

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: June 18, 2018

	305. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.
2. Authority SC 1101, 1106, 1148	<p>The Board shall approve annually the names of potential substitute professional/classified/support personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p>
3. Guidelines	<p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district and the candidate has satisfied legal pre-employment requirements. Retroactive employment shall be recommended to the Board at the next meeting.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p>
SC 111.1	The district shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.
SC 111, 111.1	Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report

	such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.
SC 111 Title 22 Sec. 8.1 et seq 6344	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, and FBI Criminal History Record; and the district has evaluated the results of the screening process.
42 U.S.C. Sec. 653a	The school district shall submit a New Hire Report for each employee required to be reported by law.
	<b><u>Compensation</u></b>
	<i><u>Classified/Support Substitute and Short-Term Employees</u></i>
SC 406	The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified/support employee.  Substitutes for classified/support employees will be paid at an hourly rate set annually by the Board for the various classes of substitute and short-term employees.
	<i><u>Substitute Teachers and Other Professional Staff</u></i>
SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq	A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
SC 1148	Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.
SC 1148	A substitute employed for a full marking period or more for a professional employee on leave for a specified period will be compensated at a per diem rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such employee.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term support employment.  The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.



305. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES - Pg. 3

	<p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate and status as employees, schedule of work, and other matters to enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec 111, 111.1, 506, 510, 1101, 1106, 1109, 1148, 1201</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec 6301 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1</p> <p>Board Policy – 104, 304, 404, 504</p>
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# EAST STROUDSBURG AREA SCHOOL DISTRICT

NO.: 816

SECTION: OPERATIONS

TITLE: SOCIAL MEDIA POLICY

ADOPTED: July 18, 2011

REVISED: June 18, 2018

	816. SOCIAL MEDIA POLICY
1. Purpose	<p>1. The purpose of the East Stroudsburg Area School District ("School District" or "ESASD") Social Media Policy is to govern the use of social media by students, employees, and Guests (collectively "Users") on behalf of the School District with the aim to accomplish the School District's mission and business.</p> <p>2. The School District recognizes the value of using social media platforms to send and receive information for the purpose of enhancing the School District's learning experiences for students and employees, to share information about the School District, to promote and generate communication with the School District's community to assist in policy-making decisions, and to teach responsible and safe use of social media platforms.</p> <p>3. A social media blunder is a critical problem with the potential to injure students, employees, Guests, and others, to lose confidential information and data, to set back any progress that the School District has previously made, and to subject the User or the School District to litigation.</p>
2. Definitions	<p><b>Guests</b> – include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, school board members, independent contractors, vendors, and School District consultants.</p> <p><b>Social Media</b> – includes websites and apps that are online platforms of communities that involve interactive communication, collaboration, and content sharing. Examples of platforms include blogs, microblogs (Twitter), social networks (Facebook), media sharing (YouTube), Wikis (Wikipedia), virtual worlds (Second Life) and apps (Snapchat and Instagram). Due to the changing nature of social media, new platforms, services, websites and apps are likely to be developed in the future. Users and the School District will need to keep updated to the advantages and disadvantages of the new social media and act wisely. Social media use includes communicating, collaborative sharing, and reaching Users for educational purposes through School District provided websites, apps,</p>

	<p style="text-align: center;"><b>816. SOCIAL MEDIA POLICY</b></p> <p>platforms, resources, or documents. Examples include, but are not limited to: Google Apps, Ning, Teacher Tube, and Moodle.</p>
<p>3. Authority</p> <p>24 P.S. § 5-510</p> <p>22 Pa. Code §§ 235.2, 235.4, 235.5, 235.10, 235.11</p>	<ol style="list-style-type: none"> <li>1. The School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over <i>the School District's</i> CIS<sup>1</sup> Systems and to monitor (electronic or otherwise), record, check, track, log, access or otherwise inspect its CIS Systems.</li> <li>2. In addition, <i>in accordance with the law</i>, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored <i>on User's</i> personal computers, Electronic Communication Devices ("ECD's"), networks, internet, Electronic Communication Systems, and in databases, files, apps, software, and media that contain School District information and data.</li> <li>3. Also, <i>in accordance with the law</i>, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored <i>on another entity's</i> computer or ECD when Users bring and use another entity's computer or ECD to a School District location, event, or connect it to the School District network and/or systems, and/or that contains School District programs, or School District information and data.</li> <li>4. The above applies no matter where the use occurs whether brought onto School District property, to the School District's Virtual Academy, to School District events, or connected to the School District network, or when using mobile commuting equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, website, app, as well as by other means. All actions must be conducted pursuant to the law, assist in the protection of the School District's resources, insure compliance with School District Policies, regulations, rules, and procedures, app, social media and internet service providers ("ISPs") terms (if they are lawful), and local, state, and federal laws ("School District Policies and Other Legal Requirements.").</li> </ol>

<sup>1</sup> "CIS Systems" - Computers, ECDs, networks, Internet, Intranet, Electronic Communications Systems and services, information and data systems and services, databases, files, software, and media. See ESASD Acceptable Use Policy #815.

<p>4. Delegation of Responsibility</p>	<p style="text-align: center;"><b>816. SOCIAL MEDIA POLICY</b></p> <p>5. The School District will cooperate to the extent legally required with social media sites, ISPs, apps local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.</p> <p>1. The School District intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the School District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with School District Policies and Other Legal Requirements.</p> <p>2. Users must immediately report any violations or suspicious activities to the Superintendent, and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy and provided in other relevant School District policies and regulations, rules and procedures. <u>If a User believes there is a conflict in the requirements they are to comply with they must bring the matter to the attention of their supervisor, teacher, or administrator who will in turn assist the User.</u></p> <p>3. It is the responsibility of all Users to carefully consider their behavior and what they place online when communicating with or “friending” any individual. The Director of Technology, or designee, is authorized to access Users’ postings on public locations and on School District servers, hard drives, systems, and networks under the direction of the Superintendent, and/or designee, law enforcement, a court order, a subpoena or other legal action or authority. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. Users should note that information that they place in social media and designate as private likely can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways.</p> <p>4. The Superintendent, and/or designee, is hereby granted the authority to create and enforce additional administrative regulations, procedures, and rules to carry out the purpose of this Social Media Policy. The administrative regulations, procedures, and rules accompanying this Policy must include among other items guidance in implementing and using School District educational social media and other social media, and the responsibility of Users for their own behavior when communicating with social media. See ESASD Social Media Administrative Regulation – Employees # 816-AR-E;</p>
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<p>5. Regulations</p>	<p style="text-align: center;"><b>816. SOCIAL MEDIA POLICY</b></p> <p>ESASD Social Media Administrative Regulation – Students #816-AR-S; and ESASD Social Media Administrative Regulation – Guests #816-AR-G.</p> <ol style="list-style-type: none"> <li>1. It is often necessary to access Users’ School District accounts in order to perform routine maintenance and for other legal reasons. System administrators have the right to access by interception, and to access the stored communication of Users’ accounts for any reason in order to uphold this Policy, accompanying administrative regulations, the law, and to maintain the system. Users should have no expectation of privacy in the contents or transmission of their personal files or any of their use of the School District’s CIS Systems.</li> <li>2. <b>USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT’S CIS SYSTEMS, AND THE SCHOOL DISTRICT’S AUTHORIZED THIRD PARTIES’ SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS.</b> The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all School District CIS systems, and authorized third parties’ systems, and to monitor and allocate files server space. Users of the School District’s CIS Systems, and third-party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by the School District, and to monitor and allocate files server space. Passwords and message delete functions do not restrict the School District’s ability or right to access such communications or information.</li> <li>3. <u>Users are responsible for their own behavior when communicating with social media, including apps. They will be held accountable for the content of the communications that they state/post on social media locations.</u> Users are responsible for complying with the School District’s employee, student, and guest conduct requirements. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.</li> <li>4. Inappropriate communications may not be included in Users’ social media, including but not limited to (i) confidential, personally identifiable, and sensitive School District information about students, employees, and Guests; (ii) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences, (iii) defamatory or discriminatory statements and images, (iv) proprietary information of the School District and/or a School District’s vendor, (v) infringed upon intellectual property, such as copyright ownership, and circumvented</li> </ol>
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	<p style="text-align: center;"><b>816. SOCIAL MEDIA POLICY</b></p> <p>technology protection measures, (viii) terroristic threats, (ix) unlawful threats against students, employees, and Guests, and (x) illegal items and activities.</p>
47 U.S.C. § 254 (5)(B)(iii)	<p>5. Users may not use their personal computers, devices, services, systems, and networks to access School District blocked and unauthorized social media sites and apps during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements, unless they are permitted to do so by School District policy, administrative regulation, or by approval from the authorized employee, such as a teacher, principal, or administrator. The School District may block some social media sites, including apps, from use on its computers, devices, servers, networks, and systems. Users may not circumvent technology protection measures used by the School District.</p> <p>6. Where Users place their communication in “privacy” marked social media, including apps, they cannot expect that their information will not be disclosed by a person within their “private marked group”. Such information may be disclosed by others within the “private group”, or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. The School District may be provided this information and be required to investigate it further. Information that the School District obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular User is involved.</p> <p>7. Information that a User deleted may be able to be recovered indefinitely by the School District.</p> <p>8. The Superintendent, or designee, must provide training for employees and instructional sessions for students and, if appropriate, for Guests to assist them in knowing the importance of and how to appropriately use social media, including apps, and how to comply with the requirements of School District Policies and Other Legal Requirements.</p>
16 C.F.R. Part 255	<p>9. A User who has a material connection with the School District and endorses a School District product or service may have an obligation to disclose that relationship when the User makes such a statement using social media. The User should contact the Superintendent, and/or designee, to assess the various factors applicable in determining whether disclosure is applicable.</p> <p>10. Users may not use the name of the “East Stroudsburg Area School District” or its logo or mark in any form on the School District’s Internet pages, websites, apps, and social media, and on websites, apps, and social media not owned or related to the School District, or in forums/discussion boards, to express or</p>

<p>22 Pa. Code §§ 235.2, 235.4, 235.5, 235.10, 235.11</p>	<p style="text-align: center;"><b>816. SOCIAL MEDIA POLICY</b></p> <p>imply the official position of the School District without the expressed, written permission of the Superintendent, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position of the School District.</p> <p>11. <u>Consequences for Inappropriate, Unauthorized and Illegal Use</u></p> <p>General rules for behavior, ethics, and communications apply when using social media, in addition to the stipulations of School District Policies and Other Legal Requirements. Violations may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings. This will be handled on a case-by-case basis. This Policy, and its accompanying administrative regulation, incorporate all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, Code of Student Conduct, Acceptable Use Policy, its accompanying administrative regulation, and guidelines, and copyright, property, curriculum, terroristic threat, vendor access, harassment, and discrimination policies.</p> <p>Further Reference: ESASD Board Policies, Administrative Regulations, Rules, Guidelines and Procedures</p>
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**PSBA 2018 DELEGATE ASSEMBLY  
CERTIFICATION OF VOTING DELEGATES**

The PSBA Bylaws authorize school districts of the **second class** to appoint **three voting delegates** to the 2018 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 Friday, Oct. 19, 2018 in conjunction with the PASA-PSBA School Leadership Conference.

**Board Secretaries are requested to complete this certification form and return it to PSBA by June 29, 2018. Please send to the attention of Daphney Horcher, Pennsylvania School Boards Association, by mail at 400 Bent Creek Blvd. Mechanicsburg, PA 17055, by fax at (717) 506-2450 ext. 3000, or via email at [daphney.horcher@psba.org](mailto:daphney.horcher@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: \_\_\_\_\_

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

2. **Name:** \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

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

3. **Name:** \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

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

Name of board president: \_\_\_\_\_

Signature of board president: \_\_\_\_\_

Telephone & email of board president: \_\_\_\_\_

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

Name of board secretary: \_\_\_\_\_

Signature of board secretary: \_\_\_\_\_

Telephone & email of board secretary: \_\_\_\_\_

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

# Transportation Department



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

## Field Trip: 03965

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

### \*-Required Fields

\*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 6/22/2018)

Requested: **04/16/18 12:59 PM By: Polmounter, Amy**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

\* Field Trip Name: HS South - (16)  
 \* School: E Stroudsburg HS - S / EHS  
 \* Department: HSS  
 \* Activity: HS South

### Contact

\* Contact: Amy Polmounter  
 \* Phone: 570-956-3729 (Cell) \*Phone Ext: 20423  
 \* Email: amy-polmounter@esasd.net

### Departure

\* Depart Date: 6/26/2018 \* Time: 08:00 AM  
 \* Return Date: 7/2/2018 \* Time: 05:00 PM  
 Departure: Stroudsburg High School / SHS  
 Notes: NO BUS NEEDED - PA FBLA is arranging a charter bus for the region schools. Times for trips may change, PA FBLA did not release the information yet

### Destination

\* Destination: Baltimore, FBLA National Leadership Conference  
 \* Street: Hotel not assigned yet from PA FBLA  
 \* City: Baltimore  
 \* State: MD \* Zip: 21201  
 Contact: Bruce Boncal, PA FBLA Director  
 Title:  
 Phone: Phone Ext:  
 Fax:  
 Email:  
 Notes:

### Directions

Directions: PA FBLA is running a charter bus to the conference from Stroudsburg HS

### Trip Details

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\* Equipment: CHARTER BUS

Classification: [Select One]

\* Number of Students: 9

\* Number of Wheel Chairs: 0

\* Estimated Miles: 0

\* Estimated Hours: 0

\* Number of Adults: 1

\* Number of Vehicles: 0

\* Estimated Cost: 0

**Invoicing Information:**

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date	
EHS STUDENT ACTIVITY FUND (HSS/HS South )	0.00		4/27/2018	6/26/2018	
[Select One]					
Rows: 1		Total: 0.00			

Delete Request

\*Map It!

Cancel/Return to List

Save

\*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

► \*2017-2018 Restored from 10-7-17 0406AM

Logged In: Wisotsky, Debra  
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**EAST STROUDSBURG AREA SCHOOL DISTRICT  
SENIOR HIGH SCHOOL – NORTH**

279 Timberwolf Drive • Dingmans Ferry, Pennsylvania 18328 • (570) 588-4420 • Fax # (570) 588-4421

**Benjamin J. Brenneman**  
Principal

**Joshua Fuller**  
Assistant Principal

**Renee Stevens**  
Assistant Principal

**Ryan Delong**  
Dean of Students

Date: May 10, 2018

To: Pocono Hills Golf Course at The Villas

From: East Stroudsburg Area School District North Athletic Office

Re: Facility Agreement for 2018 East Stroudsburg North Golf Team

This is a memorandum of the understanding between the East Stroudsburg Area School District and Pocono Hills Golf Course at the Villas for the 2018-2019 School Year.

- Pocono Hills will donate the use of its entire facility, meaning its clubhouse, parking area, and 18-hole golf course to the East Stroudsburg North Golf Team during the 2018-19 school year at no cost to the district, at those dates and times as Pocono Hills 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 Pocono Hills facility.
- Any day that a coach is present at Pocono Hills with any student-athletes will be considered a practice 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 the usual student rate of \$19.00 for use of play. Any guests that accompany the golf team members will be required to pay normal greens and cart fees per Pocono Hill's established pricing. It is also understood that the golf team members will not hold a practice on the weekends and golf team members will pay normal greens and cart fees if they choose to book tee times over the weekends.
- The East Stroudsburg North Golf Team agrees to follow all rules and regulations set forth by Pocono Hills.
- The East Stroudsburg North Golf Team agrees to purchase its golf balls, gloves and tees from the Pocono Hills Proshop as needed for the duration of the season.
- The East Stroudsburg Area School District North Athletic Director agrees to work with Pocono Hills Golf Course at the Villas regarding the team schedule and play dates as to not interfere with outings scheduled at the Pocono Hills Course. All final scheduling determinations are solely at the discretion of Pocono Hills Golf Course at the Villas, which discretion will not be unreasonable exercised.

This is a one year agreement between the East Stroudsburg Area School District and the Pocono Hills Golf Course at the Villas. This will be renewed yearly as long as both parties agree to the terms of the agreement. Both Parties will sign this agreement and be provided a copy

ESASD Representative Name (Print)

Greg Huffman

Pocono Hills Representative Name (Print)

ESASD Representative Signature

[Signature]

Pocono Hills Representative Signature

Date

5/16/18

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

# EAST STROUDSBURG AREA SCHOOL DISTRICT



## East Stroudsburg Area Senior High School-South

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

Denise S. Rogers, Athletic Director

Date: May 1, 2018  
To: Stroud Township – Yetter Park  
From: East Stroudsburg Area School District Athletic Office  
Subject: Facility Agreement for 2018 East Stroudsburg South Cross Country Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Stroud Township for use of the Yetter Park for the 2018-19 School Year.

- Stroud Township will donate the use of Yetter Park to the East Stroudsburg South Cross Country Team for its scheduled home meet on Tuesday, October 2, 2018, from approximately 2pm – 7pm at no cost to the district. This donation includes use of the walking paths and course maintenance for the school district and visiting teams.
- Stroud Township also agrees to allow the visiting teams to practice at the Yetter Park on Friday, September 28, 2018 and Saturday, September 29, 2018, if needed.
- In the case of inclement weather the East Stroudsburg Area School Athletics Director agrees to work with Stroud Township on a rescheduled date, preferably October 4, 2018 weather permitting.
- The East Stroudsburg Area School District will provide security to assist with the course on the date of the meet.
- The East Stroudsburg Area School District will also provide a proof of insurance to Stroud Township for use of the Yetter Park.

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

Denise Rogers  
ESASD Representative Name (Print)

Denise Rogers  
ESASD Representative Signature

4/26/18  
Date

DARYL A. EPPLEY  
Stroud Township Representative  
Name (Print)

Daryl A. Eppley  
Stroud Township Representative  
Signature

5-27-2018  
Date



**Pennsylvania School-Based ACCESS Program (SBAP)  
Local Education Agency Agreement to Participate  
FY 2018 – 2019**

The School-Based ACCESS Program (SBAP) is administered by the Department of Human Services (DHS) and its contractors, Public Consulting Group (PCG) and Sivic Solutions Group (SSG).

The \_\_\_\_\_ (LEA name) agrees to participate in the SBAP by signature of its authorized representative below, and acknowledges that it will:

- **Comply** with all applicable State and Federal statutes and regulations, and policies which pertain to participation in the Pennsylvania Medical Assistance (MA) Program; and
- **Assign** a representative of the LEA to participate in SBAP training designated as mandatory; and
- **Participate** in the Random Moment Time Study (RMTS); and
- **Submit** compensable direct service claims; and
- **Complete** annual cost reconciliation/cost settlement of direct service claiming.

**Direct Service Claiming Process and Fees:**

All claims paid under the SBAP will be deposited into a restricted receipt account managed by the Commonwealth's Comptroller Operations.

Monthly processing fees will be deducted from the LEA's restricted receipt account and remitted to PCG.

Dates of Service 7/1/18 to 6/30/19	
Direct Service	\$0.33/claim
Transportation	\$0.19/claim

Funds can be withdrawn by submitting PDE Form 352 (School Age) or 352 M (for EI programs) to the Pennsylvania Department of Education, Bureau of Special Education along with a brief description of the intended use of the funds. Funds must be used to enhance and supplement the special education program within the LEA.



**Medicaid Administrative Claim (MAC) Process and Fees:**

The LEA must receive direct service claiming reimbursement in order to receive and retain MAC reimbursement.

The LEA will provide the information and data to PCG which is needed to conduct the three (3) quarterly time studies.

The LEA will receive 25% of documented and approved administrative costs less PCG's processing fee associated with administrative claiming.

PCG's processing fee for each billable administrative claim unit submitted under the program is 50% of the LEA share, up to a maximum of \$500, per quarter. (For example, if the LEA share is \$600.00, the processing fee will be \$300.00)

DHS will receive 25% of the documented and approved administrative costs.

MAC payments are issued via direct deposit to the bank account identified by the LEA and not deposited in its restricted receipt account.

Signature of LEA Representative: \_\_\_\_\_

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

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

**RETURN COMPLETED FORM TO PCG VIA  
FAX (717) 884-7799 OR EMAIL [SBAPsupport@pcgus.com](mailto:SBAPsupport@pcgus.com)**

## East Stroudsburg Area School District

Position Description -

**Division/Department:** Curriculum

**Location:** Central Administration

**Job Title:** Coordinator of Federal Programs/Grants

**Reports to:** Assistant Superintendent of Curriculum and Instruction

**Terms of Employment:**

Administrative Compensation Plan  
Coordinator  
12-months

**Evaluation:**

Annual  
Administrative Compensation Plan  
Assistant Superintendent of Curriculum and Instruction

**Qualifications:**

Master's degree in education with advanced studies in administration with emphasis on grant writing.

Current Act 34 and Act 151 Clearances as required by the laws of Pennsylvania.

Has current FBI Clearance

Knowledge of federal and state laws which impact on entitlement grants.

Knowledge and skill in the use of the technology

Such alternatives to the above qualifications which the Board and Administration find reasonable and appropriate to accept.

**Primary Function:**

To utilize all federal/private funding opportunities to as great an advantage as possible to benefit the educational excellence of the District's programs, facilities and personnel.

**Essential Functions:**

1. Develops, writes, monitors and evaluates the various programs funded by the Federal Government and prepares an annual report and budget summarizing these activities.
2. Remains up-to-date on changing laws and requirements concerning federally funded programs
3. Analyzes various statistical data (State Assessment, PIMS Reports, etc.) to determine areas of strengths/weaknesses that need to be addressed in the district.
4. Performs other duties as assigned by the Assistant Superintendent for Curriculum and Instruction or the Superintendent.

## Position Specifications

<p><b><u>Physical Demands:</u></b></p> <ol style="list-style-type: none"> <li>1. The employee frequently is required to stand, walk and sit.</li> <li>2. The employee is occasionally required to reach with hands and arms.</li> </ol> <p><b><u>Sensory Abilities:</u></b></p> <ol style="list-style-type: none"> <li>1. While performing the duties of this job, the employee is regularly required to talk or hear.</li> <li>2. Specific vision abilities required by this job include close vision and depth perception.</li> </ol>	<p><b><u>Work Environment:</u></b></p> <p>Indoor/office with travel</p> <p><b><u>Temperament:</u></b></p> <ol style="list-style-type: none"> <li>1. Optimistic or positive, especially in difficult or challenging situations</li> <li>2. Emotionally stable and calm</li> </ol> <p><b><u>Specific Skills:</u></b></p> <ol style="list-style-type: none"> <li>1. Working knowledge of Microsoft Office and/or Google product suite(s)</li> <li>2. Strong and effective communication, interpersonal and organizational skills</li> </ol>	<p><b><u>Cognitive Ability:</u></b></p> <ol style="list-style-type: none"> <li>1. Ability to perceive abstract patterns and connections in data and to generate new information from existing data.</li> <li>2. Ability to judge the validity of data logically through collection and analysis based on rules and criteria.</li> <li>3. Ability to analyze, organize and prioritize competing demands, projects and tasks</li> </ol> <p><b><u>License:</u></b></p> <p>NA</p>
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### East Stroudsburg Property And Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of East Stroudsburg Area School District. It may not be used for personal profit or gain and will be relinquished to the East Stroudsburg Area School District upon termination of employment from the East Stroudsburg Area School District.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for the position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

### Adoptions:

Original adoption by the Board of Directors on :

I, \_\_\_\_\_, have read and understand the duties and responsibilities as outlined in the above position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*East Stroudsburg Area School District is an Equal Opportunity Employment, Educational/Service Organization.*

## East Stroudsburg Area School District

### Position Description

**Division/Department:** Administrative Services

**Location:** Administration Center

**Job Title:** Child Accounting Coordinator

**Reports to:** Director of Administrative Services

**Terms of Employment:**

Administrative Compensation Plan  
Coordinator  
12-months

**Evaluation:**

Annual  
Administrative Compensation Plan  
Director of Administrative Services

**Qualifications:**

1. Baccalaureate Degree in Education or other relevant area (preferred)
2. Five (5) years related work experience (preferred)
3. Experience and/or knowledge of Child Accounting requirements for public school systems
4. Act 34, Act 114, Act 151 and other clearances as required by federal and state regulations

**Primary Function:**

The Child Accounting Coordinator performs duties related to child accounting procedures and regulations within the scope of the East Stroudsburg Area School District mission. This position is responsible for coordinating tasks related ensuring compliance with all Pennsylvania Department of Education and federal child accounting regulations. This position must also work collaboratively with other staff to ensure child accounting procedures are followed.

**Essential Functions:**

1. Interpret Pennsylvania Department of Education (PDE) guidelines and district policies and regulations as it relates to federal and state child accounting procedures, record keeping and reporting
2. Responsible for the accurate collection and reporting of all data relating to student membership for the district's basic education funding and submitting those reports to the applicable agencies
3. Assist in the management of the student information system, the district data warehouse system and the state data information system to ensure compliance with all child accounting regulations
4. Works collaboratively with the District's Pennsylvania Information Management System (PIMS) Data Coordinator to ensure that all deadlines for the submission of District data to the PDE are met
5. Download and upload various student files to and from the district's student information system (SIS)
6. Develop and annually revise a child accounting handbook, procedures and applicable forms including, but are not limited to, PDE-4605 and applicable back-up documentation, Section 1305 & 1306 students and applicable back-up documentation
7. Obtains appropriate documentation as required for billing out of district placements maintaining files with this information as required for audit and legal purposes
8. Works collaboratively with business office and other district staff with respect to billing the appropriate agencies when required
9. Works collaboratively with business office and other district staff with respect to reconciling invoices received

- by other agencies for student placement
10. Serves as a secondary district contact for the PDE PIMS Help Desk to log issues and/or questions on behalf of the district
  11. Establishes and maintains effective and cooperative working relationships with auditors in gathering and submitting data for compliance and review and providing clarification as requested
  12. Audits and monitors Average Daily Membership (ADM), Average Daily Attendance (ADA), and other pertinent child accounting related reports for error and ensures correct reporting
  13. Serves as a member of all district Data Quality Teams
  14. Assists in the auditing and verification of child accounting related information independently and/or with Data Quality Teams
  15. Provides non-instructional training to staff on use of the student information system as it relates to Child Accounting related data
  16. Communicates regularly with principals, supervisors, and cabinet members in order to keep them apprised of child accounting state reporting requirements
  17. Establishes an effective working rapport with all other staff and maintains a positive relationship with the school district's internal and external contacts
  18. Performs other related duties and responsibilities as assigned by the Director of Administrative Services

### Position Specifications

<p><b><u>Physical Demands:</u></b></p> <ol style="list-style-type: none"> <li>1. The employee frequently is required to stand, walk and sit.</li> <li>2. The employee is occasionally required to reach with hands and arms.</li> </ol> <p><b><u>Sensory Abilities:</u></b></p> <ol style="list-style-type: none"> <li>1. While performing the duties of this job, the employee is regularly required to talk or hear.</li> <li>2. Specific vision abilities required by this job include close vision and depth perception.</li> </ol>	<p><b><u>Work Environment:</u></b></p> <p>Indoor/office with travel</p> <p><b><u>Temperament:</u></b></p> <ol style="list-style-type: none"> <li>1. Optimistic or positive, especially in difficult or challenging situations</li> <li>2. Emotionally stable and calm</li> </ol> <p><b><u>Specific Skills:</u></b></p> <ol style="list-style-type: none"> <li>1. Working knowledge of Microsoft Office and/or Google product suite(s)</li> <li>2. Strong and effective communication, interpersonal and organizational skills</li> </ol>	<p><b><u>Cognitive Ability:</u></b></p> <ol style="list-style-type: none"> <li>1. Ability to perceive abstract patterns and connections in data and to generate new information from existing data.</li> <li>2. Ability to judge the validity of data logically through collection and analysis based on rules and criteria.</li> <li>3. Ability to analyze, organize and prioritize competing demands, projects and tasks</li> </ol> <p><b><u>License:</u></b></p> <p>N/A</p>
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**Adoptions:**

Original adoption by the Board of Directors on :

I, \_\_\_\_\_, have read and understand the duties and responsibilities as outlined in the above position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*East Stroudsburg Area School District is an Equal Opportunity Employment, Educational/Service Organization.*



5/10/2018

## Executive Summary

# Proposal to the East Stroudsburg Area School District Police Department

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The Information Contained in this document is Confidential and is the Proprietary Information of Metro Technology Services, Inc. It may be used only by your Agency, its Authorized Agents or its Assigns, in the course of determining the applicability of Metro Technology Services, Inc. Products and Services for its expressed use. Distribution of this document to any party, without the consent of Metro Technology Services, Inc. is prohibited.

435 Devon Park Drive  
Building 500, Suite 510  
Wayne, PA 19087

800-658-5716

610-296-7450





## AN INTRODUCTION TO OUR COMPANY AND OUR PRODUCTS

MetroAlert® is pleased to present Visual Alert®.

We propose exemplary software and a level of service beyond what is expected of data systems firms.

Career professionals skilled in such fields as information systems analysis, computer programming, information system management, in-service staff training, site preparation, and related disciplines carefully coordinate our services.

Our project team has the skill to assist you in your automation plans.

MetroAlert® is one of the most respected software companies in the region. Our outstanding support will provide you with all that is needed to implement your system and keep it operating.

We welcome the opportunity to work with you on this project.

## SOME GENERAL FACTS ABOUT METROALERT®

- Founded 1983
- Located near Valley Forge
- Law Enforcement Information Systems
- Over 500 Installations in Pennsylvania and New Jersey
- Software Highly Inclusive of Pennsylvania and New Jersey Law Enforcement Requirements

## Benefits to Your Organization

- Easiest to Use Software
- Update Policy Affords You Long Term Protection Against Data Obsolescence
- Leverage Large Successful Group of Users
- Integration and interfacing with many state and local information systems

## MetroAlert® Background

Since 1983, MetroAlert® has been a pioneer and trusted leader in the development of police department software solutions to meet the specific needs of law enforcement agencies. MetroAlert® software is running in over 500 agencies.

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# **MetroAlert®**

By choice, MetroAlert® is not a national RMS vendor but instead concentrates on the states of Pennsylvania and New Jersey. This concentration on specific states allows us to be intimately familiar with procedures and reporting responsibilities of the law enforcement agencies.

Unlike national vendors, MetroAlert® provides state required forms/reports such as the Criminal Complaint, Search Warrant, Crash Reports, Traffic Citation, UCR Report and other reports as part of the base product. Any modification of these reports by the State is covered under the customers' maintenance agreement; there is no additional cost to maintain these forms. The MetroAlert® portfolio of law enforcement software products includes Computer Aided Dispatch, Mobility, Records Management, Geographical Systems, Information Sharing and Resource Management. Along with these products, MetroAlert® also develops custom integrations to various third party vendors.

## **METROALERT SOFTWARE PRODUCTS**

- Police Records Management System with Integrated LEJIS in Pennsylvania
- Parking Enforcement
- Field Reporting
- Online Wireless Connectivity
- Integrated Photos, Imaging, Multi-media
- Information Sharing Systems

## **WHAT DIFFERENTIATES METROALERT®**

- Ease of Use from Our Most Advanced Windows System
- Totally Microsoft Standard Databases
- Completely Microsoft Development
- Multiple Field Reporting Methods
- Most Responsive Provider of Service
- Industry Leading Update Policy – ALL UPDATES INCLUDED FOR ALERT CARE CUSTOMERS INCLUDING PLATFORM CHANGES

## **Visual Alert® Records Management System**

MetroAlert® offers the Visual Alert® Records Management System (RMS), which enables law enforcement personnel to spend more time doing the job because they spend less time writing reports. Yet, all of their reports are more precise, more complete and more easily cross-referenced with other information.

Visual Alert® is Microsoft Windows based user friendly, intuitive application capable of handling a one-officer department and a 100-officer department equally as well. Many important items are included in Visual Alert®:

## **VISUAL ALERT® HIGHLIGHTS**

- VA "My Calls®"
- Workflow Centric
- Roll Call
- Referral Management
- Case Integration
- Quick Forms with Auto IR Creation

- Approval Management
- Associated Persons Links
- Integrated Geo System
- Compstat

## **SOME POPULAR VISUAL ALERT® RMS FEATURES**

- Comprehensive Incident Reporting
- Parking Enforcement & Citation Processing
- Permit Parking Management
- Crime & Vehicle Code Management
- Warrants, Summons, Subpoena Activity
- Officer Activity Logs & Personnel Tracking
- Integrated Photos, Imaging, Multi-media
- Some of the Most Used Outputs are:
  - Incident Processing
  - Incident Report
  - PA Criminal Complaint
  - Subpoena Listing
  - PA Traffic Citation
  - Arrest Report
  - PennDot Crash Report (AA500)
  - PA Search Warrants
  - Multimedia Handling - Images, Recordings, Video, Scanned Documents
  - Incident Approval Process
  - Evidence Processing
  - Roll Call
  - Personnel
  - PA UCR reporting built-in – Reports A through J
  - NJ UCR reporting built in
  - Clery Reporting – For Colleges
  - Miscellaneous Administrative Reports
  - Ad Hoc Querying and Reporting

## **VISUAL ALERT® INCLUDES EVIDENCE MANAGEMENT**

- Bar Coded Entry
- Bar Coded Labeling
- PA Lab Submit
- Fully Integrated with Report
- Full Chain of Custody

# **MetroAlert®**

## **VISUAL ALERT® INTERFACES WITH KEY AGENCIES**

- CAD – Can be Provided According to 3<sup>rd</sup> Party Provider Specifications
- LEJIS Full Integration – PA only:
  - PEMA Funded Homeland Security Project
  - Web Services Information Sharing
  - USDOJ GJXDM Compliant
  - JNET Hosted
  - JNET Security
  - Anticipated State Wide Availability via Visual Alert® Users
- AOPC
- PENNDOT
- PSP
- Open Architecture (SQL)
- Parking Ticket Writer
- Easily Interfaces with Most Applications

## **VISUAL ALERT® SECURITY**

- Shows only what you're allowed to do
- Hides what you are not allowed to do
- Allows securing of records by the nature of call
- Assigns ownership control over reports
- Allows security assignments to groups
- Secures access to on-going and closed cases
- Logs all activity

## **ALERT Server® Information Sharing System**

The ALERT Server® is a small footprint, low maintenance application that runs on a Small Business Class Server with an internet connection. Its main purpose is to respond to requests for searches and to receive the submission of authorized data from the participating law enforcement agencies.

The ALERT Server® client is fully integrated within MetroAlert's® RMS product, Visual Alert®. Once the ALERT Server® is installed, deployment to the MetroAlert® agencies is a matter of activating a system parameter and installing a service. There is no need for additional software. Information is released from the department to the ALERT Server®, where it is then available to others members of your ALERT Server®.

Determining what information is released is under the control of the individual department and is parameterized. In special circumstances, these parameters can be overridden so that the information remains within the department and is not shared with the group. The ALERT Server® also allows for full content reports. A department may wish to share the Incident Report, Criminal Complaint, Arrest Report and Mug Shots.

The ALERT Server® has a powerful search tool that allows investigators to search multiple tables at once. For example, running a querying for an offender who strikes on Mondays and Wednesdays is a white male, between 6' and 6'7" and drives a red Chevy is accomplished by nothing more than a few keystrokes.



5/10/2018

## Proposal for Software and Services Submitted to East Stroudsburg Area School District Police Department

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**435 Devon Park Drive  
Building 500, Suite 510  
Wayne, PA 19087**

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**800-658-5716**

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**610-296-7450**

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**MetroAlert.com**

## Pricing Proposal

Quote # 3158 (2) User Licenses

**MetroAlert**

Phone: 800-658-5716  
 Fax: 610-648-0346  
 435 Devon Park Dr, Suite 510  
 Wayne, PA 19087

**Quote**

No.: **3158**  
 Date: 2/23/2018

Prepared for:  
 William Gouger (570) 656-4288  
 East Stroudsburg Area School District Police Department  
 50 Vine Street  
 East Stroudsburg, PA 18301 U.S.A.

