

REVISED: February 10, 2003
April 14, 2014
July 17, 2017
October 16, 2017
February 25, 2019

18

<p>3. Authority</p>	<p>the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.</p> <p>All field trips generally fall into one of the following categories:</p> <ol style="list-style-type: none"> 1. Curriculum/Instruction based field trips. 2. Club/Organizational field trips. 3. Contest/Competition field trips. <p>Students on field trips remain under the supervision and authority of the Board and are subject to its rules and regulations. The Board shall have approval responsibility for those field trips which are planned to keep students out of the school district overnight or longer, or which are over seventy-five (75) miles from the school district.</p> <p>Whenever the school principal or Superintendent determines that dangerous conditions may affect the health, safety or welfare of those traveling, the school principal or Superintendent may withdraw approval for the trip. The Board and school district assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the school principal, Superintendent or Board withdraws its approval.</p> <p>The Board accepts no responsibility for student field trips not authorized by or under the direct supervision of the school district.</p> <p>The Board will not endorse or approve school-sponsored trips outside of the borders of the United States.</p> <p>No student shall be permitted to transport him/herself and/or any other student to or from the site of a field trip. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone, even for disciplinary reasons. Parents/Guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.</p>
---------------------	---

<p>4. Delegation of Responsibility</p> <p>SC 517 Title 22 Sec. 4.4</p>	<p>The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that the safety and well being of students shall be protected at all times.</p> <p>The school principal shall recommend approval or disapproval of each proposed field trip taking into consideration the purpose, itinerary, and duration of each proposed trip. Each field trip will be properly planned, related to the curriculum or purpose of the extra-curricular activity, and followed up by appropriate activities which enhance its usefulness. Staff members requesting trip with the approval of the school principal, are allowed a considerable degree of professional flexibility and innovation in planning field trips. However, no prior commitments, promises or announcements are to be made relative to a field trip by the faculty before necessary written approvals have been obtained.</p> <p>The Board expects responsible administrators to screen all field trip requests and base approval or denial on educational value, financing and availability of substitute staff, and availability of transportation equipment and staff.</p>
<p>5. Guidelines</p>	<p>Field trips should preferably be taken during the time(s) that school is in session. However, there may be exceptions under special circumstances. Such exceptions must obtain appropriate approvals. If a trip extends beyond regular school hours, staff members and chaperones are to remain at the school upon return until all students have safely departed the premises.</p> <p>Approval of field trips will NOT be granted at the following times during the school year:</p> <ol style="list-style-type: none"> 1. During the first or last fifteen (15) days of the school year. 2. During the administration of achievement tests or statewide assessment tests. <p>Field trips must be arranged by the school principal through the Superintendent's office by completing the Field Trip Request form. All field trips are subject to the approval of the school principal, Assistant Superintendent for Curriculum & Instruction and the Superintendent.</p> <p>The school principal shall approve the purpose, itinerary, and duration of each proposed trip as well as the list of chaperones for said trip as submitted on the appropriate form. The Itinerary For Field Trip form is to be submitted for trips requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.</p> <p>In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the school principal and the</p>

<p>SC 517</p>	<p>Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the school principal and the Director of Athletics and Activities.</p> <p>In the event that individual student competitors, student-athletes and/or full teams/clubs/organizations representing the school district qualify for PIAA or PMEA district, regional, or state level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek Board approval on, at minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.</p> <p>In the event that students are participating in a competition/festival sponsored by PMEA, in which those students are required to stay overnight, the current overnight field trip policy will be followed for the first day only when school district staff members are required to accompany their students. After the initial day of the festival, PMEA guidelines will be in effect. The parent(s)/guardian(s) of school district students participating and host parents at the site of the festival shall sign an agreement and permission slip which indicates acceptance of responsibility by PMEA once school district staff members leave.</p> <p>Students must have written parental permission to attend a field trip. Such parental permission must be obtained before student may be removed or released from school for a field trip. Parental permission is required for student-athletes if an overnight stay is part of the trip.</p> <p>The school principal, Assistant Superintendent for Curriculum & Instruction, and the Superintendent shall approve all field trips in advance. Field trips shall be subject to the availability of school district resources. The Board shall approve those field trips, which are planned for overnight or longer and/or trips over seventy-five (75) miles from the school district.</p> <p>Transportation for field trips provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered.</p> <p>The school district does not endorse, support, or assume responsibility in any way for any staff member of the school district who takes students on trips not approved by the Board and/or Superintendent. No staff member may solicit students of the school district for such trips within the facilities or on the school grounds of the school district without the permission of the Board and/or Superintendent.</p>
---------------	---

<p>Pol. 103.1, 113</p>	<p>As per approved guidelines set forth in the applicable Code of Student Conduct, a student may be excluded from participation in a field trip. All decisions to exclude a student from a field trip should be made on a case-by-case basis. The school principal must be consulted concerning the participation of students on a field trip.</p> <p>A ratio of ten (10) students per chaperone is required for every trip. All field trips shall have a minimum of two (2) chaperones. The extension of the number of chaperones can be made by the school principal.</p> <p>Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the trip.</p> <p>Administrative approval must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the building administrator or designee on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.</p> <p>No more than five (5) adults are permitted to ride on the same school bus unless deemed appropriate by the school principal. At least one coach/advisor/director, faculty member, or chaperone will accompany each bus.</p> <p><u>Administration of Medication During Field Trips</u></p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Considerations when planning for administration of medication during field trips shall be based on the student's individual needs and may include the following:</p> <ol style="list-style-type: none"> 1. Assigning school health staff to be available. 2. Utilizing a licensed person from the school district's substitute list. 3. Contracting with a credible agency which provides temporary nursing services. 4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual. 5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose. 6. Asking the parent/guardian to accompany the child on the field trip. 7. Parent will arrange for medications to be provided in an original labeled container with only the amount of medication needed.
------------------------	---

<p>Pol. 210</p>	<p>Security procedures shall be established for the handling of medication during field trips.</p> <p><u>Designated Guardian</u></p> <p>When a parent/guardian is unable to accompany his or her student, the parent may designate a responsible adult as a “Designated Guardian” to accompany the student with the following conditions:</p> <ol style="list-style-type: none"> 1. The parent must provide the supplies and training if the parent delegates treatments or medication administration to a “Designated Guardian”. The certified school nurse may not provide training, supplies, or medications, and must not be involved in the delegation process per the Pennsylvania Nurse Practice Act. 2. The parent may not delegate responsibility for administering treatments or medications to any school staff member, school-designated trip chaperone or secondary student. 3. The parent may not prescribe or alter treatments or medication administration orders for the certified school nurse or other licensed professional unless the parent is a PA licensed prescriber. <p>Medication shall be administered in accordance with applicable laws, regulations, scope of Pennsylvania Nursing Practice Act, Board policies and district procedures.</p> <p>Where a student having a disability, having a medical condition or requiring the administration of medication will be participating in a field trip, an appropriate school district staff member, the certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian should accompany such a field trip if the school district determines that there is a sufficient medical need. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the school principal.</p> <p>Ultimately, the school principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:</p> <ol style="list-style-type: none"> 1. Written parental permission will be obtained prior to the scheduled field trip. 2. If a certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian is to accompany a field trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian to predetermine a location where the certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian can be easily located in the event of an emergency and/or for medication administration.
-----------------	---

3. Students who are capable of self-administering emergency medication may do so under the supervision of a school district staff member with written parental permission, as per the self-administration policy and a physician's written instructions prior to the field trip. The only medications that a student may self-carry and self-administer are an asthma rescue inhaler, insulin, and/or an epinephrine auto-injector.
4. Any occurrence of monitored self-administration of emergency medication will be recorded on the appropriate form by the staff member who monitors the self-administration of emergency medication.
5. The staff member(s) in charge of the field trip will obtain and maintain required paperwork.
6. The *Field Trip Permission Form* must be submitted for each student participating in any field trip, and the *Itinerary For Student Field Trip* form must be completed for a field trip requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.
7. Parent(s)/Guardian(s) shall be informed in a timely manner, as per the school district's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse while attending a field trip.
8. A designated staff member will store any necessary emergency medication in a secure location.

Out-of-State Field Trips

For an out-of-state field trip, the school shall ensure the certified school nurse, health room nurse and/or licensed volunteer is permitted to practice in the state under their PA license. Contact information for the Boards of Nursing can be located at <https://www.ncsbn.org/contact-bon.htm>.

Current Act 34, Act 151 and TB clearances must be obtained and submitted to the building administrator for any person acting as a chaperone on an overnight trip.

Upon returning from a field trip, the staff member in charge will complete and submit a *Field Trip Summary* form making sure to report any difficulties or problems encountered during the trip directly to the school principal and, if applicable, the Director of Athletics and Activities.

SC 111
23 Pa. C.S.A.
Sec. 6301

The effectiveness of field trip activities is to be monitored and continually evaluated by the applicable administrator(s).

Transportation

Field trips will be arranged, whenever possible, to utilize school district transportation services.

1. The staff member requesting the trip should contact the school district transportation office regarding the availability and cost of transportation for the trip.
2. The staff member requesting the trip will provide the transportation office with the destination of the trip and, if necessary, detailed directions.
3. All trips will be scheduled from school to the destination and back to school. Special stops will not be permitted unless approved by the school principal with an itinerary attached in writing. Key elements of this itinerary will be provided to the driver prior to departure.
4. Students are expected to abide by all bus riding rules as presented in applicable Code of Student Conduct and/or posted on the bus.
5. Coaches/Advisors/Directors, faculty members and/or chaperones will account for all students assigned to their bus(es) prior to departing from scheduled stops.
6. Coaches/Advisors/Directors, faculty members and/or chaperones in charge of each particular bus will inspect that bus after all students have been discharged to check for damage and any articles that may have been left behind.
7. If any food and/or beverages are provided to the group, it is the group's responsibility to see that the bus is clear of any related debris. No glass containers will be allowed on the bus.

Request for Approval

Field trips must be formally requested a minimum of thirty (30) days prior to the date of a day trip and sixty (60) days prior to the date of an overnight trip. A procedural plan and, if appropriate, a rain date must be part of any request in case an emergency cancellation/postponement is necessitated.

Field trips will be approved by the school principal only when such trips have a direct relationship to the curricular and/or extra-curricular program.

The school principal is responsible for ensuring that all activities are planned to provide for the safety and welfare of the students involved.

If a registration fee is applicable, the registration form must be attached to the appropriate district check request form and submitted to the business office upon securing all appropriate approvals. Likewise, any transportation fee must also be attached to the appropriate school district check request form and submitted to the business office upon securing all appropriate approvals.

In the event some children are not able to afford the costs of field trips, the school principal shall make arrangements for those students to participate at no cost. The school principal should make reasonable efforts to ensure that students are given an opportunity to participate in a field trip for which they are eligible.

The completion of appropriate forms is required for trips with a destination other than a school district facility. The completed form shall be retained by the individual school for a one (1) year period. Forms may be obtained through the school's main office. When trips are planned to other school district facilities, such as orientation programs, stage presentations and field days during the school day, the school principal will ensure that parents/guardians are notified in writing of such plans.

Overnight Field Trips

The regular education program shall be given top priority. Therefore, whenever possible, overnight field trips should be taken when school is not in session. However, since it is not always possible to schedule overnight field trips during weekends or periods of vacation, the Board, at its discretion, may approve such trips.

Two Categories of Overnight Field Trips

1. Educational – These trips include tours of historical, cultural or scientific sites and/or exhibits directly related to the curriculum.
 - a. Any entertainment on such trips shall be cultural and may include ballet, plays and concerts. These trips are not designed to include trips to amusement parks, student dances or other types of social entertainment.
 - b. These trips are generally designed for small groups of students specifically interested in learning about the tour subjects.
 - c. Unless ten (10) students currently enrolled in the school district are signed up for such a trip, the Board will not approve the trip unless extenuating circumstances warrant such approval.

2. Representational/Competitive/Social – These trips are designed for some identifiable group such as the band, chorus, athletes/athletic teams or senior class, to visit an educational site while representing the school district and/or enjoying one another's company.
 - a. The educational portion of the trip must meet standards similar to those of educational trips. The competitive/social aspects of the trip may include banquets, dances and trips to amusement parks.
 - b. Unless at least sixty-six percent (66%) of the group's members sign up for the trip, the Board will not approve the trip.

Medication Administration on Overnight Field Trips

Overnight field trips must adhere to the same protocols for medication administration as school day field trips.

Regulations

1. Classification and Rules Interpretation – The Superintendent will determine what classification is to be given each trip and will interpret the meaning and application of all rules.
2. Enrollment – Each trip must meet the sign-up requirements for its classification or Board endorsement may be withdrawn.
3. Cost – Trips must be reasonably priced.
4. Missed Days of Instruction
 - a. Students on Representational/Competitive/Social overnight trips may miss no more than one (1) day of instruction, unless extenuating circumstances dictate otherwise. Trips requiring students to miss more than one (1) day of instruction must be categorized as solely educational.
 - b. The Board will not approve any trip which, in its opinion, requires students to miss an excessive number of days of instruction.
5. Chaperones
 - a. Each field trip must have a minimum of two (2) chaperones. There must be a minimum of one (1) chaperone for every ten (10) students.
 - b. If a trip is overnight, the Board will assume the cost for the staff member(s) involved. Other chaperone expenses will be paid by the group making the request or by the chaperone.

SC 111
23 Pa. C.S.A.
6301

- c. Current Act 34, Act 151 and TB clearances must be obtained and submitted to the school principal for any person acting as a chaperone on an overnight trip.

Requests for Permission for an Overnight Field Trip

1. Requests for an overnight field trip must be completed and presented to the school principal for approval a minimum of sixty (60) days prior to the date of the trip and prior to submission to the Superintendent and Board for approval.
2. All appropriate approvals must be obtained prior to soliciting participants.

Emergencies

The following instructions are for the staff member(s) to follow in case of an emergency when on a field trip:

1. Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The staff member(s) conducting the field trip should investigate the site of the field trip, to the extent possible, prior to the actual trip. Items to be investigated include, but are not limited to, accessibility for physically disabled students, emergency contact individuals and their telephone numbers at the site, special facilities that are available for eating if applicable, and toilet facilities.
2. The staff member(s) in charge should have at his/her immediate disposal a roster of the students on the trip and must secure a "Field Trip Permission Form" for each participating student. These forms should be taken on the trip and copies provided to the school principal and, as is applicable, the Director of Athletics and Activities.
3. In case of an emergency while on a field trip the teacher and/or appropriate supervising staff member should refer to the school district's *Emergency Operation Plan*.

Behavior Reports

The "Field Trip Permission Form" informs the parent(s)/guardian(s) of their responsibility for their child's behavior and states that students who violate school and/or trip rules may be sent home at parent/guardian expense.

All school rules, regulations and policies as may be in effect at the time of any field trip shall remain in full force and effect for all students participating. Students who violate such rules, regulations and policies shall be subject to such disciplinary actions as maybe provided for in such rules, regulations and policies.

Bus drivers will not depart from any educational, athletic or other school field trip location without first confirming with the staff member(s) in charge that the event has reached its conclusion, all students have been accounted for, and roll has been taken. Trips requiring the use of multiple buses will depart, travel and park together. A lead bus will be determined by the transportation department prior to departure. Copies of maps and directions to locations will be made available to and/or disseminated from the transportation department.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 000, 103.1, 113, 210

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO

ADOPTED: August 19, 2002

REVISED: August 19, 2013
February 25, 2019

	222. TOBACCO
<p>1. Purpose</p> <p>2. Definition 35 P.S. Sec. 1223.5</p> <p>3. Authority 18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183, Pol. 103.1, 113.1, 113.2, 805.1</p> <p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1 113.2, 805.1</p>	<p>The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p> <p>For purposes of this policy, tobacco includes possession of a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.</p> <p>For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.</p> <p>For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.</p> <p>The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school sponsored activities that are held off school property.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>

18 Pa. C.S.A Sec. 6306.1	The school district may initiate prosecution of a student who possesses, uses or sells tobacco in violation of this policy.
4. Delegation of Responsibility	The Superintendent or designee shall annually notify students, parents/guardians and staff about the school district's tobacco/nicotine policy by publishing such policy in the Code of Student Conduct, posted notices, district website and other efficient methods.
5. Guidelines	<u>Reporting</u>
Title 22 Sec. 10.2, 10.25 Pol. 805.1	The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.
24 P.S. 1303-A Pol. 805.1	In accordance with state law, the Superintendent shall annually, by July 31, report all -incidents of possession, use and sale of tobacco, nicotine and nicotine delivery products in violation of this policy by any student on school property to the Office of Safe Schools.
	<u>Additional Provisions – Tobacco Only</u>
SC 1302.1-A, SC 1303-A Title 22 Sec. 10.2, 10.22, 10.25 Pol. 805.1	The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
18 Pa. C.S.A Sec. 6306.1	A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.
	References: School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

	<p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>20 U.S.C. Sec. 7114, 7118, 7181 et seq, 7183</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 000, 103.1, 113.1, 113.2, 805.1</p>
--	---

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES

ADOPTED: August 19, 2002

REVISED: July 17, 2006
February 25, 2019

	<p style="text-align: center;">227. CONTROLLED SUBSTANCES</p>
1. Purpose	<p>The Board, administration, and staff believe in the individual value and potential of each member of the school community. The Board recognizes that chemical abuse and dependency impair the ability of individuals to develop their full potential. The Board also recognizes that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and school district goals. This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. It is also the school district's belief that chemical dependency is a treatable illness.</p>
2. Definitions	<p>For purposes of this policy, controlled substances shall include, but not be limited to, all:</p> <ol style="list-style-type: none"> 1. Controlled substances prohibited by federal and state law--Any drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. 2. Look-alike substances-- Any pill, capsule, tablet, powder, liquid, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance. 3. Alcoholic beverages-- Any drink capable of being consumed containing ethanol or ethyl alcohol is an alcoholic beverage. The Beverage Act classifies all alcoholic beverages into four main categories, namely, alcohol, spirits, wine, and beer. 4. Anabolic steroids-- Any anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances.

5. Drug paraphernalia-- Any equipment, utensil or item which, in the school's reasonable judgment, is commonly associated with the use of propagation of a controlled substance. Examples include, but are not limited to, syringes, certain spoons, bongs, roach clips, pipes and bowls.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- ~~7. Any tobacco which includes possession of a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces. Any nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. Any nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling. (Policy 222.)~~
87. Substances that when ingested cause a physiological effect similar to the effect of a controlled substance as defined by state or federal law, such as but no limited to "bath salts", herbal incense or other synthetic products containing cannabinoids.
98. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board Policy.

For purposes of this policy, the following definitions shall also apply:

1. **Assessment** – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment can be done at the agency or at school.
2. **Confiscation** – The search for and/or seizure of any drug/alcohol or mood-altering substance by school employees.
3. **Cooperative Behavior** – The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
4. **Distributing** – Delivering, selling, passing, sharing or giving any controlled substance as defined by this policy, from one person to another or to assist, directly or indirectly, therein.
5. **Possession** – The act of holding on one's person or among one's possessions, or under one's control, without any attempt to distribute any controlled substance, as defined by this policy.

<p>3. Authority</p> <p>SC 510 Title 22 Sec. 12.3</p>	<ol style="list-style-type: none"> 6. Under the Influence – shall include any consumption, ingestion, or inhalation of a controlled substance by a student. 7. School Property – Includes buildings, facilities and grounds on the school campus, any facility used for a school function, school-sponsored transportation, school bus stop, school parking areas, and routes traveled to and from school by any means, whether or not school is in session. 8. School-Sponsored Activity – Any activity which the school district has approved, either during or after school hours, whether or not school is in session. 9. S.A.F.E Team – A multi-disciplinary team (MDT) composed of school personnel, teachers, administrators, nurse, and counselors, which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services. 10. Uncooperative Behavior – Resistance or refusal, either verbal, physical or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of school personnel. <p>The Board has as its purpose the education of the students within the school district according to the standards set down by the Commonwealth of Pennsylvania. The school district's primary concern is for the well-being of the students. However, the school district also has a responsibility to comply with state law. Therefore, school district policy shall be one of extending student assistance services to students through our S.A.F.E. team while complying with state laws for the protection of all students and staff.</p> <p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school sponsored event, and during the time spent traveling to/from school and to/from school-sponsored activities.</p> <p>The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the school district shall take all steps required to comply with the state and federal law and regulations, the procedures set forth in the memorandum of</p>
--	---

227. CONTROLLED SUBSTANCES - Pg. 4

<p>Title 22 Sec. 12.12 42 P.S. 8337 Pol. 207</p>	<p>understanding with local law enforcement, and Board policies.</p> <p>The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent, unless the best interests of the student can be served only by such release.</p>
<p>4. Delegation of Responsibility</p> <p>42 P.S. 8337</p>	<p>The Superintendent shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:</p> <ol style="list-style-type: none"> 1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution. 2. Provide education concerning the dangers of abusing controlled substances. 3. Disseminate to students, parents and staff Board policy and school district procedures governing student abuse of controlled substances. 4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances. <p>The Superintendent or designee shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be compliance with state law and regulation.</p>
<p>SC 1303-A</p>	<p>The Superintendent or designee shall annually, by July 31, report all incidents of possession, use, distribution and sale of controlled substances by any person on school property to the Office of Safe Schools in accordance with state law and regulation.</p> <p>Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school principal who will ensure that all appropriate means of action and service are implemented.</p>
<p>5. Guidelines</p>	<p>Violations of this policy may result in disciplinary action up to an including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity, or on a conveyance</p>

	<p>providing transportation to or from a school or school-sponsored activity to the local police department that is jurisdiction over the school's property, in accordance with the state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach parent/guardian.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent or guardian.</p> <p><u>Anabolic Steroids</u></p> <p>The use of anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances by all students is prohibited, is considered a violation of this policy, and shall result in disciplinary consequences as per the Code of Conduct. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids. Education regarding the dangers of anabolic steroids shall be provided in applicable school district drug and alcohol programs.</p> <p>Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchase, or sale of anabolic steroids could subject them to suspension, expulsion and/or criminal prosecution.</p> <p>The Superintendent shall cause the prescription, implementation and enforcement of rules and regulations to prohibit the use of anabolic steroids by any student, except for a valid medical purpose, which shall not include body building and/or muscle enhancement.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If the building principal or designee has reasonable suspicion, based on the student's behavior, medical symptoms, vital signs or observable factors, that the student is under the influence of a controlled substance, the student may be required to submit</p>
<p>35 P.S. Sec. 807.1</p>	
<p>35 P.S. Sec. 807.2 42 P.S. 8337 Pol. 233</p>	

<p>35 P.S. Sec. 807.3</p>	<p>to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.</p> <p><u>Consequences for Policy Violation</u></p> <p>All students are subject to the penalties prescribed for controlled substances. Students will be informed annually of such penalties, rules and regulations. Appropriate disciplinary action will consider variables such as extent of involvement, age, previous behavior and other relevant information. Disciplinary consequences shall be outlined in the school Code of Conduct.</p> <p>References:</p> <p>School Code 510, 1303-A PA Code Title 22 Sec. 12.3, 12.12 PA Statute 35 P.S. Sec. 780-101 et seq Sec. 807.1, 807.2, 807.3 42 P.S. 8337 Board Policy 207, 222</p>
-------------------------------	--

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: August 19, 2002

REVISED: October 20, 2003
October 17, 2005
February 25, 2019

	229. STUDENT FUNDRAISING
1. Purpose	<p>The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.</p> <p>This policy refers to student groups that associate themselves with the school district, and to all student fundraising activities associated with the school district, including school groups, programs, classes, activities, or any other school entity.</p>
2. Definitions	<p>For purposes of this policy, fundraising is any event designed or intended to generate revenue. Student fundraising shall include solicitation and collection of money by students for an authorized school-sponsored activity, for donations to charitable organizations or in exchange for tickets, advertising or any other goods or services. .</p>
3. Authority	<p>The Board prohibits the collection of money by a student for personal or private benefit in school buildings, on school property or at any school-sponsored activity except when done in strict accordance with the provisions of Policy.</p> <p>School district students are not obligated to conduct door-to-door sales for fundraising activities.</p>
4. Delegation of Responsibility SC 511	<p>Collection of money by approved school organizations may be permitted by the school principal.</p> <p>Collection of money to support individual students or families who have suffered a tragedy may be permitted only by the Superintendent.</p> <p>Collections by students on behalf of school-affiliated organizations outside the schools may be permitted only by the Superintendent.</p>

Policy 618
Procedures

All fundraising activities must have the prior approval of the Superintendent. The application form of this policy must be completed and provided to the school principal at least thirty (30) days prior to the initiation of any requested fundraising activity.

The Superintendent shall consider the merits of each application and base approval or rejection on these merits.

The Superintendent or designee shall establish rules and regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
3. Limit the kind and amount of advertising for solicitation.

The school principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled as per Board Policy No. 618.

Fundraising by Student Clubs and Activities

Funds raised by student clubs and activities are to be used in support of the mission of those clubs or activities. Proceeds from fundraising activities must be used for the benefit of the club or activity and not for any individual(s).

Fundraising for Charitable/Community Service Organizations

The Board recognizes the social and educational values that may be derived from student participation in the support of charitable/community service organizations through projects such as solicitations, contributions of time, etc. It is the policy of the Board to permit students to engage in fundraising to the extent that it does not interfere with the educational program.

Student Solicitations

All students must have signed parent permission forms to engage in solicitations. Students in grades K-5 must have signed parent permission forms prior to beginning any fundraising activity including assembly presentations.

There shall be a minimum of two (2) adult chaperones, in a ratio of at least one (1) chaperone for every ten (10) students participating in a fundraising activity, for that activity to be approved.

The Superintendent reserves the right to limit the number of fundraising activities based upon the merits of each application and the extent to which particular students or groups of students are involved.

The use of the name of a school group or organization in fundraising must have the written consent of that group and the approval of the Superintendent.

Sales Tax

1. Fundraising activities: When school-related organizations engage in fundraising activity and sell property subject to Pennsylvania State Sales Tax, the organization must pay the sales tax to the fundraising supplier on the price paid for the taxable property at the time of purchase. The sale price of the article will then include the tax and no separate reporting to the Commonwealth of Pennsylvania is required.
2. Sales of Taxable Property: When the payment of the applicable sales tax cannot be made to the supplier; it is required that the organization collect the tax and transmit it to the Commonwealth of Pennsylvania.

Forms for submitting the tax are available in the Business Office.

Examples of taxable sales include:

- a. School Yearbooks
- b. School Store pencils, pads, etc.

Beverages/Other Products

Any fundraising activity that involves items for which the school district has entered into "exclusive use" agreements must adhere to all stipulations set forth in such exclusive use contracts.

Fundraising activities may not involve tobacco products, alcohol, potentially dangerous items or any other items which are contrary to the health, safety and well-being of children.

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES
TITLE: TOBACCO
ADOPTED: August 19, 2002
REVISED: August 19, 2013
February 25, 2019

	323. TOBACCO
1. Purpose	The Board recognizes that tobacco, nicotine and nicotine delivery products during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety and environment of the schools.
2. Definition 35 P.S. Sec. 1223.5	<p>For purposes of this policy, tobacco shall mean all use of tobacco, including lighted or unlighted cigarettes, cigars, cigarillo, little cigar, pipes or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.</p> <p>For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.</p> <p>For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.</p>
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	<p>The Board prohibits use of tobacco, nicotine and nicotine delivery products by employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits use of tobacco, nicotine and nicotine delivery products by employees at school sponsored activities that are held off school property.</p>
4. Delegation of Responsibility 35 P.S. Sec. 1223.5	The school district shall annually notify employees about the school district's tobacco/nicotine use policy by publishing such in handbooks, posted notices, district website and other efficient methods.
5. Guidelines	This policy does not prohibit the use of a patch, gum or lozenge as a smoking cessation product by any employee who has a written order by a physician.

<p>SC 1303-A Pol. 805.1</p>	<p><u>Reporting</u></p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use and sale of tobacco, nicotine and nicotine delivery products by any person on school property to the Office of Safe Schools.</p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1</p>	<p><u>Additional Provisions – Tobacco Only</u></p> <p>The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq., 7183</p> <p>Board Policy – 805.1</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY
 TITLE: USE OF FACILITIES
 ADOPTED: August 19, 2002
 REVISED: May 17, 2004
 November 15, 2004
 August 21, 2006
 July 16, 2007
 June 22, 2009
 May 15, 2017
 November 20, 2017
 (Effective Date 1/1/18)
 February 25, 2019
 (Retro Back to February 1, 2019)

	707. USE OF FACILITIES
1. Purpose SC 775	<p>The Board recognizes that the primary purpose of the buildings, facilities, and property of the district is to provide students with an appropriate learning environment. The district does make available its facilities to district residents, community organizations and organizations providing a benefit to the school and community on a space available basis outside of normal school hours. This use is not intended to be permanent or ongoing for an extended time. District events shall have priority in the use of facilities and may preempt requests for use by other groups.</p>
2. Authority SC 511 Title 22 Sec. 12.9 SC 775	<p>The Board will permit the use of school facilities when permission has been requested in writing and has been approved in accordance with this policy.</p> <p>Scheduling priority shall be granted in order of classification.</p> <p>The Board shall establish annually a schedule of fees for the use of school facilities. Please refer to Attachment A.</p> <p>The Board will not consider waivers of any of the requirements set forth in this policy.</p>
3. Definitions	<p>An event is any single use consisting of up to four (4) consecutive hours.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals/groups affected by them.</p> <p>An application for use of school facilities may be disapproved by the Superintendent because of noncompliance with established policy and procedures.</p>

5. Guidelines	<p><u>Application Process</u></p> <ol style="list-style-type: none"> a. When requesting permission to use school district buildings, facilities or property, the applicant must submit a written request on the prescribed application form at least thirty (30) calendar days prior to the date for which a facility is requested. Applications for Class IV organizations may only be submitted for a facility use occurring no less than 30 and no more than 120 days from the date of application. (Applications for such usage may be obtained in any school office.) Completed applications not submitted for determination of availability of the requested facility as set forth above shall be denied. b. The application must specify the portion of the school facilities requested for use; proposed event; anticipated number of individuals participating; and the date, time and duration of the proposed event. Any school equipment that is to be used in conjunction with requested facilities shall be identified on the application. The applicant must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. c. The applicant shall agree to exercise proper care in the use of the property and facilities, to indemnify and hold harmless the school district for any and all damages to school or other property by any person or persons attending the affair and to indemnify and hold harmless the school district against liability for any and all damage to any person or persons for injuries, including death. d. A certificate of insurance shall be attached to the application. The minimum limits of liability are: a minimum of \$100,000 for all damages arising out of bodily injury/person/accident; and \$300,000 aggregate for all damages sustained by two (2) or more persons/accident. Applicants other than Class I applicants (defined below) must secure liability and property insurance in the amount of not less than \$500,000 Bodily Injury Liability and \$500,000 Property Damage Liability, listing the school district as an additional insured. In such event, the applicant shall furnish the building principal with a certificate showing that such insurance has been obtained. The <i>Certificate of Insurance</i> <u>MUST</u> list the applicant as the insured and the East Stroudsburg Area School District as a certificate holder as well as an additional insured on the policy. e. An application fee may be assessed in accordance with the 707A-Schedule of Fees.
---------------	--

Application Evaluation

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

1. Conflict with any school-sponsored activity. Any scheduled school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such facility. In the event a school activity is postponed due to inclement weather, etc., and the make-up day conflicts with a planned community or other activity, the school program would take precedence and necessitate the rescheduling of the community activity and/or other activity.
2. Access to school facilities that are closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. Access to school facilities containing equipment or furnishings which, if damaged or operated by an unqualified operator, would be detrimental to the operation of a school district program.
4. Prevention or encumbrance of school district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

Limitations

When applicants receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. All events must terminate and all groups and event participants must vacate school premises at a designated time; but school premises must always be vacated by 10:30 p.m. unless otherwise authorized in advance by the Superintendent.
2. Facilities may not be occupied beyond rated capacity. The total number of participants and spectators in that activity must be provided on the application.
3. If advertising or promoting events held at school facilities, groups shall clearly communicate that the events are not sponsored by the school district. This disclaimer must be posted on all flyers and flyers must have approval of Superintendent prior to posting and/or distribution. All flyers must contain specific disclaimer language that may be obtained through the Superintendent's Office.

<p>22 PA Code 18.42</p>	<ol style="list-style-type: none"> 4. Accidents involving persons and/or property should be promptly reported to School Police at 570-424-7833 (24-hours). 5. Requests for use of stage facilities, lighting, installation of scenery and other specialized equipment shall be clearly indicated on the application. School district staff may be required to operate and/or setup and secure such systems at the discretion of the district. Personnel fees shall be incurred by the applicant. 6. Requests for use of district kitchens and/or concession stands shall be clearly indicated on the application. The use of district kitchen or concession stand equipment requires the supervision of the district's Food Service Department. Personnel fees shall be incurred by the applicant. 7. For any use of swimming pool facilities, the requesting group must supply documentation of certified lifeguard(s) in accordance with applicable law. 8. Where large audiences are anticipated, the applicant shall be responsible for proper security, parking of cars on the paved parking area and to provide the additional services needed to direct and control parking. Security and parking provisions must be approved by the Chief of School Police prior to the event taking place. The Chief of School Police shall determine whether school district security personnel are required due to the anticipated number of participants. 9. Responsible adult supervision in adequate numbers must be provided by the sponsoring organization. Sponsors of an activity must remain on the premises until all participants and attendees have left the facility. 10. The use of school facilities may not be permitted when schools are closed due to inclement weather or the closing of school due to early dismissal. The school district is not responsible for any costs incurred by the user which may result from such closure. Users are responsible to consult the district website, local TV and/or radio stations for information on mid-week school closings. Users are also responsible for contacting School Police at 570-424-7833 (24 hours) for information on weekend closures due to inclement weather. 11. A custodian and/or other school district personnel shall be on duty at all times when an indoor facility is in use. 12. After the application has been approved, the applicant may not assign, sublet, or transfer its rights or privileges to any other individual, group, or organization.
-------------------------	---

<p>SC 511</p> <p>35 P.S. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>SC 511</p>	<p>13. Individuals/Groups are responsible to remove all equipment/supplies at the conclusion of the event unless prior permission is granted by school officials.</p> <p><u>Conduct of Patrons/Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> 1. Conduct that would alter, damage or be injurious to any school district property, equipment or furnishings. 2. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations. 3. The possession, use or distribution of illegal drugs and/or alcoholic beverages in any form. 4. Use of tobacco/nicotine and nicotine delivery products by any person in school buildings or on any property that is owned, leased or controlled by the school district. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities. 5. The possession or use of weapons on or near the premises of the school property. <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>The district reserves the right to bill any group regardless of classification for cleanup costs at a rate of 150% of the actual cost, if facilities are not returned in the same condition as they were received by the group.</p> <p>An evaluation form shall be completed by the building administrator and/or designee to document any individual or community group's non-compliance with this policy and/or terms under which permission was granted to use the school facilities. Evaluation forms are to be submitted to the Superintendent's office for review.</p> <p>Upon review/investigation, the Superintendent will determine whether that individual or community group forfeits the right to submit future written requests to use school district property.</p>
---	--

Classifications

Class I --ESASD School-Sponsored Organizations

- Events directly sponsored by the district, including but not limited to its student organizations, student clubs, athletics and/or extra-curricular activities.

Class II – ESASD School-Related Organizations

- Events directly sponsored by organizations that are officially attached to the district and whose existence is contingent upon that of the school district, including but not limited to alumni organizations, parent-teacher organizations, and formally-recognized booster groups. To be considered a school-related organization, groups must receive formal designation from the Chief Financial Officer by submitting an annual list of officers with authority to sign the permit application.

Class III – Local Non-Profit Organizations

- Local non-profit organization that has an office(s) located in Monroe and/or Pike County performing a service which benefits the district students and/or its residents; a local chapter of a state or nationally-recognized organization performing a service which benefits the district students and/or its residents.
- Class III Organizations include but are not limited to: Boy & Girl Scouts, Boys & Girls Clubs, Community Recreation Organizations, YMCA, and Fraternal Service Groups (e.g. Rotary, Kiwanis, etc.)

Class IV—All Other Organizations

- Any organization, whether for-profit or non-profit, that is not otherwise defined in Classes I, II, or III.

Fee Structure

Class I School-Sponsored Organizations:

Facility and personnel fees are waived for all Class I organizations.

Class II School-Related Organizations and Class III Local Non-Profit Organizations:

Facility fees and mid-week personnel fees are waived for all Class II and III organizations.

Saturday personnel fees are waived for the first two (2) events per school year, for Class II and III organizations. Any additional use/events, will be assessed personnel fees according to the established Saturday labor rates. (See definition of "event" on page one.)

Sunday personnel fees will be assessed for all Class II and III organizations according to the established Sunday labor rates.

Class IV Organizations:

Facility rental fees shall be applied to all Class IV organizations in accordance with the attached schedule of fees (Attachment A). All fees due to the school district for the use of a facility are due within thirty (30) days after the activity. Any groups owing fees from a previous use/event, or which did not promptly remit payment for a previous use/event, may be denied future use of facilities.

Personnel fees will also be assessed for all school personnel required to adequately staff the event and shall be at the sole discretion of the school district.

District Employees

District employees requesting the use of district facilities in a capacity other than their official capacity must conform to the same requirements as any of the classification groups as identified in this policy.

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 328.101 et seq.

