6/02/2016	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	312.03
219201	6/02/2016	HAB-DLT Miscellaneous Deductions	518.48
219202	6/02/2016	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	531.80
219203	6/02/2016	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	671.92
219204	6/02/2016	SOCIAL SECURITY ADMINISTRATION Miscellaneous Deductions	157.08
219205	6/02/2016	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	267.49

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Check no.	Date	Vendor name and comment	Amount
219206	6/02/2016	PIONEER CREDIT RECOVERY, INC Miscellaneous Deductions	92.45
219207	6/09/2016	ADVANCED AUTO PARTS GEN.MAINT., SUPPLIES	675.11
219208	6/09/2016	ADVANCED AUTO PARTS GEN.MAINT., SUPPLIES	13.85
219209	6/09/2016	TAIWO R. AFOLABI TRANSP, CONTR DRIVER, SPEC EDUC	3,662.40
219210	6/09/2016	CAROLINE J AGOSTO CURRICULUM, ELEM, IN-DIST.MILES	112.10
219211	6/09/2016	AP EXAMS GUIDANCE, EHN, SUPPLIES	4,101.00
219212	6/09/2016	APPLE COMPUTER, INC. KTO GRANT, TECH SUPPLY/SOFTWARE	70.00
219213	6/09/2016	MICHELLE ARNOLD IDEA611, IU13, CONFERENCE	409.96
219214	6/09/2016	ASPEN PEST SERVICES, LLC JTL, CUST., EXTERMINATION SERV.	610.70
219215	6/09/2016	JEFFREY BADER MAY 2016 MILEAGE	139.00
219216	6/09/2016	DR. JOHN BART D.O. PUPIL SRV.OTHER PROF.SRV.	13,918.75
219217	6/09/2016	ELAINE BEDELL FEB 2016 MILEAGE	51.84
219218	6/09/2016	JOANNE M. BOHRMAN TUITION REIMBURSEMENT	810.00
219219	6/09/2016	BRIAN J. BOROSH mileage	107.44
219220	6/09/2016	BENJAMIN BRENNEMAN MAY 2016 MILEAGE	424.44
219221	6/09/2016	DANIEL F. BRENT LEGAL SVCS., SOLICITOR	1,100.00
219222	6/09/2016	BUCKS COUNTY INTERMEDIATE UNIT ADJUDICATED ALT.ED-SEC.	1,005.00
219223	6/09/2016	KAREN L. BUIS APRIL 2016 MILEAGE	9.18
219224	6/09/2016	MARY L. BURKE MAY 2016 MILEAGE	271.73
219225	6/09/2016	HOLLY BURNS May 2016 mileage	634.62
219226	6/09/2016	ANGELA M. BYRNE MAY 2016 MILEAGE	56.54
219227	6/09/2016	CANDORIS TECHNOLOGIES ITEC, DISTRICT, TECHNICAL SVCS	750.00
219228	6/09/2016	GEORGE CAMELLA TRANSP, CONTR DRIVER, SPEC EDUC	2,389.38
219229	6/09/2016	MARIALENA CASCIOTTA MAY 2016 MILEAGE	489.52

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219230	6/09/2016	CENTRAL PENN GAS, INC. EHS,CUST.,NATURAL GAS	3,961.69
219231	6/09/2016	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT ADJUDICATED ALT.ED-SEC.	3,915.00
219232	6/09/2016	CHESTER COUNTY INTERMEDIATE UNIT OOD EMOTIONAL SUP-ELEM PRIV.SC	15,574.68
219233	6/09/2016	CINTAS CORPORATION #101 LIS,CUST.,UNIFORM RENTAL	642.80
219234	6/09/2016	SUSAN COLE PASNAP CONFERENCE REGISTRATION	400.00
219235	6/09/2016	COLLEGE BOARD - AP EXAMS GUIDANCE,EHS,SUPPLIES	14,800.00
219236	6/09/2016	COMMUNITY MEMBER SERVICES LLC TRANSP,CONTR DRIVER,SPEC EDUC	4,045.50
219237	6/09/2016	COMPUTER DISCOUNT WAREHOUSE ITEC,GENERAL SUPPLIES	177.16
219238	6/09/2016	HARRY COULTER SPECIAL PROJECTS,DUES & FEES	30.00
219239	6/09/2016	PETROCHOICE GREASE PUMP REPLACEMENT	804.28
219240	6/09/2016	CHRISTINE DAVIS TRANSP,CONTR DRIVER,SPEC EDUC	5,371.20
219241	6/09/2016	JONATHAN DEJESUS JUN 2016 MILEAGE	8.10
219242	6/09/2016	MIGUEL DEJESUS TRANSP,CONTR DRIVER,SPEC EDUC	5,247.90
219243	6/09/2016	SARAH DETRICK DISTRICT SOCIAL WORKER	75.00
219244	6/09/2016	THOMAS F. DIRVONAS LEGAL SVCS.,SOLICITOR	11,075.60
219245	6/09/2016	PAT DORIAN BAND,EHS,PROF.CONTR.SVCS.	300.00
219246	6/09/2016	EAGLE AMERICA TECH.ED.,EHS,SUPPLIES	100.10
219247	6/09/2016	EAST STROUDSBURG CAFETERIA CURRICULUM,HONORS BANQUET	2,007.00
219248	6/09/2016	SUSAN EDEN MAY 2016 MILEAGE	113.83
219249	6/09/2016	EDUPLANET 21 LLC KTO GRANT,PRE K,STAFF DEV,BOOK	625.00
219250	6/09/2016	EPLUS TECHNOLOGY, INC. ITEC,NEW NON-CAP.TECH.INIT.<25	83.71
219251	6/09/2016	MARILYN ESPINOZA MTSS CONFERENCE: LODGING,MEALS,MILE	430.25
219252	6/09/2016	FASTENAL COMPANY GEN.MAINT.,SUPPLIES	63.41
219253	6/09/2016	BRAD FITZPATRICK MAY 2016 MILEAGE	173.56

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219254	6/09/2016	KATHY-ANN FRANCIS TRANSP, CONTR DRIVER, SPEC EDUC	6,623.40
219255	6/09/2016	MARIA FRASCELLA TRANSP, CONTR DRIVER, SPEC EDUC	1,101.10
219256	6/09/2016	FRONTIER ITEC.TRANS./TELECOMMUNICATION	107.60
219257	6/09/2016	JOSEPH FUCHS TRANSP, CONTR DRIVER, SPEC EDUC	5,984.60
219258	6/09/2016	JENNY GALUNIC TRANSP, CONTR DRIVER, SPEC EDUC	9,158.13
219259	6/09/2016	CAROL DEANE GARDNER MAY 2016 MILEAGE	136.35
219260	6/09/2016	LISA GERST TRANSP, CONTR DRIVER, SPEC EDUC	6,343.89
219261	6/09/2016	GREGORY GRAHAM PIANO SERVICE MUSIC, VOC, RES.REPR/MAINT.EQUIP	475.00
219262	6/09/2016	TIMOTHY T. HARRIS MAY 2016 MILEAGE	83.27
219263	6/09/2016	KEVIN L. HATCHER IDEA611, IU13, CONFERENCE	168.66
219264	6/09/2016	MARIA HEITZ APR 2016/MAY 2016 MILEAGE	9.07
219265	6/09/2016	THOMAS E HENDEL TRANSFINDER CONFER: LODGING, MILEAGE	668.66
219266	6/09/2016	COLIEN JOANNE HENDERSHOT MAY 2016 MILEAGE	107.08
219267	6/09/2016	DEBORAH HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	4,317.60
219268	6/09/2016	KATHARINE HOLMES TRANSP, CONTR DRIVER, SPEC EDUC	5,581.87
219269	6/09/2016	HOME DEPOT CREDIT SERVICE GEN.ATHL., EHS, SUPPLIES	1,132.48
219270	6/09/2016	HOME DEPOT CREDIT SERVICE TITLE 1, PARENT SUPPLIES	585.24
219271	6/09/2016	ID WHOLESALER EHS, PRIN., GENERAL SUPPLIES	2,040.00
219272	6/09/2016	INTEGRAONE SUPT., REPL. EQUIP, GASB	426.99
219273	6/09/2016	IRONTON GLOBAL LLC ITEC.TRANS./TELECOMMUNICATION	1,240.45
219274	6/09/2016	DIANE KRUPSKI TRANSP, CONTR DRIVER, SPEC EDUC	3,407.67
219275	6/09/2016	GINA D. LABADIE TRANSP, CONTR DRIVER, SPEC EDUC	4,041.87
219276	6/09/2016	KARLA J LABAR TRANSP, CONTR DRIVER, SPEC EDUC	6,582.87
219277	6/09/2016	LAKESHORE LEARNING MATERIALS TITLE I, SUPPLIES, JMHILL	1,056.46

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219278	6/09/2016	LAMINATOR.COM LIS, PRIN., GENERAL SUPPLIES	104.95
219279	6/09/2016	BROOKE K LANGAN MAY 2016 MILEAGE	126.36
219280	6/09/2016	SALVATORE LAPADULA 2016 PA PBS CONFER. LODGING, MEALS, M	522.10
219281	6/09/2016	STEPHEN LASTRA TRANSP, CONTR DRIVER, SPEC EDUC	4,699.80
219282	6/09/2016	SHARON LAVERDURE MAY 2016 MILEAGE	287.43
219283	6/09/2016	LAUREN M.D. LEHMAN FEB-APR MILEAGE JTL TO RES	213.14
219284	6/09/2016	MANWALAMINK WATER COMPANY SMI, CUST., WATER/SEWER	692.64
219285	6/09/2016	JOSEPH P. MARTIN MAY 2016 MILEAGE	119.77
219286	6/09/2016	MAZZITTI & SULLIVAN EAP SERVICES BUSINESS OFFICE, OTHER PROF. SRV	10,701.00
219287	6/09/2016	MET-ED JTL, CUST., ELECTRIC	17,156.86
219288	6/09/2016	RYAN MORAN MAY 2016 MILEAGE	204.17
219289	6/09/2016	NASCO (QOUTE#45950) ART, EHS, SUPPLIES	143.00
219290	6/09/2016	NORTHWEST PASSAGE COMP. ED. PAYABLE #136091	390.01
219291	6/09/2016	OFFICE DEPOT SPEC. ED. SUPV., ELEM., SUPPLIES	739.75
219292	6/09/2016	PA FBLA BUSN. ED., EHS, INSTR/CERT. CONF.	2,177.00
219293	6/09/2016	THE PACKING PLACE RETURN TO LOVE & LOGIC INSTITUTE	24.35
219294	6/09/2016	MANVEL R PAGE APR-MAY 2016 MILEAGE	94.23
219295	6/09/2016	PAPCO INC. TRANSPORTATION, NORTH, DIESEL	16,995.75
219296	6/09/2016	PASCO SCIENTIFIC SCIENCE, EHN, ED. TECH. SUPPLIES	1,643.18
219297	6/09/2016	PATRIOT WORKWEAR SECURITY, DISTRICT, SUPPLIES	47.00
219298	6/09/2016	PETTY CASH RESICA ELEMENTARY CERTIFIED LETTERS- USP 11/23/2015	19.48
219299	6/09/2016	PHILIP ROSENAU CO., INC. LIS, CUST., SUPPLIES	6,111.93
219300	6/09/2016	POSTMASTER 6 ROLLS OF STAMP @ 47.00 EA	282.00
219301	6/09/2016	BARBARA PREVOST TRANSP, CONTR DRIVER, SPEC EDUC	6,042.54

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219302	6/09/2016	RAY PRICE STROUD FORD SECURITY,DIST.REPAIR/MANIT VEH	579.22
219303	6/09/2016	PRO-VISION PWER CABLES	225.46
219304	6/09/2016	REALLY GOOD STUFF INC. TITLE I,SUPPLIES, JMHILL	388.74
219305	6/09/2016	REGINA FARMS 6 BAGS BLACK MULCH	297.33
219306	6/09/2016	RESERVE ACCOUNT POSTAGE MACHINE REFILL	1,000.00
219307	6/09/2016	ROHRER BUS SERVICE TRANSPORTATION,REPAIRS & PARTS	339.00
219308	6/09/2016	S & W CRAFTS INC. TECH.ED., EHN,SUPPLIES	858.66
219309	6/09/2016	SCRANTON DUNLOP, INC TRANSPORTATION,TIRES	2,602.92
219310	6/09/2016	DEBORAH SANDS JUN 2016 MILEAGE	9.72
219311	6/09/2016	ANGELA SCHEMBECK TUITION REIMBURSEMENT	998.00
219312	6/09/2016	SCHUYLKILL VALLEY SPORTING GOODS GEN.ATHLETICS,JTL,SUPPLIES	4,287.50
219313	6/09/2016	MAUREEN G. SEIDEL MAY 2016 MILEAGE	42.77
219314	6/09/2016	MELODY D. SEVERUD TRANSP,CONTR DRIVER,SPEC EDUC	1,883.84
219315	6/09/2016	POCONO SEW & VAC F&CS,LIS,REPR/MAINT.EUQIP.	1,300.16
219316	6/09/2016	THE SHAWNEE PLAYHOUSE VELVETEEN RABBIT	500.00
219317	6/09/2016	SHINETIME AUTO WASH SECURITY,DIST.REPAIR/MANIT VEH	31.00
219318	6/09/2016	MIKE SILVOY SETUP/TAKE DOWN FOR STAFF DEVELOPMT	284.52
219319	6/09/2016	IONIE SINCLAIR TRANSP,CONTR DRIVER,SPEC EDUC	3,727.53
219320	6/09/2016	STEFANIE SINKAUS SAFE SCHOOLS & HEALTHY STUDENTS CON	50.00
219321	6/09/2016	DOUGLAS L. SISK TRANSP,CONTR DRIVER,SPEC EDUC	8,672.13
219322	6/09/2016	DUSTIN SISK TRANSP,CONTR DRIVER,SPEC EDUC	5,719.92
219323	6/09/2016	JULIE SLACK WEIS- 1ST FRI REFRESHMENTS 5/4/16	4.83
219324	6/09/2016	MICHAEL SLESINSKI MAY 2016 MILEAGE	77.71
219325	6/09/2016	KIM STEVENS MAY 2016 MILEAGE	128.47