Prepared by: Thomas Armstrong  
 Account No.: 2563

Quantity	Item ID	Description	UOM	Sell	Total
2	2000100	RMS Basic Package Initial Licensing (v2)	EA	\$2,895.00	\$5,790.00
		RMS Basic Package Initial Licensing (v2) <i>Basic package contains User License(s) with the following components : Accident Processing, Incident Processing, Citations, Review Names, Evidence, Bulletins, UCR Reporting, Crash Reporting, Custom Reporting Tool, Officer Activity, Search Warrants (PA Only), Hot Property/Missing Persons, System Security, System Utilities, Multimedia, My Calls, Roll Call, Incident Approval, Incident Referral, Personnel, Quick Forms. SPECIAL NOTE: Requires that your server has appropriate Microsoft Server SQL Standard Edition or higher</i>			
1.00	2S00010	RMS Alert Care (v2)	EA	\$1,389.00	\$1,389.00
		RMS Alert Care (v2) <i>Includes Annual Software Licensing, which gives you the right to use the software for the 12-month period; over the telephone technical assistance 9-5 prevailing Eastern Time Monday through Friday; access to our library of information, remote access support services and special software tools, software updates and corrections with documentation.</i>			
		<b>Professional Services</b>			
1.00	2S00102	RMS Administrator Training Session - Webinar	EA	\$250.00	\$250.00
		RMS Administrator Training Session - Webinar (v2)			
1	2S00079	RMS Officer Training Session - Webinar	EA	\$250.00	\$250.00
		RMS Officer Training Session - Webinar <i>Instruction provided presentation style via the internet with an expected duration of 2 to 3 hours.</i>			
1.00	8000100	New Customer Incentive Discount ( 1 RMS Training Webinar)	EA	(\$250.00)	(\$250.00)
		Misc Vendor Item			
This quote does not include Microsoft SQL. SQL is available through MetroAlert at additional cost					

Item Total:	\$7,679.00
Your Price:	\$7,429.00
Total:	\$7,429.00
You saved:	\$250.00
For a savings of	3.26%

Prices are firm until 5/24/2018      Terms:

Prepared by: Thomas Armstrong, tarmstrong@metroalert.com

Date: 2/23/2018

MetroAlert Licensing is for simultaneous use. This pricing quote is for a 2 user system.

1. This Quote assumes adherence to Metro's Visual Alert Hardware & Network Guide. Please refer to this guide for all computer and related requirements. Software will operate only with qualified systems.
2. Visual Alert requires the appropriate version of MS SQL. Government pricing for MS SQL is subject to change by providers without notice. Acquisition and Installation by Metro Technology is NOT included on this quote.
3. Additional Visual Alert licenses are available at additional charge plus applicable annual maintenance & licensing.



**Quote**

No.: **3158**

Date: 2/23/2018

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchase and Sales Agreement

Metro Technology Services (the "SELLER"), with offices in Wayne, Pennsylvania and East Stroudsburg Area School District Police Department (the "BUYER"), with offices in East Stroudsburg, Pennsylvania hereby agree as follows:

- 1) Subject to the terms and conditions set forth herein, the Buyer agrees to buy from the Seller and the Seller agrees to sell to the Buyer, the equipment and software license described in the Metro Technology Services Proposal (the "PROPOSAL"). Unless otherwise stated, all equipment to be sold is certified to be brand new.
- 2) The purchase price of this software license and services and equipment shall be as described in written quotation # 3158.
- 3) The payment schedule shall be (Please select one. Sign below and return with a signed copy of the written quotation and a copy of your tax exempt certificate):
  - ☐ To pay one-third at the time of order; two-third upon installation.
  - ☐ Prepay full amount and receive a 2% discount on the total.

In the event the municipality decides to lease the software and services from a third party leasing or financing company, the municipality agrees to sign the leasing company's Certificate of Acceptance form upon installation at your location. This is subject to an accepted written agreement between Metro and the leasing company.

- 4) Any applicable sales, use, or other excise tax shall be paid by the Buyer and will be paid over to the proper authorities by the Buyer or reimbursed by the Buyer to the Seller on demand in the event the Seller is responsible or demand is made on the Seller for the payment thereof.
- 5) The seller warrants and agrees that good title to the license shall be conveyed to the Buyer by rightful transfer. Title to the license however, shall not pass from the Seller until full payment by the Buyer of all amounts payable hereunder.
- 6) This agreement shall be construed and enforced in all respects in accordance with the laws of Commonwealth of Pennsylvania and shall take effect as an instrument under seal. This agreement shall constitute the entire agreement between the parties with respect to the sale.

Metro Technology Services, Inc.

The East Stroudsburg Area School District Police Department

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

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

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

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

Date of Agreement: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_



## GENERAL TERMS

Metro Technology Services is pleased to present our software and services for your use. Metro supported software is installed in over 500 public safety locations. This extensive network of users gives us a breadth of experience that few can match.

Metro employs career professionals skilled in such fields as information systems analysis, computer programming, information system management, in-service staff training, site preparation, and related public safety disciplines to carefully coordinate and provide our services.

Our project team has the skill to assist you in your automation plans.

Metro Technology is one of the most respected software companies in the region. Our outstanding support will provide you with all that is needed to implement your system and keep it operating.

We welcome the opportunity to work with you on this project.

### USER TRAINING

Metro Technology customers are provided specific training on the use of their system. Our Client Support consultants are available to assist with one-to-one training and hot line phone support. Included in this proposal is a training "package" which includes training session at your site or at our offices. Additional training can be arranged if needed.

Training is one of the keys to a successful installation. Training is organized in three broad categories including Administrative Training, Supervisory Training and User Training. Training includes information about the way the software is setup, general usage in real world operations and details about software inquiry and security functions.

User training may vary in length depending on the topic. A user manual accompanies the software and is available in both printed form and may be downloaded in digital form from our website.

Prior to training, your people must familiarize themselves with what is to come. Being prepared to learn on training day is a key element that will contribute to your success. Although we are quite knowledgeable in law enforcement operations, we cannot provide lessons in your local procedures, policies, ordinances and laws. Your cooperation and assistance in such matters are needed to accomplish timely implementation.

In general, the training will provide staff with the following information within their authorized level of responsibility. This includes such functions as

- Record information through the system's data entry screens
- Search for data by using the system's standard look-up screens
- Run all standard system reports
- Perform routine system maintenance including data back-up
- Maintain security system

Additional training sessions are available at additional cost should they be desired.



## COMPUTER EQUIPMENT

All computers are not created equal. Please leave all of the networking up to a professional to handle.

The Metro Hardware and Network Guide for Visual ALERT® are available upon request. We strongly recommend that your equipment exceed the minimum standards detailed in that guide.

We cannot guarantee adequate performance from systems that do not meet the minimum standards and software operating on networks and equipment not detailed in the Guide will not be supported by Metro Technology Services.



## METRO'S STANDARD IMPLEMENTATION SERVICES

Metro will provide its standard implementation services to assist you in implementing our software. This is a team effort with our Metro Installation Team acting as project manager for the Visual Alert® software implementation. This joint effort between both of us will help you quickly setup your system.

A representative from our staff will work with your organization in a pre-installation discussion. We will tailor the following list of events to meet your needs. This will insure that your installation is a smooth one:

- ✓ Sign Purchase & Sales Agreement.
- ✓ Complete Planning Discussion to fully define the scope of the project.
- ✓ Installation Prep Discussion.
- ✓ Establish training priorities and set dates.
- ✓ Install Software. This consists of loading all products onto the system, testing all programs, and installing all menus and passwords.
- ✓ Training schedule and attendee list finalized.
- ✓ Training begins based on the schedule arranged during the Planning Session.

Once your software is installed and training completed, your ALERT®/CARE services begin.



## METRO'S OFFERS SPECIAL SUPPORT SERVICES AT ADDITIONAL COST

**SPECIAL SERVICES** is a comprehensive body of services available to you, as you need them. Special services are elective and are chargeable at the then prevailing hourly rate; they are rendered only at your request, and you only pay for the services that you use.

We take special care to understand your unique situation and try to tailor each special support service to meet your particular need, problem or emergency. These Special services have been provided to hundreds of Metro clients and have been proven to be an effective method for solving problems.

**Third party support** is a service that provides both on-site and hotline assistance to users of third party software packages such as software utility programs, backup programs, disk organizers and office system software. From time to time users have nowhere to turn for help with these packages. Third party support provides an infusion of information to help you complete the task at hand.

**Overtime services** is what we call our after hours service which puts one of our professionals on-call for a designated off-hour time period. Once you have scheduled overtime service help is just a phone call away over the weekend, through the night or even on holidays.

**Consulting services** is our consulting and advisory service providing assistance with a wide variety of problems that you may encounter. Consulting service can help you plan a relocation of your computer system, develop new administrative policies and procedures, advise you of ways to optimize use of your systems and help integrate Metro software with other systems.

**Follow-up Training services** is our on-going commitment to training your staff long after your initial training has been provided. There is no need to worry about training new staff or brushing-up on details that may have been swept away over time. Metro professionals are always ready to provide a training session and is scheduled around your needs.

**On-site services** is our special service for installing your Alert software program updates and enhancements at your location. On site services are provided at your location and includes our installing the update, providing a brief overview of the update contents, checking your computer for space utilization and offering our opinion about ways to maximize the use of your system.

**Metro Staff** can perform installation of updates to Metro developed products. Installation of the updates by Metro staff can be provided as a Special Service for an additional charge

**Emergency services** is our service to help solve problems that cannot be resolved over a phone line. Emergency service puts a Metro professional to work on your problem at our offices and, if need be, at your location.

Emergency services are designed to give you assistance in identifying and verifying the causes of suspected system errors and malfunctions; advice on detours for identified errors or malfunctions where reasonably available; advice on completion of correspondence which may be required to resolve errors or malfunctions; program recovery, data file recovery, data file restoration or data file reconstruction; any service required which was caused by equipment, operating system, runtime software, communications software or application software failure or malfunction.

You may schedule any of our fee-based services at your convenience. Whenever possible, we will give you either a fixed price, or a firm estimate of the costs, prior to your authorization to proceed.





## LIMITED WARRANTY AND GENERAL CONDITIONS

### LIMITATION OF LIABILITY

Metro Technology Services, Inc. makes no warranties, whether written, oral or implied, including without limitation warranty of fitness for a particular purpose or merchantability. In no event shall Metro Technology Services, Inc. be liable for special or consequential damages, either in contract or tort, whether or not the possibility of such damages has been disclosed to Metro Technology Services, Inc. in advance or could have been reasonably foreseen by Metro Technology Services, Inc.

We warrant that the training, services and programming will be delivered as described. We make no other warranties, whether written, oral or implied, including without limitation warranty of fitness for a particular purpose or merchantability.

Metro Technology offers a lifetime warranty on all ALERT® programs delivered for all active ALERT/Care customers. If a program fails to operate or operates incorrectly as described in our brochures, as a result of a programming error, the problem shall be corrected at no additional cost to the customer. Any changes, alterations, or modifications of the software or modifications to the databases or the database definitions, without Metro Technology Service's prior written consent shall nullify this warranty.

Other software vendors warrant that their software will conform to their published general functional description at the time software is shipped to the customer. This limited warranty in no way may be construed to include the products of other software companies including Microsoft® which is the producer of the operating systems, networks, languages and databases which are used to develop ALERT®.



## SOFTWARE LICENSE RENEWAL

Use of Metro Technology Services, Inc. software program is subject to the terms and conditions of the Metro Technology Services, Inc. License Agreement enclosed or in the software documentation.

This is an annually renewable license and is subject to change.

You must purchase this annual Visual Alert®/CARE license and services agreement which entitles you to use the software for the period designated and to the services described in this agreement.

The current annual software license and services will be provided for the period stated in the annual Alert Care agreement upon payment of the fee designated in the agreement.



## PRICING POLICY

Prices for all products and services proposed are in the Pricing Proposal Section of this document.

Travel and Related expenses are charged as incurred.

Metro prices are valid for 30 days from the date of this proposal.

Non-Metro prices are beyond our control and are subject to change without notice.

Additional charges may apply for administrative consulting. Administrative consulting involves working with you and your Hardware/Network provider on configuration, networking and system administration issues. Such issues include consulting about making changes to the hardware and networks as they relate to the operation of Metro software products.

## **SAMPLE ALERT/CARE SOFTWARE SERVICE AGREEMENT**

Your Alert/CARE is for Metro Technology Services software that you lawfully acquired from Metro Technology Services, Inc. for use on a single central processing unit ("CPU") or, in the case of software marketed by Metro Technology Services for use in a local area network ("LAN"), or on a single file server managing the individual work stations of such LAN for a lawfully acquired limited number of simultaneous users.

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### **Your ALERT/CARE Services Include The Following**

- 1. Over the Telephone Technical Assistance** is our primary means of delivering service solutions to our clients in the use of Metro software programs. Our phones are open from 9:00 A.M. to 5:00 P.M., Eastern time, Monday through Friday. Whether you need assistance in using the covered software, advice on operating techniques and assistance in data processing methods we can usually help you in just a few minutes.
- 2. Access to our Library of Information** which is a collection of standard responses to common procedural questions we receive concerning the use of our products and services. This information is available on our customer only website or can be forwarded to you using email, fax or postal service. The information is short and to the point. They consist of "HOW TO" instructions for performing common activities. They represent our unique way of "putting our brains on paper" for use at your location.
- 3. Remote Access Services** is our high-tech method of "beaming" ourselves instantly into your office and onto your terminal. Using the Internet we establish a communications link into your system so we can diagnose your problem from our office as soon as it happens. This is valuable for hard-to-describe and hard-to-find problems and is a key component during installation for setting customized options.
- 4. Special Software Tools** are a series of built-in diagnostic and correction routines included with each of Metro Technology's application. These routines analyze your database looking for special problem areas
- 5. Documentation** is provided and is easy to follow, down to earth, and effective. Our documentation will help you find your way around the software to understand how the system is put together and how you can use it every day.
- 6. Software Updates** are provided and stand as our commitment to protecting your future. A portion of your annual service fee is set aside to fund future enhancements of Metro Technology Services' applications. Our regular updates are the best assurance against the changes that are sure to come. We regularly upgrade our products to keep pace with state-of-the-art technology, user and data interfaces, and new operational requirements. Of course, updates are provided only to Metro developed products. Installation of the updates by Metro staff can be provided as a Special Service for an additional charge. See the Special Services paragraph below. Operating System, database, network and any other third-party software, is not covered under our update service. Enhancements and upgrades to third-party software such as operating systems or database management systems is subject to the pricing and policies of the provider of such third party software.
- 7. Software Corrections** that may be necessary are provided. Since no software is perfect, we stand behind our software with a promise to correct a problem as soon as it is known to us. We are proud of our work and we feel that Visual Alert®/CARE demonstrates our commitment to quality and excellence. But we still make mistakes. And when we do, we correct them as quickly as possible.

## **Your ALERT/CARE Services Are Provided With the Following Conditions**

The degree of success you will have with your equipment, programs, and services is dependent on many factors, many of which are not under the control of Metro Technology. Thus, our commitment to your support does not constitute an expressed or implied warranty.

Successful application, operation, and management of these products are the responsibility of the user. Examples of these responsibilities are: selecting the proper equipment configuration and programs; using computer products and software according to specifications; running ALERT software on recommended equipment; developing appropriate systems procedures; incorporating protective measures to safeguard the privacy of data; establishing adequate checkpoints and back-up plans; preparing adequate documentation; and providing qualified personnel to obtain the desired results. You shall designate an individual to coordinate and work with Metro Technology Services in installation, implementation and maintaining ALERT Software. You shall designate those of your employees who shall be authorized to contact Metro Technology Services for provision of any support services, and shall maintain and provide Metro Technology Services with an updated listing of employees, including their contact information. Only those employees so designated by you shall contact Metro Technology Services for the provision of support services. In addition, Metro Technology Services may designate employees of Metro Technology Services who will serve as your contact for provision of support services, which Metro Technology Services shall have the right to update from time to time.

Metro Technology's responsibilities are set forth in this document. In no event shall Metro Technology have any liability for consequential, exemplary or enhanced damages. We are not responsible for acts of God or any other factors outside of our influence including, but not limited to the operation and or the performance of third party products such as operating systems, databases, database management systems, networks, bridges, compilers, software, computer and related equipment, and any other products used in your information system. These services are for Metro Technology proprietary products only. Services provided for software and or equipment products other than Metro Technology proprietary products are chargeable at the then current hourly rate, billable in one-hour increments. It is entirely the user's responsibility to maintain the integrity of the data stored on diskettes and hard disk. It is possible through user-error, hardware faults, or acts of God, that data can be lost. Consequently, we recommend that at least two exact copies of each data disk or back up tape be maintained. Having the second copy stored off-site can insure further security.

The best way to optimize the effectiveness of your software maintenance services is for you and your personnel to take reasonable steps to assure the proper supervision, control and management of your computer system. This agreement does NOT cover services for causes enumerated below:

- Typographic errors by users of the software or for failure to assuring proper computer system use by checking your work for accuracy. Unintentional deletion of information is not covered.
- Operating computers in an improper environment or in an environment not intended by computer manufacturer.
- Computers, servers, networks, operating systems and all related software and peripheral devices must be operated according to the specifications of applicable manufacturer.
- Services are not included when failure to ensuring proper procedures for the security of data and data back-ups has been determined. Metro is not responsible for user failure to properly backup systems according to prevailing best practices.
- Services are not included for recovery of data lost as a result of a power or equipment failure.
- Ensuring that your personnel are properly trained in the operation and usage of the software products and associated equipment. This agreement does not include training or training users in the use of the software over the phone in lieu of training classes.
- Services are not included to resolve problems caused by altering system software or equipment without first checking with Metro as many applications may adversely affect performance and software satisfaction.

## **MetroAlert**

- Services are included only to a person or persons designated in this agreement. Such person or persons must be properly trained in the operation and usage of the software to serve as your primary contact with Metro.
- Services are not included to any third party person or persons not designated in this agreement. This includes but is not limited to parties under contract with your organization.
- Metro software is designed to work in specific computer operating environments. Services are not included under this agreement for operation of Metro software in unsupported operating environments.

### **There are Limits to Your ALERT/CARE Services**

Metro Technology Services, Inc. reserves the right to assign personnel or to subcontract to third parties who are, in Metro Technology Services, Inc.'s judgment, qualified to render these services. While Metro Technology Services, Inc. will endeavor to provide services as promptly as is possible, the timing of their rendition is subject to the availability of qualified personnel. Also, the time in which a problem resolution or error correction can be devised and tested may not be accurately assessed in advance. Consequently, all dates or times which may be quoted or estimated from time to time, for supply of services or their completion are estimates only and are subject to alteration. Metro Technology Services, Inc. will endeavor to provide the highest quality services it can but it does not guarantee the results of the services or represent or warrant that all errors or malfunctions can or will be corrected.

Metro Technology Services, Inc. makes no warranties, whether written, oral or implied, including without limitation warranty of fitness for a particular purpose or merchantability. In no event shall Metro Technology Services, Inc. be liable for special or consequential damages, either in contract or tort, whether or not the possibility of such damages has been disclosed to Metro Technology Services, Inc. in advance or could have been reasonably foreseen by Metro Technology Services, Inc.

This agreement does not include reasonable expenses incurred by Metro Technology Services, Inc. for items directly provided to you such as supplies, postage, shipping and handling, and telephone charges. This fee does not include software, products or services that are not explicitly stated in this agreement. This fee does not include services for software not produced by Metro Technology Services, Inc. Services are provided for Metro Technology Services licensed software only operating on a Metro Technology Services, Inc. qualified information system. Metro is not required to render services under this agreement if Metro Technology Services, Inc. licensed software is installed on, or put into use with, equipment or components not qualified by Metro Technology Services, Inc.

### **Special Services**

Special Services are provided for the number of hours listed on the first page of this agreement. One unit is the equivalent of six hours. These services are for remote via internet installation of Metro software updates, consulting services not covered under ALERT/CARE including services relating to equipment failure, lost data, electrical power interruptions, networking, data backup, best practices and other similar information technology related matters. Service may be provided over the telephone, by email or other electronic means remotely or at your location. Reasonable travel and living expenses and travel time are not included and are chargeable as incurred. Additional special services are available at the same discounted hourly rate in the event that you exceed your special services amount. Special services are provided at a heavily discounted prepaid price and may not be carried over beyond the coverage period.



## Your ALERT/CARE Services Renews Your Software License

Use of Metro Technology Services, Inc. software program is subject to the terms and conditions of the Metro Technology Services, Inc. License Agreement enclosed or in the software documentation. This is an annually renewable license and is subject to change. You must purchase this annual Visual Alert®/CARE license and services agreement which entitles you to use the software for the period designated and to the services described in this agreement. The current annual software license and services will be provided for the period stated in this agreement upon payment of the fee designated in this agreement.

\_\_\_\_\_  
(Authorized Signature)

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

\_\_\_\_\_  
(Metro Technology Services, Inc. Authorized Signature)

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



## Sample Non-Assignable Application Software License and Sub-License

This document is written for the organization as invoiced on the first page of this document and is valid upon remittance of the applicable fee for software being licensed for use for the period as it appears on your invoice.

READ ALL THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE OPENING ANY PACKAGE CONTAINING SOFTWARE PRODUCED BY METRO TECHNOLOGY SERVICES, INC. OR USING ANY SOFTWARE INSTALLED ON YOUR COMPUTER(S) WHICH WAS PROVIDED BY METRO TECHNOLOGY SERVICES. OPENING SUCH PACKAGE OR OPERATING SUCH SOFTWARE IN ANY WAY CONSTITUTES YOUR ACCEPTANCE OF SUCH TERMS AND CONDITIONS. The METRO TECHNOLOGY SERVICES, INC. SOFTWARE ("SOFTWARE") is comprised of any or all of the following components: (i) the core file components, (ii) Database Scripts, (iii) Database Schema, (iv) Database Stored Procedures, (v) Image Files, (vi) Documentation, (vii) "Online" Documentation and (viii) integrated Third Party SOFTWARE products. If you do not fully accept the following terms and conditions, you must return unopened the sealed distribution package, together with any and all accompanying materials. You agree that payment to Metro Technology Services for SOFTWARE modules hereunder conveys to you a non-exclusive, non-assignable license or sub-license for your use. Such license or sub-license does not include the right to reproduce, publish or license such SOFTWARE to others. Metro Technology Services expressly reserves and you expressly consent that the entire right and title to such SOFTWARE shall remain with the Metro Technology Services, and Metro Technology Services has the exclusive right to protect by copyright or otherwise, to reproduce, publish, sell and distribute such SOFTWARE to anyone. You agree to use reasonable controls to protect the confidential nature of all SOFTWARE and materials related to the operation and use of that SOFTWARE furnished by Metro Technology Services. You must purchase annual services which entitle you to use the SOFTWARE for the period designated and to telephone assistance in the use of the SOFTWARE and all future enhancements made to your program during the license period. The current annual SOFTWARE license and maintenance fee is designated in the SOFTWARE purchase agreement and is due as stated in that agreement.

1. **LICENSE** – SOFTWARE produced or distributed by Metro Technology Services may be provided to you on magnetic media bearing the name or logo of Metro Technology Services. Metro Technology Services may also install its SOFTWARE directly on your computer system as a download from its facilities. If you were provided with a copy of the SOFTWARE on magnetic media, or if Metro Technology Services downloaded it to your computer systems, each such copy is referred to in this agreement as an "Original Copy." Subject to the terms and conditions of this agreement: (a) You may use in machine-readable object code format each Original Copy lawfully acquired by you on a single central processing unit ("CPU") or, in the case of SOFTWARE marketed by Metro Technology Services for use in a local area network ("LAN"), or on a single file server managing the individual work stations of such LAN, or on a single multi-user processor. (b) You may not modify any Copy lawfully acquired by you, and may not merge it with other programs, for your use in machine-readable object code format on such single CPU or file server in accordance with the user manuals published by Metro Technology Services with respect to such Original Copy; and (c) You may make one or more duplicate back-up copies of each Original Copy lawfully acquired by you. You may use such licensed SOFTWARE on the single CPU or file server mentioned above. If the licensed SOFTWARE marketed by Metro Technology Services is used on a LAN, you may use the licensed SOFTWARE only on the individual workstations within such LAN which have been identified to Metro Technology Services as designated licensed workstations that are licensed to use the SOFTWARE. If the Original Copy includes, or is accompanied by, other software or hardware designed to assure your use of the licensed SOFTWARE only in accordance with this agreement, you agree at all times to employ such other software or hardware in connection with your use of the licensed SOFTWARE.

2. **COPYRIGHT** – The SOFTWARE, and all associated user manuals and other documentation produced or distributed by Metro Technology Services, are the copyrighted works of Metro Technology Services and are protected by U.S. and international copyright laws. You will not at any time decompile or disassemble all or any portion of the licensed SOFTWARE, nor permit anyone else to do so. You will reproduce and include Metro Technology Services' copyright notice on any backup copy of the licensed SOFTWARE. YOU WILL NOT MAKE AN UNAUTHORIZED COPY OF THE SOFTWARE SUBJECT TO THIS AGREEMENT OR ANY OF THE ASSOCIATED MATERIALS PRODUCED OR DISTRIBUTED BY METRO TECHNOLOGY SERVICES. YOU WILL NOT MODIFY OR TRANSFER ANY SOFTWARE SUBJECT TO THIS AGREEMENT OR ANY OF THE ASSOCIATED MATERIALS PRODUCED OR DISTRIBUTED BY METRO TECHNOLOGY SERVICES. MODIFICATIONS TO THE SOFTWARE, MODIFICATIONS TO THE DATABASE, MODIFICATIONS TO THE DATABASE MANAGEMENT SYSTEM, USE OF UNAUTHORIZED SQL STATEMENTS AND/OR OBJECTS, MODIFICATIONS TO THE SQL SCHEMA OR MODIFICATIONS TO ANY SOFTWARE, DATABASE OR SQL PRODUCTS USED IN SUPPORT OF THIS PRODUCT ARE NOT PERMITTED. REVERSE ENGINEERING OF THE PROGRAM CODE, DATABASE, DATABASE STRUCTURES, DATABASE

RELATIONSHIPS OR SQL SCHEMA IS NOT PERMITTED. DEVELOPMENT OF NEW WORKS BUILT UPON THE SOFTWARE OR DEVELOPMENT OF ANY DERIVATIVE WORK OF THE SOFTWARE IS NOT PERMITTED.

3. **PROPRIETARY RIGHTS AND TRADE SECRETS** - You acknowledge that the SOFTWARE, its structure, organization and source code, and the Documentation are the property and constitute valuable trade secrets of Metro Technology Services and its Third Party providers. You agree not to do anything to compromise, publish or otherwise devalue or diminish the trade secrets of Metro technology Services. You agree not to: (a) decompile or disassemble the SOFTWARE, separate the SOFTWARE into its component parts, or in any way attempt to reconstruct or discover any source code or algorithms of the SOFTWARE by any means whatsoever; (b) remove any product identification, trademark, copyright, confidentiality, proprietary or other notice contained on or within the SOFTWARE; (c) sell, sublicense, lease, rent, loan, assign, convey or otherwise transfer the SOFTWARE or any component thereof; (d) otherwise copy or use the SOFTWARE for any purpose or in any manner not expressly permitted in this license agreement; or (e) knowingly permit or encourage any third party to do any of the foregoing. All rights in and to the SOFTWARE and Documentation not expressly granted to you in this license agreement are reserved by Metro Technology Services.

4. **DISCLAIMER OF WARRANTIES** - THE LICENSED SOFTWARE IS PROVIDED "AS IS" AND WITHOUT EXPRESS OR IMPLIED WARRANTY OF ANY KIND BY EITHER METRO TECHNOLOGY SERVICES OR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION OR DELIVERY OF SUCH SOFTWARE, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. YOU BEAR THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF SUCH SOFTWARE. IF SUCH SOFTWARE SHOULD PROVE DEFECTIVE, YOU (AND NOT METRO TECHNOLOGY SERVICES OR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION OR DISTRIBUTION OF SUCH SOFTWARE) ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

5. **LIMITED WARRANTY** - Metro Technology Services warrants to the original user of the Original Copy that the tangible media associated with such Original Copy (i.e., the disk, diskette or tape) is free from defects in materials and workmanship when given normal use and care. If within ninety (90) days following the delivery of an Original Copy to you, as the original user thereof, there should appear any such defect in materials or workmanship, Metro Technology Services at its expense shall replace such Original Copy upon its return to Metro Technology Services. Metro Technology Services reserves the right to charge for media, shipping, handling and other costs incurred to replace any Original Copy which is returned to Metro Technology Services more than ninety (90) days following its delivery to you or which becomes unusable as a result of any accident, abuse or misapplication subsequent to its distribution by Metro Technology Services. Any replacement copy obtained by you will be subject to this same limited warranty. Replacement of the licensed or sub-licensed SOFTWARE in accordance with this limited warranty shall be Metro Technology Services' sole liability, and your sole remedy, on account of any claim relating to the quality or performance of the licensed SOFTWARE, whether such claim be based upon principles of contract or warranty, negligence or other tort, breach of any statutory duty, or otherwise. If for any reason Metro Technology Services should fail to replace any Original Copy in accordance with this limited warranty, or if for any reason the limited remedy provided for by this paragraph should be determined to be invalid or inapplicable to any claim which is based upon the quality of performance of the licensed SOFTWARE, the aggregate liability of Metro Technology Services and anyone else who has been involved in the creation, production or delivery of the licensed or sub-licensed SOFTWARE nevertheless shall be limited to the amount paid by you for the Original Copy thereof. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE.

6. **LIMITATION OF LIABILITY** - UNDER NO CIRCUMSTANCES SHALL METRO TECHNOLOGY SERVICES OR ANY OTHER PERSON INVOLVED IN THE CREATION, PRODUCTION OR DISTRIBUTION OF THE LICENSED SOFTWARE OR SUB-LICENSED SOFTWARE BE LIABLE TO YOU ON ACCOUNT OF ANY CLAIM RELATING TO THE QUALITY OR PERFORMANCE OF THE LICENSED SOFTWARE OR SUB-LICENSED SOFTWARE (WHETHER BASED UPON PRINCIPLES OF CONTRACT, WARRANTY, NEGLIGENCE OR OTHER TORT, BREACH OF ANY STATUTORY DUTY, PRINCIPLES OF INDEMNITY OR CONTRIBUTION, THE FAILURE OF ANY LIMITED REMEDY TO ACHIEVE ITS ESSENTIAL PURPOSE, OR OTHERWISE) FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO LOST REVENUES, LAW ENFORCEMENT ACTIONS OF ANY KIND, OR FOR ANY DAMAGES OR SUMS PAID BY YOU TO ANY THIRD PARTY, EVEN IF METRO TECHNOLOGY SERVICES OR ANY SUCH OTHER PERSON OR ENTITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

## **MetroAlert**<sup>®</sup>

7. **TERM** - The rights granted by Metro Technology Services to you, by this agreement, shall be effective until it expires or is terminated. If you breach any of the terms or conditions of this agreement, such rights shall automatically terminate without notice from Metro Technology Services to you. In the event of any such termination, you shall have no right to refund or any sum paid by you, for the licensed SOFTWARE, and you shall destroy all copies of the licensed SOFTWARE. If requested by Metro Technology Services at any time, you will certify under oath that you have fully and faithfully observed all of the terms and conditions of this agreement. Metro Technology Services may at reasonable times inspect your premises and equipment to verify that all of the terms and conditions of this agreement are being observed.

8. **ENFORCEMENT OF THIS AGREEMENT** - This agreement shall be construed and governed in accordance with the laws of the Commonwealth of Pennsylvania, U.S.A., and the laws of the United States of America, and shall inure to the benefit of Metro Technology Services, its successors and assigns. Any claim or legal action by one party against the other may be commenced and maintained in any state court located in Chester County, Commonwealth of Pennsylvania, U.S.A. or a federal court located in the Eastern District of Pennsylvania, having subject matter jurisdiction with respect to such dispute. Both of us submit to jurisdiction of such courts over each of us personally in connection with any such litigation, and agree that venue may be laid in any such court. In the event that any action is brought to enforce this agreement or any of its provisions, the prevailing party shall be awarded its reasonable attorneys' fees, together with all costs and expenses incurred in connection with such litigation.

9. **SEVERABILITY** - All of the terms and conditions of this agreement shall be construed so as to be enforceable to the fullest possible extent. A determination that any such term or condition is either valid or unenforceable shall not affect the remaining terms and conditions of this agreement, which shall remain in full force and effect. YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND TO ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THIS AGREEMENT BETWEEN US, AND SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS RELATING TO THIS SUBJECT MATTER OF THIS AGREEMENT.

**FINAL GENERAL FUND BUDGET**

Fiscal Year 2018-2019

General Fund Budget Approval

Date of Adoption of the General Fund Budget: June 18, 2018

President of the Board - Original Signature RequiredDateSecretary of the Board - Original Signature RequiredDateChief School Administrator - Original Signature RequiredDateJeff Bader(570)424-8500Extn :10120Contact PersonTelephoneExtensionjeffrey-bader@esasd.netEmail Address

**CERTIFICATION OF ESTIMATED ENDING FUND BALANCE  
FROM 2018-2019 GENERAL FUND BUDGET**

24 PS 6-688

(10/2010)

SCHOOL DISTRICT : East Stroudsburg Area SD	COUNTY : Monroe	AUN : 120452003
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No school district shall approve an increase in real property taxes unless it has adopted a budget that includes an estimated, ending unreserved undesignated fund balance (unassigned) less than or equal to the specified percentage of its total budgeted expenditures:

Total Budgeted Expenditures	Fund Balance % Limit (less than or equal to)
Less Than or Equal to \$11,999,999	12.0%
Between \$12,000,000 and \$12,999,999	11.5%
Between \$13,000,000 and \$13,999,999	11.0%
Between \$14,000,000 and \$14,999,999	10.5%
Between \$15,000,000 and \$15,999,999	10.0%
Between \$16,000,000 and \$16,999,999	9.5%
Between \$17,000,000 and \$17,999,999	9.0%
Between \$18,000,000 and \$18,999,999	8.5%
Greater Than or Equal to \$19,000,000	8.0%

Did you raise property taxes in SY 2018-2019 (compared to 2017-2018 )?

Yes

☐

No

☒

If yes, see information below, taken from the 2018-2019 General Fund Budget.

Total Budgeted Expenditures	\$155797475
Ending Unassigned Fund Balance	\$11476126
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	7.4%

The Estimated Ending Unassigned Fund Balance is within the allowable limits.

Yes

☒

No

☐

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SUPERINTENDENT	DATE
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DUE DATE: AUGUST 15, 2018

**CERTIFICATION OF USE OF PDE-2028  
FOR PUBLIC INSPECTION OF 2018-2019 PROPOSED BUDGET**

24 PS 6-687(a)(1)

(03/2006)

<b>School District Name :</b> East Stroudsburg Area SD	<b>County :</b> Monroe	<b>AUN Number :</b> 120452003
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Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

I hereby certify that the above information is accurate and complete.