	<p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p> <p>Board Policy – 000</p>
--	---

707A -- FACILITIES USE FEE SCHEDULE
Last Updated 5/15/17-Renewed 2/25/19

FACILITY	FEE	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
Auditorium	Per Event	N/A	N/A	\$ 250	\$ 1,000	\$ 1,500
Black Box Theater	Per Event	N/A	N/A	\$ 125	\$ 500	\$ 750
Cafeteria/Multipurpose Rm	Per Event	N/A	N/A	\$ 50	\$ 200	\$ 300
Kitchen	Per Event	N/A	N/A	\$ 75	\$ 300	\$ 450
Concession Stand	Per Event	N/A	N/A	\$ 25	\$ 100	\$ 150
Gym (Secondary)	Per Event	N/A	N/A	\$ 190	\$ 750	\$ 1,125
Locker Rooms	Per Event	N/A	N/A	\$ 25	\$ 100	\$ 150
Gym (Elementary)	Per Event	N/A	N/A	\$ 65	\$ 250	\$ 375
Classroom	Per Event	N/A	N/A	\$ 15	\$ 50	\$ 75
Large Instructional Room/Library	Per Event	N/A	N/A	\$ 20	\$ 75	\$ 115
Natatorium	Per Event	N/A	N/A	\$ 125	\$ 500	\$ 750
Turf Field (w/o Lights)	Per Event	N/A	N/A	\$ 250	\$ 1,000	\$ 1,500
Turf Field (w/ Lights)	Per Event	N/A	N/A	\$ 315	\$ 1,250	\$ 1,875
Football/Soccer Grass Fields	Per Event	N/A	N/A	\$ 65	\$ 250	\$ 375
Baseball/Softball Fields	Per Event	N/A	N/A	\$ 65	\$ 250	\$ 375
Grass Practice Fields (No Prep)	Per Event	N/A	N/A	\$ 25	\$ 100	\$ 150
Tennis Courts	Per Event	N/A	N/A	\$ 10	\$ 25	\$ 40
INSURANCE CERT REQUIRED		N	Y	Y	Y	Y

Kitchen/Concession includes the cost of 1 Food Services worker for an estimated 3 hrs/event.

Personnel fees will be assessed when additional school personnel are required for any event, at the sole discretion of the school district.

Transportation Department

[Home](#) [Students](#) [Trips](#) [Field Trips](#) [Reports](#) [Options](#)**Field Trip: 05175**[Main](#) [Notes](#) [Documents](#) [History](#)***-Required Fields**Requested: **01/28/19 08:45 AM By: Clogg, Katie**Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

*** Field Trip**

Name: Instrumental(N&S)

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: Band

Contact

* Contact: Katie Clogg

* Phone: 570-424-8471

* Phone Ext: 20419

* Email: katie-clogg@esasd.net

Departure

* Depart Date: 3/7/2019

* Time: 09:15 AM

* Return Date: 3/7/2019

* Time: 01:30 PM

Departure: [Select One]

Notes:

Pick up starts at HS-NORTH! 9:15am -get North student. 9:45 -get South students. (NO need for a lunch stop on the way down.) Drop off kids. (Directors will follow in cars since we need to stay)

Destination

* Destination: Conrad Weiser HS (44 Big Spring Road Robesonia)

* Street: 44 Big Spring Road

* City: Robesonia

* State: Pa

* Zip: 19551

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: SCHOOL BUS

Classification: [Select One]

53

* Number of Students:	<input type="text" value="3"/>	* Number of Adults:	<input type="text" value="1"/>
* Number of Wheel Chairs:	<input type="text" value="0"/>	* Number of Vehicles:	<input type="text" value="1"/>
* Estimated Miles:	<input type="text" value="190"/>	* Estimated Cost:	<input type="text" value="0"/>
* Estimated Hours:	<input type="text" value="4"/>		

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-3210-513-000-30-819-125-000-0000 (ATH/Band)	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.

2018-2019

Logged In: Wisotsky, Debra
Copyright©: 2019 , Transfinder
All Rights Reserved
v12.3.30391

54

Transportation Department

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

Field Trip: 05182

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

*-Required Fields

Requested: 02/04/19 10:41 AM By: Healey, Michael

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip

Name: International Slavery Remembrance United Nations Youth Summit

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HS South

Contact

* Contact: Michael Healey

* Phone: 5703320290

* Phone Ext: x20224

* Email: michael-healey@esasd.net

Departure

* Depart Date: 5/10/2019

* Time: 05:30 AM

* Return Date: 5/10/2019

* Time: 03:30 PM

Departure: [Select One]

Notes:

Destination

* Destination: United Nations (405 E 42nd Street New York)

* Street: 405 E 42nd Street

* City: New York

* State: NY

* Zip: 10017

Contact:

Title:

Phone: 212-963-1234

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: CHARTER BUS

Classification: EHS

55

* Number of Students:	49	* Number of Adults:	6
* Number of Wheel Chairs:	0	* Number of Vehicles:	1
* Estimated Miles:	78	* Estimated Cost:	1200
* Estimated Hours:	1.75		

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-80-30-820-8095 (/)	0.00			
[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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

56

Transportation Department



➤ Home ➤ Students ➤ Trips ➤ Field Trips ➤ Reports ➤ Options

Field Trip: 05234

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 3/19/2019)

Requested: **02/15/19 13:15 PM By: Labar, Keith**

Status: **Level 2 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: **Region V Choir**

* School: **E Stroudsburg HS - N / EHN**

* Department: **HSN**

* Activity: **N Choir**

Contact

* Contact: **Keith LaBar**

* Phone: **570-350-1451**

*Phone Ext: **19106**

* Email: **keith-labar@esasd.net**

Departure

* Depart Date: **3/21/2019**

* Time: **06:30 AM**

* Return Date: **3/21/2019**

* Time: **10:30 AM**

Departure: **[Select One]**

Notes:

This is a dropoff only - We will share the bus with the South Choir - Students auditioned and were selected to the Region 5 Choir - they will be rehearsing and then performing a concert on March 23

Destination

* Destination: **Muhlenberg HS (400 Sharp Ave Reading)**

* Street: **400 Sharp Ave**

* City: **Reading**

* State: **Pa** * Zip: **19605**

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

57

* Equipment: SCHOOL BUS

Classification: [Select One]

* Number of Students: 7

* Number of Wheel Chairs: 0

* Estimated Miles: 82

* Estimated Hours: 4

* Number of Adults: 2

* Number of Vehicles: 1

* Estimated Cost: 193

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date	
10-3210-513-000-30-819-121-000-0000 (/)	96.50				X
10-3210-513-000-30-820-121-000-0000 (HSS/HS South)	96.50				X
[Select One]					
Rows: 2		Total: 193.00			

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.

Transportation Department



➤ Home ➤ Students ➤ Trips ➤ Field Trips ➤ Reports ➤ Options

Field Trip: 05240

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 3/21/2019)

Requested: **02/15/19 13:27 PM By: Labar, Keith**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: All State Jazz Choir

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: N Choir

Contact

* Contact: Keith LaBar

* Phone: 570-350-1451

*Phone Ext: 19106

* Email: keith-labar@esasd.net

Departure

* Depart Date: 4/3/2019 * Time: 09:30 AM

* Return Date: 4/3/2019 * Time: 06:00 PM

Departure: [Select One]

Notes: This is a drop off only - Students parents will pick up at the conclusion of the festival. Students auditioned for this select ensemble. They will travel to the PMEA All State Conference where they will rehearse with other members and a master conductor and then put on a concert at the conclusion of the conference. Other members from the Music Department may be joining this trip once everyone is notified

Destination

* Destination: Pittsburgh Marriott North

* Street: 100 Cranberry Woods Drive

* City: Cranberry Township

* State: PA * Zip: 16066

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

59

* Equipment: SCHOOL BUS

Classification: [Select One]

* Number of Students: 2

* Number of Wheel Chairs: 0

* Estimated Miles: 328

* Estimated Hours: 10

* Number of Adults: 2

* Number of Vehicles: 1

* Estimated Cost: 400

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date	
10-3210-513-000-30-819-121-000-0000 (/)	200.00				X
10-3210-513-000-30-820-121-000-0000 (HSS/HS South)	200.00				X
[Select One]					
Rows: 2		Total: 400.00			

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.

600

Transportation Department

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

Field Trip: 05188

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

*-Required Fields

Requested: 02/06/19 12:25 PM By: Lazowski, Philip

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip

Name: SeaPerch Underwater ROV competition

* School: Lehman Int / LIS

* Department: LEH

* Activity: Lehman

Contact

* Contact: Phil Lazowski

* Phone: 570-588-4410

* Phone Ext: 37120

* Email: philip-lazowski@esasd.net

Departure

* Depart Date: 3/8/2019

* Time: 05:30 AM

* Return Date: 3/8/2019

* Time: 06:30 PM

Departure: [Select One]

Notes:

I received an email update middle school event was changed to Friday. The original date was set on March 9.

Destination

* Destination: Temple University (1801 North Broad Street Philadelphia)

* Street: 1801 North Broad Street

* City: Philadelphia

* State: Pa

* Zip: 19122

Contact:

Title:

Phone: 215-204-7405

Phone Ext:

Fax:

Email:

Notes:

I received an email update middle school event was changed to Friday. The original date was set on March 9.

Directions

Directions:

Trip Details

* Equipment: CHARTER BUS

Classification: LEH

<p>* Number of Students: <input type="text" value="15"/></p> <p>* Number of Wheel Chairs: <input type="text" value="0"/></p> <p>* Estimated Miles: <input type="text" value="70"/></p> <p>* Estimated Hours: <input type="text" value="11"/></p>	<p>* Number of Adults: <input type="text" value="2"/></p> <p>* Number of Vehicles: <input type="text" value="1"/></p> <p>* Estimated Cost: <input type="text" value="0"/></p>
--	---

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-1110-513-000-30-819-260-000-0000 North tech ed (/)	0.00			
[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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

62

Transportation Department



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

Field Trip: 05178

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

*-Required Fields

Requested: **01/31/19 08:54 AM By: Lazowski, Philip**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip

Name: SeaPerch Underwater ROV competition

* School: Lehman Int / LIS

* Department: ACAD

* Activity: ACAD

Contact

* Contact: Phil Lazowski

* Phone: 570-588-4410

* Phone Ext: 37120

* Email: philip-lazowski@esasd.net

Departure

* Depart Date: 3/9/2019

* Time: 05:30 AM

* Return Date: 3/9/2019

* Time: 06:00 PM

Departure: [Select One]

Notes:

Students will be traveling with HS North STEM club students

Destination

* Destination: Temple University (1801 North Broad Street Philadelphia)

* Street: 1801 North Broad Street

* City: Philadelphia

* State: Pa

* Zip: 19122

Contact:

Title:

Phone: 215-204-7405

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: CHARTER BUS

Classification: [Select One]

63

* Number of Students: <input type="text" value="10"/>	* Number of Adults: <input type="text" value="1"/>
* Number of Wheel Chairs: <input type="text" value="0"/>	* Number of Vehicles: <input type="text" value="1"/>
* Estimated Miles: <input type="text" value="70"/>	* Estimated Cost: <input type="text" value="0"/>
* Estimated Hours: <input type="text" value="0"/>	

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-1110-513-000-30-819-260-000-0000 North tech ed (/)	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

64

Transportation Department

[Home](#) [Students](#) [Trips](#) [Field Trips](#) [Reports](#) [Options](#)**Field Trip: 05120**[Main](#) [Notes](#) [Documents](#) [History](#)***-Required Fields**Requested: **01/10/19 17:49 PM By: Ridner, Cara**Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

*** Field Trip**

Name: 2nd Grade Field Trip to Adventure Aquarium

* School: E Stroudsburg Elem / ESE

* Department: ESE

* Activity: ESE

Contact

* Contact: Cara Ridner

* Phone: 570-421-1905

*Phone Ext: 37870

* Email: cara-ridner@esasd.net

Departure

* Depart Date: 4/11/2019

* Time: 07:00 AM

* Return Date: 4/11/2019

* Time: 05:30 PM

Departure: E Stroudsburg Elem / ESE

Notes:

Destination

* Destination: Adventure Aquarium (1 Riverside Drive Camden)

* Street: 1 Riverside Drive

* City: Camden

* State: NJ

* Zip: 08103

Contact:

Title:

Phone: 856-365-3300

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions: Route 80 to Route 33S to Route 22W to PA Turnpike(476) to Ben Franklin Bridge

Trip Details

* Equipment: CHARTER BUS

Classification: [Select One]

65

<p>* Number of Students: <input type="text" value="131"/></p> <p>* Number of Wheel Chairs: <input type="text" value="0"/></p> <p>* Estimated Miles: <input type="text" value="76"/></p> <p>* Estimated Hours: <input type="text" value="10"/></p>	<p>* Number of Adults: <input type="text" value="57"/></p> <p>* Number of Vehicles: <input type="text" value="4"/></p> <p>* Estimated Cost: <input type="text" value="7500"/></p>
---	---

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
ESE PTO (ESE/ESElementary)	7,500.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select One]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rows: 1	Total: 7,500.00			

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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

66

Transportation Department

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

Field Trip: 05149

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

*-Required Fields

Requested: 01/17/19 13:26 PM By: Strazzeri, Catherine

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: World Traffic Safety Symposium

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Catherine Strazzeri

* Phone: 5708773188

*Phone Ext: 18328

* Email: catherine-strazzeri@esasd.net

Departure

* Depart Date: 4/18/2019

* Time: 05:30 AM

* Return Date: 4/18/2019

* Time: 03:00 PM

Departure: E Stroudsburg HS - N / EHN

Notes:

Destination

* Destination: Jacob Javitts Convention Center

* Street: 655 W 34th St

* City: New York

* State: NY

* Zip: 10001

Contact: Felicity Erni

Title: SADD STATE COORDINATOR

Phone:

Phone Ext:

Fax:

Email: fdebacco@padui.org

Notes:

Directions

Directions:

Trip Details

* Equipment: SCHOOL BUS

Classification: [Select One]

67

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

Logged In: Wisotsky, Debra
Copyright©: 2019 , Transfinder
All Rights Reserved
v12.3.30391

68

Transportation Department



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

Field Trip: 05210	
Main	Notes Documents History
*--Required Fields	
Requested:	02/08/19 13:53 PM By: Strazzeri, Catherine
Status:	Level 3 - Request Approved
Change To:	[Select New Status]
Comments:	
* Field Trip Name:	North SADD Chapter: Day at the Capitol
* School:	E Stroudsburg HS - N / EHN
* Department:	HSN
* Activity:	HS North
Contact	
* Contact:	Catherine Strazzeri
* Phone:	5705884420 *Phone Ext: 19650
* Email:	catherine-strazzeri@esasd.net
Departure	
* Depart Date:	5/7/2019 * Time: 04:30 AM
* Return Date:	5/7/2019 * Time: 05:00 PM
Departure:	E Stroudsburg HS - N / EHN
Notes:	
Destination	
* Destination:	PA State Capitol (N Third Street Harrisburg)
* Street:	N Third Street
* City:	Harrisburg
* State:	Pa * Zip: 17101
Contact:	
Title:	
Phone:	800-868-7672 Phone Ext:
Fax:	
Email:	
Notes:	
Directions	
Directions:	
Trip Details	
* Equipment:	SCHOOL BUS
Classification:	[Select One]

609

* Number of Students: <input style="width: 50px;" type="text" value="10"/>	* Number of Adults: <input style="width: 50px;" type="text" value="2"/>	
* Number of Wheel Chairs: <input style="width: 50px;" type="text" value="0"/>	* Number of Vehicles: <input style="width: 50px;" type="text" value="1"/>	
* Estimated Miles: <input style="width: 50px;" type="text" value="265"/>	* Estimated Cost: <input style="width: 50px;" type="text" value="430"/>	
* Estimated Hours: <input style="width: 50px;" type="text" value="12.5"/>		

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date	
80-0496-049-000-30-819-510-000-8026 (/)	430.00		6/14/2019	6/14/2019	✖
[Select One]					
Rows: 1		Total: 430.00			

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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

70

Transportation Department

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

Field Trip: 05176

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

*-Required Fields

Requested: 01/31/19 08:44 AM By: Lazowski, Philip

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip

Name: Technology Student Association State Competition

* School: J T Lambert Int / JTL

* Department: ACAD

* Activity: JT Lambert

Contact

* Contact: Phil Lazowski

* Phone: 570-588-4410

* Phone Ext: 37120

* Email: philip-lazowski@esasd.net

Departure

* Depart Date: 4/10/2019

* Time: 08:30 AM

* Return Date: 4/13/2019

* Time: 06:30 PM

Departure: [Select One]

Notes: Will be traveling with North and LIS STEM students.

Destination

* Destination: Seven Springs Resort

* Street: 777 Water Wheel Drive

* City: Champion Pa

* State: Pa

* Zip: 15622

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: NONE

Classification: [Select One]

71

* Number of Students:	8	* Number of Adults:	1
* Number of Wheel Chairs:	0	* Number of Vehicles:	1
* Estimated Miles:	225	* Estimated Cost:	0
* Estimated Hours:	0		

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-1110-513-000-30-819-260-000-0000 North tech ed (/)	0.00			
[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.

2018-2019

Logged In: Wisotsky, Debra
Copyright© 2019 , Transfinder
All Rights Reserved
v12.3.30391

72

Transportation Department



Home > Students > Trips > Field Trips > Reports > Options

Field Trip: 05177

Main Notes Documents History

***-Required Fields**

Requested: **01/31/19 08:48 AM By: Lazowski, Philip**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

*** Field Trip**

Name: Technology Student Association State Competition

* School: Lehman Int / LIS

* Department: ACAD

* Activity: Lehman

Contact

* Contact: Phil Lazowski

* Phone: 570-588-4410

*Phone Ext: 37210

* Email: philip-lazowski@esasd.net

Departure

* Depart Date: 4/10/2019

* Time: 08:00 AM

* Return Date: 4/13/2019

* Time: 06:00 PM

Departure: [Select One]

Notes:

Students will be traveling with JTL and North STEM students.

Destination

* Destination: Seven Springs Resort

* Street: 777 Waterwheel Drive

* City: Champion

* State: Pa

* Zip: 15622

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment: NONE

Classification: [Select One]

73

<p>* Number of Students: <input type="text" value="4"/></p> <p>* Number of Wheel Chairs: <input type="text" value="0"/></p> <p>* Estimated Miles: <input type="text" value="225"/></p> <p>* Estimated Hours: <input type="text" value="0"/></p>	<p>* Number of Adults: <input type="text" value="1"/></p> <p>* Number of Vehicles: <input type="text" value="0"/></p> <p>* Estimated Cost: <input type="text" value="0"/></p>
---	---

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
10-1110-513-000-30-819-260-000-0000 North tech ed (/)	0.00			
[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.

2018-2019

Logged In: Wisotsky, Debra
 Copyright© 2019 , Transfinder
 All Rights Reserved
 v12.3.30391

74

AGREEMENT

This Agreement is entered into this 21st of February 2019, by and between the Board of Education, hereinafter called the "Board", of the East Stroudsburg Area School District, hereinafter called the "District", and the East Stroudsburg Area Education Support Professional Association, hereinafter called the "Association."

ARTICLE I - WITNESSETH

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement:

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE II - DEFINITIONS

For the purpose of this Agreement, regular part-time employees shall be defined as bargaining unit employees regularly scheduled to work the equivalent of less than five (5) hours per day, five (5) days per week on a regularly scheduled basis, or the equivalent of less than twenty-five (25) hours per week. Temporary employees, temporary part-time employees and substitutes shall not be included in the bargaining unit.

Temporary and temporary part-time employees are understood to be those employees who are working in a foreknown specifically temporary position. Substitutes are understood to be those employees filling in for an absent bargaining unit member.

ARTICLE III - RECOGNITION

The Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment by the Board for regular full-time or part-time Educational Support employees including but not limited to: bus drivers; business office personnel; cafeteria aides; cafeteria cooks; cafeteria workers; custodians; front desk receptionists; health room nurses; information technologists; maintenance workers; mechanics; paraprofessionals; secretaries; student aides and study hall monitors; excluding, however, all administrative employees, managerial

employees, supervisory employees, professional employees, administrative assistants, school police officers, security personnel and crossing guards.

ARTICLE IV - WAGES AND HOURS

The wages and hours of all bargaining unit employees covered by this Agreement are set forth in Appendix "A" and Appendix "B", which are attached hereto and made a part hereof.

- A. For the purpose of calculating accrued leave time, which shall include but not be limited to sick and vacation leave, accrual and use shall be calculated on hours earned and hours used based upon a bargaining unit employee's primary assignment.
- B. Bargaining unit employees covered by this Agreement shall be eligible for increases in salary according to the following conditions:

1. Effective July 1, 2017, bargaining unit employees' salaries will be increased from their 2016-2017 salaries by \$.45 per hour.

2. Effective July 1, 2018, bargaining unit employees' salaries will be increased from their 2017-2018 salaries by \$.45 per hour.

3. Effective July 1, 2019, bargaining unit employees' salaries will be increased from their 2018-2019 salaries by \$.45 per hour.

4. Effective July 1, 2020, bargaining unit employees' salaries will be increased from their 2019-2020 salaries by \$.45 per hour.

5. Effective July 1, 2021, bargaining unit employees' salaries will be increased from their 2020-2021 salaries by \$.45 per hour.

- 6. Newly hired bargaining unit employees' initial hiring-in salary in each year of the Agreement is on Appendix "B". For each year thereafter, those employees will receive salary increases for their appropriate classification, as stated above.

- a. The District may extend the probation period based on a less than satisfactory job performance appraisal. The Employee shall receive written notice of the extension including the new probationary deadline date.

C. Retroactivity

1. Retroactivity will be prorated for those bargaining unit employees who have retired from the District after **June 30, 2017** until the Agreement was ratified on **February 5, 2019**.
2. To receive retroactivity, an individual must be employed for the District at the time of the contract ratification on February 5, 2019.
3. Current bargaining unit employees shall receive retroactivity from **July 1, 2017** until the time of the pay period reflecting the new pay scales are in effect.

ARTICLE V - GRIEVANCE PROCEDURE

- A. In the event a grievance arises between the parties, or between the Board and any bargaining unit employee covered by this Agreement, as to the interpretation of any of the provisions of this Agreement, the grievance shall be handled in accordance with the following procedure:

Step 1 – The grievant who has a grievance shall discuss the issue in question first with his/her immediate supervisor/administrator in an attempt to resolve the matter informally at that level. A grievance to be considered under this procedure must be initiated by the grievant within ten (10) business days from the time when the grievant knew or should have known of its occurrence.

Step 2 - If, as a result of this discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) business days, he/she shall set forth his/her grievance in writing to the appropriate supervisor/administrator responsible for the matter being grieved on a form provided by the Board, a copy of which is attached as Appendix "D". The supervisor/administrator shall communicate his/her decision to the grievant in writing within ten (10) business days of receipt of the written grievance. Copies of the supervisor's response will also be provided to the Association.

Step 3 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may appeal the decision within ten (10) business days of its receipt, to the Superintendent of Schools. The appeal to the

Superintendent must be made in writing and specify the grievant's dissatisfaction with the decision previously rendered. The Superintendent shall attempt to resolve the matter within ten (10) business days, if practical. The Superintendent shall communicate his/her decision in writing to the grievant. Copies of the Superintendent's response will also be provided to the Association.

Step 4 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may request a review by the Board of the Superintendent's decision. The request must be made within ten (10) business days of receipt of the decision in the foregoing step and shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward same to the Board. The Board or a committee thereof shall review the grievance and render a decision to the grievant in writing within thirty (30) business days of its receipt of the grievance. Copies of the Board's response will also be provided to the Association.

- B. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent, or any later level, be notified that the grievance is in process, and have the right to be present and to present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of the decision rendered by the Superintendent and the Board.
- C. Disputes or grievances arising from the interpretation of the provisions of this Agreement, which have not been resolved satisfactorily in the foregoing steps of the grievance procedure, may be submitted by the Association and/or District to arbitration. If arbitration is requested, the Association shall notify the Board within ten (10) business days of receipt of the Board's decision in Step 4 of the Grievance Procedure. Grievances concerning any matter not specifically part of this Agreement, or any matter for which a specific method of review is prescribed by law, or any regulation of the State Secretary of Education, or any matter which according to law is either beyond the scope of the Board authority or limited to action by the Board alone, shall not be deemed to be arbitrable.
- D. The following procedure shall be used to secure the services of an arbitrator:

1. A joint request by the Association and the District will be made to the Bureau of Mediation requesting a list of persons qualified to function as an impartial arbitrator in the dispute in question;
 2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the Bureau of Mediation to submit a second list of names; and,
 3. If the parties are unable to agree upon a mutually satisfactory arbitrator after exhausting the second list, either party may request, within ten (10) calendar days of receipt of such list, the Bureau of Mediation to designate an impartial arbitrator.
- E. The arbitrator shall limit himself/herself to interpretation of the Agreement, and shall not add to, nor subtract anything from, the Agreement between the parties. The decision of the arbitrator shall be final and binding. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE VI - LEAVING THE BUILDING

Any bargaining unit employee must seek the permission of the principal or immediate supervisor to leave the building or job during work hours (not including scheduled lunch and breaks). All bargaining unit employees must sign out and sign in when leaving the building or job when leaving for occasions other than scheduled lunch and breaks.

ARTICLE VII - TIME CLOCKS

The District may install time clocks for job assignments where direct supervision is not readily available. Bargaining unit employees shall utilize time clocks to clock in at start of their work assignment, and out at the end of their work assignment. The installation and use of the time clocks will not alter existing terms and conditions of employment. Associated duties related to the time clock will be accomplished during the employees' compensable time. All employees will be provided training on usage of the time clock and will be provided access to a computer for viewing and printing leave and time status.

ARTICLE VIII - DIRECT DEPOSIT

All bargaining unit members will receive their pay by direct deposit.

ARTICLE IX – HOLIDAYS

- A. The recognized paid holidays for all full-time twelve (12) month bargaining unit employees are as follows:

Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day
*Friday after Thanksgiving Day	*Martin Luther King Jr. Day
*Monday after Thanksgiving Day	*Presidents' Day
Workday before Christmas Day	*Good Friday
Christmas Day	Memorial Day
	Fourth of July

Cafeteria cooks and workers shall receive holiday pay at their regularly worked hours for each of the above named holidays that fall between the beginning and the end of the school year.

*An alternate day will be provided by the District if pupils are in attendance on these days. Such an alternate day will be provided prior to the last day of the academic year.

To be eligible for holiday compensation, a bargaining unit employee must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday.

- B. Bargaining unit employees, who have received proper authorization from the District, who work on any of the paid holidays except Labor Day, shall be paid at straight time plus double time (3x). Labor Day shall be paid at straight time plus time and one-half (2.5x). Bargaining unit employees, who have received proper authorization from the District, who work on Sundays shall be paid a total of two (2) times their regular pay except those workers whose regular schedule includes Sunday shifts shall be paid at straight time.
- C. Holidays, including winter and spring recess, for full-time business office personnel, information technologists and secretaries, shall be in accordance with the School Calendar, without loss of pay and benefits. To be eligible for holiday and winter/spring recess compensation, a full-time business office personnel, information technologist or secretary must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday and winter/spring recess. Part-time secretaries shall not be entitled to holiday pay, including winter and spring recess.

- D. Full-time business office personnel, information technologists and secretaries shall follow the School Calendar with respect to District authorized severe weather/emergency school cancellations without loss of pay and benefits. At the discretion of the District, in the event an individual building(s) has a District authorized severe weather/emergency school cancellation, full-time business office personnel, information technologists and secretaries shall work their regular workday and may be required to report to a different location.
- E. In the event of District authorized delays or early dismissals that occur during the bargaining unit employee's regularly scheduled workday, and at the discretion of the District, business office personnel, cafeteria aides, cafeteria cooks and workers, front desk receptionists, health room nurses, information technologists, paraprofessionals, secretaries, study hall monitors and student aides may report to work at a later time and/or be released prior to their regularly scheduled workday without loss of pay and benefits

ARTICLE X – VACATIONS

- A. All full-time twelve (12) month bargaining unit employees are entitled to vacation with pay on the following basis: **Five days** of vacation after one (1) year of service; **Ten days** of vacations after (2) years of service;
- B.
- C. **Fifteen days** of vacation after six (6) or more years of service; **seventeen (17)** days of vacation after ten (10) or more years of service in the school district.
- B. Newly hired full-time twelve (12) month bargaining unit employees, working less than a full year (July 1 to June 30), shall be entitled (according to the following schedule), after July 1, to paid vacation, which shall be taken after the close of the then current fiscal year.

If employment begins
between these dates:

The bargaining unit employee shall be entitled
to the following workday vacations:

March 1 through April 30	1 day
January 1 through February 28 or 29	2 days
November 1 through December 31	3 days
September 1 through October 31	4 days
July 1 through August 31	5 days

- C. Part-time (12 month) bargaining unit employees shall be granted a pro-rata share of vacation benefits based on the number of months worked per year and the hours worked per day.
- D. In the event of voluntary resignation, bargaining unit employees covered by this Agreement will receive any accrued vacation pay to which they are otherwise entitled. No vacation pay shall be required to be paid if a bargaining unit employee is discharged for cause.

- E. Vacation earned must be taken between July 1 and June 30 of each contract year, and may not be accumulated from year to year. Up to five (5) vacation days that remain unused at June 30 will automatically be carried over to the next fiscal year and must be taken no later than October 31 of each year. Pay for earned vacation that is not used will not be authorized.
- F. Human Resources will distribute vacation forms and calendars to each bargaining unit employee to complete and return through his/her immediate supervisor. Bargaining unit employee requests for specific vacation dates made during this time will be honored on a seniority basis, if management determines that the functioning of the District will not be impaired by honoring such requests. The bargaining unit employee will be notified prior to July 15th of each year of the approval of his/her vacation. Once approved, this vacation will not be denied. Any vacation not requested prior to the beginning of the new contract year will be approved on a first-come, first-served basis, with vacation approved by July 15th, as described above, taking precedence over all other requests.
- G. Vacation with pay for bus drivers covered by this Agreement shall be computed on the basis of the number of hours normally scheduled to be worked per day equal to one (1) day of vacation (for a 6 hour employee 1 day = 6 hours, for a 7 hour employee 1 day = 7 hours, and for an eight (8) hour employee 1 day = 8 hours). Vacation is earned at a rate of one (1) day per year of service, with a maximum of fifteen (15) earned days. In addition to the number of vacation days earned, bus drivers shall receive two additional vacation days that will be configured based on their contractual hours as of June 30, 2019 into the hourly rate for current drivers for the 2019-2020 school year and shall not be a contractual benefit after 2019-2020. New drivers hired after the 2019-2020 school year are not eligible for the two additional vacation days or adjustment. Vacation must be used when school is not in session.
- H. Vacation with pay for cafeteria workers and cooks covered by this Agreement shall be computed on the basis of the number of hours normally scheduled to be worked per day equal to one (1) day of vacation (for a 4 hour employee 1 day = 4 hours, for a 6 hour employee 1 day = 6 hours, etc.). Vacation is earned at a rate of one (1) day per year of service with a maximum of fifteen (15) days. Vacation must be used when school is not in session.
- I. Vacation with pay for paraprofessionals and health room nurses covered by this Agreement shall be computed on the basis of the number of hours normally scheduled to be worked per day equal to one (1) day of vacation (1 day = 7.5 hours). Vacation is

earned at a rate of one (1) day per year of service with a maximum of fourteen (14) days. Vacation must be used when school is not in session.

- J. Vacation with pay for cafeteria aides, front desk receptionists, student aides and study hall monitors covered by this Agreement shall be computed on the basis of the number of hours regularly worked per week by the given bargaining unit employee. In each year of the contract, one (1) day of vacation will be added to the individual's total allotment at the end of each school year. Maximum amount of vacation to be awarded any individual in any given year is fifteen (15) days based on years of service to the District. This vacation must be taken when school is not in session.
- K. Bargaining unit employees may take vacation in quarter hour increments.

ARTICLE XI - PERSONAL LEAVE

- A. Full-time bargaining unit employees will be granted up to three (3) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, full-time bargaining unit employees will be granted one (1) personal leave day for each four (4) full months completed.
- B. Part-time bargaining unit employees will be granted up to two (2) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, part-time bargaining unit employees will be granted one (1) personal leave day after four (4) full months of employment.
- C. Bargaining unit employees will carry over to the following fiscal year, a maximum of two (2) unused personal leave days. Any remaining unused personal leave days will be added to the bargaining unit employee's sick leave accumulation in the following fiscal year.
- D. Personal leave will not be granted at the start of or at the end of the school year nor will it be granted if it extends a regularly scheduled school holiday, provided that such personal leave requests may be granted at the discretion of the supervisor or principal.
- E. Bargaining unit employee absences, for personal reasons, will be limited to no more than five per cent (5%) rounded to the nearest whole number, of the District's bargaining unit employees, in any of the classifications herein represented, on any one day. Approval will be made in order of receipt of requests.
- F. Bargaining unit employees who choose to be absent from work, who may not use vacation or other types of leave, or who choose not to use other types of usable leave, shall, during the period of absence, be charged for the cost of health premiums for the time absent. This charge is in addition to the loss of earnings for that period of time.
- G. Bargaining unit employees may take personal leave in quarter hour increments.

ARTICLE XII - SICK LEAVE

- A. Ten (10) Month Bargaining Unit Employees- At the beginning of each new school year, full-time ten (10) month bargaining unit employees covered by this Agreement will be credited with ten (10) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of a given year, shall be credited as additional days of sick leave for the following year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

At the beginning of each new school year, part-time ten (10) month bargaining unit employees covered by this Agreement will be credited with five (5) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of a given year, shall be credited as additional days of sick leave for the following year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child..

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

- B. Twelve (12) Month Bargaining Unit Employees – **On July 1**, full-time-twelve (12) month bargaining unit employees covered by this Agreement will be credited with twelve (12) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of a given year, shall be credited as additional days of sick leave for the following year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

On July 1, part-time twelve (12) month bargaining unit employees covered by this Agreement will be credited with six (6) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of the year, shall be

credited as additional days of sick leave for the following fiscal year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the bargaining unit employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

- C. All bargaining unit employees are required to give at least a two (2) hour notice when utilizing a sick day. The District shall provide all bargaining unit employees with a procedure for sick day notification that includes a central phone number. Only one form of notification will be required. A pattern of failure to provide such notice may provide a basis for disciplinary action.
- D. Any full-time bargaining unit employee covered by this Agreement, who begins employment after the start of their normal contract year, shall be credited with one (1) sick leave day for each full month of work completed.
- E. A day of sick leave for bargaining unit employees shall be equal to the number of daily hours normally worked. Bargaining unit employees may take sick leave in quarter hour increments.
- F. Unused sick leave at retirement, for full-time bargaining unit employees, shall be paid at the following rates:

2017-2022 \$50.00/day

Part-time bargaining unit employees shall be paid at a pro-rata share based on the number of hours regularly worked.

This money shall not be construed to apply to final average salaries for purposes of retirement. Only those bargaining unit employees who are eligible for retirement according to PSERS are eligible. Written notice of retirement must be made prior to

January 1 of the applicable year. However, the Board may waive this requirement in special cases.

No additional sick days may be accumulated for the purposes of retirement reimbursement above 261 days for full-time and part-time twelve (12) month bargaining unit employees, and 184 days for full-time and part-time ten (10) month bargaining unit employees.-

ARTICLE XIII - ATTENDANCE INCENTIVE

As an incentive for all bargaining unit employees to improve and maintain attendance at a high level and to forego unnecessary absence, the following monetary incentives will be paid:

- A. Full-time bargaining unit employees that utilize zero (0) days of sick leave for a full contracted school year, a monetary incentive in the amount of three hundred (\$300.00) dollars will be paid in the first pay period in July. Part-time bargaining unit employees that utilize zero (0) days of sick leave for a full contracted school year, an incentive in the amount of one hundred fifty (\$150.00) dollars will be paid in the first pay period in July.
- B. Full-time bargaining unit employees that utilize a total of not more than three (3) sick leave days for a full contracted school year, a monetary incentive in the amount of one hundred fifty (\$150.00) dollars will be paid in the first pay period in July. Part-time bargaining unit employees that utilize a total of not more than three (3) sick leave days for a full contracted school year, a monetary incentive in the amount of seventy-five (\$75.00) dollars will be paid in the first pay period in July.
- C. In both A and B above, employees who are absent due to suspension for cause will be ineligible for the incentive during the school year in which they have been suspended

ARTICLE XIV - MILITARY LEAVE

The provisions of the Pennsylvania School Code and applicable federal and state laws shall be deemed to apply in the case of leaves of absence for military service.

ARTICLE XV - BEREAVEMENT LEAVE

- A. Death of a Spouse, Parent, Child: Up to five (5) non-consecutive work days leave of absence without loss of pay and benefits will be allowed by this Agreement for a husband, wife, **domestic partner**, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.
- B. Death of Immediate Family: Up to three (3) non-consecutive work days leave of absence without loss of pay and benefits will be allowed by this Agreement. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.
- C. Death of Near Relative: One (1) day leave of absence will be allowed without loss of pay and benefits by this Agreement in the event of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

ARTICLE XVI - JURY DUTY

Bargaining unit employees who are required to serve on jury duty or as a witness for the District shall be paid their regular pay and shall surrender to the District any compensation received for such jury duty.

ARTICLE XVII – CHILDREARING LEAVE

- A. Childrearing Leave without pay shall be equally available to the natural or adoptive parent of a newborn child, or an infant to the age of forty-eight (48) months, in the event of adoption. Childrearing leave shall be for a maximum period of one (1) calendar year. Whenever possible, written application for leave must be made at least sixty (60) days prior to the proposed effective date of leave. The Board must approve all leaves of absence.
- B. Return to service prior to the originally approved dates requires a written request sixty (60) days before the requested date of return, unless such period is waived, at the discretion of the Administration, in extenuating circumstances.
- C. Payment of premiums for life and health insurance may be made at the bargaining unit employee's expense, or, at the bargaining unit employee's option, by the Board to the same extent that such premium payments are made for current active bargaining unit employees, provided that such benefit payments must be repaid to the District if the bargaining unit employee fails to return to full-time service for a period of at least equal to the length of leave.