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219326	6/09/2016	STROUDSBURG ELECTRIC MOTOR SERVICE TRANSPORTATION, REPAIRS & PARTS	1.00
219327	6/09/2016	SUN LITHO-PRINT, INC. #10 RETURN ADDRESS ENVELOPE	1,940.00
219328	6/09/2016	ROBERT W SUTJAK MAY-JUN 2016 MILEAGE	124.31
219329	6/09/2016	LISA TIRJAN LIBRARY, JTL, CONFERENCE TRAVEL	496.88
219330	6/09/2016	TOBII DYNOVOX SPEECH/LANG. INT. REPAIR/MAIN.	278.50
219331	6/09/2016	AMY TROTTO MAY 2016 MILEAGE	167.13
219332	6/09/2016	VERIZON WIRELESS ITEC. TRANS./TELECOMMUNICATION	3,128.54
219333	6/09/2016	WILLIAM VITULLI JR ITEC, N/INSTR-N/CERT. TRAVEL	114.48
219334	6/09/2016	WEIS MARKET, INC. E-TEAM GRANT, FOOD	63.61
219335	6/09/2016	SHAWN WESCOTT MAY 2016 MILEAGE	145.91
219336	6/09/2016	WEX BANK EHN, CUST., SUPPLIES	56.92
219337	6/14/2016	CHECK VOIDED	
219338	6/16/2016	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG. ED.	1,347.88
219339	6/16/2016	AGORA CYBER CHARTER SCHOOL CHARTER/CYBER SCHOOL-SPEC. ED.	33,226.61
219340	6/16/2016	COVAIS ANGELO PRIOR YR. REAL TAX REFUND-PRICE	1,127.73
219341	6/16/2016	TREVOR & AUDREY BARRETT PRIOR YR. REAL TAX REFUND-M. SMI	337.84
219342	6/16/2016	H.A. BERKHEIMER INC. TAX COLLECTION, OTHER PROF, SRVS	280.89
219343	6/16/2016	GEORGE BIDDULPH SPECIAL PROJECTS, CERT/N-I. CONF	948.22
219344	6/16/2016	BRITE CLEANERS BAND, EHS, EQUIPMENT REPAIR	687.40
219345	6/16/2016	CENTRAL PENN GAS, INC. STADIUM, CUST., NATURAL GAS	949.21
219346	6/16/2016	CEREBELLUM CORP. ENGLISH, EHS, EDUC. TECH. SUPPLIES	129.71
219347	6/16/2016	CARLEY CHAMBERLIN CERTIFIED MAIL; 5/18/2016	38.41
219348	6/16/2016	CINTAS CORPORATION #101 GEN. MAINT., UNIFORM RENTAL	791.48
219349	6/16/2016	CINTAS CORPORATION #101 EHS, CUST., UNIFORM RENTAL	471.69
219350	6/16/2016	COMMUNITY MEMBER SERVICES LLC TRANSP, CONTR DRIVER, SPEC EDUC	1,146.18

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219351	6/16/2016	COMMONWEALTH CONNECTIONS ACADEMY CHARTER/CYBER SCHOOL-SPEC.ED.	82,500.66
219352	6/16/2016	PETROCHOICE TRANSPORTATION, OIL	780.12
219353	6/16/2016	D'HUY ENGINEERING, INC. GEN.MAINT.OTHER PROF.SRVS.	1,079.96
219354	6/16/2016	DIRECT ENERGY BUSINESS EHS,CUST.,NATURAL GAS	3,330.88
219355	6/16/2016	DEVIN DONADIO 2016 SPELLING BEE CHAMPIONSHIP	30.00
219356	6/16/2016	DONGAN ASSOCIATES, LLC SCIENCE,EHS,REPR/MAINT.EQUIP.	1,721.75
219357	6/16/2016	EAST STROUDSBURG UNIVERSITY GEN.ATHL,EHS,OTHER PROF.SRVS.	3,204.80
219358	6/16/2016	KATHY-ANN FRANCIS TRANSP,CONTR DRIVER,SPEC EDUC	760.41
219359	6/16/2016	FRONTIER ITEC.TRANS./TELECOMMUNICATION	17.72
219360	6/16/2016	CHECK VOIDED	
219361	6/16/2016	GROVE CITY AREA SCHOOL DISTRICT OOD EMOTIONAL SUP-SEC.PUB,SCH	2,102.35
219362	6/16/2016	HERFF JONES INC. EHN,PRIN.,GRADUATION	3,906.86
219363	6/16/2016	DEBORAH HOLMES TRANSP,CONTR DRIVER,SPEC EDUC	616.80
219364	6/16/2016	LYNDA HOPKINS MILEAGE AND MEALS	218.82
219365	6/16/2016	EDWARD A. HUDAK MUSIC,VOC,LIS,REPR/MAINT.EQUIP	125.00
219366	6/16/2016	INTEGRITEC, INC. GEN.MAINT.,EHN,SUPPLIES	755.00
219367	6/16/2016	KELVIN ELECTRONICS TECH.ED.,EHN,SUPPLIES	506.69
219368	6/16/2016	KISTLER PRINTING COMPANY ENGLISH,EHS,PRINTING SERVICES	900.00
219369	6/16/2016	JAMES KRUMANOCKER WALMART 5/16/16; ART SUPPLIES	43.68
219370	6/16/2016	LORRAINE KRUPA-ABRAMCHECK MILEAGE 5/12-5/27	28.40
219371	6/16/2016	LAW SOUND & LIGHTING INC EHN,PRIN.,GRADUATION	4,150.00
219372	6/16/2016	LEHIGH LEARNING ACADEMY OOD ALT.ED-SEC.PRIV.SCH.	7,341.39
219373	6/16/2016	DANIELLE MATISKO KLOSS 4/28/2016; SCHOOL CARNIVAL SU	201.15
219374	6/16/2016	IRENE MCKELVIN PRIOR YR.REAL TAX REFUND-M.SMI	2,958.80
219375	6/16/2016	PATRICIA S. MILENKOWIC CONFERENCE MILEAGE, MEALS, LODGING	558.45

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219376	6/16/2016	CYNTHIA NEWPORT AC MOORE, 5/7/16; SPRING INTO READI	6.48
219377	6/16/2016	PA TREATMENT & HEALING OOD ALT.ED-SEC.PRIV.SCH.	20,710.43
219378	6/16/2016	PARCODE SYMBOLOGY INC. ITEC, GENERAL SUPPLIES	319.00
219379	6/16/2016	J.W.PEPPER & SONS-ACCT.#36-136400 MUSIC, INSTR, EHS, SUPPLIES	602.84
219380	6/16/2016	PETTY CASH ESE ELEMENTARY CERTIFIED MAIL- IEP TO PARENT	14.05
219381	6/16/2016	PLAQUES & SUCH CURRICULUM, HONORS BANQUET	755.71
219382	6/16/2016	POCONO ALLIANCE KTO GRANT, PARENT, PROF. SERVICES	9,189.56
219383	6/16/2016	POCONO RECORD REF388075, 7 MIL BOND NOTICE 5/19	793.30
219384	6/16/2016	PRAXAIR DISTRIBUTION, INC LIS, CUST.CONTR.PROPERTY SERV.	37.98
219385	6/16/2016	RESERVE ACCOUNT POSTAGE METER REFILL- HSN	1,000.00
219386	6/16/2016	RESERVE ACCOUNT POSTAGE METER REFILL- BUSINESS OFF	2,500.00
219387	6/16/2016	SAFEGUARD BUSINESS SYSTEMS PAYROLL STATEMENT	2,025.29
219388	6/16/2016	SCRANTON DUNLOP, INC TRANSPORTATION, TIRES	4,020.00
219389	6/16/2016	SCHOOL HEALTH CORPORATION MEDICAL, JTL, SUPPLIES/FIRST AID	88.98
219390	6/16/2016	SCHUYLKILL VALLEY SPORTING GOODS TRACK, LIS, BOYS, SUPPLIES	733.00
219391	6/16/2016	SHERMAN THEATER RENTAL, SETUP, BREAKDOWN OF CHAIRS	1,987.50
219392	6/16/2016	SHIPPENSBURG UNIVERSITY FOUNDATION LOST KEY FEE, RM 251B	100.00
219393	6/16/2016	SKYWORKS EQUIPMENT RENTAL 26' SCISSORS ELECTR	385.00
219394	6/16/2016	SUN LITHO-PRINT, INC. 1300 COMMENCEMENT PROGRAMS	3,384.00
219395	6/16/2016	ROSEANN E VAN WHY 6 MONTH INTERNET	167.70
219396	6/16/2016	WENGER CORPORATION MUSIC, INST.JTL, NON-CAP.REPL EQ	385.00
219397	6/16/2016	ZONAR CONNECTED TRANSPORTATION, TECH SUPPLIES	24,564.00
219398	6/16/2016	EAST STROUDSBURG School Service Personnel Dues	7,376.94
219399	6/16/2016	CHAPTER 13 TRUSTEE Miscellaneous Deductions	350.00

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Check no.	Check Date	Vendor name and comment	Amount
219400	6/16/2016	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	25.00
219401	6/16/2016	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
219402	6/16/2016	E.S.E.A. ESEA Dues	416.43
219403	6/16/2016	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	312.03
219404	6/16/2016	HAB-DLT Miscellaneous Deductions	269.75
219405	6/16/2016	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	531.80
219406	6/16/2016	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	671.92
219407	6/16/2016	SOCIAL SECURITY ADMINISTRATION Miscellaneous Deductions	157.08
219408	6/16/2016	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	267.49
219409	6/16/2016	PIONEER CREDIT RECOVERY, INC Miscellaneous Deductions	92.45
219410	6/23/2016	CYNTHIA J. ALLEN CI/CT SPE.ED.SUPV.SEC.OTHER PROF SRV	315.00
219411	6/23/2016	NOEL ANDUJAR VIRTUAL ACADEMY,TECH SUPPLY	60.00
219412	6/23/2016	AMERICAN FENCE COMPANY GEN.MAINT.,SUPPLIES	30.00
219413	6/23/2016	APPLE INC. PREPAYMENTS	24,834.82
219414	6/23/2016	YOSEF ASHDOT SPECIAL PROJECTS,DUES & FEES	100.00
219415	6/23/2016	KENDAL ASKINS TUITION REIMBURSEMENT	1,314.00
219416	6/23/2016	BIG BUG MUSIC MUSIC, INSTR,EHS,SUPPLIES	118.80
219417	6/23/2016	BOROUGH OF EAST STROUDSBURG EHS,CUST.,WATER/SEWER	4,985.75
219418	6/23/2016	BUCKS COUNTY INTERMEDIATE UNIT ADJUDICATED ALT.ED-SEC.	1,055.25
219419	6/23/2016	CARBON LEHIGH IU #21 ITEC,CONFERENCE TRAINING	40.00
219420	6/23/2016	CHESTER COUNTY INTERMEDIATE UNIT EMOTIONAL SUPPORT,I.U.PROGAM	4,190.40
219421	6/23/2016	CINTAS CORPORATION #101 LIS,CUST.,UNIFORM RENTAL	359.46
219422	6/23/2016	DONALD CIOFFI VIRTUAL ACADEMY,TECH SUPPLY	90.00
219423	6/23/2016	LEON CLAPPER, INC. SMI,MAINT.BUILDING REPAIR/MAIN	155.00

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219424	6/23/2016	COLONIAL INTERMEDIATE UNIT 20 COL.IU20/ALT.ED./SPEC.ED.ELEM	217,190.57
219425	6/23/2016	COMPUTER DISCOUNT WAREHOUSE ITEC,GENERAL SUPPLIES	1,302.86
219426	6/23/2016	LISA SCHNEIDER COX VIRTUAL ACADEMY,TECH SUPPLY	90.00
219427	6/23/2016	DEGLER-WHITING, INC. EHS,MAINT.BUILDING,REPAIR/MAIN	16,050.00
219428	6/23/2016	ROBERT DILLIPLANE LIS,PRIN.CT/NON-INST.CONF.TRAV	278.64
219429	6/23/2016	DIRECT ENERGY BUSINESS STADIUM,CUST.,NATURAL GAS	944.60
219430	6/23/2016	DM SUPPLY SOURCE, LLC GEN.MAINT.,SUPPLIES	2,087.24
219431	6/23/2016	DONGAN ASSOCIATES, LLC SCIENCE,EHN,REPR/MAINT.EQUIP.	1,116.80
219432	6/23/2016	EAST STROUDSBURG CAFETERIA ACTIVITIES,EHN,CONTRACT TRANSP	349.16
219433	6/23/2016	ESASD STUDENT ACTIVITY FUND INSTR.CONFERENCE TRAVEL,EHS	2,164.80
219434	6/23/2016	EAST STROUDSBURG UNIVERSITY ATHL.TRAINER,LIS,OTHER PROF.SV	28,825.00
219435	6/23/2016	RUTH ELDRED VIRTUAL ACADEMY,TECH SUPPLY	90.00
219436	6/23/2016	STANLEY P. ELLIOTT VIRTUAL ACADEMY,TECH SUPPLY	75.00
219437	6/23/2016	ENVIRONMENTAL ABATEMENTS ASSOC., INC. GEN.MAINT.OTHER PROF.SRVS.	1,800.00
219438	6/23/2016	EAST STROUDSBURG AREA SCHOOL DISTRICT DUE TO SPECIAL ACTIVITY FUND	189.27
219439	6/23/2016	PTO ESE EHS,PRIN.,GENERAL SUPPLIES	235.58
219440	6/23/2016	DENNA LASHER EVEREET VIRTUAL ACADEMY,TECH SUPPLY	135.00
219441	6/23/2016	FACULTY COKE FUND PEPSI Commissions Payable	79.82
219442	6/23/2016	STACY FAMOSO TUITION REIMBURSEMENT	2,820.00
219443	6/23/2016	ARAINA MAYNARD-FREED MILEAGE 5/17,6/3,6/10. 86 MILES	46.44
219444	6/23/2016	FRONTIER ITEC.TRANS./TELECOMMUNICATION	288.27
219445	6/23/2016	G & K SERVICES GEN.MAINT.,UNIFORM RENTAL	1,442.79
219446	6/23/2016	G & K SERVICES JTL,CUST.,UNIFORM RENTAL	433.42
219447	6/23/2016	CAROL DEANE GARDNER SPEC.EC.SUPV.CONT.REG/TRAIN.	249.00

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219448	6/23/2016	AUDRY GARRETT WALMART 5/6/16	282.12
219449	6/23/2016	SHARON J GERBERICH TAX COLLECTION, GEN.SUPPLIES	240.00
219450	6/23/2016	WILLIAM T GOUGER SECURITY, DISTRICT, SUPPLIES	118.98
219451	6/23/2016	GRAINGER GEN.MAINT., SUPPLIES	41.88
219452	6/23/2016	DONNA HALTERMAN VIRTUAL ACADEMY, TECH SUPPLY	90.00
219453	6/23/2016	CECELIA HANSEN VIRTUAL ACADEMY, TECH SUPPLY	90.00
219454	6/23/2016	DESIA Y.HAYES-RIVERA VIRTUAL ACADEMY, TECH SUPPLY	90.00
219455	6/23/2016	HERFF JONES INC. EHS, OTHER ADMIN SERV. GRADUATE	4,475.23
219456	6/23/2016	HM CASUALTY INSURANCE COMPANY PREPAYMENTS	61,741.00
219457	6/23/2016	LYNDA HOPKINS MAY 2016 MILEAGE	199.15
219458	6/23/2016	IBM CORPORATION PREPAYMENTS	777.71
219459	6/23/2016	THE INSTRUMENTALIST BAND, EHS, SUPPLIES	30.75
219460	6/23/2016	INTEGRAONE ITEC, NEW NON-CAP.TECH.INIT.<25	3,633.45
219461	6/23/2016	INTEGRITEC, INC. EHN, CUST., REPAIR/MAINT.EQUIP.	550.00
219462	6/23/2016	MONIQUE KAREEM VIRTUAL ACADEMY, TECH SUPPLY	60.00
219463	6/23/2016	J.T.LAMBERT TEACHER'S FUND PEPSI Commissions Payable	30.50
219464	6/23/2016	THERESA LASCHKE VIRTUAL ACADEMY, TECH SUPPLY	90.00
219465	6/23/2016	LAW SOUND & LIGHTING INC A/V.EHN, NON-CAP REPL.TECH EQUI	1,240.00
219466	6/23/2016	LEHMAN INTERMEDIATE TEACHERS' FUND PEPSI Commissions Payable	81.16
219467	6/23/2016	STEPHEN & SHERRI LYON VIRTUAL ACADEMY, TECH SUPPLY	90.00
219468	6/23/2016	VIC MALVO EHN, PRIN., GRADUATION	100.00
219469	6/23/2016	FRANK MANHART or RIFLE, EHN, SUPPLIES	137.45
219470	6/23/2016	CARLOS MARTINEZ VIRTUAL ACADEMY, TECH SUPPLY	90.00
219471	6/23/2016	ASHLEY MARTONIK EHS, PRINCIPAL CONFERENCE, TRAIN	50.00