<div style="text-align: center;">115</div> <b>SIGNATURE OF SCHOOL BOARD PRESIDENT</b>	<b>DATE</b>
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**DUE DATE:** IMMEDIATELY FOLLOWING  
ADOPTION OF PROPOSED  
FINAL GENERAL FUND BUDGET



<u>Val Number</u>	<u>Description</u>	<u>Justification</u>
8060	Ending Fund Balance Entry and Budgetary Reserve: If 5900 Budgetary Reserve is not equal to 0, a justification must be entered below.	To meet unanticipated needs as they arise during the year
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	To meet unanticipated needs as they arise
8150	Ending Fund Balance Entry and Budgetary Reserve: If 0830 Committed Fund Balance is not equal to 0, a justification must be entered below.	\$18,545,532 for PSERS, \$6,000,000 for Healthcare costs
8160	Ending Fund Balance Entry and Budgetary Reserve: If 0840 Assigned Fund Balance is not equal to 0, a justification must be entered below.	\$8,488,285 for anticipated deficits, \$21,924 for Athletics, \$4,000,000 for new educational programs

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ITEM	AMOUNTS	
Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year		
0810 Nonspendable Fund Balance	126,414	
0820 Restricted Fund Balance		
0830 Committed Fund Balance	24,545,532	
0840 Assigned Fund Balance	12,510,209	
0850 Unassigned Fund Balance	12,238,258	
Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year		\$49,293,999
Estimated Revenues And Other Financing Sources		
6000 Revenue from Local Sources	103,944,735	
7000 Revenue from State Sources	44,087,591	
8000 Revenue from Federal Sources	3,914,602	
9000 Other Financing Sources	3,088,415	
Total Estimated Revenues And Other Financing Sources		\$155,035,343
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation		\$204,329,342

Amount**REVENUE FROM LOCAL SOURCES**

6111 Current Real Estate Taxes	88,828,692
6112 Interim Real Estate Taxes	130,000
6113 Public Utility Realty Taxes	125,000
6114 Payments in Lieu of Current Taxes - State / Local	80,000
6140 Current Act 511 Taxes - Flat Rate Assessments	80,000
6150 Current Act 511 Taxes - Proportional Assessments	4,700,000
6400 Delinquencies on Taxes Levied / Assessed by the LEA	8,500,000
6500 Earnings on Investments	150,000
6700 Revenues from LEA Activities	35,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	1,060,543
6910 Rentals	100,000
6940 Tuition from Patrons	35,500
6990 Refunds and Other Miscellaneous Revenue	120,000

**REVENUE FROM LOCAL SOURCES \$103,944,735****REVENUE FROM STATE SOURCES**

7110 Basic Education Funding	15,676,499
7160 Tuition for Orphans Subsidy	750,000
7240 Driver Education - Student	13,250
7271 Special Education funds for School-Aged Pupils	4,109,882
7311 Pupil Transportation Subsidy	2,900,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	1,125,000
7330 Health Services (Medical, Dental, Nurse, Act 25)	145,000
7340 State Property Tax Reduction Allocation	4,347,613
7505 Ready to Learn Block Grant	1,248,758
7810 State Share of Social Security and Medicare Taxes	2,534,439
7820 State Share of Retirement Contributions	11,237,150

**REVENUE FROM STATE SOURCES \$44,087,591****REVENUE FROM FEDERAL SOURCES**

8110 Payments for Federally Impacted Areas	625,000
8514 NCLB, Title I - Improving the Academic Achievement of the Disadvantaged	2,010,509
8515 NCLB, Title II - Preparing, Training and Recruiting High Quality Teachers and Principals	293,016
8516 NCLB, Title III - Language Instruction for Limited English Proficient and Immigrant Students	26,077
8732 ARRA - Qualified School Construction Bonds (QSCB)	54,900
8733 ARRA - Qualified Zone Academy Bonds (QZAB)	25,100

	Amount
REVENUE FROM FEDERAL SOURCES	
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	800,000
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program	80,000
REVENUE FROM FEDERAL SOURCES	\$3,914,602
OTHER FINANCING SOURCES	
9200 Proceeds from Extended-Term Financing	1,830,365
9400 Sale of or Compensation for Loss of Fixed Assets	1,258,050
OTHER FINANCING SOURCES	\$3,088,415
TOTAL ESTIMATED REVENUES AND OTHER SOURCES	155,035,343

Act 1 Index (current): 3.3%

Calculation Method:

Number of Decimals For Tax Rate Calculation:

Approx. Tax Revenue from RE Taxes:

Amount of Tax Relief for Homestead Exclusions

Total Approx. Tax Revenue:

Approx. Tax Levy for Tax Rate Calculation:

Section 672.1 Method Choice: (a)(1)

Revenue

2

\$88,830,000

\$4,347,613

\$93,177,613

\$103,090,895

Monroe

Pike

Total

## 2017-18 Data

a. Assessed Value

\$443,039,030

\$196,350,310

\$639,389,340

b. Real Estate Mills

177.8600

122.9100

## I. 2018-19 Data

c. 2016 STEB Market Value

\$2,264,912,591

\$693,998,653

\$2,958,911,244

d. Assessed Value

\$443,665,320

\$195,529,090

\$639,194,410

e. Assessed Value of New Constr/ Renov

\$0

\$0

\$0

## 2017-18 Calculations

f. 2017-18 Tax Levy

\$78,798,922

\$24,133,417

\$102,932,339

(a \* b)

## 2018-19 Calculations

g. Percent of Total Market Value

76.54547%

23.45453%

100.00000%

h. Rebalanced 2017-18 Tax Levy

\$78,790,043

\$24,142,296

\$102,932,339

(f Total \* g)

i. Base Mills Subject to Index

177.8600

122.9552

(h / a \* 1000) if no reassessment

(h / (d-e) \* 1000) if reassessment

## Calculation of Tax Rates and Levies Generated

j. Weighted Avg. Collection Percentage

90.500000%

88.200000%

89.96055%

k. Tax Levy Needed

\$78,911,410

\$24,179,485

\$103,090,895

(Approx. Tax Levy \* g)

## I. 2018-19 Real Estate Tax Rate

177.8600

123.6600

(k / d \* 1000)

m. Tax Levy Generated by Mills

\$78,910,314

\$24,179,127

\$103,089,441

(l / 1000 \* d)

n. Tax Levy minus Tax Relief for Homestead Exclusions

(m - Amount of Tax Relief for Homestead Exclusions)

\$98,741,828

\$98,741,828

o. Net Tax Revenue Generated By Mills

(n \* Est. Pct. Collection)

\$88,828,692

\$88,828,692

(n \* Est. Pct. Collection)

Act 1 Index (current): 3.3%  
Calculation Method:  
Number of Decimals For Tax Rate Calculation: 2  
Approx. Tax Revenue from RE Taxes: \$88,830,000  
Amount of Tax Relief for Homestead Exclusions: \$4,347,613  
Total Approx. Tax Revenue: \$93,177,613  
Approx. Tax Levy for Tax Rate Calculation: \$103,090,895

Index Maximums			
p. Maximum Mills Based On Index (i * (1 + Index))	183.7293	127.0127	
q. Mills In Excess of Index (if (l > p), (l - p))	0.0000	0.0000	
r. Maximum Tax Levy Based On Index (p / 1000 * d)	\$81,514,319	\$24,834,678	\$106,348,997
s. Millage Rate within Index? (If l > p Then No)	Yes	Yes	
t. Tax Levy In Excess of Index (if (m > r), (m - r))	\$0	\$0	\$0
u. Tax Revenue In Excess of Index (t * Est. Pct. Collection)	\$0	\$0	\$0

Information Related to Property Tax Relief			
V. Assessed Value Exclusion per Homestead	\$2,427.00	\$3,491.00	
Number of Homestead/Farmstead Properties	7291	2780	10071
Median Assessed Value of Homestead Properties			\$24,280

**AUN: 120452003      East Stroudsburg Area SD**

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Act 1 Index (current): 3.3%

**Calculation Method:**

**Number of Decimals For Tax Rate Calculation:**

**Approx. Tax Revenue from RE Taxes:**

## Amount of Tax Relief for Homestead Exclusions

**Total Approx. Tax Revenue:**

**Approx. Tax Levy for Tax Rate Calculation:**

Section 672.1 Method Choice: (a)(1)

Revenue

2

**\$88,830,000**

**\$4,347,613**

**\$93,177,613**

**\$103,090,895**

**Monroe**

Total

State Property Tax Reduction Allocation used for: Homestead Exclusions

\$4,347,613

Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions

05

\$0

Amount of Tax Relief from State/Local Sources

**\$4,347,613**

CODE

<u>Current Real Estate Taxes</u>				<u>Amount of Tax Relief for Homestead Exclusions</u>		<u>Tax Levy Minus Homestead Exclusions</u>	<u>Percent Collected</u>	<u>Net Tax Revenue Generated By Mills</u>
<u>County Name</u>	<u>Taxable Assessed Value</u>	<u>Real Estate Mills</u>	<u>Tax Levy Generated by Mills</u>					
Monroe	443,665,320	177.8600	78,910,314				90.500000%	
Pike	195,529,090	123.6600	24,179,127				88.200000%	
<b>Totals:</b>	<b>639,194,410</b>		<b>103,089,441</b>	<b>4,347,613</b>	<b>=</b>	<b>98,741,828</b>	<b>X</b>	<b>89.96055% = 88,828,692</b>

	<u>Rate</u>	<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6120 <u>Current Per Capita Taxes, Section 679</u>	\$0.00			0
6140 <u>Current Act 511 Taxes – Flat Rate Assessments</u>				
6141 <u>Current Act 511 Per Capita Taxes</u>	\$0.00	\$0.00	0	0
6142 <u>Current Act 511 Occupation Taxes – Flat Rate</u>	\$0.00	\$0.00	0	0
6143 <u>Current Act 511 Local Services Taxes</u>	\$10.00	\$0.00	80,000	80,000
6144 <u>Current Act 511 Trailer Taxes</u>	\$0.00	\$0.00	0	0
6145 <u>Current Act 511 Business Privilege Taxes – Flat Rate</u>	\$0.00	\$0.00	0	0
6146 <u>Current Act 511 Mechanical Device Taxes – Flat Rate</u>	\$0.00	\$0.00	0	0
6149 <u>Current Act 511 Taxes, Other Flat Rate Assessments</u>	\$0.00	\$0.00	0	0

<b>Total Current Act 511 Taxes – Flat Rate Assessments</b>			<b>80,000</b>	<b>80,000</b>
<u>Current Act 511 Taxes – Proportional Assessments</u>		<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6150 <u>Current Act 511 Earned Income Taxes</u>	0.500%	0.000%	3,800,000	3,800,000
6151 <u>Current Act 511 Occupation Taxes</u>	0.000	0.000	0	0
6152 <u>Current Act 511 Real Estate Transfer Taxes</u>	0.500%	0.000%	900,000	900,000
6153 <u>Current Act 511 Amusement Taxes</u>	0.000%	0.000%	0	0
6154 <u>Current Act 511 Business Privilege Taxes</u>	0.000	0.000	0	0
6155 <u>Current Act 511 Mechanical Device Taxes – Percentage</u>	0.000%	0.000%	0	0
6156 <u>Current Act 511 Mercantile Taxes</u>	0.000	0.000	0	0
6157 <u>Current Act 511 Taxes, Other Proportional Assessments</u>	0	0	0	0

<b>Total Current Act 511 Taxes – Proportional Assessments</b>			<b>4,700,000</b>	<b>4,700,000</b>
<b>Total Act 511, Current Taxes</b>	<b>Act 511 Tax Limit --&gt;</b>	<b>2,958,911,244 X</b>	<b>12</b>	<b>35,506,935</b>
		<b>Market Value</b>	<b>Mills</b>	<b>(511 Limit)</b>



Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2017-18 (Rebalanced)	2018-19				2017-18 (Rebalanced)	2018-19		
6111	<u>Current Real Estate Taxes</u>									
	Monroe	177.8600	177.8600	0.00%	Yes	3.3%				
	Pike	122.9552	123.6600	0.58%	Yes	3.3%				
	<u>Current Act 511 Taxes – Flat Rate Assessments</u>									
6143	Current Act 511 Local Services Taxes	\$10.00	\$10.00	0.00%	Yes	3.3%				
	<u>Current Act 511 Taxes – Proportional Assessments</u>									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	3.3%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	3.3%				

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<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
1100 Regular Programs - Elementary / Secondary	56,412,989
1200 Special Programs - Elementary / Secondary	24,279,491
1300 Vocational Education	2,791,738
1400 Other Instructional Programs - Elementary / Secondary	1,506,740
1500 Nonpublic School Programs	39,672
1800 Pre-Kindergarten	4,600
<b>Total Instruction</b>	<b>\$85,035,230</b>
<b>2000 Support Services</b>	
2100 Support Services - Students	5,697,943
2200 Support Services - Instructional Staff	2,583,706
2300 Support Services - Administration	6,928,408
2400 Support Services - Pupil Health	1,913,892
2500 Support Services - Business	1,467,379
2600 Operation and Maintenance of Plant Services	14,372,813
2700 Student Transportation Services	12,546,867
2800 Support Services - Central	4,843,655
2900 Other Support Services	45,000
<b>Total Support Services</b>	<b>\$50,399,663</b>
<b>3000 Operation of Non-Instructional Services</b>	
3200 Student Activities	2,132,452
3300 Community Services	78,666
<b>Total Operation of Non-Instructional Services</b>	<b>\$2,211,118</b>
<b>5000 Other Expenditures and Financing Uses</b>	
5100 Debt Service / Other Expenditures and Financing Uses	17,801,464
5900 Budgetary Reserve	350,000
<b>Total Other Expenditures and Financing Uses</b>	<b>\$18,151,464</b>
<b>Total Estimated Expenditures and Other Financing Uses</b>	<b>\$155,797,475</b>

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<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
<b>1100 Regular Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	31,099,751
200 Personnel Services - Employee Benefits	21,198,402
300 Purchased Professional and Technical Services	91,240
400 Purchased Property Services	197,275
500 Other Purchased Services	2,035,170
600 Supplies	1,764,184
700 Property	18,025
800 Other Objects	8,942
<b>Total Regular Programs - Elementary / Secondary</b>	<b>\$56,412,989</b>
<b>1200 Special Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	9,596,724
200 Personnel Services - Employee Benefits	8,322,527
300 Purchased Professional and Technical Services	4,346,115
500 Other Purchased Services	1,841,175
600 Supplies	172,950
<b>Total Special Programs - Elementary / Secondary</b>	<b>\$24,279,491</b>
<b>1300 Vocational Education</b>	
100 Personnel Services - Salaries	522,630
200 Personnel Services - Employee Benefits	370,204
500 Other Purchased Services	1,884,758
600 Supplies	14,146
<b>Total Vocational Education</b>	<b>\$2,791,738</b>
<b>1400 Other Instructional Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	182,623
200 Personnel Services - Employee Benefits	123,717
300 Purchased Professional and Technical Services	865,000
400 Purchased Property Services	1,000
500 Other Purchased Services	330,000
600 Supplies	4,400
<b>Total Other Instructional Programs - Elementary / Secondary</b>	<b>\$1,506,740</b>
<b>1500 Nonpublic School Programs</b>	
300 Purchased Professional and Technical Services	39,672
<b>Total Nonpublic School Programs</b>	<b>\$39,672</b>
<b>1800 Pre-Kindergarten</b>	
600 Supplies	4,600
<b>Total Pre-Kindergarten</b>	<b>\$4,600</b>
<b>Total Instruction</b>	<b>\$85,035,230</b>
<b>2000 Support Services</b>	
<b>2100 Support Services - Students</b>	
100 Personnel Services - Salaries	2,676,559
200 Personnel Services - Employee Benefits	1,842,954

<u>Description</u>	<u>Amount</u>
300 Purchased Professional and Technical Services	1,040,247
400 Purchased Property Services	5,277
500 Other Purchased Services	80,025
600 Supplies	45,817
700 Property	1,500
800 Other Objects	5,564
<b>Total Support Services - Students</b>	<b>\$5,697,943</b>
<b>2200 Support Services - Instructional Staff</b>	
100 Personnel Services - Salaries	1,308,763
200 Personnel Services - Employee Benefits	820,956
300 Purchased Professional and Technical Services	232,698
400 Purchased Property Services	1,579
500 Other Purchased Services	29,438
600 Supplies	180,972
700 Property	3,000
800 Other Objects	6,300
<b>Total Support Services - Instructional Staff</b>	<b>\$2,583,706</b>
<b>2300 Support Services - Administration</b>	
100 Personnel Services - Salaries	3,667,518
200 Personnel Services - Employee Benefits	2,418,541
300 Purchased Professional and Technical Services	504,400
400 Purchased Property Services	54,426
500 Other Purchased Services	168,739
600 Supplies	57,250
700 Property	4,800
800 Other Objects	52,734
<b>Total Support Services - Administration</b>	<b>\$6,928,408</b>
<b>2400 Support Services - Pupil Health</b>	
100 Personnel Services - Salaries	1,077,305
200 Personnel Services - Employee Benefits	789,237
300 Purchased Professional and Technical Services	25,250
400 Purchased Property Services	1,316
500 Other Purchased Services	1,820
600 Supplies	17,224
800 Other Objects	1,740
<b>Total Support Services - Pupil Health</b>	<b>\$1,913,892</b>
<b>2500 Support Services - Business</b>	
100 Personnel Services - Salaries	697,658
200 Personnel Services - Employee Benefits	503,067
300 Purchased Professional and Technical Services	57,000
400 Purchased Property Services	2,650
500 Other Purchased Services	6,000
600 Supplies	148,504
700 Property	50,000
800 Other Objects	2,500



<u>Description</u>	<u>Amount</u>
<b>Total Support Services - Business</b>	<b>\$1,467,379</b>
<b>2600 Operation and Maintenance of Plant Services</b>	
100 Personnel Services - Salaries	5,623,926
200 Personnel Services - Employee Benefits	4,706,791
300 Purchased Professional and Technical Services	51,600
400 Purchased Property Services	995,205
500 Other Purchased Services	326,581
600 Supplies	2,524,960
700 Property	143,000
800 Other Objects	750
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$14,372,813</b>
<b>2700 Student Transportation Services</b>	
100 Personnel Services - Salaries	3,439,897
200 Personnel Services - Employee Benefits	3,346,318
300 Purchased Professional and Technical Services	55,000
400 Purchased Property Services	109,750
500 Other Purchased Services	621,547
600 Supplies	427,355
700 Property	4,541,400
800 Other Objects	5,600
<b>Total Student Transportation Services</b>	<b>\$12,546,867</b>
<b>2800 Support Services - Central</b>	
100 Personnel Services - Salaries	1,078,341
200 Personnel Services - Employee Benefits	772,540
300 Purchased Professional and Technical Services	82,490
400 Purchased Property Services	133,691
500 Other Purchased Services	188,900
600 Supplies	748,273
700 Property	1,835,365
800 Other Objects	4,055
<b>Total Support Services - Central</b>	<b>\$4,843,655</b>
<b>2900 Other Support Services</b>	
500 Other Purchased Services	45,000
<b>Total Other Support Services</b>	<b>\$45,000</b>
<b>Total Support Services</b>	<b>\$50,399,663</b>
<b>3000 Operation of Non-Instructional Services</b>	
<b>3200 Student Activities</b>	
100 Personnel Services - Salaries	919,968
200 Personnel Services - Employee Benefits	430,488
300 Purchased Professional and Technical Services	171,745
400 Purchased Property Services	86,336
500 Other Purchased Services	299,548
600 Supplies	177,446
700 Property	13,200

<u>Description</u>	<u>Amount</u>
800 Other Objects	33,721
<b>Total Student Activities</b>	<b>\$2,132,452</b>
<b>3300 Community Services</b>	
300 Purchased Professional and Technical Services	19,000
500 Other Purchased Services	1,887
600 Supplies	57,779
<b>Total Community Services</b>	<b>\$78,666</b>
<b>Total Operation of Non-Instructional Services</b>	<b>\$2,211,118</b>
<b>5000 Other Expenditures and Financing Uses</b>	
<b>5100 Debt Service / Other Expenditures and Financing Uses</b>	
800 Other Objects	5,993,221
900 Other Uses of Funds	11,808,243
<b>Total Debt Service / Other Expenditures and Financing Uses</b>	<b>\$17,801,464</b>
<b>5900 Budgetary Reserve</b>	
800 Other Objects	350,000
<b>Total Budgetary Reserve</b>	<b>\$350,000</b>
<b>Total Other Expenditures and Financing Uses</b>	<b>\$18,151,464</b>
<b>TOTAL EXPENDITURES</b>	<b>\$155,797,475</b>

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Cash and Short-Term Investments06/30/2018 Estimate06/30/2019 Projection

General Fund 10,694,361 10,694,361

Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund

Capital Reserve Fund - \$ 690, \$1850

9,012,421 9,012,421

Capital Reserve Fund - \$ 1431

Other Capital Projects Fund

Debt Service Fund

Food Service / Cafeteria Operations Fund

105,562 105,562

Child Care Operations Fund

Other Enterprise Funds

Internal Service Fund

Private Purpose Trust Fund

Investment Trust Fund

Pension Trust Fund

Activity Fund

Other Agency Fund

Permanent Fund

Total Cash and Short-Term Investments

\$19,812,344 \$19,812,344

Long-Term Investments06/30/2019 Projection

66,082,236 66,082,236

General Fund

Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund

Capital Reserve Fund - \$ 690, \$1850

Capital Reserve Fund - \$ 1431

Other Capital Projects Fund

Debt Service Fund

Food Service / Cafeteria Operations Fund

Child Care Operations Fund

Other Enterprise Funds

Internal Service Fund

Private Purpose Trust Fund

Investment Trust Fund

Pension Trust Fund

Activity Fund

Other Agency Fund

Long-Term Investments

Permanent Fund

Total Long-Term Investments \$66,082,236 \$66,082,236

TOTAL CASH AND INVESTMENTS

\$85,894,580 \$85,894,580



<u>Long-Term Indebtedness</u>		<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
<b>General Fund</b>			
0510 Bonds Payable		164,334,360	164,334,360
0520 Extended-Term Financing Agreements Payable		1,918,635	1,918,635
0530 Lease-Purchase Obligations			
0540 Accumulated Compensated Absences		5,819,281	5,819,281
0550 Authority Lease Obligations			
0560 Other Post-Employment Benefits (OPEB)		14,700,183	14,700,183
0599 Other Noncurrent Liabilities			
<b>Total General Fund</b>		<b>\$186,772,459</b>	<b>\$186,772,459</b>

**Public Purpose (Expendable) Trust Fund**

0510 Bonds Payable	
0520 Extended-Term Financing Agreements Payable	
0530 Lease-Purchase Obligations	
0540 Accumulated Compensated Absences	
0550 Authority Lease Obligations	
0560 Other Post-Employment Benefits (OPEB)	
0599 Other Noncurrent Liabilities	

**Total Public Purpose (Expendable) Trust Fund****Other Comptroller-Approved Special Revenue Funds**

0510 Bonds Payable	
0520 Extended-Term Financing Agreements Payable	
0530 Lease-Purchase Obligations	
0540 Accumulated Compensated Absences	
0550 Authority Lease Obligations	
0560 Other Post-Employment Benefits (OPEB)	
0599 Other Noncurrent Liabilities	

**Total Other Comptroller-Approved Special Revenue Funds****Athletic / School-Sponsored Extra Curricular Activities Fund**

0510 Bonds Payable	
0520 Extended-Term Financing Agreements Payable	
0530 Lease-Purchase Obligations	
0540 Accumulated Compensated Absences	
0550 Authority Lease Obligations	
0560 Other Post-Employment Benefits (OPEB)	
0599 Other Noncurrent Liabilities	

**Total Athletic / School-Sponsored Extra Curricular Activities Fund****Capital Reserve Fund - \$ 690, \$1850**

0510 Bonds Payable	
0520 Extended-Term Financing Agreements Payable	

Long-Term Indebtedness

0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Capital Reserve Fund - \$ 690, \$1850**

**Capital Reserve Fund - \$ 1431**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Capital Reserve Fund - \$ 1431**

**Other Capital Projects Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Other Capital Projects Fund**

**Debt Service Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Debt Service Fund**

**Food Service / Cafeteria Operations Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations

Long-Term Indebtedness

- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

06/30/2018 Estimate

06/30/2019 Projection

**Total Food Service / Cafeteria Operations Fund**

**Child Care Operations Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Child Care Operations Fund**

**Other Enterprise Funds**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

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**Total Other Enterprise Funds**

**Internal Service Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Internal Service Fund**

**Private Purpose Trust Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Private Purpose Trust Fund**



Long-Term Indebtedness06/30/2018 Estimate      06/30/2019 Projection**Investment Trust Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Investment Trust Fund****Pension Trust Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Pension Trust Fund****Activity Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Activity Fund****Other Agency Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable  
0530 Lease-Purchase Obligations  
0540 Accumulated Compensated Absences  
0550 Authority Lease Obligations  
0560 Other Post-Employment Benefits (OPEB)  
0599 Other Noncurrent Liabilities

**Total Other Agency Fund****Permanent Fund**

0510 Bonds Payable  
0520 Extended-Term Financing Agreements Payable

<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Permanent Fund		
Total Long-Term Indebtedness	\$186,772,459	\$186,772,459

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06/30/2018 Estimate      06/30/2019 Projection

**Short-Term Payables**

General Fund  
Public Purpose (Expendable) Trust Fund  
Other Comptroller-Approved Special Revenue Funds  
Athletic / School-Sponsored Extra Curricular Activities Fund  
Capital Reserve Fund - \$ 690, \$1850  
Capital Reserve Fund - \$ 1431  
Other Capital Projects Fund  
Debt Service Fund  
Food Service / Cafeteria Operations Fund  
Child Care Operations Fund  
Other Enterprise Funds  
Internal Service Fund  
Private Purpose Trust Fund  
Investment Trust Fund  
Pension Trust Fund  
Activity Fund  
Other Agency Fund  
Permanent Fund

**Total Short-Term Payables**

**TOTAL INDEBTEDNESS**      **\$186,772,459**      **\$186,772,459**

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Account Description	Amounts
0810 Nonspendable Fund Balance	126,414
0820 Restricted Fund Balance	
0830 Committed Fund Balance	24,545,532
0840 Assigned Fund Balance	12,510,209
0850 Unassigned Fund Balance	11,476,126
Total Ending Fund Balance - Committed, Assigned, and Unassigned	\$48,531,867
5900 Budgetary Reserve	350,000
Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve	\$49,008,281

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## **EAST STROUDSBURG AREA SCHOOL DISTRICT**

### **2018-2019 Homestead and Farmstead Exclusion Resolution**

RESOLVED, by the Board of Education of the East Stroudsburg Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2018, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

**1. Aggregate amount available for homestead and farmstead real estate tax reduction.**

The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2018:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as property tax reduction allocation funded by gambling tax funds, the amount of \$ 4,337,474.90.

b. **Remaining Property Tax Reduction Funds.** Funds will be available during the school year for real estate reductions as a result of undistributed funds from the property tax reduction funds received in 2016-2017. These funds will be added to the allocation for this school year in the amount of \$0.00.

c. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P. S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$ 10,138.50.

d. **Aggregate amount available.** Adding these amounts, the aggregate amount Available during the school year for real estate tax reduction is \$ 4,347,613.40.

**2. Homestead/farmstead number.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341 (g)(3), Monroe and Pike Counties have provided the School District with certified reports listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 7,288 in Monroe County, and 2,780 in Pike County, totaling 10,068.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 3 in Monroe County and zero in Pike County, totaling 3.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 10,071.

3. **Real estate tax reduction calculation.** The School Board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(d) aggregate amount available during the school year for real estate tax reduction of \$ 4,347,613.40 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 10,049 the calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is a maximum \$ 431.70.
4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$ 432.50 by the School District real estate tax rate in Monroe County of 177.86 mills (.17786) and in Pike County of 122.91 mills (.12291), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is 2,427 in Monroe County and 3,491 in Pike County, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is 2,427 in Monroe County and 3,491 in Pike County.
5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of 2,427 in Monroe County and 3,491 in Pike County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of 2,427 in Monroe County and 3,491 in Pike County. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341 (g) (3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

RESOLVED this 18<sup>th</sup> day of June 2018.

ATTEST:

BOARD OF SCHOOL DIRECTORS OF THE EAST STROUDSBURG AREA SCHOOL DISTRICT

\_\_\_\_\_  
Secretary

By \_\_\_\_\_

President

**Government Software Services, Inc.**

Honesdale, PA 18431  
616 Main Street

**Estimate**

Date	Estimate #
6/8/2018	243

Name / Address
East Stroudsburg Area School District Business Office 50 Vine Street East Stroudsburg PA 18301

			Project
Description	Qty	Cost	Total
Real Estate Tax Bills 3 inserts (Tax bill sheet, coupon sheet and flyer) and Envelope stuffed	9,600	0.28	2,688.00
Data Processing Fee	1	1,000.00	1,000.00
One time setup fee for re-design of tax bills for School District and Tax Collectors	1	1,000.00	1,000.00
Postage	9,600	0.47	4,512.00
ALL INVOICES 30 DAYS OR MORE PAST DUE WILL BE SUBJECT TO A 1 1/2% MONTHLY INTEREST CHARGE			
<b>Subtotal</b>			\$9,200.00
<b>Sales Tax (6.0%)</b>			\$0.00
<b>Total</b>			\$9,200.00

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East Stroudsburg Area School District  
J.M. Hill Elementary Sidewalks and Curbing Replacement Project  
DEI Project No. 287009

Bid Tabulation

Thursday, May 10, 2018 @ 2:00PM

Vendor	Bid Bond	Non-Collusion Affidavit	Base Bid
Barker & Barker (Gaver)	✓	✓	\$140,646.50
Kobalt Construction	✓	✓	\$187,000.00
Leeward Construction	✓	✓	\$71,720.00
L. Markl & Son, Inc.	Did Not Submit	Did Not Submit	Did Not Submit
Northeast Masonry		✓	\$54,173.00
The Vanic Co.	✓	✓	\$69,377.25

## APPENDIX A

Vendor Name: POSTAGE PROS PLUS INC.

Location	Manufacturer	Model #	Speed (batch processing)	Dynamic Weighing Speed	Annual Lease Cost
Admin Center	NEOPOST	TN-700-DS-10	140 LPM	75 LPM	2,827.20
High School South	NEOPOST	TN-700-DS-10	140 LPM	75 LPM	2,827.20
J. T. Lambert Intermediate	NEOPOST	TN-700-DS-10	140 LPM	75 LPM	2,827.20
High School North/Lehman Intermediate	NEOPOST	TN-700-DS-10	140 LPM	75 LPM	2,827.20

## Cost of Supplies:

Meter Tape: 15.95 per Box - 300 LabelsInk Cartridge (New only): 69.95 per Cartridge - 14,000 Imprints

List any additional fees/charges that may be charged throughout the lease period (i.e. postage added, ACH, etc.) Any fees not indicated will not be accepted. ANNUAL 50<sup>th</sup>/yr management Fee For ACH.

Please indicate if your company will accept Credit Cards as a form of payment: Yes X No     

If pricing is per State Contract or some other form of cooperative purchasing, please indicate the agency and the contract number:

NJPA - CONTRACT Number 041917-NPI

# MailFinance

A Neopost USA Company

## Product Lease Agreement with Meter Rental Agreement

### Section (A) Office Information

Office Number: <b>964</b>	Office Name: <b>POSTAGE PROS PLUS</b>	Office Phone #: <b>570-696-6500</b>	Date Submitted:
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### Section (B) Billing Information

Company Name (Full legal name): <b>EAST STROUDS BURB AREA School Dist</b>		
DBA:		
Billing Address: <b>50 Vine ST.</b>		
Billing City: <b>EAST STROUDS BURB</b>	State: <b>PA</b>	ZIP Code + 4: <b>18301</b>
Billing Contact Name: <b>JEFFREY S. BADER</b>		Contact Phone Number: <b>570-424-8500</b>
Billing Contact Title: <b>Chief Financial Officer</b>		Contact Fax Number: <b>570-420-8384</b>
Billing Contact email Address: <b>jeffrey.bader@esad.net</b>		Purchase Order Number:

### Section (C) Installation Information (if different than Billing Information)

Company Name (Full legal name):		
Installation Address (No PO Boxes or General Delivery):		
Installation City:	State:	ZIP Code + 4:
Installation Contact Name:		Phone Number:
Installation Contact Title:		Fax Number:
Installation Contact email Address:		
Main Post Office Name / Mail Drop off:		Post office 5-Digit ZIP Code:

### Section (D) Products

	Quantity	Model / Part Number	Description (Include Serial Number, if applicable) <input type="checkbox"/> See additional listed products on attached continuation schedule.
1	4	IN-700-	Automatic Digital Mailing System
2	4	IN-WP-10	10# Digital Scales
3	4	IN-DS-7	Dynamic Weighing Platform
4	4	ISSP-35	E-Service with ERR APP.

### Section (E) Lease Payment Information & Lease Payment Schedule

<b>Tax Status:</b> <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax-Exempt (Certificate attached)  <b>Billing Frequency:</b> <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually  <b>Billing Method:</b> <input checked="" type="checkbox"/> Standard	Period	# of Months	Monthly Payment (plus applicable taxes)
	First	60	942.40
	Next		
	Next		
	Next		
Current Lease Number:		N/A	
<input type="checkbox"/> ACH (Customer to submit authorization form)			

### Section (F) Postage Meter & Postage Funding Information

Meter Model: <b>IN-700-AI</b>	Machine Model: <b>IN-700-WP-10</b>
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay By Check <input checked="" type="checkbox"/> ACH Debit (Customer to submit authorization form)	Postage Funding Account: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Account TMS Account # _____ POC Account # _____
<b>Service Products (Check all that apply)</b> <input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input checked="" type="checkbox"/> Online E-Services with Electronic Return Receipt iMeter™ App (SP35) <input type="checkbox"/> NeoShip BASIC – Requires NeoFunds/TotalFunds (EP70) <input type="checkbox"/> NeoShip PLUS – Requires NeoFunds/TotalFunds (EP70PLUS) <input type="checkbox"/> NeoShip ADVANCED – Requires NeoFunds/TotalFunds (NEOSHIPADV) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> RunMyMail <input checked="" type="checkbox"/> Maintenance (provided by your authorized office) <input checked="" type="checkbox"/> Installation & Training (provided by your authorized office) <input type="checkbox"/> Annual Software Support (Maintenance) Covered Product:	

### Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless Initialed here \_\_\_\_\_.

This document consists of a Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DealerLease-V04-16), which are also available at <http://neopostusa.com/terms/DealerLease-V04-16.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

<input checked="" type="checkbox"/> Authorized Signature	<input checked="" type="checkbox"/> Print Name and Title	<input checked="" type="checkbox"/> Date Accepted
Accepted by Neopost USA and its Affiliates		Date Accepted



## USPS® PostageNow™ – ACH Debit for Postage Customer Authorization and Agreement

PostageNow™ is a service from the USPS® that allows **Neopost** meter customers to have immediate access to postage with an automatic electronic payment process. To start using PostageNow™ to pay for your **Postage-On-Call® (POC)** meter postage, simply complete this form and fax it to **Neopost** for processing.

Customer Information	
Company Name <b>EAST STRONDSBURG AREA School Dist</b>	
Contact Name <b>Jeffrey S. Bader</b>	
Mailing Address <b>50 VINE ST.</b>	
City, St., Zip <b>EAST STRONDSBURG PA 18301</b>	
Phone Number <b>570-424-3500</b>	Fax Number <b>570-420-8384</b>
Email Address <b>JEFFREY.BADER@CSASD.NET</b>	

Account Information	
POC Account Number	Meter Serial Number
Bank Name <b>X</b>	
Bank Address <b>X</b>	City, St., Zip <b>X</b>
9-Digit Bank Transit / ABA Routing Number <b>X</b>	
Customer Bank Account Number <b>X</b>	
Account Type (Checking, Savings) <b>X</b>	

Please Indicate (check one): ☒ New set-up ☐ Account update ☐ Retransmit ☐ Terminate

### Notes:

- If you have debit blocks on your bank account, please make sure that you have Neopost set up with your bank as an authorized debtor. Your bank will need our **company ID #194238882**.
- Please provide a copy of a voided check or a letter from your bank showing your routing number and bank account number.

### Terms of Agreement:

- Neopost will conduct a PostageNow™ account system test called a pre-notification (pre-note). Pre-notes help ensure the accuracy and reliability of your bank routing number, bank account number and related account-processing procedures. Neopost will generate a \$10.00 pre-note transaction that will be debited from your designated bank account and will serve as the pre-note test. After a successful test, the \$10.00 will be deposited to your POC account to be used for postage.
- There is a \$50 annual maintenance fee. Once the pre-note is complete, Neopost will initiate a transaction for the first year maintenance fee. Thereafter, the annual, non-refundable maintenance fee will be debited from your bank account on the anniversary date of your enrollment. There is a \$25 fee for any returned ACH debits from your bank. Neopost reserves the right to change the terms and fee structure for the PostageNow™ service upon 30 days written notice.
- You may add postage to your meter(s) at any time. The amount of postage you add to your meter(s) through PostageNow™ will be automatically deducted from your designated bank account you authorize.
- This PostageNow™ agreement is subject to, and the parties agree to be bound by, the National Automated Clearing House Association (NACHA) rules relating to Corporate Trade Payment entries in the administration of these debit entries. Any issues, objections or discrepancies regarding the amounts debited should be reported in writing, within 90 days from the debit date, by Certified Mail-Return Receipt Requested, to Neopost. Failure to deliver such notice within the prescribed period shall constitute an absolute waiver by the customer of any and all remedies, causes of action and other forms of relief arising out of or in connection with each such debit transaction.

PostageNow™ is a registered trademark of the USPS®.

### USPS® PostageNow™ Customer Authorization:

I acknowledge that I have read and agree to the terms of the PostageNow™ postage payment service. I authorize Neopost to debit the designated bank account identified above to pay for postage downloads through the Postage-On-Call account on behalf of the USPS®. This authority is to remain in full force and effect until Neopost has received 30 days written notification of its termination from me or my organization. In addition, Neopost, at its discretion, may terminate my use of the PostageNow™ service. Any termination will take effect only after all entries originated by Neopost have been honored.

Name <b>X</b>	Title <b>X</b>
Signature <b>X</b>	Date <b>X</b>

Please submit this form via fax to 800.237.0692 or via email to pocadmin@neopost.com.  
Questions, please call Customer Service at 800.636.7678.