- D. Sick leave for disabilities caused, or contributed to by pregnancy, prior to the date of the unpaid childrearing leave, may be utilized on the same basis as sick leave for any other disabilities.

ARTICLE XVIII – FAMILY AND MEDICAL LEAVE

The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended. Neither the District nor the bargaining unit employee may waive the right to exercise any prerogative or right under the Act.

A year for FMLA purposes shall be deemed to be a rolling year calculated for each individual bargaining unit employee.

ARTICLE XIX – WORK RELATED INJURIES

A bargaining unit employee who is absent due to injury on the job incurred in the course of an employee's employment, and who receives worker's compensation payments, shall have the option to continue on the payroll just as if he/she were reporting for his/her regular work assignment, and be paid the difference by the Board between any benefits received under Worker's Compensation and his/her salary. In such case, sick leave will be deducted on a pro rata basis. Alternatively, the bargaining unit employee may elect to utilize sick leave, and return all worker's compensation payments to the District. Sick leave under this option will also be deducted on a pro rata basis. Whenever possible, the injury must be reported to the school nurse or, in the absence of the school nurse, to the immediate supervisor or building administrator within twenty-four (24) hours. Notification can be done in person, via phone, or via email. Failure to do so may result in the claim being delayed or denied. The bargaining unit employee has the duty to obtain treatment for work-related injuries and illnesses, from one or more of the designated health care providers, for ninety (90) days from the date of the first visit to a designated provider. A list of such designated health care providers will be supplied to each bargaining unit employee.

A bargaining unit employee who has received more than one (1) year of full worker's compensation disability with a physician's statement that the employee cannot perform his/her essential job functions, shall be discharged from his/her employment with the District. Consideration will be given to a bargaining unit employee's request for transfer to an available position the bargaining unit employee is qualified for and can perform the essential job functions.

ARTICLE XX - ASSOCIATION RIGHTS

A. Association Conferences

Absences with pay and benefits of up to the equivalent of 240 hours per fiscal year shall be allowed for bargaining unit employee representatives of the Association to attend Association conferences. Bargaining unit employees are required to complete the appropriate District paperwork and conference attendance is subject to the approval of the Superintendent or his/her designee.

B. Bulletin Boards/Mailboxes/Use of Facilities

- i. The Association shall have the right to use school mailboxes, as its officers deem necessary. The association may use the email system.
- ii. The Association may use bulletin boards in appropriate areas, as deemed appropriate by the building principal or applicable supervisor, for posting information of the Association.
- iii. The Association may have the right to use school facilities for the purpose of holding Association meetings, subsequent to submitting the appropriate paperwork and following District procedures for securing the facility.

C. Dues Deduction

The Board agrees to make payroll deductions of bi-weekly dues in the East Stroudsburg Area Education Support Professional Association, with the written authorization of each bargaining unit employee, and to forward the amounts deducted to said Association. The Association agrees to save the Board harmless from any claim, loss, or damage that may arise in connection with this Agreement. An authorization form is attached hereto as Appendix "C".

D. Fair Share

Each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided by law (Act No. 1988-84).

The Association agrees to extend to all non-members, whose classification is covered by this Agreement, the opportunity to join the Association.

If any legal action is brought against the School District, as a result of any actions it is requested to perform by the Association, pursuant to this Article, the Association agrees to provide for the defense of the School District at the Association's expense, and through counsel selected by the Association. The School District agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the School District does not fully cooperate with the Association, any obligation of the Association to provide a defense under this Article shall cease.

Notwithstanding anything herein to the contrary, full cooperation shall not be deemed to include the furnishing of any confidential, privileged or other records or information, the release or furnishing of which is prohibited or precluded by law.

The Association agrees, in any action so defended, to indemnify and hold the School District harmless for any monetary damages the School District might be liable for, as a consequence of its compliance with this Article; except, that it is expressly understood that this save harmless provision, will not apply to any legal action which may arise as a result of any willful misconduct by the School District, or as a result of the School District's failure to properly perform its obligations under this Article.

E. Maintenance of Membership

Bargaining unit employees who are members of the Association on the effective date of this Agreement, or who become members during its term, shall maintain their membership for the term of this Agreement by paying annual dues and assessments.

Bargaining unit employees may resign from membership in the Association fifteen (15) days prior to the expiration of this Agreement, which is the 30th day of June, in the year 2017.

F. Personnel File

No derogatory material will be placed in a bargaining unit employee's file, unless the bargaining unit employee has been given the opportunity to read the same and file an answer. A copy shall be provided to the bargaining unit employee at no cost.

G. Contents Available

A bargaining unit employee will be afforded the opportunity, upon request, to inspect his/her personnel file in the presence of the Superintendent or his/her designee, except for confidential material such as pre-employment information. The bargaining unit employee may request copies of non-confidential file materials at his/her own expense at fees established for copies of public records.

H. Mileage Reimbursement

The Board agrees to reimburse bargaining unit employees, who are required to drive their personal automobiles on approved school business, at the Internal Revenue Service established rate. Mileage is subject to completion of the appropriate District form and approval by the immediate supervisor and the Superintendent or his/her designee.

I. Seniority List

The District shall provide the Association seniority lists, no later than September of each year. These lists are to be divided by classification with the most senior member of the classification listed as #1, the next senior as #2, etc. Seniority will be calculated from the first date of employment as a regular full-time bargaining unit employee within the classification and will not include time worked as a day-to-day or long-term substitute. Ties in seniority shall be broken at the time of initial employment. With respect to ties in seniority only, the first tie breaker will be prior time worked as a long-term substitute within the classification, then by lottery conducted by the District.

ARTICLE XXI - PHYSICAL EXAMINATIONS

- A. The Board will pay the cost of any physical examinations required under Section 1418(c) of the School Code. This does not apply where a bargaining unit employee is required to furnish a certificate from a physician certifying as to his/her ability or inability to perform his/her duties, as in the case of sick leave.
- B. Should a bargaining unit employee elect to use his/her personal physician, the Board shall pay only that portion of the bill deemed to be customary and reasonable. In no case will the payments for such services exceed fifty (\$50.00) dollars per examination, or an amount equal to the rate paid to the District's physician, whichever is greater.
- C. Physical examinations for bargaining unit employees who are required to use a Commercial Driver's License (CDL) in the performance of their assigned duties will be performed by one of the school-appointed physicians at the District's expense.

ARTICLE XXII - PAYROLL DEDUCTIONS

- A. The District agrees to make payroll deductions for tax-sheltered annuities through one of the Board approved 403(b) vendors, the PA 529 College Savings Plan, the United Way, and the East Stroudsburg Education Foundation's Scholarship and General Funds. These deductions will be made only upon receipt of duly executed authorization forms.
- B. The Board will permit payroll deduction for tax-sheltered annuities for bargaining unit employees covered by this Agreement. All companies presently approved by the Board shall be permitted to solicit bargaining unit employees. Additional companies shall be authorized to solicit bargaining unit employees, only on petition from the Association and approved by the Board.

ARTICLE XXIII - ACTIVITY PASSES

Activity passes shall be granted to each bargaining unit employee and one (1) guest.

ARTICLE XXIV - TUITION REIMBURSEMENT

- A. The Board agrees to reimburse full-time bargaining unit employees covered by this Agreement for tuition only for college courses, registration fees for staff development,

vocational/professional trainings, conferences, and workshops under the following conditions:

1. The training, conference, workshop or college course must be related to the bargaining unit employee's job description and assignment.
2. The training, conference, workshop or college course must be pre-approved (prior to registration) by the Superintendent or his/her designee, and shall be submitted on the form designated for that purpose.
3. The request for college course tuition reimbursement must be accompanied by an official transcript showing successful completion of the college course and a receipt for tuition payment. ("Successful" shall be defined as maintaining at least a "B" average, with any "C" grade being balanced by an "A" grade in order to qualify for reimbursement.)
4. The reimbursement for registration fees for staff development, vocational/professional trainings, conferences and workshops shall be the actual cost of such fees documented by a receipt.
5. The reimbursement rate for tuition payment for successfully completed college courses (not to exceed nine (9) credits per fiscal year) shall be 100% of the tuition paid, or reimbursement amount specified in the agreement with the East Stroudsburg Education Association, whichever is less.

Tuition reimbursement for completed coursework shall be made within forty-five (45) calendar days after the submission of documentation by employee as defined in Item #3 above.

6. The Superintendent or designee shall have the right to limit the number of college credits attempted, conferences, workshops or vocational trainings attended by any one (1) individual in a given fiscal year.
7. Any bargaining unit employee, with between zero (0) and less than five (5) years of experience in the East Stroudsburg Area School District, who resigns from the

District within four (4) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	100%
48	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

8. Any bargaining unit employee, with between five (5) and ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within three (3) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

9. Any bargaining unit employee, with more than ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within two (2) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

10. Any bargaining unit employee, who is eligible for retirement according to PSERS and retires from the District, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

ARTICLE XXV - PROBATIONARY PERIOD

- A. Each new bargaining unit employee shall be considered probationary during the first ninety (90) workdays of employment. New bargaining unit employees may be terminated at any time up to the conclusion of the probationary period, at the discretion of the District. Thereafter, the bargaining unit employee shall be considered a regular bargaining unit employee of the District and shall acquire seniority status back to the date of employment. The District may extend the probationary period **with notice to the bargaining unit member prior to the end of the initial 90 days.** Written notification indicating the reason and length of the extension will be given to the bargaining unit employee.
- B. Permanent bargaining unit employees, that have transferred, shall serve a probationary period of ninety (90) workdays, which shall only determine whether the bargaining unit employee will be competent in the position. The District may extend the probationary period **with notice to the bargaining unit member prior to the end of the initial 90 days.** Written notification indicating the reason and length of the extension will be given to the bargaining unit employee. Bargaining unit employees who are not successful in their new positions will return to their previous position, shall remain permanent bargaining unit employees, and shall not be subject to discipline or termination for failing to achieve permanent status in their new position.

ARTICLE XXVI - LIFE INSURANCE

- A. The Board agrees to pay the premium cost for group life insurance and group accidental death and dismemberment insurance for bargaining unit employees covered by this Agreement. Insurance shall be provided as follows:

\$50,000 – during each of the years of this Agreement

- B. New bargaining unit employees covered by this Agreement will not be provided with this insurance until they have successfully completed the ninety (90) day probationary period.

ARTICLE XXVII - HEALTH INSURANCE/RETIREES

The Board agrees to pay the monthly premiums for health insurance for bargaining unit members who retire from the District through the Public School Employee Retirement system after July 1, 1983 (except as modified below), and who meets the following conditions:

1. Is age 60 or older with at least 25 years of service (of which at least 15 must have been with the East Stroudsburg Area School District); or,
2. Whose age plus years of service exceeds the sum of 83 while the retirement system 53/30 window is in effect, or 84 under the basic retirement system plan (of which at least 15 years of service must be in the East Stroudsburg Area School District.)

This coverage shall be provided for bargaining unit members only until the last day of the month prior to the month when said bargaining unit member reaches the age of Medicare eligibility. This coverage shall be provided at the same level of coverage that is in effect for other bargaining unit members covered by this Agreement. Retirees shall not contribute premium share toward the purchase of their healthcare benefits. The bargaining unit member will be required to pay the difference between this individual coverage and any dependent coverage that he/she elects to carry in accordance with Board Policy #549.

ARTICLE XXVIII - DISABILITY INSURANCE

The Board agrees to pay the monthly premiums for a long term disability insurance plan that provides for a payment of sixty per cent (60%) of the bargaining unit employee's salary, with an elimination period of the greater of a bargaining unit employee's accumulated sick time or ninety (90) days with a maximum of \$5,000 per month, for each bargaining unit employee covered by this Agreement.

ARTICLE XXIX - VACANCIES

The District will post notices in an appropriate area including the district website, of all job vacancies that it desires to fill. Accompanying each notice will be a brief overview of the job description, and identification of location for each vacant position. Employees within the bargaining unit, who desire to apply for such vacancies, shall submit an application in writing to the person indicated on the notice, within the time limit specified in the notice. Up to five (5) senior bargaining unit employees in the same job classification, who submit the necessary

application, will be considered for the announced position. Should one of these bargaining unit employees be selected to fill the position, resulting in a secondary vacancy, the filling of that vacancy, and any subsequent vacancies resulting by filling a position with current bargaining unit employees, shall not be controlled by this particular section of the Agreement. If a bargaining unit employee from the current staff is not selected as the individual to fill a vacancy, that person will be provided with information in writing as to why he/she was not chosen to fill the position. It is understood that the reason(s) for not being selected for the position will not be subject to the grievance procedure.

ARTICLE XXX - NEW SCHOOL OPENING, TRANSFERS AND INVOLUNTARY TRANSFERS:

- A. When the District opens a new school and staffs positions at that school from current bargaining unit employees, consideration shall be given to:
1. the overall needs of the District,
 2. the desire of the employee to transfer,
 3. the years of experience (reverse seniority) within the bargaining unit employee's current classification.
- B. In the event a bargaining unit member is involuntarily transferred, for reasons other than disciplinary reasons, from one building to another, said bargaining unit member will have the right to transfer back to their former building if and when a position becomes available in the classification from which they were involuntarily transferred. In accordance with the current collective bargaining agreement, student aides are assigned to a student and must follow their assigned student through the student's progression within the District. Subsequent to a posted vacancy, bargaining unit members must submit a letter of intent to Human Resources stating their request to exert their right to transfer. Such right to return is rendered void once bargaining unit members exerts that right and is returned to their former building from which they were transferred or when such bargaining unit member is reassigned to a different classification.
- C. In the event that two (2) or more bargaining unit members in the same classification have been involuntarily transferred as listed above and only one (1) vacancy occurs, the bargaining unit member with the greatest seniority in that classification will be awarded the position. The remaining such bargaining unit member(s) will retain their right to transfer as positions become available.

It is understood that the reasons for transfers, except as noted in section "C" above, will not be subject to the grievance procedure.

ARTICLE XXXI - SENIORITY, LAYOFF AND RECALL

A. Definition and Guidelines

1. Seniority shall be defined as a bargaining unit employee's length of continuous service with the employer since the employee's most recent date of hire in a bargaining unit job. Seniority for part-time bargaining unit employees will be prorated.
2. In the event of a layoff or reduction in force, layoffs within a job classification shall be on the basis of seniority, provided that the remaining bargaining unit employees are qualified and physically able to perform the work. Recalls from layoff will be in inverse order of seniority.
3. A bargaining unit employee whose job is eliminated may bump the least senior bargaining unit employee in the same job classification or in another lower rated classification whose skills are wholly encompassed within the bargaining unit employee's current classification provided that bargaining unit employee is determined to be qualified for the position by the employer. A part-time bargaining unit employee may not bump a full-time bargaining unit employee, but may only bump into a part-time job with an equal or lower number of hours. Job assignment subsequent to the bumping process shall be at the discretion of the District.
4. Bargaining unit employees who are laid off shall retain their seniority until such time that they are recalled from layoff and decline to return to the District.
5. Seniority and all related rights under this Agreement shall be lost by a bargaining unit employee for any of the following reasons:
 - a. Voluntary quit or resignation.
 - b. Discharge.
 - c. Failure upon recall by certified mail from layoff to report to work within one (1) week. Time will be determined by date sent of Certified Mail.
 - d. Retirement.

- e. Failure to return from an approved leave of absence.
- f. Absence for three (3) consecutive days without notifying the District, unless failure to do so is beyond the bargaining unit employee's control.
- g. Failure to accept a job offering in the same classification.

ARTICLE XXXII - HEALTHCARE BENEFITS

The Board agrees to provide healthcare benefits for full-time bargaining unit members and their eligible dependents through a Preferred Provider Organization (PPO) delineated in the Plan documents published on the District's website at the date of signing of this Agreement by both parties. The Plan documents will be updated as necessary. The District shall not make changes to the benefit levels provided to the bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws and regulations.

Full-time bargaining unit members who qualify for health care benefits will pay a premium share of forty (\$40.00) dollars per pay period (\$1,040 per year). This amount shall be pro-rated over bargaining unit employees pay periods if paid for less than twenty-six (26) pay periods per year but the total cost will not exceed the total cost of \$1,040 per year.

Part-time bargaining-unit members do not pay premium share, but will continue to pay the pro-rata cost of the premiums for health insurance based upon the current formula provided herein.

Premiums mentioned in this section actually refer to the COBRA rate (less the 2% administration fee) specified for each bargaining unit member due to the fact the District is self-insured and has no actual premium. Should the District end its self-insurance and decide to purchase premium-based insurance for its bargaining unit employees, and should this language remain in effect at such a time, the language shall revert to mean actual premiums paid.

The Board agrees to pay the pro-rata cost of the premiums for health/dental and vision insurance for part-time bargaining unit employees based upon the following formula:

HOURS WORKED	DISTRICT SHARE	EMPLOYEE SHARE
4 to 4.9	50%	50%
3 TO 3.9	40%	60%

2 TO 2.9	25%	75%
1 TO 1.9	0%	0%

Bargaining unit employees, who choose District healthcare insurance, and whose net wage (gross wage minus the employee premium contribution) declines as a result of the increased employee premium contribution, will be additionally compensated to offset the loss in their net wage.

The District shall adopt a 125 plan prior to any bargaining unit employee contribution toward healthcare benefits so that the employee contribution may be paid before taxes are deducted from the gross pay.

Bargaining unit employees who choose healthcare benefits will pay the following deductibles:
Healthcare Deductibles:

Calendar Year	In Network		Out of Network	
	Single	Family	Single	Family
2017-2018	\$250	\$750	\$500	\$1,500
2018-2019	\$250	\$750	\$500	\$1,500
Jan 1 2020	\$300	\$900	\$600	\$1,800
Jan 1 2021	\$400	\$1,200	\$800	\$2,400
Jan 1, 2022	\$400	\$1,200	\$800	\$2,400

Dental Insurance

The Board agrees to provide dental benefits for full-time bargaining unit members and their eligible dependents as delineated in the Plan documents published on the District's website at the date of the signing of this Agreement by both parties. The Plan documents will be updated as necessary. The District shall not make changes to the benefit levels provided to bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws or regulations.

Vision Insurance

The Board agrees to provide vision benefits for full-time bargaining unit members and their eligible dependents as delineated in the Plan document published on the District's website at the date of the signing of this Agreement by both parties. The Plan documents will be updated as necessary. The District shall not make changes to the benefit levels provided to bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws or regulations.

1. Each bargaining unit member or eligible dependent will be able to receive reimbursement from the District once every two (2) years for the twenty-five dollar (\$25) co-payment.
2. The bargaining unit member will submit to the District's Business Office, either the original vision provider's receipt or original vision provider's explanation of benefits if the vision service or corrective eyewear paid for was applicable to the co-payment.
3. Reimbursement for the bargaining unit member or eligible dependent co-pay will be made within thirty (30) calendar days after the second Board of Education meeting following submission of the documentation listed above in #2 to the business office.
4. The bargaining unit member will have six (6) calendar months after the date of service/purchase to submit the eligible receipts(s) or explanation of benefits as outlined above to the business office.
5. The total allowance for contacts under the current vision provider will be increased to \$150 per bargaining unit member and per his/her eligible dependents.

Any other improvements in the health care benefits, i.e., hospitalization, vision plan, dental, prescription drug, etc., being provided to the East Stroudsburg Education Association as the result of negotiations in future contracts shall be incorporated into this Agreement, except for those non-health care benefits specifically covered elsewhere.

Should the Board of Education secure an alternate underwriter for the bargaining unit employees' hospitalization and dental insurance, separately or combined, the bargaining unit employee shall be guaranteed the following: (a) Equivalent and equal coverage on each and every provision contained in the appendix; (b) The appendix shall be the existing coverage and constitute the minimum; and, (c) The appendix shall change in accordance with the Plan guidelines. It is also guaranteed by the Board of Education, that no bargaining unit employee will suffer a loss and/or reduction in benefits by virtue of an alternate underwriter's waiting period or of existing illness disclaimers.

ARTICLE XXXIII - ACA EXCISE TAX

Should the District receive notice that the Health Insurance premiums will, under the ACA, be subject to the ACA excise tax, the parties will immediately commence bargaining over how to reduce premiums to avoid the excise tax. The parties pledge to make themselves available to meet at least once per week in this effort.

If after sixty (60) days, agreement is not reached, the parties agree to submit the issue of how to reduce the premium to a level that falls below the excise tax to "last best offer" binding arbitration pursuant to Act 195. An arbitrator, selected from the Pennsylvania Bureau of Mediation (who would have been notified by the thirtieth day of negotiations) will issue a decision forty (40) days from the sixty-first (61st) day after the notice of the excise tax. This Agreement shall remain in effect until jointly removed by the Association and the District.

ARTICLE XXXIV - NO STRIKE/NO LOCKOUT

Neither the Association nor any of its members shall take part in any strike, as that term is defined in Acts 195 and 88, during the term of this Agreement. The Board will not lock-out the bargaining unit employees covered by this Agreement.

ARTICLE XXXV - SEPARABILITY CLAUSE

In the event any provision of this Agreement is found to be inconsistent with any statute or law, the provisions of such statute or law shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or any administrative agency having jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect.

ARTICLE XXXVI - JUST CAUSE

No bargaining unit employee shall be disciplined or discharged except for just cause. Any bargaining unit employee asked to attend a meeting with a management representative, which the bargaining unit employee reasonably believes may result in discipline or discharge, shall be entitled to have an Association representative present at such meeting in accordance with applicable law. A bargaining unit employee, who is subject to discipline and/or discharge, may elect a hearing as provided by law or may file a grievance, but not both.—

ARTICLE XXXVII - ENTIRE AGREEMENT

This Agreement incorporates the entire understanding of the Board and Association on all negotiable matters, and no additional negotiations will be conducted on any matters, whether contained herein or not, during the period of this Agreement. This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

Anything to the contrary notwithstanding, nothing in this Agreement shall be deemed to constitute a waiver by the Board of, or to deny or restrict the Board in the exercise of the rights, responsibilities, or authority granted to it under applicable statutes. Nothing contained herein shall be construed to deny or restrict to any bargaining unit employee covered by this Agreement such rights as he/she may have under the Public School Code of 1949, as amended, or the Public Employee Relations Act, Acts 195 and 88, or other applicable laws and regulations.

ARTICLE XXXVIII - DURATION OF AGREEMENT

This Agreement shall become effective **July 1, 2017** and shall continue in full force and effect until **Midnight, June 30, 2022.**

In witness whereof, the parties have caused this Agreement to be executed by their proper officers on this 18th Day of January 2019.

**EAST STROUDSBURG AREA
EDUCATION SUPPORT
PROFESSIONAL ASSOCIATION**

**BOARD OF EDUCATION
EAST STROUDSBURG AREA
SCHOOL DISTRICT**

PRESIDENT

PRESIDENT

APPENDIX "A"

A. Bus Drivers

1. All full-time bus drivers will be assigned to and will work and be paid straight time for either six (6), seven (7), or eight (8) hour days with the exception for Act 80 days. No driver will be paid more than once for driving during the same hours for which he/she is paid.
2. In the event of an Act 80 Day, drivers will be paid for the runs driven for students attending school. Runs for students not attending school, therefore, not driven, will not be paid. Drivers whose regular runs are not driven on an Act 80 day will be eligible for extra runs. Extra runs will be assigned through the normal process on a seniority basis. On Act 80 days, special needs drivers will continue to do their own run regardless of driver positions (regular, sub driver, etc) to keep special needs students' environment stable with switching drivers.
3. Time one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
4. The school year for bus drivers shall be based on the student days on the school calendar(s) of the school(s) to and from which students are transported by each driver and will include up to three (3) days for staff development for a minimum of 178 days per year.
5. Regular runs are defined as any bus run scheduled to transport students to and from school.
6. Extra runs are defined as all unexpected work resulting from 2 hour portions of regular runs requiring coverage when the regular driver is out. Extra runs are defined as Vo-Tech, Early and Late Activities, and Overflow buses. All extra runs as defined above will be considered 2 hours of work. All available extra runs will be offered over the District radio each morning at approximately 7:00 AM. Interested drivers can call dispatch to be placed on the list of available drivers by approximately 7:30 AM. Extra runs will be awarded based on seniority with first consideration given to 6 hour drivers, then 7 hour and the 8 hour drivers by approximately 8:00 AM.
7. Trips are defined to include without limitation, field trips, athletic events or extracurricular runs, excluding regular runs and extra runs.
8. At Driver Orientation, each driver will be given an opportunity to elect to continue to drive in the following school year the same run that they drove for the entire school

year, if that run continues to exist without change, or with nominal change. If a driver opts to continue to drive the same run, it will not be bid for selection in the summer. If the run has been amended significantly, at the discretion of the District with the consultation of the Association, it will not be considered the same run and will be bid.

9. Established bus runs are subject to change in any aspect at the discretion of the District with the consultation of the Association, both at the end or beginning of the school year and during the school year, in order to accommodate the needs of the District.
10. All new runs, amended runs not elected for continuance as in #7, above, and vacant runs will be bid annually in August at bus driver orientation, including hours and location, for selection by drivers in order of seniority. Any run that was vacant or newly created at any time during the course of the previous school year will be bid. Bid runs will be awarded on the basis of seniority; that is, the most senior driver bidding for the run shall be awarded the run, as long as the total bid hours for a driver's workday would not exceed eight (8) hours. During the bid process after the first round of bidding any run forfeited or left over will be put back on the table for a second round of bidding. Any run left over or forfeited at the end of the second round will be assigned for the rest of the year and bid again in August of the following year. Drivers can give up a piece of their run to bid on an equal piece/and equal time when available during bidding without necessitating giving up their entire run.
11. During the course of the school year newly created, amended, and vacant runs will not be bid, but will be filled at the discretion of the District, and will be bid the following summer. Runs vacated at a time too short to be bid in August of any year shall be filled for the year and bid the following year in August. The annual bidding in August shall be approximately two (2) weeks prior to the opening of school. Drivers may pick up a copy of the runs scheduled to be bid for selection three (3) days prior to orientation day for their review. A driver who had previously indicated that he/she would elect to retain the run driven in the previous year may elect to give up the run three (3) days prior to orientation day, in which case that run will be added to the list of bid runs.
12. A driver's first responsibility is to his/her regularly scheduled daily run(s).

13. Any expiration of licensing may result in immediate suspension without pay. Further progressive discipline may occur at the discretion of the District, up to and including termination.
14. Trips will be offered to the driver with the least amount of overtime hours. If two or more drivers are tied with overtime hours, the trip will be offered to the most senior driver. All overtime hours will be listed at the end of the pay period when the payroll is posted. At the end of the pay period the overtime sheet will reflect all overtime hours earned and will be posted along with the awarded trips. New trips will be posted in the trip book. Unexpected, short notice trips will be offered as the need arises and awarded at the discretion of the District.
15. Stand by drivers are defined to be any full-time (6, 7, 8 hour) driver who does not have an assigned regular run. The District may hire stand-by drivers to be employed on a full-time, six (6), seven (7), or eight (8) hour day, basis. Stand-by drivers may be utilized at the sole discretion of the District to fill any extra run, and will be assigned without regard for any other provision of this Section, and without regard to seniority.
16. Seniority will be calculated from the first date of employment as a regular full-time driver, and will not include time worked as a substitute driver. Ties in seniority shall be broken at the time of initial employment. With respect to ties in seniority only, the first tie breaker will be prior time worked as a long-term substitute bus driver, then by lottery, conducted by the District.
17. A fifteen (15) minute pre-trip and fifteen (15) minute post-trip inspection will be included in the regular work days hours for normal driver's tasks, i.e. fueling, oil, interior cleaning. Additionally, pay will be authorized for special circumstances with supervisor's prior approval.
18. Completion of all paperwork on a timely basis is part of the job and a condition of employment for every driver. Repeated failure to timely complete paperwork may result in progressive disciplinary action.
19. Pay for emergency and/or mandatory meetings and major tasks, such as student discipline issues, chain installation, CDL drug testing, end of year cleaning, exterior bus wash, or other similar functions, will be on the basis of reasonable hours being submitted and justified to the transportation department. If the time to complete said tasks is outside the regular six (6), seven (7), or eight (8) hour day, the driver will be

compensated to the nearest quarter (.25) hour. Prior approval may be required by the Superintendent or his/her designee.

20. Sick leave shall be calculated and paid based on the employee's normal work assignment or eight (8) hours per day, whichever is less.
21. Drivers are to follow Article XII-Sick Leave, Paragraph C- and give at least two (2) hours' notice when utilizing a sick day using **through the process established by the district**. In the event a driver is unable to complete an entire work day, the driver must call a Transportation Supervisor with as much notice as possible, in accordance with procedures established from time to time by the District. Repeated failure to provide such notice may provide a basis for disciplinary action.
22. In any case where normal procedures or priorities for assignment of drivers to any run must be deviated from, due to less than two (2) hours' notice of absence, drivers not responding to a telephone or radio call, drivers not being present and available in the District when not on a run but during paid work hours, or any other emergency or unforeseen circumstance, notwithstanding any of the above procedures, the Dispatcher and the Director of Transportation shall have the right to assign any immediately available driver to any run at their discretion. In such a case, no grievance shall be filed, and no arbitrator shall have jurisdiction to award any monetary compensation to a driver who did not actually drive the run.
23. In accordance with the Memorandum of Understanding between the Association and the District signed August 24, 2005, the Association agrees that The District shall have the right to subcontract bus runs without dispute only where the District cannot hire a bargaining unit member, and only after a good faith attempt has been made to hire such a driver. The District agrees to annually notify the Association in writing of the number of subcontracted bus runs in accordance with the Memorandum.
24. A committee of District Transportation Supervisors and up to three (3) Association representatives from each bus lot will meet four times a year to discuss transportation issues and concerns.
25. Summer work will be assigned based on seniority. All interested drivers need to indicate if they are willing to accept summer work by signing up on a list to be posted by the District at least two weeks prior to the end of the school year. Summer work is

defined as work outside of the traditional school year for bus drivers. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

B. Business Office Personnel

1. WORKDAY: The regular workday for all full-time Business Office Personnel shall be of a seven and one-half (7.5) hour duration, exclusive of one (1) half (.5) hour of each day for a duty-free lunch. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each workday and one (1) additional fifteen (15) minute break during the last three and one-half (3.5) hours of each workday.
2. WORKWEEK: The regular workweek for all full-time Business Office Personnel will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. WORK YEAR: Business office positions shall be considered twelve (12) month positions.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

C. Cafeteria Aides-

1. WORKDAY: The regular workday for all cafeteria aides will be assigned by their building Administrator. No workday shall consist of less than three (3) hours per day.
2. WORKWEEK: The regular workweek for all cafeteria aides will consist of five (5) days per week, Monday through Friday.
3. WORK YEAR: Cafeteria aide positions shall be considered ten (10) month positions and shall work the same number of days as the students are in session in the

bargaining unit employee's assigned building, plus up to four (4) additional regular workdays as determined by Administration for staff development.

4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

D. Cafeteria Cooks and Workers

1. **WORKDAY:** The regular workday for cafeteria cooks and workers shall be established by the Director of Food Services. Full-time cafeteria cooks and workers will be allowed one (1) fifteen (15) minute break each workday.
2. **WORKWEEK:** The regular workweek for all cafeteria cooks and workers will be their regular scheduled times, consisting of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Cafeteria cook and worker positions shall be considered ten (10) month positions and be scheduled for a minimum work year the number of days that students are in session in the bargaining unit employee's assigned building, plus up to four (4) additional regular workdays as determined by the Director of Food Services, which will include staff development.
4. All extra-duty work (overtime/extra-time) shall be awarded by seniority on a rotating basis in the work location and District wide. Personnel may add or delete their names from the list at any time. Personnel who add their names shall have it placed at the bottom of the extra-duty list. A list shall be prepared including all personnel who have stated their availability in writing for extra-duty work. Personnel who refuse an extra-duty assignment shall move to the bottom of the extra-duty list. If fifty (50%) percent or more of a building's cafeteria cooks and workers decline overtime, the parties may agree to allow the District to supplement those employees in the affected building, agreeing to the overtime with those from the District-wide list. In this scenario, the District shall request overtime from the District-wide list by first asking the most senior employee on the list and progressing toward the least senior employee.

5. Each cafeteria worker shall be required to wear District approved uniform attire. The District shall provide five (5) tops and five (5) aprons. Each year, cafeteria workers shall be eligible for a maximum of two (2) replacements of each as needed with administrative approval. Cafeteria workers shall be responsible for the care and cleaning of the District issued uniforms. Each cafeteria worker shall be responsible for purchasing District approved slacks and footwear. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification.
6. The differential for cooks shall be one dollar and seventy-five (\$1.75) per hour.
7. SUMMER FOOD SERVICE PROGRAM. In the event the District offers a Seamless Summer Food Service Program or a similar program which offers meals to children during the summer months when the traditional school year is not in session, the following procedures will take place:
 - i. The District will post vacancies and include specifics of the positions. Active cafeteria cooks will be eligible to apply and must submit a letter of intent to the person indicated on the posting.
 - ii. Each position will be for a specific, consecutive two (2) week period. Cafeteria cooks will be limited to be appointed for one (1) two (2) week period, except in the event a position cannot be filled by another cafeteria cook.
 - iii. Positions will be filled based on seniority.
 - iv. Work hours may be modified as needed with no guaranteed minimum daily work hours.
 - v. The Fourth of July holiday will not be compensated.
 - vi. The hourly salary will be \$13.00 for the duration of this Agreement.
 - vii. Substitute cafeteria cooks will be appointed at the hourly salary of \$12.00.

- viii. In the event a position cannot be filled by a cafeteria cook, active cafeteria workers may apply and will be selected by the Director of Food Services based on their qualifications and seniority.
8. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
9. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

E. Custodians

1. **WORKDAY:** The regular workday for all full-time custodians shall be of an eight (8) hour duration, exclusive of one (1) half (.5) hour of each day for a duty-free lunch. Normal shift hours shall be from 6:30 a.m. to 3:00 p.m. (1st shift); 2:30 p.m. to 11:00 p.m. (2nd shift); and 10:30 p.m. to 7:00 a.m. (3rd shift). The Administration reserves the right to modify these shifts for the best interests of the District. Shift differentials shall be paid if more than one-half (1/2) of the scheduled hours occur within the delineated hours of a shift with a higher shift differential for all hours of the shift. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four (4) hours of each shift.
2. **WORKWEEK:** The regular workweek for all full-time custodians shall be forty (40) hours, consisting of five (5) consecutive days per week. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new employees or volunteers. Current custodians who have a workweek which includes a Saturday or Sunday shall have first rights to any vacancies in a Monday-Friday workweek position. "Article XXIX – Vacancies" shall apply if a custodian with a Monday-Friday workweek is interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.
3. **WORK YEAR:** Custodial positions shall be considered twelve (12) month positions.

4. Shift differential pay shall be forty (\$0.40) cents per hour for the second (2nd) shift and fifty (\$0.50) cents per hour for the third (3rd) shift. In cases where second (2nd) or third (3rd) shift assignments are not at the stated normal shift hours, shift differential shall be applied to those times worked on second (2nd) or third (3rd) shift.
5. Custodian overtime shall be available on a rotating seniority basis per building and District-wide. To be on the overtime list, a custodian's most recent job performance rating must be satisfactory. Custodians whose job performance evaluation indicates "needs improvement" shall not be considered for overtime until a satisfactory rating is achieved. Those custodians with a less than satisfactory rating will be evaluated every three (3) months to ensure that they have an opportunity to be added to the overtime list. A refusal of overtime will count as an acceptance in determining order on the overtime lists. Overtime lists shall be posted in each building. If fifty (50%) percent or more of a building's custodians decline overtime, the District may supplement those bargaining unit employees in the affected building agreeing to the overtime with those from the District-wide list. In this scenario, the District shall request overtime from the District-wide list by first asking the most senior employee on the list and progressing toward the least senior employee.
6. Custodians will be provided with written notification of a shift change including modification of regular start/end times or location change at least five (5) days prior to the change.
7. Each custodian shall be required to wear uniforms provided by the District. Custodians will not be responsible for the cleaning and pressing of the District issued uniforms. Each custodian shall also be provided one (1) winter coat that the custodian shall be responsible for cleaning. Custodians may wear a non-District issued winter coat as long if it does not contain any offensive design or insignia as determined by supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, custodians will be part of a District committee which makes recommendations concerning the specific uniform that the District provides.

8. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
9. Custodians shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, cancelled, or dismissed early. No denial will be arbitrary or capricious.
10. If called into work outside their normal work assignment, a custodian shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
11. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

F. Front Desk Receptionist

1. **WORKDAY:** The regular workday for front desk receptionist shall be assigned by their building administrator. The front desk receptionist's workday shall be exclusive of one (1) half (.5) hour of each day for a duty free lunch and inclusive of two (2) fifteen (15) minute breaks.
2. **WORKWEEK:** The regular workweek for front desk receptionists will consist of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Front desk receptionist positions will be considered ten (10) month positions and will work the same number of days as the students are in session in the bargaining unit employee's assigned building, plus up to three (3) additional regular workdays as determined by Administration for staff development.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

G. Health Room Nurses

1. WORKDAY: The regular workday for all Health Room Nurses shall be of a seven and one-half (7.5) hour duration, inclusive of one (1) half (.5) hour of each day for a duty-free lunch.
2. WORKWEEK: The regular workweek for all Health Room Nurses will be thirty seven and one-half (37.5) hours, consisting of five (5) seven and one-half (7.5) hour days per week, Monday through Friday.
3. WORK YEAR: Health Room Nurse positions will be considered ten (10) month positions and will work the same number of days as the professional staff in their assigned building.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

H. Information Technologists

1. WORKDAY: The regular workday for all information technologists shall be of a seven and one-half (7.5) hour duration, exclusive of one-half (.5) hour of each day for a duty-free lunch. Each shift shall be inclusive of two (2) fifteen minute breaks.
2. WORKWEEK: The regular workweek for all information technologists will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. WORK YEAR: Information technologist positions shall be considered twelve (12) month positions.