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219472	6/23/2016	ELLEN MASSARO MILEAGE FOR SAPPHIRE TRAINING	18.25
219473	6/23/2016	LINSAY BROOKE McCABE VIRTUAL ACADEMY, TECH SUPPLY	90.00
219474	6/23/2016	TESHA MCDONALD TRANSPORTATION, PARENT TRANSPOR	205.20
219475	6/23/2016	MEIER SUPPLY CO., INC. GEN.MAINT., SUPPLIES	547.05
219476	6/23/2016	MARGUERITE MENDITTO MILEAGE/SAPPHIRE TRAINING 16.9 MILE	9.13
219477	6/23/2016	MET-ED BUS GARAGE, ELECTRIC	164.39
219478	6/23/2016	MET-ED MSE, CUST., ELECTRIC	19,623.22
219479	6/23/2016	MET-ED EHN, CUST., ELECTRIC	35,723.60
219480	6/23/2016	MIGNOSI'S FOODTOWN F&CS, EHN, SUPPLIES	591.16
219481	6/23/2016	EDWARD J. MOONEY TUITION REIMBURSEMENT	2,820.00
219482	6/23/2016	KATHLEEN MUNIZ TUITION REIMBURSEMENT	2,820.00
219483	6/23/2016	NASCO (QOUTE#45950) F&CS, LIS, SUPPLIES	660.33
219484	6/23/2016	NAZARETH MUSIC CENTER BAND, EHS, EQUIPMENT REPAIR	416.00
219485	6/23/2016	NEVCO INC. GEN.ATHL.LIS, REPAIR/MAINT.EQUI	14,019.27
219486	6/23/2016	RHONDA NICHOLLS MEDICAL, JTL, IN-DISTR.MILEAGE	63.29
219487	6/23/2016	REBECCA O'KEEFE VIRTUAL ACADEMY, TECH SUPPLY	90.00
219488	6/23/2016	LETITIA O'MALLEY IDEA611, IU13, CONFERENCE	391.66
219489	6/23/2016	OFFICE DEPOT ESE, INSTR, SUPPLIES	607.92
219490	6/23/2016	P & S GARAGE SECURITY, DIST.REPAIR/MANIT VEH	943.77
219491	6/23/2016	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	15,680.75
219492	6/23/2016	THE PACKAGING PLACE BUS OFF RETURN ITEM, PO 16003933	25.20
219493	6/23/2016	PAFPC BYRNE, A., BADER, J., MORAN, R.	100.00
219494	6/23/2016	PATRIOT WORKWEAR SECURITY, DISTRICT, SUPPLIES	187.00
219495	6/23/2016	PERMA-BOUND BOOKS LIBRARY, EHN, BOOKS/PERIODICALS	641.64

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Check no.	Check Date	Vendor name and comment	Amount
219496	6/23/2016	PESI, INC. CHRISTAIN, C. REGISTRATION FEE	199.99
219497	6/23/2016	PETTY CASH HS SOUTH 2 keys for RM 135	4.98
219498	6/23/2016	DANIEL PHILLIPS PA PBIS CONFERENCE MILEAGE	269.40
219499	6/23/2016	PLAQUES & SUCH ACTIVITIES, EHN, SUPPLIES	789.21
219500	6/23/2016	PMEA LANTZ, DAVID 16-17 MEMBERSHIP	288.00
219501	6/23/2016	AMY POLMOUNTER INSTR. CONFERENCE TRAVEL, EHS	705.24
219502	6/23/2016	POSTMASTER 20 ROLLS OF STAMPS	940.00
219503	6/23/2016	POSTMASTER 2016-2017 TAX BILL MAILING	13,000.00
219504	6/23/2016	PP&L EHS, CUST., ELECTRIC	123.99
219505	6/23/2016	PROSSER LABORATORIES, INC. EHN, MAINT. BUILDING, REPAIR/MAIN	448.00
219506	6/23/2016	QUILL CORPORATION BUSINESS OFFICE, GEN. SUPPLIES	374.15
219507	6/23/2016	REALLY GOOD STUFF INC. KTO GRANT, PARENT SUPPLIES	617.56
219508	6/23/2016	RESERVE ACCOUNT POSTAGE REFILL FOR HSN/LIS	1,100.00
219509	6/23/2016	RESERVE ACCOUNT POSTAGE METER REFIL	1,000.00
219510	6/23/2016	RESERVE ACCOUNT REFILL POSTAGE MACHINE	2,000.00
219511	6/23/2016	RESICA SUNSHINE FUND MAY 2016	48.64
219512	6/23/2016	ROBERT P. RICHARD VIRTUAL ACADEMY, TECH SUPPLY	90.00
219513	6/23/2016	CHRISTOPHER ROSSI ATHL. TRAIN., EHN, CERT/INST. CONF	529.83
219514	6/23/2016	FRANK RUSSNAK VIRTUAL ACADEMY, TECH SUPPLY	60.00
219515	6/23/2016	SCRANTON DUNLOP, INC TRANSPORTATION, TIRES	407.96
219516	6/23/2016	SARANGELI SANTIAGO VIRTUAL ACADEMY, TECH SUPPLY	60.00
219517	6/23/2016	SCHOLASTIC TEACHERS STORE TL 1, PARENT BOOKS	1,252.00
219518	6/23/2016	SCHUYLKILL VALLEY SPORTING GOODS GEN. ATHL., LIS, SUPPLIES	477.75
219519	6/23/2016	SENSA CALM MULTI-HAND-DIS. INT. SUPPLIES	109.95

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Check no.	Check Date	Vendor name and comment	Amount
219520	6/23/2016	POCONO SEW & VAC F&CS, EHS, REPR/MAINT.EQUIP	601.12
219521	6/23/2016	SAVIETTA SHARMA VIRTUAL ACADEMY, TECH SUPPLY	90.00
219522	6/23/2016	SHERMAN THEATER EHS, OTHER ADMIN SERV.GRADUATE	1,282.60
219523	6/23/2016	RICK ANTHONY SHILLABEER SPE.ED.SUPV.SEC.OTHER PROF SRV	4,000.00
219524	6/23/2016	MIKE SILVOY EHS, OTHER ADMIN SERV.GRADUATE	2,000.00
219525	6/23/2016	SOCIAL WELFARE COMMITTEE MAY 2016	34.96
219526	6/23/2016	STAPLES CREDIT PLAN PUPIL SVCS, ELEM, SUPPLIES	370.29
219527	6/23/2016	STRAND POOL SUPPLY, LLP LIS, CUST., SUPPLIES	713.50
219528	6/23/2016	SUN LITHO-PRINT, INC. MUSIC, INSTR, EHN, PRINTING SVCS	440.00
219529	6/23/2016	SUNSHINE CLUB MAY 2016	98.38
219530	6/23/2016	ROBERT W SUTJAK ACADEMIC CUSTOM CALENDARS FOR DRVRS	378.74
219531	6/23/2016	SWEETWATER SOUND, INC. PUPIL SVCS, ELEM, TECH SUPPLIES	616.51
219532	6/23/2016	TALLEY PETROLEUM BES, CUST., HEATING OIL	13,326.42
219533	6/23/2016	CYNTHIA TAYBURN VIRTUAL ACADEMY, TECH SUPPLY	75.00
219534	6/23/2016	THERESA TAYLOR VIRTUAL ACADEMY, TECH SUPPLY	90.00
219535	6/23/2016	TRANE U.S. INC. JTL, MAINT.BUILDING, REPAIR/MAIN	732.00
219536	6/23/2016	TSA CONSULTING GROUP, INC. BUSINESS OFFICE, OTHER PROF.SRV	820.00
219537	6/23/2016	TYLER TECHNOLOGIES, INC. MAY 2016 TRAINING FEES	3,018.42
219538	6/23/2016	UNIVERSAL COMMUNITY BEHAVIORAL HEALTH FEB 2015 HOMEBOUND RATE	114.24
219539	6/23/2016	U.P.I.A C/O PENN RELAY CARNIVAL EHN, TRACK, BOYS, DUES/FEES	80.00
219540	6/23/2016	ROBERT VAZQUEZ MILEAGE JAN2016-JUN2016	19.06
219541	6/23/2016	WARD'S NATURAL SCIENCE EST. LLC SCIENCE, EHN, SUPPLIES	193.32
219542	6/23/2016	SHEENA M.WATKINS VIRTUAL ACADEMY, TECH SUPPLY	90.00
219543	6/23/2016	WE CARE MAY 2016	133.15

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219544	6/23/2016	MILDRED WEBER VIRTUAL ACADEMY,TECH SUPPLY	90.00
219545	6/23/2016	WELLS FARGO VENDOR FIN SERV PREPAYMENTS	146,042.06
219546	6/23/2016	YOUTH ADVOCATE PROGRAMS, INC. PUPIL SVCS.ELEM OTHER PROF.SRV	9,082.30
219547	6/23/2016	STEPHEN ZALL tablecloth linens for 2016 graduati	307.78
219548	6/23/2016	ZESWITZ MUSIC COMPANY MUSIC, INSTR.6TH REPR/MAINT.EQU	726.00
219549	6/27/2016	SHARON LAVERDURE JUNE 2016 MILEAGE	131.98
219550	6/27/2016	UNITED RENTALS SCISSOR LIFT	7,000.00
219551	6/30/2016	SYNCHRONY BANK/AMAZON SCIENCE,EHS,BOOKS/PERIODICALS	2,034.61
219552	6/30/2016	SYNCHRONY BANK/AMAZON PUPIL SVCS,ELEM,SUPPLIES	671.49
219553	6/30/2016	SYNCHRONY BANK/AMAZON SCIENCE,EHS,BOOKS/PERIODICALS	1,099.41
219554	6/30/2016	SYNCHRONY BANK/AMAZON IDEA PROGRAM-RENEW GRANT,SUPP	563.43
219555	6/30/2016	SYNCHRONY BANK/AMAZON PUPIL SVCS,SEC.,SUPPLIES	705.46
219556	6/30/2016	SYNCHRONY BANK/AMAZON GEN.MAINT.,SUPPLIES	938.79
219557	6/30/2016	SYNCHRONY BANK/AMAZON FOR.LANG.,EHS,BOOKS/PERIODICAL	38.11
219558	6/30/2016	AVERY TRANSPORTTION, INC. TECH.ED.,EHN,DUES/FEES	1,950.00
219559	6/30/2016	THE BANK OF NEW YORK MELLON AUTHORITY EXP.PAYING AGENT	750.00
219560	6/30/2016	DR. JOHN BART D.O. PUPIL SVCS,MILEAGE	281.88
219561	6/30/2016	ERIC BELL SEPTIC SYSTEMS, INC. SEWER PLANT,DISPOSAL SERVICES	1,550.00
219562	6/30/2016	RONALD BRADLEY REPLACE CK# 218198	213.13
219563	6/30/2016	CANFIELD'S PET AND FARM GEN.MAINT.,SUPPLIES	79.98
219564	6/30/2016	CINTAS CORPORATION #101 LIS,CUST.,UNIFORM RENTAL	618.59
219565	6/30/2016	COLONIAL INTERMEDIATE UNIT 20 GIFTED,ELEM,CONFERENCES	25.00
219566	6/30/2016	COMMONWEALTH OF PA VIRTUAL LEANING NET,TECH.SUPPL	191.00
219567	6/30/2016	CONGDON ASSOCIATES DISTRIBUTING CO. GEN.MAINT.CAP.NEW EQUIPMENT	8,448.00

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219568	6/30/2016	COMMUNICATIONS SYSTEMS, INC. ESE,MAINT.REPAIR/MAINT.EQUIP.	1,486.95
219569	6/30/2016	CLAUDE S. CYPHERS, INC. GEN.MAINT.,SUPPLIES	14.80
219570	6/30/2016	D'HUY ENGINEERING, INC. GEN.MAINT.OTHER PROF.SRVS.	429.96
219571	6/30/2016	DEVEREUX AUTISTIC,SEC.TUITION,NON-PUBLI	3,876.00
219572	6/30/2016	DINN BROTHERS JTL,ACTIVITIES,SUPPLIES	245.45
219573	6/30/2016	EAST STROUDSBURG AREA SCHOOL DISTRICT BANK TRANSACTION EXPENSES	235.27
219574	6/30/2016	EAST STROUDSBURG CAFETERIA TL1,PARENT AWARENESS, FOOD	251.25
219575	6/30/2016	EDMENTUM TITLE III, SOFTWARE	1,950.00
219576	6/30/2016	EMERGENCY PHY ASSOC OF PA, PC TRANSPORTATION,OTHER PROF.SRVS	591.00
219577	6/30/2016	EUREKA STONE QUARRY, INC. GEN.MAINT.,RES,SUPPLIES	84.94
219578	6/30/2016	EVERGREEN COMMUNITY CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	10,508.93
219579	6/30/2016	FEDEX BOARD SERVICE,POSTAGE	25.42
219580	6/30/2016	MARIABELLA FERTITTA REPLACE CK# 2047	30.00
219581	6/30/2016	GMRS OUTLET EHS,CUST.,SUPPLIES	2,459.08
219582	6/30/2016	HERFF JONES INC. EHN,PRIN.,GENERAL SUPPLIES	1,254.50
219583	6/30/2016	INTEGRAONE ITEC,MAINTAIN/UPGRADE INFOSYS	198.25
219584	6/30/2016	JAY & D COPY CENTER LIS,INSTR.REPAIR/MAINT.TECH EQ	4,924.31
219585	6/30/2016	JAY & D COPY CENTER MSE.INSTR.REPAIR/MAINT.TECH EQ	7,079.59
219586	6/30/2016	JAY & D COPY CENTER EHN,PRIN.,COPIER MAINTENANCE	2,639.41
219587	6/30/2016	LACKAWANNA/SUSQUEHANNA OFFICE STAFF.DEV.SEC.CONF (TEACH) TRAIN	330.00
219588	6/30/2016	LAWSON PRODUCTS GEN.MAINT.,SUPPLIES	55.12
219589	6/30/2016	LEHIGH VALLEY CHARTER HIGH SCHOOL FOR CHARTER/CYBER SCHOOLS- REG.ED.	7,558.75
219590	6/30/2016	LEVIN LEGAL GROUP LEGAL SVCS.SPEC.ED.OTH.PROF.SV	441.00
219591	6/30/2016	MCGRAW HILL EDUCATION RTL GRANT, BOOKS, HS-N	63,708.60