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New Holland Auto Group  
508 West Main Street, New Holland, Pennsylvania, 17557  
Office: 717-354-4901

## Customer Proposal

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**Prepared for:**

Jeff Bader  
East Stroudsburg Area School District  
50 Vine St.  
East Stroudsburg, PA 19301  
Office: 570-424-8500  
Email: jeffrey-bader@esasd.net

**Prepared by:**

Jordan DiClemente  
Office: 717-354-4901  
Email: jdiclemente@newhollandauto.com

**Date:** 06/11/2018

**Vehicle:** 2018 Transit-150 XL

Low Roof Passenger Wagon 129.9" WB

**Quote ID:** 6-11-18-1



**In-Stock & Currently Available. Call ASAP to Secure Vehicle.**

**Quote Includes: Vehicle Lettering & Safety Kits**



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

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New Holland Auto Group  
508 West Main Street, New Holland, Pennsylvania,  
17557  
Office: 717-354-4901

**2018 Transit-150, Low Roof Passenger Wagon**  
Low Roof Passenger Wagon 129.9" WB XL(K1Z)  
Price Level: 835 Quote ID: 6-11-18-1

## Warranty - Standard Equipment & Specs

### Warranty

#### *Basic*

Distance ..... 36000 miles      Months ..... 36 months

#### *Powertrain*

Distance ..... 60000 miles      Months ..... 60 months

#### *Corrosion Perforation*

Distance ..... Unlimited miles      Months ..... 60 months

#### *Roadside Assistance*

Distance ..... 60000 miles      Months ..... 60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Jeff Bader, East Stroudsburg Area School District  
By: Jordan DiClemente      Date: 06/11/2018

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New Holland Auto Group  
508 West Main Street, New Holland, Pennsylvania,  
17557  
Office: 717-354-4901

**2018 Transit-150, Low Roof Passenger Wagon**  
Low Roof Passenger Wagon 129.9" WB XL(K1Z)  
Price Level: 835 Quote ID: 6-11-18-1

## Selected Options

Code	Description	MSRP
<b>Base Vehicle</b>		
K1Z	Base Vehicle Price (K1Z)	\$35,100.00
<b>Packages</b>		
301A	Order Code 301A <i>Includes:</i> - Engine: 3.7L Ti-VCT V6 Includes SEIC capability. - Transmission: 6-Speed Automatic w/OD & SelectShift Includes auxiliary transmission oil cooler. - 3.73 Axle Ratio - GVWR: 8,550 lbs - Tires: 235/65R16C AS BSW - Pewter Vinyl Dual Bucket Seats Includes 2-way manual driver and front passenger seats and driver inboard armrest. - Driver & Passenger Side Thorax Airbags - Safety Canopy Side-Curtain Airbags - Vinyl Front Bucket Seats - Radio: AM/FM Stereo Includes digital clock and audio input jack.	N/C
<b>Powertrain</b>		
99M	Engine: 3.7L Ti-VCT V6 <i>Includes SEIC capability.</i>	Included
446	Transmission: 6-Speed Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X73	3.73 Axle Ratio	Included
STDGV	GVWR: 8,550 lbs	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: 235/65R16C AS BSW	Included
64H	Wheels: 16" Steel w/Full Silver Cover	\$35.00
<b>Seats &amp; Seat Trim</b>		
21G	Pewter Vinyl Dual Bucket Seats <i>Includes 2-way manual driver and front passenger seats and driver inboard armrest.</i> <i>Includes:</i> - Driver & Passenger Side Thorax Airbags - Safety Canopy Side-Curtain Airbags	Included
V	Vinyl Front Bucket Seats	Included
761	10 Passenger Seating	\$1,195.00
<b>Other Options</b>		
130WB	130" Wheelbase	STD

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New Holland Auto Group  
508 West Main Street, New Holland, Pennsylvania,  
17557  
Office: 717-354-4901

**2018 Transit-150, Low Roof Passenger Wagon**  
Low Roof Passenger Wagon 129.9" WB XL(K1Z)  
Price Level: 835 Quote ID: 6-11-18-1

## Selected Options (cont'd)

Code	Description	MSRP
PAINT	Monotone Paint Application	STD
43R	Reverse Sensing System	\$295.00
68H	Running Board	\$160.00
57N	Rear-Window Defroster/Defogger	Included
92E	Privacy Glass	\$675.00
	<i>Includes:</i> <i>- Rear-Window Defroster/Defogger</i>	
86F	2 Additional Keys (4 Total)	\$75.00
	<i>Includes key fobs.</i>	
58U	Radio: AM/FM Stereo	Included
	<i>Includes digital clock and audio input jack.</i>	
43B	Back Up Alarm	\$125.00

### Interior Colors

VK_01	Pewter	N/C
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### Fleet Options

BY_02	School Bus Yellow	N/C
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### Upfit Options

NHA	New Holland Auto Advantage	\$0.00
	<i>FREE - Completely Detailed Vehicle</i> <i>FREE - Delivery to Your Location</i> <i>FREE - Full Tank of Fuel</i> <i>FREE - PA Municipal Tags</i>	
NH	Safety Kits	\$85.00
	<i>Includes:</i> <i>* Fire Extinguisher</i> <i>* First Aid Kit</i> <i>* Body Fluids Kit</i> <i>* Seatbelt Cutter</i>	
GFX SD	Vehicle Lettering - Installed	\$249.00
	<i>6" x 1 3/4" &amp; ALL Caps: "EAST STROUDSBURG AREA SCHOOL DISTRICT" on both sides and "SCHOOL STUDENTS" on the Front and Back of vehicle</i>	

SUBTOTAL	\$37,994.00
Destination Charge	\$1,395.00
<b>TOTAL</b>	<b>\$39,389.00</b>

**COSTARS Pricing Next Page**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Jeff Bader, East Stroudsburg Area School District  
By: Jordan DiClemente Date: 06/11/2018

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New Holland Auto Group  
508 West Main Street, New Holland, Pennsylvania,  
17557  
Office: 717-354-4901

**2018 Transit-150, Low Roof Passenger Wagon**  
Low Roof Passenger Wagon 129.9" WB XL(K1Z)  
Price Level: 835 Quote ID: 6-11-18-1

## Pricing - Single Vehicle

### MSRP

#### Vehicle Pricing

Base Vehicle Price	\$35,100.00
Options & Colors	\$2,560.00
Upfitting	\$334.00
Destination Charge	\$1,395.00

<b>Subtotal</b>	<b>\$39,389.00</b>
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#### Pre-Tax Adjustments

##### Description

COSTARS #26-039 Passenger Vehicle Discount	-\$11,212.00
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<b>Total</b>	<b>\$28,177.00</b>
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# of Vehicles to Secure: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Acceptance Date

**In-Stock & Currently Available. Call ASAP to Secure Vehicle.**

**Quote Includes: Vehicle Lettering & Safety Kits**



**Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Jeff Bader, East Stroudsburg Area School District  
By: Jordan DiClemente Date: 06/11/2018

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# REAGLE

DODGE



RAM



VEHICLE PURCHASED	
YEAR	2018
MAKE	RAM
MODEL	2500
TRIM	CREW CAB 4X4 TRADESMAN
MILES	NEW
STOCK #	3783
PRICE	\$ 31,818.00

VEHICLE(S) TRADED		
	TRADE 1	TRADE 2
YEAR	0	0
MAKE	0	0
MODEL	0	0
TRIM	0	0
MILES	0	0
VALUE	\$ -	\$ -

ADD ONS / SERVICE CONTRACT		
7.5' Western Poly Plow	\$	4,455.00
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

PAYMENTS		GROSS TOTAL	\$ 36,373.00
TERM (MONTHS)	RATE	PAYMENTS	
84	3.69%	\$	492.00
75	3.69%	\$	543.79
72	3.69%	\$	563.94
66	3.69%	\$	609.76
60	2.99%	\$	653.41
48	2.99%	\$	804.93
36	2.99%	\$	1,057.61

CHARGES AND CREDITS	
REBATES	
MONEY DOWN	\$ -
TRADE PAYOFF	\$ -
TAX	STATE?
TITLE FEE	\$ -
REGISTRATION	\$ -
NEW PLATE	\$ -
TIRE TAX	\$ -
DOC FEE	\$ 100.00
ONLINE FEE	\$ -
LIEN FEE	\$ -
REG STATE	N/A



QUOTE IS PREPARED FOR:  
**EAST STROUDSBURG SCHOOL**

SALES CONSULTANT	
NAME	JUSTIN OTT
CELL NUMBER	610-657-5444
EMAIL ADDRESS	justin@reagledodge.com

Co-Stars Vendor # 381848 / Contract # 025-220  
PHONE (610)863-6900 FAX (610)863-8385  
1223 BLUE VALLEY DRIVE, PEN ARGYL, PA 18072

\*Interest rates are estimates and may vary

# REAGLE

DODGE



RAM



VEHICLE PURCHASED	
YEAR	2018
MAKE	RAM
MODEL	3500
TRIM	Regular Cab 4x4
MILES	LOCATE
STOCK #	LOCATE
PRICE	\$ 29,275.00

VEHICLE(S) TRADED		
	TRADE 1	TRADE 2
YEAR	0	0
MAKE	0	0
MODEL	0	0
TRIM	0	0
MILES	0	0
VALUE	\$ -	\$ -

ADD ONS / SERVICE CONTRACT	
7.5' Western Poly Plow	\$ 4,615.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

PAYMENTS		GROSS TOTAL	\$ 33,990.00
TERM (MONTHS)	RATE	PAYMENTS	
84	3.69%	\$	459.77
75	3.69%	\$	508.16
72	3.69%	\$	526.99
66	3.69%	\$	569.81
60	2.99%	\$	610.60
48	2.99%	\$	752.20
36	2.99%	\$	988.32

CHARGES AND CREDITS	
REBATES	
MONEY DOWN	\$ -
TRADE PAYOFF	\$ -
TAX	STATE?
TITLE FEE	\$ -
REGISTRATION	\$ -
NEW PLATE	\$ -
TIRE TAX	\$ -
DOC FEE	\$ 100.00
ONLINE FEE	\$ -
LIEN FEE	\$ -
REG STATE	N/A



QUOTE IS PREPARED FOR:  
**EAST STROUDSBURG SCHOOL**

SALES CONSULTANT	
NAME	JUSTIN OTT
CELL NUMBER	610-657-5444
EMAIL ADDRESS	justin@reagledodge.com

Co-Stars Vendor # 381848 / Contract # 025-220  
PHONE (610)863-6900 FAX (610)863-8385  
1223 BLUE VALLEY DRIVE, PEN ARGYL, PA 18072

\*Interest rates are estimates and may vary



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Budget Transfers

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	17 BUA	04/03/2018	Transfer	patricia-rosado	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10009060 610	10-2360-610-000-00-000-002-000-0000-					Transfer			1,000.00
2	10011810 580	10-2834-580-000-00-000-002-000-0000-					Superintendent Gen Sup			
							Transfer		1,000.00	
							Superintendent Travel/Conf			
							** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	18 BUA	04/03/2018	Transfer	patricia-rosado	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10009060 550	10-2360-550-000-00-000-002-000-0000-					Transfer			1,000.00
2	10011810 580	10-2834-580-000-00-000-002-000-0000-					Superintendent Print&Bind			
							Transfer		1,000.00	
							Superintendent Travel/Conf			
							** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	19 BUA	04/03/2018	Transfer	patricia-rosado	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10008960 324	10-2310-324-000-00-000-001-000-0000-					Transfer			3,000.00
2	10012180 580	10-2836-580-000-00-000-001-000-0000-					School Board TrainKgst			
							Transfer		3,000.00	
							School Board Travel/Conf			
							** JOURNAL TOTAL		0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	26 BUA	04/04/2018	EDUWEB	kelli-oney	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	26	BUA	04/04/2018	04/04/2018	EDUWEB	kelli-oney	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10008160	610				KO		EDU.ADM WEBINAR		87.59		
2	10008390	640				KO		StaffDev Gen Sup		87.59		
								EDU.ADM WEBINAR				
								StaffDevCertBooks/Period				
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	124	BUA	04/04/2018	04/04/2018	Transfer	patricia-rosado	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009060	761						Transfer		1,000.00		
2	10011810	324						Superintendent RepEq<\$2,500		1,000.00		
3	10011810	580						Superintendent TrainRgst			1,500.00	
4	10011810	324						Superintendent Travel/Conf		1,500.00		
								Superintendent TrainRgst				
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	130	BUA	04/04/2018	04/04/2018	TIRES	kristine-michaels	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10260360	762						R1820183726			1,200.00	
2	10260360	610						Grounds District RepEq>\$2,500		1,200.00		
								Grounds District Gen Sup				
** JOURNAL TOTAL											0.00	0.00

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	132	BUA	04/04/2018	04/04/2018	FLD PNT	kristine-michaels	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10260360	432			KM					
	10-2630-432	000-00-000-013	000-0000-				Grounds District Rep&maintEq		4,000.00	
2	10260360	610			KM			4,000.00		
	10-2630-610	000-00-000-013	000-0000-				Grounds District Gen Sup			
							** JOURNAL TOTAL	0.00		0.00

YEAR	PER	JOURNAL-SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	158 BUA	04/05/2018	04/05/2018	supplies	rebecca-lopez	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION DESCRIPTION	DEBIT	CREDIT	OB
1	10010780	432					SUPPLIES			
	10-2620-432-000	10-215-008-000-0000-					RESOperBldg EquipRepr&Maint			
2	10010780	610					SUPPLIES	5,000.00		5,000.00
	10-2620-610-000	10-215-008-000-0000-					RES OperBldg GenSup			
** JOURNAL TOTAL								0.00		0.00

JNL	DESC	CLERK	ENT DATE	EFF DATE	SRC	YEAR	PER	JOURNAL	ENT	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
1	N	Hist	2018	2018	10	162	BUA	04/05/2018	04/05/2018	desk	riserjessie-lohmann				

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001620	610					desk riser		500.00	
2	10009330	610					JMHPRegularGen Sup	500.00		
	10-2380-610-000-10-213-000-000-0000-						JMHPPrincipaGen Sup			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	163	BUA	04/05/2018	04/05/2018	650 to 610	patricia-romansky	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
2018	10	163	BUA	04/05/2018	04/05/2018	04/05/2018	650	to 610patricia-romansky	1 N Hist 2018			
1	10001440	650			pdr			to zero out deficit		54.14		
2	10009270	610			pdr			to zero out deficit		54.14		
	10-2380-610-000-10-212-000-0000-0000-							ESEPrincipalGen Sup				
								** JOURNAL TOTAL		0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
2018	10	164	BUA	04/05/2018	04/05/2018	04/05/2018	Markers	Pekaren-mochan	1 N Hist 2018			
1	10003280	610			Mochan			markers and colored pencil		100.00		
2	10003280	640			Mochan			markers and colored pencil		100.00		
	10-1110-640-000-30-819-170-000-0000-0000-							EHNMathematicsBooks/Period				
								** JOURNAL TOTAL		0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
2018	10	174	BUA	04/05/2018	04/05/2018	04/05/2018	tech. sup	probin-borer	1 N Hist 2018			
1	10220140	751			rb			take from New Eq.		1,750.00		
2	10210060	650			rb			NewEq<\$2,500		1,750.00		
	10-2119-650-000-10-000-310-000-0000-0000-							add to Spv Supp Tech.				
								SpvStudent ServicsSupplies Tech				
								** JOURNAL TOTAL		0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
2018	10	175	BUA	04/06/2018	04/06/2018	04/06/2018	SUPERHEAT	rebecca-lopez	1 N Hist 2018			
								** JOURNAL TOTAL		0.00		0.00

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10010510	762						SNOW		
	10-2620-762-000-00-000-008-000-0000-						OperBldgRepEq>\$2,500			
2	10011110	412						SNOW	1,137.50	
	10-2630-412-000-10-214-024-000-0000-						MSEGroundsSnowPlowSvc			
3	10010510	762						SNOW		
	10-2620-762-000-00-000-008-000-0000-						OperBldgRepEq>\$2,500			
4	10011120	412						SNOW	817.50	
	10-2630-412-000-10-215-024-000-0000-						RESGroundsSnowPlowSvc			
									0.00	0.00
									** JOURNAL TOTAL	



YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	191 BUA	04/09/2018	04/09/2018	SNOW	rebecca-lopez	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10260100 761					SNOW		3,943.94		
	10-2620-761-000-00-059-008-000-0000-				Sewer Plant RepEq<\$2,500					
2	10011080 412					SNOW	1,727.62			
	10-2630-412-000-10-211-024-000-0000-				BESGroundsSnowPlowSvc					
3	10011150 412					SNOW	1,981.30			
	10-2630-412-000-20-518-024-000-0000-				LISGroundsSnowPlowSvc					
4	10011160 412					SNOW	235.02			
	10-2630-412-000-30-819-024-000-0000-				EHNGroundsSnowPlowSvc					
							** JOURNAL TOTAL	0.00		

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	192 BUA	04/09/2018	04/09/2018	SADD trip	joyce-barnes	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10003440 330					withdraw money		180.00		
	10-1110-330-000-30-820-110-000-0000-				EHSRegularOtherProfSvc					
2	10012120 324					deposit money	180.00			
	10-2834-324-000-30-820-000-000-0000-				EHSSDevNonInstCertTrainRgst					
							** JOURNAL TOTAL	0.00		

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	193 BUA	04/09/2018	04/09/2018	SADD trip	joyce-barnes	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10009730 531					SADD trip		1,397.00		
	10-2380-531-000-30-820-000-000-0000-				EHSPrincipalPostage					
2	10012120 580					SADD trip	1,397.00			
	10-2834-580-000-30-820-000-000-0000-				EHSSDevNonInstCertTravel/Conf					
							** JOURNAL TOTAL	0.00		



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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	197	BUA	04/09/2018	04/09/2018	gifted	robin-borer	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10005540	513	rb	tm				delete from		8.00		
2	10005540	610	rb	tm				Gifted Contracted				
								increase general supply		8.00		
								Gifted Gen Sup				
** JOURNAL TOTAL										0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	198	BUA	04/09/2018	04/09/2018	640-610	patricia-romansky	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640	pdr					end of year events				1,000.00
2	10001440	610	pdr					ESERegularBooks/Period		1,000.00		
								end of year events				
								ESERegularGen Sup				
** JOURNAL TOTAL										0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	199	BUA	04/09/2018	04/09/2018	fuel	kristine-michaels	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10270140	627	km					TransportationNorthDieselFuel				13,187.53
2	10270130	627	km					TransportationSouthDieselFuel		13,187.53		
								TransportationSouthDieselFuel				
** JOURNAL TOTAL										0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	200	BUA	04/09/2018	04/09/2018	MPA reg	kevin-horne	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	200	BUA	04/09/2018	04/09/2018	MPA	reg	kevin-horne	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10012830	610						JTLInstrMusicGen Sup			154.00		154.00
2	10002410	810						JTLInstrMusicDues&Fees					
** JOURNAL TOTAL											0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	201	BUA	04/10/2018	04/10/2018	PUMP <td></td> <td>rebecca-lopez</td> <td>1</td> <td>1</td> <td>N</td> <td>Hist</td> <td>2018</td> <td></td> <td></td> <td></td> <td></td>		rebecca-lopez	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010620	432						GRINDER PUMP					
2	10010920	610						BESOperBldg Equip.Repr&Maint.			5,000.00		5,000.00
10-2620-610-000-20-518-008-000-0000-								LIS OerBldg GenSup					
** JOURNAL TOTAL											0.00		0.00

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	203	BUA	04/10/2018	04/10/2018	SNOW <td></td> <td>rebecca-lopez</td> <td>1</td> <td>1</td> <td>N</td> <td>Hist</td> <td>2018</td> <td></td> <td></td> <td></td> <td></td>		rebecca-lopez	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011140	412						SNOW					
2	10011130	412						JTLGroundsSnowFlowSvc			1,240.00		1,240.00
10-2630-412-000-10-216-024-000-0000-								SMIGroundsSnowFlowSvc					
** JOURNAL TOTAL											0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	206	BUA	04/10/2018	04/10/2018	SNOW <td></td> <td>rebecca-lopez</td> <td>1</td> <td>1</td> <td>N</td> <td>Hist</td> <td>2018</td> <td></td> <td></td> <td></td> <td></td>		rebecca-lopez	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 206 BUA 04/10/2018 04/10/2018 SNOW rebecca-lopez 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010510	752							SNOW			2,992.50	
	10-2620-752-000-000-008-000-0000-								OperBldgNewEg>\$2,500				
2	10011130	412							SNOW		2,992.50		
	10-2630-412-000-10-216-024-000-0000-								SMIGroundsSnowFlowSvc				
** JOURNAL TOTAL													0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 208 BUA 04/10/2018 04/10/2018 SNOW rebecca-lopez 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010620	610							SNOW			4,398.00	
	10-2620-610-000-10-211-008-000-0000-								BES OperBldg Gensup				
2	10011100	412							SNOW		4,398.00		
	10-2630-412-000-10-213-024-000-0000-								JMHGroundsSnowFlowSvc				
** JOURNAL TOTAL													0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 211 BUA 04/10/2018 04/10/2018 MDS equip.jeanine-fuller 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10004720	650			JF					Move to Mult-hand for I.C.		190.00	
	10-1211-650-000-20-000-310-000-0000-								LifeSkillsSupplies Tech				
2	10005620	610			JF					Move to Mult-hand for I.C.	190.00		
	10-1270-610-000-20-000-310-000-0000-								Multi-HandicappedSuppGen Sup				
** JOURNAL TOTAL													0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 213 BUA 04/10/2018 04/10/2018 810 to 610patricia-romansky 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	213	BUA	04/10/2018	04/10/2018	810	to 610	patricia-romansky	1	N	Hist	2018					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10009270	810				pdr			no more fees for 2018			310.00		
2	10001440	610				pdr			ESEPrincipalDues&Fees					
	10-1110-610-000-10-212-110-000-0000-								end of year events & award			310.00		
									ESERegularGen Sup					
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	215	BUA	04/10/2018	04/10/2018	650	to 610	patricia-romansky	1	N	Hist	2018					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	650				pdr			money moved to end of yr e			152.48		
2	10012620	610				pdr			ESERegularSupplies Tech					
	10-3210-610-000-10-212-510-000-0000-								money moved to end of yr e			152.48		
									ESEStudentActivityGen Sup					
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	349	BUA	04/11/2018	04/11/2018	confr			cynthia-pellington	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002780	610				ela			conf			400.00		
2	10008340	324				ela			LISEngLangArtGen Sup					
	10-2271-324-000-20-518-150-000-0000-								conf			250.00		
3	10008340	580				ela			LIS English CertTrainRgst					
	10-2271-580-000-20-518-150-000-0000-								conf			150.00		
									LIS EnglishTravel/Conf					
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	351	BUA	04/11/2018	04/11/2018	Book Expo			jennifer-marmo	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	351 BUA	04/11/2018	04/11/2018	Book Expo	jennifer-marmo	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10003220 650					Funds to cover Book Expo r		150.00		
2	10008450 324					Funds to cover Book Expo r	150.00			
10-2271-324-000-30-819-150-000-0000-						EHNELADevCertTrainRgst				
** JOURNAL TOTAL							0.00	0.00		

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	352 BUA	04/11/2018	04/11/2018	Book Expo	jennifer-marmo	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10003220 650					Funds to cover expenses BE		136.00		
2	10008450 580					Funds to cover expenses BE	136.00			
10-2271-580-000-30-819-150-000-0000-						EHNELADevCertTravel/Conf				
** JOURNAL TOTAL							0.00	0.00		

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	357 BUA	04/11/2018	04/11/2018	330/525	diane-kelly	1	N	Hist	2018	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10015540 840					COVER KEYSTONE REALY ADVIS		191,804.17		
2	10008990 330					Contingency Budgetary Reserve				
10-5900-840-000-00-000-000-0000-						COVER KEYSTONE REALY ADVIS	191,804.17			
3	10015540 840					TaxCollectorProfSvc				
10-5900-840-000-00-000-000-0000-						COVER TAX COLLECTOR BONDIN		50,246.00		
4	10008990 525					Contingency Budgetary Reserve				
10-2330-525-000-00-000-005-000-0000-						COVER TAX COLLECTOR BONDIN	50,246.00			
5	10008990 550					Tax Collector BondingInsurance				
10-2330-550-000-00-000-005-000-0000-						OVER BUDGET ON POSTAGE		297.06		
6	10008990 531					TaxCollPrint&Bind				
10-2330-531-000-00-000-005-000-0000-						OVER BUDGET ON POSTAGE	297.06			
** JOURNAL TOTAL							0.00	0.00		

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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE
2018 10 363 BUA 04/12/2018 04/12/2018 SNOW rebecca-lopez 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011060	432								SNOW		5,000.00	
2	10011090	412								EHSCustodialRep&MaintEq	5,000.00		
3	10010510	433								ESegroundsSnowPlowSvc		1,500.00	
4	10011090	412								OperBldgRepr/MaintServ.Vehicle	1,500.00		
5	10010510	581								ESegroundsSnowPlowSvc		1,370.00	
6	10011090	412								OperBldg InDistrictTrvl	1,370.00		
										ESegroundsSnowPlowSvc			
** JOURNAL TOTAL											0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE
2018 10 372 BUA 04/12/2018 04/12/2018 640 to 610patricia-romansky 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640				pdr				Bucket Bash end of year		150.00	
2	10012620	610				pdr				ESERegularBooks/Period	150.00		
										Bucket Bash end of year			
										ESEStudentActivityGen Sup			
** JOURNAL TOTAL											0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE
2018 10 374 BUA 04/12/2018 04/12/2018 Power Adapkelli-oney 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10280090	766								to purchase power adapters		474.00	
2	10012350	650								IntiativCapTechHard/Equip-Repl	474.00		
										to purchase power adapters			
										ITEC Supplies Tech			
** JOURNAL TOTAL											0.00		0.00



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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	377	BUA	04/12/2018	04/12/2018	Repair	04/12/2018	Repair	REF3	paul-bakner	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003180	330				Repair Repair					Money for instrument repai		500.00	
2	10003180	432				Repair Repair					Money for instrument repai	500.00		
	10-1110-432-000-30-819-125-000-0000-										EHNInstrMusicRep&MaintEq			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	379	BUA	04/12/2018	04/12/2018	Kistler	04/12/2018	Repair	REF3	susan-cole	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010200	610				SJC					insufficient funds		282.04	
2	10010120	550				SJC					insufficient funds	282.04		
	10-2420-550-000-20-518-602-000-0000-										LISMedicalPrint&Bind			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	380	BUA	04/12/2018	04/12/2018	medic	04/12/2018	Repair	REF3	susan-cole	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10012050	324				SJC					deficit insufficient funds		226.63	
2	10010120	610				SJC					deficit insufficient funds	226.63		
	10-2420-610-000-20-518-602-000-0000-										LISMedicalsvsGen Sup			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	382	BUA	04/13/2018	04/13/2018	Repairs	04/13/2018	Repair	REF3	matthew-flicker	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB

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YEAR	PER	JOURNAL	SRC	EFF	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	382	BUA	04/13/2018	04/13/2018	Repairs		matthew-flicker	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002740	640							LISInstrMusicBooks/Period			2.00		
2	10002740	432							LISInstrMusicRep&MaintEq			2.00		
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	385	BUA	04/13/2018	04/13/2018	DHUY		rebecca-lopez	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010510	650							DHUY SERVICES			433.11		
2	10010510	330							Oper Bldg Supplies Tech			433.11		
	10-2620-330-000-00-000-008-000-0000-								DHUY SERVICES					
	10-2620-330-000-00-000-008-000-0000-								OperBldg OtherProfSvc					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	387	BUA	04/13/2018	04/13/2018	to 330-10amy-snyder			1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10210040	330							moving to 330 elem.			2,250.00		
2	10210030	330							Pupilsrv.OtherProfSvc			2,250.00		
	10-2111-330-000-30-000-009-000-0000-								moving to 330 elem.					
	10-2111-330-000-20-000-009-000-0000-								Pupilsrv.OtherProfSvc			4,500.00		
	10-2111-330-000-10-000-009-000-0000-								moving from 330-int/sec					
	10-2111-330-000-10-000-009-000-0000-								Pupilsrv.OtherProfSvc					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	396	BUA	04/16/2018	04/16/2018	Keyboard		catherine-tynewmouth	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	396	BUA	04/16/2018	04/16/2018	Keyboard	catherine-tynemouth	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10013070	610			Lantz			Keyboard		4,500.00	
	10-3210-610-000-30-820-121-000-0000-						EHSVocalStudentActGen	Sup			
2	10003470	432			Lantz			Keyboard		300.00	
	10-1110-432-000-30-820-121-000-0000-						EHSVocalRep&MaintEq				
3	10003470	581			Lantz			Keyboard		200.00	
	10-1110-581-000-30-820-121-000-0000-						EHSVocalInDistrictTrvl				
4	10003470	610			Lantz			Keyboard	5,000.00		
	10-1110-610-000-30-820-121-000-0000-						EHSVocalGen	Sup			
** JOURNAL TOTAL									0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	398	BUA	04/16/2018	04/16/2018	CONF EX	kelli-oney	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION DESCRIPTION	DEBIT	CREDIT	OB
1	10011850	324		KO			CONFERENCE REG. DATA SUMMI		300.00	
2	10-2834-324	000-00-000	006-000-0000-				ITEC TrainRgst			
3	10012210	580		KO			CONFERENCE REG. DATA SUMMI	300.00		
4	10-2836-580	000-00-000	006-000-0000-				ITEC TrainRgst			
5	10012210	580		KO			CONFERENCE EXP. DATA SUMMI	154.81		
6	10-2836-580	000-00-000	006-000-0000-				ITEC Travel/Conf			
7	10011850	580		KO			CONFERENCE EXP. DATA SUMMI	154.81		
8	10-2834-580	000-00-000	006-000-0000-				ITEC Travel/Conf			
** JOURNAL TOTAL								0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	399	BUA	04/16/2018	04/16/2018	need funds	jonathan-dejesus	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10006770	810					Decrease \$417		417.00	
	10-2170-810-000-00-000-022-000-00000-						ChildAccountingDues&Fees			
2	10280050	810					Increase \$417	417.00		
	10-2840-810-000-00-000-022-000-00000-						AdminServicesDues&Fees			
** JOURNAL TOTAL								0.00	0.00	

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	421	BUA	04/16/2018	04/16/2018	author	04/16/2018	1	author	vismarjory-gullstrand	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10007130	640							author visit				250.00	
2	10007130	330							EHSLibraryBooks/Period			250.00		
	10-2250-330-000-30-820-155-000-0000-								author visit					
	10-2250-330-000-30-820-155-000-0000-								EHSLibraryOtherProfSvc					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	422	BUA	04/16/2018	04/16/2018	Supplies	04/16/2018	1	Supplies	kevin-horne	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002410	610							JTLInstrMusicGen Sup			291.17		
2	10002410	650							JTLInstrMusicSupplies Tech			54.00		
3	10012830	610							JTLInstrMusicGen Sup			21.07		
4	10002410	432							JTLInstrMusicRepeMaintEq			216.10		
	10-1110-432-000-20-517-125-000-0000-													
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	423	BUA	04/16/2018	04/16/2018	Supplies	04/16/2018	1	Supplies	2kevin-horne	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10012830	432							JTLInstrMusicRep&MaintEq			108.00		
2	10002410	610							JTLInstrMusicGen Sup			108.00		
	10-1110-610-000-20-517-125-000-0000-													
** JOURNAL TOTAL													0.00	0.00

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	434	BUA	04/17/2018	04/17/2018	author	04/17/2018	author	medical	catherine-strazzeri	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10007090	640									funds to cover Author Visi		250.00	
2	10007090	330									funds to cover Author Visi	250.00		
	10-2250-330-000-30-819-155-000-0000-										EHNLlibraryOtherProfSvc			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	537	BUA	04/18/2018	04/18/2018	Medical	04/18/2018	Medical	medical	susan-cole	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010200	610				SJC					insufficient funds		500.00	
2	10009940	610				SJC					insufficient funds	500.00		
	10-2420-610-000-10-212-602-000-0000-										ESEMmedicalSvsGen Sup			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	538	BUA	04/18/2018	04/18/2018	Medical	04/18/2018	Medical	medical	susan-cole	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010010	432				SJC					insufficient funds		5.69	
2	10010030	432				SJC					insufficient funds	5.69		
	10-2420-432-000-10-215-602-000-0000-										RESMedicalSvsRep&MaintEq			
	10-2420-432-000-10-216-602-000-0000-										SMIMedicalSvsRep&MaintEq			
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	539	BUA	04/18/2018	04/18/2018	medical	04/18/2018	medical	medical	susan-cole	1	N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	539	BUA	04/18/2018	04/18/2018	medical	susan-cole	1	N	Hist	2018	2018	2018	2018	2018	2018	2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010070	650				SJC		JTLMedicalsvsSupplies Tech	insufficient funds			225.00		
2	10010070	610				SJC		JTLMedicalsvsGen Sup	insufficient funds			225.00		
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	540	BUA	04/18/2018	04/18/2018	Medical	susan-cole	1	N	Hist	2018	2018	2018	2018	2018	2018	2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010260	650				SJC		EHSMedicalsvsSupplies Tech	insufficient funds			200.00		
2	10010260	610				SJC		EHSMedicalsvsGen Sup	insufficient funds			200.00		
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	542	BUA	04/18/2018	04/18/2018	Medical	susan-cole	1	N	Hist	2018	2018	2018	2018	2018	2018	2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010070	550				SJC		JTLMedicalsvsPrint&Bind	insufficient funds			492.56		
2	10009940	610				SJC		ESEMedicalsvsGen Sup	insufficient funds			492.56		
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	544	BUA	04/18/2018	04/18/2018	Medical	susan-cole	1	N	Hist	2018	2018	2018	2018	2018	2018	2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	544	BUA	04/18/2018	04/18/2018	Medical	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009940	581				SJC			insufficient funds		142.80	
2	10009940	610				SJC			insufficient funds	142.80		
** JOURNAL TOTAL												
										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	545	BUA	04/18/2018	04/18/2018	Medical	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009970	581				SJC			insufficient funds		50.00	
2	10009920	610				SJC			insufficient funds	50.00		
** JOURNAL TOTAL												
										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	546	BUA	04/18/2018	04/18/2018	AIRPHONES	kelli-oney	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10280090	766				KO			DEFICIT - AIR PHONES		2,638.00	
2	10012350	650				KO			IntiativeCapTechHard/Equip-Repl	2,638.00		
** JOURNAL TOTAL												
										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	547	BUA	04/18/2018	04/18/2018	DEFICIT	kelli-oney	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB



YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	547	BUA	04/18/2018	04/18/2018	DEFICIT	kelli-oney	1	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011890	580		KO			DEFICITE - CONFERENCE REGI		91.62	
2	10-2834-580-000-10-000-0004-000-0000-10011830	324		KO			Curriculum Travel/Conf			
	10-2834-324-000-00-000-004-000-0000-						DEFICITE - CONFERENCE REGI	91.62		
							Curriculum TrainRgst			
							** JOURNAL TOTAL	0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10		548	BUA	04/18/2018	04/18/2018	supplies	1	N	Hist	2018	
							kevin-horne					

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10002410	513								
	10-1110-513	000-20-517-125-000-0000-				JTLInstrMusicContracted			745.00	
2	10002410	610						745.00		
	10-1110-610	000-20-517-125-000-0000-				JTLInstrMusicGen Sup				
							** JOURNAL TOTAL	0.00		0.00

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	550	BUA	04/18/2018	04/18/2018	trnsf	neg	joyce-kirk	N	Hist	2018	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001800	640		JK			cover negative balance		300.00	
	10-1110-640-000-10-214-110-000-0000-						MSERegularBooks/Period			
2	10001740	650		JK			cover negative balance	300.00		
	10-1110-650-000-10-214-004-000-0000-						MSECurrWritesSupplies Tech			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	552	BVA	04/18/2018	04/18/2018	move funds	regina-brotherton	1	N	Hist	2018	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	552	BUA	04/18/2018	04/18/2018	move	fundsregina-brotherton	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002570	610							move funds- supplies to re			150.00		
2	10002570	432							JTLFamConSciGen Sup					
									move funds- supplies to re			150.00		
									JTLFamConSciRep&MaintEq					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	554	BUA	04/18/2018	04/18/2018	LEGAL	SRVSDiane-kelly	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10015490	880							COVER EXCEEDED BUDGET IN S			30,000.00		
2	10009020	330							REFUND OF PR.YR SENIOR REBATE					
									COVER EXCEEDED BUDGET IN S			30,000.00		
									LegalsvcsSpecialEducation					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	555	BUA	04/18/2018	04/18/2018	CINTAS	rebecca-lopez	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011010	610							CINTAS					
2	10-2620-610-000-30-819-024-000-0000-								EHN Custodial Gen Sup			549.50		
3	10010710	449							CINTAS					
4	10-2620-449-000-10-213-024-000-0000-								JMHOperBldgOtherRentals			792.90		
5	10010750	449							CINTAS					
									MSECustodialOtherRentals			2,475.72		
									CINTAS					
									EHSCustodialOtherRentals			964.08		
									CINTAS					
									Oper Distrwide Other Rentals					
** JOURNAL TOTAL												0.00		0.00