4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
5. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
6. If called into work outside their normal work assignment, an information technologist shall be paid a minimum of two hours at his/her appropriate hourly wage.

I. Maintenance Workers

1. **WORKDAY:** The regular workday for Maintenance workers shall be an eight (8) hour day exclusive of a one-half (1/2) hour duty free lunch. The normal schedule will be flexed to accommodate the needs of the District. Typically, the flexed schedule will be 5:30 a.m. to 2:00 p.m., 7:30 a.m. to 4:00 p.m., and 9:30 a.m. to 6:00 p.m. Administration reserves the right to modify these shifts when it is in the best interest of the District. Shift differentials will be paid if more than one-half (1/2) of the scheduled hours occur within the normal hours of a different shift as defined under the custodian section of the contract. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four hours of each shift.
2. **WORKWEEK:** The regular workweek for all full-time maintenance workers shall be forty (40) hours, consisting of five (5) consecutive days per week of eight (8) hours in duration each. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new bargaining unit employees or volunteers. Maintenance workers who have a workweek which includes a Saturday or Sunday shall have first rights to any vacancies in a Monday-Friday workweek position. "Article XXIX – Vacancies" shall apply if a custodian with a Monday-Friday workweek is interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.
3. **WORK YEAR:** Maintenance positions shall be considered twelve (12) month positions.

4. Each maintenance worker shall be required to wear uniforms provided by the District. Maintenance workers will not be responsible for the cleaning and pressing of the District issued uniforms. Each maintenance worker shall also be provided one (1) winter coat that the maintenance worker shall be responsible for cleaning. Maintenance workers may wear a non-District issued winter coat as long if it does not contain any offensive design or insignia as determined by supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, the maintenance workers will be part of a district committee which makes recommendations concerning the specific uniform that the district provides.
5. Maintenance workers will be provided with written notification of a shift change (including modification of regular start/end times) or location change at least five (5) days prior to change.
6. Second (2nd) shift maintenance workers will receive a shift differential of forty (\$0.40) cents per hour and third (3rd) shift maintenance workers shall receive fifty (\$0.50) cents per hour shift differential.
7. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
8. Maintenance Workers shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, cancelled, or dismissed early. No denial will be arbitrary or capricious.
9. If called into work outside their normal work assignment, a maintenance worker shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
10. The District shall reimburse the cost of a Commercial Driver's License (CDL) physical for maintenance workers who are required to have a CDL for the performance of their assigned duties. This benefit shall be the same as is offered to District bus drivers.

11. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

J. Mechanics

1. **WORKDAY:** The regular workday for Mechanics shall be an eight (8) hour day exclusive of a one-half (1/2) hour duty free lunch. The normal schedule will be flexed to accommodate the needs of the District. Typically, the flexed schedule will be 5:30 a.m. to 2:00 p.m., 7:30 a.m. to 4:00 p.m., and 9:30 a.m. to 6:00 p.m. The administration reserves the right to modify these shifts in the best interest of the district. Shift differentials will be paid if more than one-half (1/2) of the scheduled hours occur within the normal hours of a different shift as defined under the custodian section of the contract. One (1) fifteen (15) minutes break will be allowed in the first four (4) hours of each shift and one (1) additional fifteen (15) minute break during the last four (4) hours of each shift.
2. **WORKWEEK:** The regular workweek for all mechanics shall be forty (40) hours, consisting of five (5) consecutive days per week, Monday through Friday.
3. **WORK YEAR:** Mechanics shall be considered twelve (12) month positions.
4. Second (2nd) shift mechanics will receive a shift differential of forty (\$0.40) cents per hour and third (3rd) shift mechanics shall receive fifty (\$0.50) cents per hour shift differential.
5. Each mechanic shall be required to wear uniforms provided by the District. Mechanics will not be responsible for the cleaning and pressing of the District issued uniforms. Each mechanic shall also be provided one (1) winter coat that the mechanic shall be responsible for cleaning. Mechanics may wear a non-District issued winter coat as long if it does not contain any offensive design or insignia as determined by supervisor. All District issued uniforms shall be returned to the District, in good condition, at the time of separation from employment or reassignment into a different job classification. For the purposes of function and wear ability, mechanics will be part of a District committee which

makes recommendations concerning the specific uniforms that the District provides.

6. Mechanics will be provided with written notification of a shift change (including modification of regular start/end times) or location change at least five (5) days prior to change.
7. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
8. Mechanics shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, cancelled, or dismissed early. No denial will be arbitrary or capricious.
9. If called into work outside their normal work assignment, a mechanic shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.
10. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

K. Paraprofessionals

1. **WORKDAY:** The regular workday for all paraprofessionals shall be of a seven and one-half (7.5) hour duration, inclusive of one (1) half (.5) hour of each day for a duty-free lunch.
2. **WORKWEEK:** The regular workweek for all paraprofessionals will be thirty seven and one-half (37.5) hours, consisting of five (5) seven and one-half (7.5) hour days per week, Monday through Friday.
3. **WORK YEAR:** Paraprofessional positions will be considered ten (10) month positions and will work the same number of days as the professional staff in their assigned building.
4. Paraprofessionals who take on long-term substitute teaching positions within the District shall return to their last posted paraprofessional salary and years of

service after the temporary teaching position expires. Paraprofessionals shall return to the same pay/step or minimum rate* of the current year's salary schedule, as they were prior to his/her position as a substitute teacher.

5. Paraprofessionals shall be required to acquire twenty (20) hours of professional development directly related to their current job assignment every year (July 1st to June 30th) in order to maintain Highly Qualified status. The District shall make all of these professional development hours available to paraprofessionals during their normal workday.
6. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
7. Paraprofessionals enrolled in college programs leading to a teaching certificate may take up to a year unpaid leave for the purposes of completing their degree/certification requirements. Paraprofessionals shall return to the same pay/step of the current year's salary schedule as they were prior to his/her unpaid leave.
8. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

L. Secretaries

1. **WORKDAY:** The regular workday for all full-time secretaries shall be of a seven and one-half (7.5) hour duration, excluding one (1) half (.5) hour of each day for a duty-free lunch. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each workday and one (1) additional fifteen (15) minute break during the last three and one-half (3.5) hours of each workday.
2. **WORKWEEK:** The regular workweek for all full-time secretaries will be thirty-seven and one-half (37.5) hours, consisting of five (5) days per week, Monday through Friday.
3. **WORK YEAR:** Secretarial positions shall be considered either twelve (12) month positions or ten (10) month positions.

4. Secretaries will be required to do only basic first aid.
5. Secretaries transferring within the same classification to a different location within the District shall maintain their current salary.
6. Time and one-half (1.5x) of the appropriate straight time hourly rates will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.
7. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.

M. Student Aides

1. **WORKDAY:** The regular workday for all student aides will be determined by the student they are assigned to, exclusive of one (1) half (.5) hour of each day for a duty-free lunch, with the addition of five (5) minutes prior to student arrival time and ten (10) minutes after student departure time to provide time for teacher collaboration and completion of any required paperwork. In the event Administration requires a student aide to be with their assigned student during the student's lunch, the student aide's workday will be inclusive of one (1) half (.5) hour each day for a working lunch. The work day start and end times will be provided to each student aide at the start of the school year and will be updated, in writing, as necessary based on the needs of their student.
2. **WORKWEEK:** The regular workweek for all student aides will consist of five (5) days per week, Monday through Friday, and shall be based on the building schedule of their assigned student.
3. **WORK YEAR:** Student aide positions will be considered ten (10) month positions and will work 180 days, plus up to four (4) additional regular workdays as determined by Administration for staff development.
4. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.

5. Student Aides who take on long-term substitute teaching positions within the District shall return to their last posted Student Aide salary and years of service after the temporary teaching position expires. Student Aide shall return to the same pay/step or minimum rate of the current year's salary schedule as they were prior to his/her position as a substitute teacher.
6. Student Aides enrolled in college programs leading to a teaching certificate may take up to a year unpaid leave for the purposes of completing their degree/certification requirements. Student Aide shall return to the same pay/step of the current year's salary schedule as they were prior to his/her unpaid leave.
7. Student aides shall be required to acquire twenty (20) hours of professional development directly related to their current job assignment every year (July 1st to June 30th) in order to maintain Highly Qualified status. The District shall make all of these professional development hours available to student aides during their normal workday.
8. Unless otherwise authorized by the District and upon notification of the Association, all new hires will be placed at the starting rate for their classification.
9. All student aides shall be properly trained for the requirements, as determined by Administration, of their assigned student at the expense of the District.

APPENDIX "B"

Starting Wages

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Bus Driver	\$15.99	\$16.49	\$16.69	\$16.89	\$17.09
Business Office I	\$16.70				
Business Office I (Registration Secretary, Accounts Payable and Payroll)	\$17.57	\$18.07	\$18.27	\$18.47	\$18.67
Business Office II (Bookkeeper, Accountant)	\$20.82	\$21.32	\$21.52	\$21.72	\$21.92
Cafeteria Aide	\$12.78	\$13.28	\$13.48	\$13.68	\$13.88
Cafeteria Worker	\$12.92	\$13.42	\$13.62	\$13.82	\$14.02
Custodian	\$14.98	\$15.48	\$15.68	\$15.88	\$16.08
Front Desk Receptionist	\$12.30	\$12.80	\$13.00	\$13.20	\$13.40
Health Room Nurse	\$16.77	\$18.50	\$18.70	\$18.90	\$19.10
Information Technologist I	\$21.89				
Information Technologist I	\$22.47	\$22.97	\$23.17	\$23.37	\$23.57
Information Technologist II	\$24.90	\$25.40	\$25.60	\$25.80	\$26.00
Maintenance I/Groundswoker	\$15.18	\$15.68	\$15.88	\$16.08	\$16.28
Maintenance II	\$16.50	\$21.00	\$21.20	\$21.40	\$21.60
Mechanic	\$18.58	\$19.08	\$19.28	\$19.48	\$19.68
Paraprofessional	\$16.22	\$16.72	\$16.92	\$17.12	\$17.32
Secretary	\$14.06	\$14.56	\$14.76	\$14.96	\$15.16
Student Aide	\$12.96	\$13.46	\$13.66	\$13.86	\$14.06

2018-2019 increase for existing members will be .45 cents or the new minimum rate whichever is higher.

APPENDIX "C"

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

TO: Chief Financial Officer

East Stroudsburg Area School District

FROM: _____
(Print Name)

I hereby request and authorize the above-named Administrator to deduct from my earnings bi-weekly and transmit same to the Treasurer of the East Stroudsburg Area Education Support Professional Association for membership dues in the Association. I understand that this authorization may be withdrawn by me upon fifteen (15) days' written notice prior to June 30, 2017, and hereby waive all right and claim for any monies deducted and transmitted in accordance with this authorization and agree to save the Board of Education of East Stroudsburg Area School District, its officers and agents, harmless in the event of any claim, loss, or suit in connection therewith.

DATE: _____
(Signature)

BUILDING: _____

POSITION: _____

SOCIAL SECURITY #: _____

APPENDIX "D"

EAST STROUDSBURG ESPA
Grievance Report Form
(Page 1 of 4)

Grievance #: _____

Date: _____

Grievance Initiated By: _____

Date the Alleged Grievance Occurred: _____

Statement of Grievance: _____

Relief Sought: _____

Signature of Grievant (or Association Representative)

Date

Received by

Date

**EAST STROUDSBURG ESP
Grievance Report Form**

(Page 2 of 4)

Grievance #: _____

LEVEL ONE:

Informational discussion with the immediate supervisor: _____
Name

On _____
Date

LEVEL TWO:

Immediate Supervisor's Response: _____

Supervisor Signature

Date

Association/Grievant Response to Level Two: _____

Association/Grievant Signature

Date

**EAST STROUDSBURG ESP
Grievance Report Form**

(Page 3 of 4)

Grievance #: _____

LEVEL THREE:

Superintendent's Response: _____

Superintendent Signature

Date

Association/Grievant Response to LEVEL THREE: _____

Association/Grievant Signature

Date

EAST STROUDSBURG ESP
Grievance Report Form
(Page 4 of 4)

Grievance #: _____

LEVEL FOUR:

Board of Education Response: _____

Board of Education Signature

Date

Association Response to LEVEL FOUR: _____

Association Signature

Date

ARBITRATION

Procurement Summary Sheet

Form 611

Frasier / Sharp Copier RFP

A. Why are you requesting the service/needs?

Why: ESASD's current copier fleet (53 copiers) lease agreement expires on June 30, 2019.

Need: To provide copiers to fulfill the instructional and operational needs of the district.

Suggested replacement: Frasier/Sharp, as they are the incumbent and we had great success with their equipment and service during the current term, and they are also the lowest priced vendor, coming in at nearly \$60,000 less than the current agreement.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. Yes. Five vendors submitted bids. One bid was thrown out as they did not have a bid bond, consent of surety letter and non-collusion affidavit form signed.

	Vendor	Manufacturer	Lease of Equipment	Maintenance	Total
1.	Frasier	Sharp	\$90,703.59	\$65,438.92	\$156,142.51
2.	Topp	Konica Minolta	\$121,818.69	\$89,055.92	\$210,874.61
3.	Edwards	Konica Minolta	\$142,339.04	\$81,366.32	\$223,705.36
4.	Xerox	Xerox	\$158,302.75	\$83,709.29	\$242,012.04
5.	Flo-Tech	Canon & HP			

C. Procurement Method:

- RFP

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

- Yes
- Fund 10
- Accounts – various depending on where copier is located (school/office area)
#10-1110-438's, 10-1110-448's, 10-2380-438's, 10-2380-448's, 10-2844-438's, 10-2844-448's, 10-2620-438's, 10-2620-448's.

E. Selection of winning proposal

- Was the lowest price selected? If not, explain the why and the process of selecting the vendor. **YES**

F. Other

By selecting Frasier/Sharp, the district will realize a savings of nearly \$60,000 annually over the current lease agreement, a \$142,000 savings over the 2015-16 copier lease, and a \$412,000 savings over copier costs from 2009-2010.

2019 Copier RFP Results

<u>Vendor</u>	<u>Manufacturer</u>	<u>Lease of Equipment</u>	<u>Maintenance</u>	<u>Total</u>	<u>Bid Bond</u>	<u>Consent of Surety</u>	<u>Non-Collusion Affidavit</u>
1 Frasier	Sharp	\$90,703.59	\$65,438.92	\$156,142.51	Yes	Yes	Yes
2 Topp	Konica Minolta	\$121,818.69	\$89,055.92	\$210,874.61	Yes	Yes	Yes
3 Edwards	Konica Minolta	\$142,339.04	\$81,366.32	\$223,705.36	Yes	Yes	Yes
4 Xerox	Xerox	\$158,302.75	\$83,709.29	\$242,012.04	Yes	Yes	Yes
5 Flo-Tech	Canon & HP	-	-	-	No	No	No

151

1. **AGREEMENT:** For business purposes only, you agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us. This Agreement will start on the date that we pay the supplier or any later date that we designate. ~~You agree to pay interim rent in an amount equal to 1/30th of the Payment multiplied by the number of days between equipment delivery and the Agreement start date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 12-month term(s) unless you send us written notice between 90 and 150 days (before the end of any term) that you want to return the Equipment.~~ If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. This agreement may be cancelled by either party upon 120 days written notice. Should the agreement be cancelled, you would be reimbursed the unused portion of the 12 month advance lease payment less the 120 day notification period lease amount.

Annual in Advance

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. ~~The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located.~~ If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state to state. By the date the first Payment is due, you agree to pay us an origination fee of up to \$100.00, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree (a) to keep the Equipment fully insured through a carrier acceptable to us against loss in an amount not less than the original cost of the Equipment, with us named as lender's loss payee; (b) to maintain comprehensive public liability insurance acceptable to us and to include us as additional insured on the policy; (c) to provide proof of insurance satisfactory to us no later than thirty (30) days following the start of this Agreement and thereafter upon our written request and to provide us with 10 days advance written notice of any modification or cancellation of your insurance policy(s); (d) if you fail to obtain and maintain property loss insurance satisfactory to us and/or you fail to provide proof of such insurance to us within thirty (30) days of the start of this Agreement, we have the option, but not the obligation, to do as provided in either (A) or (B) as follows, of the following paragraphs as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on the Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us an insurance charge, which will include reimbursement of the premiums advanced by us, our processing fee, and a finance charge of up to 18% (or the maximum rate allowed by law if less) and which may be higher than the amount that you would pay if you placed the insurance independently and may result in a profit to us through an investment in reinsurance or otherwise. Any insurance proceeds received will be applied, at our option, (i) to repair, restore or replace the Equipment, or (ii) to pay us the remaining balance of the Agreement plus our estimated residual value, both discounted at 2% per year, provided we elect to apply this Subsection A. (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated residual value of the Equipment (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. ~~You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment.~~ All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT:** **YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall provide us with written notice prior to you reorganizing or merging with any other entity or transferring all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the new Owner will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

~~*payments earned up to time of default and provide us necessary access to recover our equipment~~ ~~**to the extent that we are successful in receiving a recovery judgement~~

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. ~~YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.~~ Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof.

8. **USA PATRIOT ACT NOTICE; FAXED OR SCANNED DOCUMENTS; MISC.:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You agree to submit the original duly-signed documents to us within 5 business days of the facsimile or scanned transmission of the documents. The original of this Agreement shall be the counterpart which bears your facsimile or original signature, and which bears our original signature. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. ~~By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.~~

9. **WARRANTY DISCLAIMERS:** **YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, INFRINGEMENT, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.**

10. **LAW, JURY WAIVER:** ~~Agreements, promises and commitments made by Owner, concerning loans and other credit extensions must be in writing, express consideration and be signed by Owner to be enforceable.~~ This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Owner (or if this Agreement is assigned, the law of the state of its assignee's principal place of business). ~~You consent to jurisdiction and venue of any state or federal court in the state the Owner or its assignee has its principal place of business and waive the defense of inconvenient forum.~~ For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

11. **MAINTENANCE AND SUPPLIES:** Unless waived by you by initialed in the space provided on page 1, the charges established by this Agreement include payment for the use of the Equipment, accessories, maintenance (during normal business hours); inspection, adjustment, parts replacement, drums, cleaning material required for proper operation, as well as black toner and developer. Paper must be separately purchased by you. If necessary, the maintenance and supply portion of this Agreement may be assigned by us. To provide maximum operation of your Equipment, Fraser Advanced Information Systems will inventory, at your location, toner cartridges and supplies for each piece of Equipment. Inventory toner cartridges and supplies are the property of Fraser Advanced Information Systems and must be returned at the conclusion of the Agreement. You agree that failure to return any toner cartridge shall result in a CPC charge in the full yield of each unreturned cartridge. We may charge you a supply freight fee to cover our costs of shipping supplies to you.

12. **OVERAGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures including, but not limited to, providing us with periodic meter readings on the Equipment. ~~At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period thereafter, we may increase the Payment and the "cost-per-copy" charge that exceeds the number of copies originally designated in this Agreement ("Overages") by a maximum of 15% of the existing "cost-per-copy" charge.~~ You authorize Fraser Advanced Information Systems to install meter reading software (including any updates, patches or replacement software) on one or more of your workstations that are connected to the network in which the Equipment is connected so that meter reads can be retrieved from the Equipment and transmitted electronically.

13. **UPGRADE AND DOWNGRADE PROVISION:** AFTER COMMENCEMENT OF THE AGREEMENT AND UPON YOUR WRITTEN REQUEST, AT OUR SOLE DISCRETION, WE MAY REVIEW YOUR COPY VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING THE EQUIPMENT TO ACCOMMODATE YOUR BUSINESS NEEDS.

Cisco Networking Switches

A. Why are you requesting the service/needs?

Why: We are requesting Cisco Networking switches to support the additional surveillance cameras we will be installing in the next several months

Need: To provide PoE (power over ethernet) to additional security cameras we will be installing in the upcoming months.

Suggested replacement: Cisco as indicated on the attached quote.

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

- ePlus / Cisco - \$101,210.35
- IntegraOne / HP-Aruba - \$67,999
- NOTE: We would be filing for eRate reimbursement on this purchase and the district's share would only be 20% of the total cost.

C. Procurement Method:

- Mini-Bid through PEPPM. Twenty vendors that sell network switches were contacted. Two responded: ePlus and IntegraOne.

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

- Yes
- Fund 10
- Account #10-2844-650-000-00-000-006-000-0600

E. Selection of winning proposal

- No. The lowest price was for the HP Aruba switches that are not compatible with our current district network infrastructure.

1) We use Cisco VLAN Trunking Protocol (VTP) to eliminate unneeded VLANs from broadcasting across a buildings infrastructure. If the switch needs the voice VLAN or the HVAC VLAN it works with the upstream switches to get access to it. This acts automatically. The alternative is to statically set the upstream VLANs on each switch. If we do that, we will lose the flexibility of the current design and cause more traffic than the lines were designed to support.

2) We did not budget for buying new 10G SFP+ modules. We have some current ones that will work with the Cisco models in locations where we plan to swap out/replace a switch.

- 3) Cisco Emergency Responder works with switches to ensure that the target gives the right information to 911 call centers when a 911 call is placed from our Cisco phone system. The list of approved switches is:
https://www.cisco.com/c/en/us/td/docs/voice_ip_comm/cer/11_0/english/release_notes/guide/CER_BK_CB617878_00_cisco-emergency-responder-1101-release.html#CER_CN_S4DDAF18_00. Furthermore, the SNMP OIDS they are accessing are CISCO-PRODUCTS-MIB. Aruba doesn't list being compatible with this MIB.

F. Other

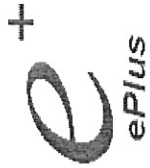
NOTE: We would be filing for eRate reimbursement on this purchase and the district's share would be 20% of the total cost.

Cisco Switch PEPPM Mini Bid

<u>Equipment Description</u>	<u>Part#</u>	<u>Quantity</u>	<u>MSRP</u>	<u>PEPPM</u>	<u>ePlus PEPPM eRate Mini Bid</u>
Cisco Catalyst 9200 48-port PoE+ Switch	C9200-48P-EDU	8	\$51,760	\$29,891.44	\$23,809.60
Cisco C9200 Network Advantage, 48-port switch license	C9200-NW-A-48-EDU	8	21200	12243.04	9752
Cisco Catalyst 9200 4 x 10G Network Module	C9200-NM-4X	8	16000	9240	7360
Cisco Catalyst 9200 and 9200L Stack Module	C9200-STACK-KIT	8	10500	6063.76	4830
Cisco Config 5 Secondary Power Supply	PWR-C5-1KWAC	7	22050	12733.91	10143
Cisco Catalyst 9200L 48-port PoE+ switch w/ 4x10G uplinks	C9200L-48P-4X-EDU	9	65475	37811.79	30118.5
Cisco Catalyst 9200L Stack Module	C9200L-STACK-KIT	7	9187.5	5305.79	4226.25
Cisco C9200L Network Advantage, 48-port switch license	C9200L-NW-A-48-EDU	9	23850	13773.42	10971
Grand Total			\$220,023	\$127,063.15	\$101,210.35
eRate Discount			\$176,018	\$101,650.52	\$80,968.28
District Share			\$44,005	\$25,412.63	\$20,242.07

155

Quote Name:



Quotation

Bill To
EAST STROUDSBURG AREA SCHOOL D 50 VINE STREET
EAST STROUDSBURG PA 18301 UNITED STATES ATTN: ACCOUNTS PAYABLE

Ship To
EAST STROUDSBURG AREA SCHOOL D
UNITED STATES

Quotation #:	22309633
Order #:	
Quotation Date:	01/24/2019
Expiration Date:	02/23/2019
Client Reference:	
Account Rep:	PATRICK RUCKER

At the request of many E-rate eligible entities, ePlus has been entering the eligibility percentages for requested products. This is purely an effort to assist schools and libraries in completing a portion of the required paperwork relating to the products and prices being proposed by ePlus in response to an RFP proposal. Product and maintenance eligibility information must be reviewed and confirmed by the school for not only accuracy and completeness, but also with regard to the actual products, prices, and total quantities for which it would like to submit for E-rate funding. Eligibility stated is based on product functionality, as indicated in the Funding Year 2019 Eligible Services List. Additional guidance from USAC about the E-rate eligible services is available at USAC's website at usac.org/sf/. Final determination of eligibility is provided by USAC during the application process. ePlus makes no guarantees or representations as to the completeness or accuracies of the information provided or regarding E-rate eligibility of any product or service.

Notes:

ePlus works with our customers to follow either a BEAR or discount billing process for their E-rate eligible purchases. All E-rate approvals for the specific items being purchased through the program must be in place before we will process an order leveraging discount billing (SPI). For the BEAR process, process an order to ePlus under standard net terms for the entire amount and file a BEAR upon potential future approval by E-rate. If making a purchase prior to E-rate approval (via purchase order using standard net terms), that purchase is not returnable or cancellable in the event E-rate funding is not awarded. This proposal is valid for E-rate Funding Year 2019 with contract term dates of 04/01/2019 - 09/30/2020. In order for customers to leverage E-rate-based pricing from most manufacturers, the customer must select ePlus (SPIN 143006553) on their E-rate Form 471, prior to the processing of an order.

**The K-12 Education Product families are a limited set of combined products and services placed under the Education Header on the Global Price List (GPL). These products include a new version of Enhanced Limited Lifetime Warranty (ELLW) that expands TAC support from 90 days to three (3) years as a part of a standard warranty, and they carry an "EDU" prefix.

Line No.	Quantity	Part Number	MFG	Description	Unit Price	Ext Price
Bushkill-Elementary School						
001	1	C9200-48P-EDU	CISCO	CATALYST 9200 48-PORT POE+ ONLY, K12	2,976.20	2,976.20
002	1	C9200-NM-4X	CISCO	CATALYST 9200 4 X 10G NETWORK MODULE	920.00	920.00
003	1	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	1,219.00
004	1	C9200-STACK-KIT	CISCO	CATALYST 9200 AND 9200L STACK MODULE	603.75	603.75
005	1	PWR-C5-1KWAC/2	CISCO	1KW AC CONFIG 5 P/S SECONDARY P/S	1,449.00	1,449.00
Sub-Total (USD)						7,167.95

156

Reston Elementary School						
006	1	C9200-48P-EDU	CISCO	CATALYST 9200 48-PORT POE+ ONLY, K12	2,976.20	2,976.20
007	1	C9200-NM-4X	CISCO	CATALYST 9200 4 X 10G NETWORK MODULE	920.00	920.00
008	1	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	1,219.00
009	1	C9200L-STACK-KIT	CISCO	CATALYST 9200 AND 9200L STACK MODULE	603.75	603.75
010	1	PWR-C5-1KWAC/2	CISCO	1KW AC CONFIG 5 P/S SECONDARY P/S	1,449.00	1,449.00
Sub-Total (USD)						7,167.95
J.T. Lambert Intermediate School						
011	1	C9200L-48P-4X-EDU	CISCO	CATALYST 9200L 48-PORT POE+ ONLY, 4X10G UPLINKS, K12	3,346.50	3,346.50
012	1	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	1,219.00
013	1	C9200L-STACK-KIT	CISCO	CATALYST 9200L STACK MOD	603.75	603.75
014	1	PWR-C5-1KWAC/2	CISCO	1KW AC CONFIG 5 P/S SECONDARY P/S	1,449.00	1,449.00
Sub-Total (USD)						6,618.25
Lehman Intermediate School						
015	2	C9200L-48P-4X-EDU	CISCO	CATALYST 9200L 48-PORT POE+ ONLY, 4X10G UPLINKS, K12	3,346.50	6,693.00
016	2	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	2,438.00
East Stroudsburg High School NORTH						
017	2	C9200-48P-EDU	CISCO	CATALYST 9200 48-PORT POE+ ONLY, K12	2,976.20	5,952.40
018	2	C9200-NM-4X	CISCO	CATALYST 9200 4 X 10G NETWORK MODULE	920.00	1,840.00
019	2	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	2,438.00
020	2	C9200L-STACK-KIT	CISCO	CATALYST 9200 AND 9200L STACK MODULE	603.75	1,207.50
021	3	C9200L-48P-4X-EDU	CISCO	CATALYST 9200L 48-PORT POE+ ONLY, 4X10G UPLINKS, K12	3,346.50	10,039.50
022	3	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	3,657.00
023	3	C9200L-STACK-KIT	CISCO	CATALYST 9200L STACK MOD	603.75	1,811.25
024	1	PWR-C5-1KWAC/2	CISCO	1KW AC CONFIG 5 P/S SECONDARY P/S	1,449.00	1,449.00
Sub-Total (USD)						37,525.65
East Stroudsburg High School SOUTH						
025	4	C9200-48P-EDU	CISCO	CATALYST 9200 48-PORT POE+ ONLY, K12	2,976.20	11,904.80
026	4	C9200-NM-4X	CISCO	CATALYST 9200 4 X 10G NETWORK MODULE	920.00	3,680.00

027	4	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	4,876.00
028	4	C9200-STACK-KIT	CISCO	CATALYST 9200 AND 9200L STACK MODULE	603.75	2,415.00
029	3	C9200L-48P-4X-EDU	CISCO	CATALYST 9200L 48-PORT POE+ ONLY, 4X10G UPLINKS, K12	3,346.50	10,039.50
030	3	C9200-NW-A-48-EDU	CISCO	C9200 NETWORK ADVANTAGE, 48-PORT LICENSE K12	1,219.00	3,657.00
031	3	C9200L-STACK-KIT	CISCO	CATALYST 9200L STACK MOD	603.75	1,811.25
032	3	PWR-C5-1KWAC/2	CISCO	1KW AC CONFIG 5 P/S SECONDARY P/S	1,449.00	4,347.00
Sub-Total (USD)						42,730.55
033	1	PEPPM	EPLUS	AS PER PEPPM 2019 CONTRACT # 528897 - FAX PO TO 800-636-3779.	0.00	0.00

By placing an order with ePlus for products or services you agree to comply with the Terms and Conditions for Purchasing Products and Services located at <http://www.eplus.com/terms-and-conditions/Pages/Products-Services-Terms-and-Conditions.aspx> (the "Order Terms"). Unless there is a separate written agreement signed on behalf of both you and ePlus, the Order Terms shall be the only terms and conditions applicable to transactions between you and ePlus, and no additional or contrary terms referenced in a purchase order, document, or electronic communication shall apply. In no event shall ePlus performance under a purchase order be deemed to constitute acceptance of any terms and conditions set forth therein.

ePlus offers flexible and easy leasing options for your IT equipment. Use leasing to increase your IT acquisition capability, overcome limited budgets, and manage the lifecycle of your assets. Contact an ePlus Leasing Coordinator at 1-703-984-8021 or leasing@eplus.com to receive a lease quote today.

Thank you for your inquiry. Recent US govt tariffs assessed to Chinese imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Please confirm pricing prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Extended Warranties and Professional Services are available.

Customer Acceptance

Signature: _____
 Name: _____
 Title: _____

Date: _____
 PO #: _____
 Ship Via: _____

This quotation is confidential for your internal use only.

This is a solicitation for an offer and is subject to credit approval. No contract is formed unless a purchase order or other offer is received AND ACCEPTED BY OUR OFFICE. If you intend to have your chosen leasing company pay the costs directly, please note that if the Lessor does not pay ePlus for any reason, you will be responsible for payment to ePlus.

To Place An Order , Please Contact:

ePlus Technology Inc
 Sales: Eryn Mauger
 Phone: 610-495-1224
 Fax: 610-495-1208
 Email: EMauger@EPLUS.com
 Address: 130 Futura Drive - Pottstown, PA 19464

Sub Total (USD): 101,210.35
 Tax (USD): 0.00
 Shp&Hnd (USD): TBD
 Total (USD): 101,210.35

158



INVOICE

NEW HOLLAND AUTO GROUP

508 W MAIN ST

NEW HOLLAND, PA 17557

PH (717) 354-4901 / FX (717) 355-2685

tbuzzard@newhollandauto.com

Invoice # 021919ESASD 200

Date: February 19, 2019

Customer: East Stroudsburg Area School District
50 Vine St
East Stroudsburg, PA 18301
570-656-4288
Frederick Mill

Purchase Order # 19001465

Contract # COSTARS 26-039

VIN # 1FMJU1GT9KEA14463

Finance Source:

Cash

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
Deliver		TBD

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	1	2019 Ford Expedition SSV	\$38,882.00	\$38,882.00
1.00	2	10-8 EVS Upfit	\$6,105.00	\$6,105.00
0.00			\$0.00	\$0.00
1	3	Reduction From New Holland	(\$2,000.00)	(\$2,000.00)
0.00			\$0.00	\$0.00
0.00			\$0.00	\$0.00
0.00			\$0.00	\$0.00
0.00			\$0.00	\$0.00
1.00	4	Trade-In Credit Explorer	(\$500.00)	(\$500.00)
			SUBTOTAL	\$42,487.00
			SALES TAX	
			Balance Owed	\$42,487.00

Payment Terms: NET 30 days after receipt of Delivery

Please Make Check Payable and Remit to:

New Holland Auto Group

508 W. Main St.

New Holland, PA 17557

If you prefer to wire money please contact me

If you have any questions regarding this invoice please contact: Travis Buzzard (717) 351-1651

Customer Agreement : _____ Date: _____

By signing this document we agree to the 30 day net terms of payment unless other arrangements have been made with New Holland Auto Group prior to the delivery of the vehicle.