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219592	6/30/2016	MEIER SUPPLY CO., INC. GEN.MAINT., EHN, SUPPLIES	113.38
219593	6/30/2016	MET-ED EHS, CUST., ELECTRIC	33,489.85
219594	6/30/2016	MIGNOSI'S FOODTOWN F&CS, EHN, SUPPLIES	158.35
219595	6/30/2016	MODERN GAS SALES, INC. LIS, CUST., BOTTLE GAS	669.35
219596	6/30/2016	MR. JOHN, INC. GEN.ATHL., EHN, RENTAL EQUIPMENT	917.00
219597	6/30/2016	NORTHWEST EVALUATION ASSOCIATION CURR.INSTR.ESE, ED TECH.SUPPLY	9,841.50
219598	6/30/2016	OPENTEXT ITEC, ED.TECH SUPPLIES/SOFTWARE	2,372.34
219599	6/30/2016	PENNSYLVANIA ONE CALL SYSTEM, INC. GEN.MAINT.OTHER PROF.SRVS.	108.24
219600	6/30/2016	PENNSYLVANIA VIRTUAL CHARTER SCHOOL CHARTER/CYBER SCHOOLS- REG.ED.	7,529.80
219601	6/30/2016	PENTELEDATA ITEC.TRANS./TELECOMMUNICATION	4,254.20
219602	6/30/2016	PERMA-BOUND BOOKS LIBRARY, JMH, BOOKS/PERIODICALS	23.91
219603	6/30/2016	PERSONAL TOUCH CLEANERS REPLACE CK# 217424	308.00
219604	6/30/2016	POCONO MEDICAL CENTER NURSE FAMILY KTO GRANT, PARENT, PROF.SERVICES	917.43
219605	6/30/2016	POCONO SERVICES FOR FAMILIES & CHILDREN KTO GRANT, OTHER PROF SRV	1,526.82
219606	6/30/2016	POCONO TRANSPORTATION INC. BAND, EHS, CONTRACT TRANSPORT.	12,676.50
219607	6/30/2016	POCONO TRANSPORTATION INC. TRACK, EHN, GIRLS, CONTR.TRANSP.	1,282.50
219608	6/30/2016	POCONO 4 WHEEL DRIVE CENTER GEN.MAINT., SUPPLIES	163.00
219609	6/30/2016	QUILL CORPORATION LIS, CUST., SUPPLIES	559.92
219610	6/30/2016	REALLY GOOD STUFF INC. TITLE 1, SUMMER SCHOOL, BOOKS	271.32
219611	6/30/2016	SCHOLASTIC TEACHERS STORE TITLE 1, SUMMER SCHOOL, BOOKS	169.85
219612	6/30/2016	CLASSROOM DIRECT/SCHOOL SPECIALTY INC. ART, LIS, SUPPLIES	1,067.13
219613	6/30/2016	SENSORY GOODS MULTI-HAND-DIS SEC.SUPPLIES	359.27
219614	6/30/2016	POCONO SEW & VAC F&CS, JTL, REPR/MAINT.EQUIP.	792.18
219615	6/30/2016	STEVE SHANNON TIRE & AUTO CENTER GEN.MAINT., SUPPLIES	330.50

Bank: 10 ESSA SAVING & LOAN BANK(OPERATING A/C)

Check no.	Check Date	Vendor name and comment	Amount
219616	6/30/2016	SHAWNEE PRESS/HAL LEONARD CORPORATION TITLE 1,SUMMER SCHOOL, SUPPLY	58.49
219617	6/30/2016	A.J. SMITH ELECTRIC MOTOR SERVICE EHN,MAINT.BUILDING,REPAIR/MAIN	520.35
219618	6/30/2016	SOFTMART PREPAYMENTS	17,445.50
219619	6/30/2016	STRAND POOL SUPPLY, LLP EHS,CUST.,SUPPLIES	2,400.00
219620	6/30/2016	SUN LITHO-PRINT, INC. EHS,OTHER ADMIN SERV.GRADUATE	2,025.00
219621	6/30/2016	SUZUKI CHORUS,EHN,REPL.NON-CAP.EQUIP.	1,512.92
219622	6/30/2016	TOPP BUSINESS SOLUTIONS RES.INSTR.MAINT/REPR.TECH EQUI	4,444.72
219623	6/30/2016	TOPP BUSINESS SOLUTIONS RES.PRIN.,COPIER MAINTENANCE	242.58
219624	6/30/2016	TOPPS TECH.ED.EHN REPAIR/MAINT.TECH	74.33
219625	6/30/2016	TRANE U.S. INC. LIS,MAINT.BUILDING,REPAIR/MAIN	470.01
219626	6/30/2016	TRIUMPH LEARNING LLC IDEA 611,RTII IU13,SUPPLIES	2,970.57
219627	6/30/2016	UNIVERSITY OF OREGON CURR.INSTR.RES,ED TECH,SUPPLY	53.00
219628	6/30/2016	VERNIER SOFTWARE SCIENCE,EHN,ED.TECH.SUPPLIES	196.45
219629	6/30/2016	WALMART COMMUNITY/GEMB F&CS,JTL,NON-CAP.REPL.EQUIP.	1,604.58
219630	6/30/2016	WELLS FARGO BANK NORTHWEST, N.A. LEASE PRINCIPAL,HP COMPUTER	349,036.91
219631	6/30/2016	WOODWIND & BRASSWIND MUSIC,INSTR,MSE,SUPPLIES	205.20
219632	6/30/2016	ZESWITZ MUSIC COMPANY MUSIC,INST.RES,REPR/MAINT.EQUI	906.00
219633	6/30/2016	ZESWITZ MUSIC COMPANY MUSIC,INSTR.EHN,REPR/MAINT.EQI	474.00
219634	6/30/2016	EAST STROUDSBURG School Service Personnel Dues	2,588.24
219635	6/30/2016	CHAPTER 13 TRUSTEE Miscellaneous Deductions	350.00
219636	6/30/2016	ED FOUNDATION OF ES/GENERAL FUND EDUC. FOUNDATION DEDUCTIONS	25.00
219637	6/30/2016	ED FOUNDATION OF ES/SCHOLARSHIP FUND EDUC. FOUNDATION DEDUCTIONS	13.00
219638	6/30/2016	E.S.E.A. ESEA Dues	329.15
219639	6/30/2016	FLORIDA STATE DISBURSEMENT UNIT Miscellaneous Deductions	312.03

Bank: 10 ESSA SAVING & LOAN BANK(OPERATING A/C)

Check no.	Check Date	Vendor name and comment	Amount
219640	6/30/2016	HAB-DLT Miscellaneous Deductions	63.59
219641	6/30/2016	NYSCSPC (NEW YORK STATE CHILD SUPPORT Miscellaneous Deductions	391.52
219642	6/30/2016	PENNSYLVANIA HIGHER EDUCATION AGENCY Miscellaneous Deductions	671.92
219643	6/30/2016	SOCIAL SECURITY ADMINISTRATION Miscellaneous Deductions	157.08
219644	6/30/2016	U.S. DEPARTMENT OF EDUCATION Miscellaneous Deductions	267.49
			----- 1,895,477.07

End of Report - 12.30.29

Bank: 14 PNC PROCUREMENT CARD

Check no.	Check Date	Vendor name and comment	Amount
325	6/14/2016	ABC TROPHIES, INC. GEN.ATHL.,EHS,SUPPLIES	1,283.25
326	6/14/2016	ACCESS OFFICE TECHNOLOGIES SUPT.REPAIT/MAINT.TECH.EQUIP	225.00
327	6/14/2016	AMERICAN SCHOOL COUNSELOR ASSN. GUIDANCE,JTL,DUES & FEES	119.00
328	6/14/2016	ASBO INTERNATIONAL TRANSPORTATION,DUES & FEES	627.00
329	6/14/2016	ASSOCIATION FOR SUPERVISION AND JTL,PRIN.,DUES & FEES	89.00
330	6/14/2016	ATHMEDICS ATHL.TRAINER,JTL,SUPPLIES	426.00
331	6/14/2016	BANKS' VACUUM SALES AND SERVICE MSE,CUST.,SUPPLIES	723.37
332	6/14/2016	BIG BUG MUSIC MUSIC,INSTR,LIS,SUPPLIES	600.95
333	6/14/2016	HTTP://BOMERANGGMAIL.COM/SUBSCRIPTION. CURRICULUM,ELEM,ED.TECH.SUPPLI	149.99
334	6/14/2016	BSN SPORTS INC GEN.ATHL.,EHN,SUPPLIES	6,658.05
335	6/14/2016	CARDIAC SCIENCE CORPORATION SPECIAL PROJECTS,GEN.SUPPLIES	2,210.00
336	6/14/2016	CHC MOTORS SECURITY,REPAIR/MAINT TECH.EQU	739.00
337	6/14/2016	LEON CLAPPER, INC. SMI,MAINT.BUILDING REPAIR/MAIN	1,875.00
338	6/14/2016	COLT PLUMBING SPECIALTIES GEN.MAINT.,RES,SUPPLIES	535.78
339	6/14/2016	CRAMER'S HOME CENTER LIS,CUST.,SUPPLIES	718.00
340	6/14/2016	CRAMER'S HOME CENTER EHN,CUST.,SUPPLIES	722.70
341	6/14/2016	CRAMER'S HOME CENTER GEN.MAINT.,SUPPLIES	118.91
342	6/14/2016	CREST GOOD MFG CO INC GEN.MAINT.,EHN,SUPPLIES	4,033.79
343	6/14/2016	CXTEC ITEC,NON-CAP,TECH EQUIP.REPL.	1,526.57
344	6/14/2016	DEEP SURPLUS ITEC,GENERAL SUPPLIES	2,024.56
345	6/14/2016	JOHN DEERE GOVERNMENT & NATIONAL SALES GEN.MAINT.CAP.NEW EQUIPMENT	9,353.27
346	6/14/2016	DEMCO INC LIBRARY,EHN,SUPPLIES	1,886.53
347	6/14/2016	DM SUPPLY SOURCE, LLC GEN.MAINT.,MSE,SUPPLIES	771.93
348	6/14/2016	DOUBLE M PRODUCTIONS EHN,INSTR,SUPPLIES	302.00

Bank: 14 PNC PROCUREMENT CARD

Check no.	Check Date	Vendor name and comment	Amount
349	6/14/2016	FISHER & SON CO INC GEN.MAINT., EHN, SUPPLIES	14,995.68
350	6/14/2016	FLINN SCIENTIFIC INC. SCIENCE, EHS, SUPPLIES	231.82
351	6/14/2016	FOLLET SCHOOL SOLUTIONS INC. LIBRARY, EHS, BOOKS/PERIODICALS	5,283.49
352	6/14/2016	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., EHS, SUPPLIES	1,659.22
353	6/14/2016	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., EHS, SUPPLIES	2,208.55
354	6/14/2016	FRIEDMAN ELECTRIC SUPPLY CO. INC. GEN.MAINT., JTL, SUPPLIES	624.57
355	6/14/2016	FROG PUBLICATIONS TITLE 1 PARENT SUPPLIES	211.45
356	6/14/2016	GENERAL SUPPLY COMPANY GEN.MAINT., JMH, SUPPLIES	7,067.00
357	6/14/2016	GLOBAL EQUIPMENT GEN.MAINT., EHS, SUPPLIES	3,155.00
358	6/14/2016	GOPHER PHYS.ED., ESE, SUPPLIES	512.29
359	6/14/2016	GRAINGER GEN.MAINT., JTL, SUPPLIES	333.69
360	6/14/2016	HAJOCA CORPORATION GEN.MAINT., EHS, SUPPLIES	2,268.67
361	6/14/2016	HAJOCA CORPORATION GEN.MAINT., SUPPLIES	128.15
362	6/14/2016	HILLTOP SALES & SERVICE, INC GEN.MAINT.PROPERTY SERVICE	1,539.23
363	6/14/2016	HOME DEPOT CREDIT SERVICE Due from Cafeteria-General Exp	63.98
364	6/14/2016	THE HOTEL HERSHEY PASA WOMENSS CAUCUS	463.98
365	6/14/2016	IPS CHILD ACCT., SUPPLIES	744.03
366	6/14/2016	JONES SCHOOL SUPPLY COMPANY INC. MUSIC, VOCAL, ESE, SUPPLIES	130.20
367	6/14/2016	KAFMO GEN.MAINT., DUES & FEES	30.00
368	6/14/2016	KEYCO DISTRIBUTORS INC. Due from Cafeteria-General Exp	262.93
369	6/14/2016	LAKESHORE LEARNING MATERIALS TITLE I, SUPPLIES, SMI	470.78
370	6/14/2016	LEARNING ALLY SPEC.ED.SUPV., SEC., DUES/FEES	910.00
371	6/14/2016	LEHIGH UNIVERSITY JTL, PRIN.CONFERENCE TRAININIG	195.00
372	6/14/2016	LJC DISTRIBUTORS OF FULLER BRUSH MSE, CUST., SUPPLIES	1,529.00

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Bank: 14 PNC PROCUREMENT CARD

Check no.	Check Date	Vendor name and comment	Amount
373	6/14/2016	NASN MEDICAL, BES, DUES & FEES	130.00
374	6/14/2016	NATIONAL ASSOCIATION OF SECONDARY LIS, PRIN., DUES & FEES	480.00
375	6/14/2016	NATIONAL BOARD OF CERTIFIED COUNSELORS GUIDANCE, JTL, DUES & FEES	100.00
376	6/14/2016	NATIONAL JUNIOR HONOR SOCIETY DUE FROM STUDENT ACTIVITY FUND	867.75
377	6/14/2016	NETOP BUSINESS ED., EHN, ED. TECH. SUPPL	390.00
378	6/14/2016	ORIENTAL TRADING PHYS. ED., EHS, SUPPLIES	213.92
379	6/14/2016	OVERDRIVE, INC. LIBRARY, EHN, BOOKS/PERIODICALS	6,500.00
380	6/14/2016	PARENTS MAGAZINE F&CS, EHS, BOOKS/PERIODICAL	15.00
381	6/14/2016	PASBO PREPAYMENTS	202.50
382	6/14/2016	BUSINESS CARD CHACKER BARREL- MANCHANICSBURG SPEA	70.64
383	6/14/2016	THE RESTAURANT STORE-LEHIGH VALLEY Due from Cafeteria-General Exp	28.14
384	6/14/2016	ALL AMERICAN/RIDDELL, INC. JTL, FOOTBALL, REPR/MAINT.EQUIP.	7,390.10
385	6/14/2016	ROTO-ROOTER PLUMBING SERVICE EHS, MAINT.BUILDING, REPAIR/MAIN	6,325.00
386	6/14/2016	ROTO-ROOTER RES, MAINT.BUILDING-REPAIR/MAIN	302.93
387	6/14/2016	SAVEUR F&CS, EHS, BOOKS/PERIODICAL	19.95
388	6/14/2016	TEXAS INSTRUMENT STORE MATH, EHN, SUPPLIES	320.65
389	6/14/2016	WALMART COMMUNITY/GEMB Due from Cafeteria-General Exp	80.00
390	6/14/2016	WASTE MANAGEMENT OF NEW JERSEY, INC. Due from Cafeteria-General Exp	9,747.00
391	6/14/2016	WEIS MARKET, INC. F&CS, EHS, SUPPLIES	584.61
			----- 116,506.55

End of Report - 12.31.21

EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / GENERAL FUND (FUND 10)
June 30, 2016