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	556	BUA	04/18/2018	04/18/2018	CINTAS	rebecca-lopez	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011010	610							CINTAS				
10-2620-610-000-30-819-024-000-0000-									EHN Custodial Gen Sup		819.00		
2	10010670	449							CINTAS				
10-2620-449-000-10-212-024-000-0000-									ESECustodialOtherRentals				
** JOURNAL TOTAL													0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	557	BUA	04/18/2018	04/18/2018	SNOW	rebecca-lopez	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010780	610							SNOW				
10-2620-610-000-10-215-008-000-0000-									RES OperBldg GenSup		2,000.00		
2	10011140	412							SNOW				
10-2630-412-000-20-517-024-000-0000-									JTLGroundsSnowPlowSvc				
3	10010820	610							SNOW				
10-2620-610-000-10-216-008-000-0000-									SME OperBldg GenSup		2,000.00		
4	10011140	412							SNOW				
10-2630-412-000-20-517-024-000-0000-									JTLGroundsSnowPlowSvc				
5	10010660	432							SNOW				
10-2620-432-000-10-212-008-000-0000-									ESEOperBldg Equip.Repr&Maint.		2,000.00		
6	10011140	412							SNOW				
10-2630-412-000-20-517-024-000-0000-									JTLGroundsSnowPlowSvc				
7	10010660	610							SNOW				
10-2620-610-000-10-212-008-000-0000-									ESE OperBldg GenSup		2,000.00		
8	10011140	412							SNOW				
10-2630-412-000-20-517-024-000-0000-									JTLGroundsSnowPlowSvc				
9	10010510	432							SNOW				
10-2620-432-000-00-000-008-000-0000-									OperBldgRep&MaintEq		1,185.00		
10	10011140	412							SNOW				
10-2630-412-000-20-517-024-000-0000-									JTLGroundsSnowPlowSvc				
** JOURNAL TOTAL													0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	583	BUA	04/19/2018	04/19/2018	1110-3210	patricia-romansky	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	583	BUA	04/19/2018	04/19/2018	1110-3210	patricia-romansky	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	610	pdr						End of year activity			527.99		
2	10012620	610	pdr						End of year activity			527.99		
	10-3210-610-000-10-212-510-000-0000-								ESEStudentActivityGen Sup					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	585	BUA	04/19/2018	04/19/2018	1110-2380	patricia-romansky	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640	pdr						overage on postage			6.70		
2	10009270	531	pdr						overage on postage			6.70		
	10-2380-531-000-10-212-000-000-0000-								ESEPrincipalPostage					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	588	BUA	04/19/2018	04/19/2018	1110-2380	patricia-romansky	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640	pdr						overage on District Travel			22.73		
2	10009270	581	pdr						overage on District Travel			22.73		
	10-2380-581-000-10-212-000-000-0000-								ESEPrincipalIndistrictTrvl					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	619	BUA	04/19/2018	04/19/2018	Dawn Dailejoyce-barnes	1	N	Hist	2018							

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB

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LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	627	BUA	04/20/2018	04/20/2018	RETA	RETA	RETA	RETA	rebecca-lopez	1	N	Hist	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10010870	610							RETAINER SERVICES				300.00				
									JTL OperBldg Gensup			300.00					
2	10010510	330							RETAINER SERVICES								
									OperBldg OtherProfSvc								
** JOURNAL TOTAL														0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	628	BUA	04/20/2018	04/20/2018	Pol	Pol	Pol	Pol	JOYCE-BARNES	1	N	HIST	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10003440	330							deduct for Polmounter's re				115.00				
2	10012120	324							EHSRegularOtherProfSvc			115.00					
	10-2834-324-000-30-820-000-0000-								add for Polmounter's regis								
									EHSSDevNonInstCertTrainRgst								
** JOURNAL TOTAL														0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	629	BUA	04/20/2018	04/20/2018	Pol	Pol	Pol	mounter	joyce-barnes	1	N	Hist	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10009730	531							Polmounter travel				1,699.00				
	10-2380-531-	000-30-820-000-0000-0							EHSPrincipalPostage								
2	10012120	580							Polmounter travel			1,699.00					
	10-2834-580-	000-30-820-000-0000-0							EHSSDevNonInstCertTravel/Conf								
														** JOURNAL TOTAL	0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	630	BUA	04/20/2018	04/20/2018	Medical	04/20/2018	Medical	Medical	susan-cole	1	N	Hist	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2018	10	630	BUA	04/20/2018	04/20/2018	Medical	susan-cole	1	N	Hist	2018		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010260	550				SJC			insufficient funds				
	10-2420-550-000-30-820-602-000-0000-								EHSMedicalSvsPrint&Bind				
2	10009940	610				SJC			insufficient funds		492.56		
	10-2420-610-000-10-212-602-000-0000-								ESEMedicalSvsGen Sup				
									** JOURNAL TOTAL		0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	631	BUA	04/20/2018	04/20/2018	JTL TRANSP	lizabeth-kolcun	1	N	Hist	2018						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10013240	513			LK	JTLTRANSP			JTL TRANSP FH-FB				334.90				
	10-3250-513-000-20-517-550-000-5050-								JTLCrossCountryContracted								
2	10013250	513			LK	JTLTRANSP			JTL TRANSP FH-FB			241.57					
	10-3250-513-000-20-517-550-000-5062-								JTLfieldHockeyContracted								
3	10013260	513			LK	JTLTRANSP			JTL TRANSP FH-FB			93.33					
	10-3250-513-000-20-517-550-000-5071-								JTLFootballContracted								
												** JOURNAL TOTAL	0.00		0.00		

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	632	BUA	04/20/2018	04/20/2018	LIS TRANSP	lizabath-kolcun	1	N	Hist	2018						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10013550	513			LK	LIS TRANSP			LIS TRANSP FH - BSOC				63.84				
2	10013570	513			LK	LIS TRANSP			LIS TRANSP FH - BSOC			63.84					
	10-3250-513-000-20-518-550-000-5131-								LIS B-SoccerContracted								
									** JOURNAL TOTAL			0.00		0.00			

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018	10	633	BUA	04/20/2018	04/20/2018	LIS TRANSP	lizabath-kolcun	1	N	Hist	2018	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	633	BUA	04/20/2018	04/20/2018	LIS	TRANSPelizabeth-kolcun	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013560	513	LK	LIS	TRANSP			LIS	TRANSP FB WR			365.78		
2	10013630	513	LK	LIS	TRANSP			LIS	FootballContracted			365.78		
10-3250-513-000-20-518-550-000-5201-								LIS	WrestlingContracted					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	634	BUA	04/20/2018	04/20/2018	LIS	TRANSPelizabeth-kolcun	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013500	513	LK	LIS	TRANSP			LIS	TRANSP BBALL - VB			617.17		
2	10013620	513	LK	LIS	TRANSP			LIS	B-BasketballContracted			617.17		
10-3250-513-000-20-518-550-000-5192-								LIS	G VolleyballContracted					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	635	BUA	04/20/2018	04/20/2018	ESN	TRANSPelizabeth-kolcun	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10014250	513	LK	ESN	TRANSP			ESN	TRANSP FROM ESS			440.00		
2	10013820	513	LK	ESN	TRANSP			EHS	AthleticsContracted			440.00		
10-3250-513-000-30-819-550-000-5000-								ESN	TRANSP FROM ESS					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	636	BUA	04/20/2018	04/20/2018	ESN	TRANSPelizabeth-kolcun	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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2018	10	636	BUA	04/20/2018	04/20/2018	ESN	TRANSP	Elizabeth-kolcun	1	N	Hist	2018					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013870	513	LK	ESN	TRANSP			ESN	TRANSP	XC	WR	333.96		
2	10014010	513	LK	ESN	TRANSP			EHNCrossCountryContracted						
	10-3250-513-000-30-819-550-000-5050-							ESN	TRANSP	XC	WR	333.96		
	10-3250-513-000-30-819-550-000-5201-							EHNWrestlingContracted						
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	637	BUA	04/20/2018	04/20/2018	ESN <th>TRANSP</th> <th>Elizabeth-kolcun</th> <th>1</th> <th>N</th> <th>Hist</th> <th>2018</th>	TRANSP	Elizabeth-kolcun	1	N	Hist	2018					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013870	513	LK	ESN	TRANSP			ESN	TRANSP	XC	GOLF	GSOC	12.39	
2	10013900	513	LK	ESN	TRANSP			EHNCrossCountryContracted						
	10-3250-513-000-30-819-550-000-5080-							ESN	TRANSP	XC	GOLF	GSOC	161.39	
3	10013930	513	LK	ESN	TRANSP			EHNGolfContracted						
	10-3250-513-000-30-819-550-000-5132-							ESN	TRANSP	XC	GOLF	GSOC	561.57	
4	10013930	513	LK	ESN	TRANSP			EHN G-SoccerContracted						
	10-3250-513-000-30-819-550-000-5132-							ESN	TRANSP	XC	GOLF	GSOC	735.35	
	10-3250-513-000-30-819-550-000-5132-							EHN G-SoccerContracted						
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	650	BUA	04/23/2018	04/23/2018	Grad. music	atherine-tynemouth	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003470	432	Lantz					Graduation Music						
2	10013070	610	Lantz					EHSVocalRep&MaintEq						
	10-3210-610-000-30-820-121-000-0000-							Graduation Music				108.00		
	10-3210-610-000-30-820-121-000-0000-							EHSVocalStudentActGen Sup						
** JOURNAL TOTAL												0.00		0.00

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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 653 BUA 04/23/2018 04/23/2018 ESS TRANSPelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014300	513	LK	ESS TRANSP				EHS CROSSCOUNTRYContracted	ESS TRANSP XC TO CHEER	856.52		
2	10014290	513	LK	ESS TRANSP				EHS CheerleadingContracted	ESS TRANSP XC TO CHEER	857.36		
3	10014310	513	LK	ESS TRANSP				EHS FieldHockeyContrTransp	ESS TRANSP XC TO CHEER	.84		
** JOURNAL TOTAL											0.00	0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 654 BUA 04/23/2018 04/23/2018 ESS TRANSPelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014360	513	LK	ESS TRANSP				EHS G-SoccerContracted	ESS TRANSP GSOC TO GTEN	588.32		
2	10014400	513	LK	ESS TRANSP				EHS G TennisContracted	ESS TRANSP GSOC TO GTEN	588.32		
** JOURNAL TOTAL											0.00	0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 655 BUA 04/23/2018 04/23/2018 ESS SUPPLYelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014340	610	LK	ESS SUPPLY				EHS RifleGen Sup	ESS SUPPLY R TO CHEER	18.65		
2	10014290	610	LK	ESS SUPPLY				HSS CheerGen Sup	ESS SUPPLY R TO CHEER	18.65		
** JOURNAL TOTAL											0.00	0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 656 BUA 04/23/2018 04/23/2018 ESS SUPPLYelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 656 BUA 04/23/2018 04/23/2018 ESS SUPPLYelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014340	610	LK	ESS SUPPLY				EHSRifleGen Sup	ESS SUPPLY R TO WR	35.63		35.63
2	10014440	610	LK	ESS SUPPLY				EHSWrestlingGen Sup	ESS SUPPLY R TO WR	35.63		
** JOURNAL TOTAL										0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 657 BUA 04/23/2018 04/23/2018 ESS SUPPLYelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014410	610	LK	ESS SUPPLY				EHS B TrackGen Sup	ESS SUPPLY BTR TO GTR	20.50		20.50
2	10014430	610	LK	ESS SUPPLY				EHS G VolleyballGen Sup	ESS SUPPLY VB GTR	60.20		60.20
3	10014340	610	LK	ESS SUPPLY				EHSRifleGen Sup	ESS SUPPLY R TO GTR	13.30		13.30
4	10014420	610	LK	ESS SUPPLY				EHS G TrackGen Sup	ESS SUPPLY R TO GTR	94.00		94.00
** JOURNAL TOTAL										0.00		0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 659 BUA 04/23/2018 04/23/2018 ESS LAUNDRRelizabeth-kolcun 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014320	415	LK	ESS LAUNDR				EHSFootballLaundryDryClean	ESS LAUNDRY TO RECON	3,600.00		3,600.00
2	10014320	432	LK	ESS LAUNDR				EHSFootballRep&MaintEq	ESS LAUNDRY TO RECON	3,600.00		3,600.00
** JOURNAL TOTAL										0.00		0.00

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	660	BUA	04/23/2018	04/23/2018	ESN	LAUNDR	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013890	415	LK	ESN	LAUNDR	ESN	LAUNDRY TO RECON	ESN	LAUNDRY TO RECON	3,000.00				
2	10013890	432	LK	ESN	LAUNDR	ESN	LAUNDRY TO RECON	ESN	LAUNDRY TO RECON	3,000.00				
10-3250-432-000-30-819-550-000-5071-														
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	661	BUA	04/23/2018	04/23/2018	supplies <td>rebecca-lopez</td> <td>1</td> <td>N</td> <td>Hist</td> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	rebecca-lopez	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011050	610												
10-2620-610-000-30-820-008-000-0000-														
2	10011050	432												
10-2620-432-000-30-820-008-000-0000-														
3	10010510	610												
10-2620-610-000-00-000-008-000-0000-														
4	10010510	610												
10-2620-610-000-00-000-008-000-0000-														
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	664	BUA	04/24/2018	04/24/2018	JTL <td>PROJECTELLI-oney</td> <td>1</td> <td>N</td> <td>Hist</td> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	PROJECTELLI-oney	1	N	Hist	2018						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10280090	650	KO											
10-2844-650-000-00-000-006-000-0600-														
2	10280090	766	KO											
10-2844-766-000-00-000-006-000-0600-														
** JOURNAL TOTAL														0.00

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	665 BUA	04/24/2018	04/24/2018	transportaphillip-kerzner		1	N	Hist	2018	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10006660	610					EHSguidanceGen Sup		162.00	
2	10006660	513					EHSguidanceContractedTransp		162.00	
** JOURNAL TOTAL										0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	667 BUA	04/24/2018	04/24/2018	1110-3210	patricia-romansky	1	N	Hist	2018	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10001500	610			pdr		ESEArtGen Sup	End of Year Assemblies		500.00
2	10012620	610			pdr		ESEStudentActivityGen Sup	End of Year Assemblies	500.00	
** JOURNAL TOTAL										0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2018 10	696 BUA	04/24/2018	04/25/2018	Pay conf	cynthia-pellington	1	N	Hist	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10002780	610			conf	conf		LISEngLangArtGen Sup	conf fees		48.00	
2	10008340	324			conf	conf		LIS English CertTrainRgst	conf fees	48.00		
** JOURNAL TOTAL										0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	700 BUA	04/26/2018	04/26/2018	conf trav	susan-cole	1	N	Hist	2018	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB



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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	700 BUA	04/26/2018	04/26/2018	conf trav	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009920	581				SJC			BESInDistrictTrvl	insufficient funds		50.00	
2	10011920	580				SJC			BESMedicalTravel/Conf	insufficient funds	50.00		
	10-2834	-580-000-10-211-602-000-0000-								** JOURNAL TOTAL	0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	703 BUA	04/26/2018	04/26/2018	medical	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011970	324				SJC			RESMedicalNonInstCertTrainRgst	insufficient funds		200.00	
2	10010260	550				SJC			EHSMedicalSvsPrint&Bind	insufficient funds	200.00		
	10-2420	-550-000-30-820-602-000-0000-								** JOURNAL TOTAL	0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	704 BUA	04/26/2018	04/26/2018	medical	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011960	324				SJC			MSESDevNonInstCertTrainRgst	insufficient funds		81.56	
2	10010260	550				SJC			EHSMedicalSvsPrint&Bind	insufficient funds	81.56		
	10-2420	-550-000-30-820-602-000-0000-								** JOURNAL TOTAL	0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	705 BUA	04/26/2018	04/26/2018	medical	susan-cole	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	705	BUA	04/26/2018	04/26/2018	medical	susan-cole	1	N	Hist	2018						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10009990	432				SJC			deficit				.01				
2	10010010	610				SJC			MSEMedicalSvsRep&MaintEq			.01					
	10-2420-610-000-10-215-602-000-0000-								deficit								
	10-2420-610-000-10-215-602-000-0000-								RESMedicalSvsGen Sup								
** JOURNAL TOTAL														0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	706	BUA	04/26/2018	04/26/2018			Supplies	paul-bakner	1	N	Hist	2018				
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10002060	640							To pay for teaching materi			61.89					
	10-1110-640-000-10-215-125-000-0000-								RESInstrMusicBooks/Period			61.89					
2	10002060	610							To pay for teaching materi								
	10-1110-610-000-10-215-125-000-0000-								RESInstrMusicGen Sup								
** JOURNAL TOTAL														0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC.	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	708	BUA	04/26/2018	04/26/2018	coach milgkelli-oney					1	N	Hist	2018			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10001130	550			Ko				Cover Coaches Milage			450.00					
	10-1110-550-000-10-000-004-000-0000-								CurrWritePrint&Bind								
2	10001130	581			Ko				Cover Coaches Milage			450.00					
	10-1110-581-000-10-000-004-000-0000-								CurrWriteInDistrictTrvl								
													** JOURNAL TOTAL	0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	727	BUA	04/27/2018	04/27/2018	SUPPLIES	rebecca-lopez	1	N	Hist	2018						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			





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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 727 BUA 04/27/2018 04/27/2018 SUPPLIES rebecca-lopez 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010820	431							SUPPLIES			1,000.00	
2	10010510	610							SME OperBldg Repr&MaintBldg				
									District OperBldg GenSup		1,000.00		
** JOURNAL TOTAL											0.00	0.00	

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2018 10 730 BUA 04/27/2018 04/27/2018 SNOW rebecca-lopez 1 N Hist 2018

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011050	431							EHS OperBldg Rep&MaintBldgs	SNOW		2,000.00	
2	10011170	412							EHS GroundsSnowPlowSvc	SNOW	2,000.00		
3	10010700	431							JMH OperBldg Repr&MaintBldg	SNOW		2,000.00	
4	10011170	412							EHS GroundsSnowPlowSvc	SNOW	2,000.00		
5	10010620	610							BES OperBldg GenSup	SNOW		1,000.00	
6	10011170	412							EHS GroundsSnowPlowSvc	SNOW	1,000.00		
7	10010710	610							JMH Custodial GenSup	SNOW		1,000.00	
8	10011170	412							EHS GroundsSnowPlowSvc	SNOW	1,000.00		
9	10010930	610							LIS Custodial GenSup	SNOW		3,000.00	
10	10011170	412							EHS GroundsSnowPlowSvc	SNOW	3,000.00		
11	10011060	610							EHS Custodial GenSup	SNOW		2,000.00	
12	10011170	412							EHS GroundsSnowPlowSvc	SNOW	2,000.00		
13	10010510	762							OperBldgRepEq>\$2,500	SNOW		1,000.00	
14	10011170	412							EHS GroundsSnowPlowSvc	SNOW	1,000.00		

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	730	BUA	04/27/2018	04/27/2018	SNOW	SNOW	rebecca-lopez	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
15	10010700	610							JMH OperBldg GenSup	SNOW		2,000.00		
16	10011170	412							EHSGroundsSnowFlowSvc	SNOW	2,000.00			
17	10010880	610							JTL Custodial Gen Sup	SNOW		3,000.00		
18	10011170	412							EHSGroundsSnowFlowSvc	SNOW	3,000.00			
19	10010510	626							OperBldg Gasoline	SNOW		2,531.00		
20	10011170	412							EHSGroundsSnowFlowSvc	SNOW	2,531.00			
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	736	BUA	04/27/2018	04/27/2018	stove	stove	kira-holden	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002900	610							tran for stove			810.00		
2	10002900	762							LISFamConSciGen Sup			810.00		
	10-1110-610-000-20-518-240-000-0000-								tran for stove			810.00		
	10-1110-762-000-20-518-240-000-0000-								LISFamConSciRepEq>\$2,500					
** JOURNAL TOTAL												0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	744	BUA	04/27/2018	04/27/2018	new truck	new truck	kristine-michaels	1	1	N	Hist	2018				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011670	762							For New Truck			35,483.00		
2	10011670	752							TransportationRepl.Buses			35,483.00		
	10-2720-762-000-00-000-0007-000-0000-								For New Truck			35,483.00		
	10-2720-752-000-00-000-0007-000-0000-								TransportationNewEq>\$2,500					
** JOURNAL TOTAL												0.00		0.00

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	759 BUA	04/30/2018	04/30/2018	Cover defidebra-padavano	1	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009210	761	DP						Cover deficit		646.66	
2	10009210	550	DP					BESPrincipalRepEq<\$2,500	Cover deficit	75.00		
3	10009210	438	DP					BESPrincipalPrint&Bind	Cover deficit	220.16		
4	10009210	581	DP					BESPrincipalMnt/Rpr/Upgrade	Cover deficit	145.00		
5	10009210	610	DP					BESPrincipalInDistrictTrvl	Cover deficit	206.50		
	10-2380-610-000-10-211-000-0000-0000-							BESPrincipalGen Sup	Cover deficit			
											0.00	0.00
											** JOURNAL TOTAL	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	762 BUA	04/30/2018	04/30/2018	Cover Mcg debra-padavano	1	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001250	761	DP						Cover McGr		1,743.00	
2	10001250	640	DP					BESRegularRepEq<\$2,500	Cover McGr	1,743.00		
3	10001250	610	DP					BESRegularBooks/Period	Cover McGr		1,596.02	
4	10001250	640	DP					BESRegularGen Sup	Cover McGr	1,596.02		
	10-1110-640-000-10-211-110-000-0000-							BESRegularBooks/Period	Cover McGr			
											0.00	0.00
											** JOURNAL TOTAL	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2018 10	783 BUA	04/30/2018	04/30/2018	NEG BAL	joyce-kirk	1	N	Hist	2018	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001800	640	JK						COVR NEG BL IN MILEAGE		132.98	
2	10011950	580	JK					MSERegularBooks/Period	COVR NEG BL IN MILEAGE	132.98		
	10-2834-580-000-10-214-000-0000-0000-							Travel/Conf	COVR NEG BL IN MILEAGE			
											0.00	0.00
											** JOURNAL TOTAL	

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	785	BUA	04/30/2018	04/30/2018	Guidance	tammy-walsh	1				N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10006530	610										21.90		
2	10006530	581							RESGuidanceGen Sup				21.90	
	10-2120-581-000-10-215-601-000-0000-								RESGuidanceInDistrictTrvl					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	787	BUA	04/30/2018	04/30/2018	Bus	david-falbo	1				N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10008500	580			DF								188.84	
2	10006630	513			DF				EHNGuidanceTravel/Conf					
	10-2271-580-000-30-819-601-000-0000-								Trip #03481 Northampton CC					
	10-2120-513-000-30-819-601-000-0000-								Trip #03481 Northampton CC			188.84		
									EHNGuience ContractedTransp					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2018	10	797	BUA	04/30/2018	04/30/2018	CHROMEBOOK	kelli-oney	1				N	Hist	2018			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001060	650			KO								2,042.00	
2	10012350	438			KO				Tech Services Supplies Tech					
	10-2844-438-000-00-000-000-0000-								CHROMEBOOK REPAIRS			2,042.00		
									ITEC Mnt/Rpr/Upgrade					
** JOURNAL TOTAL													0.00	0.00

\*\* GRAND TOTAL

0.00

0.00

114 Journals printed

\*\* END OF REPORT - Generated by Diane Kelly \*\*

# East Stroudsburg Area School District

## Date Range 5/22/18 through 6/8/18

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
46	05/29/2018	ADVANCE AUTO PARTS	BUS AND CAR PARTS FOR TRANSPORTATION	556.71
			INVOICE 6952800274964	167.77
47	05/29/2018	CRAMERS CASHWAY, INC.	EMERGENCY ROCK SALT FOR ALL SCHOOLS	6,167.14
			GROUNDS, CUSTODIAL AND MAINTENANCE SUPPLES	2,161.50
			INVOICE 1582254	21.08
			INVOICE 1584623	26.07
			INVOICE 1586190	7.31
			Open P.O. For supplies for the	226.64
			Open PO for crammers	141.16
			Supplies for trail- ITEMS ALRE	88.58
48	05/29/2018	FRIEDMAN ELECTRIC SUPPLY CO. INC.	MAINTENANCE AND CUSTODIAL SUPPLIES	6,680.50
49	05/29/2018	HAJOCA CORPORATION	MAINTENANCE SUPPLIES	1,983.43
50	05/29/2018	NATIONAL MUSEUM OF MATHEMATICS	LEHMAN CLASS TRIP	687.50
51	05/29/2018	NATIONAL ASSOC. SCHOOL NURSES MEMBERSHIP	NASN dues for 2017-18	260.00
			NASN membership renewal 2017-2	520.00
			NASN renewal of dues 2017-2018	130.00
52	05/29/2018	PCARD VENDOR	Registration Fee - Eastern Div	299.00
53	05/29/2018	PCARD VENDOR	Presentation @NAPDS Conf 2-16-	445.00
54	05/29/2018	PCARD VENDOR	Presentor at NAPDS conference	445.00
55	05/29/2018	PCARD VENDOR	2018 DATA SUMMIT CONFERENCE	350.00
56	05/29/2018	WASTE MGMT WM EZPAY	DISTRICT WASTE PICK UP	10,340.97
233687	05/23/2018	ABC TROPHIES, INC.	SOUTH SENIOR AWARDS	97.00
233688	05/23/2018	ALL AMERICAN SPORTS CORP.	NORTH FOOTBALL REPLACEMENTS	3,116.42
			SOUTH FOOTBALL REPLACEMENTS	5,723.11
233689	05/23/2018	ALL STAR FLAGS	rope for flag poles	215.00
233690	05/23/2018	AMAZON.COM	AIPhone	2,768.73
			AMAZON REFUND	-14.83
			Backtrack S80 Prof. Breathalys	581.13
			Classroom supplies	426.14
			DANCE IT OUT CLINC-SOUTH	367.91
			Fruit snack	87.96
			Garrett Scanner v Metal Detect	412.68
			Hydraulic Patient Body Lift	459.00
			Lantz Textbooks	826.60
			LEHMAN ATHLETICS	93.10
			PVC Traffic Cones	795.60
			replacement Spanish texts	252.40
			Student givaway of books.	74.15
			Supplies for school nurse	159.50
			Supplies for the 8th grade for	201.56
233691	05/23/2018	AMERICAN FOUNDATION FOR SUICIDE PREVENTION	CASUAL FOR A CAUSE DONATION	1,927.69
233692	05/23/2018	ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTER.	2018-2019 ASBO Membership Dues	225.00
233693	05/23/2018	ASPEN PEST SERVICES, LLC	BUSHKILL OPEN PO	60.90
			ese pest control open purchase	90.65
			hsn open po	71.85
			hss open po	95.75
			JM HILL OPEN PO	40.00
			jtl open po	54.85
			leh open purchase order	62.10
			MSE OPEN PURCHASE ORDER	60.25
			RES OPEN PO	52.80
			SME OPEN PURCHASE ORDER ASPEN	42.00
233694	05/23/2018	ATHMEDICS	NORTH ATHLETIC TRAINER	38.65
233695	05/23/2018	B & H MUSIC, LLC	Piano Tuning	112.00
233696	05/23/2018	BECKER'S SCHOOL SUPPLIES	Beckers per Rachel	30.12
233697	05/23/2018	BEHAVIORAL HEALTH ASSOCIATES	PAYMENT FOR APRIL 2018 TUITION	1,575.00
			PAYMENT FOR APRIL TUITION	4,500.00
			PAYMENT FOR MARCH 2018 TUITION	3,825.00
233698	05/23/2018	BOVINO'S PIZZA	END OF YEAR NEWSPAPER CELEBRATION	182.00
233699	05/23/2018	BOVINO'S PIZZA	PIZZA AND DRINKS FOR FIELD TRIP TO SKYLANES	285.31
233700	05/23/2018	BROOKAIRE COMPANY LLC	district filters	11,004.16
233701	05/23/2018	CENTIMARK CORPORATION	bushkill roof	6,258.00



# East Stroudsburg Area School District

## Date Range 5/22/18 through 6/8/18

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
233702	05/23/2018	CFAC	BUSHKILL ELEM. CASUAL FOR A CAUSE WILLIAM SYNDROME	195.00
233703	05/23/2018	CINTAS CORPORATION #101	ese cintas	136.41
			hsn open po	593.02
			hss cintas	664.08
			jmhll cintas	172.83
			mse cintas	137.60
			OPEN ORDER FOR MECHANIC UNIFORM	112.49
			resica cintas	64.30
233704	05/23/2018	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	BUSHKILL SCHOOL SUPPLIES	91.57
			JM HILL SCHOOL SUPPLIES	984.33
233705	05/23/2018	COMPUTER DISCOUNT WAREHOUSE	Epson Powerlite Projector Bulb	158.00
			projector bulb	79.00
233706	05/23/2018	DENISE S ROGERS	PIAA STATES TRACK & FIELD CHAMPIONSHIP MEAL	98.00
233707	05/23/2018	DEVEREUX	PAYMENT FOR APRIL 2018	4,080.00
233708	05/23/2018	RICHARD RODRIGUEZ	SPECIAL OLYMPICS PHOTO BOTH	500.00
233709	05/23/2018	T & T ENTERPRISE, LLT	BALANCE ON SENIOR BBQ	1,628.00
233711	05/23/2018	DM SUPPLY SOURCE, LLC	north amp	32.44
			north drive module	2,866.54
			resica spring return	307.06
233712	05/23/2018	DOUBLE M PRODUCTIONS	T-SHIRTS	399.00
233713	05/23/2018	EDWARD A. HUDAK	Tuning Grand Piano for Spring	85.00
233714	05/23/2018	FACE/SCHOLASTIC INC.	Reading Department	100.00
233715	05/23/2018	FASTENAL COMPANY	north bin stock	511.84
			south bin stock	222.50
			stock supplies	203.74
233716	05/23/2018	FOLLET SCHOOL SOLUTIONS, INC.	JTL Spring 18 Follett Book Ord	406.97
233717	05/23/2018	FUNDRAISING.COM	FUNDRAISING	194.40
233718	05/23/2018	GENERAL SUPPLY COMPANY	jm hill supplies	7,972.00
233719	05/23/2018	GILLIAN TURNER	PAYMENT FOR BRONX ZOO TICKETS	1,526.00
233720	05/23/2018	THE PROPHET CORP	58-079- EXTRA BALLS-RAINBOW BU	685.04
			Equipment for Gym	454.65
233721	05/23/2018	GREGORY GRAHAM PIANO SERVICE	piano tuning -6 months	105.00
233722	05/23/2018	GROVE CITY AREA SCHOOL DISTRICT	PAYMENT FOR MARCH TUITION	4,942.66
233723	05/23/2018	INSERVCO INSURANCE SERVICES, INC.	CLAIM FEE-APRIL 22018/BILL REP	1,644.13
233724	05/23/2018	KEITH KARKUT	AIRFARE TO SAN ANTONIO - STUDENT TICKETS	1,500.36
233725	05/23/2018	KELLY GRIMES PIETRANGELO & VAKIL, P.C.	LEGAL FEE	8,632.19
233726	05/23/2018	LAKESHORE LEARNING MATERIALS	TT460X-TOWER OF SIGHT WORDS-CO	612.87
233727	05/23/2018	LEHIGH LEARNING ACADEMY	PAYMENT FOR APRIL TUITION	13,285.41
233728	05/23/2018	ROBERT SUCHAVERSKI	JTL CARNIVAL PHOTO BOTH	300.00
233729	05/23/2018	LJC DISTRIBUTORS OF FULLER BRUSH	hss open po	3,990.00
			MSE OPEN PURCHASE ORDER	413.00
233730	05/23/2018	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES	jtl freezer part	7.95
233731	05/23/2018	MEIER SUPPLY CO., INC.	hss solenoid	223.41
			hss volt	14.69
			jtl gripbelt	10.00
233732	05/23/2018	MESKO GLASS & MIRROR CO.	MSE GLASS	75.00
233733	05/23/2018	MET-ED	MIDDLE SMITHFIELD APRIL ELECTRIC 100071509721	5,972.91
			RESICA APRIL ELECTRIC 100016949099	4,661.85
			SMITHFIELD APRIL ELECTRIC 100066917749	5,250.98
			TRAFFIC LIGHT APRIL 100016991349	21.02
			TRAFFIC LIGHT APRIL ELECTRIC 100016944322	21.02
			TRAFFIC LIGHT APRIL ELECTRIC 100017096742	21.35
233734	05/23/2018	MODERN GAS SALES, INC.	RESICA PROPAIN FOR HEAT	170.27
233735	05/23/2018	MONROE CAREER AND TECHNICAL INSTITUTE	2017/2018 Monroe Career/Techni	152,771.00
233736	05/23/2018	MUSIC THEATRE INTERNATIONAL	PURCHASE THE SHOWKIT FOR NEXT MUSICAL PRODUCTION	535.00
233737	05/23/2018	NAPA AUTO PARTS	jtl side walk lights	5.96
233738	05/23/2018	NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATOR	SOUTH DUES	75.00
233739	05/23/2018	NOT JUST TEE SHIRTS	SHIRTS FOR SPECIAL OLYMPICS EVENT	2,398.75
233740	05/23/2018	OFFICE DEPOT	Sit to Stand Desk Risers	703.96
233741	05/23/2018	PA TREATMENT & HEALING - CORPORATE	PAYMENT FOR APRIL 2018 TUITION	8,748.00
			PAYMENT FOR APRIL TUITION	8,991.00
233742	05/23/2018	PESI, INC.	CONFERENCE	99.00

# East Stroudsburg Area School District

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### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
233742	05/23/2018	PESI, INC.	Conference-D.Lowe	99.00
233743	05/23/2018	PHILIP ROSENAU CO., INC.	jtl openpo	1,857.91
			leh open purchase order	402.32
233744	05/23/2018	POPSOCKETS LLC	NATIONAL HONOR SOCIETY- ORDER	550.07
233745	05/23/2018	PROSSER LABORATORIES, INC.	LEH OPEN PO	116.00
			mse water testing	74.00
			north effluent	494.00
			north water test	29.00
			north water testing	262.00
			resica water testing	334.00
			south pool test	151.00
233746	05/23/2018	QUILL CORPORATION	hss open po	1,452.04
			leh open purchase order	111.24
233747	05/23/2018	RYDIN DECAL	Rydin Decal-Student Parking Pa	450.00
233748	05/23/2018	SCHOLASTIC BOOK FAIR	PAYMENT FOR SCHOLASTIC BOOK FAIR 14	1,891.38
233749	05/23/2018	SHIPPENSBURG UNIVERSITY FOUNDATION	PIAA STATES TRACK AND FIELD CHAMPIONSHIP LODGING A	1,890.00
233750	05/23/2018	SOUTH JERSEY ENERGY	HS SOUTH MAINTENANCE BLDG APRIL NATURAL GAS	35.68
			HS SOUTH STADIUM APRIL NATURAL GASS	481.53
			JM HILL APRIL NATURAL GAS	501.38
233751	05/23/2018	STAPLES CREDIT PLAN	front Desk Chair for North	99.99
			OFFICE SUPPLIES	219.37
			PO 18002031 RETURN DURACELL AA	-54.97
			PO 18002541 TONER RETURN	-324.99
			STAPLES BO SUPPLY ORDER APRIL	106.09
233752	05/23/2018	STROUDSBURG ELECTRIC MOTOR SERVICE	north tool	249.00
233753	05/23/2018	STUDENT REFUNDS	REFUND FOR POCONO VALLEY TRIP - MEDICAL	85.00
233754	05/23/2018	THE INSTRUMENTALIST	Spring Band Awards	37.75
			Student Band Awards (Already O	119.00
			Student Jazz Band Award (Alrea	59.00
233755	05/23/2018	TURKEY HILL STORE #304	BUSHKILL OPEN PO	69.86
			hsn open po	59.80
			MSE OPEN PURCHASE ORDER	26.00
			North Gasoline Drivers Ed	177.80
			RESICA OPEN PO	24.60
233756	05/23/2018	VIC MALVAGNO	NORTH ATHLETICS SIGNING DAY	30.00
233757	05/23/2018	W.B. MASON CO., INC.	NORTHAMPTON/MONROE/PIKE COUNTY	122.80
			Round table mahogany	139.00
233758	05/23/2018	WALMART COMMUNITY/GEMB	Class supplies	172.50
			Multi cultural event Walmart	212.48
			NJHS SUPPLIES	46.15
			Open p.o. for Sue Eden- suppli	117.97
			Open po for JTL/LIS life skill	258.16
			PORTABLE SOUND SYSTEM FOR ATHLETIC EVENTS	199.88
			supplies	111.84
			Walmart Card English Supplies	742.09
			Walmart items for Math 24 Tour	65.64
233759	05/23/2018	WILLIAM V. MACGILL & CO.	MacGill medical supplies	186.90
			MacGill medical supplies HSN	29.38
			MacGill medical supplies MSE	78.88
			MacGill medical supply order	419.14
233760	05/25/2018	JONES MASONRY RESTORATION CORPORATION	JTL Restoration Project# 287005	95,990.15
233761	06/01/2018	21ST CENTURY CYBER CHARTER SCHOOL	PAYMENT FOR JUNE 2018 TUITION	5,746.86
233762	06/01/2018	3Z'S INSTRUMENTAL, LLC	Item #:NA-131 National 131 ser	999.96
233763	06/01/2018	A.J. SMITH ELECTRIC MOTOR SERVICE	jtl motor parts	675.45
			north motor parts	1,009.00
233764	06/01/2018	ABC TROPHIES, INC.	Keith Laise plaque	100.20
233765	06/01/2018	ALL AMERICAN SPORTS CORP.	LEHMAN RECON REPLACEMENTS	585.45
233766	06/01/2018	ALUMINUM ATHLETIC EQUIPMENT CO.	SOUTH TRACK HURDLES	815.00
233767	06/01/2018	AMY MARASCO	APRIL 2018 MILEAGE	14.72
233768	06/01/2018	ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTER.	MEMBERSHIP FEE R SUTJAK	225.00
233769	06/01/2018	BAND SHOPPE	Color Guard Equipment	424.10
233770	06/01/2018	BANKS' VACUUM SALES AND SERVICE	ese banks open purchase order	52.98