159

Budget Transfers for January 2019



P 1
glcjeing

02/15/2019 15:58
diane-kelly
East Stroudsburg Area SD, PA
JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019 07	16 BUA	01/04/2019	01/04/2019	ERROR	kelli-oney	1	N	Hist	2019	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10012350 766	KO				posted to wrong account		16,288.00		
2	10-2844-766-000-00-000-0006-0000-0000-KO					CapTechHard/Equip-Repl correct account	16,288.00			
	10-2844-766-000-00-000-0006-0000-0600-KO					InitiativCapTechHard/Equip-Repl				
							** 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
2019 07	17 BUA	01/04/2019	01/04/2019	deficit	debra-padavano	1	N	Hist	2019	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10001250 610					Cover Deficit		3,693.71		
2	10-1110-610-000-10-211-110-000-0000-10001250 640					BESRegularGen Sup Cover Deficit	3,693.71			
	10-1110-640-000-10-211-110-000-0000-10001250 640					BESRegularBooks/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
2019 07	38 BUA	01/08/2019	01/08/2019	Smartmusic	matthew-whitney	1	N	Hist	2019	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10002410 432					JTLInstrMusicRep&MaintEq		50.00		
2	10-1110-432-000-20-517-125-000-0000-10002410 650					JTLInstrMusicSupplies Tech	50.00			
	10-1110-650-000-20-517-125-000-0000-10002410 650									
							** 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
2019 07	45 BUA	01/09/2019	01/09/2019	repair	susan-cole	1	N	Hist	2019	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB		
1	10002410 432					JTLInstrMusicRep&MaintEq		50.00		
2	10-1110-432-000-20-517-125-000-0000-10002410 650					JTLInstrMusicSupplies Tech	50.00			
	10-1110-650-000-20-517-125-000-0000-10002410 650									
							** JOURNAL TOTAL	0.00	0.00	

02/15/2019 15:58
diane-kelly

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 2
glcjeing

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	07	45	BUA	01/09/2019	01/09/2019	repair	susan-cole	1	N	Hist	2019	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010120	610			SJC			insufficient funds		52.92	
2	10-2420-610-000-20-518-602-000-0000-				SJC		LISMedicalsvsGen Sup	insufficient funds	52.92		
3	10010200	610			SJC		LISMedicalsvsRep&MaintEq	insufficient funds		77.69	
4	10009990	610			SJC		EHNMedicalsvsGen Sup	insufficient funds	77.69		
	10-2420-610-000-10-214-602-000-0000-				SJC		MSEMedicalsvsGen Sup	insufficient funds			
** 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
2019	07	64	BUA	01/10/2019	01/10/2019	equipment	rebecca-lopez	1	N	Hist	2019	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10010700	431					JMH OperBldg Repr&MaintBldg	equipment repairs		10,000.00	
2	10-2620-431-000-10-213-008-000-0000-						JMHOperBldg EquipRepr&Maint	equipment repairs	10,000.00		
3	10010870	431					JTL OperBldg Repr&MaintBldg	equipment repairs		6,000.00	
4	10010870	432					OperBldg Rep&MaintBldgs	equipment repairs	6,000.00		
5	10011000	431					EHN OperBldg Rep&MaintBldgs	equipment repairs		5,000.00	
6	10011000	432					OperBldg Rep&MaintEq	equipment repairs	5,000.00		
7	10010740	431					MSE OperBldg Repr&MaintBldg	equipment repairs		5,000.00	
8	10010740	432					MSEOperBldg EquipRepr&Maint	equipment repairs	5,000.00		
9	10010920	431					LIS OperBldg Rep&MaintBldg	equipment repairs		5,000.00	
10	10010920	431					LIS OperBldg Rep&MaintBldg	equipment repairs	5,000.00		
11	10011050	431					EHS OperBldg Rep&MaintBldgs	equipment repairs		6,000.00	
12	10011050	432					OperBldg VehicleSvc&MaintWater	equipment repairs	6,000.00		
	10-2620-432-000-30-820-008-000-0000-										
** JOURNAL TOTAL											
									0.00		0.00

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

02/15/2019 15:58
diane-kelly

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	84	BUA	01/11/2019	01/11/2019	prin	mem	jessica-newberry	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003710	531												
2	10003710	330												
10-1110-330-000-30-900-055-000-0000-														
10-1110-330-000-30-900-055-000-0000-														
** 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
2019	07	85	BUA	01/11/2019	01/11/2019	transfer		debra-wisotsky	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	330												
10-2660-330-000-00-000-091-000-0000-														
10-2660-330-000-00-000-091-000-0000-														
10-2836-324-000-00-000-091-000-0000-														
** 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
2019	07	86	BUA	01/11/2019	01/11/2019	transfer		debra-wisotsky	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	330												
10-2660-330-000-00-000-091-000-0000-														
10-2660-330-000-00-000-091-000-0000-														
10-2836-580-000-00-000-091-000-0000-														
** 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
2019	07	92	BUA	01/14/2019	01/14/2019	neg bal		joyce-kirk	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	330												
10-2660-330-000-00-000-091-000-0000-														
10-2660-330-000-00-000-091-000-0000-														
10-2836-580-000-00-000-091-000-0000-														
** JOURNAL TOTAL														
												0.00	0.00	



P 4
glcjeing

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

02/15/2019 15:58
diane-kelly

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2019	07	92	BUA	01/14/2019	01/14/2019	neg bal	joyce-kirk	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001800	610			jk	rl							27.85	
			10-1110-610-000-	10-214-110-000-	0000-				MSERegularGen Sup					
2	10001800	581			jk	rl						27.85		
			10-1110-581-000-	10-214-110-000-	0000-				MSERegularInDistrictTrvl					
									** 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
2019	07	93	BUA	01/14/2019	01/14/2019	neg balanc	joyce-kirk	1	N	Hist	2019	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10001800	610			jk	rl		cover negative balance			800.00	
2	10009390	550			jk	rl		MSERegularGen Sup		800.00		
	10-2380-550-000-10-214-000-000-0000-							cover negative balance				
								MSEPrincipalPrint&Bind				
								** 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
2019	07	94	BUA	01/14/2019	01/14/2019	neg	bal	joyce-kirk			1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10001800	640			jk	rk			cover negative balance				10.00				
2	10011950	580			jk	rk			MSERegularBooks/Period			10.00					
	10-2834-580-000-10-214-000-000-0000-								cover negative balance								
									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
2019	07	98	BUA	01/15/2019	01/15/2019	JTL	WR	elizabeth-kolcun			1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			

02/15/2019 15:58
diane-kelly

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 5
glcjcjeing

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	98	BUA	01/15/2019	01/15/2019	JTL	WR	JTL	WR	elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013200	610	LK	JTL	WR				JTL WR TO DUES			275.00		
2	10013330	810	LK	JTL	WR				JTLAthleticsGen Sup			275.00		
	10-3250-810-000-20-517-550-000-5201-								JTLWrestlingDues&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
2019	07	99	BUA	01/15/2019	01/15/2019	LIS	WR	LIS	WR	elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013490	610	LK	LIS	WR				LIS WR DUES			195.00		
2	10013630	810	LK	LIS	WR				LisAthleticsGen Sup			195.00		
	10-3250-810-000-20-518-550-000-5201-								LISWrestlingDues&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
2019	07	100	BUA	01/15/2019	01/15/2019	N	WR	N	WR	elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013820	610	LK	N	WR				N WR DUES			165.00		
2	10014010	810	LK	N	WR				EHNAthleticsGen Sup			165.00		
	10-3250-810-000-30-819-550-000-5201-								EHNWrestlingDues&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
2019	07	101	BUA	01/15/2019	01/15/2019	S	WR	S	WR	elizabeth-kolcun	1	N	Hist	2019			

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

164



02/15/2019 15:58
diane-kelly

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 6
glcjeinq

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	101	BUA	01/15/2019	01/15/2019	S	WR			elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10014250	610	LK	S	WR				S WR DUES				65.00	
2	10014440	810	LK	S	WR				EHSAthleticsGen Sup			65.00		
	10-3250-810-000-30-820-550-000-5201-								EHSWrestlingDues&Fees					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	114	BUA	01/16/2019	01/16/2019	Song	Fest			jessie-lohmann	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001660	432	10-1110-432-000-10-213-121-000-0000-						Song Fest				120.00	
2	10001660	810	10-1110-810-000-10-213-121-000-0000-						JMHVocalRep&MaintEq			120.00		
									Song Fest					
									JMHVocalDues&Fees					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	152	BUA	01/17/2019	01/17/2019	move	fundssann-catrillo				1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003550	640	10-1110-640-000-30-820-150-000-0000-						cover supplies		2nd sem		2,500.00	
2	10003550	610	10-1110-610-000-30-820-150-000-0000-						EHSEngLangArtBooks/Period			2,500.00		
									cover supplies		2nd sem			
									EHSEngLangArtGen Sup					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	154	BUA	01/18/2019	01/18/2019	SIT				kelli-oney	1	N	Hist	2019			

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

165

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	154	BUA	01/18/2019	01/18/2019	01/18/2019	01/18/2019	SIT		kelli-oney	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10008390	330	KO						SIT INDEPENDENT CONTRACTOR			350.00					
2	10008160	324	KO						StaffDev OtherProfSvc				350.00				
	10-2271-324-000-10-000-004-000-0000-								SIT INDEPENDENT CONTRACTOR								
	10-2271-324-000-10-000-004-000-0000-								StaffDev 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
2019	07	156	BUA	01/18/2019	01/18/2019	01/18/2019	01/18/2019	generator	rebecca-lopez		1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10010510	610							generator rental			10,000.00					
2	10-2620-610-000-00-000-008-000-0000-								District OperBldg Gensup			10,000.00					
	10010510	449							generator rental								
	10-2620-449-000-00-000-008-000-0000-								Oper Distrwide Other Rentals								
														** 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
2019	07	307	BUA	01/23/2019	01/23/2019	stdntregst	kevin-horne	1	N	Hist	2019	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10012830	432						JTLInstrMusicRep&MaintEq		88.00		
2	10012830	810						JTLInstrMusicDues&Fees		88.00		
	10-3210-810-000-20-517-125-000-0000-											
	10-3210-810-000-20-517-125-000-0000-											
** 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
2019	07	336	BUA	01/24/2019	01/24/2019	Scartion	diane-kelly	1	N	Hist	2019	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB



02/15/2019 15:58
diane-kelly

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 8
glcjeinq

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	336	BUA	01/24/2019	01/24/2019	Scarttron	diane-kelly	1	N	Hist	2019						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003650	650	AC						Scantron				2,500.00	
2	10003650	610	AC						EHSocStudySupplies Tech			2,500.00		
	10-1110-610-000-30-820-190-000-0000-								Scantron					
	10-1110-610-000-30-820-190-000-0000-								EHSocStudyGen Sup					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	337	BUA	01/24/2019	01/24/2019	supplies	rebecca-lopez	1	N	Hist	2019						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010780	431							acutators				2,000.00	
2	10010780	432							RES OperBldg Repr&MaintBldg			2,000.00		
3	10010780	431							RESOperBldg EquipRepr&Maint				2,000.00	
4	10010780	610							RES OperBldg Repr&MaintBldg			2,000.00		
	10-2620-610-000-10-215-008-000-0000-								acutators					
	10-2620-610-000-10-215-008-000-0000-								RES OperBldg GenSup			0.00		0.00
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	340	BUA	01/24/2019	01/24/2019	ESS Sub	jeanne-wescott	1	N	Hist	2019						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001120	122	JEW						Sub Teacher \$500 Bonus				70,750.00	
2	10001260	122	JEW						Transfer from 100's to 329				37,500.00	
3	10001270	122	JEW						BESRegularProf Sub/Temp				21,000.00	
4	10001450	122	JEW						Transfer from 100's to 329				37,500.00	
5	10001460	122	JEW						BESRegularProf Sub/Temp				21,000.00	
	10-1110-122-000-10-212-110-205-0000-								Transfer from 100's to 329					
	10-1110-122-000-10-212-110-205-1122-								ESERegularProf Sub/Temp					

167



02/15/2019 15:58
diane-kelly

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 9
glcjeing

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	340	BUA	01/24/2019	01/24/2019	ESS	Sub	jeanne-wescott			1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB				
6	10001630	122			JBW	ESS Sub			JMHRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
7	10001640	122			JBW	ESS Sub			JMHRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
8	10001810	122			JBW	ESS Sub			MSERRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
9	10001820	122			JBW	ESS Sub			MSERRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
10	10001990	122			JBW	ESS Sub			RESRegularProf Sub/Temp	Transfer from 100's to 329		117,618.00					
11	10002000	122			JBW	ESS Sub			RESRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
12	10002170	122			JBW	ESS Sub			SMIRRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
13	10002180	122			JBW	ESS Sub			SMIRRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
14	10002340	122			JBW	ESS Sub			JTLRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
15	10002350	122			JBW	ESS Sub			JTLRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
16	10002670	122			JBW	ESS Sub			LISRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
17	10002680	122			JBW	ESS Sub			LISRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
18	10003110	122			JBW	ESS Sub			EHNRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
19	10003120	122			JBW	ESS Sub			EHNRegularProf Sub/Temp	Transfer from 100's to 329		21,000.00					
20	10003450	122			JBW	ESS Sub			EHSRegularProf Sub/Temp	Transfer from 100's to 329		37,500.00					
21	10003460	122			JBW	ESS Sub			EHSRegularProf Sub/Temp	Transfer from 100's to 329		42,000.00					
22	10010000	122			JBW	ESS Sub			MSEMedicalSvsProf Sub/Temp	Transfer from 100's to 329		3,000.00					
23	10001260	329			JBW	ESS Sub			ProEdOth ESS Sub's		42,552.61						
24	10001450	329			JBW	ESS Sub			ProEdOth ESS Sub's		72,947.33						
25	10001630	329			JBW	ESS Sub			ProEdOth ESS Sub's		52,430.89						
26	10001810	329			JBW	ESS Sub			ProEdOth ESS Sub's		55,470.36						

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	340	BUA	01/24/2019	01/24/2019	ESS	Sub	jeanne-wescott	1	N	Hist	2019					
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
27	10001990	329	JBW	ESS	Sub	10-1110-329-000-10-215-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		57,749.97					
28	10002170	329	JBW	ESS	Sub	10-1110-329-000-10-216-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		37,993.40					
29	10002340	329	JBW	ESS	Sub	10-1110-329-000-20-517-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		106,381.52					
30	10002670	329	JBW	ESS	Sub	10-1110-329-000-20-518-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		75,986.80					
31	10003110	329	JBW	ESS	Sub	10-1110-329-000-30-819-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		106,381.52					
32	10003450	329	JBW	ESS	Sub	10-1110-329-000-30-820-110-205-0000-		ProEdOth	ESS Sub's	Transfer from 100's to 329		151,973.60					
													** 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
2019	07	343	BUA	01/24/2019	01/24/2019	field	tripwayne-carson	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB		
1	10003610	650												
						WC								
								EHSMathematics	Supplies Tech					
2	10003610	513								400.00				
						WC								
								EHS Math Contr.	Transp.					
					</									

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2019	07	345	BUA	01/24/2019	01/24/2019	supplies	wayne-carson	1	N	Hist	2019		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10003610	650							EHSMathematics	Supplies Tech	3,849.00		
2	10003610	610							EHSMathematics	Gen Sup	3,849.00		
** JOURNAL TOTAL													0.00

02/15/2019 15:58 East Stroudsburg Area SD, PA
diane-kelly JOURNAL INQUIRY

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE	2019 07 347 BUA 01/25/2019 01/25/2019 N SW FEE elizabeth-kolcun 1 N Hist 2019
LN ORG ACCOUNT OBJECT PROJ REF1 REF2 REF3 ACCOUNT DESCRIPTION LINE DESCRIPTION DEBIT CREDIT OB	
1 10014020 610 LK N SW FEE NORTH SWIM ENTRY FEE	100.00 100.00
2 10013950 810 LK N SW FEE EHNATHleticTrainerGen Sup	
10-3250-810-000-30-819-550-000-5160- EHNSwimmingDues&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	2019 07 353 BUA 01/25/2019 01/25/2019 DEFICITS diane-kelly 1 N Hist 2019
LN ORG ACCOUNT OBJECT PROJ REF1 REF2 REF3 ACCOUNT DESCRIPTION LINE DESCRIPTION DEBIT CREDIT OB	
1 10008990 330 DK COVER POSTAGE	6,000.00
2 10008990 531 DK TaxCollOtherProfSvc	
3 10010430 761 DK TaxCollTaxtPostage	
4 10010430 610 DK COVER BUSINESS OFFICE SUPP	2,877.56
5 10010430 891 DK BusinessOfficeRepeq<\$2,500	
6 10010430 810 DK COVER BUSINESS OFFICE SUPP	1,500.00
7 10010430 438 DK BusinessOfficeGenSupply	
8 10010430 442 DK COVER DEFICIT-REGISTRATION	11.00
10-2515-810-000-00-000-000-0000- BusinessOfficeAdmMiscExpense	
10-2515-891-000-00-000-000-0000- COVER DUES/FEES	1,064.33
10-2515-438-000-00-000-000-0000- DEFICITS	52.23
10-2515-438-000-00-000-000-0000- BusinessOfficeLease/Rental	
10-2515-442-000-00-000-000-0000- DAWN'S BONDING	250.00
** 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	2019 07 357 BUA 01/25/2019 01/25/2019 boiler rebecca-lopez 1 N Hist 2019
LN ORG ACCOUNT OBJECT PROJ REF1 REF2 REF3 ACCOUNT DESCRIPTION LINE DESCRIPTION DEBIT CREDIT OB	
1 10011000 431 boiler service	7,000.00
10-2620-431-000-30-819-008-000-0000- EHN OperBldg Rep&MaintBldgs	

02/15/2019 15:58 | East Stroudsburg Area SD, PA | P 12
diane-kelly | JOURNAL INQUIRY | glcjeing

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	07	357	BUA	01/25/2019	01/25/2019	boiler	rebecca-lopez	1	N	Hist	2019						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
2	10011000	432							boiler service			7,000.00					
3	10010920	431							OperBldg Rep&MaintEq				10,000.00				
4	10010920	432							LIS OperBldg Rep&MaintBldg			10,000.00					
5	10010920	610							OperBldg OtherRentals				3,000.00				
6	10010920	424							LIS OerBldg Gensup			3,000.00					
									boiler service								
									LIS OperBldgwater/Sewage								
													** 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
2019	07	359	BUA	01/25/2019	01/25/2019			actuator	rebecca-lopez		1	N	Hist		2019		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10010780	431							actuator				1,000.00				
2	10010780	610							RES OperBldg Repr&MaintBldg			1,000.00					
	10-2620-610-000-10-215-008-000-0000-								actuator								
	10-2620-610-000-10-215-008-000-0000-								RES OperBldg Gensup								
													** JOURNAL TOTAL	0.00		0.00	
													** GRAND TOTAL	0.00		0.00	

29 Journals printed

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

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
335	01/28/2019	A.C. MOORE	CAFETERIA SUPPLIES	\$ 21.20
336	01/28/2019	DOLLAR TREE	CAFETERIA SUPPLIES	\$ 15.94
337	01/28/2019	PCARD VENDOR	CAFETERIA SUPPLIES	\$ 17.47
338	01/28/2019	PRICE CHOPPER #236	BOARD DINNER	\$ 27.93
			CAFETERIA SUPPLIES	\$ 20.71
			MACHANICS BREAKFAST	\$ 7.76
			MACHANICS BREAKFAST	\$ 14.24
			STONE ACRES BREAKFAST	\$ 37.50
339	01/28/2019	WALMART COMMUNITY/GEMB	CAFETERIA SUPPLIES	\$ 31.20
340	01/28/2019	WEIS MARKET, INC.	BUS DRIVER BREAKFAST	\$ 32.53
341	02/05/2019	CRAMER'S HOME CENTER	CAFETERIA SUPPLIES	\$ 6.93
			GORILLA TAPE	\$ 9.02
342	02/05/2019	DOLLAR TREE	CAFETERIA SUPPLIES	\$ 29.68
343	02/05/2019	HOME DEPOT CREDIT SERVICES	CAFETERIA SUPPLIES	\$ 39.19
344	02/05/2019	KEYCO DISTRIBUTORS INC.	CAFETERIA SUPPLIES	\$ 80.79
345	02/05/2019	WEIS MARKET, INC.	BRUNCH WITH PRINCIPLES	\$ 103.57
			CAFETERIA SUPPLIES	\$ 8.00
			ESA FUNCTION	\$ 15.23
346	02/05/2019	HERSHEY LODGE	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 172.34
347	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 168.08
348	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 35.16
349	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 20.96
350	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 25.00
351	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 20.51
352	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 18.86
353	02/05/2019	PCARD VENDOR	PASCD 2018 68TH ANNUAL CONFERENCE	\$ 14.69
354	02/05/2019	3D MOLECULARDESIGNS LLC	SOUTH SCIENCE OLYMPIAD PROTEIN	\$ 38.18
355	02/05/2019	ASCD STORE	Membership-REPLACES 20190037	\$ 89.00
356	02/05/2019	ROBERT PARKER ASSOCIATES, INC	batterybob batteries	\$ 1,822.76
357	02/05/2019	COLORADO TIME SYSTEMS INC.	NORTH SWIM TIMING PART	\$ 105.00
358	02/05/2019	CRAMER'S HOME CENTER	CUSTODIANS SUPPLIES	\$ 1,760.98
			jtl crammers po-REPLACES 201903	\$ 1,160.43
359	02/05/2019	CRAMERS CASHWAY, INC.	cramers	\$ 703.20
360	02/05/2019	MILLENNIUM OPERATION LLC	CLASS OF 2020 CLASS TRIP	\$ 4,665.60
361	02/05/2019	FEDEX	DUPLICATE ORDERS BEING RETURNED	\$ 502.70
362	02/05/2019	FLAGHOUSE	SPECIAL ED CLASSROOM SUPPLIES	\$ 5,088.10
363	02/05/2019	FLOCABULARY	Title III ESL - Flocabulary	\$ 120.00
			Title III Flocabulary for ESL	\$ 120.00
364	02/05/2019	FOX PRODUCTS	Fox Bassoon Repair	\$ 1,390.00
365	02/05/2019	FRIEDMAN ELECTRIC SUPPLY CO. INC.	MAINTENANCE ELECTRICAL SUPPLIES	\$ 4,549.13
			OPEN PURCHASE ORDER FRIEDMAN-	\$ 530.77
366	02/05/2019	HAJOCA CORPORATION	MAINTENANCE ELECTRICAL SUPPLIES	\$ 4,673.03
367	02/05/2019	MAKE MUSIC, INC	Smart Music Renewal - Bakner	\$ 338.00
368	02/05/2019	SWANK MOTION PICTURES INC	Please pay movie license agree	\$ 795.00
369	02/05/2019	NATIONAL ATHLETIC TRAINER'S ASSOCIATION	NORTH ATHLETIC TRAINER DUES	\$ 254.00
			SOUTH ATHLETIC TRAINER NATA DU	\$ 498.00
370	02/05/2019	NATIONAL GEOGRAPHIC LLC	National Geographic Explorer G	\$ 350.63
371	02/05/2019	NASSP	NJHS INDUCTION CEREMONY	\$ 328.45
372	02/05/2019	NATIONAL WRESTLING COACHES ASSN.	WRESTLING OPC MEMBERSHIP FOR A	\$ 162.00
373	02/05/2019	PCARD VENDOR	SUPPLIES FOR SHOP TRUCK	\$ 982.84
374	02/05/2019	PCARD VENDOR	HS SOUTH CONCESSION STAND 10/26/2018	\$ 225.00
375	02/05/2019	PCARD VENDOR	HS SOUTH CONCESSION STAND 11/02/2018	\$ 225.00
376	02/05/2019	SBP CONSULTING, INC	TACT 2 Workbook (2016 version)	\$ 1,100.00
377	02/05/2019	SURVEY MONKEY INC.	ANNUAL RENEWAL	\$ 1,020.00
378	02/05/2019	WASTE MGMT WM EZPAY	DISTRICT DISPOSAL COLLECTION	\$ 3,579.87
			hss waste	\$ 7,334.38
379	02/08/2019	PCARD VENDOR	LEHMAN FCS S.A. - GE WASHER	\$ 446.33
380	02/08/2019	PCARD VENDOR	PASA MEMBERSHIP B BOROSH	\$ 375.00

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
381	02/11/2019	MIGNOSIS SUPER FOO	HSN FCS SUPPLIES J.C.	\$ 487.04
382	02/11/2019	NETLINK ENTERPRISES OF GA LLC	Supplies for school police	\$ 190.55
383	02/11/2019	WWW.NOTARY.ORG	Notary books	\$ 103.74
384	02/11/2019	WEIS MARKET, INC.	JTL FCS SUPPLIES M.D.	\$ 16.06
385	02/11/2019	AMAZON.COM	HSS FCS SUPPLIES R.B	\$ 62.72
386	02/11/2019	WEIS MARKET, INC.	HSS FCS SUPPLIES R.B	\$ 351.30
387	02/11/2019	PCARD VENDOR	HSN FCS SUPPLIES A.B.	\$ 82.21
388	02/11/2019	PCARD VENDOR	HSN FCS SUPPLIES A.B.	\$ 92.49
389	02/11/2019	WALMART COMMUNITY/GEMB	LEHMAN FCS SUPPLIES D.M.	\$ 129.94
390	02/11/2019	WEIS MARKET, INC.	HSS FCS SUPPLIES P.M.	\$ 161.67
238615	01/25/2019	FABIAN MORGAN	internet reimbursement ESACA (\$ 120.00
238616	01/25/2019	TINA DELLER	reimbursement for internet con	\$ 120.00
238617	02/04/2019	EPLUS TECHNOLOGY	HP TONER MHORTON	\$ 395.22
			PROJECTORS FOR NORTH	\$ 5,695.62
238618	02/04/2019	PA DISTANCE LEARNING CHARTER SCHOOL	PA Distance Learning Charter S 7/18-1/19	\$ 31,120.10
238619	02/07/2019	95 PERCENT GROUP INC.	Title I	\$ 1,171.50
238620	02/07/2019	ACE COURT REPORTING, INC.	Inv Date 1/18/19	\$ 995.10
238621	02/07/2019	ACHIEVEMENT HOUSE CHARTER SCHOOL	November & December 2018 Tuiti	\$ 2,215.34
238622	02/07/2019	ADVANCE AUTO PARTS	Advance Auto Parts for securit	\$ 366.75
			BATTERY	\$ 32.00
			brake cleaner	\$ 16.56
			brakes and rotors	\$ 412.05
			BRAKES AND ROTORS RETURNED	\$ (412.05)
			ICE/FROST SHIELD	\$ 30.30
			ICE/FROST SHIELD RETURED	\$ (30.30)
			oil	\$ 21.21
			Open Order for Parts	\$ 1,761.19
			PARTS RETURNED	\$ (209.89)
			snow plow parts	\$ 10.27
			spark plug	\$ 29.40
			spark plugs	\$ 6.32
			vent motors	\$ 27.68
238623	02/07/2019	AGORA CYBER CHARTER SCHOOL	July thru December 2018 Tuitio	\$ 230,493.75
238624	02/07/2019	AMAZON.COM	5-pack gaffer tape	\$ 65.94
			badge holder maintenance	\$ 39.90
			CAMERA FOR ID BADGES	\$ 99.96
			Elem. Special Ed classroom sup	\$ 292.62
			General Office Supplies Specia	\$ 21.31
			Jeanne Brannigan (Deb Corson c	\$ 168.50
			NORTH ATHLETICS	\$ 11.95
			paperback books Innovators Min	\$ 180.00
			PHONE CASES	\$ 49.29
			SCREEN PROTECTOR FOR MORAN	\$ 7.99
			Security supplies for radios	\$ 113.91
			SIDECAR facilities office	\$ 71.23
			Student Act.YrBook A/C-Nikon C	\$ 867.96
			Timers	\$ 65.94
			Title I	\$ 80.42
			Title I KG Reg Fair	\$ 274.88
			Title I One School One Book Pr	\$ 29.25
			TOOLS - ACALDERONE	\$ 348.77
			wood supplies	\$ 380.19
238625	02/07/2019	ARTS ACADEMY CHARTER SCHOOL	4 Reg. Ed. Tuition	\$ 4,430.70
238626	02/07/2019	CBK LODGE, LP	Family engagement - 6 sets of	\$ 594.00
238627	02/07/2019	CANON-MCMILLAN SCHOOL DISTRICT	Account # 9002473 for December	\$ 1,620.00
238628	02/07/2019	UGI ENERGY .	ESE GAS LINE	\$ 1,858.20
			HS SOUTH GAS LINE	\$ 5,238.66
			JTL GAS LINE	\$ 2,984.01

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238629	02/07/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190207	\$ 245.00
238630	02/07/2019	CHESTER COUNTY INTERMEDIATE UNIT	Invoice # 409249 November 2018	\$ 8,669.88
			Invoice # 410014 December 201	\$ 7,224.90
238631	02/07/2019	CHESTER COUNTY INTERMEDIATE UNIT	EMPOWERING INNOVATION CONFERENCE - S ZALL	\$ 850.00
238632	02/07/2019	CLAUDE S. CYPHERS, INC.	Open Order for Parts & Supplie	\$ 16.80
238633	02/07/2019	COLONIAL INTERMEDIATE UNIT 20	2016/2017 INSTRUCTIONAL FINAL COST	\$ 4,438.00
			PARTIAL HOSPITAL PAYMENT 2017/2018	\$ 32,611.28
			Tact 2 Training 3 officers	\$ 2,700.00
			TACT-2 TRAINER RECERTIFICATION	\$ 1,250.00
238634	02/07/2019	COMMISSIONER OF TAXATION AND FINANCE	Payroll Run 1 - Warrant 190207	\$ 112.86
238635	02/07/2019	COMMONWEALTH CHARTER ACADEMY SCHOOL	2018-2019 Charter Payments for	\$ 498,753.65
238636	02/07/2019	CONRAD SIEGEL	CONRAD SIEGEL INV E080A9016659	\$ 4,387.50
238637	02/07/2019	E.R. LINDE CONSTRUCTION CORP.	E132003-007946	\$ 3,661.49
238638	02/07/2019	E.S.E.A.	Payroll Run 1 - Warrant 190207	\$ 28,520.59
238639	02/07/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190207	\$ 7,307.78
238640	02/07/2019	EASTON ARTS ACADEMY CHARTER SCHOOL	February Tuition	\$ 7,753.72
238641	02/07/2019	ECOLAB INC.	TO PAY FOR INVOICES FOR 2018-2	\$ 352.88
238642	02/07/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190207	\$ 28.00
238643	02/07/2019	EPLUS TECHNOLOGY	PROJECTORS FOR NORTH	\$ 5,695.62
238644	02/07/2019	ESS NORTHEAST LLC	Billing Week Ending 1/19/19	\$ 29,895.93
			Billing Week Ending 1/26/2019	\$ 28,199.69
238645	02/07/2019	EVERGREEN COMMUNITY CHARTER SCHOOL	11 Regular Ed Tuition	\$ 12,184.37
238646	02/07/2019	FASTBRIDGE LEARNING	FAST-SUB1-BHV-FAST SUBSCRIPTIO	\$ 300.00
238647	02/07/2019	FIVE STAR INTERNATIONAL LLC	Open Order for Parts	\$ 776.78
238648	02/07/2019	FLINN SCIENTIFIC INC.	Chemicals	\$ 135.92
238649	02/07/2019	FRASER ADVANCED INFORMATION SYSTEMS	Faculty Room Staples for Copie	\$ 215.60
			Staples for Teacherr room seco	\$ 107.80
238650	02/07/2019	FRONTIER	FRONTIER OPEN PURCHASE ORDER	\$ 184.02
238651	02/07/2019	FUN AND FUNCTION	Classroom supplies for Barb Bl	\$ 118.55
238652	02/07/2019	GLOBAL INDUSTRIAL EQUIPMENT	T97B32503-SHEPARD C00 SERIES W	\$ 44.40
238653	02/07/2019	THE GOODYEAR TIRE & RUBBER COMPANY	Open Order for Tires	\$ 6,935.60
238654	02/07/2019	GROVE CITY AREA SCHOOL DISTRICT	March 2017 Tuition for Ryan B	\$ 2,029.28
238655	02/07/2019	HAB-DLT	Payroll Run 1 - Warrant 190207	\$ 668.15
238656	02/07/2019	HAVERFORD ROBOTICS	REFUND FOR VEX ROBOTICS CONPITITION @ JTL	\$ 175.00
238657	02/07/2019	HESC	Payroll Run 1 - Warrant 190207	\$ 369.59
238658	02/07/2019	HILLTOP SALES & SERVICE	OPEN ORDER FOR SUPPLIES & SERV	\$ 266.35
238659	02/07/2019	HOFFMAN HOMES, INC	Invoice # 2019176 December 201	\$ 1,777.50
238660	02/07/2019	HOME DEPOT CREDIT SERVICES	COMPACT FRIG	\$ (219.00)
			GOUNDS SUPPLIES	\$ 47.46
			Grounds supplies	\$ 421.56
			MAINTENANCE SUPPLIES	\$ 455.70
			Open Order for Parts & Supplie	\$ 307.55
			SELECT PINE BOARD	\$ 185.38
			SOUTH TRACK SHED DOORS	\$ 193.36
238661	02/07/2019	HORNET H20 BOOSTER CLUB	NORTH SWIM ENTRY FEE FOR EMMAU	\$ 100.00
238662	02/07/2019	IRONTON GLOBBAL LLC	OPEN PURCHASE ORDER IRONTON-20	\$ 1,003.03
238663	02/07/2019	JTM PROVISIONS CO.	TO PAY INVOICES FOR 2018-2019	\$ 709.33
238664	02/07/2019	KASA'S FOODS DIST CO INC.	TO PAY PIZZA INVOICES FOR 2018	\$ 6,684.36
238665	02/07/2019	KEYCO DISTRIBUTORS INC.	TO PAY INVOICES FOR 2018-2019	\$ 1,269.45
238666	02/07/2019	LAKESHORE LEARNING MATERIALS	Karin Hogan/Title I	\$ 223.04
			Resica Sp. Ed. classroom items	\$ 574.89
			Sensory Room Equipment	\$ 4,655.20
238667	02/07/2019	LEHIGH LEARNING ACADEMY	December 2018 Tuition	\$ 8,973.75
238668	02/07/2019	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	Invoice for November & Decembe	\$ 2,215.34
238669	02/07/2019	LEHIGH VALLEY CHARTER HIGH SCHOOL FOR	December 2018 Tuition	\$ 4,430.69
238670	02/07/2019	LINCOLN LEADERSHIP CHARTER SCHOOL	January 2019 Tuition	\$ 22,331.39
			January Tuition	\$ 22,331.39
238671	02/07/2019	LOOKOUT BOOKS	Lookout Books book order HS-S	\$ 322.92

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238672	02/07/2019	LOSER'S MUSIC, INC.	Choral Music	\$ 291.00
			piano books and theory	\$ 237.49
238673	02/07/2019	LUNCH ACCT REFUND	JOANNE LITTLE 142913	\$ 28.75
238674	02/07/2019	LYMAN & ASH	Special Construction Counsel I	\$ 9,367.50
238675	02/07/2019	M A BRIGHTBILL BODY WORKS INC.	OPEN ORDER FOR M.A. BRIGHTBILL	\$ 563.17
238676	02/07/2019	MAILFINANCE INC	ESN portion of postage machine	\$ 706.80
			MAILFINANCE AGREEMENT JTL	\$ 706.80
			NEW POSTAGE MACHINES-BUSINESS	\$ 706.80
			postage machine Sourcewell Con Cust#01358643	\$ 706.80
238677	02/07/2019	MANWALAMINK WATER COMPANY	SMITHFIELD WATER AND SEWER CHARGES	\$ 1,430.82
238678	02/07/2019	MAZZITTI & SULLIVAN EAP SERVICES	MAZZITTI & SULLIVAN INV DEC 31	\$ 5,350.50
238679	02/07/2019	MET-ED	ESE ELECTRIC	\$ 15,576.04
			HS SOUTH JANUARY ELECTRIC	\$ 21,149.61
			JM HILL ELECTRIC	\$ 4,367.34
			JTL ELECTRIC	\$ 17,689.61
			TRAFFIC LIGHT ELECTRIC	\$ 105.78
238680	02/07/2019	MODERN GAS SALES, INC.	LEHMAN POOL PROPAIN	\$ 452.45
			RESICA PROPAIN FOR HEAT	\$ 95.92
238681	02/07/2019	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI CAP IMPROV FUND MONPAY-February	\$ 13,350.42
238682	02/07/2019	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI OPERATING PAYMENT FOR 18/ feb	\$ 155,312.00
238683	02/07/2019	MULLEN MARKETING, LLC	TO INVOICES FOR 2018-2019	\$ 1,673.20
238684	02/07/2019	NASCO (QOUTE#45950)	Life Skills Classroom supplies	\$ 46.90
238685	02/07/2019	NAZARETH MUSIC CENTER	Tuba Repair	\$ 35.00
238686	02/07/2019	NETOP TECH INC.	Netop Vision Pro	\$ 195.00
238687	02/07/2019	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 190207	\$ 193.50
238688	02/07/2019	OFFICE DEPOT	Date stamp	\$ 102.93
			Office Depot Brand Clean Seal	\$ 14.39
			OFFICE SUPPLIES	\$ 132.67
238689	02/07/2019	OFFICE TECHNOLOGY, LLC	LEHMAN ATHLETICS PRINTER TONER	\$ 215.00
238690	02/07/2019	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS	Membership-REPLACES 20190036	\$ 595.00
238691	02/07/2019	PA TREATMENT & HEALING	December 2018 Tuition Inv. # 1	\$ 4,095.00
			Invoice # 1103143 for November	\$ 4,095.00
			Invoice # 1103144 for November	\$ 8,342.00
			Invoice # 1203155 for December	\$ 7,740.00
238692	02/07/2019	PENNSYLVANIA CYBER CHARTER SCHOOL	July 2018 to January 2019 Tuit	\$ 300,059.13
238693	02/07/2019	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 190207	\$ 126.35
238694	02/07/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190207	\$ 1,069.93
238695	02/07/2019	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	July thru December 2018 Tuitio	\$ 57,954.87
238696	02/07/2019	PEPSI-COLA	TO PAY INVOICES 2018-2019	\$ 3,055.52
238697	02/07/2019	PHILIP ROSENAU CO., INC.	mse rosenau-replaces 20190372	\$ 48.56
238699	02/07/2019	PMEA DISTRICT 10	Music Association	\$ 138.00
238700	02/07/2019	PMEA DISTRICT 10	Membership for PMEA	\$ 138.00
238701	02/07/2019	PMEA DISTRICT 10	Region Band Registration Fee	\$ 170.00
			Region Band Registration Fees	\$ 340.00
			SongFest	\$ 330.00
238702	02/07/2019	POCONO MOUNTAIN DAIRIES	TO PAY 2018-2019 INVOICES	\$ 26,762.12
238703	02/07/2019	POCONO PROFOODS	TO PAY INVOICE FOR 2018-2019 S	\$ 22,184.52
238704	02/07/2019	QUILL CORPORATION	SUPPLIES ORDERD ON LINE FROM Q	\$ 169.97
238705	02/07/2019	RANDALL DARRELL STANBRIDGE	North Guest Composer - Annual	\$ 5,300.00
238706	02/07/2019	RAY PRICE STROUD FORD	Ray Price Ford R/O 6006307/1	\$ 179.68
238707	02/07/2019	RC FINE FOODS	TO PAY INVOICES FOR 2018-2019	\$ 359.40
238708	02/07/2019	REINHART FOOD SERVICE	TO PAY INVOICES FOR 2018-2019	\$ 55,718.23
238709	02/07/2019	RICH PRODUCTS CORPORATION	TO PAY INVOICES FOR 2018-2019	\$ 1,400.35
238710	02/07/2019	ROCKLAND BAKERY	TO PAY INVOICES FOR 2018-2019	\$ 3,915.85
238711	02/07/2019	SCHUYLKILL VALLEY SPORTING GOODS	NORTH/LEHMAN VOLLEYBALL	\$ 850.00
238712	02/07/2019	SHARP ENERGY	OPEN ORDER FOR PROPANE - NORTH	\$ 9,594.67
			OPEN ORDER FOR PROPANE - SOUTH	\$ 20,057.18
238713	02/07/2019	SIMCO LOGISTICS,INC	TO PAY ICE CREAM INVOICES 2018	\$ 727.86