	June 30, 2016		July 1, 2015 to June 30, 2016		Prior Year July 1, 2014 to June 30, 2015	
Beginning Balance:		\$ 60,602,617.98		\$ 58,491,604.95		\$ 59,272,752.74
Adjustment to Beginning Balance						
Receipts:						
Earned Income Tax	192,256.19		3,578,406.97		\$ 3,416,766.22	
Occupational Privilege Tax	6,175.47	\$ 198,431.66	78,790.34	3,657,197.31	79,335.23	3,496,101.45
Real Estate Transfer Tax:						
Monroe	\$ 58,984.00		871,803.23		\$ 557,871.61	
Pike	18,514.63	77,498.63	193,979.32	1,065,782.55	113,080.66	670,952.27
Delinquent Taxes						
Monroe	\$ -		6,475,004.39		\$ 8,101,403.88	
Pike	-	-	2,913,057.79	9,388,062.18	1,940,126.62	10,041,530.50
Real Estate Taxes:						
East Stroudsburg			11,364,008.56		\$ 11,502,048.06	
Middle Smithfield			33,451,016.17		33,747,811.11	
Price			6,228,019.66		6,291,390.98	
Smithfield			17,413,387.55		17,553,636.80	
Lehman	444.90		19,011,279.94		18,907,776.73	
Porter		444.90	1,814,842.12	89,282,554.00	1,809,721.38	89,812,485.06
Interest:						
PNC - ATHLETICS - South .00% **APYE			-		\$ -	
PNC - ATHLETICS - North .00% **APYE			-		\$ -	
PLGIT .28% **MDY	717.14		3,738.81		\$ 722.08	
PLGIT/PLUS .00% **MDY			-		81.36	
PLGIT/TERM .00%			-		3,024.66	
PLGIT/CLASS .00%			0.04		2,539.62	
PLGIT/CD's *Multiple Rates					23,617.80	
PSDLAF- LIQUID .000%, MAX 27% Average Rate	11,338.02		114,154.44		57,987.61	
ESSA .20%	925.74		4,031.68		-	
PNC NOW			10,043.80		-	
PNC TAX ESCROW .00% **APYE			-		0.47	
		12,980.90	-	131,968.77	-	87,973.60
ACH State Transfers:						
Access			300,000.00		128,441.35	
Basic Ed	\$ 3,624,571.09		13,306,553.49		\$ 12,296,908.91	
Alt Ed for Disr Yth			-		-	
DCED Anti Gang Initiative			-		-	
Drivers Ed			13,265.00		-	
Education Assistance			-		-	
Grant			-		-	
Health Reimb			-		153,983.70	
Homebound			-		-	
Incarcerated Ed			-		-	
Lieu of Taxes			81,162.13		76,374.87	
Colonial IU20 Refund			4,136.17		-	
NP Transportation	48,895.00		201,069.14		93,455.86	
NSLP Sub			2,160,218.03		2,422,110.22	
Property Tax Relief			4,342,452.91		4,345,051.37	
PURTA			122,045.12		134,761.23	
Ready to Learn Grant			1,121,205.00		986,764.00	
Rental Subsidy			144,304.85		1,594,280.52	
Retirement	2,241,786.90		8,729,563.11		6,962,015.61	
SD Special Ed Funding	998,384.95		3,919,614.95		3,725,427.31	
SD Transportation	519,756.35		2,783,104.59		2,694,222.64	
11/12 PRRI Deduct Adjustment			-		100.71	
Section 1305/1306	917,617.36		917,617.36		628,084.47	
Social Security			2,255,275.28		2,571,702.16	
Tuition Transfer			-		-	
Vocational Ed-PDE			-		109.93	
Vocational Ed-MCTI			-		57,097.04	
WIA Summer Youth		8,351,011.65	-	40,401,587.13	-	38,890,891.90
Federal Revenue:						
Access			70,083.49		467,003.98	
Academic Achievement			-		-	
Comprehensive Literacy Grant	20,001.17		219,081.17		190,487.75	
Grant			-		6,000.00	
Impact Aid			506,753.14		507,333.00	
IU 20 IDEA	870,823.20		1,310,740.80		1,394,705.70	
IU 20 Race to the Top Grant			2,058.00		49,974.80	
Pregnant & Parent			-		-	
Program Improvement-Set Aside			-		21,601.27	
Title I			1,411,820.23		1,443,135.21	
Title II	13,110.10		197,522.00		197,856.00	
Title III	2,199.60		30,012.60		27,156.96	
Title V			-		-	
Title VI		906,134.07	-	3,748,071.43	-	4,305,255.67
Other Revenue:						
Athletic Events-South			18,084.60		\$ 29,333.16	
Athletic Events-North			12,296.75		\$ 13,597.38	
Transfer from General Fund to Athletics - South			-		\$ 12,000.00	
Transfer from General Fund to Athletics - North			10,000.00		\$ 20,000.00	
Refunds			1,903.82		\$ 5,004.00	
Miscellaneous	10,523.25		136,372.94		397,293.77	
Jury Duty Reimb			1,134.61		804.05	
Local Grants			1,000.00		1,176.30	
Bus Reimbursements	7,838.73		13,002.58		22,036.96	
Bus Reimbursement-Outside ESASD			693.42		3,493.18	
Donations			450.00		-	
Early Intervention Amendment A			-		-	
Early Intervention Amendment B			-		-	
Federal Subsidy Payment for 2010A			-		54,653.86	
Federal Subsidy Payment for 2011D			-		25,018.85	
Fixed Assets			8.00		66,811.50	
Parking Permits/Smoking Fines/Locker Fees/ID's	294.75		4,264.75		4,154.24	
Cell Tower	1,966.91		21,454.59		22,683.69	
Online Summer School			-		12,210.00	
Credit Recovery Program			-		1,850.00	
Use of Facilities	17,009.29		63,300.05		20,207.99	
Bus Buy-Back (Wolfington)			-		1,147,650.00	
QSCB Federal Subsidy			54,771.72		-	
QZAB Federal Subsidy			25,072.80		-	
Restitutions	167.09		3,364.23		1,641.63	
Settlement Proceeds			337.80		-	
Tuition		37,800.02	34,878.38	402,391.04	15,147.16	1,876,767.72

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**EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / GENERAL FUND (FUND 10)
June 30, 2016**

	June 30, 2016	July 1, 2015 to June 30, 2016	Prior Year July 1, 2014 to June 30, 2015
Credit to Expense:			
Wage/Tuition Reimb	\$ 14,940.00	34,766.74	\$ 41,653.63
Cafeteria Reimb		-	-
Misc. Reimb/Refunds	34,773.53	2,286,748.35	139,878.91
Insurance Reimbursements	10,889.52	31,541.42	118,233.41
Bus Reimbursement-Inside ESASD		-	700.00
Custodian/Security Fees		-	-
Donations		390.00	380.00
Obligations	1,120.77	5,504.61	7,884.15
Bond/Const. Fund to GF		-	-
Capital Reserve to GF		2,794.37	-
Concession Stand to GF		-	-
Special/Student Activity to GF	1,995.45	6,927.26	3,520.10
Sub Teacher Permits		225.00	290.00
MCTI		136,580.00	127,574.81
Bus Buy-Back (Woffington)		-	-
Blue Cross Pymt/COBRA	7,268.80	140,343.18	170,046.90
	70,988.07	2,645,820.93	610,161.91
TOTAL RECEIPTS	\$ 9,655,289.90	150,723,435.34	149,792,120.08
TOTAL RESOURCES	\$ 70,257,907.88	209,215,040.29	209,064,872.82
Disbursements:			
Accounts Payable - Athletics (South)		5,959.00	41,594.65
Accounts Payable - Athletics (North)		11,751.00	31,573.00
Accounts Payable	8,467,684.46	69,545,288.56	69,396,242.10
Accounts Payable -Procurement Card	116,506.55	598,557.60	-
Payroll	4,699,535.41	42,297,337.58	40,199,331.49
Arbiter Pay		41,927.92	-
Bank Fees	14.81	3,255.20	4,791.72
Investment Fees		1,839.19	1,198.49
Prior Months Voids/Adj - Athletics (South)		(93.00)	(144.00)
Prior Months Voids/Adj - Athletics (North)		(491.00)	(58.00)
Prior Months Voids/Adj	(886.93)	(86,980.82)	(43,422.83)
2007 GON Principal & Int		3,624,972.50	3,625,172.50
2007A GOB Principal & Int		2,027,750.00	2,876,662.50
2008 GOB Principal & Int		1,847,596.06	1,854,632.89
2009A GOB Principal & Int		-	1,097,425.00
2009 GON Principal & Int		-	189,668.75
2010 GOB Principal & Int		-	2,203,200.00
2010A GOB Principal & Int		1,477,456.25	1,489,487.50
2010A QSCB Principal & Int		129,443.92	131,555.07
2011 GOB Principal & Int		818,545.00	815,845.00
2011A GOB Principal & Int		184,080.00	186,705.00
2011D QZAB Principal & Int		53,555.75	53,973.91
2012 GOB Principal & Int		1,367,300.00	154,650.00
2012A GOB Principal & Int		168,150.00	171,650.00
2013 GOB Principal & Int		468,882.75	472,113.50
2014 Loan Principal & Int		-	24,416.00
2014 GON Principal & Int		2,501,360.16	156,960.00
2014A GOB Principal & Int		375,032.50	374,770.60
2014AA GOB Principal & Int		229,207.50	66,204.70
2015 GOB Principal & Int		549,448.90	-
2015A GOB Principal & Int		1,534,845.82	-
Blue Cross Payment (EBTEP)	1,536,388.86	18,380,699.97	20,532,776.68
Due to/from Capital Projects		-	-
Due to/from Capital Reserves		4,400,000.00	3,275,341.00
96 VRLP \$7M Principal, Int & Annual Trust Fee	2,039.20	473,706.20	465,242.99
96 VRLP \$10M Principal, Int & Annual Trust Fee	2,202.07	748,232.33	723,707.66
Balance:	\$ 14,823,484.43	153,780,616.84	150,573,267.87
	\$ 55,434,423.45	55,434,423.45	58,491,604.95
CASH SUMMARY (FUNDS 10 & 19):			
PNC - Athletics (Fund 19) - South	-	-	\$ 5,036.82
PNC - Athletics (Fund 19) - North	-	-	\$ 2,884.91
ESSA Bank	\$ 7,060,253.58	7,060,253.58	\$ 9,802,276.00
PNC Bank - NOW (Fund 10)	\$ 3,070,764.20	3,070,764.20	\$ 9,802,276.00
PNC Bank - Tax Escrow (Fund 10)	\$ 1,501.42	1,501.42	\$ 1,501.42
PNC Bank - Easy Procurement (Fund 10)	\$ -	-	-
PSDLAF (Fund 10)	42,151,427.12	42,151,427.12	44,075,179.44
PLGIT (Fund 10)	3,150,477.13	3,150,477.13	4,604,508.92
PLGIT I-CLASS (Fund 10)		-	217.44
PLGIT/CD (Fund 10)		-	-
Balance (Funds 10 & 19):	\$ 55,434,423.45	55,434,423.45	58,491,604.95

*PLGIT CD's Interest Rates

**Interest Rates

APYE (Annual Percentage Yield Earned)

MDY (Monthly Distribution Yield)

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001 East Stroudsburg Area School District
STATEMENT OF INCOME
For the Period Ending May 31, 2016

CAFETERIA FUND

	Current Period	Year-to-Date	Account number
REVENUE FROM LOCAL SOURCES			
EARNINGS ON INVESTMENTS			
INTEREST ON INVESTMENTS	78.07	336.27	50-6510-000
TOTAL EARNINGS ON INVESTMENTS	78.07	336.27	
REVENUE FROM OPERATIONS			
SALES, LUNCH - PAID	54,897.70	505,204.11	50-6611-000
SALES, LUNCH - REDUCED	2,455.60	24,339.20	50-6612-000
SUMMER SALES - B-FAST & LUNCH	.00	1,783.00	50-6614-000
SALES, BREAKFAST - PAID	8,811.90	76,271.00	50-6615-000
SALES, BREAKFAST - REDUCED	832.20	7,284.60	50-6616-000
SALES, OVER/UNDER	11.70	190.37	50-6619-000
SALES, ADULT LUNCH	2,834.80	24,748.60	50-6620-000
SALES, A LA CARTE LUNCH	54,500.34	578,381.27	50-6621-000
MISCELLANEOUS-PEPSI COMMISSION	90.23	249.10	50-6622-000
MISC. WEBSITE COMMISSION	2,595.00	27,559.40	50-6625-000
SALES, IN-HOUSE-EVENTS	7,918.71	52,051.96	50-6630-000
TOTAL SALES	134,924.78	1,298,062.61	
TOTAL LOCAL REVENUE	135,002.85	1,298,398.88	
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	11,283.90	99,651.16	50-7600-510
STATE SUBSIDY - BREAKFAST	4,029.60	33,107.50	50-7600-511
STATE SUBSIDY -SOCIAL SECURITY	5,092.36	47,770.63	50-7810-000
STATE SUBSIDY -RETIREMENT	18,055.45	161,755.05	50-7820-000
TOTAL STATE REVENUE	38,461.31	342,284.34	
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - BREAKFAST	67,913.34	554,699.45	50-8530-553
FEDERAL SUBSIDY - LUNCH	184,913.48	1,634,338.75	50-8530-555
TOTAL FEDERAL REVENUE	252,826.82	2,189,038.20	
TOTAL CAFETERIA REVENUE	\$426,290.98	\$3,829,721.42	
EXPENSES OF OPERATIONS			
Salary, Manager	21,344.40	193,550.44	50-3100-110
SALARIES, SUMMER WORKERS	.00	130,413.07	50-3100-160
SALARIES, WORKERS	118,600.96	957,716.84	50-3100-170
MEDICAL INSURANCE	41,636.78	469,422.67	50-3100-210
LIFE INSURANCE	683.45	7,425.45	50-3100-213
LTD INSURANCE	199.91	2,132.97	50-3100-214
FICA OASDI	8,497.47	77,646.40	50-3100-220
FICA HI	1,687.22	17,900.75	50-3100-221
RETIREMENT	36,110.90	323,510.14	50-3100-230
UNEMPLOYMENT	.00	2,469.52	50-3100-250
WORKERS COMPENSATION	1,887.56	17,439.71	50-3100-260
CONTRACT MAINTENANCE	3,197.02	28,895.15	50-3100-400
UTILITY SERVICES, ELECTRICITY	4,320.89	51,520.81	50-3100-422
MAINTENANCE/REPAIRS	1,525.41	31,415.14	50-3100-430
VEHICLES-REPAIR/MAINTENANCE	.00	418.95	50-3100-433
UPGRADE OF INFORMATION SYSTEM	.00	11,686.68	50-3100-438
POSTAGE	13.65	192.21	50-3100-530
PRINTING EXPENSE	.00	1,582.38	50-3100-550
CONF/TRAVEL/MILEAGE	333.51	4,030.29	50-3100-580
SUPPLIES, NON-FOOD	10,500.27	81,699.05	50-3100-610
TECHNOLOGY SUPPLIES	47.90	1,969.90	50-3100-618
FUEL	196.83	1,820.30	50-3100-620
Food Purchases	118,960.27	856,472.99	50-3100-631
MILK PURCHASES	33,576.74	255,564.46	50-3100-632
DEPRECIATION OF EQUIPMENT	1,577.95	17,357.40	50-3100-741
DUES & FEES	565.00	3,083.97	50-3100-810
PREPAY FEES	2,902.02	18,865.62	50-3100-811
TOTAL FOOD SERVICE EXPENSES	\$408,366.11	\$3,566,203.26	
NET INCOME	\$ 17,924.87	\$ 263,518.16	