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## Date Range 5/22/18 through 6/8/18

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
233770	06/01/2018	BANKS' VACUUM SALES AND SERVICE	SME OPEN PURCHASE ORDER	72.47
233771	06/01/2018	BLICK ART MATERIALS	General supplies	1,392.92
			Jet Black Underglaze 30411-204	2,660.07
233772	06/01/2018	BLOOM BY MELANIE	FLOWERS FOR MUSICAL	160.75
233773	06/01/2018	BOVINO'S PIZZA	6 SILVER BOWLING TRIP - PIZZA AND DRINKS	285.31
233774	06/01/2018	BRAD M FITZPATRICK	MARCH 2018 MILEAGE	76.19
233775	06/01/2018	CBK LODGE, LP	Incentive-Summer Reading - Aqu	297.00
			Tickets for Summer Reading Cha	1,188.00
233776	06/01/2018	CARGILL	TO PAY INVOICES FOR 2017-2018	144.99
233777	06/01/2018	CAROL DEANE-GARDNER	APRIL 2018 MILEAGE	88.34
			LEHIGH UNIVERSITY SPECIAL ED LAW CONFERENCE MILEAG	54.28
			MARCH 2018 MILEAGE	55.15
233778	06/01/2018	CECILIA BOYLE	GENERAL MEDICAL REIMBURSEMENT	25.00
233779	06/01/2018	CFAC	EAST STROUDSBURG ELEM. CASUAL FOR A CAUSE DONATION	121.00
233780	06/01/2018	CFAC	REBUILD TREES FOR PUERTO RICO	390.35
233781	06/01/2018	CFAC	HOPE LOVES COMPANY	604.85
233782	06/01/2018	CFAC	TEAM KIM - CASUAL FOR A CAUSE	565.88
233783	06/01/2018	CHAPMAN REFRIGERATION LLC	CHAPMAN TO PAY INVOICES 2017-2	438.13
233784	06/01/2018	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 180531	245.00
233785	06/01/2018	CHESTER COUNTY INTERMEDIATE UNIT	TUITION PAYMENT	1,204.29
233786	06/01/2018	CITIZENS ONE HOME LOANS	REAL ESTATE TAX REFUND 2017	4,526.64
233787	06/01/2018	CLAUDE S. CYPHERS, INC.	INVOICE 670083 & 670008	279.38
233788	06/01/2018	COLLEGE BOARD - AP EXAMS	AP Testing-Make checks payable	14,795.00
233789	06/01/2018	COLONIAL INTERMEDIATE UNIT 20	INSTRUCTIONAL COSTS	87,409.81
			OPERATING EXPENSES FOR MARCH 2018	5,654.94
			PARTIAL HOSPITAL INSTALLMENT FOR APRIL	32,611.28
			PSYCHIATRIC EVALUATION 3RD QTR	3,733.91
233790	06/01/2018	COMMISSIONER OF TAXATION AND FINANCE	Payroll Run 1 - Warrant 180531	304.79
233791	06/01/2018	CYNTHIA PELLINGTON	REIMBURSEMENT FOR FOOD ON CIVIL WAR DAY	104.73
233792	06/01/2018	D'HUY ENGINEERING, INC.	retainer services	57.45
233793	06/01/2018	DEBRA A PADAVANO	ATTENDANCE AWARD FOR STUDENTS	53.30
233794	06/01/2018	DISTRICT COURT 43-2-02	VARIOUS CIVIL COMPLAINT FEES	2,523.00
233795	06/01/2018	E.S.E.A.	Payroll Run 1 - Warrant 180531	890.00
233796	06/01/2018	EAST STROUDSBURG	Payroll Run 1 - Warrant 180531	7,658.58
233797	06/01/2018	ECOLAB INC.	ECO LAB TO PAY INVOICES 2017-2	665.62
233798	06/01/2018	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 180531	28.00
233800	06/01/2018	EMERGENCY SYSTEMS SERVICE COMPANY	north generator	470.00
233801	06/01/2018	EPLUS TECHNOLOGY	PROJECTORS	18,369.40
233802	06/01/2018	EVERGREEN COMMUNITY CHARTER SCHOOL	PAYMENT FOR MAY 2018 TUITION	10,503.60
233803	06/01/2018	FIELD TRIP REFUNDS	REFUND FOR RAIL RIDERS 7TH GRADE FIELD TRIP	30.00
233804	06/01/2018	FIELD TRIP REFUNDS	REFUND FOR RAIL RIDER 7TH GRADE FIELD TRIP	30.00
233805	06/01/2018	FIELD TRIP REFUNDS	REFUND FOR RAIL RIDERS 7TH GRADE FIELD TRIP	20.00
233806	06/01/2018	FIELD TRIP REFUNDS	FIELD TRIP REIMBURSEMENT	85.00
233807	06/01/2018	FIELD TRIP REFUNDS	7 SILVER FIELD TRIP REIMBURSEMENT	20.00
233808	06/01/2018	FLINN SCIENTIFIC INC.	lab supplies	371.41
233809	06/01/2018	THE GOODYEAR TIRE & RUBBER COMPANY	INVOICE 207-1046805	1,766.84
233810	06/01/2018	HAB-DLT	Payroll Run 1 - Warrant 180531	1,031.72
233811	06/01/2018	HANNAH L MARTIN	SAP NETWORKING MTG IU20 MILEAGE	47.96
233812	06/01/2018	HOFFMAN HOMES FOR YOUTH	PAYMENT FOR APRIL 2018 TUITION	2,370.00
233814	06/01/2018	JACQUELINE DOYLE	BOOK TASTING	194.57
233815	06/01/2018	JENNY L BOGART	DECA - ICDC CONFERENCE	222.24
233816	06/01/2018	JILL M QUINN	IU20 PSER CONFERENCE MILEAGE	30.52
233817	06/01/2018	JTM PROVISIONS CO.	TO PAY INVOICES FOR 2017-2018	2,053.70
233818	06/01/2018	KANE J FURST	EPC END OF SEASON MEETING AT EASTON MILEAGE	34.55
233819	06/01/2018	KAREN M PETERS	DECA - ICDC CONFERENCE	256.74
233820	06/01/2018	KASA'S FOODS DIST CO INC.	TO PAY INVOICES 2017-2018 KASA	9,718.60
233821	06/01/2018	KENDAL ASKINS	MARCH 2018 MILEAGE	11.55
233822	06/01/2018	KING, SPRY, HERMAN, FREUND & FAUL, LLC	King Spry - Morgan, NAzir Morg	1,052.00
			King Spry - Special Education	108.00
233823	06/01/2018	KRISTEN A BUEKI	FROM BUSHKILL ELEM TO RESICA, GRADE LEVEL MEETING	7.14
233824	06/01/2018	LARRY DYMOND	JANUARY THROUGH MAY 2018 MILEAGE REIMBURSEMENT	256.53
233825	06/01/2018	LEARNING ZONE EXPRESS	supplies for FCS - freight is	490.70

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
233826	06/01/2018	LEHIGH VALLEY IRONPIGS	BASEBALL GAME TICKETS FOR JUNE 16TH	391.00
233827	06/01/2018	LEVIN LEGAL GROUP	LEGAL FEES	2,434.00
233828	06/01/2018	LINDA A MALES	INVITATIONS, VARIOUS DECORATIONS FOR SPRING GALA	134.36
233829	06/01/2018	WASHINGTON HOLDING GROUP	PIZZA FOR STUDENT PRIDE	100.00
233830	06/01/2018	LORI J BARRY	WIDA ESL COLABORATION WORKSHOP	166.16
233831	06/01/2018	LYNDA HOPKINS	PBIS IMPLEMENTER'S FORUM MAY 22ND & 23RD	613.24
233832	06/01/2018	M-F ATHLETIC COMPANY INC	SOUTH TRACK	198.00
233833	06/01/2018	MARY L BURKE	MARCH 2018 MILEAGE	142.52
233834	06/01/2018	MESKO GLASS & MIRROR CO.	1/4 CLEAR LAMINATED GLASS NORTH SERVING LINE	46.00
233835	06/01/2018	MONTOUR SCHOOL DISTRICT	PAYMENT FOR APRIL 2018 TUITION	3,113.00
233836	06/01/2018	MORITZ EMBROIDERY WORKS INC.	BALANCE FOR CAVALIER SHIRTS	265.40
233837	06/01/2018	NANCY REED	CELEBRATION OF THE ARTS CONTRACT	300.00
233838	06/01/2018	NATALIE J SEEUWEN	ART SHOW & LOBBY DISPLAY SUPPLIES	11.16
233839	06/01/2018	NASSP	National Student Council membe	95.00
233840	06/01/2018	NEVCO INC.	JTL WIRELESS SCOREBOARD	977.61
233841	06/01/2018	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 180531	129.00
233842	06/01/2018	OFFICE DEPOT	OFFICE SUPPLIES	123.18
233843	06/01/2018	OFFICE TECHNOLOGIES, LLC	Cyan for Guidance printer	69.00
			Ink for Dr. Bohrman's printer	105.00
			Library printer	280.00
			PART # CE262C-C Yellow	544.00
			REPLACEMENT CARTRIDGE FOR P 11	48.00
233844	06/01/2018	OVERDRIVE, INC.	OverDrive HS-S Content Credit	1,078.04
233845	06/01/2018	PTC HEADQUARTERS	MEMBERSHIP FOR R SUTJAK	200.00
233846	06/01/2018	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 180531	772.33
233847	06/01/2018	PEPSI-COLA	FALL CONCESSION PAY-OUT 2017	511.10
233848	06/01/2018	PETTY CASH ESE ELEMENTARY	PETTY CASH EXPENSES FEB THROUGH MAY 2018	39.14
233849	06/01/2018	PMEA DISTRICT 10	PMEA All State Fees	375.00
233850	06/01/2018	POCONO 4 WHEEL DRIVE CENTER	hitch for grounds truck	153.00
233851	06/01/2018	POCONO RECORD	Open PO For Advertisement	845.55
233852	06/01/2018	POCONO TRANSPORTATION INC.	BUSSES FOR BRONX ZOO TRIP	1,800.00
233853	06/01/2018	PRAXAIR DISTRIBUTION MID-ATLANTIC	leh open purchase order	26.98
233854	06/01/2018	QUILL CORPORATION	hsn open po	451.61
			PTOUCH LABELS	214.05
			QUILL BUSINESS OFFICE ORDER	123.40
233855	06/01/2018	QUILL CORPORATION	QUILL ORDER #79574892	64.23
233856	06/01/2018	RAY PRICE STROUD FORD	Ray Price Ford R/O 6006307/1	179.68
233857	06/01/2018	REACH CYBER CHARTER SCHOOL	PAYMENT FOR JUNE 2018 TUITION	26,668.64
233858	06/01/2018	REGINA FARMS	REGINA FARMS - GROUNDS	445.84
			REGINA FARMS - GROUNDS 2	71.59
233859	06/01/2018	REINHART FOOD SERVICE	TO PAY INVOICE FOR REINHART FO	29,250.14
233860	06/01/2018	LAUREL ICE, LLC	BOOK TASTING	94.99
233861	06/01/2018	ROSANNE KRUEGER	AUG, SEPT AND NOVEMBER 2017 MILEAGE	29.43
			JAN, MAR & MAY 2018 MILEAGE	57.78
233862	06/01/2018	RUSTY P. SMITH	fire hydrant resica	523.60
233863	06/01/2018	SCHUYLKILL VALLEY SPORTING GOODS	JTL SINGLETs	667.50
			SOUTH DISTRICT CHAMPIONSHIP JA	1,144.00
			SOUTH SINGLETs	862.50
233864	06/01/2018	SCOTT C. IHLE	APRIL 2018 MILEAGE	48.07
233865	06/01/2018	SHOP SPECIALTIES, INC.	Table Saw repair	715.00
233866	06/01/2018	STARFALL EDUCATION	Karin Hogan	129.00
233867	06/01/2018	STEPHEN HENNESSY	ONE SHOW - DR. PLANET	300.00
233868	06/01/2018	STRAND POOL SUPPLY, LLP	leh open purchase order	159.50
233869	06/01/2018	SWEETWATER SOUND, INC.	GLT-255HOSA-PODIUM BUZZ FIX	219.00
233870	06/01/2018	TABITHA BRADLEY	APRIL 2018 MILEAGE	100.61
			DIGITAL TRANSITION CISCUSsION CONFERENCE	18.98
			MARCH 2018 MILEAGE	44.36
233871	06/01/2018	TAMARA CYKOSKY	APRIL 2018 MILEAGE	51.99
233872	06/01/2018	THE INSTRUMENTALIST	trophies	135.00
233873	06/01/2018	TRUSTESS OF THE UNIVERSITY OF PENNSYLVANIA	PENN RELAYS ENTRY FEE	20.00
233874	06/01/2018	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 180531	267.49
233875	06/01/2018	VERIZON WIRELESS	VERIZON WIRELESS	3,199.63

# East Stroudsburg Area School District

## Date Range 5/22/18 through 6/8/18

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
233876	06/01/2018	VINCENT BIANCHI	CELEBRATION OF THE ARTS CONTRACT	500.00
233877	06/01/2018	WILLIAM RIKER	LEHIGH UNIVERSITY LAW CONFERENCE MILAGE	44.36
233878	06/01/2018	WOLFINGTON BODY COMPANY, INC.	INVOICE 234385W	27.58
			INVOICE 234404W	186.84
233879	06/01/2018	WOODWIND & BRASSWIND	Band Supplies	145.13
233880	06/01/2018	ZESWITZ MUSIC COMPANY	Juno Clarinet Reeds	35.10
			School-Owned Instrument Repair	482.40
			Zeswitz Supplies	143.88
233881	06/01/2018	ZORO TOOLS INC	DOUBLE COATED TAPE DOTS	285.55
			DOUBLE SIDED TAPE CIRCLES	44.62
233882	06/08/2018	ALAN KUNSMAN ROOFING & SIDING INC	hsn roof	2,145.23
233883	06/08/2018	ANIMAL WELFARE SOCIETY OF MONROE	HS SOUTH DONATION TO AWSOM	650.00
233884	06/08/2018	B & H PHOTO	CONVERTER	59.00
233885	06/08/2018	BARBARA A MILLER	MILEAGE TO IU 20 ON 05/21/2015	38.15
233886	06/08/2018	BLICK ART MATERIALS	Supplies for photo and art cla	830.91
233887	06/08/2018	BOLLINGER LAW FIRM, LLC	LEGAL FEES	3,982.50
233888	06/08/2018	BROOKAIRE COMPANY LLC	district filters	1,077.15
233889	06/08/2018	CAROLYN METAXAS	claim # 1673. BOOK TASTING SUPPLIES	73.23
			claim # 1674. FIRST FRIDAY SUPPLIES	44.43
233890	06/08/2018	CATHARINE JONES	INTERACTIVE PROGRAMS-GRACE THE	1,350.00
233891	06/08/2018	CFAC	MIDDLE SMITHFIELD ELEM - CASUAL FOR A CAUSE	168.00
233892	06/08/2018	CHAPMAN REFRIGERATION LLC	CHAPMAN TO PAY INVOICES 2017-2	174.50
233893	06/08/2018	CHARLES W DAILEY	claim # 1678. APRIL & MAY MILEAGE	995.83
233894	06/08/2018	CINTAS CORPORATION #101	Bushkill Uniform Rental	202.39
			cintas open po Bushkill	50.14
			ese cintas	191.94
			ESE uniform rental & replacement	873.49
			GROUND'S UNIFORM RENTAL	1,247.65
			HS North & Lehman Uniform Rental	705.15
			hsn open po	367.49
			hss cintas	857.22
			jmhll cintas	104.62
			jtl cintas	447.79
			JTL UNIFORM RENTAL	441.99
			JTL UNIFORM RENTAL \$ REPLACEMENT	480.40
			JTL UNIFORM RENTAL & REPLACEMENTS	422.53
			maintenance cintas	545.88
			mse cintas	206.40
			OPEN ORDER FOR MECHANIC UNIFORM	224.98
			resica cintas	128.60
			smithfield cintas	70.21
			Smithfield Elem Uniform Rental & replacement	818.99
233895	06/08/2018	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	BUSHKILL CLASS ROOM SUPPLIES	115.97
			BUSHKILL CLASSROOM SUPPLIES	96.50
			BUSHKILL SUPPLIES	726.28
			ES ELEM SCHOOL SUPPLIES	462.34
			ES ELEM SHOOOL SUPPLIES	203.02
			JM HILL SCHOOL SUPPLIES	51.32
			JTL SCHOOL SUPPLIES	118.92
			MIDDLE SMITHFIELD CLASS ROOM SUPPLIES	326.25
			SMITHFIELD CLASS SUPPLIES	35.94
233896	06/08/2018	CLAUDE S. CYPHERS, INC.	INVOICE 00670114	21.51
233897	06/08/2018	CLEAR CHOICE GLASS AND MIRROR	Invoice 14333	55.00
233898	06/08/2018	COLLEGE BOARD - AP EXAMS	AP Exams for Spring 2018	5,303.00
233899	06/08/2018	COLONIAL INTERMEDIATE UNIT 20	SPECIAL ED PROGRAMS AND SERVICES	438,277.96
233900	06/08/2018	COURTNEY DUNLAP	claim # 1668. PDE PATTAN CONFERENCE 05/10 - 05/11	52.88
233901	06/08/2018	CREST GOOD MFG CO INC	north plumbing supplies	1,775.44
233902	06/08/2018	D'HUY ENGINEERING, INC.	CONCRETE REPLACEMENT @JMHILL I	2,162.50
233903	06/08/2018	DAILEY RESOURCES	invoice 20360	101.91
			INVOICE 21106	33.97
233904	06/08/2018	DAWN M CARMECI	claim # 1664. EPAITDM - BERK'S IU, READING PA	98.10
233905	06/08/2018	DEBRA A PADAVANO	STUDENT AWARDMEDALS ORDER 50259	160.80



# East Stroudsburg Area School District

## Date Range 5/22/18 through 6/8/18

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
233905	06/08/2018	DEBRA A PADAVANO	STUDENT AWARDS MEDALS ORDER 50375	305.52
233906	06/08/2018	DES-CPR, INC.	district shredding	620.00
233907	06/08/2018	DINN BROTHERS	Trophies for end of year Assem	140.25
			Trophies for end of year award	297.65
233908	06/08/2018	DM SUPPLY SOURCE, LLC	hsn valve monitor	1,146.75
233909	06/08/2018	E.F. POSSINGER & SONS, INC.	Invoice p-8108	1,360.00
233910	06/08/2018	EARLY LEARNING LABS	Renew My IGDIs	738.00
233911	06/08/2018	EAST STROUDSBURG UNIVERSITY	ESU AT GRAD ASST PROGRAM - JTL	11,047.00
			ESU AT GRAD ASST PROGRAM - LIS	11,047.00
233912	06/08/2018	EDMENTUM	ESL Reading Smart renewal	1,045.00
233913	06/08/2018	EMERGENCY SYSTEMS SERVICE COMPANY	hsn service generator	3,146.25
233914	06/08/2018	FASTENAL COMPANY	Open Order for Parts and Tools	292.98
233915	06/08/2018	FBLA-PBL	FBLA NATIONAL CONFERENCE 06/26 - 07/02	1,699.00
			FBLA NATIONAL CONFERENCE REGISTRATION	115.00
233916	06/08/2018	FBLA-PBL	NATIONAL REGISTRATION 2018 FOR STUDENTS	920.00
233917	06/08/2018	FISHER & SON CO INC	Invoice 184940-IN	557.20
233918	06/08/2018	FIVE STAR INTERNATIONAL LLC	Open order for parts	1,247.32
233919	06/08/2018	FLINN SCIENTIFIC INC.	Lab material	15.98
			Lab materials	24.35
233920	06/08/2018	FORTUNATO'S CREATIONS LLC	CLASS OF 2018 PRESENT MUGS	1,642.50
233921	06/08/2018	FRANCIS SMITH & SONS, INC.	Invoice 182145	81.20
233922	06/08/2018	RINE MOTORS INC.	Invoice 5029766	15.78
233923	06/08/2018	HERCULES ACHIEVEMENT INC.	CLASS OF 2018 NHS TASSELS	484.06
233924	06/08/2018	HILLTOP SALES & SERVICE	jtl open po	1,099.00
233925	06/08/2018	HOLLY BURNS	JTL CARNIVAL SNACKS 2018	195.25
233926	06/08/2018	INTEGRAONE	CHROMEBOOK REPAIRS	1,960.00
233927	06/08/2018	J.W.PEPPER & SONS-ACCT.#36-136400	4806105 Alfred's Basic Adult P	274.69
			Band Music	369.00
			hillary - Crew Music	65.10
			JW Pepper Sheet Music	195.99
233928	06/08/2018	JANICE RODRIGUEZ	claim # 1672. ESL PARENT & FAMILY ENGAGEMENT EVENT	69.18
233929	06/08/2018	JESSICA M BICKEL	STORAGE BOXES FOR PLAY MATERIALS	313.65
233930	06/08/2018	JONES SCHOOL SUPPLY COMPANY INC.	PAYMENT FOR AWARDS	709.66
233931	06/08/2018	JULIANNE NEWMAN	ASHA MEMBERSHIP 2018	253.00
233932	06/08/2018	KAR BILL ENTERPRISES, INC	DISTRICT GASOLINE	3,010.26
			OPEN PURCHASE ORDER FOR GASOLI	1,380.62
233933	06/08/2018	KEYCO DISTRIBUTORS INC.	KEYCO TO PAY INVOICES 2017-201	973.71
233934	06/08/2018	LARYSSA MARTONE BUNN	BOOK TASTING	118.37
233935	06/08/2018	LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	PAYMENT FOR MAY 2018 TUITION	1,050.36
233936	06/08/2018	LEHIGH VALLEY CHARTER HIGH SCHOOL FOR	PAYMENT FOR MAY 2018 TUITION	1,942.41
233937	06/08/2018	ROBERT SUCHAVERSKI	JTL PRIDE PHOTO BOTH 2ND PAYMENT	300.00
233938	06/08/2018	LUNCH ACCT REFUND	REBECCA BACHERT REFUND ON ACCT 132068	9.25
233939	06/08/2018	M A BRIGHTBILL BODY WORKS INC.	STATEMENT 4/30/2018	1,142.05
233940	06/08/2018	MANWALAMINK WATER COMPANY	SMITHFIELD MAY 2018 SEWER AND WATER	648.60
233941	06/08/2018	MARTHA A BICKEL	STOAGE BOXES FOR PLAY MATERIALS	96.22
233942	06/08/2018	MARY DALY-RISPIN	claim # 1671. TOLLS - GSA TRIP TO NEW HOPE PA	13.00
233943	06/08/2018	MARYANN MOORE	claim # 1675. GAS FOR BUS TRIP TO DICKSON COLLEGE	30.00
233944	06/08/2018	MET-ED	ES ELEM MAY ELECTRIC 100065663211	6,541.40
			HS SOUTH MAY ELECTRIC 100017327568	24,476.71
			JM HILL ELEM MAY ELECTRIC 100105710071	4,624.59
			JTL MAY ELECTRIC 100019615861	10,203.18
			TRAFFIC LIGHT APRIL ELECTRIC 100031621210	21.26
			TRAFFIC LIGHT MAY ELECTRIC 100019284494	22.36
			TRAFFIC LIGHT MAY ELECTRIC 100054179492	34.73
			TRAFFIC LIGHT MAY ELECTRIC 100075377489	33.55
233945	06/08/2018	MET-ED	HS NORTH CAMPUS MAY ELECTRIC 100018255800	29,512.22
233946	06/08/2018	METZ AMUSEMENTS & CONCESSIONS LLC	Bucket Bash Equip	248.41
233947	06/08/2018	MICHELLE HOLVA	claim # 1679. TOLLS FOR TRIP TO LAKOTA WOLF PRESER	13.00
233948	06/08/2018	MODERN GAS SALES, INC.	LEHMAN INT PROPAIN FOR POOL	182.45
233949	06/08/2018	MONROE COUNTY PROTHONOTARY	DELINQUENT TAXES MONROE 09248	14.00
233950	06/08/2018	MONTERO VIOLINS	German Bows for String Bass Pl	270.00
233951	06/08/2018	MORNING CALL	COMPUTER BID AD INV	1,016.80

# East Stroudsburg Area School District

## Date Range 5/22/18 through 6/8/18

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
233952	06/08/2018	MOUSER ELECTRONICS	Open PO	262.78
233953	06/08/2018	RUSSELL REID WASTE HAULING & DISPOSAL	LEHMAN OUTDOOR CLASS ROOM RESTROOM	62.68
233954	06/08/2018	NAZARETH MUSIC CENTER	Instrument Repairs	930.00
233955	06/08/2018	NESTLE WATERS NORTH AMERICA	resica water	196.73
233956	06/08/2018	OFFICE DEPOT	Locked night deposit bag	15.68
			OFFICE SUPPLIES	252.20
233957	06/08/2018	OFFICE DEPOT	PO 18003407 CABINET WAS REFUSED	179.99
			PO 18003407 CACINET WAS REFUSED DELIVERED DAMAGED	-179.99
			SIT - SUPPLIES	21.93
233958	06/08/2018	OFFICE TECHNOLOGIES, LLC	Cavalier Cafe print cartridge	208.00
			IPS _ Toner Cartridge	90.00
			NORTH ATHLETICS	550.00
			Printer Cartridge for Art prin	121.00
			SOUTH ATHLETICS SUPPLIES	140.00
233959	06/08/2018	ORIENTAL TRADING	Guidance Supplies	138.31
			MT-57/9001-COOL CRAFT TRAYS	30.97
233960	06/08/2018	PAR CODE SYMBOLOGY	ASSET LABELS	477.00
233961	06/08/2018	PATRICIA PADULA	claim # 1666. MARCH THROUGH MAY 10, 2018 MILEAGE	172.17
233962	06/08/2018	PATRIOT WORKWEAR	Patriot supplies	459.00
233963	06/08/2018	PAUL H SCHMID	claim # 1663. MAY 2018 MILEAGE	106.98
233964	06/08/2018	PENNSYLVANIA ONE CALL SYSTEM, INC.	20180997	88.00
233965	06/08/2018	PEPSI-COLA	TO PAY PEPSI INVOICES 2017-201	2,844.88
233966	06/08/2018	PERMA-BOUND BOOKS	library books	4,699.86
			library books: Award Winners	216.59
233967	06/08/2018	PHILIP ROSENAU CO., INC.	MSE OPEN PURCHASE ORDER	246.87
233968	06/08/2018	PITNEY BOWES	Pitney Bowes Postage	242.23
233969	06/08/2018	POCONO MOUNTAIN DAIRIES	POCONO MT DAIRY INVOICES 2017-	33,179.15
233970	06/08/2018	POCONO PROFOODS	TO PAY INVOICES FOR 2017-2018	12,515.99
233971	06/08/2018	PRINTED SOLID INC	ROBOTICS JTL/LIS	5,662.09
233972	06/08/2018	PRO-VISION	Invoice 313443	5,693.30
			Supplies for school police	2,107.00
233973	06/08/2018	RECREATIONAL EQUIPMENT	Supplies FOR TRAIL	971.90
233974	06/08/2018	RICH PRODUCTS CORPORATION	RICH PRODUCT TO PAY INVOICES 2	797.20
233975	06/08/2018	ROBERT W DILLIPLANE	claim # 1665. MILEAGE TO ADMIN 05/30/18	19.84
			REIMBURSEMENT FOR 2018 AWARDS	114.00
233976	06/08/2018	ROCKLAND BAKERY	TO PAY INVOICES 2017-2018	3,242.91
233977	06/08/2018	RYAN MORAN	claim # 1677. APRIL 2018 MILEAGE	201.54
			claim # 1680. MARCH 2018 MILEAGE	72.92
233978	06/08/2018	SCHOOL HEALTH CORPORATION	School Health medical supply	613.00
233979	06/08/2018	SCHOOL PRIDE	SOUTH BANNER UPDATES	45.00
233980	06/08/2018	SHARON MARICLE	Percussion Instruction	500.00
233981	06/08/2018	SHARP ENERGY	Propane NORTH	10,302.66
233982	06/08/2018	SHERMAN THEATER	grad set up and lighting	4,015.00
233983	06/08/2018	SHI INTERNATIONAL CORP	TECH ED STEM	549.00
233984	06/08/2018	SHINETIME AUTO WASH	Shinetime for security vehicle	42.00
233985	06/08/2018	SIMCO LOGISTICS,INC	TO PAY INVOICES FOR 2017-2018	1,999.92
233986	06/08/2018	STEPHANIE FLAHERTY	claim # 1670. BOOK TASTING REIMBURSEMENT	130.00
233987	06/08/2018	STEVE SHANNON TIRE & AUTO CENTER	INVOICE 16018776	379.22
			Invoice 16018829	610.50
			Invoice 16019124	1,038.50
233988	06/08/2018	STEVE WEISS MUSIC	Percussion Equipment	517.38
			Steve Weiss Music	255.40
233989	06/08/2018	STROUDSBURG ELECTRIC MOTOR SERVICE	hss bushing	16.00
			hss bushing milwaukee tool	75.99
			hss gasket	47.87
233990	06/08/2018	SUN LITHO-PRINT, INC.	Spring Concert Programs	475.00
233991	06/08/2018	SUPER HEAT, INC.	north boiler	4,514.76
			north service boiler	170.00
			resica service boiler	2,070.75
			sme hot water tank	12,500.00
			smithfield water heater	1,317.50
233992	06/08/2018	SWEETWATER SOUND, INC.	Lantz Keyboard	4,946.07

**East Stroudsburg Area School District**  
**Date Range 5/22/18 through 6/8/18**  
**Listing of Bills**

Check Number	Date	Vendor Name	Invoice Description	Check Amount
233992	06/08/2018	SWEETWATER SOUND, INC.	PSB1U replacement piano cord (	40.81
233993	06/08/2018	TALLEY PETROLEUM	ESE Generator fuel	553.79
			Heating Oil for North / Lehman	17,118.75
			Smithfield Ele Diesel 15ppm dyed	817.83
233994	06/08/2018	TASC	FSA ADMIN FEES & RENEWAL FEE	1,050.64
233995	06/08/2018	THE AMERICAN BOTTLING CO	AMERICAN BOTTLING TO PAY INVO	889.00
233996	06/08/2018	THE GEM & KEYSTONE	TEACHERS END OF YEAR 2018	468.64
233997	06/08/2018	THOMAS F. DIRVONAS	FOR PROFESSIONAL SERVICES REND	27,306.08
233998	06/08/2018	THOMAS HENDEL	claim # 1662. MAY 2018 MILEAGE 2018 MILEAGE	406.68
233999	06/08/2018	TIMOTHY HARRIS	claim # 1661. MAY 2018 MILEAGE	136.25
234000	06/08/2018	TRANE U.S. INC.	bushkill service dampers	258.00
			hss airhandler	258.00
			lehman service cooling tower	899.00
234001	06/08/2018	TSA CONSULTING GROUP, INC.	FOR 403(B) AND/OR 457(b) RETIR	848.00
234002	06/08/2018	US FOODS	TO PAY INVOICES FOR 2017-2018	26,499.77
234003	06/08/2018	W.B. MASON CO., INC.	colored paper	276.30
234004	06/08/2018	WEIS MARKET, INC.	OPEN PURCHASE ORDER FOR SUPPLI	85.88
234005	06/08/2018	WEIS MARKET, INC.	TO PAY INVOICES 2017-2018	41.89
234006	06/08/2018	ZESWITZ MUSIC COMPANY	Baritone Repair	158.40
<b>Grand Total</b>				<b>1,561,650.84</b>



1  
glytdbud

East Stroudsburg Area SD, PA  
YEAR-TO-DATE BUDGET REPORT

MAY 2018

06/11/2018 15:17  
thomas-mcintyre

FOR 2018 11

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular	55,755,373	55,768,755	42,422,309.42	5,699,309.35	114,161.48	13,232,284.02	76.3%
1190 Federal	234,070	234,070	1,566,295.68	207,385.95	3,139.57	-1,335,365.25	670.5%
1192 Summer Program	0	0	127,022.01	27.87	.00	-127,022.01	100.0%
1200 Special	17,403,359	17,403,359	1,871.50	244,702.55	2,029.86	17,401,487.50	.0%
1211 LifeSkillSupp	374,777	376,940	1,924,949.46	13,050.00	.00	-1,550,039.40	511.2%
1221 Deaf/Hearing	204,543	204,543	230,763.42	10,081.91	.00	-26,220.42	112.8%
1224 Blind/Visually	116,702	116,702	188,306.80	32,973.14	.00	-71,604.80	161.4%
1225 SpeechLang	709,592	709,592	991,872.37	335,810.07	.00	-282,280.37	139.8%
1231 EmtSupp	698,423	698,423	2,867,539.64	3,772.35	.00	-2,172,888.99	411.1%
1233 AutisticSupp	823,212	823,212	943,423.04	.00	.00	-120,211.04	114.6%
1241 LearningSupp	159,428	56,082	9,712,551.88	1,359,370.51	499.68	-9,656,969.48	*****
1243 GiftedSupp	7,700	7,700	322,281.38	44,521.20	99.02	-314,680.40	4186.8%
1260 PhysicalSupp	248,761	248,761	264,035.49	.00	.00	-15,274.49	106.1%
1270 Handicap	422,388	422,947	514,525.70	459.00	181.50	-91,760.17	121.7%
1281 UNDEFINED	3,000	3,000	6,539.14	.00	.00	-3,539.14	218.0%
1290 OSPECProg	2,160,000	2,150,000	1,637,539.09	126,781.39	.00	512,460.91	76.2%
1300 VocationalEd	935,769	935,769	.00	.00	.00	935,769.00	.0%
1360 BusinessEd	17,346	15,663	684,487.21	86,327.39	.00	-668,824.05	4370.0%
1390 OthVoEdProg	1,882,758	1,882,758	1,683,795.00	122,587.00	.00	198,963.00	89.4%
1400 OtherInstrctionProg	1,540,854	1,540,854	.00	.00	.00	1,540,854.00	.0%
1410 Drivers'Ed	4,800	4,800	204,867.53	23,963.62	315.49	-200,383.02	4274.6%
1420 SummerProg	6,000	6,000	14,514.01	.00	.00	-8,514.01	241.9%
1430 Homebound Instruction	0	0	35,582.95	6,892.81	.00	-35,582.95	100.0%
1441 Adjudicated Court Place	125,000	125,000	182,728.95	39,555.53	.00	-57,728.95	146.2%
1442 Alt Edu Program	915,000	915,000	805,855.44	132,773.16	.00	109,144.56	88.1%
1500 Nonpublic School Prog	20,000	20,000	.00	.00	39,675.00	-19,675.00	198.4%
1800 Pre-K Kindergarten	19,298	19,298	.00	.00	.00	19,298.00	.0%
1801 Pre-K Instruction	1,500	1,500	34,374.89	.00	738.00	-33,612.89	2340.9%
1802 Pre-K Non-Instruction	0	0	250.03	.00	.00	-250.03	100.0%
1806 Pre-K ProfDev	0	0	3,309.68	.00	.00	-3,309.68	100.0%
2100 Support Serv-Pupil Pers	3,980,413	3,980,413	.00	.00	.00	3,980,413.00	.0%
2111 Dir of Pupil Svc	15,067	15,067	330,450.86	49,700.03	.00	-315,383.86	2193.2%
2119 SpvStuServOther	248,572	314,675	336,600.30	20,028.56	364.41	-22,289.92	107.1%
2120 Guidance	22,933	23,122	2,586,999.38	342,410.97	-4,063.78	-2,559,813.39	*****
2144 Psychotherapy Service	792,079	792,079	787,748.18	3,733.91	.00	4,330.82	99.5%
2170 Student Acct Services	3,025	2,608	381,473.57	46,832.01	184.27	-379,049.84	*****
2190 Oth Pupil Per	62,500	62,500	168,814.24	15,626.16	.00	-106,314.24	270.1%
2200 SupportSvcInstru	1,991,010	1,991,010	.00	.00	.00	1,991,010.00	.0%
2220 ItecSvc	500	500	236.37	.00	.00	263.63	47.3%
2250 Library	179,815	179,310	1,148,560.70	154,239.36	20,902.92	-990,153.19	652.2%
2260 Instr&CurrDev	21,600	20,609	745,012.60	93,093.11	405.36	-724,808.96	3617.0%
2271 StaffDevCert	215,056	209,742	168,761.89	3,035.41	117,700.00	-76,719.85	136.6%
2280 NonPublicSuppService	700	700	.00	.00	606.06	93.94	86.6%
2290 OthInstrStaffSvc	5,700	3,950	6,022.69	802.63	44.99	-2,117.68	153.6%