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238714	02/07/2019	SOUTH JERSEY ENERGY	HS SOUTH STADIUM NATURAL GAS	\$ 1,127.63
			JM HILL NATURAL GASS	\$ 118.34
238715	02/07/2019	STEVE SHANNON TIRE & AUTO CENTER	Open Order for Tires	\$ 622.50
238716	02/07/2019	TALLEY PETROLEUM	GENERATORS	\$ 1,675.56
			TALLEY HEATING OIL	\$ 72,750.50
238717	02/07/2019	TASC	FSA ADMIN DUES 3/1/19-5/31/19	\$ 1,593.96
238718	02/07/2019	THE AMERICAN BOTTLING CO	TO PAY INVOICES FOR 2018-2019	\$ 1,432.00
238719	02/07/2019	THE MARVEL GROUP	Student desks w/adjustable hei	\$ 4,710.02
238720	02/07/2019	TYLER TECHNOLOGIES, INC.	TYLER INV 045246387	\$ 33,805.00
			TYLER PAYMENT FOR MAINTENANCE	\$ 48,895.20
238721	02/07/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190207	\$ 267.49
238722	02/07/2019	ULINE	PALLET TRUCK STOP MODEL# h-245	\$ 55.88
238723	02/07/2019	ULINE	DOCK PLATE 36X36" MODEL H-1285	\$ 449.99
238724	02/07/2019	ULINE	ORDERING SUPPLIES FOR NEW BOX	\$ 591.44
238726	02/07/2019	VERIZON WIRELESS	CELL PHONE EQUIPMENT	\$ 552.49
			OPEN PURCHASE ORDER VERIZON-20	\$ 3,324.38
238727	02/07/2019	WALMART COMMUNITY/GEMB	3 CAR SEATS	\$ 149.64
			Groceries, kitchen supplies fo	\$ 96.04
			HS SOUTH WINTER CONCESSION SUPPLIES	\$ 384.89
			POSITIVE BEHAVIOR REWARD	\$ 70.00
238728	02/07/2019	WARD'S SCIENCE	Cow Eyes/disp gloves	\$ 63.16
			med dispos gloves pk100	\$ 17.75
			Pres Specimen Cond Fluid # 470	\$ 200.84
238729	02/07/2019	WEIS MARKET, INC.	OPEN PURCHASE ORDER ETEAM	\$ 19.96
238730	02/07/2019	WEIS MARKET, INC.	TO PAY INVOICES FOR 2018-2019	\$ 52.43
238731	02/07/2019	WEX BANK	DISTRICT GAS	\$ 2,494.43
238732	02/07/2019	ZONAR CONNECTED	ZONAR Units for ACCESS Vans	\$ 2,584.46
238733	02/07/2019	UNITED WAY OF MONROE COUNTY	Payroll Run 1 - Warrant 190207	\$ 32.00
238734	02/07/2019	UNITED WAY OF MONROE COUNTY	ES SCHOOL DISTRICT CASUAL FOR A CAUSE DONATION	\$ 2,160.33
238735	02/08/2019	ATHMEDICS	NORTH ATHLETIC TRAINER	\$ 2,403.43
			NORTH ATHLETIC TRAINER SUPPLIE	\$ 1,189.35
238736	02/08/2019	COMMUNICATIONS SYSTEMS, INC.	SECURITY SYSTEM SMITHFIELD credit memo attached	\$ 1,792.75
238737	02/08/2019	DM SUPPLY SOURCE, LLC	resica actuator	\$ 971.17
238738	02/08/2019	THE PROPHET CORP	Health & Phys Ed Gopher	\$ 488.76
238739	02/08/2019	MEIER SUPPLY CO., INC.	resica field piece	\$ 37.00
238740	02/08/2019	PROSSER LABORATORIES, INC.	october operations prosser	\$ 5,253.75
238741	02/08/2019	SALEM PRESS/H.W. WILSON	HS-S Salem Press Book Order	\$ 641.75
238742	02/08/2019	UNIVERSITY MUSIC SERVICE	Be Like a Bird - Five Part - A	\$ 431.78
238743	02/08/2019	WOODWIND & BRASSWIND	Instructional Materials	\$ 224.99
238744	02/14/2019	A WIZ CORP.	TO PAY INVOICES FOR 2018-2019	\$ 2,338.25
238745	02/14/2019	BUS PARTS WAREHOUSE	Open Order for Parts	\$ 104.46
238746	02/14/2019	CATHERINE TYNEMOUTH	January Food For families backpack	\$ 99.33
238747	02/14/2019	CLEAR CHOICE GLASS AND MIRROR	Open Order for Repairs	\$ 80.00
238748	02/14/2019	COMMONWEALTH OF PENNSYLVANIA	RENEWAL APPLICATION FEE	\$ 100.00
238749	02/14/2019	CONCORDE, INC.	CONTRACT FOR DOT TESTING OF CD	\$ 933.29
238750	02/14/2019	DISCOUNT SCHOOL SUPPLY	Life Skills class @ Middle Smi	\$ 912.10
238751	02/14/2019	DOUBLE M PRODUCTIONS	GSA Sweatshirts -Yearbook	\$ 367.00
238752	02/14/2019	ECOLAB INC.	TO PAY FOR INVOICES FOR 2018-2	\$ 255.83
238753	02/14/2019	ELECTRIC CITY AQUARIUM & REPITLE DEN	Field trip S.Metzgar 8Blue	\$ 1,161.07
238754	02/14/2019	FUNDRAISING.COM	Class of 2020 Fundraising.com	\$ 388.80
238755	02/14/2019	GERTRUDE HAWK CHOCOLATES	North Swim team Fundraiser Gertrude hawk	\$ 1,152.00
238756	02/14/2019	HERSHEY LODGE	STUDENT ACT/EHS DECA / HOUSING	\$ 26,846.01
238757	02/14/2019	INSERVCO INSURANCE SERVICES, INC.	INV#0421-0119 - JANUARY 2019 C	\$ 1,255.45
238758	02/14/2019	J.W.PEPPER & SONS-ACCT.#36-136400	Hillary Choral Music	\$ 1,059.49
238759	02/14/2019	JONATHAN GETZ	Counseling Session - 7/30/18	\$ 75.00
238760	02/14/2019	LAKESHORE LEARNING MATERIALS	Learning Support class @ JMH	\$ 1,203.00
238761	02/14/2019	LINGUISYSTEMS-PRO ED	Classroom supplies for Speech/	\$ 119.90
238762	02/14/2019	LOOKOUT BOOKS	Library books for HS North: Se	\$ 711.08

East Stroudsburg Area School District

Date Range 1/25/19 through 2/15/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238763	02/14/2019	M A BRIGHTBILL BODY WORKS INC.	OPEN ORDER FOR M.A. BRIGHTBILL	\$ 1,485.63
238764	02/14/2019	MCGRAW HILL EDUCATION	Title 1 Supplemental McGraw Hi	\$ 2,408.30
238765	02/14/2019	MICHAEL LANDSCAPING	INVOICE 3523	\$ 2,171.75
238766	02/14/2019	OLD FASHION CANDY CO INC	Payment Fundraiser BoxesOld fashion candy	\$ 3,077.56
238767	02/14/2019	OTICON INC	FM ear piece for Abigail Silva	\$ 667.00
238768	02/14/2019	P & S GARAGE	INVOICE #92190	\$ 69.95
238769	02/14/2019	P.F. PETTIBONE & CO.	Minutes Book	\$ 350.95
238770	02/14/2019	PEOPLE EDUCATION INC	AP Close Reading & Analytical	\$ 792.00
238771	02/14/2019	PETROCHOICE	OPEN ORDER FOR FLUIDS	\$ 657.92
238772	02/14/2019	PHILIP ROSENAU CO., INC.	hss philip po-replaces 2019031	\$ 843.32
			jtl rosenau po-replaces 201903	\$ 120.40
			mse rosenau-replaces 20190372	\$ 98.19
238773	02/14/2019	PLANK ROAD PUBLISHING	MP-CA150-ONE PIECE TRANSLUCENT	\$ 144.95
238774	02/14/2019	POCONO 4 WHEEL DRIVE CENTER	district trailer	\$ 90.00
238775	02/14/2019	PRAXAIR DISTRIBUTION MID-ATLANTIC	leh praxair po-replaces 201902	\$ 540.32
238776	02/14/2019	QUIA	Membership renewal for Quia ac	\$ 49.00
			Membership renewal for the 201	\$ 49.00
238777	02/14/2019	SARAH JOHNSON	Reimbursement for skates Life Skills Skating progr	\$ 207.24
			reimbursement Special Olympics Lunch Life Skills	\$ 298.18
238778	02/14/2019	SCHOLASTIC	Junior Scholastic Magazine	\$ 336.60
238779	02/14/2019	SCHOOL HEALTH CORPORATION	HSS Jeanne Branigan (Deb Corso	\$ 299.84
238780	02/14/2019	SCHOOL PRIDE	SOUTH BANNER UPDATES	\$ 605.00
238781	02/14/2019	SCHUYLKILL VALLEY SPORTING GOODS	JTL BASEBALL HATS	\$ 402.00
			PE supplies	\$ 126.20
			SOUTH BOYS TENNIS	\$ 630.00
			SOUTH SOFTBALL	\$ 848.06
238782	02/14/2019	SIGNATURE SYSTEMS GROUP, LLC	Gymguard floor cover tape	\$ 125.87
238783	02/14/2019	SUNTEX INTERNATIONAL, INC.	24 game - Title 1	\$ 679.02
238784	02/14/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	Inv #117322 Prof. Svc. through	\$ 3,713.40
			Inv. #117323 1/8/19 Prof. Svc	\$ 466.50
			Inv. #117324 1/8/19 Prof. Svc	\$ 195.00
			Professional Svc Inv # 117321	\$ 234.00
238785	02/14/2019	THERAPRO, INC	Mounted Table Top Adaptive Sci	\$ 41.00
238786	02/14/2019	TOUCHMATH LLC	Life Skills Classroom supplies	\$ 98.00
238787	02/14/2019	UNIVERSITY MUSIC SERVICE	Andrea Choral Music	\$ 453.47
238788	02/14/2019	VOYAGER SOPRIS LEARNING	Title I	\$ 102.86
238789	02/14/2019	VS ATHLETICS	SOUTH BOYS TRACK & FIELD	\$ 1,180.73
238790	02/14/2019	W.B. MASON CO., INC.	IU20 PAPER SMITHFIELD	\$ 241.24
			IU20 PAPER-MIDDLE SMITHFIELD	\$ 159.52
238791	02/14/2019	WILKES BARRE/SCRANTON PENGUINS	Tkts WB/Scranton Penguins HockeyNorth Choir	\$ 656.75
238792	02/14/2019	WILLIAM V. MACGILL & CO.	Audiometer for Middle Smithf.	\$ 845.50
			ESE - Susan Cole first aid sup	\$ 223.52
			JM Hill first aid supplies, De	\$ 229.42
			Marianne Cannell - MSE first a	\$ 201.16
238793	02/14/2019	WOODWIND & BRASSWIND	Percussion Equipment	\$ 122.70
238794	02/15/2019	LEHIGH VALLEY ACA. LIBRARY ACT. FUND	READING OLYMPICS	\$ 171.00
Grand Total				\$ 2,165,197.06

174a

East Stroudsburg Area School District

Date Range 2/16/19 through 2/21/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238795	02/21/2019	95 PERCENT GROUP INC.	TITLE 1 SUPPLIES	\$ 1,903.00
238796	02/21/2019	ACCESS OFFICE TECHNOLOGIES	Laminator - site visit for rep	\$ 149.10
238797	02/21/2019	ADA SPORTS	SMACK NYLON RACKET	\$ 170.88
238798	02/21/2019	ADVANCE AUTO PARTS	DBL FLARE TOOL SET	\$ (34.19)
			ese oil	\$ 9.18
			mse oil	\$ 9.18
			Open Order for Parts	\$ 653.62
238799	02/21/2019	AMERICAN ART CLAY CO INC	Cables SRC, set of 4 Replacem	\$ 88.79
238800	02/21/2019	AMERICAN CANCER SOCIETY	WINTER BALL FUNDRAISER FOR CANCER	\$ 1,096.70
238801	02/21/2019	ANGELA M BYRNE	Expense claim # 2398. JANUARY 2018 MILEAGE	\$ 21.98
238802	02/21/2019	ANGELICA ANN LOWE	Expense claim # 2424. FALL 2018 TUITION REIMBURSEM	\$ 1,545.00
238803	02/21/2019	ANNA PRZYBYLSKI	Expense claim # 2421. FALL 2018 TUITION REIMBURSEM	\$ 1,470.00
238804	02/21/2019	ANTHONY J CALDERONE	Expense claim # 2401. JANUARY 2018 MILEAGE	\$ 186.06
238805	02/21/2019	B & H PHOTO	Studio supplies balance of P.O.19001950	\$ 15.66
238806	02/21/2019	BARBARA PREVOST	2018-2019 PREVOST, BARBARA	\$ 4,340.70
238807	02/21/2019	BARBARA RESCIGNO	Expense claim # 2407. JANUARY 2018 MILEAGE	\$ 38.11
238808	02/21/2019	H.A. BERKHEIMER INC.	TAX COLLECTION FEE	\$ 55.10
238809	02/21/2019	BRIAN J BOROSH	Expense claim # 2390. EPAOTDM CHAPTER CONFERENCE	\$ 55.09
238810	02/21/2019	BROWN UNIVERSITY	Choices Program - Current Issu	\$ 675.00
238811	02/21/2019	BRUCE E. SNYDER	Fit for Duty M.B.	\$ 240.00
238812	02/21/2019	CARLEEN FINK	2018-2019 FINK, CARLEEN JANE	\$ 3,508.68
238813	02/21/2019	CAROLINE AGOSTO	Empl Expense claim # 2429. JANUARY 2019 MILEAGE	\$ 14.67
238814	02/21/2019	CAROLYN METAXAS	Empl Expense claim # 2438. RESICA BOOK TASTING SUP	\$ 133.86
			Expense claim # 2416. BOOK TEASTIN & OTHER SUPPLIE	\$ 246.07
238815	02/21/2019	CAVALIER FOOTBALL CLUB	SOUTH DXI CHEER CHAMP 1/4 ZIPS	\$ 801.36
238816	02/21/2019	UGI ENERGY .	ESE NATURAL GAS LINE CHARGE	\$ 2,003.59
			HS SOUTH NATURAL GAS LINE CHARGE	\$ 2,909.32
			HS SOUTH STADIUM NATURAL GAS LINE CHARGE	\$ 985.68
			JM HILL NATURAL GAS LINE CHARGE	\$ 1,412.74
			JTL NATURAL GAS LINE CHARGE	\$ 3,729.74
			MAINT BLDG NATURAL GAS LINE CHARGE	\$ 170.08
238817	02/21/2019	CENTRAL POLY CORP.	BID ORDER TO REPLACE BAGS NEVE	\$ 288.00
238818	02/21/2019	CHAPMAN REFRIGERATION LLC	to pay invoices for 2018-2019	\$ 513.32
238819	02/21/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190221	\$ 245.00
238820	02/21/2019	CHARLES W DAILEY	Expense claim # 2402. JANUARY 2018 MILEAGE	\$ 238.96
238821	02/21/2019	CHERYL KUTZMAN	2018-2019 KUTZMAN, CHERYL	\$ 2,198.42
238822	02/21/2019	CHERYL MURPHY	Expense claim # 2426. eDUCATION BENEFIT REVIEW CON	\$ 11.02
238823	02/21/2019	CHRISTINE DAVIS	2018-2019 DAVIS, CHRISTINE	\$ 2,204.86
238824	02/21/2019	CM REGENT RESOURCES	LONG TERM DISABILITY INSURANCE	\$ 8,870.17
238825	02/21/2019	CM REGENT RESOURCES	LIFE INSURANCE	\$ 11,791.40
238826	02/21/2019	COLONIAL INTERMEDIATE UNIT 20	CHAPTER 15 COST OF SERVICE	\$ 90,631.99
			DETENTION HOME COST	\$ 18,809.61
			ESY 2017-2018	\$ 4,287.56
			FIELD TRIP NURSING SERVICE	\$ 6,942.20
			IU CONTRACT 2017/2018	\$ 2,527.46
			MULTIDISCIPLINARY EVALUATIONS	\$ 5,612.92
			PARAEDUCATOR LEARNING NETWORK	\$ 1,500.00
			PRE-SCHOOL SERVICES	\$ 3,690.75
			PSYCHIATRIC EVALUATIONS 2017-2018	\$ 4,681.32
238827	02/21/2019	COMMISSIONER OF TAXATION AND FINANCE	Payroll Run 1 - Warrant 190221	\$ 91.34
238828	02/21/2019	CRAMERS WELDING & REPAIRS	district cutting bars	\$ 1,150.00
238829	02/21/2019	CREST GOOD MFG CO INC	north sensor	\$ 1,840.72
238830	02/21/2019	CUSTOMINK, LLC	Special Act/Crew Club/ T-Shirt	\$ 438.10
238831	02/21/2019	CYSTIC FIBROSIS FOUNDATION	CASUAL FOR A CAUSE TEAM YOUNGKEN	\$ 633.00
238832	02/21/2019	D'HUY ENGINEERING, INC.	SERVICES RENDERED	\$ 1,001.00
238833	02/21/2019	DANIA BUEIVAS-LARRIER	137.6 MILES CONTRACT DRIVER	\$ 79.80
			275.2 MILES CONTRACT DRIVER	\$ 458.83
238834	02/21/2019	DEBORAH HOLMES	2018-2019 HOLMES, DEBORAH	\$ 3,802.50

1746

East Stroudsburg Area School District

Date Range 2/16/19 through 2/21/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238835	02/21/2019	DECA INC.	Membership	\$ 16.00
238836	02/21/2019	DENISE A FLYNN	Expense claim # 2383. DECEMBER 2018 MILEAGE	\$ 11.45
			Expense claim # 2403. JANUARY 2018 MILEAGE	\$ 41.76
			Expense claim # 2404. SUPPLIES	\$ 15.20
238837	02/21/2019	DENISE S ROGERS	Expense claim # 2405. JANUARY 2018 MILEAGE	\$ 156.48
238838	02/21/2019	DESTINY MORETTO	Expense claim # 2399. PLTW CONFERENCE-RECEIPT MISS	\$ 32.00
238839	02/21/2019	DIANA ALLISON	Expense claim # 2397. JANUARY 2018 MILEAGE	\$ 137.23
238840	02/21/2019	DIANE KRUPSKI	2018-2019 KRUPSKI, DIANE	\$ 3,889.44
238841	02/21/2019	DIRECT ENERGY BUSINESS	ESE NATURAL GAS CHARGE	\$ 2,386.85
			HS SOUTH NATURAL GAS CHARGE	\$ 7,642.33
			JTL NATURAL GAS CHARGE	\$ 4,735.65
238842	02/21/2019	DM SUPPLY SOURCE, LLC	res actuator	\$ 1,862.12
238843	02/21/2019	DR JOHN BART D.O.	Open P/O for mileage to/from g	\$ 145.00
238844	02/21/2019	E.R. LINDE CONSTRUCTION CORP.	INVOICE E132003-007947	\$ 9,170.00
238845	02/21/2019	E.S.E.A.	Payroll Run 1 - Warrant 190221	\$ 28,761.43
238846	02/21/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190221	\$ 7,307.78
238847	02/21/2019	EASTON AREA HIGH SCHOOL	PARTICIPATION FEE FOR SPRING CHALLENGE	\$ 40.00
238848	02/21/2019	EAT AROUND TOWN SAFELY, LLC	SERVSAFE CERTIFICATION CLASS	\$ 580.00
238849	02/21/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190221	\$ 28.00
238850	02/21/2019	EDWARD A. HUDAK	3 piano tunings	\$ 255.00
238851	02/21/2019	EDWARD CHRISTIAN	TOOK RYAN CLARKE TO WNEP DREAM TEAM BROADCAST	\$ 61.94
238852	02/21/2019	EN-NET SERVICES LLC	BAGS FOR JTL	\$ 474.30
238853	02/21/2019	ERIN WEISS	Expense claim # 2395. 10/24 & 11/28 MILEAGE	\$ 8.28
238854	02/21/2019	ESS NORTHEAST LLC	Billing Weekending 1/31/19	\$ 5,859.69
			Billing Weekending 2/9/2019	\$ 32,459.65
238855	02/21/2019	FRED RIDNER JR	Expense claim # 2435. BALS & BASSWOOD COMPETITION	\$ 47.45
238856	02/21/2019	FRONTIER	FRONTIER OPEN PURCHASE ORDER	\$ 400.50
238857	02/21/2019	GEORGE CARAMELLA	2018-2019 CARAMELLA, GEORGE	\$ 3,477.46
238858	02/21/2019	PRIME EDUCATIONAL PRODUCTS, LLC	dry erase magnetic graphs	\$ 84.93
238859	02/21/2019	GINA D. LABADIE	2018-2019 LABADIE, GINA	\$ 3,484.60
238860	02/21/2019	GLADYS N WALKER	2018-2019 WALKER, GLADYS	\$ 2,371.60
238861	02/21/2019	GRIZZLY INDUSTRIAL, INC	shop tools	\$ 4,260.49
238862	02/21/2019	HAB-DLT	Payroll Run 1 - Warrant 190221	\$ 623.89
238863	02/21/2019	HAWTHORNE EDUCATIONAL SERVICES	Pre-Refferal Intervention Manu	\$ 700.00
238864	02/21/2019	HESC	Payroll Run 1 - Warrant 190221	\$ 369.59
238865	02/21/2019	HILLARY BEAL	Expense claim # 2425. FALL 2018 TUITION REIMBURSEM	\$ 1,545.00
238866	02/21/2019	HILLTOP SALES & SERVICE	jm hill plow pins	\$ 28.94
			jm hill spring	\$ 73.02
			OPEN ORDER FOR SUPPLIES & SERV	\$ 360.27
			resica battery	\$ 61.07
			sme filter	\$ 94.22
238867	02/21/2019	HODGE PRODUCTS, INC.	Locks and keys for lockers	\$ 556.06
238868	02/21/2019	IDESIGN SOLUTIONS	Robotics	\$ 717.84
238869	02/21/2019	IONIE SINCLAIR	2018-2019 SINCLAIR, IONIE	\$ 2,487.80
238870	02/21/2019	J.W.PEPPER & SONS-ACCT.#36-136400	Sheet music and accessories	\$ 24.99
238871	02/21/2019	JAY F ARMITAGE	Expense claim # 2436. GAS FOR RIFLE TEAM VAN	\$ 35.50
238872	02/21/2019	JENNA GEARHART	Expense claim # 2430. OCTOBER 2019 MILEAGE	\$ 23.98
			Expense claim # 2432. JANUARY 2019 MILEAGE	\$ 5.22
238873	02/21/2019	JENNIFER ANDREWS	Empl Expense claim # 2408. DECEMBER 2018 MILEAGE	\$ 151.73
			Expense claim # 2409. JANUARY 2018 MILEAGE	\$ 56.72
238874	02/21/2019	JENNY GALUNIC	2018-2019 GALUNIC, JENNY	\$ 3,586.44
238875	02/21/2019	JOAN HORGER	INTERNET REIMBURSEMENT 07/01/2018 TO 12/31/2018	\$ 210.00
238876	02/21/2019	JOSEPH FUCHS	2018-2019 FUCHS, JOSEPH	\$ 5,474.84
238877	02/21/2019	JOSEPH P MARTIN	Expense claim # 2393. JANUARY 2018 MILEAGE	\$ 120.52
238878	02/21/2019	JULIANNE NEWMAN	Expense claim # 2427. LICENSE FOR CCC	\$ 253.00
238879	02/21/2019	KANE J FURST	Expense claim # 2433. 2019 EPC BASEBALL MEETING	\$ 36.89
238880	02/21/2019	KARLA J LABAR	2018-2019 LABAR, KARLA	\$ 6,809.04
238881	02/21/2019	KATHARINE HOLMES	2018-2019 HOLMES, KATHARINE	\$ 2,758.21

East Stroudsburg Area School District

Date Range 2/16/19 through 2/21/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238882	02/21/2019	KEYSTONE FIRE PROTECTION CO.	north service uduct	\$ 778.00
238883	02/21/2019	KEYSTONE REALTY ADVISORS	KEYSTONE INV 1096	\$ 42,367.00
			KEYSTONE INV 1099	\$ 28,294.00
			KEYSTONE INV 1100	\$ 45,310.00
			KEYSTONE INV 1101	\$ 20,952.00
			KEYSTONE INV 1102	\$ 24,600.00
			KEYSTONE INV 1103	\$ 11,922.00
			KEYSTONE INV 1104	\$ 4,257.00
			KEYSTONE INV 1105	\$ 10,770.00
			KEYSTONE INV 1106	\$ 31,416.00
			KEYSTONE INV 1107	\$ 31,064.00
			KEYSTONE INV 1108	\$ 29,895.00
			KEYSTONE INV 1109	\$ 8,881.00
			KEYSTONE INV 1110	\$ 32,518.00
			KEYSTONE INV 1111	\$ 5,851.00
238884	02/21/2019	LAKEHORE LEARNING MATERIALS	TITLE 1 SUPPLIES	\$ 408.17
238885	02/21/2019	LAURA E MUNCH	Expense claim # 2420. FALL 2018 TUITION REIMBURSEM	\$ 1,470.00
238886	02/21/2019	LAURA RODRIGUEZ	Expense claim # 2440. TUITION REIMBURSEMENT (FALL)	\$ 381.65
238887	02/21/2019	LAWSON PRODUCTS	INVOICE #9306401397	\$ 200.29
238888	02/21/2019	LINDA L WISNEISKI	REIMBURSEMENT	\$ 385.00
238889	02/21/2019	LISA GERST	2018-2019 GERST, LISA	\$ 3,314.78
238890	02/21/2019	LITERACY RESOURCES, INC	PHONEMIC AWARENESS-REVISED ENG	\$ 1,676.78
238891	02/21/2019	LONGSTRETH SPORTING GOODS, LLC	JTL SOFTBALL	\$ 273.65
238892	02/21/2019	LUNCH ACCT REFUND	JAMES RODE REFUND 139185	\$ 45.20
238893	02/21/2019	LUNCH ACCT REFUND	TRACIE CARR REFUND 202953	\$ 46.75
238894	02/21/2019	MARIA FRASCELLA	2018-2019 FRASCELLA, MARIA	\$ 3,085.88
238895	02/21/2019	MARY ZAJAC	Expense claim # 2423. FALL 2018 TUITION REIMBURSEM	\$ 870.00
238896	02/21/2019	MATTHEW KRAUSS	Expense claim # 2411. JANUARY 2018 MILEAGE	\$ 17.05
238897	02/21/2019	MAUREEN SEIDEL	Expense claim # 2392. JANUARY 2018 MILEAGE	\$ 53.65
238898	02/21/2019	MCGRAW HILL EDUCATION	ALEKS MATH LEARNING SOFTWARE	\$ 3,996.00
238899	02/21/2019	MCGRAW HILL EDUCATION	READING WONDERS ESE balance Shipping charge	\$ 284.22
238900	02/21/2019	MEIER SUPPLY CO., INC.	hsn greensorb	\$ 60.54
238901	02/21/2019	MELODY SEVERUD	2018-2019 SEVERUD, MELODY	\$ 3,244.92
238902	02/21/2019	MESKO GLASS & MIRROR CO.	hsn plexiglass	\$ 414.00
238903	02/21/2019	MET-ED	MIDDLE SMITHFIELD JAN ELECTRIC	\$ 5,753.58
			NORTH CAMPUS JAN ELECTRIC	\$ 30,048.25
			TRAFFIC LIGHT JAN ELECTRIC	\$ 19.60
238904	02/21/2019	MICHAEL HEALEY	Expense claim # 2418. FALL 2018 TUITION REIMBURSEM	\$ 1,500.00
238905	02/21/2019	MIDWEST TECHNOLOGY PRODUCTS	clamps	\$ 388.87
238906	02/21/2019	MIGUEL DEJESUS	2018-2019 DEJESUS, MIGUEL	\$ 2,988.72
238907	02/21/2019	EXECUTIVE PRINT SOLUTION, LLC	Gender Studies Class Supplies	\$ 198.32
238908	02/21/2019	MODERN GAS SALES, INC.	LATE FEE 02-40865	\$ 48.66
			PROPAIN FOR LEHMAN POOL	\$ 1,159.61
			PROPAIN FOR RESICA HEAT	\$ 1,911.23
			PROPAIN FOR RESICA HEAT	\$ 4,136.22
238909	02/21/2019	MONROE COUNTY PROTHONOTARY	PROTHONATORY FEE HARAN DAVID I 0255 & 5486 CV2007	\$ 14.00
238910	02/21/2019	MORITZ EMBROIDERY WORKS INC.	SOUTH EMBROIDERY FOR DXI CHEER	\$ 90.00
238911	02/21/2019	NAZARETH MUSIC CENTER	Bass Clarinet Repair	\$ 15.00
238912	02/21/2019	NOT JUST TEE SHIRTS	NJHS T-SHIRTS	\$ 702.00
238913	02/21/2019	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 190221	\$ 193.50
238914	02/21/2019	PA FBLA	FBLA RESERVATION	\$ 4,263.00
238915	02/21/2019	PA FBLA	SLC Registration information/E	\$ 1,225.00
238916	02/21/2019	PAUL H SCHMID	Expense claim # 2384. JANUARY 2018 MILEAGE	\$ 68.09
			Expense claim # 2391. ROUND TRIP TO PHL AIRPORT	\$ 727.98
238917	02/21/2019	PAUL KERNAN	Expense claim # 2439. TUITION REIMBURSEMENT (FALL)	\$ 1,470.00
238918	02/21/2019	PCARD VENDOR	GREATER PHILADELPHIA TEACHERS JOB FAIR	\$ 425.00
238919	02/21/2019	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 190221	\$ 87.05
238920	02/21/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190221	\$ 1,319.23

East Stroudsburg Area School District

Date Range 2/16/19 through 2/21/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238921	02/21/2019	PEPSI-COLA	HS SOUTH WINTER CONCESSION	\$ 401.80
238922	02/21/2019	PERMA-BOUND BOOKS	library books for Smithfield E	\$ 1,000.00
238923	02/21/2019	PETROCHOICE	OPEN ORDER FOR FLUIDS	\$ 571.10
238924	02/21/2019	PETTY CASH BUSHKILL ELEM	PETTY CASH ETHNIC NIGHT SUPPLIES	\$ 14.38
238925	02/21/2019	PIKE COUNTY PROTHONOTARY	PROTHONOTARY FEE WARD ANTHONY	\$ 6.00
238926	02/21/2019	PITSCO INC	rockets	\$ 130.35
238927	02/21/2019	PMEA DISTRICT 10	All State Jazz Registration -	\$ 385.00
			vocal jazz - hold check for D. Due March 27	\$ 385.00
238928	02/21/2019	PMEA DISTRICT 10	Payment Due March 4-Region 10 Chorus Festival	\$ 125.00
238929	02/21/2019	POCONO TRANSPORTATION INC.	DECEMBER BUS TRANSPORTATION	\$ 11,343.60
238930	02/21/2019	PP&L	DECEMBER & JANUARY 2019 ELECTRIC	\$ 219.83
238931	02/21/2019	PRECISION EXCAVATING & PAVING, INC	INVOICE #16	\$ 187.50
			INVOICE #17	\$ 187.50
			INVOICE #18	\$ 375.00
			INVOICE #19	\$ 465.00
			INVOICE #20	\$ 651.00
			INVOICE #21	\$ 1,930.50
			INVOICE #23	\$ 1,125.00
			INVOICE #24	\$ 452.50
			INVOICE #25	\$ 402.50
			INVOICE #26	\$ 1,160.00
			INVOICE #28	\$ 2,390.00
			INVOICE #29	\$ 5,958.50
			INVOICE #30	\$ 4,007.50
			INVOICE #32	\$ 1,189.50
			INVOICE #33	\$ 470.00
			INVOICE #34	\$ 187.50
			INVOICE #35	\$ 187.50
238932	02/21/2019	PRESTWICK HOUSE	Additional Books for AP Englis	\$ 1,017.33
238933	02/21/2019	PROFESSIONAL ASSESSMENT PRODUCTS	1305-AS SIQ-JR HS (Hand-Scorab	\$ 149.60
238934	02/21/2019	PSERS	2004-2005 Nagele, Michael	\$ 400.71
			2005-2006 Olver, Ginger	\$ 186.57
			2006-2007 Olver, Ginger	\$ 73.80
			2007-2008 Aguiles, Amalia	\$ 57.02
			2007-2008 Olver, Ginger	\$ 11.64
			2017-2018 Ocker, Jacqueline	\$ 327.06
238935	02/21/2019	QUILL CORPORATION	ATHLETICS OFFICE SUPPLIES	\$ 126.34
			BO SUPPLIES - FEBRUARY	\$ 110.95
			jtl quill po-REPLACES 20190349	\$ 317.97
238936	02/21/2019	RYAN MORAN	Expense claim # 2396. JANUARY 2018 MILEAGE	\$ 86.48
238937	02/21/2019	SCANTRON CORPORATION	Scartron	\$ 382.20
238938	02/21/2019	SCHOOL LIFE	Guidance	\$ 258.87
238939	02/21/2019	SCHOOL NUTRITION ASSOCIATION	SCHOOL NUTRITION ASSOC. DUES A	\$ 11.00
238940	02/21/2019	SCHUYLKILL VALLEY SPORTING GOODS	WRESTLING TAPE	\$ 52.50
238941	02/21/2019	SCOTT C. IHLE	Expense claim # 2400. JANUARY 2018 MILEAGE	\$ 61.48
238942	02/21/2019	SHAHIDA JONES	Expense claim # 2410. JANUARY 2018 MILEAGE	\$ 92.68
			Expense claim # 2413. ROUND TRIP TO LEHIGH AIR PO	\$ 41.41
238943	02/21/2019	SHAWN A WESCOTT	Expense claim # 2394. JANUARY 2018 MILEAGE	\$ 53.07
238944	02/21/2019	SHELLI K BIRD	Expense claim # 2417. FALL 2018 TUITION REIMBURSEM	\$ 381.65
238945	02/21/2019	SNOANN TOBIN	Expense claim # 2422. FALL 2018 TUITION REIMBURSEM	\$ 1,470.00
238946	02/21/2019	STACY DICKERSON	STUDENT SUPPLIES	\$ 36.34
238947	02/21/2019	STAPLES CREDIT PLAN	dry erase calendars and suppli	\$ 38.16
			garage and office supplies	\$ 93.72
			January Office Supplies	\$ 108.14
			staples supplies	\$ 60.60
238948	02/21/2019	STEPHEN LASTRA	2018-2019 LASTRA, STEPHEN	\$ 3,294.06
238949	02/21/2019	STEPHEN ZALL	Expense claim # 2415. KUTZTOWN JOB FAIR REGISTRATI	\$ 170.00
238950	02/21/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	drill repair	\$ 67.40

East Stroudsburg Area School District

Date Range 2/16/19 through 2/21/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
238951	02/21/2019	SUN LITHO-PRINT, INC.	Tardy slips - 2part carbonless	\$ 280.00
238952	02/21/2019	SUPER HEAT, INC.	jtl service boiler	\$ 585.00
			north boiler	\$ 9,676.23
			north service boiler	\$ 2,465.00
238953	02/21/2019	ROBERT W. SUTJAK	Expense claim # 2437. OCT 19 & fef 01 2019 MILEAGE	\$ 38.02
238954	02/21/2019	TABITHA BRADLEY	Expense claim # 2386. DECEMBER 2018 MILEAGE	\$ 66.82
			Expense claim # 2414. PDE SAS INSTITUTE CONF	\$ 235.07
238955	02/21/2019	TAIWO AFOLABI	2018-2019 AFOLABI, TAIWO	\$ 2,947.14
238956	02/21/2019	TALLEY PETROLEUM	TALLEY HEATING OIL	\$ 28,411.97
238957	02/21/2019	TAMARA CYKOSKY	Expense claim # 2428. JANUARY 2019 MILEAGE	\$ 42.69
238958	02/21/2019	COLLEGE ENTRANCE EXAMINATION BOARD	PSAT Test Fees Fall 2018 Admin	\$ 3,308.00
238959	02/21/2019	TINA M FALBO	Expense claim # 2406. JANUARY 2018 MILEAGE	\$ 27.09
238960	02/21/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190221	\$ 267.49
238961	02/21/2019	UNITED WAY OF MONROE COUNTY	Payroll Run 1 - Warrant 190221	\$ 32.00
238962	02/21/2019	WARD'S NATURAL SCIENCE EST. LLC	Science supplies (JTL2 19000543	\$ 55.87
238963	02/21/2019	WILLIAM RIKER	Expense claim # 2412. JANUARY 2018 MILEAGE	\$ 137.05
238964	02/21/2019	WOODWIND & BRASSWIND	Percussion Shaker	\$ 21.84
Grand Total				\$ 852,415.92

174 f

02/22/2019 08:45
john-rosado

East Stroudsburg Area SD, PA
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00-0000-010-000-00-000-000-000-0000
CHECK NO CHK DATE TYPE VENDOR NAME

P 1
apcsdshb

VOUCHER INVOICE AP Cash-TF INV DATE PO CHECK RUN NET

238965	02/22/2019	PRTD	1323 CINTAS CORPORATION	# 30153	101595265	01/14/2019	19000777	190222	241.20
						CHECK	238965	TOTAL:	241.20
238966	02/22/2019	PRTD	1323 CINTAS CORPORATION	# 30145	101600780	01/23/2019	19000776	190222	306.30
				30146	101612239	02/13/2019		190222	306.30
				30147	101608352	02/06/2019		190222	306.30
				30148	101591539BUS	01/07/2019		190222	114.29
				30149	101604585	01/30/2019		190222	306.30
				30150	101606539JTL	02/04/2019	19000778	190222	139.01
				30151	101599005JTL	01/21/2019	19000778	190222	139.01
				30152	101602782JTL	01/28/2019	19000778	190222	139.01
				30154	101591546	01/07/2019	19000777	190222	241.20
				30155	101599011	01/21/2019	19000777	190222	241.20
				30156	101600771	01/23/2019	19000769	190222	64.30
				30157	101597034	01/16/2019		190222	64.30
				30158	101608343	02/06/2019		190222	64.30
				30159	101604576	01/30/2019		190222	64.30
				30160	101608351	02/06/2019	19000765	190222	50.14
				30161	101585816	12/26/2018	19000765	190222	50.14
				30162	101612238	02/13/2019	19000765	190222	50.14
				30163	101600779	01/23/2019	19000765	190222	50.14
				30164	101604584	01/30/2019	19000765	190222	50.14
				30165	101604583	01/30/2019	19000768	190222	69.85
				30166	101608350	02/06/2019	19000768	190222	69.85
				30167	101600778	01/23/2019	19000768	190222	69.85
				30168	101614280	02/18/2019	19000770	190222	45.54
				30169	101587808	12/31/2018	19000770	190222	45.54