Bank: 50 ESSA-CAFETERIA FUND

Check no.	Check Date	Vendor name and comment	Amount
1093	5/05/2016	ASIAN FOOD SOLUTIONS, INC Gen Tso's Chicken	2,920.84
1094	5/05/2016	CHAPMAN REFRIGERATION LLC 4579,4588,4589	374.06
1095	5/05/2016	ECOLAB FOOD SAFETY SPECIALTIES SUPPLIES, NON-FOOD	128.00
1096	5/05/2016	DENISE A. FLYNN CONF/TRAVEL/MILEAGE	250.00
1097	5/05/2016	VANDY GALVEZ refund to 142200	47.90
1098	5/05/2016	ALLYSON GLAUD 136258,141255 refunds	10.45
1099	5/05/2016	ANGELA MEDINA CONF/TRAVEL/MILEAGE	26.46
1100	5/05/2016	MARILYN POSSINGER CONF/TRAVEL/MILEAGE	106.76
1101	5/05/2016	REINHART FOOD SERVICE Food Purchases	37,876.24
1102	5/05/2016	TASTY BRANDS, LLC lasagna roll ups	51.63
1103	5/05/2016	US FOODS Food Purchases	26,470.54
1104	5/05/2016	J.L. WILLIAMS JR. Smithfield washer repairs	79.95
1105	5/10/2016	THE AMERICAN BOTTLING CO snapple fruit 2-0	2,568.50
1106	5/10/2016	CARGILL Food Purchases	138.99
1107	5/10/2016	FRITO-LAY, INC. Food Purchases	129.90
1108	5/10/2016	HERSHEY CREAMERY COMPANY Food Purchases	2,540.15
1109	5/10/2016	KASA'S FOODS DIST CO INC. Food Purchases	2,292.00
1110	5/10/2016	KEYCO DISTRIBUTORS INC. Food Purchases	585.96
1111	5/10/2016	MESKO GLASS & MIRROR CO. SUPPLIES, NON-FOOD	17.00
1112	5/10/2016	MORABITO BAKING CO. INC. Food Purchases	4,695.20
1113	5/10/2016	PEPSI-COLA Food Purchases	2,577.82
1114	5/10/2016	POCONO MOUNTAIN DAIRIES MILK PURCHASES	33,576.74
1115	5/10/2016	TAMARA POLLACK CONF/TRAVEL/MILEAGE	19.28
1116	5/10/2016	SCHOOL NUTRITION ASSOCIATION 560384 Flynn & 100449 Schmid	130.00

Bank: 50 ESSA-CAFETERIA FUND

Check no.	Check Date	Vendor name and comment	Amount
1117	5/10/2016	CHECK VOIDED	
1118	5/10/2016	WEIS MARKET, INC. Food Purchases	23.56
1119	5/13/2016	CHAPMAN REFRIGERATION LLC Msm frig fan repair	240.00
1120	5/13/2016	POCONO PROFOODS Food Purchases	11,388.55
1125	5/24/2016	CHECK VOIDED	
1126	5/24/2016	CHAPMAN REFRIGERATION LLC MAINTENANCE/REPAIRS	831.40
1127	5/24/2016	EAT AROUND TOWN SAFELY, LLC DUES & FEES	435.00
1128	5/24/2016	IPS TECHNOLOGY SUPPLIES	47.90
1129	5/24/2016	ROSEANNE KRUEGER CONF/TRAVEL/MILEAGE	68.04
1130	5/24/2016	US FOODS Food Purchases	8,332.31

			138,981.13

End of Report - 15.16.22

**EAST STROUDSBURG AREA SCHOOL DISTRICT
STATEMENT OF CASH / CAPITAL RESERVE FUND
2015-2016**

	June 30, 2016		July 1, 2015 to June 30, 2016		Prior Year July 1, 2014 to June 30, 2015	
Beginning Balance:		\$ 12,386,718.15		\$ 11,599,764.25		\$ 12,828,834.61
Adjustment to Beginning Balance						
Deposit:						
	\$ -		\$ 4,432,614.90		\$ 308,871.07	
Recoverable Bus Purchase:						
Reimbursement to/from G.F.			\$ -		0.00	
Reimbursement to/from PLGIT						
Transfer from PLGIT Capital Projects Fund			\$ 8,712.44			
Transfer from PLGIT General Fund			\$ -		3,275,341.00	
Wolflington Bus Buy Back		-	-	4,441,327.34	0.00	3,584,212.07
Interest:						
PLGIT 0.28% *MDY	\$ 2,888.60	2,888.60	18,643.12	18,643.12	2,099.70	2,099.70
TOTAL RECEIPTS		2,888.60		4,459,970.46		3,586,311.77
TOTAL RESOURCES		<u>\$ 12,389,606.75</u>		<u>\$ 16,059,734.71</u>		<u>\$ 16,415,146.38</u>
Disbursements:						
Prior Months' Voids/Adjustments			\$ (250,474.86)		(13,777.39)	
Due to Cafeteria			-		0.00	
Due to General Fund			-		0.00	
Due to PLGIT			-		0.00	
Construction Projects			-		0.00	
Land Acquisition Costs			-		0.00	
Concrete-Prof. Services-HSN			524,921.51		8,040.51	
Concrete-Prof. Services-JTL			95,673.72		141,708.64	
Concrete-Prof. Services-BES			-		69,034.22	
Architect/Engineer-District			14,354.39		37,823.88	
Architect/Engineer-BES			4,500.00			
Architect/Engineer-JTL			841,014.27		1,724,746.40	
Transformer - HSN			224,569.37		11,567.83	
District Security - JTL			-		0.00	
District Security - HSS			9,659.36		0.00	
District Security - HSN			-		0.00	
District Security - JM Hill			-		0.00	
District Security - Resica			-		0.00	
District Security - Bushkill			-		0.00	
District Security			8,643.00		0.00	
District Software			-		0.00	
District Tech Equipment			-		0.00	
District Capital Improvement			-		16,699.55	
District Maintenance Supplies			-		0.00	
District-Capital Equipment			-		0.00	
Capital Equipment-RES			-		0.00	
Capital Equipment-HSN			-		53,682.62	
Cust Supplies - Bushkill			-		0.00	
Land Imp. - JMH			-		0.00	
Maint. - BES			-		0.00	
Maint. - RES			-		0.00	
Maint. - JMH			-		0.00	
Maint. - MSE			77,954.86		0.00	
Maint. - SME			-		0.00	
Maint. - HSN			5,556.85		3,707.75	
Maint. - HSS	4,338.00		8,991.00		7,320.00	
Maint. - JTL			-		0.00	
Maint. - LEH			27,831.56		0.00	
North Bus Garage-Water Treatment			-		3,122.75	
Stadium Imp. - HSN			1,250,897.00		824,630.26	
Bldg Imp. - BES			237,450.00		4,500.00	
Bldg Imp. - HSN			6,410.00		0.00	
Bldg Imp. Cap. Equip. Replacement - HSN			-		55,114.00	
Bldg Imp. - HSS			-		0.00	
Bldg Imp. - JMH			18,390.90		0.00	
Bldg Imp. - JTL			523,499.57		1,443,711.44	
Bldg Imp. - LIS			-		0.00	
Bldg Imp. Cap. Equip. Replacement - LIS			-		55,114.00	
Bldg Imp. - ESE			-		0.00	
Bldg Imp. - MSE			41,623.46		0.00	
Bldg Imp. - RES			-		0.00	
Site Imp. - Trans			-		0.00	
Site Imp. - District			-		0.00	
Site Imp. - BES			3,000.00		288,145.43	
Site Imp. - HSN	2,859.50		2,859.50		22,888.74	
Site Imp. - HSS			-		0.00	
Site Imp. - JMH			-		0.00	
Site Imp. - JTL			-		25,765.50	
Site Imp. -SME			-		0.00	
Site Imp. - RES			-		31,836.00	
Site Imp. - LIS			-		0.00	
Site Imp. - ESE			-		0.00	
Site Imp. - MSE			7,197.50		-	4,815,382.13
Ending Balance		<u>\$ 12,382,409.25</u>		<u>\$ 12,382,409.25</u>		<u>\$ 11,599,764.25</u>
Cash Summary:						
PLGIT	12,382,409.25		\$ 12,382,409.25		11,599,764.25	
Ending Balance		<u>\$ 12,382,409.25</u>		<u>\$ 12,382,409.25</u>		<u>\$ 11,599,764.25</u>

*Interest Rate

MDY (Monthly Distribution Yield)

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Bank: 21 PLGIT - Capital Reserve

Check no.	Check Date	Vendor name and comment	Amount
1429	6/16/2016	BOROUGH OF EAST STROUDSBURG PERMIT FOR HHS WINDOWS	198.00
1430	6/23/2016	BOGNET, INC. HHS LIBRARY WINDOWS/ROOF REPLACEMNT	4,140.00
1431	6/23/2016	D'HUY ENGINEERING, INC. HIGH SCHOOL NORTH PAVING	2,859.50
			7,197.50

End of Report - 12.30.53

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
6000-000 REVENUE FROM LOCAL SOURCES							
6100-000 TAXES LEVIED BY DISTRICT							
6110-000 AD VALOREM TAXES	88,582,710.00	88,582,710.00	617,069.47	88,734,126.32	.00	151,416.32-	.2-
6140-000 Act 511 - Occupational Priv. Tax	73,500.00	73,500.00	43,012.80	78,283.07	.00	4,783.07-	6.5-
6150-002 Act 511 - Earn.Inc. & R.E.Trans.Tax	3,810,000.00	3,810,000.00	2,547,705.81	4,610,359.42	.00	800,359.42-	21.0-
** 6100 TOTAL TAXES LEVIED BY DISTRICT	92,466,210.00	92,466,210.00	3,207,788.08	93,422,768.81	.00	956,558.81-	1.0-
6200-000 DISCOUNTS TAKEN TAXES LEVIED							
6210-006 Discounts Taken on Property	.00	.00	.00	.00	.00	.00	***
** 6200 TOTAL DISCOUNTS TAKEN TAXES LEVIED	.00	.00	.00	.00	.00	.00	***
6400-000 DELINQUENCIES ON DISTRICT TAXES							
6410-006 Delinquent Taxes	9,500,000.00	9,500,000.00	3,144,102.17	6,525,080.07	.00	2,974,919.93	31.3
** 6400 TOTAL DELINQUENCIES ON DISTRICT TAXES	9,500,000.00	9,500,000.00	3,144,102.17	6,525,080.07	.00	2,974,919.93	31.3
6500-000 EARNINGS ON INVESTMENTS							
6510-000 Earnings on Investments	85,000.00	85,000.00	93,891.66	131,968.80	.00	46,968.80-	55.3-
6590-000 Other Earnings On Investments	.00	.00	.00	.00	.00	.00	***
** 6500 TOTAL EARNINGS ON INVESTMENTS	85,000.00	85,000.00	93,891.66	131,968.80	.00	46,968.80-	55.3-
6700-000 REVENUES FROM DISTRICT ACTIVITIES							
6710-002 Fees	55,000.00	55,000.00	7,933.35	28,521.60	.00	26,478.40	48.1
6740-000 Other District Activity Income	.00	.00	1,754.75	4,164.75	.00	4,164.75-	***
6790-000	.00	.00	14.00	21.00	.00	21.00-	***
** 6700 TOTAL REVENUES FROM DISTRICT ACTIVITIES	55,000.00	55,000.00	9,702.10	32,707.35	.00	22,292.65	40.5
6800-000 OTHER GOVERNMENT UNITS							
6810-092 REVENUE FROM LOCAL GOVERNMENT UNITS	.00	.00	.00	.00	.00	.00	***
6820-032 State Revenue from Acting Agent	.00	.00	.00	.00	.00	.00	***
6830-097 Federal Revenue from Intermediary	1,129,159.00	1,129,159.00	876,688.20	1,312,798.80	.00	183,639.80-	16.3-
** 6800 TOTAL OTHER GOVERNMENT UNITS	1,129,159.00	1,129,159.00	876,688.20	1,312,798.80	.00	183,639.80-	16.3-
6900-000 OTHER REVENUE FROM LOCAL SOURCES							
6900-007 OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00	.00	.00	***
6910-001 Rental of Facilities	35,000.00	35,000.00	70,348.63	92,189.96	.00	57,189.96-	163.4-
6920-099 DONATIONS FROM PRIVATE SOURCES	.00	.00	.00	.00	.00	.00	***
6940-000 TUITION FROM PATRONS	10,000.00	10,000.00	22,335.01	43,506.54	.00	33,506.54-	335.1-
6960-000 Service Provided Other Local Gov't	.00	.00	11,461.94	12,743.58	.00	12,743.58-	***
6990-001 Miscellaneous Revenues	.00	.00	65,371.25	122,557.23	.00	122,557.23-	***
** 6900 TOTAL OTHER REVENUE FROM LOCAL SOURCES	45,000.00	45,000.00	169,516.83	270,997.31	.00	225,997.31-	502.2-