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ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10	General Fund							
2300	Support Services-Admin	6,377,446	6,377,446	.00	.00	.00	6,377,446.00	.0%
2310	BoardSvc	144,442	141,442	116,839.76	2,845.91	5,869.55	18,732.69	86.8%
2330	TaxAssess&Collect	121,600	363,650	426,367.73	11,021.09	.00	-62,717.56	117.2%
2350	Legal Services	180,000	232,500	228,266.30	41,930.77	674.00	3,559.70	98.5%
2360	Office Superintendent	32,000	29,000	795,404.87	105,796.44	485.07	-766,889.94	2744.4%
2380	Principal	178,153	171,497	4,348,772.53	564,983.21	14,881.55	-4,192,157.15	2544.5%
2390	Other Admin Svcs	34,300	34,300	23,971.81	4,115.20	-8.96	10,337.15	69.5%
2400	Supp Svc-Public Health	2,183,291	2,183,291	.00	.00	.00	2,183,291.00	.0%
2420	MedicalSvs	43,650	43,208	1,223,576.83	168,887.74	1,423.47	-1,181,792.11	2835.1%
2430	DentalSvs	4,000	4,000	114,127.84	13,255.04	349.47	-110,477.31	2861.9%
2450	NonpublHlthSvs	600	600	56,544.26	7,602.36	130.00	-56,074.26	9445.7%
2490	Other Health Service	0	0	137,247.24	12,035.04	.00	-137,247.24	100.0%
2500	SuppSvs-Business	1,157,815	1,157,815	.00	.00	.00	1,157,815.00	.0%
2511	Supervisor Of Fiscal	0	0	205,235.87	30,952.01	.00	-205,235.87	100.0%
2514	Payroll Services	0	0	209,386.15	24,675.45	.00	-209,386.15	100.0%
2515	Financial Acct Service	111,550	138,350	802,994.99	82,175.39	3,067.92	-667,712.91	582.6%
2600	Oper & Maintenance	9,734,560	9,734,560	.00	.00	.00	9,734,560.00	.0%
2611	Supervision-Op/Maint	0	0	126,609.50	15,825.35	.00	-126,609.50	100.0%
2620	OperBldg	3,832,071	3,691,551	9,206,797.76	899,646.72	104,726.26	-5,619,972.99	252.2%
2630	Grounds	195,830	354,350	321,961.64	35,230.37	1,931.78	30,456.27	91.4%
2660	Security	115,594	115,594	2,182,179.11	331,033.52	8,180.60	-2,074,765.71	1894.8%
2700	Student Transp Services	6,827,043	6,827,043	.00	.00	.00	6,827,043.00	.0%
2711	Adm-Trans -Head	0	0	126,528.92	15,823.64	.00	-126,528.92	100.0%
2719	Spv-Trans -Other	0	0	371,802.92	47,283.53	.00	-371,802.92	100.0%
2720	Vehicle Operation Svc	6,383,452	6,341,652	10,273,901.23	840,573.02	268,973.85	-4,201,223.08	166.2%
2740	VehicleSvc&Maint	35,100	56,900	329,523.64	38,750.93	2,839.63	-275,463.27	584.1%
2750	Nonpublic Trans	0	0	358,715.83	56,764.21	.00	-358,715.83	100.0%
2790	Other Student Trans	5,000	5,000	-109,318.04	-566.42	.00	114,318.04	-2186.4%
2800	Support Svc-Central	2,204,583	2,204,583	.00	.00	.00	2,204,583.00	.0%
2831	SPV of Staff Services HR	0	0	163,529.67	20,643.26	.00	-163,529.67	100.0%
2832	Recruit & Place	0	0	-5.00	.00	.00	5.00	100.0%
2833	StaffAccServ	24,700	23,900	274,224.14	31,066.31	115.46	-250,439.60	1147.9%
2834	SDevNonInstCert	42,998	47,260	25,618.24	2,320.20	2,200.00	19,442.07	58.9%
2836	SDevNonInstCert	20,100	27,248	28,566.00	1,884.82	2,421.25	-3,739.40	113.7%
2840	DataProcess	318,639	384,056	378,660.96	151.46	19,031.96	-13,636.92	103.6%
2841	Supervisor Itec	0	0	151,041.29	18,222.59	.00	-151,041.29	100.0%
2844	OperationSvcs	2,520,166	2,530,327	1,682,686.79	156,634.52	124,712.30	722,927.46	71.4%
2850	Liaison Svcs	4,800	4,800	61,011.02	7,220.66	.00	-56,211.02	1271.1%
2910	UNDEFINED	45,000	45,000	43,376.42	.00	.00	1,623.58	96.4%
3200	Student Activities	1,792,707	1,792,707	.00	.00	.00	1,792,707.00	.0%
3210	StudentActivity	128,569	127,098	541,925.01	164,943.35	4,384.20	-419,210.72	429.8%
3250	Athletics	629,695	630,488	1,629,307.25	221,388.31	14,974.96	-1,013,794.68	260.8%
3300	CommServices	99,904	99,904	.00	.00	.00	99,904.00	.0%
3310	CommRecreation	82,225	82,225	151,651.99	9,103.92	4,263.16	-73,690.15	189.6%

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ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	MTD	ENCUMBRANCES	AVAILABLE	PCT
10	General Fund	APPROP	BUDGET	ACTUAL	ACTUAL		BUDGET	USED
5110	Debt Service	17,535,701	17,534,332	17,321,047.37	45,939.16	5,232.31	208,052.60	98.8%
5130	Refund Prior Yr Rev	550,000	520,000	504,928.99	5,875.00	.00	15,071.01	97.1%
5800	Suspense Account	0	0	21,115.38	-37,328.43	.00	-21,115.38	100.0%
5900	Budgetary Reserve	350,000	16,150	.00	.00	.00	16,149.83	.0%
6111	Current Real Estate Tax	-88,786,332	-88,786,332	-89,411,666.02	-737.14	.00	625,334.02	100.7%
6112	Interim Real Estate Tax	-150,000	-150,000	-18,586.12	.00	.00	-131,413.88	12.4%
6113	Public Utility Realty	-122,100	-122,100	-105,566.28	.00	.00	-16,533.72	86.5%
6114	Pay In Lieu -St/Local	-82,500	-82,500	-108,685.24	.00	.00	26,185.24	131.7%
6143	Local Service Tax - LST	-80,000	-80,000	-75,545.65	.00	.00	-4,454.35	94.4%
6151	Current Act 511 EIT	-3,600,000	-3,600,000	-3,481,033.55	-22,202.17	.00	-118,966.45	96.7%
6153	Curr Act 511 Real Est	-750,000	-750,000	-995,599.35	-711,893.84	.00	245,599.35	132.7%
6411	Delinquent Real Estate	-9,000,000	-9,000,000	-6,784,864.78	-66,292.19	14.00	-2,215,149.22	75.4%
6510	Interest on Invest	-130,000	-130,000	-807,725.56	-123,967.23	.00	677,725.56	621.3%
6710	Admissions	-35,000	-35,000	-28,490.42	.00	.00	-6,509.58	81.4%
6740	Fees	0	0	-3,265.00	-40.00	.00	3,265.00	100.0%
6830	Rev From Intermed-Fed	0	0	-4,620.00	.00	.00	4,620.00	100.0%
6832	Federal Idea Revenue	-1,049,604	-1,049,604	-1,035,783.16	.00	.00	-13,820.84	98.7%
6900	Other Rev From Local	0	0	-14,245.68	.00	.00	14,245.68	100.0%
6910	Rentals	-100,000	-100,000	-92,024.83	-7,041.91	.00	-7,975.17	92.0%
6941	Regular Sch Tuition	-15,000	-15,000	-32,967.91	-347.48	.00	17,967.91	219.8%
6942	Summer School Tuition	-12,000	-12,000	-18,964.00	.00	.00	6,964.00	158.0%
6944	Tuition from Other Lea	-8,500	-8,500	.00	.00	.00	-8,500.00	.0%
6961	Transportation Serv	0	0	-5,288.99	-3,004.12	.00	5,288.99	100.0%
6990	MiscRevenue	0	0	-6,010.60	.00	.00	6,010.60	100.0%
6991	RefundPriorYrReceipt	0	0	-7,520.37	-7,392.00	.00	7,520.37	100.0%
6999	Other Revenues Misc	0	0	-139,426.02	-24,562.24	.00	39,426.02	139.4%
7110	Basic Education	-100,000	-100,000	-11,360,049.00	.00	.00	-650,000.00	.0%
7160	Tuition Orphans & Child	-14,982,944	-14,982,944	-13,360,049.00	-132,594.03	.00	-833,643.97	416.0%
7240	Driver Ed-Student	-13,250	-13,250	-55,195.00	.00	.00	41,945.00	100.0%
7271	Special Ed School Aged	-4,048,343	-4,048,343	-3,214,699.03	.00	.00	-833,643.97	139.1%
7310	Transport (Reg & Addtl)	-2,900,000	-2,900,000	-2,356,081.38	.00	.00	2,356,081.38	100.0%
7311	Pupil Transportation Subsidy	0	0	-49,665.00	.00	.00	49,665.00	100.0%
7312	NonPublic&CharterTransp	0	0	-1,564,503.80	-8,891.25	.00	439,503.80	139.1%
7320	Rent & Sink Fund Pymt	-1,125,000	-1,125,000	-302,722.68	.00	.00	147,722.68	195.3%
7330	Health Services/ Act 25	-4,345,839	-4,345,839	-4,345,839.46	.00	.00	.46	100.0%
7340	State Prop Tax Reduction Allo	-1,248,758	-1,248,758	-1,248,758.00	.00	.00	-200,000.00	100.0%
7505	Ready To Learn Grant	-2,000,000	-2,000,000	-2,573,179.75	-556,726.63	.00	-200,000.00	.0%
7599	Other State Grant Rev	-2,678,146	-2,678,146	-8,794,676.95	.00	.00	-105,966.25	96.0%
7810	State Share Ss & Med	-11,346,586	-11,346,586	-612,150.23	.00	.00	-2,551,909.05	122.4%
7820	State Share Retire Cont	-500,000	-500,000	-2,193,712.29	-133,845.21	.00	937,105.29	174.6%
8110	Payments Fed Impacted	-1,256,607	-1,256,607	-223,180.77	.00	.00	39,668.77	121.6%
8514	NCLB-Title I	-183,512	-183,512	-19,877.86	.00	.00	-5,749.14	77.6%
8515	NCLB-Title II	-25,627	-25,627	.00	.00	.00	.00	.0%
8516	NCLB-Title III	0	0	.00	.00	.00	.00	.0%

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ACCOUNTS FOR:  
10 General Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8517 NCLB-Title IV	0	0	-12,013.44	.00	.00	12,013.44	100.0%
8540 Nutrition Ed & Training	0	0	-941.00	.00	.00	941.00	100.0%
8732 Arra-Qscbs	-54,770	-54,770	-54,975.63	.00	.00	205.63	100.4%
8733 UNDEFINED	-25,000	-25,000	-25,166.17	.00	.00	166.17	100.7%
8810 Med Assist Reimb Access	-300,000	-300,000	-353,756.82	.00	.00	53,756.82	117.9%
8820 Med Assi Reimb Trans	-100,000	-100,000	-74,817.54	.00	.00	-25,182.46	74.8%
9210 Capital Lease Equipment	-1,687,236	-1,687,236	.00	.00	.00	-1,687,236.00	.0%
9400 Sale Of Fixed Assets	-2,268,960	-2,268,960	-108,539.50	-44.40	.00	-2,160,420.50	4.8%
TOTAL General Fund	2,243,226	2,243,226	-13,833,984.13	11,387,945.27	891,629.97	15,185,580.59	-577.0%
TOTAL REVENUES	-154,117,614-154,117,614	-154,117,614-154,117,614	-142,722,380.83	-1,826,904.98	14.00	-11,395,247.17	
TOTAL EXPENSES	156,360,840	156,360,840	128,888,396.70	13,214,850.25	891,615.97	26,580,827.76	

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	2,243,226	2,243,226	-13,833,984.13	11,387,945.27	891,629.97	15,185,580.59	-577.0%

\*\* END OF REPORT - Generated by Thomas McIntyre \*\*

EAST STROUDSBURG AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF MAY 31, 2018

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

5/1/18 Balance	\$ 12,002,110.90
Receipts	\$ 14,174,758.64
Interest/Dividends	\$ 8,043.16
Disbursements	\$ (11,217,511.44)
5/31/18 Balance	\$ 14,967,401.26

PLGIT - GENERAL FUND

5/1/18 Balance	\$ 8,574,011.38
Receipts	\$ 723,434.87
Interest/Dividends	\$ 11,486.33
Disbursements	\$ (1,224.93)
5/31/18 Balance	\$ 9,307,707.65

PSDLAF - GENERAL FUND

5/1/18 Balance	\$ 66,082,236.14
Receipts	\$ 26,062,643.51
Interest/Dividends	\$ 104,270.38
Disbursements	\$ (38,824,393.03)
5/31/18 Balance	\$ 53,424,757.00

ESSA WORKERS COMP SELF INS - GENERAL FUND

5/1/18 Balance	\$ 200,290.16
Receipts	\$ -
Interest/Dividends	\$ 135.93
Disbursements	\$ (290.16)
5/31/18 Balance	\$ 200,135.93

ESSA PAYPAL - GENERAL FUND

5/1/18 Balance	\$ 25,726.31
Receipts	\$ 2,708.81
Interest/Dividends	\$ 5.72
Disbursements	\$ (25,737.96)
5/31/18 Balance	\$ 2,702.88

ESSA FERNWOOD ESCROW - GENERAL FUND

5/1/18 Balance	\$ 37,832.76
Receipts	\$ -
Interest/Dividends	\$ 25.71
Disbursements	\$ -
5/31/18 Balance	\$ 37,858.47

ESSA - CAFETERIA FUND

5/1/18 Balance	\$ 469,043.63
Receipts	\$ 52,228.35
Interest/Dividends	\$ 334.87
Disbursements	\$ (5,037.26)
5/31/18 Balance	\$ 516,569.59

PLGIT - CAFETERIA FUND

5/1/18 Balance	\$ 40,153.66
Receipts	\$ -
Interest/Dividends	\$ 51.55
Disbursements	\$ -
5/31/18 Balance	\$ 40,205.21

EAST STROUDSBURG AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF MAY 31, 2018

PSDLAF - CAPITAL RESERVE FUND

5/1/18 Balance	\$ 9,531,855.99
Receipts	\$ -
Interest/Dividends	\$ 12,236.60
Disbursements	\$ -
5/31/18 Balance	\$ 9,544,092.59

ESSA - CONCESSION STAND

5/1/18 Balance	\$ 27,391.31
Receipts	\$ -
Interest/Dividends	\$ 18.61
Disbursements	\$ -
5/31/18 Balance	\$ 27,409.92

ESSA - EXPENDABLE TRUST

5/1/18 Balance	\$ 31,250.17
Receipts	\$ -
Interest/Dividends	\$ 21.23
Disbursements	\$ -
5/31/18 Balance	\$ 31,271.40

ESSA - NON-EXPENDABLE TRUST

5/1/18 Balance	\$ 18,400.77
Receipts	\$ -
Interest/Dividends	\$ 12.50
Disbursements	\$ -
5/31/18 Balance	\$ 18,413.27

ESSA - SPECIAL ACTIVITY

5/1/18 Balance	\$ 233,905.92
Receipts	\$ 2,785.50
Interest/Dividends	\$ 160.14
Disbursements	\$ -
5/31/18 Balance	\$ 236,851.56

ESSA CD INVESTMENT - SPECIAL ACTIVITY

5/1/18 Balance	\$ 39,917.42
Receipts	\$ -
Interest/Dividends	\$ -
Disbursements	\$ -
5/31/18 Balance	\$ 39,917.42

ESSA - STUDENT ACTIVITY

5/1/18 Balance	\$ 72,585.76
Receipts	\$ -
Interest/Dividends	\$ 49.32
Disbursements	\$ -
5/31/18 Balance	\$ 72,635.08



		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending February 28, 2018	For the Period Ending February 28, 2018
		CAFETERIA FUND	CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
<b>REVENUE FROM LOCAL SOURCES:</b>			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000-	207.49	1,135.55
<b>REVENUE FROM OPERATIONS:</b>			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000-	57,637.98	339,630.17
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000-	8,110.65	49,817.40
SUMMER SALES - B-FAST & LUNCH	50-6614-000-000-00-000-000-0000-	-	-
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000-	55,403.30	346,696.35
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000-	4,394.80	28,803.31
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000-	5,040.33	28,110.55
<b>TOTAL SALES</b>		<b>130,587.06</b>	<b>793,057.78</b>
<b>TOTAL LOCAL REVENUE</b>		<b>130,794.55</b>	<b>794,193.33</b>
<b>REVENUE FROM STATE SOURCES</b>			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000-	9,390.36	59,642.18
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000-	2,969.10	19,466.70
STATE SUBSIDY - SOCIAL SECURITY	50-7810-000-725-00-000-000-0000-	4,377.83	44,070.73
STATE SUBSIDY - RETIREMENT	50-7820-000-726-00-000-000-0000-	17,974.41	129,112.40
<b>TOTAL STATE REVENUE</b>		<b>34,711.70</b>	<b>252,292.01</b>
<b>REVENUE FROM FEDERAL SOURCES</b>			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000-	167,503.87	1,064,626.66
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000-	51,590.65	341,799.23
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-0000-	-	-
<b>TOTAL FEDERAL REVENUE</b>		<b>219,094.52</b>	<b>1,406,425.89</b>
<b>TOTAL CAFETERIA REVENUE</b>		<b>\$384,600.77</b>	<b>\$2,452,911.23</b>
<b>EXPENSES OF OPERATIONS</b>			
Salary, SPV	50-3100-111-000-00-000-000-106-0000-	8,732.16	64,035.84
Salary, Manager	50-3100-111-000-00-000-000-109-0000-	6,871.36	54,970.88
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	545.76	4,263.75
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	2,496.81	19,986.95
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	-	111.99
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	84,205.33	560,842.32
Salary, Cafeteria Worker	50-3100-171-000-00-000-000-804-0000-	-	5,120.66
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	2,284.94	14,061.56
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	938.50	8,903.25
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	141.02	165.02
Salary, Substitutes Worker	50-3100-173-000-00-000-000-804-0000-	508.04	2,783.07
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	-	22,806.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	10,089.60	76,359.98
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	180.00
Salary, Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	21.19	277.39
LIFE INSURANCE	50-3100-213-000-00-000-000-000-0000-	718.94	4,700.79
LTD INSURANCE	50-3100-214-000-00-000-000-000-0000-	216.91	1,504.57
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	7,096.04	50,834.20
FICA HI	50-3100-221-000-00-000-000-000-0000-	1,659.61	11,889.68
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	35,948.82	258,224.75
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	-	289.63
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	749.28	5,567.28
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	38,857.64	306,742.97
TRAINING-REGISTRATION FEES	50-3100-324-000-00-000-000-000-0000-	515.00	813.00
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	3,391.95	24,070.25
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	5,426.72	31,539.76
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	951.00	18,166.70
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	-	715.28
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	44.96
COMMUNICATIONS	50-3100-530-000-00-000-000-000-0000-	-	-
POSTAGE	50-3100-531-000-00-000-000-000-0000-	37.97	138.01
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	473.16
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	249.30	1,763.69
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	5,693.68	46,992.49
SOFTWARE	50-3100-618-000-00-000-000-000-0000-	-	-
FUEL	50-3100-626-000-00-000-000-000-0000-	310.96	1,840.62
Food Purchases	50-3100-631-000-00-000-000-000-0000-	64,946.68	445,848.20
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	26,134.04	145,865.56
COMMODITY VALUE	50-3100-633-000-00-000-000-000-0000-	-	-
DUES & FEES	50-3100-640-000-00-000-000-000-0000-	-	-
SUPPLIES, TECH	50-3100-650-000-00-000-000-000-0000-	-	12,137.03
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,577.95	12,623.60
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	4,067.24	24,562.83
<b>TOTAL FOOD SERVICE EXPENSES</b>		<b>\$315,384.44</b>	<b>\$2,242,217.67</b>
<b>NET INCOME (LOSS)</b>		<b>\$69,216.33</b>	<b>\$210,693.56</b>

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A SPECIAL ACTIVITY

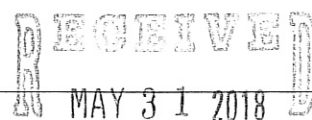
1. NAME OF ORGANIZATION: Wilderness Club
2. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)  
The purpose of the club is to offer an opportunity for students that are interested in the outdoors the proper/safe way to engage in outdoor activities.
3. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)  
Students at ESHS-S have expressed a desire to explore outdoor activities, however, they may not have friends or an adult to accompany them. Our club would be an opportunity for these types of students to engage in many of the natural outdoor activities the Poconos has to offer with knowledgeable adult support. The students would incorporate their knowledge of history, science, physical fitness, and health during these activities. The club would like to arrange for activities to have little or no impact on the school day with activities occurring after school hours or on the weekends whenever possible.
4. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) Ms. Robyn Shumbris and Mrs. Trish Tiernan are the adults that will supervise the club. Both of us have extensive outdoor experience. The students will be responsible for conveying the activities of interest and organizing (raising funds, contacting facilities that offer equipment/experience, etc.) for the individual experiences. We would propose a vote as to whether officers would be necessary. The types of activities we would be interested in pursuing would include hiking, biking, canoeing, yoga/meditation, healthy living and cross country skiing as well as activities that the students would suggest/propose.
5. FUND RAISING:
  - a. Will this organization raise funds? Yes ☐ No ☐
  - b. If "yes", briefly describe typical fund-raising activities and who will be involved.  
Typical fund raising would be decided by the students. Ms. Shumbris and Mrs. Tiernan have already received offers from various groups that would be willing/happy to donate equipment or services or both.
6. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)  
Fundraising would be necessary to pay for transportation, supervised services, and equipment. The students would benefit from the ability to participate in activities in the wilderness.
7. FINANCIAL DEPENDENCE:
  - a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☐ No ☒
  - b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.  
\_\_\_\_\_
8. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)  
Ms. Shumbris and Mrs. Tiernan will be responsible for the funds, expenditures and transfer decisions.

Date Submitted: 5/30/18

Submitted by: Robyn Shumbris

Signature: [Signature]

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MEMORANDUM

DATE: May 15, 2018

TO: Benjamin Brenneman  
East Stroudsburg High School North

FROM: Sue Busse  
Program Manager  
Scholarship America  
sbusse@scholarshipamerica.org

SUBJECT: AXA Achievement Scholarship Program  
Payment of Funds

Your student, Jessica Williams is the recipient of a \$2,500.00 AXA Achievement scholarship award sponsored by the AXA Foundation. The award also includes a grant to East Stroudsburg High School North to be used for professional development activities at your school. Examples include, but are not limited to, in-service training, leadership activities, student field trips, etc.

The check for the school grant is enclosed. Checks are void within 90 days of the issue date on the check. Please process the check as soon as possible to ensure the check doesn't go stale.

AXA Foundation would be delighted to receive information on how the funds will be used to motivate students to demonstrate outstanding achievement in school, extracurricular, community or work activities. If you haven't already done so, you may email me at the email address below to report how the funds will be used at your school. The reporting is not mandatory and does not need to be formal. Electronic photographs are also appreciated.

More information on AXA Achievement Scholarship Program can be found at <https://www.scholarsapply.org/axa-achievement>.

Please contact me at [sbusse@scholarshipamerica.org](mailto:sbusse@scholarshipamerica.org) if you have any questions regarding this award.

# Scholarship AMERICA.

One Scholarship Way  
Saint Peter, MN 56082 | 507-931-1682

390312

05/15/2018

AXA ACHIEVEMENT SCHOLARSHIP  
AXA FOUNDATION

Jessica Williams



EAST STROUDSBURG HIGH SCHOOL NORTH  
279 TIMBERWOLF DRIVE  
DINGMANS FERRY PA 18328

Bonus

Check Amount: \$1,000.00

1 of 1

05/15/2018 390312

ONE THOUSAND AND 00/100 DOLLARS

\$1,000.00

East Stroudsburg High School North

08/09/2000 Williams, Jessica  
1 of 1 Bonus  
AXA FOUNDATION

2018-006969  
AXAACHV

349

PLEASE DETACH BEFORE DEPOSITING AND RETAIN FOR YOUR RECORDS

Scholarship  
AMERICA.

One Scholarship Way  
Saint Peter, MN 56082 | 507-931-1682



226 West Nassau Street  
Saint Peter, Minnesota 56082  
Main Telephone 507-931-4000  
24 Hour Telephone Banking 507-931-2266  
FNBMN.com

390312

CHECK DATE NUMBER  
05/15/2018 390312

CHECK AMOUNT  
\$1,000.00

NOT VALID AFTER 90 DAYS

PAY ONE THOUSAND AND 00/100 DOLLARS  
PAY TO THE ORDER OF  
East Stroudsburg High School North

08/09/2000 Williams, Jessica  
1 of 1 Bonus  
AXA FOUNDATION

2018-006969  
AXAACHV

Robert C. Ballard, President & CEO  
Scholarship America

⑈390312⑈ ⑆091901338⑆ 030⑈0277⑈

211



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 Fax: 610.861.0181

**INVOICE**

No. 47474  
03/31/2018

**East Stroudsburg Area School District**

50 Vine Street  
East Stroudsburg, PA 18301  
Mr. Jeffrey Bader

**Concrete Replacement at JM Hill E.S.**

**287009**

For Services Rendered From February 24, 2018 To March 30, 2018

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$8,650.00	\$0.00	25.00	\$2,162.50

**INVOICE TOTAL** \$2,162.50


**D'HUY Engineering, Inc.**

One East Broad Street, Suite 310 Bethlehem, PA 18018

Phone: 610.865.3000

Fax: 610.861.0181

**INVOICE**

No. 47602

04/30/2018

**East Stroudsburg Area School District**

50 Vine Street

East Stroudsburg, PA 18301

Mr. Jeffrey Bader

**Concrete Replacement at JM Hill E.S.**
**287009**

For Services Rendered From March 31, 2018 To April 27, 2018

**00 - Basic Services**

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$8,650.00	\$2,162.50	70.00	\$3,892.50

**INVOICE TOTAL \$3,892.50**
**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
47474	3/31/2018	\$2,162.50	\$0.00	\$0.00	\$0.00	\$2,162.50
Total Prior Billing		\$2,162.50	\$0.00	\$0.00	\$0.00	\$2,162.50





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[www.masterlocators.com](http://www.masterlocators.com)

# Invoice

Date	Invoice #
5/23/2018	38539
Terms	Due Date
Net 30	6/22/2018

## Bill To

East Stroudsburg Area School District  
Attn: Jeffrey Bader  
50 Vine Street  
East Stroudsburg, PA

## Ship To

Lehman Intermediate School  
North High School  
279 Timberwolf Drive  
Dingmans Ferry, PA

## P.O. Number

N/A

## Ordered By

Josh Grice

Serviced	Price Each	Quantity	Description	Amount
4/9/2018	1,800.00	1	2 technicians 1 day Video Pipe Inspection services	1,800.00
4/10/2018	1,800.00	1	2 technicians 1 day Video Pipe Inspection services	1,800.00
4/11/2018	1,800.00	1	2 technicians 1 day Video Pipe Inspection services	1,800.00
4/16/2018	200.00	3	Video Copy and Logging Fee	600.00

**Total** \$6,000.00

**Payments/Credits** \$0.00

**Balance Due** \$6,000.00

Please make checks payable to Master locators, Inc., and reference the invoice numbers on all checks.

Please contact our office with any questions regarding this invoice. Your complete satisfaction is important to us!

214

To: Scott  
Jules

**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.865.3000 Fax: 610.861.0181

**INVOICE**

No. 47601  
04/30/2018

**East Stroudsburg Area School District**

60 Vine Street  
East Stroudsburg, PA 18301  
Mr. Jeffrey Bader

**East Stroudsburg Area School District Retainer Services****287000**

For Services Rendered From March 31, 2018 To April 27, 2018

Retainer Services - Billed Hourly

**Professional Services**

	Date	Hours	Rate	Amount
Grice, Joshua	4/13/2018	2.00	130.00	\$260.00
Review storm pipe Investigation results from Master Locators				
Mather, Andrew	4/9/2018	4.00	85.00	\$340.00
On site to monitor storm water pipe scoping performed by Master Locators				
<b>Total Professional Services</b>		<b>6.00</b>		<b>\$600.00</b>

**Reimbursable**

	Unit Rate	Qty	Markup	Amount
<b>REIMB Reimbursable Expenses</b>				
Mileage	0.55	116.00	1.00	\$63.22
<b>Total for Reimbursable Expenses</b>				<b>\$63.22</b>
<b>Total Reimbursable</b>				<b>\$63.22</b>

**INVOICE TOTAL \$663.22****Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
47192	1/31/2018	\$0.00	\$57.45	\$0.00	\$0.00	\$57.45
<b>Total Prior Billing</b>		<b>\$0.00</b>	<b>\$57.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57.45</b>

## **ATHLETIC TRAINING**

### **AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP AND USE OF A FACILITY AS AN ATHLETIC TRAINING INTERNSHIP SITE**

**THIS AGREEMENT**, is made this 30 day of May, 2018, 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 High School** (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 athletic training; and

**WHEREAS**, the University is an educational institution that provides a degree in the area of athletic training; and

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

**WHEREAS**, the Site is desirous of establishing a relationship with the University, whereby University students may receive clinical 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 selected student will be an individual who is certified by the Board of Certification ("BOC") for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. 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 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons 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 3 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 it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. 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 his/her job description and licensure status.

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 athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at 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 by a licensed individual in providing all athletic training services. 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. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- 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 a physician of the Internship Site for the provision of all athletic training 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 \$8,000 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), 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 athletic training services to the Internship Site as follows: Summer I (30 hours), Fall (150 hours), Spring (150 hours), and summer II (30 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 at 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, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- 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. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- 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:

\_\_\_\_\_  
Print Name/Title East Stroudsburg Area School District

\_\_\_\_\_  
East Stroudsburg Area School District

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

\_\_\_\_\_  
Joanne Bruno  
Provost and Vice President for Academic Affairs, ESU

\_\_\_\_\_  
Date

**Approved as to form and legality:**

\_\_\_\_\_  
University Legal Counsel (ESU)

\_\_\_\_\_  
Date

## Addendum

### Affiliation Agreement: Graduate Athletic Trainer Program Funding Breakdown – PART TIME East Stroudsburg Area School District – East Stroudsburg University of Pennsylvania

This document is provided as an addendum to the proposed **Affiliation Agreement** between the East Stroudsburg University of Pennsylvania (ESU) and the East Stroudsburg Area School District. Specifically, this document provides a breakdown of the reimbursement provided by East Stroudsburg Area School District to ESU for services provided through their Clinical Practice Internship – Graduate Athletic Training Program. This breakdown applies to **both** PART-TIME contracted Clinical Practice Internship Athletic Training positions in the District; East Stroudsburg Area School District High School – North AND East Stroudsburg Area School District High School – South. Pursuant to agreement, the School District will reimburse the University for the services of the students, up to the cost for a PA resident only, according to the following list of costs:

Summer I – Fall I Tuition:	<b>\$2,498.80</b>
Summer I – Fall I Stipend:	<b>\$1,501.20</b> (Summer Pre-Season – Mid Winter Season)
	(30 hours Pre-Season; 150 hours Fall – Winter)
Summer I – Fall I Workmen's Compensation:	<b>\$ 5.25</b> (0.35% x 1501.20)
Summer I – Fall I Social Security	<b>\$ 114.84</b> (7.65% x 1501.20)
Summer I – Fall I Invoice Amount:	<b>\$4,000.00</b>
<hr/>	
Spring I –Summer II Tuition:	<b>\$2,498.80</b>
Spring I –Summer II Stipend	<b>\$1,501.20</b> (Mid Winter Season – End of Spring: June 1)
	(150 hours Spring; 30 hours Summer II)
Spring I –Summer II Workmen's Compensation:	<b>\$ 5.25</b> (0.35% x 1501.20)
Spring I –Summer II Social Security	<b>\$ 114.84</b> (7.65% x 1501.20)
Spring I –Summer II Invoice Amount:	<b>\$4,000.00</b>
Total AY Invoice 2018 – 2019:	<b>\$8,000.00</b>

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## **ATHLETIC TRAINING**

### **AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP AND USE OF A FACILITY AS AN ATHLETIC TRAINING INTERNSHIP SITE**

**THIS AGREEMENT**, is made this 30 day of May, 2018, 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 High School** (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 athletic training; and

**WHEREAS**, the University is an educational institution that provides a degree in the area of athletic training; and

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

**WHEREAS**, the Site is desirous of establishing a relationship with the University, whereby University students may receive clinical 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 selected student will be an individual who is certified by the Board of Certification ("BOC) for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. 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 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons 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 3 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 it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. 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 his/her job description and licensure status.