174g

02/22/2019 08:45
john-rosado

East Stroudsburg Area SD, PA
A/P CASH DISBURSEMENTS JOURNAL
CASH ACCOUNT: 00-0000-010-000-00-000-000-0000-0000
CHECK NO CHK DATE TYPE VENDOR NAME

P 2
apcsbdsb

VOUCHER	INVOICE	AP Cash-TF	INV DATE	PO	CHECK RUN	NET
30170	101599016		01/21/2019	19000770	190222	45.54
30171	101610401		02/11/2019	19000770	190222	45.54
30172	101602789		01/28/2019	19000767	190222	52.31
30173	101606545		02/04/2019	19000767	190222	52.31
30174	101610397		02/11/2019	19000767	190222	52.31
30175	101610398		02/11/2019	19000766	190222	64.99
30176	101595267		01/14/2019	19000766	190222	65.49
30177	101591548		01/07/2019	19000766	190222	64.99
30178	101587805		12/31/2018	19000766	190222	64.99
30179	101602790		01/28/2019	19000766	190222	64.99
30180	101606546		02/04/2019	19000766	190222	64.99
30181	101610396HSS		02/11/2019	19000777	190222	241.20
30182	101606544		02/04/2019	19000777	190222	241.20
30185	101595258BUS		01/14/2019		190222	116.12
30186	101599004BUS		01/21/2019		190222	114.29
30187	101606538BUS		02/04/2019		190222	114.29
30188	101602781BUS		01/28/2019		190222	114.79
30189	101614275HSS		02/18/2019	19000777	190222	240.00
30190	101602788HSS		01/28/2019		190222	241.20
CHECK 238966 TOTAL:						5,108.99

174h

02/22/2019 08:45
john-rosado

East Stroudsburg Area SD, PA
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	5,350.19
		COUNT	AMOUNT
		2	5,350.19
TOTAL PRINTED CHECKS			
		*** GRAND TOTAL ***	5,350.19

174 i

02/22/2019 08:45
john-rosado

East Stroudsburg Area SD, PA
A/P CASH DISBURSEMENTS JOURNAL

5
|apchdsb

JOURNAL ENTRIES TO BE CREATED

FUND BALANCE SEG ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
00 Treasury Fund	2019	8	02/22/2019			
00-0000-001-000-000-000-0000-				Due To/Due From General Fund	5,350.19	
00-0000-010-000-000-000-000-0000-				AP Cash - TREASURY FUND		5,350.19
				FUND TOTAL	5,350.19	5,350.19
10 General Fund	2019	8	02/22/2019			
10-0000-010-000-000-000-000-0000-				AP Cash - GENERAL FUND	5,350.19	
10-0000-042-000-000-000-000-0000-				Accounts Payable		5,350.19
				FUND TOTAL	5,350.19	5,350.19

174 K

02/22/2019 08:45
john-rosado

East Stroudsburg Area SD, PA
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 6
apcsbdb

FUND	SUB FUND	DUE TO	DUE FROM
00 Treasury Fund		5,350.19	5,350.19
10 General Fund			
	TOTAL	5,350.19	5,350.19

** END OF REPORT - Generated by John Rosado **

174 L

JANUARY 2019 WIRE PAYMENTS

Payroll	\$ 3,264,951.10
Accounts Payable - Benefits	\$ 2,134,244.61
Flex Spending Accounts TASC	\$ 15,065.96
Payments to Inservco Insurance for Workers' Comp	\$ 16,566.50
Procurement Card	\$ 35,836.04
EBTEP	\$ 1,748,820.30
ARBITERPAY, LLC ARBITERPAY PPD	\$ 13,376.90
1996 VRLP \$7M Principal , Interest, Annual Trust Fee	\$ 1,259.99
NEOPOST POSTAGE	\$ 600.00
PA STATE SALES TAX	\$ 248.94
	<u>\$ 7,230,970.34</u>

EAST STROUDSBURG AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2019

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

1/1/19 Balance	\$ 40,408,666.98
Receipts	\$ 2,040,620.62
Interest/Dividends	\$ 25,188.37
Disbursements	\$ (9,761,790.44)
1/31/19 Balance	\$ 32,712,685.53

PLGIT - GENERAL FUND

1/1/19 Balance	\$ 11,834,351.34
Receipts	\$ 94,261.56
Interest/Dividends	\$ 22,338.19
Disbursements	\$ (1,259.99)
1/31/19 Balance	\$ 11,949,691.10

PSDLAF - GENERAL FUND

1/1/19 Balance	\$ 49,934,345.27
Receipts	\$ 91,850,284.74
Interest/Dividends	\$ 80,423.93
Disbursements	\$ (90,775,836.04)
1/31/19 Balance	\$ 51,089,217.90

ESSA WORKERS COMP SELF INS - GENERAL FUND

1/1/19 Balance	\$ 200,940.01
Receipts	
Interest/Dividends	\$ 136.53
Disbursements	
1/31/19 Balance	\$ 201,076.54

ESSA PAYPAL - GENERAL FUND

1/1/19 Balance	\$ 8,783.18
Receipts	\$ 3,823.22
Interest/Dividends	\$ 8.40
Disbursements	
1/31/19 Balance	\$ 12,614.80

ESSA FERNWOOD ESCROW - GENERAL FUND

1/1/19 Balance	\$ 38,036.40
Receipts	
Interest/Dividends	\$ 25.84
Disbursements	
1/31/19 Balance	\$ 38,062.24

ESSA - CAFETERIA FUND

1/1/19 Balance	\$ 715,719.30
Receipts	\$ 53,753.70
Interest/Dividends	\$ 501.53
Disbursements	\$ (4,919.59)
1/31/19 Balance	\$ 765,054.94

PLGIT - CAFETERIA FUND

1/1/19 Balance	\$ 40,640.25
Receipts	
Interest/Dividends	\$ 76.45
Disbursements	
1/31/19 Balance	\$ 40,716.70

PLGIT - CAPITAL RESERVE FUND

1/1/19 Balance	\$ 23,627,937.93
Receipts	
Interest/Dividends	\$ 44,448.76
Disbursements	
1/31/19 Balance	\$ 23,672,386.69

ESSA - CONCESSION STAND

1/1/19 Balance	\$ 27,535.73
Receipts	
Interest/Dividends	\$ 18.71
Disbursements	
1/31/19 Balance	\$ 27,554.44

ESSA - EXPENDABLE TRUST

1/1/19 Balance	\$ 31,418.38
Receipts	
Interest/Dividends	\$ 21.35
Disbursements	
1/31/19 Balance	\$ 31,439.73

ESSA - NON-EXPENDABLE TRUST

1/1/19 Balance	\$ 18,499.80
Receipts	
Interest/Dividends	\$ 12.57
Disbursements	
1/31/19 Balance	\$ 18,512.37

ESSA - SPECIAL ACTIVITY

1/1/19 Balance	\$ 238,029.99
Receipts	\$ 600.00
Interest/Dividends	\$ 161.91
Disbursements	
1/31/19 Balance	\$ 238,791.90

ESSA CD INVESTMENT - SPECIAL ACTIVITY

1/1/19 Balance	\$ 40,121.18
Receipts	
Interest/Dividends	
Disbursements	
1/31/19 Balance	\$ 40,121.18

ESSA - STUDENT ACTIVITY

1/1/19 Balance	\$ 73,822.18
Receipts	
Interest/Dividends	\$ 50.16
Disbursements	
1/31/19 Balance	\$ 73,872.34



1
glytdbud

02/19/2019 08:03
sonya-burch
East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT
JANUARY 2019

FOR 2019 07

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10	General Fund							
1110	Regular	54,479,846	54,292,753	22,940,592.96	4,052,504.99	690,904.43	30,661,255.14	43.5%
1190	Federal	1,927,143	1,927,143	1,043,302.14	194,476.46	12,906.58	870,934.28	54.8%
1192	Summer Program	6,000	6,000	149,283.83	.00	.00	-143,283.83	2488.1%
1200	Special	3,225	3,225	138,313.68	1,712.69	10,741.67	-145,830.35	4621.9%
1211	LifeSkillSupp	2,067,492	2,067,492	1,090,306.56	176,776.58	13,787.79	963,397.65	53.4%
1221	Deaf/Hearing	202,918	202,918	93,654.36	.00	.00	109,263.64	46.2%
1224	Blind/Visually	168,159	168,159	70,513.52	2,490.92	.00	97,645.48	41.9%
1225	SpeechLang	1,113,461	1,113,461	480,806.31	24,565.83	184.80	632,469.89	43.2%
1231	EmtSupp	3,430,669	3,438,632	1,670,253.12	241,996.00	8,815.35	1,759,563.53	48.8%
1233	AutisticSupp	1,139,974	1,139,974	551,040.80	.00	15,894.78	573,038.42	49.7%
1241	LearningSupp	12,575,614	12,567,651	5,412,663.07	944,741.92	8,687.46	7,146,300.47	43.1%
1243	GiftedSupp	427,212	427,212	147,581.15	34,119.10	458.24	279,172.61	34.7%
1260	PhysicalSupp	498,772	498,772	231,013.48	.00	.00	267,758.52	46.3%
1270	Handicap	482,995	482,995	221,997.90	.00	41.00	260,956.10	46.0%
1281	UNDEFINED	7,000	7,000	.00	.00	.00	7,000.00	.0%
1290	OSpecProg	2,162,000	2,162,000	347,379.62	-10,430.42	489,117.80	1,325,502.58	38.7%
1360	BusinessEd	908,980	907,588	293,671.70	59,141.26	195.00	613,721.30	32.4%
1390	OthVoEdProg	1,882,758	1,882,758	1,068,634.94	131,328.42	1,057,041.52	-242,918.46	112.9%
1410	Drivers'Ed	280,017	280,017	84,615.28	16,638.03	.00	195,401.72	30.2%
1420	SummerProg	0	0	10,137.10	.00	.00	-10,137.10	100.0%
1430	Homebound Instruction	31,723	31,723	4,449.06	1,616.87	.00	27,273.94	14.0%
1441	Adjudicated Court Place	115,000	115,000	20,122.20	6,085.63	2,029.28	92,848.52	19.3%
1442	Alt Edu Program	1,080,000	1,080,000	472,561.77	103,513.95	33,245.75	574,192.48	46.8%
1500	Nonpublic School Prog	39,672	39,672	.00	.00	41,766.00	-2,094.00	105.3%
1801	Pre-K Instruction	4,600	4,600	27,810.31	.00	.00	-23,210.31	604.6%
2111	Dir of Pupil Svc	369,371	369,371	179,297.31	22,745.25	57.03	190,016.66	48.6%
2119	SvpStuServOther	450,515	450,515	221,991.11	48,287.33	6,541.86	221,982.03	50.7%
2120	Guidance	3,098,383	3,099,673	1,511,704.83	225,499.10	1,386.53	1,586,581.65	48.8%
2144	Psychotherapy Service	870,997	870,997	405,852.09	.00	.00	465,144.91	46.6%
2160	Social Work Services	193,696	193,696	117,264.04	16,698.49	.00	76,431.96	60.5%
2170	Student Acct Services	494,448	494,448	276,080.63	40,963.95	185.00	218,182.37	55.9%
2190	Oth Pupil Per	220,533	220,533	67,252.34	11,100.71	.00	153,280.66	30.5%
2250	Library	1,453,693	1,453,693	670,028.07	115,523.14	41,333.49	742,331.91	48.9%
2260	Instr&CurtDev	850,796	849,937	442,651.87	74,287.92	627.25	406,657.85	52.2%
2271	StaffDevCert	266,408	415,342	170,662.09	5,274.91	1,095.00	243,584.44	41.4%
2280	NonPublicSuppService	360	360	.00	.00	604.00	-244.00	167.8%
2290	OthInstrStaffSvc	12,449	12,449	-170.00	-20.00	.00	12,619.00	-1.4%
2310	BoardSvc	133,682	133,682	112,418.82	21,309.53	8,035.06	13,228.12	90.1%
2330	TaxAssess&Collect	366,127	366,127	115,738.14	14,275.54	4,377.38	246,011.48	32.8%
2350	Legal Services	195,000	215,000	148,303.32	41,639.89	27,831.35	38,865.33	81.9%
2360	Office Superintendent	995,508	995,897	557,234.04	79,075.54	1,585.53	437,077.56	56.1%
2380	Principal	5,206,792	5,226,764	2,891,124.73	417,080.07	9,528.39	2,326,111.00	55.5%
2390	Other Admin Svs	31,300	31,300	9,326.36	1,500.00	110.50	21,863.14	30.1%
2420	MedicalSvs	1,604,806	1,601,806	697,321.81	116,610.48	24,267.22	880,216.97	45.0%

178

02/19/2019 08:03
sonya-burch

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

JANUARY 2019

FOR 2019 07

ACCOUNTS FOR:
10 General Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2430 DentalSvs	128,570	128,570	71,612.15	10,936.45	57.48	56,900.37	55.7%
2450 NonpubHlthSvs	73,933	73,933	31,726.23	5,441.75	.00	42,206.77	42.9%
2490 Other Health Service	106,583	106,583	59,044.73	8,411.90	.00	47,538.27	55.4%
2511 Supervisor Of Fiscal	228,983	228,983	177,394.09	13,375.64	.00	51,588.91	77.5%
2514 Payroll Services	231,190	231,190	134,853.78	18,501.72	.00	96,336.22	58.3%
2515 Financial Acct Service	1,007,206	1,007,206	513,271.95	99,486.83	119,781.48	374,152.57	62.9%
2611 Supervision-Op/Maint	147,677	147,677	80,651.22	11,526.20	.00	67,025.78	54.6%
2620 OperBldg	11,064,618	11,065,118	5,765,706.00	843,566.35	322,542.68	4,976,869.04	55.0%
2630 Grounds	272,000	272,000	80,852.34	35,779.87	28,109.33	163,038.33	40.1%
2660 Security	2,888,518	2,885,193	1,356,855.59	225,564.33	40,350.36	1,487,986.69	48.4%
2711 Adm-Trans -Head	147,623	147,623	81,482.93	11,595.40	.00	66,140.07	55.2%
2719 Spv-Trans -Other	398,215	398,215	233,451.77	32,505.61	.00	164,763.23	58.6%
2720 Vehicle Operation Svc	11,195,558	11,203,558	8,001,918.37	671,458.80	622,512.63	2,579,127.00	77.0%
2740 VehicleSvcsMaint	383,928	375,928	220,465.30	31,893.17	693.94	154,768.76	58.8%
2750 Nonpublic Trans	420,043	420,043	236,906.02	37,369.28	.00	183,136.98	56.4%
2790 Other Student Trans	1,500	1,500	.00	.00	.00	1,500.00	0%
2831 SPV of Staff Services HR	192,310	192,310	103,799.90	14,854.92	.00	88,510.10	54.0%
2833 StaffAccServ	342,273	342,273	222,444.05	22,184.90	-37,649.33	157,478.28	54.0%
2834 SDevNonInstCert	35,465	60,724	12,728.71	4,028.76	3,404.00	44,591.29	26.6%
2836 SDevNonInstCert	26,175	39,500	26,209.28	17,293.66	6,123.00	7,168.08	81.9%
2840 DataProcess	207,876	207,876	203,852.34	13,999.81	258.26	3,765.40	98.2%
2841 Supervisor Itec	179,801	179,801	97,905.22	13,999.81	.00	81,895.78	54.5%
2844 OperationsSvcs	3,784,381	3,775,274	1,180,682.10	102,804.46	-187,835.29	2,782,426.86	26.3%
2850 Liaison Svcs	75,374	75,374	78,280.95	9,749.46	.00	-2,906.95	103.9%
2910 UNDEFINED	45,000	45,000	127,378.67	.00	.00	-82,378.67	283.1%
3210 StudentActivity	280,693	273,993	237,855.07	25,721.67	.00	30,213.38	89.0%
3250 Athletics	1,851,759	1,854,459	1,082,521.83	335,671.30	5,924.55	730,425.80	60.6%
3310 CommRecreation	78,666	78,666	77,561.36	2,746.67	9,496.29	-8,391.65	110.7%
5110 Debt Service	17,251,464	17,250,571	14,062,952.41	6,221.53	43,009.89	3,144,608.95	81.8%
5130 Refund Prior Yr Rev	550,000	550,000	489,512.57	.00	.00	60,487.43	89.0%
5800 Suspense Account	0	0	-1,512,633.03	-1,785,180.03	755.00	1,511,878.03	100.0%
5900 Budgetary Reserve	350,000	330,000	.00	.00	.00	330,000.00	.0%
6111 Current Real Estate Tax	-88,828,692	-88,828,692	-87,070,702.12	-686,467.42	.00	-1,757,989.88	98.0%
6112 Interim Real Exrtate Tax	-130,000	-130,000	-62,111.46	.00	.00	-67,888.54	47.8%
6113 Public Utility Realty	-125,000	-125,000	-102,883.13	.00	.00	-22,116.87	82.3%
6114 Pay In Lieu -St/Local	-80,000	-80,000	-70,670.73	.00	.00	-9,329.27	88.3%
6143 Local Service Tax - LST	-80,000	-80,000	-37,917.10	-448.79	.00	-42,082.90	47.4%
6151 Current Act 511 EIT	-3,800,000	-3,800,000	-1,735,607.99	-96,550.89	.00	-2,064,392.01	45.7%
6153 Curr Act 511 Real Est	-900,000	-900,000	-522,424.84	-75,478.26	.00	-377,575.16	58.0%
6411 Delinquent Real Estate	-8,500,000	-8,500,000	-3,916,210.80	-1,084,036.88	.00	-4,583,789.20	46.1%
6510 Interest on Invest	-150,000	-150,000	-780,399.53	-128,121.31	.00	630,399.53	520.3%
6710 Admissions	-35,000	-35,000	-26,553.22	-4,033.00	.00	-8,446.78	75.9%
6740 Fees	0	0	-1,554.12	.00	.00	1,554.12	100.0%
6832 Federal Idea Revenue	-1,060,543	-1,060,543	-447,684.66	-447,684.66	.00	-612,858.34	42.2%

02/19/2019 08:03
sonya-burchEast Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT

JANUARY 2019

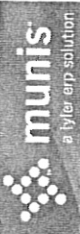
P 3
glytdbud

FOR 2019 07

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6910 Rentals	-100,000	-100,000	-34,203.66	-2,149.29	.00	-65,796.34	34.2%
6941 Regular Sch Tuition	-15,000	-15,000	2,078.04	-8,749.29	.00	-17,078.04	-13.9%
6942 Summer School Tuition	-12,000	-12,000	-15,355.00	.00	.00	3,355.00	128.0%
6944 Tuition from Other Lea	-8,500	-8,500	-40.89	.00	.00	-8,459.11	.5%
6990 MiscRevenue	-100,000	-100,000	-9.12	.00	.00	-99,990.88	.0%
6991 RefundPriorYrReceipt	-20,000	-20,000	-1,730.87	.00	.00	-18,269.13	8.7%
6999 Other Revenues Misc	0	0	-37,047.15	-6,584.45	.00	37,047.15	100.0%
7110 Basic Education	-15,676,499	-15,676,499	-7,180,162.33	.00	.00	-8,496,336.67	45.8%
7160 Tuition Orphans & Child	-750,000	-750,000	.00	.00	.00	-750,000.00	.0%
7240 Driver Ed-Student	-13,250	-13,250	-12,670.00	.00	.00	-580.00	95.6%
7271 Special Ed School Aged	-4,109,882	-4,109,882	-2,578,642.00	-645,527.00	.00	-1,531,240.00	62.7%
7299 Misc SpecEd Programs	0	0	-2,886.23	.00	.00	2,886.23	100.0%
7311 Pupil Transportation Subsidy	-2,900,000	-2,900,000	-1,347,694.69	.00	.00	-1,552,305.31	46.5%
7312 NonPublicCharterTransp	0	0	-53,900.00	.00	.00	53,900.00	100.0%
7320 Rent & Sink Fund Pymt	-1,125,000	-1,125,000	-607,062.84	-81,082.44	.00	-517,937.16	54.0%
7330 Health Services/ Act 25	-145,000	-145,000	.00	.00	.00	-145,000.00	.0%
7340 State Prop Tax Reduction Allo	-4,347,613	-4,347,613	-4,913,505.40	-25,000.00	.00	565,892.40	113.0%
7361 School Safety & Security Gran	0	0	-25,000.00	.00	.00	25,000.00	100.0%
7505 Ready To Learn Grant	-1,248,758	-1,248,758	-1,248,758.00	.00	.00	.00	100.0%
7810 State Share Ss & Med	-2,534,439	-2,534,439	-1,415,438.36	.00	.00	-1,119,000.64	55.8%
7820 State Share Retire Cont	-11,237,150	-11,237,150	-5,880,892.56	.00	.00	-5,356,257.44	52.3%
8110 Payments Fed Impacted	-625,000	-625,000	-562,915.57	.00	.00	-62,084.43	90.1%
8514 NCLB-Title I	-2,010,509	-2,010,509	-951,319.73	-155,149.86	.00	-1,059,189.27	47.3%
8515 NCLB-Title II	-293,016	-293,016	-219,697.41	-22,391.07	.00	-73,318.59	75.0%
8516 NCLB-Title III	-26,077	-26,077	-23,440.16	-1,818.93	.00	-2,636.84	89.9%
8517 NCLB-Title IV	0	0	-80,229.40	-9,545.71	.00	80,229.40	100.0%
8540 Nutrition Ed & Training	0	0	-684.00	.00	.00	684.00	100.0%
8732 Arra-Qscbs	-54,900	-54,900	-27,532.99	.00	.00	-27,367.01	50.2%
8733 UNDEFINED	-25,100	-25,100	-12,603.75	.00	.00	-12,496.25	50.2%
8810 Med Assist Reimb Access	-800,000	-800,000	.00	.00	.00	-800,000.00	.0%
8820 Med Assi Reimb Trans	-80,000	-80,000	-20,700.14	.00	.00	-59,299.86	25.9%
9210 Capital Lease Equipment	-1,830,365	-1,830,365	.00	.00	.00	-1,830,365.00	.0%
9400 Sale Of Fixed Assets	-1,258,050	-1,258,050	-2,356,266.34	-11,756.33	.00	1,098,216.34	187.3%
TOTAL General Fund	762,132	762,132	-45,680,999.89	4,569,368.53	3,532,428.68	42,910,703.61	-5530.3%
TOTAL REVENUES	-155,035,343	-155,035,343	-124,383,030.25	-3,492,575.58	.00	-30,652,312.75	
TOTAL EXPENSES	155,797,475	155,797,475	78,702,030.36	8,061,944.11	3,532,428.68	73,563,016.36	

02/19/2019 08:03
sonya-burch

East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT
JANUARY 2019



P 4
glytdbud

FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	762,132	762,132	-45,680,999.89	4,569,368.53	3,532,428.68	42,910,703.61	5530.3%
** END OF REPORT - Generated by Sonya Burch **							



Balance Sheet Report for 2019 Period 7

Account Number	Description	Period Net Change	Account Balance
10 General Fund			
Assets			
10-0000-010-000-00-000-000-000-0000-	AP Cash - GENERAL FUND		112,759,908.07
10-0101-020-000-00-000-000-000-0001-	Cash ESSA General Fund	(4,503,034.06)	26,009,471.34
10-0103-020-000-00-000-000-000-0000-	Cash Petty Cash	0.00	8,844,489.52
10-0111-011-000-00-000-000-000-0003-	Investment PLGIT	0.00	2,800.00
10-0111-011-000-00-000-000-000-0009-	Investment Liquid Asset PSDLAF	115,339.76	11,949,691.10
10-0121-012-000-00-000-000-000-00013-	Delinquent Taxes Receivable	1,190,708.67	51,125,053.94
10-0121-012-000-00-000-000-000-00013-	Delinquent Taxes Interim	0.00	14,076,396.37
10-0121-012-000-00-000-000-000-00014-	Taxes Receivable Tax Claim Dif	0.00	99,375.51
10-0121-012-000-00-000-000-000-00015-	Due to/from Fund 50	0.00	(2,300,873.77)
10-0132-013-000-00-000-000-000-00050-	State Subsidies Receivable	0.00	1,121.36
10-0142-014-000-00-000-000-000-00023-	Allowance Uncollected Receivab	0.00	2,509,741.17
10-0154-015-000-00-000-000-000-00027-	Due from Employees	0.00	(17,620.58)
10-0155-015-000-00-000-000-000-00034-	Due from Use of Facility	1,597.93	104,568.83
10-0155-015-000-00-000-000-000-00035-	Due from Students & Misc	(5,408.45)	(3,649.49)
10-0155-015-000-00-000-000-000-00036-	Prepaid Expenses Arbitrpay	4,602.77	66,853.69
10-0181-018-000-00-000-000-000-00041-	Cash ESSA PayPal	0.00	40,735.50
10-0101-020-000-00-000-000-000-00019-	Cash ESSA W/C Escrow	3,831.62	12,614.80
10-0101-020-000-00-000-000-000-00025-	Cash ESSA Fernwood Escrow	136.53	201,076.54
10-0101-020-000-00-000-000-000-00028-		25.84	38,062.24
Liabilities		Total Liabilities	(1,377,169.14)
10-0000-042-000-00-000-000-000-00000-	Accounts Payable	(4,965.43)	30,021.94
10-0421-039-000-00-000-000-000-00043-	Account Payable CDL class	(180.00)	(13,380.00)
10-0421-039-000-00-000-000-000-00044-	Account Payable Donation	(2,762.60)	(4,077.18)
10-0421-039-000-00-000-000-000-00046-	Account Payable Cyber Reg	0.00	(11,001.63)
10-0421-039-000-00-000-000-000-00047-	Account Payable Cyber SpEd	0.00	(70,337.61)
10-0462-046-000-00-000-000-000-00082-	Federal Withholding	232.51	500.71

182

Balance Sheet Report for 2019 Period 7



Account Number	Description	Period Net Change	Account Balance
10 General Fund			
10-0462-046-000-00-000-000-000-0083-	Federal Withholding Contracts	4,912.50	0.00
10-0462-046-000-00-000-000-000-0086-	PA State Withholding	6.15	6.15
10-0462-046-000-00-000-000-000-0087-	PA Unemployment WH	7,420.53	(3,091.74)
10-0462-046-000-00-000-000-000-0089-	EIT WH	132,533.34	(52,293.27)
10-0462-046-000-00-000-000-000-0090-	OPT WH	3,273.56	(8,248.56)
10-0462-046-000-00-000-000-000-0091-	Retirement Employee	120,051.27	(361,969.57)
10-0462-046-000-00-000-000-000-0092-	Retirement Special Deductions	(65.91)	(775.75)
10-0462-046-000-00-000-000-000-0093-	Retirement Employer	(1,611,891.02)	(7,365,515.77)
10-0462-046-000-00-000-000-000-0110-	School Service Person Dues	0.00	(16.57)
10-0480-048-000-00-000-000-000-0121-	Delinquent Tax Equity	0.00	(11,775,522.60)
10-0480-048-000-00-000-000-000-0122-	Deferred Revenues Current Tax	0.00	(97,147.96)
10-0493-049-000-00-000-000-000-0000-	Retiree Health Insurance	0.00	4,890.00
10-0499-049-000-00-000-000-000-0143-	Compensatory Ed 134245	0.00	(21,050.06)
10-0499-049-000-00-000-000-000-0144-	Compensatory Ed 123021	0.00	(31,254.63)
10-0499-049-000-00-000-000-000-0145-	Compensatory Ed 131278	0.00	(14,095.02)
10-0499-049-000-00-000-000-000-0146-	Compensatory Ed 136427	0.00	(560.00)
10-0499-049-000-00-000-000-000-0148-	Compensatory Ed 132787	525.00	(12,851.67)
10-0499-049-000-00-000-000-000-0149-	Compensatory Ed 135934	0.00	(27,500.00)
10-0499-049-000-00-000-000-000-0152-	Compensatory Ed 133721	0.00	(12,914.04)
10-0462-046-000-00-000-000-000-0117-	Life Insurance Payable	0.00	(9,339.02)
10-0499-049-000-00-000-000-000-0153-	Compensatory Ed 133807	0.00	(3,460.00)
10-0462-046-010-00-000-000-000-0106-	FSA-Dependent Care Acct ADM	(384.60)	(378.27)
10-0462-046-011-00-000-000-000-0106-	FSA-Dependent Care Acct PROF	(2,589.72)	1,317.89
10-0462-046-012-00-000-000-000-0106-	FSA-Dependent Care Acct S-10	(137.98)	(177.99)
10-0462-046-013-00-000-000-000-0106-	FSA-Dependent Care Acct S-12	(38.46)	(38.46)
10-0462-046-014-00-000-000-000-0106-	FSA-Flexible Spending Acct ADM	(1,699.90)	(1,197.20)
10-0462-046-015-00-000-000-000-0106-	FSA-Flexible Spending Acct PRO	(7,577.68)	(7,369.52)

183

Balance Sheet Report for 2019 Period 7



Account Number	Description	Period Net Change	Account Balance
10 General Fund			
10-0462-046-016-00-000-000-000-0106-	FSA-Flexible Spending Acct S10	(2,118.00)	(2,117.99)
10-0462-046-017-00-000-000-000-0106-	FSA-Flexible Spending Acct S12	(677.62)	341.93
10-0499-049-000-00-000-000-000-0154-	Compensatory Ed#130273	0.00	(20,000.00)
10-0421-039-000-00-000-000-000-0048-	Account Payable -ESS	(11,035.08)	(63,955.31)
Fund Balance	Total Fund Balance	4,569,368.53	(92,805,349.30)
10-0000-031-000-00-000-000-000-0000-	Estimated Revenues	0.00	155,035,343.00
10-0000-032-000-00-000-000-000-0000-	Revenue Control	(3,492,575.58)	(124,383,030.25)
10-0000-061-000-00-000-000-000-0000-	Appropriations Control	0.00	(155,797,475.40)
10-0000-062-000-00-000-000-000-0000-	Expend Control	8,061,944.11	78,702,030.36
10-0000-063-000-00-000-000-000-0000-	Encumbrance Control	5,070,910.70	3,532,514.29
10-0000-078-000-00-000-000-000-0000-	Budgetary Fund Bal Unreserved	0.00	762,132.40
10-0000-086-000-00-000-000-000-0000-	Budgetary Fund Bal Reserved fo	(5,070,910.70)	(3,532,514.29)
10-0810-082-000-00-000-000-000-0000-	Fund Balance-NonspendablePrePd	0.00	(134,586.00)
10-0830-082-000-00-000-000-000-0161-	Fund Balance -PSERS	0.00	(18,545,532.00)
10-0830-082-000-00-000-000-000-0162-	Fund Balance-EBTEP	0.00	(6,000,000.00)
10-0840-082-000-00-000-000-000-0166-	Fund Balance-AssigFiscalYrBudg	0.00	(8,488,285.00)
10-0840-082-000-00-000-000-000-0168-	Fund Balance-Athletic Events	0.00	(21,923.84)
10-0850-082-000-00-000-000-000-0000-	Fund Balance-Unassigned	0.00	(9,934,022.57)
10-0840-084-000-00-000-000-000-0165-	Assigned Fund Bal-EducatProgra	0.00	(4,000,000.00)
Total Liabilities + Fund Balance		3,192,199.39	(112,759,908.07)

184

		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending August 31, 2018	For the Period Ending August 31, 2018
		CAFETERIA FUND	CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000-	422.72	854.47
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000-	13,780.46	14,722.26
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000-	1,557.90	1,557.90
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-	9,671.80	9,671.80
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000-	3,852.60	5,253.76
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000-	1,885.03	2,956.24
TOTAL SALES		30,747.79	34,161.96
TOTAL LOCAL REVENUE		31,170.51	35,016.43
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000-	2,564.42	4,151.04
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000-	692.20	1,630.30
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000-	1,513.37	2,417.39
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000-	6,655.17	9,947.04
TOTAL STATE REVENUE		11,425.16	18,145.77
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000-	52,017.53	90,799.13
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000-	12,869.86	32,945.20
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-0000-	-	-
TOTAL FEDERAL REVENUE		64,887.39	123,744.33
TOTAL CAFETERIA REVENUE		\$107,483.06	\$176,906.53
EXPENSES OF OPERATIONS			
Salary, Manager	50-3100-111-000-00-000-000-106-0000-	3,060.55	5,146.81
Salary, Supervisors	50-3100-111-000-00-000-000-109-0000-	7,077.50	10,616.25
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	-	-
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	2,488.50	3,736.90
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	-	-
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	2,365.37	7,545.50
Salary, Cafeteria Worker	50-3100-171-000-00-000-000-804-0000-	-	-
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	-	-
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	-	-
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	-	-
Salary, OT Worker	50-3100-173-000-00-000-000-804-0000-	10.07	37.86
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	14,724.00	21,186.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	10,089.60	15,209.40
Salary, Substitutes Worker	50-3100-182-000-00-000-000-802-0000-	-	156.00
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	-
Salary, Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	-	-
LIFE INSURANCE	50-3100-213-000-00-000-000-000-0000-	270.30	696.35
LTD INSURANCE	50-3100-214-000-00-000-000-000-0000-	57.88	95.59
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	2,453.07	3,918.38
FICA HI	50-3100-221-000-00-000-000-000-0000-	573.67	916.40
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	13,310.34	19,894.07
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	-	-
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	254.84	407.29
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	28,687.43	68,717.99
TRAINING-REGISTRATION FEES	50-3100-324-000-00-000-000-000-0000-	-	-
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	-	-
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	-	-
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	8,869.37	9,834.37
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	185.33	185.33
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	-
POSTAGE	50-3100-531-000-00-000-000-000-0000-	12.45	19.20
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	-
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	625.08	625.08
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	4,803.46	4,803.46
ELECTRCITY	50-3100-622-000-00-000-000-000-0000-	3,805.16	3,805.16
FUEL	50-3100-626-000-00-000-000-000-0000-	241.02	241.02
Food Purchases	50-3100-631-000-00-000-000-000-0000-	8,430.82	8,430.82
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	5,367.75	5,367.75
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-	12,444.00	12,444.00
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,577.95	3,155.85
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	337.94	2,544.34
TOTAL FOOD SERVICE EXPENSES		\$132,123.45	\$209,737.17
NET INCOME (LOSS)	185	(\$24,640.39)	(\$32,830.64)

		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending September 30, 2018	For the Period Ending September 30, 2018
		CAFETERIA FUND	CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000-	403.94	1,258.41
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000-	36,003.34	50,725.60
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000-	5,994.40	7,552.30
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-	35,567.60	45,239.40
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000-	2,649.00	7,902.76
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000-	2,677.50	5,633.74
TOTAL SALES		82,891.84	117,053.80
TOTAL LOCAL REVENUE		83,295.78	118,312.21
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000-	5,974.14	10,125.18
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000-	1,843.80	3,474.10
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000-	3,461.36	5,878.75
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000-	15,229.43	25,176.47
TOTAL STATE REVENUE		26,508.73	44,654.50
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000-	111,974.97	202,774.10
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000-	32,002.17	64,947.37
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-0000-	-	-
TOTAL FEDERAL REVENUE		143,977.14	267,721.47
TOTAL CAFETERIA REVENUE		\$253,781.65	\$430,688.18
EXPENSES OF OPERATIONS			
Salary, Manager	50-3100-111-000-00-000-000-106-0000-	8,236.91	13,383.72
Salary, Supervisors	50-3100-111-000-00-000-000-109-0000-	7,077.50	17,693.75
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	1,569.31	1,569.31
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	2,513.40	6,250.30
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	12.44	12.44
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	57,316.21	64,861.71
Salary, Cafeteria Worker	50-3100-171-000-00-000-000-804-0000-	1,369.64	1,369.64
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	-	-
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	688.00	688.00
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	-	-
Salary, OT Worker	50-3100-173-000-00-000-000-804-0000-	71.15	109.01
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	2,070.00	23,256.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	10,787.20	25,996.60
Salary, Substitutes Worker	50-3100-182-000-00-000-000-804-0000-	-	156.00
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	-
Salary, Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	5.81	5.81
LIFE INSURANCE	50-3100-213-000-00-000-000-000-0000-	751.61	1,447.96
LTD INSURANCE	50-3100-214-000-00-000-000-000-0000-	170.34	265.93
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	5,610.42	9,528.80
FICA HI	50-3100-221-000-00-000-000-000-0000-	1,312.30	2,228.70
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	30,458.85	50,352.92
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	-	-
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	627.03	1,034.32
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	42,840.79	111,558.78
TRAINING-REGISTRATION FEES	50-3100-324-000-00-000-000-000-0000-	-	-
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	-	-
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	-	-
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	4,249.53	14,083.90
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	49.46	234.79
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	-
POSTAGE	50-3100-531-000-00-000-000-000-0000-	13.59	32.79
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	-
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	935.50	1,560.58
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	11,748.62	16,552.08
ELECTRICITY	50-3100-622-000-00-000-000-000-0000-	4,702.22	8,507.38
FUEL	50-3100-626-000-00-000-000-000-0000-	470.02	711.04
Food Purchases	50-3100-631-000-00-000-000-000-0000-	41,076.79	49,507.61
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	11,285.97	16,653.72
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-	-	12,444.00
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,577.95	4,733.80
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	2,541.90	5,086.24
TOTAL FOOD SERVICE EXPENSES		\$252,140.46	\$461,877.63
NET INCOME (LOSS)	186	\$1,641.19	(\$31,189.45)