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
*** 6000 TOTAL REVENUE FROM LOCAL SOURCES	103,280,369.00	103,280,369.00	7,501,689.04	101,696,321.14	.00	1,584,047.86	1.5
7000-000 REVENUE FROM STATE SOURCES							
7100-000 BASIC INSTRUCTIONAL SUBSIDIES							
7110-005 Basic Instructional Subsidy	13,206,877.00	13,206,877.00	13,975,282.98	13,975,282.98	.00	768,405.98-	5.8-
7140-000 Charter Schools	.00	.00	.00	.00	.00	.00	***
7160-000 Tuition - Orphans/Private Homes	500,000.00	500,000.00	917,617.36	917,617.36	.00	417,617.36-	83.5-
7170-000 School Improvement Grants	.00	.00	.00	.00	.00	.00	***
7180-000 Staff & Program Development	.00	.00	.00	.00	.00	.00	***
*** 7100 TOTAL BASIC INSTRUCTIONAL SUBSIDIES	13,706,877.00	13,706,877.00	14,892,900.34	14,892,900.34	.00	1,186,023.34-	8.7-
7200-000 Revenue for Specific Ed Programs							
7210-000 Homebound Instruction	.00	.00	.00	.00	.00	.00	***
7220-000 Vocational Education Subsidy	.00	.00	.00	.00	.00	.00	***
7230-002 Alternative Education	.00	.00	.00	.00	.00	.00	***
7240-000 Driver Education Subsidy	.00	.00	.00	.00	.00	.00	***
7270-598 Special Education Subsidy	3,603,495.00	3,603,495.00	3,919,614.95	3,919,614.95	.00	13,265.00-	***
7290-098 Additional Educational Prog Revenues	.00	.00	.00	.00	.00	316,119.95-	8.8-
*** 7200 TOTAL Revenue for Specific Ed Programs	3,603,495.00	3,603,495.00	3,919,614.95	3,932,879.95	.00	329,384.95-	9.1-
7300-000 SUBSIDIES - NONEDUCATIONAL PROGRAMS							
7310-000 Transportation Subsidy	2,800,000.00	2,800,000.00	3,076,602.02	3,076,602.02	.00	276,602.02-	9.9-
7320-049 Rental Subsidy	1,500,000.00	1,500,000.00	.00	144,304.85	.00	1,355,695.15	90.4
7330-000 Medical & Dental Subsidy	160,000.00	160,000.00	.00	.00	.00	160,000.00	100.0
7340-662 State Property Tax Reduc Allocation	4,342,453.00	4,342,453.00	.00	4,342,452.91	.00	.09	.0
*** 7300 TOTAL SUBSIDIES - NONEDUCATIONAL PROGRAMS	8,802,453.00	8,802,453.00	3,076,602.02	7,563,359.78	.00	1,239,093.22	14.1
7500-000 Extra State Grants							
7500-091 Extra State Grants	.00	.00	1,121,205.00	1,121,205.00	.00	1,121,205.00-	***
7590-000 Other State Revenue	.00	.00	.00	.00	.00	.00	***
*** 7500 TOTAL Extra State Grants	.00	.00	1,121,205.00	1,121,205.00	.00	1,121,205.00-	***
7800-000 REVENUE FROM THE COMMONWEALTH OF PA							
7810-000 STATE SHARE-SOCIAL SECURITY	2,649,000.00	2,649,000.00	2,229,776.35	2,207,504.65	.00	441,495.35	16.7
7820-000 STATE SHARE-RETIREMENT	8,931,223.00	8,931,223.00	8,644,260.08	8,567,808.06	.00	363,414.94	4.1
*** 7800 TOTAL REVENUE FROM THE COMMONWEALTH OF PA	11,580,223.00	11,580,223.00	10,874,036.43	10,775,312.71	.00	804,910.29	7.0
7900-000 REVENUE FOR TECHNOLOGY							
7910-091 Educational Technology	.00	.00	.00	.00	.00	.00	***
7920-000 Classrooms For The Future	.00	.00	.00	.00	.00	.00	***
*** 7900 TOTAL REVENUE FOR TECHNOLOGY	.00	.00	.00	.00	.00	.00	***

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Jul 12, 2016

Type of Report: SUMMARY

East Stroudsburg Area School District
YTD SUMMARY OF REVENUES
For the Period Ending 6/30/2016

Page: 3
ID: AC0836

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
*** 7000 TOTAL REVENUE FROM STATE SOURCES	37,693,048.00	37,693,048.00	33,884,358.74	38,285,657.78	.00	592,609.78-	1.6-
8000-000 REVENUE FROM FEDERAL SOURCES							
8100-000 UNRESTRICTED GRANTS-IN-AID							
8110-002 Impact Aid	500,000.00	500,000.00	506,753.14	506,753.14	.00	6,753.14-	1.4-
** 8100 TOTAL UNRESTRICTED GRANTS-IN-AID	500,000.00	500,000.00	506,753.14	506,753.14	.00	6,753.14-	1.4-
8500-000 RESTRICTED GRANTS-IN-AID - ACADEMIC							
8510-415 ECIA Chapter 1	1,922,087.00	1,922,087.00	1,786,849.13	1,858,415.00	.00	63,672.00	3.3
8540-095 N E T	.00	.00	.00	.00	.00	.00	***
8560-094 ECIA - TITLE VI	.00	.00	.00	.00	.00	.00	***
** 8500 TOTAL RESTRICTED GRANTS-IN-AID - ACADEMIC	1,922,087.00	1,922,087.00	1,786,849.13	1,858,415.00	.00	63,672.00	3.3
8600-000 RESTRICTED GRANTS-IN-AID - OTHER							
8690-094 Other Federal Grants	.00	.00	.00	.00	.00	.00	***
** 8600 TOTAL RESTRICTED GRANTS-IN-AID - OTHER	.00	.00	.00	.00	.00	.00	***
8700-000 AMERICAN RECOVERY & REINVESTMENT							
8700-983 AMERICAN RECOVERY & REINVESTMENT	.00	.00	.00	.00	.00	.00	***
8730-000	79,620.00	79,620.00	40,029.64	79,844.52	.00	224.52-	.3-
** 8700 TOTAL AMERICAN RECOVERY & REINVESTMENT	79,620.00	79,620.00	40,029.64	79,844.52	.00	224.52-	.3-
8800-000 MEDICAL ASSISTANCE(MA) REIMBURSEMENT							
8810-000 ACCESS Reimbursements	150,000.00	150,000.00	.00	300,000.00	.00	150,000.00-	100.0-
8820-000 ACCESS Administrative Claiming	150,000.00	150,000.00	50,028.48	70,083.49	.00	79,916.51	53.3
8830-000 ACCESS - Early Intervention	.00	.00	.00	.00	.00	.00	***
** 8800 TOTAL MEDICAL ASSISTANCE(MA) REIMBURSEMENT	300,000.00	300,000.00	50,028.48	370,083.49	.00	70,083.49-	23.4-
*** 8000 TOTAL REVENUE FROM FEDERAL SOURCES	2,801,707.00	2,801,707.00	2,363,660.39	2,815,096.15	.00	13,369.15-	.5-
9000-000 OTHER FINANCING SOURCES							
9100-000 SALE OF BONDS							
9120-000	.00	.00	.00	15,246,791.45	.00	15,246,791.45-	***
9130-000	.00	.00	.00	.00	.00	.00	***
** 9100 TOTAL SALE OF BONDS	.00	.00	.00	15,246,791.45	.00	15,246,791.45-	***
9200-000 PROCEEDS - EXTENDED TERM FINANCING							
9200-000 PROCEEDS - EXTENDED TERM FINANCING	2,263,377.00	2,263,377.00	710,350.79	710,350.79	.00	1,553,026.21	68.6
** 9200 TOTAL PROCEEDS - EXTENDED TERM FINANCING	2,263,377.00	2,263,377.00	710,350.79	710,350.79	.00	1,553,026.21	68.6

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GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance	% Rem.
9300-000 INTERFUND TRANSFERS							
9330-000 CAPITAL PROJECTS FUND TRANSFERS	.00	.00	.00	.00	.00	.00	***
** 9300 TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00	.00	.00	***
9400-000 SALE OF SURPLUS EQUIPMENT							
9400-001 SALE OF SURPLUS EQUIPMENT	.00	.00	.00	11,874.10	.00	11,874.10-	***
** 9400 TOTAL SALE OF SURPLUS EQUIPMENT	.00	.00	.00	11,874.10	.00	11,874.10-	***
9500-000 Refund of Prior Years Expenses							
9500-000 Refund of Prior Years Expenses	.00	.00	.00	.00	.00	.00	***
** 9500 TOTAL Refund of Prior Years Expenses	.00	.00	.00	.00	.00	.00	***
9900-000 TOTAL OTHER FINANCING SOURCES	2,263,377.00	2,263,377.00	710,350.79	15,969,016.34	.00	13,705,639.34-	605.5-
**** GENERAL FUND	146,038,501.00	146,038,501.00	44,480,058.96	158,766,091.41	.00	12,727,590.41-	8.7-

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East Stroudsburg Area School District
YTD SUMMARY OF REVENUES
For the Period Ending 6/30/2016

GENERAL FUND					
Original Budget	Adjusted Budget	Current Activity	Year-To-Date Revenues	Encumbers	Unencumbered Balance
146,038,501.00	146,038,501.00	44,480,058.96	158,766,091.41	.00	12,727,590.41-
***** GRAND TOTAL					8.7-

End of Report - 13.28.44

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Jul 12, 2016

Type of Report: SUMMARY

East Stroudsburg Area School District
YTD SUMMARY OF EXPENDITURES
For the Period Ending 6/30/2016

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GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	\$ Rem.
1000-000 INSTRUCTION							
1100-100 Salaries	31,473,559.00	31,473,559.00	15,674,972.38	26,362,110.35	.00	5,111,448.65	16.2
1100-200 Fringe Benefits	18,121,839.00	18,121,839.00	8,891,870.36	14,807,969.31	.00	3,313,869.69	18.3
1100-300 Contract Professional Services	38,100.00	41,354.12	15,231.00	16,088.00	.00	25,266.12	61.1
1100-400 Contract Maintenance Services	243,692.00	241,836.25	78,632.96	219,883.38	255.00	21,697.87	9.0
1100-500 Travel, Insurance, other Services	2,381,070.00	2,379,824.13	1,364,367.67	2,169,987.76	569.00	209,267.37	8.8
1100-600 Supplies, Books and Utilities	1,278,032.00	1,317,097.98	352,248.30	1,114,389.70	18,038.28	184,670.00	14.0
1100-700 Furniture & Equipment	56,910.00	56,619.86	20,402.45	26,764.53	2,750.00	27,105.33	47.9
1100-800 Dues & Fees	11,065.00	13,557.20	5,181.00	8,193.50	.00	5,363.70	39.6
** 1100 TOTAL REGULAR EDUCATION PROGRAMS	53,604,267.00	53,645,687.54	26,402,906.12	44,725,386.53	21,612.28	8,898,688.73	16.6
1200-100 Salaries	9,869,985.00	9,869,985.00	5,213,213.10	8,754,388.82	.00	1,115,596.18	11.3
1200-200 Fringe Benefits	7,209,405.00	7,209,405.00	3,585,485.71	6,271,341.51	.00	938,063.49	13.0
1200-300 Contract Professional Services	3,565,349.00	3,579,508.93	2,249,530.04	3,691,350.39	.00	111,841.46	3.1-
1200-400 Contract Maintenance Services	.00	592.20	592.20	592.20	.00	.00	.0
1200-500 Travel, Insurance, other Services	2,089,000.00	2,088,688.00	1,063,732.88	1,647,041.81	.00	441,646.19	21.1
1200-600 Supplies, Books and Utilities	197,900.00	139,503.21	10,858.56	71,910.89	2,220.69	65,371.63	46.9
1200-700 Furniture & Equipment	155.00	6,733.18	6,084.84	7,413.02	.00	679.84-	10.1-
1200-800 Dues & Fees	230.00	772.40	542.40	542.40	.00	230.00	29.8
** 1200 TOTAL SPECIAL EDUCATION	22,932,024.00	22,895,187.92	12,130,039.73	20,444,581.04	2,220.69	2,448,386.19	10.7
1300-100 Salaries	528,265.00	528,265.00	266,164.41	448,561.89	.00	79,703.11	15.1
1300-200 Fringe Benefits	310,731.00	310,731.00	159,429.14	264,527.29	.00	46,203.71	14.9
1300-300 Contract Professional Services	1,450.00	1,450.00	.00	.00	.00	1,450.00	100.0
1300-400 Contract Maintenance Services	.00	.00	.00	.00	.00	.00	***
1300-500 Travel, Insurance, other Services	1,884,848.00	1,884,848.00	746,041.53	1,850,010.56	.00	34,837.44	1.8
1300-600 Supplies, Books and Utilities	17,932.00	21,856.60	5,130.15	15,658.50	.00	6,198.10	28.4
1300-700 Furniture & Equipment	.00	1,387.00	1,387.00	1,387.00	.00	.00	.0
1300-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
** 1300 TOTAL VOCATIONAL EDUCATION	2,743,226.00	2,748,537.60	1,178,152.23	2,580,145.24	.00	168,392.36	6.1
1400-100 Salaries	947,350.00	947,350.00	466,420.16	783,541.68	.00	163,808.32	17.3
1400-200 Fringe Benefits	521,079.00	521,079.00	257,962.12	434,151.19	.00	86,927.81	16.7
1400-300 Contract Professional Services	735,000.00	735,000.00	571,040.64	883,710.27	.00	148,710.27-	20.2-
1400-400 Contract Maintenance Services	500.00	1,301.61	316.23	1,301.61	.00	.00	.0
1400-500 Travel, Insurance, other Services	405,150.00	405,150.00	159,789.67	273,949.94	.00	131,200.06	32.4
1400-600 Supplies, Books and Utilities	8,001.00	7,609.41	5,278.21	6,131.33	1,596.97	118.89-	1.6-
1400-700 Furniture & Equipment	.00	.00	.00	.00	.00	.00	***
1400-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
** 1400 TOTAL OTHER INSTRUCTIONAL PROGRAMS	2,617,080.00	2,617,490.02	1,460,807.03	2,382,786.02	1,596.97	233,107.03	8.9
1500-300 Contract Professional Services	10,000.00	10,000.00	4,724.45	4,724.45	.00	5,275.55	52.8
1500-500 Travel, Insurance, other Services	.00	.00	.00	.00	.00	.00	***

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East Stroudsburg Area School District
YTD SUMMARY OF EXPENDITURES
For the Period Ending 6/30/2016

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
** 1500 TOTAL NONPUBLIC SCHOOL PROGRAMS	10,000.00	10,000.00	4,724.45	4,724.45	.00	5,275.55	52.8
1600-100 Salaries	.00	.00	.00	.00	.00	.00	***
1600-200 Fringe Benefits	.00	.00	.00	.00	.00	.00	***
** 1600 TOTAL ADULT EDUCATION PROGRAMS	.00	.00	.00	.00	.00	.00	***
1700-500 Travel, Insurance, other Services	.00	.00	.00	.00	.00	.00	***
1700-600 Supplies, Books and Utilities	.00	.00	.00	.00	.00	.00	***
** 1700 TOTAL HIGHER EDUCATION PROGRAMS	.00	.00	.00	.00	.00	.00	***
1800-100 Salaries	29,560.00	29,560.00	2,858.57	17,319.50	.00	12,240.50	41.4
1800-200 Fringe Benefits	6,318.00	6,318.00	891.52	5,759.06	.00	558.94	8.8
1800-300 Contract Professional Services	.00	.00	17,615.92	20,068.38	32,847.76	52,916.14	***
1800-500 Travel, Insurance, other Services	.00	.00	.00	.00	.00	.00	***
1800-600 Supplies, Books and Utilities	1,100.00	1,100.00	3,108.11	15,731.79	.00	14,631.79	***
1800-700 Furniture & Equipment	.00	.00	5,838.09	12,767.64	.00	12,767.64	***
** 1800 TOTAL	36,978.00	36,978.00	30,312.21	71,646.37	32,847.76	67,516.13	182.6
*** 1000 TOTAL INSTRUCTION	81,943,575.00	81,953,881.08	41,206,941.77	70,209,269.65	58,277.70	11,686,333.73	14.3
2000-000 SUPPORT SERVICES							
2100-100 Salaries	2,301,679.00	2,301,679.00	1,074,512.83	2,054,922.01	.00	246,756.99	10.7
2100-200 Fringe Benefits	1,316,442.00	1,316,442.00	603,060.35	1,133,618.43	.00	182,823.57	13.9
2100-300 Contract Professional Services	830,845.00	830,846.00	562,088.13	910,081.46	.00	79,235.46	9.5
2100-400 Contract Maintenance Services	2,116.00	1,404.00	324.62	348.46	.00	1,055.54	75.2
2100-500 Travel, Insurance, other Services	58,558.00	56,372.04	4,515.39	45,353.22	.00	11,018.82	19.5
2100-600 Supplies, Books and Utilities	22,340.00	26,303.58	19,999.29	29,539.84	565.00	3,801.26	14.5
2100-700 Furniture & Equipment	285.00	285.00	.00	.00	.00	285.00	100.0
2100-800 Dues & Fees	1,760.00	1,829.00	2,826.00	3,546.00	.00	1,717.00	93.9
** 2100 TOTAL PUPIL PERSONNEL SERVICES	4,534,026.00	4,535,160.62	2,267,326.61	4,177,409.42	565.00	357,186.20	7.9
2200-100 Salaries	1,657,019.00	1,657,019.00	642,987.34	1,405,367.39	.00	251,651.61	15.2
2200-200 Fringe Benefits	893,746.00	893,746.00	300,891.83	680,059.81	.00	213,686.19	23.9
2200-300 Contract Professional Services	22,383.00	38,058.91	16,116.50	31,632.49	52,380.00	45,953.58	120.7
2200-400 Contract Maintenance Services	5,128.00	5,197.00	519.37	2,777.92	.00	2,419.08	46.5
2200-500 Travel, Insurance, other Services	56,754.00	51,560.81	25,107.16	34,416.14	3,221.56	13,923.11	27.0
2200-600 Supplies, Books and Utilities	404,650.00	396,098.80	65,652.41	370,318.21	1,366.19	24,414.40	6.2
2200-700 Furniture & Equipment	7,500.00	8,422.00	3,466.00	4,045.00	.00	4,377.00	52.0
2200-800 Dues & Fees	6,700.00	6,813.00	1,171.94	1,164.00	.00	5,649.00	82.9
** 2200 TOTAL INSTRUCTIONAL STAFF SERVICES	3,053,880.00	3,056,915.52	1,053,568.67	2,529,780.96	56,967.75	470,166.81	15.4