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 athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at 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 by a licensed individual in providing all athletic training services. 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. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- 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 a physician of the Internship Site for the provision of all athletic training 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 \$8,000 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), 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 athletic training services to the Internship Site as follows: Summer I (30 hours), Fall (150 hours), Spring (150 hours), and summer II (30 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 at 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, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- 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. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- 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:

\_\_\_\_\_  
Print Name/Title East Stroudsburg Area School District

\_\_\_\_\_  
East Stroudsburg Area School District

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

\_\_\_\_\_  
Joanne Bruno  
Provost and Vice President for Academic Affairs, ESU

\_\_\_\_\_  
Date

**Approved as to form and legality:**

\_\_\_\_\_  
University Legal Counsel (ESU)

\_\_\_\_\_  
Date

## Addendum

### Affiliation Agreement: Graduate Athletic Trainer Program Funding Breakdown – PART TIME East Stroudsburg Area School District – East Stroudsburg University of Pennsylvania

This document is provided as an addendum to the proposed **Affiliation Agreement** between the East Stroudsburg University of Pennsylvania (ESU) and the East Stroudsburg Area School District. Specifically, this document provides a breakdown of the reimbursement provided by East Stroudsburg Area School District to ESU for services provided through their Clinical Practice Internship – Graduate Athletic Training Program. This breakdown applies to **both PART-TIME** contracted Clinical Practice Internship Athletic Training positions in the District; East Stroudsburg Area School District High School – North AND East Stroudsburg Area School District High School – South. Pursuant to agreement, the School District will reimburse the University for the services of the students, up to the cost for a PA resident only, according to the following list of costs:

Summer I – Fall I Tuition:	\$2,498.80
Summer I – Fall I Stipend:	\$1,501.20 (Summer Pre-Season – Mid Winter Season)
Summer I – Fall I Workmen's Compensation:	\$ 5.25 (0.35% x 1501.20)
Summer I – Fall I Social Security	\$ 114.84 (7.65% x 1501.20)
Summer I – Fall I Invoice Amount:	\$4,000.00
<hr/>	
Spring I –Summer II Tuition:	\$2,498.80
Spring I –Summer II Stipend	\$1,501.20 (Mid Winter Season – End of Spring: June 1)
Spring I –Summer II Workmen's Compensation:	\$ 5.25 (0.35% x 1501.20)
Spring I –Summer II Social Security	\$ 114.84 (7.65% x 1501.20)
Spring I –Summer II Invoice Amount:	\$4,000.00
Total AY Invoice 2018 – 2019:	\$8,000.00

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

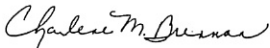
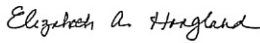
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500.

East Stroudsburg Area School District will utilize Colonial Intermediate Unit 20's online CPR/First Aid Certification account to purchase online CPR/First Aid Certifications at a fee of \$25.99 per Certification.

The total amount of this contract will be based on the total number certificates purchased. This contract will be in effect from July 1, 2018 through June 30, 2019.

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.

	05 / 23 / 2018	
Dr. Charlene M. Brennan Executive Director	Date	East Stroudsburg Area School District Date Superintendent
	05/24/2018	
Mrs. Elizabeth A. Hoagland Secretary to the Board	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

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

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THIS AGREEMENT is made this 4 day of June, 2018 by and between:

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

AND

Steven Lastra (the "Contractor") of "Dr. Planet"

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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



## SCHEDULE A

Description of Service to be performed (be specific):

Presenter at ESE Summer STEAM-R Program

Location of Services:  
ESE

Effective Date: Wednesday, July 25, 2018

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 350.00  
Time (Days/Hour/Other): \_\_\_\_\_  
Total Cost: \$ 350.00

b) Fixed Rate: \$ \_\_\_\_\_

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

Budget Code: \_\_\_\_\_

Department: \_\_\_\_\_

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

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THIS AGREEMENT is made this 8<sup>th</sup> day of June, 2018, by and between:

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

AND

Pete Mackenich (the "Contractor") of PLM Enterprises

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

**SCHEDULE A**

Description of Service to be performed (be specific):

Live animal presentation to be performed  
by Pete Mackevich of Pocono Snake and  
Animal Farm.

Show is about 1 hour.

Location of Services: Smithfield Elementary Gymnasium

Effective Date: July 11, 2018

Professional Fee:

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

b) Fixed Rate: \$ 300.00

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

Budget Code: 10-1192-330-412-10  
216-000-000-9192

Department: Title I

District Initiator: William Vitulli

Authorization for Payment: [Signature] Date: 6/11/18

Purchase Order # \_\_\_\_\_

EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

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THIS AGREEMENT is made this 12 day of June, 2018 by and between:

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

AND

Pete Makevich (the "Contractor") of Wildlife Encounters

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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

## SCHEDULE A

Description of Service to be performed (be specific):

Presenter at ESE Summer STEAM-R Program. Mr. Mackeuch will do an animal presentation, and show students how local wildlife use engineering to create habitats.

Location of Services:  
ESE

Effective Date: Tuesday, July 31, 2018

Professional Fee:

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

b) Fixed Rate: \$ 300.00 (three hundred dollars)

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

Budget Code: \_\_\_\_\_

Department: \_\_\_\_\_

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

THIS AGREEMENT is made this 11<sup>th</sup> day of June, 2018, by and between:

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

AND

Pete Mackenich (the "Contractor") of Wildlife Encounters of  
PLM ENTERPRISES

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Presentation of 10 animals (approx.), mostly reptiles with a skunk and amphibian included. No touching of animals will be permitted.

Location of Services:

Resica Elementary School  
1 Travel Ridge Rd.  
East Stroudsburg, PA 18302

Effective Date:

July 12, 2018

Professional Fee:

a) Rate (Daily/Hourly/Other): \$  
Time (Days/Hour/Other): 12:30 - 2:00 pm  
Total Cost: \$

b) Fixed Rate: \$ 300.00

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

Budget Code: 10-1192-330-412-10-10-215-000-000-9192 Department: \_\_\_\_\_

District Initiator: Paul Dahl

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_



WILDLIFE ENCOUNTERS  
INVOICE



date: June 11, 2018

to: Stacie Ammerman  
Resica Elementary  
1 Gravel Ridge Rd, East Stroudsburg, PA 18302

from: Pete Mackevich

~~PLM Enterprises~~

cell: 570-620-7311

email: pbmack\_1@msn.com

for: Animal presentation on July 12, 2018 at Resica Elementary @ 12:30 pm.

fee: Local show \$300, checks can be made payable to PLM Enterprises.

THANK YOU



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

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

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**THIS AGREEMENT** is made this 24th day of May, 2018, by and between:

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

**AND**

**Monroe County Conservation District** (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 43<sup>rd</sup> Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

## SCHEDULE A

Description of Service to be performed (be specific):

By designing a one week Biology through Ecology Unit to complement all levels of existing Biology I courses on the high school level, we hope to support the education of all Biology students prior to the Pennsylvania Biology Keystone Exam by providing an opportunity to experience enrichment activities both inside and outside the classroom environment. The target audience for this program includes all levels of students enrolled in Biology I course and their teachers.

Location of Services:

Students will participate in academic instruction that will be split between their Biology teacher and a conservation district educator arranged within the ESHS-S building (classroom/board room). Students will then participate in a field experience day where they will apply their knowledge of skills and understanding of concepts acquired during the academic instruction days. This field day will take place along the Brodhead Creek between the athletic fields and Mill Creek Rd.

Effective Date:

Two different experiences will take place, one in the fall semester of the 2018-2019 school year. The second will take place during the spring semester of the 2018-2019 school year.

Professional Fee:

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

b) Fixed Rate: \$ 4,130 (half paid by MCCD, half by ESASD)

c) Are expenses included? ☒ YES ☐ NO

If no, please itemize:

Budget Code: 10-1110-330-000-30-820-180-000-0000 Department: Science - South

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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East Stroudsburg South High School 10<sup>th</sup> grade "Biology Through Ecology" Proposal.

(2018-2019 school year)

**Cost Breakdown**

Classroom Instruction (60 students per class maximum)

Fall	\$128.75 per class x 4 classes	= \$515.00
Spring	\$128.75 per class x 4 classes	= <u>\$515.00</u>
	Year Total	\$1030.00

Field Instruction (110 students per class maximum)

Fall	\$775.00 per class x 2 classes	= \$1,550.00
Spring	\$775.00 per class x 2 classes	= <u>\$1,550.00</u>
	Year Total	\$3,100.00

<b>Total per School Year</b>	<b>\$4,130.00</b>
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**2018-2019 School Year We Propose the Following:**

Monroe County Conservation District commitment	\$2,065.00
East Stroudsburg School District	\$2,065.00

EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

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THIS AGREEMENT is made this 11<sup>TH</sup> day of June, 2018, by and between:

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

AND

Donna Peterson (the "Contractor") of Mad Science of Lehigh Valley

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Special Event: Fire + Ice  
Children will be dazzled + entertained as they interact  
w/ mad Scientist. They will learn about chemical reactions,  
air pressure and the states of matter.

Location of Services:

Reston Elementary  
1 Gravel Ridge Road  
East Stroudsburg, PA 18302

Effective Date:

August 1, 2018

Professional Fee:

a) Rate (Daily/Hourly/Other): \$  
Time (Days/Hour/Other): 12:30 - 2:00 PM  
Total Cost: \$

b) Fixed Rate: \$ 400.00

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

Budget Code: 10-1192-330-412-10-215-000-000-9192 Department: \_\_\_\_\_

District Initiator: Gary Miller

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Mad Science of Lehigh Valley  
 2321 Silo Drive  
 Easton, PA 18040  
 610-438-0232  
[www.madscience.org/lehighvalley](http://www.madscience.org/lehighvalley)  
[mslv@ren.com](mailto:mslv@ren.com)

# Invoice

Date	Invoice #
8/1/2018	1880

Bill To
Resica Elementary 1 Gravel Ridge Road East Stroudsburg, PA 18302

Ship To
Stacie Ammerman

Terms
Due on receipt

Quantity	Item Code	Description	Price Each	Amount
1	SE	Special Event - Fire & Ice	400.00	400.00
			<b>Total</b>	<b>\$400.00</b>

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

THIS AGREEMENT is made this 5<sup>th</sup> day of June, 20 18, by and between:

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

Bill and Donna

AND

Petterson (the "Contractor") of Mad Science

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Mad Science will present a 60 minute interactive science assembly for Smithfield Elementary's STEAM-R Summer Camp.  
Show title: Up, Up, and Away

Location of Services:

Smithfield Elementary Gymnasium

Effective Date: August 2nd, 2018

Professional Fee:

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

b) Fixed Rate: \$ 400.00

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

Budget Code: 10-1192-330-412-10-216-000-000-9192 Department: Title I

District Initiator: William Vitulli

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

**Mad Science of Lehigh Valley**  
**2321 Silo Drive**  
**Easton, PA 18040**  
**610-438-0232**  
**www.madscience.org/lehighvalley**  
**mslv@rcn.com**

# Invoice

Date	Invoice #
8/2/2018	1878

<b>Bill To</b>
Smithfield Elementary 245 River Road East Stroudsburg, PA 18301

<b>Ship To</b>
Jillian Karas 570-578-3639

<b>Terms</b>
Due on receipt

Quantity	Item Code	Description	Price Each	Amount
1	SE	Special Event Up, Up & Away	400.00	400.00
			<b>Total</b>	<b>\$400.00</b>

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**THIS AGREEMENT** is made this 6th day of June, 2018, by and between:

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

**AND**

**Bill and Donna Peterson** (the "Contractor") of Mad Science of Lehigh Valley, PA

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

1. **Nature of Position**

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

2. **Scope of Duties**

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

3. **Breach of Agreement**

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

4. **Notices**

## SCHEDULE A

Description of Service to be performed (be specific):  
Present one hour Up, Up Away Assembly for STEAM-R summer school program

Location of Services:  
Middle Smithfield Elementary School  
5180 Milford Road  
East Stroudsburg, PA 18302

Effective Date: July 31. 2018

Professional Fee:

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

b) Fixed Rate: \$ 400.00

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

Budget Code: \_10-1192-330-412-10-214-000-000-9192 Department: 2018 STEAM\*R  
Summer Program

District Initiator: David Baker

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Mad Science of Lehigh Valley  
 2321 Silo Drive  
 Easton, PA 18040  
 610-438-0232  
[www.madscience.org/lehighvalley](http://www.madscience.org/lehighvalley)  
[mslv@rcn.com](mailto:mslv@rcn.com)

# Invoice

Date	Invoice #
7/31/2018	1879

Bill To
Middle Smithfield Elementary 5180 Milford Road East Stroudsburg, PA 18302

Ship To

Terms
Due on receipt

Quantity	Item Code	Description	Price Each	Amount
1	SE	Special Event - Up, Up & Away	400.00	400.00
Total				\$400.00

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

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

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**THIS AGREEMENT** is made this 10<sup>th</sup> day of June, 2018, by and between:

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

**AND**

**Pocono Environmental Education Center (PEEC)** (the "Contractor") of Dingmans Ferry, PA

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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

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## SCHEDULE A

Description of Service to be performed (be specific):

Facilitate Team Building through Group Initiatives Workshops with students attending STEAM-R summer program

Location of Services:

Middle Smithfield Elementary School

Effective Date:

July 12, 2018

Professional Fee:

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

b) Fixed Rate: \$ 500.00 \_\_\_\_\_

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

Budget Code: 10-1192-330-412-10-214-000-000-9192

Department: 2018 STEAM\*  
Summer Program

District Initiator: \_David Baker

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
Independent Contractor Agreement

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

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THIS AGREEMENT is made this 11<sup>th</sup> day of JUNE, 2018, by and between:

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

AND

Derek Scott (the "Contractor") of PEEC

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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

## SCHEDULE A

Description of Service to be performed (be specific):

Derek will present "Animal Adventures" on July 10<sup>TH</sup> between the hours of 12:00 P.M. and 2:00 P.M. (for approx two-1 hour sessions).

Derek will present "Going Green" on July 24<sup>TH</sup> between the hours of 12:00 P.M. and 2:00 P.M. (for approx two-1 hour sessions)

Each session not to exceed 60 students.

Location of Services:

Resica Elementary School  
1 Gravel Ridge Road  
E Straburg, PA 18302

Effective Date:

July 10<sup>TH</sup> and July 24<sup>TH</sup>

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 50/hour  
Time (Days/Hour/Other): 12-200 PM July 10<sup>TH</sup> + July 24<sup>TH</sup>  
Total Cost: \$ 200<sup>00</sup>

b) Fixed Rate: \$ \_\_\_\_\_

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

Budget Code: 10-1192-330-412-10-215-000-000-9192  
Department: \_\_\_\_\_

District Initiator: Gene M. [Signature]

Authorization for Payment: \_\_\_\_\_

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

Purchase Order # \_\_\_\_\_



**PEEC**  
Pocono Environmental  
Education Center

*Where Learning  
Comes Naturally*

538 Emery Road, Dingmans Ferry, Pennsylvania 18328-9614

Phone: 570-828-2319

Fax: 570-828-9695

[www.peec.org](http://www.peec.org)

Resica Falls Elementary School  
PEEC Outreach Program  
“Animal Adventures” – July 10<sup>th</sup>, 2018 12-2pm  
“Going Green” – July 24<sup>th</sup>, 2018 12-2pm

\$50/hour for each outreach session  
\$200 total for all 4 sessions.

Please make checks payable to “Pocono Environmental Education Center”

**Derek Scott**  
Director of Operations  
Pocono Environmental Education Center  
538 Emery Road, Dingmans Ferry, PA 18328  
570-828-2310 x 234

**PEEC is close to home, where learning comes naturally!**



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

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

---

**THIS AGREEMENT** is made this 21<sup>st</sup> day of May, 2018, 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 43<sup>rd</sup> 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
- 4p.m. start time: 9/6/18, 9/12/18, 9/20/18, 9/26/18, 10/3/18, 10/17/18, 10/25/18, 11/1/18

Effective Date: 9/6/18

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$55 per hour X 22.25 hours  
Time (Days/Hour/Other): 2.75 - 3 hours per game (time is approximate)  
Total Cost: \$1223.75

b) Fixed Rate: \$ \_\_\_\_\_

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

Budget Code: 10-3250-330-000-20-517-550-000-5071 Department: Athletics

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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

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

---

**THIS AGREEMENT** is made this 21<sup>st</sup> day of May, 2018, 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 43<sup>rd</sup> 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

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## SCHEDULE A

Description of Service to be performed (be specific):

Provide standby ambulance coverage for designated East Stroudsburg South Varsity, Junior Varsity and Junior High 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, Junior Varsity And Junior High Football Games
- 9:00a.m. start time 2 scrimmages: 8/18/18
- 7:00p.m. start times: 9/4/18, 9/10/18, 9/24/18, 10/8/18, 10/22/18
- 4:00p.m.start time (2 games each date) : 9/4/18, 9/10/18, 9/24/18, 10/8/18, 10/22/18

Effective Date: 8/18/18

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$55 per hour X 48.75 hours  
Time (Days/Hour/Other): 3.5 – 4.5 hours per game (time is approximate)  
Total Cost: \$2681.25

b) Fixed Rate: \$ \_\_\_\_\_

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

Budget Code: 10-3250-330-000-30-820-550-000-5071

Department: Athletics

District Initiator: \_\_\_\_\_

Authorization for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

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FOR  
M

# 818 EAST STROUDSBURG AREA SCHOOL DISTRICT

## Independent Contractor Agreement

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

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THIS AGREEMENT is made this 17th day of April, 2018, by and between:

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

AND

Author **Angela Thomas** (the "Contractor") of Google Hangout session visit with students from the North and South High School campuses

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

### 1. Nature of Position

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

### 2. Scope of Duties

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

### 3. Breach of Agreement

## SCHEDULE A

Description of Service to be performed (be specific):

NY Times Bestselling author Angie Thomas, author of *The Hate U Give*, will be providing a Google Hangout session with approximately fifty students. Since the nature of this visit is electronic, these students will be participating from both the North and South campuses. The book *The Hate U Give* won the 2017 Coretta Scott King and William C. Morris awards. The presentation will entail a Q and A session where students will be afforded an opportunity to gain first hand insight into the writing process and thoughts behind the creation of the text.

Location of Services:

North and South High School Libraries using Google Hangouts

Effective Date: 5/21/18

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ \_\_500 per half hour\_\_  
Time (Days/Hour/Other): \_\_\_\_\_  
Total Cost: \$ \_\_500\_\_\_\_\_

b) Fixed Rate: \$ \_\_\_\_\_

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

\$250 from 10-2250-330-000-30-820-155-000-0000  
Budget Code: \$250 from 10-2250-330-000-30-820-155-000-0000 Department: Library

District Initiator: Marjory Gullstrand and Catherine Strazzeri

## **ATHLETIC TRAINING**

### **AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP AND USE OF A FACILITY AS AN ATHLETIC TRAINING INTERNSHIP SITE**

**THIS AGREEMENT**, is made this 30 day of May, 2018, 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 – J.T. Lambert Intermediate School** (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 athletic training; and

**WHEREAS**, the University is an educational institution that provides a degree in the area of athletic training; and

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

**WHEREAS**, the Site is desirous of establishing a relationship with the University, whereby University students may receive clinical 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 selected student will be an individual who is certified by the Board of Certification ("BOC") for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. 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 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons 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 3 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 it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. 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 his/her job description and licensure status.

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 athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at 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 by a licensed individual in providing all athletic training services. 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. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- 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 a physician of the Internship Site for the provision of all athletic training 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 \$22,755 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), 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 athletic training services to the Internship Site as follows: Summer I (60 hours), Fall (300 hours), Spring (300 hours), and summer II (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 at 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, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- 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. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination or harassment.
- 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:

\_\_\_\_\_  
Print Name/Title East Stroudsburg Area School District

\_\_\_\_\_  
East Stroudsburg Area School District

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

\_\_\_\_\_  
Joanne Bruno  
Provost and Vice President for Academic Affairs, ESU

\_\_\_\_\_  
Date

**Approved as to form and legality:**

\_\_\_\_\_  
University Legal Counsel (ESU)

\_\_\_\_\_  
Date

## Addendum

### Affiliation Agreement: Graduate Athletic Trainer Program Funding Breakdown East Stroudsburg Area School District – East Stroudsburg University of Pennsylvania

This document is provided as an addendum to the proposed **Affiliation Agreement** between the East Stroudsburg University of Pennsylvania (ESU) and the East Stroudsburg Area School District. Specifically, this document provides a breakdown of the reimbursement provided by East Stroudsburg Area School District to ESU for services provided through their Clinical Practice Internship – Graduate Athletic Training Program. This breakdown applies to **both** contracted Clinical Practice Internship Athletic Trainer positions in the District; John T. Lambert Intermediate School and Lehman Intermediate School. Pursuant to agreement, the School District will reimburse the University for the services of the students, **up to the cost for a PA resident only**, according to the following list of costs:

<b>Summer I – Fall I Tuition:</b>	<b>\$8,134.91</b> (Based on 17-18 Tuition Costs)
<b>Summer I – Fall I Stipend:</b>	<b>\$3,002.40</b> (Summer Pre-Season – Mid Winter Season) (60 hours Pre-Season; 300 hours Fall – Winter)
<b>Summer I – Fall I Workmen's Compensation:</b>	<b>\$ 10.51</b> (0.35% x 3002.40)
<b>Summer I – Fall I Social Security</b>	<b>\$ 229.68</b> (7.65% x 3002.40)
<b>Summer I – Fall I Invoice Amount:</b>	<b>\$11,377.50</b>
<hr/>	
<b>Spring I –Summer II Tuition:</b>	<b>\$8,134.91</b> (Based on 17-18 Tuition Costs)
<b>Spring I –Summer II Stipend</b>	<b>\$3,002.40</b> (Mid Winter Season – End of Spring: June 1) (300 hours Spring; 60 hours Summer II)
<b>Spring I –Summer II Workmen's Compensation:</b>	<b>\$ 10.51</b> (0.35% x 3002.40)
<b>Spring I –Summer II Social Security</b>	<b>\$ 229.68</b> (7.65% x 3002.40)
<b>Spring I –Summer II Invoice Amount:</b>	<b>\$11,377.50</b>
<hr/>	
<b>Total AY Invoice 2018 – 2019:</b>	<b>\$22,755.00</b>

## **ATHLETIC TRAINING**

### **AFFILIATION AGREEMENT FOR CLINICAL PRACTICE INTERNSHIP AND USE OF A FACILITY AS AN ATHLETIC TRAINING INTERNSHIP SITE**

**THIS AGREEMENT**, is made this 30 day of May, 2018, 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 – Lehman Intermediate** (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 athletic training; and

**WHEREAS**, the University is an educational institution that provides a degree in the area of athletic training; and

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

**WHEREAS**, the Site is desirous of establishing a relationship with the University, whereby University students may receive clinical 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 selected student will be an individual who is certified by the Board of Certification ("BOC") for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. 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 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons 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 3 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 it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. 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 his/her job description and licensure status.

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 athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at 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 by a licensed individual in providing all athletic training services. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
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- 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 a physician of the Internship Site for the provision of all athletic training 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.

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- 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 \$22,755 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), 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 athletic training services to the Internship Site as follows: Summer I (60 hours), Fall (300 hours), Spring (300 hours), and summer II (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 at 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, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- 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. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- 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:

\_\_\_\_\_  
Print Name/Title East Stroudsburg Area School District

\_\_\_\_\_  
East Stroudsburg Area School District

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

\_\_\_\_\_  
Joanne Bruno  
Provost and Vice President for Academic Affairs, ESU

\_\_\_\_\_  
Date

**Approved as to form and legality:**

\_\_\_\_\_  
University Legal Counsel (ESU)

\_\_\_\_\_  
Date

## Addendum

### Affiliation Agreement: Graduate Athletic Trainer Program Funding Breakdown East Stroudsburg Area School District – East Stroudsburg University of Pennsylvania

This document is provided as an addendum to the proposed **Affiliation Agreement** between the East Stroudsburg University of Pennsylvania (ESU) and the East Stroudsburg Area School District. Specifically, this document provides a breakdown of the reimbursement provided by East Stroudsburg Area School District to ESU for services provided through their Clinical Practice Internship – Graduate Athletic Training Program. This breakdown applies to **both** contracted Clinical Practice Internship Athletic Trainer positions in the District; John T. Lambert Intermediate School and Lehman Intermediate School. Pursuant to agreement, the School District will reimburse the University for the services of the students, up to the cost for a PA resident only, according to the following list of costs:

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Summer I – Fall I Stipend:	\$3,002.40 (Summer Pre-Season – Mid Winter Season)
Summer I – Fall I Workmen's Compensation:	\$ 10.51 (0.35% x 3002.40)
Summer I – Fall I Social Security	\$ 229.68 (7.65% x 3002.40)
Summer I – Fall I Invoice Amount:	<u>\$11,377.50</u>
<hr/>	
Spring I –Summer II Tuition:	\$8,134.91 (Based on 17-18 Tuition Costs)
Spring I –Summer II Stipend	\$3,002.40 (Mid Winter Season – End of Spring: June 1)
Spring I –Summer II Workmen's Compensation:	(300 hours Spring; 60 hours Summer II)
Spring I –Summer II Social Security	\$ 10.51 (0.35% x 3002.40)
	\$ 229.68 (7.65% x 3002.40)
Spring I –Summer II Invoice Amount:	<u>\$11,377.50</u>
Total AY Invoice 2018 – 2019:	<u>\$22,755.00</u>

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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) 424-8571.

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

The rate for this service is \$122.02 an hour. The total amount of this contract will be based on the total number of hours requested and will be in effect from June 25, 2018 through August 10, 2018.

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.

\_\_\_\_\_  
Mr. Jon Wallitsch  
Director of Fiscal Affairs

\_\_\_\_\_  
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.

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## ESS Northeast, LLC

### SUBSTITUTE STAFF PLACEMENT AGREEMENT

This is an Agreement, entered into as of May 1, 2018, by and between **ESS Northeast, LLC** (the "Company") located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **East Stroudsburg Area School District** located at 50 Vine Street East Stroudsburg, PA 18301 (hereinafter referred to as "LEA" for Local Education Agency).

#### Background

The Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

**1. Provision of Substitute Staff.** The Company shall be the exclusive provider of substitute teachers and other staff listed in Exhibit "A" (**hereinafter "Substitute Staff"**) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be the exclusive contract provider of Substitute Staff to the LEA. All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff which the LEA has employed prior to the Agreement which the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company's responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

**2. Treatment of Substitute Staff as Employees of the Company** All Substitute Staff provided by the Company will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; The Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an "employer" with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers' compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA's employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff's credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

### **3. The Company's Obligations**

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company's fees.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including

as applicable, classroom management, general rules and procedures applicable to the position, and other pertinent matters prior to any assignment of said Substitute Staff. For existing LEA staff, the Company shall provide training as requested by the LEA for a fee equal to the Company's actual cost.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

**4. The LEA's Obligations.** In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;

4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate pass word security and backup copies of all data;



4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to such records;

4.9 Not promise any Substitute Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 To the extent possible, LEA should encourage its staff to notify the Company as soon as possible of the staff's absence, but no later than 6 a.m. daily or 3 hours prior to the start of the class, whichever is earlier, through the protocols established by the Company for such notice; provided, however, the Company and the LEA recognize that the need for a substitute may occur after the above times and that in such cases the Company will use best efforts to find a substitute for such LEA requests. Calculation of fill rate will be based only on full day substitute staff who enter absences on or before midnight (12:00 am) prior to the day of absence.

4.14 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;

4.15 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;

4.16 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.17 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;

4.18 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.

4.19 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services.

Additionally, if the LEA's lack of cooperation or coordination leads to additional services or work hours beyond that which is typically necessary to build and install Company's IT systems, the LEA shall pay a rate of \$150 for each hour of additional services per Company employee.

4.20 In the event of a complaint concerning Substitute Staff, LEA shall provide Company with a written incident report. Company and LEA agree to cooperate, exchange information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

## **5. Indemnification and Limitations of Liability.**

5.1 **Indemnification of the LEA by the Company.** The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

5.2 **Indemnification of the Company by the LEA.** The LEA shall indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement; or (ii) arise from any injury to Substitute Staff or other persons on the premises of the LEA or while performing services on behalf of the LEA and not caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company.

5.3 **Notification; Right to Defend.** A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

5.4 **Limitation of Damages.** Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

5.5 **Complete Agreement.** The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

## **6. Fees and Payment.**

6.1. **The Company's Pricing Plan,** attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly

invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Staff, not scheduled time.

**6.2 Advance Payment.** If allowable by state procurement law, LEA will pay an Advance Payment to Company within five (5) days prior to the start of LEA's school year equal to 1/10 of Company's projected annual billings for services provided to the LEA. Company will not provide Substitute Staff to LEA until the Advance Payment is received. Company will apply the Advance Payment to the invoices for the final month of the LEA's school year. If there is a balance owed to Company following application of the Advance Payment, LEA will satisfy the invoice(s) pursuant to Section 6.7. Likewise, if there is a positive balance remaining following application of the Advance Payment, Company will apply any remaining monies to the Advance Payment due for the following school year or, if the Agreement is terminated, refund the balance to the LEA within thirty (30) days of termination date.

**6.3 Changes to Pricing Plan.** In the event that the LEA requests to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A, or if the LEA requests to establish a new Substitute Staff classification or new pay rate to be paid to some or all of the Substitute Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

**6.4** The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the greater of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

**6.5 Affordable Care Act.** The Patient Protection and Affordable Care Act ("ACA") became effective January 1, 2014. The ACA has a look back period that determines Substitute Staff eligibility for healthcare insurance coverage that shall begin on the beginning of this Agreement.

The Company normally hires Substitute Staff as part time employees who will work on average less than 30 hours per week such that they are not eligible for healthcare benefits under the ACA. However, should the LEA in its discretion employ Substitute Staff to work directly for LEA in addition to the hours worked for Company (example: after school program director or coach), and the combined work hours of the Substitute Staff cause the Substitute Staff to be deemed eligible to receive healthcare benefits under the ACA, the LEA agrees to reimburse the Company's cost of providing the minimum plan healthcare insurance coverage under the ACA.

**6.6 Use or Employment of Substitute Staff by the LEA Directly.** Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the

services of any Substitute Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Substitute Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the daily or hourly markup used on Exhibit A. Failure of the LEA to promptly notify the Company that it has employed Substitute Staff may result in the Company continuing to pay wages to the Substitute Staff for assignments which are not worked. In such event, the LEA shall be liable to Company for all costs, including wages paid to the Substitute Staff, lost markup, and reasonable collection costs.

If a Substitute Teacher is hired as a full-time employee of the LEA during the term of this Agreement and the Substitute Teacher has worked less than 60 days on behalf of the Company for the LEA, LEA shall pay to Company the sum of \$2,500.00 or ten percent (10%) of the LEA yearly salary, whichever is less, within thirty (30) days of employment. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Substitute Teacher has worked 60 or more days for the LEA on behalf of the Company or was a "district original", i.e. previously working for the LEA at the start of this Agreement.

**6.7 Non-Solicitation of Company Corporate Staff.** LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the Company (i.e. employee working for Company in a role other than as "Substitute Staff") with whom the LEA had contact or who became known to the LEA in connection with this Agreement. For the purposes of this section, "Company" also includes Source 4 Solutions LLC.

**6.8 Payment.** The LEA shall pay the Company in United States currency by check (regularly payable in the normal course of banking transactions) or electronic transfer. Payment shall be made: 1) within ten (10) days following the LEA's receipt of Company's invoice ("Due Date"), or; 2) if LEA board approval is legally required for payment by state law, within three (3) days following the LEA's monthly board of education meeting ("Due Date") for all invoices submitted at least one week prior to the board of education meeting (or such other timeline as agreed to on Exhibit A). Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied to the following week's invoice. In the event that the LEA fails to pay any fee to the Company when due (i) the LEA shall be liable for a late charge equal to 1½% per month on the outstanding amounts, commencing on the Due Date; and (ii) the LEA shall be liable for all of the Company's reasonable costs of collection, including reasonable attorneys' fees, both (i) and (ii) to apply without any prior notice requirement.

**6.9 Sales and Use Tax.** The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.



7. **Term.** The term of this Agreement shall begin on July 1, 2018 and shall remain in effect through June 30, 2021. Thereafter, the Agreement shall automatically renew on a yearly basis after the term unless either party provides written notice of termination at least one hundred and twenty (120) days prior to the end of the fiscal school year. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company's employee, and the LEA does not respond to the incident to the Company's satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

8. **Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers' compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

9. **Confidentiality & Non-Disparagement.** During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

10. **Absentee Management System; Data and Intellectual Property.** To provide Substitute Staff, Company may utilize its own or the LEA's absentee management system (hereinafter "System") as it is agreed between the parties. Under either method, the Company owns all employee and absence management information data related to Substitute Staff. If the Company

utilizes the LEA's System, the LEA shall allow and authorize the Company full access to the System (sometimes referred to as "Super User" status) throughout the term of the Agreement and for thirty days after termination. In the event this Agreement is terminated, Company shall have thirty (30) days to remove Company data from the System. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

## **11. Miscellaneous**

**11.1 Amendments; Waivers.** No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

**11.2 Notices.** Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company's president at the regular business address of the Company.

**11.3 Governing Law.** This Agreement shall be governed by the internal laws of the LEA's state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA's County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

**11.4 Language Construction.** The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

**11.5 Payment of Fees.** In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

**11.6 Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

11.7 **Signature in Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

11.8 **Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

11.9 **Assignment.** No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business and may assign custodial services to Custodial Services, LLC.

11.10 **No Third Party Beneficiaries.** Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

11.11 **Binding Effect.** This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

11.12 **Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

11.13 **Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

11.14 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]



IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

**ESS Northeast, LLC**

By \_\_\_\_\_  
Charles Spencer, Executive V.P.

Date \_\_\_\_\_

**East Stroudsburg Area School District**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**EXHIBIT A**

**PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY**

<b>Position</b>	<b>Pay Rate</b>	<b>Bill Rate</b>	<b>Rule</b>
Full Day Substitute Teacher	\$100.00	\$130.50	
Half Day Substitute Teacher	\$50.00	\$65.25	
Building Substitute Teacher	\$100.00	\$130.50	
Substitute Aid	\$10.00/hr.	\$13.05/hr.	After 5.5 hrs. 30 minute lunch deduction
Substitute Administrative Assistant/Secretary	\$9.50/hr.	\$12.39/hr.	After 5.5 hrs. 30 minute lunch deduction
Substitute Custodian	\$9.75/hr.	\$12.72/hr.	After 5.5 hrs. 30 minute lunch deduction
Substitute Nurse (LPN)	\$100	\$130.50	

**Optional Absent Management System Fee:** For positions not listed above, if LEA wants absences not requiring a substitute tracked, Company may charge 75¢ per absence.

# East Stroudsburg Area School District

## Enrollment Count Matrix

Count of all actively enrolled students for the current school year. Note: students with multiple building enrollments (ME) will be counted once. See details for building choice.

BLDG	GRADE	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
ADM	All	0	0	0	0	0	0	0	0	0	1	0	0	0	1
	ADM Total	0	0	0	0	0	0	0	0	0	1	0	0	0	1
BES	All	56	59	60	76	77	81	0	0	0	0	0	0	0	409
	BES Total	56	59	60	76	77	81	0	0	0	0	0	0	0	409
CHSC	All	8	10	15	7	16	24	26	25	27	17	29	28	23	255
	CHSC Total	8	10	15	7	16	24	26	25	27	17	29	28	23	255
EHN	All	0	0	0	0	0	0	0	0	0	263	254	240	266	1023
	EHN Total	0	0	0	0	0	0	0	0	0	263	254	240	266	1023
EHS	All	0	0	0	0	0	0	0	0	0	335	309	344	366	1354
	EHS Total	0	0	0	0	0	0	0	0	0	335	309	344	366	1354
ESE	All	112	123	92	113	113	133	0	0	0	0	0	0	0	686
	ESE Total	112	123	92	113	113	133	0	0	0	0	0	0	0	686
HOME	All	1	2	5	3	5	7	1	9	7	2	5	8	2	57
	HOME Total	1	2	5	3	5	7	1	9	7	2	5	8	2	57
IU20	All	2	9	6	4	12	8	11	14	18	12	9	10	13	128
	IU20 Total	2	9	6	4	12	8	11	14	18	12	9	10	13	128
JMH	All	64	75	75	76	76	75	0	0	0	0	0	0	0	441
	JMH Total	64	75	75	76	76	75	0	0	0	0	0	0	0	441
JTL	All	0	0	0	0	0	0	319	320	314	0	0	0	0	953
	JTL Total	0	0	0	0	0	0	319	320	314	0	0	0	0	953
LIS	All	0	0	0	0	0	0	222	232	235	0	0	0	0	689
	LIS Total	0	0	0	0	0	0	222	232	235	0	0	0	0	689
MSE	All	56	70	81	104	106	104	0	0	0	0	0	0	0	521
	MSE Total	56	70	81	104	106	104	0	0	0	0	0	0	0	521
OOD	All	0	1	1	0	0	0	0	2	0	5	6	5	10	30
	OOD Total	0	1	1	0	0	0	0	2	0	5	6	5	10	30
RES	All	89	74	96	85	91	99	0	0	0	0	0	0	0	534
	RES Total	89	74	96	85	91	99	0	0	0	0	0	0	0	534
SMI	All	58	51	71	64	51	45	0	0	0	0	0	0	0	340
	SMI Total	58	51	71	64	51	45	0	0	0	0	0	0	0	340
Total All Buildings		446	474	502	532	547	576	579	602	601	635	612	635	680	7421

### NOTES:

1. (NA) indicates students not assigned to any homeroom.
2. Student homeroom assignments are based on current enrollment.