		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending October 31, 2018	For the Period Ending October 31, 2018
		CAFETERIA FUND	CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000-	503.16	1,761.57
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000-	73,890.42	124,616.02
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000-	13,941.85	21,494.15
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-	66,614.50	111,853.90
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000-	4,374.55	12,277.31
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000-	5,840.93	11,474.67
TOTAL SALES		164,662.25	281,716.05
TOTAL LOCAL REVENUE		165,165.41	283,477.62
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000-	12,261.90	22,387.08
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000-	4,071.80	7,545.90
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000-	3,884.20	9,762.95
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000-	16,295.12	41,471.59
TOTAL STATE REVENUE		36,513.02	81,167.52
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000-	216,190.04	418,964.14
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000-	69,562.64	134,510.01
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-0000-	-	-
TOTAL FEDERAL REVENUE		285,752.68	553,474.15
TOTAL CAFETERIA REVENUE		\$487,431.11	\$918,119.29
EXPENSES OF OPERATIONS			
Salary, Manager	50-3100-111-000-00-000-000-106-0000-	8,814.68	22,198.40
Salary, Supervisors	50-3100-111-000-00-000-000-109-0000-	7,077.50	24,771.25
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	573.86	2,143.17
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	2,496.81	8,747.11
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	37.33	49.77
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	70,960.51	135,822.22
Salary, Cafeteria Worker	50-3100-171-000-00-000-000-804-0000-	2,226.91	3,596.55
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	-	-
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	888.00	1,576.00
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	24.00	24.00
Salary, OT Worker	50-3100-173-000-00-000-000-804-0000-	485.75	594.76
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	-	23,256.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	10,089.60	36,086.20
Salary, Substitutes Worker	50-3100-182-000-00-000-000-802-0000-	-	156.00
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	-
Salary, Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	43.95	49.76
LIFE INSURANCE	50-3100-213-000-00-000-000-000-0000-	743.36	2,191.32
LTD INSURANCE	50-3100-214-000-00-000-000-000-0000-	194.27	460.20
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	6,295.90	15,824.70
FICA HI	50-3100-221-000-00-000-000-000-0000-	1,472.49	3,701.19
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	32,590.23	82,943.15
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	151.24	151.24
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	663.84	1,698.16
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	41,848.80	153,407.58
TRAINING-REGISTRATION FEES	50-3100-324-000-00-000-000-000-0000-	-	-
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	7,068.23	7,068.23
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	-	-
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	626.53	14,710.43
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	-	234.79
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	-
POSTAGE	50-3100-531-000-00-000-000-000-0000-	41.78	74.57
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	-
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	111.44	1,672.02
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	3,716.68	20,268.76
ELECTRICITY	50-3100-622-000-00-000-000-000-0000-	5,030.13	13,537.51
FUEL	50-3100-626-000-00-000-000-000-0000-	456.51	1,167.55
Food Purchases	50-3100-631-000-00-000-000-000-0000-	40,253.47	89,761.08
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	14,481.36	31,135.08
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-	-	12,444.00
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,577.95	6,311.75
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	3,282.19	8,368.43
TOTAL FOOD SERVICE EXPENSES		\$264,325.30	\$726,202.93
NET INCOME (LOSS)	187	\$223,105.81	\$191,916.36

		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending November 30, 2018	For the Period Ending November 30, 2018
		CAFETERIA FUND	CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000-	497.98	2,259.55
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000-	59,516.67	184,132.69
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000-	11,070.75	32,564.90
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-	43,828.50	155,682.40
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000-	7,507.76	19,785.07
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000-	4,171.51	15,646.18
TOTAL SALES		126,095.19	407,811.24
TOTAL LOCAL REVENUE		126,593.17	410,070.79
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000-	9,212.90	31,599.98
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000-	3,057.80	10,603.70
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000-	7,604.43	17,367.38
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000-	33,472.47	74,944.06
TOTAL STATE REVENUE		53,347.60	134,515.12
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000-	154,273.84	573,237.98
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000-	51,663.23	186,173.24
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-0000-	-	-
TOTAL FEDERAL REVENUE		205,937.07	759,411.22
TOTAL CAFETERIA REVENUE		\$385,877.84	\$1,303,997.13
EXPENSES OF OPERATIONS			
Salary, Manager	50-3100-111-000-00-000-000-106-0000-	14,803.03	37,001.43
Salary, Supervisors	50-3100-111-000-00-000-000-109-0000-	10,616.25	35,387.50
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	1,932.36	4,075.53
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	3,761.80	12,508.91
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	93.32	143.09
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	146,609.13	282,431.35
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	5,002.71	8,599.26
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	1,396.00	2,972.00
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	168.00	192.00
Salary, OT Worker	50-3100-173-000-00-000-000-804-0000-	2,355.92	2,950.68
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	-	23,256.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	15,368.41	51,454.61
Salary, Substitutes Worker	50-3100-182-000-00-000-000-802-0000-	-	156.00
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	-
Salary, OT Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	14.65	64.41
LIFE INSURANCE	50-3100-213-000-00-000-000-000-0000-	820.10	3,011.42
LTD INSURANCE	50-3100-214-000-00-000-000-000-0000-	366.62	826.82
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	12,326.15	28,150.85
FICA HI	50-3100-221-000-00-000-000-000-0000-	2,882.71	6,583.90
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	66,944.93	149,888.08
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	-	151.24
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	1,293.64	2,991.80
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	38,836.42	192,244.00
TRAINING-REGISTRATION FEES	50-3100-324-000-00-000-000-000-0000-	-	-
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	-	7,068.23
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	-	-
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	6,552.35	21,262.78
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	-	234.79
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	-
POSTAGE	50-3100-531-000-00-000-000-000-0000-	64.03	138.60
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	-
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	284.71	1,956.73
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	10,659.88	30,928.64
ELECTRICITY	50-3100-622-000-00-000-000-000-0000-	3,067.41	16,604.92
FUEL	50-3100-626-000-00-000-000-000-0000-	349.36	1,516.91
Food Purchases	50-3100-631-000-00-000-000-000-0000-	143,270.30	233,031.38
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	36,675.49	67,810.57
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-	-	12,444.00
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,577.95	7,889.70
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	6,674.69	15,043.12
TOTAL FOOD SERVICE EXPENSES		\$534,768.32	\$1,260,971.25
NET INCOME (LOSS)	188	(\$148,890.48)	\$43,025.88

New

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A SPECIAL ACTIVITY – 2018-2019

1. NAME OF ORGANIZATION: HS North Girls' Softball Team
2. CHOOSE FROM ONE (1) OF THE FOLLOWING:
 Renewal of a Previously-Approved Special Activity Account ☐ Establish a New Special Activity Account ☐
3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)
To give girls the opportunity to play competitive softball and represent their school in the PIAA conference.
4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)
This team will provide the female students of HS North the opportunity to play softball, develop their skills as players, create teams bonds, strengthen school/district pride, and promote long lasting friendships.
5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) This team will be run by three adults, a varsity head coach, a varsity assistant coach, and a junior varsity coach. Team captains will be appointed by coaching staff.
6. FUND RAISING:
 - a. Will this organization raise funds? Yes ☒ No ☐
 - b. If "yes", briefly describe typical fund-raising activities and who will be involved.
Team will sell team logo apparel, and share in the concession stand duties as outlined by the athletic director.
7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)
Funds will be used to purchase team equipment, uniforms, and other supplies as needed by the team.
8. FINANCIAL DEPENDENCE:
 - a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☒ No ☐
 - b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.
The softball team already has a budget through the athletic department, which provides equipment, uniforms, and facilities.
9. FINANCIAL RESPONSIBILITY: (Briefly describe who will be responsible for these funds and how fund-raising, expenditure and/or transfer decisions will be made)
The coaching staff will collectively make decisions in the best interest of the team.

Date Submitted: 1/11/19

Submitted by: Catherine Van Winkle

Advisor's Signature: Catherine Van Winkle

Print Name: Catherine Van Winkle

Co-Advisor's Signature: _____

Print Name: _____

Principal: [Signature]

Date: 2/4/19

EAST STROUDSBURG AREA SCHOOL DISTRICT

NEW

REQUEST TO ESTABLISH A SPECIAL ACTIVITY -- 2018-2019

1. NAME OF ORGANIZATION: Middle Smithfield - School-Wide Positive Behavior Team
2. CHOOSE FROM ONE (1) OF THE FOLLOWING:
 Renewal of a Previously-Approved Special Activity Account ☐ Establish a New Special Activity Account ☒
3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)
To promote a positive character based-learning environment for all staff & students
4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)
Reduce problem behaviors and create environments that foster student success.
5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) Monthly meetings
6. FUND RAISING:
 a. Will this organization raise funds? Yes ☒ No ☐
 b. If "yes", briefly describe typical fund-raising activities and who will be involved.

7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)
Funds will be used as needed.
8. FINANCIAL DEPENDENCE:
 a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes ☐ No ☒
 b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.

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

Date Submitted: 1/18/19

Submitted by: _____

Advisor's Signature: Julie Casto

Print Name: Julie Casto

Co-Advisor's Signature: Deziree Seeman

Print Name: Deziree Seeman

Principal's Signature: [Signature]

Date: 1/22/19



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

INVOICE

No. 48715
 12/31/2018

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

High School North Roof Replacement

287010

For Services Rendered From November 24, 2018 To December 31, 2018

DEI Fee = 7% of \$6,675,000 = \$467,250

01 - High School North / Lehman I.S. Roof Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$12,900.00	\$12,900.00	100.00	\$0.00

02 - Design, Bidding & Construction Phase Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$467,250.00	\$0.00	1.84	\$8,595.06

INVOICE TOTAL **\$8,595.06**



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

INVOICE

No. 48716
 12/31/2018

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Resica Elementary School Roof Replacement**287011**

For Services Rendered From November 24, 2018 To December 31, 2018

DEI Fee = 7% of Estimated Cost of \$675,000 = \$47,250

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$47,250.00	\$0.00	3.50	\$1,656.02

INVOICE TOTAL **\$1,656.02**

**TRANE****LET'S GO BEYOND™**

Trane U.S. Inc.
1185 North Washington Street
Wilkes Barre, PA 18705
Phone: (570) 821-4960
Fax: (866) 483-5414

January 22, 2019

Scott Ihle

East Stroudsburg Area School District
50 Vine Street
PO Box 298
East Stroudsburg, PA 18301
(570) 424-8500
scott-ihle@esasd.net

Site Address:
Lehman Intermediate and High School North
257 Timberwolf Drive
Dingsmans Ferry, PA 18328

PROJECT NAME: East Stroudsburg North HS -Tube Prep & Eddy Test

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

EQUIPMENT LIST

Equipment	Qty	Manufacturer	Model Number	Serial Number
Centrifugal Chiller	1	Trane	CVHF077FA1	L99G02989M
Rotary Chiller	1	Trane	RTHB300FMF	U99G00244
Rotary Chiller	1	Trane	RTHB300FMF	U99G00245

Scope of Service: Provide labor and material to perform Eddy Current tube testing on one (1) CVHF077 centrifugal chiller and two (2) RTHB300 rotary chillers.

Service: Eddy Current Testing (per chiller)**Description**

- Remove chiller from service
- Lock out and tag chiller
- Isolate the evaporator and condenser vessels from the water systems
- Remove one (1) head (non piping end) from each vessel
- Inspect tubes, tube sheets and heads*
- Mechanically brush clean evaporator and condenser tubes
- Perform Eddy Current tube test on all tubes and provide detailed report*
- Reinstall vessel heads with new gasket/orings
- Refill vessels and return to water systems
- Remove locks and tags
- Place chiller back into service

* Evaluations will be by Trane representative. Any required additional repairs will be brought to your attention, quoted separately, and will be done only following your approval.

Notes

- Removal and storage of glycol (if used) is not included in above referenced scope
Water system(s) draining and refilling is not included should vessel(s) isolation valves not close and hold
The existing insulation will be re-used when possible. New insulation, if necessary, will be quoted in addition to this proposal.

PRICING AND ACCEPTANCE

TOTAL PRICE:.....\$19,922.00 USD

CLARIFICATIONS

- Any service not listed is not included.
- Work will be performed during normal Trane business hours.
- This proposal is valid for 30 days from January 21, 2019.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs.
Please contact me if you have any questions or concerns.

Sincerely,

Vincent DeAngelis
Services Account Manager
(570) 332-1880

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions –
Quoted Service.

CUSTOMER ACCEPTANCE
Authorized Representative
Printed Name
Title
Purchase Order
Acceptance Date
License Number:

TERMS AND CONDITIONS – QUOTED SERVICE

"Company" shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

3. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

4. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

5. Services Fees and Taxes. Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

6. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

7. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

8. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

9. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

10. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing

Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

11. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

12. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

13. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

15. Insurance. Company agrees to maintain the following Insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional Insured under Company's Insurance policy, Company will do so but only subject to Company's manuscript additional Insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the

foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

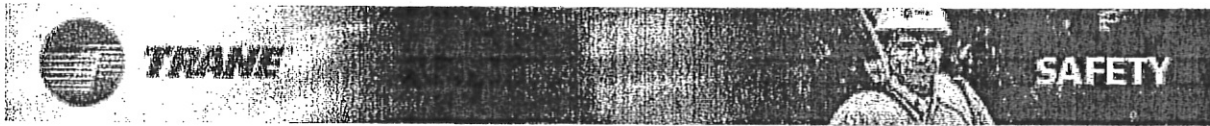
18. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)
Supersedes 1-10.48 (0614)



TRANE'S SAFETY STANDARD

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

PROVEN SAFETY SUCCESS

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

TRANE INJURY RATES V. INDUSTRY COMPETITORS

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

SAFETY TOOLS, TRAINING & EXPERTISE

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
- Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.
- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

MANAGEMENT LEADERSHIP AND COMMITMENT

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

JOB SITE SAFETY EQUALS CUSTOMER VALUE

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



QC

Laboratory Services Quotation

REBECCA LOPEZ
EAT STROUDSBURG AREA SCHOOL DISTRICT
50 VINE STREET

EAST STROUDSBURG, PA 18301

Project LEAD TESTING
Quote # Q180959 AMSM
Quote Date 10-17-18
Expiration Date 12-31-19
Phone -- Ext.
Fax --

Deliverables Format:

Quantity	Matrix	Analysis	Unit Price	Total Price
179	WATER	LEAD	\$20.00	\$3,580.00
9	MISC	SAMPLING - 10 OR LESS PER SCHOOL	\$75.00	\$675.00
6	MISC	SAMPLING - > 10 SAMPLES PER SCHOOL	\$125.00	\$750.00
3 Analyses, Total Quote Amount				\$5,005.00

NOTE: Upgraded deliverables requested after date of sample analysis, subject to surcharge at rate equivalent to two times customary surcharge listed above plus any cost of required re-analysis.

Pricing is subject to Eurofins QC Standard Terms and Conditions attached.

Pricing is based on standard laboratory turnaround. Accelerated turnaround will be subject to surcharge.

Should you have any questions or comments regarding the above or attached please be sure to contact me, Ann Smith, at 215-444-5254. Thank you for considering Eurofins QC for your analytical needs.

Eurofins QC, LLC.


Eurofins QC, LLC.

Ann M. Smith

CLIENT PROJECT AUTHORIZATION:

(Print Name)

(Signature)

(Date)

Accepted: _____

Page 1 of 1

Unless otherwise established in an agreement signed by you and Eurofins QC, LLC. (EQC), laboratory analytical services (sample collection, data analysis and interpretation) provided by EQC to you, the client, are subject solely to the EQC's standard terms & conditions and shall control in the event of any conflict with any other written document. Please see www.eurofinsus.com/QC/terms for a copy of our Terms & Conditions.

General Terms & Conditions of Sale (USA)

1. Area of Application

1.1 All Orders accepted by "Eurofins QC, LLC or any of its subsidiaries or affiliates" (collectively, "EQC") will be governed by these General Terms and Conditions of Sales (the "Terms and Conditions"), including orders placed by telephone which have not been confirmed in writing and orders made by delivery of samples. A contract with these Terms and Conditions comes into being when an order that has been placed with EQC is accepted by EQC. An order placed with EQC is considered as accepted by EQC when (a) EQC proceeds to fulfil that order, without need for any written confirmation from EQC or (b) EQC accepts the order in writing.

1.2 These Terms and Conditions supersede and replace all prior verbal or written price quotations and agreements between the parties and, unless specifically indicated otherwise therein, take precedence over all conflicting or inconsistent provisions of subsequent written agreements between the parties. No officer (other than the Vice President of EQC), employee, agent or subcontractor of EQC has the authority to alter or waive any of these Terms and Conditions or to make any representation which conflicts with or purports to override any of these Terms and Conditions; and no such alteration, waiver or representation shall be binding upon EQC, unless it is in writing and signed by the Vice President of EQC.

2. Placement of Order

2.1 A customer's order will be valid only if it is sent by mail or fax or other electronic message on letterhead of the customer or by using EQC-approved sample dispatch sheets or electronic order forms and the commercial aspects of the order which are not specifically set out in these Terms and Conditions (including price, estimated turnaround times and delivery date) must be agreed at the time of the order. The customer must confirm in writing orders given by telephone immediately after they are made and will be deemed to have placed an order if the customer sends samples to EQC quoting the customer reference. EQC is not obligated to start any analytical work unless the order is clear and it has been provided all required information.

2.2 Unless specifically accepted in writing and signed by the Vice President of EQC, any terms proposed or submitted by a customer at any time (including, but not limited to, terms or provisions in the customer's purchase order, instructions or other document) which differ from these Terms and Conditions are rejected as a material alteration of these Terms and Conditions and shall be of no force or effect. Furthermore, special terms or conditions of prior orders, including special pricing, will not automatically apply to subsequent orders. Each order accepted by EQC will be treated as a separate contract between EQC and the customer.

2.3 EQC is entitled to charge management and administrative fees of up to Twenty Five Dollars (\$25) in connection with the request for additional services to an existing order. A request for additional services on samples that have entered the laboratory will be treated as a new order and may postpone estimated delivery date accordingly.

2.4 Any logistic service off-site of the laboratory must be paid in full, unless it has been cancelled or modified by the customer at least forty eight hours (48) in advance for collection services, ninety six (96) hours in advance for sampling services and one (1) week in advance for auditing services.

3. Price and Terms of Payment

3.1 If the acknowledgment of an order does not state otherwise, EQC's prices apply "ex works", excluding packaging, which is charged separately. Any additional cost or disbursement (e.g. incurred by EQC in connection with the order) must be paid by the customer.

3.2. Prices are exclusive of all applicable taxes (including sales, use and VAT) and are based on tariffs in force at the day of the remittance of the offer to the customer. Applicable taxes are those in force at the date of invoicing.

3.3 Unless specifically agreed otherwise by EQC in its acceptance of an order, payment of all invoices is due strictly within 30 days of the invoice date. Any dispute about invoices must be raised within 30 days of the invoice date. The challenge of an analytical result will not entitle a customer to defer payment. Any invoice which remains outstanding after due date, may be additionally charged with an administrative penalty of Seventy Five Dollars (\$75) and may carry interest at the rate of one percent (1%) per month or the maximum interest rate permitted by applicable law, whichever is lower.

3.4 Invoices are subject to a minimum invoice charge of Fifty Dollars (\$50). EQC has the right to charge an administrative fee of up to Fifteen Dollars (\$15) to re-issue an invoice.

3.5 The invoice settlement method is check, bank transfer or direct debit. Any other method of payment must receive prior agreement from EQC. The customer undertakes to provide bank account details.

3.6 EQC is entitled to require payment of up to 100% of the quoted order price as a condition of acceptance.

4. Duties of Customer in Delivering Samples or Materials

4.1 The samples or materials must be in a condition that makes the preparation of reports/analyses or the production of ordered products possible without difficulty. EQC is entitled to conduct an initial examination of the samples or materials to check their condition before processing the samples, drawing up a report or using them in production. The customer shall bear the costs of this initial examination, if the samples or materials do not comply with the requirements described in this clause 4.1. If the result of the initial examination is that an analysis or production is impossible or is possible only under more difficult conditions than originally anticipated - for example, because the samples or materials have been interspersed with foreign materials or substances that were not reported by the customer or are degraded - EQC shall be entitled to terminate or interrupt the order and the customer shall bear costs incurred by EQC to that point.

4.2 The customer must ensure, and hereby warrants, that no sample poses any danger, including on its site, during transportation, in the laboratory or otherwise to EQC premises, instruments, personnel or representatives. It is the customer's responsibility to insure compliance with hazardous waste regulations, including regarding information, transportation and disposal and to inform EQC personnel or representatives about sample health and safety concerns, including any known or suspected toxic or other contaminant that may be present in the sample and its likely level of contamination as well as the risks to EQC premises, instruments, personnel and representatives

related to the contamination. The customer shall be responsible for, and indemnifies EQC against, all costs, damages, liabilities and injuries that may be caused to or incurred by EQC or its personnel or representatives including on the sampling site, during the transportation or in the laboratory by the customer's sample or by sampling site conditions. The customer shall bear all extraordinary costs for adequate disposal of hazardous waste resulting from the sample, whether or not described as hazardous waste. At EQC's request, the customer must provide EQC with the exact composition of the samples.

5. Property Rights on Sample Material and Sample Storage

5.1 All samples become the property of EQC to the extent necessary for the performance of the order. Unless the customer pays for storage, EQC shall have no obligation or liability for samples sent to EQC for storage, including samples requiring refrigeration. If the customer pays for storage, EQC will take commercially reasonable steps to store the samples, according to professional practice.

5.2 EQC can dispose of or destroy samples immediately after the analysis has been performed, unless EQC and the customer have agreed in writing on the terms of EQC's retention of the sample. EQC also can dispose of or destroy the samples after the agreed upon retention period, without further notice and at customer's cost, should an extra cost for EQC arise to comply with any regulation (for example, with respect to disposal of hazardous waste). If the customer requests the return of unneeded sample material, EQC will return them to the customer, at the customer's cost and risk.

6. Delivery Dates, Turnaround Time

6.1 Delivery dates and turnaround times are estimates and do not constitute a commitment by EQC. Nevertheless, EQC shall make commercially reasonable efforts to meet its estimated deadlines.

6.2 Results are generally sent by email and/or by USPS mail, or via other electronic means, to the attention of the persons indicated by the customer in the order, promptly after the analysis is completed.

7. Transfer of Property

7.1 Title in any analysis results, products, equipment, software or similar supplied by EQC to the customer will remain with EQC until all invoices in respect thereof have been paid by the customer in full, and until such full payment, the customer shall have no property rights or other rights to use them. In addition, even if EQC has accepted and begun to fulfil an order, EQC has the right at any time stop processing that order and to stop doing any work for a customer if that customer is late in paying any amount due to EQC, whether for that or any other order.

7.2 Even after payment in full by the customer, EQC shall retain the right to store, use and publish all analysis results in an anonymous form which does not identify the customer.

8. Limited Warranties and Responsibilities

8.1 Orders are handled in the conditions available to EQC in accordance with the current state of technology and methods developed and generally applied by EQC and the results may not always be 100% exact and/ or relevant. Analyses, interpretations, assessments, consulting work and conclusions are prepared with a commercially reasonable degree of care but EQC cannot guarantee that these will always be correct or absolute. This limited warranty expires six months after the delivery date of the samples, if the acknowledgement of the order does not specifically state otherwise. In all cases, the customer must independently verify the validity of any results, interpretations, assessments and conclusions supplied by EQC, if it wishes to rely on the same in respect of matters of importance and shall do so at its own risk.

8.2 Each analytical report relates exclusively to the sample analyzed by EQC. If EQC has not expressly been mandated and paid for the definition of the sampling plan (including which samples of which raw materials and finished products and at which frequency should be analysed) and the definition of the precise range of analysis to be performed or if the customer has not followed EQC recommendations,

EQC shall not bear any responsibility if the sampling plan and/or the range of analysis to be performed prove to be insufficient or inappropriate.

8.3 The customer is responsible for the proper delivery of samples sent to EQC for examination/analyses or materials sent for production. Unless otherwise specifically agreed in writing by EQC, EQC accepts no responsibility for any loss or damage, which may occur to any sample in transit or to any facility or site where logistics services are being delivered. The customer will at all times be liable for the security, packaging and insurance of the sample from its dispatch until it is delivered to the offices or the laboratories of EQC. EQC will use commercially reasonable care in handling and storing samples, but EQC shall not be held responsible for any loss or destruction of samples even after their receipt at its laboratories.

8.4 The customer warrants and represents to EQC that all samples sent to EQC for analysis are safe and in a stable condition and undertakes to indemnify EQC for any losses, injuries, claims and costs which EQC, or its personnel, may suffer as a result of any sample not being in a safe or stable condition, notwithstanding that the customer may have given an indication on the sample or any order form of any perceived problem with the sample. The customer must always inform EQC in writing prior to shipment and label the packaging, samples and/ or containers appropriately, if the samples are dangerous or otherwise of a hazardous nature.

8.5 Unless explicitly agreed in writing by all parties, the contractual relationship shall be exclusively between the customer and EQC. There shall be no third party beneficiary or collateral warranty relating to any order and the customer shall indemnify and hold EQC harmless from and against any and all third party claims in any way relating to the customer or to the order by the customer.

9. Limitation of Liability

9.1 Except to the extent that such limitations are not permitted or void under applicable law: (a) EQC (together with its workers, office clerks, employees, representatives, managers, officers, directors, agents and consultants and all EQC partners and affiliates, the "EQC Indemnifying Parties") shall be liable only for the proven direct and immediate damage caused by the EQC Indemnifying Party's wilful misconduct in connection with the performance of an order and then, only if EQC has received written notice thereof not later than six (6) months after the date of the customer's knowledge of the relevant claim (unless any longer period is prescribed under applicable law and cannot be contractually limited), and (b) in all cases (whether arising under contract, tort, negligence, strict liability, through indemnification or otherwise), the EQC Indemnifying Parties' liability per claim or series of related claims, and the customer's exclusive remedy, with respect to EQC's services which fall under these Terms and Conditions, shall be limited to the lesser of: (i) the direct and immediate loss or damage caused by the EQC Indemnifying Party's wilful misconduct in connection with the performance of the order and (ii) ten times the amount EQC actually received from the customer in relation to the order up to fifteen thousand dollars (\$15,000).

9.2 The EQC Indemnifying Parties shall not be liable for any indirect, direct or consequential loss or damage (including, but not limited to, loss of business, profits, goodwill, business opportunities or similar) incurred by the customer or by any third party.

9.3 It is a condition of EQC's acceptance of an order that the customer indemnifies the EQC Indemnifying Parties for any losses, injuries, claims and costs which the EQC Indemnifying Parties may suffer as a result of arising from or in any way connected with its role under or services or products or software provided pursuant to these Terms and Conditions, except to the extent that the EQC Indemnifying Parties are required to bear them according to these Terms and Conditions, and by placing an order the customer agrees to provide that indemnification.

10. Repeated Analysis

Objections to test results can be made within thirty (30) days after the customer receives the results. However, unless it would appear that

the results of the repeated analysis do not match those of the first one, the customer shall bear the costs of the repeat testing or review. Furthermore, a repeated analysis will be possible only if EQC has a sufficient amount of the original sample on hand when it receives the customer's objection. Otherwise the customer will be required to pay all costs, including sampling, transportation, analytical and disposal costs for the repeat analysis.

11. Force Majeure

EQC cannot be held liable for delays, errors, damages or other problems caused by events or circumstances which are unforeseen or beyond EQC's reasonable control, or which result from compliance with governmental requests, laws and regulations.

12. Confidentiality & Processing of Customer Data

12.1 EQC shall be entitled to save and process personal or commercial data received from the customer in any way, no matter whether such data stem from the customer directly or from a third party and shall use commercially reasonable efforts to keep such data confidential, in compliance with applicable law.

12.2 EQC shall use commercially reasonable efforts to keep all analysis results and service reports confidential, subject to EQC's rights set forth in clause 7.2 and the right to use them in order to demonstrate its entitlement to payment for services rendered.

12.3 Analysis results are prepared and supplied exclusively for the use of the customer and should not be divulged to a third party for any purposes without the prior written agreement of EQC. In addition, the customer is required to maintain secrecy concerning all services provided by EQC and their results as well as the composition of products and software delivered by EQC. Analysis results are not to be publicly disclosed or exploited without the prior written consent of EQC. Even if such written consent is given by EQC, the customer (a) remains responsible for any consequences due to the divulgence of such results to a third party and any reliance of such third party on

such results and (b) hereby agrees to indemnify the EQC Indemnified Parties against any liability which the EQC Indemnified Parties may incur as a result of such divulgence or any such third party reliance.

13. Disclaimer and Miscellaneous

13.1 ALL TERMS, CONDITIONS AND WARRANTIES (INCLUDING ANY IMPLIED WARRANTY AS TO MERCHANTABILITY QUALITY OR FITNESS FOR A PARTICULAR PURPOSE) AS TO THE MANNER, QUALITY AND TIMING OF THE TESTING SERVICE AND RESULTS, EQUIPMENT, PRODUCTS OR SOFTWARE SUPPLIED BY EQC ARE EXCLUDED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. THE WARRANTIES, OBLIGATIONS AND LIABILITIES OF EQC CONTAINED IN THESE TERMS AND CONDITIONS ARE EXCLUSIVE.

13.2 These Terms and Conditions may be modified in writing from time to time by EQC and orders will be governed by the most recent version of these Terms and Conditions that is in effect at the time EQC accepts the order.

13.3 Should a court waive, limit or hold to be invalid, illegal or unenforceable any part of these Terms and Conditions, all other parts shall still apply to the greatest extent possible.

13.4 Failure by either EQC or the customer to exercise the rights under these Terms and Conditions shall not constitute a waiver or forfeiture of such rights.

14. Governing Law/ Jurisdiction

14.1 The construction, validity and performance of these Terms and Conditions shall be governed by the laws and the commercial courts of the state of Delaware in which the registered office of the EQC company which accepted the order in question is located (including in cases involving multiple counsels for the defence or third-party respondents), which shall have exclusive jurisdiction.

**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 15 day of JAN., 2019, by and between:

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

AND

Jeff Boyer (the "Contractor") of Jeff Boyer Productions Inc.

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

1 Performance of Jeff Boyer's Big Bubble Bonanza

Location of Services:
Bushkill Elementary
131 North School Drive
Dingmans Ferry, PA 18328

Effective Date: March 6, 2019

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ ~~4,900~~

b) Fixed Rate: \$ 1,900

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

Budget Code: 29-3210-330-000-10-211-000-000-2911/

Department: Bushkill Elementary and PTO

District Initiator: [Signature]

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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

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

THIS AGREEMENT is made this 18th day of December, 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

Laura McCrone (the "Contractor") of Nazareth Area School District

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):
Professional development on "Using Technology for Universal Screeners and Progress Monitoring in Kindergarten and Grade 1" at Spring Into Technology.

Location of Services:
East Stroudsburg High School South
279 North Courtland Street
East Stroudsburg, PA 18301

Effective Date:
March 23, 2019 (Snow date April 6, 2019)

Professional Fee:

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

b) Fixed Rate: \$ 50.00

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

Budget Code: 10-2271-330-000-30-000-004 Department: Curriculum
District Initiator: Brian Bowen Staff Development
Authorization for Payment: _____ Date: _____
Purchase Order # _____

Lyman & Ash

1612 Latimer Street
Philadelphia, PA 19103
(215) 732-7040

Client Invoice

DATE	INVOICE #
2/6/2019	3119

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter
Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
12/20/2018	MSF	Legal research AIA form contracts.	1	250.00	250.00
1/22/2019	MSF	Meet with MTS re documents, interviews.	0.25	250.00	62.50
		Total for Michael S. Fettner, Esq.			312.50
12/19/2018	MTS	Emails with ESASD re: Documents. Conf. with SRB. Legal research re: Architectural Studio. Review of Architectural Studio documents.	1.08	250.00	270.00
12/20/2018	MTS	Conf. with MSF. Review of AIA contract issues.	1	250.00	250.00
12/27/2018	MTS	Emails with S. Ihle and L. Dymond.	0.08	250.00	20.00
1/2/2019	MTS	Emails with S. Ihle. Review of documents from ESASD.	0.25	250.00	62.50
1/3/2019	MTS	Tel. conf. with L. Dymond.	0.17	250.00	42.50
1/8/2019	MTS	Tel. conf. with John Hayward at Architectural Studios. Tel. conf. with Richard Davies, Esq. counsel for Architectural Studio. Review of letters and documents. Conf. with MSF.	1.5	250.00	375.00
1/9/2019	MTS	Tel. conf. with L. Dymond. Review of emails. Review of documents from ESASD.	2.5	250.00	625.00
1/10/2019	MTS	Emails with S. Ihle. Review of documents from ESASD.	0.75	250.00	187.50
1/14/2019	MTS	Review of documents from ESASD. Emails with S. Ihle re: Additional documents and witnesses.	1	250.00	250.00
1/16/2019	MTS	Emails with S. Ihle re: Witness and docs.	0.17	250.00	42.50
1/18/2019	MTS	Emails with L. Dymond and S. Ihle.	0.08	250.00	20.00

	Total
--	--------------

Lyman & Ash

1612 Latimer Street
Philadelphia, PA 19103
(215) 732-7040

Client Invoice

DATE	INVOICE #
2/6/2019	3119

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter
Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
1/21/2019	MTS	Email to S. Ihle. Review of documents from ESASD.	1.83	250.00	457.50
1/22/2019	MTS	Emails with S. Ihle. Emails with Rebecca Lopez. Emails with ESASD. Review of documents.	1.42	250.00	355.00
1/23/2019	MTS	Tel. conf. with R. Lopez re: Scheduling. Tel. conf. with L. Dymond. Review of documents for Interviews and Meetings.	1.75	250.00	437.50
1/24/2019	MTS	Emails with R. Lopez. Conf. with L. Dymond. Meet with S. Ihle. Meet with R. Lopez. Meet with Tim Harris. Tel. conf. with Principal Dilliplane. Review of documents from Facilities. Legal research. Tel. conf. with L Dymond.	3.5	250.00	875.00
1/25/2019	MTS	Meeting with Stephen Zall. Review of documents from Facilities. Conf. with R. Lopez. Meet with L. Dymond. Meetings with Rick Garriss, Marilyn Possinger and Lorne Bachelder. Conf. with Rob Rohner. Document review at Lehman Township Municipal Building.	4.5	250.00	1,125.00
		Total for Michael T. Sweeney, Esq.			5,395.00

Total	\$5,707.50
--------------	-------------------

Attorneys:

CPL - Cletus P. Lyman, Esq. MSF - Michael S. Fettner, Esq. MTS - Michael T. Sweeney, Esq.
PVT - Pearlette Toussant, Esq., of Counsel MJL - Maura J. Lynch, Esq., of Counsel

Legal Staff:

RDE - R. Dave Eldridge, SRB - Stephen R. Betts
PRA - Peter R. Abraldes

209



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

INVOICE

No. 48714
12/31/2018

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

East Stroudsburg Area School District Retainer Services

287000

For Services Rendered From November 24, 2018 To December 31, 2018

Retainer Services

Retainer Services

Specified Fee:	\$2,000.00
Fee this Period:	\$2,000.00

INVOICE TOTAL **\$2,000.00**

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	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
	HMRM															
BES	All	0	53	54	60	63	77	81	0	0	0	0	0	0	0	388
	BES Total	0	53	54	60	63	77	81	0	0	0	0	0	0	0	388
CHSC	All	0	10	10	8	16	6	22	23	24	27	26	23	30	24	249
	CHSC Total	0	10	10	8	16	6	22	23	24	27	26	23	30	24	249
EHN	All	0	0	0	0	0	0	0	0	0	0	248	254	240	237	979
	EHN Total	0	0	0	0	0	0	0	0	0	0	248	254	240	237	979
EHS	All	0	0	0	0	0	0	0	0	0	0	334	332	322	354	1342
	EHS Total	0	0	0	0	0	0	0	0	0	0	334	332	322	354	1342
ESE	All	0	101	109	131	96	109	122	0	0	0	0	0	0	0	668
	ESE Total	0	101	109	131	96	109	122	0	0	0	0	0	0	0	668
HOME	All	0	2	2	4	8	2	7	10	0	11	6	5	6	6	69
	HOME Total	0	2	2	4	8	2	7	10	0	11	6	5	6	6	69
IU20	All	1	8	13	16	11	4	11	7	10	18	11	9	8	12	139
	IU20 Total	1	8	13	16	11	4	11	7	10	18	11	9	8	12	139
JMH	All	0	79	73	82	80	78	75	0	0	0	0	0	0	0	467
	JMH Total	0	79	73	82	80	78	75	0	0	0	0	0	0	0	467
JTL	All	0	0	0	0	0	0	0	304	331	300	0	0	0	0	935
	JTL Total	0	0	0	0	0	0	0	304	331	300	0	0	0	0	935
LIS	All	0	0	0	0	0	0	0	246	220	229	0	0	0	0	695
	LIS Total	0	0	0	0	0	0	0	246	220	229	0	0	0	0	695
MSE	All	0	56	64	81	75	95	99	0	0	0	0	0	0	0	470
	MSE Total	0	56	64	81	75	95	99	0	0	0	0	0	0	0	470
OOD	All	0	1	0	2	1	0	0	0	1	2	1	6	3	6	23
	OOD Total	0	1	0	2	1	0	0	0	1	2	1	6	3	6	23
RES	All	0	85	88	69	82	92	89	0	0	0	0	0	0	0	505
	RES Total	0	85	88	69	82	92	89	0	0	0	0	0	0	0	505
SMI	All	0	55	55	56	72	67	49	0	0	0	0	0	0	0	354
	SMI Total	0	55	55	56	72	67	49	0	0	0	0	0	0	0	354
Total All Buildings		1	450	468	509	504	530	555	590	586	587	626	629	609	639	7283

NOTES:

1. (NA) indicates students not assigned to any homeroom.
2. Student homeroom assignments are based on current enrollment.

211