

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

MAY 16 2017

Contract for In-District Services

Name of Provider: Laryn ProkopEmployee # 5504Date(s) of Services: June 10, 2017 through August 3, 2017Title of Presentation/Service: Title I Summer Reading/STEM ProgramPurpose of Presentation/Service: Summer Program TeacherTotal Time Required for Presentation/Service: 80 hours of instruction, plus 16 hours planning time. Not to exceed a total of 96 hoursPresentation/Service Facility: Middle Smithfield Elementary SchoolMaximum Number of Participants: n/aPresentation/Service Rate: \$28.56 per hourTotal Estimated Cost of Proposed Presentation/Service: Not to exceed \$2,741.76Budget Account Number to be charged: Title I: 10-1420-120-440-10-00-92(Munis #: 10-1192-121-412-10-214-000-205-9192)Audio/Visual Equipment Needed: n/a

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

Signature of Initiator: [Signature]

Initiator sends to Provider to sign

5/2/17

DATE

Signature of Provider: Laryn M. Prokop

Provider sends to Assistant Superintendent for Curriculum & Instruction

5/2/17

DATE

Approvals:

Assistant Superintendent

For Curriculum & Instruction: [Signature]

Send to the Superintendent's Office

5/16/17

DATE

After Board Approved

Board Approval Date _____

Superintendent: _____

Send back to the Initiator

DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____

Initiator will distribute the copies:

- ☐ Business Office (payroll) for payment
- ☐ Human Resources – Place in Presenter's File
- ☐ Staff Development Secretary
- ☐ Initiator
- ☐ Provider

10

PRINTED 5/2/2017 9:39 AM

To: SupT.'s office 5/22/17

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 21st day of April, 2017, 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 Sherman Theater (the "Contractor") of _____

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

Rental, Set up and breakdown of 850 chairs for 2017 Graduation located in the East Stroudsburg North High School Gymnasium

Location of Services: East Stroudsburg North High School Gymnasium

Effective Date: June 5th -June 8th, 2017

Professional Fee:

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

b) Fixed Rate: \$ 1987.50

c) Are expenses included ☒ YES ☐ NO

If no, please itemize:

Budget Code: 10-2380-891-000-30-819-000-000-0000 ____Dept. ESN 2017 Graduation

District Initiator: Steve Zall Signature _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

12

Transportation Department

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

Field Trip: 02462

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

*-Required Fields

Requested: 04/06/17 13:30 PM By: Polmounter, Amy
Status: ☒ Level 2 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: HS South - (18)
* School: E Stroudsburg HS - S / 2
* Department: HSS
* Activity: HS South

Contact

* Contact: Amy Polmounter
* Phone: 5709563729 *Phone Ext: 20106
* Email: amy-polmounter@esasd.net

Departure

* Depart Date: 6/26/2017 * Time: 03:30 AM
* Return Date: 7/3/2017 * Time: 11:30 PM
Departure: E Stroudsburg HS - S / 2
Notes: NO BUS NEEDED

Destination

* Destination: Anaheim CA
* Street: 700
* City: Anaheim
* State: PA * Zip: 92802
Contact:
Title:
Phone:
Fax:
Email:
Notes:


Directions

Directions:

23 Approved PKM
5/17/17

Rym - Needs your approval.

Transportation Department

infofinder le  Mark

Home Students Trips Field Trips Reports Options

Ladyruds to put on agenda ~

Field Trip: 02475

Main Notes Documents History

*-Required Fields

Requested: 04/11/17 14:07 PM By: Polmouter, Amy

Status: Level 2 - Request Approved

Change To: [Select New Status]

Comments:

April 26th
Appd. by Mike Catrillo

* Field Trip Name: HS South

* School: E Stroudsburg HS - S / 2

* Department: HSS

* Activity: HS South

Contact

* Contact: Amy Polmouter

* Phone: 5709563729

* Phone Ext: 20420

* Email: amy-polmouter@esasd.net

Departure

* Depart Date: 5/31/2017

* Time: 07:30 AM

* Return Date: 5/31/2017

* Time: 04:00 PM

Departure: [Select One]

Notes: Pick up in the back of the school

Destination

* Destination: New York Madison Square Garden and Lunch

* Street: 4 Pennsylvania Plaza

* City: New York

* State: NY

* Zip: 10001

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

77.4 miles

24

Approved RKM
5/17/17