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GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
2300-100 Salaries	3,286,647.00	3,275,199.88	1,799,851.09	3,252,712.19	.00	22,487.69	.7
2300-200 Fringe Benefits	1,855,953.00	1,847,949.71	1,028,226.58	1,866,783.53	.00	18,833.82	1.0-
2300-300 Contract Professional Services	320,000.00	318,046.37	191,942.12	301,684.55	.00	16,331.82	5.1
2300-400 Contract Maintenance Services	77,848.00	75,731.24	14,061.20	64,861.88	446.27	10,423.09	13.8
2300-500 Travel, Insurance, other Services	220,896.00	215,245.75	44,723.07	159,735.42	7,463.94	48,046.39	22.3
2300-600 Supplies, Books and Utilities	77,160.00	66,304.31	32,934.02	65,063.05	7,092.43	5,851.17	8.8-
2300-700 Furniture & Equipment	5,000.00	10,545.47	4,540.45	6,312.37	1,708.00	2,525.10	23.9
2300-800 Dues & Fees	55,690.00	62,472.86	36,950.12	285,071.26	3,037.50	225,635.90	361.2-
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** 2300 TOTAL ADMINISTRATION SERVICES	5,899,194.00	5,871,465.59	3,153,228.65	6,002,224.25	19,748.14	150,506.80	2.6-
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2400-100 Salaries	1,204,913.00	1,204,913.00	595,846.14	1,030,969.12	.00	173,943.88	14.4
2400-200 Fringe Benefits	786,102.00	786,102.00	389,899.23	678,375.57	.00	107,726.43	13.7
2400-300 Contract Professional Services	25,250.00	25,250.00	10,885.00	24,980.00	.00	270.00	1.1
2400-400 Contract Maintenance Services	1,490.00	1,396.77	.00	1,115.00	.00	281.77	20.2
2400-500 Travel, Insurance, other Services	1,365.00	1,681.08	427.32	865.55	.00	815.53	48.5
2400-600 Supplies, Books and Utilities	19,968.00	19,581.73	6,716.24	16,075.80	627.42	2,878.51	14.7
2400-700 Furniture & Equipment	200.00	163.49	.00	.00	.00	163.49	100.0
2400-800 Dues & Fees	1,949.00	2,325.60	1,490.00	2,010.00	.00	315.60	13.6
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** 2400 TOTAL PUPIL HEALTH SERVICES	2,041,237.00	2,041,413.67	1,005,263.93	1,754,391.04	627.42	286,395.21	14.0
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2500-100 Salaries	649,817.00	649,817.00	323,184.36	624,222.83	.00	25,594.17	3.9
2500-200 Fringe Benefits	414,542.00	414,542.00	204,988.86	400,781.36	.00	13,760.64	3.3
2500-300 Contract Professional Services	15,000.00	33,000.00	3,855.67	34,817.91	.00	1,817.91	5.5-
2500-400 Contract Maintenance Services	6,500.00	6,500.00	6,747.46	9,230.39	.00	2,730.39	42.0-
2500-500 Travel, Insurance, other Services	16,800.00	22,146.57	5,518.55	21,292.67	12.44	841.46	3.8
2500-600 Supplies, Books and Utilities	15,100.00	15,100.00	4,197.45	7,541.02	760.86	6,798.12	45.0
2500-700 Furniture & Equipment	50,000.00	44,653.43	.00	.00	760.00	43,893.43	98.3
2500-800 Dues & Fees	1,000.00	1,000.00	365.56	1,217.23	.00	217.23	21.7-
--							
** 2500 TOTAL BUSINESS OFFICE SERVICES	1,168,759.00	1,186,759.00	541,146.57	1,099,103.41	1,533.30	86,122.29	7.3
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2600-100 Salaries	5,017,166.00	5,017,166.00	2,633,815.45	4,868,298.67	.00	148,867.33	3.0
2600-200 Fringe Benefits	3,686,517.00	3,686,517.00	1,837,342.49	3,578,004.85	.00	108,512.15	2.9
2600-300 Contract Professional Services	48,000.00	51,037.16	35,002.03	70,524.18	.00	19,487.02	38.2-
2600-400 Contract Maintenance Services	2,127,818.00	2,071,837.98	1,111,955.76	1,905,299.71	59,672.86	106,865.41	5.2
2600-500 Travel, Insurance, other Services	361,094.00	361,255.97	1,111.14	324,863.93	.00	36,392.04	10.1
2600-600 Supplies, Books and Utilities	1,635,158.00	1,648,385.68	698,339.03	1,154,859.42	124,924.33	368,601.93	22.4
2600-700 Furniture & Equipment	153,945.00	198,338.17	109,983.00	173,309.76	14,128.41	10,900.00	5.5
2600-800 Dues & Fees	2,500.00	1,409.62	80.00	919.00	.00	490.62	34.8
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** 2600 TOTAL OPERATION & MAINTENANCE	13,032,198.00	13,035,947.58	6,427,628.90	12,076,079.52	198,725.60	761,142.46	5.8
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2700-100 Salaries	3,422,011.00	3,422,011.00	1,967,982.06	3,385,744.88	.00	36,266.12	1.1
2700-200 Fringe Benefits	2,975,210.00	2,975,210.00	1,470,817.38	2,787,655.04	.00	187,554.96	6.3
2700-300 Contract Professional Services	16,650.00	45,553.08	16,827.81	41,205.43	.00	4,347.65	9.5

Type of Report: SUMMARY

East Stroudsburg Area School District
YTD SUMMARY OF EXPENDITURES
For the Period Ending 6/30/2016

GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
2700-400 Contract Maintenance Services	5,850.00	8,750.00	5,541.90	7,453.61	.00	1,296.39	14.8
2700-500 Travel, Insurance, other Services	1,411,823.00	1,429,623.00	1,073,251.95	1,464,867.41	11,173.21	46,417.62	3.2-
2700-600 Supplies, Books and Utilities	854,550.00	797,632.77	416,047.10	637,322.92	118,565.76	41,744.09	5.2
2700-700 Furniture & Equipment	1,843,482.00	1,843,482.00	.00	1,843,482.00	.00	.00	.0
2700-800 Dues & Fees	5,000.00	5,000.00	1,095.70	1,672.68	.00	3,327.32	66.5
** 2700 TOTAL STUDENT TRANSPORTATION SERVICES	10,534,576.00	10,527,261.85	4,951,563.90	10,169,403.97	129,738.97	228,118.91	2.2
2800-100 Salaries	1,215,007.00	1,226,454.12	608,128.56	1,189,205.17	.00	37,248.95	3.0
2800-200 Fringe Benefits	800,102.00	808,105.29	394,047.93	780,455.21	.00	27,650.08	3.4
2800-300 Contract Professional Services	200,228.00	183,269.90	8,973.46	49,282.79	4,340.00	129,647.11	70.7
2800-400 Contract Maintenance Services	143,989.00	124,504.82	6,367.70	101,354.66	.00	23,150.16	18.6
2800-500 Travel, Insurance, other Services	179,050.00	207,094.94	101,186.47	196,352.74	3,502.23	7,239.97	3.5
2800-600 Supplies, Books and Utilities	483,998.00	491,715.47	267,518.73	616,485.23	3,490.06	128,259.82	26.1-
2800-700 Furniture & Equipment	2,579,077.00	2,581,195.00	828,414.45	1,007,676.48	12,824.95	1,560,693.57	60.5
2800-800 Dues & Fees	7,680.00	8,111.19	903.00	3,783.00	150.00	4,178.19	51.5
** 2800 TOTAL CENTRAL SUPPORT SERVICES	5,609,131.00	5,630,450.73	2,195,787.38	3,944,595.28	24,307.24	1,661,548.21	29.5
2900-100 Salaries	.00	.00	.00	.00	.00	.00	***
2900-200 Fringe Benefits	.00	.00	.00	.00	.00	.00	***
2900-500 Travel, Insurance, other Services	51,000.00	51,000.00	45,725.60	45,725.60	.00	5,274.40	10.3
2900-600 Supplies, Books and Utilities	.00	.00	.00	.00	.00	.00	***
** 2900 TOTAL OTHER SUPPORT SERVICES	51,000.00	51,000.00	45,725.60	45,725.60	.00	5,274.40	10.3
*** 2000 TOTAL SUPPORT SERVICES	45,924,001.00	45,936,374.56	21,641,240.21	41,798,713.45	432,213.42	3,705,447.69	8.1
3000-000 NONINSTRUCTIONAL SERVICES							
3200-100 Salaries	1,296,545.00	1,278,186.20	650,909.46	1,182,043.84	.00	96,142.36	7.5
3200-200 Fringe Benefits	519,415.00	519,415.00	253,270.21	461,318.66	.00	58,096.34	11.2
3200-300 Contract Professional Services	147,682.00	162,363.04	121,843.80	162,176.80	.00	186.24	.1
3200-400 Contract Maintenance Services	113,584.00	115,107.43	56,611.20	71,829.82	26,275.49	17,002.12	14.8
3200-500 Travel, Insurance, other Services	254,687.00	249,296.78	46,299.40	125,558.30	2,165.05	121,573.43	48.8
3200-600 Supplies, Books and Utilities	210,363.00	212,462.71	73,114.53	185,806.30	9,397.64	17,258.77	8.1
3200-700 Furniture & Equipment	16,200.00	11,400.69	4,539.81	4,539.81	4,740.00	2,120.88	18.6
3200-800 Dues & Fees	31,386.00	39,695.51	11,315.48	33,607.08	370.00	5,718.43	14.4
** 3200 TOTAL STUDENT ACTIVITIES	2,589,862.00	2,587,927.36	1,217,903.89	2,226,880.61	42,948.18	318,098.57	12.3
3300-100 Salaries	65,913.00	65,913.00	38,366.29	65,946.30	.00	33,330.00	.1-
3300-200 Fringe Benefits	42,107.00	42,107.00	15,177.61	36,607.46	.00	5,499.54	13.1
3300-300 Contract Professional Services	30,950.00	30,950.00	43,836.91	95,367.10	9,848.13	74,265.23	240.0-
3300-500 Travel, Insurance, other Services	800.00	800.00	.00	.00	153.00	647.00	80.9
3300-600 Supplies, Books and Utilities	41,200.00	41,200.00	24,623.26	47,333.97	3,412.17	9,546.14	23.2-
3300-800 Dues & Fees	.00	.00	112.00	112.00	.00	112.00	***
** 3300 TOTAL COMMUNITY SERVICES	180,970.00	180,970.00	122,116.07	245,366.83	13,413.30	77,810.13	43.0-

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GENERAL FUND

	Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
3400-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
** 3400 TOTAL	.00	.00	.00	.00	.00	.00	***
*** 3000 TOTAL NONINSTRUCTIONAL SERVICES	2,770,832.00	2,768,897.36	1,340,019.96	2,472,247.44	56,361.48	240,288.44	8.7
4000-000 FACILITIES CONSTR. & IMPROVEMENT							
4100-300 Contract Professional Services	.00	.00	.00	.00	.00	.00	***
** 4100 TOTAL SITE ACQUIS. & IMPROVEMENT , NEW	.00	.00	.00	.00	.00	.00	***
4200-400 Contract Maintenance Services	.00	.00	.00	.00	.00	.00	***
** 4200 TOTAL SITE IMPROVEMENT, REPLACEMENT	.00	.00	.00	.00	.00	.00	***
*** 4000 TOTAL FACILITIES CONSTR. & IMPROVEMENT	.00	.00	.00	.00	.00	.00	***
5000-000 OTHER FINANCING							
5100-800 Dues & Fees	8,701,469.00	8,701,469.00	3,736,378.82	9,494,885.60	.00	793,416.60-	9.1-
5100-900 Transfers/Contrib. to Other Funds	11,023,524.00	11,023,524.00	3,498,772.12	25,029,742.93	.00	14,006,218.93-	127.1-
** 5100 TOTAL GENERAL OPERATING DEBT SERVICE	19,724,993.00	19,724,993.00	7,235,150.94	34,524,628.53	.00	14,799,635.53-	75.0-
5200-800 Dues & Fees	.00	.00	.00	.00	.00	.00	***
5200-900 Transfers/Contrib. to Other Funds	.00	.00	.00	4,400,000.00	.00	4,400,000.00-	***
** 5200 TOTAL DEBT SERVICE & OTHER FUND TRANSFERS	.00	.00	.00	4,400,000.00	.00	4,400,000.00-	***
5400-900 Transfers/Contrib. to Other Funds	.00	.00	.00	.00	.00	.00	***
** 5400 TOTAL	.00	.00	.00	.00	.00	.00	***
5800-200 Fringe Benefits	.00	.00	37,607.16-	1,617,829.47	.00	1,617,829.47-	***
** 5800 TOTAL SUSPENSE ACCOUNT	.00	.00	37,607.16-	1,617,829.47	.00	1,617,829.47-	***
5900-800 Dues & Fees	350,000.00	329,255.00	.00	.00	.00	329,255.00	100.0
** 5900 TOTAL BUDGETARY RESERVE	350,000.00	329,255.00	.00	.00	.00	329,255.00	100.0
*** 5000 TOTAL OTHER FINANCING	20,074,993.00	20,054,248.00	7,197,543.78	40,542,458.00	.00	20,488,210.00-	102.2-
**** GENERAL FUND	150,713,401.00	150,713,401.00	71,385,745.72	155,022,688.54	546,852.60	4,856,140.14-	3.2-

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GENERAL FUND

Original Budget	Adjusted Budget	Current Activity	Year-To-Date Expenditures	Encumbers	Unencumbered Balance	% Rem.
150,713,401.00	150,713,401.00	71,385,745.72	155,022,688.54	546,852.60	4,856,140.14-	3.2-

***** GRAND TOTAL

End of Report - 13.28.51